

# 2018

MID-WESTERN REGIONAL COUNCIL  
**COUNCIL BUSINESS PAPERS**

ORDINARY MEETING  
WEDNESDAY 21 NOVEMBER 2018

## SEPARATELY ATTACHED ATTACHMENTS



*A prosperous and progressive community,  
we proudly call home*

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# Development Control Plan 2013

Amendment No. 3

Further information email [council@midwestern.nsw.gov.au](mailto:council@midwestern.nsw.gov.au) or telephone 1300 765 002



[www.midwestern.nsw.gov.au](http://www.midwestern.nsw.gov.au)

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## PART 1 INTRODUCTION

### 1.1 PURPOSE OF THE PLAN

This Plan contains more detailed guidelines to complement the provisions contained in the Mid-Western Regional Local Environmental Plan 2012 which applies to all land within the Mid-Western Regional Local Government Area.

### 1.2 AIM OF THE PLAN

The aims of this Plan are to:

- Implement and support the objectives of the Local Environmental Plan (Mid-Western Regional LEP 2012);
- Define development standards that deliver the outcomes desired by the community and Council;
- Provide clear and concise development guidelines for various forms of development;
- Encourage innovation in design and development by not over-specifying development controls;
- Expedite development approvals by providing clear direction of Council's intent and criteria; and
- Provide certainty of development outcomes for developers and the community.

### 1.3 HOW THE PLAN WORKS

The Development Control Plan (DCP) provides specific criteria for local development within the Mid-Western Local Government Area, including the "deemed-to satisfy" criteria that will facilitate *fast-tracking* of certain development applications (DA).

The four different assessment streams for development are outlined in figure 1.

Under Section 79c of the Environmental Planning and Assessment Act 1979 (EP&A Act), Council is required to consider a range of issues in the evaluation of a DA including the DCP. Therefore compliance with this DCP does not guarantee development approval will be issued. However, in relation to certain development types, Council has adopted "non-discretionary" development controls that establish a "deemed-to satisfy" standard of development. Where this standard is achieved, Council will not:

- Further consider those standards in determining the DA; or
- Give weight to objections received relating to those standards; or
- Refuse the DA on the grounds that the development does not comply with those standards; or
- Impose a condition of consent that has the same, or substantially the same, effect as those standards but is more onerous than those standards.

Where the "deemed to satisfy" standard is not achieved, the DA cannot be *fast-tracked*, and the DA must provide justification in line with the Discretionary Development Standards.

### 1.4 TRANSITION PROVISION

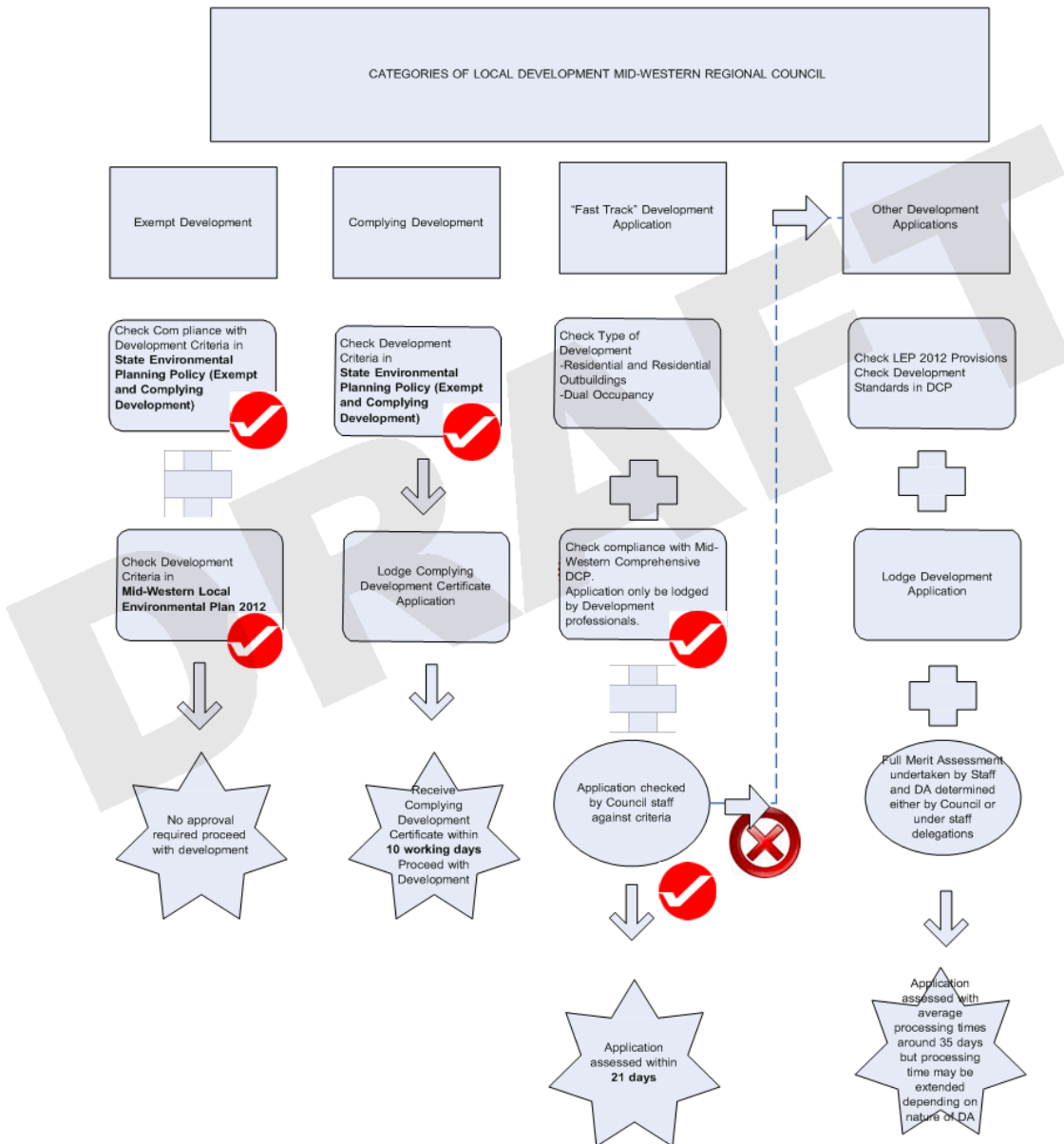
Where a development application is lodged prior to the commencement of this Development Control Plan the applicant must nominate if the application is to be assessed under this Development Control Plan or the Development Control Plans in place prior to the adoption of this Development Control Plan.



Where no development control plan is nominated an application will be assessed in accordance with the Development Control Plans in place prior to the adoption of this Development Control Plan.

### 1.5 FAST TRACK DETERMINATIONS

The *fast-track* process allows specific types of development to be determined more quickly than a standard DA where the proposal meets the “deem-to satisfy” provisions of this DCP. Where a proponent certifies that the minimum standards are met, determination should be issued within 21 days.



The new “deem-to satisfy” process is a simpler, faster approval pathway. Still merit-based, the process streamlines the assessment of common forms of development that can be clearly quantified as achieving outcomes sought by the community, the development industry and Council.

**The following types of development may be fast-tracked where the proponent certifies that the development complies with the minimum DCP controls:**

- Residential (General Housing including ancillary structures such as pools and carports.
- Dual Occupancy
- Fast-tracking does not apply to residential and dual-occupancy development on flood prone land or bushfire prone land.

**Fast-tracking does not apply to any other development.**

**Development Applications lodged under the fast track process will need to be accompanied by signed certification.**

**Council will only accept applications certified by suitably qualified persons (such as planners, architects, engineers, draftsman and surveyors).**

**Where plans are subsequently found to not meet a standard, the application will be removed from the *fast-track* system and the development professional who provided the certification will not be eligible to claim fast track determinations for a period of at least 6 months.**

## 1.6 DOCUMENTATION REQUIRED TO ACCOMPANY A FAST TRACK DA

The documentation required to be prepared for a *fast track* DA is the same as for a regular DA. Schedule 1 of the Environmental Planning and Assessment Regulations 2000, specify this information,

A *Fast Track Certification Checklist* must also be completed to confirm that the proposal complies with all the “deemed –to satisfy” controls applicable to that form of development.

Separate checklists are provided for each development type in Council’s website – [Midwestern@nsw.gov.au](mailto:Midwestern@nsw.gov.au).

## 1.7 DON’T MEET THE “DEEMED TO SATISFY” STANDARDS?

If your proposal does not meet the “deemed to satisfy” standards, your application must provide justification as the variation of the deemed to satisfy provisions and address the relevant performance standards in this DCP.

Applications that do not meet the “deemed-to-satisfy” criteria WILL NOT be processed under the *fast track* stream.

## 1.8 RELATIONSHIP TO OTHER PLANS

The DCP is only one of the matters that must be considered by Council in determining a DA.



The proposal must also be considered with regard to the other matters contained in Section 79c of the Environmental Planning and Assessment Act 1979, including relevant environmental planning instruments, the likely environmental effects, suitability of the site, any submissions received and the public interest.

Where inconsistency arises between this DCP and any environmental planning instrument applying to the same land, the provisions of the environmental planning instrument prevail.

## 1.9 DEVELOPER CONTRIBUTIONS

As a consequence of development it is likely that an increase in the demand for public amenities and services (such as community facilities, local open space etc) will occur. In this regard, a contribution under Section 94 of the Environmental Planning and Assessment Act 1979 may be required as a condition of the development consent in accordance with Mid-Western's Contributions Plan.

Council required developers to contribute towards the augmentation of water and sewerage works to meet the additional demands of the new development. In this regard, approval must be sought from Council under the Water Management Act 2000 to determine the required contributions.

## 1.10 PRIVATE COVENANTS

Where inconsistency arises between this DCP and any private covenant, the provision of the DCP will prevail. Council is not required to have regard to private covenants in the assessment of development applications. Clause 1.9A of the Mid-Western Regional LEP 2012 outlines the full legal context associated with this provision.

## 1.11 SEWER INFRASTRUCTURE

Council does not permit the following types of development over an existing sewer main or easement for sewer;

- erection of permanent structures,
- cut or fill of land,
- the planting of trees, or
- Concrete structures.

## 1.12 COMMUNITY CONSULTATION

### Advertised Local Development

The following kinds of development will be advertised:

- Demolition of a building identified as a heritage item in Schedule 5 of the Mid-Western Regional LEP 2012.
- Major Council projects (not including utility service infrastructure) with a value exceeding \$1,000,000 or likely to be of significant community interest;
- Non-residential uses in or adjacent to the R1 General Residential, R2 Low Density Residential, or RU5 Village Land Use zones.
- Subdivision creating 20 or more allotments.
- Sex services premises
- Within the R1 General Residential, R2 Low Density Residential, or RU5 village land use zones, development applications for the purposes of:

Multi dwelling housing; residential flat buildings; senior housing; hostels; boarding house; group homes; tourist and visitor accommodation (excluding B&Bs); boarding houses; caravan parks; exhibition villages; child care centre

**NOTE: Application for residential forms of development lodged as *fast track* DAs will not be advertised.**

- Any development identified by Senior Council staff that should be advertised in the public interest.

#### Process for Advertised Development

- Notice of the development in a local Newspaper, containing the same information as required to be given in the written notice;
- Written notice of the proposal to be given to all adjoining landowners;
- Period of exhibition to comprise a minimum of 14 days from the date notice is published (plus an additional 7 days where the period coincides with public holidays.)

### Notified Development Applications

Apart from the exceptions listed below or where a development is advertised development, all other development applications, that involves a use that requires development consent, alteration to the external configuration of a building, the erection of a new building, variation to an adopted building line will be notified to adjoining owners in accordance with this DCP. The kinds of development that will **not** require notification are:

- Single storey dwelling;
- Single storey additions to a house
- Minor dwelling additions such as carports, pergola and verandahs;
- Private swimming pools;
- Detached garage or shed associated with a dwelling to be used in conjunction with the dwelling (ie not for commercial/industrial use)
- Any building on land within RU1 Primary Production, RU4 Primary Production Small Lots, which has an area greater than 2 hectares (land);
- Subdivision creating less than 5 lots
- Commercial or industrial development within a business or industrial zone that does not adjoin a dwelling.
- Attached dual occupancy within the R5 Large Lot Residential zone.

Despite the above exclusion, following site inspection of the site and consideration of such factors as the character of the existing development, slope of the site and local amenity, Council may determine that notification should occur and the appropriate fee will be applied.

#### Process for Notified Development

- Written notice of the proposal to be given to all adjoining landowners;
- Period of exhibition to comprise a minimum of 7 days from the date of the notice (plus an additional 3 days where the period coincides with public holidays.)



## PART 2 FAST TRACK DEVELOPMENT APPLICATIONS

### 2.1 GENERAL HOUSING AND ANCILLARY STRUCTURES “DEEMED TO SATISFY” PROVISIONS

The following criteria must be met to qualify for the “fast track” application process.

#### Building Setbacks

Zone	Street	Side/Rear	Secondary Frontage for Corner Lots *
R1, R2 and R3 where Lot size is less than 900m <sup>2</sup>	4.5m to building line or average of adjoining properties  5.5m to the garage	900mm	0m for garages in laneways 2m to side boundary
R1, R2 and R3 where Lot size is greater than 901m <sup>2</sup> less than 1,999m <sup>2</sup>	6.5m to building line or average of adjoining properties 7.5 to the garage	900mm	2m
R2 where 2000 m <sup>2</sup> to 1 ha	15m	5m	7.5m
R5 Less than or equal to 5 ha. in area	30m	20m	15m
RU1, RU4 and R5 Greater than 5 ha. in area	60m	20m	15m
RU5	7.5m	BCA	3m

\*Applicant to nominate front and secondary setback.

- Where the lot is located on a Classified Road such as Ulan or Cope Road the front setback is 100m and side and rear setback is 20 metres.
- Where the lot is located on the State Highway (Castlereagh Highway) the front setback is 200 m and the side setback is 20 metres.
- Garages – the aggregate width of the garage door or carport shall not exceed 45% of the front elevation of the dwelling.

#### Building height

- Single storey (Single storey dwelling is one that has only one storey (as defined by the BCA) and the Finished Floor Level (FFL) is less than 1 metre above natural ground level.

#### Privacy

- Single storey development achieving setbacks do not require specific privacy controls.

#### Design

- 75% of the Private open space and internal living areas should have access to sunlight for 3 hours a day between 9 am and 3 pm with direct access to the

- main living areas.
- 80m<sup>2</sup> of private open space is provided with a minimum dimension of 5 metres.
  - No windowless facades at the street frontage(s).
  - Street elevations are to include at least 5% of openings including windows, doors.
  - Garages – the aggregate width of the garage door or carport shall not exceed 45% of the front elevation of the dwelling.
  - For corner allotments no fences, structures or landscaping exceeding 1 metre in height are to be located within the triangle formed by a sight line 12 metres x 6 metres from the intersection of the two street boundary lines.
  - Cannot be a transportable or relocated building.
- Parking**
- Provision for parking of two vehicles behind the building line including at least one space undercover.
- Utilities**
- Buildings and structures are to be located clear of utility infrastructure.
  - No building can be located within an easement for the purposes of utility infrastructure.
  - Structures are to be located 1,500 mm for the centre line of the water or sewer main.
  - Details of water supply and sewer reticulation are to be provided.
    - ❖ If available within 500 m connected to reticulated network.
    - ❖ Where no water supply is available, a minimum tank storage of 60,000 litres is required, of which a minimum of 20,000 litres is retained for fire fighting purposes.
  - Where there is no reticulated sewer system than approval is required for onsite disposal in accordance with Section 68 of the Local Government Act 1919
  - Stormwater shall be designed to flow to a gravity system. Alternatives are not acceptable.
  - No building on overland flow paths
- Fencing**
- Front fences to be open panels not to include “Colorbond” and are restricted to a maximum height of 1.2 metres.
  - Where a street fence is proposed, the section of side fence located in front of the building setback shall be open or a combination of open panels and masonry columns to match the front fence.
  - Dividing fences is not to adversely affect the flow of surface of surface water or create flooding problems to adjoining properties.
  - Maximum height of side and rear fences behind the building line to be 1.8 metres.
- Access**
- All weather two wheel drive access
  - Driveways to be located a minimum of 6m from an intersection.
  - For rural area the minimum sight distances-is 250m in the 100km/hr speed zone and 180km/hr for the 80km zone
  - Where the driveway exceeds a slope of 6 % appropriate erosion and sediment control is to be incorporated into the design of the access.

**Garages  
 Outbuildings  
 and Carports**

Maximum size of garages and outbuildings in urban areas shall be as follows:

Lot size m2	Shed Size m2
<750	50
750-1000	80
1000-2000	100
>2000	120

**Ridgelines**

- Development roofline must not project above the ridgeline where visible from any public road or place.

**Slope & Cut  
 and Fill**

- The slope of the development site cannot exceed 15degrees.
- 
- Cut is to be limited to 1,000 mm.
- Fill is restricted to 600 mm. It must be clean fill and a geotechnical assessment issued for the fill to demonstrate compaction to the Australian Standard.
- Any cut and/or fill must be provided with retaining walls, drainage and must be setback a minimum of 300 mm from any boundary.
- Fill must not direct stormwater onto adjoining properties and drainage pits for overland flow paths are to be provided.
- Cut and fill is not permitted within water or sewer easements

**Pools**

- Pools and fencing to be located behind the building line.
- Where visible from a public place or road, details of screening to be provided with DA
- Any associated retaining walls tor decks not to exceed 1.0 m above the natural ground surface.
- Pool pump enclosure to be placed greater than 15 m from a habitable room in any dwelling adjoining the property or within a sound proof enclosure.
- Compliance with the relevant Australian Standards – please check with Council to ascertain the correct standard.
- Pools over 40,000 Litres require a BASIX Certificate to be provided with application

**Energy  
 Efficiency**

- New Dwelling – Has a BASIX Certificate
- Alteration and Additions that do not exceed \$50,000 in value shall provide R3 Ceiling insulation and R1.5 wall insulation (to be shown on the plans)

**Permissibility**

- The lot is to comply with the minimum area as designated on the LEP 2012 Lot Size Map.
- Dwellings in rural zone must have a staged dwelling approval or comply with the minimum lot size.

**Heritage**

- Heritage items are excluded from the fast track provisions.



## 2.2 DUAL OCCUPANCY DEVELOPMENT “DEEMED TO SATISFY” PROVISIONS

The following criteria must be met to qualify for the “fast track” application process.

- Minimum** Attached Dual Occupancy – minimum area 600m<sup>2</sup>  
**Lot Size** Detached Dual Occupancy – minimum area 800m<sup>2</sup>  
 Detached dual occupancy is PROHIBITED in the R2 Low Density Residential Zone.

### Building Setbacks

Zone	Street	Side/Rear	Secondary Frontage for Corner Lots *
R1, R2 and R3 where Lot size is less than 900m <sup>2</sup>	4.5m to building line or average of adjoining properties 5.5m to the garage	900mm	0m for garages in laneways 2m to side boundary
R1, R2 and R3 where Lot size is greater than 901m <sup>2</sup> less than 1,999m <sup>2</sup>	6.5m to building line or average of adjoining properties 7.5 to the garage	900mm	2m
R2 where 2000 m <sup>2</sup> to 1 ha	15m	5m	7.5m
R5 Less than or equal to 5 ha. in area	30m	20m	15m
Ru1, RU4 and R5 Greater than 5 ha. in area	60m	20m	15m
RU5	7.5m	BCA	3m

\*Applicant to nominate front and secondary setback.

- Where the lot is located a Classified Road such as Ulan or Cope Road the front setback is 100m and side and rear setback is 20 metres.
- Where the lot is located on the State Highway or Goolma Road the front setback is 200 m and the side setback is 20 metres.

- Building Height**
- Single storey (Single storey dwelling is one that has only one storey (as defined by the BCA) and the Finished Floor Level (FFL) is less than 1 metre above natural ground level.

- Design**
- Council will not consider mirror reversed or duplication of design for the two dwellings when fronting streets.
  - 75% of Internal living areas shall receive at least three hours effective sunlight between the hours of 9.00 am and 3.00 pm on 21 June (Winter solstice).
  - For attached and detached dual occupancies, any separation between the two dwellings is to be a minimum of 3 metres apart;
  - Compliment the appearance of the streetscape through the replication of the

scale, spacing, fenestration, articulation, roof forms, setbacks and landscaping of dwellings on adjoining and surrounding lots. All dual occupancies must have direct street frontage; that is no dual occupancy can be developed in a battleaxe arrangement.

- No windowless facades at the street frontage(s).
- Street elevations are to include at least 5% of openings including windows, doors.
- The dwellings shall not be relocated or manufactured homes.
- Garages – the aggregate width of the garage door or carport shall not exceed 45% of the front elevation of each dwelling.
- Cannot be a transportable or relocated building

**Slope & Cut and Fill**

- The slope of the development site cannot exceed 15 degrees
- Cut is to be limited to 1,000 mm.
- Fill is restricted to 600 mm. It must be clean fill and a geotechnical assessment issued for the fill to demonstrate compaction to the Australian Standard.
- Any cut and/or fill must be provided with retaining walls, drainage and must be setback a minimum of 300 mm from any boundary.
- Fill must not direct stormwater onto adjoining properties and drainage pits for overland flow paths are to be provided.
- Cut and fill is not permitted within water or sewer easements

**Open Space**

- Private open space should be on the northern or eastern side of the dwelling with direct access to the main living areas. Cannot be forward of the building line.
- Each dwelling shall have one principal private open space with a minimum area of 80 square metres and a minimum dimension of 5 metres (depth and width).
- For the purposes of this clause, living area means any room or rooms within the dwelling which are generally available for day-to-day use by residents and visitors and include such rooms as lounge, dining and kitchen.
- Decks, balconies and alfresco areas at or near ground level may only be counted as principal private open space area where they have direct northerly aspect and are no more than 25% of the private open space requirement.
- Council may consider private open space within the front setback.
- Where courtyards in the front setback are permitted, these shall be located behind a suitably landscaped area with a minimum width of 1.5 metres to the front boundary.

Such landscaping shall be maintained at all times to Council's satisfaction. Fencing of such areas will be incorporated into the landscaped area. The use of 'Colorbond' or similar fencing of such areas is prohibited in favour of timber or masonry materials.

- At least 75% of each required private open space area, courtyard, balcony, terrace or the like shall receive at least three hours effective sunlight between the hours of 9.00 am and 3.00 pm on 21 June (Winter solstice).
- Council may require submission of shadow diagrams to demonstrate

compliance with the requirement above

- Site Coverage**
- Maximum site coverage of 35%.
- Parking**
- Each dwelling to have two car parking spaces, at least one being a garage. The second space may be provided in a stacked arrangement in front of the garage providing the space is contained wholly within the subject site.
  - All parking and manoeuvring areas to be hardstand.
  - Driveways to be located 6m from an intersection.
- Utilities**
- Buildings and structures are to be located clear of utility infrastructure (Minimum 1m from light/power poles)
  - No building can be located within an easement for the purposes of utility infrastructure.
  - Structures are to be located 1500mm from the centre line of the water/sewer main.
  - Details of water supply and sewer reticulation are to be provided. If the development is within 500 m of the reticulated water and sewer network it must connect to that reticulated network.
  - Dual Occupancy will not be permitted on allotments less than 5 ha where reticulated water and sewer is not connected.
  - Where no water supply is available, a minimum tank storage of 60,000L is required, of which a minimum of 10,000L is retained for fire fighting purposes for each dwelling.
  - Where there is no reticulated sewer system then approval is required for onsite disposal in accordance with Section 68 of the Local Government Act 1919
  - Stormwater shall be designed to flow to a gravity system. Alternatives are not acceptable.
  - No building over flow paths, no increase in flows.
- Fencing**
- All dual occupancy developments are required to provide a 1.8m high fence on the boundary of the development site and between private open space areas of individual units (all residential zones excluding R5 zone). All fencing is to be provided at full cost to the developer. All fencing which is in front of the building line shall be constructed of timber and/or masonry materials.
  - Dividing fences is not to adversely affect the flow of surface of surface water or create flooding problems to adjoining properties.
  - For corner allotments no fences, structures or landscaping exceeding 1 metre in height are to be located within the triangle formed by a sight line 12 metres x 6 metres from the intersection of the two street boundary lines.
  - Maximum height of side and rear fences behind the building line to be 1.8 m.
- Heritage**
- Heritage items are excluded from the fast track provisions.

## PART 3 DISCRETIONARY DEVELOPMENT STANDARDS

Where a development does not comply with the “Fast-track” criteria a normal development application may be lodged. In lodging the development application justification must be given to the variation from the fast track criteria by addressing the objectives outlined in the discretionary standards relevant to the particular type of development.

The discretionary standards represent the standard that Council wishes to apply to development. Variation to these standards will only be considered in extraordinary circumstances and will need to be fully justified due to the unique circumstances of a particular case.

### 3.1 RESIDENTIAL DEVELOPMENT IN URBAN AREAS (SINGLE DWELLINGS AND DUAL-OCCUPANCIES)

**Buildings Setbacks**

- a) Setbacks must be compatible with the existing and/or future desired streetscape.
- b) Side or rear building setbacks are to demonstrate no unreasonable adverse impact on the privacy or solar access of adjoining properties.
- c) Garages are to be setback a minimum of 5.5 metres from the front boundary.
- d) Side and rear walls within 900mm and eaves within 450mm of boundaries are to comply with the BCA requirements for fire rating

**Deem to satisfy**

Zone	Street	Side/Rear	Secondary Frontage for Corner Lots *
R1, R2 and R3 where Lot size is less than 900m <sup>2</sup>	4.5m to building line 5.5m to the garage	900mm	0m for garages in laneways 2m to side boundary
R1, R2 and R3 where Lot size is greater than 901m <sup>2</sup> less than 1,999m <sup>2</sup>	6.5m to building line 7.5 to the garage	900mm	2m
R2 where 2000 m <sup>2</sup> to 1 ha	15m	5m	7.5m

**Building Height**

- a) Elevated housing developments must minimise the impact on areas of predominantly single storey housing.
- b) Building height must ensure that adjacent properties are not overlooked or overshadowed.



Deem to satisfy is a single storey building with a FFL of less than 1 metre above Natural Ground Level.

**Site Coverage**

- a) Stormwater runoff must not exceed infrastructure capacity.
- b) Development must be an appropriate bulk and scale for the existing residential surrounds.
- c) Dual occupancy development is not to exceed 50% site coverage.

Note: Site Coverage means:

The proportion of a site area covered by buildings. However, the following are not included for the purpose of calculating site coverage:

- Any basement,
- Any part of an awning that is outside the outer walls of a building and that adjoins the street frontage or other site boundary,
- Any eaves
- Unenclosed balconies, decks, pergolas and the like.

Deem to satisfy is 35% site coverage

**Solar Access**

- a) Development must have reasonable access to sunlight and must not unduly impede solar access of neighbouring dwellings.
- b) Dwellings are to be positioned to maximise solar access to living areas.
- c) Shadow diagram must include:
  - Location, size, height and windows openings of buildings on adjoining properties;
  - Existing shadow-casting structures such as fences, carports, hedges, trees etc.; and
  - Topographical details, including sectional elevations where land has any significant slope.
- d) Living areas and gardens should be orientated to the north to maximise solar access to these areas.
- e) North-facing pitched roofs should be incorporated where possible to provide opportunity for solar energy collectors.
- f) Solar access should be controlled within buildings to allow warm winter sun to penetrate rooms while excluding hot summer sun by:
  - Using horizontal projecting screens such as balconies, awnings, verandah roofs, pergolas and wide eaves; and
  - Use of ceiling insulation.

Deem to satisfy  
Living areas and private open space areas are to be located with a northerly aspect (ie on the north or eastern side of the building).

- Privacy**
- a) Development must ensure that reasonable privacy is achieved for new dwellings and existing adjoining residences and private open space.

Deem to satisfy  
Dwellings must be single storey and have a finished floor level less than 1,000 mm above the natural ground level.

- Parking**
- a) Development must provide adequate off-street parking to maintain the existing levels of service and safety on the road network.
  - b) Parking areas and access driveways must be functional in design.
  - c) Parking areas should be visually attractive and constructed, designed and situated so as to encourage their safe use.
  - d) The number of spaces is determined based on the occupation potential. Note: rooms capable for use as a bedroom, e.g. 'study' are counted as a bedroom.
  - e) Any vehicle entering or leaving the driveway must be visible to approaching vehicles and pedestrians.
  - f) Driveway access to a major road should be avoided where possible.

Deem to Satisfy  
Two (2) spaces per dwelling

- Landscaping**
- a) Landscaping must enhance the quality of the built environment.
  - b) Species selection and location should improve energy efficiency through reducing heat gain through windows and deflecting winter winds.
  - c) Plants with low maintenance and water requirements should be selected.

- Open Space**
- a) Sufficient open space must be provided for the use and enjoyment of the residents.
  - b) A plan shall be submitted which demonstrates that the dimensions of the open space provides for functional space, including placement of outdoor furniture.
  - c) Open space areas provided must be suitably located and landscaped to obtain adequate sunlight and protection from prevailing winds.
  - d) Private open space for dual occupancy development is to be a minimum area of 80m<sup>2</sup> and have a minimum dimension of 5 metres (depth and width).
  - e) Private open space for dual occupancy development is to be located behind the front building line and on the northern, eastern or western side of the dwelling.

Deem to satisfy  
Private open space to be on the northern or eastern side of dwelling with direct access to living areas. Area to be 80m<sup>2</sup> with a minimum dimension of 5 metres.

- Corner lots**
- a) Development must address both street frontages.
  - b) Utility windows are not permitted on either elevation with frontage to the street unless they are integrated into architectural features of the development.

- Fencing**
- Fencing facing the street or forward of the building line must avoid extensive lengths of 'Colorbond' as it presents a barrier to the street.
- ) Solid fencing of a length greater than 30% may be permitted where landscaping is provided to soften the visual impact on the streetscape.

Deem to Satisfy  
1.8 metre high fence to all boundaries including private open space areas.  
All fencing forward of building line cannot be 'Colorbond' (All Residential zones excluding R5 zone).

- Infra structure**
- a) Surface infrastructure (e.g. tanks, clotheslines) must not be located within front setback.
  - b) Surface infrastructure must not be visible from the street.
  - c) Garbage storage locations must be included in landscape plan and show how they will be screened.

- Out buildings**
- a) Outbuildings must not negatively affect the amenity of the streetscape or adjoining properties. The following standards apply for urban areas.

Lot size m2	Shed Size m2
<750	50
750-1000	80
1000-2000	100
>2000	120

**Development near  
Ridgelines**

- a) A ridgeline is considered an elevated section of land, visible from beyond the individual property boundary.
- b) Development shall protect key landscape features, being the dominant ridgelines and slopes and the intermediate ridges forming a visual backdrop to existing and future urban localities and places of special landscape amenity.
- c) Development should not be visually intrusive or degrade the environmental value, landscape integrity or visual amenity of land.
- d) The dwelling-house and associated buildings must not be visible above the existing skyline or any prominent ridgeline or local hill top.
- e) The dwelling-house and associated buildings will be constructed from low reflectivity building materials and incorporate colours which are visually unobtrusive in relation to the surrounding environment.

**Slopes**

- a) Development maximises retention of natural ground levels and contours. b) Drainage is to avoid erosion of gullies, slopes and drainage lines in the locality.
- c) Cut and fill, earthworks, retaining walls, unprotected embankments and terraces etc are setback from boundaries such that there is no impact on the privacy or visual amenity of adjoining dwellings and their private open space. d) Cut and fill, earthworks, retaining walls, unprotected embankments and terraces etc are setback from boundaries such that they do not redirect the flow of surface water onto adjoining properties.

**Deem to Satisfy**

- Cut is to be limited to 1,000 mm.
- Fill is restricted to 600 mm. It must be clean fill and a geotechnical assessment issued for the fill to demonstrate compaction to the Australian Standard.
- Any cut and/or fill must be provided with retaining walls, drainage and must be setback a minimum of 300 mm from any boundary.
- Fill must not direct stormwater onto adjoining properties and drainage pits for overland flow paths are to be provided.
- Cut and fill is not permitted within water or sewer easements
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**Access**

- a) All weather vehicle access is required to ensure that emergency services (fire, ambulance, police) are able to access the dwelling at all times.

**Relocated  
Dwellings**

- a) Dwellings proposed to be re-sited must be of a suitable standard both aesthetically and structurally.

**Adapt  
ability**

- a) Adaptable housing design must incorporate practical and flexible features to meet the changing needs of residents of different ages and abilities over time. For example,

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hobless shower area, space for wheelchair access, height of light switches, arrangement and size of rooms,

**Design Principles**

- a) Design should maximise surveillance with clear sightlines between public and private places, effective lighting of public places and landscaping that makes places.
- b) Physical and symbolic barriers should be used to attract, channel or restrict the movement of people to minimise opportunities for crime and increase the effort required to commit crime.
- d) Must be sympathetic with existing adjoining and surrounding developments in relation to bulk and height.
- e) Well-proportioned building form that contributes to the streetscape and amenity.
- f) Density appropriate to the regional context, availability of infrastructure, public transport, community facilities and environmental quality.
- g) Design must demonstrate efficient use of natural resources, energy and water throughout its full life cycle, including construction.
- h) Landscape design should optimise useability, privacy and social opportunity, equitable access and respect for neighbours' amenity, and provide for practical establishment and long term management.
- i) Optimise amenity (e.g. appropriate room dimensions and shapes, access to sunlight, natural ventilation, visual and acoustic privacy, storage, indoor and outdoor space, efficient layouts and service areas, outlook and ease of access for all age groups and degrees of mobility).
- j) Optimise safety and security, both internal to the development and for the public domain.
- k) Design must demonstrate response to the social context and needs of the local community in terms of lifestyles, affordability, and access to social facilities.
- l) Council will not support dual occupancy development where both dwellings are pre-manufactured or relocatable homes in urban zones.



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## PART 4 SPECIFIC TYPES OF DEVELOPMENT

### 4.1 MULTI DWELLING HOUSING

The provisions of this section apply to multi dwelling housing, residential flat buildings, villa and town house forms of development.

The location of multi-dwelling housing is only permissible on lots with an area of at least 1,200 m<sup>2</sup> and should comply with the following:

- Be located within the Heritage Conservation Areas of Mudgee or Gulgong and or within a Village Zone; or
- Be on a lot with two street frontages; or
- Be on any residential lot with a frontage width greater than 25m; or
- Must not be located on a lot which adjoins a lot which is approved for or contains multiple dwellings outside the Heritage Conservation Areas of Mudgee or Gulgong and or within a Village zone.

It is Council's intent to strictly apply this criteria to manage expectations of residents and developers.

#### **Built Form**

#### **Design**

- (a) Where existing buildings are to be retained as part of an overall proposal, those structures are to be upgraded to integrate with the new development.
- (b) Verandahs, steps in the roof line or other architectural features should be incorporated in the design to provide visual relief and to minimise the bulk and scale of development.
- (c) The design of the proposal must:
  - Optimise solar access and lot orientation; and
  - Be consistent with the appearance of the streetscape - the scale, spacing, setbacks and landscaping of buildings; and
  - Positively enhance the streetscape.

#### **Building Scale Height and Bulk**

- (a) Development, particularly when viewed from the street should be compatible with the scale of buildings in the immediate locality, consistent with the objectives of the zone and should not be visually obtrusive as a consequence of their height.
- (b) In determining appropriate building heights Council shall have regard for the scale of future development for which provision is made in the locality.
- (c) The maximum height of the building at any point shall be measured as the vertical distance between the ground level (existing) and the highest point of the building, including plant and lift overruns, but excluding communications devices, antennae, satellite dishes, masts, flagpoles, chimneys, flues and the like.
- (d) Buildings shall not exceed two storeys and generally should not exceed 8.5 metres in height.

- (e) Each development or building will be assessed on its merits in terms of its visual impact on the streetscape and impact on the amenity, privacy, views and solar access of the surrounding properties.
- (f) Council may require an applicant to prepare and submit to Council shadow diagrams in order to determine the impact of a proposal on buildings and landscaped areas.  
Such diagrams should be based on a survey of the relevant site and adjoining development. It is essential that shadow diagrams be based on such detailed information in view of the fact that the shadows are the result of the relative height of structures and not just the height of a structure above ground level. In this regard the resultant shadow cast by a structure can vary greatly depending whether the structure is uphill or downhill of the area in question.

**Setbacks**

- (a) 4.5 metres to street frontage
- (b) 3 metres to side and rear boundaries
- (c) 3 metres to secondary frontages

**Development Density**

- (a) The number of units accommodated on a specific site shall be as follows;  
(i) These density standards apply to the towns of Kandos and Rylstone and to the areas of Mudgee and Gulgong outside the conservation areas, on lots with a single frontage of at least 25m or lots with two street frontages.

Unit Type	Site Area
1 Bedroom unit	1 dwelling unit per 300m <sup>2</sup> of site
2 bedroom unit	1 dwelling unit per 380m <sup>2</sup> of site
3 bedroom unit	1 dwelling unit per 450m <sup>2</sup> of site

- (ii) These density standards apply to the Gulgong and Mudgee Conservation areas:

Unit Type	Site Area
1 Bedroom unit	1 dwelling unit per 250m <sup>2</sup> of site
2 bedroom unit	1 dwelling unit per 280m <sup>2</sup> of site
3 bedroom unit	1 dwelling unit per 310m <sup>2</sup> of site

- (b) the minimum floor area (excluding balconies and garages) for multi-dwelling housing are as follows;

Unit Type	Floor Area m <sup>2</sup>
1 Bedroom unit	55
2 bedroom unit	70
3 bedroom unit	85

A residential flat building may contain any combination of one, two and three bedroom units.

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- Landscaping**
- (a) Site landscaping must not be less than 40% of the site area.
  - (b) Landscaping shall consist of well advanced trees and shrubs, preferably with a predominance of native species.
  - (c) The area of the site between the front building line and the street frontage must be landscaped as common property to a depth of at least 5m.
  - (d) landscaping is to be completed prior to the release of the Construction Certificate.
- Site Coverage and Private Open Space**
- (a) The maximum site coverage (excluding driveways) for residential development on land identified for medium density development, as a percentage of the total site area, shall not exceed 40%.
  - (b) Each dwelling shall have a principal private open space with a minimum area of 40 square metres and a minimum dimension of 5 metres (width and depth). These areas must be directly accessed from the living areas. For the purposes of this clause, living area means any room or rooms within the dwelling which are generally available for day-to-day use by residents and visitors and include such rooms as lounge, dining and rumpus rooms.
  - (c) Rainwater tanks are not to be located within the principal private open space.
  - (d) Patios, decks, balconies at or near ground level may only be counted as principal private open space, under the same roof, when they have a direct northerly aspect and are less than 25% of the overall private open space requirement.
  - (e) Wherever a dimension is less than 5 metres, it will not be counted as part of the calculation for a principal private open space.
  - (f) Where principal private open space in the front setback is permitted, these shall be located behind a suitably landscaped area with a minimum width of 1.5 metres to the front boundary. Such landscaping shall be maintained at all times to Council's satisfaction. Fencing of such areas will be incorporated into the landscaped area. The use of 'Colorbond' or similar fencing of these is prohibited in favour of timber or masonry materials.
  - (g) For all forms of development, at least 75% of each required principal private open space area and internal living areas shall receive at least three hours effective sunlight between the hours of 9.00 am and 3.00 pm on 21 June (Winter solstice). Council may require submission of shadow diagrams to demonstrate compliance with the requirement above.

**Vehicular Access and Parking**

- (a) The table for calculating the total number of car parking spaces required is shown below. One space only is to be allocated as resident parking for each dwelling with the remainder of the total requirement to be provided as visitor car parking, which is to remain available for use at all times. The second space required for a unit must be provided as general visitor parking or as an open space associated with the unit.

Type of Parking	Spaces provided
Residential Parking	1 space per 1 bedroom flat  2 spaces per 2 bedroom flat (other than in the Conservation Areas of Mudgee and Gulgong and Village Zones ion Rylstone and Kandos where the provision is 1 space per 2 bedroom flat)  2 spaces per 3 bedroom flat or cluster dwelling
Overflow Parking	1 space per 5 units – not required for developments of 3 or less units

Note: Car parking calculations shall be rounded up to the nearest whole number.

- (b) For dwellings above commercial premises, car parking shall be provided at the above mentioned rates, except in the case of a single dwelling, which requires one car parking space only.
- (c) Car parking must be designed so that either ingress to or egress from each space can be achieved in one movement.
- (d) Parking shall be located so that vehicles can enter and leave in a forward direction.
- (e) All geometric standards applicable to site access and car parking layout are to be in accordance with Council's Development Control Plan - Car Parking.

**Vehicular Access Design.**

- (f) Driveways are not to be continuous straight lines and are to be offset by landscaped sections and/or unit layout.
- (g) Driveways are to be designed as follows:
  - A pavement width of 3 metres is required for developments of 3 to 4 dwellings.
  - A pavement width of 6 metres is required for developments of 5 or more dwellings.
  - Where the length of driveway exceeds 30m, the width of pavement must be 6m

at intervals. This width may be varied along its length subject to provision being made for passing along the driveway.

- (h) Where access is to a major road a pavement width of not less than 6 metres for the first 5 metres of the driveway adjoining the road boundary is to be provided.
- (i) Driveways are to be offset a minimum of 2 metres from any side boundary for the full length of the required front setback (ie. 6 metres or 7.5 metres). The setback area should be suitably landscaped to screen the hardstand driveway surfaces and to provide visual appeal to the streetscape.

**Privacy and Amenity**

Where windows or balconies of dwellings are within 6 metres and facing windows or balconies of adjacent dwellings, windows must be offset by a minimum of 1 metre from the edge of the opposite window and balconies be screened or oriented to ensure visual privacy.

Window openings at first floor level and above should be orientated or designed to minimise the potential for overlooking of adjacent properties and the consequent loss of privacy.

Windows which are orientated towards adjoining properties and do not adequately restrict overlooking will be required to be opaque finish or located at appropriate heights above floor level to minimise overlooking of adjoining properties.

All developments are required to provide a 1.8m high fence on the boundary of the development site and between private open space areas of individual units.

All fencing is to be provided at full cost to the developer. All fencing which is in front of the building line shall be constructed of timber and/or masonry materials.

**Acoustic Privacy**

- (a) Site layout should separate active recreational areas, parking areas, vehicle accessways and service equipment areas from bedroom areas of dwellings.
- (b) Development adjacent to high levels of uncontrollable external noise shall incorporate a building design and external wall treatments to minimise the entry of that noise.

**Waste Disposal**

Development applications should provide details of an appropriate means of waste disposal via the provision of individual 240 litre mobile garbage, recycling bins to each dwelling.

All dwellings should provide an external access to the rear of the development (private open space area) to enable garbage bins to be taken to the street without the need for moving the bins through the dwelling. A garage can be used for this purpose if it provides direct access to the rear courtyard. All garbage bins should be stored within the private open space or garage of the dwelling.

Waste disposal collection points should not compromise the amenity of future residents in terms of noise, odour or aesthetic impact.



## 4.2 AFFORDABLE MULTI DWELLING HOUSING

### *State Environmental Planning Policy (Affordable Rental Housing) 2009 [SEPP]*

This SEPP provides incentives for the development of affordable housing in its various forms and should be used as the guideline for development for the purpose of affordable in-fill development, secondary dwellings, multi dwelling housing and residential flat buildings. The policy applies to the Mid-Western Region, however, the SEPP **only** applies where development is within **400m of a B2 Local Centre or B4 Mixed Use Zone**.

The purpose of this part of the DCP is to provide guidelines for the development of affordable multi dwelling housing on land that is further than the 400m prescribed by the SEPP.

#### Definition

##### **“affordable housing”**

In these provisions the definitions in the SEPP Affordable Rental Housing apply

##### ***Affordable Housing Principles***

- (a) Affordable housing is to be created and managed so that a socially diverse residential population representative of all income groups is developed and maintained in a locality.
- (b) Affordable housing is to be made available to a mix of very low, low and moderate income households.
- (c) Affordable housing is to be rented to appropriately qualified tenants and at an appropriate rate of gross household income.
- (d) Land provided for affordable housing is to be used for the purpose of the provision of affordable housing.
- (e) Buildings provided for affordable housing are to be managed so as to maintain their continued use for affordable housing.
- (f) Rental from affordable housing, after deduction of normal landlord’s expenses (including management and maintenance costs and all rates and taxes payable in connection with the dwellings), is generally to be used for the purpose of improving or replacing affordable housing or for providing additional affordable housing.
- (g) Affordable housing is to consist of dwellings constructed to a standard that, in the opinion of the consent authority, is consistent with other dwellings in the vicinity.

#### Application

The following provisions apply to development for the purposes of dual occupancies, multi dwelling housing or residential flat buildings if:

- (a) the development concerned is permitted with consent under another environmental planning instrument, and
- (b) the development is on land that does not contain a heritage item that is identified in an environmental planning instrument, or an interim heritage order or on the State Heritage Register under the *Heritage Act 1977*.

#### Location

The following provisions apply to land with two street frontages or a single frontage of 25m and:

- Land Zoned R3 Medium Density Residential in Mudgee,
- Within the Conservation Area of Gulgong , and
- Within the Village Zones in Kandos and Rylstone
- Land within 400m of a Business Zone

**Landscaping** (a) in the case of a development application made by a social housing provider—at least 35 square metres of landscaped area per dwelling shall be provided, or  
 (b) in any other case—at least 30 per cent of the site area is to be landscaped,

**Solar Access** living rooms and private open spaces for a minimum of 70 per cent of the dwellings of the development shall receive a minimum of 3 hours direct sunlight between 9am and 3pm in mid-winter.

**Parking** Parking is to be provided at the following rates:

Type of Parking	Spaces provided
Residential Parking	1 space 1 bedroom flat 1 space per 2 bedroom flat 1.5 spaces per 3 bedroom flat or cluster dwelling
Overflow Parking	1 space per 3 units

**Dwelling size** Floor areas are to be as follows:

Unit Type	Floor Area m <sup>2</sup>
1 Bedroom Units	45
2 bedroom units	70
3 bedroom units	85

A residential flat building may contain any combination of one, two and three bedroom units.

**Development Density** The following development density applies

Unit Type	Site Area
1 Bedroom unit	1 dwelling unit per 250m <sup>2</sup> of site
2 bedroom unit	1 dwelling unit per 280m <sup>2</sup> of site
3 bedroom unit	1 dwelling unit per 310m <sup>2</sup> of site

**Design** A consent authority must not consent to development to which this section applies

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- Requirements** unless it has taken into consideration the provisions of the *Seniors Living Policy: Urban Design Guidelines for Infill Development* published by the Department of Infrastructure, Planning and Natural Resources in March 2004, to the extent that those provisions are consistent with this Policy.
- Character of Local Area** A consent authority must not consent to development to which this section applies unless it has taken into consideration whether the design of the development is compatible with the character of the local area.
- Must be used for affordable housing for 10 years** A consent authority must not consent to development to which this section applies unless conditions are imposed by the consent authority to the effect that:
- (a) for 10 years from the date of the issue of the occupation certificate:
    - (i) the dwellings proposed to be used for the purposes of affordable housing will be used for the purposes of affordable housing, and
    - (ii) all accommodation that is used for affordable housing will be managed by a registered community housing provider, and
  - (b) a restriction will be registered, before the date of the issue of the occupation certificate, against the title of the property on which development is to be carried out, in accordance with section 88E of the *Conveyancing Act 1919*, that will ensure that the requirements of paragraph (a) are met.
- (2) Subclause (1) does not apply to development on land owned by the Land and Housing Corporation or to a development application made by, or on behalf of, a public authority.
- Subdivision** Land on which development has been carried out under this Division may be subdivided with the consent of the consent authority.

### 4.3 SEX SERVICES PREMISES (BROTHELS)

#### Location

- a) Council will not consider an application for a brothel within view or within a 100 metre radius of a church, hospital, school, community facility, residential zone, or any other place regularly frequented by children for recreational activities or cultural activities.
- b) An entrance to or exit from a brothel is not to be within 300 metres of the entry to any other approved brothel.
- c) The interior of the premises is not to be visible from a public place.
- d) Brothels shall not be located in a building that contains a dwelling(s).

#### Size Layout and Design

- a) An adequate reception/waiting room with a minimum area of 20m<sup>2</sup> is to be provided per premises.
- b) The premises is to be located on an allotment with a minimum size of 900m<sup>2</sup>.
- c) A brothel shall be restricted to a maximum of five (5) rooms where sexual services are provided at any one time.
- d) The brothels appearance shall be discrete and sympathetic with adjoining premises.

#### Car Parking

- a) Provision for 2 car parking spaces per room used for prostitution
- b) Disabled parking to be provided close to the building entrance in accordance with the AS 2890.1 1993
- c) Car parking areas to be well lit.

#### Signs

- a) Signs do not display words or images which are sexually explicit or otherwise sexually suggestive.
- b) The sign identifies only the name of the person who conducts the business or the registered name of the business and be limited to 0.3m x 0.6 m lit by a single globe.
- c) A clearly visible street number must be displayed.
- d) There is only one sign per premises.
- e) The content, illumination, size and shape of the sign is well integrated and compatible with the building it is attached to.

#### Security and Public Safety

- a) Development Applications are to provide details on measures to be undertaken to safeguard workers, clients and the general public. Such details are to address the number of hours of security personnel and the lighting of access ways and car parking areas
- b) A private security company is to be engaged to monitor and regularly check entrances and exits.

#### General Requirements

- a) The hours of operation nominated with the development application form part of any approval and businesses will be bound by those hours unless a

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specific condition of consent is imposed by Council to the contrary.

- b) Should the specified operator change, Council must be notified prior to the business operating.
- c) If the number of sex workers, hours of operation or signage are proposed to be changed, it will be necessary to modify the consent or lodge a new application depending on the scale of the changes.
- d) Persons under the age of 18 years are not to be engaged in the business or permitted on the premises.
- e) No alcohol to be provided or offered for sale.

**Limit on  
Development  
Consent**

- a) All development consents granted to a brothel application shall be initially limited to a period of 12 months. At the completion of this period, Council will re-evaluate the proposal in terms of any complaints received regarding the operation of the business, and in terms of compliance with conditions of consent.

If Council is satisfied that the brothel has operated in an orderly manner with minimal impact upon nearby uses, and in compliance with conditions of consent, it may approve a modification to the consent under the Section 96 of the Environmental Planning and Assessment Act, 1979, to extend the consent.

Council may also impose conditions of consent relating to the hours of operation. This will also be subject of review after the 12 month trial. If, after the 12 month trial, any hours of operation are shown to be causing a nuisance or disturbance in the neighbourhood, the approved hours of operation may be further restricted.



## 4.4 SIGNS

### GENERAL REQUIREMENTS

Full details of sign type, size, lettering, location, colours etc. must be provided with a development application.

All advertising must relate to the lawful uses or activities carried out on the same land on which the advertising sign is to be erected.

### Types

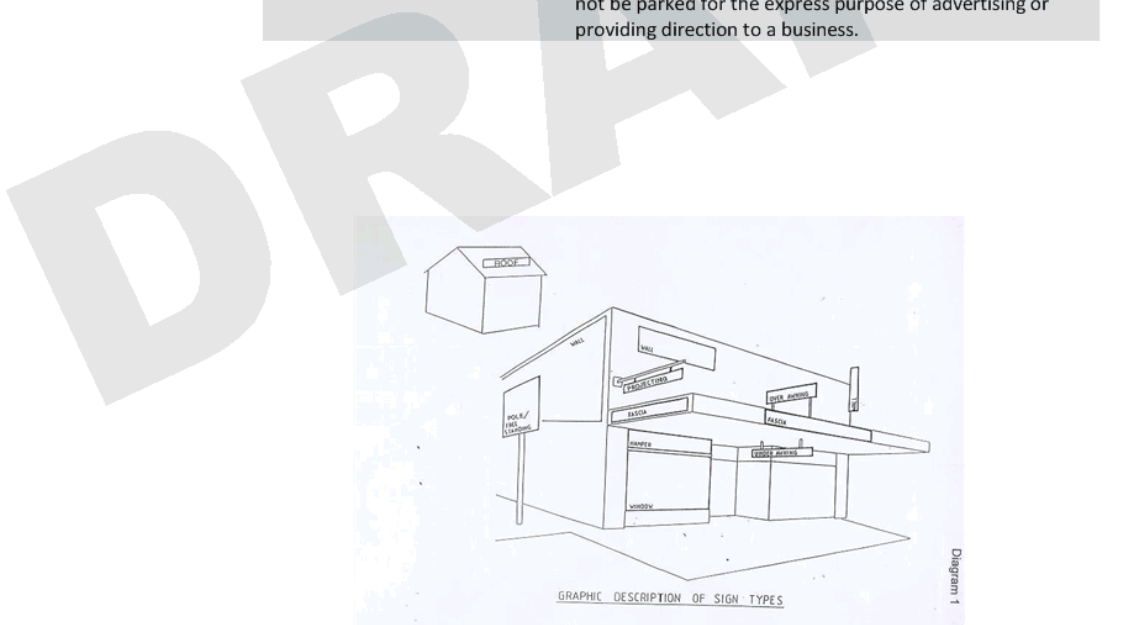
<b>Fascia Sign</b>	Attached to the fascia or return end of an awning.
<b>Pole or Pylon Signs</b>	A sign mounted on a single pole independent of any building or other structure.
<b>Projecting Wall Sign</b>	Attached to the wall of a building and projecting horizontally from the wall.
<b>Roof Sign</b>	A sign mounted on the roof of a building but do not project above the ridge cap. Roof signs will generally not be approved in business or residential zones.
<b>Under Awning/Verandah Sign</b>	A sign attached underneath the awning or verandah at right angles from the façade of the building.
<b>Wall Sign</b>	A sign attached directly to the wall of the building or painted directly onto the wall excluding signs including the parapet of the building.
<b>Window Sign</b>	A sign applied on or inside the glass of windows and doors, or etched, painted or attached to the glass or displayed directly behind the surface.
<b>Flags</b>	supported by a freestanding flag pole and not necessarily displaying any words or logos.
<b>Vertical Projecting Wall Signs</b>	Attached to the wall of a building.
<b>Wine Barrel Signs</b>	Signs which use a wine barrel as the template or mounting.
<b>Floodlit Sign</b>	Illuminated by an external source of artificial light.
<b>Post Supported Signs independent of any building or other structure.</b>	A signs supported by a post on either side pole
<b>Sandwich Board or A-Frame Sign</b>	A free standing sign within the property boundary.

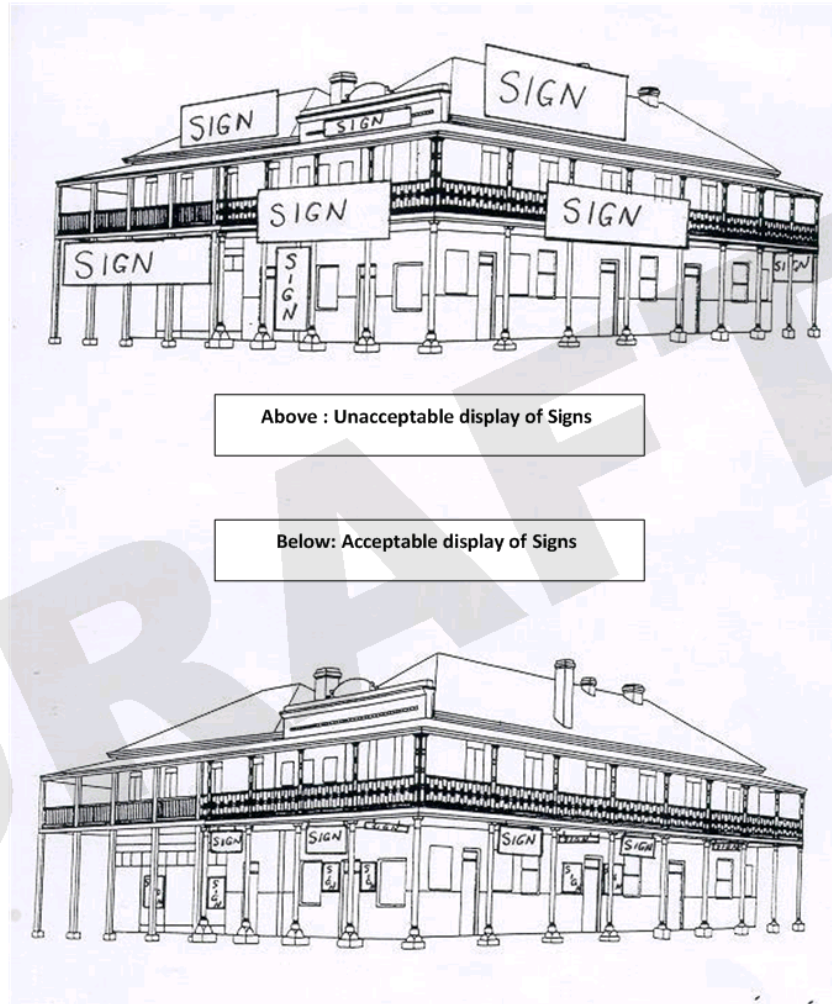
### Prohibited Signs

The following types of signs do not contribute to the character of the towns or rural areas and are prohibited.

<b>Advertising Fixed to Trees Above Awning Signs Billboards</b>	Any sign that uses a tree as a pole for mounting.
	Signs mounted above the awning or verandah of a building.
	Additional billboards where the structure is erected for the express purpose of displaying advertising not associated with the use of the land are prohibited.

<b>Bunting</b>	Small flags attached to a single siring mounting between posts or poles usually associated with Motor Vehicle Retailing.
<b>Illuminated Wall Signs</b>	Signs mounting directly onto the building above the level of the verandah or awning.
<b>Corporate Building Signs</b>	Painting buildings to reflect corporate colour schemes as a method of drawing attention to the building is considered to be an extension of advertising signage and will not be permitted.
<b>Flashing Signs</b>	Illuminated at frequent intervals by an internal source of light.
<b>Novelty Signs</b>	Odd shaped signs often three dimensional incorporating items such as cars, wine barrels, “big” product samples etc. Generally will not be permitted in business or residential and rural zones. Council may consider the use of wine barrels in association with wineries and cellar doors.
<b>Sandwich Board Signs</b>	Free standing sandwich board and A frame signs on public land including footpaths other than in the business areas of Mudgee, Gulgong, Kandos and Rylstone.
<b>Under awning Flags</b>	Small flags projecting from the front facade of a building often associated with newsagencies and photographic studios.
<b>Vehicle Signs</b>	Cars, trailers or equipment bearing advertising material do not make a positive contribution to the area and should not be parked for the express purpose of advertising or providing direction to a business.





**Signs in  
Towns and  
Villages**

**HERITAGE CONSERVATION AREAS**

- (a) The streetscapes in the business areas of Mudgee, Gulgong, Rylstone and Hargraves are within a heritage conservation and particular attention is paid to the preservation and enhancement of the character and appearance of these areas.
- (b) Corporate identification should be carefully selected and amended where necessary to

retain the character of individual buildings and the surrounding locality.

- (c) Generally signs on individual buildings or within areas of special significance should be discreet and should complement the building or area. An important element of Council's planning policies involves the careful control of all advertisements, and external building colours in the main business areas.

#### **GULGONG HERITAGE CONSERVATION AREA**

- (a) **No new signs or changes to the outside of buildings in this area are permitted without development approval.** This provision also applies to repainting, replastering and/or other external redecoration of buildings.
- (b) Council is required to assess the colour, size, style and architectural/aesthetic impact of proposed works in the Conservation Area.
- (c) Internally illuminated advertisements are not permitted in the Gulgong Conservation Area. External illumination such as spot lighting is encouraged, provided the intensity of illumination is not obstructive in the surrounding area.
- (d) In Gulgong lettering should conform, where possible, with the style used in the 1850 - 1900 period (the most common types were Egyptian (antique), Ionic (Fat Clarendon) and Grotesque (Sans Serif).

#### **Business Areas**

- (a) Generally a maximum signage area per commercial building (regardless on number of tenancies) of 25% of the frontage is permitted per building.
- (b) **Under-awning/verandah signs** must have a minimum height of 2.6 metres distance from the pavement to the bottom of the sign and protrude no further than a maximum length of 3.5 metres as measured from the front wall of the commercial building and will not protrude beyond the line of the awning/verandah.
- (c) **Additional pylon signs, projecting wall signs, above awning signs, illuminated wall signs located above the verandah or awning and roof signs** are not permitted in both Mudgee and Gulgong business areas.
- (d) **Wall signs** should be either painted directly onto the building or constructed of painted wood, or coated at point of manufacture or powdercoated flat metal sheets. Wall signs utilising plastic or modern metal materials are not favoured. Specific consideration should be given to buildings that are Heritage Items or within a Heritage Conservation Area. In those instances it is recommended that you discuss your proposal with the Town Planning Section or Heritage Advisor prior to finalising the design.

#### **Industrial Areas**

- (a) **Non-Illuminated Pole/pylon** signs and directory boards shall be limited to a maximum of 6m<sup>2</sup> advertising area and a maximum overall height of 5 metres. In general the bottom of a pole or pylon signs should be at least 3 metres above ground level.
- (b) **Illuminated Pole or pylon** signs must have a maximum area of 4m<sup>2</sup>.
- (c) A maximum of one pole or pylon sign can be erected without Council approval if the above requirements are met.
- (d) A maximum of two (1) pole or pylon signs shall be permitted per site frontage.
- (e) In the case of an **industrial multi unit complex**, one (1) directory sign board of up to 8m<sup>2</sup> in any area may be permitted with approval. Each industrial unit may have a sign at the entrance of each unit having the maximum dimensions of 2000mm by 600mm without approval.

- (f) One **sandwich board** sign per site is permitted without approval however must be located inside the property boundaries and weighted and securely fixed so that it will not blow over. A maximum area of 2m<sup>2</sup> per side applies.
- (g) Council will not approve the use of flashing lights, bunting and other devices to attract attention to a business.
- (h) Individual directional signage will not be permitted

**Business  
Activity  
Centres**

Business Activity Centres are areas where a number of businesses exist which are not on the main traffic routes and can demonstrate a need to provide direction for customers to the site.

These areas include:

- Gulgong Industrial Estate
- George Street Mudgee Industrial Area
- Depot Road Mudgee Industrial Area
- South Mudgee Shops
- Industrial Avenue, Mudgee
- Cooper Drive, Rylstone

Council will allow the erection of one major directory sign for each business activity centre, on land not necessarily utilised by the businesses.  
Development Approval is required for these signs.

**Residential  
Areas**

There are a number of businesses outside traditional shopping centres and industrial estates as well as many home industries.

Businesses in residential areas must have special controls to maintain the residential amenity of the neighbourhood.

**The following criteria must be met for businesses in residential areas:**

- (a) The sign shall only display the name and nature of the business, including address, hours of business, telephone number and the like;
- (b) The sign shall not be larger than one metre long and 300mm high;
- (c) The sign shall not be erected higher than one metre above ground level;
- (d) The above provisions apply to signage on the building or site of the business. Advertising signage on other land will not be permitted.
- (e) Council will not approve the use of flashing lights, bunting and other devices to attract attention to a business.
- (f) Any other signs to be erected on a property shall be considered in accordance with the type of business and whether there are any "existing-use" rights for signage.
- (g) Generally, only one sign will be allowed for home industries and home occupations.

**Rural Areas**

The following criteria must be met for businesses in rural areas and includes signs relating to Landcare and Community Projects:

- (a) Advertising signs must describe premises and be located on private land, not in the road reserve.
- (b) Maximum of one sign only per site.
- (c) Maximum height of 2.5m

- (d) Maximum area 2m<sup>2</sup>
- (e) Made of Non-reflective material.
- (f) Must be free standing post sign
- (g) Must be set back 3m if located on a corner or intersection of a road
- (h) Not illuminated

### Tourist Signage

Tourist related development includes winery and cellar door facilities, restaurants, accommodation and other businesses catering for tourists.  
Signs on private land must relate to the business contained on the land itself.

#### IDENTIFICATION SIGNS

These are post supported or wall structures located at the front of the site with the express purpose of identifying the business or facility to the travelling public.

- (a) Post supported structures max. height of 3m above ground level or an advertising area of more than 3m<sup>2</sup> with typical dimensions being 1.2m x 2.5m.
- (b) Identification signs must relate to a lawful or approved use of the land and be located on private land, not in the road reserve.
- (c) The size, colour and shape of the signs will generally be left to the discretion of the business but should not include the use of bright or fluorescent colours or highly reflective or illuminated materials.
- (d) Each property shall be allowed **two identification signs** (which may be double sided). In circumstances when the property has two road frontages Council will consider a third sign on the secondary frontage where that frontage has a minimum of 250m.
- (e) In circumstances where there are two or more businesses operating from a site, Council will consider increasing the maximum sign face area from 3m<sup>2</sup> to 4m<sup>2</sup>.

#### ENTRANCE SIGNS

Signs incorporated into the primary entrance of the site and may include fencing or walls. Advertising incorporated into the entrance structure is restricted to the name of the premises. In circumstances where the business operates after sunset, Council will consider low intensity external illumination of entrance signage.

#### VINEYARD IDENTIFICATION SIGNS

These signs can be erected when the vineyard name has been used on a wine bottle label. The maximum dimension of such signs shall be 3.0m<sup>2</sup>. They shall contain only the company and vineyard name and the design of the sign face should reflect the design on the bottle label.

#### INTERNAL SIGNAGE

This includes signs that direct visitors within the site and include entry/exit signs, toilet and parking facilities, picnic areas and the like. These signs only require approval if they can be viewed from a public road.

#### LARGE SCALE TOURIST DEVELOPMENT

Council will consider an integrated approach to signage for large scale tourist developments outside the dimensional requirements identified above. Large scale developments must lodge a development application that details a signage theme for the property as part of the overall landscape design. In assessing such an application consideration will include;



- (a) Surrounding landscape
- (b) Impact on the rural character of the locality
- (c) Integration of the signage with buildings and other landscape characteristics.

**Maintenance  
and Illegal  
Signs**

- (a) Signage is a reflection on the community as a whole. Council will not tolerate amateurish and poor quality signage.
- (b) A person intending to erect a sign should refer to a qualified sign writer for advice in relation to size, colour, location and design.
- (c) Unprofessional signs will be resisted. In circumstances where, in the opinion of Council, signs become unsightly or unsafe, Council will require the removal, repair or replacement as appropriate under the particular circumstances.
- (d) In circumstances where signs have been erected without prior approval of Council, a notice will be issued requesting the landowner to remove the subject sign. After a reasonable period, Council may pursue legal action where such a request has been ignored.
- (e) Signs that have been erected or placed on public land or within a road reserve without the approval of Council will be impounded without notice and administrative fees levied for their release. After 3 months signs may be sold to offset Council's costs.

**Temporary  
Signage**

- a) Temporary signage for the purpose of advertising a major or charitable event is permitted to be erected on any land (with the owner's consent) for a period of one (1) week prior to the event,
- b) This type of signage may include Variable Message Boards,
- c) This does not permit local businesses advertising particular sales or the like,
- d) Only one sign is permitted per event (multiple signs around a town are not permitted).

## 4.5 COMMERCIAL DEVELOPMENT

<b>Building Setbacks</b>	<ul style="list-style-type: none"> <li>(a) No minimum front setbacks apply.</li> <li>(b) Side and rear must comply with Building Code of Australia (BCA)</li> </ul>
<b>Signage</b>	Refer section 4.4 Signs
<b>Design</b>	<ul style="list-style-type: none"> <li>(a) The LEP includes provisions relating to active street frontages. All premises on the ground level of a building facing the street are used for the purposes of business premises or retail premises.</li> <li>(b) All premises on the ground level of a building facing the street shall be comprised of windows and doors to encourage the interaction between pedestrians and the retail space</li> <li>(c) Building facades shall be articulated by use of colour, arrangement of elements or by varying materials</li> <li>(d) Consider elements within established heritage buildings and how its application may be applied to new development</li> <li>(e) Consider the pattern of built form, scale, use of verandahs, fenestration, colour and materials.</li> <li>(f) Design of new development should seek to be sympathetic to heritage items not reproduce them.</li> <li>(g) Plans must include details of all external infrastructure (air conditioning ducts, plant rooms) and how it will be screen from view form a public road.</li> <li>(h) Development on a corner must include architectural features to address both frontages.</li> <li>(i) Where the development will adjoin the residential, village and mixed use zones, sufficient setbacks in the form of landscape buffers and access ways should be incorporated.</li> </ul>
<b>Scale form and height</b>	<ul style="list-style-type: none"> <li>(a) The LEP controls the height of buildings to a maximum of 8.5m</li> <li>(b) Consistent with the existing heritage character of the town centres of Gulgong, Mudgee and Rylstone.</li> <li>(c) Gulgong has a building height limit to a maximum of 5m</li> </ul>
<b>Mortimer &amp; Church Street Mudgee</b>	<ul style="list-style-type: none"> <li>(a) Development fronting Mortimer and Church Streets in Mudgee should enhance and maintain the streetscape established in Church street between Market and Mortimer Streets by encouraging a coherent double storey pattern of development adopting zero front and side property setbacks.</li> <li>(b) Where possible the use elements that emphasis the horizontal form of development established in the Town Centre, for example through the use of verandas.</li> <li>(c) Any new development should provide for a visual treatment to minimise visual bulk and maintain established pattern of building frontage widths, by providing variance particularly on upper floor levels , every 20-25m. Variance may be provided through change in building materials, fenestration, or changes in parapet height etc.</li> </ul>

**Articulation  
and Facade  
Composition**

- (a) To break visual bulk and create interest, use secondary vertical elements such as fenestration or detail such as changes in materials and colour.
- (b) Excessive length of blank walls are not supported in the front facade.
- (c) Where blank walls are unavoidable (alongside or rear boundaries), break the visual impact through the provisions of landscaping, or by creating visual interest through patterning of the facade, signage or public art.

**Post  
supported  
verandahs  
and  
balconies**

- (a) Setback a minimum 600mm from edge of kerb
- (b) Compliment the elements of the building to which it is attached
- (c) Public liability insurance and approval for works on public land will be required
- (d) Not interfere with the operations of or access to public utilities or infrastructure
- (e) The use of bollards at the base of posts to protect from rear parking vehicles will be required.

**Residential-  
Commercial  
Interface**

- (a) Provision of landscaping buffers to provide visual screening along residential boundaries that adjoin development sites in the Mortimer Street precinct (in particular .
- (b) Ground and first floor development should not overlook residential properties
- (c) Maintain acoustic privacy through the use of acoustic fencing, where vehicular movement adjoins property boundaries to reduce visual bulk of the proposed development.
- (d) Reduce visual bulk by locating buildings and structures away from residential boundaries, or where buildings must be located along property boundaries ensure that sufficient landscaping is provided
- (e) A development should not reduce the sunlight received by the north-facing windows of living area, private open space areas, or clothes drying areas of adjoining properties to less than 3 hours between 9 am and 3pm at the winter solstice.

**Utilities and  
services**

- (a) Documentation to demonstrate that the development is able to be services with water, sewer and drainage and adequate provision has been made for handling and disposal of solid waste
- (b) Trade Waste Application is required where liquid waste (other than water from wash basins, toilet or bathrooms) will be discharged into Council's sewerage system.
- (c) Building and structures are to be located clear of infrastructure
- (d) For new sewer mains structures are to be located 1m plus the equivalent inverted depth, whichever is greater) of the centreline of the main.

**Traffic and  
Access**

- (a) All vehicles must be able to enter and exit the site in a forward direction
- (b) All vehicle movement paths are to be sealed
- (c) Driveways must comply with Australian Standard AS 2890.1 Parking Facilities
- (d) For new commercial development all loading facilities are to be located within the

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site with no loading to occur from the public road system.

- (e) All loading facilities shall be designed to complying with Australian Standards.
- (f) Where the truck delivery paths extend through car parking areas due consideration should be given to the separation of truck, pedestrian and car traffic. Where separation cannot be achieved then the application it to address traffic flow and safety issues.

**Pedestrian  
Access**

- (a) Maintain existing covered pedestrian access within the town centres
- (b) Convenient and safe access through parking areas
- (c) Convenient and safe disabled access through parking areas and where relevant focus on improving links with the existing retail areas.

**Parking**

Refer Specific Provisions relating to parking section 1.3.

**Landscaping**

- (a) Landscaped areas within the car parks should be provided incorporating the use of canopy trees and buffer planting to residential boundaries.
- (b) Landscaping to comprise low maintenance, drought and frost tolerant species

## 4.6 INDUSTRIAL DEVELOPMENT

The following standards are applicable to all development within industrial zones and industrial development generally.

### Setbacks

Site Area	Street	Side/Rear*	Secondary Frontage for Corner Lots *	Site Coverage
Less than 2000m <sup>2</sup>	6m	nil	4m	60%
2,001 to 5,000 m <sup>2</sup>	12m	nil	10m	55%
Over 5,001m <sup>2</sup>	15m	nil	12m	50%

\*Subject to compliance with fire rating requirements of BCA

### Landscaping

- (a) In the front 5 metre where the site adjoins Sydney Road and in the front 3 metres on other sites.
- (b) Landscaping should be provided in front of the building line to increase the visual presentation of the development to the street
- (c) In the side and rear setbacks where it provides visual relief from a public street or area.
- (d) Landscaping to consist of mature trees and lawn which are low maintenance, drought and frost tolerant in nature.
- (e) Landscaping shall be provided in outdoor car parking areas where >10 spaces are required to provide shading and soften the visual impact of large hard stand area.

### Design

- (a) Low scale building elements such as display area, offices, staff amenities are to be located at the front of the premises and constructed in brick or finished concrete.
- (b) Roof materials are to be non-reflective.

### Fencing

- (a) All security fencing is to be pre-coloured or power coated.
- (b) Open work areas or storage areas visible from a public place or street must be fenced by masonry material or pre-coloured metal cladding of minimum 2m height. This fencing is to be only located behind the front setback.
- (c) Where perimeter fencing is proposed, any access gates are to be setback from the boundary by the length of the largest vehicle accessing the site.

### Utilities

- (a) Statement of servicing to be provided to demonstrate the availability and feasibility of providing water, sewer, and stormwater appropriate for the scale of the development.
- (b) Applications must demonstrate adequate provision for storage and handling of solid waste.
- (c) Liquid Trade Waste Application and facilities are required where liquid

- wastes (excluding domestic waste from a hand basin, shower, bath or toilet) are to be discharged to Council's sewer system
- (d) No building can be located within an easement for the purposes of utility infrastructure.
- (e) For water and sewer mains structures are to be located 1500mm from the centre line of the main.
- Traffic and Access**
- (a) A traffic assessment report to be submitted that demonstrates:
- i. Site Access
  - ii. Loading and unloading facilities (to be contained within the site and to be able to cater for largest design vehicle.
  - iii. Safe on-site manoeuvring area for the largest design vehicle
- (b) Unsealed vehicle movement areas are not acceptable due to environmental impacts
- (c) All vehicles must be able to enter and leave in a forward direction.
- (d) The number of access points from a site to any one street frontage is limited to 1 ingress and 1 egress .
- (e) No vehicular access will be permitted to a Main Road where there is an alternate access point.
- (f) Driveways must be provided in accordance with AS2890.1 Parking Facilities
- (g) A separate sealed hardstand loading area which is capable of accommodating trucks that service the site.
- (h) The loading area is to be provided behind the building line at the side or rear of the building.
- Car parking** Refer section 5.1 Car Parking  
Customer parking should be provided convenient to the public entrance
- Signage**
- (a) Refer section 4.4 Signage
- (b) Single occupant industrial site:
- i. one free standing advertisement within the 5m landscaped setback; and
  - ii. one advertisement integrated within the facade of the building, but no higher than the building roof line.
- (c) Multiple unit industrial site:
- i. one index board near site entrance or within the 5m landscaped setback; and
  - ii. one advertisement integrated within the facade of each unit, but no higher than the building roof line.
- Outdoor lighting and noise**
- (a) Must comply with *AS4282 Control of Obtrusive Effects of Outdoor Lighting*.
- (b) Windows, doors and other wall openings shall be arranged to minimise noise impacts on residences where proposed within 400m of a residential zone.
- (c) External plant (generators, air conditioning plant etc.) shall be enclosed to minimise noise nuisance where adjoining residential area.



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**Subdivision**

- (a) Minimum 30 metre frontage for lots.
- (b) Roads to be designed to AusRoads standards for B-Doubles.
- (c) Lots are to be provided with reticulated water and sewer.
- (d) Stormwater drainage and water quality standards are to be implemented – see Section 5.3 – Stormwater Management
- (e) All lots are to be provided with services for telecommunications and underground electricity
- (f) Lots are to be designed to be B-double accessible.
- (g) All roads with new subdivisions are to be constructed with bitumen.

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#### 4.7 TREE PRESERVATION ORDER

A Tree Preservation Order exists in two forms, one being a significant tree register applying to the LGA and the second being specific approval for certain trees in the Village zone in Rylstone, Kandos, Charbon, Clandulla and Ilford.

##### **Mudgee and Gulgong**

Mudgee and Gulgong Town and Environs – Specific trees have been identified as significant with in accordance with the table below:

LOCATION	SPECIES	SINGLE / GROUP
Tramp Café, Market Street, Mudgee	Betula pendula - Silver Birch	Single
Lot 671 Rifle Range Road, Mudgee	Angophora floribunda - Apple Gum	Group
Kelletts Carpark, Mudgee	Eucalyptus camaldulensis - River	Single
	Red Gum	
158 Robertson Street, Mudgee	Eucalyptus cladocalyx - Sugar Gums	Group 16
Lot 2 Barigan Road, Wollar	Eucalyptus melliodora - Yellow Box	Single
472 Ridge Road, Cooks Gap	Ficus macrophylla - Morton Bay Fig	Single
Roadside Vegetation along Whitehorse Road between Spring Creek Rd & Henry Lawson Drive (including Snelsons Ln from Whitehouse) to form "T" shaped area of bush	Various Eucalyptus species - roadside vegetation	Various
Flirtation Hill, Mudgee	Eucalyptus calophylla - Marri, Port Gregory Gum	
49 Church Street Mudgee	Sebal plametto - Cabbage Palm	Two
Hospital Grounds Mudgee	Eucalyptus maculata - Spotted Gum	Group 84
	Eucalyptus camaldulensis - River	
Police Station Mudgee	Red Gum	Single
Wilbetree Road	Eucalyptus camaldulensis - River Red Gum	Single

The consent of Council is not required For any tree not identified on the register.

##### **Rylstone, Kandos, Charbon, Clandulla and Ilford**

- (1) This provision applies to all land within Zone RU5 Village in Rylstone and Kandos.
- (2) A person shall not, ringbark, cut down, top, lop, remove, injure or wilfully destroy any tree without the consent of Council.
- (3) The consent of Council is not required:
  - i. for any tree having a height not exceeding 4m and a trunk diameter not exceeding 150mm (measured 1m above ground), or

- 
- ii. for the pruning of any tree for the purpose of its regeneration or shaping, or
  - iii. where the action proposed with respect to the tree is necessary to prevent imminent personal injury or imminent damage to property, or
  - iv. where the tree has otherwise become dangerous, or
  - v. for the removal of noxious plants.

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## PART 5 DEVELOPMENT STANDARDS

### 5.1 CAR PARKING

Spaces shall be provided to the next highest whole number. Floor space areas refer to gross internal spaces, excluding stairs, amenities and corridors, except as noted in the schedule. Car parking requirements are based on the net increase in demand for parking created by a development. A reference to staff parking includes staff and management. Parking requirement rates are to be pro-rated in accordance with the proposed gross floor area (GFA) and rounded-up.

Where it is proposed to change the use of an existing retail premises/ floorspace to a restaurant, dining, and/or take food bar, additional car parking shall not be required where car parking cannot be provided on site.

Land Use	Car Parking Requirement
Dwellings (including dual occupancy)	2 spaces per dwelling – 1 space to be a garage, 1 space may be provided in a stacked arrangement in front of the garage provided that the space is contained wholly within the site.
Multi Unit Housing	1 space per 1 bedroom flat
• Resident Parking	2 spaces per 2 bedroom flat (other than in the Conservation Areas of Mudgee and Gulgong and Village Zones ion Rylstone and Kandos where the provision is 1 space per 2 bedroom flat)
• Over flow parking	2 spaces per 3 bedroom flat or cluster dwelling
Offices and Business Premises	1 space per 5 units – not required for developments of 3 or less units 1 space per 30 m <sup>2</sup> gross floor area (gfa)
Bulky Goods	1 space per 50m <sup>2</sup> GFA
Manufacturing	1 space per 75m <sup>2</sup> GFA
Warehouse	1 space per 100m <sup>2</sup> GFA
Restaurants or cafes or Take away food and drink premises	1 space per 7 m <sup>2</sup> gfa or 1 space per 3 seats whichever is the greater (Restaurant).  1 space per 4m <sup>2</sup> for licensed floor including outdoor seating or dining
Drive thru food service	10 spaces, either in queue or as normal parking
vehicle body repair workshops, and vehicle repair stations	5 spaces per vehicle workbay
Recreation facilities indoor	3 spaces per court or lane

including Squash Courts, Tennis Courts and Bowling Alleys	
Other Recreation Facilities	As determined by Council, but generally a minimum of 20 spaces plus spectator parking.
Vehicle sales or hire premises	1 space per 50 m <sup>2</sup> of display area
Hospitals	1 space per 3 beds, plus 1 space per 2 staff (day shift)
Pub	Within the Commercial Core B3 zone, car parking study required. All other areas, 1 space per 5m <sup>2</sup> of public/licensed area plus 2 spaces per 3 guest rooms plus 2 spaces per 3 employees.
Tourist and Visitor Accommodation	1 space per unit, plus 2 spaces per 3 employees plus if restaurant included: 1 space per 7 m <sup>2</sup> gfa or 1 space per 3 seats whichever is the greater (Restaurant).  1 space per 4m <sup>2</sup> for licensed floor including outdoor seating or dining
Service Stations and Highway service centres	6 spaces per service bay (including automatic car wash bay), plus 2 driveway spaces per fuel bowser
Educational Establishments	1 space per staff member, plus adequate pickup space, plus 1 space per 10 senior students (Year 11 and up), plus Provision for at least three (3) parking spaces for buses.
Shops	1 space per 30 m <sup>2</sup> gfa
Places of Public Worship, Entertainment Facilities, Community facilities,	1 space per 4 seats or 1 space per 10m <sup>2</sup> of gfa whichever is the greater.
Amusement Centres	1 space per 4 machines
Bulky Goods Retailing, rural supplies, hardware and building supplies	1 spaces per 50m <sup>2</sup> gfa
Garden Centres, landscape material supplies and plant nurseries	1 space per 500m <sup>2</sup> of site area (minimum of 5 spaces) plus 0.5 spaces per staff member.
Child Care centre	1 space per 4 children.
Surgeries and Medical Centres	3 spaces per consulting room, plus staff parking.
Other Uses	Other uses not listed in this Development Control Plan shall be assessed individually heaving regard to the expected traffic generation.
Varying of Standards	Where site conditions warrant, Council may vary the above standards by up to 10% provided the applicant lodges a formal objection, including reasons, against the subject standard.  This is likely to require a car parking and/or traffic impact assessment as means of justification for the variation.

**Hours of Operation**

- a) Off-Peak development is development which operates or carries out its business outside the peak demand periods for parking which is generally between 9.00 am and 5.00 pm weekdays.
- b) Development of this type will be assessed in accordance with DCP and have regard to the characteristics of the proposed development, its hours of operation and the availability of publicly accessible parking in walking distance of the development site.

**Change of Use**

Where existing premises are proposed to be redeveloped or their uses changed, the following method of calculating car parking requirements shall apply.

- a) determine the parking requirement of the previous or existing premises in accordance with the parking rates contained in this plan;
- b) determine the parking requirement of the proposed development in accordance with the parking rates contained in this plan;
- c) subtract the number of spaces determined in (a) above from the number of spaces calculated in (b) above; and
- d) the difference calculated in (c) above represents the total parking spaces to be provided.

For a re-development or new development or any additional floorspace in excess of 100m<sup>2</sup> car parking shall be calculated and provided in accordance with the Development Control Plan.

**Car Parking Credits**

Historic parking credits for lawfully established uses are recognised under this clause and evaluated in accordance with the DCP.

Frontage credits related to parking availability on-street. The parking frontage credit calculation is the subject lot width reduced by the extent of driveways and no-parking zones.

The parking credit available is the historic credit and the frontage credit.

**Heritage Incentive**

The Mid-Western Regional Council may exempt development involving the restoration and/or conservation of a heritage item from part or all of the subject developments parking demand. The applicant shall make a claim for the exemption and the justification thereof in the development application.

The Heritage Incentive will only be applied where the applicant can demonstrate that the conservation of the building depends upon the use of this clause.

**Landscaping**

- a) Parking facility design shall consider the likely visual impact of the parking facility in the locality and provide an integrated landscape design addressing amenity impacts.



- b) A landscaping plan including details of species selection of mature shade trees, species condition, size of beds, under storey and ground cover planting, irrigation provision shall be submitted to Council for approval.
- c) Landscaping shall be provided to separate pedestrian and vehicle conflict points where possible.
- d) Landscaping provision for sun control (shading) shall be provided at the rate of 1 shade tree for every 6 car parking spaces.
- e) Existing trees on site are to be retained where possible.

Note: Design and layout including manoeuvring, provisions of accessible spaces and access reference should be made to AS 2890.1 Parking Facilities

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## 5.2 FLOODING

**Definitions** *Flood compatible materials* include those materials used in building which are resistant to damage when inundated. A list of flood compatible materials is attached in **Appendix A**.

*Flood evacuation strategy* means the proposed strategy for the evacuation of areas during periods of flood as specified within any policy of Council, the Floodplain Management Plan, the relevant (SES) Flood Plan, by advices received from the SES or as determined in the assessment of individual proposals.

*Flood prone land* means land indicated on the map marked “Flood Prone land” deposited in the office of Council and amended from time to time.

*Freeboard* is a height above the design floor level or ground level which compensates for factors such as wave action, localised hydraulic effects and construction variations.

*Note: Reference to freeboard in this Plan refers to an increased height of 0.5 metres except adjacent to Redbank Creek (within the Mudgee Township and Environs Floodplain) where it refers to an increased height of 1.0 metres.*

*Probable Maximum Flood (PMF)* means the flood calculated to be the maximum likely to occur.

**Flood Risk Precincts** Each of the floodplains within the local government area which have been subject to flood investigations have been divided based on different levels of potential flood hazard. The relevant Flood Risk Precincts (FRP’s) are outlined below.

- **High Flood Risk**

Land that is below the 100 year ARI flood that is subject to high hydraulic hazard (ie provisional high hazard in accordance with the Floodplain Management Manual) or areas that are isolated in a 100 year ARI flood due to evacuation difficulties.

- **Medium Flood Risk**

Land below the 100 year ARI flood level that is not subject to high hydraulic hazard and where there are no significant evacuation difficulties.

- **Low Flood Risk**

All other land within the floodplain (ie. within the PMF extent) but not identified as either in a high flood risk or medium flood risk precinct.

**Development controls** The development controls apply to all known potentially flooded areas (that is up to the largest estimated flood including the PMF when known). The type and stringency of controls have been graded relative to the severity and frequency of potential floods, having regard to categories determined by the relevant Floodplain Management Study and Plan. The categories applicable to each floodplain are depicted on the planning matrices in Appendix A as follows:

- **Matrix 1** – Urban Floodplains
- **Matrix 2** – All other floodplains.

Performance Criteria

- (a) The proposed development should not result in any increased risk to human life.
- (b) The additional economic and social costs which may arise from damage to property from flooding should not be greater than that which can reasonably be managed by the property owner and general community.
- (c) The proposal should only be permitted where effective warning time and reliable access is available for the evacuation of an area potentially affected by floods, where likely to be required.
- (d) Development should not detrimentally increase the potential flood affectation on other development or properties.

**Fill** Earthworks that change the nature of a watercourse and have the potential to affect upstream or downstream properties is not permitted.

This standard applies to watercourses in the high hazard flood risk precinct.

**Development Application** Applications must include information which addresses all relevant controls listed above, and the following matters as applicable.

**Minor Additions** Applications for minor additions (refer to the Land Use Categories in Appendix A) to an existing dwelling on Flood Prone Land shall be accompanied by documentation from a registered surveyor confirming existing floor levels.

**Survey plan required** Development applications for Flood Prone Land shall be accompanied by a survey plan showing:-

- (a) The position of the existing building/s or proposed building/s;
- (b) The existing ground levels to Australian height datum around the perimeter of the building and contours of the site;
- (b) The existing or proposed floor levels to Australian height datum; and
- (c) A reliable access route, with regular levels to Australian Height Datum along the centreline of this route, wherever development is within a high or medium flood risk precinct.

Applications for earthworks, filling of land and subdivision shall be accompanied by a survey plan (with a contour interval of 0.25m) showing relative levels to Australian height datum.

**Flood Study** For large scale developments, or developments in critical situations, particularly where an existing catchment based flood study is not available, a flood study using a fully dynamic one or two dimensional computer model may be required. For

smaller developments the existing flood study may be used if available and suitable (eg it contains sufficient local detail), or otherwise a one dimensional steady state flood model would normally suffice.

A flood study must demonstrate that the cumulative impact of a development on flood levels for up and downstream properties is negligible.

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### 5.3 STORMWATER MANAGEMENT

All development will need to address the issues associated with managing water on the site. Specific design and specification is attached as Appendix B.

#### PERFORMANCE TARGETS

Table 1 Development Categories, Performance Targets & Relevant references

Development Categories	Performance Target(s)	Requirements (refer below)	Section in the Technical Guidelines – Appendix B1
Single dwelling and Dual occupancy development	I. BASIX II. Quantity Management During Operation III. Quality Management During construction	A	0
Multi Dwelling housing	I. BASIX II. Quantity Management During Operation III. Quality Management During construction	A B C	0 3 4
Residential development in areas of high ground salinity	I. BASIX II. Quality Management During Construction III. Quality Management During Operation IV. Salinity prevention	A C D F	0 4 5 7
Roads in urban areas and Car Parks (> 5 cars) including new roads on subdivisions and road widening	I. Quality Management During Construction II. Quality Management During Operation III. Salinity Prevention (where applicable)	C D F	4 5 7
Commercial, Industrial Developments & Mixed Use	I. Quality Management During Construction II. Quality Management During Operation III. Water conservation IV. Salinity Prevention (where applicable)	C D E F	4 5 6 7
All other types of development including Council development that requires approval under the EP&A Act.	I. Quality Management During Construction II. Quality Management During Operation III. Water conservation IV. Salinity prevention only where applicable	C D E F	4 5 6 7

A BASIX

The Development proponent shall meet all obligations included on their BASIX certificate.

## B QUANTITY MANAGEMENT DURING OPERATION

### EXEMPTIONS TO THIS PART

Rural development and development which is located in areas of high ground salinity.

### HOW TO COMPLY?

#### Step 1: Determine the minimum runoff storage volume required

The minimum runoff storage volume ( $m^3$ ) required is shown in equation 1 and is:

$$(1) \quad \text{Rainfall threshold depth, } 0.022m \times \text{proposed impervious area } (m^2)$$

*Note that all paved areas which are constructed from permeable paving shall be considered to be permeable for the purposes of applying this policy.*

#### Step 2: Work out how much a rainwater tank can reduce the infiltration volume?

The next step is to work out if a rainwater tank is to be included in the configuration of your solution. If it is, then credit will be given and the retention volume can be reduced in accordance with the following table (2) below.

If there is a rainwater tank obligation arising from BASIX, then credit will be given for the tank and the runoff storage volume will be reduced. If the applicant opts to install a larger tank than that required under BASIX, then even more credit may be given.

**Table 2 Credits (reductions in the runoff storage volume) given for various rain tank sizes and proposed end uses of the rainwater.**

Reduction in runoff storage volume ( $m^3$ ) for using a rainwater tank		
Proposed Rainwater Tank size (kL)	Where outdoor use only is proposed	Where both outdoor and internal use including toilets, hot water and laundry is proposed
<2.5	0	0
≥2.5	1	2.0
≥5.0	1.25	2.5
≥7.5	1.5	3.0
≥10.0	1.75	3.5
≥12.5	2	4.0
≥15.0	2.25	4.5



**Step 3 Configure the proposed trench, rain garden or rainwater tank according to the supporting S2S - Supporting Technical Guidelines (Appendix B2)**

**Alternate solutions**

Alternatively, a unique solution supported with scientific evidence which demonstrates that the proposal complies with the performance targets may be submitted. The supporting technical guidelines document the minimum evidence requirements.

**C QUALITY MANAGEMENT DURING CONSTRUCTION**

**PERFORMANCE TARGETS**

**Table 3** identifies soil and erosion control requirements during construction for all Applicants.

Commercial and industrial internal alterations, refits and refurbishments which do not disturb any earth are exempt from complying with this part.

**Table 3. Water quality management requirements during construction**

Development Scale	Performance Target
Small Scale < 800m <sup>2</sup> of disturbed area	As a minimum, Council requires a hand marked-up plan of proposed works showing sediment and erosion control measures. This plan must be prepared in accordance with the supporting Technical Guidelines
Medium 800 m <sup>2</sup> to 2,500 m <sup>2</sup> of disturbed area	An Erosion and Sediment Control Plan (ESCP) must be prepared in accordance with Landcom’s Managing Urban Stormwater (2006) otherwise known as ‘The Blue Book’ (refer to the supporting S <sub>2</sub> S - Technical Guidelines).
Large More than 2,500 m <sup>2</sup> of disturbed area	A Soil and Water Management Plan (SWMP) must be prepared in accordance with Landcom’s Managing Urban Stormwater (2006) otherwise known as ‘The Blue Book’ (refer to the S <sub>2</sub> S - Supporting Technical Guidelines).

**D QUALITY MANAGEMENT DURING OPERATION**

**PERFORMANCE TARGETS**

This performance target is applicable to:

- Residential development in areas of high ground salinity
- Subdivisions that comprise the whole or major part of a catchment
- Car parks which have a capacity for more than 5 cars
- Commercial development (excluding internal refurbishment and refits)
- Industrial development (excluding internal refurbishment and refits)
- Any new Council or Special Uses development such as schools, hospitals, etc.

Water Quality Requirements for Urban Subdivision

Development Scale (average lot size of 800m <sup>2</sup> or equivalent land size)	Performance Target
Small Scale Up to 30 Lots	<ul style="list-style-type: none"> <li>• Bio-retention</li> <li>• Post development flows do not exceed pre-development flows up to and including 1.5 year ARI rainfall event</li> <li>• Bio filtration for overland flow paths</li> </ul>
Medium 30 – 100 lots	<ul style="list-style-type: none"> <li>• On Site Detention (OSD) up to 100 year ARI</li> <li>• All water quality requirements except Gross Pollutant Traps (GPTs)</li> </ul>
Large Beyond 100 lots	<ul style="list-style-type: none"> <li>• On Site Detention (OSD) up to 100 year ARI</li> <li>• All water quality requirements including Gross Pollutant Traps (GPTs) and biofiltration</li> </ul>

Water quality performance targets are stipulated in Table 4.

Table 4. Post development pollution reduction targets

Pollution Reduction Target
<ul style="list-style-type: none"> <li>• Total Suspended Solids (TSS) – 85% reduction of the typical annual load</li> <li>• Total Phosphorus (TP) - 65% reduction of the typical annual load</li> <li>• Total Nitrogen (TN) - 45% reduction of the typical annual load</li> <li>• 90% of gross pollutant loads (litter and heavy sediments), oil and grease are retained on site</li> </ul>

HOW TO COMPLY?

DEEMED TO COMPLY SOLUTIONS

There are two deemed to comply solutions which are:

- 1) The use of a bioretention basin or raingarden (which can also be used to increase public amenity) configured to also promote infiltration where permitted.

The minimum area of the bioretention basin is to be based on the proposed impervious area. Table 6 defines the minimum requisite areas. The bioretention basin or rain garden is to be designed in accordance with the supporting S<sub>2</sub>S - Supporting Technical Guidelines (Appendix B2)

- 2) The use of a buried infiltration trench. The deemed to comply infiltration trench solution will need to have a minimum volume calculated in accordance with Table 5. The infiltration trench usually receives stormwater flows from the surface in the same manner as raingardens. However, if the trench is receiving sub-surface flows from the stormwater network then the flows will need to be pre-treated with a sediment trap to ensure that sediment is removed from the runoff before it enters the trench. This, in combination with routine maintenance to remove accumulated sediment will ensure the trench has a long life.
- 3) The provision of a rainwater tank as defined in Appendix B2.

Worked examples are included in the S<sub>2</sub>S - Supporting Technical Guidelines Appendix B2.

Table 5. Area of bioretention and volume of infiltration as a proportion of the upstream impervious area.

Average annual rainfall (mm/yr)	<800	>800
Area of bioretention for roads/carparks expressed as % of the upstream <u>impervious</u> catchment area (based on 100mm depth of surface ponding, 500mm filter media depth and 120mm/hour saturated hydraulic conductivity).	1.0%	1.2%
Minimum volume of storage required inside buried infiltration trench per 100m <sup>2</sup> of upstream <u>impervious</u> catchment.	0.5m <sup>3</sup> /100m <sup>2</sup>	0.75m <sup>3</sup> /100m <sup>2</sup>

Both the bioretention/raingarden and infiltration trench shall be constructed in accordance with the supporting S<sub>2</sub>S - Supporting Technical Guidelines Appendix B2.

**Alternate solutions**

Alternatively, a unique solution supported with scientific evidence which demonstrates that the proposal complies with the performance targets may be submitted. The supporting technical guidelines document the minimum evidence requirements.

E WATER CONSERVATION FOR NON RESIDENTIAL DEVELOPMENT

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#### EXEMPTIONS

This clause does not apply to residential development.

#### PERFORMANCE TARGETS

New development applicants (other than residential and commercial and industrial refurbishments and refits) shall reduce consumption of potable water by 40% benchmarked against a development which uses only potable water and which has no water conserving fixtures or fittings.

Commercial and Industrial refurbishments and refit applicants shall reduce consumption of potable water by 30% benchmarked against a development which only uses potable water and which does not use water conserving fixtures and fittings.

#### HOW TO COMPLY?

A Water Conservation Report is to be prepared and submitted with the DA which demonstrates how the water consumption on the proposed development will be reduced by 40% when benchmarked against a development which only uses potable water and does not have any water conservation measures. The measures proposed in the Water Conservation Report shall form a statement of commitment and be included on the conditions of consent.

Compliance with the target can be achieved by firstly reducing the demand for water (known as demand management), and secondly by substituting rainwater, stormwater or wastewater sources for town potable water.

With respect to refurbishments and refits and; where consumption is relatively minor, compliance might be achieved simply by implementing demand management measures alone. In all cases evidence must be provided to Council by way of the Water Conservation Report which defines current demand and demonstrates how future demand will be reduced by the relevant performance target.

Demand Management Measures include the following examples noting the list is not exhaustive:

- Use of minimum AAA rated fixtures and appliances
- Use of aerators on existing and proposed taps
- Flush arresters on existing toilets.
- Selection of plants and landscaping that require little or no watering.

If source substitution such as the use of rainwater tanks, grey water recycling systems or other measures are proposed then the applicant shall ensure that all water shall be fit for its intended purpose, including:

- Recycled water (treated wastewater or stormwater) may be used for non-potable purposes such as toilet flushing or irrigation and washdown.
- Rainwater may be used for both potable and non potable uses.
- Applicants are encouraged to maintain a town water supply (where available) to top up a rainwater tank when needed.

- Where town water supply is available but not to be installed, agreement on adequate provisions for fire-fighting shall be made with the NSW Fire Brigade who may permit the use of rainwater for fire-fighting purposes provided it is stored in such a manner that it cannot be drawn down for any other purpose.

F SALINITY PREVENTION

AIMS

To prevent a decline in the health of receiving waters from development located in areas with high ground salinity.

PERFORMANCE TARGET

In areas with high ground salinity or in areas where an elevated saline groundwater table exists, infiltration of runoff shall not be permitted.

Where a Quality Management During Operation performance target exists (such as for residential development in saline affected areas) and for reasons of high ground salinity infiltration is not permitted then:

- 1) Applicants shall be limited to one deemed to comply solution, which is either a rainwater tank, bioretention basin or raingarden.
- 2) If a bioretention basin or raingarden is adopted, it shall be lined to prevent infiltration and otherwise sized in accordance with Appendix B1 and constructed in accordance with the S<sub>2</sub>S - Supporting Technical Guidelines Appendix B2.
- 3) Wherever possible, explore the adoption of rainwater tanks or stormwater harvesting to reduce the volume of stormwater runoff as much as possible. This is possible for residential developments where tanks up to 15 kL in volume will help to reduce water bills and runoff greatly.

In areas which are affected by high ground salinity and which have an elevated saline groundwater table, permeable paving may be used provided that no additional areas drain onto the pavement, i.e. only the paved area drains through the pavement.

## 5.4 ENVIRONMENTAL CONTROLS

### Protection of Aboriginal Archaeological Items

- (a) Aboriginal archaeological relics are protected by the provisions of the National Parks and Wildlife Act 1974, which makes the disturbance or destruction of these relics, without permission of the Director, an offence.
- (b) Proponents should determine whether their site has potential archaeological significance and if so, should submit an archaeological survey with their development application. Generally, where a site is located near a water course or on an elevated area, an archaeological study will be required.
- (c) Proponents should determine if the development application is classified as integrated development under Section 91 of the EP&A Act 1979 and if an Aboriginal Heritage Impact Permit is required.

### Bushfire Management

- (a) Where the development site is affected by a bushfire hazard as identified on the Bushfire Prone Land Map produced by the NSW Rural Fire Service, the design and management of the development shall comply with the guideline "Planning for Bushfire Protection" and where required; the Australian Standard AS 3959 - Construction of Buildings in Bush Fire Prone Areas.
- (b) Buildings shall be located to ensure that requirements for fuel free or fuel reduced zones do not impact on existing native vegetation on the site.
- (c) Proponents should determine if the development application is classified as integrated development under Section 91 of the EP & A Act 1979 and if a Bushfire Safety Authority is required.

### Riparian and drainage line Environments

- (a) Proponents must identify all drainage lines, streams, creeks and rivers on development plans and identify how the development has been designed to respect and be setback from such waterways and their vegetation.
- (b) Proponents should determine if the development application is classified as integrated development under Section 91 of the EP & A Act 1979 and if a water use approval, water management work approval or activity approval is required.

### Pollution and Waste Management

- (a) Proponents should indicate all waste streams i.e. trade, liquid, chemical, solid, medical, and clarify how they will be managed and contained safely on-site and disposed of such that there are no environmental impacts or effects on adjoining properties, stormwater or sewerage systems or waterways.
- (b) Proponents should determine if the development application is classified as integrated development under Section 91 of the EP&A Act 1979 and if an environmental protection license is required.



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<b>Threatened Species and Vegetation Management</b>	<p>(c) Proponents will refer to Groundwater Vulnerability Mapping associated with Mid-Western Regional Council Local Environmental Plan 2012.</p> <p>(a) An assessment of any potential impact on native flora and fauna is to accompany a development application. If considered necessary by Council a Flora and Fauna Impact Assessment will be required from a suitably qualified professional. This Assessment will determine whether a Species Impact Statement will be required.</p> <p>(b) Development applications should indicate all existing vegetation.</p> <p>(c) Buildings and access areas should be sited to avoid removal of trees.</p>
<b>Building in Saline Environments</b>	<p><b><i>Information provided by the NSW Government indicates that salinity may occur in parts of the Mid-Western Regional Local Government Area (LGA). This salinity potential is due to inherent characteristics of the Mid-Western Regional LGA landscape. As a result, residential buildings in the Mid-Western Regional LGA may be susceptible to salt damage.</i></b></p> <p><b><i>The inclusion of this information in the DCP will assist the Council in the reasonable undertaking of its roles and responsibilities under the Local Government Act 1993 and the Environmental Planning and Assessment Act 1979.</i></b></p>
<b>Definitions</b>	<p><b><i>Salt damage</i></b> - the deterioration of material such as concrete, metal or brick caused by the chemical and physical impact of salts. Salts can be carried in surface water, soil, groundwater, rain or air.</p> <p><b><i>Residential Building</i></b> - Structures classified as either class 1, 2, 3, 9c or 10 in the Building Code of Australia (BCA)</p>
<b>Variation</b>	<p>Council will consider on merit, arguments relating to the application of this policy based on diminished salinity risk*. In all such instances the onus of proof rests with the applicant.</p> <p>*Diminished salinity risk may be argued through a risk assessment based on a site analysis consistent with the Department of Land and Water Conservation (2002) Guide: <i>Site Investigations for Urban Salinity</i> (ISBN: 0 7347 5305 5), and the incorporation into structure design, appropriate measures to manage the risk of salt damage.</p>
<b>House slabs and Footings</b>	<p><b>(A) The following measures must be used for house slabs and footings:</b></p> <ol style="list-style-type: none"><li>1. For slab on ground construction, a layer of sand at least 50 mm deep under the slab must be provided;</li><li>2. A high impact damp proof membrane (rather than a vapour proof membrane) must be laid under the slab (NSW BCA 3.2.2.6);</li><li>3. The damp proof membrane must be extended to the outside face of the external edge beam up to the finished ground level. (As per clause 3.2.2.6 and figure 3.2.2.3 of the BCA);</li><li>4. Class 25 MPa (N25) concrete must be used OR a sulphate resisting Type SR cement with a water cement ratio of 0.5 must be used. Water, which will reduce the concrete strength below 25 MPa must not be added to the concrete at the</li></ol>

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construction site;

5. Slabs must be vibrated and cured for a minimum of three days. Care must be taken not to over vibrate the concrete during placement, as segregation of the concrete aggregates will occur;
6. The minimum cover to reinforcement must be 50 mm from unprotected ground. Chairs including lateral supports should be in position prior to inspection and subsequent pouring of the concrete;
7. The minimum cover to reinforcement must be 30 mm from a membrane in contact with the ground;
8. The minimum cover to reinforcement must be 50 mm for strip footings and beams irrespective of whether a damp proof membrane is used;
9. Admixtures for waterproofing and/or corrosion prevention may be used.

#### **Brickwork**

##### **(B) The following measures must be used for brickwork:**

1. The damp proof course must consist of polyethylene or polyethylene coated metal and be correctly placed; (NSW BCA 3.3.4.4);
2. Exposure class masonry units must be used below the damp proof course level. (*Clause 3.3.1.5 (b) and Table 3.3.1.1 of the BCA*);
3. Appropriate mortar (M4 grade) and mixing ratio must be used with exposure class masonry units; (*clause 3.3.1.6 of the BCA*);
4. Admixtures for waterproofing and/or corrosion prevention may be used.

#### **All buildings**

##### **(C) The following measures must be used for all buildings:**

1. Once installed the damp proof course or the vapour barrier must not be breached by any later works or additions such as; steps, verandas, walls, rendering, bagging, pointing, paving or landscaping.
2. Appropriate sub-soil drainage must be installed for all slabs, footings, retaining walls and driveways;
3. The dwelling must be designed to suit the sites existing topography and any cut and fill required must not exceed 1000 mm in total.

##### **Additional controls recommended for all buildings:**

Landscaping and garden designs should not be placed against walls and be designed to minimise the use of water on the site.

Low water requiring plants and water-wise garden designs are required in accordance with the requirements of the Building Sustainability Index.

Buildings shall be maintained in accordance with the requirements of AS2870 Australian Standard Residential Slabs and Footings – Construction. Drainage is to be designed and constructed to avoid the ponding of water against or near footings.

**Alterations  
and Additions**

**(D) Alterations and Additions.**

Applications for alterations or additions to existing buildings shall comply with the requirements for new structures. Existing buildings affected by the impact of salinity shall be repaired in accordance with the requirements for new buildings and any necessary remediation carried out to the site to ensure the impacts of salinity are eliminated.

Property owners are to obtain advice from suitably qualified building professionals with experience in this field before commencing any repairs or remedial action.

Situations requiring demolition of parts of the building, repairs to drainage systems or structural alterations should not be commenced before the appropriate Construction Certificate or Combined Development Certificate is obtained for the work proposed.

*Notes:*

- 1. In the event that the requirements of this section of the DCP contradicts the Building Code of Australia, the requirements of the Building Code of Australian prevail.*
- 2. Design and construction requirements in this section of the DCP are based on AS3600 Australian Standard Concrete Structures, for moderately aggressive to aggressive environments.*

## PART 6 DEVELOPMENT IN RURAL AREAS

### 6.1 DWELLINGS

There are provisions within the LEP that prescribe circumstances for the erection of dwellings on rural land. These controls relate to Rural zoned (RU1, RU3, RU4, RU5) land and Large lot residential (R5) zoned land.

The subdivision controls in section 7.2 address dwellings associated with new lots. Additional guidelines are as follows.

**Primary Production Small Lots** Dwellings on land within the Primary Production Small lots zone will only be approved where it can be demonstrated that the dwelling is required to support the agricultural use of the land.

The agricultural use of the land for the purposes of the RU4 zone means intensive plant agriculture (defined in LEP) or the irrigation of pasture and fodder crops.

Applications for a dwelling will need to include:

- ❖ Details of the proposed/existing intensive plant agricultural activity
- ❖ Business plan prepared by a suitably qualified professional detailing production costs, harvesting potential and conservative market prices
- ❖ Evidence of water licenses satisfactory for the use
- ❖ Evidence of commencement or intention to commence the activity

Land adjacent to the Mudgee Airport – Dwellings on land zoned RU4 Primary Production Small Lots and having a minimum lots size of 2ha on the Lot Size Map shall only be considered where the dwelling is designed to incorporate a hanger. Such an application will need to address:

- ❖ The relationship between the airport and the development site in respect to the interface with the airport; and
- ❖ Access to the airport for private aircraft.

**Dwellings on rural lots within the former Rylstone LGA** The LEP provides for the erection of a dwelling on a lot (including a lot which forms part of larger holding) on which the erection of a dwelling was permissible immediately before the commencement of the (LEP) plan.

This clause ensures that despite the Lot Size Map, a dwelling house may be erected on a lot with a minimum are of at least 40ha within the former Rylstone LGA.

Reference should be made to the provisions of the LEP 2012 which provide for dwellings on lots below the minimum lot size in particular circumstances, for example existing holdings.

**Services** Where the dwelling will be erected on a lot that is within 500m of an R1 General Residential or R2 Low Density Residential zone, it must:

- ❖ Be on a lot with have sealed road frontage and be connected to the sealed road network; and
- ❖ connect to the reticulated water and sewer infrastructure.

**Dwellings adjacent to Village Zones** Consideration will be given to applications for the erection of dwellings on existing lots within 500m of an RU5 Village zone where the lot has sealed road frontage and is connected to the sealed road network – in many cases this is likely to mean that the proponent will be responsible for the upgrade of the road as part of any development approval.

In circumstances where the site is within 500m of reticulated water or sewer infrastructure, the dwelling will need to be connected as part of any development approval.

Setbacks	Zone	Street	Side/Rear	Secondary Frontage for Corner Lots *
	R5 Less than or equal to 5 ha. in area	30m	20m	15m
	Ru1, RU4 and R5 Greater than 5 ha. in area	60m	20m	15m
	RU5	7.5m	BCA	3m
<ul style="list-style-type: none"> <li>• Where the lot is located a Classified Road such as Ulan or Cope Road the front setback is 100m and side and rear setback is 20 metres.</li> <li>• Where the lot is located on the State Highway the front setback is 200 m and the side setback is 20 metres.</li> </ul>				

## 6.2 TEMPORARY WORKERS ACCOMMODATION

### Definition

**temporary workers' accommodation** means any habitable buildings and associated amenities erected on a temporary basis for the purpose of providing a place of temporary accommodation for persons employed to carry out large-scale infrastructure, including development for the purposes of an extractive industry, mining, renewable energy or an electricity transmission or distribution network.

### Location

**The development is to be located:**

(i) if the development relates to a mine—within 5 kilometres of the relevant mining lease under the Mining Act 1992, or

(ii) in any other case—within 5 kilometres of the large-scale infrastructure in which persons are to be employed.

- Provision of suitable arrangements for the disposal of waste water and the provision of a water supply. It should be noted that proposals relying on the provision of water transported by tankers will not be supported.
- Design of the facility to ensure that there is no adverse visual impact discernable from outside the project site.
- Submission of a plan of management to address the social concerns having regard to the particular location of the accommodation.
- The application should address health and residential amenity issues that arise due to the location near the major infrastructure project site.
- Provision of additional access and parking infrastructure commensurate with the additional demand.
- Provision of a Social Impact Assessment.
- The application should identify and address potential positive and negative economic impacts of the proposal.

### Need

The proponent shall demonstrate the need for the facility by providing an analysis of the number of major infrastructure project (including mining) jobs currently approved and the total number of temporary workers accommodation beds approved. The expected life of the Temporary Workers Accommodation facility shall be included in the Statement of Environmental Effects indicating the expected timing of decommissioning to relate to the life of the major infrastructure project.

### Social Impact Assessment

There are many definitions of *social impact*. A contemporary definition (Armour, 1992) defines social impacts as changes that occur in:

- People's way of *life* (how they live, work, play and interact with one another on a day-today basis);
- Their *culture* (shared beliefs, customs and values); and
- Their *Community* (its cohesion, stability, character, services and facilities).



**Key principles of assessing social impacts.**

To achieve a useful and appropriate framework for assessing social impacts, a number of key principles are important.

- The purpose of assessing social impacts is to provide focused relevant details on the significant or problematic impacts.
- It is essential to consider the positive and negative social aspects of the development.
- Persons and groups that may be affected by the proposal should be consulted. Community consultation should identify the possible impacts and mitigating measures that may be introduced. Community consultation should occur early in the process and should lead to the formulation of the terms of reference of the Social Impact Statement. It is a requirement that the proponent consult the NSW Police Local Area Command and local health providers (including General Practitioners and Dentists operating in the local area) during the preparation of the Social Impact Statement. It is recommended that the proponent consult Council after the terms of reference are formulated.
- The proponent should incorporate practical measures that will enhance the positive aspects, may improve the development and limit any possible negative social impacts.

The Social Impact Statement should include but is not limited to the following:

- Identification and an in-depth analysis of social impacts of the proposal.
- Outline the process of community consultation and address issues raised by the community.
- consideration of cumulative impacts, intergenerational equity, impacts on the provision of all services and identify ways to address these impacts.
- The results of consultation with relevant service providers including police and health providers.
- Identification of a strategy to mitigate impacts, encourage integration with the community, and permanent relocation to the area, timeframe for implementation of the strategy and a monitoring program.
- Identify and implement provisions that will address the needs identified by the SIS and the demands generated by the development in a way that will not adversely impact upon the existing community.

**Transportable Buildings**

The application must illustrate that all transportable buildings can be permanently affixed to the site by footings in accordance with the requirements of the National Construction Code and associated Engineer's Certification.

Detail that all buildings and structures will have adequate form and appearance, including material and colours in soft earth browns, creams and greens, which do not detract from the visual amenity of the area. The use of reflective cladding material on walls will not be permitted. Where the use of second hand buildings is proposed the application must be accompanied by the following information:

- Photographs clearly showing the condition from all four elevations of the

	building
	An inspection report from a certified structural engineer or accredited building surveyor that the buildings are suitable for the proposed use and relocation.
<b>Accessibility</b>	Accessibility requirements established by Access to Premises Standard, the National Construction Code and the associated Australian Standards are to be addressed in the application.
<b>Density</b>	Development shall be limited to a maximum of 100 beds per hectare.
<b>Facilities</b>	<p>The accommodation facility is to provide the following facilities as a minimum:</p> <ul style="list-style-type: none"> <li>• Ablution facilities to be provided in each accommodation room including shower, toilet and wash basin connected to an approved effluent disposal system. ;</li> <li>• Communal laundry and associated facilities connected to an approved effluent disposal system</li> <li>• A covered/ sheltered entry for each building;</li> <li>• An outdoor activity area of which part shall be shaded;</li> <li>• Adequate and secure storage space for workers, equipment and other material associated with the management and maintenance of the accommodation facility;</li> <li>• Adequate Lighting for pedestrian and vehicular safety and security throughout the complex.</li> <li>• Paved internal pedestrian access to and between all buildings and facilities is to be provided.</li> </ul>
<b>Traffic and Parking</b>	<ul style="list-style-type: none"> <li>• Internal road and vehicular access provided in accordance with Australian Standard No. AS2890 Council standard.</li> <li>• Provision of one car parking space per room and one space per staff member in accordance with the car parking section of this DCP.</li> <li>• Designated bus parking and collection/drop off area located within the development area with sufficient manoeuvring area to allow the bus to enter and leave the site in a forward direction.</li> <li>• Designated delivery areas.</li> </ul>
<b>Services</b>	<ul style="list-style-type: none"> <li>• Provision of a potable water supply capable of providing a minimum of 140 litres per person per day. A lower daily minimum may be acceptable where the proposed development includes water saving measures such as recycling systems or non-potable water supply sources.</li> <li>• A water balance is to be submitted demonstrating that the proposed provisions for water and sewer services can be met by the development.</li> <li>• Demonstration of adequate water supply to maintain the accommodation facility including landscaping.</li> <li>• Where the facility is to connect to a reticulated system proved by the local authority, the applicant must demonstrate that the reticulated system can support the additional demand generated by the Temporary Workers Accommodation whilst allowing adequate capacity to service existing demand, demand to meet land already zoned within the</li> </ul>

catchment, uses already approved to connect to the reticulated service and land identified in the Comprehensive Land Use Strategy.

- Provision of waste collection and where necessary entering into a waste disposal agreement with Council or an approved waste collection operator.
- First aid facilities.

**Landscaping**

A landscape plan should be provided with the application. Where possible, remnant vegetation should be retained. Landscaping should focus on:

- Providing a buffer to surrounding land, in this case vegetation should consist a combination of mature trees and shrubs to achieve a visual buffer;
- Providing privacy within the development;
- Improving the residential amenity through the provisions of shade.
- Consist mainly of native species or species that thrive in this locality.
- At least 25% of the site should be open space.

It will be a requirement of any development consent that the landscaping is to be maintained for the life of the development in accordance with the approved landscaping plan.

**Plan of Management**

The applicant shall provide a Plan of Management that shall form part of any approval granted by Council. The Plan shall address, but is not limited to, the following issues:

- Identification of measures introduced to mitigate social impacts
- Management of security and safety of tenants, community and surrounding residents.
- Noise, dust, odour, light spill and litter.
- Potential conflict with adjoining owners/occupiers that may be affected by the operation of the accommodation facility.
- The method of transport of the workers to the project site.
- The consumption of alcohol at the accommodation facility (if applicable).
- Where adjacent to a town or village, access to facilities.
- Access to medical services.
- Method for the collection of waste within the site.
- Emergency response procedures.
- Soil, groundwater and surface water protection methods.
- Details of signage at the entrance to the accommodation which is to include the following:
  - Site Manager / Operator
  - Specific Rules of the Accommodation site
  - Emergency Contact Details
- Complaints Handling Procedure that will be publicly available and include a compliant contact phone number.

**Decommissioning** The application shall be accompanied by a Decommissioning Plan that shall form part of any approval granted by Council. The Plan shall address the following issues:

- 
- When the facility shall be decommissioned;
  - Works or facilities that shall remain in place following decommissioning;
  - Details of the clean –up and rehabilitation of the site;
  - The proposed use of the site after decommissioning; and
  - The transfer to public ownership of any legacy infrastructure.

**Developer  
Contributions**

Council will seek to negotiate planning agreements for major developments in accordance with s93F of the Environmental Planning and Assessment Act 1979. Proposal involving less than 50 beds will be assessed in accordance with Council Section 94 Contributions Plan as commercial development.

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## 6.3 WIND FARMS

### Scope

For the purpose of the development control plan, commercial wind power generation turbine(s) or towers with a peak capacity power rated output greater than 10kW require development consent and must comply with the provisions of this plan.

For the purposes of this Plan, commercial wind power generation includes wind power generation

Turbine(s) or towers with a peak capacity of power rated output greater than 10kW. The erection of a wind monitoring tower also requires Council's consent.

### Objectives

- To minimise potential land use conflicts,
  - To ensure that there is no unreasonable interference with the comfort or response of adjoining land users,
- To ensure road access and other issues are identified and sufficient information is included with each development application to enable proper assessment, and
- To ensure that adequate provisions are made to restore developed land at the end of the life of the development.

### State Significant Development

Due to the high capital investment value of large wind farms they often are categorised as State Significant Development. In these circumstances the assessment of the application is undertaken by the Department of Infrastructure and Planning. To determine if your proposal falls within this category reference should be made to State Planning Policy (State and Regional Development 2011).

In the event that your proposal falls within the category of State Significant Development such that Council is not the approving authority, consistency with this Development Control Plan is nevertheless sought.

### Statement of Environmental Effects (SEE)

The development application must be accompanied by a Statement of Environmental Effects

The SEE as a minimum shall contain the following information:

- The location of the property, land contours, boundary dimensions and site area. This should include a topographic map of 1:25,000 scale showing the location of the proposed development, the route of transmission lines to the electricity grid (and include access road, pylon, gradient and erosion control assessments), the service roads on and to the site, and the proximity to significant features such as dwellings, environmentally sensitive land, prime crop and pasture land, forests, national parks, heritage items and aircraft facilities.
- The site plan or plans showing positions of the proposed wind turbines, site boundaries, land contours, native vegetation, the proposed vehicular access points, the location of existing and proposed vegetation and trees on the land, the location and uses of all existing and proposed buildings, power lines, sub-station and fences on the land.
- A description of the proposed wind turbine/s, including all relevant details such as number, make, model, dimensions, generation capacity, tower

height, blade length, materials and colour.

- A land use description of the adjoining land and/or affected lands and landscape including assessment of the likely future impact.
- A noise impact assessment demonstrating compliance with the Department of Environment, Climate Change and Water licensing requirements (whether a licence is required or not) the NSW Wind farm Guidelines (2012) and any other NSW Acts, Rules or Regulations applicable to wind farm noise. The application shall also detail proposed monitoring program(s) for full spectrum noise testing (including low frequency sound and infrasound) to validate predicted noise impacts on neighbouring properties. The impact of The Van Den Berg effect (ie the effects of the wind profile at night on wind turbine sound) is also to be specified.
- A description and assessment of the visual effects including photomontages, plate or panoramic photomontages, computer assisted photo simulations or other graphic representations of the appearance of the wind turbines and transmission lines. Viewshed modelling via the use of a suitable GIS (e.g. "MapInfo") is encouraged. Shadow prediction and shadow flicker assessments shall be included in the visual assessment(s).
- An evaluation of the electromagnetic radiation and/or interference from the wind turbines and/or transmission lines. This should include impacts on human and animal health, emergency services, RFS, Police, Ambulance etc and local television and radio reception and other local communications.
- A construction program and environmental management plan incorporating the proposed staging of the project, erosion and sedimentation controls, heavy vehicle movements, site access including all service roads, transmission towers, substation, underground wiring, construction phase impacts including facilities, waste disposal, staff/contractor numbers etc, weed control, farm impacts and all other works.
- A report detailing investigations into the impact of construction vehicles on the proposed route having regard to public safety especially school bus hours and citizens' peak hour travel to work shall accompany the development application. Detailed road condition reports will be required as part of any consent. Council will require a full traffic assessment as part of the development application;
- An evaluation of flora and fauna impacts with specific mention of migratory species potentially impacted by the development. Where the development is in close proximity to known habitats of threatened species (Flora or Fauna), early consultation with the Department of Environment, Climate Change and Water is highly recommended.
- A decommissioning and site restoration plan and program.
- Demonstration that all issues raised by relevant Agencies have been addressed (e.g. CASA for aviation safety, SCA for water quality issues - AAA for aerial agriculture implications etc)
- The heritage significance of the site and surrounds.
- An assessment of any risks involved in soil disturbance or arising from vibration or microclimate impact including contamination impacts on hydrology and archaeological issues.
- Assessment of the development regarding all relevant legislation and applicable policies.
- Applicants are required to keep the local community fully informed

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throughout their design process.

- Additional information may be required depending upon the circumstances of the development proposal and level of detail, and accuracy provided within the development application.

#### Controls

The following must be included as part of the design criteria and assessment of any related development application:

- The development should be sited and carried out to minimise impacts on, or restrictions to grazing, farming and forestry practices;
- The development should be carried out in a way that minimises any physical adverse effects on adjoining land and the development site, including, but not limited to:
  - (i) land degradation
  - (ii) alteration to drainage patterns
  - (iii) pollution of ground water
  - (iv) spread of noxious plants and animals, and
  - (v) bushfire hazard
- The developer must assess the visual impact of the project including an assessment of scenic value. The developer must consult with the Council and the community on appropriate visual impact measures;
- The developer must assess the cumulative impact of the development having regard to wind farms in existence, those approved but yet to be constructed, those for which a Development Application has been lodged with a planning authority and those for which written licenses have been granted to a developer for wind farm assessment purposes Council does not favour large expanses of ridgelines being covered with wind farms and turbines;
- Proposed wind turbines shall comply with the NSW Wind farm Guidelines and any other NSW Acts, Rules or Regulations applicable to wind farm noise. Note that where noise levels are found to exceed those guidelines, Council shall require remediation work and may require the cessation or decommissioning of the turbines to reduce the noise impacts on sensitive receptors such as non-related dwellings. The developer shall, upon request of council or an adjoining landowner, furnish the following information: a) noise attributable to the wind farm; b) associated wind speed and direction at the wind farm, weather conditions at the wind farm and power output of individual turbines at the wind farm; and (c) data collected on low frequency noise and Infrasound levels occurring at a representative sample of neighbouring non-host residences;
- Turbines shall not be located within 5.0 kilometres of any dwelling not associated with the development or from any lot upon which a dwelling may be constructed. The 5.0 kilometre setback proposes utilising a precautionary principle in addressing perceived visual, noise and health concerns;
- Turbines shall not be located within a distance two times the height of the turbine (including the tip of the blade) from a formed public road. A greater distance may be required by the road authority;
- Turbines shall not be located within a distance 2.0km from a non-related property boundary;

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- Existing and proposed screenings may be used to minimise visual impacts to non-related properties. However, due to the height of turbines, screening is not the preferred method of minimising visual impact. Turbines shall be located in positions so as to have minimal visual impact on nearby properties, especially existing dwellings and lots on which dwellings may be constructed;
  - Turbine locations are to be sensitive to existing related dwellings on the subject site. Noise and shadow flicker should be minimised and turbines should not be located in close proximity to existing dwellings;
  - Turbine locations shall not surround a non-related property. Turbines shall be located with the specified setbacks from property boundaries to minimise the visual impact of the development on adjacent and nearby non-related property. Cumulative impacts, having regard to existing turbines, turbines approved but yet to be constructed, those for which a Development Application has been lodged with a planning authority and those for which written licenses have been granted to a developer for wind farm assessment purposes should be assessed;
  - A Communications Study should identify the existing status of communications and detail the proposed method of dealing with potential communication interference. The development should not detract from the reception of radio, TV, internet or other communication methods. Where necessary, it may be required to install additional services (boosters/communication towers/ re-transmission towers etc) to maintain such services in the vicinity of the development. Where this is determined to be necessary, the work and equipment shall be at the developers cost;
  - Construction vehicles, including concrete trucks, carriers of turbine components, and related heavy vehicles (including relevant contractors) shall only travel on an approved route. This route shall be identified in a report having regard to public safety especially school bus hours and citizens peak hour travel to work and approved in accordance with this Plan;
  - A report detailing investigations into the impact of construction vehicles on the proposed route shall accompany the development application. Detailed road condition reports will be required as part of any consent. Council will require a full traffic assessment as part of the development application;
  - Council will require road works to cope with the over size and overweight traffic movements related to the construction of a wind farm. Bonds will also be required for any potential damage to roads during the construction phase. The road works and bond amounts will be determined by Council professional staff, but will be determined generally by the length of road and condition of road surface/base bridge, drainage etc relevant to the selected route. Where road works are determined necessary for the development, costs associated with the road works shall be the developer's responsibility;
  - The construction and maintenance of internal roads (roads within the property subject to the development) shall be the responsibility of the developer. Council will require proof that they have been adequately designed and constructed for their purpose. Council and relevant State Government Agencies shall be provided with adequate information about the environmental aspects of the internal road construction;
  - All infrastructure related to the wind farm should be included in the development application. Management of temporary facilities, waste, numbers of contractors/employees, etc, should be part of the Development

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Application information. All infrastructure should be located in low visual impact locations and interconnection cables/wiring and the like should be underground;

- Within six months of the wind turbine generators ceasing to operate, any rights of carriageways that were created to enable maintenance to be conducted on the wind turbine generators are to be extinguished by the developer and the land made good, unless otherwise agreed with the landowner;
- Within twelve months of the wind turbine generators ceasing to operate, they are to be fully dismantled and removed from the site. A security guarantee/bond is to be lodged with the consent authority (prior to any work commencing on-site) in an amount determined by the consent authority to cover the cost of dismantling and removal of the turbines; and
- Details of the proposed connection to the electricity reticulation network shall be included as part of the Development Application Environmental Assessment.

#### Other Aspects

#### Notification

On lodgement of the DA, Council will notify property owners within a 5 kilometre radius of the development in addition to the notification requirements outlined in the DCP. All submissions received will be presented to the Council for their consideration in the assessment and determination process. Where Council is the consent authority, Council will hold a notification and submission period of not less than 60 days and will require the developer to hold a minimum of one public information night during the exhibition and submission period. The developer shall undertake additional consultation with the community and affected property owners.

Much of Council's road network is generally not capable of sustaining the overweight loads involved with wind farms and will require substantial upgrading to accommodate the wind farm construction vehicles. Appropriate bonds will be required to ensure any road damage is repaired to Council's satisfaction. Such bonds are payable prior to commencement of any works on the site. Road sealing shall be required where appropriate on unsealed public roads utilised by the proponent.

#### Consultation with State Government Authorities

Proponents are advised to consult with public authorities that may have a role in assessing their development application. Council may consult relevant public authorities.

## 6.4 TOURIST AND VISITOR ACCOMMODATION

### Definition

**tourist and visitor accommodation** means a building or place that provides temporary or short-term accommodation on a commercial basis, and includes any of the following:

- (a) backpackers' accommodation,
  - (b) bed and breakfast accommodation,
  - (c) farm stay accommodation,
  - (d) hotel or motel accommodation,
  - (e) serviced apartments,
- but does not include:
- (f) camping grounds, or
  - (g) caravan parks, or
  - (h) eco-tourist facilities.

Note: Refer to the LEP 2012 for individual definition of the above terms.

**serviced apartment** means a building (or part of a building) providing self-contained accommodation to tourists or visitors on a commercial basis and that is regularly serviced or cleaned by the owner or manager of the building or part of the building or the owner's or manager's agents.

**Development for the purposes of cabins or self contained holiday accommodation, the definition of serviced apartment is applied.**

### Location

- (a) Must comply with the MLS map or demonstrate compliance with Clause 4.2A of the LEP 2012.
- (b) All tourist and visitor accommodation has a residential component and therefore Council will not consider the establishment of any tourist and visitor accommodation on land on which a single dwelling is not permissible in the LEP 2012.

### Design & Layout

- (a) The development should address the constraints of the site including topography, existing vegetation
- (b) Development for the purpose of serviced apartments (cabins or the like) shall be limited to a maximum of 6 individual accommodation units and one permanent dwelling (or manager's residence).
- (c) The use of manufactured or relocated homes will not be permitted in the urban areas.

### Water Cycle Management

Council will require a Water Cycle Management Report for each lot in the subdivision which identifies that there is a suitable area capable of the disposal of on-site wastewater. The report must include a plan showing a nominal effluent management area for each proposed dwelling or cabin site (as the case may be), in relation to slope, aspect and other site constraints. The plan must indicate all nearby waterways with a buffer of a least 100 metres between effluent management areas and perennial or intermittent creeks or watercourses and 40 metres to drainage depressions.

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- Electricity**      The proponent shall demonstrate that the development can be serviced by electricity either via connection to the grid or solar power. Generators will generally not be accepted as a source of electricity.
  
  - Parking**        Refer to car parking requirements section 5.1 in the DCP
  
  - Signage**         Refer to requirement for signs section 4.4 in the DCP

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## PART 7 SUBDIVISION

### 7.1 URBAN SUBDIVISION

*This section of the Plan provides guidelines for the subdivision of land zoned residential (R1 General Residential, R2 Low Density Residential and R3 Medium Density Residential),.*

- Lot Size** The minimum lot size is determined by the Mid-Western Regional LEP 2012
- (a) All lots must have street frontage.
  - (b) As slope increases the minimum size of the lots will be required to increase according to the following:-

0-10°	600m <sup>2</sup>
10-15°	700m <sup>2</sup>
15-20°	800m <sup>2</sup>
  - (c) Development will not be permitted on slopes in excess of 20°. All lots must have a minimum width of 16m at the building line (4.5 metres from the front property boundary) in the case of lots within residential and village zones.
- Battleaxe handles in R1 General Residential and R3 Medium Density Residential and RU5 Village zones must have a minimum width of 4m and R2 Low Density residential and R5 large lot residential zones must have a minimum width of 6m
- Lot Design**
- (a) For infill developments in established areas, lot orientation should optimise solar access while taking account of the existing pattern and solar orientation of development.
  - (b) For subdivisions in new release areas and at the edge of established residential areas, orientation should maximise solar access by providing a north-south orientation within the range of 30° east of north or 20° west of north as the preferred option. Lots orientated east-west should have increased width and the midpoint of each lot with access to a minimum of 3 hours sunlight between 9.00 am and 3.00 pm on 21 June (Winter solstice)
  - (c) Lots should be generally rectangular in shape. Lots on the southern side of the road should provide a greater frontage to allow better solar orientation of the future dwelling.
  - (d) Corner lots should be created of a sufficient area to allow development for the purposes of dual occupancies with the supply of appropriately located independent utility connection points.
- Street Design and Layout**
- (a) A Traffic Impact Statement is to be submitted for any subdivision involving 5 or more allotments and in all cases where the creation of a new road is proposed.
  - (b) A subdivision layout will need to detail the road hierarchy and how the development integrates with the existing residential area. New roads associated with subdivisions must provide 'through road' connections between surrounding roads and road heads where they exist in the

locality.

- (c) Where a cul de sac treatment is unavoidable, the applicant will need to incorporate pedestrian linkages between streets throughout the subdivision. Multiple use of cul de sacs and “no through roads” is discouraged.
- (d) The maximum number of lots services by a cul de sac in a residential zone is 12, or otherwise a cul-de-sac is restricted to less than 150 metres in length.
- (e) A subdivision involving more than 80 residential lots should be able to accommodate travel without excessive backtracking.

#### Road Standards for New Development

A road hierarchy has been established in Mudgee and distinguishes between, Minor Roads, Collector Roads, Sub Arterial Roads and Arterial Roads. This hierarchy is to be maintained. The following table sets out the required standards for the construction of new roads.

#### Urban Road Standards

Access to and within a residential subdivision (the road network and internal roads) are to be upgraded or constructed to the following standards. All roads are to be constructed with asphalt or bitumen in accordance with AusRoads standards.

Road Type	Road Reserve	Carriage-way	Nature Strip	Footpath	Kerbing
Minor Road- Cul-de-sac serves ≤10 dwellings	16m	8m	2x4m	No	Roll-over
Residential Road – serves 31-120 dwellings	18m	9m	2x4.5m	1x1.2m	Roll-over
Major Residential Road (collector road) - serves >120 dwellings	20m	11m	2x4.5m	1x1.2m	Roll-over
Sub-arterial Road –Bus Route and/or cycle lane (on one side only)	22m	13m	2x4.5m	2.5m	Barrier
Commercial & Industrial subdivision roads	24m	13m	2x5.5m	1x1.2m	Barrier/ roll over

**Note: The minimum radius of Cul-de-sac kerb return is 8.5m with road reserve of 12.5m**

**Cul-de-sacs will only be considered in commercial/industrial subdivisions where there is no alternative option and should be designed having regard to the size of the lots proposed.**

#### Cycle ways and Footpaths

- (a) Cycle ways and alternative pedestrian networks are encouraged within new subdivisions. Where the site is included in a cycleway plan or pedestrian strategy, the design of the development will need to address this. In other cases, all new residential subdivisions are required to plan and provide combined pedestrian/cycle ways, which will provide direct, convenient and safe access to major facilities eg schools, playing fields, playgrounds, shops,



bus stops, etc.

- (b) Ends of cul-de-sacs may be required to include pedestrian pathways (or share ways) preferably in conjunction with stormwater drainage to provide access to adjacent streets or parks. The minimum width of pathway and/or drainage overland flow outlets is 10 metres.
- (c) The developer will be required to pay council a contribution for the installation of cycle ways and footpaths prior to the release of a subdivision certificate.

**Open Space**

(a) Subdivision of Greenfield sites where more than 20 lots are proposed shall ensure that all lots are within 400m of a local park, playground or passive open space

(b) Where on-site detention basins are proposed to double as open space the basin must include a sizeable raised level area which incorporates playground or fitness equipment or the like and shading landscaping to ensure that it can be activated for active and passive recreation.

**Landscaping**

A Landscape plan detailing the proposed treatment of the public domain is required to be submitted with the development application. This plan is to include treatment of the nature strip, street furniture, paving materials etc. Land to be dedicated as a public reserve is to be top soiled, levelled and turfed prior to the release of the Subdivision Certificate. The developer will need to maintain this land for a period of two years and therefore the construction of the public reserves at the start of a green field subdivision is encouraged.

**Street Trees**

All new lots require the establishment of 2 street trees per lot. The developer is required to pay a levy Council to carry out these works in the future. This is the preferred method for street tree planting as Council can plant these trees after much of the construction work (80% of the lots have been built upon) has taken place. The fee associated with this type of arrangement will be provided in Council's Management Plan.

**Utility Services**

A servicing plan shall be submitted with the development application and include the provisions of underground electricity, reticulated sewer and water services, drainage and telecommunications to the development.

Evidence of consultation with the relevant authorities is to be submitted with the development application.

In the R1 General Residential Zone and the R3 Medium Density Residential Zone an initial assessment will be undertaken at the development application to nominate those lots considered suitable for dual occupancy development. This assessment will have regard to the requirements of this DCP (see Section 2.2 and 3.1) and the suitability of the site. Where a site has been nominated Council will require dual utility services to be provided for those lots. Dual services are to include water,

sewer, stormwater, electrical and telecommunication services. Identification of the site does not pre-empt that development consent will be given for dual occupancy development. Any subsequent Development Application for a dual occupancy will be subject to a full assessment pursuant to Section 79C of the Environmental Planning and Assessment Act 1979.

**Drainage** Refer to section 5.3 Stormwater & Drainage

## 7.2 RURAL SUBDIVISION

*This section of the Plan provides guidelines for the subdivision of land zoned rural and R5 Large Lot Residential.*

### Site Plan

Applicants are required to submit a site plan which identifies existing vegetation, farm improvements including dwellings, sheds, dams, fences and access roads.

The application should:

- ❖ Detail the existing use of the land.
- ❖ Address access points and location of proposed lot configuration to public roads.
- ❖ Identify unformed roads and other crown land within and adjoining the subject site.
- ❖ Show any easements for electricity or other services.
- ❖ Clearly mark designated streams or watercourses within the site.

### Lot Size

- (a) Lots must be of sufficient area to enable the construction of a dwelling house, associated outbuildings, services, vehicle parking and access, private open space without excessive terracing and allow for maximum retention of existing vegetation.
- (b) The minimum area for subdivision will apply to that area that is considered productive for the agricultural pursuit for which the lot is being created.

### Primary Production Small Lots

Subdivision applications on land in the RU4 zone for the purpose of intensive agriculture and a dwelling will need to include:

- ❖ Details of the proposed/existing intensive agricultural activity
- ❖ Business plan prepared by a suitably qualified professional detailing production costs, harvesting potential and conservative market prices.
- ❖ Evidence of water licenses satisfactory for the use
- ❖ Evidence of commencement or intention to commence the activity

Land adjacent to the Mudgee Airport – Subdivision of land zoned RU4 Primary Production Small Lots and having a minimum lots size of 2ha on the Lot Size Map shall only be considered where the subdivision will facilitate the development of hangers in conjunction with a dwelling. Such an application will need to address:

- ❖ The relationship between the airport and the development site in respect to the interface with the airport; and
- ❖ Access to the airport for private aircraft.

Any dwelling component will be ancillary to the use of the lot for a hanger.

**Services**

Where the proposed lot(s) is within 500m of an R1 General Residential or R2 Low Density Residential zone, the new lots must:

- ❖ have sealed road frontage and be connected by sealed road to the sealed road network;
- ❖ connect to the reticulated water and sewer infrastructure.

**Roads**

All roads within a rural subdivision are to be sealed or connected to the sealed road network if the proposed lots are less than 500 metres to the sealed road network.

Notwithstanding the previous clause, where land is located within the R5 Large Lot Residential Zone and the subdivision results in lots less than 2 hectares in area then the new lots must have sealed road frontage and be connected by sealed road to the sealed road network.

**Lot design**

New lots to be created to minimise environmental impacts including:

- soil disturbance/erosion
- creek/waterway crossings
- tree removal, and
- adequate separation distances for new and existing development and environmental features

**Bushfire prone areas**

Safe siting of lots within Bushfire Prone Areas is essential. Such sites should avoid the need for extensive clearing of native vegetation and must provide for safe access for Bushfire and Emergency Service vehicles where the land is Bush Fire Prone Land. A bushfire risk assessment must be submitted in accordance with Planning for Bushfire Protection 2006, a NSW Rural Fire Service Publication. Council is able to identify if the subject land is Bushfire Prone prior to the lodging of a development application. Please note a referral fee (payable to the NSW Rural Fire Service) is required with all mandatory referrals to the NSW Rural Fire Service.

**Heritage**

A cultural heritage assessment will be required to be submitted along with an application for subdivision where the subdivision will result the creation of a dwelling entitlement and there are overland drainage lines and/or elevated parts of the property (ridgelines and plateaus).

<b>Vegetation/flora</b>	<p>The Native Vegetation Act 2003 prohibits the removal of native vegetation without prior permission from the relevant Local Catchment Management Authority. Applicants are advised to discuss any proposed clearing of vegetation with their respective Catchment Management Authorities (CMAs) prior to lodging a development application with Council. The relevant CMAs are:</p> <ul style="list-style-type: none"> <li>• Central West CMA</li> <li>• Upper Hunter CMA</li> </ul> <p>It is also advised to check with OEH for any endangered communities or species that may be on your land. If there is a possibility of any Endangered Communities or species on your land a flora study is to be completed and submitted with the application.</p>
<b>Fauna</b>	<p>The OEH should also be consulted to identify any threatened fauna that might be on the development site. If there is a possibility of any threatened fauna species or their habitat on your land then a fauna study is to be completed and submitted with the application.</p>
<b>Crown Roads</b>	<p>If the development is proposed to open or use a Crown Road, the written consent of the NSW Land and Property Management Authority to the making of the application is required prior to the submission of the development application to Council.</p> <p>Any crown road relied upon for the subdivision will be required by Council to be acquired from the Crown and upgraded by the applicant to Councils required standards. Thereafter the road will be designated to Council.</p> <p>Council will only be responsible for the maintenance of roads in accordance with Council's Unmaintained and Unformed Roads Policy.</p>
<b>Watercourses</b>	<p>Works on or near waterways under the Water Management Act (formerly Part 3A of the Rivers and Foreshores Improvements Act 1948) and any crossing of protected waters will require an activity approval from the NSW Office of Water prior to the construction of the crossing.</p>
<b>Rights of Carriageway</b>	<p>Subdivision of land for the purpose of a dwelling house where access is proposed by way of a right of carriageway which serves or is capable of serving any other portion or allotment of land other than that on which the dwelling house is to be erected, is generally not supported by Council. A detailed submission supporting this type of access must be submitted with the development application along with the written approval of all of the owners of the land over which a right of carriage way is proposed or currently exists to be submitted with the development application.</p>
<b>Battle axe handle access</b>	<p>Subdivision of land where access is proposed by a battleaxe handle is generally not supported by Council. A detailed submission supporting this type of access must be submitted with the development application.</p>

No more than two battle axe handles will be permitted. Where more than one battle axe handle is required the access will be redesigned, upgraded and designated as a public road such that all lots created have direct frontage to a road.

**Water cycle management report**

Council will require a Water Cycle Management Report for each lot in the subdivision which identifies that there is a suitable area capable of the disposal of on-site wastewater. The report must include a plan showing a nominal effluent management area for each proposed lot, in relation to slope, aspect and other site constraints. The plan must indicate all nearby waterways with a buffer of a least 100 metres between effluent management areas and perennial or intermittent creeks or watercourses and 40 metres to drainage depressions.

**Telecommunications Infrastructure advice**

Telstra Corporation is the Primary Universal Service Provider for telecommunications infrastructure in Australia. Extensions to the Telstra network are planned in light of the size and pace of each stage of proposed development and the proximity of existing Telstra network. Early notification of any proposed development will enable Telstra to deliver services with minimal disruption and enable coordination of trenching with other infrastructure. To provide early notification, planned property developments can be registered on the Telstra website. Council requires the extension of the Telstra cable network to all new allotments within any subdivision for residential purposes.

**Electricity**

Council requires that electricity services be provided to each allotment created with a dwelling entitlement. Proposed alternative methods of power supply will be considered by Council for subdivision in RU1 Primary Production Zone, RU4 Primary Production Small Lots Zone and R5 Large Lot Residential Zone where the development is more than 1km from the grid system or the cost to provide electricity exceeds \$30,000 per lot subject to a covenant being imposed on the land title stating that the provision of electricity to the allotment is to be provided by the landowner. The approval of alternative methods of power supply is at the discretion of Council.

**Land Use History**

Any application on rural land would need to demonstrate the previous use of the land and potential for contaminating land uses.

**Community title Subdivision**

Any application on Large Lot Residential (R5) zoned land cannot create an overall lot density greater than the Minimum lot size prescribed by the LEP.

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***Additional provision for the creation of lots with a minimum lots size of 2ha*****Water Supply**

For the purpose of this Clause a water reticulation system is a reticulated community title bore scheme.

Required water volumes are detailed in the Department of Primary Industries Water publication 'How Much Water Do I need for my Rural Property'. The average combined dwelling and outbuilding rainwater catchment area for the region equates to a required potable water supply of 0.256 mega litres per year.

For lots with a minimum area of 2 hectares, a minimum non-potable water supply of 0.200 mega litres per year must be provided.

To demonstrate this, a copy of the licence issued in accordance with the Water Industry Competition Act (WICA) 2006 issued by the Independent Pricing and Regulatory Tribunal NSW is to be provided to Council with the development application for subdivision.

If it is demonstrated that a licence issued in accordance with the WICA 2006 is not required, a draft Community Management Statement and Community Title Subdivision Plan is to be submitted with the development application for subdivision. The statement and plan must detail all the required infrastructure (both private and common) for the reticulated community title bore scheme.

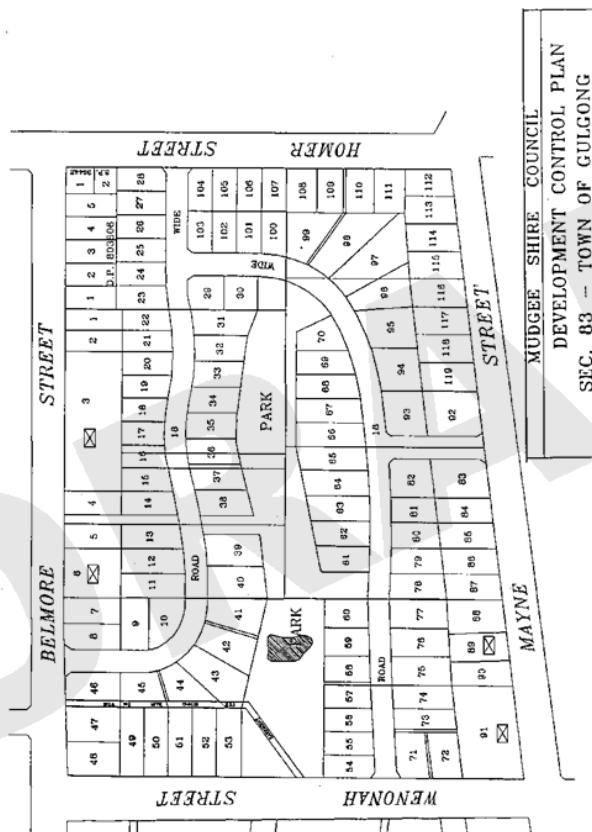
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## PART 8 SITE SPECIFIC CONTROLS

### 8.1 GULGONG

A person shall not subdivide land to which this plan applies (other than by strata subdivision) for the purpose of a dwelling house unless the site area of the lot to be created has an area of not less than 600m<sup>2</sup> and frontage at the front of the building alignment of not less than 18 metres.

Any subdivision shall occur generally in accordance with the layout in the plan below.

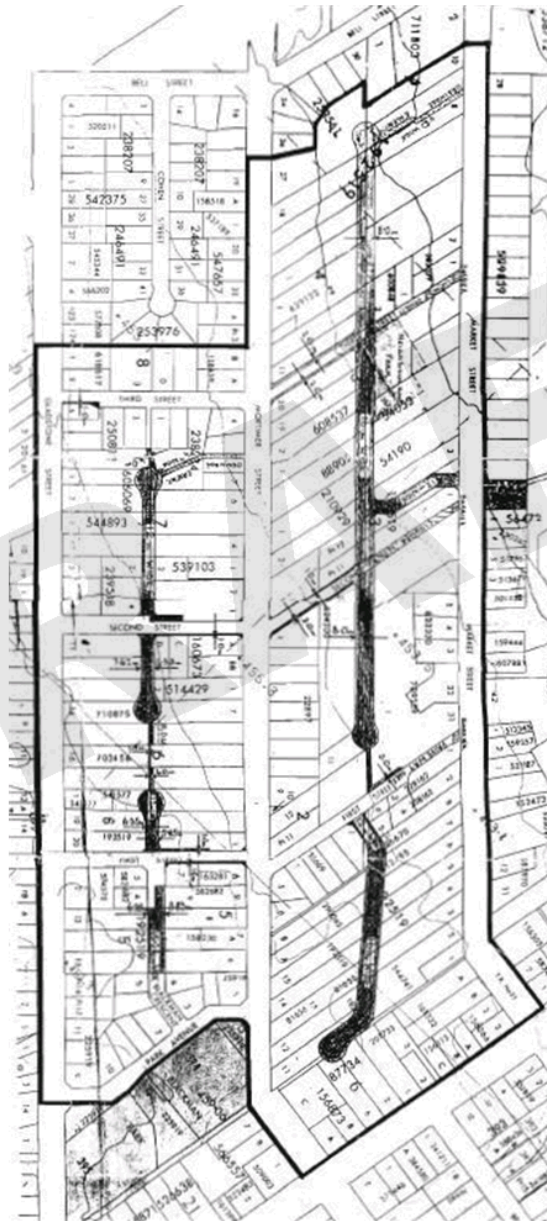




### 8.2 WEST MUDGEE

A person shall not subdivide land to which this plan applies (other than by strata subdivision) for the purpose of a dwelling house unless the site area of the lot to be created has an area of not less than 600m<sup>2</sup> and frontage at the front of the building alignment of not less than 15 metres.

Any subdivision shall occur generally in accordance with the layout in the plan below.



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### 8.3 CAERLEON RESIDENTIAL AREA

Site specific controls have been developed for the Caerleon precinct north west of Mudgee. The full detail of these controls is outlined in Appendix C Draft Caerleon Development Control Plan.

The Caerleon Precinct is to be assessed in accordance with the whole DCP except where specific provision is made for a standard in Appendix C.

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## APPENDIX A FLOOD SCHEDULES

### FLOOD COMPATIBLE MATERIALS

BUILDING COMPONENT	FLOOD COMPATIBLE MATERIAL
<b>Flooring and Sub-floor Structure</b>	<ul style="list-style-type: none"> <li>concrete slab-on-ground monolith construction</li> <li>suspension reinforced concrete slab.</li> </ul>
<b>Doors</b>	<ul style="list-style-type: none"> <li>solid panel with water proof adhesives</li> <li>flush door with marine ply filled with closed cell foam</li> <li>painted metal construction aluminium or galvanized steel frame</li> </ul>
<b>Floor Covering</b>	<ul style="list-style-type: none"> <li>clay tiles</li> <li>concrete, precast or in situ</li> <li>concrete tiles</li> <li>epoxy, formed-in-place</li> <li>mastic flooring, formed-in-place</li> <li>rubber sheets or tiles with chemical-set adhesives</li> <li>silicone floors formed-in-place</li> <li>vinyl sheets or tiles with chemical-set adhesive</li> <li>ceramic tiles, fixed with mortar or chemical-set adhesive</li> <li>asphalt tiles, fixed with water resistant adhesive</li> </ul>
<b>Wall and Ceiling Linings</b>	<ul style="list-style-type: none"> <li>fibro-cement board</li> <li>brick, face or glazed</li> <li>clay tile glazed in waterproof mortar</li> <li>concrete</li> <li>concrete block</li> <li>steel with waterproof applications</li> <li>stone, natural solid or veneer, waterproof grout</li> <li>glass blocks</li> <li>glass</li> <li>plastic sheeting or wall with waterproof adhesive</li> </ul>
<b>Insulation</b> <b>Windows</b>	<ul style="list-style-type: none"> <li>foam (closed cell types)</li> <li>aluminium frame with stainless steel rollers or similar corrosion and water resistant material.</li> </ul>
<b>Wall Structure</b>	solid brickwork, blockwork, reinforced, concrete or mass concrete
<b>Roofing Structure (for Situations Where the Relevant Flood Level is Above the Ceiling)</b>	<ul style="list-style-type: none"> <li>reinforced concrete construction</li> <li>galvanised metal construction</li> </ul>

<p><b>Nails, Bolts, Hinges and Fittings</b></p>	<ul style="list-style-type: none"> <li>• brass, nylon or stainless steel</li> <li>• removable pin hinges</li> <li>• hot dipped galvanised steel wire nails or similar</li> </ul>
<p><b>Electrical and Mechanical Equipment</b></p>	<p>For dwellings constructed on land to which this Policy applies, the electrical and mechanical materials, equipment and installation should conform to the following requirements.</p> <p><b>Main power supply</b> - Subject to the approval of the relevant authority the incoming main commercial power service equipment, including all metering equipment, shall be located above the relevant flood level. Means shall be available to easily disconnect the dwelling from the main power supply.</p> <p><b>Wiring</b> - All wiring, power outlets, switches, etc., should, to the maximum extent possible, be located above the relevant flood level. All electrical wiring installed below the relevant flood level should be suitable for continuous submergence in water and should contain no fibrous components. Earth core linkage systems (or safety switches) are to be installed. Only submersible-type splices should be used below the relevant flood level. All conduits located below the relevant designated flood level should be so installed that they will be self-draining if subjected to flooding.</p> <p><b>Equipment</b> - All equipment installed below or partially below the relevant flood level should be capable of disconnection by a single plug and socket assembly.</p> <p><b>Reconnection</b> - Should any electrical device and/or part of the wiring be flooded it should be thoroughly cleaned or replaced and checked by an approved electrical contractor before reconnection.</p>
<p><b>Heating and Air Conditioning Systems</b></p>	<p>Heating and air conditioning systems should, to the maximum extent possible, be installed in areas and spaces of the house above the relevant flood level. When this is not feasible every precaution should be taken to minimise the damage caused by submersion according to the following guidelines.</p> <p><b>Fuel</b> - Heating systems using gas or oil as a fuel should have a manually operated valve located in the fuel supply line to enable fuel cut-off.</p> <p><b>Installation</b> - The heating equipment and fuel storage tanks should be mounted on and securely anchored to a foundation pad of sufficient mass to overcome buoyancy and prevent movement that could damage the fuel supply line. All storage tanks should be vented to an elevation of 600 millimetres above the relevant flood level.</p> <p><b>Ducting</b> - All ductwork located below the relevant flood level should be provided with openings for drainage and cleaning. Self draining may be achieved by constructing the ductwork on a suitable grade. Where ductwork must pass through a water-tight wall or floor below the relevant flood level, the ductwork should be protected by a closure assembly operated from above relevant flood level.</p>

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LAND USE CATEGORIES

Essential Community Facilities	Critical Utilities	Subdivision	Residential
<p>Place of assembly, public building or community centre which may provide an important contribution to the notification and evacuation of the community during flood events;</p> <p>Generating works;</p> <p>Hospitals;</p> <p>Institutions; and Educational establishments.</p>	<p>Telecommunication facilities;</p> <p>Public utility undertaking which may cause pollution of waterways during flooding, are essential to evacuation during periods of flood or if affected during flood events would unreasonably affect the ability of the community to return to normal activities after flood events.</p>	<p>Subdivision of land which involves the creation of new allotments.</p>	<p>Bed and breakfast establishment;</p> <p>Boarding houses;</p> <p>Caravan park– long-term sites only;</p> <p>Child care centre;</p> <p>Craftsman’s studio;</p> <p>Dwelling;</p> <p>Dwelling house;</p> <p>General store;</p> <p>Home industry;</p> <p>Home occupation;</p> <p>Housing for aged or disabled persons;</p> <p>Group homes;</p> <p>Professional consulting rooms;</p> <p>Residential flat building;</p> <p>Tourist facilities; and</p> <p>Utility installations (other than critical utilities)</p>
<p><b>Recreational Uses</b></p> <p>Golf courses</p> <p>Playing Fields</p> <p>Amenity Buildings</p>	<p><b>Agricultural Uses</b></p> <p>Cultivation</p> <p>Pastures</p> <p>Hay sheds</p> <p>Machinery sheds</p>		

**MATRIX 1 URBAN FLOODPLAINS**

Urban Floodplains  
Planning & Development Controls

Planning Consideration	Flood Risk Precincts (FRP's)																										
	Low Flood Risk						Medium Flood Risk					High Flood Risk															
	Essential Community Facilities	Critical Facilities	Subdivision	Residential	Commercial & Industrial	Tourist Related Development	Recreation & Agriculture	Minor Development	Essential Community Facilities	Critical Facilities	Subdivision	Residential	Commercial & Industrial	Tourist Related Development	Recreation & Agriculture	Minor Development	Essential Community Facilities	Critical Facilities	Subdivision	Residential	Commercial & Industrial	Tourist Related Development	Recreation & Agriculture	Minor Development			
Floor Level		3		2	2	2					2	2	2	1	2,4										1	2,4	
Building Components		2		1	1	1					1	1	1	1	1											1	1
Structural Soundness		2									2	2	2	2	2											1	1
Flood Affection		2	2			2	2				1	2	2	2	2	2										1	1
Evacuation		2									1	1	1	1	1	1										1	1
Management & Design		4,5									1		2,3,5	2,3,5	2,3,5	2,3,5										2,3,5	2,3,5

Not Relevant      Unsuitable Land Use

Note: reference to freeboard refers to an increased height of 0.5 metres

**Floor Level**

- 1 All floor levels to be equal to or greater than the 20 year ARI flood (plus freeboard) unless justified by site specific assessment
- 2 Habitable floor levels to be equal to or greater than the 100 year ARI flood (plus freeboard)
- 3 All floor levels to be equal to or greater than the PMF flood (plus freeboard)
- 4 Floor levels to be as close to the design floor level as practical & no lower than the existing floor level when undertaking alterations or additions

**Building Components & Method**

- 1 All structures to have flood compatible building components below or at the 100 Year ARI flood level (plus freeboard)
- 2 All structures to have flood compatible building components below or at the PMF level (plus freeboard)

**Structural Soundness**

- 1 Engineers report to certify that any structure can withstand the forces of floodwater, debris & buoyancy up to and including the 100 year AR flood (plus freeboard)
- 2 Applicant to demonstrate that any structure can withstand the forces of floodwater, debris & buoyancy up to and including the 100 year AR flood (plus freeboard)
- 3 Applicant to demonstrate that any structure can withstand the forces of floodwater, debris & buoyancy up to and including a PMF flood (plus freeboard)

**Flood Affection**

- 1 Engineers report to certify that the development (or potential development in the case of subdivision) will not increase flood affection elsewhere
- 2 The impact of the development on flooding elsewhere to be considered

**Evacuation**

- 1 Reliable access for pedestrians or vehicles required during a 100 year ARI flood
- 2 Reliable access for vehicles required during a 100 year ARI flood
- 3 Reliable access for pedestrians and vehicles required during a PMF flood

**Management and Design**

- 1 Applicant to demonstrate that potential development as a consequence of subdivision proposal can be undertaken in accordance with this Plan
- 2 Flood plan required where floor levels are below the design floor level
- 3 Applicant to demonstrate that area is available to store goods above the 100 year ARI flood (plus freeboard)
- 4 Applicant to demonstrate that area is available to store goods above the PMF flood (plus freeboard)
- 5 No external storage of materials below the design floor level which may cause pollution or be potentially hazardous during any flood



**MATRIX 2 NON URBAN FLOODPLAINS**

**Non-Urban Floodplains**

**Planning & Development Controls**

Planning Consideration	Flood Risk Precincts (FRP's)																								
	Low Flood Risk					Medium Flood Risk					High Flood Risk														
	Essential Community Facilities	Critical Facilities	Subdivision	Residential	Commercial & Industrial	Tourist Related Development	Recreation & Agriculture	Minor Development	Essential Community Facilities	Critical Facilities	Subdivision	Residential	Commercial & Industrial	Tourist Related Development	Recreation & Agriculture	Minor Development	Essential Community Facilities	Critical Facilities	Subdivision	Residential	Commercial & Industrial	Tourist Related Development	Recreation & Agriculture	Minor Development	
Floor Level	3	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2
Building Components	2	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1
Structural Soundness	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2
Flood Affection	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2
Evacuation	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2
Management & Design	4,5	4,5	4,5	4,5	4,5	4,5	4,5	4,5	4,5	4,5	4,5	4,5	4,5	4,5	4,5	4,5	4,5	4,5	4,5	4,5	4,5	4,5	4,5	4,5	4,5

Not Relevant
  Unsuitable Land Use

Note: reference to freeboard refers to an increased height of 0.5 metres

**Floor Level**

- 1 All floor levels to be equal to or greater than the 20 year ARI flood (plus freeboard) unless justified by site specific assessment
- 2 Habitable floor levels to be equal to or greater than the 100 year ARI flood (plus freeboard)
- 3 All floor levels to be equal to or greater than the PMF flood (plus freeboard)
- 4 Floor levels to be as close to the design floor level as practical & no lower than the existing floor level when undertaking alterations or additions

**Building Components & Method**

- 1 All structures to have flood compatible building components below or at the 100 Year ARI flood level (plus freeboard)
- 2 All structures to have flood compatible building components below or at the PMF level (plus freeboard)

**Structural Soundness**

- 1 Engineers report to certify that any structure can withstand the forces of floodwater, debris & buoyancy up to and including the 100 year AR flood (plus freeboard)
- 2 Applicant to demonstrate that any structure can withstand the forces of floodwater, debris & buoyancy up to and including the 100 year AR flood (plus freeboard)
- 3 Applicant to demonstrate that any structure can withstand the forces of floodwater, debris & buoyancy up to and including a PMF flood (plus freeboard)

**Flood Affection**

- 1 Engineers report to certify that the development (or potential development in the case of subdivision) will not increase flood affection elsewhere
- 2 The impact of the development on flooding elsewhere to be considered

**Evacuation**

- 1 Reliable access for pedestrians or vehicles required during a 100 year ARI flood
- 2 Reliable access for vehicles required during a 100 year ARI flood
- 3 Reliable access for pedestrians and vehicles required during a PMF flood

**Management and Design**

- 1 Applicant to demonstrate that potential development as a consequence of subdivision proposal can be undertaken in accordance with this Plan
- 2 Flood plan required where floor levels are below the design floor level
- 3 Applicant to demonstrate that area is available to store goods above the 100 year ARI flood (plus freeboard)
- 4 Applicant to demonstrate that area is available to store goods above the PMF flood (plus freeboard)
- 5 No external storage of materials below the design floor level which may cause pollution or be potentially hazardous during any flood

APPENDIX B1 MWRC AUSPEC STORMWATER  
DRAINAGE DESIGN

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APPENDIX B2 STORMWATER TO SMARTWATER

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APPENDIX C CAERLEON DEVELOPMENT CONTROL  
PLAN

DRAFT

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APPENDIX D IMPLEMENTING A SUBDIVISION  
CONSENT

DRAFT

13<sup>th</sup> September 2018

General Manager,  
Midwestern Regional Council  
86 Market Street,  
Mudgee 2850

Tony & Elizabeth Roberts  
254 Castlereagh Hwy  
Menah 2850

Dear General Manager,

Re: Draft Development Control Plan 2013 Amendment No. 3

In relation to:

Planning Proposal  
Lot 3 DP587806 and part of Lot 2 DP136904  
Wilbetree Road and Castlereagh Highway

When we purchased our property, 254 Castlereagh Highway, in November 2015, one of the major attractions was the beautiful, private, peaceful rural outlook! We were told by the Council Duty Planner the proposed land only had zoning to be divided into 2 blocks **if** subdivided in the future. There are documents in the planning proposal that are dated prior to our purchase, Council would have been aware of the proposal at the time of our enquiry. If we were aware of this upcoming proposal at that time, we would not have purchased our property.

We have concerns and apprehensions about the above mentioned subdivision & require further consultation in regards to the following;

- x Water - to reassure concerns with communal bore having effect on our bore/well water supply and quality. Be connected & included in the communal bore water system.
- x Setbacks – increase to 100m from our boundaries, so as not to encroach on our privacy & rural outlook. Including buildings, outbuildings, sheds, animal shelters, shipping containers etc.
- x Building height / restrictions.
- x Planting of trees, shrubs, vegetation to retain privacy & limit noise.
- x Renewal of boundary fences.

Yours Faithfully

*T Roberts*      *E Roberts*

Tony and Elizabeth Roberts  
254 Castlereagh Hwy,  
Menah, 2850  
robbos@hwy.com.au



Edward Knox DeLong II & Susan Bray DeLong  
"Ardrossan"  
PO Box 1192, Mudgee, NSW 2850 Australia  
286 Castlereagh Highway, Menah NSW 2850 Australia

Mayor Des Kennedy  
c/-Mid-Western Regional Council

Dear Des:

The enclosed document deals with three issues that seriously concern me regarding the accuracy, full disclosure and scope of Draft DCP Amendment 3:

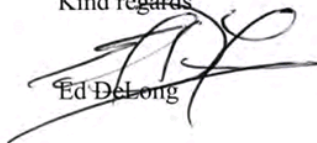
- accurate calculation of water requirements for rural residential properties
- an up-to-date explanation of the definition of Bushfire Prone Land
- the need for buffer zones between existing agricultural land and new residential development.

The first 17 pages describe each of these issues and suggest a way to deal with them. The balance of the document consists of 5 attachments dealing with the third issue and showing how two nearby councils have dealt with it.

This was supposed to be a submission during the public exhibition period of Draft DCP Amendment 3. I was unable to do the necessary research and writing in time for that deadline due to the impairment caused by my still-unidentified and therefore still-untreated auto-immune disease coupled with the side effects of the collection of medicines I am taking to minimise symptoms of the disease. I was finally able to complete the work on Monday 8 October.

I am now distributing it to you and the other councillors in hope that you will seriously consider each of these issues and that you will support my call that adoption of Draft DCP Amendment 3 will be deferred until all three can be dealt with properly.

Kind regards

  
Ed DeLong





## Proposed addition to Draft Development Control Plan Amendment 3

**Submission to Councillors by Edward K DeLong**  
8 October 2018

### **Recommendation**

#### **That Councillors**

- **Receive this proposal**
- **Consider the matters addressed herein**
- **Defer action on Draft DCP Amendment 3 pending inclusion of these matters in the Amendment.**

### **Executive Summary**

Council adopted the Mid-Western Regional Development Control Plan (DCP) in February 2013 and has made two subsequent amendments. A third amendment is now under consideration.

The DCP provides residents and developers with detailed planning and design requirements that apply to the Mid-Western Region as a whole, rather than just to individual parcels of land. In the interest of transparency, good governance and usability the description of requirements in the DCP should be as accurate, comprehensive and as easy to apply as possible.

This submission to Councillors calls for consideration of Draft DCP Amendment 3 to be deferred pending consideration of changes in three areas – accurate calculation of water requirements for rural residential properties, an up-to-date explanation of the definition of Bushfire Prone Land, and the addition of a section requiring buffer zones between existing agricultural land and new residential development. Making the requested changes will add important information, provide greater transparency and help users of the DCP make better development decisions.

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### **Detailed Proposal**

#### Introduction

My proposal requests modification of Draft DCP Amendment 3 to address three areas of concern:

1. Ensuring an accurate calculation of the water requirement for rural residential development, including specifically the 2ha property referenced in Draft DCP Amendment 3. The importance of getting this right is underscored by the fact that existing rural properties in the Mid-Western Region have run out of water or are getting by on very low supplies. Draft DCP Amendment 3 presently requires just 10 percent of the water requirement obtained by correct application of formulas supplied by WaterNSW. The resulting gap amounts to a shortfall of 3,500 m<sup>3</sup> litres. If for no other reason, action on Draft DCP Amendment 3 should be deferred until this serious discrepancy can be resolved by WaterNSW itself.

2. Revising Draft DCP Amendment 3 to make users aware that grasslands across the state are being reclassified as Bushfire Prone Land, requiring new residential development or subdivision located in grasslands to provide a water reserve for firefighting and other fire protection measures. It appears likely this change will be mapped in the Mid-Western Region in the not too distant future. I believe Council must include a reference to this in Draft DCP Amendment 3 in the interest of full transparency for developers and prospective purchasers of rural property.
3. Adding a new section to Draft DCP Amendment 3 requiring new rural residential development to include appropriate buffers separating this development from potentially dangerous spray drift and other intrusive elements of normal agricultural activity on adjacent land. This is a duty of care issue with implications for public health and safety that has been addressed by other councils in New South Wales but not by the Mid-Western Regional Council. I believe that Council has a moral obligation to address this issue now.

I respectfully urge each Councillor to accept this document in lieu of a formal submission, to carefully consider the areas it addresses and to defer adoption of Draft DCP Amendment 3 until appropriate modifications can be made.

I would like to thank Manager Strategic Planning Sarah Armstrong for her meetings with me and my next-door neighbour, Tony Roberts, and for answering some of my questions in writing.

While a DCP applies to the entire Council area, the need for each of the additions I am requesting is illustrated by a single proposed subdivision of the property "Menah" that would create an eyebrow-shaped, dead-end road bordered by up to 25 lots with a minimum size of five acres each. The Roberts and DeLong families own the only properties outside of Menah that are adjacent to this proposed subdivision.

Here is how each proposed addition is relevant to this subdivision proposal:

- Issue 1, correct calculation of water requirements, applies because this proposed subdivision is not served by town reticulated water, leaving all of its properties required to rely solely on rain and bore water.
- Issue 2, Bushfire Prone Land, applies because it appears likely that grasslands in the Mid-Western Region could be remapped as Bushfire Prone before too long and this proposed subdivision is located in grasslands.
- Issue 3, spray drift buffers, applies because properties on both sides of the road in this proposed subdivision could be subject to drift from weed spraying in the paddocks where Menah grazes cattle to the north and from weed spraying by Mr Roberts and myself to the south.

During our meetings the Manager Strategic Planning said the sooner these issues are addressed the better it will be. The most timely way to do this by adding language such as I am requesting to Draft DCP Amendment 3.

This proposal was intended as a formal submission during the public exhibition of Draft DCP Amendment 3. I was unable to comply with the deadline for a formal submission due to limitations imposed on me by a serious illness and by the side effects of its treatment, both of which dramatically reduced my ability to gather necessary information and compose it into this document. I have presented this submission to you as rapidly as I could manage.

---



### Requested additions

#### Issue 1: Rural Residential Water Requirements

With record drought conditions existing across Australia, the question of ensuring new rural residential properties have an adequate water supply is of paramount importance.

When my wife and I purchased our property "Ardrossan" just outside of Mudgee in 2001, rain provided more than enough water for household requirements and our bore provided more than enough water for an extensive irrigation system as well as stock needs and toilet flushing. Our rainwater tanks were always healthily full and there was no need to scrimp on water use in the house or outside. All of that has now changed. Our tanks have hovered dangerously near empty despite extreme conservation measures. Our once-plentiful bore can now barely support a day of watering essential areas of our garden with sprinklers on three hoses.

We are not alone. I know people, and so do you, whose rainwater tanks have run dry, forcing them to cart in town water, and whose dams stand dry as well.

Rainfall across the Mid-Western Regional Council can be patchy, with some areas getting good rain and other areas getting little or none. Despite the rains of September and early October, Mudgee has recorded little more than half the normal average rainfall to this time of year. The extent to which our countryside is feeling the drought is a key reason why this region's 2017-18 Bushfire Danger Period started one month early. State-wide July was the fifth-driest on record and the seventh consecutive month of below-average rainfall, with many areas recording the lowest July rainfall ever recorded or the lowest amount for at least 20 years. Nationally this drought has been called the worst in 400 years.

For anyone contemplating creating a rural residential subdivision or purchasing a rural residential property, the question adequate water must loom large.

The inclusion of this issue in my recommendations grows out of an amendment to Draft Development Control Plan Amendment 3 passed by Council on 15 August 2015 which I believe seriously understates the amount of water required annually for a 2ha property and which potentially sets the stage for a major miscalculation of water needs on other size properties.

The report by Manager, Strategic Planning on August 15 requesting that the water requirement figures be added to Draft DCP Amendment 3 said in part:

*Council has supported planning proposals for the development of rural lifestyle lots with a minimum area of 2ha. Section 7.2 Rural Subdivision of the DCP does not provide provisions relating to water supply. Accordingly, the DCP is proposed to be amended to include provisions that stipulate the requirements for subdivision creating lots with a minimum area of 2 ha.*

*Required water volumes are detailed in the Department of Primary Industries Water publication 'How Much Water Do I need for my Rural Property'. The average combined dwelling and outbuilding rainwater*

catchment area for the region equates to a required potable water supply of 0.256 mega litres per year.  
 For lots with a minimum area of 2 hectares, a minimum non-potable water supply of 0.200 mega litres per year must be provided.

During my August 15 Open Day presentation on this subject I said I believed the amendment failed to require a large enough water supply, although I was unsure what the correct amount might be. I was asked by Cr Holden to elaborate on this in my submission on Draft DCP Amendment 3. Here is the elaboration he sought:

In her written response to my questions the Manager, Strategic Planning marked up a form from a January 2016 publication by the NSW Department of Primary Industries titled "How Much Water Do I Need for My Rural Property" to show me how to calculate the water requirements of a 2ha residential property with four residents. This is what she sent me:

How much water do I need for my rural property

STOCK WATER	Description	1. Consumption rate (m <sup>3</sup> / head)	2. Your stock numbers	1. x 2. = Sub total m <sup>3</sup>
Cattle	Lactating, Dairy	22		
	Dry dairy, Beef	15		
	Feedlot	28		
	Calves	8		
Sheep	Type of pasture being grazed	Quality of drinking water (Total dissolved salts)		
	Irrigated	Soft water	0.8	
	Low salt	0 to 2000 parts per million	1.3	
	Low salt	2000 to 5000 ppm	1.9	
	Low salt	5000 to 10000 ppm	3.6	
	High salt	0 to 6000 ppm	3.6	
Lambs	(adopt half the sheep rate)	3.6		
Goats		17		
Horses	Working	17		
	Grazing	13		
Pigs	Sow	8		
	Pig (allow 10 per sow)	3		
Poultry	Table bird to 10 weeks	0.08		
	Layers	0.13		
	Turkey	0.24		
Other	eg Wildlife	3.6 – 4.8		
DOMESTIC WATER	Description	m <sup>3</sup> /person or area	Persons/ Area	Sub total m <sup>3</sup>
Household	House – without septic	51		
	House – with septic	64	4	256 m <sup>3</sup>
	Septic only	13		
House Garden	For each 1000 m <sup>2</sup> or 0.1 ha			
	- Coastal / Tablelands	200	200	200 m <sup>3</sup>
	- Slopes	400		
	- Plains	600		
	- Western	800		
FARMING	Description	m <sup>3</sup> / unit	Number of units	Sub total m <sup>3</sup>
Dairy	For each m <sup>2</sup> of wash down area	5		
Piggery	For each sow – includes sow & progeny, drinking & wash	50		
Dip	Based on 2 events per year: - Plunge per 100 head	0.6 – 1.4		
	- Spray per 100 head	0.6 – 2.0		
Crop spraying	Based on 2 events per year: - Herbicide/ insecticide per ha	0.4		
Firefighting	Based on a single event: - Buildings per m <sup>2</sup>	0.125		
	- Grass per m <sup>2</sup>	0.075		
Total Net Annual Water Requirement				m <sup>3</sup> 456 m <sup>3</sup>

Note: This table provides an estimate of your net annual water requirement and is not recommended for designing farm reticulation schemes which are based on peak daily requirements.

What is this as a volume? To convert net annual water requirement into a volume (ie megalitres) use the following equation:

$$456 \text{ m}^3 + 1000 = 0.456 \text{ Megalitres (ML)}$$

2. DPI Water, January 2016

*Her calculation showed an estimated annual requirement of 256 cubic metres (m<sup>3</sup>) of potable water and 200 m<sup>3</sup> of non-potable water – a total 456 m<sup>3</sup> or 0.456 Megalitres (ML). Council added a requirement for this amount of water to Draft DCP Amendment 3 during its August 15 meeting.*

*I used the same form in preparing for my August 15 Open Day presentation. My calculations showed an annual water requirement of 256 m<sup>3</sup> of potable water and 4,000 m<sup>3</sup> of non-potable water for a total of 4,256 m<sup>3</sup> or 4.256 ML – nearly 10 times the amount that Council added to the amendment.*

*I was uncertain of this figure at the time because I it was hard for me to tell from the form exactly what information it was seeking and I had received inconclusive advice about this during several calls to the help phone number listed in the DPI publication. Two people I spoke to during those calls explained how they thought the form should be filled out, but came up with conflicting results. People I spoke to in three other calls declined to help, saying correctly that this aspect of water was no longer the DPI's responsibility and that the DPI had archived its form. It was this mixed response that caused my cautious response the Cr Holden.*

*After my meetings with the Manager, Strategic Planning I tried several times to telephone Tim Baker at DPI Water in Dubbo, the person she said she had talked to about water requirements. Each time I reached his voicemail and left a message asking for a return call, but I received no response. I also made more unfruitful calls to DPI Sydney.*

*Eventually a DPI operator suggested that I call WaterNSW, a state-owned corporation monitored by the Independent Pricing and Regulatory Tribunal (IPART). WaterNSW is now responsible for a variety of water supply matters including this one. This organisation has produced its own October 2017 version of the DPI water requirements publication, but I found it was also confusing because of the way its guidance was provided and because minor formatting errors made it hard to follow. In a pair of phone calls seeking help from WaterNSW – the second call made as a check on the first – I was directed to people who walked me through the calculations and confirmed that my original results had been correct.*

Attachment 1 shows the document as it is on the WaterNSW web site. Attachment 2 shows a modified version of that same document in which I have fixed the formatting errors and slightly modified the way it is presented in an effort to provide greater clarity.

I have also designed what I believe is an easier-to-use version of the WaterNSW form. This version, shown in Table 1 on the next page, uses simply worded questions and applies the answers step-by-step to calculate the water requirements that result from the WaterNSW formulas. (Examples of calculations and their result are shown in blue; cells containing final results are shaded yellow.)



Table 1

Domestic Water Consumption		Answer Here
Single Household Requirements		
a)	How many people live in a house on your property?	4
b)	If the house does not have septic, multiply the number of residents shown in a) times a water consumption rate of 51m <sup>3</sup> per person.	m <sup>3</sup>
c)	If the house has septic, multiply the number of residents shown in a) times a water consumption rate of 64m <sup>3</sup> per person.	$4 \times 64 =$ 256 m <sup>3</sup>
d)	If you have septic but no house, multiply the number of persons served by that septic times a consumption rate of 13m <sup>3</sup> per person.	m <sup>3</sup>
Surrounding Garden/Property Requirements		
e)	How large is your property in hectares?	2
f)	Multiply the answer shown in e) by 10 to get the number of 0.1ha sections [1,000 m <sup>2</sup> sections] in your property.	$2 \times 10 =$ 20
g)	If your property is in a Coastal or Tablelands location, multiply the number of 0.1ha sections shown in f) times a water consumption rate of 200m <sup>3</sup> per 0.1ha.	$20 \times 200 =$ 4,000 m <sup>3</sup>
h)	If your property is in a Slopes location, multiply the number of 0.1ha sections shown in f) times a water consumption rate of 400m <sup>3</sup> per 0.1ha.	m <sup>3</sup>
i)	If your property is in a Plains location, multiply the number of 0.1ha sections shown in f) times a water consumption rate of 600m <sup>3</sup> per 0.1ha.	m <sup>3</sup>
j)	If your property is in a Western location, multiply the number of 0.1ha sections shown in f) times a water consumption rate of 800m <sup>3</sup> per 0.1ha.	m <sup>3</sup>
k)	Add the answers in the shaded squares (b-d and g-j) to obtain your net annual water consumption requirement in cubic metres.	$256 + 4,000 =$ 4,256 m <sup>3</sup>
Firefighting Reserve Requirements		
l)	To show your property size in m <sup>2</sup> , multiply the answer shown in e) times 10,000	$2 \times 10,000 =$ 20,000 m <sup>2</sup>
m)	How many m <sup>2</sup> of your property is covered by buildings?	450 m <sup>2</sup>
n)	To find how many m <sup>2</sup> of your property is not covered by buildings, subtract the answer shown in m) from the answer shown in l).	$20,000 - 450 =$ 19,550 m <sup>2</sup>
o)	If your property is located on Bushfire Prone Land, multiply the answer in m) times a storage reserve volume of 0.125m <sup>3</sup> .	$450 \times 0.125 =$ 56.25 m <sup>3</sup>
p)	If your property is located in Bushfire Prone Land, multiply the answer shown in n) times a storage reserve volume of 0.075m <sup>3</sup> .	$19,550 \times 0.075 =$ 146.63 m <sup>3</sup>
q)	Add the answers in o) and p) to get the total water reserve needed for firefighting. This is the average amount of water used to fight a single fire on a property of this size.	$56.25 + 146.63 =$ 202.88 m <sup>3</sup>
r)	Add the answer shown in q) to the answer shown in k) and round off to the nearest whole number to obtain the total net annual water requirement for your property.	$4,256 + 202.88 =$ 4,459 m <sup>3</sup>
	To convert total net annual water requirements into a volume in Megalitres (ML), divide the answer shown in r) by 1,000.	$4,459 \div 1,000 =$ 4.459 ML

Based on the WaterNSW form calculations and excluding the firefighting reserve, a gap of 3,800 m<sup>3</sup> or 3.8 ML exists between the volume now required by Draft DCP Amendment 3 and the correctly calculated volume. By way of illustration, a gap of 3,800 m<sup>3</sup> equals the approximate average normal flow of water thundering over Niagara Falls every 1.6 seconds. A shortfall of this nature translates into a total understatement of 95,000 m<sup>3</sup> or 95 ML of water required when applied to a subdivision containing 25 2ha properties. At a time when our region is experiencing serious drought, this level of shortfall appears unsustainable.

I urge you to defer approval of Draft DCP Amendment 3 until this discrepancy can be resolved and this document can show complete details of (1) how the appropriate state agency, presumably WaterNSW, calculates the amount of water required for a 2ha property or any other size of property for that matter and (2) how it determines whether that amount of water is sustainably available for both that property and neighbouring properties.

For anyone contemplating developing or purchasing any size of rural property, the ability to determine water requirements in advance using a form that is easy to understand and use would be a valuable aid in decision-making. I suggest the DCP be amended to include such a tool. While Table 1 shows an example for domestic consumption only, it would be easy to extend its design to the stock water sections of the WaterNSW form.

## Issue 2: Bushfire Prone Land

Land that can support a bush fire or is likely to be subject to bush fire attack is classified Bushfire Prone. In the past this has largely meant scrub and timber country mapped by local councils as Bushfire Prone using New South Wales Rural Fire Service criteria and certified by the RFS Commissioner.

A new definition of Bushfire Prone Land, expanded to include grasslands, is now being implemented across New South Wales by the RFS. This reclassification reflects the fact that grass fires are dangerously unpredictable, spread quickly and can move three times faster than a bush fire.

Grasslands cover some 80 percent of New South Wales, including a very substantial portion of the Mid-Western Regional Council. Once grasslands in our Council are mapped with the new definition, Bushfire Prone Land will cover almost all of this Council outside of towns.

In her written reply to questions from me the Manager, Strategic Planning said the water requirements used in Draft DCP Amendment 3 for a 2ha development included no firefighting water reserve because a proposed subdivision Council is considering the create 25 2ha lots on the property "Menah" is not on Bushfire Prone Land.

The annual water needs for a rural property will vary depending on where the property is located, the type and number of livestock held and the **number of people dependent on the supply**. Other factors such as **firefighting** and crop spraying and general farming applications will also affect the volume needed.

*subject site is not bushfire prone.*  
**What size storage do I need?**

This is presently true, but the proposed subdivision is located in grasslands. It is my understanding that the mapping of grasslands has already been completed for most councils in eastern New South Wales, and that the process is well under way among councils in the west. While I am not sure where Mid-Western Regional Council stands in this process, I would be surprised if it was not already under way here with completion appearing likely in the not-too-distant future.



Once it is completed here the water requirements for any new 2ha residential property located in Bushfire Prone grasslands will be increased to include a stored firefighting water reserve of 0.125 m<sup>3</sup> for each m<sup>2</sup> of buildings plus 0.075 m<sup>3</sup> for each m<sup>2</sup> of land not covered by buildings, or a total storage of 172.5 m<sup>3</sup> of water held in reserve for firefighting purposes. For larger new properties the reserve storage quantities would be even greater.

In addition, development of land likely to be affected by bushfire and subdivision of Bushfire Prone Land for residential purposes would have to incorporate fire prevention measures such as suitable defensible space, access considerations, vegetation management, on-site emergency management arrangements and site assessment for building construction requirements.

Given that the mapping of grasslands to Bush Fire Prone Land can be expected to occur here in the not-too-distant future and it will place virtually all the Council in this category, I believe that language incorporating this fact should be added at this time to Section 7.2 Rural Subdivision in Draft DCP Amendment 3. This would provide transparency that is now lacking for present and prospective development regarding a change that is already under way.

I request Council to adopt wording along the lines of this modified version of the existing language under the subhead Bushfire prone areas (Page 82):

Safe siting of lots within Bushfire Prone Areas is essential. In addition to historic Bushfire Prone Land such as scrub and timbered areas, this includes any grasslands in the Council that have been remapped as Bushfire Prone. Such sites should avoid ... *(the underscoring is mine).*

### Issue 3: Spray Drift

Protecting new residential development from the negative impact of existing normal farming activity such as chemical spraying is a duty of care issue with potential public health and safety significance for councils.

This issue has been addressed at the state level by Queensland and Western Australia, both of which have prepared guidelines for their councils to follow, and at the local government level in the DCPs of a number of councils in New South Wales, Victoria, South Australia, Queensland and Western Australia.

The risks associated with agricultural spray drifting outside of the target area – particularly where residential properties share a boundary with agricultural activities – have been identified by CSIRO and other scientific organisations. These risks include potential harm to human health as well as injury or damage to plants, animals, the environment and property. Spray drift is the most common cause of off-target movement of agricultural chemicals and can exist despite the application by spray operators of best practice measures to minimise it.

Mid-Western Regional Council presently addresses spraying primarily as part of its roadside management program. There are no provisions in the DCP designed to protect new residential development from the potentially dangerous or unwelcome impacts of normal activities on adjoining agricultural land and to ensure those normal agricultural activities can continue. The absence of such provisions needs to be addressed expeditiously so the DCP can more completely provide certainty to residents and developers in locations where

development may conflict with or be constrained by adjoining land uses. My requested addition to Draft DCP Amendment 3 offers the ideal opportunity to rectify this situation.

Land use across most of this Council is agricultural in nature. There is little or no conflict between adjoining properties where both spray for weeds. Unless Council adopts proactive control measures such as buffer zones, however, conflict can result from increased expansion of residential developments into what had formerly been exclusively agricultural areas.

State and local governments have most often chosen buffer zones as the best way to protect new residential development that encroaches on land previously used exclusively for agriculture while allowing existing agricultural practices to continue unhindered on adjoining or nearby properties, reducing conflict between incompatible land uses.

Here how the Lismore City Council describes the use of these zones:

Conflicts in land use may occur where residential development encroaches into non-residential areas, and established land use practices associated with a particular land use or activity are likely to lead to a real or perceived loss of amenity for residents. Typical external effects which may be generated by certain land uses and which could be considered to be incompatible with residential development include noise, odours, chemical sprays dust etc. If these effects are not taken into account at the development control stage, pressures can be exerted on land owners to modify existing land use practices. This could affect the economic viability of an established land use or industry and in some cases could result in the sterilisation of a resource.

The most appropriate means for reducing potential land use conflicts is to provide for a physical separation between incompatible land uses in the form of a buffer area. ... Where an application is received for a development which is likely to result in a conflict with existing or likely future adjoining land uses, it will be the responsibility of the "encroaching development" to provide the required buffer areas.

– Lismore City Council DCP for LEP 2000 Lands (underscoring mine)

Most councils adopt buffers of varying widths depending on why the buffer is needed and the type of buffer used. Councils have generally modelled buffer provisions in their DCPs on Queensland's *Planning Guidelines: Separating Agricultural and Residential Land Uses – August 1997*.

The Wellington Council Development Control Plan 2013 is one such plan in the Central West. It incorporates the following buffer requirements:

Buffer design for various situations

	Duration threshold	Min default distance (m) without vegetative buffer	Min design distance (m) with suitable vegetative buffer
Chemical spray drift	None	300	40
Intermittent odour	>88 hrs/yr	500	500*
Intermittent noise such as a tractor	>10 hrs/yr <50 hrs/yr	60 (day) 1000 (night)	15 (day) 250 (night)
Long term noise such as a continuously running motor	>50 hrs/yr	500 (day) 1000 (night)	120 (day) 1000 (night)
Dust, smoke and ash	None	150	40

\* Minimum design distance for an odour buffer may reduced based on site factors and nature of the odour

\*\* Day = noise occurring 6am-10pm  
Night = noise occurring 10pm-6am



**Suitable Vegetative Screen:**

Research into the behaviour of pesticide spray drift has shown that Buffer Elements in the form of vegetation screens can prove effective barriers to spray drift where they meet the following criteria:

- Are a minimum total width of 40m;
- Contain random plantings of a variety of tree and shrub species of differing growth habits, at spacings of 5m for a minimum width of 40m;
- Include species with long, thin and rough foliage which facilitates the more efficient capture of spray droplets;
- Provide a permeable barrier which allows air to pass through the buffer.
- Foliage is from the base to the crown;
- Include species which are fast growing and hardy;
- Have a mature tree height 1.5 times the spray release height or target vegetation height, whichever is higher;
- Have mature height and width dimensions which do not detrimentally impact upon adjacent cropped land;
- Include an area of at least 10m clear of vegetation or other flammable material to either side of the vegetated area.

The complete Queensland Department of Natural Resources Document *Planning Guidelines: Separating Agricultural and Residential Land Uses – August 1997* is provided as Attachment 2.

I urge this Council to add a section to DCP Amendment 3 reflecting the following concepts. The language and structure I have used is derived from the Queensland Department of National Resources *Planning Guidelines: Separating Agricultural and Residential Land Uses – August 1997* supported by CSIRO (2002) and from the West Australia Department of Health *Guidelines for Separation of Agricultural and Residential Land Uses*. Other jurisdictions have used a similar process.

**Introduction**

Conflict between residential development and agricultural land uses is likely to occur where residential land use directly abuts, or is sufficiently close to, farmland such that the residential land use is likely to be affected by agricultural activities.

The need for a formal policy arises as an increasing number of residential developments encroach on land previously occupied for agricultural use. Conflict between these distinctly different uses can arise from the use of agricultural chemicals, and noise, dust and odour generating activities. Adverse impacts of residential development on farmland include sediment and stormwater run-off.

These planning guidelines outline planning measures to reduce such land use conflict.

**Definitions**

**Agricultural land** – Land to produce food, fibre and timber including grazing, breeding, cropping, horticulture and forestry.

**Buffer area/zone** – An area of separation between differing land uses.

**Buffer element** – A natural or artificial feature that mitigates an adverse impact, including open ground, vegetation or constructed/acoustic barrier.

**Rural residential development** – Rural allotments created primarily for residential purposes and other places of human accommodation, excluding dwellings associated with bona fide agricultural holdings.

**Sensitive land use** – Land uses considered to be potentially sensitive to emissions from industry and infrastructure including residential developments, hospitals, hotels, motels, hostels, caravan parks, schools, hospitals, nursing homes, child care facilities, shopping centres, playgrounds, and some public buildings.

**Separation distances** – The total linear distance between a source and a sensitive receptor.

**Principles**

The following principles should govern the application of these planning guidelines:

- Provided agricultural activities conform to existing codes of practice, it is unreasonable for new adjacent uses to demand a modification of these activities to an extent which threatens efficient agricultural operations.
- Local governments should avoid, as far as practicable, locating residential development in close proximity to agricultural land. Where this is not possible, mechanisms such as buffer areas should be used to minimise conflicts.
- Buffer areas are to be located within the encroaching residential development and are to be provided/funded by the proponent of that development. This principle protects the prior rights of agricultural producers to practice agriculture on rural land.
- Where conflicts already exist between agricultural and residential land uses, mechanisms including mediation, source controls and public education should be encouraged.

**Limitations**

It has been found impractical for buffer distances to be based on the chemical being applied. It is therefore important for various buffer distances to be conservatively based on the nature specific agricultural activities.

Vegetative buffers may not be suitable where the chemicals in use may result in vapour drift (for example soil fumigants) or where herbicide spray drift would impact on the vegetative buffer. In these circumstances a 300m buffer distance would apply.

Safe application of chemicals, design and use of spray technology/equipment and requirements under existing legislation are not specifically covered by this document. The establishment of buffers does not relieve agricultural producers from the requirement to apply good spray management practices.

**Establishment and maintenance of buffer areas**

New residential developments should protect the rights of the existing agricultural producers to continue to perform farming activities on their land.

The following measures should be implemented at the earliest possible planning stage to minimise impacts on public health:

- Where land is approved for subdivision or residential development the prospective proponent must be advised by the local government of the requirement for buffer areas to be included.
- Applications for development are to consider and describe the existence and location of surrounding land uses, including viticultural and agricultural activities, and site the development in a position which will not result in the potential for land use conflict between neighbouring land uses.
- Applications for a site being developed for residential purposes are to include buffer areas that are planned and funded by the proponent of that development, unless otherwise determined by mutual agreement with existing land owners (including land owned by State and local authorities).



- Persons intending to live in or adjacent to an agricultural land use area need to be fully informed of the existing agricultural practices and their potential impact on health or amenity before they settle into the area.
- Where a vegetative buffer is planned, the proposals must state who is responsible for planting and maintaining the buffer area vegetation. The vegetative buffer needs to be planted and established before building approval is granted. A legal agreement must be established that specifies the legal and ongoing obligations on the developers, local government and landowners.

### Separation Distances

#### Agricultural Spray Drift

The off-target movement of agricultural chemicals can be a cause for concern to residents in proximity to farming areas. These concerns are largely based on fears of exposure to agricultural chemicals which have the potential to harm human health, damage plants and injure animals on adjoining residential property. These concerns can be triggered by the detection of odours associated with the chemical.

Based on the available research on chemical spray drift, a minimum buffer width of 300m is required where open ground conditions apply between the agricultural activity and the residential property. Buffer width can be reduced to a minimum 40m where a suitable vegetative buffer can be satisfactorily implemented and maintained between the two conflicting uses.

Research shows a suitable vegetative barrier should be 20 metres wide with a 10 metre gap on either side. It should include a variety of pesticide-resistant species with a visual porosity (light vs dark areas) of around 50 percent, consisting of a single row or two offset rows of moderate size trees at least twice as tall as the release height of the spray (a height of 3-4 metres has been identified as sufficient)

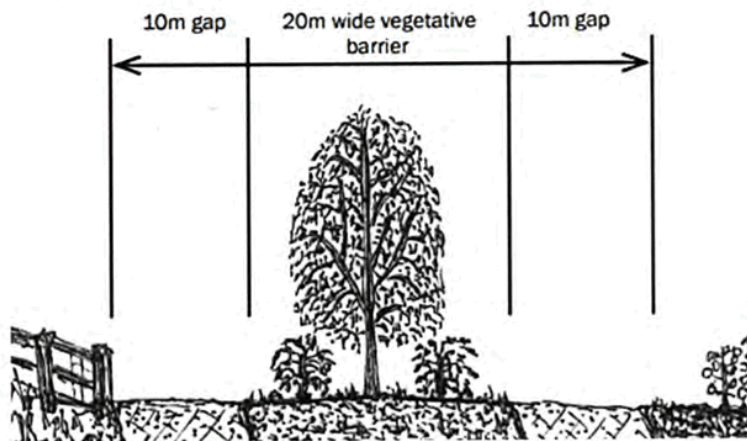
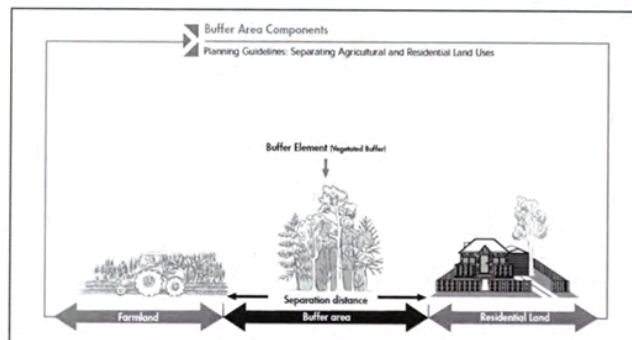


Illustration from CottonInfo – Using Vegetative Barriers

combined with an understory of shorter shrubs planted on either side. A mixture of plant species with differing leaf types is recommended, with the taller plants having long, thin cylindrical leaves such as Casuarina species because they are generally most efficient at catching small droplets.

Summary of spray drift buffer requirements:

<p><b>Element: Agricultural Chemical Spray Drift</b></p> <p><b>Objective:</b> To locate new residential areas so that the impact of agricultural chemical spray drift on amenity and health is avoided and complaints from residents regarding the use of agricultural chemicals is unlikely.</p>	
<p><b>Performance Criteria</b></p> <p>Residential development to be located or incorporate measures such that chemical spray drift does not adversely affect community public health and safety.</p>	<p><b>Acceptable Solutions</b></p> <p>(i) The separation distance between a sensitive receptor and agricultural land is a minimum of 300 m.</p> <p>or:</p> <p>(ii) A vegetated buffer designed by a consultant acceptable to council and incorporating the criteria shown in Appendix 2 is located between the sensitive receptor and adjacent agricultural land. The vegetated buffer should:</p> <ul style="list-style-type: none"> <li>• be provided with a suitable watering system;</li> <li>• include access strips on either side which are kept clear of vegetation and other flammable materials;</li> <li>• be of a height, density and width (40 m min) acceptable to council prior to the development of residential areas within 300 m of the agricultural land.</li> </ul> <p>or</p> <p>(iii) Other measures which meet the performance criteria and which are acceptable to council.</p>



Odour

Odour in rural areas can arise from use of agricultural chemical sprays, fertilisers, effluent disposal and intensive livestock (e.g. feedlots, piggeries and poultry farms) and composting plants. Such detrimental odours can impact on residential amenity and have the potential to affect public health. Odour is can also be a major factor in complaints about off-site chemical spray drift where there may be no objective evidence of toxic exposure. This can result from the placement of strong “marker” odours as in a chemical to allow easy identification.

To minimise the impact of odour generated by agricultural activities a separation distance between residential land and agricultural land producing the odour is a minimum of 500m

unless a buffer area is designed based on a report from a qualified consultant acceptable to council detailing relevant factors and verifying that odour design goals will be met at within the development or other measures are adopted which meet the performance criteria and which are acceptable to council.

Summary of odour control solutions:

<b>Element: Odour from agricultural activities</b>	
<b>Objective:</b> To locate new residential areas so that the impact of odour generated by agricultural activities on residential areas is minimised.	
<b>Performance Criteria</b>	<b>Acceptable Solutions</b>
Residential development to be located or incorporate measures to minimise the impact of odour in excess of the duration threshold generated by intermittent agricultural activities at dwellings within the development.	(i) The separation distance between a sensitive receptor and agricultural land is a minimum of 500 m. or: (ii) A buffer area design based on a report consistent with the draft EPP (Air) from a qualified consultant acceptable to council detailing relevant factors and verifying that odour design goals in the EPP (Air) will be met at sensitive receptors within the development. or: (iii) Other measures which meet the performance criteria and which are acceptable to council.

Noise

Four types of noise associated with agricultural activity may lead to land use conflict. These are the noises associated with intensive livestock facilities, aircraft activities, constant or long-term noise (e.g. pumps or refrigeration plants), and intermittent noise from tractors and other machinery.

The following noise levels and cumulative time thresholds have been adopted to determine whether noise is likely to be excessive and require a buffer. The noise source is classed as intermittent if the noise level specified in the following table is exceeded for a cumulative total of more than 10 hours per year. If this cumulative time is not exceeded, there is no requirement for a buffer area. The noise is considered long term if it exceeds the level given in the table for a cumulative total of more than 50 hours per year. Stricter standards are applied to noise from night time operations between 10pm and 6am.

Noise level classifications

	<b>Intermittent Noise &gt;10 hrs/yr</b>	<b>Long Term Noise &gt;50 hrs/yr</b>
Day-time 6am-10pm	75 dB(A) (L <sub>Amax,T</sub> )	60 dB(A) (L <sub>Amax,T</sub> )
Night-time 10pm-6am	55 dB(A) (L <sub>Amax,T</sub> )	45 dB(A) (L <sub>Amax,T</sub> )

Minimum separation distances between an agricultural noise source and residential property are based on a noise attenuation rate of 5 dB(A) for each doubling of distance from the noise source across open ground. The existence of natural barriers, broken topography or other features would increase attenuation and affect the separation distance required.



A standard noise source of 90 dB(A)(L<sub>Amax,T</sub>), measured at 7.5m from the source has been used. For example a daytime noise level is attenuated to 75 dB(A) (L<sub>Amax,T</sub>) at a distance of 60m from the source. A night-time noise level is attenuated to 55 dB(A) (L<sub>Amax,T</sub>) at a distance of 1000m from the source. These distances have been adopted in the planning guidelines as the minimum buffer width for intermittent day and night-time activities that occur more than 10 hrs/yr but less than 50 hrs/yr.

Factors affecting noise from agricultural activities which should be considered in designing buffer areas include:

- type of engine (diesel or petrol; 2- or 4-stroke);
- number of cylinders;
- cooling system (air or liquid);
- load;
- timing, frequency and duration of operations;
- geographical conditions and barriers e.g.
- topography and inversions;
- weather conditions e.g. wind speed and
- direction;
- typical industry machinery and practices.

In circumstances where there are existing long term noise sources close to a proposed residential development, the proponent may consider funding measures such as machinery enclosures, mufflers, noise barriers and /or house design elements such as double glazing to complement subdivision layout and design measures to meet the performance criteria.

Applicants who wish to propose alternative noise reduction measures should determine noise levels at specific representative sites and demonstrate that the noise design goals for residential areas are not excessive.

Summary of noise control solutions:

<b>Element: Noise from agricultural activities</b>	
<b>Objective:</b> To locate new residential areas so that noise from agricultural activities is attenuated to safeguard amenity in noise sensitive places.	
<b>Performance Criteria</b>	<b>Acceptable Solutions</b>
a) Residential development to be located or incorporate designs to minimise the impact of noise in excess of the duration threshold from <b>day-time</b> agricultural activities at dwelling within the development.	a) (i) The separation distance between the sensitive receptor and agricultural land is a minimum of 60 m for intermittent noise and 500 m for long-term noise. or: (ii) A buffer width and design based on a report from a qualified acoustic consultant acceptable to council detailing relevant factors and verifying that noise design goals consistent with the draft EPP (Noise) will be met at sensitive receptors within the development. or: (iii) Other measures which meet the performance criteria and which are acceptable to council.
b) Residential development to be located or incorporate designs to minimise the impact of noise in excess of the duration threshold from <b>night-time</b> agricultural activities at dwellings within the development.	b) (i) The separation distance between the sensitive receptor and agricultural land is a minimum of 1000 m. or: (ii) A buffer width and design based on a report from a qualified acoustic consultant acceptable to council detailing relevant factors and verifying that noise design goals consistent with the draft EPP (Noise) will be met at sensitive receptors within the development. or: (iii) Other measures which meet the performance criteria and which are acceptable to council.
c) In areas of <b>aerial</b> agricultural activity, development should be located to minimise noise from aircraft.	c) The separation distance between the sensitive receptor and agricultural land to be a minimum of 100 m to comply with Air Navigation Order 20.21 which prohibits air craft flying closer than 100 m to a private dwelling.

Aircraft noise is governed by factors outside the scope of a council's DCP. In areas of aerial spraying, the separation distance between residential development and agricultural land must be a minimum of 100m to comply with Australia's Civil Aviation Safety Regulations 1998. This distance is based on operational safety as well as noise considerations and applies to both fixed wing and rotary wing aircraft.

**Dust, Smoke and Ash**

Some agricultural activities including soil cultivation, tractor movements, controlled burning and harvesting can generate dust, smoke and ash. Local conditions, including wind strength and direction, rainfall, humidity and ambient temperatures, soil type, vegetative cover and type of on-site activity determine the extent of the problem.

In the absence of quantitative research data, a separation distance of 150m is recommended where dust, smoke or ash from agricultural activities have been identified as a potential source of conflict between farming activities and residential development. In most cases, a vegetated buffer designed to capture chemical spray drift will also be effective in reducing conflict resulting from dust, smoke and ash.

Summary of solutions to problems of dust, smoke and ash

<p><b>Element:</b> <i>Dust, smoke and ash from agricultural activities</i></p> <p><b>Objective:</b> To locate new residential areas so that the impact of dust, smoke and ash generated by agricultural activities on residential areas is minimised.</p>	
<p><b>Performance Criteria</b></p> <p>Residential development to be located or incorporate measures to minimise the impact of dust, smoke and ash generated by agricultural activities.</p>	<p><b>Acceptable Solutions</b></p> <p>(i) The separation distance between the sensitive receptor and agricultural land is a minimum of 150 m.</p> <p>or:</p> <p>(ii) A vegetated buffer designed by a consultant acceptable to council is located between the sensitive receptor and adjacent agricultural land. The vegetated buffer should:</p> <ul style="list-style-type: none"> <li>• be provided with a suitable watering system;</li> <li>• include access strips on either side which are kept clear of vegetation and other flammable materials;</li> <li>• be of a height, density and width (40 metres min) acceptable to council prior to the development of residential areas within 150 m of the agricultural land.</li> </ul> <p>or:</p> <p>(iii) • Other measures which meet the performance criteria and which are acceptable to council.</p>

Attachments 1-5 follow. As previously noted, Attachment 1 is the version of *How much water do I need* from the WaterNSW web site: ([https://www.waternsw.com.au/\\_data/assets/pdf\\_file/0005/128354/1.-How-much-water-do-I-need.pdf](https://www.waternsw.com.au/_data/assets/pdf_file/0005/128354/1.-How-much-water-do-I-need.pdf)). Attachment 2 is the same document on which I have fixed formatting problems and made a few text revisions for greater clarity. Attachment 3 is the Queensland Planning Guidelines Separating Agricultural and Residential Land Uses. Attachments 4 and 5 are the Dungog and Wellington Council DCP sections on buffer zones to provide examples of how other councils deal with separating existing farming and new residential development.

Attachment 1

Original WaterNSW Version of *How much water do I need*



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## How much water do I need?

The annual water needs for a property will vary depending on where it is located, the type and number of livestock held and the number of people dependent on the supply. Other factors such as firefighting and crop spraying and general farming applications will also affect the volume needed.

The following table can help you estimate the volume of water required for your annual stock, domestic and general farming water needs for use on your property.

### Estimates of annual water needs

STOCK TYPE	Description	(1) Consumption rate m3/head/yr	(2) Your stock numbers	(1)x(2) = Sub total m3
Sheep	Weaners	0.7 – 1.5		
	Adult dry sheep:			
	– grassland	0.7 – 2.2		
	– saltbush	1.5 – 4.4		
	Ewes with lambs	1.5 – 3.7		
Cattle	Lactating cows:			
	– grassland	14.6 – 36.5		
	– saltbush	25.6 – 51.1		
	Young stock	9.1 – 18.3		
	Dry stock (400 kg)	12.8 – 29.2		
Horses		14.6 – 18.3		

DOMESTIC WATER	Description	m3/person/yr or area	Persons/Area	Sub total m3
Household	House – without septic	51		
	House – with septic	64		
	Septic only	13		





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House Garden				
For each 1000 m2 or 0.1 ha	- coastal / tablelands	200		
	- slopes	400		
	- plains	600		
	- western	800		
	Description	m3 / unit	# of units	Sub total m3
	For each m2 of wash down area	5		
	For each sow – includes sow & progeny, drinking & wash down	90		
	- plunge per 100 head	0.6 – 1.4		
	- spray per 100 head	0.6 – 2.0		
	Herbicide/ insecticide per ha of crop	0.4		

STOCK TYPE	Description	(1) Consumption rate m3/head/yr	(2) Your stock numbers	(1)x(2) = Sub total m3
Firefighting (based on a single event)	- buildings per m2	0.125	0.8mm	82.8%
	- grass per m2	0.075		
Total Net Annual Water Requirement				m3

Note: This table provides an estimate of your net annual water requirement and is not recommended for designing farm reticulation schemes which are based on peak daily requirements.

To convert net annual water requirement into megalitres (one megalitre is a million litres or 1,000 kilolitres of water) use the following equation:

\_\_\_\_\_ m3 ÷ 1,000 = \_\_\_\_\_ Megalitres (ML)



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**Find out more**

For information on assessing irrigation requirements and on water requirements for stock, go to the Primefacts on the NSW DPI Agriculture website:

- [Water requirements for sheep and cattle](#)
- [Stock water – a limited resource](#)

**For more information**

[www.watnsw.com.au](http://www.watnsw.com.au)

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Email: [water.enquiries@watnsw.com.au](mailto:water.enquiries@watnsw.com.au)


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Attachment 2

My reformatted version of WaterNSW's *How much water do I need*



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## How much water do I need?

The annual water needs for a property will vary depending on where it is located, the type and number of livestock held and the number of people dependent on the supply. Other factors such as firefighting and crop spraying and general farming applications will also affect the volume needed.

The following table can help you estimate the volume of water required for your annual stock, domestic and general farming water needs for use on your property.

### Estimates of annual water needs

(A) STOCK TYPE	Description	(1) Consumption rate m3 per head/yr	(2) Your stock numbers	(1)x(2) = Sub total m3
Sheep	Weaners	0.7 – 1.5		
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	– grassland	0.7 – 2.2		
	– saltbush	1.5 – 4.4		
	Ewes with	1.5 – 3.7		
Cattle	Lactating			
	– grassland	14.6 – 36.5		
	– saltbush	25.6 – 51.1		
	Young stock	9.1 – 18.3		
	Dry stock (400 kg)	12.8 – 29.2		
Horses		14.6 – 18.3		

(B) DOMESTIC WATER	Description	(1) m3/person or area	(2) Persons or/ Area	(1)x(2) = Sub total m3
Household	House – without septic	51		
	House – with septic	64		
	Septic only	13		

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DOMESTIC WATER (cont'd)	Location	(1) m3/person or area	(2) Persons or Area	(1)x(2) = Sub total m3
<b>House Garden</b>	- coastal / tablelands	200		
<b>For each</b>	- slopes	400		
	- plains	600		
	- western	800		

(C) WATER USES	Description	(1) Consumption rate in m3/head/yr	(2) Your stock numbers	(1)x(2) = Sub total m3
	For each m2 of wash down	5		
	For each sow – includes sow & progeny, drinking & wash down	90		
	- plunge per 100 head	0.6 – 1.4		
	- spray per 100 head	0.6 – 2.0		
	Herbicide/ insecticide per ha of crop	0.4		

<b>(D) Net Annual Water Requirements excluding Firefighting Reserve</b>				<b>= A + B + C m3</b>

(E) FIRE FIGHTING	Description	(1) Per m2 of building size	(2) Building size	(1)x(2) = Sub total m3
	<b>Buildings</b>	0.125		
	Grass	0.075		

<b>(E) Total Net Annual Water Requirements including Firefighting Reserve</b>				<b>= D + E m3</b>



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Note: This table provides an estimate of your net annual water requirement and is not recommended for designing farm reticulation schemes which are based on peak daily requirements.

To convert net annual water requirement into megalitres (one megalitre is a million litres or 1,000 kilolitres of water) use the following equation:

$$\text{_____ m3} + 1,000 = \text{_____ Megalitres (ML)}$$

Find out more

For information on assessing irrigation requirements and on water requirements for stock, go to the Primefacts on the NSW DPI Agriculture website:

- [Waterrequirementsforsheepandcattle](#)
- [Stock water—a limited resource](#)

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Email: [water.enquiries@waterNSW.com.au](mailto:water.enquiries@waterNSW.com.au)

Disclaimer: The information contained in this publication is based on knowledge and understanding at the time of writing. However users are reminded of the need to ensure that the information upon which they rely on is up to date and to check currency with WaterNSW or with the user's independent adviser.  
 Published by WaterNSW

Attachment 3

# Planning Guidelines

Separating Agricultural and Residential  
Land Uses

Department of Natural Resources, Queensland  
Department of Local Government and Planning,  
Queensland  
DNRQ 97088

These planning guidelines are to be read in association with State Planning Policy 1/92: Development and the Conservation of Agricultural Land

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## **Preface**

State Planning Policy 1/92: Development and the Conservation of Agricultural Land was approved by the Queensland Government in December 1992, under the *Local Government (Planning and Environment) Act 1990-1992*.

State Planning Policy 1/92 addresses key principles for the protection of agricultural land. The policy is supported by planning guidelines which provide detailed advice on implementing the policy.

*Planning Guidelines: The Identification of Good Quality Agricultural Land* was released in 1993 and addressed the definition and identification of good quality agricultural land and appropriate planning approaches to achieve the protection of such land.

*Planning Guidelines: Separating Agricultural and Residential Land Uses* provides technical advice and guidance to local government, developers, consultants and landholders on minimising conflicts between farming activities and residential uses (Policy Principle No. 8 of State Planning Policy 1/92). The planning guidelines are a product of extensive public consultation: two drafts were published (1993 and 1995), and the document has been substantially amended in response to comments received. In particular, the document advocates a flexible approach that is responsive to specific circumstances.

*Planning Guidelines: Separating Agricultural and Residential Land Uses* has been prepared by the Department of Natural Resources and the Department of Local Government and Planning in consultation with a reference group formed from representatives of the following bodies:

Local Government Association of Queensland  
Farmers' Federation CANEGROWERS  
Australian Cotton Foundation  
Queensland Pork Producers' Organisation  
Queensland Dairy Farmers' Organisation  
Queensland Fruit and Vegetable Growers  
Queensland Grain Growers' Council  
Queensland Conservation Council  
Australian Sugar Milling Council  
Urban Development Institute of Australia  
Royal Australian Planning Institute  
Land Resource Consultants  
Department of Environment  
Department of Primary Industries





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## 1. Introduction

**1.1** *The Queensland Government considers that good quality agricultural land is a finite national and state resource that must be conserved and managed for the longer term.*

State Planning Policy 1/92: Development and the Conservation of Agricultural Land (SPP1/92) was introduced in December 1992 as an instrument to protect good quality agricultural land through local government planning. SPP1/92 Principle No 8 states:

*Local Authority planning provisions should aim to minimise instances of incompatible uses locating adjacent to agricultural operations in a manner that inhibits normal farming practice. Where such instances do arise, measures to ameliorate potential conflicts should be devised wherever possible.*

### Purpose

**1.2** The purpose of the planning guidelines is to provide technical advice and guidance on reducing the potential for conflict between farming activities and residential development in accordance with Principle No. 8 of State Planning Policy 1/92. The planning guidelines are intended to assist local governments, developers, landholders and consultants. In particular, the planning guidelines contain provisions which local governments should consider including in their planning schemes or adopting as local planning policies.

**1.3** Although intended to support the protection of good quality agricultural land in accordance with State Planning Policy 1/92, the principles in the planning guidelines could be used to assist decision-making on other land where agricultural/residential conflicts could arise. Also, the principles can be applied to situations where conflicts are likely to arise between industrial, tourist, commercial or other urban uses and nearby agricultural uses.

**1.4** It should be noted that conflict due to intensive animal industries is not specifically covered in these planning guidelines. Detailed guidance on dealing with the impact from these activities is provided in industry-specific codes of practice and guidelines which are listed in the reference section of this document.

## Background

**1.5** Conflict between residential development and agricultural land uses is likely to occur where residential land uses directly abut, or are sufficiently close to, farmland such that they are likely to be affected by agricultural activities.

**1.6** Such conflict can arise from the use of agricultural chemicals, and noise, dust and odour generating activities. Adverse impacts of residential development on farmland include sediment and stormwater run-off. These planning guidelines outline planning measures to reduce such land use conflict.

### The Environmental Protection Act

**1.7** The *Environmental Protection Act 1994* (EP Act) was introduced by the Queensland Government primarily to protect the environmental values of air, noise and water. Under the EP Act and associated Environmental Protection Policies (EPPs), everyone has a general environmental duty of care to the environment and their neighbours.

**1.8** Advice in the planning guidelines is based on certain assumptions:

(a) All agricultural activities incorporate reasonable and practicable measures to protect the environment in accord with the Environmental Code of Practice for Agriculture (prepared under the provisions of the EP Act) and associated industry specific guidelines.

(b) All agricultural activities are legally conducted as required by other legislation covering workplace health and safety, and the use and handling of agricultural chemicals.

(c) Nevertheless, certain activities practised by even the most careful and responsible farmer may result in a nuisance to adjacent residential areas through, for example, unavoidable odour drift and noise impacts.

**1.9** The separation distances recommended in this document are drawn from relevant State and Commonwealth legislation and guidelines, notably the EP Act, relevant research and the sources cited.

**The Use of Buffer Areas**

**1.10** Buffer areas are legitimate planning tools. They are used to separate land uses to ensure long-term protection of both areas impacted upon and areas used for the conflict generating activity. Examples of such activities include sewage treatment works, abattoirs, tanneries, composting plants and rendering works; and intensive animal and plant production facilities (such as feedlots, piggeries and poultry sheds). The principle of separating conflicting uses is also applied to the protection of natural resource areas (such as nature conservation reserves, streams, water supply storage areas and forest reserves).

**1.11** By separating agricultural uses from residential and other urban uses, buffer areas can reduce conflict and the resulting complaints. Complaints about agricultural practices are often based as much on perception as reality, particularly in relation to chemical spray drift. Seeing or smelling the source of nuisance may heighten the perception of that nuisance. Buffer

areas can contribute to the screening of agricultural activities from the view of residential areas. Thus a suitable visual barrier between the development and agricultural land in the form of a vegetation screen can significantly reduce the level of complaint by minimising both the cause and the perception of a nuisance.

**1.12** Nevertheless, buffer areas designed in accordance with these planning guidelines will not totally eliminate all impacts of activities. Also, the planning guidelines do not limit the rights of individuals to take action under the common law or such legislation as the *Health Act 1937*, *EP Act 1994*, *Work Place Health and Safety Act 1995* or the *Agricultural Chemicals Distribution Control Act 1966*, if they believe their rights to enjoy a safe environment and the use of their land are restricted. Appendix 1 outlines existing controls and administering agencies for a range of issues.

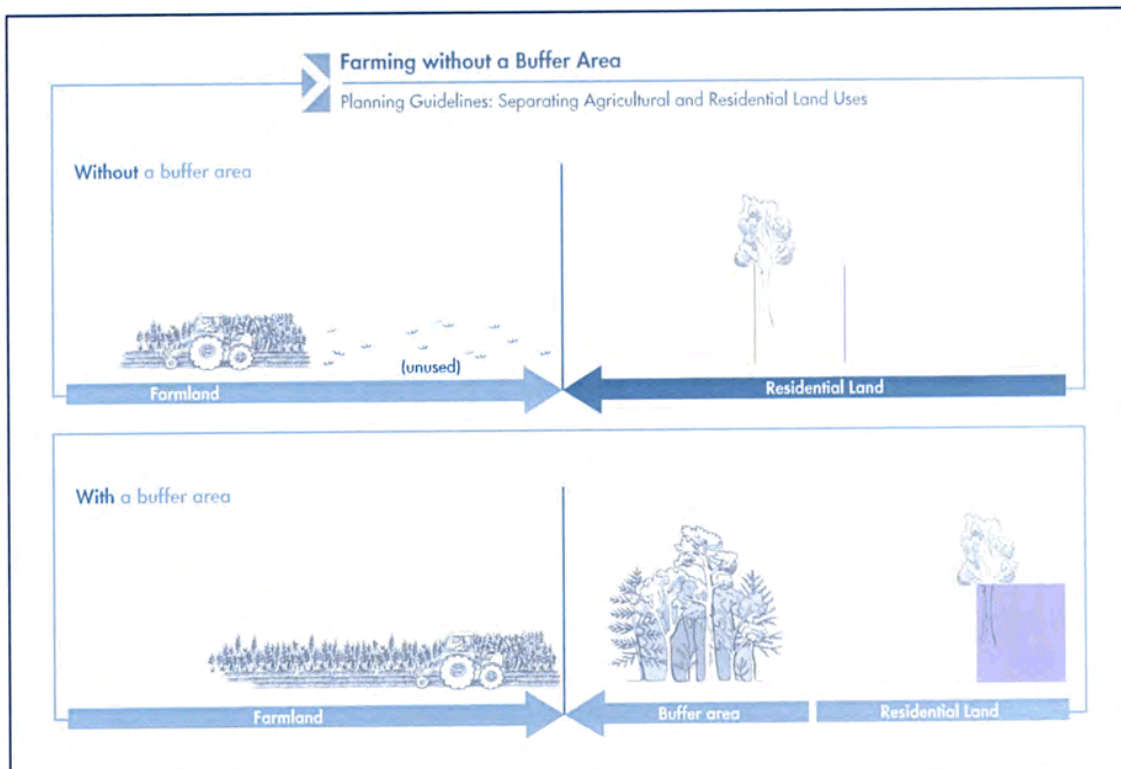


Figure 1. Farming without a buffer area



## Principles

**1.13** The planning guidelines should be applied with consideration to the following principles:

1. Provided agricultural practices are legally practised according to existing codes of practice, it is unreasonable for new adjacent uses to demand a modification of these practices to an extent which threatens efficient agricultural operations.
2. When preparing planning schemes, local governments should avoid, as far as practicable, locating residential development in close proximity to agricultural land. Where this is not possible, mechanisms such as buffer areas should be used to minimise conflicts.
3. Buffer areas should be determined on the basis of the sustainable agricultural land use with the potential to have the most impact on adjacent land uses and which is reasonably likely to be practised, regardless of current use.
4. Buffer areas should be located within the site being developed for residential purposes, and be provided/funded by the proponent of that development. This principle protects the prior rights of agricultural producers to practice agriculture on rural land.
5. Where conflicts already exist between agricultural and residential land uses, mechanisms including mediation, source controls and public education should be encouraged.

## Objectives

**1.14** The planning guidelines seek to achieve the following objectives:

1. To protect the use of reasonable and practicable farming measures that are practised in accordance with the Environmental Code of Practice for Agriculture and associated industry-specific guidelines.
2. To minimise scope for conflict by developing, where possible, a well-defined boundary between agricultural and residential areas and not interspersing agricultural and residential areas.
3. To minimise the impacts of residential development on agricultural production activities and land resources.
4. To minimise the potential for complaints about agricultural activities from residential areas.

5. To provide residents with acceptable environmental conditions in residential areas that are located adjacent to agricultural production areas.

## Structure of the Planning Guidelines

**1.15** The contents of these planning guidelines are as follows:

- **Section 2** provides advice on forward planning to prevent and/or minimise conflicts.
- **Section 3** details how to assess the need for buffer areas as part of development assessment and provides a performance based approach to planning scheme provisions.<sup>1</sup>
- **Section 4** deals with issues of use, ownership and maintenance of buffer areas.
- **Section 5** provides advice on situations where conflict may already exist.
- **Section 6** identifies roles and responsibilities.
- **Appendixes** provide information on existing controls and technical data to assist in the design of effective buffer areas.

## Definitions and Abbreviations

**1.16** For the purpose of these planning guidelines, the following abbreviations are used:

DLGP	- Department of Local Government and Planning
DNR	- Department of Natural Resources
DPI	- Department of Primary Industries
ESD	- Ecologically Sustainable Development
EP Act	- <i>Environmental Protection Act 1994</i>
EPP	- Environmental Protection Policy
$L_{Amax,T}$	- The average maximum A-weighted sound pressure level in a specified time interval (T) or event
LG(P&E) Act	- <i>Local Government (Planning and Environment) Act 1990</i>
SPP1/92	- State Planning Policy 1/92: Development and the Conservation of Agricultural Land

<sup>1</sup> The performance based approach is explained in paragraph 2.27

**1.17** The following definitions have been adopted in the planning guidelines:

**Agricultural land use**—the use of land for the production of food, fibre and timber; including grazing, cropping, horticulture and forestry<sup>2</sup>. Agricultural land use is subject to constraints imposed by:

- climate
- slope, soil and water limitations
- processing requirements
- economic conditions.

**Buffer area**—an area of land separating adjacent land uses that is managed for the purpose of mitigating impacts of one use on another. A buffer area consists of a separation distance and one or more buffer elements.

**Buffer element**—a natural or artificial feature within a buffer area that mitigates an adverse impact. A buffer element may include open ground, a vegetation buffer and/or an acoustic barrier.

**Building envelope**—A diagram drawn on a subdivision plan, or other plan that forms part of a development application, defining the limits for the siting of buildings (and associated services and facilities e.g swimming pools).

**Drift**—airborne movement of agricultural chemicals onto a non-target area with the potential for risk of injury or damage to humans, plants, animals, environment or property<sup>3</sup>.

**Residential development**—urban subdivision, low density residential subdivision (including rural residential) and rural allotments created primarily for residential purposes (residential excisions, concessional allotments, retirement blocks etc.), and other places used as human accommodation excluding dwellings associated with bonafide agricultural holdings.

**Sensitive receptor**

- a dwelling, mobile home or caravan park, residential marina or other residential place in a residential development;
- a motel, hotel, or hostel;
- a childcare centre, kindergarten, school, university or other educational institution; or
- a medical centre or hospital.

**Separation distance**—the total linear distance between a source and a sensitive receptor.

<sup>3</sup> The detection of odour does not necessarily correspond to the presence of an active chemical ingredient.

<sup>2</sup> Guidelines for the separation of residential uses from intensive agricultural production establishments including cattle feedlots, piggeries and poultry farms are available in separate publications listed in the references.

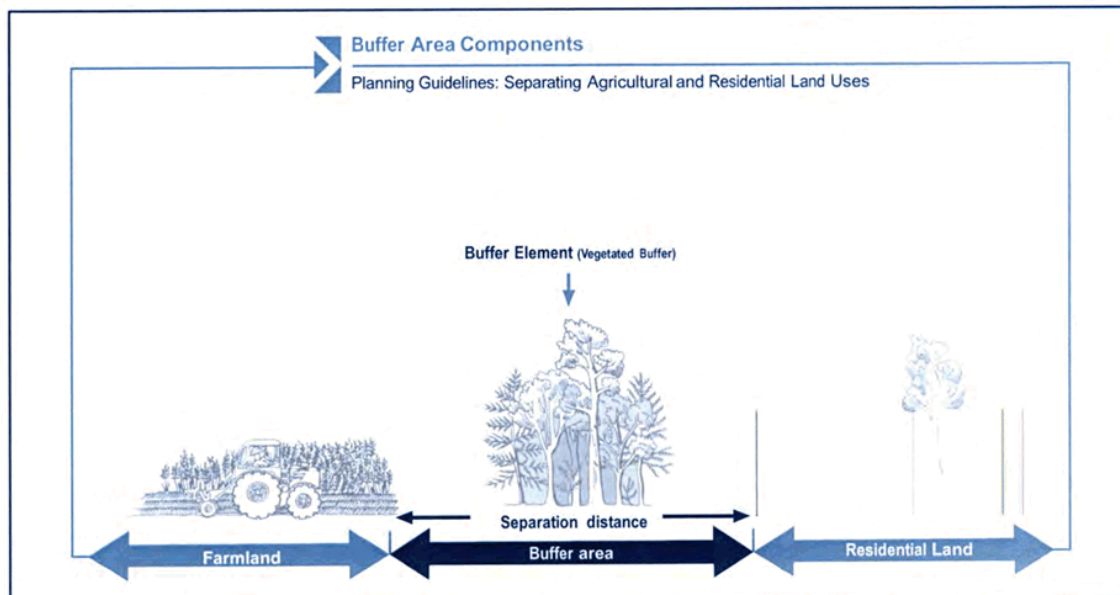


Figure 2. Buffer area components



## 2. PLANNING SCHEMES

2.1 Planning schemes provide local governments with the opportunity to minimise the potential for conflict between agricultural and residential land uses by separating those uses, thereby providing more certainty for land holders.

### Methods of Achieving Separation

2.2 The main ways of achieving separation through planning decisions and the use of planning controls are as follows:

- As far as possible, isolate good quality agricultural land from uses likely to conflict with nearby farming activities.
- On the edges of urban areas, retain natural features (e.g. watercourses and ridge lines) free from development to act as buffer areas between newly developing areas and farmland.
- Ensure that, as far as practicable, newly developing areas are designed so that features such as public open spaces, road reserves or purpose-designed buffer areas provide the required separation.
- Require individual developments to be designed in ways that incorporate buffer areas.

2.3 Some or all of these methods will be appropriate, depending on the local circumstances. The rest of Section 2 describes how these various methods can be used when preparing planning schemes and assessing development applications.

### Overview

2.4 Planning schemes comprise a forward-looking land use/development strategy complemented by development assessment provisions. These have been known respectively as the Strategic Plan and the Planning Scheme Provisions in the *Local Government (Planning & Environment) Act 1990*.

2.5 Preventing and/or minimising conflict between agricultural land uses and residential development will involve:

- determining the potential for conflict through investigations conducted as part of the preparation or review of planning schemes;
- reducing the opportunity for land use conflict by adopting appropriate planning strategies in the Planning Scheme;

- adopting provisions that are consistent with these planning guidelines and appropriate to local circumstances.

### Strategic Planning

2.6 Strategic planning, supplemented as necessary by local area planning, establishes the broad framework to guide future land use and development. Therefore, when preparing or reviewing strategic plans, areas of good quality agricultural land should be identified and protected through appropriate land use designations<sup>4</sup>.

2.7 These designations should include additional areas considered essential for the protection of good quality agricultural land and its productive potential. Additional areas may need to include buffer areas or areas containing essential agricultural infrastructure (e.g. sugar mill tramways, irrigation pump stations, farm packing sheds and cool rooms).

2.8 Any analysis of future development options and settlement patterns should include an assessment of the potential for conflict between agricultural and other land uses. Areas designated for residential and other urban uses should be clearly delineated thereby providing some certainty about the intended boundaries between urban and rural areas. Designations should be based upon an assessment of future development needs for a reasonable time scale (approximately 15 years). This approach avoids blighting agricultural land long before it may be required for development.

### Isolating Good Quality Agricultural Land from Incompatible Uses

2.9 Land use strategies in strategic plans and any supporting local area plans should, as far as practicable, aim to isolate good quality agricultural land from uses likely to conflict with certain farming activities.

2.10 Areas of poorer quality agricultural land, when used for purposes that will not cause land use conflicts, may serve to isolate more intensively farmed land from encroaching incompatible uses. Farm forestry and grazing are examples of rural land uses that are compatible with either adjoining areas of intensive agriculture or adjacent residential uses.

2.11 Where achieving isolation is not possible through forward planning, separation should be achieved in other ways.

<sup>4</sup> Advice on this is contained in *Planning Guidelines: The Identification of Good Quality Agricultural Land*.

**Using Retained Natural Features as Buffer Areas**

2.12 Boundaries of urban designations should, where practicable, take opportunities to follow natural features that will be retained undeveloped, such as watercourses, ridge lines, steeply sloping ground and areas for nature conservation (see 4.9). All these features can act as natural buffer areas between farmland and urban areas.

**Designing Urban Areas to Provide Buffer Areas**

2.13 Certain facilities and uses, such as public open spaces, road reserves and golf courses, can also be located and designed to act as buffer areas.

2.14 Public open spaces and recreational uses should only be located at the edge of development and used as buffer areas if:

- the location is appropriate for satisfying the open space needs of the community;
- the use of the buffer area as public open space is compatible with adjoining uses,
- the impacts from the adjoining agricultural use do not preclude recreational use of the open space.

2.15 In many of the smaller towns in Queensland, a strip or a tract of Crown land is set aside as a town reserve or common that can act as a buffer area between agricultural and residential land. As well as a buffer area, such town reserves provide a 'land store' dedicated for various public purposes, including parks.

**Designing Developments to Provide Buffer Areas**

2.16 Despite designing land use strategies to minimise potential for conflict, there will be areas where residential and other urban uses have to locate adjacent to good quality agricultural land. Policies and measures to reduce the potential for conflict should therefore be set out in strategic plans or elsewhere in planning schemes.

2.17 Broad criteria should be included for determining the need for buffer areas and for the design of features such as vegetated buffers. In areas where potential for conflict is identified, each development application should be required to include an assessment of the need for buffer areas and design measures to ensure their effectiveness. Appropriate design requirements are described in Section 3.

2.18 Strategic plan maps can depict an 'area of investigation' where proposed residential uses adjoin existing agricultural areas (see Figure 3). The size of the area of investigation should be determined by:

- the potential agricultural activities in the area concerned (see paragraph 1.13, Principle 3);
- the minimum separation distances appropriate to the likely sources of conflict (see Table 2).

2.19 Planning schemes should provide scope for required separation to be achieved in different ways. A purpose-designed buffer area is one method. Alternatively, the buffer area could be incorporated into the design of the particular development.

2.20 For example, with residential development, large residential allotments incorporating the required buffer area could be located on the boundary between the residential subdivision and agricultural land. Planning schemes should allow for this approach by specifying minimum lot sizes sufficiently large to incorporate the desired buffer area into the allotment while allowing an adequate balance of the lot to be available for the house and normal residential use. To minimise any loss of development potential, a higher allotment yield could be offered over the balance of the development site to offset the use of the larger lots incorporating the buffer area.

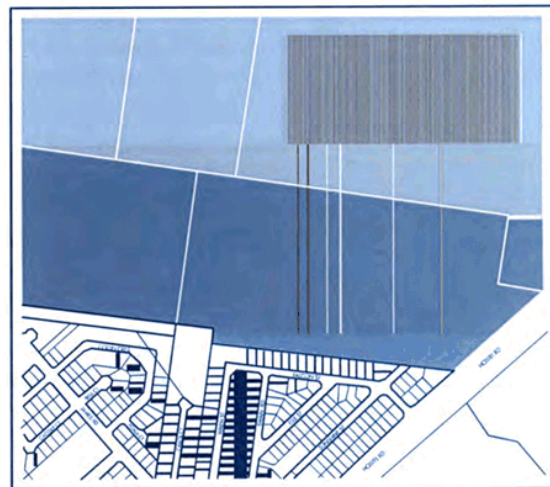


Figure 3. Strategic plan map



2.21 Designing and providing an adequate buffer as part of each residential allotment should enhance the prospect of the buffer areas being effective and well managed.

### **Temporary Buffers**

2.22 In areas experiencing high levels of urban growth, relatively large areas of land might need to be designated for urban development. Situations will arise where good quality agricultural land is necessarily designated for development, but that development may be some years away. In such cases, consideration should be given to the need for temporary buffers at particular development stages to protect continuing farm operations until that farmland is developed.

2.23 Strategic plans or another part of the planning scheme should identify where the need for such buffer areas should be considered. Normally, the temporary buffer area should be incorporated in the future subdivision design, and planning schemes should include such a requirement. However, as the need for a buffer area is only short term, it need not be designed as a permanent feature, unless that feature has a desired role in the urban area (e.g. public open space or large residential allotments as described in 2.20).

2.24 Alternatively, land in the next development stage could still be farmed until required for development, but a buffer area incorporated into the farm management. This approach can only be required when the development approval includes the farmland concerned.

2.25 Depending on the degree of conflict and the lifespan of the buffer area, such temporary buffer areas may be considered unnecessary by council. Temporary buffer areas should be subject to the same design criteria as permanent buffer areas to ensure effectiveness at reducing conflict.

### **Development Assessment Provisions**

2.26 Planning schemes should contain development assessment provisions to support the land use strategy and policies. Such provisions should be designed to achieve the appropriate protection of good quality agricultural land and reduce the potential for conflict between agricultural and residential land uses.

2.27 Development assessment provisions should preferably be performance based<sup>5</sup>. Such provisions focus on achieving specific outcomes, but allow flexibility in the means of achieving these outcomes rather than relying only on prescriptive requirements. Performance-based provisions can therefore ensure that agricultural

impacts on adjoining residential and other urban uses are minimised, but allow for differing approaches and responsiveness to local circumstances. Examples of such provisions are provided in Section 3.

2.28 For local governments without a planning scheme, a policy<sup>6</sup> should be prepared to detail the mechanisms required when land use and subdivision approvals are being assessed in close proximity to agricultural land.

### **Appropriate Development**

2.29 Minimising the potential for land use conflict can be achieved by limiting those uses regarded as inappropriate in areas of good quality agricultural land and immediately adjoining areas. The planning scheme should therefore aim to limit development in such areas to agricultural uses and other uses required to support agricultural activities. Such uses may include saleyards, grain drying facilities, animal husbandry services, storage for fresh produce, custom machinery operators.

2.30 In buffer areas between farmland and urban development, the planning scheme should aim to limit development to uses that do not detract from the effective operation of the buffer area. Such uses should therefore be compatible with the adjoining agricultural areas and adjacent residential development.

2.31 Examples of compatible uses (depending on the agricultural uses) include farm forestry, plant nurseries, horse trails, walking/cycling tracks, sport fields or other recreational activities. However, if the buffer area is created primarily to reduce conflict from agricultural chemical spray drift, some of these uses may not be compatible. In certain cases of land use conflict, it may be appropriate that minor loss of amenity is tolerated if the intrusion occurs on an infrequent basis without associated health risks.

2.32 In urban areas, the close proximity of any agricultural land should be a major consideration when deciding upon the type and design of development, including the need for buffer areas.

<sup>5</sup> Such an approach involves clearly stated objectives and offers a choice of following prescribed development standards ('acceptable solutions'), or varying those standards in accordance with the objectives and performance criteria:  
**Objectives:** describe the preferred outcomes for development and provide the opportunity for a variety of innovative solutions  
**Performance Criteria:** the means of achieving the objectives—what is to be achieved rather than how this should be done  
**Acceptable solutions:** set out some ways that guarantee the objectives can be met to the desired standards.

<sup>6</sup> Local planning policies under the *Local Government (Planning & Environment) Act 1990* or planning scheme policies under the Integrated Planning Act.

### ***Subdivision of Land***

2.33 SPP 1/92 requires local government to give due consideration to the protection of good quality agricultural land when assessing applications for subdivision.

### ***Residential or Rural Residential Areas***

2.34 Where residential areas have to abut farmland, adequate separation can be achieved through subdivision design (see 2.20 and 2.21 ).

2.35 If the required buffer area is incorporated in large residential allotments, the buffer portion of the lot should be suitably designed and protected through conditions of development approval. These include requiring the provision and maintenance of planted areas in the buffer area, defining building envelopes for the location of houses outside the buffer area, or applying vegetation protection controls. The larger residential lots could be designed in such a manner as to allow redevelopment should the buffer area become redundant.

2.36 If buffer areas are proposed as one component of the public open space contribution, the issues set out in 2.14 above should be considered.

2.37 The ownership and maintenance of buffer areas are discussed in Section 4.

### ***Single Residential Allotments***

2.38 The creation of residential allotments in productive rural areas often fragments farmland and may lead to land use conflict, particularly when the occupants of the new dwelling have no direct connection with the surrounding agricultural activities. Where possible therefore, single residential allotments (such as 'concessional lots' or 'family excisions') should not be located on or adjacent to good quality agricultural land.

2.39 Local governments are encouraged to review and amend any subdivision provisions that permit residential allotments in rural areas to ensure that appropriate buffer areas are required adjacent to good quality agricultural land.

### ***Conditions of Approval***

2.40 Conditions should be set by local governments according to the relevant requirements of the planning legislation to ensure that on going maintenance and effectiveness of the buffer areas are binding upon successors in title.



### 3. Conflict assessment and buffer area design

3.1 Adequate consideration of possible conflict is necessary during development assessment. Development proponents should be required to assess the potential for land use conflict in areas of investigation (see 2.13), or in proximity to good quality agricultural land. This should be done regardless of whether or not the good quality agricultural land is being utilised for agriculture at the time of an application.

3.2 Councils may require reports from suitably qualified consultants to address each element of conflict and accompany an application where:

- the proposed development is within the area of investigation; or
- the planning scheme has not resolved or is silent on the issue of land use conflict; or
- the proposed development is contrary to the planning scheme.

3.3 In investigating the need for appropriate buffer areas, the following steps should be taken:

- Determine the sustainable agricultural land use with the potential of causing most problems for adjacent residential uses and which is reasonably likely to occur on the subject land.
- Identify the elements that may cause conflict and the extent of the conflict. The elements should be quantified, where possible, in terms of frequency and duration of activities to determine the element's impacts.
- Explain how the proponent intends to address each element to achieve acceptable outcomes in terms of residential area design, size of lots, separation widths, tree planting, acoustic barriers etc.
- Propose the means by which the proposed measures will be monitored and maintained. This should include responsibility for implementing and maintaining specific features of the buffer areas to ensure continued effectiveness.

3.4 When assessing development applications, local governments will need to consider the information submitted, and ensure that the mechanisms proposed to ameliorate land use conflict address all elements. The mechanisms must be flexible enough to accommodate possible changes in agricultural practices on the adjacent

land and be able to be implemented through the planning approval process. DNR is available to assist local governments in determining likely agricultural land uses.

3.5 The following provisions are provided for guidance in development assessment and for adoption by local government. Solutions other than those described may be acceptable to councils to meet the performance criteria.

#### Element: Agricultural chemical spray drift

##### Overview

3.6 The off-target movement of agricultural chemicals can be a cause for concern to residents in proximity to farming areas. These concerns are largely based on fears of exposure to agricultural chemicals but also due to detection of odours associated with the chemical (see Appendix 5). It should be noted that the guidelines treat chemical spray drift and odour as separate elements for the design of buffer areas (see section 3.15–3.20).

3.7 A Federal Government working group has conducted a review of agricultural chemical spray drift (CSIRO 1993). It concluded that 'there is insufficient knowledge to settle on a single distance for a buffer zone and that evidence indicates that buffer zones need to be chemical/formulation specific, based on supporting data.'

##### Available information

3.8 Studies at Emerald in 1990–91 concluded that the estimated average seasonal exposure for an adult or child of the five aerially applied insecticides detected did not exceed 0.2% of the World Health Organisation Acceptable Daily Intake. These studies did not measure the distance of measurement points from agricultural areas, but generally were in excess of 300 m from areas of chemical applications. However the perception of risk in the community associated with chemical spray drift persists.

3.9 Research and subsequent modelling has indicated negligible chemical drift at a range 300 m downwind from the release point of a chemical spray application (Spillman 1988). This research suggests a 300 m separation distance downwind of agricultural spraying is an acceptable minimum distance for adoption. It should be noted that the perception of 'negligible drift' may be influenced by the toxicity of the chemicals involved and may pose an unacceptable risk to some members of the community.

Other research and field trials have shown vegetated buffers are effective in capturing up to 80% of pesticide spray drift from an application upwind of a single row of trees (Harden 1992). Several Queensland councils now require vegetated buffers as a condition of development approval at the interface between agricultural and residential land use. Specific design criteria for vegetated buffer elements are presented in Appendix 2. Revegetation or thinning of existing stands of vegetation to the specifications in Appendix 2 may also be appropriate.

#### **Buffer Area Width**

**3.10** From a planning perspective, it is not considered practical to base buffer area dimensions on individual chemicals or formulations. Based on the available research on chemical spray drift, the planning guidelines have adopted a minimum width of 300 m where open ground conditions apply; and a minimum width of 40 m where a vegetated buffer element can be satisfactorily implemented and maintained. These dimensions may vary according to local topographical or climatic conditions or as further knowledge is obtained.

**3.11** Farm management can influence the effectiveness of buffer areas. The advice provided in the planning guidelines in relation to agricultural chemical use assumes farmers and their employees and contractors carry out their activities in accordance with reasonable and practicable measures as set out in the Environmental Code of Practice for Agriculture, and the *Agricultural Chemicals Distribution and Control Act 1966*. The Advisory Standard For the Storage and Use of Chemicals at Rural Workplaces provides additional guidance to persons with obligations under the *Workplace Health and Safety Act 1995*. It should be noted that currently there is no acceptable ambient air standard for agricultural chemical spray drift.

**3.12** It should be noted that the recommended vegetated buffer (which includes multiple rows of trees) will not capture 100% of the chemical spray drift, but may reduce spray drift to less than 1% at a sensitive receptor when managed in terms of porosity, litter build up and noxious weed control to ensure effectiveness.

**3.13** Factors affecting buffer area requirements for reducing agricultural chemical spray drift include:

- chemical composition/formulation e.g. toxicity, evaporation rates;
- method of application/release height e.g. aerial application, airblast mister etc.;
- spray technology e.g. nozzle type, droplet size;
- frequency of application;
- ability of the vegetation to capture spray droplets;
- target structure;
- weather conditions e.g. wind speed and direction, air turbulence, inversions;
- microclimate;
- geographical conditions and barriers e.g. topography.

**3.14** Further information and advice on the use and effects of agricultural chemicals is available from:

Department of Primary Industries Agricultural Standards  
Ph: 07 3239 3936

Department of Training and Industrial Relations  
Division of Workplace Health and Safety  
(Rural Officers) Ph: 1800 177 717

Queensland Farmers Federation (Workplace Health and Safety Officers) Ph: 1800 818 006

Department of Environment district or regional offices



**Element: Agricultural Chemical Spray Drift**

**Objective:** To locate new residential areas so that the impact of agricultural chemical spray drift on amenity and health is avoided and complaints from residents regarding the use of agricultural chemicals is unlikely.

**Performance Criteria**

Residential development to be located or incorporate measures such that chemical spray drift does not adversely affect community public health and safety.

**Acceptable Solutions**

- (i) The separation distance between a sensitive receptor and agricultural land is a minimum of 300 m.
- or:
- (ii) A vegetated buffer designed by a consultant acceptable to council and incorporating the criteria shown in Appendix 2 is located between the sensitive receptor and adjacent agricultural land. The vegetated buffer should:
- be provided with a suitable watering system;
  - include access strips on either side which are kept clear of vegetation and other flammable materials;
  - be of a height, density and width (40 m min) acceptable to council prior to the development of residential areas within 300 m of the agricultural land.
- or
- (iii) Other measures which meet the performance criteria and which are acceptable to council.

**Element: Odour**

**Overview**

**3.15** Odour in rural areas can arise from use of agricultural chemical sprays, fertilisers (inorganic and organic), effluent disposal and intensive livestock (e.g. feedlots, piggeries and poultry farms) and composting plants. Such detrimental odours can impact on residential amenity and have the potential to affect public health.

**3.16** Odour is often a major factor in many complaints about off-site chemical spray drift where there is sometimes no objective evidence of toxic exposure. Some agricultural chemicals contain ‘markers’ (strong odours) to allow easy identification and these markers or mixing agents are sometimes detected at a distance from the target area and cause concern even though in some circumstances extremely low levels of the active ingredients may be present. Residents’ association of the odour with the chemical is sufficient to raise fears of exposure (see Appendix 5).

**3.17** Factors affecting complaints from odour are influenced by the frequency, intensity, duration and offensiveness of the odour. An objectionable odour may be tolerated if it occurs infrequently at a high intensity, however a similar odour may not be tolerated at lower levels if it persists for a longer duration.

**Available information**

**3.18** Odour can be emitted from a variety of sources and dispersed by the atmosphere. Ground level concentrations of odour have been reported as being inversely related to wind speed and atmospheric conditions, i.e. the lower the wind speed and the more stable the conditions, the higher the concentration. The subjective nature of conflict resulting from exposure to odour makes the determination of design goals difficult (Holmes et al. 1996).

**3.19** Industry-specific guidelines have been developed to determine suitable separation distances to deal with odour for feedlots, piggeries and poultry farms. Factors influencing the separation distance required include the number of livestock, site factors and levels of management. The siting of such industry and other development should be carefully considered in areas with poor dispersion conditions e.g. valleys. The buffer area between a proposed residential development and existing or approved intensive livestock facilities or composting facilities should

conform with standards specified in the relevant industry specific guidelines. The separation distance will be determined by consideration of the licence conditions applying to individual facilities set by DPI, DoE and/or local government.

**3.20** While detection of odours may be instantaneous, often several hours are needed to confirm the presence and source of such odours. Odours from intermittent sources, such as chemical applications in rural areas, may only reach nuisance levels when exposure at a sensitive receptor exceeds a duration threshold. This is supported by research conducted by Holmes et al. (1996) who nominate 1% of time as an appropriate threshold.

**Odour Duration Threshold**

**3.21** For the purpose of the planning guidelines and the design of effective buffer areas, the following odour duration threshold has been adopted:

- Odour from intermittent agricultural activities (e.g. fertiliser spreading, effluent disposal or chemical spraying) should not exceed nuisance levels outside any affected sensitive receptor for greater than 1% of the time (or 88 hrs/yr).

**3.22** The duration threshold allows for some detectable odour levels provided they occur for less than 88 hrs/year. For the purposes of the planning guidelines, the following formula can be used to determine the potential time of odour impact upon a sensitive receptor:

$$t = n \times o$$

where:

- t = potential hours of nuisance level odour per year
- n = number of cropped hectares within 500 m of the receptor (40 ha max)
- o = hours of operation per hectare per year of odour producing activity (a...z) (see tables in Appendix 4)

If the time ‘t’ is greater than 88 hrs/year then the design goal has been exceeded and a buffer area may be required.

**Buffer Area Width**

**3.23** Information on odours from poultry farms (DoE, 1994) indicate that 500 m would be an acceptable separation distance for odour mitigation should the duration threshold be exceeded.

3.24 Applicants who wish to propose alternative odour reduction measures should consider the following factors that influence odour dispersion:

- atmospheric stability wind speed and direction;
- terrain/topography and drainage flows;
- vegetation density;
- impact location;
- odour source, e.g. composting, chemical formulation, effluent disposal etc.

3.25 Information on odours associated with some agricultural chemicals is provided in Appendix 5. Additional advice should be sought from agricultural chemical suppliers, AVCARE and other sources to determine the nature and odours likely to be encountered in particular instances.

**Element: Odour from agricultural activities**

**Objective:** To locate new residential areas so that the impact of odour generated by agricultural activities on residential areas is minimised.

**Performance Criteria**

Residential development to be located or incorporate measures to minimise the impact of odour in excess of the duration threshold generated by intermittent agricultural activities at dwellings within the development.

**Acceptable Solutions**

- (i) The separation distance between a sensitive receptor and agricultural land is a minimum of 500 m.  
or:
- (ii) A buffer area design based on a report consistent with the draft EPP (Air) from a qualified consultant acceptable to council detailing relevant factors and verifying that odour design goals in the EPP (Air) will be met at sensitive receptors within the development.  
or:
- (iii) Other measures which meet the performance criteria and which are acceptable to council.



**Element: Noise**

**Overview**

3.26 There are four types of noise associated with agricultural activity which may lead to land use conflict. These are the noises associated with intensive livestock facilities, aircraft activities, constant or long-term noise, (e.g. pumps or refrigeration plants), and intermittent noise from tractors and other machinery.

3.27 The draft EPP (Noise) and associated guidelines allows agricultural practices to generate noise provided the activity is in accordance with reasonable and practicable industry measures as described in the Environmental Code of Practice for Agriculture and other industry specific guidelines. Under the code, it is not a breach of the general environmental duty of care if noise is generated in circumstances where it can be shown that the activity is not frequent or that there are no practicable alternatives.

3.28 The Code of Practice and other industry specific guidelines, further advises that rural industry practices should seek to avoid causing excessive noise at night-time (10 p.m.–6 a.m.) which may affect residential areas. Modification of farm machinery and management practices may reduce noise levels, but there will be instances when the generation of noise due to agricultural practices is unavoidable and may result in conflicts between land uses. Planning may also reduce conflict arising from noise by requiring appropriate buffer areas.

3.29 Many noisy activities associated with agriculture are intermittent and may only affect a particular adjacent residence for a few hours several times a year. For example, small cropping on a two crop per year basis for potatoes generally requires approximately 25 hours of machinery activity per hectare per year; sugar cane production requires less than 5 hours machinery activity per hectare per year.

**Noise Level and Duration Thresholds**

3.30 For the purpose of the planning guidelines the following noise levels and cumulative time thresholds have been adopted to determine whether noise is likely to be excessive outside a noise-sensitive receptor. The noise source is classed as intermittent if the specified noise level in the following table is exceeded for a cumulative total of 10 hours per year. If this cumulative time threshold is not exceeded, the noise source is considered not sufficient to require a buffer area. The noise source is classed as long term if the specified

noise level in the following table is exceeded for a cumulative total of 50 hours per year. Furthermore, stricter design goals are applied to night time operations between 10 p.m. and 6 a.m.

**Table 1. Noise design goals**

	<b>Intermittent</b> >10 hrs/yr	<b>Long term</b> >50 hrs/yr
Day-time 6 a.m.–10 p.m.	75 dB(A) (L <sub>Amax,T</sub> )	60 dB(A) (L <sub>Amax,T</sub> )
Night-time 10 p.m.–6 a.m.	55 dB(A) (L <sub>Amax,T</sub> )	45 dB(A) (L <sub>Amax,T</sub> )

3.31 The following formulae outline the steps for calculating cumulative hours of noise which exceed the design goals per year from agricultural activities. The formula for deriving hours per year of excessive noise from intermittent day-time activities is as follows:

$$x = \sum \{ (c \times f \times h) \times (\pi \times d^2 / 2) \}$$

where:

- x = hours/year when noise exceeds 75 dB(A) (L<sub>Amax,T</sub>)<sup>7</sup> c
- = crops per year
- f = frequency of activity (a...z) per crop
- h = hours of noise per hectare for activity (a...z)
- d = 10 / ((N-60.47)/16.6) where
- N = noise measured as L<sub>Amax,T</sub> at 7.5 m for activity (a...z)

**NB: For long-term day-time activity, use**

$$d = 10 / ((N-45.47)/16.6)$$

The formula for deriving hours per year of excessive noise from intermittent night-time activities is as follows:

$$y = \sum (c \times f \times h \times n)$$

where:

- y = hours/yr when noise exceeds 55 dB (A)(L<sub>Amax,T</sub>)<sup>7</sup>
- c = crops per year
- f = frequency of night-time activity (a...z) per crop
- n = hours of activity per night (prior to 6am) when noise levels exceed 55dB(A) (L<sub>Amax,T</sub>)

<sup>7</sup> L<sub>Amax,T</sub> is the average maximum A-weighted sound pressure level in a specified time interval or event.

### **Buffer Area Width**

3.32 In cases where the duration thresholds are likely to be exceeded, the planning guidelines use the noise design goals in Table 1 for determining effective separation distances. Minimum separation distances have been determined on the basis of noise attenuation rates of 5 dB(A) for each doubling of distance from the noise source. This attenuation rate assumes open ground conditions. The existence of natural barriers, broken topography or other features would increase attenuation and affect the separation distance required. A standard noise source of 90 dB(A) ( $L_{Amax,T}$ ), measured at 7.5 m from the source has been used. For example a day-time noise level attenuates to 75 dB(A) ( $L_{Amax,T}$ ) by a distance of 60 m from the source. A night-time noise level attenuates to 55 dB(A) ( $L_{Amax,T}$ ) by a distance of 1000 m from the source. These distances have been adopted in the planning guidelines as the minimum buffer width for intermittent day and night-time activities that occur more than 10 hrs/yr but less than 50 hrs/yr.

3.33 If a noise source operating at 90 dB(A) ( $L_{Amax,T}$ ) were to exceed the noise design goals for >50 hrs/yr, a distance of 500 m to attenuate the noise level to 60 dB(A) ( $L_{Amax,T}$ ) for day-time noise, would be required. Night-time noise at this level may exceed 45 dB(A) ( $L_{Amax,T}$ ) up to 4 km away. Such noise occurrence between 10 p.m.–6 a.m. is likely to be considered intrusive and therefore unreasonable. In circumstances where there are existing long term noise sources close to a proposed residential development, the proponent may consider funding measures such as machinery enclosures, mufflers, noise barriers and /or house design elements such as double glazing to complement subdivision layout and design measures to meet the performance criteria.

3.34 Appendixes 3 and 4 provide technical data on noise issues and worked examples of using these formulae to determine whether noise duration thresholds have been exceeded.

3.35 Applicants who wish to propose alternative noise reduction measures should determine noise levels at specific representative sites and demonstrate that the noise design goals for residential areas as set out in the draft EPP (Noise) and associated guidelines are not exceeded.

3.36 Factors affecting noise from agricultural activities which should be considered in designing buffer areas include:

- type of engine (diesel or petrol; 2- or 4-stroke);
- number of cylinders;
- cooling system (air or liquid);
- load;
- timing, frequency and duration of operations;
- geographical conditions and barriers e.g. topography and inversions;
- weather conditions e.g. wind speed and direction;
- typical industry machinery and practices.

3.37 It should be noted that while noise barriers can reduce noise by 10–16 dB(A) they may prove costly and have long term maintenance implications. Earth mounds to control noise must be carefully engineered to ensure minimum impacts on natural drainage patterns or the effectiveness of vegetated buffers. Noise attenuation devices may reduce the minimum separation distance for 90 dB(A) ( $L_{Amax,T}$ ) intermittent day-time activities from 60 m to 15 m and for intermittent night-time activities from 1000 m to 250 m using a 10 dB(A) reduction as a guide.

### **Aircraft Noise**

3.38 In areas of aerial spraying, the separation distance between the development and agricultural land must be a minimum of 100 m to comply with Air Navigation Order 20.21. This distance is based on operational safety and noise considerations.



<b>Element: Noise from agricultural activities</b>	
<b>Objective:</b> To locate new residential areas so that noise from agricultural activities is attenuated to safeguard amenity in noise sensitive places.	
<b>Performance Criteria</b>	<b>Acceptable Solutions</b>
a) Residential development to be located or incorporate designs to minimise the impact of noise in excess of the duration threshold from <b>day-time</b> agricultural activities at dwelling within the development.	a) (i) The separation distance between the sensitive receptor and agricultural land is a minimum of 60 m for intermittent noise and 500 m for long-term noise.  or: (ii) A buffer width and design based on a report from a qualified acoustic consultant acceptable to council detailing relevant factors and verifying that noise design goals consistent with the draft EPP (Noise) will be met at sensitive receptors within the development.  or: (iii) Other measures which meet the performance criteria and which are acceptable to council.
b) Residential development to be located or incorporate designs to minimise the impact of noise in excess of the duration threshold from <b>night-time</b> agricultural activities at dwellings within the development.	b) (i) The separation distance between the sensitive receptor and agricultural land is a minimum of 1000 m.  or: (ii) A buffer width and design based on a report from a qualified acoustic consultant acceptable to council detailing relevant factors and verifying that noise design goals consistent with the draft EPP (Noise) will be met at sensitive receptors within the development.  or: (iii) Other measures which meet the performance criteria and which are acceptable to council.
c) In areas of <b>aerial</b> agricultural activity, development should be located to minimise noise from aircraft.	c) The separation distance between the sensitive receptor and agricultural land to be a minimum of 100 m to comply with Air Navigation Order 20.21 which prohibits air craft flying closer than 100 m to a private dwelling.

**Element: Dust, Smoke and Ash**

**Overview**

3.39 Some agricultural activities including cultivation prior to planting, tractor and transport movements, cane fires and harvesting can generate dust, smoke and ash.

3.40 Contemporary farming practices incorporate measures to minimise loss of soil, but at times it is necessary to leave land unplanted for extended periods, which can lead to the movement of dust. Local conditions, including wind strength and direction, rainfall, humidity and ambient temperatures, soil type, vegetative cover and type of on site activity determine the extent of the nuisance.

3.41 The Environmental Audit of the Queensland Cane Growing Industry identifies cane fires as a source of smoke and ash nuisance for residents adjacent to farms but the continuing adoption of green cane harvesting will help to reduce the impacts from cane fires.

**Buffer Area Design**

3.42 In the absence of quantitative research data, the planning guidelines recommend a separation distance of 150 m where dust, smoke or ash from agricultural activities have been identified as a potential nuisance. In most cases, a vegetated buffer designed to capture chemical spray drift (*see Appendix 2*) will also be effective in reducing conflict resulting from dust, smoke and ash.

**Element: Dust, smoke and ash from agricultural activities**

**Objective:** To locate new residential areas so that the impact of dust, smoke and ash generated by agricultural activities on residential areas is minimised.

**Performance Criteria**

Residential development to be located or incorporate measures to minimise the impact of dust, smoke and ash generated by agricultural activities.

**Acceptable Solutions**

- (i) The separation distance between the sensitive receptor and agricultural land is a minimum of 150 m.

or:

- (ii) A vegetated buffer designed by a consultant acceptable to council is located between the sensitive receptor and adjacent agricultural land. The vegetated buffer should:
  - be provided with a suitable watering system;
  - include access strips on either side which are kept clear of vegetation and other flammable materials;
  - be of a height, density and width (40 metres min) acceptable to council prior to the development of residential areas within 150 m of the agricultural land.

or:

- (iii) • Other measures which meet the performance criteria and which are acceptable to council.

**Element: Sediment and stormwater run-off**

**Overview**

3.43 Residential development affects land surface characteristics and the hydrological balance, with the impacts often occurring on farmland located lower in the landscape. The increase of impermeable surfaces and changes to drainage patterns can accelerate soil erosion, siltation and sedimentation; and increase the risk of flooding. Techniques to alleviate conflict due to downstream effects of residential development include suitable erosion, sediment and stormwater control during the construction and operational stages of a development.

3.44 Soil erosion can be a major problem due to the highly dispersive and unstable nature of many soils in

Queensland. Proper subdivision and infrastructure design to minimise soil movement and silt loads entering drainage lines should be implemented. Temporary sediment control works should be constructed on sloping ground or near drainage lines during construction.

**Buffer Area Design**

3.45 Options available for council can include provisions for an erosion control plan for the construction and operation phases of the development, and management of stormwater run-off. Buffer areas can also be designed to utilise techniques such as water spreading and water diversion to reduce conflicts from stormwater run-off between residential development and adjacent farmland. Ongoing maintenance and enforcement must be identified and incorporated into conditions of approval.

**Element: Sediment and stormwater run-off from residential development**

Objective: To design new residential areas so that the impact of run-off and sediment from residential development areas on agricultural land is minimised.

**Performance Criteria**

Residential development to be located or incorporate measures to minimise the impact of sediment and storm water run-off on agricultural enterprises.

**Acceptable Solutions**

- (i) Residential development proposals to include the following:
  - an erosion control plan for the construction and operation phases of the development which meets the standards set out in the Guidelines for Soils Erosion and Sediment Control for Construction Sites (1996);
  - stormwater run-off from all hard surfaces (including roads, roofs, driveways etc.) to be carried to stable waterways;
  - measures such as water spreading and water diversion implemented within the buffer area.

or:

- (ii) Other measures which meet the performance criteria and which are acceptable to council.



**Summary of Buffer Area Design Criteria**

3.47 The design and adoption of a buffer area for a particular development proposal will reflect an analysis of all the elements likely to cause conflict and the final buffer area and component elements should reflect the

most intrusive element. Table 2 gives an overall summary of each element’s duration threshold and design criteria for acceptable solutions. See also Appendix 6 for examples of effective buffer areas.

**Table 2. Summary of buffer area design criteria**

	Duration threshold	Min. default distance (m)	Min. design distance with buffer element(m)
Chemical spray drift	None	300	40
Intermittent odour	>88 hrs/yr	500	500*
Intermittent noise**	>10 hrs/yr<50 hrs/yr	60 (d)	15 (d)
		1000 (n)	250 (n)
Long term noise **	>50 hrs/yr	500 (d)	120 (d)
		1000# (n)	1000# (n)
Dust, smoke and ash	None	150	40

\* Minimum design distance for an odour buffer area may be reduced on consideration of site factors and nature of odour

\*\* Based on source noise level of 90 dB(A) (L<sub>Amax,T</sub>) at 7.5 m

d = Noise occurring in day-time (6 a.m.–10 p.m.)

n = Noise occurring in night-time (10 p.m.–6 a.m.)

# = Long-term noise occurring between 10 p.m.–6 a.m. is likely to be considered intrusive and therefore unreasonable. Such noise sources may be ameliorated by a combination of enclosing or muffling the source of the noise, by provision of a buffer area and attention to residential design.

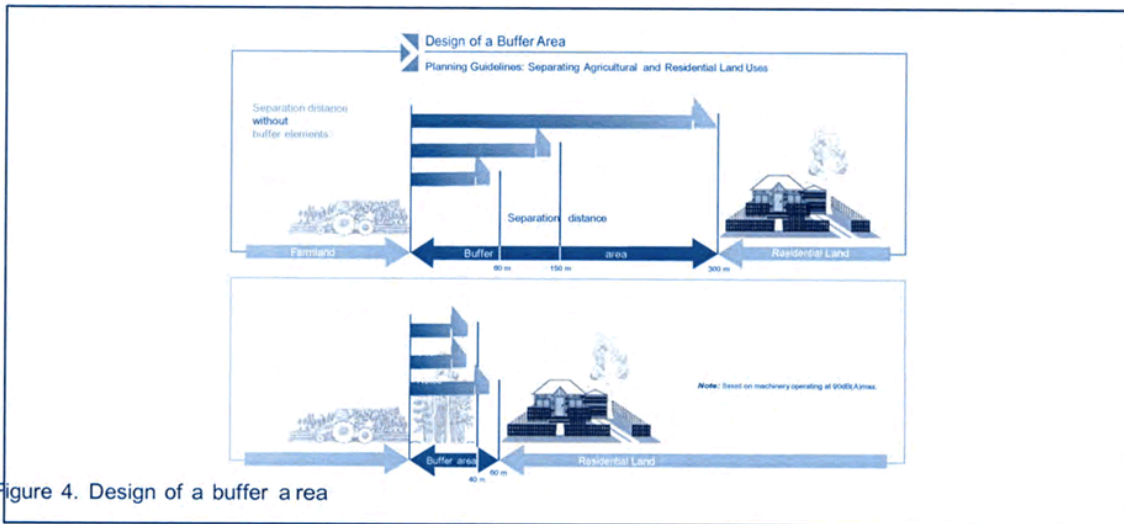


Figure 4. Design of a buffer area

## 4. Ownership and Maintenance of Buffer Areas

### Ownership

4.1 Ownership and tenure may vary depending on the circumstances, and can be mixed over the area. For example, council parks, State land (e.g. roads), leasehold land, freehold land and easements may combine to form a continuous buffer area. An area designated as a 'buffer area' does not need to change tenure. However it should be managed in ways that reduce conflict between land uses.

### Private land—single tenure

4.2 Private land refers to freehold and leasehold land. A buffer area on privately-owned land can be created through:

- planning controls such as building envelopes and other reasonable and relevant conditions attached to a development approval;
- Vegetation Protection Orders or other tree clearing controls to protect vegetation where existing vegetation is contributing to an effective buffer area;
- voluntary provision of a buffer area by the rural landholder when initiating an intensification of rural land use.

4.3 The owner will retain the rights to use the land forming the buffer area, subject to the controls and agreements put in place at the time of creation of the buffer area. Vegetation protection orders may need to be revoked if the separation area becomes redundant.

4.4 Where the buffer area is provided voluntarily by the rural land holder on rural land, it should remain in private ownership and may support productive rural uses which will not affect residential amenity, for example grazed pasture or farm forestry. Where the buffer area consists of natural vegetation with conservation values, the landholder may enter a voluntary agreement under the *Nature Conservation Act 1992* to create a nature refuge.

### Private land—joint tenure

4.5 Common property areas of land which are often included as part of a community title form of development, may be used as a buffer area where the location is suitable. The land use and management must be consistent with the reduction of land use conflict.

4.6 The common property to be incorporated as the buffer area would be owned by the members of the joint tenure arrangement, usually the body corporate.

### Public land

4.7 Buffer areas in public ownership will usually be under the control of local governments but may also include land under the control of State instrumentalities such as the Main Roads Department, Transport Department or Department of Natural Resources. Depending on the circumstances, parks, public open space, road and drainage reserves may be used as buffer areas. The permitted uses of the area may need to be varied if it is to function as a buffer area.

### Maintenance

4.8 As a general rule, buffer areas should be properly designed to avoid special maintenance requirements whilst achieving their maximum desired effect of separating conflicting land uses. However, it will be necessary to ensure ongoing maintenance of buffer areas, including replanting, thinning, management for fire protection, herbicide damage, noxious weeds, feral animals, litter build-up etc. so that the buffer areas continue to be effective in reducing conflict. Vegetated buffers may require ongoing attention to maintain a porosity of 0.5 with suitable lower and upper storey vegetation to ensure their effectiveness in capturing spray drift.

4.9 Vegetated buffers may serve as components of wildlife corridors and improve opportunities for conserving wildlife habitat. Expert advice on effective wildlife corridors should be obtained from the Department of Environment. Where natural vegetation is used as a buffer element, management should meet objectives of both nature conservation and buffer performance. Where nature conservation objectives preclude thinning to achieve porosity specifications, an increased buffer width may be necessary.



**4.10** To achieve effective management, clear responsibilities for maintenance should be determined before the buffer areas are implemented.

Responsibilities for maintenance will be largely determined by ownership. If in public ownership, local government and other agencies would be responsible for overseeing maintenance in conjunction with their usual town planning/health inspection and parks/gardens operations. In general, maintenance of buffer areas in private ownership will be the responsibility of the proprietor, as controlled by development conditions, local laws, or environmental protection agreements. The recommended mechanism is through planning conditions imposed on a development approval. These conditions attach to the land and are binding on successors in title. The necessary controls to ensure this maintenance is carried out must be in place at the time the buffer area is created.

**4.11** Under joint tenure arrangements, the body corporate is responsible for the maintenance of the common area which would include the roads and any dams or buildings which exist on the common area. Control of fire, noxious weeds and feral animals should be the responsibility of the body corporate, as outlined in the body corporate management plan. This would need to be presented to the local government for approval at the time of the development application.

## 5. Dealing with Existing Conflicts

5.1 It should be noted that while this section does not deal with planning issues, it has been included for the benefit of councils and their local communities.

5.2 Where the opportunity to implement buffer areas is limited due to existing patterns of development, other options to reduce conflict can be explored. Mechanisms should aim to minimise conflict while not restricting existing legitimate farming operations.

### Mediation and Negotiation

5.3 Many disputes arise as a result of a lack of information and understanding of why certain practices are carried out, or their effects on nearby residents. Councils should bring the conflicting parties together to discuss their concerns and focus on finding solutions. Often parties in dispute can reach agreement amongst themselves when given the opportunity.

5.4 The Department of Justice provides an alternative dispute resolution mechanism for the resolution of community disputes. It is a free, confidential mediation service that can be accessed from anywhere within the State via a toll free number. The department handles a wide range of disputes and issues. Disputes handled to date have involved neighbours on issues such as trees, boundaries, children and noise, and public issues disputes involving government departments, residents groups, conservation groups, industry representatives etc. The use of this mediation service does not limit an individual's right to use other legal avenues. This service can be reached by telephoning 1800 017 288.

5.5 The National Disputes Centre also offers a mediation service for conflict resolution, and can be reached by telephoning 029 223 1044.

### Source Controls and Agricultural Practices

5.6 With the implementation of the EP Act, all persons now have a general duty of care to protect the environment. Rural producers are required to adopt reasonable and practicable measures to avoid environmental harm. These measures are set out in the Environmental Code of Practice for Agriculture. This may mean that some primary producers may need to modify some current practices to comply with the code.

5.7 Local governments will be responsible for administering sections of the EP Act. In some situations, councils may have no alternative other than to impose appropriate source controls on offending activities. An example of this may be that a farmer needs to operate a stationary pump adjacent to residences, for extended periods. In this case a cover, mounding or muffler that reduces the noise emitted by the pump to EPP Noise Design Goals would be required. Farmers can modify their practices or voluntarily forego agricultural production adjacent to residential areas to reduce conflict. Residential land holders may also choose to voluntarily forego the use of land adjacent to agricultural land for a buffer area to reduce conflict.

### Education

5.8 Persons intending to live in or adjacent to an agricultural production area need to be fully informed of the likely agricultural practices that may impact on their residential amenity before they settle in such an area.

5.9 Local governments and primary industry bodies can play a role in the education process. Councils can include a 'Notice to Intending Purchasers' (see Figure 5) when providing information to persons conducting conveyancing searches. Figure 5 provides an example of such a notice. This could be combined with media releases and other methods of disseminating information to inform people from non-agricultural backgrounds. Government departments can also assist. The Department of Primary Industries produces farmer publications (Farmnotes, Guidelines for producers etc.) that can aid in educating the public; and the Department of Natural Resources provides advice on sustainable land management practices.

(EXAMPLE ONLY)

**NOTICE**

**TO PURCHASERS OF LAND IN RURAL AREAS IN (...) SHIRE**

(...) Shire Council supports the right of persons in rural areas to carry out agricultural production using reasonable and practicable measures to avoid environmental harm. An Environmental Code of Practice for Agriculture has been prepared under the *Environmental Protection Act 1995* and provides guidance on reasonable and practicable measures.

Intending purchasers are advised that agricultural production practised in accordance with the Code of Practice may include some of the following activities and some activities may have implications for occupiers of adjacent land :

- Logging and milling of timber
- Dairies
- Intensive livestock production (feedlots, piggeries and poultry farms)
- Vegetation clearing
- Cultivation and harvesting
- Bushfire hazard reduction burning
- Construction of firebreaks
- Construction of dams, drains and contour banks
- Fencing
- Use of agricultural machinery (tractors, chainsaws, motor bikes etc.)
- Pumping and irrigation
- Pesticide spraying
- Aerial spraying
- Animal husbandry practices
- Droving livestock on roads
- Silage production
- Construction of access roads and tracks
- Slashing and mowing vegetation
- Planting of wood lots

Intending purchasers of land in rural areas may have difficulty with some of these activities or the impact of these activities when they are being carried out on land near their proposed purchase. If so, they should seek independent advice and consider their position.

This notice is not intended to affect the rights of individuals to take action under the common law or legislation (including the *Health Act 1937*, *Environmental Protection Act 1994*, *Agricultural Chemical Distribution Control Act 1966* or the *Work Place Health and Safety Act 1995*).

This notice is provided for information purposes only.

Figure 5. Sample notice to intending purchasers



## 6. Roles

### **Proponents/Consultants**

- Submit planning applications to local government.
- Provide accurate information which addresses each element of conflict and submit, a residential design which minimises land use conflict.
- Determine the sustainable agricultural land use with the potential for causing most problems for adjacent residential uses and which is reasonably likely to occur adjacent to the subject land.
- Identify the elements that may cause conflict and the extent of the conflict. The elements should be quantified where possible in terms of frequency and duration of activities to determine the element's impacts.
- Explain how the proponent intends to address each element to achieve acceptable outcomes in terms of residential area design, size of lots, separation distances, tree planting acoustic barriers etc.
- Propose the means by which the proposed measures will be implemented, monitored and maintained to ensure continued effectiveness.

### **Local Government**

- Prepare strategic plans indicating areas of good quality agricultural land, investigation areas (areas of potential conflict), policies for the protection of such areas; and the avoidance of land use conflict.
- Provide applicants with detailed information as set out in *Planning Guidelines: Separating Agricultural and Residential Land Uses*.
- Determine applications, based on independent advice if necessary, and set appropriate conditions.
- Supply site data from planning applications to DNR and/or DoE (if advice from these agencies is required).

### **Department of Natural Resources**

- Provide advice to local government and comment on available broad-scale land resource information for strategic planning.
- Define what constitutes good quality agricultural land within a local government area.

- Assist consultants and local government staff in the interpretation of the elements of land use conflict in rural areas.
- Assist local governments in checking submitted information, if required, and ensure appropriate standards are met.
- Provide advice to DLGP relevant to the implementation of State Planning Policy 1/92.

### **Department of Local Government and Planning**

- Review planning schemes and amendments (rezonings) submitted by local governments.
- Provide policy guidance to local governments.

### **Department of Environment**

- Set standards and provide advice on noise and air quality under the *Environmental Protection Act 1994*.
- Assist local governments in checking submitted information, if required, and ensure appropriate standards are met.
- Provide advice to DLGP and/or DNR relevant to the implementation of State Planning Policy 1/92.

### **Department of Primary Industries**

- Assist local governments in checking submitted information, if required, and ensure appropriate standards are met.
- Provide relevant information on licence conditions for approved intensive animal production facilities to local government.
- Provide advice to DLGP and/or DNR relevant to the implementation of State Planning Policy 1/92.
- Provide advice on the most suitable agricultural land use for an area

### **Agricultural Producers**

- Carry out agricultural practices in accordance with the Environmental Code of Practice for Agriculture and relevant industry guidelines.

### **Residents**

- Understand agricultural workplace practices.
- Maintain buffer areas and buffer elements located on private land.

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**APPENDIX 1: Existing controls**

<i>Issue</i>	<i>legislation/regulations</i>	<i>Guidelines/</i>	<i>Contact Codes of Practice</i>
Agricultural Chemicals	<ul style="list-style-type: none"> <li>• Agricultural Chemicals Distribution and Control Act, 1966</li> <li>• Chemical Use (Agricultural and Veterinary) Act, 1988</li> </ul>	Environmental Code of Practice for Agriculture	Department of Primary Industries*
Aircraft	Civil Aviation Order 20.21	Civil Aviation Authority	
Air Quality	<ul style="list-style-type: none"> <li>• Environmental Protection Act, 1994</li> <li>• EPP (Air)</li> </ul>	Environmental Code of Practice for Agriculture	Department of Environment**
Environmental Health	Health Act		Department of Health
Feedlots	Stock Act, 1989	Guidelines for the Establishment and Operation of Cattle Feedlots	Department of Primary Industries*
Fire	Qld Fire Services Act, 1990	Qld Fire Service	
Noise	<ul style="list-style-type: none"> <li>• Environmental Protection Act, 1994</li> <li>• EPP (Noise)</li> </ul>	Environmental Code of Practice for Agriculture	<ul style="list-style-type: none"> <li>• Department of Environment**</li> <li>• Local governments</li> </ul>
Piggeries		Draft Environmental Code of Practice for Piggeries in Qld	• QPPO, Department of Primary Industries*
Poultry Farms		Guidelines for Poultry Farming in Queensland	Department of Primary Industries*
Water Quality	<ul style="list-style-type: none"> <li>• Environmental Protection Act, 1994</li> <li>• EPP (Water)</li> </ul>	Environmental Code of Practice for Agriculture	<ul style="list-style-type: none"> <li>• Department of Environment**</li> <li>• Local governments</li> </ul>
Waterways	Water Resources Act, 1989	Water Quality Council of Queensland Guidelines	<ul style="list-style-type: none"> <li>• Department of Natural Resources***</li> <li>• Local governments</li> </ul>
Work Practices	Workplace Health and Safety Act, 1995	Advisory standards for: <ul style="list-style-type: none"> <li>• Storage and Use of Chemicals at Rural</li> <li>• Use of Rural Plant at a Rural Workplace</li> </ul>	Department of Training and Industrial Relations

\* Contact local offices of the Department of Primary Industries listed in local telephone directories.

\*\* Contact district or regional offices of the Department of Environment listed in local telephone directories.

\*\*\* Contact district offices of the Department of Natural Resources listed in local telephone directories.

## APPENDIX 2: Vegetated buffer element design

While buffer areas of 300 m width are recommended for forward planning between residential and agricultural areas, ‘vegetated buffers’ can offer an alternative to this separation requirement. Research into the behaviour of pesticide spray drift has shown that vegetation screens can prove effective barriers to spray drift where they meet the following criteria:

- are of a minimum total width of 40 m;
- contain random plantings of a variety of tree and shrub species of differing growth habits, at spacings of 4–5 m for a minimum width of 20 m;
- include species with long, thin and rough foliage which facilitates the more efficient capture of spray droplets;
- provide a permeable barrier which allows air to pass through the buffer. A porosity of 0.5 is acceptable (approximately 50% of the screen should be air space);
- foliage is from the base to the crown;
- include species which are fast growing and hardy;
- have a mature tree height 1.5 times the spray release height or target vegetation height, whichever is higher;

- have mature height and width dimensions which do not detrimentally impact upon adjacent cropped land;
- include an area of at least 10 m clear of vegetation or other flammable material to either side of the vegetated area;

Vegetated buffers have other advantages in that they:

- create habitat and corridors for wildlife;
- increase the biological diversity of an area, thus assisting in pest control;
- favourably influence the microclimate;
- are aesthetically pleasing;
- provide opportunities for recreational uses;
- contribute to the reduction of noise and dust impacts.

Applications for development, where vegetated buffers are proposed, should include a landscape plan indicating the extent of the buffer, the location and spacing of proposed and existing trees and shrubs and a list of tree and shrub species to be planted. The application should also contain details concerning proposed ownership of the vegetated buffer and the means by which the buffer is to be maintained. Information on appropriate vegetation species is available in the publication *Trees and Shrubs* or from DNR forestry extension officers.

*Based on research by Centre of Pesticide Application and Safety, University of Queensland, Gatton College.*

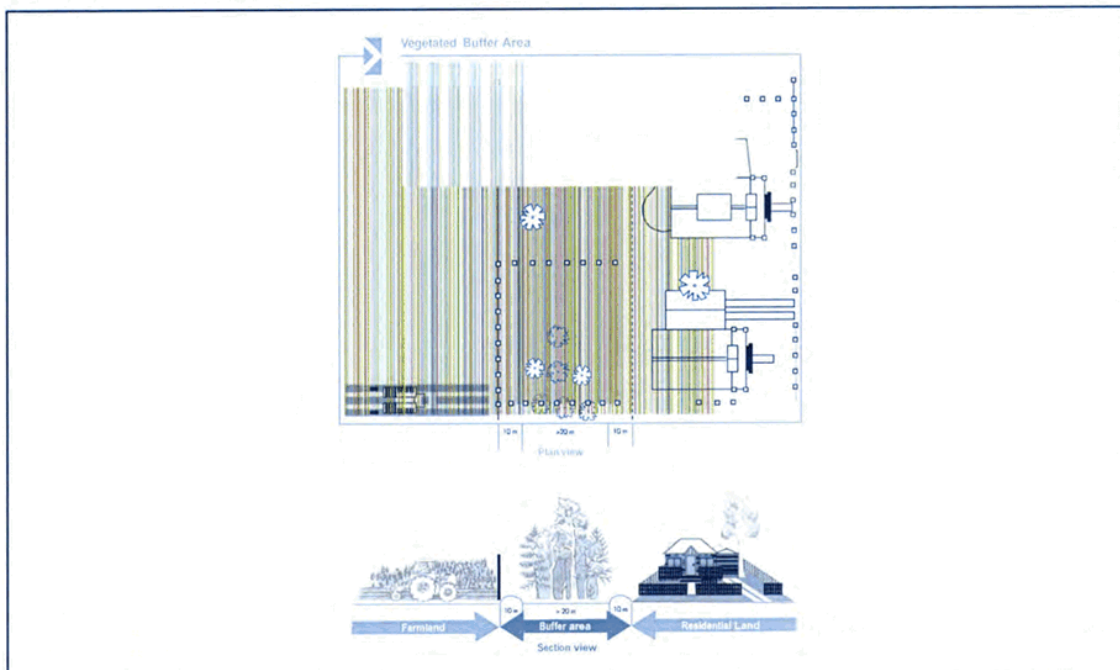
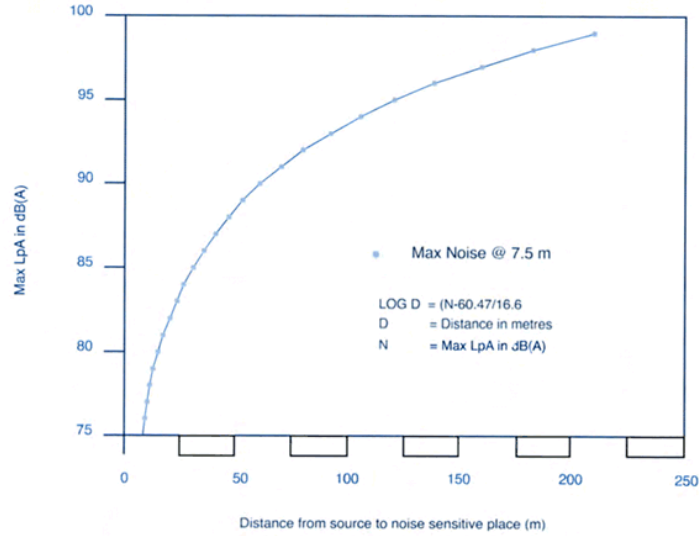


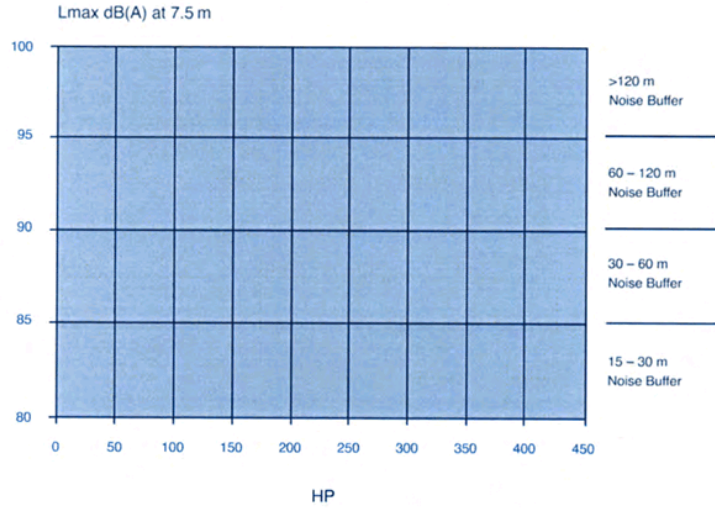
Figure 6. Vegetated buffer element

**APPENDIX 3: Noise levels and separation distances**

*Noise levels and separation distance required to reduce noise levels to 75 dB(A)(L<sub>Amax,T</sub>)*



**Tractor HP and Noise Levels**



Source: Leviticus and Morgan (1993)



### APPENDIX 4: Examples and formulae for duration thresholds

The following formula and examples demonstrate the duration thresholds of intermittent noise generating activities by crop type. For day-time activities the formula for determining the number of hours of noise from agricultural activities per year is:

$$x = \sum\{(c \times f \times h) \times (\pi \times d^2 / 2)\}$$

where:

x = hours/year when noise exceeds 75 dB(A) (L<sub>Amax,T</sub>)

c = crops per year

f = frequency of activity (a...z) per crop

h = hours of noise per hectare for activity (a...z)

d = 10[(N-60.47)/16.6]

N = noise measured as (L<sub>Amax,T</sub>) at 7.5 m for activity (a...z)

The results indicate that of all crops tested, tomatoes (25 hrs) and beetroot (15 hrs) have more than 10 hours of day-time activity per year when noise will exceed 75 dB(A) (L<sub>Amax,T</sub>). The other crops conform with the duration threshold for noise which allows for up to 10 hours of day time activity per hectare per year. The separation distance required would be 69 m.

For night-time activities the formula is:

$$y = \sum(c \times f \times n)$$

where:

y = hours/yr when noise exceeds 55 dB(A) (L<sub>Amax,T</sub>)

c = crops per year

f = frequency of night-time activity (a...z) per crop

n = hours of activity per night (prior to 6 a.m.) when noise levels exceed 55dB(A) (L<sub>Amax,T</sub>)

The results indicate that while some crops do not require any night-time activities, beetroot (12 hrs), avocado (28 hrs), potatoes (32 hrs), tomatoes (96 hrs) and lucerne (48 hrs) require nighttime activities which exceed 10 hr/year when noise will exceed 55 dB(A) (L<sub>Amax,T</sub>). The other crops conform with the duration threshold for noise which allow for up to 10 hours of night-time activity per year without the need for a buffer area.

The separation distance required without other amelioration measures would be 500 m for beetroot and lucerne and 1000 m for avocado, potatoes and tomato.

Crop	Crops/yr {c}	Activity	Day /Night	Freq/ crop {f}	Freq/ yr	Hrs/ ha {h}	Hrs/ ha/yr {o}	dB(A) @ 7.5 m {N}	Impact dist.(m) {d}	Impact area (ha) {π*d <sup>2</sup> /2}	Hrs/yr> 75 dB(A) {x}	Hrs/yr> 55 dB(A)
Beetroot	2	plough	D	3	6	1.67	10.00	91.00	69	0.75	7.49	
	2	cultivate	N	3	6	0.50	3.00	87.00	40	0.25	0.74	
	2	plant	D	1	2	1.00	2.00	87.00	40	0.25	0.49	
	2	fertilise		2	4	1.00	4.00	87.00	40	0.25	0.99	
	2	spray		3	6	0.40	2.40 <sup>o</sup>	87.00	40/500	0.25	0.59	12.00
	2	harvest		1	2	3.33	6.67	91.00	69	0.75	4.99	
<b>Total</b>				<b>13</b>	<b>26</b>	<b>7.90</b>	<b>28.07</b>				<b>15.29</b>	<b>12.00</b>

<sup>o</sup> = hours of operation per hectare per year of odour producing activity



Crop	Crops/yr {c}	Activity	Day /Night	Freq/ crop {f}	Freq/ yr	Hrs/ ha {h}	Hrs/ ha/yr {o}	dB(A) @ 7.5 m {N}	Impact dist.(m) {d}	Impact area (ha) {□*d2/2}	Hrs/yr> 75 dB(A) {x}	Hrs/yr> 55 dB(A)
Sugar cane	0.25	plough	D	1	0.25	1.00	0.25	95.00	120	2.27	0.57	
	0.25	plant		1	0.25	1.00	0.25	91.00	69	0.75	0.19	
	1	cultivate		4	4	0.25	1.00	91.00	69	0.75	0.75	
	1	fertilise (N)		1	1	0.33	0.33	91.00	69	0.75	0.25	
	1	fertilise (P)		1	1	1.00	1.00	91.00	69	0.75	0.75	
	1	spray		2	2	0.17	0.33 <sup>o</sup>	91.00	69	0.75	0.25	
	1	harvest		1	1	1.00	1.00	96.00	138	3.00	3.00	
<b>Total</b>		<b>aerial spray</b>		<b>11</b>	<b>9.5</b>	<b>4.75</b>	<b>4.16</b>				<b>5.76</b>	<b>0.00</b>

Crop	Crops/yr {c}	Activity	Day /Night	Freq/ crop {f}	Freq/ yr	Hrs/ ha {h}	Hrs/ ha/yr {o}	dB(A) @ 7.5 m {N}	Impact dist.(m) {d}	Impact area (ha) {□*d2/2}	Hrs/yr> 75 dB(A) {x}	Hrs/yr> 55 dB(A)
Avocado	1	slashing	D	10	10	0.33	3.33	90.00	60	0.57	1.89	
	1	weed spraying	N	4	4	0.40	1.60	90.00	60	0.57	0.91	
	1	pesticides	D	14	14	0.40	5.60 <sup>o</sup>	90.00	60/1000	0.57	3.18	28.00
	1	harvesting		3	3	1.00	3.00	85.00	30	0.14	0.43	
<b>Total</b>				<b>31</b>	<b>31</b>	<b>2.13</b>	<b>13.53</b>				<b>6.41</b>	<b>28.00</b>

Crop	Crops/yr {c}	Activity	Day /Night	Freq/ crop {f}	Freq/ yr	Hrs/ ha {h}	Hrs/ ha/yr {o}	dB(A) @ 7.5 m {N}	Impact dist.(m) {d}	Impact area (ha) {□*d2/2}	Hrs/yr> 75 dB (A) {x}	Hrs/yr> 55 dB(A)
Irrigated	1	chisel plough	D	1	1	1.67	1.67	91.00	69	0.75	1.25	
Cotton	1	rip	D	1	1	1.67	1.67	91.00	69	0.75	1.25	
	1	bed preparation	D	3	3	1.00	3.00	91.00	69	0.75	2.25	
	1	fertiliser		1	1	0.42	0.42	87.00	40	0.25	0.10	
	1	plant	D	1	1	1.00	1.00	87.00	40	0.25	0.25	
	1	boom spray		7	7	0.40	2.80 <sup>o</sup>	87.00	40	0.25	0.69	
	1	aerial spray	D	8	8	0.10	0.80 <sup>o</sup>	100	1.57	1.26		
	1	picking		2	2	1.00	2.00	91.00	69	0.75	1.50	
1	stick pulling		1	1	1.00	1.00	91.00	69	0.75	0.75		
<b>Total</b>				<b>25</b>	<b>25</b>	<b>8.26</b>	<b>14.36</b>				<b>9.30</b>	<b>0.00</b>

Crop	Crops/yr {c}	Activity	Day /Night	Freq/ crop {f}	Freq/ yr	Hrs/ ha {h}	Hrs/ ha/yr {o}	dB(A) @ 7.5 m {N}	Impact dist.(m) {d}	Impact area (ha) {□*d2/2}	Hrs/yr> 75 dB(A) {x}	Hrs/yr> 55 dB(A)
Dryland	1	chisel plough	D	1	1	1.67	1.67	91.00	69	0.75	1.25	
Cotton	1	cultivation	D	2	2	1.67	3.33	91.00	69	0.75	2.50	
	1	bed preparation	D	2	2	1.00	2.00	91.00	69	0.75	1.50	
	1	fertiliser		1	1	0.42	0.42	87.00	40	0.25	0.10	
	1	plant		1	1	1.00	1.00	87.00	40	0.25	0.25	
	1	boom spray		3	3	0.40	1.20 <sup>o</sup>	87.00	40	0.25	0.30	
	1	aerial spray		4	4	0.10	0.40 <sup>o</sup>	100	1.57	0.63		
	1	picking		1	1	1.00	1.00	91.00	69	0.75	0.75	
	1	stick pulling		1	1	1.00	1.00	91.00	69	0.75	0.75	
<b>Total</b>				<b>16</b>	<b>16</b>	<b>8.26</b>	<b>12.02</b>				<b>8.03</b>	<b>0.00</b>

Crop	Crops/yr {c}	Activity	Day /Night	Freq/ crop {f}	Freq/ yr	Hrs/ ha {h}	Hrs/ ha/yr {o}	dB(A) @ 7.5 m {N}	Impact dist.(m) {d}	Impact area (ha) {□*d2/2}	Hrs/yr> 75 dB(A) {x}	Hrs/yr> 55 dB(A)
Wheat	1	chisel plough	D D	1	1	1.67	1.67	91.00	69	0.75	1.25	
Sorghum	1	cultivate		2	2	0.33	0.67	87.00	40	0.25	0.16	
Maize	1	plant		1	1	1.00	1.00	87.00	40	0.25	0.25	
	1	spray		1	1	0.40	0.40 <sup>o</sup>	87.00	40	0.25	0.10	
	1	harvest		1	1	1.00	1.00	91	69	0.75	0.75	
<b>Total</b>				<b>6</b>	<b>6</b>	<b>4.4</b>	<b>4.74</b>				<b>2.51</b>	<b>0.00</b>

Crop	Crops/yr {c}	Activity	Day /Night	Freq/ crop {f}	Freq/ yr	Hrs/ ha {h}	Hrs/ ha/yr {o}	dB(A) @ 7.5 m {N}	Impact dist.(m) {d}	Impact area (ha) {□*d2/2}	Hrs/yr> 75 dB(A) {x}	Hrs/yr> 55 dB(A)
Potatoes	2	plough	D/N	1	2	1.67	3.33	91.00	69/1000	0.75	2.50	4.00
	2	cultivate	D/N	2	4	0.50	2.00	87.00	40/500	0.25	0.49	8.00
	2	plant	D	1	2	2.50	5.00	87.00	40	0.25	1.23	
	2	fertilise	D	2	4	0.50	2.00	87.00	40	0.25	0.49	
	2	spray	D/N	5	10	1.00	10.00 <sup>o</sup>	87.00	40/500	0.25	2.47	20.00
	2	harvest	D	1	2	1.67	3.33	91.00	69	0.75	1.50	
<b>Total</b>				<b>12</b>	<b>24</b>	<b>7.84</b>	<b>25.66</b>				<b>8.68</b>	<b>32.00</b>

Crop	Crops/yr {c}	Activity	Day /Night	Freq/ crop {f}	Freq/ yr	Hrs/ ha {h}	Hrs/ ha/yr {o}	dB(A) @ 7.5 m {N}	Impact dist.(m) {d}	Impact area (ha) {□*d2/2}	Hrs/yr> 75 dB(A) {x}	Hrs/yr> 55 dB(A)
Tomatoes	2	plough	D/N	1	2	1.67	3.33	91.00	69/1000	0.75	2.50	4.00
	2	disc/tyne	D	3	6	1.67	10.00	91.00	69	0.75	7.49	
	2	bed forming	D	1	2	2.50	5.00	91.00	69	0.75	3.74	
	2	lay plastic	D	1	2	2.50	5.00	91.00	69	0.75	3.74	
	2	plant	D/N	1	2	2.50	5.00	91.00	69	0.75		
	2	rip	D/N	1	2	1.67	3.33	91.00	69/1000	0.75	2.50	
	2	rotary hoe	D	1	2	0.33	0.67	87.00	40/500	0.25	0.16	
	2	fertilise	N	1	2	0.42	0.83	87.00	40	0.25	0.21	
	2	spray	D	21	42	0.40	16.80 <sup>o</sup>	87.00	40/500	0.25	4.15	
	2	harvest			2	4	1.00	4.00	87.00	40	0.25	
<b>Total</b>				<b>33</b>	<b>66</b>	<b>14.66</b>	<b>53.96</b>				<b>25.48</b>	<b>96.00</b>

Crop	Crops/yr {c}	Activity	Day /Night	Freq/ crop {f}	Freq/ yr	Hrs/ ha {h}	Hrs/ ha/yr {o}	dB(A) @ 7.5 m {N}	Impact dist.(m) {d}	Impact area (ha) {□*d2/2}	Hrs/yr> 75 dB(A) {x}	Hrs/yr> 55 dB(A)
Lucerne	0.6	chisel plough	D	1	0.6	1.67	1.00	91.00	69	0.75	0.75	
	0.6	cultivation	N	3	1.8	0.33	0.60	87.00	40	0.25	0.15	
	0.6	plant	D/N	1	0.6	1.00	0.60	87.00	40	0.25	0.15	
	0.6	fertilise	D	1	0.6	0.42	0.25	87.00	40	0.25	0.06	
	1	spray		10	10	0.40	4.00 <sup>o</sup>	87.00	40	0.25	0.99	
	1	cut		8	8	1.00	8.00	87.00	40/500	0.25	1.97	16.00
	1	raking		16	16	1.00	16.00	85.00	30/500	0.14	2.27	32.00
	1	bailing		8	8	1.00	8.00	85.00	30	0.14	1.13	
<b>Total</b>				<b>48</b>	<b>45.6</b>	<b>6.82</b>	<b>38.45</b>				<b>7.47</b>	<b>48.00</b>

Crop	Crops/yr {c}	Activity	Day /Night	Freq/ crop {f}	Freq/ yr	Hrs/ ha {h}	Hrs/ ha/yr {o}	dB(A) @ 7.5 m {N}	Impact dist.(m) {d}	Impact area (ha) {□*d2/2}	Hrs/yr> 75 dB(A) {x}	Hrs/yr> 55 dB(A)
Peanuts	1	chisel plough	D		2	1.67	3.33	91.00	69	0.75	2.50	
	1	cultivation	D	2	2	0.33	0.67	87.00	40	0.25	0.16	
	1	plant		1	1	1.00	1.00	87.00	40	0.25	0.25	
	1	fertilise		1	1	0.42	0.42	87.00	40	0.25	0.10	
	1	spray		2	2	0.40	0.80 <sup>o</sup>	87.00	40	0.25	0.20	
	1	IR cultivation		2	2	0.33	0.67	87.00	40	0.25	0.16	
	1	digging		1	1	1.00	1.00	85.00	0	0.14	0.14	
	1	threshing		1	1	1.00	1.00	85.00	30	0.14	0.14	
<b>Total</b>				<b>12</b>	<b>12</b>	<b>6.15</b>	<b>8.89</b>				<b>3.65</b>	<b>0.00</b>



**APPENDIX 5: Examples of agricultural pesticides and odours**

	Chemical	Trade Names	Odour
<b>Organophosphates</b>	azinphos-methyl dichlorvos chlorpyrifos	Gusathion, Azithion, Benthion, Cotnion Mafu, Vapona, Insectigas-D, Chlorban Dursban, Argenstem, Lorsban, Grubkil Deter, Antkil, Chlorfos, Predator, Pynrex Suscon Blue	sulphurous or garlic-like odour due to 'mercaptans' impurities
	chlorpyrifos-methyl diazinon	Nucidol, Reldan, diazinon, Gesapon Diacap, Pennside, Diazamin, Knox-out Neocid	
	dimethoate	Rogor, Gomite, Roxion, Saboteur Perfekthion, Danadim	
	fenitrothion	Folithion, Sumithion, Synergen F, Tugon Fenitrogard	
	methamidophos	Nitofol, Monitor	
	methidathion	Supracide	
	mevinphos	Phosdrin	
	maldison*	Malathion, Hy-Mal, Ulvomal	* low odour formulations marketed at various times
	monocrotophos	Azodrin, Cronofos, Nuvacron	
	parathion (parathion-ethyl)	Novafos, E-605	
	parathion-methyl	Folidol M, Penncap M	
	profenofos**	Curacron, Sabre	** deodoriser added to prepared spray
phorate	Thimet, Umet		
temephos	Abate, Lypor, Assassin, Tempor		
terbufos	Counter, Hunter		
<b>Phenoxy type (‘hormone’) herbicides</b>	2,4-D (dimethylamine salt)	Amicide 500, Aminoz, D-500, 500, Shirweed	ammoniacal/phenolic ‘fishy’
	dichlorprop	AF-302, Lantana DP-600	
	MCPA,	Agritox, Thistle, MCPA 500, KilleM	
	2,4-D (diethanolamine salt)	Amicide Lo-500A , Baton, Zephyr,	‘low odour’ formulations
<b>Miscellaneous</b>	phosphine	various (e.g. Phostoxin)	rotting fish
	paraquat	Gramoxone, Shirquat	stench agent added to formulation
	endothal	Accelerate, Endothal	ammoniacal odour
	dithianon	Delan	musty
	dithiocarbamates (e.g. mancozeb)	Dithane, Manzate, Dek, Penncozeb	moderately sulfurous/musty
	methomyl	Lannate, Methomex, Marlin, Nudrin	sulfurous
	metribuzin	Lexone, Sencor	sulfurous mercaptan-like odour
	EDB	EDB	chloroform-like odour
chloropicrin	Larvacide	pungent odour	

Source: DPI

Note: This table is not a complete list of available agricultural pesticides

**APPENDIX 6: Examples of minimum effective separation distances**

This table provides examples of effective minimum separation distance for each of the elements described in Section 3. Design of individual buffer areas must take account of specific conditions and sources of conflict. In these examples it is assumed that a noise buffer will result in a reduction of noise level of 10 dB(A).

Sources of conflict	Minimum effective distance of open ground (metres)	Minimum effective distance with vegetated and noise buffer elements (metres)
1. Agricultural chemical spray Night-time tractor use with mister (90 dB(A) $L_{Amax,T}$ ) (>10 hrs) Odour (>88hrs/yr) <b>Effective width</b>	300 1000 * 500 <b>1000</b>	40 250 500 *# <b>500</b>
2. Agricultural chemical spray Night-time tractor use (80 dB (A) $L_{Amax,T}$ ) (>10hrs) Odour (>88 hrs/yr) <b>Effective width</b>	300 250 500 * <b>500</b>	40 60 500 *# <b>500</b>
3. Aerial spray application Agricultural chemical spray Tractors (95 dB(A) $L_{Amax,T}$ ) (>10hrs) Dust generation Odour (<88 hrs/yr) <b>Effective width</b>	100 300 * 120 150 0 <b>300</b>	100 * 40 30 40 0 <b>100</b>
4. Agricultural chemical spray Tractors (85 dB(A) $L_{Amax,T}$ ) (>10 hrs) Day time irrigation pump (85 dB(A) $L_{Amax,T}$ ) (>50 hrs) Dust generation Odour (<88 hrs/yr) <b>Effective width</b>	300 * 30 250 150 0 <b>300</b>	40 10 60 * 40 0 <b>60</b>
5. Agricultural chemical spray Tractors (90 dB(A) $L_{Amax,T}$ ) (>10 hrs) Dust generation Odour (<88 hrs/yr) <b>Effective width</b>	300 * 60 150 0 <b>300</b>	40 * 50 40 * 0 <b>40</b>
6. Tractors (90 dB(A) $L_{Amax,T}$ ) (>10 hrs) Dust generation Odour (<88 hrs/yr) <b>Effective width</b>	60 150 * 0 <b>150</b>	15 40 * 0 <b>40</b>

Note: \* Most limiting factor to determine minimum separation distance  
# Minimum design distance for odour buffer area may be reduced on consideration of site factors and nature of odour.

This table should be read in conjunction with the text of Section 3.

- The separation distances in this table are not definitive distances for individual agricultural activities.
- Long-term noise sources operating >50 hrs/yr particularly between 10 p.m. and 6 a.m., such as pumps and cooling units, may require acoustic muffling to reduce noise to acceptable levels.



## **APPENDIX 7: Sample report**

### **NEED FOR AND DESIGN OF A BUFFER AREA BETWEEN RESIDENTIAL AND AGRICULTURAL LAND USES AT SMITHVILLE**

#### **INTRODUCTION**

Property Description: Lot 111 on RP 23702, Parish of Tropicana  
Smith Street, Smithville

Site Description: The site consists of 40 ha, and is an undulating area with gentle northerly slopes ranging from 5–10%. The subject land comprises 24 ha of good quality agricultural land which are not to be developed, and 16 ha of rocky poor quality soils in the southern portion of the lot. The farming areas to the north and east of the site are used for mixed tree cropping enterprises of avocados, lychees and pineapples. There is a grazing property to the west of the site, and the Smithville township to the south.

Local Government: Black Stump Shire Council

Proposed development: The proposal involves a part urban expansion on 16 ha of unproductive rural land, with the remaining 24 ha of good quality agricultural land to remain in production.

#### **SUSTAINABLE CROPPING USE OF THE LAND**

The subject land has been mapped at a scale of 1:100 000 in the report Black Stump Horticultural Land Suitability Study (by Jones, M.A), published by the Department of Primary Industries in 1987. The report classifies part of the land as being suitable for most tree and vine crops with minor limitations (Class 2), and part as unsuitable for agriculture (Class 5). Class 2 land has been identified by Planning Guidelines: The Identification of Good Quality Agricultural Land (DPI/DHLGP 1993) as Class A, Crop land. This classification is not disputed.

The property has been mapped into two land types. Land type 1 consisting of 24 ha has been classified as a red ferrosol (ASC) or krasnozem (GSG). Land type 2 consists of red and yellow kurosols and tenosols (ASC) or gravelly red and yellow podzolics and lithosols (GSG) (See attached map).

The most intrusive cropping use that the subject land is capable of sustaining consists of tree crops. In Black Stump Shire, the most common crops for this land type are avocados and lychees (the current land use). Table 1 outlines a range of farming activities associated with avocado and lychee production in Black Stump Shire.

The subject land utilises a piped irrigation system, allowing fertiliser application with the irrigation water. Therefore, foliar spraying of fertilisers is unlikely.

The majority of the activities on the subject farm are carried out during the period from October to April. The main activities throughout this period are inter row weed control and grass slashing, and insecticide and fungicide spraying. Machinery will be used in the orchard for approximately 31 events per year.

Stationary pumps on the property will operate for more than 50 hr/year (day and night).

**Table 1. Typical farming activities for tree crops**

Activity	Expected frequency	Machinery
Inter-row weed and grass slashing	2–10 times per annum depending on canopy size	60 hp tractor and slasher
Weed spraying around tree bases	up to 4 times per annum	60 hp tractor and spray pack
Insect and disease control	up to 14 times per annum depending on the season	60 hp tractor and air blast mister
Picking	1–3 times per annum	utility and/or cherry picker

**POTENTIAL FOR CONFLICT**

Land use conflict can occur in situations where agricultural activities impact on residential amenity. There is potential for conflict along the interface of the proposed northern and eastern residential boundaries, as the proposed residential land will abut agricultural land where the farming activities listed in Table 1 can be expected.

**ELEMENTS LIKELY TO CAUSE CONFLICT****Agricultural chemical spray drift**

- Avocado and lychee production entails regular spraying of pesticides (herbicides, insecticides and fungicides) which are recognised to release a moderate to strong odour. This is particularly an issue during summer when the majority of the activities on the subject farm are carried out.
- The off target movement of chemical sprays is unlikely to remain airborne greater than 300 m from the release area. However associated odour may be detectable at greater distances from the source.

**Noise**

- Noise from airblast misters and tractors utilised in pesticide spraying and general weed and grass control is anticipated to be in the vicinity of 85 dB(A) ( $L_{Amax,T}$ ) when measured 7.5 m from the noise source.
- Day-time activity ie between 6 a.m. and 10 p.m. the same day is likely to occur up to 31 occasions per year. Using the formula as per Planning Guidelines: Separating Agricultural and Residential Land Uses (DNR/DLGP 1997), results in less than 7 hours of day-time activity per year for which noise will exceed 75 dB(A). This conforms with the design goals for noise which allows for up to 10 hours of day-time activity per year.
- Night-time activity i.e. between 10 p.m. and 6 a.m. the next day (as defined by the EP Act ) is likely to occur on this farm up to 14 occasions per year for up to 2 hours at a time (given that spraying is likely to commence at 4 a.m., and that noise from such an activity is likely to exceed 55 dB(A) up to 500 m from the source). This will result in up to 28 hours of night-time activity per farm per year which will exceed 55 dB(A). This fails to conform with the Design Goals for Noise which allow up to 10 hours of night time activity per farm per year.

**Dust**

- It is considered that due to tree crop production, and the limited amount of bare earth exposed, dust generation will occur only on rare occasions, and should not be considered as a factor contributing to conflict in this situation.



### **Odour**

- It is considered that due to the nature of tree crop production and the regular spraying of agricultural chemicals, that the generation of odour will occur up to 5.6hr/ha/yr. Using the formula as per *Planning Guidelines: Separating Agricultural and Residential Land Uses* (DNR/DLGP), the time of potential odour impact is 134 hrs/yr. This level exceeds the duration threshold for odour and therefore odour is likely to impact upon the proposed residential area.
- Prevailing wind direction will carry odour away from the residential area for approximately 50% of time. This will reduce the time of odour impact to 67 hrs/yr and below the duration threshold.

### **Sediment and stormwater run-off**

- The proposed residential area is of higher elevation than the agricultural land.
- There is also potential for the residential area to impact on the agricultural land through increased runoff and sedimentation, particularly during the construction phase of the development.

### **RECOMMENDED MEASURES TO ADDRESS EACH ELEMENT**

#### **Chemical spray drift**

- The south easterly prevailing winds on the subject land will assist in directing residual chemical spray away from the residential areas.
- The minimum vegetated buffer (40m width) designed to the criteria set out in Appendix 2 of *Planning Guidelines: Separating Agricultural and Residential Land Uses* (DNR/DLGP 1997) to reduce conflict in this situation is recommended (See attached plan).
- DNR Forestry Extension Officers have recommended the following species as being suitable to capture spray droplets for this particular site:

Casuarina cunninghamiana, river she-oak (outer rows)

Syzygium luehmannii, small-leaved lillipilly (inner rows)

Acmena smithii, lillipilly satinash (inner rows)

Melaleuca bracteata, river tea-tree (inner/outer rows) Melaleuca

leucadendra, white paperbark (inner/outer rows) Melaleuca

quinquenervia, broad-leaved tea-tree (inner/outer rows)

Waterhousia floribunda, weeping satinash (inner rows)

Grevillea baileyana, Findlay's silky oak (inner/outer rows)

Callitris columellaris, coastal cyprus pine (outer rows)

Araucaria cunninghamii, hoop pine (inner/outer rows)

#### **Noise**

- The south easterly prevailing winds on the subject land will not be a factor affecting noise levels.
- A maximum distance of 500 m of open ground will reduce the night time noise level from tractors and farm machinery to 55 dB(A) which is recognised in *Planning Guidelines: Separating Agricultural and Residential Land Uses* (DNR/DLGP 1997) as an acceptable design goal for intermittent night-time agricultural activities. An appropriately designed noise mound put in place at 50 m from the resource boundary will reduce the overall separation distance required to meet the noise design goals to 120 m. It is recommended that the developer provide a pump enclosure to eliminate night-time noise from stationary pumps.

**Odour**

While odour impacts are within the duration threshold, the following will further assist in the reduction of odour impacts:

- The south-easterly prevailing winds on the subject land will assist in directing odour from chemical spray away from the residential areas.
- Not all the chemicals used or likely to be used on activities possible on this farm contain a strong odour.
- The presence of a vegetated buffer element may also assist in reducing the impacts from odour associated with chemical spray.

**Sediment and Stormwater run-off**

- Erosion control measures will be necessary during the construction phase of the residential development, and, should meet the standards set out in Guidelines for Soil Erosion and Sediment Control for Construction Sites (IEA/AIAS, 1996).
- Stormwater runoff from all hard surfaces should be designed to ensure that all runoff is drained or piped to Black Stump Township's existing storm water drainage system.
- Water spreading devices should be utilised within the buffer area to minimise impacts on the adjacent farmland.

**IMPLEMENTATION**

W. Anonymous Consultants recommend the establishment of a 120 m wide buffer area incorporating the buffer elements of a 40 m vegetated buffer and noise mound along the northern and eastern boundaries of the subdivision. In this situation, the buffer area will be provided on private land of single tenure, utilising a series of larger lots along the agricultural land boundary. See attached map.

The proponent has agreed to provide an acoustic enclosure for stationary pumps on the adjacent agricultural property to reduce noise from these sources to acceptable levels. Additionally, it is recommended that council set the following conditions if the proposed development is approved, to take account of the agricultural conflict issues. These conditions must be continuous with all subsequent owners of the affected lots until such time as the buffer area is no longer required.

**Conditions on development**

1. Building envelopes to be specified on the affected lots to ensure that residences do not encroach into the required buffer area.
2. The buffer area will consist of a 120 m area along the northern and eastern boundaries of the development.
3. A vegetative buffer element of 40 m width within the buffer area, designed according to Appendix 2 of the Planning Guidelines: Separating Agricultural and Residential Land Uses (DPI/DHLGP, 1997) is to be established by the applicant to the satisfaction of council prior to any building approval within 300 m of the good quality agricultural land, i.e. land type 1.
4. The land owner is to be responsible for on-going maintenance of the vegetative buffer element to ensure that the buffer area complies with the criteria of Appendix 2 of Planning Guidelines: Separating Agricultural and Residential Land Uses (DNR/DLGP, 1997). This includes:
  - replacement of dead or dying vegetation;
  - management for fire protection, including reduction in litter build-up;
  - ensuring access to the 10m maintenance strips either side of vegetation;
  - ensuring that the buffer element does not shade adjacent cropping land for a significant period in the afternoon;
  - control of noxious weeds.

5. The vegetated buffer is to be protected by the tree clearing controls applicable to a 'Vegetation Protection Area' which are identified in the Planning Scheme of Black Stump Shire Council.
6. Prior to the sealing of the plan, a noise barrier acceptable to the engineering department of Black Stump Shire Council to be constructed by the applicant within 120 m of the good quality agricultural land ie Land Type 1. The noise mound must be of a height which is at least equal to the direct line of site of the noise source.
7. The land owner is to be responsible for on going maintenance of the noise barrier.
8. An erosion control plan which meets the standards of the Guidelines for Erosion and Sediment Control for Construction Sites is to be submitted by the applicant and complied with throughout the construction phase of the development.
9. Stormwater run-off from all hard surfaces is to be designed to ensure that all runoff is drained or piped to Black Stump township's existing stormwater drainage system.
10. Water spreading devices to be installed within the buffer areas by the applicant. Maintenance of these devices will be the land owner's responsibility.

W. Smith

ANONYMOUS CONSULTANTS LIMITED

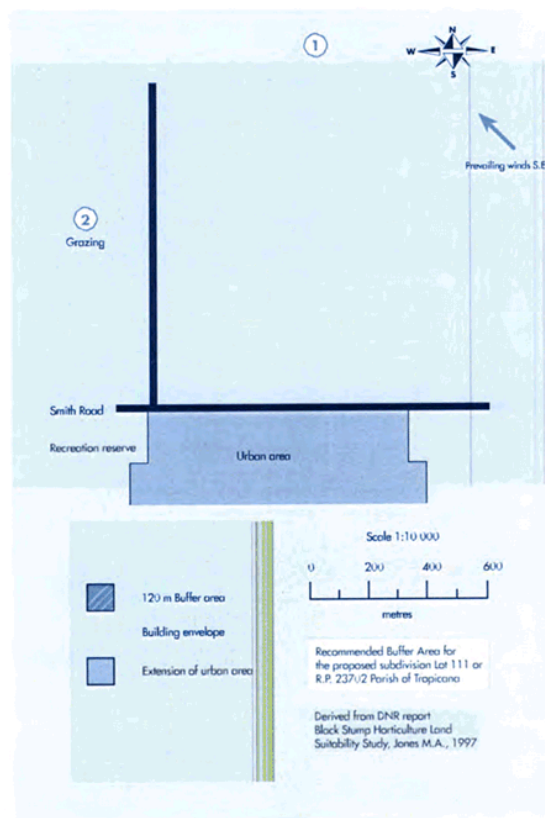


Figure1. Site Plan



Attachment 4

Dungog Shire Council DCP provisions for buffer zones

*(See next page)*

Dungog Development Control Plan

PART C

## 7. BUFFER ZONES

This plan, which may be cited as "Dungog Development Control Plan No. 1" - Buffer Zones, constitutes a Development Control Plan as provided for by Section 72 of the Environmental Planning and Assessment Act, 1979.

### 7.1 AIM OF THE PLAN

The aim of the Development control Plan is to provide certainty to residents and developers in locations where development may be constrained by adjoining land uses.

### 7.2 OBJECTIVES

This Development Control Plan seeks to:-

- Minimise conflicts between land uses that are potentially incompatible by developing well-defined boundaries and protecting the prior rights of lawful development.
- Minimise potential land use conflict by limiting uses regarded as inappropriate in areas of prime agricultural land.
- Ensure that, where development is likely to cause conflict with either existing or future adjoining land uses that the Buffer Zone will be provided on land upon which the encroaching development is located.
- In cases where the provisions of this DCP conflict with standards in other Planning Controls adopted by Council the provisions of this DCP will apply.

### 7.3 DEFINITIONS

#### *Agriculture*

Means the primary production of food, fibre and ornamentals not for personal consumption purposes and includes the cultivation of crops, and the keeping and breeding of livestock, bees or poultry and other birds for commercial purposes, but does not include an intensive agricultural pursuit or aquaculture;

#### *Animal boarding, breeding or training establishment*

Means a building or place used for the purposes of the boarding, nurturing, breeding or training of animals for gain or reward (other than purposes relating to agriculture), and includes riding schools, kennels and the like;

#### *Intensive Agriculture*

Means the use of land for agricultural purposes, which include market gardening, mushroom growing, fruit growing, flower growing, viticulture, milking in a shed designed for that purpose, aquaculture or intensive animal industry, but does not include an animal boarding or training establishment or the keeping of livestock or poultry for the personal enjoyment or consumption of its produce by the owner or occupier of the land;

Buffer Zones 30/10/07

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Dungog Development Control Plan	PART C
<i>Intensive animal industry</i>	
Means agricultural animal production where cattle, horses, goats, poultry or other livestock are held in buildings or in a confined area wholly or substantially for feeding and without limiting the generality of the above, may consist of or include agricultural industries such as – a feedlot containing more than five (5) cattle, dairy farm, horse training and boarding establishment containing more than five (5) horses, piggery (including free range) containing more than five (5) pigs, poultry farm (including free range) containing more than twenty (20) birds, rabbit farm or a building or place used for fish farming [which may consist of or include farming crustaceans], - but is not a building or place used for keeping of livestock intended solely for personal consumption or enjoyment by the owner or occupier of the building or place or a building or place used only for drought or similar relief;	
<i>Buffer Area</i>	
Area of land separating adjacent land uses that is used for mitigating the impacts of one land use upon another;	
<i>Buffer Element</i>	
A natural or artificial feature within a buffer area that mitigates an adverse impact;	
<i>Development - means:-</i>	
(a) The use of land;	
(b) The subdivision of land; and	
(c) The erection of a building; and	
(d) The carrying out of a work; and	
(e) The demolition of a building or work; and	
<i>Drift</i>	
Airborne movement of agricultural chemicals onto a non-target area.	
<i>Encroaching Development</i>	
Any development including the carrying out of any activity on land to which this Plan applies, any building or work or any subdivision proposed on land adjacent to an existing development or land use that has been lawfully commenced.	
<i>Residential Development</i>	
For the purposes of this Development Control Plan "Residential Development" shall include any place of permanent or temporary occupation (including tourist uses).	
<b>7.4 VACANT LAND</b>	
Lawfully created vacant land parcels within a buffer zone of an existing lawfully commenced development will not be sterilised and single residential dwellings will be permitted on these parcels. The location of single resident dwellings will be subject to consideration of the effect of residing within the buffer area. A buffer element that takes the form of immature landscape planting cannot be relied on in all cases.	
7 - 2	Buffer Zones 30/10/07

**PART C**

Dungog Development Control Plan

**7.5 LAND USE CONFLICT**

Conflict occurs where established land use practices associated with a particular land use or activity leads to a real or perceived loss of amenity for residents.

These conflicts may occur in instances where individual tolerances differ in relation to noise, dust, odour, chemical sprays or where legislative requirements in relation to emissions are not satisfied. These conflicts typically occur when "Residential Development" encroaches into non-residential areas.

The most appropriate method of minimising potential conflict between Non-Residential land uses and Residential land uses is to provide for separation of those uses by implementation of buffer zones. The purpose of a buffer zone is to provide sufficient separation so that conflicts do not arise.

Dungog Shire Council supports the rights of persons in rural areas to carry out agricultural activities within the boundaries of existing legislative and advisory requirements. In an effort to address these commitments, a notice to intending purchasers (see 7.13) as attached will be appended to all S149 Certificates.

**7.6 BUFFER AREA DESIGN**

In investigating the need for appropriate buffer areas, the following investigation should be made by an applicant for encroaching development:-

- Identify the elements that are a potential cause of conflict. These elements should be quantified, where possible in terms of the frequency and duration of the offending activity.
- Identify the means by which the applicant will address each issue to achieve an acceptable outcome in terms of separation widths, landscaped areas, acoustic barriers,
- Propose means by which proposed ameliorative measures will be monitored and maintained. This should include responsibility for implementing and maintaining the specific features of the buffer area to ensure continued effectiveness.

**7.7 BUFFER ELEMENT**

Minimum distances for Buffer Areas are recommended as a lineal means of separation between "Residential" and agricultural areas. The addition of Buffer Elements may vary the requirement relating to minimum separation distances. Buffer Elements are features which assist in the amelioration of potential adverse impact on one landuse upon another. One type of Buffer Element is the Vegetation Buffer and these may, in some cases offer an alternative to the lineal separation requirement.

Buffer elements are to be located within the property boundaries of the lot or lots on which the development is proposed. Topographical buffer elements will be assessed by Council on individual merit. (\* Amendment No. 3)

(\*Amendment No. 3 Minute No. 32719 Adopted 16/8/2005)

Buffer Zones 30/10/07

Dungog Development Control Plan

PART C

Vegetated buffers have other advantages in that they:-

- Create habitat and corridors for wildlife;
- Increase the biological diversity of an area, thus assisting in pest control;
- Favourably influence the microclimate;
- Are aesthetically pleasing;
- Provide opportunities for recreation uses;
- Contribute to the reduction of noise and dust impacts

Applications for development, where Vegetated Buffer Elements are proposed, are to include a landscape plan indicating the extent of the buffer element, the location and spacing of proposed and existing trees and shrubs and a list of tree and shrub species to be planted.

As a general rule, Buffer Elements are to be properly designed to avoid special maintenance requirements whilst achieving their maximum desired effect of separation conflicting land uses. However, it will be necessary to ensure ongoing maintenance of buffer elements, including replanting, thinning, management for fire protection, herbicide damage, noxious weeds, feral animals, litter build-up etc so that the buffer elements may continue to be effective in reducing conflict.

A buffer element may also be an existing topographical feature. In this instance there is a need to specify type/height/location/density/etc.

#### 7.8 INFORMATION TO ACCOMPANY DEVELOPMENT APPLICATIONS

The minimum level of information required in support of an encroaching development is to follow:-

- (1) Plan to scale of the land indicating distances for surrounding landuses;
- (2) Location of proposed development on the allotment.

Application for impacting development must:-

- (1) State exact type and site of development indicating numbers of acres under production or number of animals.
- (2) Identify potential adverse impact or residential development in the locality including, noise, odour, hours of operation, number of employees, number of traffic movements per day.
- (3) Nominate proposed methods of mitigating adverse impact.
- (4) Applications for residential development within the buffer zone of an existing impacting development must also address the level of perceived impact likely to be experienced and locate so as to minimise conflict.



## PART 2 - BUFFER AREA SEPARATION DISTANCES

### 7.9 SPRAY DRIFT

Based on the available research on chemical spray drift, buffer areas must be a minimum of 300m where open ground conditions apply and a minimum of 40m where a vegetated buffer element designed by a suitably qualified consultant can be satisfactorily implemented and maintained including a suitable watering system. These dimensions may vary according to local topographical or climatic conditions.

Where chemical sprays are applied aerially, the Pesticides and Allied Chemical Act requires that the person authorising the use of the sprays obtain the prior written consent of all owners of dwellings or public premises whose boundaries are located within 150m of the spray area.

Research into the behaviour of pesticide spray drift has shown that Buffer Elements in the form of vegetation screens can prove effective barriers to spray drift where they meet the following criteria:-

- Are a minimum total width of 40m;
- Contain random plantings of a variety of tree and shrub species of differing growth habits, at spacings of 5m for a minimum width of 40m;
- Include species with long, thin and rough foliage which facilitates the more efficient capture of spray droplets;
- Provide a permeable barrier which allows air to pass through the buffer.
- Foliage is from the base to the crown;
- Include species which are fast growing and hardy;
- Have a mature tree height 1.5 times the spray release height or target vegetation height, whichever is higher;
- Have mature height and width dimensions which do not detrimentally impact upon adjacent cropped land;
- Include an area of at least 10m clear of vegetation or other flammable material to either side of the vegetated area.

### 7.10 ENVIRONMENTAL PROTECTION ZONE BUFFERS

Dungog Shire has many recognised natural attributes and this has been reflected in many cases by specific zonings in the Dungog Local Environmental Plan. In some cases however, where Threatened Species are known to exist and the zoning of land has not been changed, specific management practices are required and Buffer Zones will be applied as if the land were zoned Environmental Protection.

## Dungog Development Control Plan

## PART C

- 7(a) - Environment;  
8(a) - National Parks.

Residential development has the potential to impact on these areas by predation of wildlife by domestic animals, exotic weed invasion, and nutrient enrichment from storm water runoff. In order to protect the integrity of areas recognised as Environmentally Significant, a setback of zone between new residential development and the boundary of an environmentally sensitive area is required. The distance is to be determined upon assessment of an Environmental Impact Report prepared by the applicant.

## 7.11 RIVERS &amp; WATERCOURSES

Buffers between rivers & watercourses and Residential Development are required to ensure that water quality is maintained. Setbacks will also ensure that the aesthetic, recreational and habitat values of the riparian zone are protected as a result of separation of impacting landuses.

Development requiring effluent disposal will need a minimum 100m setback to permanent surface waters (eg river, streams, lakes etc) or 40m to other waters (eg farm dams, intermittent waterways and drainage channels etc) and 250m from any domestic groundwater well.

All Development within 40m of a watercourse is Integrate Development and subject to separate assessment and subsequent consent from the Department of Infrastructure, Planning and Natural Resources under the provisions of the Rivers & Foreshore Improvement Act.

Any variation to the 40m setback must be supported by information addressing the merits of the variation and measures taken to mitigate potential adverse impact.

## 7.12 INTENSIVE LIVESTOCK INDUSTRIES

Residential Development must be located a minimum distance specified below or incorporate measures to minimise the impact of noise and odour generated as a result of activities associated with intensive livestock listed as follows:-

- Dairies
- Poultry
- Piggeries
- Feedlots

Intensive Livestock Industries have the potential to have a significant environmental impact on adjoining properties through the generation of odours, dust and noise. These impacts may also be generated as a result of truck movements and feed mill operation.

All Intensive Livestock Industries must achieve a 140m setback from any building to a public road.

**PART C**

Dungog Development Control Plan

**7.12.1 DAIRY FARMS**

Dairy farms must provide a vegetated buffer between dairy complex (including solids and effluent areas) and streams, rivers and watercourses. A minimum buffer between neighbouring residential development and a pond or manure heap is 200m.

**7.12.2 POULTRY FARMS**

Poultry sheds shall have a minimum buffer to adjacent residential development of 500m. Litter shall not be stockpiled within 400m of any public road or any neighbouring residential development.

A buffer of 400m to any public road or residential development be applied to the bulk storage of Poultry Litter, sawdust and other products that may cause nuisance by way of odour, vapour dust, noise, vibration, waste water, waste products or otherwise. [Amendment No 1]

**7.12.3 PIGGERIES**

Piggeries shall have a minimum buffer to adjacent residential development of 500m and a buffer of 750m from any school, shop, church public hall or premises used for the manufacture or preparation of food.

**7.12.4 CATTLE FEEDLOTS**

Cattle confined to a yard area with watering and feeding facilities where they are fed and watered are considered to be in a feedlot.

Large feedlots greater than 500 head will require a buffer zone of 1500m.  
Smaller operations 50 - 500 head will require a buffer of 1000m.

**7.12.5 OTHER INTENSIVE LIVESTOCK OPERATIONS**

Buffers will also be required to other intensive livestock operations, which are likely to impact on residential development in the locality. These operations will be assessed individually on the basis of the size, nature and characteristics of the operation. Generally the minimum separation distance of 500m is to apply between the livestock operation and any neighbouring residential development.

**7.12.6 INTENSIVE AGRICULTURE**

Potential conflict with adjacent development is dependent on the nature of the intensive agricultural activity and also on the management practices adopted by the producer. The greatest potential for conflict arises in cases where commercial operations involve the regular or intermittent use of chemical sprays or where noise from equipment or machinery is generated.

This conflict is likely to increase in Dungog as the agricultural sector undergoes restructuring and alternatives to traditional agricultural practice are put into place.

A minimum buffer between intensive agricultural and neighbouring residential development is to be 150m.

Buffer Zones 30/10/07

Dungog Development Control Plan

**PART C****7.12.7 ANIMAL BOARDING & BREEDING ESTABLISHMENTS:**

Potential conflict with residential development generally arises as a result of noise from animals, smell from kennels/ exercise yards, waste disposal and contamination of surface water. Dust and noise from client's vehicles may also be an issue. A minimum separation distance of 500m is required from neighbouring residential development.

This distance may however be increased where the potential for noise is likely to cause disturbance to residents in the locality.

**7.12.8 EXTRACTIVE INDUSTRY**

Extractive Industries usually involve an extensive range of both plant & equipment that may create noise and dust during the normal extraction, processing and loading of material. The degree of impact generated is largely based on the type of material being won and the level of processing of the material prior to sale. Quarrying activities are incompatible with many land uses, particularly residential land uses and it is therefore desirable to mitigate potential conflict and prevent the sterilisation of extractive resources as a result of encroaching residential development.

A minimum buffer zone to extractive resources shall be 500 metres although this may increase if blasting is a part of the operational regime.

**7.12.9. RAILWAY**

Buffers between rail lines and residential development are required to minimise impacts on residential amenity caused by railway operations. All residential and other noise sensitive proposals within 60 metres of an operational railway require a detailed acoustic assessment. However, Council may use discretion to extend the acoustic assessment requirement to areas that are:

- Located outside, but within reasonable proximity to the 60m distance;
- In the vicinity of steel bridges;
- Near sections of high speed tracks; or
- In locations where there is no acoustic shielding by topography or buildings, between the track and the potential noise receivers.

A detailed Acoustic and Vibration Study is to be carried out by a suitably qualified professional and must accompany an application to Council. (Recommendations from Rail and Infrastructure Corporation, State Rail Authority, *Interim Guidelines for Councils – Consideration of rail noise and vibration in the planning process*. November 2003).

**7.13 WIND ENERGY GENERATION FACILITIES**

Refer to Part C Section 19 – Wind Energy Generation Facilities for information on buffer areas for this type of development.

**7.14 NOTICE TO PURCHASERS OF LAND IN RURAL AREAS IN DUNGOG SHIRE**

Dungog Shire Council supports the right of persons in rural areas to carry out agricultural production using reasonable and practicable measures to avoid environmental harm.

Buffer Zones 30/10/07

**PART C**

**Dungog Development Control Plan**

Intending purchasers are advised that agricultural production practises may include some of the following activities and some activities may have implications for occupiers of adjacent land:-

- Logging and milling of timber
- Dairies
- Intensive livestock production (feedlots, piggeries and poultry farms)
- Intensive Agriculture
- Vegetation clearing
- Cultivation and harvesting
- Bush fire hazard reduction burning
- Construction of firebreaks
- Construction of dams, drains and contour banks
- Fencing
- Use of agricultural machinery (tractors, chainsaws, motor bikes etc)
- Pumping and irrigation
- Pesticide spraying
- Aerial spraying
- Animal husbandry practices
- Droving livestock on roads
- Silage production
- Construction of access roads and tracks
- Slashing and mowing vegetation
- Planting of wood lots.

Please refer to Part C Section 19 for Wind Turbine buffer zones.

Intending purchasers of land in rural areas may have difficulty with some of these activities or the impact of these activities when they are being carried out on land near their proposed purchase. If so, they should seek independent advice and consider their position.

This notice is not intended to affect the rights of individuals to take action under the common law or legislation.

***This notice is provided for information purposes only***



**Attachment 5**

Wellington Council DCP (incorporated by Dubbo Regional Council) provisions for buffer zones

~~need to be provided to Council as to the satisfaction of the electricity authority with arrangements made by the subdivider to reticulate the lots.~~  
~~Generally, the electricity authority will want to see that a contract has been entered into with an approved electricity contractor to reticulate the estate to their satisfaction.~~

**D2.4.2 Stormwater and erosion**  
 Refer to Section B1 for detailed requirements.

**D2.4.3 Onsite Waste management**  
 Refer to Section B4 for detailed requirements.

**D2.4.4 Road standards**  
 In all rural areas, a road hierarchy must be established to ensure that a safe and efficient environment is provided for motorists, cyclists and pedestrians.  
 New roads shall be designed for the maximum likely traffic volumes at the end of a 20-year design life.  
 Full details of Council's road standards and requirements are found in section 2.3 of "Guidelines for Engineering Works".  
 Council has defined 2 standards of local rural public road:

- Rural Local Access—generally for servicing less than 10 lots
- Rural Collector—for developments servicing more than 10 Lots

**D2.4.5 Agricultural buffers**  
 Where dwelling houses or tourist accommodation are proposed to be located in rural areas within proximity of primary production, Council will need to be satisfied that 'normal' farming practices on adjacent land are not inhibited. Development conditions may be required to ameliorate potential conflicts between rural residents and primary producers.  
 The main conflicts that can occur between residential development and primary producers may involve:

- Spray drift from chemicals used in primary production
- Noise from machinery, animals (e.g. night paddocks)
- Dust from stock and/or machinery
- Odours from farm related waste, silage, etc.
- Visual impact of normal farming activity.

**(A) Buffer distances**  
 The negative impacts on rural dwellings from agriculture and rural industry by way of dust, fumes, odour, spray drift, light and noise is to be minimised and the reasonable expectations of existing farmers protected.  
 This should be achieved by separating the proposed dwelling from professional agriculture using envelopes in accordance with Table 1 below.

Wellington DCP 2013 Part 1 - Section D Page 46

**TABLE 1: Summary of buffer area design criteria**

	Duration Threshold	Min default distance (m)	Min. design distance with buffer element (m)
Chemical spray drift	None	300	40
Intermittent odour	>88 hrs/yr	500	500*
Intermittent noise**	>10 hrs/yr <50 hrs/yr	60 (d)	15 (d)
		1000 (n)	250 (n)
Long term noise **	>50 hrs/yr	500 (d)	120 (d)
		1000# (n)	1000# (n)
Dust, smoke and ash	None	150	40

(Source: Department of Natural Resources, Queensland 1997 "Planning Guidelines - Separating Agricultural and Residential Land Uses")

**Notations**

\* Minimum design distance for an odour buffer area may be reduced on consideration of site factors and nature of odour

\*\* Based on source noise level of 90 dB(A) (LAmax,T) at 7.5 m

d = Noise occurring in day-time (6 a.m.–10 p.m.)

n = Noise occurring in night-time (10 p.m.–6 a.m.)

# = Long-term noise occurring between 10 p.m.–6 a.m. is likely to be considered intrusive and therefore unreasonable. Such noise sources may be ameliorated by a combination of enclosing or muffling the source of the noise, by provision of a buffer area and attention to residential design.

In addition to the above prescribed separation distances, Table 2 lists those separation distances that are considered appropriate:

**Table 2: Separation between rural land use and residential development**

Land Use	Separation Distance
Cattle feedlot (less than 500 head)	300 metres
Intensive dairies (less than 500 head)	300 metres
Piggeries or poultry farms (less than 500 head)	300 metres
Intensive dairies (more than 500 head)	500 metres
Piggeries and poultry farms (500 head or more)	500 metres
Other intensive livestock keeping (500 head or more)	500 metres
Extractive industry or mine	500 metres
Abattoirs	1000 metres

(Source: Department of Natural Resources, Queensland 1997 "Planning Guidelines - Separating Agricultural and Residential Land Uses")

**(B) Buffer variations**

The required buffers may be reduced if, in the opinion of Council, the development will not be adversely affected by the use of adjoining land. In assessing whether reduced buffers are acceptable in a particular case, Council will consider the following variation criteria:

- the extent, nature and intensity of the adjoining land use;
- the operational characteristics of the adjoining land use;
- Nominate proposed methods of mitigating adverse impact;
- the external effects likely to be generated by the adjoining land use (i.e. dust, fumes, odour, spray drift, light and noise) and their potential to cause conflict;
- the potential of adjoining land to be used for various commercial activities including agriculture, quarries, rural industries etc.;
- any topographical features or vegetation which may act to reduce the likely impacts of an adjoining land use;
- prevailing wind conditions and any other climatic characteristics; and
- any other mitigating circumstances.

Vegetation buffers may be used to reduce the total buffer distance required between dwellings and adjoining land uses. However, caution must be exercised when considering the appropriateness of a vegetation buffer. Vegetation buffers have little effect on noise reduction, take time to establish, require on-going maintenance and are subject to storm and insect damage. Trees only have a limited life span. Therefore, vegetation buffers will not be appropriate in all circumstances.

**(C) Buffer design**

Research into the behaviour of pesticide spray drift has shown that Buffer Elements in the form of vegetation screens can prove effective barriers to spray drift where they meet the following criteria:

- are a minimum total width of 40m;
- contain random plantings of a variety of tree and shrub species of differing growth habits, at spacings of 5m for a minimum width of 40m;
- include species with long, thin and rough foliage which facilitates the more efficient capture of spray droplets;
- provide a permeable barrier which allows air to pass through the buffer;
- foliage is from the base to the crown;
- include species which are fast growing and hardy;
- have a mature tree height 1.5 times the spray release height or target vegetation height, whichever is higher;
- have mature height and width dimensions which do not detrimentally impact upon adjacent cropped land; and
- include an area of at least 10m clear of vegetation or other flammable material to either side of the vegetated area.

Particular care must be made to ensure that vegetation buffers do not compromise the bushfire safety of existing and future dwellings on either the

subject or adjoining land. Vegetation buffers are therefore to be located such that they will not comprise Asset Protection Zones.

**D2.4.6 Weed control**

Development consent must not be granted for development on land in which a noxious weed infestation has been identified, unless a clear noxious weeds certificate is received by Council.

Council will not accept the dedication of land in subdivisions unless recognised weed infestations have been controlled in the area to be dedicated, to Council's satisfaction prior to release of the subdivision certificate.

**D2.4.6.1 Weed management in the Development Application process**

Application for a Development Approval to subdivide land in zones RU1, E2, E3, or R5 into lots which can be used for residential purposes must be accompanied by:

- A property weeds assessment
- A plan of management (where a significant infestation of noxious weeds are identified by Council weeds officers) comprising an agreed program of weed control over a specified time period.

The following must be shown in the plan:

- a staged plan for the management of identified noxious weeds;
- proposed method(s) of weed management;
- monitoring; and
- reporting.

The weeds management plan is to be approved by Council before issue the of a development consent for subdivision.

## Event Assistance Funding Application - 1 January to 30 June 2019

#11

**COMPLETE**

**Collector:** Web Link 2 (Web Link)  
**Started:** Thursday, October 04, 2018 11:18:44 AM  
**Last Modified:** Thursday, October 04, 2018 11:30:09 AM  
**Time Spent:** 00:11:25  
**IP Address:** 203.48.36.129

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## Page 2: CONTACT DETAILS

**Q1** Please enter your contact details below:

**Name:** Diane Thompson  
**Organisation:** Gulgong Turf Club  
**ABN:** 49177254700  
**Address:** 35 Mebul Rd  
**Suburb:** Mebul  
**State:** NSW  
**Post Code:** 2852  
**Email Address:** thompsonm1@bigpond.com  
**Phone Number:** 0418 740 334

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**Q2** Website/Social Media

**Website:** <https://gulgong.com.au/listing/gulgong-turf-club/>

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## Page 3: EVENT INFORMATION

**Q3** Name of event:

Gulgong Gold Cup Horse Race

**Q4** Event Date/s:

Sunday 9 June 2019

**Q5** Number of days event is held:

1

**Q6** Event location:

Gulgong Turf Club



Event Assistance Funding Application - 1 January to 30 June 2019

**Q7** Year the event was established:

1111 

**Q8** How often is the event held?

Annual

**Q9** Event description:

Community race meeting, with activity for children, fashions of the field. Also attracts a huge number of tourists and locals

**Q10** Event aims and objectives:

x



**Q11** Desired outcomes of event:

x



**Q12** Expected attendance numbers: (note: 'local' refers to Mid-Western LGA residents, 'visitors' refers to those coming from outside Mid-Western LGA)

Local Participants	x
Local Spectators	x
Visitor Participants	x
Visitor Spectators	x
Total Expected Attendance	x



**Q13** What methods do you use to collect data on attendance and visitor numbers?

x



**Q14** Target audience:

Local and visitors



**Q15** Local community involvement (including local businesses and number of volunteers):

x



**Q16** Economic benefits of the event:

x



## Summary of Comments on SurveyMonkey Analyze - Export

Page: 2

Number: 1	Author: Aazar	Subject: Sticky Note	Date: 6/11/2018 11:39:06 AM
1871 as advised on previous application			
Number: 2	Author: Aazar	Subject: Sticky Note	Date: 6/11/2018 11:48:25 AM
Form error deleted some answers. from previous application the following was provided for Q10: To run a successful race meeting and For The Community and Attract Tourist			
Number: 3	Author: Aazar	Subject: Sticky Note	Date: 6/11/2018 11:48:25 AM
Conversation with Dianne Thompson 22/10/18 advised: - wish to amend funding request from \$1,000 to \$2,500			
Number: 4	Author: Aazar	Subject: Sticky Note	Date: 6/11/2018 11:48:25 AM
Conversation with Dianne Thompson 22/10/18 advised: Local Participation 500 Visitor Participation 1,500 Total expected participation 2,000			
Number: 5	Author: Aazar	Subject: Sticky Note	Date: 6/11/2018 11:48:34 AM
Advised from previous form: - From gate takings			
Number: 6	Author: Aazar	Subject: Sticky Note	Date: 6/11/2018 11:48:25 AM
Conversation with Dianne Thompson 22/10/18 advised: - requesting \$2,500 to go towards marquee hire, toilet hire, cool room hire and marketing expenses.			
Number: 7	Author: Aazar	Subject: Sticky Note	Date: 6/11/2018 11:48:25 AM
Form error, answers for Q24-25 from previous form completion: Q24 - Running of event relies on sponsorship Q25 - Event is managed and run by Gulgong Turf Club committee and volunteers. The Turf Club pays Racing NSW staff for their assistance in running the event			
Number: 8	Author: Aazar	Subject: Sticky Note	Date: 6/11/2018 11:48:25 AM
From previous form: - 30+ sponsors and 50 volunteers			
Number: 9	Author: Aazar	Subject: Sticky Note	Date: 6/11/2018 11:48:25 AM
Form error left part blank. From previous application answers for Q16-19: Q16 - Money spent in Council area Q17 - Huge community and social event Q18 - Thru advertising Q19 - TV Advertising, radio, newspapers			

Event Assistance Funding Application - 1 January to 30 June 2019

**Q17** Community and social benefits of the event:

x

**Q18** How will Council's support of the event be recognised?

x

**Q19** How do you plan to market and promote the event?

x

Page 4: PROJECT BUDGET AND FINANCIAL DETAILS

**Q20** Please provide details of your event income:

Events Assistance Funding Requested:	<b>\$1,000</b>
Expected Sales Revenue (including entry/ticket sales):	<b>\$7,000</b>
Contribution from your Organisation/Club:	<b>\$8,000</b>
Total Income:	<b>\$16,000</b>

**Q21** Please provide details of your event expenditure:

Marketing: **x**

**Q22** Total Surplus/Deficit:

\$ **\$16,000**

**Q23** If positive or surplus budget, please provide further details/explanation what this surplus will be used for:

x

**Q24** How do you plan to ensure the event will be sustainable in the future and not reliant on Council funding?

x

**Q25** Please outline the management structure of your event including key role and responsibilities, and the use of paid/unpaid staff?

x

**Q26** Is your group/organisation Incorporated? **Yes**

**Q27** Is your group/organisation not-for-profit? **No**

## Event Assistance Funding Application - 1 January to 30 June 2019

**Q28** Have you registered for GST?**Yes****Q29** Do you have an ABN?**Yes,**  
ABN::  
49177254700**Q30** Has your event previously received funding from Council?**Yes,**  
If yes, please list year(s) of funding and amount(s) received::  
\$1,000 2018**Q31** Does the event hold current Public Liability Insurance? Events **MUST** have insurance to be eligible to receive funding.**Yes****Q32** Please upload a copy of your Certificate of Currency**Certificate of Currency - Gulgong Gold Cup 2018.pdf(197.8KB)**

Page 5: FUNDING REQUESTED - MUST NOT EXCEED \$2,500

**Q33** Please provide details of IN-KIND support requested AND value of support (dollar amounts):(e.g. Council venue hire fee, preparation of Traffic Control Plan, Traffic Control Personnel, Waste Management). Refer to Council's Fees and Charges (click here) for amounts.

Venue Hire	<b>x</b>
Total:	<b>x</b>

**Q34** Please provide details of CASH support requested AND dollar amounts:For any cash funding received, copies of invoices may be required as evidence along with an invoice.

1.	<b>\$1,000</b>
Total:	<b>\$1,000</b>

Page 6: AUTHORISATION OF APPLICANT

**Q35** Authorisation of Applicant:

Name:	<b>Diane Thompson</b>
Position	<b>Secretary</b>
Date:	<b>30/09/2018</b>

Event Assistance Funding Application - 1 January to 30 June 2019

**Q36** I confirm:

**that the information contained in the application form and within the attachments are true and correct.**

,

**that this application has been submitted with the full knowledge and support of the applicant.**

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## Event Assistance Funding Application - 1 January to 30 June 2019

#10

**COMPLETE**

**Collector:** Web Link 2 (Web Link)  
**Started:** Tuesday, October 02, 2018 9:52:08 AM  
**Last Modified:** Tuesday, October 02, 2018 11:02:22 AM  
**Time Spent:** 01:10:14  
**IP Address:** 203.48.36.130

## Page 2: CONTACT DETAILS

**Q1** Please enter your contact details below:

**Name:** Mette Sutton  
**Organisation:** Mudgee Endurance Riders Assoc  
**ABN:** 63 285 274 500  
**Address:** PO Box 109  
**Suburb:** Mudgee  
**State:** NSW  
**Post Code:** 2850  
**Email Address:** mudgeeERA@outlook.com  
**Phone Number:** 0400308626

**Q2** Website/Social Media

**Website:** n/a  
**Facebook Page:** Mudgee Endurance Riders Association

## Page 3: EVENT INFORMATION

**Q3** Name of event:

Mudgee Ray Gooley Memorial Endurance Ride

**Q4** Event Date/s:

10 and 11 May 2018

**Q5** Number of days event is held:


2

**Q6** Event location:

Cooyal

Page: 6

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 Number: 1    Author: Aazar    Subject: Sticky Note    Date: 6/11/2018 10:48:08 AM  
Typo in form. Should be 2019. Confirmed from [www.nswera.asn.au](http://www.nswera.asn.au)

## Event Assistance Funding Application - 1 January to 30 June 2019

**Q7** Year the event was established:

1971

**Q8** How often is the event held?

Annual

**Q9** Event description:

Horse Endurance Ride, 80km, 40km, 20km and 10km for beginners.

**Q10** Event aims and objectives:

Continue a local endurance ride that has been held for 47 years and provide a safe enjoyable endurance ride for other NSW endurance riders. This event is supported by the Cooyal, Botobolar and Moolarben RFS brigades which is used as a training event for their members. It also provides an annual fund raising event for the Cooyal Hall Association.

**Q11** Desired outcomes of event:

Increased number of participants and visitors, high percentage completion rate, to uphold our position as one of the most successful and enjoyable endurance rides on the NSW endurance riding calendar.

**Q12** Expected attendance numbers: (note: 'local' refers to Mid-Western LGA residents, 'visitors' refers to those coming from outside Mid-Western LGA)

Local Participants	10
Local Spectators	50
Visitor Participants	120
Visitor Spectators	240
Total Expected Attendance	420

**Q13** What methods do you use to collect data on attendance and visitor numbers?

NSW Aera dataspace has all ride results. Addresses of participants is collected via ride entry forms. Visitor numbers are estimated based on one additional support person per rider, and estimated number of volunteers and support people for the ride.

**Q14** Target audience:

NSW Endurance riders, mostly outside of our region, but has this year included riders from QLD, VIC and occasionally international riders eg from France and Namibia.

**Q15** Local community involvement (including local businesses and number of volunteers):

Cooyal, Botobolar and Moolarben RFS.  
Cooyal Hall Association and local members of the Cooyal Community.  
Local horse produce stores, supermarkets and petrol stations.  
Volunteers - 50+

Event Assistance Funding Application - 1 January to 30 June 2019

**Q16** Economic benefits of the event:

Food for the meals provided at the event by the Cooyal Hall Association canteen and meals for the volunteers all sourced locally. Participants are encouraged to shop local and pick up items when travelling through our region's townships to the event. Participants need to drive to the event therefore requiring fuel.

**Q17** Community and social benefits of the event:

Fundraising opportunity for the Cooyal community and local RFS brigades who are provided with a donation to provide support by way of manning checkpoints and providing water. This event is noted as one of the Cooyal community's annual fund raising events.

**Q18** How will Council's support of the event be recognised?

Council (name and logo) will be noted as a sponsor on all sponsorship print material, MERA social media posts (254 members) and NSW AERA membership posts (923) plus shares. A thank you to the Council will also be included in the ride booklet provided to all riders pre-event. MERA would be pleased to exhibit any marketing banners (flags) and hand out Mid-Western promotional material to applicants.

**Q19** How do you plan to market and promote the event?

The event is an annual event already on the NSW ride calendar for 2019. The event is promoted via the NSW Endurance Riders bi-monthly newsletter and facebook posts. Flyers in local business windows, and notifications on local radio and print media. Our event has been hugely successful in the past and is well liked by riders because of the achievable terrain and the organisation, therefore the history of this event helps to self-promote for upcoming years.

Page 4: PROJECT BUDGET AND FINANCIAL DETAILS

**Q20** Please provide details of your event income:

Events Assistance Funding Requested:	\$1000
Expected Sales Revenue (including entry/ticket sales):	\$10,500
Sponsorship:	\$800
Stallholder Fees:	n/a
Total Income:	\$11,300

\$12,300  
Adding error

Page: 8

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Number: 1	Author: Aazar	Subject: Cross-Out	Date: 6/11/2018 10:48:25 AM
Number: 2	Author: Aazar	Subject: Text Box	Date: 6/11/2018 10:50:28 AM

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\$12,300 Adding error



Event Assistance Funding Application - 1 January to 30 June 2019

**Q21** Please provide details of your event expenditure:

Marketing:	\$10
Venue Hire:	\$700
Event Infrastructure:	Course markers, tape, star posts, bunting \$200
Waste Management:	\$1000
Staff Costs:	Food, petrol, checkpoint supplies \$800
Other 1:	Vet, chief steward fees \$2500
Other 2:	NSW ERA ride fees \$3,800
Other 3:	Donation to RFS brigades \$800, land holders \$250, prizes \$1800

**Q22** Total Surplus/Deficit:

\$ 150 \$440 surplus 2

**Q23** If positive or surplus budget, please provide further details/explanation what this surplus will be used for:

No surplus. This event is run annually without a profit.

**Q24** How do you plan to ensure the event will be sustainable in the future and not reliant on Council funding?

Keep costs to a minimum, seek additional funding, increase ride fees (we did this for the 2018 event).

**Q25** Please outline the management structure of your event including key role and responsibilities, and the use of paid/unpaid staff?

MERA has a committee that held their AGM on 28 September 2018. It consists of a president, vice president, secretary/treasurer, publicity officer, public officer and sponsorship officer.  
Family members of the committee assist at the event and all members/family are unpaid.  
Local organisation volunteers assist however a donation has to be made to that organisation for their assistance.  
For the event to be sanctioned by NSW Endurance, one vet per 30 riders is required and a chief steward. Vet fees are set by NSW ERA and are currently \$680 per vet, plus petrol, accommodation and meals are paid by MERA.

**Q26** Is your group/organisation Incorporated? **Yes**

**Q27** Is your group/organisation not-for-profit? **Yes**

**Q28** Have you registered for GST? **No**

**Q29** Do you have an ABN? **Yes,**  
ABN::  
63 285 274 500

Page: 9

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Number: 1 Author: Aazar Subject: Cross-Out Date: 6/11/2018 10:49:40 AM

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Number: 2 Author: Aazar Subject: Text Box Date: 6/11/2018 10:49:50 AM  
\$440 surplus

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Event Assistance Funding Application - 1 January to 30 June 2019

**Q30** Has your event previously received funding from Council?  
**Yes,**  
If yes, please list year(s) of funding and amount(s) received::  
2016 - \$500

**Q31** Does the event hold current Public Liability Insurance? Events MUST have insurance to be eligible to receive funding.  
**Yes**

**Q32** Please upload a copy of your Certificate of Currency  
**NEWGRAND 20180419 Certificate of Insurance - AERA - 50888.pdf(147.7KB)**

Page 5: FUNDING REQUESTED - MUST NOT EXCEED \$2,500

**Q33** Please provide details of IN-KIND support requested AND value of support (dollar amounts):(e.g. Council venue hire fee, preparation of Traffic Control Plan, Traffic Control Personnel, Waste Management). Refer to Council's Fees and Charges (click here) for amounts.

Venue Hire **no in-kind support requested**

**Q34** Please provide details of CASH support requested AND dollar amounts:For any cash funding received, copies of invoices may be required as evidence along with an invoice.

1. **\$500 - venue hire for Cooyal Community Grounds**  
2. **\$500 - toward portaloos hire (total cost \$1000)**  
Total: **\$1000**

Page 6: AUTHORISATION OF APPLICANT

**Q35** Authorisation of Applicant:

Name: **Mette Sutton**  
Position: **President**  
Date: **2 Oct 2018**

**Q36** I confirm:  
**that the information contained in the application form and within the attachments are true and correct.**  
,  
**that this application has been submitted with the full knowledge and support of the applicant.**

## Event Assistance Funding Application - 1 January to 30 June 2019

#9

**COMPLETE**

**Collector:** Web Link 1 (Web Link)  
**Started:** Friday, September 28, 2018 10:53:51 AM  
**Last Modified:** Friday, September 28, 2018 11:06:47 AM  
**Time Spent:** 00:12:56  
**IP Address:** 27.100.1.34

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## Page 2: CONTACT DETAILS

**Q1** Please enter your contact details below:

**Name:** Rebecca Collins  
**Organisation:** Camp Quality  
**ABN:** 87052097720  
**Address:** 3/22 John Street  
**Suburb:** Warners Bay  
**State:** NSW  
**Post Code:** 2282  
**Email Address:** rebecca.collins@campquality.org.au  
**Phone Number:** 0249473041

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**Q2** Website/Social Media

**Website:** [www.campquality.org.au](http://www.campquality.org.au)  
**Facebook Page:** <https://www.facebook.com/camp.qualitynewcastle/?ref=bookmarks>

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## Page 3: EVENT INFORMATION

**Q3** Name of event:

Camp Quality's A Night in Mudgee featuring Catherine Britt

**Q4** Event Date/s:

Saturday 30th March

**Q5** Number of days event is held:

Event runs over 4 days, Camp Quality's A Night in Mudgee held on Saturday night 30th March

**Q6** Event location:

Mudgee Showground

Event Assistance Funding Application - 1 January to 30 June 2019

**Q7** Year the event was established:

Inaugural year of Camp Quality's A Night in Mudjee featuring Catherine Britt. This event is part of a larger fundraising event MotoCyc 4 Kids which has been running since 2016

**Q8** How often is the event held?

One-off

**Q9** Event description:

Camp Quality Newcastle runs an annual fundraiser MotoCyc 4 Kids which is a three day motorbike event where participants raise money for Camp Quality to take part. The event is in its fourth year and is made up of around 50 individuals who have raised over \$225,000 to date for Camp Quality. Each year the event has gone to a different area with 2019's event being held around Mudjee. Along with our major sponsor, Jayco Newcastle, this year we have decided to run a fundraising event in Mudjee on Saturday 30th March. Tickets will be sold for people to attend a family night out which will include a BBQ and entertainment by Catherine Britt. We will also run a raffle, 100 club and sell MotoCyc and Camp Quality merchandise with the proceeds going to Camp Quality. Along with our MotoCyc event participants we are also brining 50 Jayco caravan club members to Mudjee for a weekend away which includes attendance at this event.

**Q10** Event aims and objectives:

The overall goal of "Camp Quality's A Night in Mudjee" and MotoCyc 4 Kids is to fundraise and spread awareness for Camp Quality. All funds raised go towards supporting children impacted by cancer – be that their own diagnosis or the diagnosis of someone they love (parent, carer or sibling). A cancer experience places enormous physical, emotional and financial stress on families. Our programs and services are designed to meet the specific wellbeing needs of children (0-13 years) growing up with cancer, and their families, free of charge.

The event is also focused on bringing together likeminded people and building relationships between Camp Quality, the event participants and the local community we are involved with each year. We are focused on providing a fun and positive experience for all by living out our motto "Laughter is the best medicine".

**Q11** Desired outcomes of event:

To fundraise for Camp Quality with funds going to provide services and programs to families impacted by cancer. Spread awareness of Camp Quality to both the individuals involved and the local community. To build a strong relationship between the Mudjee community and Camp Quality the organization.

**Q12** Expected attendance numbers: (note: 'local' refers to Mid-Western LGA residents, 'visitors' refers to those coming from outside Mid-Western LGA)

Local Participants	10
Local Spectators	50
Visitor Participants	50
Visitor Spectators	50
Total Expected Attendance	160

**Q13** What methods do you use to collect data on attendance and visitor numbers?

Data on attendance numbers on the night will be collected at the gate. We will also be able to collect data on reach through social media event online data



Event Assistance Funding Application - 1 January to 30 June 2019

**Q14 Target audience:**

All members of the community are welcome. Family event with activities for everyone and the goal of the evening being spreading awareness about Camp Quality and fundraising for the families impacted by cancer.

**Q15 Local community involvement (including local businesses and number of volunteers):**

Locals involved on the night through attendance at the fundraiser. Local lions club and rotary being approached to cook the BBQ on the night. Local volunteers would be around 10 people with visitor volunteers at 10 people. Local businesses will be approached to provide raffle prizes for the night which they will receive promotion of.

**Q16 Economic benefits of the event:**

As mentioned above we will bring around 100 visitors into the area who will be there for a minimum of three days. These individuals will be spending money in the area on accommodation, food and services for this time frame. We will also be asking local businesses to donate prizes for the raffle which they will receive a tax benefit for. Funds raised from this event will go to support local families who have been impacted by cancer by providing them with access to programs and services offered by Camp Quality.

**Q17 Community and social benefits of the event:**

Strengthening community relationships. Networking and promoting area to visitors to help spread local regions identity and draw tourism to the area via word of mouth. Providing programs and services to help local families impacted by cancer.

**Q18 How will Council's support of the event be recognised?**

Council's logo will be used in the promotion of the event through social media accounts as well as the inclusion on promotional posters. Also on the evening council can provide banners/signage to be displayed at the venue.

**Q19 How do you plan to market and promote the event?**

Facebook and other social media platforms. Flyers around Mudgee to promote the event.

Page 4: PROJECT BUDGET AND FINANCIAL DETAILS

**Q20 Please provide details of your event income:**

Events Assistance Funding Requested:	<b>\$2100.00 ground hire waiver fee for Saturday and Sunday to help with the event bump in and out</b>
Expected Sales Revenue (including entry/ticket sales):	<b>\$7988</b>
Total Income:	<b>\$10,088</b>

**Q21 Please provide details of your event expenditure:**

Venue Hire:	<b>\$4200 for the hire of the grounds for 4 days</b>
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**Q22 Total Surplus/Deficit:**

\$	<b>\$5888.00</b>	<b>Surplus</b>
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Number: 1 Author: Aazar Subject: Text Box Date: 6/11/2018 11:08:29 AM

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Surplus

## Event Assistance Funding Application - 1 January to 30 June 2019

**Q23** If positive or surplus budget, please provide further details/explanation what this surplus will be used for:

All surplus funds raised go towards Camp Quality to support children impacted by cancer – be that their own diagnosis or the diagnosis of someone they love (parent, carer or sibling). This will provide them with access to our programs and services.

**Q24** How do you plan to ensure the event will be sustainable in the future and not reliant on Council funding?

As MotoCyc 4 Kids changes the towns they visit each year, this event may not be able to run as an annual event. However there are families in the area so there is the potential for this event to run again with the help of local volunteers or if the fundraiser was ever to involve Mudgee in the events schedule.

**Q25** Please outline the management structure of your event including key role and responsibilities, and the use of paid/unpaid staff?

Camp Quality staff and MotoCyc committee members will be responsible for the run of the event on the night including bump in and out. Volunteers will be involved in the BBQ through Rotary and Lions Club. Camp Quality volunteers and Moto Cyc participants will be involved with the fundraising activities on the night including the sale of merchandise, raffle tickets and entries to the 100 club. Catherine Britt is performing for the crowd free of charge for Camp Quality.

**Q26** Is your group/organisation Incorporated? **Yes**

**Q27** Is your group/organisation not-for-profit? **Yes**

**Q28** Have you registered for GST? **Yes**

**Q29** Do you have an ABN? **Yes,**  
ABN::  
87052097720

**Q30** Has your event previously received funding from Council? **No**

**Q31** Does the event hold current Public Liability Insurance? Events MUST have insurance to be eligible to receive funding. **Yes**

**Q32** Please upload a copy of your Certificate of Currency

**Combined General Liability \$20Million 2018.pdf (91.2KB)**

Page 5: FUNDING REQUESTED - MUST NOT EXCEED \$2,500

Event Assistance Funding Application - 1 January to 30 June 2019

**Q33** Please provide details of IN-KIND support requested AND value of support (dollar amounts):(e.g. Council venue hire fee, preparation of Traffic Control Plan, Traffic Control Personnel, Waste Management). Refer to Council's Fees and Charges (click here) for amounts.

Venue Hire	<b>\$2100.00 ground hire waiver fee for Saturday and Sunday to help with the event bump in and out</b>
Traffic Management	0
Waste Management	0
Other 1	0
Other 2	0
Total:	<b>2100.00</b>

**Q34** Please provide details of CASH support requested AND dollar amounts:For any cash funding received, copies of invoices may be required as evidence along with an invoice.

1.	0
2.	0
3.	0
4.	0
5.	0
Total:	0

Page 6: AUTHORISATION OF APPLICANT

**Q35** Authorisation of Applicant:

Name:	<b>Rebecca Collins</b>
Position	<b>Fundraising Coordinator</b>
Date:	<b>28/09/2018</b>

**Q36** I confirm:

**that the information contained in the application form and within the attachments are true and correct.**

**that this application has been submitted with the full knowledge and support of the applicant.**

## Event Assistance Funding Application - 1 January to 30 June 2019

#6

**COMPLETE**

**Collector:** Web Link 1 (Web Link)  
**Started:** Wednesday, September 26, 2018 8:44:02 AM  
**Last Modified:** Wednesday, September 26, 2018 9:58:05 AM  
**Time Spent:** 01:14:02  
**IP Address:** 1.129.107.83

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## Page 2: CONTACT DETAILS

**Q1** Please enter your contact details below:

**Name:** BRIAN JONES  
**Organisation:** CUDGEGONG VALLEY ANTIQUE MACHINERY CLUB  
**ABN:** 93876988  
**Address:** 84HENRY BAYLY DR  
**Suburb:** MUDGEE  
**State:** NSW  
**Post Code:** 2850  
**Email Address:** [bjlittleeden@gmail.com](mailto:bjlittleeden@gmail.com)  
**Phone Number:** 0438323909

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**Q2** Website/Social Media

**Website:** [www.cvamc.com.au](http://www.cvamc.com.au)

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## Page 3: EVENT INFORMATION

**Q3** Name of event:

MUDGEE SWAP MEET AND CAR BOOT SALE

**Q4** Event Date/s:

13th January 2019

**Q5** Number of days event is held:

one

**Q6** Event location:

Mudgee Showground



Event Assistance Funding Application - 1 January to 30 June 2019

**Q7** Year the event was established:

2003

**Q8** How often is the event held?

Annual

**Q9** Event description:

Swap meet and car boot sale  
Buying and selling a wide range of items.

**Q10** Event aims and objectives:

Provide a community event

**Q11** Desired outcomes of event:

Raise funds for the Cudgegong Valley Antique Machinery Club.

**Q12** Expected attendance numbers: (note: 'local' refers to Mid-Western LGA residents, 'visitors' refers to those coming from outside Mid-Western LGA)

Local Participants	50
Local Spectators	800
Visitor Participants	50
Visitor Spectators	400
Total Expected Attendance	1200

**Q13** What methods do you use to collect data on attendance and visitor numbers?

All stall holders are issued with a receipt that includes their address.

**Q14** Target audience:

We target a wide section of the community.

**Q15** Local community involvement (including local businesses and number of volunteers):

Mudgee poultry and pigeon club 8 volunteers.  
Mudgee - Gulgong wood workers 6 volunteers.  
Cudgegong valley antique machinery club 20 volunteers

**Q16** Economic benefits of the event:

raises funds for local community groups.

## Event Assistance Funding Application - 1 January to 30 June 2019

**Q17** Community and social benefits of the event:

brings locals and visitors together in a friendly environment.

**Q18** How will Council's support of the event be recognised?

Council logo will be on advertising banners, on printed advertising, on social media, club web site council signs at the event.

**Q19** How do you plan to market and promote the event?

The club web site, internet sites that advertise swap meets, local media, banners and flyers, contacting other clubs that are involved in vintage machinery.

## Page 4: PROJECT BUDGET AND FINANCIAL DETAILS

**Q20** Please provide details of your event income:

Events Assistance Funding Requested:	<b>\$2500</b>
Expected Sales Revenue (including entry/ticket sales):	<b>\$5,500</b>
Stallholder Fees:	<b>\$1200</b>
Total Income:	<b>\$9200</b>

**Q21** Please provide details of your event expenditure:

Marketing:	<b>\$800</b>
Venue Hire:	<b>\$323</b>
Event Infrastructure:	<b>\$300</b>
Other 1:	<b>Event insurance \$910</b>
Other 2:	<b>Tickets and receipt books \$200</b>

**Q22** Total Surplus/Deficit:

\$ **\$6667 Surplus**

**Q23** If positive or surplus budget, please provide further details/explanation what this surplus will be used for:

The profits will be used to run our club for the next 12 months and do improvements to our club shed.

**Q24** How do you plan to ensure the event will be sustainable in the future and not reliant on Council funding?

Although we are not totally reliant on Council funding this funding adds to the success of the event.

Event Assistance Funding Application - 1 January to 30 June 2019

**Q25** Please outline the management structure of your event including key role and responsibilities, and the use of paid/unpaid staff?

The club has a group of members that manage the swap meet organising members to be at the gates for ticket sales, collect stall holders fees, look for any hazards and if there is a hazard make it safe for everyone.

**Q26** Is your group/organisation Incorporated? **Yes**

**Q27** Is your group/organisation not-for-profit? **Yes**

**Q28** Have you registered for GST? **No**

**Q29** Do you have an ABN? **Yes,**  
ABN::  
93876988636

**Q30** Has your event previously received funding from Council? **Yes,**  
If yes, please list year(s) of funding and amount(s) received::  
Yes. Not sure of the amounts.

**Q31** Does the event hold current Public Liability Insurance? Events MUST have insurance to be eligible to receive funding. **Yes**

**Q32** Please upload a copy of your Certificate of Currency

**IMG\_20180926\_0001.pdf (271.1KB)**

Page 5: FUNDING REQUESTED - MUST NOT EXCEED \$2,500

**Q33** Please provide details of IN-KIND support requested AND value of support (dollar amounts):(e.g. Council venue hire fee, preparation of Traffic Control Plan, Traffic Control Personnel, Waste Management). Refer to Council's Fees and Charges (click here) for amounts.

Venue Hire **\$323**

**Q34** Please provide details of CASH support requested AND dollar amounts:For any cash funding received, copies of invoices may be required as evidence along with an invoice.

1. **Advertising \$800**  
2. **Event insurance \$910**  
Total: **\$1710**

Event Assistance Funding Application - 1 January to 30 June 2019

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Page 6: AUTHORISATION OF APPLICANT

**Q35** Authorisation of Applicant:

Name:	<b>BRIAN JONES</b>
Position	<b>PRESIDENT</b>
Date:	<b>26/9/2018</b>

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**Q36** I confirm:

**that the information contained in the application form and within the attachments are true and correct.**

**,  
that this application has been submitted with the full knowledge and support of the applicant.**

---

Event Assistance Funding Application - 1 January to 30 June 2019

#5

COMPLETE

**Collector:** Web Link 1 (Web Link)  
**Started:** Tuesday, September 25, 2018 1:15:35 PM  
**Last Modified:** Tuesday, September 25, 2018 2:12:30 PM  
**Time Spent:** 00:56:55  
**IP Address:** 153.107.193.209

Page 2: CONTACT DETAILS

**Q1** Please enter your contact details below:

**Name:** Ilford Public School  
**Organisation:** School  
**ABN:** 79700964685  
**Address:** 6943 Castlereagh Highway  
**Suburb:** Ilford  
**State:** NSW  
**Post Code:** 2850  
**Email Address:** ilford-p.school@det.nsw.edu.au  
**Phone Number:** 02 63588507

**Q2** Website/Social Media

**Website:** <http://www.ilford-p.schools.nsw.edu.au/>  
**Facebook Page:** [www.facebook.com/IlfordPS/](http://www.facebook.com/IlfordPS/)

Page 3: EVENT INFORMATION

**Q3** Name of event:

150th Celebration of Public Education at Ilford Public School

**Q4** Event Date/s:

22nd September 2018

**Q5** Number of days event is held:

1

**Q6** Event location:

Ilford Public School & Ilford Hall



## Event Assistance Funding Application - 1 January to 30 June 2019

**Q7** Year the event was established:

2018

**Q8** How often is the event held?**One-off****Q9** Event description:

Open school for the day and a community dinner

**Q10** Event aims and objectives:

To celebrate 150 years of education at Ilford Public School

**Q11** Desired outcomes of event:

Community awareness of the continuation of public education at a small school for 150 years

**Q12** Expected attendance numbers: (note: 'local' refers to Mid-Western LGA residents, 'visitors' refers to those coming from outside Mid-Western LGA)

Local Participants	50
Local Spectators	50
Visitor Participants	0
Visitor Spectators	100
Total Expected Attendance	200

**Q13** What methods do you use to collect data on attendance and visitor numbers?

Individual numbers were counted at the school gate

**Q14** Target audience:

The local community and ex-students and principals from the school

**Q15** Local community involvement (including local businesses and number of volunteers):

The event was coordinated and run by a committee of parents, staff and community members (15 members)

**Q16** Economic benefits of the event:

Many people who attended stayed in Kandos and Rylstone. The Ilford P &amp; C benefited by patrons purchasing food and drinks.

Event Assistance Funding Application - 1 January to 30 June 2019

**Q17** Community and social benefits of the event:

Promotion of the school within the local community

**Q18** How will Council's support of the event be recognised?

Council's support of the event will be recognised in the school newsletter. This is published on our website.

**Q19** How do you plan to market and promote the event?

The event was promoted by a pamphlet drop locally as well promotion in the Mudgee Guardian, Western Advocate and Lithgow Mercury and KRR FM and 2MG

Page 4: PROJECT BUDGET AND FINANCIAL DETAILS

**Q20** Please provide details of your event income:

Events Assistance Funding Requested:	\$1660.00
Expected Sales Revenue (including entry/ticket sales):	4120.00
Total Income:	1100.00

\$5,780 Adding error 2

**Q21** Please provide details of your event expenditure:

Marketing:	\$1975
Other 1:	Stage Hire \$1067
Other 2:	Portaloos \$600.00
Other 3:	Catering \$2835.00

**Q22** Total Surplus/Deficit:

\$ 357.00 \$697 Deficit 4

**Q23** If positive or surplus budget, please provide further details/explanation what this surplus will be used for:

Reimburse outstanding costs associated with running this event

**Q24** How do you plan to ensure the event will be sustainable in the future and not reliant on Council funding?

This event was a one off and will not be held again

**Q25** Please outline the management structure of your event including key role and responsibilities, and the use of paid/unpaid staff?

Coordinator - Principal William Lindsay  
P & C Committee - implemented arrangements set out by 150th organisational committee

Page: 23

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Number: 1	Author: Aazar	Subject: Cross-Out	Date: 6/11/2018 11:11:27 AM
Number: 2	Author: Aazar	Subject: Text Box	Date: 6/11/2018 11:11:47 AM
<i>\$5,780 Adding error</i>			
Number: 3	Author: Aazar	Subject: Cross-Out	Date: 6/11/2018 11:12:13 AM
Number: 4	Author: Aazar	Subject: Text Box	Date: 6/11/2018 11:12:24 AM
<i>\$697 Deficit</i>			

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Event Assistance Funding Application - 1 January to 30 June 2019

**Q26** Is your group/organisation Incorporated? **Yes**

**Q27** Is your group/organisation not-for-profit? **Yes**

**Q28** Have you registered for GST? **Yes**

**Q29** Do you have an ABN? **Yes,**  
ABN::  
79700965685

**Q30** Has your event previously received funding from Council? **No**

**Q31** Does the event hold current Public Liability Insurance? Events MUST have insurance to be eligible to receive funding. **Yes**

**Q32** Please upload a copy of your Certificate of Currency

**Department-of-Education-Certificate-of-currency-2018-19.pdf (75.2KB)**

Page 5: FUNDING REQUESTED - MUST NOT EXCEED \$2,500

**Q33** Please provide details of IN-KIND support requested AND value of support (dollar amounts):(e.g. Council venue hire fee, preparation of Traffic Control Plan, Traffic Control Personnel, Waste Management). Refer to Council's Fees and Charges (click here) for amounts.

Total: **0**

**Q34** Please provide details of CASH support requested AND dollar amounts:For any cash funding received, copies of invoices may be required as evidence along with an invoice.

- Hire of stage \$1067.00**
- Hire of Portaloos \$600.00**

Page 6: AUTHORISATION OF APPLICANT

**Q35** Authorisation of Applicant:

Name: **Felicity Cresswell**  
Position **School Administration Management**  
Date: **25th September 2018**

Event Assistance Funding Application - 1 January to 30 June 2019

**Q36** I confirm:

**that the information contained in the application form and within the attachments are true and correct.**

,

**that this application has been submitted with the full knowledge and support of the applicant.**

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Event Assistance Funding Application - 1 January to 30 June 2019

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**Collector:** Web 6ink L 7Web 6ink9  
**Started:** . uesday) Se( tember 2V) 2#LRT:3&L# AM  
**Last Modified:** . uesday) Se( tember 2V) 2#LRLL:#3:VT AM  
**Time Spent:** #L:L&3T  
**IP Address:** LL2Y2L?Y?2Y&&

Page 2: CON. AC. DE. Aj6S

**Q1** Please enter your contact details below:

**Name:** Kristie healey  
**Organisation:** Rylstone Kandos Street Machine Club  
**ABN:** 47514668436  
**Address:** po box 95  
**Suburb:** kandos  
**State:** nsw  
**Post Code:** 2848  
**Email Address:** kandosstreetmachine@hotmail.com  
**Phone Number:** 0263794066

**Q2** Website/Social Media

**Facebook Page:** [www.facebook.com/kandosstreetmachine](http://www.facebook.com/kandosstreetmachine)

Page ?: Ex EN. jNFOI MA. jON

**Q3** Name of event:

1 andos Street Machine 5 0 ot l od Show

**Q4** Event Date/s:

2pth 2&th H January 2#LT

**Q5** Number of days event is held:

2

**Q6** Event location:

Sim( kin Park) 1 andos

L / V

Event Assistance Funding Application - 1 January to 30 June 2019

**Q7** Year the event was established:

LTT2

**Q8** How often is the event held-

Annual

**Q9** Event description:

A family orientated car show

**Q10** Event aims and objectives:

To provide the community with an event for many local organisations to fundraise. To bring people to the local community and give the community an event to attend

**Q11** Desired outcomes of event:

To bring many visitors to the local and extended area for a weekend. To have a safe fun family event for the community to enjoy. For the local businesses to have a profitable weekend

**Q12** Expected attendance numbers: Note: Local refers to Mid&Western GSA residents) visitors refers to those coming from outside Mid&Western GSA

Local Participants	150
Local Spectators	2000
Visitor Participants	250
Visitor Spectators	2500
Total Expected Attendance	max 5000

**Q13** What methods do you use to collect data on attendance and visitor numbers-

Ticket sales and entrant information

**Q14** Target audience:

Everybody. Free children entertainment to bring families

**Q15** Local community involvement including local businesses and number of volunteers

Ilstone 1 andos x I A  
Womans hosital A4 J  
Clandulls I FS  
Bogee I FS  
Mudgee Gr rugby league  
1 andos Public School  
1 ids 5 Carers  
And all local Businesses

Event Assistance Funding Application - 1 January to 30 June 2019

**Q16 Economic benefits of the event:**

The entire town has all its accommodation booked out for the entire weekend. Cafes/ubs all see extra customers. All supermarkets/butchers/bakers also see an increase in customers. All fuel is brought from local services stations. The volunteer group(s) all receive donations from our club and for the local school its the major fundraiser of the year.

**Q17 Community and social benefits of the event:**

It brings many visitors to the local area to visit spend their money and this helps all local businesses. It's an outing for our small community that everyone can visit since there is a lack of transport in the area. It gets the community involved in something all welcome to volunteer setting up on show weekend or even the (acking up) it involves the whole community to run this show.

**Q18 How will Council's support of the event be recognised-**

Council's recognition will be via announcements over PA system over the weekend. Council's name on all shirts to be sold over the weekend as a major sponsor and any signage with sponsors names on it.

**Q19 How do you plan to market and promote the event-**

Flyers, Radio, Social Media and TV Ad.

Page 3: PI OHEC. B4 D\$ E. AND FjNANCjA6 DE. Aj6S

**Q20 Please provide details of your event income:**

Events Assistance Funding Requested:	<b>\$2500</b>
Expected Sales Revenue (including entry/ticket sales)	<b>\$100,000</b>
Contribution from your Organisation/Club:	<b>\$90,000</b>
Sponsorship:	<b>\$14,500</b>
Stallholder Fees:	<b>\$1,500</b>
Total Income:	<b>\$208,500</b>

**Q21 Please provide details of your event expenditure:**

Marketing:	<b>\$3,970</b>
Expense Hire:	<b>\$1,500</b>
Event Infrastructure:	<b>\$37,000</b>
Waste Management:	<b>\$13,377</b>
Staff Costs:	<b>\$23,583</b>
Other 1:	<b>\$4,000 Insurance</b>
Other 2:	<b>\$25,000 shirts/Trophys</b>

**Q22 Total Surplus/Deficit:**

Q **\$100,070 Surplus** 1

? / V

Page: 28

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Number: 1    Author: Aazar    Subject: Text Box    Date: 6/11/2018 11:13:10 AM

---

Surplus

Event Assistance Funding Application - 1 January to 30 June 2019

**Q23** If (positive or surplus budget) please provide further details/explanation what this surplus will be used for:

Q1##)## would be what we would have if all went to (lanYWith this money Q1##)## would go into our trust account to run the 2#2# show and the extra would be donated to the various charities the hel( before/ during and after the showY

**Q24** How do you plan to ensure the event will be sustainable in the future and not reliant on Council funding-

Every year we try to save enough money for the following years showY. This is dependent on attendance rates and weather conditions to how much money we can saveY

**Q25** Please outline the management structure of your event including key role and responsibilities and the use of (aid/unaid staff-

The event itself is run on a committee basis with L2 (eople on the committeeYAll club members are volunteers and so are the committeeY. They are all unaid staffYWe hire Huges K3 ) A commentator and Track MarshallsYWe also hire security over the weekendY

**Q26** Is your group/organisation incorporated- **No**

**Q27** Is your group/organisation not-for-profit- **Yes**

**Q28** Have you registered for GST - **No**

**Q29** Do you have an ABN- **Yes,**  
 ABN: 3843ppR3?p

**Q30** Has your event previously received funding from Council- **Yes,**  
 if yes) please list year(s) of funding and amount(s) received:  
 2#LR  
 Q2V##

**Q31** Does the event hold current Public Liability insurance- Events M4 S. have insurance to be eligible to receive fundingY **Yes**

**Q32** Please upload a copy of your Certificate of Currency

**Certificate of currency.pdf (549.4KB)**

Page V: F4NDjN\$ I EX4ES. ED 8M4S. NO. EJCEED Q2V##





Event Assistance Funding Application - 1 January to 30 June 2019

#2

COMPLETE

**Collector:** Web Link 1 (Web Link)  
**Started:** Wednesday, September 12, 2018 2:02:25 PM  
**Last Modified:** Wednesday, September 12, 2018 3:41:37 PM  
**Time Spent:** 01:39:12  
**IP Address:** 144.139.47.40

Page 2: CONTACT DETAILS

**Q1** Please enter your contact details below:

**Name:** Ray Whitfield  
**Organisation:** BBQ Event  
**Address:** 44 Tierney Lane  
**Suburb:** Eurunderee  
**State:** NSW  
**Post Code:** 2850  
**Email Address:** ray@wombadah.com.au  
**Phone Number:** 0414 748 748

**Q2** Website/Social Media

**Website:** NA  
**Facebook Page:** NA  
**Other:** NA

Page 3: EVENT INFORMATION

**Q3** Name of event:

TBA But will be Meat and Music!

**Q4** Event Date/s:

1st June 2019

**Q5** Number of days event is held:

1 day 4.00pm to 11.00pm

**Q6** Event location:

TBA

## Event Assistance Funding Application - 1 January to 30 June 2019

**Q7** Year the event was established:

2019

**Q8** How often is the event held?Other (please  
specify):Hope it will be annual event based on success of the first  
one**Q9** Event description:Professional BBQ/Smokers with food/Drink stalls( craft brewers, distillers and wine stalls)and live music. Will be held on a local  
property within 10-20 mins of Mudgee Township**Q10** Event aims and objectives:

We are targeting 1,000-1,500 people to attend a new event in the "off" time for tourism to Mudgee Region

**Q11** Desired outcomes of event:

we attract new visitation and expose them to local food and wine/drink offerings from Mid Western Region

**Q12** Expected attendance numbers: (note: 'local' refers to Mid-Western LGA residents, 'visitors' refers to those  
coming from outside Mid-Western LGA)

Local Participants	<b>500-750</b>
Local Spectators	<b>Nil</b>
Visitor Participants	<b>500-750</b>
Visitor Spectators	<b>Nil</b>
Total Expected Attendance	<b>1000-1500</b>

**Q13** What methods do you use to collect data on attendance and visitor numbers?

Attendance will be by ticket sales managed through MRTI

**Q14** Target audience:25-60  
Millenials (Hipsters  
Leading Lifestyles  
Sydney, Newcastle, Wollongong, Central West

Event Assistance Funding Application - 1 January to 30 June 2019

**Q15** Local community involvement (including local businesses and number of volunteers):

Wine, Distillers, Craft Brewers BBQeras(10-15)  
Lions Club or Rotary  
Rural Fire Service  
Local Hire Companies  
Local Property Owner/Farmer

**Q16** Economic benefits of the event:

Increased Visitation in an "off" time for our region  
500 plus Visitors spending around \$70-100 each on the event PLUS accommodation plus other tourism activities during stay

**Q17** Community and social benefits of the event:

Engagement of local businesses  
Bringing new visitors to Mudgee  
Economic Development of our Region

**Q18** How will Council's support of the event be recognised?

Logos on Marketing and promotional material

**Q19** How do you plan to market and promote the event?

Will Apply to DNSW for grant for incubator event and work with MRTI to market to our target audiences

Page 4: PROJECT BUDGET AND FINANCIAL DETAILS

**Q20** Please provide details of your event income:

Events Assistance Funding Requested:	<b>\$2,500</b>
Expected Sales Revenue (including entry/ticket sales):	<b>\$10,000 (Ticket Sales. Other income will be retained by stallholders)</b>
Contribution from your Organisation/Club:	<b>Volunteer Work to organise</b>
Sponsorship:	<b>Nil at this stage</b>
Stallholder Fees:	<b>\$300-\$350 per stall (around 15 stalls) \$5,000</b>
Other 1:	<b>DNSW ?</b>
Total Income:	<b>\$17,500</b>

## Event Assistance Funding Application - 1 January to 30 June 2019

**Q21** Please provide details of your event expenditure:

Marketing:	<b>\$20,000</b>
Venue Hire:	<b>\$1,000</b>
Event Infrastructure:	<b>4,000</b>
Waste Management:	<b>2,000</b>
Traffic Control:	<b>NA</b>
Staff Costs:	<b>NA</b>
Other 1:	<b>Bands \$2000</b>
Other 2:	<b>Charity Donations \$1000</b>

**Q22** Total Surplus/Deficit:

\$ **NIL**

**Q23** If positive or surplus budget, please provide further details/explanation what this surplus will be used for:

It is unlikely there will be a surplus but if there is it will be used to part fund another event the following year.

**Q24** How do you plan to ensure the event will be sustainable in the future and not reliant on Council funding?

See 23 above

**Q25** Please outline the management structure of your event including key role and responsibilities, and the use of paid/unpaid staff?

We have a committee with six members. all unpaid.

**Q26** Is your group/organisation Incorporated? **No**

**Q27** Is your group/organisation not-for-profit? **Yes**

**Q28** Have you registered for GST? **No**

**Q29** Do you have an ABN? **No**

**Q30** Has your event previously received funding from Council? **No**

**Q31** Does the event hold current Public Liability Insurance? Events MUST have insurance to be eligible to receive funding. **No**



Event Assistance Funding Application - 1 January to 30 June 2019

**Q32** Please upload a copy of your Certificate of Currency

**BBQ Insurance.docx (12.4KB)**

---

Page 5: FUNDING REQUESTED - MUST NOT EXCEED \$2,500

**Q33** Please provide details of IN-KIND support requested AND value of support (dollar amounts):(e.g. Council venue hire fee, preparation of Traffic Control Plan, Traffic Control Personnel, Waste Management). Refer to Council's Fees and Charges (click here) for amounts.

Venue Hire	NIL
Traffic Management	NIL
Waste Management	NIL

---

**Q34** Please provide details of CASH support requested AND dollar amounts:For any cash funding received, copies of invoices may be required as evidence along with an invoice.

1.	\$2,500
Total:	\$2,500

---

Page 6: AUTHORISATION OF APPLICANT

**Q35** Authorisation of Applicant:

Name:	Ray Whitfield
Position	Chair
Date:	12 September 2019

---

**Q36** I confirm:

that the information contained in the application form and within the attachments are true and correct.

,  
that this application has been submitted with the full knowledge and support of the applicant.

---

## Event Assistance Funding Application - 1 January to 30 June 2019

L1

## COMPLETE

**Collector:** Web Rnv 1 (Web Rnv)  
**Started:** khursday, August 40, 2018 11:04:0T AM  
**Last Modified:** f riday, August 41, 2018 11:23:0J AM  
**Time Spent:** Oper a day  
**IP Address:** 1015138514. 51T1

Page 2: CONKACK 9 EkA6RS

## Q1 Please enter your contact details below:

**Name:** Adrienne Lew  
**Organisation:** Country Rugby League of NSW Limited  
**ABN:** 55953246706  
**Address:** Po Box 411  
**Suburb:** Sydney Markets  
**State:** NSW  
**Post Code:** 2129  
**Email Address:** alew@crlnsw.com.au  
**Phone Number:** 0455144104

## Q2 Website/Social Media

**Website:** <http://crlnsw.com.au/>  
**f aceboov Page:** <https://www.facebook.com/crlnsw>

Page 4: EI ENk 0Nf OHMAk00N

## Q3 Name oGepent:

CHRHeDresentatipe f inals

## Q4 Epent 9 ate/s:

J ADril 201T

## Q5 Number oGdays epent is held:

1

## Q6 Epent location:

# len Willow Hegional SDorts Stadium

Event Assistance Funding Application - 1 January to 30 June 2019

**Q7** Year the event was established:

2018

**Q8** How often is the event held?

Annual

**Q9** Event description:

Post Christmas Gala for the representative competitions  
 Laurie Galey Cup, Andrew Johns Cup, Junior 24 Country Championships and Women's Kacvale Country Championships

**Q10** Event aims and objectives:

Finals event for representative regional rugby league - quality competitions for participants in Regional NSW

**Q11** Desired outcomes of event:

Host all games in one venue on the one day in a central location

**Q12** Expected attendance numbers: (note: local refers to Mid-Western RFA residents, visitors refers to those coming from outside Mid-Western RFA)

Local Participants	50
Local Spectators	2000
Visitor Participants	150
Visitor Spectators	2500
Total Expected Attendance	4500+

**Q13** What methods do you use to collect data on attendance and visitor numbers?

Gate entry count for attendees

**Q14** Target audience:

Family and friends from the local and wider community with the shared interest of rugby league

**Q15** Local community involvement (including local businesses and number of volunteers):

Mudgee Ragons RFC and surrounding local junior rugby league clubs

**Q16** Economic benefits of the event:

CHR will house eight teams Mudgee over the weekend, using local accommodation and venue for a Friday evening reception  
 Additional family and friends that will travel to watch the game providing economic benefits to the local business

Event Assistance Funding Application - 1 January to 30 June 2019

**Q17** Community and social benefits of the event:

Provides an event that the community are able to watch Quality Football earlier in the season

**Q18** How will Council's support of the event be recognised?

Signage around the venue, acknowledgement through out the day, Placement in the game day Program and social media avenues

**Q19** How do you plan to market and promote the event?

CHR media contacts, social media, local newspapers (not just in the Mid/Western Region) for those teams that qualify into the finals

Page . : PHOTOGRAPHY # Ek AN9 f FINANCIAL REPORTS

**Q20** Please provide details of your event income:

Event Assistance funding requested:	<b>funding for venue hire</b>
Expected Sales Revenue (including entry/ticket sales):	<b>\$3000</b>

**Q21** Please provide details of your event expenditure:

Venue Hire:	<b>\$800</b>
Staff Costs:	<b>CRL Employees / Volunteers from the local leagues</b>

**Q22** Total Surplus/Deficit:

7 **Deficit**

**Q23** Positive or surplus budget, please provide further details/explanation what this surplus will be used for:

n/a

**Q24** How do you plan to ensure the event will be sustainable in the future and not reliant on Council funding?

Budgeting for the event, relying on the local league support and volunteers

**Q25** Please outline the management structure of your event including key role and responsibilities, and the use of paid/unpaid staff

CHR coordinate the event and run the logistics  
 Mudgee 9 ragons canteen, gates and volunteers to assist where required (all proceeds made in the canteen go back to the club  
 NOK CHR)

**Q26** Is your group/organisation incorporated? **No**

Event Assistance Funding Application - 1 January to 30 June 2019

**Q27** Is your group/organisation not-for-profit? **Yes**

**Q28** Have you registered for GST? **Yes**

**Q29** Do you have an ABN? **Yes,**  
 ABN: 61 624 230 123  
 12345678901234567890

**Q30** Has your event previously received funding from Council? **No**

**Q31** Does the event hold current Public Liability Insurance? **Yes**  
 Does it have insurance to be eligible to receive funding?

**Q32** Please upload a copy of your Certificate of Currency  
 CRL Ltd.pdf (103.5KB)

Page K: f j N90# HE- j ESKE9 \$Mj Sk NOK EXCEE9 72,K00

**Q33** Please provide details of support requested and dollar amounts: (e.g. Council hire, duration of kraal control plan, kraal control personnel, waste management fees and charges) for amounts

Incense Fire **940**

**Q34** Please provide details of cash support requested and dollar amounts: if or any cash funding received, copies of invoices may be required as evidence along with an invoice

15 **n/a**

Page J: Aj kFOH6AK6ON Of APPR6CANK

**Q35** Authorisation of Applicant:

Name: **Adrienne Lew**  
 Position: **Operations Coordinator**  
 Date: **31/08/18**

**Q36** Confirm: **that the information contained in the application form and within the attachments are true and correct.**  
 ,  
**that this application has been submitted with the full knowledge and support of the applicant.**

. / .



## Event Assistance Funding Application - 1 January to 30 June 2019

#13

**COMPLETE**

**Collector:** Web Link 2 (Web Link)  
**Started:** Wednesday, October 17, 2018 9:19:46 PM  
**Last Modified:** Wednesday, October 17, 2018 10:25:48 PM  
**Time Spent:** 01:06:02  
**IP Address:** 120.155.98.162

---

## Page 2: CONTACT DETAILS

**Q1** Please enter your contact details below:

**Name:** Louise Butlin  
**Organisation:** Gulgong Prince of Wales Eisteddfod  
**ABN:** 84 176 403 066  
**Address:** PO Box 293 (Mayne St)  
**Suburb:** Gulgong  
**State:** NSW  
**Post Code:** 2852  
**Email Address:** louisebutlin@bigpond.com  
**Phone Number:** 0423725311

---

**Q2** Website/Social Media

**Website:** <https://www.gulgongeisteddfod.com>  
**Facebook Page:** <https://www.facebook.com/gulgongeisteddfod/>

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## Page 3: EVENT INFORMATION

**Q3** Name of event:

The 39th Gulgong Prince of Wales Eisteddfod

**Q4** Event Date/s:

Dance Group Day Sunday 5th May 2019. Solos/Duos Monday 6th May – Saturday 11th May 2019. Dance to be held at Memorial Hall.  
Speech Schools Day Day 1 23rd May 2019 Memorial Hall. Day 2 24th May 2019 Memorial Hall Solos Friday Evening 24th May 2019 –  
Monday 27th May 2019 Opera House. Music Solos Wednesday 29th May – Thursday 30th May 2019 Opera House. Schools Day  
Friday 31st May 2019 Memorial Hall. GALA CONCERT Friday 31st May 2019 7pm Opera House.

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Event Assistance Funding Application - 1 January to 30 June 2019

**Q5** Number of days event is held:

15+

**Q6** Event location:

Gulgong Memorial Hall Herbert Street Gulgong & The Prince of Wales Opera House Mayne Street Gulgong.

**Q7** Year the event was established:

1981

**Q8** How often is the event held?

Annual

**Q9** Event description:

The Gulgong Prince of Wales Eisteddfod is a positive family friendly event that provides a platform for youth to showcase their talents in Dance, Art of Speech and Drama and Music.

**Q10** Event aims and objectives:

The aims and objectives of the Gulgong Prince of Wales Eisteddfod Committee is to provide an important cultural event for Gulgong and the Central West; to organise and run an Eisteddfod in Gulgong each year that provides local young people a positive forum to showcase their talent in the fields of Dance, Art of Speech and Drama along with Music – both instrumental and vocal; whilst giving the community a local event to engage with and enjoy. The Eisteddfod encourages tourism and visitors to our town and region. The Eisteddfod Committee plan to run a successful event with the funds raised to support the ongoing maintenance and restoration of the Gulgong Prince of Wales Opera House.

**Q11** Desired outcomes of event:

Whilst the Eisteddfod showcases an amazing array of talent, it also creates an opportunity for community engagement in a family friendly atmosphere and supports the local economy as the visitor's shop locally and support local businesses. Funds raised from this event is utilised to support the ongoing maintenance and restoration of the Gulgong Prince of Wales Opera House.

**Q12** Expected attendance numbers: (note: 'local' refers to Mid-Western LGA residents, 'visitors' refers to those coming from outside Mid-Western LGA)

Local Participants	2700
Local Spectators	1,500
Visitor Participants	1,300
Visitor Spectators	1,000
Total Expected Attendance	6,500+

## Event Assistance Funding Application - 1 January to 30 June 2019

**Q13** What methods do you use to collect data on attendance and visitor numbers?

We have a volunteer who used to work in the community services sector who has a great understanding of the grants process and not for profit reporting. She encouraged us three years ago to implement a new ticketing system to assist with measuring and reporting of our audience information. She also collects data from all the participants from the Eisteddfod including their postcodes to measure the participant information. Our online entry process system also allows us to collate and evaluate participant information. Each year the computer system is upgraded and allows us to learn more from the new reports it can create. Evaluating participation is something we continue to work on and we continually are finding new ways of measuring our event's participation and attendance.

---

**Q14** Target audience:

Performers in the fields of Dance, Art of Speech and Drama, Music and their families, residents in the Mid-Western Region and those willing to travel from afar to enjoy our event.

---

**Q15** Local community involvement (including local businesses and number of volunteers):

Each year at least 6,000 people are engaged in the Eisteddfod through volunteering, performing or by being a member of the audience over the month of May. 75 volunteers contributed to the running our event over the month of the Eisteddfod in 2018 to ensure the wonderful showcase of talent was well supported. 42 local businesses supported the Eisteddfod by making donations towards the event along with operating within their usual manner to give the visitors to Gulgong who came along to the Eisteddfod places to stay, shop and play. Many local businesses supported the Eisteddfod through their staff members volunteering too.

---

**Q16** Economic benefits of the event:

The economic benefits of the Eisteddfod are that it boosts the local economy as visitor's shop and stay locally bringing tourism to our town. The Gulgong Prince of Wales Eisteddfod is a subsidiary of Gulgong Music and Dramatic Society (MADS). Our main aim is to raise funds for the continuing restoration of the Gulgong Prince of Wales Opera House. Through assisting with the maintenance of the Opera House we ensure that it continues to host events throughout the year encouraging visitors and tourism to Gulgong just not during Eisteddfod month.

---

**Q17** Community and social benefits of the event:

The Eisteddfod gives performers an opportunity to perform for the broader community. It builds confidence and skills whilst connecting people from all walks of life and generations. It brings together people through performing, watching and volunteering. It allows for a family friendly showcase of talent available to people of all socio economic backgrounds to come together and enjoy. It has no barriers in terms of affordability and access. Entry is at low cost and children have free entry making it affordable to families and open to excursions for schools. Our local preschool visits each year daily giving the children something to aspire to and a "concert" to enjoy. Both venues have a disabled access giving people of all abilities the opportunity to enjoy the Eisteddfod. The connections made during the Eisteddfod may be as simple as getting someone out of the house and enjoying the local talent to making lifelong friendships whilst others may be encouraged to become actively involved with other community groups like Gulgong Music and Dramatic Society (MADS). The Eisteddfod encourages new people to visit Gulgong and learn what not only Gulgong but the Mid-Western Region has to offer. Many return outside of the Eisteddfod month to visit and enjoy the wonderful things our town and region have to offer which in turn boosts our local economy and tourism.

---

Event Assistance Funding Application - 1 January to 30 June 2019

**Q18** How will Council's support of the event be recognised?

The Council's support would be recognised by acknowledging in the Eisteddfod program which is distributed to all performers and purchased by audience members. The Council would also be acknowledged in press releases, on our website and Facebook page. Should there be a banner available it could also be displayed during the Eisteddfod period.

**Q19** How do you plan to market and promote the event?

The Eisteddfod will be marketed and promoted to all government and private schools in the Mid-Western region and to all dance, music, speech and drama schools in our region and the Central West. Through the booking system that we utilise to run our Eisteddfod it allows all interested performers across Australia to access information about our Eisteddfod and the ability to enter easily online. Therefore, entries are not limited to just our local area anyone can enter easily regardless of their location. We also utilise our website and facebook page to share the latest information regarding our Eisteddfod. We have a volunteer who writes press releases as information comes to hand to share with the community this is distributed to local media outlets. The Mudgee Guardian and The Weekly are very supportive of the Eisteddfod running stories in their papers and on their facebook pages about our Eisteddfod. We look forward to their continued support. The Gulgong Gossip were also wonderful with their support of the Eisteddfod running regular articles as news comes to hand. The Gossip is distributed to 2,500 Gulgong homes and businesses monthly and digital copies are now available so anyone within or beyond our region can access this publication at no charge at www.gulgong.com.au. We also engage with the local radio stations to maximise our exposure. We were featured daily on the local news on the days the Eisteddfod ran and also in the Community News section. The Community News section was a great asset promoting the Eisteddfod at the many stages of preparation for the Eisteddfod. We received great feedback from the community about the air time our Eisteddfod received and the things they learnt from hearing about it on the radio. This is definitely a marketing tool we will continue to use in the future with the ongoing support of 2MG and Real FM.

Page 4: PROJECT BUDGET AND FINANCIAL DETAILS

**Q20** Please provide details of your event income:

Events Assistance Funding Requested:	<b>\$2,500.00</b>
Expected Sales Revenue (including entry/ticket sales):	<b>entries \$15,000, Door \$11,000 &amp; Canteen \$7,000 = \$33,000</b>
Contribution from your Organisation/Club:	<b>(float) \$2,500</b>
Sponsorship:	<b>\$7,000</b>
Stallholder Fees:	<b>Not applicable</b>
Other 1:	<b>Not applicable</b>
Total Income:	<b>\$42,000.00</b>

\$42,500 Adding error

Page: 43

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Number: 1	Author: Aazar	Subject: Cross-Out	Date: 6/11/2018 11:20:29 AM
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Number: 2	Author: Aazar	Subject: Text Box	Date: 6/11/2018 11:20:41 AM
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\$42,500 Adding error



Event Assistance Funding Application - 1 January to 30 June 2019

**Q21** Please provide details of your event expenditure:

Marketing:	0.00 volunteer donates time & expertise
Venue Hire:	630.00
Event Infrastructure:	donated by local businesses, community groups and volunteers
Waste Management:	no charge managed by volunteers
Traffic Control:	no charge managed by volunteers
Staff Costs:	\$7,000 (adjudicator payments & expenses)
Other 1:	trophies/prize money \$9,000
Other 2:	postage & stationery \$400
Other 3:	canteen & misc 13,000

**Q22** Total Surplus/Deficit:

\$ **\$12,029.00 surplus**

**Q23** If positive or surplus budget, please provide further details/explanation what this surplus will be used for:

Restoration and maintenance of the Gulgong Prince of Wales Opera House.

**Q24** How do you plan to ensure the event will be sustainable in the future and not reliant on Council funding?

The Gulgong Eisteddfod Committee along with the support of it's subsidiary of Gulgong Music and Dramatic Society (MADS) meet regularly to discuss and plan the annual Gulgong Prince of Wales Eisteddfod. Through community support and the dedication of the many volunteers we plan to continue the tradition of the Eisteddfod as it has been held every year since 1981. We source additional income with letters to local businesses seeking sponsorship along with competitor entry fees, audience entry fees and canteen sales.

**Q25** Please outline the management structure of your event including key role and responsibilities, and the use of paid/unpaid staff?

The Gulgong Prince of Wales Eisteddfod is a subsidiary of Gulgong Musical and Dramatical Society (MADS). Our main aim is to raise funds for the continuing restoration of the Prince of Wales Opera House.

**Q26** Is your group/organisation Incorporated? **Yes**

**Q27** Is your group/organisation not-for-profit? **Yes**

**Q28** Have you registered for GST? **No**

## Event Assistance Funding Application - 1 January to 30 June 2019

**Q29** Do you have an ABN?**Yes,**  
ABN::  
84 176 403 066**Q30** Has your event previously received funding from Council?**Yes,**  
If yes, please list year(s) of funding and amount(s) received::  
In kind to cover rent \$571.00 & \$858.00 cash funds.Total \$1429.00**Q31** Does the event hold current Public Liability Insurance? Events MUST have insurance to be eligible to receive funding.**Yes****Q32** Please upload a copy of your Certificate of Currency**MADS Cert. of Public Liability Currency as at April, 2018.pdf(65.8KB)**

Page 5: FUNDING REQUESTED - MUST NOT EXCEED \$2,500

**Q33** Please provide details of IN-KIND support requested AND value of support (dollar amounts):(e.g. Council venue hire fee, preparation of Traffic Control Plan, Traffic Control Personnel, Waste Management). Refer to Council's Fees and Charges (click here) for amounts.

Venue Hire	<b>630.00</b>
Traffic Management	<b>0.00</b>
Waste Management	<b>0.00</b>
Total:	<b>630.00</b>

**Q34** Please provide details of CASH support requested AND dollar amounts:For any cash funding received, copies of invoices may be required as evidence along with an invoice.

- \$200 printing & distribution programs**
- \$1170 trophies and prizes**
- \$500 volunteer equipment & uniforms**

Page 6: AUTHORISATION OF APPLICANT

Event Assistance Funding Application - 1 January to 30 June 2019

**Q35** Authorisation of Applicant:

Name:	Louise Butlin
Position	Grants Submission Officer
Date:	17/10/18

---

**Q36** I confirm:

that the information contained in the application form and within the attachments are true and correct.

,

that this application has been submitted with the full knowledge and support of the applicant.

---

## Event Assistance Funding Application - 1 January to 30 June 2019

k0#

COMPRE(E

**Collector:** Web Rnv # )Web Rnv,  
**Started:** ( uesdayJOctober 04J#109 4:89:83 AM  
**Last Modified:** ( uesdayJOctober 04J#109 2:1#:0# AM  
**Time Spent:** 1#:0L:#8  
**IP Address:** 01L#10#49#9

Page #: CON( AC( DE( A.RS

Q1 Please enter your contact details below:

**Name:** Bill Murphy  
**Organisation:** Gulgong Chamber of Commerce Inc  
**ABN:** 21942906124  
**Address:** PO BOX 400  
**Suburb:** Gulgong  
**State:** NSW  
**Post Code:** 2852  
**Email Address:** President@gulgong.com.au  
**Phone Number:** 0414452791

Q2 Website/Social Media

**Website:** gulgong.com.au  
**Facebook Page:** Gulgong Chamber of Commerce

Page L: E6EN( .Nf OI MA( .ON

Q3 Name of Event:

Henry Rawson Heritage Festival

Q4 Event Date/s:

9.11.17 - 10.11.17

Q5 Number of Days event is held:

L

Event Assistance Funding Application - 1 January to 30 June 2019

**Q6** Event location:

Vulgong CBD and surrounds

**Q7** How long has the event been established:

2014

**Q8** How often is the event held?

Annual

**Q9** Event description:

Provides the proud townsfolk an opportunity to showcase the history of Vulgong, particularly the attachment to Henry Rawson. The event is inclusive of at least 10 community groups who all come together to achieve an event and street parade that attracts 111 to 111 people for the 1 day weekend.

**Q10** Event aims and objectives:

Community cohesion for a common goal of seeing Vulgong as a destination of choice.  
 Continuing the legacy of the history and people of Vulgong, especially Henry Rawson.  
 To give a great family event that all ages can enjoy.

**Q11** Desired outcomes of event:

To increase on last years attendance numbers.  
 Have a continued understanding of Henry Rawson's contributions to the history of Vulgong and surrounds.  
 That visitors to this event might make a return visit to help the local economy.

**Q12** Expected attendance numbers: (note: local residents to Mid-Western RVA residents, visitors to those coming from outside Mid-Western RVA,

Local Participants	350
Local Spectators	1200
Visitor Participants	150
Visitor Spectators	1200
Total Expected Attendance	2900

**Q13** What methods do you use to collect data on attendance and visitor numbers?

Competitions.  
 Occurrence of accommodation facilities including motels, hotels, showground and caravan parks.



## Event Assistance Funding Application - 1 January to 30 June 2019

**Q14** (arget audience:

(he entire central west with use oGyers and ?rograms5Also ( 6 on channel nineJradioJlocal and NSW ?ublications5  
f amilies are our biggest target5

**Q15** Local community inpolpement )including local businesses and number oGpolunteers,:

Henry Rawson SocietyJVulgong Pioneer MuseumJVulgong Primary SchoolJVulgong High SchoolJAll Hallows SchoolJCudgegong  
Photogra?hic ClubJCudgegong 6intage Car ClubJ#9q# ClubJVulgong Menx Shed Vrou?JCombined Churches oGVulgongJ  
Cudgegong 6intage Motorcycle ClubJVulgong Musical and Dramatic SocietyJVulgong I SRJVulgong Bowling and S?orting ClubJ  
Vulgong Show SocietyJVulgong Chamber oGCommerceJVulgong 6I AJVulgong I f SJVulgong Tunior Orchestra AND O( HEI S .  
MAF HA6E M.SSED5  
A??r' 5#q1 ?eo?le

**Q16** Economic beneGs oGthe epent:

Substantial increase in s?ending across the MWI C areaJ?articularly in accommodationJGel and taveaway/restaurants5

**Q17** Community and social beneGs oGthe epent:

Community s?irit oGall worving together5  
Pride oGseeing Vulgong with the hustle and bustle oGa larger center G a weevend5  
( his is a vey epent that local businesses need each year to vee? thier businesses piable through the \$uierter times5

**Q18** How will Councilx su??ort oGthe epent be recognisedY

Ro go on all ?romotional materials including ProgramJ?ress and ( 65  
Acvnowledgement on any radio interpievs gipen5

**Q19** How do you ?lan to marvet and ?romote the epentY

ProgramsJ?rinting 0q111Jdistributed throughout Central West NSW and into Newcastle area5  
Use oG 6Jradio and Press5

Page 8: PI OTEC( BUDVE( AND f .NANC.ARDE( A.RS

**Q20** Please ?ropide details oGyour epent income:

Epents Assistance f unding I e\$uested:	<b>\$2500</b>
E' ?ected Sales I epenue )including entry/ticvet sales,:	<b>\$1800</b>
Contribution Gm your Organisation/Club:	<b>\$2000</b>
S?onsorshi?:	<b>\$8500</b>
Stallholder f ees:	<b>\$500</b>
( otal .ncome:	<b>\$15300</b>

Event Assistance Funding Application - 1 January to 30 June 2019

**Q21** Please provide details of your event expenditure:

Marketing:	<b>\$7969</b>
Venue Hire:	<b>\$1168</b>
Event Infrastructure:	<b>\$775</b>
Waste Management:	<b>\$200</b>
Insurance Control:	<b>\$1100</b>
Staff Costs:	<b>\$300</b>
Other 0:	<b>Prizes \$1090</b>
Other #:	<b>Artists Costs \$1550</b>
Other L:	<b>TOTAL \$14152</b>

**Q22** (otal Surplus/Deficit:

7 **1148 surplus**

**Q23** Describe or surplus budget. Please provide further details/ explanation what this surplus will be used for:

( o vicv othe #1#1 HRf 5

**Q24** How do you plan to ensure the event will be sustainable in the future and not reliant on Council funding?

We plan to start introducing more ticketed sales to increase revenue.

**Q25** Please outline the management structure of your event including key role and responsibilities and the use of paid/unpaid staff.

The HRF is run by 6 volunteers. The only paid staff are the Events Co-ordinator whose wages are not included in the above figures. Paid staff included above are done by donation.

The HRF Committee is made up of many local organisations who come together to make this festival a success.

The HRF Committee is overseen and chaired by the Vulgong Chamber of Commerce President.

**Q26** Is your group/organisation incorporated? **Yes**

**Q27** Is your group/organisation not-for-profit? **Yes**

**Q28** Have you registered for GST? **Yes**

Event Assistance Funding Application - 1 January to 30 June 2019

**Q29** Do you have an ABNY **Yes,**  
ABN:  
L#8L9L10338

---

**Q30** Has your event previously received Funding from Council? **Yes,**  
Please list year(s), amount(s),  
received:  
0q years Usually 7#111 or  
7#q11

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**Q31** Does the event hold current Public Liability Insurance? **Yes**

---

**Q32** Please upload a copy of your Certificate of Currency  
**Gulgong Chamber of Commerce Inc-PL.pdf(120.2KB)**

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Page 4: f UND.NV | EQUES( ED - MUS( NO( EXCEED 7#q11

**Q33** Please provide details of requested AND dollar amounts: **\$1100**

( Management

---

**Q34** Please provide details of CASH requested AND dollar amounts: **\$2500**

05 **\$2500**

( total: **\$2500**

---

Page 4: AU( HOI .SA( .ON Of APPRCAN(

**Q35** Authorisation of Applicant:

Name: **Bill Murphy**

Position: **Chairperson, HLF Committee.**

Date: **16/10/2018**

---

Event Assistance Funding Application - 1 January to 30 June 2019

**Q36 . conGm:**

**that the information contained in the application form  
and within the attachments are true and correct.**

**,**

**that this application has been submitted with the full  
knowledge and support of the applicant.**

---

## Event Assistance Funding Application - 1 January to 30 June 2019

#14

**COMPLETE**

**Collector:** Web Link 2 (Web Link)  
**Started:** Tuesday, October 30, 2018 2:37:04 PM  
**Last Modified:** Tuesday, October 30, 2018 7:20:30 PM  
**Time Spent:** 04:43:26  
**IP Address:** 101.191.12.182

---

## Page 2: CONTACT DETAILS

**Q1** Please enter your contact details below:

**Name:** Michelle Wills  
**Organisation:** Balloon Aloft  
**ABN:** 97094948919  
**Address:** 26 Lodge Road  
**Suburb:** Lovedale  
**State:** NSW  
**Post Code:** 2325  
**Email Address:** michelle@balloonaloft.com  
**Phone Number:** 0403004100

---

**Q2** Website/Social Media

**Website:** www.balloonaloft.com  
**Facebook Page:** Facebook.com/BalloonAloftAust

---

## Page 3: EVENT INFORMATION

**Q3** Name of event:

Australian Hot Air Balloon National Championships 2019

**Q4** Event Date/s:

26-31 May 2019

**Q5** Number of days event is held:

6



Event Assistance Funding Application - 1 January to 30 June 2019

**Q6** Event location:

Mudgee region - aviation event

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**Q7** Year the event was established:

1978

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**Q8** How often is the event held?

Other (please  
specify):  
Every 2  
years

---

**Q9** Event description:

The Australian Hot Air Balloon National Championships will see the best pilots from around the country take part in 6 days of competition flying from 26-31 May 2019. Balloons will launch at sunrise each morning from a range of launch locations in the picturesque Mudgee region. Spectators will be able to follow the flight path of the balloons from the ground as well as travel to competition target points to watch the pilots compete as they try to get their markers closest to the target. A special Balloons and Bubbles Breakfast will be held for spectators on the opening day of the competition. Spectators will be able to view the traditional key grab competition whilst enjoying a glass of Bubbles and a delicious breakfast at Blue Wren Wines. To add to the festivities, local markets will be operating on the morning.

---

**Q10** Event aims and objectives:

#Showcase Mudgee as a premier destination for hot air ballooning #Promote the sport of ballooning as an exciting visual spectacle following the models of overseas ballooning competitions such as those held in Japan and the US. These competitions attract tens of thousands of visitors each year #To make Mudgee the permanent home of the Australian Hot Air Balloon National Championships - this is the most prestigious event in the Australian ballooning competition calendar #To showcase the skills of the pilots participating in the Nationals competition

---

**Q11** Desired outcomes of event:

To stage a spectacular and memorable event for Mudgee locals and visitors alike. To increase visitation to the Mudgee region and provide a real benefit to the local community and local businesses. To create a sustainable event that will become a popular fixture on the Mudgee event calendar. To create a working partnership with local businesses to help grow the event as well as benefit the local economy. To attract over 3,000 attendees over the course of the event.

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## Event Assistance Funding Application - 1 January to 30 June 2019

**Q12** Expected attendance numbers: (note: 'local' refers to Mid-Western LGA residents, 'visitors' refers to those coming from outside Mid-Western LGA)

Local Participants	50
Local Spectators	1500
Visitor Participants	250
Visitor Spectators	1500
Total Expected Attendance	Upwards of 3,000 people

**Q13** What methods do you use to collect data on attendance and visitor numbers?

As this event is free of charge to spectators and is therefore not ticketed measuring exact attendee numbers is challenging. We plan to work with Mudgee Tourism on visitor statistics including overnight visitation levels during the event. Our event staff will conduct surveys using iPads each day of the event to ask attendees questions relating to their personal experiences including where they have traveled from, where they are staying, what they enjoyed and what could be improved.

**Q14** Target audience:

Overnight Visitors

- Couples with disposable income and no kids
- Families
- The Adventurous
- Outdoor lovers
- Ballooning enthusiasts

Day Visitors

- Local Mid-Western and Regional NSW visitors

**Q15** Local community involvement (including local businesses and number of volunteers):

The event will be staged from Blue Wren Wines in Mudgee which will act as the event headquarters. Competitor briefings and event functions will be held at Blue Wren with the final presentation ceremony also to be staged here. Much of the catering will be handled by Blue Wren. Additional catering and official event lunches and dinners will be outsourced to a range of local businesses. A list of participating accommodation businesses will be provided to event competitors, support staff and spectators. We will work with local market organisers to hold an early morning markets on the first morning of the event at Blue Wren Wines. Fuel for event vehicles and gas for balloons will be sourced locally. Event organisers will employ around 20 local volunteers to assist with the staging of the Championships.

**Q16** Economic benefits of the event:

The event will attract competitors and their family and friends who will book accommodation in the region and visit local restaurants, wineries, outlets and attractions over a six day period bringing economic benefit to local businesses. The event headquarters will be situated at Blue Wren Wines with event organisers spending money on venue hire, accommodation and catering. Organisers will utilise local businesses for catering and accommodation needs for all competitors and their support crew as well as for fuel and gas. We anticipate that spectators will also utilise local accommodation, food outlets and other local suppliers during their visit.

Event Assistance Funding Application - 1 January to 30 June 2019

**Q17** Community and social benefits of the event:

The Australian Hot Air Balloon National Championships will provide the local community with a family friendly multi-day sporting event. This will be an opportunity for locals and visitors to view world class pilots competing at the highest level of national competition within their local region.

**Q18** How will Council's support of the event be recognised?

Council's support will be recognised via our event website page, Facebook Event page and event listing on the Visit NSW page. It will also be recognised in promotional material including event signage and event media releases. On the night preceding the Nationals, a balloon night glow will be held at the Glen Willow Stadium with an expected attendance of between 3,000-4,000 people. During the evening acknowledgement will be given to event sponsors of the Australian Hot Air Balloon National Championships by our MC.

**Q19** How do you plan to market and promote the event?

A full marketing plan is in development and will include an event website page, Facebook Event Page plus a social media and publicity campaign. Radio advertising and promotions through the local tourism networks will also be implemented. Organisers will also collaborate with local businesses to spread the word.

Page 4: PROJECT BUDGET AND FINANCIAL DETAILS

**Q20** Please provide details of your event income:

Events Assistance Funding Requested:	<b>\$2,500</b>
Expected Sales Revenue (including entry/ticket sales):	<b>\$7000 (pilot entry fees)</b>
Contribution from your Organisation/Club:	<b>\$20,000</b>
Sponsorship:	<b>Aiming for \$10,000 through sponsorship of individual balloons</b>
Total Income:	<b>\$17,000</b>

**Q21** Please provide details of your event expenditure:

Marketing:	<b>\$5,000</b>
Venue Hire:	<b>\$3,000</b>
Event Infrastructure:	<b>\$8,800 (including balloon gas)</b>
Staff Costs:	<b>\$3,000 (Additional staffing)</b>

**Q22** Total Surplus/Deficit:

\$	<b>2,800 deficit</b>
----	----------------------

## Event Assistance Funding Application - 1 January to 30 June 2019

**Q23** If positive or surplus budget, please provide further details/explanation what this surplus will be used for:

Not applicable

**Q24** How do you plan to ensure the event will be sustainable in the future and not reliant on Council funding?

As more local businesses come on board we plan to add more ticketed events to complement and support the Australian Hot Air Balloon National Championships. This we believe will ensure the sustainability and future growth of the event. Future plans also include the possibility of running a balloon fiesta similar to the highly successful Balloon Aloft Hunter Valley Fiesta held on the October Long Weekend each year which sees over 500 passengers and thousands of spectators attend the event over the course of the weekend.

**Q25** Please outline the management structure of your event including key role and responsibilities, and the use of paid/unpaid staff?

EVENT ORGANISERS (Please note these are all full time Balloon Aloft salary staff)

- Event Organiser Matthew Scaife
- General administration David Bain
- Finance Peili Zhang
- Accommodation Amy Fox
- Propane Paul Britliff
- Marketing, Media & Sponsorship Michelle Wills
- Landowner relations Jim Doyle
- Website & Digital Marketing Peta Hurley

EVENT DIRECTOR'S AND COMPETITION STAFF

These positions will be a combination of paid and unpaid.

- Director Gary Lacey
- Deputy Director Matthew Scaife
- Chief Scorer Steve Ireland
- Safety Officer John Wallington
- Chief Debriefeer Ian Benning
- Debriefers Carol Benning
- GPS Logger downloaders / assistant scorers Ruth Wilson
- 5 Measuring teams of 3-4 persons each 5 x Balloon Aloft Staff +volunteers
- 1 Meteorology official Don Whitford
- Chief Steward Dean Pegg
- Jury President plus 2 jurors Gren Putland,

**Q26** Is your group/organisation Incorporated? **Yes**

**Q27** Is your group/organisation not-for-profit? **No**

**Q28** Have you registered for GST? **Yes**

Event Assistance Funding Application - 1 January to 30 June 2019

**Q29** Do you have an ABN? **Yes,**  
ABN:  
97094948919

**Q30** Has your event previously received funding from Council? **No**

**Q31** Does the event hold current Public Liability Insurance? Events MUST have insurance to be eligible to receive funding. **Yes**

**Q32** Please upload a copy of your Certificate of Currency

**MELBOURNE 20180504 Certificate of Insurance - 2018- 2019 (1).pdf(177.3KB)**

Page 5: FUNDING REQUESTED - MUST NOT EXCEED \$2,500

**Q33** Please provide details of IN-KIND support requested AND value of support (dollar amounts):(e.g. Council venue hire fee, preparation of Traffic Control Plan, Traffic Control Personnel, Waste Management). Refer to Council's Fees and Charges (click here) for amounts.

Venue Hire	<b>Nil</b>
Traffic Management	<b>Nil</b>
Waste Management	<b>Nil</b>
Total:	<b>Nil</b>

**Q34** Please provide details of CASH support requested AND dollar amounts:For any cash funding received, copies of invoices may be required as evidence along with an invoice.

1.	<b>Balloon LPG Gas \$2,500</b>
Total:	<b>\$2,500</b>

Page 6: AUTHORISATION OF APPLICANT

**Q35** Authorisation of Applicant:

Name:	<b>Michelle Wills</b>
Position	<b>Marketing Manager</b>
Date:	<b>30/10/2018</b>



Event Assistance Funding Application - 1 January to 30 June 2019

Q36 I confirm:

that the information contained in the application form  
and within the attachments are true and correct.

,

that this application has been submitted with the full  
knowledge and support of the applicant.

---



Mudgee Race Club Inc. 12/11 - conversation with Colleen Walker



"RACING SINCE 1842"

Attendance - 4000

Local / visitor - 40% local  
60% visitor

Av. length stay - 2-4 days / night

Est. 1842.

Data collected: Gate takings

Canal support recognised by  
cross-promotion, logo, flags,  
radio, Big Screen.

Volunteers: All organisers.

November 8<sup>th</sup> 2018

Mid Western Regional Council

Market Street

Mudgee NSW 2850

Attention: Mr Brad Cam

General Manager

Re: Assistance Advertising Promotion Mudgee Cup 2KY/Sky Big Sports Breakfast

On behalf of the Mudgee Race Club Inc, we would like to request assistance of \$2,000 in the promotion of the Mudgee Cup. The Promotion is thru 2KY/Sky commencing November 16<sup>th</sup>. The total cost of the promotion which is very advantageous to our growing tourist market is \$12,000.00.

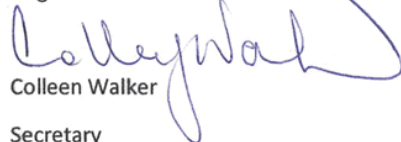
The coverage reaches over 1,000,000 viewers and listeners. The show is onsite live from Mudgee the morning of the Cup Friday Dec 7<sup>th</sup>. One of the host of the show is Laurie Daley which has a huge following. There will be give aways and non- stop promotion of Mudgee.

The feedback of the promotion has come from as far away as Northern Queensland and from across the country.

Once again we would appreciate all and any assistance that is available. As a non for profit organization we value working with and for the community to assist in promoting this great region.

If you require any further information or I can be of any assistance please call Colleen 0448967778.

Regards

  
Colleen Walker  
Secretary

Public Liability Insurance ✓  
Event Budget \$10,000  
Total: surplus to be  
Any monies raised at  
event goes to improvement  
on site



# Snapshot of our Heritage

LHSP Project Plan

**HNMSTR1600054**

DOC18/299523



Snapshot of our Heritage 2018

## Overview

<b>Project name:</b>	Snapshot of our Heritage
<b>Application Number:</b>	HNMSTR1600054
<b>Applicant:</b>	Mid-Western Regional Council
<b>Proposed timeframe:</b>	6 months, ending 30 April 2019
<b>HNM funding allocation:</b>	\$100,000
<b>Brief project description:</b>	The project will promote heritage conservation within our region and encourage a positive change in community attitude towards conservation. The project will visually capture our heritage within the region as it stands in 2018. The community will be invited to share privately held historical material / records and insights into social significance about a range of heritage places. This information will be made accessible on a user-friendly website for current and future generations, and also contribute to the information Mid-Western Regional Council uses to make effective heritage management decisions across the local government area.
<b>Project location:</b>	Mid-Western Regional Council local government area wide
<b>LGA:</b>	Mid-Western Regional Council
<b>State electorate:</b>	Bathurst, Orange, Upper Hunter

### Proposed budget breakdown

Direct funding to applicant	<b>\$97,000</b>
HNM to procure	\$3,000
<b>Total</b>	<b>\$100,000</b>

### Proposed payment schedule to Mid-Western Regional Council

20% of approved grant funds at project commencement	\$19,400
30% of approved grant funds at January 2019	\$29,100
20% of approved grant funds on completion of Tasks 1 and 2 (March 2019)	\$19,400
30% of approved grant funds will be issued on completion of the project	\$29,100
<b>Total</b>	<b>\$97,000</b>

Snapshot of our Heritage 2018

## Project Contacts

### Applicant:

Entity Name:	Mid-Western Regional Council.
Entity Address:	Street address: 86 Market Street, MUDGEE NSW 2850  Postal address: PO Box 156, MUDGEE NSW 2850
Contact / Project Manager name:	Mrs Sarah Armstrong
Phone:	02 6378 2863
Email:	Sarah.Armstrong@midwestern.nsw.gov.au

### OEH Project Officer

Name:	Sally MacLennan
Phone:	02 9873 8613
Email:	sally.maclennan@environment.nsw.gov.au

## Project Summary

Mid-Western Regional Council has an extensive and varied list of Heritage Items identified on Schedule 5 of Mid-Western Regional Local Environmental Plan 2012. In the recent past Council's built heritage has been neglected. This project would provide the opportunity for community education and a base for informing future projects across the local government area.

It is important to undertake this project as built items are being neglected due to lack of community education. Further, it is important this project is undertaken to digitally record historical information about local heritage that exists within the community whether it be held by individuals or by one of the historical societies across the region.

Undertaking this project will further highlight properties of heritage significance, educate the owners and inform the potential list within Schedule 5 of the Local Environmental Plan.

When the project is complete it is anticipated a greater number of community members will share the passion and value of heritage conservation within the region. The completed project will inform future projects, such as an interactive heritage walk within the towns.

Snapshot of our Heritage 2018

The key steps in the project involve:

*Visually Capturing Our Heritage*

The project will visually capture Mid-Western Regional Council's built heritage as it stands today. All heritage items and known, but not listed, significant properties within the Mid-Western Regional local government area will be photographed and uploaded onto a geographic information system public platform for access across the local and wider community.

*Heritage Talks (capturing social significance and digitally recording records)*

Council currently facilitates monthly Heritage Talks. Three of these talks will focus on the project. A Heritage Talk will be held within each of the three key towns in the local government area—Mudgee, Rylstone/Kandos and Gulgong. They will be well promoted to encourage community members to attend and share social significance of the area, town or dwelling they might own. The historical society and museum of the town will also be specifically invited to attend and bring along documentation to the digitally recorded and also share insights into the social significance of their local heritage.

*Preparation of Statements of Significance*

To accompany the photographs statements of significance will be drafted for all items. In addition, social significance will be documented for some of the properties and will also accompany the photographs.

*Publish on a specific user-friendly website*

The project will be displayed on a specific website linked to Council's main website. The website will be a user friendly attractive space for the general community to explore local heritage across the local government area. The website will hold local heritage information for those wishing to access for specific projects and will provide key information not accessible elsewhere.

*Heritage Near Me app collection*

The information collected and prepared for this project will be shared with Heritage Near Me to facilitate the preparation of a collection of stories across Mid-Western Regional Council area to be placed on the Heritage Near Me web app.

*Heritage Day / Launch*

The project will be launched with a 'Heritage Day'. The invitation will be open to all community members, however those who made specific contributions will specifically invited. This day will be a celebration of the uniqueness of the heritage between the towns in our region. It will also be a day for education. At the launch, Council will engage with the community on local heritage issues through a seminar and/or a Heritage Information Kiosk where development assessment staff will be available to answer enquiries about local heritage from the community.



Snapshot of our Heritage 2018

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## Project Plan

### Project Scope

In scope	Out of scope
<p><b>Task 1</b>—Visually Capturing Our Heritage                      Engaging a photographer to photograph all listed and significant built heritage across the Mid-Western Regional Council LGA.                      See Attachment 1</p>	<p>Funded positions within Council to undertake general administration, procurement, project management etc.</p>
<p><b>Task 2</b>—Heritage Talks and Statements of Significance                      Heritage Talks held in Mudgee, Rylstone/Kandos and Gulgong will engage the community and draw out information on historical and social significance.                      A Heritage Consultant will integrate this information with existing data and prepare updated Statements of Significance for listed and significant built heritage.                      See Attachment 2</p>	<p>Heritage Talks will be run as an in-kind contribution from Mid-Western Regional Council.</p>
<p><b>Task 3</b>—Publish on a user-friendly website                      A specific heritage website will be prepared to host the collated photographic, historical and social significance information.                      Contract administration support staff will also be engaged to input the information into the database.                      See Attachment 3</p>	
<p><b>Task 4</b>—Heritage Day / Launch                      Council will hold a Heritage Day to launch the new heritage website. This will involve opportunities for Council’s Development Assessment to be present and engage with the community on local heritage issues.                      Funds allocated to this task will be used for promotion, additional involvement of Mid-Western Regional Council’s Heritage Advisor and catering/logistics. See Attachment 4.</p>	
<p><b>Task 5</b>—Heritage Near Me web app collection                      The research and photographs prepared for this project will be shared with Heritage Near Me for the creation of a collection of stories across Mid-Western Regional Council to be placed on the Heritage Near Me web app.</p>	

### Assumptions and Constraints

Assumptions	Constraints
<p>The general community, historical societies and museums wanting to be involved</p>	<p>An over involvement.</p>
<p>A positive change in community attitude towards heritage conservation.</p>	<p>Post launch an increased volume of enquiry around development and local heritage</p>

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## Related or dependent projects

Related projects	Dependent projects
The project will inform an LEP schedule 5 review and update.	
The project will inform the development of an Interactive Heritage Walk by Mid-Western Regional Council.	
Heritage Near Me web app	

## Objective

The project will promote heritage conservation within our region and encourage a positive change in community attitude towards conservation. The project will visually capture our heritage within the region as it stands in 2018. The community will be invited to share privately held historical material / records and insights into social significance about a range of heritage places. This information will be made accessible on a user-friendly website for current and future generations, and also contribute to the information Mid-Western Regional Council uses to make effective heritage management decisions across the local government area.

## Outcomes

### Project Categories

The outcomes of this project meet the Project Categories of the Local Heritage Strategic Projects funding program as follows:

#### Support sustainable futures for heritage

The project will provide a coordinated and easily accessible and updated website for historical information currently in various physical locations within the community. Having this information easily accessible will ensure early consideration and engagement of Council and specialist consultants in the development application process. This early involvement always achieves better site outcomes and conservation of heritage.

The Heritage Day/Launch event will provide an opportunity for local residents to access Council development assessment staff and the local Heritage Advisor to make general enquiries about local heritage management issues in the local government area including conserving, developing, seeking funding for and celebrating heritage.

#### Connect communities and heritage

Our region comprises various communities focused around towns with unique history, built heritage and active historical societies. The photographing, collection and publication of historical documentation on the public platform will allow information sharing between those communities that is not currently occurring and is at risk of being lost.

The three Heritage Talks will be held in the three key towns of the local government area—Mudgee, Rylstone and Gulgong—and will directly engage the community in a conversation about local heritage and social significance. The Heritage Day/Launch event will also provide an open platform for residents to engage with, learn about and celebrate local heritage.

Research and photography obtained through the project will be shared with Heritage Near Me for preparation of a collection of heritage stories across Mid-Western Regional Council

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area to be placed on the Heritage Near Me web app. This project component will connect communities and heritage and raise awareness of local heritage values by highlighting engaging stories of these important places on a widely accessible digital platform.

**Support effective heritage management**

The project will facilitate the early education and key consideration of heritage significance in the development on heritage significant sites. It has been demonstrated within our region that early identification of heritage significance results in effective heritage management. Accurate and up-to-date statements of significance are a key tool for this in our council area, and this project will facilitate the update of these inventory items and the consideration of social significance. The sensitive consideration of social significance for local heritage is generally unusual in NSW, and will allow Mid-Western Regional Council to employ an innovative approach to effectively managing heritage in the area.

**Diversify understanding of heritage values.**

Not applicable.

**Program Priorities**

The outcomes of this project meet the current Program Priorities for the Local Heritage Strategic Projects funding program as follows:

**Are collaborative and multi-disciplinary**

The project will involve all communities across the Mid-Western region. It will facilitate collaboration between currently disconnected local historical societies individuals, and Mid-Western Regional Council. The project will also require involvement from across various departments of Council. The project also involves collaboration with the Heritage Near Me program at both the Heritage Day / Launch and in the development of a collection of stories for the Heritage Near Me web app.

**Support long term sustainability through the transfer of skills, knowledge and experience**

The project will facilitate the transfer of knowledge by digitally capturing hard copies of historical documentation currently located within private residences and historical societies that are at risk of being lost. Through the Heritage Talks social significance / knowledge will be captured for current and future generations.

The Heritage Day/Launch event will also provide an opportunity for the transfer of skills, knowledge and experience through the operation of a Heritage Information Kiosk or seminar session where Council staff, the Heritage Advisor, and Heritage Near Me will be able to engage with the community on general heritage issues and enquiries.

**Address an identified community need**

The community continually seek out information regarding specific sites. The project will provide an easily accessible website for all to access and appreciate.

**Increased awareness of local heritage values.**

The project will result in an increased awareness of local heritage values through the substantial level of community engagement (Heritage Talks and Heritage Day/Launch

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event). The project will also make an extensive range of local heritage information publicly accessible.

The project will not only result in an increased awareness of local heritage values, it will highlight the uniqueness of the varying heritage values between the towns within the Mid-Western region. Bringing all this information to one coordinated website will also allow those from outside the region to develop a greater appreciation of the heritage values across the region.

## Outputs

The project will deliver the following goods, services and products:

- Photographic recording of and statements of significance for all local heritage items in Mid-Western Regional Council area;
- Three Heritage Talks in Mudgee, Gulgong and Rylstone/Kandos;
- Document community contributions of historical information and social significance;
- Photography, statements of significance, historical information and social significance information prepared/gathered as part of this project made accessible on a specific user-friendly website linked to Council's website; and
- A Heritage Day to launch the website, including opportunities for Council staff and Heritage Near Me to engage with the community on local heritage issues.

## Project Management

### Governance

Mid-Western Regional Council will be awarded the grant funds in full for Tasks 1–4 and will be responsible for project management; procuring goods, services and products; and reporting, these will be undertaken in accordance with the following:

Mid-Western Regional Council Procurement Policy (dated 19 July 2017)

Mid-Western Regional Council Service Provider Management Policy (dated 19 July 2017)

Mid-Western Regional Council Purchase of Goods and Services Procedure (dated September 2009).

Heritage Near Me will be responsible for procuring, managing and reporting on Task 5.

Name(s)	Role	Responsibility
Sarah Armstrong	Project manager Manager, Strategic Planning, Mid-Western Regional Council	Responsible for procuring, managing and reporting on project Tasks 1-4
Sally MacLennan	Heritage Near Me project manager	Responsible for procuring, managing and reporting on project Task 5

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**Project Schedule**

Milestone	Activity	Who	Planned commencement & completion dates
<b>Task 1</b> —Visually capturing our heritage	Photograph all items and significant properties	Corporate Communications Officer / Photographer	November 2018 – January 2019.
<b>Task 2a</b> —Three monthly heritage talks	Collection of social significance and capturing / making digital copies of historical information provided at the monthly 'heritage talks'.	Manager of Strategic Planning and Librarian.	The 'Heritage Talks' will be held on the following dates. Days immediately following will be allocated / utilised for any required additional data input. December 2018 – Kandos / Rylstone. February 2019 – Gulgong. March 2019 – Mudgee.
<b>Task 2b</b> —Preparation of Statements of Significance	Heritage consultant to prepare statements of significance.	Manager of Strategic Planning / Heritage Advisor	November 2018 – March 2019.
<b>Task 3a</b> —Website build	Design and preparation of heritage website	Manager of Strategic Planning / Hitech IT Worx	November 2018 – April 2019.
<b>Task 3b</b> —Data input	Data input of the photos, statements of significance and transcribing social significance documented on the 'Heritage Talk' morning and attaching.	Contractor registered on the Marketplace.	November 2018 – April 2019.
<b>Task 4</b> —Heritage Day / Launch	Mid-Western Regional Council 'Heritage Day'.	Corporate Communications Officer / Manager of Strategic Planning / Duty Planner / Library Services Coordinator / Librarian / GIS Coordinator / Heritage Near Me.	April 2019.
<b>Task 5</b> —Heritage Near Me web app collection	Preparation of a collection of heritage stories in Mid-Western Regional LGA for inclusion on the Heritage Near Me web app	Sally MacLennan	November 2018 – April 2019



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## Project Budget

Activity	Who	Completion date	Amount
<b>Task 1</b> —Visually capturing our heritage - Erin Latimore Photography	Erin Latimore / Corporate Communications Officer	January 2019	\$12,500
<b>Task 2b</b> —Preparation of Statements of Significance - Barbara Hickson Heritage Advisor	Barbara Hickson / Manager of Strategic Planning	March 2019	\$33,000
<b>Task 3a</b> —Building the website – Hitech IT Worx	Hitech IT Worx	April 2019	\$28,000
<b>Task 3b</b> —Data entry – contract staff	Contractors registered on Council's e-quoting / contractor engagement system named MarketPlace	April 2019	\$19,500*
<b>Task 4</b> —Launch Includes promotion, additional Heritage Advisor time, catering. See Attachment 4 for detailed budget breakdown	Corporate Communications Officer / Manager of Strategic Planning / Duty Planner / Library Services Coordinator / Librarian / GIS Coordinator / Heritage Near Me.	April 2019	\$4,000
<b>Task 5</b> —Heritage Near Me web app collection	Sally MacLennan / Sally Beerworth	April 2019	\$3,000
<b>Total</b>			<b>\$100,000</b>

\* Based on a set contractor rate of \$38 per hour.

## Proposed budget breakdown

This table summarises the project budget into two categories; funding that is providing directly to the applicant, and funding that HNM will manage.

Budget breakdown	
Direct funding to applicant	\$97,000
HNM to procure	\$3,000
<b>Total</b>	<b>\$100,000</b>

## Proposed payment schedule to applicant

Payment schedule	
20% of approved grant funds at project commencement	\$19,400.00
30% of approved grant funds at January 2019	\$29,100.00
20% of approved grant funds on completion of Tasks 1 and 2 at March 2019	\$19,400.00

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Payment schedule	
30% of approved grant funds will be issued on completion of the project	\$29,100.00
<b>Total</b>	<b>\$97,000.00</b>

### Procurement by HNM program

Is procurement by HNM team member required? Yes

Item	Who	Completion date	Amount
Task 5—Heritage Near Me web app collection	Sally MacLennan	April 2019	\$3,000
<b>Total</b>			<b>\$3,000</b>

### Project Risks

No.	Risk description	Risk treatment actions
1	Geographic / political	Advising the community early in the project that it relates to the whole region and all communities will be represented and credited.
2	Inundated with community involvement during the Heritage Talks	Allocating time immediately following the Heritage Talks to follow up with community members.
3	Project Delays	Focusing the project around the three Heritage Talks will ensure all data input is achieved before commencing the following Heritage Talk.

### Collaborators

Volunteers/ Collaborators	Role	Responsibility
Council's Heritage Committee	PR for the project.	Manager of Strategic Planning.
Council's local historical societies (Gulgong, Rylstone/Kandos and Mudgee).	Providing social significance and producing documents at the Heritage Talks to be digitally captured.	Manager of Strategic Planning.
Regular members of the month Heritage Talks	Providing social significance and producing documents at the Heritage Talks to be digitally captured.	Library Services Coordinator / Librarian.
Members of the community	to speak up and come forward to be involved in the project.	Manager of Strategic Planning / Library Services Coordinator / Librarian.
Council's officers	Work together in achieving timely milestones.	Corporate Communications Officer / Manager of Strategic Planning / Duty Planner / Library Services Coordinator / Librarian / GIS Coordinator.
Heritage Near Me	Project support and participation in Heritage Day/Launch event	Participate in Heritage Day/Launch event

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**Stakeholder and target outcomes**

Stakeholder	Interest	Purpose	Outcome/s
Heritage Committee	Support of a successful project.	Access to accurate, up-to-date information about local heritage items	Increased engagement and understanding of community interest in local heritage
Property Owners	Own/manage local heritage items	Access to accurate, up-to-date information about their heritage item	Increased understanding of local heritage values and Council's role in managing local heritage
Historical societies	Hold relevant historical information that can be difficult to access	Access to accurate, up-to-date information about heritage items and ability to share relevant information	Increased understanding of local heritage values and Council's role in managing local heritage and an opportunity to work with Council to record information
Council	Responsibility for identifying and managing development to local heritage items in the area	Provide access to accurate, up-to-date information about heritage items and consider current information in local planning matters	Have accurate local heritage information and increased engagement with community on local heritage matters

**Stakeholder Communication**

Stakeholder	Message	Channel(s) and Communicator	Target date/frequency of communications
Property Owners	Contribute historical/social significance information Access information/advice from Council	Council's regular communication channels (social media, newsletter, direct mail to heritage owners)	Ongoing as required for different activities
Historical societies	Contribute historical/social significance information Access information/advice from Council	Council's regular communication channels (social media, newsletter, direct mail)	Ongoing as required for different activities
General community	Opportunity to learn more about local heritage and contribute historical/social significance information Access information/advice from Council	Council's regular communication channels (social media, newsletter, etc)	Ongoing as required for different events and activities

**Monitoring and Evaluation****Monitoring**

The progress of LHSPs will be monitored against the endorsed Project Milestones and Project Budget.

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Attendance at Heritage Talks and the Heritage Day/Launch event will be monitored, as well as monitoring of media/social media coverage and engagement.

The person responsible for project monitoring as outlined in the Governance section will provide updates on the Project Schedule and Project Budget to the HNM team contact in the format and frequency outlined in the Reporting requirements table in the following section.

**Evaluation**

Upon completion, an acquittal of all funds for the project will be required as outlined under Item 10 of Schedule 1 of the funding agreement. LHSPs will be evaluated against the listed Priorities and the outcomes stated in the endorsed project plan. A LHSP may also be selected to be part of a wider Heritage Near Me program evaluation.

**Project Reporting**

**Reporting requirements**

Reported by	To whom	Frequency	Format
MWRC Project Manager Manager of Strategic Planning	HNM team contact (Sally MacLennan)	monthly	Email
HNM Project Manager (Sally MacLennan)	MWRC Project Manager Manager of Strategic Planning	On completion of Task 5	Email
Project Manager Manager of Strategic Planning	HNM team contact (Sally MacLennan)	On completion of project	Email, written report/acquittal

**Attachments**

Include here a list of attachments to the project plan. Attachments may include quotes, supporting research or documentation, etc.

- Att 1 Quote for Task 1 photography
- Att 2 Quote for Task 2b preparation of Statements of Significance
- Att 3 Quote/estimate for Task 3 website design and build.
- Att 4 Budget breakdown for Task 4 Launch / Heritage Day

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## Sign-offs and Approval

**Applicant's name:**

**Applicant's signature:**

**Date:**

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**Heritage Near Me program  
representative name:**

**Heritage Near Me program  
representative signature:**

**Date:**

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# **Heritage Local Strategic Project Grant Funding Agreement**

**HNMSTR1600054**

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## FUNDING AGREEMENT DEED

### PARTIES

The Crown in right of the state of New South Wales acting through the **NSW Office of Environment and Heritage (OEH)** ABN 38755709681 (“we” or “us”)

and

**Mid-Western Regional Council** ABN 96149391332 (“you”)

### BACKGROUND

You have agreed to provide the Funded Activities set out in Item 2 of Schedule 1 in accordance with the terms and conditions of this Agreement.

We have agreed to provide Funding to you for the Funded Activities at the level stated in Item 5 of Schedule 1.

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# 1. DEFINITIONS, INTERPRETATION AND TERM

## 1.1. Definitions

Term	Definition
Acquittal	means the report on heritage and financial outcomes that must be submitted on completion of the Funded Activities in line with Item 10 of Schedule 1.
Application	includes all documentation you submitted in your Expression of Interest to the Local Heritage Strategic Projects, and the Project Plan.
OEH Representative	the person identified by OEH in Item 6 of Schedule 1.
Budget	refers to a budget for the purposes of conducting the Funded Activities and/or performing obligations under this Agreement.
Business Day	means in relation to the doing of any action in a place, any day other than a Saturday, Sunday or public holiday in that place.
Calendar Year	means the year commencing 1 January and ending 31 December.
Capital Development	means the construction, alteration, renovation, completion or fitting-out of buildings and other facilities.
Commencement Date	means the date written on the Execution Clauses page of this Agreement or if there is no date, or more than one date is written there, then the date on which the Agreement was signed by the last Party to do so.
Confidential Information	means all information of whatever description, whether in permanently recorded form or not, which is by its nature confidential or which a party identifies as confidential at the time of disclosure and includes, without limitation all personal information as defined in the <i>Privacy and Personal Information Protection Act 1998 (NSW)</i> but does not include information which: <ol style="list-style-type: none"> <li>is or becomes public knowledge other than by breach of this Agreement;</li> <li>is required to be disclosed pursuant to law, regulation, legal process or a regulatory authority;</li> <li>is required to be disclosed by us, in response to a request by a House or a Committee of the Parliament of the State or is required to be disclosed by us to the responsible Minister.</li> </ol>
Electronic Communication	has the same meaning as in the Electronic Transactions Act 1999 (Cth).
End Date	means the date the Funded Activity is to be completed as specified at Item 4 of Schedule 1 or such other date as agreed to in writing between the Parties.
Existing Material	means all Material in existence prior to the commence of this Agreement: <ol style="list-style-type: none"> <li>incorporated in;</li> <li>supplied with, or as part of; or</li> <li>required to be supplied with, or as part of:</li> </ol> the Program Material.

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Term	Definition
Expiry Date	means three months after the Acquittal Due Date which is specified at Item 10 of Schedule 1, or the day after you have done, to our satisfaction, all that you are required to do under the Agreement, whichever is later; OR the date the Agreement is terminated.
Execution Clause	means the page at the end of this Agreement, signed by authorised representatives of both Parties.
Financial Year	means each period from 1 July to the following 30 June occurring during the Term, or any part of such a period occurring at the beginning or end of the Term.
Funded Activities	includes: <ul style="list-style-type: none"> <li>a. your principal program or activity to be delivered over the Term of the Agreement; and/or</li> <li>b. one-off or time limited projects; and/or</li> <li>c. capital development.</li> </ul> as further outlined in Item 2 of Schedule 1, and the Project Plan.
Funds, Funding	means the total amount of money to be paid to you for the Term of this Agreement as set out at Item 5 of Schedule 1 exclusive of GST, for delivery of the Funded Activities and may include lump sum payments or payments advanced through instalments.
GST	has the same meaning as in the A New Tax System (Goods and Services Tax) Act 1999 (Cth).
Heritage Near Me	is the program managed by OEH to support local heritage in NSW.
Intellectual Property Rights	includes all copyright (including rights in relation to recordings and broadcasts), all rights in relation to inventions (including patent rights), registered and unregistered trademarks (including service marks), registered designs, and all other rights resulting from intellectual activity in the literary or artistic fields whether registered or not and whether existing in Australia or not and created at any time.
Local Heritage Strategic Projects Heritage Applicant Information and Guidelines	means the document published by OEH which sets out the intent of the Heritage Near Me Local Heritage Strategic Projects Program as well as eligibility for funding, the application process and acceptable uses of funds.
Material	includes documents, equipment, software, goods, information and data stored by any means including all copies and extracts of the same.
Moral Rights	means the right of integrity of authorship (that is, not to have a work subjected to derogatory treatment), the right of attribution of authorship of a work, and the right not to have authorship of a work falsely attributed as defined in the Copyright Act 1968 (Cth).
Notice to Remedy	is a notice issued in the format that instructs you to remedy a breach of a specified clause or clauses of the Agreement.
Notices	includes all notices, consents, requests, waivers, demands or other communications by a party to another party permitted or required by this Agreement.
Party	means a party to this Agreement.

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Term	Definition
Program Material	means all Material: <ol style="list-style-type: none"> <li>a. brought into existence for the purpose of performing obligations under this Agreement;</li> <li>b. incorporated in, supplied or required to be supplied along with the Material referred to in paragraph (a); or</li> <li>c. copied or derived from Material referred to in paragraphs (a) or (b).</li> </ol>
Project Plan	the project plan attached as Schedule 2 to this Agreement.
Recipient Created Tax Invoice (RCTI)	means a tax invoice as defined by the A New Tax System (Goods and Services Tax) Act 1999 (Cth) created by OEH.
Records	includes documents, information and data stored by any means and all copies and extracts of the same relating to the Funded Activities.
Reporting Requirements	means all reports required under this Agreement including the Acquittal, Item 10, and other reports specified in Items 3 and/or 8 of Schedule 1.
Reports	means information about a Funded Activity requested by OEH usually in a specified format (i.e. Acquittal Form) and timeframe. This may include, but is not limited to, financial and statistical information as well as details on the progress and/or outcomes of the Funded Activity.
Start Date	means the date the Funded Activity is due to begin as specified at Item 4 of Schedule 1 or such other date as agreed to in writing between the Parties.
Special Conditions	means the particular requirements specified at Item 3 of Schedule 1.
Strategic Plan	is a high level outline of what an organisation is looking to achieve over a particular (three or four year) time frame, including the specific strategies the organisation will use to achieve its goals over that timeframe.
Term	means the period between the Commencement Date and the Expiry Date
Variation	means changing an aspect/s of the Funded Activity including changes to the nature of activities, key creative personnel, locations, the timeframe for delivery of activities or the budget. Variations must be submitted using a Variation Form and approved by OEH.

## 1.2. Interpretation

- 1.2.1. In the Agreement, certain words and phrases have defined meanings. They are indicated by initial capital letters. However, 'we' and 'you' are not capitalised in this way.
- 1.2.2. Where a defined word or phrase is used in one clause only, it is usually defined in that clause. Otherwise, the definitions are in Clause 1.1.
- 1.2.3. Unless the context otherwise requires, a reference to any legislation includes any regulation or instrument made under it and any amendments to it.
- 1.2.4. Clause headings, words capitalised, in brackets or in bold format in this Agreement are for convenient reference only and have no effect in limiting or



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extending the language of the provisions to which they refer except for the purpose of rectifying any cross-reference.

- 1.2.5. A reference to a Schedule or Item is a reference to a Schedule or Item of a Schedule to this Agreement.
- 1.2.6. Where any conflict arises between the terms and conditions contained in the clauses of this Agreement and any Item of a Schedule, the terms and conditions of the clauses in this Agreement prevail to the extent of the inconsistency.
- 1.2.7. A reference to a Clause or sub-clause is a reference to a Clause or sub-clause in this Agreement unless otherwise specified.

### **1.3. Term of the Agreement**

- 1.3.1. This Agreement will commence and expire on the dates as defined in Clause 1.1 unless terminated earlier under this Agreement.

## 2. WHAT YOU MUST DO

### 2.1. Your obligations in carrying out the Funded Activities

- 2.1.1. You must lawfully conduct the Funded Activity during the Term diligently using all proper care, subject to the terms and conditions of this Agreement as outlined in your Application and any Variation to this application approved by us
- 2.1.2. You must comply with the Local Heritage Strategic Projects Grants Applicant Information and Guidelines and the Application conditions.
- 2.1.3. You must only expend the Funds for the purpose set out in clause 2.1.1 and Item 2 of Schedule 1.
- 2.1.4. You must not vary (change) the Funded Activity without Office of Environment and Heritage prior written approval. This includes changes to the nature of activities, key personnel, locations, ownership or destruction of the item funded the timeframe for delivery of activities, changes to the financial resources and arrangements stated in your Application or the project Budget.
- 2.1.5. You must apply in writing to the Office of Environment and Heritage if you need to make any changes as detailed in 2.1.4.
- 2.1.6. We may suspend the Funds or ask you to repay the Funds if you fail to comply with any term or condition of this Agreement.

### 2.2. Your obligation to provide reports

- 2.2.1. You agree to give us any Reports as specified in Item 3 (Special Conditions) and/or Item 8 and/or Item 10 (Acquittal) of Schedule 1 when due and in the format we specify.
- 2.2.2. If we do not accept a report, you must submit a revised report within 10 Business Days of our request.
- 2.2.3. You agree to acquit the funding using the Acquittal Form, available as set out in Item 10 of Schedule 1, and ensure that all reports and documents are true and correct, and authorised and approved by you.
- 2.2.4. The Funds and Funded Activities will not be considered complete until we advise you in writing that the Acquittal has been accepted as satisfactory.

### 2.3. Your obligation to keep records and provide other information

- 2.3.1. You must provide all other information we request in relation to the Funds and Funded Activities and comply with all other requests, directions, monitoring and reporting requirements within 10 Business Days.
- 2.3.2. You must make and keep full and accurate Records of the Funded Activities including progress against the project timeline and the use of the Funds.
- 2.3.3. We may at our expense during the term conduct audits of invoices and reports submitted to us pursuant to this Agreement.
  - a. We are entitled to audit the Funds expended upon the Funded Activities and for that purpose you:
  - b. will permit reasonable access to and the copying of your financial and other records by any appropriate person duly authorised by us;
  - c. will answer all reasonable enquiries by any person duly authorised by us; and

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- d. will provide reasonable assistance to any person duly authorised by us in the conduct of the audit or inspection.
- 2.3.4. You agree to disclose within 10 Business Days all material matters that might have an impact on your obligations under this Agreement or on your financial situation or governance.

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## 2.4. Your obligation to acknowledge our support and use of our logo

- 2.4.1. As outlined in Item 9 of Schedule 1, the Office of Environment and Heritage logo should be included in all programs, publications, invitations, banners and other printed or electronic material undertaken in relation to the Funded Activity, or any products developed as a result of the Funded Activity.
- 2.4.2. Our support should also be acknowledged in public announcements related to the Funded Activity.
- 2.4.3. You must use our logo in the manner set out on our website at [environment.nsw.gov.au/support-from-HNM](http://environment.nsw.gov.au/support-from-HNM)
- 2.4.4. If we form a view that any of the Funded Activities under this Agreement are not consistent with the purposes for which you were funded, and we give you written Notice of this, you will promptly remove our acknowledgement and logo from all programs, promotional material and other printed or electronic material and publications relating to the activities.
- 2.4.5. You agree to use your best endeavours to ensure that we and the Minister are provided with the opportunity to participate in media coverage or other promotion of any part of the Funded Activities.

## 2.5. Your obligation to obtain approvals

- 2.5.1. You must obtain all approvals necessary to legally carry out the Funded Activities.

## 3. ABOUT THE FUNDING

### 3.1. Paying the Funding

- 3.1.1. We will pay you the Funding as set out in this Funding Agreement, in particular Items 5 and 8 of Schedule 1 as long as you comply with the conditions of Funding.
- 3.1.2. It is your responsibility to pay all taxes, duties and government charges imposed in Australia and internationally in connection with this Agreement. If you are registered for GST you must provide a Tax Invoice and notify us in writing immediately if your GST registration changes.

### 3.2. When can we withhold payment

- 3.2.1. We can withhold any or all of a Funding payment if we consider that you:
  - a. have not carried out the Funded Activity in accordance with this Agreement; or
  - b. have failed to meet any Reporting Requirements; or
  - c. have not spent Funding in accordance with this Agreement; or
  - d. have breached any other term of this Agreement.

### 3.3. When can we seek repayment of the Funds

- 3.3.1. You must repay the Funding (or the relevant part of it) to us in any of the circumstances set out below:
  - a. we overpay you; or
  - b. we pay you an amount that you incorrectly claim; or
  - c. an amount of the Funding is unspent at the End Date or earlier termination date; or
  - d. you spend an amount other than in accordance with this Agreement; or
  - e. the Funding Agreement is terminated pursuant to 6.1.2.
- 3.3.2. If you must repay an amount under clause 3.3.1:
  - a. you must do so within 14 Business Days after we give you a Notice in writing; and
  - b. we may recover the amount as a debt due to us;
  - c. we will not accept any further applications, proposals or submissions for funding from you while you have any outstanding reports or unacquitted money due under any arrangement with us.

## 4. MATERIAL AND INFORMATION

### 4.1. Intellectual property rights

- 4.1.1. You own the Intellectual Property Rights in all Program Material subject to clause 4.1.2. Nothing in this clause affects the ownership of any Intellectual Property Rights in any Existing Materials. However you must arrange for the grant of a licence as set out in clause 4.1.2.
- 4.1.2. You must grant us a licence, and must arrange for any relevant third party to grant to us a licence, to use, reproduce, publish, adapt and communicate the Intellectual Property Rights in the Program Material provided to us when reporting, for our purposes including but not limited to use on the OEH website and newsletter. This licence is permanent, irrevocable, free, worldwide and non-exclusive, and includes a right of sub-licence.
- 4.1.3. We license you to use our Existing Material, for example our logo (including copying it and supplying it to others), but only for the purposes of this Agreement.
- 4.1.4. You must ensure that you have obtained all relevant Moral Rights consents in writing in connection with the Program Material and licences under clause 4.1.2. The consents must cover acts done before or after the date of the consent, and whether done by us or by someone claiming under or through us. If we ask, you must give us the original of the consent.
- 4.1.5. If we require, you must bring into existence, sign or otherwise deal with any document which we consider is necessary or desirable to give effect to this clause 4.1.

### 4.2. Confidential information

- 4.2.1. You must not disclose Confidential Information to anyone, without our prior written consent.
- 4.2.2. We reserve the right to publicise and report on the awarding of Funds to you, including the amount of the Funds and the title and purpose of the Funding. We reserve the right to use information you provide to us for research and analysis, monitoring, evaluation and for the purpose of public reports.
- 4.2.3. You may disclose confidential information to your personnel and legal and professional advisors provided you ensure the recipient:
  - a. keeps the confidential information confidential; and
  - b. does not use the confidential information except for the purposes of this agreement.



## 5. DEALING WITH RISK

### 5.1. Indemnity

- 5.1.1. You indemnify us against:
  - a. all liability; and
  - b. all losses, costs, and expenses,
  - c. if caused by the circumstances set out in clause 5.1.2.
- 5.1.2. For the purposes of clause 5.1.1, you indemnify us in circumstances where our liability, loss, cost or expense was caused by:
  - a. your act or omission in carrying out this Agreement, but only where you were at fault; or
  - b. the carrying out of the Funded Activities; or
  - c. your breach of this Agreement; or
  - d. our use of the Program Material or Existing Material (including where third parties make claims against us over the ownership of or right to use Intellectual Property Rights or Moral Rights in the Program Material or Existing Material).
- 5.1.3. Your liability to indemnify us under this clause 5.1 is reduced proportionately to the extent that our own fault caused our loss.
- 5.1.4. Our right to be indemnified under this clause 5.1 is in addition to any other remedy we have at law or under this Agreement.

### 5.2. Insurance

- 5.2.1. You must take out and maintain during the Term all appropriate insurance policies including, but not limited to:
  - a. Workers Compensation insurance as required by law (or personal income protection insurance in the instance of you being a business) for all employees involved in the delivery of the Funded Activities.
  - b. Public Liability insurance to the value of not less than \$20 million in respect of each and every occurrence and unlimited in the aggregate for any one period of cover.
  - c. Insurance over all assets used in connection with the Funded Activities funded or partly funded by the Funds, for their full replacement value.
  - d. Volunteer personal accident insurance for all volunteers (including student volunteers) involved in the delivery of the Funded Activities.
- 5.2.2. If we ask, you must provide certificates of currency for the insurance and/or a warranty from your insurer that the policy extends to us and covers potential liability arising under this Agreement.
- 5.2.3. You must ensure that any subcontractors engaged by You in relation to the Funded Activities hold Workers Compensation insurance as required by law.

## 6. TERMINATING THE AGREEMENT

### 6.1. Our right to terminate for your default

- 6.1.1. We can terminate this Agreement immediately by Notice to you if any of the following occur:
- a. we are satisfied that any statement made by you in the Application or any other information you provide is incorrect, incomplete or misleading in a way that may have affected the decision to approve the Funds, the terms and conditions of this Agreement, or any action taken by us under this Agreement; or
  - b. you breach any of your obligations under this Agreement and we consider that the breach cannot be rectified or you have failed to remedy a breach of this Agreement within 10 Business Days of receiving a Notice to Remedy from us to do so; or
  - c. you vary the Funded Activities without our written approval; or
  - d. you have failed to satisfactorily deliver the Funded Activities; or
  - e. you are unable to pay your debts as and when they become due and payable; or
  - f. you expend any part of the Funds contrary to the approved Budget unless previously agreed in writing by us; or
  - g. you have misappropriated part or all of the Funds; or
  - h. proceedings are initiated to obtain an order for your winding up; or
  - i. you become insolvent or placed under external administration; or
  - j. notice is served on you or proceedings are taken to cancel the incorporation or registration or to dissolve you as a legal entity; or
  - k. you cease to carry on business; or
  - l. you are unable to proceed with the performance of your obligations by reason of force majeure, war, strikes, riot or civil commotion (whether war be declared or not) or any other circumstance whatsoever beyond your control; or
  - m. you do not perform the Funded Activities in accordance with the terms and conditions set out in this Agreement or the policies and operating systems of OEH communicated to you by us; or
  - n. you act in a manner that will cause damage to OEH reputation; or
  - o. you do not lawfully carry out the Funded Activities, as outlined in this Agreement, in a timely manner.
- 6.1.2. If we terminate this Agreement we may withhold payment of Funds and/or require repayment of part or all of the Funds. We can recover from you as a debt due to us any part of the Funding that we consider you have not spent in accordance with the Agreement.
- 6.1.3. Clauses 6.2.1 and 6.2.2 do not affect our other rights under this Agreement, or otherwise at law.

### 6.2. Dispute resolution

- 6.2.1. If a dispute arises between you and us, all parties agree to deal with the dispute in the following way:
- a. the party who claims that a dispute exists will give the other parties a Notice setting out the nature of the dispute;

Snapshot of our Heritage

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- b. the parties will then try to resolve the dispute by negotiation, within 10 Business Days from when the Notice is given, and for that purpose may authorise persons to act for them.
- 6.2.2. If the dispute is not resolved within 10 Business Days from when the Notice is given, a party may submit the dispute to a form of alternative dispute resolution (including mediation).
- 6.2.3. A party cannot start legal proceedings in relation to the dispute unless:
  - a. the negotiations fail to resolve the dispute within 10 Business Days of when the Notice is given; or
  - b. where a party submits the dispute to alternative dispute resolution under clause 6.2.1, and the dispute is not resolved within 20 Business Days of that submission (or any extended time the parties have agreed in writing before the expiry of the 20 Business Days).

**6.3. Exceptions to clause 6.2**

- 6.3.1. A party does not need to follow the dispute resolution procedures set out in clause 6.2 if they are seeking urgent interlocutory relief from a court.

**6.4. Obligation to perform despite dispute**

- 6.4.1. Whether or not a dispute exists, each party must continue to perform its obligations under this Agreement.

## 7. OTHER LEGAL MATTERS

### 7.1. Relationship between the parties

- 7.1.1. This Agreement does not make you our partner, agent or employee.
- 7.1.2. Neither party may misrepresent its relationship with the other.
- 7.1.3. Neither party is authorised to legally commit or represent the other party in any way.
- 7.1.4. Neither party may attempt to bind or represent the other in any way.

### 7.2. Entire agreement

- 7.2.1. This Agreement comprises the entire agreement between the parties about the subject matter of this Agreement. It supersedes all prior communications, negotiations and agreements, whether oral or written, about the subject matter of this Agreement.

### 7.3. Counterparts

- 7.3.1. This Agreement may be signed in any number of counterparts which, when taken together, will constitute one instrument.

### 7.4. Governing Law

- 7.4.1. All parties agree that the law of New South Wales governs this Agreement.

### 7.5. Variation of this Agreement

- 7.5.1. This Agreement may only be varied in writing, signed by each Party.

### 7.6. Enforcement of part does not prevent enforcement of another part

- 7.6.1. We are not prevented from enforcing any part of this Agreement merely because we did not enforce that part on an earlier occasion or we do not enforce another part.

### 7.7. You must not assign your rights

- 7.7.1. You must not assign your rights under this Agreement without first getting our written consent. In this clause 'assign' includes novate or transfer, in whole or in part.

### 7.8. Effect of invalidity of part

- 7.8.1. If part of this Agreement is found to be invalid, the rest of the Agreement continues in effect as if the invalid part were excluded.

### 7.9. Certain clauses continue after this Agreement ends

- 7.9.1. The termination or Expiry Date of this Agreement, for any reason, does not affect the continued operation of the clauses 2.3.5 (Audit), 2.4 (Publicity and Acknowledgement), 3.3 (Repayment), 4 (Material and Information - Intellectual

Snapshot of our Heritage

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Property and Confidentiality) or 5.1 (Indemnity) or the continued operation of any other clauses that, expressly by their nature, survive termination or expiry.

## 7.10. Notices

- 7.10.1. A Notice under this Agreement is ineffective unless it is in writing.
- 7.10.2. Also, a Notice under this Agreement is ineffective unless it meets the following requirements:
- a. where you give it to us—you address it, and forward it, to the addresses as set out in Item 6 of Schedule 1, or as we otherwise direct;
  - b. where we give it to you—we address it, and forward it, as set out in Item 7 of Schedule 1, or as you otherwise direct; and
  - c. in either case, it is signed by or on behalf of the person/s giving it.
- 7.10.3. A Notice may be given:
- a. by hand delivery; or
  - b. by electronic transmission, including by email or by facsimile.
- 7.10.4. A Notice under this agreement will be deemed to be served:
- a. if delivered by hand—on delivery to the relevant address for service and a signature received as evidence of delivery;
  - b. if delivered by post – within three business days of posting;
  - c. if sent by email—on receipt of confirmation by the sender that the recipient has received the email; or
  - d. if delivered by fax – at the time of dispatch if the sender received a transmission report which confirms that the facsimile was sent in its entirety to the facsimile number of the recipient.

Notwithstanding the provisions of this clause 7.10, if delivery or receipt of a communication is on a day which is not a business day in the place to which the communication is sent or is later than 5pm (local time in that place) it will be deemed to have duly given or made at 9am (local time in that place) on the next business day in that place.

Snapshot of our Heritage

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## 8. SCHEDULES

### 8.1. Schedule 1 – Details of Funding

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**Item 1 This Agreement is between**

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**The Crown in right of the state of New South Wales acting through the Office of Environment and Heritage and Mid-Western Regional Council**

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**Item 2 Funded Activity**

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Grant: HNM Local Heritage Strategic Projects  
Reference No: HNMSTR1600054  
Project Title: Snapshot of our Heritage

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**Item 3 Special Conditions**

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As per any special conditions outlined in Schedule 2.

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**Item 4 Duration**

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Start Date: 18/09/2018  
End Date: 30/04/2019  
As provided in detail in Schedule 2.

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**Item 5 Total Amount of Funds for the Term of the Agreement (excluding GST)**

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\$97,000.00 ex GST

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**Item 6 Our Contact Details, including Address for Service**

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Name: Christian Hampson  
Position: Manager, Heritage Near Me program  
Phone: 02 9873 8544  
Email: [heritage.nearme@environment.nsw.gov.au](mailto:heritage.nearme@environment.nsw.gov.au)  
Address: Level 6, 10 Valentine Ave Parramatta NSW 2150

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## Snapshot of our Heritage

**Item 7 Your Contact Details, including Address for Service**

Name: Ms Sarah Armstrong  
 Position: Manager Strategic Planning  
 Phone: (02) 6378 2863  
 Email: Council@midwestern.nsw.gov.au  
 Address: PO Box 156  
 Mudgee NSW 2850  
 Australia

**Item 8 Payment details**

20% of approved grant funds to applicant at project commencement - \$19,400  
 30% of approved grant funds to applicant at January 2019 - \$29,100  
 20% of approved grant funds to applicant on completion of Tasks 1 and 2 (March 2019) - \$19,400  
 30% of approved grant funds to applicant will be issued on completion of the project - \$29,100

**Item 9 Acknowledgement requirements**

Support from NSW Government through the Heritage Near Me program must be shown by recipients of Heritage Near Me funded projects. Grant recipients must prominently acknowledge the program's assistance in their final report, publications and promotional material relating to the project by including the NSW Government waratah logo and the following statement:

**This project was assisted by the NSW Government through the Heritage Near Me program.**

For more information about the use of the NSW Government waratah logo and to download copies of the logo, please visit [environment.nsw.gov.au/support-from-HNM](http://environment.nsw.gov.au/support-from-HNM)

For any questions or advice on when and how to acknowledge support, please contact the Heritage Near Me program at [heritage.nearme@environment.nsw.gov.au](mailto:heritage.nearme@environment.nsw.gov.au) or on 02 9873 8544.

**Item 10 Acquitting Your Funding**

**Acquittal Due Date:** Your acquittal will be due six (6) weeks after the Project End Date provided in detail in Schedule 2, or by 31 May 2019, whichever comes first.

To comply with OEH reporting requirements you must use the Heritage Near Me End of Project Acquittal form available through the [SmartyGrants website](#).

Snapshot of our Heritage

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**Item 11 Provision of images**

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In accordance with Clause 4.1, images from your Funded Activities should be provided to OEH upon request and at time of Acquittal. Images will be used by OEH for purposes including, but not limited to, use on the OEH website, presentations, newsletters and publications.

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Snapshot of our Heritage

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## 8.2. Schedule 2 – Project Plan

**HNMSTR1600054**

**Local Heritage Strategic Projects project plan - Snapshot of our Heritage**

**OEH File Reference: DOC18/299523**

Provided as separate document.

Snapshot of our Heritage

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## 9. EXECUTION OF DEED

Executed as deed on the day signed by the Applicant.

### 9.1. Execution Clauses

Signed for and on behalf of the Crown in right of the State of New South Wales acting through the **NSW Office of Environment and Heritage**

Name:

Position:

Signature:

Date:

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Signed for and on behalf of **Mid-Western Regional Council** who by signing warrants that they have the authority to bind the organisation.

Name:

Position:

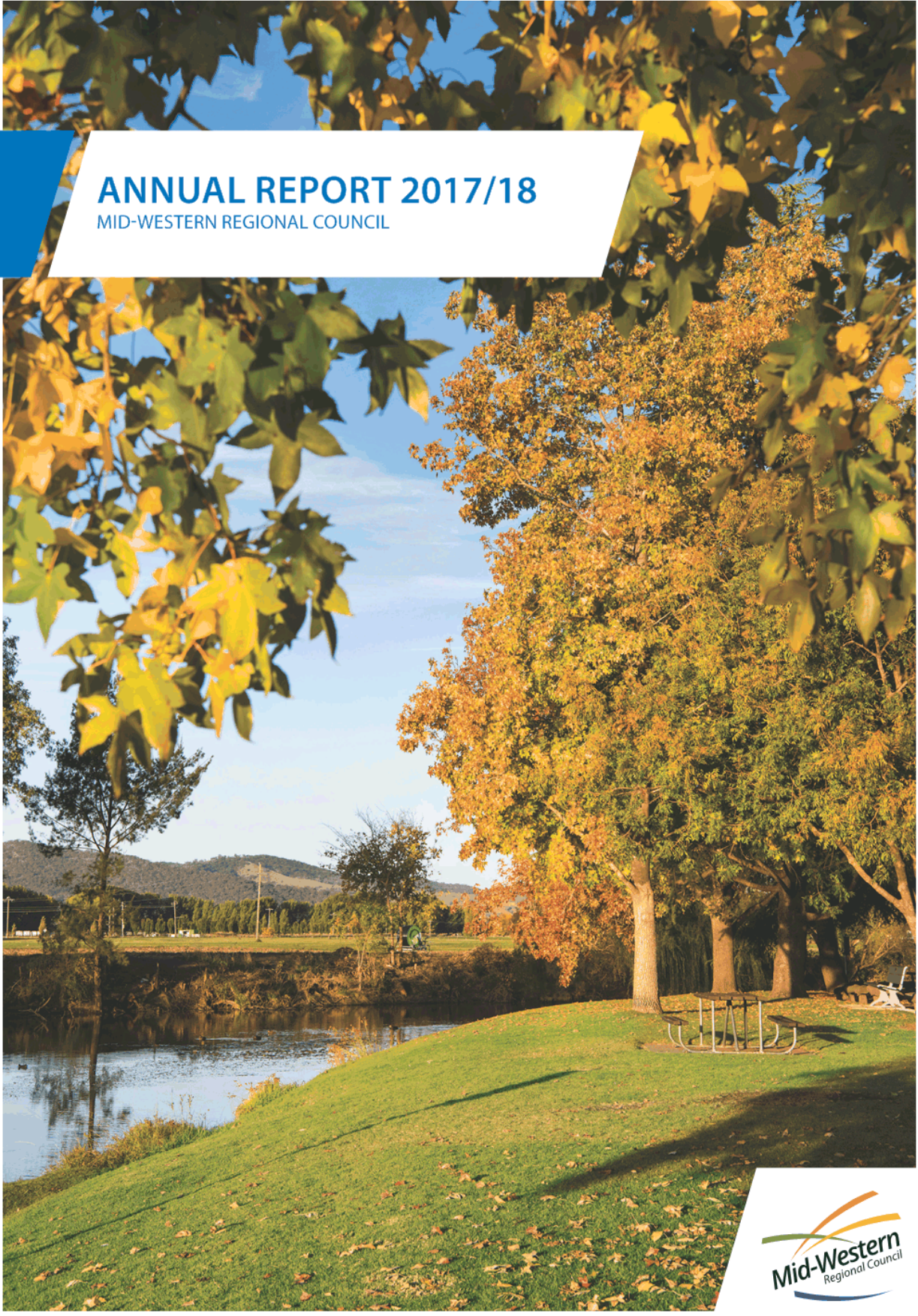
Signature:

Date:

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**ANNUAL REPORT 2017/18**  
MID-WESTERN REGIONAL COUNCIL





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## MID-WESTERN REGIONAL COUNCIL

<b>ADDRESS</b>	86 Market Street, Mudgee NSW 2850
<b>EMAIL</b>	council@midwestern.nsw.gov.au
<b>TELEPHONE</b>	02 6378 2850
<b>FAX</b>	02 6378 2815
<b>MAYOR</b>	Cr Des Kennedy
<b>GENERAL MANAGER</b>	Brad Cam





## MESSAGE FROM THE MAYOR

“  
I thank my fellow Councillors for their leadership and representation, Council staff for their hard work and commitment, and every member of the community who has provided feedback and participated in consultation opportunities. It is only through this collaborative process that Council can ensure the best possible outcomes are delivered and community priorities are recognised.”

I am pleased to present the 2017/18 Annual Report which captures Council's major achievements and milestones over the last financial year.

I thank my fellow Councillors for their leadership and representation, Council staff for their hard work and commitment, and every member of the community who has provided feedback and participated in consultation opportunities. It is only through this collaborative process that Council can ensure the best possible outcomes are delivered and community priorities are recognised.

The Mid-Western Region has a great deal going for it as one of the most liveable and enjoyable regions in NSW. We are privileged to live in a region with outstanding tourist delights, investment opportunities and lifestyle attractions. Council is committed to ensuring the region is a great place to live, maintaining high quality and accessible community services, conserving and promoting the natural beauty of our region, building a strong economy and continually working to improve our large road network.

I am extremely proud that Council has secured more than \$30 million in government grant funding in the last two years most recently through Round 1 and 2 of the NSW State Government's Stronger Country Communities Fund to develop and improve community and sporting infrastructure in our main townships of Mudgee, Gulgong, Kandos and Rylstone. Council works hard to identify funding opportunities to reduce the financial burden on ratepayers and is currently making applications for grant funding to transform the former Cudgegong Shire Building into an Arts and Cultural Centre that the region can be proud of.



It is wonderful to see construction of the new \$70.2 million Mudgee Hospital underway following advocacy from Council and Member for Dubbo Troy Grant MP.

The \$18 million upgrade of Ulan Road is now complete and has greatly improved road safety whilst other major roads projects including the \$15 million upgrade of Wollar Road continue.

Council works hard to attract major events and professional sports games to the region which stimulate the local economy and provide social and leisure opportunities for residents. In the 2017/18 financial year Council coordinated more events than ever before including the NRL Charity Shield St George Illawarra Dragons vs South Sydney Rabbitohs, the NRL Round 11 St George Illawarra Dragons vs Canberra Raiders game and Flavours of Mudgee. These events combined injected approximately \$10 million into the local economy.

I look forward to working with the community to achieving even greater outcomes for our region in the 2018/19 financial year.

DES KENNEDY  
MAYOR

## MESSAGE FROM THE GENERAL MANAGER

“

**The 2017/18 Annual Report demonstrates Council's strong financial performance. We have responsibly planned for the future through investment and prudent financial management, delivering debt-free budgets and a substantial capital works program. Council continues its focus on making overall business improvements and achieving long term financial sustainability.**

”



Welcome to Mid-Western Regional Council's 2017/18 Annual Report which details the accomplishments and performance of the organisation across all its departments over the last financial year.

The 2017/18 Annual Report demonstrates Council's strong financial performance. We have responsibly planned for the future through investment and prudent financial management, delivering debt-free budgets and a substantial capital works program. Council continues its focus on making overall business improvements and achieving long term financial stability.

This year saw the completion of a number of major road projects including the 26km Cope Road Upgrade and the 45km Ulan Road Upgrade which I am proud to say was completed on time and on budget. Other completed projects include Mudgee Regional Airport Upgrade to improve airside and terminal facilities and the Holyoake Footbridge for pedestrian access across the Cudgegong River.

Long-term road projects including the Bylong Valley Way and Wollar Road Projects continue as well as a second bridge over Pipeclay Creek on Henry Lawson Drive, which is nearing completion.

Council has been highly successful in securing government grant funding for large projects such as the new Outdoor Water Park at Mudgee Pool, Gulgong Children's Adventure Playground, Kandos Rylstone Preschool Extension, Goodiman Creek Bridge replacement, the Mudgee and Gulgong Skate Park upgrades, a footbridge across the Cudgegong River at

Rylstone, Stage 2 of the Glen Willow Regional Sports Complex and other sports upgrades across the region.

Council continues to apply for funding opportunities including for the development of a Regional Art Gallery at the former Cudgegong Shire Building that was gifted to Council by the NSW Government in June.

Council continually looks toward the environmental and waste sustainability of our region and on 1 July introduced a Food and Garden Organic Waste Collection Service to divert waste away from landfill and extending the life of the current landfill site by 15 years.

Council continues to host highly successful professional sporting events including two NRL matches and has secured an A-League game, all of which generate significant economic benefit for the region. Our flagship event, the Flavours of Mudgee street festival was recognised by Local Government NSW and received the RH Dougherty Award for Innovation in Special Events (Division A - population less than 30,000) this year.

I thank Council staff and volunteers for their continued dedication to work to ensure we continue to deliver on Council's vision of 'a prosperous and progressive community we proudly call home'.

A handwritten signature in black ink, appearing to read 'BRAD CAM'.

BRAD CAM  
GENERAL MANAGER

# YOUR COUNCIL

Mid-Western Regional Council is represented by nine Councillors including a Mayor elected every two years from within.

Council elected Clr Kennedy as Mayor, and Clr Cavalier as Deputy Mayor for the period September 2016 through to September 2018.

Councillors are elected to a four year term, with the most recent elections occurring in September 2016. That election saw 34 candidates nominated to serve the Mid-Western Region, with Councillors Paul Cavalier, Des Kennedy, Esme Martens, Peter Shelley, Percy Thompson, Alex Karavas, Sam Paine, Russell Holden and John O'Neill elected.



Councillor Des Kennedy  
**MAYOR**



Councillor Paul Cavalier  
**DEPUTY MAYOR**



Councillor Russell Holden



Councillor Alex Karavas



Councillor Esme Martens



Councillor John O'Neill



Councillor Sam Paine



Councillor Peter Shelley



Councillor Percy Thompson





# CIVIC LEADERSHIP

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## THE ROLE OF COUNCIL

The role of the Councillors, as members of the body corporate are:

- to direct and control the affairs of the Council in accordance with the Local Government Act
- to provide effective civic leadership to the local community
- to ensure as far as possible the financial sustainability of the Council
- to ensure as far as possible that the Council acts in accordance with the principles set out in Chapter 3 of the Act and the plans, programs, strategies and policies of the Council
- to develop and endorse the community strategic plan, delivery program and other strategic plans, programs, strategies and policies of Council
- to determine and adopt a rating and revenue policy and operational plans that support the optimal allocation of Council resources to implement the strategic plans (including the community strategic plan) of Council and for the benefit of the local area
- to keep under review the performance of Council, including service delivery
- to make decisions necessary for the proper exercising of Council's regulatory functions
- to determine the process for appointment of the General Manager by Council and to monitor the General Manager's performance
- to determine the senior staff positions within the organisation structure of the Council
- to consult regularly with community organisations and key stakeholders and keep them informed of the Council's decisions and activities
- to be responsible for ensuring that the Council acts honestly, efficiently and appropriately, and
- the governing body is to consult with the General Manager in directing and controlling the Council

## COUNCIL DECISIONS

Council is recognised as a single entity and Councillors only have the authority to make decisions as a group, when they are acting as Council, that is, in Council meetings.

Council meetings are held at the Chambers of the Mudgee Administration Centre on the third Wednesday of every month except for January (no meeting). Occasionally Council holds extraordinary meetings. These are Council meetings held outside the normal meeting cycle, most often to consider matters of an urgent nature.

Meetings are open to the public, and residents and businesses are actively encouraged to attend and participate in the decision making process. Prior to the commencement of the formal Council meeting, Open Day is held. Open Day is an opportunity for members of the public to address Council on any issue of relevance to the Council.

Council also has advisory committees comprised of Councillors, members of the public and staff of the Council. These committees focus on specific narrow areas of expertise, and make recommendations for consideration by Council.

Council meetings are available to view live via webcast on the internet, giving the public access to Council decisions and debate without the need to attend meetings in a physical capacity. Archived videos from previous meetings are also available, as well as links to meeting schedules, agendas and minutes.

## CIVIC LEADERSHIP

### CODE OF CONDUCT

Councillors and staff are bound by a Code of Conduct, which sets the standards for ethical behaviour and decision making.

The Code states Councillor and staff roles and responsibilities and outlines steps to be followed when making and investigating allegations of breaches of the Code.

During 2017/18, there were two Code of Conduct complaints made against Councillors/staff. Code of Conduct matters are dealt with via the following means:

- Referred to a Conduct reviewer
- Referred to the various legislative authorities where required (Office of Local Government, Independent Commission Against Corruption)
- Resolved in accordance with Council's Procedures for the Administration of the Code of Conduct

### HAVING YOUR SAY

There are many ways for residents to have a say on the governing of the Mid-Western Region.

- Vote for Councillors every four years through the Local Government election for Mid-Western Regional Council
- Arrange to speak at Open Day
- Write to or telephone elected members of the Council
- Get social and connect with Council on social media, including Facebook, Twitter and Instagram
- Make a submission on Council's four year Delivery Plan including the one year Operational Plan when on exhibition each year
- Participate in the review of the Community Strategic Plan every four years
- Make submissions on items placed on public exhibition or notification, including major projects, development applications, strategic plans and policies

Mid-Western Regional Council is committed to engaging its residents, stakeholders and staff in the development of policies and plans and the delivery of services for the community. Council's Agency Information Guide will assist residents in having their say.



# COUNCILLOR KEY STATISTICS

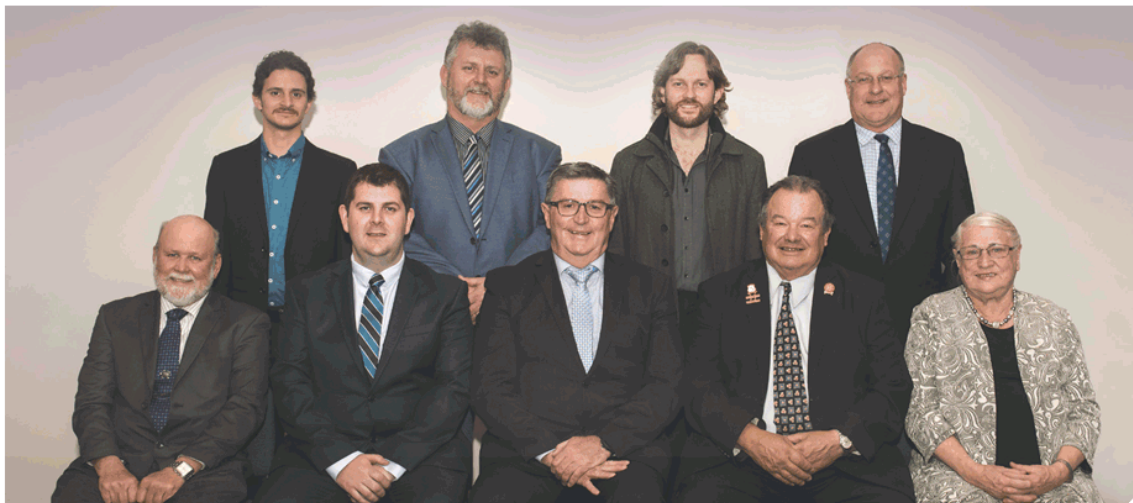
## COUNCILLOR ATTENDANCE AT MEETINGS AND WORKSHOPS

11 Ordinary Council meetings were held between 1 July 2017 and 30 June 2018.

Elected Member	Ordinary Meetings Attended	
	Number	%
Cr Des Kennedy – Mayor	11/11	100%
Cr Paul Cavalier – Deputy Mayor	9/11	82%
Cr Esme Martens	11/11	100%
Cr Peter Shelley	9/11	82%
Cr Percy Thompson	11/11	100%
Cr Alex Karavas	11/11	100%
Cr Russell Holden	9/11	82%
Cr John O’Neill	9/11	82%
Cr Sam Paine	10/11	91%

## DELEGATING DECISION MAKING

As provided for in the Local Government Act, the Council can delegate some of its decision making authority to the General Manager, allowing a more efficient operation in several areas such as enforcement of Council regulations and finalising or negotiating various matters within parameters set by Council.





# ORGANISATION STRUCTURE



## MID-WESTERN REGIONAL COUNCIL



**MAYOR**  
Cr Des Kennedy



**GENERAL MANAGER**  
Brad Cam



## VISION AND VALUES

### OUR VISION ▼

“ A **prosperous** and **progressive** community we **proudly** call home. ”

### OUR VALUES ▼

#### Respect



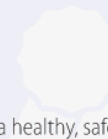
- We respect ourselves, our team mates and our organisation as a whole
- When we talk or write to each other we show respect by:
  - being positive, polite and truthful
  - really listening
  - responding politely
  - providing honest feedback
- We never tolerate bullying and discrimination in the workplace

#### Integrity



- We are all accountable for our own actions and also for assisting and supporting our fellow workers
- We seek solutions, we don't cast blame
- We work for the community and we are proud to show our care for the place in which we live
- We are committed to action – we do what we say we will do
- We are honest with each other in everything we say and we do and we are committed to open, two-way communication

#### Recognition



- We are committed to a healthy, safe and constructive working environment where everyone's well-being is our major focus
- We work together to develop employment policies and practices that are adaptable to individual circumstances
- We celebrate our achievements and recognise that everyone's contribution is essential to this Council's success
- In supporting each other and working together we create the right environment in which we all can achieve our very best
- We seek continuous improvement both individually and collectively
- We admit our mistakes and focus on getting better
- We strive to achieve our personal best and be industry leaders



# ABOUT THE MID-WESTERN REGION

Almost 25,000 people call the Mid-Western Region home. One of regional NSW's fastest growing areas, the region is the gateway to the Central West and Far West regions of the state. Just over 3 hours drive from Sydney and Newcastle, it is easily accessible and centrally located to other major regional centres.

Gulgong, Kandos, Mudgee and Rylstone townships are alive with visitors and families. The region has open spaces, parks and sporting facilities for activities and a large number of events held each year. Local markets celebrate culture by way of local produce and artisan creativity.

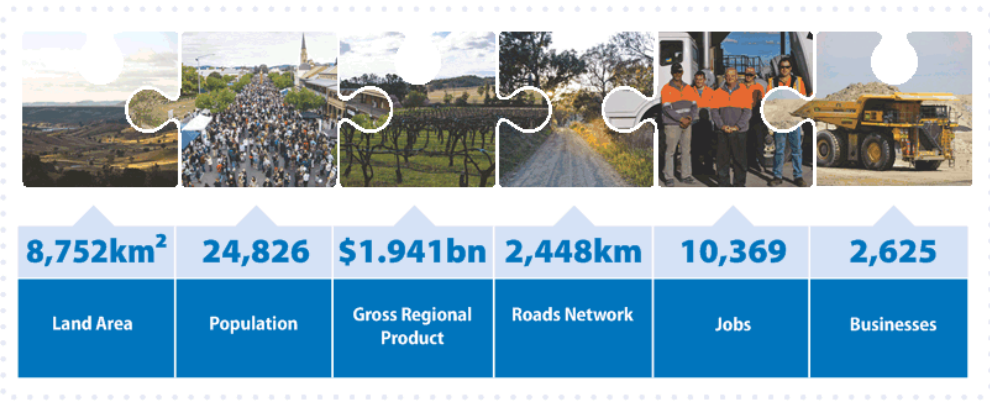
A key feature of the region's economy is its diversity. Business and investment is driven by four major industry sectors – agriculture, retail, tourism and mining.

Each of these industries continues to provide job opportunities. The quality and diversity of the local labour force provides the region with a competitive edge.

Whilst the current labour force provides access to a wide range of skills and education levels, the future growth expected in the region will continue to increase the demand for new skills and qualifications.

Skilled workers such as engineers, builders, tradespeople, childcare and health professionals are likely to be in highest demand in the next three to five years.

Visitors to the region experience a real country community with heart, soul and spirit. Locals love the place they call home and are happy to share the surroundings with 528,000 visitors each year.



### FAST FACTS

**MAJOR Towns and Centres**

Mudgee, Gulgong, Kandos and Rylstone

**MAJOR Industries**

Agriculture, Mining, Tourism, Retail

**COMPETITIVE Advantages**

- Diverse and growing economic base
- Centrally located to Sydney and Newcastle and major regional centres in NSW
- Regular coach and air services
- Skilled workforce
- Strong business services sector
- Great lifestyle benefits
- Thriving tourism, arts and cultural sectors
- Adequate water supply

## AWARDS AND ACHIEVEMENTS

### Regional Heat Winner – LG Professionals Rural Management Challenge 2017



The Rural Management Challenge is a professional development opportunity for identified up and coming staff within Council. Specially designed to provide councils in rural and regional areas of NSW with the opportunity to take part in this truly unique professional development experience, the Challenge develops skills and knowledge that can be immediately applied back at Council.

Over two days, teams of four come together to compete against other councils in the wider region as they are challenged with tasks which stretch their knowledge of local government and their council's policies and procedures. All tasks are tailored specifically for rural and regional councils, addressing realistic scenarios faced in the day-to-day management of council operations.

Two Mid-Western Regional Council Teams competed in the 2017 Challenge with the 'Mudgee Pioneers' Team placing first in the regional heat and fourth in the state.

### NSW Rural Management Challenge Final 2017 – LG Professionals Australia



Mid-Western Regional Council staff represented the Central West region at the inaugural Local Government Professionals Australia, NSW Rural Management Challenge Final 2017. The team of four (consisting of Elle Watson - Corporate Communications Officer, Alison Cameron - Graduate Accountant - Grants and Contributions, Alan Talbot - Safety Coordinator, and Risha Rayan - Asset Management Coordinator and mentors Trish Elsegood – Financial Accountant and Brad Cam – General Manager) were selected to compete in the state final after winning the Central West Heat. Mid-Western Regional Council was the smallest Local Government Area to qualify to the state finals competing against much larger local government organisations.

### RH Dougherty Award - Innovation in Special Events (Division A - population less than 30,000)



Mid-Western Regional Council's flagship event, the Flavours of Mudgee street festival received the RH Dougherty Award for Innovation in Special Events (Division A - population less than 30,000).

Judges said Flavours of Mudgee 2017 was innovative, well thought out, a good initiative for the area and is building into the future. The RH Dougherty Awards recognise and encourage greater understanding and communication by councils to their local communities. The awards are managed by LGNSW and judged by leading experts in the communications field. Mid-Western Regional Council shared the award with Parkes Shire Council for the 2017 Parkes Elvis Festival.



# KEY COMPLETED PROJECTS



## Playground and Park UPGRADES

Council is committed to ensuring its playgrounds and open space areas meet Australian standards, allowing all user groups the ability to enjoy these spaces. A new playground was installed at Waratah Park, Kandos while new shade sails were installed at Gulgong's Victoria Park and Mudgee's Robertson Park playgrounds for the enjoyment and protection of parents and children.

Council worked closely with local volunteers to help preserve the historically significant Camping Tree Reserve, installing picnic tables and seating, fencing and bollards.

A new jumping pillow and shade sail was also installed at the Cudgegong Waters Caravan Park for the enjoyment of guests.

## Sporting Ground UPGRADES

A new turf cricket wicket was installed at Glen Willow and Billy Dunn Oval netball courts were resurfaced, enabling more local games to be played at these facilities and attracting more games from outside the region. New irrigation was installed at Waratah Park, Kandos enabling the entire sporting field to receive water and promoting adequate grass coverage.

## Mobile Library Van LAUNCHED

Council unveiled its new state-of-the-art Mobile Library Van that will continue to deliver a longstanding valuable service to residents in rural and remote villages. Proudly sponsored by Glencore Coal, the new van delivers reading and audio-visual material to 270 people across the Mid-Western Region. Council successfully secured \$92,821 in grant funding to purchase the van through the Glencore Community Investment Program.

## Restoration of WAR MEMORIALS

Rylstone's Boer War Memorial was returned to its former glory following restoration works. Council secured \$2,500 through the NSW Government's Community War Memorials Fund to complete cleaning and repairs of the marble obelisk.

## Public Art PROGRAM

Council made a significant commitment to support public art across the region with a further installation of public art. Twelve sculptures have now been installed in Mudgee's Lawson Park as a result of partnerships with community events such as Sculptures in the Garden and Rylstone Wood Symposium.





## KEY COMPLETED PROJECTS (CONT'D)



PROTECTING OUR  
NATURAL  
ENVIRONMENT

### Implementation of Food and Garden Organic Waste Collection SERVICE

Following an audit of waste collection in the region, it was discovered that at the time of collection the average garbage bin in the Mid-Western Region is only 80% full and of that 60% is organic material. To make use of this valuable resource and divert waste away from landfill, Council introduced a new Food and Garden Waste Collection service. Standalone residential properties with an existing garbage collection service received a new Food and Garden Waste bin, kitchen caddy and biodegradable bin liners.

### Environmental EVENTS

Households, businesses and schools across the region were encouraged to reduce their consumption of single-use plastics during Plastic Free July. Council worked with businesses in Mudgee, Rylstone, Kandos and Gulgong to provide a limited number of customers with reusable bags to shoppers.

More than 500 students from 14 schools took part in the ninth annual Green Day at Mudgee Showground. A total of 19 workshop presenters from a number of local businesses and organisations, including Council, educated students on managing pest species, water quality, habitat protection and waste reduction.

Council hosted the annual Putta Bucca Carp Muster, which allows the community to be involved in the care of their local area by removing pests from Putta Bucca wetlands and Cudgegong River.

This year's National Tree Day event encouraged locals to plant native trees and shrubs in conservation areas. Hundreds of native trees and shrubs were planted along the Cudgegong River to assist in revegetating the area and providing valuable habitat for native animals following the removal of a large infestation of woody weeds.

### Putta Bucca Wetlands Extension STAGE 1

The horseshoe lagoon, formerly a Sewer Treatment Clarifying Pond, was reshaped into a circular wetland with a central island. Thousands of trees were planted around the wetland to provide critical habitat and pathways constructed around the wetland were extended by approximately 50 per cent as a result of the project.

### Roadside Vegetation Extension PROJECT

Weed control was undertaken in high volume habitat roadside areas to eradicate pest species and promote native growth. As part of the project, a number of grants were provided to adjacent landholders to conduct commensurate planting to increase the size of the habitat corridor.

### Sewer Main RELINING

Council has continued the long-term rehabilitation of the region's sewer network, undertaking scheduled maintenance throughout the region. Maintenance works included Closed Circuit Television (CCTV) inspections of main sewer pipes; cleaning of sewer pipes; relining of sewer pipes; and some excavation work.

### Gulgong Water Main REPLACEMENT PROGRAM

Council is continuing its long-term Water Main Replacement program to upgrade Gulgong's aging water and sewer infrastructure. This includes a significant investment of approximately \$1 million each year for the next 8 years.





# KEY COMPLETED PROJECTS (CONT'D)



## New Businesses in the REGION

534 new businesses were registered in the Mid-Western Region across a broad range of industries from agriculture and construction through to food and accommodation, and administration and support services.

This strong new business growth demonstrates both business and resident confidence and Council's role in supporting the local economy and promoting economic diversity.

## Major and Local EVENTS

Council co-ordinated more events this year than ever before, generating approximately \$10 million in additional spending in the local economy.

A number of major national events were held at the Glen Willow Regional Sporting Complex including the NRL Charity Shield St George Illawarra Dragons vs South Sydney Rabbitohs and the NRL Round 11 St George Illawarra Dragons vs Canberra Raiders. Council also hosted another highly successful Flavours of Mudgee street festival, Live and Local Music Festival, Live and Local Pop Up Music Festival, the Justice Crew Special Youth Performance and a tour of the Emirates Melbourne Cup.

## Mudgee Airport UPGRADE

Mudgee Regional Airport received a \$945,000 upgrade to improve airside and terminal facilities through grant funding provided by the NSW Government. As part of the upgrade Council completed an extension of the taxiway, a terminal fit-out, an upgrade of water and sewerage services. George Campbell Drive was realigned and the existing airside boundary fencing relocated to maximise the airside land available for future development.

The upgrades ensure Mudgee Airport is a regional facility providing modern infrastructure and facilities to support a commercial airline and attract further aviation investment. Airport upgrades were completed through the NSW Government's Restart NSW Regional Tourism Infrastructure Fund.



## KEY COMPLETED PROJECTS (CONT'D)



CONNECTING OUR  
REGION

### Angus Avenue REHABILITATION

A major Angus Avenue Road Renewal Project was completed in Kandos this year. The \$450,000 rehabilitation project involved the excavation of pavement and concrete slab that was replaced with quality road pavement. These works also included a water main replacement and upgrade to services connecting nearby businesses, as well as the installation of new kerb, gutter and associated footpaths to compliment previously completed street beautification.

### Construction of HOLYOAKE FOOTBRIDGE

Holyoake Footbridge was completed and provides the final link in a pedestrian/cyclist loop from Lawson Park in the Mudgee CBD to Glen Willow sports precinct. The 2.6 metre wide footbridge will provide a safer and faster alternative for pedestrians and cyclists to cross the river at Ulan Road. The \$450,000 project was jointly funded through the NSW State Government's Active Transport (Walking and Cycling) Program.

### Cope Road UPGRADE

Council completed a \$6.7 million upgrade of Cope Road, connecting Gulgong with Ulan. Grant funded through the Restart NSW Resources for Regions Program, the project included an upgrade to 26 kilometres of roadway between the Castlereagh Highway in Gulgong to Ulan Road, Ulan.

As part of the project, Council teams completed 13 kilometres of road widening and pavement rehabilitation and strengthening works; 8.6 kilometres of resealing; an upgrade of 9 intersections; drainage works including the widening of major drainage structures and kerb and gutter works in Rouse Street; and line marking and delineation.

### Ulan Road UPGRADE

Council completed an \$18.7 million upgrade of Ulan Road, connecting Mudgee to mining operations and the Golden Highway. The project was funded through \$9.5 million in grant funding from the NSW Government's Restart NSW Resources for Regions Program, with the remaining \$9.2 million provided by Ulan Coal, Moolarben Coal and Wilpinjong Coal operations.

The 4 year project commenced in 2014 and was completed on time and under budget in sometimes challenging conditions. As part of the project, the road has been widened, new overtaking lanes and turning bays constructed and significant drainage installed to bring it up to national standard.

Approximately 3000 vehicle trips are undertaken on the northern end of the road each day and 7000 trips closer to Mudgee. The upgraded road provides a major freight and tourist link between Mudgee and Newcastle as well as commuter access between Mudgee and mining operations in the Ulan area.

### Hill End Road WIDENING

Council completed a \$1.28 million upgrade of Hill End Road to improve an 8km section between Blain Road (entrance to the Mudgee Waste Facility) and Yarrabin Road that has been the location of several accidents over recent years. Funding was secured through the Federal Blackspot program to make safety improvements. The project commenced in 2016 and included widening of the road to accommodate an 8m wide seal along the length of the road incorporating widening shoulders on the outside of bends.

## KEY COMPLETED PROJECTS (CONT'D)



### Community ENGAGEMENT

A number of community engagement projects took place throughout the year.

Residents were invited to nominate priority projects to be considered for funding as part of Council's application through Round Two of the NSW Government's Stronger Country Communities Fund. To ensure funding was allocated to appropriate projects Council encouraged the community to list their top five projects via an online survey. Council staff also toured the region to encourage participation in the survey as part of a Community Engagement Roadshow.

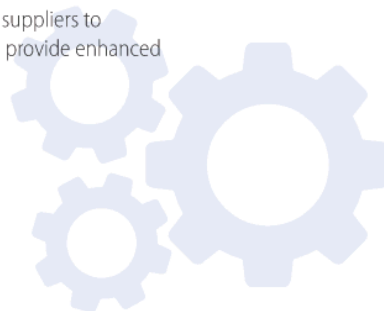
The community was also engaged to shape the annual Delivery Program and Operational Plan with a number of Community Plan Proposal submissions put forward for consideration by Council.

### IT INVESTMENT

Council continues to invest in new technology to support its delivery of services to the community and maintain its existing IT systems and infrastructure.

This includes an ongoing program of upgrading its network of microwave links ensuring that more transferable and robust systems are replacing older radio systems, including those between Gulgong, Mudgee and Rylstone.

Council continues to work with its software suppliers to improve the functionality of its systems and provide enhanced levels of service to the community.



### Community News INNOVATIONS

Council's monthly newsletter 'Community News' was diversified this year and produced in a video format. The new publishing format allows Council to reach more residents than ever before on social media platforms and video streaming sites such as YouTube.

Community News is now available in four formats – print, electronic direct mail, audio (for the visually impaired) and video.

### Plant PURCHASES

Council continues to upgrade its fleet to ensure delivery of quality infrastructure and services. As part of the annual fleet upgrade four new road graders were purchased. These vehicles will be used in the maintenance of unsealed roads within Council's rural network and construction of new roads.

# COMMUNITY STRATEGIC PLAN

The Towards 2030 Community Plan sets out the community vision for the future - where we are, where we want to be, how we will get there and how we know that we are there.

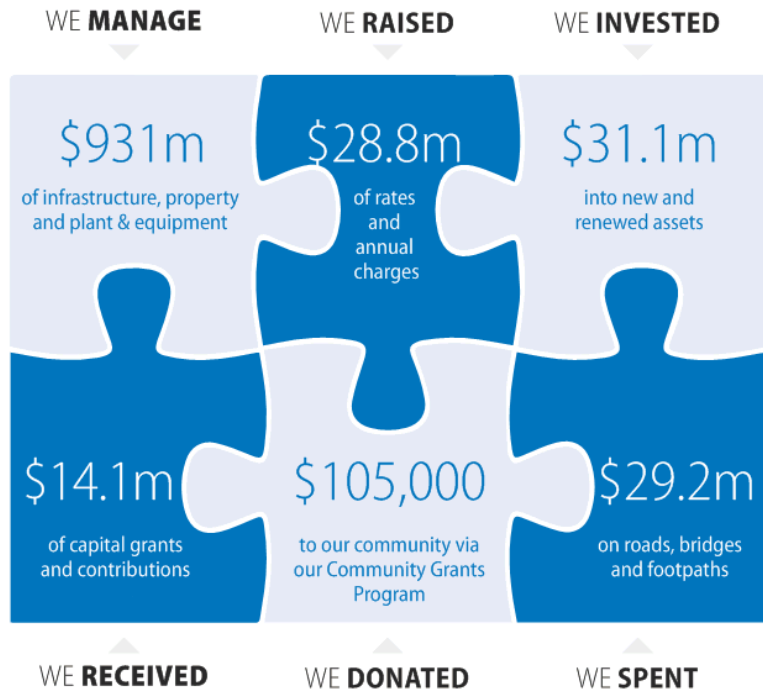
The plan represents an opportunity for Council and the community to strategically create and foster sustainable communities that reflect local values and aspirations. It allows the community to define and reconcile the economic, social, cultural and environmental priorities for the region.

The Towards 2030 Community Plan was developed following an extensive consultation process in which over 2,500 residents participated in varying forms.

The key strategies and priorities identified are outlined below.



# PROGRESS ON THE OPERATIONAL PLAN AND DELIVERY PROGRAM



## PROGRESS AGAINST DELIVERY PROGRAM TARGETS

	No. of actions	100% complete	%
Looking After Our Community	66	66	100%
Protecting Our Natural Environment	42	34	81%
Building a Strong Local Economy	20	20	100%
Connecting Our Region	22	21	95%
Good Government	66	61	92%
<b>TOTAL PROGRESS</b>	<b>216</b>	<b>202</b>	<b>94%</b>

A detailed review of the actions included in the Delivery Program for the 2017/18 year is provided below.

# LOOKING AFTER OUR COMMUNITY

**OUTCOME**



Vibrant towns and villages with a rich history, a safe and healthy community, and a strong sense of community pride – a great place for families.



LOOKING AFTER  
OUR COMMUNITY

## Goal 1.1 A safe and healthy community

### Strategy 1.1.1 Maintain the provision of high quality, accessible community services that meet the needs of our community

Strategy	Action	Comments
Provide comprehensive community support programs that embrace social justice, access and equity	Provide Meals on Wheels service	The Meals on Wheels service provided over 7,000 menu items to the elderly and those living with disability in our community. The service is predominantly provided to residents in the Mudgee CBD, but frozen meals were also provided to people living out of town who are unable to properly cook for themselves. Although the value of the service is based upon the provision of a nutritionally sound meal, it also provides peace of mind to family members unable to personally check on recipients on a daily basis. Service recipients also enjoy the daily social interaction with the service's 160 strong volunteer team.
	Provide Community Transport service	Council's Community Transport remains a popular and in demand service. Council is contracted by Transport for New South Wales to provide the service which delivers transport at a subsidised rate for eligible residents and assists those registered under the National Disability Insurance Scheme. Implementation of new software by the NSW Government in late 2017 has presented a number of operational obstacles, including software functionality by service volunteers. The NSW Government and its contracted service provider continue to work through the issues identified.
	Provide financial and in-kind support to MWRC Youth Council to deliver a range of youth oriented initiatives	Council continues to provide financial and in-kind assistance to Youth Council to undertake a range of youth-oriented activities and initiatives, such as school holiday workshops. Funding obtained from KEPCO Bylong for employment of a full time Youth Services Officer has increased the number of youth-oriented activities and events held, including Youth Week and school holiday activities, and increased regularity of Youth Council meetings. Council's youth-specific social media has also been boosted through employment of the Youth Services Officer.
	Provide Family Day Care service	Council continues to support local families by providing a Family Day Care service. Availability of the service varies depends on the number of educators and the days worked. Currently there are no vacancies in Family Day Care.
Provide customer focused library and information services	Deliver high quality, modern library services at Mudgee, Kandos, Rylstone and Gulgong	The Library continues to provide residents with a comprehensive, current, visually inviting and accessible library service, enabling them to meet their information, recreation, education and cultural needs. The Library is currently administered through 3 library branches and a Mobile Library Service, and serviced through the provision of extensive print and online collections, which are freely available to all members of the community.
	Provide Mobile Library service	The Mobile Library continued to be an integral part of the Library's Outreach Service, visiting small schools, outlying communities and housebound customers in their own homes or care facilities. The Mobile Library travels across the region on a 3-week rotation, extending the Library's reach within the community, through the loan of physical library items and by promoting the use of online resources.
	Deliver children and youth library programs including pre-school Bookworms and school holiday reading program	The Library continues to encourage a life-long love of books and reading through its three early literacy programs for small children - Born to Read, Toddler Tales, and Bookworms - as well as hosting a wide range of children's craft and storytelling sessions during the school holidays. There is continuous high demand for the Library's Children's Services & Programs, including the annual special events - Dad's Night In, Bookweek, National Simultaneous Storytime and the Summer Reading Program.
	Maintain an up to date library collection in accordance with Collection Policy	Mid-Western Regional Council Library continues to purchase items in line with the Collection Development Strategy. Items purchased include audio books, magazines, fiction and non-fiction for adults and children in both print and electronic formats, and DVDs.



# LOOKING AFTER OUR COMMUNITY



## Goal 1.1 A safe and healthy community

### Strategy 1.1.2 Work with key partners and the community to lobby for effective health services in our region.

Strategy	Action	Comments
Explore funding opportunities for improved health services. Work in partnership with Western Local Area Health Network to promote health projects	Lobby government and industry for funding including potential upgrade of Mudgee Hospital	Council representatives continue to participate in the working group for the planning and redevelopment of Mudgee Hospital.
	Liaise with Western NSW Local Health District and work with local Medical Services Organisations through inter-agency meetings	Council continues to liaise with the Local Health District and other medical services stakeholders via inter-agency meetings in Mudgee and Rylstone. Council also liaises with service providers on an ad hoc and informal basis as required, as well as through its Healthy Communities program. The Mudgee and Gulgong Access Committee consulted with the Local Health District on the Mudgee Hospital Redevelopment, as did the Rylstone and Kandos Access Committee in relation to the redevelopment of the Rylstone Multipurpose Service.
	Provide accommodation assistance for Doctors in the region	Council maintains funds to assist in the provision of doctors accommodation should the need arise in order to promote and entice appropriate medical practitioners to the region. It was not necessary to access these funds during 2017/18.

### Strategy 1.1.3 Support networks, programs and facilities which promote health and well-being and encourage healthy lifestyles.

Strategy	Action	Comments
Provide financial assistance in accordance with Council's Community Grants Program Policy	Provide financial assistance for local and regional bodies in accordance with Community Grants Program Policy	Community grants totalling \$105,278 were approved by Council in 2017/18.
Promote and support programs aimed at increasing community health and wellbeing	Provide funding for Healthy Communities initiatives	Council's Healthy Communities Program remains a popular low cost opportunity for community members not otherwise engaged in physical activity. During 2017/18, the program coordinated four different programs across Gulgong, Mudgee and Rylstone, which saw a total of 3,482 instances of individual participation. Classes were spread throughout the calendar year and averaged a class capacity rate of 62.34%.

# LOOKING AFTER OUR COMMUNITY



## Goal 1.1 A safe and healthy community Strategy 1.1.4 Work with key partners and the community to reduce crime, anti social behaviour and improve community safety.

Strategy	Action	Comments
Support and implement programs which aim to reduce anti-social behaviour	Maintain effective working relationship with NSW Police	Council continues to work closely with NSW Police on matters of community concern.
	Participate in the Liquor Accord as required	Staff attend Liquor Accord meetings as required and monitor agenda items for matters relevant to Council.
	Maintain Alcohol Free Zones in town centres	Council maintains alcohol free zones in town centres and considers requests from event organisers to temporarily lift restrictions for major events such as Flavours of Mudgee and Rylstone StreetFeast. The service of alcohol within footpath dining areas is managed in accordance with Council's Footpath Dining policy.
	Increase lighting and other safety initiatives in parks and gardens as per Capital Works Program 2017/18	There were no planned capital works for lighting in 2017/18.
	Investigate options for CCTV cameras in town centres	Following delays in forming the Community Safety Committee due to a lack of nominations coming forward from anyone other than NSW Police, the first meeting was held in May 2018. Future meetings will consider the need for CCTV in the CBD and options available.
Maintain clean and attractive streets and public spaces where people feel safe	Regular street cleaning and litter collection in town centres	Council has continued to provide street cleaning services to town centres through regular street bin servicing, street sweeping runs and litter collection and cabinet maintenance programs.
Work effectively with State Agency partners to maintain and enhance public safety	Participate in review of Emergency Plan as required	Local Emergency Management Committee meets quarterly with plans reviewed and updated as required.
Effective public health regulation and continuing education	Work in partnership with the NSW Food Authority to address matters such as food premises inspections, safe food handling and food borne illness investigations	The annual food inspection program for 2017/18 was completed with 109 fixed premises inspections, 25 of which required reinspection. 59 temporary/mobile food van inspections were conducted across four of the region's major events.
	Continued support and promotion of Scores on Doors initiative	From 109 fixed premises within the region, 34 were given a 5 star rating, 58 a 4 star, 14 a 3 star and 3 were not given any rating due to significant breaches of food premises standards. The number of 5 star ratings declined by 30% compared to the previous year, due in part to Council officers becoming more proficient in their duty as food inspectors. With continued education and support of local businesses in 2018/19, the focus will be on bringing more premises back up to a 5 star rating.
	Onsite sewerage management registration and inspections	Council officers approved 68 new On Site Sewage Management (OSSM) systems and 21 Approval To Operate (ATO) applications for existing systems during the reporting period. Council's H&B officers inspect the existing system for compliance with operating requirements to ensure the system is operating within acceptable environmental limits. ATO's are issued for a period of 1-5 years dependant on the risk category assigned to the specified system.



# LOOKING AFTER OUR COMMUNITY



## Goal 1.1 A safe and healthy community

### Strategy 1.1.4 (cont'd) Work with key partners and the community to reduce crime, anti social behaviour and improve community safety.

Strategy	Action	Comments
Effective animal control regulation	Utilise website to actively re-home animals	Council continues to evolve the relationship with Friends of Mudgee Pound Facebook site for the re-homing of impounded dogs and cats.
	Encourage registration of dogs through Council media channels	Council continues to increase compliance rates within the region with companion animal micro chipping days and increased registrations of companion animals. Council has formed a close partnership with a local branch of volunteers of the RSPCA. Rangers undertake patrols of towns and villages of the region promoting companion animals regulatory compliance.
	Provide off leash dog areas	Council provides off leash dog areas in Gulgong, Mudgee and Rylstone, which are well supported by the community.

## Goal 1.2 Vibrant towns and villages

### Strategy 1.2.1 Respect and enhance the historic character of our region and heritage value of our towns.

Strategy	Action	Comments
Review of Development Control Plan	Conduct annual review of Development Control Plan	An amendment to the DCP has been drafted involving the inclusion of controls for the potential subdivision of lots with a minimum of 2 hectares.
Heritage advisory services and Heritage conservation	Access to heritage funding through Local Assistance Program	Local Heritage Grants have been allocated, with all projects completed in accordance with the program.
Support and assist preservation of important historical sites in the region	Maintain historical sites within the region, for example Red Hill Reserve	Historical sites within the region continue to be maintained to ensure their preservation and to enhance the historic character of our towns and villages.
Maintain the 2017/19 Mid-Western Regional Heritage Strategy	Implement actions identified in the 2017/19 Heritage Strategy	Council continues to implement the actions in the 2017/19 Heritage Strategy, including providing local heritage grants, facilitating Heritage Committee Meetings and engaging a Heritage Advisor.



# LOOKING AFTER OUR COMMUNITY



## Goal 1.2 Vibrant towns and villages

### Strategy 1.2.2 Manage the impacts of mining operations in the region.

Strategy	Action	Comments
Monitor employment and population growth	Provide updated population estimates based on building statistics and employment growth	Council continues to monitor relevant statistics and update documentation in conjunction with government agencies.
Meet regularly with mining companies	Hold quarterly meetings with mine managers	Council was represented on each of the Mine's Community Consultative Committees. Quarterly meetings were held with representatives of local mines.

### Strategy 1.2.3 Make available diverse, sustainable, adaptable and affordable housing options through effective land use planning.

Strategy	Action	Comments
Ongoing monitoring of land release and development	Review and release land for development as required	Council utilises a Land Use Monitoring tool to monitor building approvals, subdivision approvals, construction and subdivision certificates against Council's Urban Release Strategy.
Regular updating of the Comprehensive Land Use Strategy	Conduct annual review of Comprehensive Land Use Strategy	Council continues to utilise the Land Use Monitor and Urban Release Strategy to inform updates to the Comprehensive Land Use Strategy. 3 planning proposals for 2ha development were approved through the Gateway Process in the last 12 months, and are expected to provide a 10 year supply. NSW DP&E has requested Council review the CLUS to strategically identify future 2ha opportunities.
Promote affordable housing options within the region	Provide funding to lease emergency housing for women and children leaving family violence	In 2017/18, through Council's funding assistance, Barnardos and Housing Plus have supported and assisted 175 individuals (including 12 families) through access to transition and crisis properties. These services continue to rely heavily on Council's contributions due to a lack of Link2Home providers in the Mid-Western community; as well as a reported surge in the rental market over the past 12 months.



# LOOKING AFTER OUR COMMUNITY



## Goal 1.2 Vibrant towns and villages

### Strategy 1.2.4 Maintain and promote the aesthetic appeal of the towns and villages within the region.

Strategy	Action	Comments
Maintain and beautify civic open space and street access areas within towns and villages in the region	Implement program of street beautification and tree planting	With tree planting completed for this financial year, Council continues to maintain and promote the aesthetic appeal of the towns and villages within the Region.
	Work in partnership with local groups to apply for grants to buy and install sculptures across the region	Council installed three works of art acquired through the 2017 Sculptures in the Garden event. Council continues to promote public installations as part of the community's public art collection for the enjoyment of the local community, and to grow the region's profile as a destination for art and cultural attractions.
Application of appropriate building and development controls to protect and enhance the natural and built environment in the region	Deliver planning functions and building regulation in accordance with relevant legislation and adopted planning instruments	Council continues to undertake planning and building regulatory functions in accordance with relevant policies and legislation. Monthly reports are provided to Council on the number of applications determined and processing.

## Goal 1.3 Effective and efficient delivery of infrastructure

### Strategy 1.3.1 Provide infrastructure and services to cater for the current and future needs of our community.

Strategy	Action	Comments
Review asset management plans and underpin with financial strategy	Review, update and develop asset management plans for each major category of infrastructure in accordance with AMP review schedule	Asset Management Plans are currently up to date and in line with the Fair Value process.



## LOOKING AFTER OUR COMMUNITY



### Goal 1.3

### Effective and efficient delivery of infrastructure

#### Strategy 1.3.1 (cont'd)

#### Provide infrastructure and services to cater for the current and future needs of our community.

Strategy	Action	Comments
Manage and maintain sportsgrounds, parks, reserves and playgrounds across the region	Review and update Parks Management Plans	Passive Park management plan was updated and the Active Park management plan has been drafted. The Crown Lands Act was superseded in July 2018, with new regulations introduced regarding reporting, maintaining and management of plans. Future plans will need to adhere to new templates.
	Maintain and operate public open space in accordance with agreed service levels	Parks and playgrounds are maintained to a high standard with increased usage as well as positive feedback. Maintenance was continued throughout the 2017/18 year.
	Passive parks and facilities upgrades as per Capital Works Program 2017/18	Council continues to maintain and upgrade passive parks and facilities across the Region as per Capital Works Program 2017/18. These include a new playground installed at Waratah Park, playground upgrade at Cudgegong Water Park and shade sails installed at Robertson and Victoria Park.
	Public toilet construction and refurbishment as per Capital Works Program 2017/18	Council has continued with the construction and refurbishment of public toilets within sportsgrounds, parks, reserves and playgrounds across the region as per 2017/18 Capital Works Program. This has seen the inclusion of an accessible toilet at Victoria Park Gulgong.
	Playground installations and upgrades as per Capital Works Program 2017/18	Playground installations and upgrades were completed as per Capital Works Program 2017/18 including playgrounds at Waratah Park, Cudgegong Waters Park, Robertson Park and Victoria Park.
Manage and maintain cemeteries throughout the region	Active parks and facilities upgrades as per Capital Works Program 2017/18	Council continues to manage and maintain the region's sportsgrounds. New improvements include construction of a turf cricket wicket and driveway entrance to the Soccer/Touch fields at Glen Willow, and entrance beautification and irrigation works at Waratah Park, Kandos. Fertilising, rehabilitation and rye grassing were undertaken successfully with all sporting fields above standard. All parks have been maintained to a high standard with positive feedback reflecting this.
	Maintain and operate town and rural cemeteries in accordance with adopted service levels and policy requirements	Maintenance was undertaken throughout the financial year as planned.
	GPS mapping of town cemeteries	Council engaged a contractor to undertake GPS mapping, with Windeyer and Rylstone cemeteries completed.
Manage, plan and maintain buildings and other assets across the region	Upgrades and extensions of cemeteries as per 2017/18 Capital Works Program	Council continues to manage and maintain the region's cemeteries, with Gulgong Lawn cemetery extended and a children's area added to the Mudgee lawn cemetery.
	Buildings upgrades and refurbishments as per Capital Works Program 2017/18	The 2017/18 Building Capital Works Program has continued on schedule and budget providing infrastructure that meets the needs of our community for now and into the future.
Maintain and operate swimming pool centres across the region	Maintain and operate swimming pool facilities at Mudgee, Gulgong and Kandos in accordance with adopted service levels	The region's pools will open on the last Saturday in September and will operate until the last Sunday in April. All pools are maintained in accordance with NSW pool regulations.
	Undertake capital upgrades and renewals to swimming pool facilities as per Capital Works Program 2017/18	The pool filters at the Kandos pool and remaining filters at Mudgee were serviced this year. All pools were maintained in accordance with NSW regulations.





# LOOKING AFTER OUR COMMUNITY



## Goal 1.4

## Meet the diverse needs of the community and create a sense of belonging

### Strategy 1.4.1

### Support programs which strengthen the relationships between the range of community groups.

Strategy	Action	Comments
Provide youth representation through the Youth Council	Provide secretarial support for Youth Council	Council has increased support for the Youth Council through employment of a full time Youth Services Officer. The Youth Services Officer provides secretarial support in the form of minuting Youth Council meetings, researching possible activities and events, and co-ordinating an event if it proceeds. As the Youth Council is more productive with full time support, meeting frequency has increased from twice during school terms to once monthly.
	Provide funding for delivery of youth oriented initiatives	Council continues to provide funds to support Youth Council deliver youth oriented initiatives. Employment of a full-time Youth Services Officer, funded by Kepco Bylong has increased the number of activities and events held, including Youth Week and school holiday activities. Youth Council is focused on developing social holiday activities and goals identified in Council's Youth Strategy, including life skills training and upskilling for increased employment and vocational opportunities. It continues its recruitment campaign to maintain representation from youth across the broader community.
Provide meaningful employment to members of the disabled community	Maintain policies that support employment for people with disabilities at MWRC	Council has an EEO and Anti-Discrimination Policy, Disability Inclusion Action Plan and EEO Management Plan. Council continues to support employees with disabilities.
	Continued operations of Mudgee Recycling and Ironed Out	Council services at both Mudgee Recycling and Ironed Out have continued to provide quality employment for disadvantaged members of the community. All employees have successfully transferred over to NDIS with assistance as required. Independent audit completed for both services with no outstanding issues or non compliances.
Work with lead agencies to ensure adequate provision of a range of services	Attend inter-agency meetings	Council continues to provide representation at all inter-agency meetings. Secretarial assistance is provided in the form of taking minutes and, at times, chairing meetings. Over the 2017/18 year, there were more than 200 instances of participation at these meetings by a number of representatives from local and state community service organisations.
Promote volunteering through the community	Run community services programs that encourage volunteering	14 new volunteers started with Council's Meals on Wheels and Community Transport services this year, which is a good result given volunteers for both services are generally long term recruits. Council's Community Development team are working on a medium term project of collating information from all volunteer organisations across the region in order to assist with targeted recruitment as and when needed.



# LOOKING AFTER OUR COMMUNITY



## Goal 1.4

Meet the diverse needs of the community and create a sense of belonging

### Strategy 1.4.2

Support arts and cultural development across the region.

Strategy	Action	Comments
Arts and cultural events promotion	Provide financial and in-kind support to events in accordance with Events Assistance Policy	The Events Assistance Program provided financial support for 32 local community events in 2017/18.
	Promote the use of Council facilities for significant events	A number of major events were held at Council facilities during 2017/18 including the NRL Charity Shield and NRL Premiership Round 11 match which was broadcast nationally and internationally. The Emirates Melbourne Cup toured the Mid-Western region and Council hosted a Live and Local street music event.
Provision of meeting and exhibition space	Promote the use of community buildings and make available at reasonable cost	A review of fees and charges was undertaken to ensure facilities are available at a reasonable cost and with flexible hire options for a variety of community stakeholders.
	Promote the use of exhibition space provided at Mudgee Library	In the absence of a regional gallery and suitable alternate permanent exhibition space, Council continues to promote the use of exhibition space at Mudgee Library. In 2017/18, Council hosted three art exhibitions at Mudgee Library, culminating in the exhibition of works bequested to the Mid-Western community by a long term Mudgee resident.
Coordinate and facilitate cultural and arts projects throughout the region	Liaise with Cultural Development Committee, Orana Arts and local arts and cultural groups to develop cultural and artistic projects within the region	The Cultural Development Committee continues to meet monthly to discuss arts and cultural initiatives across the region, including establishment of a regional gallery. The Committee continues to liaise with Orana Arts to support local events, activities and funding opportunities for local creatives. Council also works with other local arts and cultural groups, including Gulgong Arts Council, Rylstone Sculptors Inc, Cementa and Mudgee Performing Arts. Support is provided through Council's Community Grants and Events Assistance Programs. Memorandums of Understanding are also entered into for the use of Council facilities.
	Support arts events and programs in the region	Council continues to support local arts and cultural projects throughout the region through its Events Assistance and Community Grants Programs. A key focus during 2017/18 was development of a business case for the establishment of a regional gallery.



# LOOKING AFTER OUR COMMUNITY



## Goal 1.4

Meet the diverse needs of the community and create a sense of belonging

### Strategy 1.4.3

Provide equitable access to a range of places and spaces for all in the community.

Strategy	Action	Comments
Public facilities to be accessible	Continue to monitor existing buildings	Council continues to monitor its public buildings and facilities and upgrade in accordance with accessibility standards.
	Deliver actions developed in the Disability Inclusion Action Plan	Council has continued to progress action items in the Disability Inclusion Action Plan, including facilitating opportunities for people with a disability to work at Council through its supported employee programs. Council's Human Resources team continues to promote inclusive employment opportunities through its Anti-Discrimination and Equal Employment Opportunity Policy. Council also continues to support its Access Committees and encourage collaboration across all areas of Council. It continues to be mindful of accessibility issues in relation to Council hosted events and activities.
Coordinate the provision of local community centres and halls for community use	A variety of community facilities available for use	Council continues to provide access to a range of local community facilities for short term hire, both for community (not for profit) and commercial use. New booking software has been in use for 6 months and is fully operational internally. The software is yet to be configured to allow public access.



# PROTECTING OUR NATURAL ENVIRONMENT

OUTCOME



Conserving and promoting the natural beauty of our region.



## Goal 2.1

## Protect and enhance our natural environment

### Strategy 2.1.1

**Ensure land use planning and management enhances and protects biodiversity and natural heritage.**

#### Strategy

Include biodiversity and heritage as key components in the development application process

Manage environmental and cultural factors impacted by physical works on Council lands

#### Action

Implement Development Control Plan (DCP) through the development assessment process

Prepare Review of Environmental Factors for MWRC works

Work with local Aboriginal groups to effectively plan works involving sites of cultural significance

#### Comments

The Development Control Plan is considered during the assessment of development applications.

An appropriate review and assessment of environmental factors was carried out as required on all Council's major projects. This included both site inspection and education as needed.

Due diligence assessments were completed for all Council works as required.

### Strategy 2.1.2

**Minimise the impact of mining and other development on the environment, both natural and built.**

#### Strategy

Work with the community and government agencies to identify and address the issues and mitigate impacts associated with mining

#### Action

Raise any issues as part of State Significant Development process

Represent MWRC on Community Consultative Committees

#### Comments

Council is actively engaged in the planning process for State Significant Development. This includes meeting with PAC representatives, making submissions and working with proponents to manage local impacts for the Bylong Coal, Beryl Solar and Moolarben Optimisation projects.

Councillors are represented on Community Consultative Committees for local mines.



# PROTECTING OUR NATURAL ENVIRONMENT



## Goal 2.1

## Protect and enhance our natural environment

### Strategy 2.1.3

### Raise community awareness of environmental and biodiversity issues.

Strategy	Action	Comments
Deliver projects which work towards protecting biodiversity and regeneration of native environment	Pursue grant funding for environmental projects	Council completed a grant program aimed at protecting biodiversity through weed control on roadside areas identified as high value and companion planting on private property adjacent to these areas to provide extended habitat and expanded corridors.
Support National Tree Day	Facilitate National Tree Day activities	Council and Planet Ark invited residents to plant native trees and shrubs along the Cudgegong River (at the Glen Willow walking track loop) as part of National Tree Day activities in July 2017.
Work with schools to promote environmental awareness amongst students	Support Green Day	Council representatives from Waste, Weeds and Environment attended and presented at Green Day which was held on 7 September 2017.

### Strategy 2.1.4

### Control invasive plant and animal species.

Strategy	Action	Comments
Effective weeds management	Effective monitoring and management of noxious weeds across region	Council's weeds inspection program continued throughout the year, with both inspections of private properties and an active program of inspecting and treating Council owned and managed lands and roadsides.
	Ongoing community education on noxious weeds	Council continues to educate the community on noxious weeds through the Council website, Facebook, Community News and site inspections. Weeds officers also attended Green Day and Lamb Fest to provide education on weeds control.
	Undertake weed control on roadsides and MWRC land	Council continues to undertake weed control on roadsides and Council owned land, with the annual target for roadside spraying being met during the third quarter.
Collaborate with agencies to manage feral animals	Support relevant agencies with community education and awareness programs	Council continues to cooperate with Local Land Services to manage feral animals in the region.



# PROTECTING OUR NATURAL ENVIRONMENT



## Goal 2.2

## Provide total water cycle management

### Strategy 2.2.1

### Identify and implement innovative water conservation and sustainable water usage management practices.

Strategy	Action	Comments
Encourage reduced water consumption through Best Practice Pricing	Maintain Best Practice water supply, sewerage and trade waste tariffs	Best practice water pricing structure is being maintained.
Implement water conservation and reuse programs	Ongoing community education on water conservation	Education regarding water conservation was provided during the year, with a new program to be discussed at the next LMWUA Tech committee meeting, using Smart Water Mark and social media.
Work to secure water for agriculture and urban use	Work with State Government to secure domestic water supply	Council maintains ongoing dialogue with the State Government regarding water security.
Play an active role in the implementation of the Murray Darling Basin Plan	Represent MWRC at Murray Darling Association meetings	Council is represented at the Murray Darling Association by Councillor Kennedy and Councillor Holden.
Play an active role in the Cudgegong Valley and Macquarie Valley User Group	Represent community at Customer Service Committee meetings for the Cudgegong Valley and Macquarie Valley User Groups	Council continues to represent community interests at meetings.

### Strategy 2.2.2

### Maintain and manage water quantity and quality.

Strategy	Action	Comments
Achieve NSW Government Best Practice Management of Water Supply and Sewerage	Implement an Integrated Water Cycle Management Strategy	Preliminary work completed by Council and referred to NSW DPI to ensure relevant requirements are met.
Identify and plan future maintenance, renewals and upgrades for Council's water supply infrastructure	Ongoing implementation and review of the Drinking Water Management System	Council continues to participate in Drinking Water Management with LMWUA. Staff have investigated and prepared a tender to improve disinfection of both Mudgee and Gulgong's drinking water, and are currently reviewing the NSW Health approved Drinking Water Management Improvement Plan.
	Water Supply infrastructure renewals and new works undertaken as per Capital Works Program 2017/18	The majority of the water main replacement program was completed as planned, with two outstanding projects expected to be completed in July.





# PROTECTING OUR NATURAL ENVIRONMENT



## Goal 2.2 Provide total water cycle management

### Strategy 2.2.3 Protect and improve catchments across the region by supporting relevant agencies.

Strategy	Action	Comments
Support relevant agencies with implementation of regional plans	Represent MWRC interests as appropriate	Council plays an active role in the regional Environment and Waterways alliance, including participating in training and grant programs. Council also works closely with Local Lands Services on catchment management, protection and improvement.
Continue riparian rehabilitation program along waterways	Continue riverbed regeneration	Council has completed weed control programs both within and along local waterways. Grant funding has also been provided to local property owners to enhance planting and re-vegetation along identified riparian corridors.
	Maintenance and promotion of Putta Bucca Wetlands	Improvements continue to be made through participation in planning and in works by the "friends" group, contract administration by Council of maintenance works, and capital improvements through Council allocations and grants. Improvements in the last 12 months include extension of the wetlands, new paths, new signage and new plantings.
Provide education to the community of the importance of waterways	Ongoing community education on protecting waterways	Educational signage has been installed at several high visitation areas including Putta Bucca and Glen Willow walking loop.

### Strategy 2.2.4 Maintain and manage waste water quality to meet Environmental Protection Agency standards.

Strategy	Action	Comments
Identify and plan future maintenance, renewals and upgrades for Council's sewerage treatment infrastructure	Implement a system for the effective management of residential sewage at Charbon village	Council has received notification of a successful funding application associated with sewage management for Charbon. A program proposal has been submitted to Infrastructure NSW and Council is awaiting advice/acceptance before proceeding with the project.
	Sewer Infrastructure renewals and new works undertaken as per Capital Works Program 2017/18	Council continues to identify and plan future maintenance, renewals and upgrades for Council's sewerage treatment infrastructure. Works were completed as per Capital Works Program 2017/18.
Improve and develop treatment options to ensure quality of waste water meets EPA standards	Continue to improve outgoing water quality at all sewerage treatment plants across the Region	Council has continued testing and adjustment to treatment processes to meet EPA licence requirements. Application for grant funding was made from Safe & Secure Water for Kandos/Rylstone Sewage Plant upgrade. Gulgong continued on-site disposal for irrigation.
Achieve NSW Government Best Practice Management of Water Supply and Sewerage	Implement Liquid Trade Waste Policy and Pricing as per 4 year rollout program	The LTW Policy is being implemented, with businesses being requested to register for LTW approval. A reminder letter is being sent to businesses that have not complied by 30 June 2018.



# PROTECTING OUR NATURAL ENVIRONMENT



## Goal 2.3

## Live in a clean and environmentally sustainable way

### Strategy 2.2.5

**Provide a water and sewer network that balances asset conditions with available resources and community needs.**

Strategy	Action	Comments
Identify and plan future maintenance, renewals and upgrades for Council's stormwater assets	Drainage renewal and new works undertaken as per Capital Works Program 2017/18	Major projects identified in the 2017/18 Capital Works Program were completed. Some minor projects have been deferred.
	Effectively maintain existing drainage network including built infrastructure and overland drainage reserves	Maintenance was carried out as required. There is a future need to update asset database and mapping to ensure proper and adequate resourcing and programming of work for future maintenance, renewal and upgrade of stormwater assets.
	Identify and undertake culvert replacement and causeway improvement program	Culverts were replaced throughout the year as defects and issues were identified. The capital budget for 2017/18 was fully expended. Causeways were replaced on Black Springs Road and Triamble Road in 2017/18.
	Update Mudgee Flood Study and Flood Management Plan	Consultants have been engaged and study commenced. Following initial community consultation, consultants are working to prepare a draft document for review.

### Strategy 2.3.1

**Educate, promote and support the community in implementing waste minimisation strategies.**

Strategy	Action	Comments
Promote a philosophy of Reduce, Reuse, Recycle	Provide education on waste minimisation	Numerous school events were attended including "Green Day" and several individual school visits. A regional television campaign was supported as well as local media advertising in both print and radio.
Provide a domestic recycling and waste services for all residents through kerbside collection and rural waste transfer stations	Provide kerbside services and local recycling facilities	A kerbside recycling service was provided through the 2 bin collection system. Recycling facilities provided to all transfer stations, with new improved containers designed and ordered for roll out in the next financial year. New markets for recycling product collected were sourced and accessed.
Promote home composting initiatives for green waste	Provide education on managing green waste	The new FOGO collection system education and information programs were delivered. This included attendance at community events including four local markets, and media advertising to support implementation of the new FOGO service. Information on Council's website and via social media was reviewed and updated.



# PROTECTING OUR NATURAL ENVIRONMENT



## Goal 2.3

## Live in a clean and environmentally sustainable way

### Strategy 2.3.2

**Work regionally and collaboratively to implement strategies that will enhance environmental outcomes in regards to waste management and minimisation.**

Strategy	Action	Comments
Participate in regional procurement contracts for waste services that provided added value	Provide regional scrap steel, green waste processing, used motor oil, household chemical collection and e-waste services	Council participates in all regional waste contracts available through the Netwaste group. This provides financial benefits to Council and access to services not previously available to residents.
Participate in regional investigations for collaborative solutions to problem wastes types	Participate in NetWaste steering committee for strategic direction of the group	Council is an active member of the regional "Netwaste" group including the group's steering committee. This has included participation in regional contracts for Hazardous Chemical collections, waste oil collection and Community Recycling Centre education programs.
Apply for available grants under the NSW Government 'Waste Less Recycle More' package	Apply for grants to upgrade or introduce services to the community that reduce landfill tonnes and Co2 emissions	Several grant applications were made during the year. The Waste Less Recycle More grant funding was expended, with roll out of the new FOGO service completed.

### Strategy 2.3.3

**Support programs that create environmental awareness and promote sustainable living.**

Strategy	Action	Comments
Build community awareness through environmental education	Provide education to the community on environmental issues	Community education has been provided through a diverse range of activities including grant funding for physical works for environmental enhancement, organisation of community events such as tree day, participation in school education programs and coordination of national programs such as plastic free July.
	Facilitate and promote community garden programs	Advice has been provided as requested to existing operators of community gardens. No new programs or gardens were established over the last 12 months.

### Strategy 2.3.4

**Consider technologies in Council's facilities, infrastructure and service delivery to reduce ecological footprint.**

Strategy	Action	Comments
Implement alternative energy and sustainable technologies in physical works and service delivery	Consider opportunities for alternative energy and sustainable technologies (such as green energy programs or solar panel installation) as part of the capital works program	While the originally proposed plan of adding additional solar panels to a Council building was not achieved, there were ongoing discussions over the best way for Council to proceed with solar initiatives throughout the year. This process will continue into 2018/19 with a significant investment opportunity identified for Council.
	Work with Essential Energy to obtain funds for LED Street Lighting Retrofit	Essential Energy has confirmed that LED lighting is currently planned for 2019. Council would need to fund the works if required earlier.

# BUILDING A STRONG LOCAL ECONOMY

**OUTCOME**



A prosperous and diversified economy delivering lifestyle benefits to the community through employment, income and sustainable economic growth.



**BUILDING A STRONG LOCAL ECONOMY**

**Goal 3.1** A prosperous and diversified economy  
**Strategy 3.1.1** Support the attraction and retention of a diverse range of businesses and industries.

Strategy	Action	Comments
Promote the region to target businesses that complement key local industries	Conduct 2-3 marketing activities, conferences or events where the region can be promoted	Council has completed a number of marketing initiatives and attended a range of events to promote the region as a great place to live, work, invest and visit. This includes attending NRL matches in Wollongong and Canberra, participation in the Sydney Good Food and Wine Show and undertaking an online marketing campaign reaching an audience over 1.7 million and engaging 11,240 potential residents.
Work with business and industry groups to facilitate business development workshops for existing businesses in the region	Support the business chambers and industry groups by attendance at meetings as required	Council representatives participated in meetings as required and continue to support initiatives of local business chambers.
Establish a process of capturing and monitoring relevant economic data to identify opportunities, trends and needs of local businesses	Produce annual update to Economic and Business Profile booklet	The 2018 Economic and Business Profile for the Mid-Western Region has been published in hard copy and is also available on Council's website.
Work with the community to identify economic development opportunities	Be aware of new business investors coming to the region and work with them to promote benefits	Council utilises ABR data to track new businesses opening in the region and continues to provide information to encourage new investment.
	Conduct annual think tank forum to encourage business leaders to participate in local economic development	Think Tank members have participated in workshops to inform a review of the Economic Development Strategy by NSW Department of Premier and Cabinet. An annual Think Tank was held in May 2018.
Work with Mudgee Region Tourism Inc (MRTI) to identify target markets and promote the region	Identify opportunities to invest in infrastructure which attracts new business investors to the region	Council engages with local business leaders and the broader community to identify infrastructure gaps and opportunities which may support new investment. The community is able to put forward new ideas to Council as part of its annual budgeting process.
	Work with MRTI to identify visitor trends and marketing initiatives	MRTI has a contract with Council to undertake tourism marketing on behalf of the region. Council staff meet with MRTI on a quarterly basis to ensure alignment between organisational objectives.
Develop existing events in the region and attract new event proponents to hold major events and festivals in the region	Submit bids for new events and conferences and support event proponents holding or seeking to hold events in the region	24 bids were submitted for a range of events and conferences in the region throughout the 2017/18 year.
	Deliver Flavours of Mudgee in September 2017	A successful event was delivered on 23 September 2017 with 10,500 attendees investing \$1.9m into the local economy. 70 local stallholders received 21,069 tokens for tastings. 96% of stallholders and 94% of event attendees indicated they would attend next year.



# BUILDING A STRONG LOCAL ECONOMY



**Goal 3.1** A prosperous and diversified economy  
**Strategy 3.1.2** Encourage the development of a skilled and flexible workforce to satisfy local industry and business requirements.

Strategy	Action	Comments
Work with business and industry groups to identify the main skills shortage areas	Encourage business leaders to provide feedback on skills issues	A region wide business survey was conducted as part of a review of Council's Economic Development Strategy undertaken by NSW Department of Premier and Cabinet. More than 300 businesses responded to the survey, which will help identify areas of skill shortages in the region.
Encourage workers to move to the region for employment opportunities where skills shortages exist	Conduct 2-3 marketing activities, conferences or events where the region can be promoted	Council has completed a number of marketing initiatives and attended a range of events to promote the region as a great place to live, work, invest and visit, including attending NRL matches in Wollongong and Canberra, participation in Sydney Good Food and Wine Show and undertaking an online marketing campaign reaching an audience over 1.7m and engaging 11,240 potential workers.



**Goal 3.2** An attractive business and economic environment  
**Strategy 3.2.1** Promote the region as a great place to live, work, invest and visit.

Strategy	Action	Comments
Provide brand leadership, market the region's competitive advantages and targeted marketing of investment opportunities	Conduct 2-3 marketing activities, conferences or events where the region can be promoted	Council has completed a number of marketing initiatives and attended a range of events to promote the region as a great place to live, work, invest and visit, including attending NRL matches in Wollongong and Canberra, participation in Sydney Good Food and Wine Show and undertaking an online marketing campaign reaching an audience over 1.7m and engaging 11,240 potential residents.





# BUILDING A STRONG LOCAL ECONOMY



## Goal 3.2

## An attractive business and economic environment

### Strategy 3.2.2

**Provide leadership on economic development initiatives and identify resources and infrastructure required to drive investment and economic growth in the region.**

Strategy	Action	Comments
Promote the development of infrastructure at the Mudgee Airport as an opportunity for business expansion in the aviation industry	Deliver infrastructure upgrades at Mudgee Airport Precinct in accordance with Restart NSW funding	All infrastructure upgrades at Mudgee Airport Precinct were completed in accordance with Restart NSW funding requirements.
	Review airport development strategy and promotional opportunities in the future	The Mudgee Airport Master Plan was adopted in 2015. Council continues to pursue opportunities in accordance with the plan, including submitting an EOI for Qantas training academy and providing information to potential new businesses.
Lobby State and Federal Government on infrastructure needs of local businesses including transport and communications linkages	Lobby government agencies and departments on the provision of infrastructure to meet community needs	Council continues to identify and raise issues with local MPs and relevant government ministers.

### Strategy 3.2.3

**Support the expansion of essential infrastructure and services to match business and industry development in the region.**

Strategy	Action	Comments
Lobby State and Federal Government for expanded health and education services	Lobby government agencies and departments on the provision of infrastructure to meet community needs	Council continues to identify and raise issues with local MPs and relevant government ministers.





# BUILDING A STRONG LOCAL ECONOMY



**Goal 3.2** An attractive business and economic environment  
**Strategy 3.2.4** Develop tools that simplify development processes and encourage high quality commercial and residential development.

Strategy	Action	Comments
Provide information to assist potential investors understand local development controls and assessment processes	Provide an overview of local development controls and assessment processes in a fact sheet	Work has commenced on the development of fact sheets to assist the community on relevant topics. A Heritage Conservation Fact Sheet and Planning Proposal Fact Sheet have been completed.



**Goal 3.3** A range of rewarding and fulfilling career opportunities to attract and retain residents  
**Strategy 3.3.1** Support projects that create new jobs in the region and help to build a diverse and multi-skilled workforce.

Strategy	Action	Comments
Work with lead agencies for employment to identify trends and discuss issues impacting employment	Work with major employers to identify trends and develop strategies to create employment opportunities across the region	Council continues to monitor workforce trends and identify regional projects which will lead to new job creation.



## BUILDING A STRONG LOCAL ECONOMY



**Goal 3.3** A range of rewarding and fulfilling career opportunities to attract and retain residents

**Strategy 3.3.1** **Build strong linkages with institutions providing education, training and employment pathways in the region.**

Strategy	Action	Comments
Work with lead agencies for education in the region to identify opportunities for economic growth	Pursue opportunities to develop a university outreach campus with offerings aligned to local industries	Council continues to investigate education gaps and provide feedback to relevant agencies.
	Work with education providers on the provision of services to meet community needs	Council continues to work with education providers across the region including TAFE NSW, Skillset, and local schools.



# CONNECTING OUR REGION

OUTCOME



Linking our towns and villages and connecting our region to the rest of NSW.



CONNECTING OUR REGION

Goal 4.1

High quality road network that is safe and efficient

Strategy 4.1.1

Provide traffic management solutions that promote safer local roads and minimise traffic congestion.

Strategy	Action	Comments
Work with the RMS to improve road safety	Liaise with the RMS on road safety matters	Council worked closely with RMS throughout the year to identify road safety issues. Blackspot and other road safety projects have been identified for future years funding. Council continued to work through the Local Traffic Committee to resolve road and transport issues.
Regulate effective and appropriate user activities on the road network	Provide local assessments to the National Heavy Vehicle Regulator as required	Council assess applications received through NHVR for oversize and overmass vehicle movements.
	Review speed limits and traffic management	Council continued to work with RMS to review any speed or traffic management issues.
Participate in relevant regional transport committees and working parties	Facilitate the Local Traffic Committee	Monthly Local Traffic Committee meetings undertaken as scheduled throughout the year.

## CONNECTING OUR REGION



### Goal 4.1

### High quality road network that is safe and efficient

#### Strategy 4.1.2

**Provide a roads network that balances asset conditions with available resources and community needs.**

Strategy	Action	Comments
Review the Roads Asset Management Plan	Update data for Asset Management Plans in line with Fair Value reporting requirements	The asset database has been updated for works completed in 2017/18. Council continues to review and update the road asset data to ensure the most accurate information is available.
	Implement the works program in accordance with the Roads Asset Management Plan	<p>Manage State Roads in accordance with RMS contracts</p> <p>Council managed the state highways and main roads for RMS through the Routine Maintenance Council Contract. Council also completed several road improvement projects in 2017/18 on the state highway network including: two safety improvement and widening projects on Sofala Road, a safety and widening project on the Castlereagh Highway at Running Stream and widening projects on Goolma Road and the Castlereagh Highway north of Gulgong. Tree clearing, shoulder grading, heavy patching and reseal projects were also completed in 2017/18.</p> <p>Ongoing maintenance and upgrades of Regional Roads network</p> <p>Council has completed planned works for 2017/18 on the regional network. Works include upgrades of two sections of Bylong Valley Way, survey and designs for future realignment projects, reseals and general network maintenance. The four year Ulan Road Upgrade Project was practically completed this year.</p> <p>Maintain local road network in accordance with established levels of service</p> <p>All capital works and reseal projects on the local road network planned for 2017/18 were completed.</p> <p>Upgrade, renewal and extension of local roads in accordance with Capital Works Program 2017/18</p> <p>All capital works projects have been completed in accordance with the Capital Works Program 2017/18.</p> <p>Upgrade and renewal of local bridges in accordance with Capital Works Program 2017/18</p> <p>Bridge works planned for 2017/18 have been completed. Work has also commenced on two bridge replacement projects which are due to be completed in 2018/19. The Henry Lawson Drive bridge duplication and the Goodiman Creek bridge replacement projects are both on target to be completed as scheduled.</p> <p>Upgrade to Wollar Road in accordance with Restart NSW funding agreement</p> <p>Wollar Road works are behind schedule. Stage 1 is complete, Stages 2, 3 &amp; 4 are under construction. Stages 2 &amp; 3 are behind schedule due to the contractor experiencing resourcing issues and are due for completion in November 2018. Stage 4 has also experienced delays due to non-conformance of the sub-base and subcontractor problems. Council has terminated the contract for Stage 4 and has taken over the works. The new forecast completion date is 30 November 2018.</p> <p>Upgrades to Ulan Road in accordance with the Ulan Road Strategy</p> <p>The Ulan Road project was practically completed this year with final works completed in July 2018. 2017/18 was the final year in the 4 year capital upgrade project.</p>
Pursue additional funding for upgrading of roads infrastructure	Lobby for additional funding for roads	Grant applications for major upgrades have been submitted to the Resources for Regions and Black Spot Program.
	Ensure major developers contribute to local road upgrades for the impact of additional development	Funding committed through Ulan Road Strategy and Resources for Regions program.



## CONNECTING OUR REGION



### Goal 4.2 Efficient connection of the region to major towns and cities

#### Strategy 4.2.1 Develop a regional network in partnership with government agencies, that grows with the needs of residents and businesses.

Strategy	Action	Comments
Support the continuation of commercial passenger services at Mudgee Airport	Work with operator to maintain regular passenger services to and from Sydney	FlyPelican commenced services in June 2015. The service remained operational at 30 June 2018.
	Operation and maintenance of Mudgee Airport in accordance with agreed service levels	Mudgee Airport meets all current safety and security requirements.
Lobby for improved highway linkages along the Great Western Highway and Bells Line	Lobby for improved access to Western NSW from Sydney	Council continues to participate in transport infrastructure planning groups and meetings with relevant government agencies.

#### Strategy 4.2.2 Create a communication network that services the needs of our residents and businesses.

Strategy	Action	Comments
Pursue improved broadband and mobile coverage with Government and major service providers	Lobby for improved internet speeds and mobile coverage throughout the region	Council continues to pursue grant opportunities and lobby for improved mobile coverage and internet speeds. Council receives regular updates and raises issues relating to the rollout of the NBN.



## CONNECTING OUR REGION



### Goal 4.3 An active travel network within the region

#### Strategy 4.3.1 Develop and enhance walking and cycling networks across the region.

Strategy	Action	Comments
Implement the Pedestrian Access Mobility Plan	Upgrade and renewal of footpaths and cycleways in accordance with Capital Works Program 2017/18	The footpath projects for 2017/18 were completed.
	Maintain existing footpath and cycleway network in accordance with established levels of service	The footpaths and cycleway maintenance works for 2017/18 were completed.
	Extension of Cudgegong River shared pathway to Glen Willow/Putta Bucca	Council continues to develop the shared pathway to Glen Willow/Putta Bucca.

#### Strategy 4.3.2 Support viable public transport options across the region.

Strategy	Action	Comments
Examine opportunities to develop viable public transport options	Investigate the demand for public transport with the community	The demand for public transport is being investigated including liaison with local bus organisations.





# GOOD GOVERNMENT

**OUTCOME**



A strong Council that is representative of our community and effective in meeting the needs of the community.



## Goal 5.1 Strong civic leadership

### Strategy 5.1.1 Provide clear strategic direction through the Community Plan, Delivery Program and Operational Plan.

Strategy	Action	Comments
Ensure actions of the Operational Plan and Delivery Program are completed on time, on budget and meets performance criteria	Successful delivery of 2017/18 Operational Plan	92% of actions in the 2017/18 Operational Plan were completed.
	Six monthly progress reporting against Delivery Program and comprehensive Quarterly Budget Reviews against Operational Plan	Six monthly progress reporting against Delivery Program and comprehensive Quarterly Budget Reviews against Operational Plan were completed.

### Strategy 5.1.2 Provide accountable and transparent decision making for the community.

Strategy	Action	Comments
Ongoing review and enhancement of governance framework	Continue to hold "Open Day" prior to Council Meetings	Residents continue to actively engage with Council through representation and attendance at Open Day sessions.
	Promotion of upcoming Council meetings	Using local media, councils website and regular community news bulletins inform the community of pending Council meetings.
	Webcast of Council Meetings	Webcast of Council meetings continues on an ongoing basis.
Provide professional development opportunities to support elected members in fulfilling their obligations as Councillors	Provide access to professional development programs for elected members	A professional development program for Councillors has been adopted.
Hold awareness sessions for potential candidates in the six months leading up to each Council election and ensure information packages are available	Develop program for candidate awareness sessions (next election due in 2020, or in case of a by-election)	A program was developed for the 2016 election. This program will be reviewed prior to the next election in 2020.

# GOOD GOVERNMENT



## Goal 5.1 Strong civic leadership

### Strategy 5.1.3 Provide strong representation for the community at Regional, State and Federal levels.

Strategy	Action	Comments
Continue to lobby State and Federal Government on all matters that are of relevance to the Region	Work with the Mayor to access Local Members and Ministers on relevant issues	Regular meetings held with local members and access provided to various ministers for specific issues.
	Strengthen relationships with local State and Federal members	Regular meetings held with local members and access provided to various ministers for specific issues.
	Engage with Regional Directors of State Government agencies	Regular meetings held with regional directors to discuss regional priorities.

## Goal 5.2 Good communications and engagement

### Strategy 5.2.1 Improve communications between Council and the community and create awareness of Council's roles and responsibilities.

Strategy	Action	Comments
Publish monthly editions of Community News	Community News distributed monthly to every household in the region	Monthly editions of Community News were distributed to residents including letterbox delivery, e-edition, visually impaired edition and since January 2018, a video production version of Community News.
Provide an up to date and functional web interface	Ensure web content is kept up to date and relevant	Information contained on Council's website is regularly updated. The number of page views over the year has increased from 550,136 to 576,314. This represents a 4.76% increase on the previous year.
Regularly report to the community in a variety of interesting ways	Increased use of all media avenues including social media, radio and television to communicate Council initiatives	Council continues to grow media and social media reach through improved communications and increased use of digital and multimedia platforms.
Operate and maintain a community works request system that provides timely and accurate information and responses	Maintain Works Request System and produce regular reporting on response times	Council continues to monitor all overdue work requests. A monthly overdue report is provided to Executive, showing customer generated and staff generated requests.
	Promote use of works request system for community to submit works requests	Records and Customer Service staff continue to monitor the works request system to ensure timely responses to the community. Manual checks of the system are undertaken and there is ongoing focus on improving communications with the community through Council's website and social media platforms.
Ensure the community has clear information about who to contact in Council	Provide a customer focused website	There are plans for a complete re-design of the website during 2018/19. A project team will review the existing website with a focus on being more customer centric, accessible and easier to search and navigate.
Educate the community on Council's roles and responsibilities	Provide access to Council's corporate documents both through the website and Administration Centres	Council's corporate documents, development applications and documents on exhibition continue to be made available on Council's website and on display in Council's three service centres.



# GOOD GOVERNMENT



## Goal 5.2 Good communications and engagement

### Strategy 5.2.2 Encourage community access and participation in Council decision making.

Strategy	Action	Comments
Seek feedback on policy development and local issues	Ensure policies, strategies and proposals impacting the community are placed on exhibition for public comment	All documents on exhibition are made accessible via Council's website and available for viewing at administration centres during the public exhibition period.
	Utilise a range of formal and informal engagement tools to seek community feedback on a broad range of issues	Social media is being utilised to engage the community along with traditional media.
Provide opportunities and make it easy for the community to participate in and influence decision making	Encourage attendance at Council Meetings in person and via webcast	Council adopted a revised Agency Information Guide at its June 2018 meeting which details opportunities for resident participation in Council activities. Residents are encouraged to review the Agency Information Guide which is accessed via Council's website.
	Investigate and consult with the community on high priority projects as defined in the community consultation report for the Community Strategic Plan	Council continues to promote opportunities for the community to contribute to Council's planning and budgeting process through social media and online forms.

# GOOD GOVERNMENT



## Goal 5.3 An effective and efficient organisation

### Strategy 5.3.1 Pursue excellence in service delivery.

Strategy	Action	Comments
<b>Benchmark Council's service delivery against relevant organisations</b>	Provide Planning and Building Statistics to Department of Planning	Reports are completed and submitted to the NSW Department of Planning as required.
	Participate in NSW LGPA, LGNSW, JO and other industry body surveys and benchmarking exercises	Staff continue to participate in relevant activities.
	Desktop analysis of annual financial results against other NSW councils	A rating comparison against other Group 4 Councils was completed.
	Report on OLG group comparative data	No action required during reporting period.
<b>Conduct biennial community surveys</b>	Undertake community surveys in 2018/19 and 2020/21	The next community survey is due to be undertaken in 2018/19. Staff are reviewing best practice for obtaining customer feedback and ratings.
<b>Monitor community expectations regarding service delivery</b>	Engage with the community on desired levels of service across Council functions	Council continues to actively seek feedback from the community in relation to new capital projects and prioritisation for grant funding opportunities. Significant community engagement was conducted as part of the 2018/19 budgeting process. Further work is still required to be able to implement community engagement activities which specifically capture desired levels of service across all Council functions.
	Develop program of internal service reviews	Service review of Ironed Out completed. Planning commenced for second service review (website).
<b>Provide a responsive customer service function</b>	Reply to all correspondence within 14 days	This remains an ongoing focus for Council's Records department to ensure all correspondence is acknowledged within 14 days. With increased online submissions being received, a weekly procedure has been implemented to ensure all submissions are received in a timely manner.
	Review Customer Service Charter and deliver positive, informative, and professional front-of-house and phone customer service function	Draft Service Level Agreements (SLAs) for each department are currently being prepared and will form the basis of the Customer Service Charter for Council.



# GOOD GOVERNMENT



## Goal 5.3 An effective and efficient organisation

### Strategy 5.3.2 Provide a positive and supportive working environment for employees.

Strategy	Action	Comments
Attract, retain and develop a skilled workforce	Implement a Leadership Program that includes merit based recruitment, performance management and legal responsibilities	Leadership development training was undertaken during the year in partnership with Local Government Professionals. Internal training was also completed on leadership topics such as Performance Management Reviews and EEO, Anti-Discrimination and Merit Based Recruitment.
	Develop a Learning and Development program targeted towards achievement of Delivery Program and areas of risk identified in Workforce Plan	Learning and development program was implemented focusing on leadership development, professional and regulatory training and addressing skill shortages identified in the Workforce Strategy.
	Provide a Leadership Capability Framework to develop current and future leaders which is linked to Learning and Development Plans	Leadership Capability Framework has been developed and has been included in updated Position Descriptions.
	Ensure all employees have clearly articulated accountabilities against which they will be assessed annually	All employees have a Position Description which includes accountabilities. Performance reviews were completed for all employees in September 2017.
Provide a safe, healthy and non-discriminatory working environment	Establish a culture of workplace safety which includes daily pre-start meetings for outdoor staff and monthly Safety Toolbox Talks	Daily pre-start meetings form part of the daily risk assessment process for outdoor workers. Monthly Safety Talks are forwarded to Department Managers for inclusion at Department meetings.
	Implement and embed a WHS Management System that reflects AS4801 requirements	Council's WHS Management System is being reviewed and updated where required to reflect AS4801 requirements.
	Align workplace behaviour with core values of Respect, Integrity and Recognition	Behaviours aligned to our core values are included in Position Descriptions, Induction and Orientation and are measured during annual performance reviews. Core values are promoted and reinforced via staff update meetings and fortnightly GM newsletters.
Conduct biennial employee opinion survey	Implement and review the Equal Employment Opportunity Management Plan	The EEO Management Plan was reviewed and an amended plan was in place for 2017/18. The actions arising from the plan were undertaken.
	Seek staff feedback via Employee Opinion Survey 2018/19 and 2020/21	The next employee opinion survey is due to be completed in 2018/19.
	Identify and implement improvement strategies based on feedback from Employee Opinion Survey	Improvement strategies arising from the survey and suggestions forwarded via the Ideas Hub and Consultative Committee are regularly reviewed. Many are progressing and a number of positive strategies and actions have been implemented.

# GOOD GOVERNMENT



## Goal 5.3 An effective and efficient organisation

### Strategy 5.3.3 Prudently manage risks associated with all Council activities.

Strategy	Action	Comments
Monitor and review Council's policies and strategies	Provide up to date Policy Register	Council's Policy Register is managed within the records management software ELO. Current policies are displayed on the Council's website and loaded to Pulse software for staff acknowledgement and ongoing review.
	Identify and resolve existing policy gaps	A policy review register is used to monitor and review Council's policies and strategies, and staff continue to address gap areas.
	Education program to ensure staff understand policy requirements	Quarterly meetings of Council's management team are utilised to provide updates on policy changes and improvements to policy processes.
Monitor and review Council's risks	Develop an enterprise risk management (ERM) framework relevant to Council's activities	A draft framework has been prepared. The framework is expected to be finalised in 2018/19.
Provide long term financial sustainability through sound financial management	Examine opportunities to raise additional revenue	A number of new fees were approved to assist Council in recovering costs associated with processing applications and administrative requests. A full review of Waste Fund fees was completed, with a number of waste disposal charges increasing. Council also continues to pursue commercial property opportunities.
	Explore a special rate variation with the community	Exploring a special rate variation is postponed while Council is currently pursuing grant funding and other opportunities to raise revenue.
	Identify opportunities to increase revenue from property related investments	Council continue to identify and investigate commercial opportunities to support revenue growth.
	Update Long Term Financial Plan	The Long Term Financial Plan is currently being updated following the adopted budget for 2018/19.
	Monthly reporting against budget and schedule for major works programs/ strategic projects	All monthly budget reports were prepared for Council in accordance with the schedule.
	Comprehensive Quarterly Budget Review reporting	All Quarterly Budget Review Statements were completed on schedule and in accordance with the NSW Office of Local Government Guidelines.
	Development of Rating Strategy to support LTFP	At the May 2017 Council meeting a Supplementary Motion concerning a proposal to adopt a Rating Strategy for the term of Council was put and lost.
Comply with relevant accounting standards, taxation legislation and other financial reporting obligations	Integration of long term impacts on financial sustainability indicators incorporated into Council decision making process	A reporting template was introduced in August 2017 which includes Fit For The Future sustainability ratio impacts of Council recommendations and options, with Long Term Financial Planning and Asset Management impacts included.
	To achieve a high standard of financial management	Council received an unqualified audit report for the financial year ended 30 June 2017 on 3 October 2017. This was the first audit performed through the Audit Office of NSW.
	All rating, taxation, statutory, and grant reporting obligations satisfied in an accurate and timely manner	All rating, taxation, statutory, and grant reporting obligations were met during 2017/18.





# GOOD GOVERNMENT



## Goal 5.3 An effective and efficient organisation

### Strategy 5.3.4 Pursue efficiencies and ongoing business improvement.

Strategy	Action	Comments
<b>Provide effective and efficient internal support functions</b>	Conduct quarterly Council Staff Updates across all work sites	Quarterly Council Staff Updates were conducted across all work sites.
	Effective capture and management of corporate records	This is an ongoing focus for Records staff. All new staff receive ELO training and refresher training is provided as required. An ongoing project is the digitalisation of old DA/BA files and relocating old records to an offsite document storage facility in Orange.
	Ongoing enhancements to Council procurement including Roadmap Best Practice Procurement project	The Roadmap Best Practice enhancements are constantly evolving and will continue to do so in the future.
	Provide effective Workshop services for Council fleet	All Council fleet meets RMS requirements and servicing is up to date.
<b>Enhance the information systems that support delivery of Council activities</b>	Investigate options to increase speed and reliability of Council's network	Council continues to investigate new and existing network technologies. Council's wireless network was upgraded in 2017/18.
	Continued investment in existing information systems to delivery productivity enhancements	Council continues to invest in the upgrade and optimisation of corporate systems.
	Implementation of mobility solutions for integrated asset management	Mobility and asset management systems are now utilised in several operational areas. Mapping software is yet to become integrated and work continues on the development of the system in water and sewer.
<b>Ensure strategic and asset management plans are underpinned by sound financial strategies</b>	Consider the full life cycle costs associated with the investment in new assets, with a focus on capital investment and existing assets	Introduction of a business case for Community Plan Proposals ensures that whole of life costs are considered with the decision to invest in new capital and upgrades, during the budget cycle. The impact of new initiatives throughout the year are considered within the financial implications section of business paper reports.
	Review depreciation methodology and process	Depreciation methodology is reviewed as a part of the Fair Value process for assets each year. For 2017/18, the revaluation of Buildings and Plant & Equipment has been completed.
	Ongoing improvements to asset data and asset system capabilities	The revaluation of Buildings, Plant & Equipment and Operational Land completed in 2017/18, included a full review of asset data.
	Integrate long term asset management considerations into Council decision making process	A reporting template was introduced in August 2017, which includes Fit For Future sustainability ratio impacts of Council recommendations and options, with Long Term Financial Planning and Asset Management impacts included.
	Improved integration of Asset Management Plans and Long Term Financial Plan	Financial data within Asset Management Plans (AMPs) has been updated in line with Long Term Financial Plan (LTFP) data. Progress continues as AMPs are scheduled for review. Further work is to be completed linking AMP data into LTFP sensitivity analysis.

# MANAGING THE MONEY

Mid-Western Regional Council receives money in the form of rates on residential, business, mining and farmland properties; interest on investments; government grants and subsidies; contributions from major industry; annual charges for services like water, sewer and waste; and user charges and fees.

Major cash outflows include construction of new assets and renewal of existing infrastructure; labour; materials and contractor payments; insurances; and contributions to local and regional bodies.

The following information provides a brief summary of Council's 2017/18 financial statements in a format that can be readily understood by the community, customers, employees and other stakeholders.

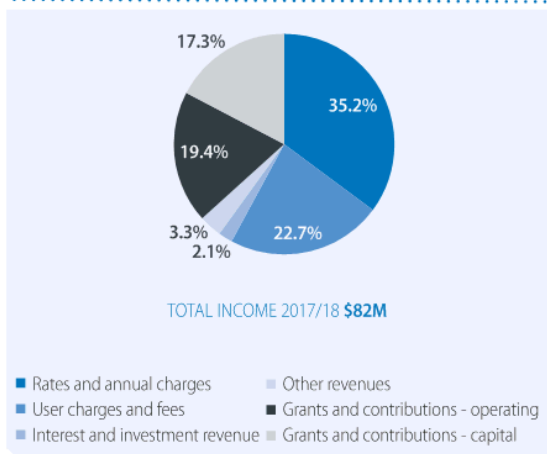
## INCOME

This year, Council's primary source of income was from Rates and Annual Charges of \$29 million or 35.2% of total income (2016/17: \$28 million or 33.7%).

Council generates a significant portion of revenue from fees and charges associated with the provision of services and facilities such as swimming pools; contract works; planning and building regulation; water consumption; and waste management. This amounted to \$18.6 million or 22.7% in 2017/18 (2016/17: \$13.2 million or 16%).

Grants and contributions from Government and Industry continue to be an important funding source for provision of services to, and maintenance and construction of infrastructure for the community. Council received a total of \$30 million or 36.7% in grants and contributions in 2017/18 (2016/17: \$36.8 million or 44.8%).

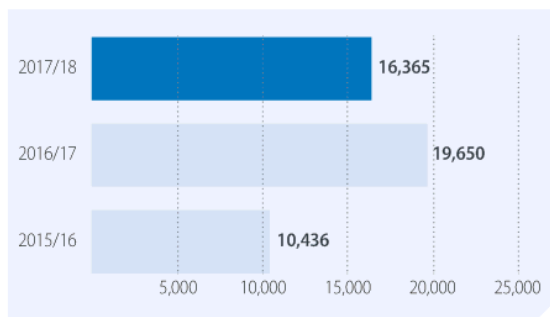
## TOTAL INCOME 2017/18



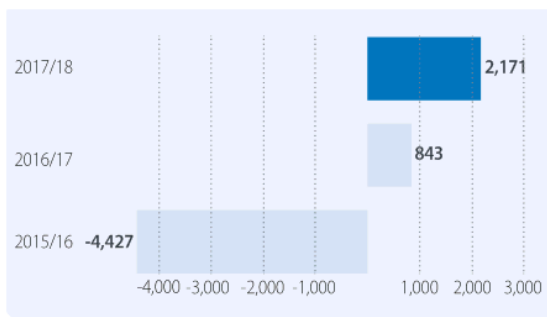
## OPERATING RESULT

Council's operating result this year was \$16.3m, this result is an indirect measure of Councils efficiency and ability to successfully cover its operating expenditure within operating revenue. (2016/17: operating result was \$19.6m).

### OPERATING RESULT (\$000)



### OPERATING RESULT BEFORE CAPITAL (\$000)



# MANAGING THE MONEY

## EXPENDITURE

Council continues to invest as much money as possible into the renewal of existing infrastructure to ensure it is in a satisfactory and serviceable condition.

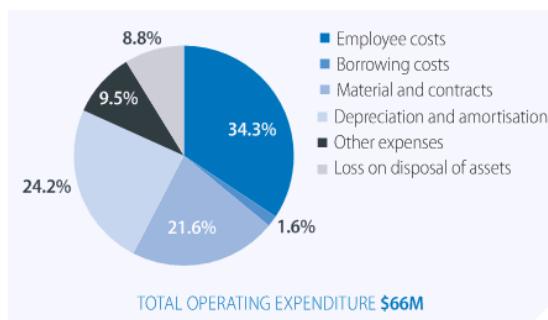
Council also continues to invest in new infrastructure to meet the demands of a growing community. Council delivered \$31.1 million of capital expenditure this year (2016/17: \$25.3 million).

Total operating expenditure for 2017/18 was \$66m, which has increased by \$2.9m since 2016/17.

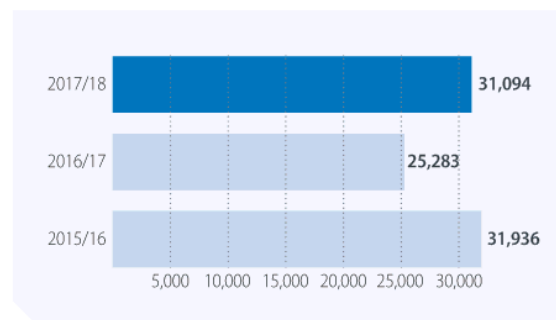
The increase is primarily attributed a 9.3% increase in Materials and Contracts which was a result of additional RMS Contract works on State Roads.

Further contributing to this was to a 5.7% rise in Employee Costs due to an increase to full time equivalent employees and an annual award increase of 2.35%.

### OPERATING EXPENDITURE BEFORE CAPITAL



### CAPITAL EXPENDITURE

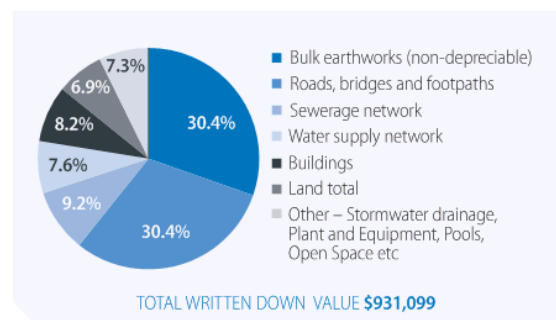


## ASSET MANAGEMENT

Council owns and maintains over half a billion dollars' worth of infrastructure including roads, parks, buildings, swimming pools, sports grounds, stormwater drainage, water and sewer networks, footpaths, buildings, and waste management facilities.

These assets, which are used by the community every day, deteriorate over time, and require ongoing maintenance and renewal or replacement to keep them in a satisfactory condition.

### INFRASTRUCTURE, PROPERTY, PLANT AND EQUIPMENT 2017/18



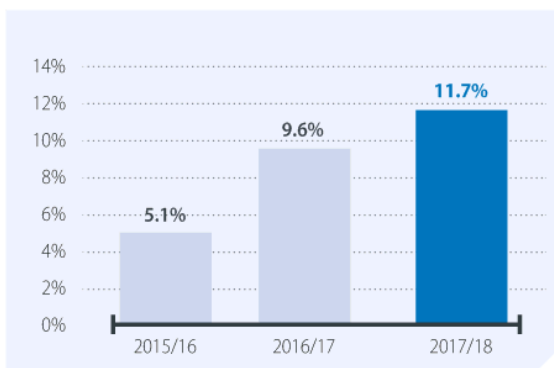


# PERFORMANCE MEASURES

## OPERATING PERFORMANCE RATIO

This ratio measures operating expenditure against operating revenue. It is important to distinguish that this ratio is focusing on operating performance and hence capital grants and contributions, fair value adjustments and reversal of revaluation decrements are excluded.

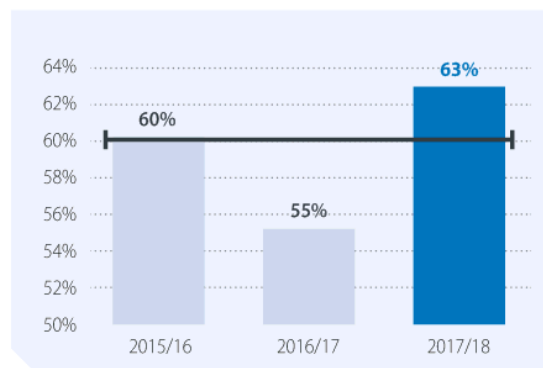
The benchmark is greater than 0%



## OWN SOURCE OPERATING REVENUE

This ratio measures fiscal flexibility. It is the degree of reliance on external funding sources such as operating grants and contributions. Council's financial flexibility is improved by a higher level of own source revenue.

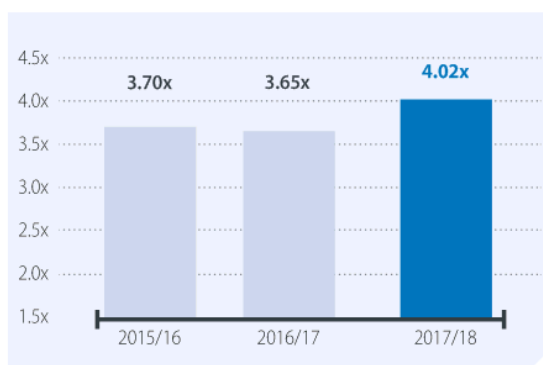
The benchmark is equal to or greater than 60%



## UNRESTRICTED CURRENT RATIO

This ratio is designed to assess the adequacy of working capital and its ability to satisfy obligations in the short term for the unrestricted activities of Council.

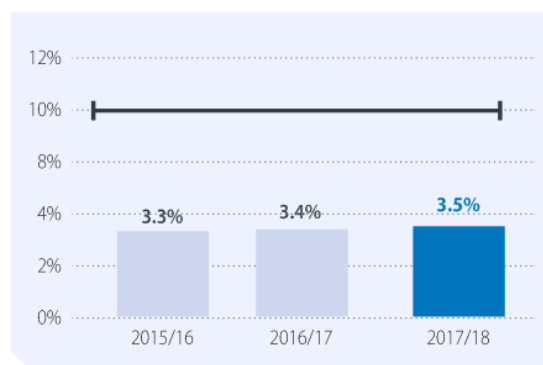
The benchmark is equal to or greater than 1.5x



## RATES, ANNUAL CHARGES, INTEREST AND EXTRA CHARGES OUTSTANDING PERCENTAGE

This ratio is designed to assess the impact of uncollected rates and annual charges on Council's liquidity and the adequacy of recovery efforts.

The benchmark is equal to or less than 10%

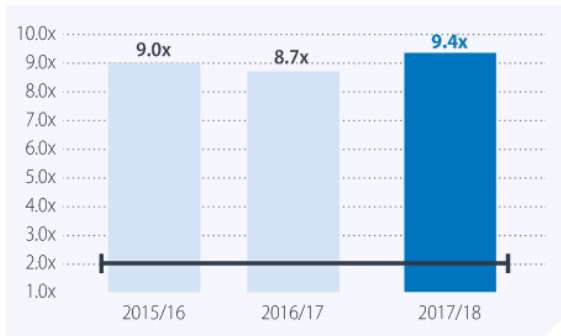


# PERFORMANCE MEASURES

## DEBT SERVICE COVER RATIO

This ratio measures the availability of operating cash to service debt including interest, principal and lease payments.

The benchmark for this ratio is greater than **2.0**

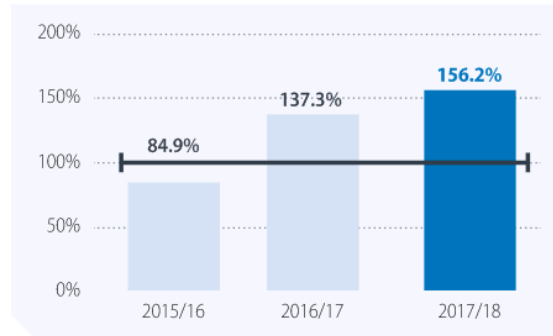


## BUILDINGS AND INFRASTRUCTURE ASSET RENEWAL RATIO

This ratio assesses the rate at which assets are being renewed against the rate at which they are depreciating.

Council has focussed on renewing its assets, bringing them up to an acceptable standard and thereby reducing the maintenance backlog. Most of Council's renewal work over the last two years has been to its roads network. Depreciation dropped by \$3.7 million in 2017 due to the annual assessment of useful lives for infrastructure assets, which contributed to this improved ratio.

The benchmark for this ratio is **100%** or greater

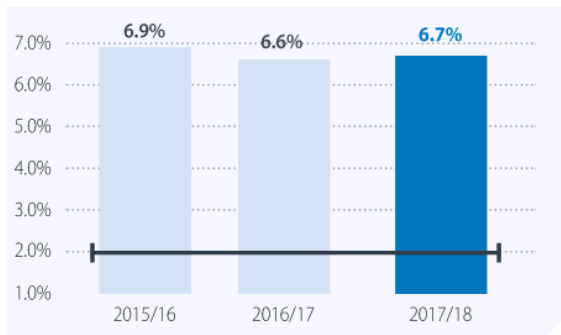


## INFRASTRUCTURE BACKLOG RATIO

This ratio shows the backlog proportion against the total value of Council's infrastructure.

\*There remains significant contention across the local government industry concerning both the benchmark being too low and the use of written-down value in the calculation itself.

The benchmark for this ratio is less than **2%**

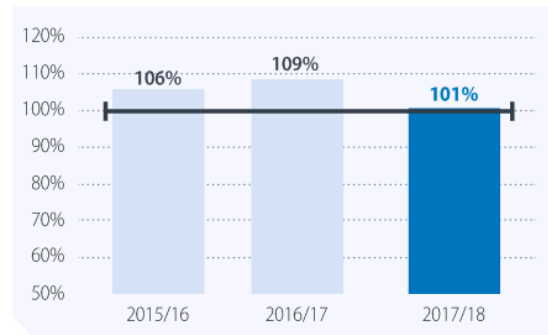


## ASSET MAINTENANCE RATIO

This ratio compares actual versus required annual asset maintenance.

A ratio above 100% indicates that Council is investing enough funds within the year to stop the infrastructure backlog from growing.

The benchmark for this ratio is equal to or less than **100%**



## STATUTORY INFORMATION

### Local Government Act 1993 and Local Government (General) Regulation 2005

References to 'section' refer to the Local Government Act 1993, while references to 'clause' refer to the Local Government (General) Regulation 2005.

Council's general reporting requirements are set out in Section 428 of the Local Government Act 1993 and the Local Government (General) Regulation 2005 (Part 9, Division 7).

To access copies of the Acts and Regulations visit:

[www.legislation.nsw.gov.au](http://www.legislation.nsw.gov.au)

### AUDITED FINANCIAL REPORTS

#### Local Government Act 1993 – Local Government (General) Regulation 2005 Section 428 A

A summary of Council's financial performance for the year can be found in the 'Managing the Money' (page 51) and 'Performance Measures' (page 52) sections of this report.

A full copy of the Financial Reports are available on Council's website at:

<http://www.midwestern.nsw.gov.au/council/Reports--Statements/>

Hard copies of financial statements are available from Council upon request.

### RATES AND CHARGES WRITTEN OFF

#### Local Government Act 1993 - Section 428, Local Government (General) Regulation 2005 Clause 132

During the year Council abandoned \$803,032 in rates and charges (including postponed rates).

Pensioner rebate	\$718,259
Postponed rates	\$6,064
Other rates and charges	\$78,709

### OVERSEAS VISITS

#### Local Government Act 1993 - Section 428(4)(b), Local Government (General) Regulation 2005 - Clause 217(1)(a)

Council is required to disclose details of any overseas visits undertaken by any Council officers including Councillors and staff.

No overseas visits were undertaken by any Council officers including Councillors and staff in 2017/18.

### COUNCILLOR EXPENSES AND PROVISION OF FACILITIES

#### Local Government Act 1993 – Section 428, Local Government (General) Regulation 2005 – Clause 217(1)(a1)

The Local Government Remuneration Tribunal is constituted under Sections 239 and 241 of the Local Government Act 1993 and is responsible for categorising Councils, County Councils and Mayoral Offices to determine the amounts of fees to be paid to Councillors, members of County Councils and Mayors in each category.

The Mayor and Councillors receive an annual fee established by Council and set within the approved range by the Local Government Remuneration Tribunal.

The Mayor's Fee for 2017/18 was \$42,120 plus a Councillor Fee of \$19,310.04. The Mayor served the entire 2017/18 financial year.

The Councillor's Fee for 2017/18 was \$19,310.04 for each Councillor who served the entire 2017/18 financial year.



## STATUTORY INFORMATION

### COUNCILLOR EXPENDITURE 2017/18

Local Government Act 1993 - Section 428, Local Government (General) Regulation 2005 - Clause 217(1)(a1)(i-viii)

	General Operations	Cr Cavalier	Cr Holden	Cr Karavas	Cr Kennedy	Cr Martens
Councillor Fees	-	19,310.04	19,310.04	19,310.04	19,310.04	19,310.04
Mayoral Fees	-	-	-	-	42,120.00	-
Council Meeting Expenses (accommodation, travel and meals)	8,156.08	-	638.22	-	-	2,808.37
Conferences, Seminars and Representational/Lobbying Expenses (accommodation, travel and meals)	-	448.92	461.36	424.69	1,624.45	3,280.10
Provision of Vehicle	49.53	-	-	-	9,276.18	-
Memberships & Subscriptions	73,770.83	-	-	-	2.70	-
Miscellaneous expenses (meals, sundries, stationery, etc)	2,031.13	304.46	-	125.15	494.03	53.35
Provision of office equipment, such as laptop computer and telephones	2,532.31	5,790.13	746.95	527.97	2,020.20	2,619.09
Training and provision of skill development for Councillors	45.45	-	900.00	-	500.00	-
<b>Totals</b>	<b>75,256.04</b>	<b>25,853.55</b>	<b>22,056.57</b>	<b>20,387.85</b>	<b>75,876.42</b>	<b>28,070.95</b>

	Cr O'Neill	Cr Paine	Cr Shelley	Cr Thompson	TOTAL
Councillor Fees	19,310.04	19,310.04	19,310.04	19,310.04	173,790.36
Mayoral Fees	-	-	-	-	42,120.00
Council Meeting Expenses (accommodation, travel and meals)	-	-	514.80	2,296.00	14,413.47
Conferences, Seminars and Representational/Lobbying Expenses (accommodation, travel and meals)	424.69	471.05	293.04	-	7,428.30
Provision of Vehicle	-	-	-	-	9,325.71
Memberships & Subscriptions	-	-	-	-	73,773.53
Miscellaneous expenses (meals, sundries, stationery, etc)	273.64	-	937.89	-	4,219.65
Provision of office equipment, such as laptop computer and telephones	528.02	362.47	1,979.19	2,431.75	19,538.08
Training and provision of skill development for Councillors	-	-	-	-	1,445.45
<b>Totals</b>	<b>20,536.39</b>	<b>20,143.56</b>	<b>23,034.96</b>	<b>24,037.79</b>	<b>346,054.55</b>

No expenses were incurred for the provision of care for a child, or an immediate family member of a Councillor to allow the Councillor to undertake his or her civic functions.

No overseas or interstate visits were undertaken by elected members in 2017/18.

# STATUTORY INFORMATION

## CONTRACTS AWARDED

### Local Government Act 1993 - Section 428, Local Government (General) Regulation 2005 - Clause 217(1)(a2)

In accordance with the Local Government Act 1993 and Council's Procurement Policy, Council calls for tenders for the supply of various goods and services where the estimated spend under that contract exceeds \$150,000. The requirement to tender excludes the purchase or sale of land; purchases at public auction; contracts for employees of Council; purchase of goods and services under State Government or Commonwealth procurement contracts; emergency contracts; or where because of extenuating circumstances, remoteness of locality or the unavailability of competitive or reliable tenderers, Council decides by resolution (which states the reasons for the decision) that a satisfactory result would not be achieved by inviting tenders.

The following contracts were awarded during 2017/18:

Contractor	Goods / Services Provided	Amount payable under the contract (ex GST)
Westrac	Four Caterpillar 12M motor graders	\$1,459,211
Waeger Construction Pty Ltd	Design and Construction of Pipeclay Creek Bridge, Henry Lawson Drive	\$669,500
Waeger Construction Pty Ltd	Design and Construction of Goodiman Creek Bridge, Mebul Road	\$564,500
Scania	Trailer, Water Tanker & Cab Chassis with Palfinger hook	\$502,237
Superior Pak	Front Loading Garbage Compactor	\$437,089
Energy Australia	Small sites electricity	\$391,473
Michael Byrne Mowing & Gardening Services	Mudgee Showground Caretaker	\$327,273
Telstra Corporation Limited	Telstra Services	\$272,727
Data#3 Ltd	Microsoft Server and Cloud enrollment	\$259,091
Downer EDI Works	Stabiliser Hire	\$211,818
Komatsu	Supply of Backhoe	\$164,011
P & A Engineering Management Co Pty Ltd	Design and Construction of the Airport Hanger in Mudgee	\$162,600
Ingal Civil	Guardrail	>150K
Castrol Australia	Supply Oils & Lubricants	>150K
JR Richards & Sons	Organics Collection Service	>450K
JR Richards & Sons	Supply and Deliver Organics Mobile Garbage Bins	\$410,969
JR Richards & Sons	Organics Processing Service	>150K
Hanson Construction Materials	Supply concrete Sofala Roads projects	>150K
D&C Powerline Constructions	Airport Subdivision Electrical	\$189,000
Regional Quarries Australia	Supply of Quarry Products	>150K
Kandos Operations Pty Ltd	Supply of Quarry Products	>150K
Ulan Stone Pty Ltd	Supply of Quarry Products	>150K
Boral Resources (Country) Pty Ltd	Supply of Quarry Products	>150K
MAAS Group	Supply of Quarry Products	>150K
Mudgee Dolomite and Lime Pty Ltd	Supply of Quarry Products	>150K
Fulton Hogan Industries Pty Ltd	Bitumen Spray Sealing	>\$5m
Mudgee Region Tourism Inc	Tourism and Visitor Services 2017-2021	\$1,584,000

## STATUTORY INFORMATION

### LEGAL EXPENSES

#### Local Government Act 1993 - Section 428, Local Government (General) Regulation 2005 - Clause 217(1)(a3)

Council expended \$362,833 on legal costs during 2017/18. A total of \$206,439 related to the cost of obtaining legal advice or opinion in relation to various matters, and also includes the amounts incurred by Council in relation to legal proceedings as listed below.

Matter	Legal Services Fees	Amount (ex GST)	Status
Contract dispute 1 Wollar Road Project	Dispute, Termination of Contract, Deed of Settlement & Release	\$38,280.16	In progress
Contract dispute 2 Wollar Road Project	Expert Determination submission	\$26,087.70	Complete
Companion Animal Act Local Court appeal (Dog attack)	Local Court preparation & representation	\$3,765.35	In progress
NCAT – Determination GIPA Access application ICAC report	NCAT preparation and representation	\$22,100.30	Complete
LEC Case No. 2017/280977	Appeal and settlement of matter	\$15,994.00	Complete
LEC Case No. 2017/322910	Appeal and settlement of matter	\$14,463.50	Complete

In addition, Council expended \$156,394 during the period in recovering outstanding rates and charges. These costs are debited as a charge against individual rate assessments. Council recovered \$154,866 of such costs during the period.

### STATEMENT OF PROPOSED CHARGES FOR THE CARRYING OUT OF WORK ON PRIVATE LAND

#### Local Government Act 1993 - Section 428, Local Government (General) Regulation 2005 - Clause 217(1)(a4)

By agreement with owners or occupiers of private land, Council carried out works such as paving and roadmaking, traffic control for private events and water, sewerage and drainage connections.

Council undertook private works in 2017/18 to the value of \$109,000 resulting in a profit of \$64,000. This represents a profit margin of 58%.

No subsidies were provided, and all work was intended to be carried out on a for profit basis in accordance with Council's Private Works Policy.

### CONTRIBUTIONS AND DONATIONS

#### Local Government Act 1993 - Section 356, Local Government (General) Regulation 2005 - Clause 217(1)(a5)

The total amount contributed or otherwise granted by Council under Section 356 of the Local Government Act, 1993 was \$440,518.

Significant contributions are listed below.

Recipient	Amount
Housing Plus (Crisis Accommodation)	\$85,000
Pelican Airline Air Service	\$102,000

### DELEGATES TO EXTERNAL COMMITTEES AND OTHER BODIES

#### Local Government Act 1993 - Section 428, Local Government (General) Regulation 2005 - Clause 217(1)(a6)

During the 2017/2018 Council resolved the delegates to external committees and other bodies.

These committees provide advice and feedback to Council on key issues that impact on the residents of the Mid-Western Regional Council LGA.

These are:

- Cudgegong Bushfire Management Committee
- Rural Fire Service District Liaison Committee
- Mudgee Region Tourism Inc
- Ulan Coal Mine Community Consultative Committee
- Wilpinjong Coal Community Consultative Committee
- Charbon Community Consultative Committee
- Moolarben Coal Community Consultative Committee
- Inglenook Exploration Community Consultative Committee
- Western Joint Regional Planning Panel
- Murray Darling Association
- Local Traffic Committee
- Bowdens Silver Project Community Consultative Committee
- Crudine Ridge Wind Farm Consultative Committee
- Orana Arts

# STATUTORY INFORMATION

## ADVISORY COMMITTEES

### Local Government (General) Regulation 2005 - Clause 217(1)(a6)

These committees are established by Council to exercise specific functions. They comprise of local community members and Council representatives. Both these committees also provide advice and feedback to Council on key issues.

For 2017/18 there were 14 Advisory Committees operating within the region. Further information on these committees, including minutes and terms of reference, can be found on Council's website.

#### **Mudgee Showground Management Committee**

**Councillor Representative: Cr Karavas, Cr Holden**

The Mudgee Showground Management Committee assists Council to manage the showground facility.

#### **Red Hill Reserve Working Party**

**Councillor Representative: Cr Cavalier , Cr Thompson**

The Red Hill Reserve Working Party provides advice to Council on the development of a precinct master plan, and management of the site.

#### **Mudgee Sports Council Sub Committee**

**Councillor Representative: Cr O'Neill**

The Mudgee Sports Council Sub Committee assists Council to manage active recreational facilities in Mudgee.

#### **Gulgong Sports Council Sub Committee**

**Councillor Representative: Cr Thompson**

The Gulgong Sports Council Sub Committee assists Council to manage active recreational facilities in Gulgong.

#### **Rylstone Sports Council Sub Committee**

**Councillor Representative: Cr Shelley**

The Rylstone Sports Council Sub Committee assists Council to manage active recreational facilities in Rylstone.

#### **Mid-Western Regional Council Heritage Committee**

**Councillor Representative: Cr Paine, Cr Holden**

The Heritage Committee advises Council about the preservation and enhancement of items and places within the Mid-Western Region that are of heritage significance.

#### **Mudgee and Gulgong Access Committee**

**Councillor Representative: Cr Karavas, Cr Paine**

The Mudgee & Gulgong Access Committee provides advice to Council on matters relating to accessibility in the Mudgee and Gulgong areas.

#### **Rylstone and Kandos Access Committee**

**Councillor Representative: Cr Martens, Cr Paine (alternate)**

The Rylstone & Kandos Access Committee provides advice to Council on matters relating to accessibility in the Rylstone and Kandos areas.

#### **Cultural Development Committee**

**Councillor Representative: Cr Paine**

The Cultural Development Committee provides advice to Council on the implementation of recommendations from the Cultural Plan.

#### **Australia Day Selection Committee**

**Councillor Representative: Mayor, (Cr Kennedy), Deputy Mayor (Cr Cavalier), Cr O'Neill**

The Australia Day Selection Committee selects the recipients of Council's annual Australia Day Awards.

#### **Mid-Western Regional Youth Council**

**Councillor Representative: Cr Karavas, Cr Paine, Cr Holden**

The Mid-Western Regional Youth Council provides consultation with and advocacy for youth.

#### **Gulgong Memorial Hall Committee**

**Councillor Representative: Cr Thompson**

The Gulgong Memorial Hall Committee assists Council with the management and promotion of the Gulgong Memorial Hall.

#### **Mudgee Saleyards Committee**

**Councillor Representative: Cr Kennedy**

The Saleyards Committee will provide advice and recommendations to Council on matter relating to the future direction and long term planning of the saleyards.

## STATUTORY INFORMATION

### STATEMENT OF CONTROLLING INTEREST

#### Local Government Act 1993 - Section 428, Local Government (General) Regulation 2005 - Clause 217(1)(a7)

Council does not hold a controlling interest in any company, partnership, trust, joint venture or syndicate.

### STATEMENT OF PARTICIPATION – CORPORATIONS, PARTNERSHIPS, CO-OPERATIVES, JOINT VENTURES, SYNDICATES OR OTHER BODIES

#### Local Government Act 1993 - Section 428, Local Government (General) Regulation 2005 - Clause 217(1)(a8)

Council was a party to the following partnerships, Co-operatives, Joint Ventures and other bodies throughout 2017/18:

- State Cover
- Orana Regional Organisation of Councils
- Orana Joint Organisation
- Mudgee Region Tourism Inc

### EQUAL EMPLOYMENT OPPORTUNITY

#### Local Government Act 1993 - Section 428, Local Government (General) Regulation 2005 - Clause 217(1)(a9)

Council aims to provide an environment where employees and others in the workplace are treated fairly and with respect, and are free from unlawful discrimination, harassment, vilification and bullying.

Council aims to ensure that when employment decisions are made, they are based on merit, not on irrelevant attributes or characteristics that an individual may possess. The Council also aims to create a work environment which promotes good working relationships.

In order to achieve this objective, Council will:

- Develop and implement an Equal Employment Opportunity (EEO) Management Plan;
- Incorporate Council's core values of respect, integrity and recognition and the principles of diversity, equality and merit into all relevant policies and procedures;
- Base all selection decisions on merit and the individual's ability to meet the requirements of the position;
- Provide training and development that is consistent with the principles of equity and that supports Council's EEO objectives;

- Provide a workplace free from bullying, harassment and discrimination;
- Promote EEO and workplace diversity throughout Council to ensure that every employee is aware of and understands Council's policies on EEO related matters;
- Provide those who work at Council with the Anti-Discrimination and Equal Employment Opportunity Policy which provides guidance on what is acceptable behaviour and establishes what may constitute discrimination, vilification, harassment and bullying at work.
- Provide effective mechanisms to resolve complaints.

The achievements for 2017/18 were:

- **Communication and Awareness Raising**
  - Training on sexual harassment in the workplace for Human Resources staff was undertaken in May 2018.
  - The Anti-Discrimination and Equal Employment Opportunity Policy, the Workplace Bullying Policy, Workplace Environment Statement and Code of Conduct were accessible on Council's Intranet and were included in Council's Induction and Orientation practices.
  - Training on Anti-Discrimination, Equal Employment Opportunity and Merit Based Recruitment and Selection was carried out for staff involved in Recruitment Panels in May 2018.
  - An overview of Council's EEO Management Plan is included in Council's induction Program.
  - Council staff attended Try a Trade and Career Expo events in the region to raise awareness of the opportunities available for employment at Council and our commitment to EEO.
- **Recruitment and Selection**
  - Ongoing interviewing and selection mentoring was provided to ensure compliance with Council's Recruitment and Selection Procedure and EEO principles.
- **Flexible Working Arrangements**
  - Council continued to offer assistance with flexible working arrangements for employees with family and carer's responsibilities whilst ensuring we continue to meet our operational, customer and employee requirements.



## STATUTORY INFORMATION

### Supported Employment Service

- Council continued to be committed to the employment of people with disabilities through the Disability Enterprise.

### Workforce Strategy 2017-2021, Delivery Program 2017-2021

- The Workforce Strategy and Delivery Program confirms Council's commitment to a diverse workforce and facilitating opportunities to increase diversity of the workforce.

### Women in Local Government Program

- Braver, Stronger, Brighter event for women in Council was held in April 2018, which focussed on providing tools to be more confident in achieving goals.

### SENIOR STAFF

#### Local Government Act 1993 - Section 428, Local Government (General) Regulation 2005 - Clause 217 (1)(b-c)(i-v)

Council's organisation structure included four Senior Staff positions for 2017/18. Those positions were:

- General Manager
- Director Community
- Director Development
- Director Operations

The remuneration package for the General Manager totalled \$310,120, and included:

Salary component	\$253,089
Bonuses	NIL
Superannuation component	\$26,120
Non-cash benefits	\$23,558
Fringe Benefits Tax on non-cash benefits	\$7,353

The combined remuneration packages for all Directors for 2017/18 totalled \$603,036, and included:

Salary component	\$507,997
Bonuses	NIL
Superannuation component	\$59,727
Non-cash benefits	\$30,893
Fringe Benefits Tax on non-cash benefits	\$4,419

### STORMWATER MANAGEMENT

#### Local Government (General) Regulation 2005 - Clause 217(1)(e)

Council has not levied an annual charge for stormwater management services during the year.

### COASTAL PROTECTION SERVICES

#### Local Government (General) Regulation 2005 - Clause 217(1)(e1)

Council has not levied an annual charge for coastal protection services during the year.

### STATE OF THE ENVIRONMENT

#### Local Government Act 1993 - Section 428A(1)

A snapshot of the State of Environment report is provided as part of this report.

A full copy of the State of Environment report can be found on Council's website:

[www.midwestern.nsw.gov.au](http://www.midwestern.nsw.gov.au)



## STATUTORY INFORMATION

### CAPITAL WORKS PROJECTS

#### OLG Capital Expenditure Guidelines

The below projects meet the NSW OLG Capital Expenditure Guidelines cost threshold however are exempt due to the nature of expenditure being road construction.

\$000	2017/18 Budget	2017/18 Actuals	Project Status at 30 June 2018
Seal extension – Wollar Road	8,953	5,884	This project involves the upgrade and sealing of 23km of unsealed road on Wollar Road, widening of Fitzpatrick Bridge, realignment of Currens Cutting, construction of a concrete causeway and intersection works at Bylong Valley Way. The total project cost is \$15m funded by a \$14m grant from Restart NSW and a \$1m contribution from Mid-Western Regional Council.  Stage 1 of this project is complete, with Stages 2, 3 & 4 currently under construction and forecast to be completed by Christmas 2018.
Ulan Road Upgrade – Wattlegrove Lane to Midblock 19.9	2,858	2,334	The project is complete.
Ulan Road Upgrade – Wyaldra Lane to Quarry Entrance 27.7	3,221	1,938	The project is complete.

### REPORTING REQUIREMENTS UNDER THE DISABILITY INCLUSION PLAN

#### Disability Inclusion Act 2014 - Section 13(1)

##### ► SUPPORTING AN INCLUSIVE WORKFORCE

Action	Expected outcome	Key stakeholders	Reporting	2017/18 Progress report
Facilitate opportunities for people with disability or volunteer within Council	Increased diversity of Council workforce	People with disability	Workforce strategy	Volunteer opportunities within Council exist within its Meals on Wheels and Community Transport services. In the past, people with disability have opted to volunteer with the Meals on Wheels service and they continue to be welcome to do so.
Review recruitment and selection processes to develop inclusive employment opportunities	Increased diversity of Council workforce	People with disability	Equal employment opportunity strategy	The Recruitment and Selection Procedure was reviewed in July 2017. The Procedure is designed to ensure that recruitment standards are consistent, appropriate, inclusive and free from discrimination or bias.
Engage with local disability service providers to identify strategies to enhance employment opportunities for people with a disability	Increase knowledge sharing between Council and local disability service providers.	People with disability	Annual report	Council teams work with local disability service providers in terms of negotiating supported employment opportunities and access to Council auspiced Community Services.
Develop and implement an EEO and Diversity Strategy within the Workforce Strategy	Council continues to be an inclusive employer, including recruiting, retaining and supporting people with disability.	Community	Annual report	Council's Anti Discrimination and Equal Employment Opportunity Policy was adopted by Council at its February 2017 meeting. Staff receive regular training on anti-discrimination. Specific training is also provided to staff involved in recruitment on Council's Recruitment and Selection Procedure with a focus on merit based recruitment.



# STATUTORY INFORMATION

## REPORTING REQUIREMENTS UNDER THE DISABILITY INCLUSION PLAN (CONT'D)

Disability Inclusion Act 2014 - Section 13(1)

► PROVIDING **EFFECTIVE AND EFFICIENT** GOVERNANCE AND LEADERSHIP

Action	Expected outcome	Key stakeholders	Reporting	2017/18 Progress report
Review and amend the Access Committee's Terms of Reference to broaden its focus and purpose	Access Committee is provided with Terms of Reference that clearly outlines Access Committee's purpose, roles, responsibilities and processes to Council and the community. This will not be exclusive to issues of physical access.	Council/Access Committees	Updated Terms of Reference	The Access Committee Terms of Reference were updated and endorsed by Council at its March 2017 meeting (that is, one month after Council's Disability Inclusion Action Plan was endorsed). They were reviewed and again endorsed in September 2018.
Enhance community and visibility between Access Committees and Council	Provide Access Committees with more visibility about Council's decision-making processes.	Council/Access Committees	Updated Terms of Reference	Both Committees provided input into and have had explained deliverables under Council's Disability Inclusion Action Plan. Both Committees have also experienced increased interactions with various Council staff with various fields of responsibility.
Support better collaboration between Advisory (355) Committees	Improved collaboration between Advisory committees for youth, recreation and inclusion so that all Council Advisory (355) Committees have a disability inclusion agenda.	Council/Advisory Committees/Access Committees	DIAP 2020	This action is due for review in 2020.

# STATUTORY INFORMATION

## REPORTING REQUIREMENTS UNDER THE DISABILITY INCLUSION PLAN (CONT'D)

### Disability Inclusion Act 2014 - Section 13(1)

#### ▶ SUPPORTING THE COMMUNITY TO PROMOTE AND CELEBRATE DIVERSITY AND INCLUSION

Action	Expected outcome	Key stakeholders	Reporting	2017/18 Progress report
As appropriate, incorporate disability awareness and inclusion across key Council activities and events	Encourage outreach, awareness and education about disability. Encourage people with disability to interact, showcase their talents and ability alongside people without disability.	Community/ People with disability/ Disability service providers	Annual report	Events and activities facilitated by Council's Community Development and Youth Services Officers welcome participation by a broad range of community members and does not discriminate against people with disability. Council's libraries work with local disability services and provide regular study support for people with disability. Council has also provided workshops to people with disability for annual community art competition and exhibitions. Regular interagency meetings and communications also promote disability awareness and opportunities (such as grant funding and access to the NDIS) for people with disability.
Establish collaboration between Council's Access Committees and all Council departments	Cross collaboration and education of Council staff. Increased understanding of accessibility and inclusion in all Council areas.	All of Council/ Community	Annual report	Internal staff training includes topics such as anti-discrimination and disability inclusion.
Develop and implement a media campaign (hashtags; Facebook; Twitter) to encourage understanding of people with disability	Encourage outreach, awareness and education about disability	Council corporate team	Annual report	Council delivered an integrated advertising campaign promoting supported and disability workers in the region. This included television advertising, PR activities, web content and social media.
Provide Disability Awareness Training for frontline Council staff to promote accessible Council services	Increased understanding of disability.	Council frontline staff	Annual report	Frontline Community Services staff are provided with training about accessibility awareness and have developed a good understanding of ways to increase participation and inclusion for people with disability.
Increase avenues for young people to support and promote an inclusive and diverse community	Council seeks to include initiatives within programs and events that enable young people to be involved in activities that promote disability inclusion.	Youth/ Community	Annual report	Youth Council provided complimentary tickets for a local performance by 'Justice Crew' to a local disability services provider for their participants to attend the show. Council also proudly supports initiatives such as annual Disability Inclusion Sports Awards, which includes the category 'Junior Athlete with a Disability Sportsmanship Award'.

# STATUTORY INFORMATION

## REPORTING REQUIREMENTS UNDER THE DISABILITY INCLUSION PLAN (CONT'D)

Disability Inclusion Act 2014 - Section 13(1)

### ▶ COUNCIL ACTIVELY PROMOTES MEANINGFUL COMMUNICATION AND ENGAGEMENT WITH THE COMMUNITY

Action	Expected outcome	Key stakeholders	Reporting	2017/18 Progress report
Develop and implement Communication Policy for better engaging with people with disability	Improved processes for engaging with people with a disability.	Council corporate team/Council community service staff/ People with disability	Annual report	Increased options of Council communications, such as Facebook videos with spoken narrative to increase accessibility.
Continue to provide Council information in multiple formats	Improved access to Council information	Community	Annual report	Increased methods of Council communications, such as Facebook videos with spoken narrative to increase accessibility.
Council seeks to provide local services and businesses with information on how to appropriately engage with people with disability and how their business could be more inclusive	Businesses are aware of Council's commitment and resources to assist with disability inclusion.	Local businesses	Annual report	<p>Council is a proud supporter of local business 'Clock Awards, which includes awards for excellence in community services, which was won this year by a local disability services provider. There is also a category for Disability Access which was awarded to a local retail business this year. Members of the Mudgee and Gulgong Access Committee provide input into deliberations for this award category.</p> <p>Council also proudly supports initiatives such as annual Disability Inclusion Sports Awards, which includes the categories 'Disability Inclusive Sports Club Award' and 'Disability Inclusive Sports Volunteer Award'.</p> <p>Council has a broad range of accessible facilities and services, including local swimming pools with accessibility ramps and accessible change facilities, and accessible parks and playgrounds.</p>
Investigate the opportunity to provide a 'one-stop-shop' on Council's website that provides people with disability access to essential information e.g. accessible and appropriate services and facilities	Improved processes for engaging with people with a disability.	Council/People with disability	Annual report	Accessible services for which Council is responsible for are listed on Council's website, including its Meals on Wheels and Community Transport services, and accessible playground and bathroom facilities. Council also regularly updates its listings on the National Public Toilet register, which notes accessible facilities.
Council develops and implements Awards and criteria for local businesses who drive and practice disability inclusion	Businesses are rewarded and promoted for driving change in disability inclusion	Local businesses	Annual reporting	<p>Council is a proud supporter of local business 'Clock Awards, which includes awards for excellence in community services, which was won this year by a local disability services provider. There is also a category for Disability Access which was awarded to a local retail business this year. Members of the Mudgee and Gulgong Access Committee provide input into deliberations for this award category.</p> <p>Council also proudly supports initiatives such as annual Disability Inclusion Sports Awards, which includes the categories 'Disability Inclusive Sports Club Award' and 'Disability Inclusive Sports Volunteer Award'.</p>

# STATUTORY INFORMATION

## REPORTING REQUIREMENTS UNDER THE DISABILITY INCLUSION PLAN (CONT'D)

### Disability Inclusion Act 2014 - Section 13(1)

#### ▶ SUPPORTING IMPROVED PHYSICAL ACCESS IN THE COMMUNITY

Action	Expected outcome	Key stakeholders	Reporting	2017/18 Progress report
Continue to implement the Pedestrian Access and Mobility Plan (PAMP)	Increase pathway infrastructure to improve physical access of public space	Community/ Council	Pathways inspected every four years and PAMP is updated every two years	Four PAMP projects were completed: <ul style="list-style-type: none"> <li>▪ Cudgegong Pedestrian Bridge</li> <li>▪ Replacement of pathway adjacent to Preschool on Perry Street (under maintenance)</li> <li>▪ Replace Gladstone Street south (Church to Perry)</li> <li>▪ Replace Gladstone Street south (Perry to Douro)</li> </ul> A fifth project - The Lions Park Bridge - was identified through the bridge inspection program as high priority for completion, as well as regular ongoing pathway maintenance.
Auditing physical accessibility of Council owned buildings to consider leading practice prioritisation of upgrades	Physical accessibility of Council owned facilities is reviewed with priority upgrades identified.	Council	DIAP 2020	Council's building network comprises over 200 buildings and its Assets Management Plan establishes condition inspection program Council's Asset Management Plan acknowledges greater demand for accessibility and services for an ageing cohort. It also notes that renewal plans are to include increased access at facilities
Inclusion objectives to be referred to and considered when allocating community grants	Increase consideration of disability and inclusion in awarding Council grants	Community/ Council	Annual report	Council's Community Grants Program closely aligns with its Towards 2030 Community Plan, including strategies on providing equitable access to a range of places and spaces for all in the community, providing infrastructure and services to cater for the current and future needs of our community and maintaining the provision of high quality, accessible community services that meet the needs of our community.



## STATUTORY INFORMATION

### REPORTING REQUIREMENTS – INSPECTION OF PRIVATE SWIMMING POOLS

Swimming Pools Act 1992 (SP Act), s224F(2) Swimming Pools Regulation 2018 (SP Reg) cl23



4

INSPECTIONS OF  
TOURIST & VISITOR  
ACCOMMODATION



5

INSPECTIONS OF  
PREMISES WITH MORE  
THAN 2 DWELLINGS



26

CERTIFICATES OF  
COMPLIANCE  
(S22D OF THE SP ACT)



7

CERTIFICATES OF  
NON-COMPLIANCE  
(CL 21 OF THE SP REG)

### COMPANION ANIMALS

Local Government (General) Regulation 2005 - Clause 217(1)(f), Companion Animals Act 1988 (CA Act), Companion Animals Regulation 2018, and Companion Animals Guidelines (CA Guidelines)

Council undertakes companion animal management functions and activities in accordance with the Companion Animals Act 1988 and the associated Regulations.

The pound collection data for the 2017/18 reporting period was lodged with the Division.

#### Lodgement of data relating to dog attacks with OLG

Data relating to dog attacks is required to be lodged by Council with the Office of Local Government.

During the 2017/18 period, there were 33 separate dog attack incidents in the region, with a number of animal (primarily stock) and human victims.

Actions taken following dog attacks can include infringement notices, animal seizure, police action, and euthanasia of the attacking dog.

#### Animal management/activities expenditure

During 2017/18, Council spent \$207,255 on companion animal management activities.

Council employs three full time Law Enforcement Officers to enforce the provisions of the Companion Animal legislation.

These Law Enforcement Officers also attend to after-hours stock impounding. As part of running an animal pound facility,

Council utilises additional staff resources to ensure 7 day a week animal care and coverage.

The Office of Local Government provided \$41,080 of revenue to Council in 2017/18 for Animal Management Services.

A further \$35,290 was received from stock impounding fees, animal release fees, fines, animal sales and other related revenue, helping to partially offset the total cost of companion animal management to the community.

#### Companion Animal and Desexing Community Education Programs

Council strongly encourages residents to have their dogs and cats micro-chipped. Micro-chipping is quick, painless and easy. It is the easiest way a pet can be returned home, so it should be top priority for every pet owner. Council has a micro-chipping service, and charged \$33 for the service in 2017/18. During 2017/18, 406 companion animals were registered through Council.

During the 2017/18 period Council conducted one micro-chipping day. Councils Law Enforcement Officers administered free microchipping and members of the community were encouraged to bring in their cats or dogs to Council's pound facility over a three to four hour period.



## STATUTORY INFORMATION

### Strategies to comply with S64(5) - euthanasia alternatives for unclaimed animals

Council works with the local branch of the RSPCA regarding foster care and advertising of impounded animals. Council's website maintains a current listing of animals in the pound that are lost or looking for a new home. Across 2017/18, Council compiled Pound Data Collection Returns for the Office of Local Government. 400 animals were seized. 304 of those animals were able to be returned to their owners or Council successfully rehomed them.

A total of 102 animals were required to be euthanased as they were either unsuitable or unable to be rehomed.

### Off Leash area

Council has three off-leash areas for companion dogs, located at Glen Willow Regional Sports Complex in Mudgee, Peoples Park in Gulgong, and the Rylstone Showground.

Summary of Pound Data	Cats	Dogs	Total
Seized and transferred to Council's facility	77	323	400
Abandoned/Stray	20	9	29
Surrendered by Owners	34	47	81
Released to Owners	15	289	304
Euthanased	56	46	102
Sold	51	46	97
Released to Organisations for re-homing	12	14	26
Died at Council Facility	0	0	0
Stolen or escaped from Council's Facility	0	0	0
Holding pending Court Action	0	0	0

# STATUTORY INFORMATION

## REPORTING REQUIREMENTS UNDER THE GOVERNMENT INFORMATION (PUBLIC ACCESS) ACT 2009

### Government Information (Public Access) Act 2009 – Section 125(1) Government Information (Public Access) Regulation 2018 – Clause 8, Schedule 2

Under Section 7 of the GIPA Act agencies must review their programs for the release of government information to identify the kinds of information that can be made publicly available. Council's program for the proactive release of information involved providing as much information as possible on Council's website and where proactive making other information available free of charge in accordance with Council's Information Guide.

During the 2017/18 reporting period, Council received a total of 13 formal access applications as detailed in the table below.

**TABLE A: NUMBER OF APPLICATIONS BY TYPE OF APPLICANT AND OUTCOME\***

	Access Granted in Full	Access Granted in Part	Access Refused in Full	Information not Held	Information Already Available	Refuse to Deal with Application	Refuse to Confirm/ Deny Whether Information is Held	Application Withdrawn	Total	% of Total
Media	0	0	0	0	0	0	0	0	0	0%
Members of Parliament	0	0	0	0	0	0	0	0	0	0%
Private sector business	5	0	0	1	1	0	0	0	7	54%
Not for profit organisations or community groups	0	0	0	0	0	0	0	0	0	0%
Members of the public (by legal representative)	1	0	0	0	0	0	0	0	1	8%
Members of the public (other)	4	0	0	0	0	0	0	1	5	38%
<b>Total</b>	<b>10</b>	<b>0</b>	<b>0</b>	<b>1</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>1</b>	<b>13</b>	
<b>% of Total</b>	<b>77%</b>	<b>0%</b>	<b>0%</b>	<b>8%</b>	<b>8%</b>	<b>0%</b>	<b>0%</b>	<b>8%</b>		

\* More than one decision can be made in respect of a particular access application. If so, a recording must be made in relation to each such decision. This also applies to Table B. The total number of decisions in Table B should be the same as Table A.

## STATUTORY INFORMATION

**TABLE B: NUMBER OF APPLICATIONS BY TYPE OF APPLICANT AND OUTCOME\***

	Access Granted in Full	Access Granted in Part	Access Refused in Full	Information not Held	Information Already Available	Refuse to Deal with Application	Refuse to Confirm/ Deny Whether Information is Held	Application Withdrawn	Total	% of Total
Personal information applications*	0	0	0	0	0	0	0	0	0	0%
Access applications (other than personal information applications)	10	0	0	1	1	0	0	1	13	100%
Access applications that are partly personal information applications and partly other	0	0	0	0	0	0	0	0	0	0%
<b>Total</b>	<b>10</b>	<b>0</b>	<b>0</b>	<b>1</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>1</b>	<b>13</b>	
<b>% of Total</b>	<b>77%</b>	<b>0%</b>	<b>0%</b>	<b>8%</b>	<b>8%</b>	<b>0%</b>	<b>0%</b>	<b>8%</b>		

\* A personal information application is an access application for personal information (as defined in clause 4 of Schedule 4 to the Act) about the applicant (the applicant being an individual).

**TABLE C: INVALID APPLICATIONS**

Reason for invalidity	Number of applications	% of Total
Application does not comply with formal requirements (section 41 of the Act)	0	0%
Application is for excluded information of the agency (section 43 of the Act)	0	0%
Application contravenes restraint order (section 110 of the Act)	0	0%
Total number of invalid applications received	0	0%
Invalid applications that subsequently became valid applications	0	0%

## STATUTORY INFORMATION

**TABLE D: CONCLUSIVE PRESUMPTION OF OVERRIDING PUBLIC INTEREST AGAINST DISCLOSURE - MATTERS LISTED IN SCHEDULE 1 OF THE ACT**

	No. times consideration used*	% of Total
Overriding secrecy laws	0	0%
Cabinet information	0	0%
Executive Council information	0	0%
Contempt	0	0%
Legal professional privilege	0	0%
Excluded information	0	0%
Documents affecting law enforcement and public safety	0	0%
Transport safety	0	0%
Adoption	0	0%
Care and protection of children	0	0%
Ministerial code of conduct	0	0%
Aboriginal and environmental heritage	0	0%
<b>Total</b>	<b>0</b>	

\* More than one public interest consideration may apply in relation to a particular access application and, if so, each such consideration is to be recorded

**TABLE E: OTHER PUBLIC INTEREST CONSIDERATIONS AGAINST DISCLOSURE: MATTERS LISTED IN TABLE TO SECTION 14 OF THE ACT**

	No. of occasions when application not successful	% of Total
Responsible and effective government	0	0%
Law enforcement and security	0	0%
Individual rights, judicial processes and natural justice	0	0%
Business interests of agencies and other persons	0	0%
Environment, culture, economy and general matters	0	0%
Secrecy provisions	0	0%
Exempt documents under interstate Freedom of Information legislation	0	0%
<b>Total</b>	<b>0</b>	

**TABLE F: TIMELINESS**

	No. of applications	% of Total
Decided within the statutory timeframe (20 days plus any extensions)	11	92%
Decided after 35 days (by agreement with the applicant)	1	8%
Not decided within time (deemed refusal)	0	0%
<b>Total</b>	<b>12</b>	

## STATUTORY INFORMATION

**TABLE G:** NUMBER OF APPLICATIONS REVIEWED UNDER PART 5 OF THE ACT (BY TYPE OF REVIEW AND OUTCOME)

	Decision varied	Decision upheld	Total	% of Total
Internal review	0	0	0	0%
Review by Information Commissioner*	0	0	0	0%
Internal review following recommendation under section 93 of Act	0	0	0	0%
Review by NCAT	0	0	0	0%
<b>Total</b>	<b>0</b>	<b>0</b>	<b>0</b>	

**TABLE H:** APPLICATIONS FOR REVIEW UNDER PART 5 OF THE ACT (BY TYPE OF APPLICANT)

	No. of Applications for Review	% of Total
Applications by access applicants	0	0
Applications by persons to whom information the subject of access application relates (see section 54 of the Act)	0	0
<b>Total</b>	<b>0</b>	<b>0</b>

**TABLE I:** APPLICATIONS TRANSFERRED TO OTHER AGENCIES

	No. of Applications for Review	% of Total
Applications by access applicants	0	0%
Applications by persons to whom information the subject of access application relates (see section 54 of the Act)	0	0%
<b>Total</b>	<b>0</b>	

\* The Information Commissioner does not have the authority to vary decisions, but can make recommendations to the original decision-maker. The data in this case indicates that a recommendation to vary or uphold the original decision has been made by the Information Commissioner.

## PUBLIC INFORMATION DISCLOSURES

### Public Interest Disclosures Act 1994 – Section 31 Public Interest Disclosures Regulation 2011, Clause 4

Council has not received any public interest disclosures during the year.

# STATUTORY INFORMATION

## PLANNING AGREEMENTS

### Environmental Planning and Assessment Act 1979 – Section 7.5(5)

Company	Effective	Purpose	Amount	Due Date	Paid
Caerleon	Sep-13	Fairydale Lane Contribution	\$500,000	"Lump sum payment on connection of Fairydale Lane to the spine road, based on \$500 per lot of registered plans for the subdivision. Thereafter a per lot contribution upon registration"	No
		Community Open Space Network	Land for parks, recreation, stormwater and sewer	As stages are released	No
Charbon Coal	Sep-10	Annual Contribution - Road Maintenance	\$0.05 per tonne per kilometre	Due by 31 July each year for coal hauled in previous year	No
		Annual Contribution - Road Maintenance	\$0.77 per tonne	\$75,000 paid as bond. To be charged with calculated contribution on an annual basis until \$75,000 exhausted. A further \$75,000 shall then be paid to Council, with annual charges payable whilst mining continues	No
		Lump Sum - Carwell Creek Bridge Upgrade	\$210,000	\$210,000 due within 30 days of commencement of construction works by Council	Yes - Completed
		Annual Contribution - Community Facilities	\$0.01 per Run of Mine tonnes per annum	Due by 31 July each year for coal hauled in previous year	Yes
		Lump Sum - Community Facilities	\$50,000	\$50,000 payable within one month of receipt of project approval for a community project in Rylstone, Kandos, Charbon and/ or Clandulla	Yes - Completed
Kepco Bylong Australia	Oct-16	Lump Sum - Community Services & Facilities	\$1,500,000	Payable on physical commencement of development	No
		Lump Sum - Community Services & Facilities	\$1,250,000	Payable on commencement of open cut mine operations	No
		Annual Contribution - Community Investment Fund	\$0.05 per tonne of Product Coal per annum	Payable within 3 months of the end of each Financial Year term	No



## STATUTORY INFORMATION

### PLANNING AGREEMENTS (CONT'D)

#### Environmental Planning and Assessment Act 1979 – Section 7.5(5)

Company	Effective	Purpose	Amount	Due Date	Paid
Moolarben Coal Stage 1	Aug-08	Lump Sum - Open Cut Coal	\$1,000,000	Payable in three equal annual instalments, with the first payment due within 7 days of first loading and dispatch of coal produced from the open cut operation	Yes - Completed
		Lump Sum - Underground Coal	\$300,000	Payable in three equal annual instalments, with the first payment due within 7 days of first loading and dispatch of coal produced from the underground operation	No
		Lump Sum - Road Maintenance	\$1,000,000	Payable in three equal annual instalments, with the first payment due within 7 days of the commencement of construction	Yes - Completed
Moolarben Coal Stage 2	Jan-15	Annual Contribution - Road Maintenance	\$1,250,000	\$62,500 per annum for 20 years, with the first instalment due on the anniversary of the first loading and dispatch of coal	9 of 20
		Annual Contribution - Community Infrastructure	\$1,000,000	\$100,000 per annum for 10 years, with the first instalment due on the anniversary of the first loading and dispatch of coal	9 of 10
Ulan Coal Mines Limited	Mar-11	Lump Sum - Community Infrastructure	\$3,475,000	\$2 million to be paid within 30 days of date of agreement. Balance of \$1.475 million to be paid within a year of the date of the first contribution	Yes - Completed
		Annual Contribution - Road Maintenance Cope Road	\$1,050,000	\$50,000 per annum for 21 years, with the first instalment due within 30 days of date of agreement. Subsequent annual payments due on anniversary date of first contribution	8 of 20
Wilpinjong Coal Pty Ltd	Mar-06	Lump Sum - Coal Shipment	\$450,000	Payable prior to the first shipment of coal from the land	Yes - Completed
		Annual Contribution - Community Infrastructure	\$800,000	40,000 per annum for 20 years, with the first instalment due on the anniversary of the first loading and dispatch of coal	11 of 20
		Annual Contribution - Road Maintenance	\$30,000 per annum	\$30,000 per annum for the life of the mining operation, with the first instalment due on the anniversary of the first loading and dispatch of coal	11 of life
		Annual Contribution - Bus Routes	\$60,000	\$20,000 per annum for three years	Yes - Completed

## STATUTORY INFORMATION

### PLANNING AGREEMENTS (CONT'D)

#### Environmental Planning and Assessment Act 1979 – Section 7.5(5)

Company	Effective	Purpose	Amount	Due Date	Paid
Wilpinjong Coal Pty Ltd	Jan-11	Lump Sum - Ulan-Wollar Road	\$50,000	Non cash contribution of \$50,000 of gravel to be used for upgrading of the Ulan-Wollar Road	Payment requirements met to date
		Lump Sum - Ulan-Wollar Road Upgrade	\$600,000	\$600,000 payable by instalments within 14 days of invoices as issued by Council at each stage of the primary road works	Yes
		Annual Contribution - Community Infrastructure	\$600 per annum per permanent employee contractor in excess of 100 for 20 year consent period	\$235,774 paid in 2014/15	5 of Project Approval
	Oct-16	Annual Contribution - Community Infrastructure	\$600 per annum per permanent employee contractor for extended project life	Per annum starting in 2028 for approximately 7 years (end of project)	No
Crudine Ridge Wind Farm Pty Ltd	Aug-17	Annual Contribution	"\$1,250 pa multiplied by the name plate megawatt (MW) capacity of the wind turbine generators multiplied by the number of wind turbine generators installed"	Payment to commence on the first anniversary of the operation date	No



# STATE OF THE ENVIRONMENT REPORT

A State of the Environment (SoE) report is an important management tool which aims to provide the community and local Council with information on the condition of the environment in the local area to assist in decision-making.

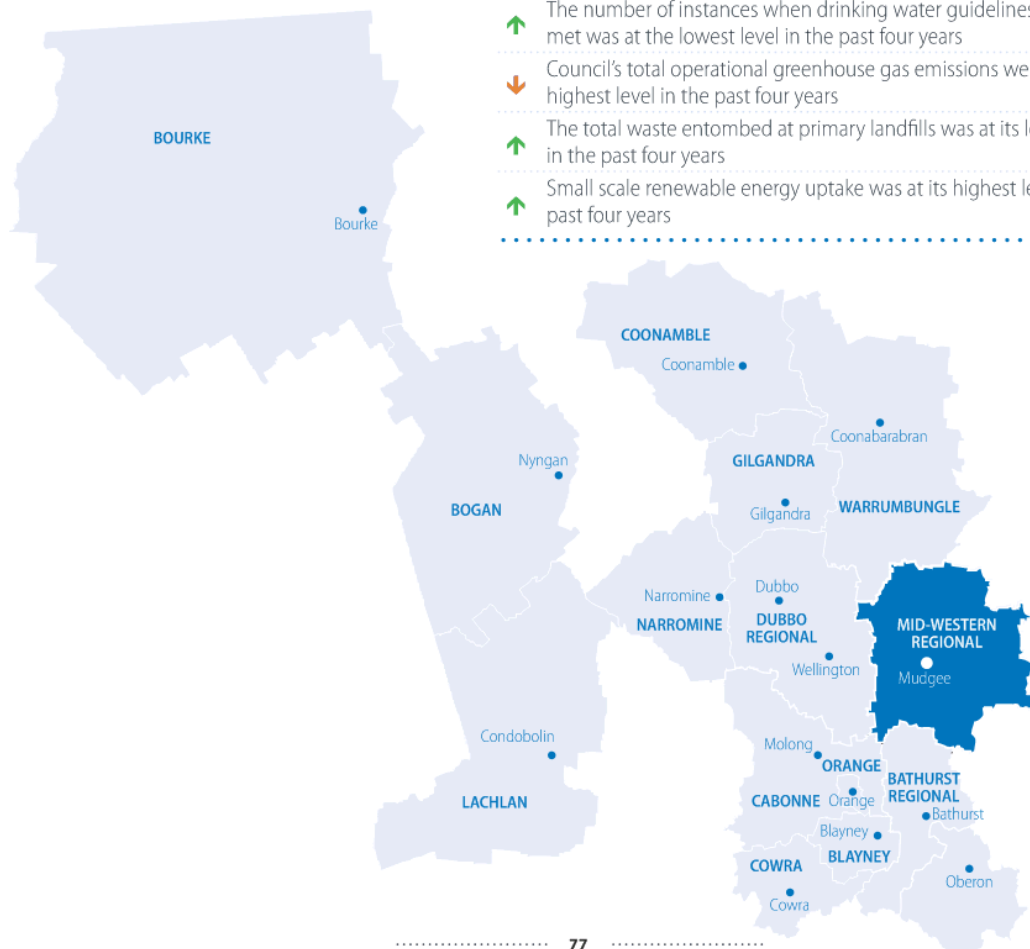
Since 2007, the Councils of the Greater Central West Region of NSW (see map) have joined to produce regional SoE reports as part of Council reporting requirements.

Changes to NSW legislation mean that Councils are no longer required to produce SoE reports each year, but only once every four years, in the year of the Council election. However, the participating Councils have decided to continue reporting on an annual basis so that they can provide a detailed regional SoE report that covers trends in the intervening years.

This is a brief snapshot of data for the Mid-Western Local Government Area in 2017/18 across a range of environmental indicators as shown in the following tables. The tables provide an understanding of trends by comparing this year's data with an average of previous years. The Council snapshot report should be read in conjunction with the 2017/18 Regional SoE report.

## 2017/18 HIGHLIGHTS

- ↑ There was a large increase in the amount of roadside vegetation rehabilitated (see Case study)
- ↑ The number of instances when drinking water guidelines were not met was at the lowest level in the past four years
- ↓ Council's total operational greenhouse gas emissions were at their highest level in the past four years
- ↑ The total waste entombed at primary landfills was at its lowest level in the past four years
- ↑ Small scale renewable energy uptake was at its highest level in the past four years



# STATE OF THE ENVIRONMENT REPORT

## LAND

Issue	Indicator	2014-15	2015-16	2016-17	2017-18	Trend
Contamination	Contaminated land sites – contaminated Land Register (number)	1	1	1	1	→
	Contaminated land sites – potentially contaminated sites (number)	29	31	31	0	↑
	Contaminated sites rehabilitated (number)	0	0	0	0	→
Erosion	Erosion affected land rehabilitated (ha)	0	0	0	0	→
Land use planning and management	Number of development consents and building approvals	376	343	562	532	↓
	Landuse conflict complaints (number)	28	20	36	30	↓
	Loss of primary agricultural land through rezoning (ha)	0	0	0	0	→
Minerals & Petroleum	Number of mining and exploration titles	160	152	149	133	↑
	Area covered by mining and exploration titles (ha)		480K	682K	650K	↓

↑ Improvement → No or little change ↓ Worsening trend

Note: the trend is based on comparing the average of the previous three years of reporting with 2017/18

## BIODIVERSITY

Issue	Indicator	2014-15	2015-16	2016-17	2017-18	Trend
Habitat Loss	Total Area in the National Parks Estate (ha)	100K	100K	100K	100K	→
	Total Area of State Forests (ha)	16,837	16,827	16,841	16,841	→
	Total Area Protected in Wildlife Refuges (ha)	5,689	5,689	5,689	8,253	↑
	Area protected in conservation reserves & under voluntary conservation agreements (ha)	1,381	1,384	1,657	2,204	↑
	Extent of Travelling Stock Reserves in LGA (ha)		1,449	1,301	1,301	↓
	Proportion of Council reserves that is bushland/remnant vegetation	73%	75%	75%	76%	↑
	Habitat areas revegetated (ha)	5	1	100	2	↓
	Roadside vegetation management plan	Yes	Yes	Yes	Yes	→
	Roadside vegetation rehabilitated (ha)	0	0	0	15	↑
Threatened Species	Threatened species actions implemented (e.g. PAS, recovery plans) (number)	3	1	2	1	→
	Fish restocking activities: native species (number)	146,000	125,000	124,000	55,000	↓
Noxious weeds and feral animals	Fish restocking activities: non-native species (number)	41,000	42,332	38,334	27,667	↑
	Number of declared noxious weeds	132	132	95	95	↑
	Invasive species (listed noxious or WONS) under active management (number)	27	30	24	19	↓

↑ Improvement → No or little change ↓ Worsening trend

# STATE OF THE ENVIRONMENT REPORT

## WATER AND WATERWAYS

Issue	Indicator	2014-15	2015-16	2016-17	2017-18	Trend
Surface & Ground Water Quality	Average salinity levels in selected streams (EC)	587	559	486	585	↓
	E.coli remote from wastewater treatment plants (per 100ml)	2	0	0	0	↑
	Average Total Nitrogen in selected streams (mg/L)	0.63	0.55			
	Average Total Phosphorus in selected streams (mg/L)	0.04	0.04			
	Average Turbidity in selected streams (NTU)	12	15			
Riparian	Riparian vegetation recovery actions (number)	3	0	1	2	↑
	Riparian vegetation recovery area (ha)	7	0	50	4	↓
Industrial/ Agricultural Pollution	Load Based Licencing volume (kg)	15,144	11,130	14,567	12,012	↑
	Exceedances of license discharge consent recorded (number)	0	1	4	0	↑
	Erosion & Sediment Control complaints received by council (number)	1	3	20	5	↑
Stormwater Pollution	Number of gross pollutant traps installed	4	4	4	4	→
	Total catchment area of GPTs (ha)	118	118	118	118	→
	Water pollution complaints (number)	0	3	0	1	↑
Town Water Quality	Number of instances drinking water guidelines not met	138	149	77	34	↓
	Number of drinking water complaints	100	48	67	94	↓
Dam levels	Average Dam Levels	46.5%	41.4%			
Water extraction	Number of Water Supply Work Approvals from surface water sources	325	304	335		
	Volume of surface water permissible for extraction under licences (GL)	38	38	38		
	Number of Water Supply Work Approvals from groundwater resources	2,346	2,279	2,307		
	Volume of groundwater permissible for extraction under licences (GL)	33	32	35		
	Actual volume extracted through groundwater licences (GL)	3.4	2.8			
Council water consumption	Area of irrigated Council managed parks, sportsgrounds, public open space (ha)	70	70	70	71	↓
	Water used by Council for irrigation (including treated and untreated) (ML)	138	146	175	236	↓
Town water consumption	Annual metered supply (ML)	1,945	1,949	1,931	2,190	↓
	Annual consumption (Total from WTP) (ML)	2,384	2,320	2,280	2,554	↓
	Average annual household mains potable water usage (kL)	200.2	200.3	191.5	213.8	↓
	Average level of water restrictions implemented	0.0	0.0	0.0	0.0	→
	Water conservation programs (number)	0	0	0	0	→

↑ Improvement   
→ No or little change   
↓ Worsening trend

# STATE OF THE ENVIRONMENT REPORT

## TOWARDS SUSTAINABILITY

Issue	Indicator	2014-15	2015-16	2016-17	2017-18	Trend
Waste Generation	Total waste entombed at primary landfill (tonnes)	26,711	28,568	22,639	21,783	↑
	Total waste entombed at other landfills (excl recyclables) (tonnes)	0	0	0	0	→
	Average total waste generated per person (tonnes)	1	1.18	0.92	0.88	↑
	Average cost of waste service per residential household	\$289	\$364	\$375	\$383	↓
Hazardous / Liquid Waste	DrumMuster collections (number of drums)	52	0	1,732	1,705	↑
	Household Hazardous Wastes collected (kg)	3,935	4,333	6,284	4,948	↑
Reduce	Organics collected (diverted from landfill) (tonnes)	2,603	2,484	3,363	2,277	↓
	E-Waste collected (diverted from landfill) (tonnes)	0	14	39	35	↑
Recycle	Volume of material recycled (tonnes)	2,886	2,518	3,113	4,222	↑
	Volume of material recycled per person (kg)	120	104	127	170	↑
Littering and illegal dumping	Number of illegal waste disposal complaints to Council	32	11	25	48	↓
Engineering, Infrastructure and Civil Works	New road construction (km)	1	2	1	0.25	↑
	Road upgrades (km)	74	95	83	71	↑
Risk Management	Flood management plans / flood mapping – increase in area covered	0	0	710	0	↓
	Hazard reduction burns	6	19	11	11	↑
Climate Change Mitigation	Office paper used by Council (A4 & A3 reams)	2,023	2,176	1,956	1,817	↑
	Council sustainability initiatives (number)	1	1	0	1	↑
	Council mitigation initiatives (number)	0	1	1	0	↓
Council Greenhouse Gas Emissions	Annual electricity consumption for Council controlled facilities (MWh)	6,136	6,156	5,867	6,315	↓
	Annual natural gas consumption for Council controlled facilities (GJ)	0	0	0	0	→
	Annual bottled gas consumption for Council controlled facilities (L)	10,752	5,313	7,863		
	Total fuel consumption (KL)	1,132	975	708	971	↓
	Proportion of Council's electrical energy demand met from Council-owned renewable energy infrastructure	0.0%	0.0%	0.0%	0.0%	→
	Council total operational greenhouse gas emissions (tCO <sub>2</sub> -e/year)	22,132	21,803	24,215	24,401	↓
Community Greenhouse Gas Emissions	Small scale renewable energy uptake (kW installed)	995	1,264	1,216	1,889	↑
	Number of solar water heaters and heat pumps installed	31	49	15	18	↓

↑ Improvement      → No or little change      ↓ Worsening trend



# STATE OF THE ENVIRONMENT REPORT

## PEOPLE AND COMMUNITIES

Issue	Indicator	2014-15	2015-16	2016-17	2017-18	Trend
Active community involvement	Environmental volunteers working on public open space (hrs)		70	186	272	↑
	Number of environmental community engagement programs	5	5	6	4	↓
	Number of growers markets/local food retailers specialising in local food	3	3	3	3	→
Indigenous Heritage	Number of indigenous sites on AHIMS register	4,162	4,302	4,328	4,566	↑
	Inclusion in DCPs & rural strategies	Yes	Yes	Yes	Yes	→
	Extent of liaison with indigenous communities (self-assessed from 0= none to 3=high)	2.0	2.0	2.0	2.0	→
	Development approvals on listed indigenous sites (number)	6	4	1	0	↑
	Number of indigenous heritage management actions/responses	0	1	0	0	↓
Non-Indigenous Heritage	NSW Heritage items (number)	13	13	14	14	↑
	Locally listed heritage items (number)	526	526	526	526	→
	Actions to protect non-indigenous heritage (including management plans) (number)	1	1	1	0	↓
	Heritage buildings on statutory heritage lists demolished/degraded in past year (number)	1	0	1	2	↓
	Heritage buildings on statutory heritage lists renovated/improved in past year (number)	9	6	41	9	↓

↑ Improvement      → No or little change      ↓ Worsening trend



# STATE OF THE ENVIRONMENT REPORT

## CASE STUDY: ROADSIDE RESERVE EXTENSION PROJECT (MID-WESTERN LGA)

In 2017, Mid-Western Regional Council was awarded a grant of \$60,000 from Central Tablelands Local Lands Service Targeted Ecosystems Program to assist in the enhancement of high conservation value roadside vegetation throughout the LGA.

Council developed a Roadside Vegetation Management Plan in 2011 which mapped all of the roads in the region as having high, moderate or low conservation value. This plan was used to identify areas to target for this project.

The project involved employing a casual Weeds Officer to work with one permanent Council Weed Officer to control weeds along roadsides classed as having high or moderate conservation value. Council spot sprayed along 642 km of roadside during a six month period. The casual Weeds Officer gained valuable experience and on-the-job training, and has gone on to permanent employment with Council's weeds department.

Council also advertised funding for landholders interested in undertaking planting projects adjacent to high or moderate conservation value roadsides. Council received 42 applications and selected eight landholders to plant 2,200 tubestock plants, the aim of which was to extend the roadside vegetation into private property and improve the habitat linkages.

Land adjacent to EEC and/or known threatened species habitat was highly prioritised and landholders who could provide in-kind assistance in the form of fencing, ripping and slashing were also prioritised.

Planting was done by a contractor using locally-sourced stock. A total of 15.7 ha was planted which resulted in 216 ha of improved connectivity. All landholders agreed to the continued maintenance of the plantings on their property.

Council worked with Watershed Landcare and the Mudgee Local Lands Service to engage landholders and promote the project.



Roadside extension onto private property near Windeyer.





[www.midwestern.nsw.gov.au](http://www.midwestern.nsw.gov.au)

<b>MID-WESTERN REGIONAL COUNCIL</b>	:	86 Market Street MUDGEE	:	Ph: 1300 765 002 or (02) 6378 2850
PO Box 156, Mudgee NSW 2850	:	109 Herbert Street GULGONG	:	Fax: (02) 6378 2815
	:	77 Louee Street RYLSTONE	:	email: <a href="mailto:council@midwestern.nsw.gov.au">council@midwestern.nsw.gov.au</a>







# FINANCIAL STATEMENTS

FOR THE YEAR ENDED 30 JUNE 2018



# Mid-Western Regional Council

GENERAL PURPOSE FINANCIAL STATEMENTS  
for the year ended 30 June 2018

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*“a prosperous and progressive  
community that we proudly call home”*



## Mid-Western Regional Council

### General Purpose Financial Statements for the year ended 30 June 2018

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#### Overview

Mid-Western Regional Council is constituted under the Local Government Act 1993 (NSW) and has its principal place of business at:

86 Market Street  
Mudgee NSW 2850

Council's guiding principles are detailed in Chapter 3 of the LGA and includes:

- principles applying to the exercise of functions generally by council,
- principles to be applied when making decisions,
- principles of community participation,
- principles of sound financial management, and
- principles for strategic planning relating to the development of an integrated planning and reporting framework.

A description of the nature of Council's operations and its principal activities are provided in Note 2(b).

Through the use of the internet, we have ensured that our reporting is timely, complete and available at minimum cost. All press releases, financial statements and other information are publicly available on our website: [www.midwestern.nsw.gov.au](http://www.midwestern.nsw.gov.au).



## Mid-Western Regional Council

### General Purpose Financial Statements for the year ended 30 June 2018

#### Understanding Council's financial statements

---

##### Introduction

Each year, individual local governments across New South Wales are required to present a set of audited financial statements to their council and community.

##### What you will find in the statements

The financial statements set out the financial performance, financial position and cash flows of Council for the financial year ended 30 June 2018.

The format of the financial statements is standard across all NSW Councils and complies with both the accounting and reporting requirements of Australian Accounting Standards and requirements as set down by the Office of Local Government.

##### About the Councillor/Management Statement

The financial statements must be certified by senior staff as 'presenting fairly' the Council's financial results for the year and are required to be adopted by Council – ensuring both responsibility for and ownership of the financial statements.

##### About the primary financial statements

The financial statements incorporate five 'primary' financial statements:

##### 1. The Income Statement

Summarises Council's financial performance for the year, listing all income and expenses.

This statement also displays Council's original adopted budget to provide a comparison between what was projected and what actually occurred.

##### 2. The Statement of Comprehensive Income

Primarily records changes in the fair value of Council's Infrastructure, Property, Plant and Equipment.

##### 3. The Statement of Financial Position

A 30 June snapshot of Council's financial position indicating its assets, liabilities and "net wealth".

##### 4. The Statement of Changes in Equity

The overall change for the year (in dollars) of Council's "net wealth".

##### 5. The Statement of Cash Flows

Indicates where Council's cash came from and where it was spent. This statement also displays Council's original adopted budget to provide a comparison between what was projected and what actually occurred.

##### About the Notes to the Financial Statements

The Notes to the Financial Statements provide greater detail and additional information on the five primary financial statements.

##### About the Auditor's Reports

Council's annual financial statements are required to be audited by the NSW Audit Office. In NSW the auditor provides 2 audit reports:

1. an opinion on whether the financial statements present fairly the Council's financial performance and position, and
2. their observations on the conduct of the audit, including commentary on the Council's financial performance and financial position.

##### Who uses the financial statements?

The financial statements are publicly available documents and must be presented at a Council meeting between seven days and five weeks after the date of the Audit Report.

The public can make submissions to Council up to seven days subsequent to the public presentation of the financial statements.

Council is required to forward an audited set of financial statements to the Office of Local Government.

## Mid-Western Regional Council

### General Purpose Financial Statements for the year ended 30 June 2018

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#### Statement by Councillors and Management made pursuant to Section 413(2)(c) of the *Local Government Act 1993 (NSW)* (as amended)

The attached General Purpose Financial Statements have been prepared in accordance with:

- the *Local Government Act 1993 (NSW)* (as amended) and the regulations made thereunder,
- the Australian Accounting Standards and other pronouncements of the Australian Accounting Standards Board
- the Local Government Code of Accounting Practice and Financial Reporting.

To the best of our knowledge and belief, these financial statements:

- present fairly the Council's operating result and financial position for the year,
- accord with Council's accounting and other records.


We are not aware of any matter that would render these statements false or misleading in any way.

Signed in accordance with a resolution of Council made on 19 September 2018.

  
Clr Des Kennedy  
Mayor  
19 September 2018

  
CR SAMPAINÉ  
Councillor  
19 September 2018

  
Mr Brad Cam  
General Manager  
19 September 2018

  
Mr Neil Bungate  
Responsible Accounting Officer  
19 September 2018

## Mid-Western Regional Council

## Income Statement

for the year ended 30 June 2018

Original unaudited budget 2018	\$ '000	Notes	Actual 2018	Actual 2017
<b>Income from continuing operations</b>				
<i>Revenue:</i>				
28,823		Rates and annual charges 3a	28,807	27,749
12,084		User charges and fees 3b	18,629	13,256
1,668		Interest and investment revenue 3c	1,693	1,698
2,291		Other revenues 3d	2,737	2,747
14,765		Grants and contributions provided for operating purposes 3e,f	15,884	18,087
22,306		Grants and contributions provided for capital purposes 3e,f	14,194	18,807
<b>81,937</b>		<b>Total income from continuing operations</b>	<b>81,944</b>	<b>82,344</b>
<b>Expenses from continuing operations</b>				
23,403		Employee benefits and on-costs 4a	22,521	21,227
1,118		Borrowing costs 4b	1,064	1,108
11,384		Materials and contracts 4c	14,181	12,860
19,039		Depreciation and amortisation 4d	15,842	15,477
6,452		Other expenses 4e	6,224	6,769
1,280		Net losses from the disposal of assets 5	5,747	5,253
<b>62,676</b>		<b>Total expenses from continuing operations</b>	<b>65,579</b>	<b>62,694</b>
<b>19,261</b>		<b>Operating result from continuing operations</b>	<b>16,365</b>	<b>19,650</b>
<b>19,261</b>		<b>Net operating result for the year</b>	<b>16,365</b>	<b>19,650</b>
19,261		Net operating result attributable to Council	16,365	19,650
(3,045)		Net operating result for the year before grants and contributions provided for capital purposes	2,171	843

Mid-Western Regional Council

Statement of Comprehensive Income  
 for the year ended 30 June 2018

\$ '000	Notes	2018	2017
<b>Net operating result for the year</b> (as per Income Statement)		<b>16,365</b>	<b>19,650</b>
<b>Other comprehensive income:</b>			
Amounts that will not be reclassified subsequently to the operating result			
Gain (loss) on revaluation of IPP&E	9a	34,940	29,830
Impairment (loss) reversal relating to IPP&E	9a	–	(1,325)
<b>Total items which will not be reclassified subsequently to the operating result</b>		<b>34,940</b>	<b>28,505</b>
Amounts that will be reclassified subsequently to the operating result when specific conditions are met			
Gain (loss) on revaluation of available for sale investments		209	–
Other movements in reserves – transfer to provision asset remediation		–	(1,746)
Other movements		773	–
<b>Total items which will be reclassified subsequently to the operating result when specific conditions are met</b>		<b>982</b>	<b>(1,746)</b>
<b>Total other comprehensive income for the year</b>		<b>35,922</b>	<b>26,759</b>
<b>Total comprehensive income for the year</b>		<b>52,287</b>	<b>46,409</b>
Total comprehensive income attributable to Council		52,287	46,409

## Mid-Western Regional Council

## Statement of Financial Position

as at 30 June 2018

\$ '000	Notes	2018	2017
<b>ASSETS</b>			
<b>Current assets</b>			
Cash and cash equivalents	6a	6,481	3,016
Investments	6b	55,824	62,515
Receivables	7	6,435	9,227
Inventories	8	1,197	1,037
<b>Total current assets</b>		<b>69,937</b>	<b>75,795</b>
<b>Non-current assets</b>			
Investments	6b	10,000	–
Receivables	7	181	–
Infrastructure, property, plant and equipment	9	931,099	885,890
Intangible assets	10	346	369
<b>Total non-current assets</b>		<b>941,626</b>	<b>886,259</b>
<b>TOTAL ASSETS</b>		<b>1,011,563</b>	<b>962,054</b>
<b>LIABILITIES</b>			
<b>Current liabilities</b>			
Payables	11	5,267	6,532
Income received in advance	11	950	900
Borrowings	11	1,693	1,591
Provisions	12	6,501	6,395
<b>Total current liabilities</b>		<b>14,411</b>	<b>15,418</b>
<b>Non-current liabilities</b>			
Borrowings	11	12,976	14,667
Provisions	12	2,899	2,979
<b>Total non-current liabilities</b>		<b>15,875</b>	<b>17,646</b>
<b>TOTAL LIABILITIES</b>		<b>30,286</b>	<b>33,064</b>
<b>Net assets</b>		<b>981,277</b>	<b>928,990</b>
<b>EQUITY</b>			
Accumulated surplus	13	405,443	380,748
Revaluation reserves	13	575,625	548,242
Other reserves	13	209	–
<b>Total equity</b>		<b>981,277</b>	<b>928,990</b>

Financial Statements 2018

Mid-Western Regional Council

Statement of Changes in Equity  
 for the year ended 30 June 2018

	Notes	2018			2017			Total equity
\$ '000		Accumulated surplus	IPP&E revaluation reserve	Available for sale reserve	Accumulated surplus	IPP&E revaluation reserve	Available for sale reserve	Total equity
<b>Opening balance</b>		380,748	548,242	–	357,662	524,919	–	<b>882,581</b>
Net operating result for the year prior to correction of errors and changes in accounting policies		<b>16,365</b>	–	–	19,650	–	–	<b>19,650</b>
<b>Net operating result for the year</b>		<b>16,365</b>	–	–	<b>19,650</b>	–	–	<b>19,650</b>
<b>Other comprehensive income</b>								
– Gain (loss) on revaluation of IPP&E	9a	–	34,940	–	–	29,830	–	<b>29,830</b>
– Gain (loss) on revaluation of available for sale investments		–	–	209	–	–	–	–
– Impairment (loss) reversal relating to IPP&E	9a	–	–	–	–	(1,325)	–	<b>(1,325)</b>
– Other reserves movements		–	–	–	–	(1,746)	–	<b>(1,746)</b>
– Other reserves movements (rounding)		9	2	–	–	–	–	–
– Other reserves movements (credit to retained earning)		719	–	–	–	–	–	–
– Other movements (Asset remediation provision movement)		–	43	–	–	–	–	–
<b>Other comprehensive income</b>		<b>728</b>	<b>34,985</b>	<b>209</b>	<b>–</b>	<b>26,759</b>	<b>–</b>	<b>26,759</b>
<b>Total comprehensive income (c&amp;d)</b>		<b>17,093</b>	<b>34,985</b>	<b>209</b>	<b>19,650</b>	<b>26,759</b>	<b>–</b>	<b>46,409</b>
Transfers between equity items		7,602	(7,602)	–	3,436	(3,436)	–	–
<b>Equity – balance at end of the reporting period</b>		<b>405,443</b>	<b>575,625</b>	<b>209</b>	<b>380,748</b>	<b>548,242</b>	<b>–</b>	<b>928,990</b>

This statement should be read in conjunction with the accompanying notes.

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## Mid-Western Regional Council

Statement of Cash Flows  
for the year ended 30 June 2018

Original unaudited budget 2018	\$ '000	Notes	Actual 2018	Actual 2017
<b>Cash flows from operating activities</b>				
<b>Receipts:</b>				
28,823			29,773	27,977
12,084			18,301	12,594
1,668			1,491	1,668
37,070			32,568	33,831
–			279	283
2,291			7,239	5,670
<b>Payments:</b>				
(23,403)			(22,540)	(21,120)
(11,384)			(18,326)	(15,392)
(1,118)			(1,033)	(1,141)
–			(247)	(351)
(6,452)			(7,176)	(7,484)
<b>39,579</b>		<b>14b</b>	<b>40,329</b>	<b>36,535</b>
<b>Cash flows from investing activities</b>				
<b>Receipts:</b>				
16,000			74,000	87,900
390			–	–
710			1,810	757
<b>Payments:</b>				
–			(77,100)	(97,115)
(55,788)			(33,985)	(25,102)
(150)			–	–
<b>(38,838)</b>			<b>(35,275)</b>	<b>(33,560)</b>
<b>Cash flows from financing activities</b>				
<b>Receipts:</b>				
Nil				
<b>Payments:</b>				
(1,657)			(1,589)	(1,502)
<b>(1,657)</b>			<b>(1,589)</b>	<b>(1,502)</b>
<b>(916)</b>			<b>3,465</b>	<b>1,473</b>
5,000		14a	3,016	1,543
<b>4,084</b>		<b>14a</b>	<b>6,481</b>	<b>3,016</b>
Additional Information:				
		6b	65,824	62,515
			<b>72,305</b>	<b>65,531</b>

## Mid-Western Regional Council

### Notes to the Financial Statements for the year ended 30 June 2018

#### Contents of the notes accompanying the financial statements

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## Mid-Western Regional Council

### Notes to the Financial Statements for the year ended 30 June 2018

#### Note 1. Basis of preparation

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These financial statements were authorised for issue by Council on 19/09/2018.

Council has the power to amend and reissue these financial statements.

The principal accounting policies adopted in the preparation of these consolidated financial statements are set out below. These policies have been consistently applied to all the years presented, unless otherwise stated.

#### **Basis of preparation**

These general purpose financial statements have been prepared in accordance with Australian Accounting Standards and Australian Accounting Interpretations, the *Local Government Act 1993 (NSW)* and Regulations, and the Local Government Code of Accounting Practice and Financial Reporting. Council is a not-for-profit entity for the purpose of preparing these financial statements.

The financial statements are presented in Australian dollars and are rounded to the nearest thousand dollars.

Full dollars have been used in Note 21 Related party disclosures in relation to the disclosure of specific related party transactions.

Unless otherwise indicated, all amounts disclosed in the financial statements are actual amounts.

Specific budgetary amounts have been included for comparative analysis (to actuals) in the following reports and notes:

- Income statement
- Statement of cash flows
- Note 19 – Material budget variations

and are clearly marked.

#### **(a) New and amended standards adopted by Council**

There have been no new (or amended) accounting standards adopted by Council in this year's financial statements which have had any material impact on reported financial position, performance or cash flows.

#### **(b) Historical cost convention**

These financial statements have been prepared under the historical cost convention, as modified by the revaluation of certain financial assets and liabilities and certain classes of infrastructure, property, plant and equipment and investment property.

#### **(c) Significant accounting estimates and judgements**

The preparation of financial statements requires the use of certain critical accounting estimates. It also requires management to exercise its judgement in the process of applying the Council's accounting policies.

Estimates and judgements are continually evaluated and are based on historical experience and other factors, including expectations of future events that may have a financial impact on the Council and that are believed to be reasonable under the circumstances.

#### **Critical accounting estimates and assumptions**

Council makes estimates and assumptions concerning the future. The resulting accounting estimates will, by definition, seldom equal the related actual results. The estimates and assumptions that have a significant risk

## Mid-Western Regional Council

### Notes to the Financial Statements for the year ended 30 June 2018

#### Note 1. Basis of preparation (continued)

---

of causing a material adjustment to the carrying amounts of assets and liabilities within the next financial year include:

- (i) estimated fair values of infrastructure, property, plant and equipment – refer Note 9,
- (ii) estimated tip remediation provisions – refer Note 12,
- (iii) employee benefit provisions – refer Note 12.

#### **Significant judgements in applying the Council's accounting policies**

- (iv) Impairment of receivables

Council has made a significant judgement about the impairment of a number of its receivables in Note 7.

#### **Monies and other assets received by Council**

##### **(a) The Consolidated Fund**

In accordance with the provisions of Section 409(1) of the *Local Government Act 1993 (NSW)*, all money and other assets received by Council is held in the Council's Consolidated Fund unless it is required to be held in the Council's Trust Fund.

Cash and other assets of the following entities have been included as part of the Consolidated Fund:

- General purpose operations
- Water service
- Sewerage service
- Waste management
- Mudgee Sports Council (s355)
- Gulgong Sports Council (s355)
- Rylstone Sports Council (s355)

##### **(b) The Trust Fund**

In accordance with the provisions of Section 411 of the *Local Government Act 1993 (NSW)* (as amended), a separate and distinct Trust Fund is maintained to account for all money and other assets received by the Council in trust which must be applied only for the purposes of, or in accordance with the trusts relating to those monies. Trust monies and other assets subject to Council's control have been included in these reports.

A separate statement of monies held in the Trust Fund is available for inspection at the Council office by any person free of charge.

#### **Goods and Services Tax (GST)**

Revenues, expenses and assets are recognised net of the amount of associated GST, unless the GST incurred is not recoverable from the taxation authority. In this case it is recognised as part of the cost of acquisition of the asset or as part of the expense.

Receivables and payables are stated inclusive of the amount of GST receivable or payable. The net amount of GST recoverable from, or payable to the taxation authority is included with other receivables or payables in the Statement of Financial Position.

## Mid-Western Regional Council

### Notes to the Financial Statements for the year ended 30 June 2018

#### Note 1. Basis of preparation (continued)

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Cash flows are presented on a gross basis. The GST components of cash flows arising from investing or financing activities which that are recoverable from, or payable to the taxation authority are presented as operating cash flows.

#### **New accounting standards and interpretations issued not yet effective**

Certain new accounting standards and interpretations have been published that are not mandatory for the current reporting period and which have not been applied.

As at the date of authorisation of these financial statements, Council considers that the standards and interpretations listed below will have an impact upon future published financial statements ranging from additional and / or revised disclosures to actual changes as to how certain transactions and balances are accounted for.

#### **Effective for annual reporting periods beginning on or after 1 July 2019**

- AASB 15 *Revenue from Contracts with Customers*, AASB 1058 *Income of Not-for-Profit Entities* and AASB 2016-8 *Amendments to Australian Accounting Standards - Australian Implementation Guidance for Not-for-Profit Entities*

AASB 15 will replace AASB 118 Revenue, AASB 111 Construction Contracts and a number of Interpretations. AASB 2016-8 provides Australian requirements and guidance for not-for-profit entities in applying AASB 9 and AASB 15, and AASB 1058 will replace AASB 1004 Contributions.

Together they contain a comprehensive and robust framework for the recognition, measurement and disclosure of income including revenue from contracts with customers.

While Council is still reviewing the way that income is measured and recognised to identify whether there will be any material impact arising from these standards, these standards may affect the timing of the recognition of some grants and donations.

- AASB 16 *Leases*

Council is currently a party to leases that are not recognised in the Statement of Financial Position.

It is likely that some of these leases will need to be included in the Statement of Financial Position when this standard comes into effect.

A lease liability will initially be measured at the present value of the lease payments to be made over the lease term.

A corresponding right-of-use asset will also be recognised over the lease term.

Council has not elected to apply any pronouncements before their operative date in these financial statements.

Mid-Western Regional Council

Notes to the Financial Statements  
 for the year ended 30 June 2018

Note 2(a). Council functions/activities – financial information

Functions/activities	Income, expenses and assets have been directly attributed to the following functions/activities. Details of these functions/activities are provided in Note 2(b).									
	Income from continuing operations		Expenses from continuing operations		Operating result from continuing operations		Grants included in income from continuing operations		Total assets held (current and non-current)	
	2018	2017	2018	2017	2018	2017	2018	2017	2018	2017
Looking after our community	3,522	3,895	13,019	13,674	(9,497)	(9,779)	2,008	2,182	84,200	64,956
Protecting our natural environment	18,119	18,079	18,506	18,350	(387)	(271)	981	925	195,976	147,415
Building a strong local economy	1,169	811	1,852	1,568	(683)	(757)	78	5	17,290	16,500
Connecting the region	28,101	26,450	22,209	20,066	5,892	6,384	13,170	13,041	592,924	630,074
Good government	31,034	33,109	9,993	9,036	21,041	24,073	4,317	5,884	121,173	103,109
<b>Total functions and activities</b>	<b>81,944</b>	<b>82,344</b>	<b>65,579</b>	<b>62,694</b>	<b>16,365</b>	<b>19,650</b>	<b>20,554</b>	<b>22,037</b>	<b>1,011,563</b>	<b>962,054</b>



## Mid-Western Regional Council

### Notes to the Financial Statements

for the year ended 30 June 2018

#### Note 2(b). Council functions/activities – component descriptions

**Details relating to the Council's functions/activities as reported in Note 2(a) are as follows:**

As a result of moving to the Integrated Planning & Reporting framework from 1 July 2012, Council now reports on its activities under the 5 broad themes set out below (Governance forms part of the Good Government theme). Prior year actuals have been restated to correspond to the new Themes.

Includes costs relating to Council's role as a component of democratic government, including elections, members' fees and expenses, subscriptions to local authority associations, meetings of Council and policy-making committees, public disclosure (e.g. GIPA), and legislative compliance.

##### **Looking after our community**

Fire protection, animal control, public order & safety, emergency services, food control, health, community services, family day care, childcare, youth services, aged & disabled services, housing, town planning, public cemeteries, public toilets, libraries, museums, community centres, public halls, swimming pools, sporting grounds, parks & gardens, building control, and urban streetscaping.

##### **Protecting our natural environment**

Noxious plants, domestic waste management, other solid waste management, street cleaning, stormwater drainage, environmental protection, water supply, sewerage services.

##### **Building a strong local economy**

Caravan parks, tourism & area promotions, industrial development, saleyards, real estate development.

##### **Connecting the region**

Urban roads local, urban roads regional, sealed rural roads local, sealed rural roads regional, unsealed rural roads local, unsealed rural roads regional, bridges, footpaths & cycleways, aerodromes, car parking areas, state roads, street lighting.

##### **Good government**

Corporate support, Mid-Western Operations, plant operations, private works, general purpose revenue, developer contributions.

## Mid-Western Regional Council

### Notes to the Financial Statements for the year ended 30 June 2018

#### Note 3. Income from continuing operations

\$ '000	2018	2017
<b>(a) Rates and annual charges</b>		
<b>Ordinary rates</b>		
Residential	9,535	9,083
Farmland	4,509	4,521
Mining	2,164	2,121
Business	1,297	1,269
<b>Total ordinary rates</b>	<b>17,505</b>	<b>16,994</b>
<b>Special rates</b>		
Hunter Valley catchment special rate	15	16
<b>Total special rates</b>	<b>15</b>	<b>16</b>
<b>Annual charges</b> (pursuant to s.496, s.496A, s.496B, s.501 & s.611)		
Domestic waste management services	1,305	1,239
Water supply services	1,360	1,311
Sewerage services	5,904	5,563
Waste management services (non-domestic)	2,718	2,626
<b>Total annual charges</b>	<b>11,287</b>	<b>10,739</b>
<b>TOTAL RATES AND ANNUAL CHARGES</b>	<b>28,807</b>	<b>27,749</b>

Council has used 2016 year valuations provided by the NSW Valuer General in calculating its rates.

#### Accounting policy for rates and annual charges

Rates, annual charges, grants and contributions (including developer contributions) are recognised as revenue when the Council obtains control over the assets comprising these receipts. Developer contributions may only be expended for the purposes for which the contributions were required, but the Council may apply contributions according to the priorities established in work schedules.

Control over assets acquired from rates and annual charges is obtained at the commencement of the rating year as it is an enforceable debt linked to the rateable property or, where earlier, upon receipt of the rates.

#### (b) User charges and fees

<b>Specific user charges</b> (per s.502 – specific 'actual use' charges)		
Water supply services	5,721	4,944
Sewerage services	718	657
Other	–	1
<b>Total specific user charges</b>	<b>6,439</b>	<b>5,602</b>
<b>Other user charges and fees</b>		
<b>(i) Fees and charges – statutory and regulatory functions (per s.608)</b>		
Planning and building regulation	812	739
Private works – section 67	117	119
<b>Total fees and charges – statutory/regulatory</b>	<b>929</b>	<b>858</b>

## Mid-Western Regional Council

## Notes to the Financial Statements

for the year ended 30 June 2018

## Note 3. Income from continuing operations (continued)

\$ '000	2018	2017
<b>(b) User charges and fees (continued)</b>		
<b>(ii) Fees and charges – other (incl. general user charges (per s.608))</b>		
Aerodrome	119	81
Aged care	168	192
Cemeteries	248	275
Childrens services	111	116
Leaseback fees – Council vehicles	73	54
Parks and sports grounds	196	151
RMS (formerly RTA) charges (state roads not controlled by Council)	8,465	4,543
Saleyards	389	309
Swimming centres	210	167
Waste depot	1,150	774
Waste water services	55	45
Water connection fees	75	84
Other	2	5
<b>Total fees and charges – other</b>	<b>11,261</b>	<b>6,796</b>
<b>TOTAL USER CHARGES AND FEES</b>	<b>18,629</b>	<b>13,256</b>

**Accounting policy for user charges and fees**

User charges and fees are recognised as revenue when the service has been provided.

**(c) Interest and investment revenue (including losses)****Interest**

– Overdue rates and annual charges (incl. special purpose rates)	78	86
– Cash and investments	1,615	1,612
<b>TOTAL INTEREST AND INVESTMENT REVENUE</b>	<b>1,693</b>	<b>1,698</b>

**Interest revenue is attributable to:****Unrestricted investments/financial assets:**

Overdue rates and annual charges (general fund)	37	43
General Council cash and investments	699	777

**Restricted investments/funds – external:**

Development contributions		
– Section 7.11	115	99
– Section 64	141	125
Water fund operations	284	255
Sewerage fund operations	270	247
Domestic waste management operations	147	152
<b>Total interest and investment revenue recognised</b>	<b>1,693</b>	<b>1,698</b>

**Accounting policy for interest and investment revenue**

Interest income is recognised using the effective interest rate at the date that interest is earned.

## Mid-Western Regional Council

### Notes to the Financial Statements for the year ended 30 June 2018

#### Note 3. Income from continuing operations (continued)

\$ '000	Notes	2018	2017
<b>(d) Other revenues</b>			
Rental income – other council properties		1,051	986
Fines		68	78
Legal fees recovery – rates and charges (extra charges)		159	140
Commissions and agency fees		49	30
Diesel rebate		178	192
Insurance claim recoveries		126	208
Recycling income (non-domestic)		388	363
Reversal of prior period provision – asset remediation		–	320
Sales – events		292	123
Sales – general		97	69
Sales – ironed out		46	46
Sales – mudgee town hall cinema		51	65
Section 44 bushfire reimbursement		–	47
Other		232	80
<b>TOTAL OTHER REVENUE</b>		<b><u>2,737</u></b>	<b><u>2,747</u></b>

#### Accounting policy for other revenue

Council recognises revenue when the amount of revenue can be reliably measured, it is probable that future economic benefits will flow to the Council and specific criteria have been met for each of the Council's activities as described below. Council bases its estimates on historical results, taking into consideration the type of customer, the type of transaction and the specifics of each arrangement.

Parking fees and fines are recognised as revenue when the service has been provided, or when the penalty has been applied, whichever occurs first.

Rental income is accounted for on a straight-line basis over the lease term.

Miscellaneous sales are recognised when physical possession has transferred to the customer which is deemed to be the point of transfer of risks and rewards.

Other income is recorded when the payment is due, the value of the payment is notified, or the payment is received, whichever occurs first.

## Mid-Western Regional Council

Notes to the Financial Statements  
for the year ended 30 June 2018

## Note 3. Income from continuing operations (continued)

\$ '000	2018 Operating	2017 Operating	2018 Capital	2017 Capital
<b>(e) Grants</b>				
<b>General purpose (untied)</b>				
<b>Current year allocation</b>				
Financial assistance – general component	1,903	3,599	–	–
Financial assistance – local roads component	1,178	2,230	–	–
<b>Payment in advance – future year allocation</b>				
Financial assistance – general component	1,954	1,861	–	–
Financial assistance – local roads component	1,205	1,145	–	–
<b>Other</b>				
Pensioners' rates subsidies – general component	194	194	–	–
<b>Total general purpose</b>	<b>6,434</b>	<b>9,029</b>	<b>–</b>	<b>–</b>
<b>Specific purpose</b>				
Pensioners' rates subsidies:				
– Water	63	62	–	–
– Sewerage	58	57	–	–
– Domestic waste management	74	72	–	–
Sewerage services	–	–	–	(33)
Aerodromes	–	111	260	574
Aged care	720	1,002	–	–
Bushfire and emergency services	436	525	170	20
Childrens services	586	654	–	–
Employment and training programs	–	100	–	–
Environmental programs	260	85	–	–
FESL Implementation	–	70	–	–
Heritage and cultural	16	15	–	–
Library	82	92	–	–
Library – special projects	–	–	88	–
LIRS subsidy	105	121	–	–
Noxious weeds	157	125	–	–
Other waste management	–	–	–	8
Recreation and culture	2	–	244	115
Street lighting	36	35	–	–
Transport (roads to recovery)	2,137	1,751	–	–
Transport (other roads and bridges funding)	–	–	8,460	7,439
Waste management	–	2	–	–
Youth services	1	1	–	–
Other	52	5	113	–
<b>Total specific purpose</b>	<b>4,785</b>	<b>4,885</b>	<b>9,335</b>	<b>8,123</b>
<b>Total grants</b>	<b>11,219</b>	<b>13,914</b>	<b>9,335</b>	<b>8,123</b>
<b>Grant revenue is attributable to:</b>				
– Commonwealth funding	9,151	9,861	297	–
– State funding	1,837	3,938	8,958	8,112
– Other funding	231	115	80	11
	<b>11,219</b>	<b>13,914</b>	<b>9,335</b>	<b>8,123</b>

Mid-Western Regional Council

Notes to the Financial Statements  
 for the year ended 30 June 2018

Note 3. Income from continuing operations (continued)

\$ '000	Notes	2018 Operating	2017 Operating	2018 Capital	2017 Capital
<b>(f) Contributions</b>					
<b>Developer contributions:</b>					
<b>(s7.4 &amp; s7.11 – EP&amp;A Act, s64 of the LGA):</b>					
<b>Cash contributions</b>					
S 7.4 – contributions using planning agreements		–	–	1,035	1,016
S 7.11 – contributions towards amenities/services		–	–	212	696
S 7.12 – fixed development consent levies		–	–	118	25
S 64 – water supply contributions		–	–	335	1,041
S 64 – sewerage service contributions		–	–	192	596
<b>Total developer contributions – cash</b>		<b>–</b>	<b>–</b>	<b>1,892</b>	<b>3,374</b>
<b>Total developer contributions</b>	22	<b>–</b>	<b>–</b>	<b>1,892</b>	<b>3,374</b>
<b>Other contributions:</b>					
<b>Cash contributions</b>					
Dedications – subdivisions (other than by s7.11)		–	–	–	–
Occupational health and safety		73	67	–	–
Recreation and culture		–	–	5	–
Roads and bridges		650	643	2,358	2,907
RMS contributions (regional roads, block grant)		3,797	3,411	501	1,947
Youth Services		120	–	–	–
Other		25	52	37	–
<b>Total other contributions – cash</b>		<b>4,665</b>	<b>4,173</b>	<b>2,901</b>	<b>4,854</b>
<b>Non-cash contributions</b>					
Dedications – subdivisions (other than by s7.11)		–	–	66	2,456
<b>Total other contributions</b>		<b>4,665</b>	<b>4,173</b>	<b>2,967</b>	<b>7,310</b>
<b>Total contributions</b>		<b>4,665</b>	<b>4,173</b>	<b>4,859</b>	<b>10,684</b>
<b>TOTAL GRANTS AND CONTRIBUTIONS</b>		<b>15,884</b>	<b>18,087</b>	<b>14,194</b>	<b>18,807</b>

**Accounting policy for contributions**

Control over grants and contributions is normally obtained upon their receipt (or acquittal) and is valued at the fair value of the granted or contributed asset at the date of transfer.

Where grants or contributions recognised as revenues during the financial year were obtained on condition that they be expended in a particular manner or used over a particular period and those conditions were un-discharged at reporting date, the unused grant or contribution is disclosed above.

A liability is recognised in respect of revenue that is reciprocal in nature to the extent that the requisite service has not been provided at reporting date.



## Mid-Western Regional Council

Notes to the Financial Statements  
for the year ended 30 June 2018

## Note 3. Income from continuing operations (continued)

\$ '000	2018	2017
<b>(g) Unspent grants and contributions</b>		
<b>Certain grants and contributions are obtained by Council on condition that they be spent in a specified manner:</b>		
<b>Operating grants</b>		
Unexpended at the close of the previous reporting period	4,182	1,027
<b>Add:</b> operating grants recognised in the current period but not yet spent	3,647	3,410
<b>Less:</b> operating grants recognised in a previous reporting period now spent	(4,056)	(255)
<b>Unexpended and held as restricted assets (operating grants)</b>	<u>3,773</u>	<u>4,182</u>
<b>Capital grants</b>		
Unexpended at the close of the previous reporting period	139	379
<b>Add:</b> capital grants recognised in the current period but not yet spent	385	58
<b>Less:</b> capital grants recognised in a previous reporting period now spent	(62)	(298)
<b>Unexpended and held as restricted assets (capital grants)</b>	<u>462</u>	<u>139</u>
<b>Contributions</b>		
Unexpended at the close of the previous reporting period	14,604	11,527
<b>Add:</b> contributions recognised in the current period but not yet spent	2,706	3,641
<b>Less:</b> contributions recognised in a previous reporting period now spent	(942)	(564)
<b>Unexpended and held as restricted assets (contributions)</b>	<u>16,368</u>	<u>14,604</u>

Mid-Western Regional Council

Notes to the Financial Statements  
 for the year ended 30 June 2018

Note 4. Expenses from continuing operations

\$ '000	2018	2017
<b>(a) Employee benefits and on-costs</b>		
Salaries and wages	18,210	17,853
Employee termination costs	46	68
Travel expenses	15	9
Employee leave entitlements (ELE)	3,920	3,439
Superannuation – defined contribution plans	1,833	1,737
Superannuation – defined benefit plans	410	376
Workers' compensation insurance	427	469
Fringe benefit tax (FBT)	137	125
Payroll tax	128	108
Training costs (other than salaries and wages)	354	313
Protective clothing	90	94
Recruitment costs	39	43
Other	34	19
<b>Total employee costs</b>	<b>25,643</b>	<b>24,653</b>
Less: capitalised costs	(3,122)	(3,426)
<b>TOTAL EMPLOYEE COSTS EXPENSED</b>	<b>22,521</b>	<b>21,227</b>
Number of 'full-time equivalent' employees (FTE) at year end	307	307
Number of 'full-time equivalent' employees (FTE) at year end (incl. vacancies)	333	319

**Accounting policy for employee benefits and on-costs**

Employee benefit expenses are recorded when the service has been provided by the employee.

**Retirement benefit obligations**

All employees of the Council are entitled to benefits on retirement, disability or death. Council contributes to various defined benefit plans and defined contribution plans on behalf of its employees.

**Superannuation plans**

Contributions to defined contribution plans are recognised as an expense as they become payable. Prepaid contributions are recognised as an asset to the extent that a cash refund or a reduction in the future payments is available.

Council participates in a Defined Benefit Plan under the Local Government Superannuation Scheme, however, when sufficient information to account for the plan as a defined benefit is not available and therefore Council accounts for its obligations to defined benefit plans on the same basis as its obligations to defined contribution plans, i.e. as an expense when it becomes payable – refer to Note 17 for more information.

(b) Borrowing costs	2018	2017
<b>(i) Interest bearing liability costs</b>		
Interest on loans	1,002	1,095
Other debts	13	–
<b>Total interest bearing liability costs expensed</b>	<b>1,015</b>	<b>1,095</b>
<b>(ii) Other borrowing costs</b>		
Discount adjustments relating to movements in provisions (other than ELE)		
– Remediation liabilities	49	13
<b>Total other borrowing costs</b>	<b>49</b>	<b>13</b>
<b>TOTAL BORROWING COSTS EXPENSED</b>	<b>1,064</b>	<b>1,108</b>

**Accounting policy for borrowing costs**

Borrowing costs incurred for the construction of any qualifying asset are capitalised during the period of time that is required to complete and prepare the asset for its intended use or sale. Other borrowing costs are expensed.

## Mid-Western Regional Council

## Notes to the Financial Statements

for the year ended 30 June 2018

## Note 4. Expenses from continuing operations (continued)

\$ '000	2018	2017
<b>(c) Materials and contracts</b>		
Raw materials and consumables	4,769	3,730
Contractor and consultancy costs	4,623	4,545
– Labour contracts	608	566
– Plant hire wet	1,564	1,371
– Road sealing contract	827	1,593
– Tourism contract	485	432
– Consultancy	182	–
– Organics Bin Rollout	411	–
Auditors remuneration <sup>(2)</sup>	53	75
Legal expenses:		
– Legal expenses: planning and development	49	17
– Legal expenses: debt recovery	156	140
– Legal expenses: other	135	77
Operating leases:		
– Operating lease rentals: minimum lease payments <sup>(1)</sup>	319	314
<b>TOTAL MATERIALS AND CONTRACTS</b>	<b>14,181</b>	<b>12,860</b>
<b>Operating leases</b>		
Leases in which a significant portion of the risks and rewards of ownership are not transferred to Council as lessee are classified as operating leases. Payments made under operating leases (net of any incentives received from the lessor) are charged to the income statement on a straight-line basis over the period of the lease.		
<b>1. Operating lease payments are attributable to:</b>		
Buildings	40	43
Computers	279	258
Motor vehicles	–	13
	<b>319</b>	<b>314</b>
<b>2. Auditor remuneration</b>		
During the year the following fees were paid or payable for services provided by the auditor of Council, related practices and non-related audit firms		
<b>Non NSW Auditor-General audit firms:</b>		
<b>(i) Audit and other assurance services</b>		
Audit and review of financial statements	53	70
<b>Remuneration for audit and other assurance services</b>	<b>53</b>	<b>70</b>
<b>(ii) Non-assurance services</b>		
Remuneration advice	–	5
<b>Remuneration for non-assurance services</b>	<b>–</b>	<b>5</b>
<b>Total remuneration of non NSW Auditor-General audit firms</b>	<b>53</b>	<b>75</b>
<b>Total Auditor remuneration</b>	<b>53</b>	<b>75</b>

## Mid-Western Regional Council

### Notes to the Financial Statements for the year ended 30 June 2018

#### Note 4. Expenses from continuing operations (continued)

\$ '000	Notes	2018	2017
<b>(d) Depreciation, amortisation and impairment</b>			
<b>Depreciation and amortisation</b>			
Plant and equipment		2,308	2,087
Office equipment		114	68
Furniture and fittings		47	59
Land improvements (depreciable)		8	5
<b>Infrastructure:</b>			
– Buildings – non-specialised		892	886
– Buildings – specialised		989	966
– Other structures		259	223
– Roads		5,519	5,500
– Bridges		1,093	1,095
– Footpaths		137	121
– Stormwater drainage		233	222
– Water supply network		1,761	1,506
– Sewerage network		1,467	1,776
– Swimming pools		235	229
– Other open space/recreational assets		397	380
<b>Other assets:</b>			
– Library books		77	77
<b>Reinstatement, rehabilitation and restoration assets:</b>			
– Tip assets	9 & 12	119	151
– Quarry assets	9 & 12	39	–
Intangible assets	10	148	126
<b>Total depreciation and amortisation costs</b>		<u>15,842</u>	<u>15,477</u>
<b>TOTAL DEPRECIATION, AMORTISATION AND IMPAIRMENT / REVALUATION DECREMENT COSTS EXPENSED</b>		<u>15,842</u>	<u>15,477</u>

#### Accounting policy for depreciation, amortisation and impairment expenses

##### Depreciation and amortisation

Depreciation and amortisation are calculated using the straight line method to allocate their cost, net of their residual values, over their estimated useful lives. Useful lives are included in Note 9 for IPPE assets and Note 10 for intangible assets.

##### Impairment of non-financial assets

Intangible assets that have an indefinite useful life or are not yet available for use are not subject to amortisation and are tested annually for impairment, or more frequently if events or changes in circumstances indicate that they might be impaired. Other assets are tested for impairment whenever events or changes in circumstances indicate that the carrying amount may not be recoverable. An impairment loss is recognised for the amount by which the asset's carrying amount exceeds its recoverable amount. The recoverable amount is the higher of an asset's fair value less costs to sell and value in use.

For the purposes of assessing impairment, assets are grouped at the lowest levels for which there are separately identifiable cash inflows that are largely independent of the cash inflows from other assets or groups of assets (cash-generating units). Non-financial assets that suffered an impairment are reviewed for possible reversal of the impairment at each reporting date.

Impairment losses for revalued assets are firstly offset against the amount in the revaluation surplus for the class of asset, with only the excess to be recognised in the Income Statement.

## Mid-Western Regional Council

## Notes to the Financial Statements

for the year ended 30 June 2018

## Note 4. Expenses from continuing operations (continued)

## (d) Depreciation, amortisation and impairment (continued)

**Impairment of financial assets**

Council assesses at the end of each reporting period whether there is objective evidence that a financial asset or group of financial assets is impaired. A financial asset or a group of financial assets is impaired and impairment losses are incurred only if there is objective evidence of impairment as a result of one or more events that occurred after the initial recognition of the asset (a 'loss event') and that loss event (or events) has an impact on the estimated future cash flows of the financial asset or group of financial assets that can be reliably estimated.

\$ '000	2018	2017
<b>(e) Other expenses</b>		
Advertising	95	91
Bad and doubtful debts	38	91
Bank charges	114	106
Cost of sales	22	–
Computer software charges	653	672
Contributions/levies to other levels of government		
– Emergency services levy (includes FRNSW, SES, and RFS levies)	38	42
– NSW fire brigade levy	56	54
– NSW rural fire service levy	567	552
– Other contributions/levies	165	157
Councillor expenses – mayoral fee	42	24
Councillor expenses – councillors' fees	174	98
Councillors' expenses (incl. mayor) – other (excluding fees above)	20	38
Donations, contributions and assistance	254	275
– Pelican Airline air service	102	119
– Housing plus crisis accommodation	85	85
– Kandos Bicentennial Industrial Museum Incorporated Association	–	599
Electricity and heating	1,231	1,087
Family day care centre	496	563
Insurance	915	1,074
Postage	116	115
Printing and stationery	152	140
Street lighting	408	337
Subscriptions and publications	126	110
Telephone and communications	355	340
<b><u>TOTAL OTHER EXPENSES</u></b>	<b><u>6,224</u></b>	<b><u>6,769</u></b>

**Accounting policy for other expenses**

Other expenses are recorded on an accruals basis as the Council receives the goods or services.

## Mid-Western Regional Council

### Notes to the Financial Statements for the year ended 30 June 2018

#### Note 5. Gains or losses from the disposal of assets

\$ '000	Notes	2018	2017
<b>Property</b> (excl. investment property)	9		
Less: carrying amount of property assets sold/written off		(3)	(159)
<b>Net gain/(loss) on disposal</b>		<b>(3)</b>	<b>(159)</b>
<b>Plant and equipment</b>	9		
Proceeds from disposal – plant and equipment		1,810	757
Less: carrying amount of plant and equipment assets sold/written off		(1,965)	(885)
<b>Net gain/(loss) on disposal</b>		<b>(155)</b>	<b>(128)</b>
<b>Infrastructure</b>	9		
Less: carrying amount of infrastructure assets sold/written off		(5,589)	(4,966)
<b>Net gain/(loss) on disposal</b>		<b>(5,589)</b>	<b>(4,966)</b>
<b>Financial assets</b> <sup>(1)</sup>	6		
Proceeds from disposal/redemptions/maturities – financial assets		74,000	87,900
Less: carrying amount of financial assets sold/redeemed/matured		(74,000)	(87,900)
<b>Net gain/(loss) on disposal</b>		<b>–</b>	<b>–</b>
<b>NET GAIN/(LOSS) ON DISPOSAL OF ASSETS</b>		<b>(5,747)</b>	<b>(5,253)</b>

#### Accounting policy for disposal of assets

The gain or loss on sale of an asset is determined when control of the asset has irrevocably passed to the buyer and the asset is derecognised.

#### Note 6(a). Cash and cash equivalent assets

<b>Cash and cash equivalents</b>			
Cash on hand and at bank		53	(2)
Cash-equivalent assets			
– Deposits at call		4,737	1,561
– Managed funds		1,691	1,457
<b>Total cash and cash equivalents</b>		<b>6,481</b>	<b>3,016</b>

#### Accounting policy for cash and cash equivalents

For Statement of Cash Flow presentation purposes, cash and cash equivalents includes cash on hand; deposits held at call with financial institutions; other short-term, highly liquid investments with original maturities of three months or less that are readily convertible to known amounts of cash and which are subject to an insignificant risk of changes in value; and bank overdrafts. Bank overdrafts are shown within borrowings in current liabilities on the Statement of Financial Position.

#### Change in the Classification of a Managed Fund

In the 2016/2017 Financial Statements Council held units in a managed fund at 30 June 2017 valued at \$3,414,680. Due to the ability of these units to be readily converted to cash Council classified this asset as a cash-equivalent asset. Upon review Council believes the more appropriate classification for this asset is an Available for Sale Investment. This is due to managements intention to hold this asset for the medium term and a risk of change in value estimated at +/-7%. Management has therefore restated the comparatives for 2016/17.



## Mid-Western Regional Council

## Notes to the Financial Statements

for the year ended 30 June 2018

## Note 6(b). Investments

\$ '000	2018		2017	
	Current	Non-current	Current	Non-current
<b>Investments</b>				
a. 'Held to maturity'	49,700	10,000	59,100	–
b. 'Available for sale'	6,124	–	3,415	–
<b>Total investments</b>	<b>55,824</b>	<b>10,000</b>	<b>62,515</b>	<b>–</b>
<b>TOTAL CASH ASSETS, CASH EQUIVALENTS AND INVESTMENTS</b>	<b>62,305</b>	<b>10,000</b>	<b>65,531</b>	<b>–</b>
<b>Held to maturity investments</b>				
Long term deposits	49,700	10,000	59,100	–
<b>Total</b>	<b>49,700</b>	<b>10,000</b>	<b>59,100</b>	<b>–</b>
<b>Available for sale financial assets</b>				
Managed funds	6,124	–	3,415	–
<b>Total</b>	<b>6,124</b>	<b>–</b>	<b>3,415</b>	<b>–</b>

## Accounting policy for investments

## Classification

Council classifies its financial assets in the following categories: financial assets at fair value through profit or loss; loans and receivables; held-to-maturity investments; and available-for-sale financial assets. The classification depends on the purpose for which the investments were acquired. Management determines the classification of its investments at initial recognition and, in the case of assets classified as held-to-maturity, re-evaluates this designation at each reporting date.

## (a) Held to maturity investments

Held-to-maturity investments are non-derivative financial assets with fixed or determinable payments and fixed maturities that Council's management has the positive intention and ability to hold to maturity. Assets in this category are measured at amortised cost.

## (b) Available for sale financial assets

Available-for-sale financial assets are non-derivatives that are either designated in this category or not classified in any of the other categories. Investments are designated as available-for-sale if they do not have fixed maturities and fixed or determinable payments and management intends to hold them for the medium to long term. Assets in this category are held at fair value with changes in fair value taken to other comprehensive income.

## Recognition and de-recognition

Regular purchases and sales of financial assets are recognised on trade-date: the date on which Council commits to purchase or sell the asset. Investments are initially recognised at fair value plus transaction costs for all financial assets not carried at fair value through profit or loss. Financial assets carried at fair value through profit or loss are initially recognised at fair value and transaction costs are expensed in the income statement. Investments are derecognised when the rights to receive cash flows from the financial assets have expired or have been transferred and Council has transferred substantially all the risks and rewards of ownership.

When securities classified as available-for-sale are sold, the accumulated fair value adjustments recognised in equity are included in the income statement as gains and losses from investment securities.

## Impairment of available for sale investments

In the case of equity investments classified as available-for-sale, a significant or prolonged decline in the fair value of the security below its cost is considered an indicator that the assets are impaired.

Mid-Western Regional Council

Notes to the Financial Statements  
 for the year ended 30 June 2018

Note 6(c). Restricted cash, cash equivalents and investments – details

\$ '000	2018		2017	
	Current	Non-current	Current	Non-current
<b>Total cash, cash equivalents and investments</b>	<b>62,305</b>	<b>10,000</b>	<b>65,531</b>	<b>–</b>
<b>attributable to:</b>				
External restrictions (refer below)	40,428	6,447	43,027	–
Internal restrictions (refer below)	12,753	2,063	14,921	–
Unrestricted	9,124	1,490	7,583	–
	<b>62,305</b>	<b>10,000</b>	<b>65,531</b>	<b>–</b>

\$ '000	2018	2017
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Details of restrictions

**External restrictions – included in liabilities**

Trust deposits	967	935
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**External restrictions – included in liabilities**

	<b>967</b>	<b>935</b>
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**External restrictions – other**

Developer contributions – general	7,501	6,546
Developer contributions – water fund	5,742	5,366
Developer contributions – sewer fund	2,803	2,565
Specific purpose unexpended grants	4,234	4,317
Specific purpose unexpended grants-water fund	1	1
Water supplies	8,277	7,335
Sewerage services	8,519	8,134
Domestic waste management	4,806	4,072
Bequest – Simpkins park	100	100
Community services	274	186
Community tenancy scheme	147	116
Family day care	145	127
Ulan road strategy	3,035	3,098
Other contributions	324	129

**External restrictions – other**

	<b>45,908</b>	<b>42,092</b>
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**Total external restrictions**

	<b>46,875</b>	<b>43,027</b>
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**Internal restrictions**

Plant and vehicle replacement	3,772	4,365
Employees leave entitlement	2,545	2,295
Asset replacement	1,887	1,487
Capital program	371	613
Council elections	186	170
Future fund	500	500
Land development	5,075	5,232
Mudgee bicentenary	20	10
Saleyards	60	49
State roads warranty	400	200

**Total internal restrictions**

	<b>14,816</b>	<b>14,921</b>
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**TOTAL RESTRICTIONS**

	<b>61,691</b>	<b>57,948</b>
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## Mid-Western Regional Council

## Notes to the Financial Statements

for the year ended 30 June 2018

## Note 7. Receivables

\$ '000	2018		2017	
	Current	Non-current	Current	Non-current
<b>Purpose</b>				
Rates and annual charges	879	–	864	–
Interest and extra charges	197	–	181	–
User charges and fees	3,679	–	4,006	–
Accrued revenues				
– Interest on investments	635	44	503	–
Government grants and subsidies	827	–	3,007	–
Loans to non-profit organisations	13	137	–	–
Net GST receivable	259	–	473	–
Other debtors	47	–	339	–
<b>Total</b>	<b>6,536</b>	<b>181</b>	<b>9,373</b>	<b>–</b>
<b>Less: provision for impairment</b>				
Rates and annual charges	(19)	–	(56)	–
Interest and extra charges	–	–	(10)	–
User charges and fees	(82)	–	(80)	–
<b>Total provision for impairment – receivables</b>	<b>(101)</b>	<b>–</b>	<b>(146)</b>	<b>–</b>
<b>TOTAL NET RECEIVABLES</b>	<b>6,435</b>	<b>181</b>	<b>9,227</b>	<b>–</b>
<b>Externally restricted receivables</b>				
<b>Water supply</b>				
– Rates and availability charges	39	–	38	–
– Other	1,397	–	1,121	–
<b>Sewerage services</b>				
– Rates and availability charges	177	–	155	–
– Other	189	–	170	–
<b>Domestic waste management</b>	226	–	136	–
<b>Other</b>				
General fund specific purpose grants	2,017	–	3,007	–
<b>Total external restrictions</b>	<b>4,045</b>	<b>–</b>	<b>4,627</b>	<b>–</b>
<b>Internally restricted receivables</b>				
Plant Replacement Reserve	–	–	37	–
<b>Internally restricted receivables</b>	<b>–</b>	<b>–</b>	<b>37</b>	<b>–</b>
<b>Unrestricted receivables</b>	<b>2,390</b>	<b>181</b>	<b>4,563</b>	<b>–</b>
<b>TOTAL NET RECEIVABLES</b>	<b>6,435</b>	<b>181</b>	<b>9,227</b>	<b>–</b>
<b>Movement in provision for impairment of receivables</b>			<b>2018</b>	<b>2017</b>
Balance at the beginning of the year			146	105
+ new provisions recognised during the year			36	82
– amounts already provided for and written off this year			(75)	(24)
– amounts provided for but recovered during the year			(6)	(17)
<b>Balance at the end of the year</b>			<b>101</b>	<b>146</b>

## Mid-Western Regional Council

### Notes to the Financial Statements for the year ended 30 June 2018

#### Note 7. Receivables (continued)

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##### **Accounting policy for receivables**

##### **Recognition and measurement**

Loans and receivables are non-derivative financial assets with fixed or determinable payments that are not quoted in an active market. They are included in current assets, except for those with maturities greater than 12 months after the reporting date which are classified as non-current assets. Loans and receivables are included in other receivables (Note 8) and receivables (Note 7) in the Statement of Financial Position. Receivables are recognised initially at fair value and subsequently measured at amortised cost using the effective interest method, less provision for impairment. Receivables are generally due for settlement within 30 days.

Cash flows relating to short-term receivables are not discounted if the effect of discounting is immaterial.

##### **Impairment**

For loans and receivables the amount of the loss is measured as the difference between the asset's carrying amount and the present value of estimated future cash flows (excluding future credit losses that have not been incurred) discounted at the financial asset's original effective interest rate. The carrying amount of the asset is reduced and the amount of the loss is recognised in profit or loss.

Collectability of receivables is reviewed on an on-going basis. Debts that are known to be uncollectible are written off by reducing the carrying amount directly. An allowance account (provision for impairment of receivables) is used when there is objective evidence that Council will not be able to collect all amounts due according to the original terms of the receivables.

Significant financial difficulties of the debtor, probability that the debtor will enter bankruptcy or financial reorganisation, and default or delinquency in payments (more than 30 days overdue) are considered indicators that the receivable is impaired. When a receivable for which an impairment allowance had been recognised becomes uncollectible in a subsequent period it is written off against the allowance account. Subsequent recoveries of amounts previously written off are credited against other expenses in the Income statement.

## Mid-Western Regional Council

Notes to the Financial Statements  
for the year ended 30 June 2018

## Note 8. Inventories and other assets

\$ '000	2018		2017	
	Current	Non-current	Current	Non-current
<b>(a) Inventories</b>				
<b>Inventories at cost</b>				
Stores and materials	640	–	724	–
Gravel stockpile	557	–	313	–
<b>Total inventories at cost</b>	<b>1,197</b>	<b>–</b>	<b>1,037</b>	<b>–</b>
<b>TOTAL INVENTORIES</b>	<b>1,197</b>	<b>–</b>	<b>1,037</b>	<b>–</b>
<b>Externally restricted assets</b>				
<b>Water</b>				
Stores and materials	202	–	204	–
<b>Total water</b>	<b>202</b>	<b>–</b>	<b>204</b>	<b>–</b>
<b>Sewerage</b>				
Stores and materials	20	–	20	–
<b>Total sewerage</b>	<b>20</b>	<b>–</b>	<b>20</b>	<b>–</b>
<b>Total externally restricted assets</b>	<b>222</b>	<b>–</b>	<b>224</b>	<b>–</b>
<b>Total unrestricted assets</b>	<b>975</b>	<b>–</b>	<b>813</b>	<b>–</b>
<b>TOTAL INVENTORIES AND OTHER ASSETS</b>	<b>1,197</b>	<b>–</b>	<b>1,037</b>	<b>–</b>

**Accounting policy****Raw materials and stores, work in progress and finished goods**

Raw materials and stores, work in progress and finished goods are stated at the lower of cost and net realisable value. Costs are assigned to individual items of inventory on basis of weighted average costs. Costs of purchased inventory are determined after deducting rebates and discounts. Net realisable value is the estimated selling price in the ordinary course of business less the estimated costs of completion and the estimated costs necessary to make the sale.

**Inventory held for distribution**

Inventory held for distribution is held at cost, adjusted where applicable for any loss of service potential.

Mid-Western Regional Council

Notes to the Financial Statements  
 for the year ended 30 June 2018

Note 9(a). Infrastructure, property, plant and equipment

Asset class	as at 30/6/2017			Asset movements during the reporting period										as at 30/6/2018		
	Gross carrying amount	Accumulated depreciation and impairment	Net carrying amount	Additions renewals	Replacements new assets	Reinstatement costs for impaired assets	Carrying value of disposals	Depreciation expense	WIP transfers	Adjustments and transfers	Other movements (rounding)	Other movements (not commissioned)	Revaluation increments to equity (APR)	Gross carrying amount	Accumulated depreciation and impairment	Net carrying amount
Capital work in progress	13,128	-	13,128	6,958	-	-	-	-	(7,358)	-	-	-	-	12,728	-	12,728
Plant and equipment	29,981	13,419	16,562	4,692	1,722	-	(1,965)	(2,308)	-	-	2	73	-	31,715	12,937	18,778
Office equipment	3,575	3,013	562	4	3	-	-	(114)	-	-	-	-	-	3,582	3,127	455
Furniture and fittings	858	596	262	45	4	-	-	(47)	-	-	1	-	-	908	643	265
Land:																
– Operational land	32,145	-	32,145	-	20	-	(3)	-	-	(878)	-	416	11,539	43,242	-	43,242
– Community land	16,669	-	16,669	-	24	-	-	-	-	878	-	230	-	17,798	-	17,798
– Land under roads (post 30/6/08)	1,302	-	1,302	-	179	-	-	-	124	-	-	-	-	1,605	-	1,605
Land improvements – non-depreciable	1,444	-	1,444	158	-	-	-	-	-	-	-	-	-	1,602	-	1,602
Land improvements – depreciable	525	249	276	61	14	-	-	(6)	2	-	-	-	-	602	257	345
Infrastructure:																
– Buildings – non-specialised	42,278	18,589	23,689	114	18	-	(7)	(892)	39	-	(2)	-	10,635	48,798	15,243	33,555
– Buildings – specialised	43,576	17,821	25,755	111	152	-	(10)	(988)	241	-	-	-	9,499	44,306	9,749	34,557
– Other structures	9,765	2,481	7,284	231	1,196	-	(1)	(259)	5,861	-	-	-	11,427	11,427	2,795	8,692
– Roads	362,505	149,576	212,929	10,688	325	1,655	(5,140)	(1,093)	119	-	-	-	367,085	146,306	220,779	
– Bridges	102,890	46,065	56,825	427	435	-	(1)	(137)	1	-	(1)	-	103,971	47,158	56,813	
– Footpaths	9,120	3,713	5,407	66	66	-	(1)	(137)	1	-	-	-	9,151	5,335	3,816	
– Bulk earthworks (non-depreciable)	281,921	-	281,921	411	8	-	-	-	484	-	-	-	282,824	-	282,824	
– Stormwater drainage	28,516	10,227	18,289	204	27	-	-	(233)	20	-	1	-	28,767	10,459	18,308	
– Water supply network	108,556	38,646	69,910	814	327	-	(157)	(1,761)	198	-	2	1,430	111,478	40,715	70,763	
– Sewerage network	109,638	25,532	84,106	1,106	105	-	(269)	(1,467)	196	-	-	1,696	112,311	26,838	85,473	
– Swimming pools	9,519	4,940	4,579	49	-	-	(3)	(235)	-	-	-	-	9,564	5,174	4,390	
– Other open space/recreational assets	13,136	3,446	9,690	134	250	-	(1)	(397)	73	-	-	-	13,579	3,830	9,749	
Other assets:																
– Library books	1,243	593	650	-	79	-	-	(77)	-	-	1	-	1,323	670	653	
Reinstatement, rehabilitation and restoration assets (refer Note 12):																
– Tip assets	2,520	375	2,145	-	-	-	-	(119)	-	-	1	-	2,641	494	2,147	
– Quarry assets	401	140	261	-	-	-	-	(39)	-	-	-	-	422	179	243	
<b>TOTAL INFRASTRUCTURE, PROPERTY, PLANT AND EQUIP.</b>	<b>1,225,311</b>	<b>339,421</b>	<b>885,890</b>	<b>26,253</b>	<b>4,888</b>	<b>1,655</b>	<b>(7,557)</b>	<b>(15,694)</b>	<b>-</b>	<b>-</b>	<b>5</b>	<b>719</b>	<b>34,940</b>	<b>1,261,429</b>	<b>330,330</b>	<b>931,099</b>

Renewals are defined as the replacement of existing assets (as opposed to the acquisition of new assets).



## Mid-Western Regional Council

## Notes to the Financial Statements

for the year ended 30 June 2018

## Note 9(a). Infrastructure, property, plant and equipment (continued)

**Accounting policy for infrastructure, property, plant and equipment (continued)**

Infrastructure, property, plant and equipment are held at fair value. Independent valuations are performed at least every five years, however the carrying amount of assets is assessed at each reporting date to confirm that it is not materially different from current fair value.

Water and sewerage network assets are indexed at each reporting period in accordance with the Rates Reference Manual issued by Crown Lands and Water (CLAW).

Increases in the carrying amounts arising on revaluation are credited to the asset revaluation reserve. To the extent that the increase reverses a decrease previously recognising profit or loss relating to that asset class, the increase is first recognised as profit or loss. Decreases that reverse previous increases of assets in the same class are first charged against revaluation reserves directly in equity to the extent of the remaining reserve attributable to the class; all other decreases are charged to the Income Statement.

Subsequent costs are included in the asset's carrying amount or recognised as a separate asset, as appropriate, only when it is probable that future economic benefits associated with the item will flow to Council and the cost of the item can be measured reliably. All other repairs and maintenance are charged to the income statement during the financial period in which they are incurred.

Land is not depreciated. Depreciation on other assets is calculated using the straight line method to allocate their cost, net of their residual values, over their estimated useful lives as follows:

<b>Plant and equipment</b>	<b>Years</b>	<b>Other equipment</b>	<b>Years</b>
Office equipment	5	Playground equipment	50
Office furniture	10	Benches, seats etc.	50
Computer equipment	5		
Vehicles	5 to 10	<b>Buildings</b>	
Heavy plant/road making equipment	8 to 13	Buildings: masonry	50 to 100
Other plant and equipment	5 to 15	Buildings: other	20 to 40
		<b>Stormwater assets</b>	
<b>Water and sewer assets</b>		Drains	120
Dams and reservoirs	80 to 100	Culverts	120
Reticulation pipes: PVC	80		
Reticulation pipes: other	45 to 300		
Pumps and telemetry	25 to 70		
		<b>Other infrastructure assets</b>	
<b>Transportation assets</b>		Bulk earthworks	Infinite
Sealed roads: surface	10 to 25	Swimming pools	8 to 100
Sealed roads: structure	75 to 130	Other open space/recreational assets	3 to 80
Unsealed roads	9 to 25	Other infrastructure	3 to 100
Bridge: concrete	80 to 117		
Bridge: other	80 to 130		
Kerb, gutter and footpaths	60 to 75		

## Mid-Western Regional Council

### Notes to the Financial Statements

for the year ended 30 June 2018

#### Note 9(a). Infrastructure, property, plant and equipment (continued)

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##### **Accounting policy for infrastructure, property, plant and equipment (continued)**

The assets' residual values and useful lives are reviewed, and adjusted if appropriate, at each reporting date. Gains and losses on disposals are determined by comparing proceeds with carrying amount. These are included in the Income statement.

##### **Land under roads**

Land under roads is land under roadways and road reserves including land under footpaths, nature strips and median strips.

Council has elected to recognise land under roads acquired before 1 July 2008 in accordance with AASB 1051.

Land under roads acquired after 1 July 2008 is recognised in accordance with AASB 116 Property, Plant and Equipment.

##### **Crown reserves**

Crown Reserves under Council's care and control are recognised as assets of the Council. While ownership of the reserves remains with the Crown, Council retains operational control of the reserves and is responsible for their maintenance and use in accordance with the specific purposes to which the reserves are dedicated. Improvements on Crown Reserves are also recorded as assets, while maintenance costs incurred by Council and revenues relating to the reserves are recognised within Council's Income Statement.

##### **Rural Fire Service assets**

Under section 119 of the *Rural Fire Services Act 1997 (NSW)*, "all fire fighting equipment purchased or constructed wholly or from money to the credit of the Fund is to be vested in the council of the area for or on behalf of which the fire fighting equipment has been purchased or constructed".

Until such time as discussions on this matter have concluded and the legislation changed, Council will recognise rural fire service assets including land, buildings, plant and vehicles.

## Mid-Western Regional Council

Notes to the Financial Statements  
for the year ended 30 June 2018

## Note 9(b). Externally restricted infrastructure, property, plant and equipment

\$ '000 Class of asset	2018			2017		
	Gross carrying amount	Accumulated depn. and impairment	Net carrying amount	Gross carrying amount	Accumulated depn. and impairment	Net carrying amount
<b>Water supply</b>						
WIP	167	–	167	256	–	256
Land						
– Operational land	4,619	–	4,619	1,096	–	1,096
– Community land	751	–	751	993	–	993
Buildings	32	4	28	38	12	26
Infrastructure	111,478	40,715	70,763	108,553	38,645	69,908
<b>Total water supply</b>	<b>117,047</b>	<b>40,719</b>	<b>76,328</b>	<b>110,936</b>	<b>38,657</b>	<b>72,279</b>
<b>Sewerage services</b>						
WIP	1,335	–	1,335	1,527	–	1,527
Land						
– Operational land	1,331	–	1,331	946	–	946
– Community land	894	–	894	894	–	894
Buildings	197	69	128	722	277	445
Infrastructure	112,311	26,838	85,473	109,640	25,532	84,108
<b>Total sewerage services</b>	<b>116,068</b>	<b>26,907</b>	<b>89,161</b>	<b>113,729</b>	<b>25,809</b>	<b>87,920</b>
<b>TOTAL RESTRICTED IPP&amp;E</b>	<b>233,115</b>	<b>67,626</b>	<b>165,489</b>	<b>224,665</b>	<b>64,466</b>	<b>160,199</b>

## Note 9(c). Infrastructure, property, plant and equipment – current year impairments

\$ '000	Notes	2018	2017
Impairment losses recognised direct to equity (ARR):			
– Flood damage to Roads		–	(1,325)
<b>Total impairment losses</b>		<b>–</b>	<b>(1,325)</b>
<b>IMPAIRMENT OF ASSETS – DIRECT to EQUITY (ARR)</b>		<b>–</b>	<b>(1,325)</b>

## Mid-Western Regional Council

### Notes to the Financial Statements for the year ended 30 June 2018

#### Note 10. Intangible assets

\$ '000	2018	2017
Intangible assets represent identifiable non-monetary assets without physical substance.		
Intangible assets are as follows:		
<b>Opening values:</b>		
Gross book value (1/7)	1,394	1,222
Accumulated amortisation (1/7)	(1,025)	(899)
<b>Net book value – opening balance</b>	<b>369</b>	<b>323</b>
<b>Movements for the year</b>		
– Purchases	125	172
– Amortisation charges	(148)	(126)
<b>Closing values:</b>		
Gross book value (30/6)	1,519	1,394
Accumulated amortisation (30/6)	(1,173)	(1,025)
<b>TOTAL INTANGIBLE ASSETS – NET BOOK VALUE <sup>1</sup></b>	<b>346</b>	<b>369</b>

<sup>1</sup>. The net book value of intangible assets represent:

– Software	346	369
	<b>346</b>	<b>369</b>

#### Accounting policy for intangible assets

##### IT development and software

Costs incurred in developing products or systems and costs incurred in acquiring software and licenses that will contribute to future period financial benefits through revenue generation and/or cost reduction are capitalised to software and systems. Costs capitalised include external direct costs of materials and service, direct payroll, and payroll related costs of employees' time spent on the project. Amortisation is calculated on a straight line basis over periods generally ranging from three to five years.

IT development costs include only those costs directly attributable to the development phase and are only recognised following completion of technical feasibility, and where Council has an intention and ability to use the asset.

## Mid-Western Regional Council

Notes to the Financial Statements  
for the year ended 30 June 2018

## Note 11. Payables and borrowings

\$ '000	2018		2017	
	Current	Non-current	Current	Non-current
<b>Payables</b>				
Goods and services – operating expenditure	2,865	–	2,964	–
Goods and services – capital expenditure	1,228	–	2,407	–
Accrued expenses:				
– Borrowings	162	–	180	–
Security bonds, deposits and retentions	967	–	935	–
Other	45	–	46	–
<b>Total payables</b>	<b>5,267</b>	<b>–</b>	<b>6,532</b>	<b>–</b>
<b>Income received in advance</b>				
Payments received in advance	950	–	900	–
<b>Total income received in advance</b>	<b>950</b>	<b>–</b>	<b>900</b>	<b>–</b>
<b>Borrowings</b>				
Loans – secured <sup>1</sup>	1,693	12,976	1,591	14,667
<b>Total borrowings</b>	<b>1,693</b>	<b>12,976</b>	<b>1,591</b>	<b>14,667</b>
<b>TOTAL PAYABLES AND BORROWINGS</b>	<b>7,910</b>	<b>12,976</b>	<b>9,023</b>	<b>14,667</b>

## (a) Payables and borrowings relating to restricted assets

	2018		2017	
	Current	Non-current	Current	Non-current
<b>Externally restricted assets</b>				
Water	985	1,753	902	2,229
Sewer	645	8,141	808	8,539
Domestic waste management	853	–	216	107
Trust deposits	967	–	935	–
Payables and borrowings relating to externally restricted assets	3,450	9,894	2,861	10,875
<b>Total payables and borrowings relating to restricted assets</b>	<b>3,450</b>	<b>9,894</b>	<b>2,861</b>	<b>10,875</b>
<b>Total payables and borrowings relating to unrestricted assets</b>	<b>4,460</b>	<b>3,082</b>	<b>6,162</b>	<b>3,792</b>
<b>TOTAL PAYABLES AND BORROWINGS</b>	<b>7,910</b>	<b>12,976</b>	<b>9,023</b>	<b>14,667</b>

<sup>1</sup>. Loans are secured over the general rating income of Council

Disclosures on liability interest rate risk exposures, fair value disclosures and security can be found in Note 18.

Mid-Western Regional Council

Notes to the Financial Statements  
 for the year ended 30 June 2018

Note 11. Payables and borrowings (continued)

\$ '000	2018	2017
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(b) Changes in liabilities arising from financing activities

Class of borrowings	2017		Non-cash changes			2018
	Opening balance as at 1/7/17	Cash flows	Acquisition	Fair value changes	Other non-cash movements	Closing balance as at 30/6/18
Loans – secured	16,258	(1,589)	–	–	–	14,669
<b>TOTAL</b>	<b>16,258</b>	<b>(1,589)</b>	<b>–</b>	<b>–</b>	<b>–</b>	<b>14,669</b>

\$ '000	2018	2017
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(c) Financing arrangements

(i) Unrestricted access was available at balance date to the following lines of credit:

Bank overdraft facilities <sup>(1)</sup>	700	700
Credit cards/purchase cards	200	200
Operating lease facility	600	600
<b>Total financing arrangements</b>	<b>1,500</b>	<b>1,500</b>

Drawn facilities as at balance date:

– Credit cards/purchase cards	3	4
– Operating lease facility	318	430
<b>Total drawn financing arrangements</b>	<b>321</b>	<b>434</b>

Undrawn facilities as at balance date:

– Bank overdraft facilities	700	700
– Credit cards/purchase cards	197	196
– Other	282	170
<b>Total undrawn financing arrangements</b>	<b>1,179</b>	<b>1,066</b>

1. The bank overdraft facility may be drawn at any time and may be terminated by the bank without notice.



## Mid-Western Regional Council

### Notes to the Financial Statements

for the year ended 30 June 2018

#### Note 11. Payables and borrowings (continued)

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##### **Accounting policy for payables and borrowings**

###### **Payables**

These amounts represent liabilities for goods and services provided to the Council prior to the end of financial year that are unpaid. The amounts are unsecured and are usually paid within 30 days of recognition.

###### **Borrowings**

Borrowings are initially recognised at fair value, net of transaction costs incurred. Borrowings are subsequently measured at amortised cost. Any difference between the proceeds (net of transaction costs) and the redemption amount is recognised in the income statement over the period of the borrowings using the effective interest method. Fees paid on the establishment of loan facilities are recognised as transaction costs of the loan to the extent that it is probable that some or all of the facility will be drawn down. In this case, the fee is deferred until the draw down occurs. To the extent there is no evidence that it is probable that some or all of the facility will be drawn down, the fee is capitalised as a prepayment for liquidity services and amortised over the period of the facility to which it relates.

Borrowings are removed from the Statement of Financial Position when the obligation specified in the contract is discharged, cancelled or expired. The difference between the carrying amount of a financial liability that has been extinguished or transferred to another party and the consideration paid, including any non-cash assets transferred or liabilities assumed, is recognised in other income or finance cost.

Borrowings are classified as current liabilities unless Council has an unconditional right to defer settlement of the liability for at least 12 months after the reporting date.

###### **Finance leases**

Leases of property, plant and equipment where Council, as lessee, has substantially all the risks and rewards of ownership are classified as finance leases. Finance leases are capitalised at the lease's inception at the fair value of the leased property or, if lower, the present value of the minimum lease payments. The corresponding rental obligations, net of finance charges, are included in other short-term and long-term payables. Each lease payment is allocated between the liability and finance cost. The finance cost is charged to the income statement over the lease period so as to produce a constant periodic rate of interest on the remaining balance of the liability for each period.

The property, plant and equipment acquired under finance leases is depreciated over the asset's useful life or over the shorter of the asset's useful life and the lease term if there is no reasonable certainty that Council will obtain ownership at the end of the lease term.

Mid-Western Regional Council

Notes to the Financial Statements  
 for the year ended 30 June 2018

Note 12. Provisions

\$ '000	2018		2017	
	Current	Non-current	Current	Non-current
<b>Provisions</b>				
<b>Employee benefits:</b>				
Annual leave	1,524	–	1,510	–
Sick leave	1,187	–	1,262	–
Long service leave	3,784	372	3,623	421
<b>Asset remediation/restoration:</b>				
Asset remediation/restoration (future works)	6	2,527	–	2,558
<b>Sub-total – asset remediation/restoration</b>	<b>6</b>	<b>2,527</b>	<b>–</b>	<b>2,558</b>
<b>TOTAL PROVISIONS</b>	<b>6,501</b>	<b>2,899</b>	<b>6,395</b>	<b>2,979</b>

(a) Provisions relating to restricted assets

	2018		2017	
	Current	Non-current	Current	Non-current
<b>Externally restricted assets</b>				
Domestic waste management	–	2,266	–	2,259
Provisions relating to externally restricted assets	–	2,266	–	2,259
<b>Internally restricted assets</b>				
Employee leave entitlements	2,545	–	2,295	–
Provisions relating to internally restricted assets	2,545	–	2,295	–
<b>Total provisions relating to restricted assets</b>	<b>2,545</b>	<b>2,266</b>	<b>2,295</b>	<b>2,259</b>
<b>Total provisions relating to unrestricted assets</b>	<b>3,956</b>	<b>633</b>	<b>4,100</b>	<b>720</b>
<b>TOTAL PROVISIONS</b>	<b>6,501</b>	<b>2,899</b>	<b>6,395</b>	<b>2,979</b>

\$ '000	2018	2017
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(b) Current provisions not anticipated to be settled within the next twelve months

The following provisions, even though classified as current, are not expected to be settled in the next 12 months.

Provisions – employees benefits	4,683	4,911
	<b>4,683</b>	<b>4,911</b>

## Mid-Western Regional Council

Notes to the Financial Statements  
for the year ended 30 June 2018

## Note 12. Provisions (continued)

\$ '000

## (c) Description of and movements in provisions

2018	ELE provisions					Total
	Annual leave	Sick leave	Long service leave	ELE on-costs	Other employee benefits	
At beginning of year	1,510	1,262	4,044	–	–	6,816
Additional provisions	1,557	2	691	–	–	2,250
Amounts used (payments)	(1,542)	(75)	(571)	–	–	(2,188)
Remeasurement effects	(1)	(2)	(8)	–	–	(11)
<b>Total ELE provisions at end of year</b>	<b>1,524</b>	<b>1,187</b>	<b>4,156</b>	<b>–</b>	<b>–</b>	<b>6,867</b>

2017	ELE provisions					Total
	Annual leave	Sick leave	Long service leave	ELE on-costs	Other employee benefits	
At beginning of year	1,488	1,304	3,868	–	–	6,660
Additional provisions	1,446	45	738	–	–	2,229
Amounts used (payments)	(1,424)	(50)	(447)	–	–	(1,921)
Remeasurement effects	–	(37)	(115)	–	–	(152)
<b>Total ELE provisions at end of year</b>	<b>1,510</b>	<b>1,262</b>	<b>4,044</b>	<b>–</b>	<b>–</b>	<b>6,816</b>

2018	Other provisions	
	Asset remediation	Total
At beginning of year	2,558	2,558
<b>Changes to provision:</b>		
– New disturbances to tip	7	7
Additional provisions	(41)	(41)
Amounts used (payments)	(30)	(30)
Remeasurement effects	(10)	(10)
Unwinding of discount	49	49
<b>Total other provisions at end of year</b>	<b>2,533</b>	<b>2,533</b>

2017	Other provisions	
	Asset remediation	Total
At beginning of year	1,118	1,118
<b>Changes to provision:</b>		
Additional provisions	1,458	1,458
Remeasurement effects	(31)	(31)
Unwinding of discount	13	13
<b>Total other provisions at end of year</b>	<b>2,558</b>	<b>2,558</b>

## Mid-Western Regional Council

### Notes to the Financial Statements

for the year ended 30 June 2018

#### Note 12. Provisions (continued)

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##### **Nature and purpose of non-employee benefit provisions**

###### **Asset remediation**

Council has a legal/public obligation to make, restore, rehabilitate and reinstate the council tip and quarry.

###### **Accounting policy for provisions**

Provisions are recognised when Council has a present legal or constructive obligation as a result of past events, it is probable that an outflow of resources will be required to settle the obligation, and the amount has been reliably estimated.

Where there are a number of similar obligations, the likelihood that an outflow will be required in settlement is determined by considering the class of obligations as a whole. A provision is recognised even if the likelihood of an outflow with respect to any one item included in the same class of obligations may be small.

Provisions are measured at the present value of management's best estimate of the expenditure required to settle the present obligation at the reporting date. The discount rate used to determine the present value reflects current market assessments of the time value of money and the risks specific to the liability. The increase in the provision due to the passage of time is recognised as interest expense.

###### **Employee benefits**

###### **Short-term obligations**

Liabilities for wages and salaries, including non-monetary benefits, annual leave and accumulating sick leave expected to be wholly settled within 12 months after the end of the period in which the employees render the related service are recognised in respect of employees' services up to the end of the reporting period and are measured at the amounts expected to be paid when the liabilities are settled. The liability for annual leave and accumulating sick leave is recognised in the provision for employee benefits. All other short-term employee benefit obligations are presented as payables.

###### **Other long-term employee benefit obligations**

The liability for long service leave and annual leave that is not expected to be wholly settled within 12 months after the end of the period in which the employees render the related service is recognised in the provision for employee benefits and measured as the present value of expected future payments to be made in respect of services provided by employees up to the end of the reporting period using the projected unit credit method.

Consideration is given to expected future wage and salary levels, experience of employee departures, and periods of service. Expected future payments are discounted using market yields at the end of the reporting period on national government bonds with terms to maturity and currency that match, as closely as possible, the estimated future cash outflows.

The obligations are presented as current liabilities in the Statement of Financial Position if the Council does not have an unconditional right to defer settlement for at least 12 months after the reporting date, regardless of when the actual settlement is expected to occur.

## Mid-Western Regional Council

### Notes to the Financial Statements

for the year ended 30 June 2018

#### Note 12. Provisions (continued)

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##### **Provisions for close-down and restoration, and environmental clean-up costs – tips and quarries**

###### **Restoration**

Close down and restoration costs include the dismantling and demolition of infrastructure and the removal of residual materials and remediation of disturbed areas. Estimated close down and restoration costs are provided for in the accounting period when the obligation arising from the related disturbance occurs, whether this occurs during the development or during the operation phase, based on the net present value of estimated future costs.

Provisions for close down and restoration costs do not include any additional obligations which are expected to arise from future disturbance. The costs are estimated on the basis of a closure plan. The cost estimates are calculated annually during the life of the operation to reflect known developments, eg updated cost estimates and revisions to the estimated lives of operations, and are subject to formal review at regular intervals

###### **Rehabilitation**

Where rehabilitation is conducted systematically over the life of the operation, rather than at the time of closure, provision is made for the estimated outstanding continuous rehabilitation work at each reporting date and the cost is charged to the Income Statement.

Provision is made for the estimated present value of the costs of environmental clean up obligations outstanding at the reporting date. These costs are charged to the Income Statement. Movements in the environmental clean up provisions are presented as an operating cost, except for the unwinding of the discount which is shown as a borrowing cost.

Remediation procedures generally commence soon after the time the damage, remediation process and estimated remediation costs become known, but may continue for many years depending on the nature of the disturbance and the remediation techniques.

As noted above, the ultimate cost of environmental remediation is uncertain and cost estimates can vary in response to many factors including changes to the relevant legal requirements, the emergence of new restoration techniques or experience at other locations. The expected timing of expenditure can also change, for example in response to changes in quarry reserves or production rates. As a result there could be significant adjustments to the provision for close down and restoration and environmental clean up, which would affect future financial results.

Other movements in the provisions for close down and restoration costs, including those resulting from new disturbance, updated cost estimates, changes to the estimated lives of operations and revisions to discount rates are capitalised within property, plant and equipment. These costs are then depreciated over the lives of the assets to which they relate.

Close down and restoration costs are a normal consequence of tip and quarry operations, and the majority of close down and restoration expenditure is incurred at the end of the life of the operations. Although the ultimate cost to be incurred is uncertain, Council estimates the respective costs based on feasibility and engineering studies using current restoration standards and techniques.

## Mid-Western Regional Council

### Notes to the Financial Statements for the year ended 30 June 2018

#### Note 13. Accumulated surplus, revaluation reserves, changes in accounting policies, changes in accounting estimates and errors

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##### Nature and purpose of reserves

##### **Infrastructure, property, plant and equipment revaluation reserve**

The infrastructure, property, plant and equipment revaluation reserve is used to record increments / decrements of non-current asset values due to their revaluation.

##### **Available for sale financial investments revaluation reserve**

The available for sale financial investments revaluation reserve is used to account for the fair value movements in all financial assets so classified that remain on hand at year end.

Upon sale, amounts in reserves are recognised in the Income Statement (in full) by way of transfer from the reserve.



## Mid-Western Regional Council

## Notes to the Financial Statements

for the year ended 30 June 2018

## Note 14. Statement of cash flows – additional information

\$ '000	Notes	2018	2017
<b>(a) Reconciliation of cash assets</b>			
Total cash and cash equivalent assets	6a	6,481	3,016
Less bank overdraft	13	–	–
<b>Balance as per the Statement of Cash Flows</b>		<b>6,481</b>	<b>3,016</b>
<b>(b) Reconciliation of net operating result to cash provided from operating activities</b>			
<b>Net operating result from Income Statement</b>		<b>16,365</b>	<b>19,650</b>
<i>Adjust for non-cash items:</i>			
Depreciation and amortisation		15,842	15,477
Net losses/(gains) on disposal of assets		5,747	5,253
Non-cash capital grants and contributions		(66)	(2,456)
Losses/(gains) recognised on fair value re-measurements through the P&L:			
Other movements in reserves - transfer to provision asset remediation		–	(1,746)
Unwinding of discount rates on reinstatement provisions		49	(18)
<i>+/- Movement in operating assets and liabilities and other cash items:</i>			
Decrease/(increase) in receivables		2,656	(2,189)
Increase/(decrease) in provision for doubtful debts		(45)	41
Decrease/(increase) in inventories		(160)	43
Decrease/(increase) in other assets		–	11
Increase/(decrease) in payables		(99)	800
Increase/(decrease) in accrued interest payable		(18)	(15)
Increase/(decrease) in other accrued expenses payable		–	(2)
Increase/(decrease) in other liabilities		81	72
Increase/(decrease) in employee leave entitlements		51	156
Increase/(decrease) in other provisions		(74)	1,458
<b>Net cash provided from/(used in) operating activities from the Statement of Cash Flows</b>		<b>40,329</b>	<b>36,535</b>
<b>(c) Non-cash investing and financing activities</b>			
Other dedications		66	2,456
<b>Total non-cash investing and financing activities</b>		<b>66</b>	<b>2,456</b>

## Mid-Western Regional Council

### Notes to the Financial Statements for the year ended 30 June 2018

#### Note 15. Interests in other entities

\$ '000

##### Unconsolidated structured entities

Council did not consolidate the following structured entities:

##### 1. Mudgee Region Tourism Inc

Mudgee Region Tourism Inc (MRTI) is a not-for-profit independent incorporated tourism body funded by the Mid-Western Region Council and its members. Our region encompasses the towns of Mudgee, Gulgong, Rylstone and Kandos (and small villages in between).

##### Nature of risks relating to the Unconsolidated Structured Entity

Council and MRTI hold a four year contract, from 1 July 2017 to 30 June 2021 whereby Council will contribute a set monthly amount. Members of MRTI also provide financial support through membership payments.

Losses of the entity would be borne by the entity or its members, with no set agreement in place for Council to fund losses.

	2018	2017
Losses (or expenses) incurred by Council relating to the Structured Entity	485	433
Income received by Council relating to the Structured Entity		
– Rental income – other Council properties	1	–
– IT support Income	2	2

##### Non-contractual financial support provided

No non-contractual financial support was provided to MRTI.

##### Current intention to provide financial support

The current intention is to continue to support MRTI with monthly contributions to promote tourism within the LGA. MRTI currently have a four year contract with Council, to provide tourism services.

##### 2. Fly Pelican

Fly Pelican is a regional airline and aircraft charter company based in Newcastle on the east coast of Australia operating a fleet of 19 seat British Aerospace Jetstream 32 aircraft. Currently operating regular scheduled passengers services between Newcastle and Canberra, Sydney and Mudgee and Newcastle and Sydney.

##### Nature of risks relating to the Unconsolidated Structured Entity

Council has a contract in place to provide support to Fly Pelican in order to establish an airline service from Mudgee to Sydney. This contract included 6 months of support for ground handling staff and waiver of landing fees for the year.

Losses of the company would be borne by Fly Pelican and there is no agreement in place to provide additional support or cover any amount of loss from providing the airline service from Mudgee. There is a risk that the company will fail or the service will cease to be profitable, but if this occurs contributions to the service from Council would cease.

	2018	2017
Losses (or expenses) incurred by Council relating to the Structured Entity	102	119

##### Non-contractual financial support provided

No non-contractual financial support was provided to Fly Pelican.

##### Current intention to provide financial support

Council intends to continue to support Fly Pelican through the terms of the contract only, which ceases when Fly Pelican reach an agreed flight sales level.

## Mid-Western Regional Council

Notes to the Financial Statements  
for the year ended 30 June 2018

## Note 16. Commitments for expenditure

\$ '000	2018	2017
<b>(a) Capital commitments (exclusive of GST)</b>		
Capital expenditure committed for at the reporting date but not recognised in the financial statements as liabilities:		
<b>Property, plant and equipment</b>		
Buildings	22	68
Plant and equipment	522	1,897
Drainage	4	4
Other assets	10	173
Roads and transport	4,030	4,679
Sewerage network	–	518
Water supply network	56	87
Land development	–	195
Waste assets	147	6
<b>Total commitments</b>	<b>4,791</b>	<b>7,627</b>
<b>These expenditures are payable as follows:</b>		
Within the next year	4,791	7,627
<b>Total payable</b>	<b>4,791</b>	<b>7,627</b>
<b>Sources for funding of capital commitments:</b>		
Unrestricted general funds	63	–
Future grants and contributions	3,791	4,885
Section 7.11 and 64 funds/reserves	–	45
Externally restricted reserves	400	562
Internally restricted reserves	537	2,135
<b>Total sources of funding</b>	<b>4,791</b>	<b>7,627</b>
<b>(b) Operating lease commitments (non-cancellable)</b>		
<b>a. Commitments under non-cancellable operating leases at the reporting date, but not recognised as liabilities are payable:</b>		
Within the next year	232	233
Later than one year and not later than 5 years	161	177
<b>Total non-cancellable operating lease commitments</b>	<b>393</b>	<b>410</b>
<b>b. Non-cancellable operating leases include the following assets:</b>		
Computers and other office equipment.		
Contingent rentals may be payable depending on the condition of items or usage during the lease term.		
<b>Conditions relating to operating leases:</b>		
– All operating lease agreements are secured only against the leased asset.		
– No lease agreements impose any financial restrictions on Council regarding future debt etc.		

## Mid-Western Regional Council

### Notes to the Financial Statements for the year ended 30 June 2018

#### Note 17. Contingencies and other liabilities/assets not recognised

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The following assets and liabilities do not qualify for recognition in the Statement of Financial Position, but their knowledge and disclosure is considered relevant to the users of Council's financial report.

##### LIABILITIES NOT RECOGNISED:

##### 1. Guarantees

##### (i) Defined benefit superannuation contribution plans

Council participates in an employer-sponsored defined benefit superannuation scheme and makes contributions as determined by the superannuation scheme's trustees.

Member councils bear responsibility of ensuring there are sufficient funds available to pay out the required benefits as they fall due.

While the scheme's most recent full actuarial review indicated that the net assets of the scheme were sufficient to meet the accrued benefits of the scheme's defined benefit member category, member councils are required to make contributions in future years where the scheme goes into deficit (as has occurred in previous years).

The Local Government Superannuation Scheme however is unable to provide Council with an accurate estimate of any share of the net deficit and accordingly Council has not recorded any net liability from its defined benefit scheme obligations in accordance with AASB 119.

Future planned contributions being made to the defined benefit scheme to rectify past (and projected) deficit positions will be recognised as an expense when they become payable – similar to the accounting for defined contributions plans.

Member councils are treated as Pooled Employers for the purposes of AASB119. Pooled Employers are required to pay standard employer contributions and additional lump sum contributions to the Fund.

The standard employer contributions were determined using the new entrant rate method under which a contribution rate sufficient to fund the total benefits over the working life-time of a typical new entrant is calculated. The current standard employer contribution rates are:

Division B	1.9 times employee contributions
Division C	2.5% salaries
Division D	1.64 times employee contributions

The additional lump sum contribution for each Pooled Employer is a share of the total additional contributions of \$40.0 million per annum from 1 July 2017 for 4 years to 30 June 2021, apportioned according to each employer's share of the accrued liabilities as at 30 June 2017. These additional lump sum contributions are used to fund the deficit of assets to accrued liabilities as 30 June 2017.

The adequacy of contributions is assessed at each triennial actuarial investigation and monitored annually between triennials.

As stated above, each sponsoring employer is exposed to the actuarial risks associated with current and former employees of other sponsoring employers and hence shares in the associated gains and losses.

## Mid-Western Regional Council

## Notes to the Financial Statements

for the year ended 30 June 2018

## Note 17. Contingencies and other liabilities/assets not recognised (continued)

**LIABILITIES NOT RECOGNISED** (continued):**1. Guarantees** (continued)**(i) Defined benefit superannuation contribution plans** (continued)

However, there is no relief under the Fund's trust deed for employers to walk away from their defined benefit obligations. Under limited circumstances, an employer may withdraw from the plan when there are no active members, on full payment of outstanding additional contributions. There is no provision for allocation of any surplus which may be present at the date of withdrawal of the entity.

There are no specific provisions under the Fund's trust deed dealing with deficits or surplus on wind-up.

There is no provision for the allocation of any surplus which may be present at the date of withdrawal of an employer.

The plan is a defined benefit plan. However, each sponsoring employer is exposed to the actuarial risks associated with current and former employees of other sponsoring employers and hence shares in the associated gains and losses (to the extent that they are not borne by members). As such, there is not sufficient reliable information to allow each sponsoring employer to account for its proportionate share of the defined benefit obligation, sub-group assets and costs associated with the sub-group in the same way as it would for a single employer sponsored defined benefit plan.

The amount of Council employer contributions to the defined benefit section of the Fund and recognised as an expense and disclosed as part of superannuation expenses at Note 4 (a) for the year ending 30 June 2018 was \$409,912.71.

The last valuation of the Fund was by the Actuary, Mr Richard Boyfield, FIAA on 12 December 2017, relating to the period ended 30 June 2017.

Council's expected contributions to the Fund for the next annual reporting period is \$318,295.72.

The estimated employer reserves financial position for the Pooled Employers at 30 June 2018 is:

Employer reserves only *	\$ millions	Asset Coverage
Assets	1,817.8	
Past Service Liabilities	1,787.5	101.7%
Vested Benefits	1,778.0	102.2%

\* excluding member accounts and reserves in both assets and liabilities.

The key economic long term assumptions used to calculate the present value of accrued benefits are:

Investment return	6.0% per annum
Salary inflation *	3.5% per annum
Increase in CPI	2.5% per annum

\* Plus promotional increases

## Mid-Western Regional Council

### Notes to the Financial Statements for the year ended 30 June 2018

#### Note 17. Contingencies and other liabilities/assets not recognised (continued)

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##### LIABILITIES NOT RECOGNISED (continued):

##### 1. Guarantees (continued)

##### (i) Defined benefit superannuation contribution plans (continued)

The contribution requirements may vary from the current rates if the overall sub-group experience is not in line with the actuarial assumptions in determining the funding program, however any adjustment to the funding program would be the same for all sponsoring employers in the Pooled Employers group.

Please note that the estimated employer reserves financial position above is a preliminary calculation and once all the relevant information has been received by the Funds Actuary, the 2018 triennial review will be completed around December 2018.

Council's additional lump sum contribution is around 0.38% of the total additional lump sum contributions for all Pooled Employers (of \$40m each year from 1 July 2017 to 30 June 2021) provides an indication of the level of participation of Council compared with other employers in the Pooled Employer sub-group.

##### (ii) StateCover Limited

Council is a member of StateCover Mutual Limited and holds a partly paid share in the entity.

StateCover is a company providing workers compensation insurance cover to the NSW local government industry and specifically Council.

Council has a contingent liability to contribute further equity in the event of the erosion of the company's capital base as a result of the company's past performance and/or claims experience or as a result of any increased prudential requirements from APRA.

These future equity contributions would be required to maintain the company's minimum level of net assets in accordance with its licence requirements.

##### (iii) Other guarantees

Council has provided no other guarantees other than those listed above.



## Mid-Western Regional Council

### Notes to the Financial Statements for the year ended 30 June 2018

#### Note 17. Contingencies and other liabilities/assets not recognised (continued)

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##### LIABILITIES NOT RECOGNISED (continued):

##### 2. Other liabilities

###### (i) Third party claims

The Council is involved from time to time in various claims incidental to the ordinary course of business including claims for damages relating to its services.

Council believes that it is appropriately covered for all claims through its insurance coverage and does not expect any material liabilities to eventuate.

###### (ii) Potential land acquisitions due to planning restrictions imposed by Council

Council has classified a number of privately owned land parcels as local open space or bushland.

As a result, where notified in writing by the various owners, Council will be required to purchase these land parcels.

At reporting date, reliable estimates as to the value of any potential liability (and subsequent land asset) from such potential acquisitions has not been possible.

##### ASSETS NOT RECOGNISED:

###### (i) Infringement notices/fines

Fines and penalty income, the result of Council issuing infringement notices is followed up and collected by the Infringement Processing Bureau.

Council's revenue recognition policy for such income is to account for it as revenue on receipt.

Accordingly, at year end, there is a potential asset due to Council representing issued but unpaid infringement notices.

Due to the limited information available on the status, value and duration of outstanding notices, Council is unable to determine the value of outstanding income.

###### (ii) Bank Guarantees

Council holds a number of bank guarantees to the value of \$749,702. Some of these guarantees are provided by various developers across the Mid-Western Region to secure performance of conditions of consent in relation to approved Developer Applications.

The guarantees will be returned once the associated conditions of consent have been satisfied.

Other guarantees relate to work performed for Council by contractors, such as construction works. The guarantees will be returned once the conditions of the contract have been satisfied.

###### (iii) Contingent assets

Council has been advised that the stage government proposes to transfer the former Cudgegong Shire building and associated land to the Council in near future. Documentation is currently being completed to effect the transfer.

## Mid-Western Regional Council

### Notes to the Financial Statements for the year ended 30 June 2018

#### Note 18. Financial risk management

\$ '000

##### Risk management

Council's activities expose it to a variety of financial risks including **(1)** price risk, **(2)** credit risk, **(3)** liquidity risk and **(4)** interest rate risk.

The Council's overall risk management program focuses on the unpredictability of financial markets and seeks to minimise potential adverse effects on the financial performance of the Council.

Council does not engage in transactions expressed in foreign currencies and is therefore not subject to foreign currency risk.

Financial risk management is carried out by Council's finance section under policies approved by the Council.

A comparison by category of the carrying amounts and fair values of Council's financial assets and financial liabilities recognised in the financial statements is presented below.

	Carrying value		Fair value	
	2018	2017	2018	2017
<b>Financial assets</b>				
Cash and cash equivalents	6,481	3,016	6,481	3,016
Investments				
– 'Held to maturity'	59,700	59,100	59,700	59,100
– 'Available for sale'	6,124	3,415	6,124	3,415
Receivables	6,616	9,227	6,616	9,227
<b>Total financial assets</b>	<b>78,921</b>	<b>74,758</b>	<b>78,921</b>	<b>74,758</b>
<b>Financial liabilities</b>				
Payables	5,267	6,532	5,267	6,532
Loans/advances	14,669	16,258	14,669	16,258
<b>Total financial liabilities</b>	<b>19,936</b>	<b>22,790</b>	<b>19,936</b>	<b>22,790</b>

Fair value is determined as follows:

- **Cash and cash equivalents, receivables, payables** – are estimated to be the carrying value that approximates market value.
- **Borrowings and held-to-maturity investments** – are based upon estimated future cash flows discounted by the current mkt interest rates applicable to assets and liabilities with similar risk profiles, unless quoted market prices are available.
- Financial assets classified (i) **'at fair value through profit and loss'** or (ii) **'available-for-sale'** – are based upon quoted market prices (in active markets for identical investments) at the reporting date or independent valuation.

## Mid-Western Regional Council

## Notes to the Financial Statements

for the year ended 30 June 2018

## Note 18. Financial risk management (continued)

\$ '000

Council's objective is to maximise its return on cash and investments whilst maintaining an adequate level of liquidity and preserving capital.

Council's finance area manages the cash and investments portfolio.

Council has an investment policy which complies with the *Local Government Act 1993* and Ministerial Investment Order 625. This policy is regularly reviewed by Council and its staff and a monthly Investment report is provided to Council setting out the make-up and performance of the portfolio as required by Local Government regulations.

The risks associated with the investments held are:

- **Price risk** – the risk that the capital value of Investments may fluctuate due to changes in market prices, whether these changes are caused by factors specific to individual financial instruments or their issuers or are caused by factors affecting similar instruments traded in a market.
- **Interest rate risk** – the risk that movements in interest rates could affect returns and income.
- **Credit risk** – the risk that the investment counterparty will not complete their obligations particular to a financial instrument, resulting in a financial loss to Council – be it of a capital or income nature.

Council manages these risks (amongst other measures) by diversifying its portfolio and only purchasing investments with high credit ratings or capital guarantees.

## (a) Market risk – price risk and interest rate risk

The following represents a summary of the sensitivity of Council's Income Statement and accumulated surplus (for the reporting period) due to a change in either the price of a financial asset or the interest rates applicable.

It is assumed that the change in interest rates would have been constant throughout the reporting period.

	Increase of values/rates		Decrease of values/rates	
	Profit	Equity	Profit	Equity
<b>2018</b>				
Possible impact of a 10% movement in market values	–	612	–	(612)
Possible impact of a 1% movement in interest rates	597	597	(597)	(597)
<b>2017</b>				
Possible impact of a 10% movement in market values	–	341	–	(341)
Possible impact of a 1% movement in interest rates	655	655	(655)	(655)

## Mid-Western Regional Council

### Notes to the Financial Statements

for the year ended 30 June 2018

#### Note 18. Financial risk management (continued)

\$ '000

##### (b) Credit risk

Council's major receivables comprise (i) rates and annual charges and (ii) user charges and fees.

The major risk associated with these receivables is credit risk – the risk that debts due and payable to Council may not be repaid in full.

Council manages this risk by monitoring outstanding debt and employing stringent debt recovery procedures. It also encourages ratepayers to pay their rates by the due date through incentives.

Credit risk on rates and annual charges is minimised by the ability of Council to secure a charge over the land relating to the debts – that is, the land can be sold to recover the debt. Council is also able to charge interest on overdue rates and annual charges at higher than market rates which further encourages the payment of debt.

There are no significant concentrations of credit risk, whether through exposure to individual customers, specific industry sectors and/or regions.

Council makes suitable provision for doubtful receivables as required and carries out credit checks on most non-rate debtors.

There are no material receivables that have been subjected to a re-negotiation of repayment terms.

A profile of Council's receivables credit risk at balance date follows:

	2018	2018	2017	2017
	Rates and	Other	Rates and	Other
	annual	receivables	annual	receivables
	charges		charges	
<b>(i) Ageing of receivables – %</b>				
Current (not yet overdue)	86%	69%	80%	94%
Overdue	14%	31%	20%	6%
	<b>100%</b>	<b>100%</b>	<b>100%</b>	<b>100%</b>
<b>(ii) Ageing of receivables – value</b>			2018	2017
<b>Rates and annual charges</b>				
Current			752	691
< 1 year overdue			9	18
1 – 2 years overdue			54	63
2 – 5 years overdue			66	89
> 5 years overdue			(2)	3
			<b>879</b>	<b>864</b>
<b>Other receivables</b>				
Current			4,035	7,968
0 – 30 days overdue			1,374	144
31 – 60 days overdue			79	64
61 – 90 days overdue			47	13
> 91 days overdue			303	320
			<b>5,838</b>	<b>8,509</b>

## Mid-Western Regional Council

## Notes to the Financial Statements

for the year ended 30 June 2018

## Note 18. Financial risk management (continued)

\$ '000

## (c) Liquidity risk

Payables and borrowings are both subject to liquidity risk – the risk that insufficient funds may be on hand to meet payment obligations as and when they fall due.

Council manages this risk by monitoring its cash flow requirements and liquidity levels and maintaining an adequate cash buffer.

Payment terms can (in extenuating circumstances) also be extended and overdraft facilities utilised as required.

Borrowings are also subject to interest rate risk – the risk that movements in interest rates could adversely affect funding costs and debt servicing requirements. Council manages this risk by borrowing long term and fixing the interest rate on a 10-year renewal basis. The Finance Section regularly reviews interest rate movements to determine if it would be advantageous to refinance or renegotiate part or all of the loan portfolio.

The contractual undiscounted cash outflows (ie. principal and interest) of Council's payables and borrowings are set out in the maturity table below:

\$ '000	Weighted average interest rate	Subject to no maturity	payable in:			Total cash outflows	Actual carrying values
			≤ 1 Year	1 – 5 Years	> 5 Years		
<b>2018</b>							
Trade/other payables		967	4,300	-	-	5,267	5,267
Loans and advances	6.47%	-	2,608	8,372	10,073	21,053	14,669
<b>Total financial liabilities</b>		<b>967</b>	<b>6,908</b>	<b>8,372</b>	<b>10,073</b>	<b>26,320</b>	<b>19,936</b>
<b>2017</b>							
Trade/other payables		935	5,597	-	-	6,532	6,532
Loans and advances	6.60%	-	2,608	9,448	11,606	23,662	16,258
<b>Total financial liabilities</b>		<b>935</b>	<b>8,205</b>	<b>9,448</b>	<b>11,606</b>	<b>30,194</b>	<b>22,790</b>

## Mid-Western Regional Council

### Notes to the Financial Statements for the year ended 30 June 2018

#### Note 19. Material budget variations

\$ '000

Council's original financial budget for 17/18 was adopted by the Council on 21 June 2017 and is not required to be audited.

While the Income Statement included in this General Purpose Financial Report must disclose the original budget adopted by Council, the *Local Government Act 1993* requires Council to review its financial budget on a quarterly basis, so that it is able to manage the various variations between actuals versus budget that invariably occur throughout the year.

This note sets out the details of **material variations** between Council's original budget and its actual results for the year as per the Income Statement – even though such variations may have been adjusted for during each quarterly budget review.

Note that for variations\* of budget to actual :

Material variations represent those variances that amount to **10%** or more of the original budgeted figure.

**F** = Favourable budget variation, **U** = Unfavourable budget variation

\$ '000	2018 Budget	2018 Actual	2018 ----- Variance* -----		
<b>REVENUES</b>					
<b>Rates and annual charges</b>	<b>28,823</b>	<b>28,807</b>	<b>(16)</b>	(0%)	<b>U</b>
<b>User charges and fees</b>	<b>12,084</b>	<b>18,629</b>	<b>6,545</b>	54%	<b>F</b>
Council received an additional \$5.5 million from RMS works on State Roads compared to Original Budget. The most significant project variations were for works at Sofala curves and Sofala Hill. The other significant variation is due to water supply charges higher than budget by \$478,000.					
<b>Interest and investment revenue</b>	<b>1,668</b>	<b>1,693</b>	<b>25</b>	1%	<b>F</b>
<b>Other revenues</b>	<b>2,291</b>	<b>2,737</b>	<b>446</b>	19%	<b>F</b>
Major Event ticket sales accounted for \$240,000 of additional income to the original budget. Insurance reimbursement of costs exceeded budget by \$85,000.					
<b>Operating grants and contributions</b>	<b>14,765</b>	<b>15,884</b>	<b>1,119</b>	8%	<b>F</b>
<b>Capital grants and contributions</b>	<b>22,306</b>	<b>14,194</b>	<b>(8,112)</b>	(36%)	<b>U</b>
Council has been delayed in completion of the Wollar Road Seal Extension project therefore grant income is deferred and did not meet budget by \$3.58 million. Council was not successful in 2017/18 for a capital grant to proceed with Glen Willow upgrades as budgeted worth \$2.6 million. Capital works and grant income was also not required for \$1.2 million at Rylstone Dam.					



## Mid-Western Regional Council

Notes to the Financial Statements  
for the year ended 30 June 2018

## Note 19. Material budget variations (continued)

\$ '000	2018 Budget	2018 Actual	2018 ----- Variance* -----		
<b>EXPENSES</b>					
Employee benefits and on-costs	23,403	22,521	882	4%	F
Borrowing costs	1,118	1,064	54	5%	F
Materials and contracts	11,384	14,181	(2,797)	(25%)	U
Additional RMS work on State Roads contributed to an increase of \$2.8 million in actual expenditure					
Depreciation and amortisation	19,039	15,842	3,197	17%	F
Road infrastructure depreciation is lower than the original budget by \$3.5 million due to asset life revisions following the fair revaluation process.					
Other expenses	6,452	6,224	228	4%	F
Net losses from disposal of assets	1,280	5,747	(4,467)	(349%)	U
The unfavourable variance is primary due to the write off of infrastructure replaced during 2017/18. the majority \$4.8 million relates to transport assets.					

## Budget variations relating to Council's Cash Flow Statement include:

Cash flows from operating activities	39,579	40,329	750	1.9%	F
Cash flows from investing activities	(38,838)	(35,275)	3,563	(9.2%)	F
Cash flows from financing activities	(1,657)	(1,589)	68	(4.1%)	F

## Mid-Western Regional Council

### Notes to the Financial Statements for the year ended 30 June 2018

#### Note 20. Fair value measurement

\$ '000

The Council measures the following asset and liability classes at fair value on a recurring basis:

- Infrastructure, property, plant and equipment
- Financial assets and liabilities

The fair value of assets and liabilities must be estimated in accordance with various accounting standards for either recognition and measurement requirements or for disclosure purposes.

AASB 13 Fair Value Measurement requires all assets and liabilities measured at fair value to be assigned to a 'level' in the fair value hierarchy as follows:

**Level 1:** Unadjusted quoted prices in active markets for identical assets or liabilities that the entity can access at the measurement date.

**Level 2:** Inputs other than quoted prices included within level 1 that are observable for the asset or liability, either directly or indirectly.

**Level 3:** Inputs for the asset or liability that are not based on observable market data (unobservable inputs).

(1) The following table presents all assets and liabilities that have been measured and recognised at fair values:

2018	Date of latest valuation	Fair value measurement hierarchy			Total
		Level 1 Quoted prices in active mkts	Level 2 Significant observable inputs	Level 3 Significant unobservable inputs	
<b>Recurring fair value measurements</b>					
<b>Financial assets</b>					
Investments					
– 'Available for sale'	30/06/18	–	6,124	–	6,124
<b>Total financial assets</b>		<b>–</b>	<b>6,124</b>	<b>–</b>	<b>6,124</b>
<b>Infrastructure, property, plant and equipment</b>					
Work in progress	30/06/18	–	–	12,728	12,728
Plant and equipment	30/06/18	–	–	18,778	18,778
Office equipment	30/06/16	–	–	455	455
Furniture and fittings	30/06/16	–	–	265	265
Operational land	30/06/18	–	43,242	–	43,242
Community land	30/06/16	–	–	17,798	17,798
Land under roads	30/06/14	–	–	1,605	1,605
Land improvements – non-depreciable		–	–	1,602	1,602
Land improvements – depreciable		–	–	345	345
Buildings – market value/income approach	30/06/18	–	4,061	–	4,061
Buildings – replacement cost	30/06/18	–	–	64,051	64,051
Other structures	30/06/16	–	–	8,692	8,692
Roads	30/06/15	–	–	220,779	220,779
Bridges	30/06/15	–	–	56,813	56,813
Footpaths	30/06/15	–	–	5,335	5,335
Bulk earthworks	30/06/15	–	–	282,824	282,824
Stormwater drainage	30/06/15	–	–	18,308	18,308
Water supply network	30/06/17	–	–	70,763	70,763
Sewerage network	30/06/17	–	–	85,473	85,473
Swimming pools	30/06/16	–	–	4,390	4,390
Other open space/recreational assets	30/06/16	–	–	9,749	9,749
Library books	30/06/16	–	–	653	653
Tip assets	30/06/14	–	–	2,147	2,147
Quarry assets	30/06/14	–	–	243	243
<b>Total infrastructure, property, plant and equipment</b>		<b>–</b>	<b>47,303</b>	<b>883,796</b>	<b>931,099</b>

## Mid-Western Regional Council

Notes to the Financial Statements  
for the year ended 30 June 2018

## Note 20. Fair value measurement (continued)

\$ '000

**(1) The following table presents all assets and liabilities that have been measured and recognised at fair values: (continued)**

2017	Date of latest valuation	Fair value measurement hierarchy			Total
		Level 1 Quoted prices in active mkts	Level 2 Significant observable inputs	Level 3 Significant unobservable inputs	
<b>Recurring fair value measurements</b>					
<b>Financial assets</b>					
Investments					
– 'Available for sale'	30/06/17	–	3,415	–	3,415
<b>Total financial assets</b>		<b>–</b>	<b>3,415</b>	<b>–</b>	<b>3,415</b>
<b>Infrastructure, property, plant and equipment</b>					
Work in progress	30/06/17	–	–	13,128	13,128
Plant and equipment	30/06/13	–	–	16,562	16,562
Office equipment	30/06/15	–	–	562	562
Furniture and fittings	30/06/15	–	–	262	262
Operational land	30/06/13	–	–	32,145	32,145
Community land	30/06/16	–	–	16,669	16,669
Land under roads	30/06/14	–	–	1,302	1,302
Land improvements – non-depreciable		–	–	1,444	1,444
Land improvements – depreciable		–	–	276	276
Buildings – market value/income approach	30/06/13	–	4,088	–	4,088
Buildings – replacement cost	30/06/13	–	–	45,356	45,356
Other structures	30/06/16	–	–	7,284	7,284
Roads	30/06/15	–	–	212,929	212,929
Bridges	30/06/15	–	–	56,925	56,925
Footpaths	30/06/15	–	–	5,407	5,407
Bulk earthworks	30/06/15	–	–	281,921	281,921
Stormwater drainage	30/06/15	–	–	18,289	18,289
Water supply network	30/06/17	–	–	69,910	69,910
Sewerage network	30/06/17	–	–	84,106	84,106
Swimming pools	30/06/16	–	–	4,579	4,579
Other open space/recreational assets	30/06/16	–	–	9,690	9,690
Library books	30/06/16	–	–	650	650
Tip assets	30/06/14	–	–	2,145	2,145
Quarry assets	30/06/14	–	–	261	261
<b>Total infrastructure, property, plant and equipment</b>		<b>–</b>	<b>4,088</b>	<b>881,802</b>	<b>885,890</b>

**(2) Transfers between level 1 and level 2 fair value hierarchies**

During the year, there were no transfers between level 1 and level 2 fair value hierarchies for recurring fair value measurements.

## Mid-Western Regional Council

### Notes to the Financial Statements for the year ended 30 June 2018

#### Note 20. Fair value measurement (continued)

##### (3) Valuation techniques used to derive level 2 and level 3 fair values

Where Council is unable to derive fair valuations using quoted market prices of identical assets (i.e. level 1 inputs), Council instead utilises a spread of both observable inputs (level 2 inputs) and unobservable inputs (level 3 inputs).

The fair valuation techniques Council has employed while utilising level 2 and level 3 inputs are as follows:

##### Financial assets

##### Managed Funds – Available for Sale financial assets

Valuation technique: The unit price of each fund is equal to the total fair value of the net assets held by the fund divided by the total number of units on issue for that fund. Unit prices are calculated and published daily.

Inputs Used (Level 2): Prices are observable, however, no active market exists for these funds as they are only accessible to government agencies.

##### Infrastructure, property, plant and equipment

##### Plant and equipment, office equipment and furniture and fittings – Level 3

Valuation Techniques – Depreciated historic cost. The nature and value of plant and equipment recognises that depreciated historic cost is a representation of fair value. Observable inputs - Available market data to assess the replacement cost of the asset. Unobservable inputs - Estimates of useful life and residual value.

##### Community land and land under roads – Level 3

Valuation Techniques – Market value direct comparison and Valuer General's Valuation. This method involves the analysis of sales evidence of other properties within the region and adjustment for differences between key attributes of the properties. Observable inputs - Sales evidence of price per square metre of land.

##### Land improvements - Level 3

Valuation Techniques – Depreciated historic cost. Observable inputs - Available market data to assess the replacement cost of the asset. Unobservable inputs - Estimates of useful life and residual value.

## Mid-Western Regional Council

### Notes to the Financial Statements for the year ended 30 June 2018

#### Note 20. Fair value measurement (continued)

##### **Buildings market value/income approach – Level 2**

Valuation Techniques – Market Value. This method involves the analysis of sales evidence and comparison with the subject taking into account matters such as method of construction, size, condition, age, land area and location. APV Assets Valuer Three buildings were assessed using this technique.  
Observable inputs - Inspection and analysis of sales evidence involving comparable assets.

##### **Buildings replacement costs – Level 3**

Valuation Techniques – Cost approach.  
Due to the specialised nature of Local Government Assets, observable market inputs are often unavailable. The cost approach has been adopted for those buildings and deemed level 3.

This method is based on determining the Replacement Cost of the modern equivalent (or cost of reproduction where relevant) and then adjusting for the level of consumed future economic benefit and impairment.

To determine the Fair Value we applied the following process –

- Determine the Replacement Cost (Gross)
- Determining the components and where relevant split between short-life and long-life parts based on planned asset management strategies.
- Assessing the level of remaining service potential of the Depreciable Amount of each component (short-life and long-life parts).
  - o For the short-life part, this is based on a Consumption Rating that primarily considers the component specific factors (such as physical condition and maintenance history) as well as considering obsolescence. This is primarily aimed at estimating the cost to bring the part back to 'as new' (as a market participant would consider when pricing the asset).
  - o For the long-life part the valuer uses professional judgment to estimate the level of remaining service potential (RSP%). This effectively is an overall assessment of obsolescence (function, technical and economic) and the impact it may have on a market participants view of price. For example – despite an asset being aged and part way through its lifecycle, providing the asset is expected to be operational for many years to come the market the impact of obsolescence may be insignificant or minor. Likewise, if there is an expectation that the asset has a limited remaining life the impact of obsolescence will be greater as the asset nears the end of life.
- Summing the calculated value of the short-life part and long-life part together to determine the value of each component
- Summing the value of each component together to determine the Fair Value (Current Replacement Cost)

Observable inputs - Available market data to assess the replacement cost of the asset.  
Unobservable inputs - Estimates of useful life, and condition

##### **Other structures, swimming pools, other open space/recreational assets – Level 3**

Valuation Techniques – Cost Approach Method.

## Mid-Western Regional Council

### Notes to the Financial Statements for the year ended 30 June 2018

#### Note 20. Fair value measurement (continued)

Due to the specialised nature of Local Government Assets observable market inputs are often unavailable. The cost approach has been adopted for other structures and deemed level 3. This involves the following process:

- The fair value is a reflection of gross value less accumulated depreciation. Published project and cost data applied to the asset's attributes is used to determine the gross value (replacement cost)
- Age and asset condition is applied to determine the level of depreciation
- Major assets were disaggregated into significant components which exhibit different patterns of consumption (useful lives).

Observable inputs - Available market data to assess the replacement cost of the asset.  
Unobservable inputs - Estimates of useful life, and condition

#### **Roads, bridges, footpaths, bulk earthworks, stormwater – Level 3**

Valuation Techniques – Depreciated Replacement Cost.

Due to the specialised nature of Local Government Assets observable market inputs are often unavailable. The cost approach has been adopted for Council Roads and deemed level 3 and were last valued at 30 June 2015. This involves the following process:

- The fair value is a reflection of gross value (replacement cost) less accumulated depreciation.
- Actual construction cost data was used to establish unit rates and applied to the asset's attributes to determine the gross value
- A sample of roads were inspected to arrive at a condition score. This is applied along with the road age to determine the remaining useful life.
- Roads were categorised into appropriate groupings such as:

\* Sealed/Unsealed

\* Urban/Local/Regional

\* Urban major/Urban minor/collector

- The network was broken into segments linked to defining geographical features

- Assets were disaggregated into significant components which exhibit different patterns of consumption (useful lives) i.e. seal, pavement, subbase, earthworks.

Observable inputs- Construction costs used to assess the replacement cost of the asset. For example Seal cost per m2, Pavement construction per m2, gravel cost  
Unobservable inputs - Estimates of useful life, condition and residual value.

#### **Water supply network and sewerage network – Level 3**

Valuation Techniques – Cost Approach Method.

Due to the specialised nature of Local Government Assets observable market inputs are often unavailable. The cost approach has been adopted for Council Water and Sewer deemed level 3 and was applied as part of 30 June 2017 fair value process. This involves the following process:



## Mid-Western Regional Council

### Notes to the Financial Statements for the year ended 30 June 2018

#### Note 20. Fair value measurement (continued)

- Council used data published in the NSW Reference Rates Manual for Valuation of Water & Sewerage Assets and CENTROC Regional Water & Sewer Asset Valuation Methodology to establish unit rates and applied to the asset's attributes to determine the gross value.
- A physical inspection of underground assets was impractical, therefore reference manual useful life was applied.
- A sample of aboveground assets were inspected to arrive at a condition score, with desktop assessments of other assets. This assessment was applied along with the reference manual average to determine the remaining useful life.
- Assets were disaggregated into significant components which exhibit different patterns of consumption (useful lives) i.e. civil/structural, electrical, mechanical

Observable inputs are reference rate costs used to assess the replacement cost of the asset. For example \$/m for reticulation mains  
Unobservable inputs include estimates of useful life, condition and residual value.

#### Library books – Level 3

Valuation Techniques – Cost approach method. The cost approach has been adopted for other structures and deemed level 3.  
Observable inputs - Available market data to assess the replacement cost of the asset.  
Unobservable inputs - Estimates of useful life and residual value.

#### Tip and quarry assets – reinstatement, rehabilitation and restoration

Inputs Used (Level 3): Unit rates, useful life, asset condition, dimensions and specifications  
In the event that Council close a quarry or tip site, there are immense on-going costs associated with the rehabilitation of the land.

Mid-Western Regional Council

Notes to the Financial Statements  
 for the year ended 30 June 2018

Note 20. Fair value measurement (continued)

\$ '000

(4). Fair value measurements using significant unobservable inputs (level 3)

a. The following tables present the changes in level 3 fair value asset classes.

	Work in progress	Plant and equipment	Office equipment	Furniture and fittings	Total
<b>Opening balance – 1/7/16</b>	17,963	16,722	368	225	35,278
Transfers from/(to) another asset class	(14,603)	–	99	–	(14,504)
Purchases (GBV)	9,769	2,813	162	95	12,839
Disposals (WDV)	–	(885)	–	–	(885)
Depreciation and impairment	–	(2,087)	(68)	(59)	(2,214)
Rounding	(1)	(1)	1	1	–
<b>Closing balance – 30/6/17</b>	<b>13,128</b>	<b>16,562</b>	<b>562</b>	<b>262</b>	<b>30,514</b>

Transfers from/(to) another asset class	(7,358)	–	–	–	(7,358)
Purchases (GBV)	6,958	6,414	7	49	13,428
Disposals (WDV)	–	(1,965)	–	–	(1,965)
Depreciation and impairment	–	(2,308)	(114)	(47)	(2,469)
Other movement (rounding)	–	2	–	1	3
Other movement (had not commissioned)	–	73	–	–	73
<b>Closing balance – 30/6/18</b>	<b>12,728</b>	<b>18,778</b>	<b>455</b>	<b>265</b>	<b>32,226</b>

	Operational land	Community land	Land under roads	Land improv'mnt non-deprec	Total
<b>Opening balance – 1/7/16</b>	31,720	16,494	1,302	1,444	50,960
Purchases (GBV)	85	75	–	–	160
Disposals (WDV)	–	(159)	–	–	(159)
FV gains – other comprehensive income	340	258	–	–	598
Rounding	–	1	–	–	1
<b>Closing balance – 30/6/17</b>	<b>32,145</b>	<b>16,669</b>	<b>1,302</b>	<b>1,444</b>	<b>51,560</b>

Transfers from/(to) level 2 FV hierarchy 20 4(b)	(43,242)	–	–	–	(43,242)
Transfers from/(to) another asset class	(878)	878	124	–	124
Purchases (GBV)	20	24	179	158	381
Disposals (WDV)	–	(3)	–	–	(3)
FV gains – other comprehensive income	11,539	–	–	–	11,539
Other movement (had not commissioned)	416	230	–	–	646
<b>Closing balance – 30/6/18</b>	<b>–</b>	<b>17,798</b>	<b>1,605</b>	<b>1,602</b>	<b>21,005</b>

## Mid-Western Regional Council

Notes to the Financial Statements  
for the year ended 30 June 2018

## Note 20. Fair value measurement (continued)

\$ '000

## (4). Fair value measurements using significant unobservable inputs (level 3) (continued)

## a. The following tables present the changes in level 3 fair value asset classes. (continued)

	Land improv'mnt depreciable	Buildings replac- -ment cost	Other structures	Roads	Total
<b>Opening balance – 1/7/16</b>	233	46,107	6,269	207,920	260,529
Transfers from/(to) another asset class	(5)	1,144	1,029	6,747	8,916
Purchases (GBV)	118	644	396	8,403	9,561
Disposals (WDV)	(64)	(162)	(188)	(3,317)	(3,731)
Depreciation and impairment	(5)	(1,788)	(223)	(6,825)	(8,841)
Rounding	(1)	3	1	1	3
Transfer to others	–	(592)	–	–	(592)
<b>Closing balance – 30/6/17</b>	<b>276</b>	<b>45,356</b>	<b>7,284</b>	<b>212,929</b>	<b>265,845</b>
Transfers from/(to) another asset class	2	39	241	5,861	6,143
Purchases (GBV)	75	395	1,427	12,648	14,545
Disposals (WDV)	–	(17)	(1)	(5,140)	(5,158)
Depreciation and impairment	(8)	(1,881)	(259)	(5,519)	(7,667)
FV gains – other comprehensive income	–	20,161	–	–	20,161
Other movement (rounding)	–	(2)	–	–	(2)
<b>Closing balance – 30/6/18</b>	<b>345</b>	<b>64,051</b>	<b>8,692</b>	<b>220,779</b>	<b>293,867</b>
	Bulk earthworks	Stormwater drainage	Water supply network	Sewerage network	Total
<b>Opening balance – 1/7/16</b>	280,916	17,150	60,138	65,982	424,186
Transfers from/(to) another asset class	695	248	1,286	1,813	4,042
Purchases (GBV)	309	1,112	1,070	918	3,409
Disposals (WDV)	–	–	(632)	(312)	(944)
Depreciation and impairment	–	(222)	(1,506)	(1,776)	(3,504)
FV gains – other comprehensive income	–	–	9,554	17,481	27,035
Rounding	1	1	–	–	2
<b>Closing balance – 30/6/17</b>	<b>281,921</b>	<b>18,289</b>	<b>69,910</b>	<b>84,106</b>	<b>454,226</b>
Transfers from/(to) another asset class	484	20	198	196	898
Purchases (GBV)	419	231	1,141	1,211	3,002
Disposals (WDV)	–	–	(157)	(269)	(426)
Depreciation and impairment	–	(233)	(1,761)	(1,467)	(3,461)
FV gains – other comprehensive income	–	–	1,430	1,696	3,126
Other movement (rounding)	–	1	2	–	3
<b>Closing balance – 30/6/18</b>	<b>282,824</b>	<b>18,308</b>	<b>70,763</b>	<b>85,473</b>	<b>457,368</b>

Mid-Western Regional Council

Notes to the Financial Statements  
 for the year ended 30 June 2018

Note 20. Fair value measurement (continued)

\$ '000

(4). Fair value measurements using significant unobservable inputs (level 3) (continued)

a. The following tables present the changes in level 3 fair value asset classes. (continued)

	Bridges	Library books	Tip reinstatement asset	Quarry reinstatement Asset	Total
<b>Opening balance – 1/7/16</b>	56,862	772	264	136	58,034
Transfers from/(to) another asset class	1,126	–	–	–	1,126
Purchases (GBV)	144	66	–	–	210
Disposals (WDV)	(112)	–	(151)	(1)	(264)
Depreciation and impairment	(1,095)	(77)	(113)	(38)	(1,323)
FV gains – other comprehensive income	–	(113)	2,146	164	2,197
Rounding	–	2	(1)	–	1
<b>Closing balance – 30/6/17</b>	<b>56,925</b>	<b>650</b>	<b>2,145</b>	<b>261</b>	<b>59,981</b>
Transfers from/(to) another asset class	119	–	–	–	119
Purchases (GBV)	862	79	–	–	941
Disposals (WDV)	–	–	–	(39)	(39)
Depreciation and impairment	(1,093)	(77)	(119)	–	(1,289)
FV gains – other comprehensive income	–	–	120	21	141
Other movement (rounding)	–	1	1	–	2
<b>Closing balance – 30/6/18</b>	<b>56,813</b>	<b>653</b>	<b>2,147</b>	<b>243</b>	<b>59,856</b>

	Footpaths	Swimming pools	Other open space/recreational	Total
<b>Opening balance – 1/7/16</b>	4,454	4,545	9,612	18,611
Transfers from/(to) another asset class	380	(18)	59	421
Purchases (GBV)	697	296	410	1,403
Disposals (WDV)	(4)	(14)	(9)	(27)
Depreciation and impairment	(121)	(229)	(380)	(730)
Rounding	1	(1)	(2)	(2)
<b>Closing balance – 30/6/17</b>	<b>5,407</b>	<b>4,579</b>	<b>9,690</b>	<b>19,676</b>
Transfers from/(to) another asset class	1	–	73	74
Purchases (GBV)	66	49	384	499
Disposals (WDV)	(1)	(3)	(1)	(5)
Depreciation and impairment	(137)	(235)	(397)	(769)
Other movement (rounding)	(1)	–	–	(1)
<b>Closing balance – 30/6/18</b>	<b>5,335</b>	<b>4,390</b>	<b>9,749</b>	<b>19,474</b>

b. Information relating to the transfers into and out of the level 3 fair valuation hierarchy (as disclosed in the table above) includes:

Operational land was revalued at market value (\$43,242 thousand), so transferred from Level 3 to Level 2.

Mid-Western Regional Council

Notes to the Financial Statements  
for the year ended 30 June 2018

Note 20. Fair value measurement (continued)

(4). Fair value measurements using significant unobservable inputs (level 3)

c. Significant unobservable valuation inputs used (for level 3 asset classes) and their relationship to fair value.

The following table summarises the quantitative information relating to the significant unobservable inputs used in deriving the various level 3 asset class fair values.

Class	Fair value (30/6/18) \$'000	Valuation technique/s	Unobservable inputs
Plant and equipment	18,778	Depreciated historic cost	Estimated useful life and residual value
Office equipment	455	Depreciated historic cost	Estimated useful life and residual value
Furniture and fittings	265	Depreciated historic cost	Estimated useful life and residual value
Community land	17,798	Market Approach	Factors relevant to a market participants and/or embodied with the assets
Land under roads	1,605	Market Approach	Factors relevant to a market participants and/or embodied with the assets
Land improvements – non depreciable	1,602	Cost Approach	Estimated useful life, cost, and condition
Land improvements – depreciable	345	Depreciated historic cost	Estimated useful life, cost, and condition
Buildings – replacement cost	64,051	Cost Approach	Estimated useful life, cost, and condition
Other structures	8,692	Cost Approach	Estimated useful life, cost, and condition
Roads, bridges, footpaths	282,927	Cost Approach	Estimated useful life, cost, and condition
Bulk earthworks	282,824	Cost Approach	Estimated useful life, cost, and condition
Stormwater drainage	18,308	Cost Approach	Estimated useful life, cost, and condition
Water supply network	70,763	Cost Approach	Estimated useful life, cost, and condition
Sewerage network	85,473	Cost Approach	Estimated useful life, cost, and condition
Swimming pools	4,390	Cost Approach	Estimated useful life, cost, and condition
Other open space/recreational assets	9,749	Cost Approach	Estimated useful life, cost, and condition
Library books	653	Cost Approach	Estimated useful life, cost, and condition
Tip and quarry reinstatement assets	2,390	Cost estimate of future liability	

Mid-Western Regional Council

Notes to the Financial Statements  
 for the year ended 30 June 2018

Note 20. Fair value measurement (continued)

d. The valuation process for level 3 fair value measurements

Class	Valuation Processes	Description of the process	how (and by who) the valuation processes are decided	how (and who) analyses the level 3 fair value movements post valuation	who undertakes the valuations
Plant and equipment	Depreciated historic cost	Review of asset register and useful life of assets	Council	Council	Council
Office equipment	Depreciated historic cost	Review of asset register and useful life of assets	Council	Council	Council
Furniture and fittings	Depreciated historic cost	Review of asset register and useful life of assets	Council	Council	Council
Community land	Market Approach	Comparison with other property sales	Council	Council	Valuer General
Land under roads	Market Approach	Englobo methodology	Council	Council	Council
Land improvements – non depreciable	Cost Approach	Review of asset register and useful life of assets	Council	Council	Council
Land improvements – depreciable	Depreciated historic cost	Review of asset register and useful life of assets	Council	Council	Council
Buildings – replacement cost	Cost Approach	Analysis of data and physical inspection of assets to review condition.	Council and External valuer	Council	External Valuer
Other structures	Cost Approach	Analysis of data and physical inspection of assets to review condition.	Council	Council	Council
Roads, bridges, footpaths	Cost Approach	Analysis of data and physical inspection of assets to review condition. Sampling of road condition and costing of examples of actual construction.	Council	Council	Council



Mid-Western Regional Council

Notes to the Financial Statements  
for the year ended 30 June 2018

Note 20. Fair value measurement (continued)

Class	Valuation Processes	Description of the process	how (and by who) the valuation processes are decided	how (and who) analyses the level 3 fair value movements post valuation	who undertakes the valuations
Bulk earthworks	Cost Approach	Analysis of data and physical inspection of assets to review condition. Sampling of condition and costing of examples of actual construction.	Council	Council	Council
Stormwater drainage	Cost Approach	Analysis of data and physical inspection of assets to review condition. Sampling of condition and costing of examples of actual construction.	Council	Council	Council
Water supply network	Cost Approach	Analysis of data and physical inspection of assets to review condition. Sampling of condition and costing of examples of actual construction.	Council and External Valuer	Council	Council – Passive assets and External Valuer – Complex assets
Sewerage network	Cost Approach	Analysis of data and physical inspection of assets to review condition. Sampling of condition and costing of examples of actual construction.	Council and External Valuer	Council	Council – Passive assets and External Valuer – Complex assets
Swimming pools	Cost Approach	Analysis of data and physical inspection of assets to review condition.	Council	Council	Council

Mid-Western Regional Council

Notes to the Financial Statements  
 for the year ended 30 June 2018

Note 20. Fair value measurement (continued)

Class	Valuation Processes	Description of the process	how (and by who) the valuation processes are decided	how (and who) analyses the level 3 fair value movements post valuation	who undertakes the valuations
Other open space/recreational assets	Cost Approach	Analysis of data and physical inspection of assets to review condition.	Council	Council	Council
Library books	Cost Approach	Review of asset register and useful life of assets.	Council	Council	Council
Tip and quarry reinstatement assets	Cost estimate of future liability	Estimate remaining life and future reinstatement costs discounted back to present value.	Council	Council	Council

(5). Highest and best use

All of Council's non-financial assets are considered to be utilised for their highest and best use.

Mid-Western Regional Council

Notes to the Financial Statements  
for the year ended 30 June 2018

Note 21. Related party transactions

\$ '000

**a. Key management personnel**

Key management personnel (KMP) of the Council are those persons having the authority and responsibility for planning, directing and controlling the activities of the council, directly or indirectly.

The aggregate amount of KMP compensation included in the Income Statement is:

	2018	2017
<b>Compensation:</b>		
Short-term benefits	1,358	1,195
Other long-term benefits	43	33
Termination benefits	-	75
<b>Total</b>	<b>1,401</b>	<b>1,303</b>

**b. Other transactions with KMP and their related parties**

Council has determined that transactions at arm's length between KMP and Council as part of Council delivering a public service objective (e.g. access to library or Council swimming pool by KMP) will not be disclosed.

Nature of the transaction	Value of transactions during year	Outstanding balance (incl. loans and commitments)	Terms and conditions	Provisions for doubtful debts outstanding	Doubtful debts expense recognised
				Actual \$	Actual \$
<b>2018</b>	Actual \$	Actual \$		Actual \$	Actual \$
Employee expenses relating to close family members of KMP	159,000	-	Local Government (State) Award 2017	-	-
Affordable Housing Project - Donation to Housing Plus	94,000	-	per contract	-	-

Mid-Western Regional Council

Notes to the Financial Statements  
 for the year ended 30 June 2018

Note 21. Related party transactions (continued)

b. Other transactions with KMP and their related parties (continued)

Nature of the transaction	Ref	Value of transactions during year		Outstanding balance (incl. loans and commitments)	Terms and conditions	Provisions for doubtful debts outstanding	Doubtful debts expense recognised
		Actual \$	Actual \$				
<b>2017</b>							
Employee expenses relating to close family members of KMP	3	314,000	-	-	Local Government (State) Award 2014	-	-
Affordable Housing Project - Donation to Housing Plus	4	94,000	-	-	per contract	-	-
Community Grants Program - Youth Representative Grant	5	1,000	-	-	per Council Resolution	-	-
Development Fees paid to Council	6	189,000	-	-	per Development Application	-	-

- 1 Close family members of Council's KMP are employed by council under the relevant pay award on an arm's length basis. There are 2 close family members of KMP who were employed with Council during 2017/2018
- 2 KMP is a director of Housing Plus
- 3 Close family members of Council's KMP are employed by council under the relevant pay award on an arm's length basis. There are 4 close family members of KMP who were employed with Council during 2016/2017
- 4 KMP is a director of Housing Plus
- 5 Close Family member of a KMP was granted \$1000 via our Community Grants Program
- 6 A KMP was the applicant on a Development Applications during the period with fees paid totalling \$189k

## Mid-Western Regional Council

Notes to the Financial Statements  
for the year ended 30 June 2018

## Note 22. Statement of developer contributions

\$ '000

Under the *Environmental Planning and Assessment Act 1979*, Council has significant obligations to provide Section 7.11 (contributions towards provision or improvement of amenities or services) infrastructure in new release areas.

It is possible that the funds contributed may be less than the cost of this infrastructure, requiring Council to borrow or use general revenue to fund the difference.

## SUMMARY OF CONTRIBUTIONS AND LEVIES

PURPOSE	Opening balance	Contributions received during the year		Interest earned in year	Expenditure during year	Internal borrowing (to)/from	Held as restricted asset	Cumulative internal borrowings due/(payable)
		Cash	Non-cash					
Drainage	92	-	-	1	-	-	93	-
Open space	1,941	132	-	33	(225)	-	1,881	-
Community facilities	625	25	-	10	(45)	-	615	-
Transport management	597	37	-	11	-	-	645	-
Car parking	248	-	-	5	-	-	253	-
Administration	411	18	-	6	(30)	-	405	-
Civic improvements	(5)	-	-	-	-	-	(5)	-
<b>S7.11 contributions – under a plan</b>	<b>3,909</b>	<b>212</b>	<b>-</b>	<b>66</b>	<b>(300)</b>	<b>-</b>	<b>3,887</b>	<b>-</b>
<b>S7.12 levies – under a plan</b>	<b>532</b>	<b>118</b>	<b>-</b>	<b>10</b>	<b>-</b>	<b>-</b>	<b>660</b>	<b>-</b>
<b>Total S7.11 and S7.12 revenue under plans</b>	<b>4,441</b>	<b>330</b>	<b>-</b>	<b>76</b>	<b>(300)</b>	<b>-</b>	<b>4,547</b>	<b>-</b>
S7.4 planning agreements	2,106	1,035	-	39	(224)	-	2,956	-
S64 contributions	7,930	527	-	141	(55)	-	8,543	-
<b>Total contributions</b>	<b>14,477</b>	<b>1,892</b>	<b>-</b>	<b>256</b>	<b>(579)</b>	<b>-</b>	<b>16,046</b>	<b>-</b>

Mid-Western Regional Council

Notes to the Financial Statements  
 for the year ended 30 June 2018

Note 22. Statement of developer contributions (continued)

\$ '000

**S7.11 CONTRIBUTIONS – UNDER A PLAN**

CONTRIBUTION PLAN: MID-WESTERN REGIONAL 2005 - 2021

PURPOSE	Opening balance	Contributions received during the year		Interest earned in year	Expenditure during year	Internal borrowing (to)/from	Held as restricted asset	Cumulative internal borrowings due/(payable)
		Cash	Non-cash					
Drainage	92	-	-	1	-	-	93	-
Open space	1,941	132	-	33	(225)	-	1,881	-
Community facilities	625	25	-	10	(45)	-	615	-
Transport management	597	37	-	11	-	-	645	-
Car parking	248	-	-	5	-	-	253	-
Administration	411	18	-	6	(30)	-	405	-
Civic improvements	(5)	-	-	-	-	-	(5)	-
<b>Total</b>	<b>3,909</b>	<b>212</b>	<b>-</b>	<b>66</b>	<b>(300)</b>	<b>-</b>	<b>3,887</b>	<b>-</b>

**S7.12 LEVIES – UNDER A PLAN**

CONTRIBUTION PLAN: MID-WESTERN REGIONAL 2005 - 2021

PURPOSE	Opening balance	Contributions received during the year		Interest earned in year	Expenditure during year	Internal borrowing (to)/from	Held as restricted asset	Cumulative internal borrowings due/(payable)
		Cash	Non-cash					
Transport management	532	118	-	10	-	-	660	-
<b>Total</b>	<b>532</b>	<b>118</b>	<b>-</b>	<b>10</b>	<b>-</b>	<b>-</b>	<b>660</b>	<b>-</b>



## Mid-Western Regional Council

Notes to the Financial Statements  
for the year ended 30 June 2018

## Note 23. Financial result and financial position by fund

Income Statement by fund \$ '000	2018	2018	2018
	<b>Water</b>	<b>Sewer</b>	<b>General<sup>1</sup></b>
<b>Continuing operations</b>			
<b>Income from continuing operations</b>			
Rates and annual charges	1,355	5,857	21,595
User charges and fees	6,217	813	11,599
Interest and investment revenue	379	316	998
Other revenues	2	58	2,677
Grants and contributions provided for operating purposes	63	58	15,763
Grants and contributions provided for capital purposes	335	192	13,667
<b>Total income from continuing operations</b>	<b>8,351</b>	<b>7,294</b>	<b>66,299</b>
<b>Expenses from continuing operations</b>			
Employee benefits and on-costs	1,533	1,213	19,775
Borrowing costs	160	572	332
Materials and contracts	1,410	1,038	11,733
Depreciation and amortisation	1,762	1,480	12,600
Other expenses	2,007	2,031	2,186
Net losses from the disposal of assets	157	270	5,320
<b>Total expenses from continuing operations</b>	<b>7,029</b>	<b>6,604</b>	<b>51,946</b>
<b>Operating result from continuing operations</b>	<b>1,322</b>	<b>690</b>	<b>14,353</b>
<b>Net operating result attributable to each council fund</b>	<b>1,322</b>	<b>690</b>	<b>14,353</b>
<b>Net operating result for the year before grants and contributions provided for capital purposes</b>	<b>987</b>	<b>498</b>	<b>686</b>

<sup>1</sup> General fund refers to all Council's activities other than Water and Sewer.

NB. All amounts disclosed above are gross – that is, they include internal charges and recoveries made between the funds.

Mid-Western Regional Council

Notes to the Financial Statements  
 as at 30 June 2018

Note 23. Financial result and financial position by fund (continued)

Statement of Financial Position by fund			
\$ '000	2018	2018	2018
<b>ASSETS</b>	<b>Water</b>	<b>Sewer</b>	<b>General<sup>1</sup></b>
<b>Current assets</b>			
Cash and cash equivalents	1,257	1,015	4,209
Investments	10,825	8,741	36,258
Receivables	1,436	366	4,633
Inventories	202	20	975
<b>Total current assets</b>	<b>13,720</b>	<b>10,142</b>	<b>46,075</b>
<b>Non-current assets</b>			
Investments	1,939	1,566	6,495
Receivables	–	–	181
Infrastructure, property, plant and equipment	76,328	89,161	765,610
Intangible assets	3	–	343
<b>Total non-current assets</b>	<b>78,270</b>	<b>90,727</b>	<b>772,629</b>
<b>TOTAL ASSETS</b>	<b>91,990</b>	<b>100,869</b>	<b>818,704</b>
<b>LIABILITIES</b>			
<b>Current liabilities</b>			
Payables	323	247	4,697
Income received in advance	185	–	765
Borrowings	477	398	818
Provisions	–	–	6,501
<b>Total current liabilities</b>	<b>985</b>	<b>645</b>	<b>12,781</b>
<b>Non-current liabilities</b>			
Borrowings	1,753	8,141	3,082
Provisions	–	–	2,899
<b>Total non-current liabilities</b>	<b>1,753</b>	<b>8,141</b>	<b>5,981</b>
<b>TOTAL LIABILITIES</b>	<b>2,738</b>	<b>8,786</b>	<b>18,762</b>
<b>Net assets</b>	<b>89,252</b>	<b>92,083</b>	<b>799,942</b>
<b>EQUITY</b>			
Accumulated surplus	57,137	49,029	299,277
Revaluation reserves	32,115	43,054	500,456
Other reserves	–	–	209
<b>Total equity</b>	<b>89,252</b>	<b>92,083</b>	<b>799,942</b>

<sup>1</sup> General Fund refers to all Council's activities other than Water and Sewer.

NB. All amounts disclosed above are gross – that is, they include internal receivables and payables between the funds.

## Mid-Western Regional Council

Notes to the Financial Statements  
for the year ended 30 June 2018

## Note 24(a). Statement of performance measures – consolidated results

\$ '000	Amounts 2018	Indicator 2018	Prior periods 2017	Prior periods 2016	Benchmark
<b>Local government industry indicators – consolidated</b>					
<b>1. Operating performance ratio</b>					
Total continuing operating revenue <sup>(1)</sup> excluding capital grants and contributions less operating expenses	<u>7,918</u>	<b>11.69%</b>	9.59%	5.06%	> 0.00%
Total continuing operating revenue <sup>(1)</sup> excluding capital grants and contributions	67,750				
<b>2. Own source operating revenue ratio</b>					
Total continuing operating revenue <sup>(1)</sup> excluding all grants and contributions	<u>51,866</u>	<b>63.29%</b>	55.20%	60.23%	> 60.00%
Total continuing operating revenue <sup>(1)</sup>	81,944				
<b>3. Unrestricted current ratio</b>					
Current assets less all external restrictions <sup>(2)</sup>	<u>25,242</u>	<b>4.02x</b>	3.65x	3.66x	> 1.5x
Current liabilities less specific purpose liabilities <sup>(3,4)</sup>	6,278				
<b>4. Debt service cover ratio</b>					
Operating result <sup>(1)</sup> before capital excluding interest and depreciation/impairment/amortisation	<u>24,824</u>	<b>9.36x</b>	8.69x	9.01x	> 2x
Principal repayments (Statement of Cash Flows) plus borrowing costs (Income Statement)	2,653				
<b>5. Rates, annual charges, interest and extra charges outstanding percentage</b>					
Rates, annual and extra charges outstanding	<u>1,057</u>	<b>3.52%</b>	3.39%	3.33%	10%
Rates, annual and extra charges collectible	30,023				
<b>6. Cash expense cover ratio</b>					
Current year's cash and cash equivalents plus all term deposits	<u>66,181</u>	<b>15.60 mths</b>	15.9 mths	14.4 mths	> 3 mths
Monthly payments from cash flow of operating and financing activities	4,243				

## Notes

<sup>(1)</sup> Excludes fair value adjustments and reversal of revaluation decrements, net gain/(loss) on sale of assets and the net share of interests in joint ventures and associates.

<sup>(2)</sup> Refer Notes 6-8 inclusive.

Also excludes any real estate and land for resale not expected to be sold in the next 12 months.

<sup>(3)</sup> Refer to Notes 11 and 12.

<sup>(4)</sup> Refer to Note 11(b) and 12(b) – excludes all payables and provisions not expected to be paid in the next 12 months (incl. ELE).

Mid-Western Regional Council

Notes to the Financial Statements  
 for the year ended 30 June 2018

Note 24(b). Statement of performance measures – by fund

	General indicators <sup>5</sup>		Water indicators		Sewer indicators		Benchmark
	2018	2017	2018	2017	2018	2017	
<b>Local government industry indicators – by fund</b>							
<b>1. Operating performance ratio</b>							
Total continuing operating revenue <sup>(1)</sup> excluding capital grants and contributions less operating expenses	11.62%	9.42%	13.25%	12.43%	10.43%	7.84%	> 0.00%
Total continuing operating revenue <sup>(1)</sup> excluding capital grants and contributions							
<b>2. Own source operating revenue ratio</b>							
Total continuing operating revenue <sup>(1)</sup> excluding capital grants and contributions	55.61%	48.07%	95.23%	83.95%	96.57%	86.01%	> 60.00%
Total continuing operating revenue <sup>(1)</sup>							
<b>3. Unrestricted current ratio</b>							
Current assets less all external restrictions <sup>(2)</sup>	4.02x	3.65x	8.10x	9.64x	11.38x	10.49x	> 1.5x
Current liabilities less specific purpose liabilities <sup>(3, 4)</sup>							

Notes

(1)-(4) Refer to Notes at Note 24a above.

(5) General fund refers to all of Council's activities except for its water and sewer activities which are listed separately.

Mid-Western Regional Council

Notes to the Financial Statements  
for the year ended 30 June 2018

Note 24(b). Statement of performance measures – by fund (continued)

	General indicators <sup>5</sup>		Water indicators		Sewer indicators		Benchmark
	2018	2017	2018	2017	2018	2017	
<b>Local government industry indicators – by fund (continued)</b>							
<b>4. Debt service cover ratio</b>							
Operating result <sup>(1)</sup> before capital excluding interest and depreciation/impairment/amortisation	17.28x	9.40x	4.92x	13.74x	2.96x	4.93x	> 2x
Principal repayments (Statement of Cash Flows) plus borrowing costs (Income Statement)							
<b>5. Rates, annual charges, interest and extra charges outstanding percentage</b>							
Rates, annual and extra charges outstanding	3.68%	3.58%	3.47%	3.08%	2.94%	2.72%	< 10% regional & rural
Rates, annual and extra charges collectible							
<b>6. Cash expense cover ratio</b>							
Current year's cash and cash equivalents plus all term deposits	12.87	12.47	27.52	29.59	23.79	27.95	> 3 months
Monthly payments from cash flow of operating and financing activities	months	months	months	months	months	months	

Notes

(1) Refer to Notes at Note 24a above.

(5) General fund refers to all of Council's activities except for its water and sewer activities which are listed separately.

END OF AUDITED FINANCIAL STATEMENTS

Mid-Western Regional Council

Notes to the Financial Statements  
 for the year ended 30 June 2018

Note 24(c). Statement of performance measures – consolidated results (graphs)

<p><b>1. Operating performance ratio</b></p> <p>Benchmark: ——— Minimum &gt;=0.00%</p> <p>Source for benchmark: Code of Accounting Practice and Financial Reporting #26</p>	<p><b>Purpose of operating performance ratio</b></p> <p>This ratio measures Council's achievement of containing operating expenditure within operating revenue.</p>	<p><b>Commentary on 2017/18 result</b></p> <p><b>2017/18 ratio 11.69%</b></p> <p>An increased Operating Performance Ratio is mainly due to increased revenue from RMS Contract Works on State Roads.</p>	
<p>Ratio achieves benchmark (Green bar)</p> <p>Ratio is outside benchmark (Red bar)</p>	<p><b>2. Own source operating revenue ratio</b></p> <p>Benchmark: ——— Minimum &gt;=60.00%</p> <p>Source for benchmark: Code of Accounting Practice and Financial Reporting #26</p>	<p><b>Purpose of own source operating revenue ratio</b></p> <p>This ratio measures fiscal flexibility. It is the degree of reliance on external funding sources such as operating grants and contributions.</p>	<p><b>Commentary on 2017/18 result</b></p> <p><b>2017/18 ratio 63.29%</b></p> <p>The increase in Own Source Revenue is mainly due to increased revenue from RMS Contract Works on State Roads.</p>
<p>Ratio achieves benchmark (Green bar)</p> <p>Ratio is outside benchmark (Red bar)</p>	<p><b>3. Unrestricted current ratio</b></p> <p>Benchmark: ——— Minimum &gt;=1.50</p> <p>Source for benchmark: Code of Accounting Practice and Financial Reporting #26</p>	<p><b>Purpose of unrestricted current ratio</b></p> <p>To assess the adequacy of working capital and its ability to satisfy obligations in the short term for the unrestricted activities of Council.</p>	<p><b>Commentary on 2017/18 result</b></p> <p><b>2017/18 ratio 4.02x</b></p> <p>Whilst Council's unrestricted current assets declined this year the unrestricted liabilities decreased by a greater proportion thereby improving this ratio. Payables relating to unrestricted assets declined by \$1.7m.</p>
<p>Ratio achieves benchmark (Green bar)</p> <p>Ratio is outside benchmark (Red bar)</p>			



Mid-Western Regional Council

Notes to the Financial Statements  
for the year ended 30 June 2018

Note 24(c). Statement of performance measures – consolidated results (graphs)

<p><b>4. Debt service cover ratio</b></p> <table border="1"> <thead> <tr> <th>Year</th> <th>Ratio (x)</th> </tr> </thead> <tbody> <tr> <td>2015</td> <td>8.4</td> </tr> <tr> <td>2016</td> <td>9.0</td> </tr> <tr> <td>2017</td> <td>8.7</td> </tr> <tr> <td>2018</td> <td>9.4</td> </tr> </tbody> </table> <p>Benchmark: ——— Minimum <math>\geq 2.00</math> Source for benchmark: Code of Accounting Practice and Financial Reporting #26</p>	Year	Ratio (x)	2015	8.4	2016	9.0	2017	8.7	2018	9.4	<p><b>Purpose of debt service cover ratio</b></p> <p>This ratio measures the availability of operating cash to service debt including interest, principal and lease payments</p>	<p><b>Commentary on 2017/18 result</b></p> <p><b>2017/18 ratio 9.36x</b></p> <p>Debt servicing costs remain stable across the recent years. The increase in this ratio is due to improvement in operating result.</p> <p>Ratio achieves benchmark Ratio is outside benchmark</p>
Year	Ratio (x)											
2015	8.4											
2016	9.0											
2017	8.7											
2018	9.4											
<p><b>5. Rates, annual charges, interest and extra charges outstanding percentage</b></p> <table border="1"> <thead> <tr> <th>Year</th> <th>Ratio %</th> </tr> </thead> <tbody> <tr> <td>2015</td> <td>3%</td> </tr> <tr> <td>2016</td> <td>3%</td> </tr> <tr> <td>2017</td> <td>3%</td> </tr> <tr> <td>2018</td> <td>4%</td> </tr> </tbody> </table> <p>Benchmark: ——— Maximum <math>&lt; 10.00\%</math> Source for Benchmark: Code of Accounting Practice and Financial Reporting #26</p>	Year	Ratio %	2015	3%	2016	3%	2017	3%	2018	4%	<p><b>Purpose of rates and annual charges outstanding ratio</b></p> <p>To assess the impact of uncollected rates and annual charges on Council's liquidity and the adequacy of recovery efforts.</p>	<p><b>Commentary on 2017/18 result</b></p> <p><b>2017/18 ratio 3.52%</b></p> <p>Council continues to implement effective controls over the collection of outstanding Rates, Annual Charges, Interest and Extra Charges.</p> <p>Ratio is within Benchmark Ratio is outside Benchmark</p>
Year	Ratio %											
2015	3%											
2016	3%											
2017	3%											
2018	4%											
<p><b>6. Cash expense cover ratio</b></p> <table border="1"> <thead> <tr> <th>Year</th> <th>Ratio (mths)</th> </tr> </thead> <tbody> <tr> <td>2015</td> <td>12.3</td> </tr> <tr> <td>2016</td> <td>14.4</td> </tr> <tr> <td>2017</td> <td>15.9</td> </tr> <tr> <td>2018</td> <td>15.6</td> </tr> </tbody> </table> <p>Benchmark: ——— Minimum <math>\geq 3.00</math> Source for benchmark: Code of Accounting Practice and Financial Reporting #26</p>	Year	Ratio (mths)	2015	12.3	2016	14.4	2017	15.9	2018	15.6	<p><b>Purpose of cash expense cover ratio</b></p> <p>This liquidity ratio indicates the number of months a Council can continue paying for its immediate expenses without additional cash inflow.</p>	<p><b>Commentary on 2017/18 result</b></p> <p><b>2017/18 ratio 15.60 mths</b></p> <p>This year saw an increase to Councils cash, cash equivalents and term deposits of \$4 million. The increase has been offset by a proportionately greater increase in the payments from operating cash flows.</p> <p>Ratio achieves benchmark Ratio is outside benchmark</p>
Year	Ratio (mths)											
2015	12.3											
2016	14.4											
2017	15.9											
2018	15.6											

## Mid-Western Regional Council

### Notes to the Financial Statements for the year ended 30 June 2018

#### Note 25. Council information and contact details

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**Principal place of business:**

86 Market Street  
Mudgee NSW 2850

**Contact details**

**Mailing address:**

PO Box 156  
Mudgee NSW 2850

**Opening hours:**

Mudgee, Gulgong and Rylstone Administration Centres  
8:00am to 4:30pm  
Monday to Friday

**Telephone:** 02 6378 2850

**Facsimile:** 02 6378 2815

**Internet:** [www.midwestern.nsw.gov.au](http://www.midwestern.nsw.gov.au)

**Email:** [council@midwestern.nsw.gov.au](mailto:council@midwestern.nsw.gov.au)

**Officers**

**GENERAL MANAGER**

Mr Brad Cam

**RESPONSIBLE ACCOUNTING OFFICER**

Mr Neil Bungate

**PUBLIC OFFICER**

Mr Tim Johnston

**AUDITORS**

NSW Auditor General  
Level 15, 1 Margaret Street  
Sydney NSW 2000

**Elected members**

**MAYOR**

Clr Des Kennedy

**COUNCILLORS**

Clr Paul Cavalier  
Clr Esme Martens  
Clr Peter Shelley  
Clr Percy Thompson  
Clr Sam Paine  
Clr Russell Holden  
Clr John O'Neill  
Clr Alex Karavas

**Other information**

**ABN:** 96 149 391 332



## INDEPENDENT AUDITOR'S REPORT

### Report on the general purpose financial report

#### Mid-Western Regional Council

To the Councillors of the Mid-Western Regional Council

### Opinion

I have audited the accompanying financial report of Mid-Western Regional Council (the Council), which comprise the Income Statement and Statement of Comprehensive Income for the year ended 30 June 2018, the Statement of Financial Position as at 30 June 2018, the Statement of Changes in Equity and Statement of Cash Flows for the year then ended, notes comprising a summary of significant accounting policies and other explanatory information, and the Statement by Councillors and Management.

In my opinion,

- the Council's accounting records have been kept in accordance with the requirements of the *Local Government Act 1993*, Chapter 13, Part 3, Division 2 (the Division)
- the financial report:
  - has been presented, in all material respects, in accordance with the requirements of this Division
  - is consistent with the Council's accounting records
  - presents fairly, in all material respects, the financial position of the Council as at 30 June 2018, and of its financial performance and its cash flows for the year then ended in accordance with Australian Accounting Standards
- all information relevant to the conduct of the audit has been obtained
- no material deficiencies in the accounting records or financial report have come to light during the audit.

My opinion should be read in conjunction with the rest of this report.

### Basis for Opinion

I conducted my audit in accordance with Australian Auditing Standards. My responsibilities under the standards are described in the 'Auditor's Responsibilities for the Audit of the Financial Report' section of my report.

I am independent of the Council in accordance with the requirements of the:

- Australian Auditing Standards
- Accounting Professional and Ethical Standards Board's APES 110 'Code of Ethics for Professional Accountants' (APES 110).

I have fulfilled my other ethical responsibilities in accordance with APES 110.

Parliament promotes independence by ensuring the Auditor-General and the Audit Office of New South Wales are not compromised in their roles by:

- providing that only Parliament, and not the executive government, can remove an Auditor-General
- mandating the Auditor-General as auditor of councils
- precluding the Auditor-General from providing non-audit services.

I believe the audit evidence I have obtained is sufficient and appropriate to provide a basis for my audit opinion.

### **Other Information**

Other information comprises the information included in the Council's annual report for the year ended 30 June 2018, other than the financial report and my Independent Auditor's Report thereon. The Councillors are responsible for the other information. At the date of this Independent Auditor's Report, the other information I have received comprise the special purpose financial statements and Special Schedules (the Schedules).

My opinion on the financial report does not cover the other information. Accordingly, I do not express any form of assurance conclusion on the other information. However, as required by the *Local Government Act 1993*, I have separately expressed an opinion on the special purpose financial statements and Special Schedule 2 - Permissible income for general rates.

In connection with my audit of the financial report, my responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the financial report or my knowledge obtained in the audit, or otherwise appears to be materially misstated.

If, based on the work I have performed, I conclude there is a material misstatement of the other information, I must report that fact.

I have nothing to report in this regard.

### **The Councillors' Responsibilities for the Financial Report**

The Councillors are responsible for the preparation and fair presentation of the financial report in accordance with Australian Accounting Standards and the *Local Government Act 1993*, and for such internal control as the Councillors determine is necessary to enable the preparation and fair presentation of the financial report that is free from material misstatement, whether due to fraud or error.

In preparing the financial report, the Councillors are responsible for assessing the Council's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting except where the Council will be dissolved or amalgamated by an Act of Parliament, or otherwise cease operations.

### **Auditor's Responsibilities for the Audit of the Financial Report**

My objectives are to:

- obtain reasonable assurance about whether the financial report as a whole is free from material misstatement, whether due to fraud or error
- issue an Independent Auditor's Report including my opinion.

Reasonable assurance is a high level of assurance, but does not guarantee an audit conducted in accordance with Australian Auditing Standards will always detect material misstatements. Misstatements can arise from fraud or error. Misstatements are considered material if, individually or in aggregate, they could reasonably be expected to influence the economic decisions users take based on the financial report.

A description of my responsibilities for the audit of the financial report is located at the Auditing and Assurance Standards Board website at: [www.auasb.gov.au/auditors\\_responsibilities/ar4.pdf](http://www.auasb.gov.au/auditors_responsibilities/ar4.pdf). The description forms part of my auditor's report.

My opinion does *not* provide assurance:

- that the Council carried out its activities effectively, efficiently and economically
- on the Original Budget information included in the Income Statement, Statement of Cash Flows, and Note 19 Material budget variations
- on the Special Schedules. A separate opinion has been provided on Special Schedule 2 - Permissible income for general rates
- about the security and controls over the electronic publication of the audited financial report on any website where it may be presented
- about any other information which may have been hyperlinked to/from the financial report.



Karen Taylor  
Director, Financial Audit Services

26 October 2018  
SYDNEY



The Mayor  
 Councillor Des Kennedy  
 c/- Mid-Western Regional Council  
 PO Box 156  
 MUDGEE NSW 2850

Contact: Karen Taylor  
 Phone no: 02 92757311  
 Our ref: D1824617/1760

26 October 2018

Dear Mr Mayor

**Report on the Conduct of the Audit  
 for the year ended 30 June 2018  
 Mid-Western Regional Council**

I have audited the general purpose financial statements of the Mid-Western Regional Council (the Council) for the year ended 30 June 2018 as required by section 415 of the *Local Government Act 1993* (the Act).

I expressed an unmodified opinion on the Council's general purpose financial statements.

This Report on the Conduct of the Audit (the Report) for the Council for the year ended 30 June 2018 is issued in accordance with section 417 of the Act. This Report should be read in conjunction with my audit opinion on the general purpose financial statements issued under section 417(2) of the Act.

**INCOME STATEMENT**

**Operating result**

	2018 \$m	2017 \$m	Variance %
Rates and annual charges revenue	28.8	27.7	↑ 3.9
User charges and fees	18.6	13.3	↑ 40.5
Grants and contributions revenue	30.1	36.9	↓ 18.5
Operating result for the year	16.4	19.6	↓ 16.7
Net operating result before capital amounts	2.2	0.8	↑ 157



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Council's operating result (\$16.4 million including the effect of depreciation and amortisation expense of \$15.8 million) was \$3.2 million lower than the 2016–17 result.

Conversely, the net operating result before capital grants and contributions (\$2.2 million) was \$1.4 million higher than the 2016–17 result.

Whilst total income from continuing operations was consistent with the prior year, a change in the relative mix of operating and capital revenue has impacted on Council's operating results before and after capital grants and contributions for the year.

Rates and annual charges revenue (\$28.8 million) increased by \$1.1 million (3.9 per cent) in 2017–18. This growth is consistent with the rate pegging of 1.5 per cent combined with an increase in the number of rateable properties in the Council area.

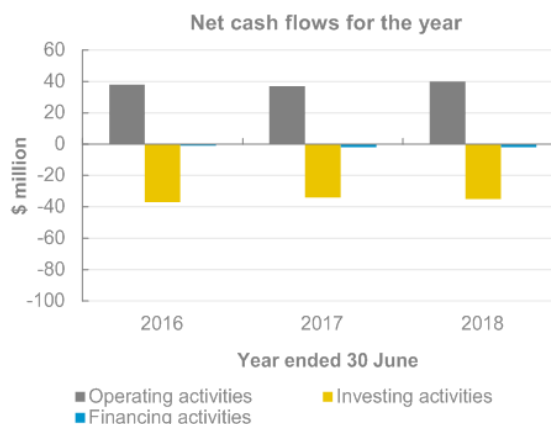
User charges and fees revenue increased from \$13.3 million in 2016–17 to \$18.6 million on 2017–18, mainly due to \$4 million increase in revenue from the RMS for work on State Roads.

Grants and contributions revenue (\$30.1 million) decreased by \$6.8 million in 2017–18 due to:

- Financial Assistance Grants received in 2017–18 were \$6.2 million compared to \$8.8 million in 2016-17 due to the timing of payments by the Commonwealth
- Less non-cash dedications (\$0.1 million) in 2017–18 (\$2.5 million in 2016–17).

## STATEMENT OF CASH FLOWS

The net cash inflow for 2017–18 was \$3.5 million (2017 net cash inflow of \$1.5 million). The increase was primarily generated by Council's cash flows from operating activities, which increased by \$3.8 million.



## FINANCIAL POSITION

### Cash and Investments

Cash and Investments	2018	2017	Commentary
	\$m	\$m	
External restrictions	46.9	43.0	Externally restricted balances include unexpended developer contributions water, sewer and domestic waste management charges.
Internal restrictions	14.8	14.9	
Unrestricted	10.6	7.6	Balances are internally restricted due to Council policy or decisions for forward plans including works program. Unrestricted balances provide liquidity for day-to-day operations.
<b>Cash and investments</b>	<b>72.3</b>	<b>65.5</b>	

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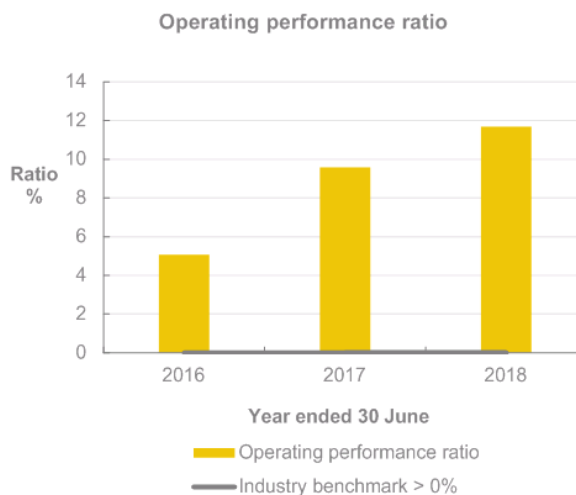
## PERFORMANCE RATIOS

The definition of each ratio analysed below (except for the 'building and infrastructure renewals ratio') is included in Note 24 of the Council's audited general purpose financial statements. The 'building and infrastructure renewals ratio' is defined in Council's Special Schedule 7 which has not been audited.

### Operating performance ratio

The ratio increased primarily due to increased user charges received from the RMS for Council to complete work on State Controlled roads.

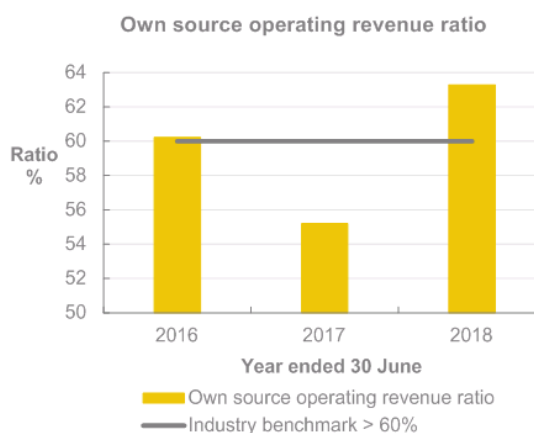
The 'operating performance ratio' measures how well council contained operating expenditure within operating revenue (excluding capital grants and contributions, fair value adjustments, and reversal of revaluation decrements). The benchmark set by the Office of Local Government (OLG) is greater than zero per cent.



### Own source operating revenue ratio

As with the operating performance ratio, the increase in this ratio is primarily due to increased user charges received from the RMS for Council to complete work on State Controlled roads.

The 'own source operating revenue ratio' measures council's fiscal flexibility and the degree to which it relies on external funding sources such as operating grants and contributions. The benchmark set by OLG is greater than 60 per cent.



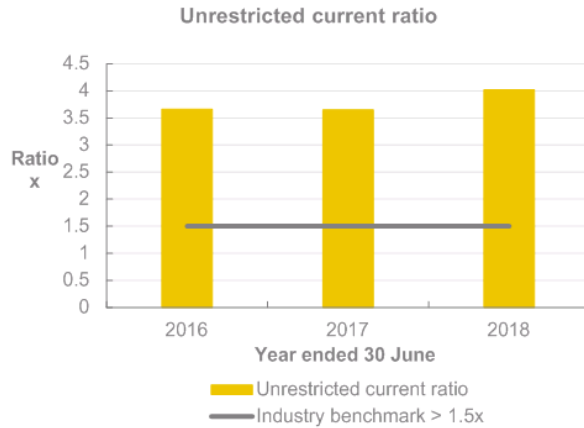


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**Unrestricted current ratio**

Council effectively manages its liquidity to consistently exceed the benchmark of 1.5 times.

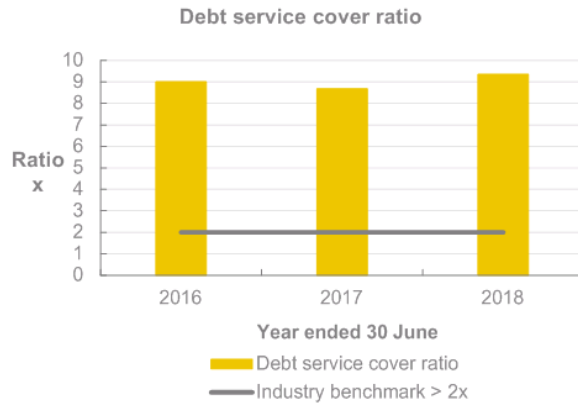
The 'unrestricted current ratio' is specific to local government and represents council's ability to meet its short-term obligations as they fall due. The benchmark set by OLG is greater than 1.5 times.



**Debt service cover ratio**

This ratio has remained fairly stable over the last few years, as Council continues to repay existing loans and not draw down additional funds.

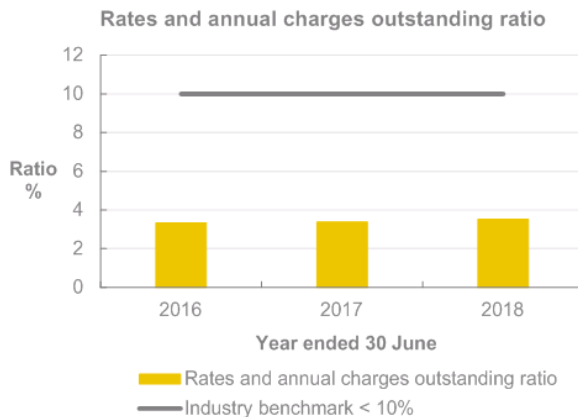
The 'debt service cover ratio' measures the operating cash to service debt including interest, principal and lease payments. The benchmark set by OLG is greater than two times.



**Rates and annual charges outstanding ratio**

A sustained effort to effectively manage recovery has seen Council consistently outperform the benchmark for rural councils.

The 'rates and annual charges outstanding ratio' assesses the impact of uncollected rates and annual charges on council's liquidity and the adequacy of debt recovery efforts. The benchmark set by OLG is less than 10 per cent for rural councils.

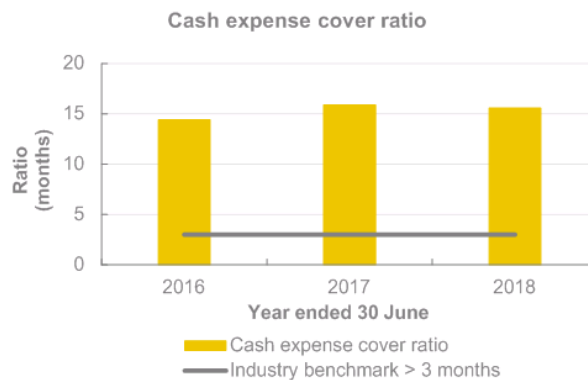


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### Cash expense cover ratio

Council's strong liquidity is reflected by this measure. Council comfortably exceeded the benchmark, as it has done for a number of years.

This liquidity ratio indicates the number of months the council can continue paying for its immediate expenses without additional cash inflow. The benchmark set by OLG is greater than three months.

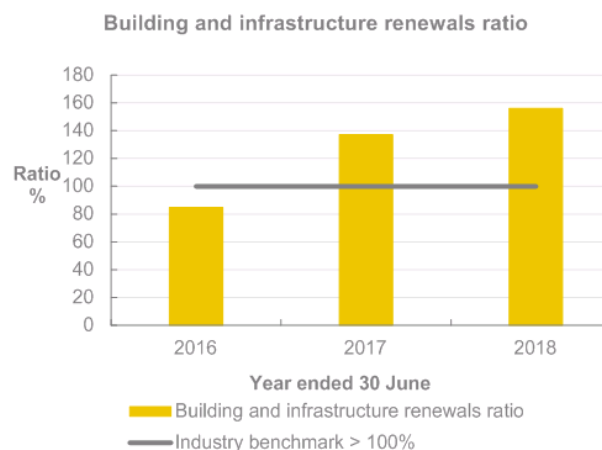


### Building and infrastructure renewals ratio (unaudited)

Council has exceeded the building and infrastructure renewals ratio benchmark over the past two years. Council has continued to focus on renewing its assets to meet a standard acceptable to the community.

The 'building and infrastructure renewals ratio' assesses the rate at which these assets are being renewed against the rate at which they are depreciating. The benchmark set by OLG is greater than 100 per cent.

This ratio is sourced from council's Special Schedule 7 which has not been audited.



## OTHER MATTERS

### New accounting standards implemented

#### AASB 2016-2 'Disclosure Initiative – Amendments to AASB 107'

Effective for annual reporting periods beginning on or after 1 January 2017

This Standard requires entities to provide disclosures that enable users of financial statements to evaluate changes (both cash flows and non-cash changes) in liabilities arising from financing activities.

Council's disclosure of the changes in their liabilities arising from financing activities is disclosed in Note 11.

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### Legislative compliance

My audit procedures did not identify any instances of non-compliance with legislative requirements or a material deficiency in the Council's accounting records or financial reports. The Council's:

- accounting records were maintained in a manner and form to allow the general purpose financial statements to be prepared and effectively audited
- staff provided all accounting records and information relevant to the audit.

A handwritten signature in blue ink that reads 'Karen Taylor'.

Karen Taylor  
Director, Financial Audit Services

# Mid-Western Regional Council

SPECIAL PURPOSE FINANCIAL STATEMENTS  
for the year ended 30 June 2018

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*“a prosperous and progressive  
community that we proudly call home”*





## Mid-Western Regional Council

### Special Purpose Financial Statements for the year ended 30 June 2018

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Statement of Financial Position – Water Supply Business Activity	6
Statement of Financial Position – Sewerage Business Activity	7
Statement of Financial Position – Other Business Activities	8
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<b>4. Auditor's Report</b>	19

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#### Background

- (i) These Special Purpose Financial Statements have been prepared for the use by both Council and the Office of Local Government in fulfilling their requirements under National Competition Policy.
  - (ii) The principle of competitive neutrality is based on the concept of a 'level playing field' between persons/entities competing in a market place, particularly between private and public sector competitors.  
  
Essentially, the principle is that government businesses, whether Commonwealth, state or local, should operate without net competitive advantages over other businesses as a result of their public ownership.
  - (iii) For Council, the principle of competitive neutrality and public reporting applies only to declared business activities.  
  
These include **(a)** those activities classified by the Australian Bureau of Statistics as business activities being water supply, sewerage services, abattoirs, gas production and reticulation, and **(b)** those activities with a turnover of more than \$2 million that Council has formally declared as a business activity (defined as Category 1 activities).
  - (iv) In preparing these financial statements for Council's self-classified Category 1 businesses and ABS-defined activities, councils must **(a)** adopt a corporatisation model and **(b)** apply full cost attribution including tax-equivalent regime payments and debt guarantee fees (where the business benefits from Council's borrowing position by comparison with commercial rates).
-

## Mid-Western Regional Council

### Special Purpose Financial Statements for the year ended 30 June 2018

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#### Statement by Councillors and Management

made pursuant to the Local Government Code of Accounting Practice and Financial Reporting

The attached Special Purpose Financial Statements have been prepared in accordance with:

- the NSW Government Policy Statement 'Application of National Competition Policy to Local Government',
- the Division of Local Government Guidelines 'Pricing and Costing for Council Businesses – A Guide to Competitive Neutrality',
- the Local Government Code of Accounting Practice and Financial Reporting,
- the NSW Office of Water Best-Practice Management of Water and Sewerage Guidelines.

To the best of our knowledge and belief, these financial statements:

- present fairly the operating result and financial position for each of Council's declared business activities for the year, and
- accord with Council's accounting and other records.


We are not aware of any matter that would render these statements false or misleading in any way.

Signed in accordance with a resolution of Council made on 19 September 2018.

  
Clr Des Kennedy  
Mayor

  
CR. SAM PAINE  
Councillor

  
Mr Brad Cam  
General manager

  
Mr Neil Bungate  
Responsible accounting officer

SPFS 2018

## Mid-Western Regional Council

Income Statement of Council's Water Supply Business Activity  
for the year ended 30 June 2018

\$ '000	2018	2017
<b>Income from continuing operations</b>		
Access charges	1,355	1,306
User charges	6,217	5,416
Interest	379	341
Grants and contributions provided for non-capital purposes	63	62
Other income	2	21
<b>Total income from continuing operations</b>	<b>8,016</b>	<b>7,146</b>
<b>Expenses from continuing operations</b>		
Employee benefits and on-costs	1,533	1,455
Borrowing costs	160	188
Materials and contracts	1,410	1,320
Depreciation, amortisation and impairment	1,762	1,507
Loss on sale of assets	157	631
Calculated taxation equivalents	82	25
Other expenses	2,007	1,763
<b>Total expenses from continuing operations</b>	<b>7,111</b>	<b>6,889</b>
<b>Surplus (deficit) from continuing operations before capital amounts</b>	<b>905</b>	<b>257</b>
Grants and contributions provided for capital purposes	335	1,292
<b>Surplus (deficit) from continuing operations after capital amounts</b>	<b>1,240</b>	<b>1,549</b>
<b>Surplus (deficit) from all operations before tax</b>	<b>1,240</b>	<b>1,549</b>
Less: corporate taxation equivalent (30%) [based on result before capital]	(272)	(77)
<b>SURPLUS (DEFICIT) AFTER TAX</b>	<b>969</b>	<b>1,472</b>
Plus opening retained profits	55,746	53,888
Plus/less: prior period adjustments	4	26
Plus/less: Transfer to retained earnings for asset disposals	65	258
Plus adjustments for amounts unpaid:		
– Taxation equivalent payments	82	25
– Corporate taxation equivalent	272	77
<b>Closing retained profits</b>	<b>57,137</b>	<b>55,746</b>
<b>Return on capital %</b>	<b>1.4%</b>	<b>0.6%</b>
<b>Subsidy from Council</b>	<b>942</b>	<b>1,275</b>
<b>Calculation of dividend payable:</b>		
Surplus (deficit) after tax	969	1,472
Less: capital grants and contributions (excluding developer contributions)	–	(222)
<b>Surplus for dividend calculation purposes</b>	<b>969</b>	<b>1,250</b>
<b>Potential dividend calculated from surplus</b>	<b>484</b>	<b>625</b>

Mid-Western Regional Council

Income Statement of Council's Sewerage Business Activity  
 for the year ended 30 June 2018

\$ '000	2018	2017
<b>Income from continuing operations</b>		
Access charges	5,857	5,556
User charges	772	552
Liquid trade waste charges	41	–
Interest	316	286
Grants and contributions provided for non-capital purposes	58	57
Other income	58	41
<b>Total income from continuing operations</b>	<b>7,102</b>	<b>6,492</b>
<b>Expenses from continuing operations</b>		
Employee benefits and on-costs	1,213	1,142
Borrowing costs	572	596
Materials and contracts	1,038	888
Depreciation, amortisation and impairment	1,480	1,829
Loss on sale of assets	270	433
Calculated taxation equivalents	26	21
Other expenses	2,031	1,508
<b>Total expenses from continuing operations</b>	<b>6,630</b>	<b>6,417</b>
<b>Surplus (deficit) from continuing operations before capital amounts</b>	<b>472</b>	<b>75</b>
Grants and contributions provided for capital purposes	192	991
<b>Surplus (deficit) from continuing operations after capital amounts</b>	<b>664</b>	<b>1,066</b>
<b>Surplus (deficit) from all operations before tax</b>	<b>664</b>	<b>1,066</b>
Less: corporate taxation equivalent (30%) [based on result before capital]	(142)	(23)
<b>SURPLUS (DEFICIT) AFTER TAX</b>	<b>522</b>	<b>1,044</b>
Plus opening retained profits	48,067	46,812
Plus/less: prior period adjustments	119	–
Plus/less: Transfer to retained earnings for asset disposals	153	168
Plus adjustments for amounts unpaid:		
– Taxation equivalent payments	26	21
– Debt guarantee fees	–	–
– Corporate taxation equivalent	142	23
<b>Closing retained profits</b>	<b>49,029</b>	<b>48,067</b>
<b>Return on capital %</b>	<b>1.2%</b>	<b>0.8%</b>
<b>Subsidy from Council</b>	<b>1,301</b>	<b>1,421</b>
<b>Calculation of dividend payable:</b>		
Surplus (deficit) after tax	522	1,044
Less: capital grants and contributions (excluding developer contributions)	–	32
<b>Surplus for dividend calculation purposes</b>	<b>522</b>	<b>1,076</b>
<b>Potential dividend calculated from surplus</b>	<b>261</b>	<b>538</b>

SPFS 2018

## Mid-Western Regional Council

## Income Statement of Council's Other Business Activities

for the year ended 30 June 2018

\$ '000	Waste	
	Category 1	
	2018	2017
<b>Income from continuing operations</b>		
Access charges	4,021	3,863
User charges	1,384	926
Interest	147	153
Grants and contributions provided for non-capital purposes	287	380
Other income	415	621
<b>Total income from continuing operations</b>	<b>6,254</b>	<b>5,943</b>
<b>Expenses from continuing operations</b>		
Employee benefits and on-costs	2,288	2,218
Borrowing costs	54	26
Materials and contracts	2,825	2,151
Depreciation, amortisation and impairment	319	292
Loss on sale of assets	7	390
Other expenses	865	833
<b>Total expenses from continuing operations</b>	<b>6,358</b>	<b>5,910</b>
<b>Surplus (deficit) from continuing operations before capital amounts</b>	<b>(104)</b>	<b>33</b>
Grants and contributions provided for capital purposes	–	8
<b>Surplus (deficit) from continuing operations after capital amounts</b>	<b>(104)</b>	<b>41</b>
<b>Surplus (deficit) from all operations before tax</b>	<b>(104)</b>	<b>41</b>
Less: corporate taxation equivalent (30%) [based on result before capital]	–	(10)
<b>SURPLUS (DEFICIT) AFTER TAX</b>	<b>(104)</b>	<b>31</b>
Plus opening retained profits	7,722	7,588
Plus/less: Transfer to retained earnings for asset disposals	2	93
Plus adjustments for amounts unpaid:		
– Corporate taxation equivalent	–	10
<b>Closing retained profits</b>	<b>7,620</b>	<b>7,722</b>
Return on capital %	-0.6%	0.7%
Subsidy from Council	281	142

Mid-Western Regional Council

Statement of Financial Position – Council's Water Supply Business Activity  
 as at 30 June 2018

\$ '000	2018	2017
<b>ASSETS</b>		
<b>Current assets</b>		
Cash and cash equivalents	1,257	1,244
Investments	10,825	11,458
Receivables	1,436	1,159
Inventories	202	204
<b>Total current assets</b>	<b>13,720</b>	<b>14,065</b>
<b>Non-current assets</b>		
Investments	1,939	–
Infrastructure, property, plant and equipment	76,328	72,279
Intangible assets	3	–
Other	–	3
<b>Total non-current assets</b>	<b>78,270</b>	<b>72,282</b>
<b>TOTAL ASSETS</b>	<b>91,990</b>	<b>86,347</b>
<b>LIABILITIES</b>		
<b>Current liabilities</b>		
Payables	323	456
Income received in advance	185	–
Borrowings	477	446
<b>Total current liabilities</b>	<b>985</b>	<b>902</b>
<b>Non-current liabilities</b>		
Borrowings	1,753	2,229
<b>Total non-current liabilities</b>	<b>1,753</b>	<b>2,229</b>
<b>TOTAL LIABILITIES</b>	<b>2,738</b>	<b>3,131</b>
<b>NET ASSETS</b>	<b>89,252</b>	<b>83,216</b>
<b>EQUITY</b>		
Accumulated surplus	57,137	55,746
Revaluation reserves	32,115	27,470
<b>TOTAL EQUITY</b>	<b>89,252</b>	<b>83,216</b>



SPFS 2018

## Mid-Western Regional Council

Statement of Financial Position – Council's Sewerage Business Activity  
as at 30 June 2018

\$ '000	2018	2017
<b>ASSETS</b>		
<b>Current assets</b>		
Cash and cash equivalents	1,015	1,048
Investments	8,741	9,651
Receivables	366	325
Inventories	20	20
<b>Total current Assets</b>	<b>10,142</b>	<b>11,044</b>
<b>Non-current assets</b>		
Investments	1,566	–
Infrastructure, property, plant and equipment	89,161	87,920
<b>Total non-current assets</b>	<b>90,727</b>	<b>87,920</b>
<b>TOTAL ASSETS</b>	<b>100,869</b>	<b>98,964</b>
<b>LIABILITIES</b>		
<b>Current liabilities</b>		
Payables	247	435
Borrowings	398	373
<b>Total current liabilities</b>	<b>645</b>	<b>808</b>
<b>Non-current liabilities</b>		
Borrowings	8,141	8,539
<b>Total non-current liabilities</b>	<b>8,141</b>	<b>8,539</b>
<b>TOTAL LIABILITIES</b>	<b>8,786</b>	<b>9,347</b>
<b>NET ASSETS</b>	<b>92,083</b>	<b>89,617</b>
<b>EQUITY</b>		
Accumulated surplus	49,029	48,067
Revaluation reserves	43,054	41,550
<b>TOTAL EQUITY</b>	<b>92,083</b>	<b>89,617</b>

Mid-Western Regional Council

Statement of Financial Position – Council's Other Business Activities  
 as at 30 June 2018

\$ '000	Waste	
	Category 1	
	2018	2017
<b>ASSETS</b>		
<b>Current assets</b>		
Cash and cash equivalents	440	101
Investments	3,791	4,584
Receivables	227	136
<b>Total Current Assets</b>	<b>4,458</b>	<b>4,821</b>
<b>Non-current assets</b>		
Investments	679	–
Infrastructure, property, plant and equipment	8,780	8,455
<b>Total non-current assets</b>	<b>9,459</b>	<b>8,455</b>
<b>TOTAL ASSETS</b>	<b>13,917</b>	<b>13,276</b>
<b>LIABILITIES</b>		
<b>Current liabilities</b>		
Payables	746	116
Borrowings	107	100
<b>Total current liabilities</b>	<b>853</b>	<b>216</b>
<b>Non-current liabilities</b>		
Borrowings	–	107
Provisions	2,266	2,259
<b>Total non-current liabilities</b>	<b>2,266</b>	<b>2,366</b>
<b>TOTAL LIABILITIES</b>	<b>3,119</b>	<b>2,582</b>
<b>NET ASSETS</b>	<b>10,798</b>	<b>10,694</b>
<b>EQUITY</b>		
Accumulated surplus	7,620	7,722
Revaluation reserves	3,178	2,972
<b>TOTAL EQUITY</b>	<b>10,798</b>	<b>10,694</b>

## Mid-Western Regional Council

### Special Purpose Financial Statements

for the year ended 30 June 2018

#### Contents of the notes accompanying the financial statements

Note	Details	Page
1	Summary of significant accounting policies	10
2	Water Supply Business Best-Practice Management disclosure requirements	14
3	Sewerage Business Best-Practice Management disclosure requirements	16

## Mid-Western Regional Council

### Notes to the Special Purpose Financial Statements for the year ended 30 June 2018

#### Note 1. Significant accounting policies

---

A statement summarising the supplemental accounting policies adopted in the preparation of the Special Purpose Financial Statements (SPFS) for National Competition Policy (NCP) reporting purposes follows.

These financial statements are SPFS prepared for use by Council and the Office of Local Government. For the purposes of these statements, the Council is a non-reporting not-for-profit entity.

The figures presented in these Special Purpose Financial Statements have been prepared in accordance with the recognition and measurement criteria of relevant Australian Accounting Standards, other authoritative pronouncements of the Australian Accounting Standards Board (AASB) and Australian Accounting Interpretations.

The disclosures in these Special Purpose Financial Statements have been prepared in accordance with the Local Government Act 1993 (NSW), the Local Government (General) Regulation, and the Local Government Code of Accounting Practice and Financial Reporting.

The statements are prepared on an accruals basis. They are based on historic costs and do not take into account changing money values or, except where specifically stated, current values of non-current assets. Certain taxes and other costs, appropriately described, have been imputed for the purposes of the National Competition Policy.

#### National Competition Policy

Council has adopted the principle of 'competitive neutrality' in its business activities as part of the National Competition Policy which is being applied throughout Australia at all levels of government.

The framework for its application is set out in the June 1996 NSW government policy statement titled 'Application of National Competition Policy to Local Government'.

The Pricing and Costing for Council Businesses, A Guide to Competitive Neutrality issued by the Office of Local Government in July 1997 has also been adopted.

The pricing and costing guidelines outline the process for identifying and allocating costs to activities and provide a standard for disclosure requirements.

These disclosures are reflected in Council's pricing and/or financial reporting systems and include taxation equivalents, Council subsidies, return on investments (rate of return), and dividends paid.

#### Declared business activities

In accordance with *Pricing and Costing for Council Businesses – A Guide to Competitive Neutrality*, Council has declared that the following are to be considered as business activities:

##### Category 1

*(where gross operating turnover is over \$2 million)*

##### **a. Mid-Western Regional Council Water Supply**

*Comprising the activities and net assets of the water supply operations servicing the towns of Mudgee, Gulgong, Rylstone, and Kandos.*

##### **b. Mid-Western Regional Council Waste Water Services**

*Comprising the activities and net assets of the sewerage reticulation and treatment operations servicing the towns of Mudgee, Gulgong, Rylstone, and Kandos.*

## Mid-Western Regional Council

### Notes to the Special Purpose Financial Statements for the year ended 30 June 2018

#### Note 1. Significant accounting policies (continued)

##### **c. Mid-Western Regional Council Waste Services**

*Comprising the activities and net assets of the domestic and other waste servicing of the Mid-Western Regional Council Local Government Area.*

##### **Monetary amounts**

Amounts shown in the financial statements are in Australian currency and rounded to the nearest thousand dollars, except for Note 2 (Water Supply Best-Practice Management Disclosures) and Note 3 (Sewerage Best-Practice Management Disclosures).

As required by Crown Lands and Water (CLAW), the amounts shown in Note 2 and Note 3 are disclosed in whole dollars.

##### *(i) Taxation-equivalent charges*

Council is liable to pay various taxes and financial duties. Where this is the case, they are disclosed as a cost of operations just like all other costs.

However, where Council does not pay some taxes which are generally paid by private sector businesses, such as income tax, these equivalent tax payments have been applied to all Council-nominated business activities and are reflected in Special Purpose Financial Statements.

For the purposes of disclosing comparative information relevant to the private sector equivalent, the following taxation equivalents have been applied to all Council-nominated business activities (this does not include Council's non-business activities):

##### **Notional rate applied (%)**

Corporate income tax rate – **30%**

Land tax – the first \$629,000 of combined land values attracts **0%**. For the combined land values in excess of \$629,001 up to \$3,846,000 the rate is **1.6% + \$100**. For the remaining combined land value that exceeds \$3,846,000 a premium marginal rate of **2.0%** applies.

Payroll tax – **5.45%** on the value of taxable salaries and wages in excess of \$750,000.

In accordance with Crown Lands and Water (CLAW), a payment for the amount calculated as the annual tax equivalent charges (excluding income tax) must be paid from water supply and sewerage business activities.

The payment of taxation equivalent charges, referred to in the NSW Office of Water Guidelines to as a 'dividend for taxation equivalent', may be applied for any purpose allowed under the *Local Government Act, 1993*.

Achievement of substantial compliance to the NSW Office of Water Guidelines is not a prerequisite for the payment of the tax equivalent charges, however the payment must not exceed \$3 per assessment.

##### **Income tax**

An income tax equivalent has been applied on the profits of the business activities.

Whilst income tax is not a specific cost for the purpose of pricing a good or service, it needs to be taken into account in terms of assessing the rate of return required on capital invested.

## Mid-Western Regional Council

### Notes to the Special Purpose Financial Statements for the year ended 30 June 2018

#### Note 1. Significant accounting policies (continued)

---

Accordingly, the return on capital invested is set at a pre-tax level - gain/(loss) from ordinary activities before capital amounts, as would be applied by a private sector competitor. That is, it should include a provision equivalent to the corporate income tax rate, currently 30%.

Income tax is only applied where a gain/ (loss) from ordinary activities before capital amounts has been achieved.

Since the taxation equivalent is notional – that is, it is payable to Council as the 'owner' of business operations - it represents an internal payment and has no effect on the operations of the Council. Accordingly, there is no need for disclosure of internal charges in the SPFS.

The rate applied of 30% is not the equivalent company tax rate prevalent at reporting date. No adjustments have been made for variations that have occurred during the year.

#### Local government rates and charges

A calculation of the equivalent rates and charges payable on all category 1 businesses has been applied to all land assets owned or exclusively used by the business activity.

#### Loan and debt guarantee fees

The debt guarantee fee is designed to ensure that council business activities face 'true' commercial borrowing costs in line with private sector competitors.

In order to calculate a debt guarantee fee, Council has determined what the differential borrowing rate would have been between the commercial rate and Council's borrowing rate for its business activities.

#### (ii) Subsidies

Government policy requires that subsidies provided to customers, and the funding of those subsidies, must be explicitly disclosed.

Subsidies occur when Council provides services on a less-than-cost-recovery basis. This option is exercised on a range of services in order for Council to meet its community service obligations.

Accordingly, 'subsidies disclosed' (in relation to National Competition Policy) represents the difference between revenue generated from 'rate of return' pricing and revenue generated from prices set by Council in any given financial year.

The overall effect of subsidies is contained within the Income Statement of each reported business activity.

#### (iii) Return on investments (rate of return)

The NCP policy statement requires that councils with Category 1 businesses 'would be expected to generate a return on capital funds employed that is comparable to rates of return for private businesses operating in a similar field'.

Such funds are subsequently available for meeting commitments or financing future investment strategies.

The actual rate of return achieved by each business activity is disclosed at the foot of each respective Income Statement.



## Mid-Western Regional Council

### Notes to the Special Purpose Financial Statements for the year ended 30 June 2018

#### Note 1. Significant accounting policies (continued)

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The rate of return is calculated as follows:

$$\frac{\text{Operating result before capital income + interest expense}}{\text{Written down value of I,PP\&E as at 30 June}}$$

As a minimum, business activities should generate a return equal to the Commonwealth 10 year bond rate which is 2.63% at 30/6/18.

#### (iv) Dividends

Council is not required to pay dividends to either itself (as owner of a range of businesses) or to any external entities.

Local government water supply and sewerage businesses are permitted to pay an annual dividend from its water supply or sewerage business surplus.

Each dividend must be calculated and approved in accordance with the DPIW guidelines and must not exceed:

- (i) 50% of this surplus in any one year, or
- (ii) the number of water supply or sewerage assessments at 30 June 2018 multiplied by \$30 (less the payment for tax equivalent charges, not exceeding \$3 per assessment).

In accordance with the DPIW guidelines a Dividend Payment form, Statement of Compliance, Unqualified Independent Financial Audit Report and Compliance Audit Report are required to be submitted to the DPIW.

**END OF AUDITED SPECIAL PURPOSE FINANCIAL STATEMENTS**

Mid-Western Regional Council

Notes to the Special Purpose Financial Statements  
 for the year ended 30 June 2018

Note 2. Water supply business  
 best-practice management disclosure requirements

Dollars amounts shown below are in whole dollars (unless otherwise indicated) 2018

**1. Calculation and payment of tax-equivalents**

[all local government local water utilities must pay this dividend for tax equivalents]

(i) Calculated tax equivalents	<input type="text" value="82,000"/>
(ii) Number of assessments multiplied by \$3/assessment	<input type="text" value="26,349"/>
(iii) Amounts payable for tax equivalents [lesser of (i) and (ii)]	<input type="text" value="26,349"/>
(iv) Amounts actually paid for tax equivalents	<input type="text" value="-"/>

**2. Dividend from surplus**

(i) 50% of surplus before dividends [calculated in accordance with Best-Practice Management for Water Supply and Sewerage Guidelines]	<input type="text" value="484,250"/>
(ii) Number of assessments multiplied by \$30/assessment, less tax equivalent charges/assessment	<input type="text" value="237,141"/>
(iii) Cumulative surplus before dividends for the 3 years to 30 June 2018, less the cumulative dividends paid for the 2 years to 30 June 2017 and 30 June 2016	<input type="text" value="3,397,300"/>

2018 Surplus	<input type="text" value="968,500"/>	2017 Surplus	<input type="text" value="1,249,900"/>	2016 Surplus	<input type="text" value="1,178,900"/>
		2017 Dividend	<input type="text" value="-"/>	2016 Dividend	<input type="text" value="-"/>

(iv) Maximum dividend from surplus [least of (i), (ii) and (iii) above]	<input type="text" value="237,141"/>
(v) Dividend actually paid from surplus [refer below for required pre-dividend payment criteria]	<input type="text" value="-"/>
(vi) Are the overhead reallocation charges to the water business fair and reasonable? <sup>a</sup>	<input type="text" value="YES"/>

**3. Required outcomes for 6 criteria**

[to be eligible for the payment of a 'dividend from surplus', all the criteria below need a 'YES']

(i) Completion of strategic business plan (including financial plan)	<input type="text" value="YES"/>
(ii) Full cost recovery, without significant cross subsidies [refer item 2 (a) in table 1 on page 22 of the Best-Practice Guidelines]	<input type="text" value="NO"/>
– Complying charges [item 2 (b) in table 1]	<input type="text" value="NO"/>
– DSP with commercial developer charges [item 2 (e) in table 1]	<input type="text" value="YES"/>
– If dual water supplies, complying charges [item 2 (g) in table 1]	<input type="text" value="YES"/>
(iii) Sound water conservation and demand management implemented	<input type="text" value="YES"/>
(iv) Sound drought management implemented	<input type="text" value="YES"/>
(v) Complete performance reporting form (by 15 September each year)	<input type="text" value="YES"/>
(vi) a. Integrated water cycle management evaluation	<input type="text" value="NO"/>
b. Complete and implement integrated water cycle management strategy	<input type="text" value="NO"/>

## Mid-Western Regional Council

Notes to the Special Purpose Financial Statements  
for the year ended 30 June 2018Note 2. Water supply business  
best-practice management disclosure requirements (continued)

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Dollars amounts shown below are in whole dollars (unless otherwise indicated) 2018


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## National Water Initiative (NWI) financial performance indicators

NWI F1	Total revenue (water) Total income (w13) – grants for the acquisition of assets (w11a) – interest income (w9) – Aboriginal Communities W&S Program income (w10a)	\$'000	8,027
NWI F4	Revenue from residential usage charges (water) Income from residential usage charges (w6b) x 100 divided by the sum of [income from residential usage charges (w6a) + income from residential access charges (w6b)]	%	80.61%
NWI F9	Written down replacement cost of fixed assets (water) Written down current cost of system assets (w47)	\$'000	76,328
NWI F11	Operating cost (OMA) (water) Management expenses (w1) + operational and maintenance expenses (w2)	\$'000	4,988
NWI F14	Capital expenditure (water) Acquisition of fixed assets (w16)	\$'000	1,251
NWI F17	Economic real rate of return (water) [total income (w13) – interest income (w9) – grants for acquisition of assets (w11a) – operating costs (NWI F11) – current cost depreciation (w3)] x 100 divided by [written down current cost of system assets (w47) + plant and equipment (w33b)]	%	1.67%
NWI F26	Capital works grants (water) Grants for the acquisition of assets (w11a)	\$'000	–

- Notes:
1. References to w (e.g. w12) refer to item numbers within Special Schedules 3 and 4 of Council's Annual Financial Statements.
  2. The NWI performance indicators are based upon the National Performance Framework Handbook for Urban Performance Reporting Indicators and Definitions.
    - a refer to 3.2 (2) on page 15 of the Best-Practice Management of Water Supply and Sewerage Guidelines, 2007

Mid-Western Regional Council

Notes to the Special Purpose Financial Statements  
 for the year ended 30 June 2018

Note 3. Sewerage business  
 best-practice management disclosure requirements

Dollars amounts shown below are in whole dollars (unless otherwise indicated) 2018

**1. Calculation and payment of tax-equivalents**

[all local government local water utilities must pay this dividend for tax equivalents]

(i) Calculated tax equivalents	26,000
(ii) Number of assessments multiplied by \$3/assessment	22,989
(iii) Amounts payable for tax equivalents [lesser of (i) and (ii)]	22,989
(iv) Amounts actually paid for tax equivalents	–

**2. Dividend from surplus**

(i) 50% of surplus before dividends [calculated in accordance with Best-Practice Management for Water Supply and Sewerage Guidelines]	261,200
(ii) Number of assessments x (\$30 less tax equivalent charges per assessment)	206,901
(iii) Cumulative surplus before dividends for the 3 years to 30 June 2018, less the cumulative dividends paid for the 2 years to 30 June 2017 and 30 June 2016	1,703,900

2018 Surplus	522,400	2017 Surplus	1,075,500
		2016 Surplus	106,000
		2017 Dividend	–
		2016 Dividend	–

(iv) Maximum dividend from surplus [least of (i), (ii) and (iii) above]	206,901
(v) Dividend actually paid from surplus [refer below for required pre-dividend payment criteria]	–
(vi) Are the overhead reallocation charges to the sewer business fair and reasonable? <sup>a</sup>	YES

**3. Required outcomes for 4 criteria**

[to be eligible for the payment of a 'dividend from surplus', all the criteria below need a 'YES']

(i) Completion of strategic business plan (including financial plan)	YES
(ii) Pricing with full cost-recovery, without significant cross subsidies [refer item 2 (a) in table 1 on page 22 of the Best-Practice Guidelines]	NO
Complying charges	
(a) Residential [item 2 (c) in table 1]	YES
(b) Non-residential [item 2 (c) in table 1]	YES
(c) Trade waste [item 2 (d) in table 1]	NO
DSP with commercial developer charges [item 2 (e) in table 1]	YES
Liquid trade waste approvals and policy [item 2 (f) in table 1]	YES
(iii) Complete performance reporting form (by 15 September each year)	YES
(iv) a. Integrated water cycle management evaluation	NO
b. Complete and implement integrated water cycle management strategy	NO

## Mid-Western Regional Council

Notes to the Special Purpose Financial Statements  
for the year ended 30 June 2018Note 3. Sewerage business  
best-practice management disclosure requirements (continued)Dollars amounts shown below are in whole dollars (unless otherwise indicated) 2018

## National Water Initiative (NWI) financial performance indicators

<b>NWI F2</b>	Total revenue (sewerage) Total income (s14) – grants for acquisition of assets (s12a) – interest income (s10) – Aboriginal Communities W&S Program income (w10a)	\$'000	6,992
<b>NWI F10</b>	Written down replacement cost of fixed assets (sewerage) Written down current cost of system assets (s48)	\$'000	89,161
<b>NWI F12</b>	Operating cost (sewerage) Management expenses (s1) + operational and maintenance expenses (s2)	\$'000	4,104
<b>NWI F15</b>	Capital expenditure (sewerage) Acquisition of fixed assets (s17)	\$'000	1,215
<b>NWI F18</b>	Economic real rate of return (sewerage) [total income (s14) – interest income (s10) – grants for acquisition of assets (s12a) – operating cost (NWI F12) – current cost depreciation (s3)] x 100 divided by [written down current cost (i.e. WDCC) of system assets (s48) + plant and equipment (s34b)]	%	1.58%
<b>NWI F27</b>	Capital works grants (sewerage) Grants for the acquisition of assets (12a)	\$'000	–

National Water Initiative (NWI) financial performance indicators  
Water and sewer (combined)

<b>NWI F3</b>	Total income (water and sewerage) Total income (w13 + s14) + gain/loss on disposal of assets (w14 + s15) minus grants for acquisition of assets (w11a + s12a) – interest income (w9 + s10)	\$'000	14,592
<b>NWI F8</b>	Revenue from community service obligations (water and sewerage) Community service obligations (NWI F25) x 100 divided by total income (NWI F3)	%	0.83%
<b>NWI F16</b>	Capital expenditure (water and sewerage) Acquisition of fixed assets (w16 + s17)	\$'000	2,466
<b>NWI F19</b>	Economic real rate of return (water and sewerage) [total income (w13 + s14) – interest income (w9 + s10) – grants for acquisition of assets (w11a + s12a) – operating cost (NWI F11 + NWI F12) – current cost depreciation (w3 + s3)] x 100 divided by [written down replacement cost of fixed assets (NWI F9 + NWI F10) + plant and equipment (w33b + s34b)]	%	1.62%
<b>NWI F20</b>	Dividend (water and sewerage) Dividend paid from surplus (2 (v) of Note 2 + 2 (v) of Note 3)	\$'000	–
<b>NWI F21</b>	Dividend payout ratio (water and sewerage) Dividend (NWI F20) x 100 divided by net profit after tax (NWI F24)	%	0.00%

Mid-Western Regional Council

Notes to the Special Purpose Financial Statements  
 for the year ended 30 June 2018

Note 3. Sewerage business  
 best-practice management disclosure requirements (continued)

Dollars amounts shown below are in whole dollars (unless otherwise indicated) 2018

**National Water Initiative (NWI) financial performance indicators**  
**Water and sewer (combined)**

<b>NWI F22</b>	Net debt to equity (water and sewerage) Overdraft (w36 + s37) + borrowings (w38 + s39) – cash and investments (w30 + s31) x 100 divided by [total assets (w35 + s36) – total liabilities (w40 + s41)]	%	-8.04%
<b>NWI F23</b>	Interest cover (water and sewerage) Earnings before interest and tax (EBIT) divided by net interest  Earnings before interest and tax (EBIT): <span style="border: 1px solid black; padding: 0 10px;">2,685</span> Operating result (w15a + s16a) + interest expense (w4a + s4a) – interest income (w9 + s10) – gain/loss on disposal of assets (w14 + s15) + miscellaneous expenses (w4b + w4c + s4b + s4c)  Net interest: <span style="border: 1px solid black; padding: 0 10px;">67</span> Interest expense (w4a + s4a) – interest income (w9 + s10)		40
<b>NWI F24</b>	Net profit after tax (water and sewerage) Surplus before dividends (w15a + s16a) – tax equivalents paid (Note 2-1 (iv) + Note 3-1 (iv))	\$'000	2,012
<b>NWI F25</b>	Community service obligations (water and sewerage) Grants for pensioner rebates (w11b + s12b)	\$'000	121

- Notes:
1. References to w (eg. s12) refer to item numbers within Special Schedules 5 and 6 of Council's Annual Financial Statements.
  2. The NWI performance indicators are based upon the National Performance Framework Handbook for Urban Performance Reporting Indicators and Definitions.
    - a refer to 3.2 (2) on page 15 of the Best-Practice Management of Water Supply and Sewerage Guidelines, 2007





## INDEPENDENT AUDITOR'S REPORT

### Report on the special purpose financial report

#### Mid-Western Regional Council

To the Councillors of the Mid-Western Regional Council

### Opinion

I have audited the accompanying special purpose financial report (the financial report) of Mid-Western Regional Council's (the Council) Declared Business Activities, which comprise the Income Statement of each Declared Business Activity for the year ended 30 June 2018, the Statement of Financial Position of each Declared Business Activity as at 30 June 2018, notes comprising a summary of Significant accounting policies and other explanatory information for the Business Activities declared by Council, and the Statement by Councillors and Management.

The Declared Business Activities of the Council are:

- Water Supply
- Sewerage
- Waste.

In my opinion, the financial report presents fairly, in all material respects, the financial position of the Council's declared Business Activities as at 30 June 2018, and its financial performance for the year then ended, in accordance with the Australian Accounting Standards described in Note 1 and the Local Government Code of Accounting Practice and Financial Reporting (LG Code).

My opinion should be read in conjunction with the rest of this report.

### Basis for Opinion

I conducted my audit in accordance with Australian Auditing Standards. My responsibilities under the standards are described in the 'Auditor's Responsibilities for the Audit of the Financial Report' section of my report.

I am independent of the Council in accordance with the requirements of the:

- Australian Auditing Standards
- Accounting Professional and Ethical Standards Board's APES 110 'Code of Ethics for Professional Accountants' (APES 110).

I have fulfilled my other ethical responsibilities in accordance with APES 110.

Parliament promotes independence by ensuring the Auditor-General and the Audit Office of New South Wales are not compromised in their roles by:

- providing that only Parliament, and not the executive government, can remove an Auditor-General
- mandating the Auditor-General as the auditor of councils
- precluding the Auditor-General from providing non-audit services.

I believe the audit evidence I have obtained is sufficient and appropriate to provide a basis for my audit opinion.

### **Emphasis of Matter - Basis of Accounting**

Without modifying my opinion, I draw attention to Note 1 to the financial report which describes the basis of accounting. The financial report has been prepared for the purpose of fulfilling the Council's financial reporting responsibilities under the LG Code. As a result, the financial report may not be suitable for another purpose.

### **Other Information**

Other information comprises the information included in the Council's annual report for the year ended 30 June 2018, other than the financial report and my Independent Auditor's Report thereon. The Councillors are responsible for the other information. At the date of this Independent Auditor's Report, the other information I have received comprise the general purpose financial statements and Special Schedules (the Schedules).

My opinion on the financial report does not cover the other information. Accordingly, I do not express any form of assurance conclusion on the other information. However, as required by the *Local Government Act 1993*, I have separately expressed an opinion on the general purpose financial statements and Special Schedule 2 - Permissible income for general rates.

In connection with my audit of the financial report, my responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the financial report or my knowledge obtained in the audit, or otherwise appears to be materially misstated.

If, based on the work I have performed, I conclude there is a material misstatement of the other information, I must report that fact.

I have nothing to report in this regard.

### **The Councillors' Responsibilities for the Financial Report**

The Councillors are responsible for the preparation and fair presentation of the financial report and for determining that the accounting policies, described in Note 1 to the financial report, are appropriate to meet the requirements in the LG Code. The Councillors' responsibility also includes such internal control as the Councillors determine is necessary to enable the preparation and fair presentation of the financial report that is free from material misstatement, whether due to fraud or error.

In preparing the financial report, the Councillors are responsible for assessing the Council's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting, unless it is not appropriate to do so.

### **Auditor's Responsibilities for the Audit of the Financial Report**

My objectives are to:

- obtain reasonable assurance about whether the financial report as a whole is free from material misstatement, whether due to fraud or error
- issue an Independent Auditor's Report including my opinion.

Reasonable assurance is a high level of assurance, but does not guarantee an audit conducted in accordance with Australian Auditing Standards will always detect material misstatements. Misstatements can arise from fraud or error. Misstatements are considered material if, individually or in aggregate, they could reasonably be expected to influence the economic decisions users take based on the financial report.

A description of my responsibilities for the audit of the financial report is located at the Auditing and Assurance Standards Board website at: [www.auasb.gov.au/auditors\\_responsibilities/ar4.pdf](http://www.auasb.gov.au/auditors_responsibilities/ar4.pdf). The description forms part of my auditor's report.

My opinion does not provide assurance:

- that the Council carried out its activities effectively, efficiently and economically
- on the best practice management disclosures in Notes 2 and 3 of the financial report
- about the security and controls over the electronic publication of the audited financial report on any website where it may be presented
- about any other information which may have been hyperlinked to/from the financial report.



Karen Taylor  
Director, Financial Audit Services

26 October 2018  
SYDNEY

# Mid-Western Regional Council

SPECIAL SCHEDULES  
for the year ended 30 June 2018

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*“a prosperous and progressive  
community that we proudly call home”*



## Mid-Western Regional Council

### Special Schedules for the year ended 30 June 2018

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<sup>1</sup> Special Schedules are not audited (with the exception of Special Schedule 2).

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#### Background

- (i) These Special Schedules have been designed to meet the requirements of special purpose users such as;
- the NSW Grants Commission
  - the Australian Bureau of Statistics (ABS),
  - the NSW Office of Water (NOW), and
  - the Office of Local Government (OLG).
- (ii) The financial data is collected for various uses including;
- the allocation of Financial Assistance Grants,
  - the incorporation of Local Government financial figures in national statistics,
  - the monitoring of loan approvals,
  - the allocation of borrowing rights, and
  - the monitoring of the financial activities of specific services.

Mid-Western Regional Council

Special Schedule 1 – Net Cost of Services  
 for the year ended 30 June 2018

\$'000				
Function or activity	Expenses from continuing operations	Income from continuing operations		Net cost of services
		Non-capital	Capital	
<b>Governance</b>	464	–	–	(464)
<b>Administration</b>	9,480	1,921	1,377	(6,182)
<b>Public order and safety</b>				
Fire service levy, fire protection, emergency services	1,146	369	119	(658)
Beach control	–	–	–	–
Enforcement of local government regulations	–	–	–	–
Animal control	204	73	–	(131)
Other	164	40	–	(124)
<b>Total public order and safety</b>	<b>1,514</b>	<b>482</b>	<b>119</b>	<b>(913)</b>
<b>Health</b>	<b>84</b>	<b>141</b>	<b>–</b>	<b>57</b>
<b>Environment</b>				
Noxious plants and insect/vermin control	670	194	–	(476)
Other environmental protection	195	222	–	27
Solid waste management	5,590	6,387	–	797
Street cleaning	235	–	–	(235)
Drainage	1,086	45	–	(1,041)
Stormwater management	–	–	–	–
<b>Total environment</b>	<b>7,776</b>	<b>6,848</b>	<b>–</b>	<b>(928)</b>
<b>Community services and education</b>				
Administration and education	345	242	–	(103)
Social protection (welfare)	–	–	–	–
Aged persons and disabled	738	652	–	(86)
Children's services	710	705	–	(5)
<b>Total community services and education</b>	<b>1,793</b>	<b>1,599</b>	<b>–</b>	<b>(194)</b>
<b>Housing and community amenities</b>				
Public cemeteries	425	243	–	(182)
Public conveniences	36	–	–	(36)
Street lighting	427	36	–	(391)
Town planning	1,221	431	–	(790)
Other community amenities	131	61	–	(70)
<b>Total housing and community amenities</b>	<b>2,240</b>	<b>771</b>	<b>–</b>	<b>(1,469)</b>
<b>Water supplies</b>	<b>5,782</b>	<b>7,072</b>	<b>430</b>	<b>1,720</b>
<b>Sewerage services</b>	<b>4,949</b>	<b>6,594</b>	<b>238</b>	<b>1,883</b>



## Mid-Western Regional Council

Special Schedule 1 – Net Cost of Services (continued)  
for the year ended 30 June 2018

Function or activity	Expenses from continuing operations	Income from continuing operations		Net cost of services
		Non-capital	Capital	
<b>Recreation and culture</b>				
Public libraries	1,113	122	15	(976)
Museums	8	–	–	(8)
Art galleries	–	–	–	–
Community centres and halls	297	60	–	(237)
Performing arts venues	–	–	–	–
Other performing arts	–	–	–	–
Other cultural services	–	–	–	–
Sporting grounds and venues	2,106	233	22	(1,851)
Swimming pools	1,401	238	–	(1,163)
Parks and gardens (lakes)	1,708	(13)	330	(1,391)
Other sport and recreation	–	–	–	–
<b>Total recreation and culture</b>	<b>6,633</b>	<b>640</b>	<b>367</b>	<b>(5,626)</b>
<b>Fuel and energy</b>	–	–	–	–
<b>Agriculture</b>	–	–	–	–
<b>Mining, manufacturing and construction</b>				
Building control	721	139	–	(582)
Other mining, manufacturing and construction	–	–	–	–
<b>Total mining, manufacturing and const.</b>	<b>721</b>	<b>139</b>	<b>–</b>	<b>(582)</b>
<b>Transport and communication</b>				
Urban roads (UR) – local	2,230	914	–	(1,316)
Urban roads – regional	27	–	–	(27)
Sealed rural roads (SRR) – local	2,551	1,343	537	(671)
Sealed rural roads (SRR) – regional	5,379	2,708	(9)	(2,680)
Unsealed rural roads (URR) – local	3,834	902	418	(2,514)
Unsealed rural roads (URR) – regional	66	–	5,843	5,777
Bridges on UR – local	–	–	–	–
Bridges on SRR – local	666	115	10	(541)
Bridges on URR – local	80	595	4,345	4,860
Bridges on regional roads	532	–	–	(532)
Parking areas	322	29	–	(293)
Footpaths	250	–	175	(75)
Aerodromes	508	115	310	(83)
Other transport and communication	5,797	8,465	–	2,668
<b>Total transport and communication</b>	<b>22,242</b>	<b>15,186</b>	<b>11,629</b>	<b>4,573</b>
<b>Economic affairs</b>				
Camping areas and caravan parks	59	144	–	85
Other economic affairs	1,842	1,538	34	(270)
<b>Total economic affairs</b>	<b>1,901</b>	<b>1,682</b>	<b>34</b>	<b>(185)</b>
<b>Totals – functions</b>	<b>65,579</b>	<b>43,075</b>	<b>14,194</b>	<b>(8,310)</b>
<b>General purpose revenues</b> <sup>(1)</sup>		<b>24,675</b>		<b>24,675</b>
Share of interests – joint ventures and associates using the equity method	–	–	–	–
<b>NET OPERATING RESULT</b> <sup>(2)</sup>	<b>65,579</b>	<b>67,750</b>	<b>14,194</b>	<b>16,365</b>

(1) Includes: rates and annual charges (including ex gratia, excluding water and sewer), non-capital general purpose grants, interest on investments (excluding externally restricted assets) and interest on overdue rates and annual charges

(2) As reported in the Income Statement

Mid-Western Regional Council

Special Schedule 2 – Permissible income for general rates  
 for the year ended 30 June 2019

\$'000		Calculation 2018/19	Calculation 2017/18
<b>Notional general income calculation <sup>(1)</sup></b>			
Last year notional general income yield	a	17,907	17,496
Plus or minus adjustments <sup>(2)</sup>	b	170	147
<b>Notional general income</b>	<b>c = (a + b)</b>	<b>18,077</b>	<b>17,643</b>
<b>Permissible income calculation</b>			
Special variation percentage <sup>(3)</sup>	d	0.00%	0.00%
Or rate peg percentage	e	2.30%	1.50%
Or crown land adjustment (incl. rate peg percentage)	f	0.00%	0.00%
Less expiring special variation amount	g	–	–
Plus special variation amount	$h = d \times (c - g)$	–	–
Or plus rate peg amount	$i = c \times e$	416	265
Or plus Crown land adjustment and rate peg amount	$j = c \times f$	–	–
<b>Sub-total</b>	<b>k = (c + g + h + i + j)</b>	<b>18,493</b>	<b>17,908</b>
Plus (or minus) last year's carry forward total	l	0	0
Less valuation objections claimed in the previous year	m	–	(1)
<b>Sub-total</b>	<b>n = (l + m)</b>	<b>0</b>	<b>(1)</b>
<b>Total permissible income</b>	<b>o = k + n</b>	<b>18,493</b>	<b>17,907</b>
Less notional general income yield	p	18,495	17,907
<b>Catch-up or (excess) result</b>	<b>q = o – p</b>	<b>(2)</b>	<b>0</b>
Plus income lost due to valuation objections claimed <sup>(4)</sup>	r	2	–
Less unused catch-up <sup>(5)</sup>	s	–	–
<b>Carry forward to next year</b>	<b>t = q + r – s</b>	<b>(0)</b>	<b>0</b>

Notes

- (1) The notional general income will not reconcile with rate income in the financial statements in the corresponding year. The statements are reported on an accrual accounting basis which include amounts that relate to prior years' rates income.
- (2) Adjustments account for changes in the number of assessments and any increase or decrease in land value occurring during the year. The adjustments are called 'supplementary valuations' as defined in the *Valuation of Land Act 1916*.
- (3) The 'special variation percentage' is inclusive of the rate peg percentage and where applicable Crown land adjustment.
- (4) Valuation objections are unexpected changes in land values as a result of land owners successfully objecting to the land value issued by the Valuer-General. Councils can claim the value of the income lost due to valuation objections in any single year.
- (5) Unused catch-up amounts will be deducted if they are not caught up within 2 years. Usually councils will have a nominal carry forward figure. These amounts can be adjusted for in setting the rates in a future year.
- (6) Carry forward amounts which are in excess (an amount that exceeds the permissible income) require ministerial approval by order published in the *NSW Government Gazette* in accordance with section 512 of the *Local Government Act 1993*. The OLG will extract these amounts from Council's Special Schedule 2 in the financial data return (FDR) to administer this process.



## INDEPENDENT AUDITOR'S REPORT

### Special Schedule 2 - Permissible Income for general rates

#### Mid-Western Regional Council

To the Councillors of Mid-Western Regional Council

#### Opinion

I have audited the accompanying Special Schedule 2 – Permissible Income for general rates (the Schedule) of Mid-Western Regional Council (the Council) for the year ending 30 June 2019.

In my opinion, the Schedule of the Council for the year ending 30 June 2019 is prepared, in all material respects in accordance with the requirements of the Local Government Code of Accounting Practice and Financial Reporting (LG Code) issued by the Office of Local Government (OLG), and is in accordance with the books and records of the Council.

My opinion should be read in conjunction with the rest of this report.

#### Basis for Opinion

I conducted my audit in accordance with Australian Auditing Standards. My responsibilities under the standards are described in the 'Auditor's Responsibilities for the Audit of the Schedule' section of my report.

I am independent of the Council in accordance with the requirements of the:

- Australian Auditing Standards
- Accounting Professional and Ethical Standards Board's APES 110 'Code of Ethics for Professional Accountants' (APES 110).

I have fulfilled my other ethical responsibilities in accordance with APES 110.

Parliament promotes independence by ensuring the Auditor-General and the Audit Office of New South Wales are not compromised in their roles by:

- providing that only Parliament, and not the executive government, can remove an Auditor-General
- mandating the Auditor-General as auditor of councils
- precluding the Auditor-General from providing non-audit services.

I believe that the audit evidence I have obtained is sufficient and appropriate to provide a basis for my audit opinion.

#### Emphasis of Matter – Basis of Accounting

Without modifying my opinion, I draw attention to the special purpose framework used to prepare the Schedule. The Schedule had been prepared for the purpose of fulfilling the Council's reporting obligations under the LG Code. As a result, the Schedule may not be suitable for another purpose.

### **Other Information**

Other information comprises the information included in the Council's annual report for the year ended 30 June 2018, other than the Schedule and my Independent Auditor's Report thereon. The Councillors are responsible for the other information. At the date of this Independent Auditor's Report, the other information I have received comprise the general purpose financial statements, special purpose financial statements and the Special Schedules excluding Special Schedule 2 (the other Schedules).

My opinion on the Schedule does not cover the other information. Accordingly, I do not express any form of assurance conclusion on the other information. However, as required by the *Local Government Act 1993*, I have separately expressed an opinion on the general purpose financial statements and the special purpose financial statements.

In connection with my audit of the Schedule, my responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the Schedule or my knowledge obtained in the audit, or otherwise appears to be materially misstated.

If, based on the work I have performed, I conclude there is a material misstatement of the other information, I must report that fact.

I have nothing to report in this regard.

### **The Councillors' Responsibilities for the Schedule**

The Councillors are responsible for the preparation of the Schedule in accordance with the LG Code. The Councillors' responsibility also includes such internal control as the Councillors determine is necessary to enable the preparation of the Schedule that is free from material misstatement, whether due to fraud or error.

In preparing the Schedule, the Councillors are responsible for assessing the Council's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting, unless it is not appropriate to do so.

### **Auditor's Responsibilities for the Audit of the Schedule**

My objectives are to:

- obtain reasonable assurance whether the Schedule as a whole is free from material misstatement, whether due to fraud or error
- issue an Independent Auditor's Report including my opinion.

Reasonable assurance is a high level of assurance, but does not guarantee an audit conducted in accordance with Australian Auditing Standards will always detect material misstatements. Misstatements can arise from fraud or error. Misstatements are considered material if, individually or in aggregate, they could reasonably be expected to influence the economic decisions users take based on the Schedule.

A description of my responsibilities for the audit of the Schedule is located at the Auditing and Assurance Standards Board website at: [www.auasb.gov.au/auditors\\_responsibilities/ar8.pdf](http://www.auasb.gov.au/auditors_responsibilities/ar8.pdf). The description forms part of my auditor's report.

My opinion does *not* provide assurance:

- that the Council carried out its activities effectively, efficiently and economically
- about the security and controls over the electronic publication of the audited Schedule on any website where it may be presented
- about any other information which may have been hyperlinked to/from the Schedule.



Karen Taylor  
Director, Financial Audit Services

26 October 2018  
SYDNEY

Mid-Western Regional Council

Special Schedule 3 – Water Supply Income Statement

Includes all internal transactions, i.e. prepared on a gross basis  
 for the year ended 30 June 2018

\$'000	2018	2017
<b>A Expenses and income</b>		
<b>Expenses</b>		
<b>1. Management expenses</b>		
a. Administration	795	690
b. Engineering and supervision	1,196	1,127
<b>2. Operation and maintenance expenses</b>		
– dams and weirs		
a. Operation expenses	–	–
b. Maintenance expenses	–	–
– Mains		
c. Operation expenses	–	–
d. Maintenance expenses	879	837
– Reservoirs		
e. Operation expenses	103	120
f. Maintenance expenses	106	106
– Pumping stations		
g. Operation expenses (excluding energy costs)	69	82
h. Energy costs	147	114
i. Maintenance expenses	50	94
– Treatment		
j. Operation expenses (excluding chemical costs)	785	666
k. Chemical costs	361	322
l. Maintenance expenses	350	250
– Other		
m. Operation expenses	–	–
n. Maintenance expenses	–	–
o. Purchase of water	147	111
<b>3. Depreciation expenses</b>		
a. System assets	1,762	1,507
b. Plant and equipment	–	–
<b>4. Miscellaneous expenses</b>		
a. Interest expenses	160	188
b. Revaluation decrements	–	–
c. Other expenses	1	24
d. Impairment – system assets	–	–
e. Impairment – plant and equipment	–	–
f. Aboriginal Communities Water and Sewerage Program	–	–
g. Tax equivalents dividends (actually paid)	–	–
<b>5. Total expenses</b>	<b>6,911</b>	<b>6,238</b>



Special Schedules 2018

## Mid-Western Regional Council

## Special Schedule 3 – Water Supply Income Statement (continued)

Includes all internal transactions, i.e. prepared on a gross basis  
for the year ended 30 June 2018

\$'000	2018	2017
<b>Income</b>		
<b>6. Residential charges</b>		
a. Access (including rates)	1,078	1,033
b. Usage charges	4,482	3,875
<b>7. Non-residential charges</b>		
a. Access (including rates)	277	278
b. Usage charges	1,701	1,462
<b>8. Extra charges</b>	16	18
<b>9. Interest income</b>	363	323
<b>10. Other income</b>	75	100
<b>10a. Aboriginal Communities Water and Sewerage Program</b>	–	–
<b>11. Grants</b>		
a. Grants for acquisition of assets	–	–
b. Grants for pensioner rebates	63	62
c. Other grants	–	–
<b>12. Contributions</b>		
a. Developer charges	335	1,041
b. Developer provided assets	–	251
c. Other contributions	–	–
<b>13. Total income</b>	<b>8,390</b>	<b>8,443</b>
<b>14. Gain (or loss) on disposal of assets</b>	(157)	(631)
<b>15. Operating result</b>	<b>1,322</b>	<b>1,574</b>
<b>15a. Operating result (less grants for acquisition of assets)</b>	1,322	1,574

Mid-Western Regional Council

Special Schedule 3 – Water Supply Income Statement (continued)

Includes all internal transactions, i.e. prepared on a gross basis  
 for the year ended 30 June 2018

\$'000	2018	2017
<b>B Capital transactions</b>		
<b>Non-operating expenditures</b>		
<b>16. Acquisition of fixed assets</b>		
a. New assets for improved standards	–	–
b. New assets for growth	382	413
c. Renewals	869	657
d. Plant and equipment	–	–
<b>17. Repayment of debt</b>	446	–
<b>18. Totals</b>	<b>1,697</b>	<b>1,070</b>
<b>Non-operating funds employed</b>		
<b>19. Proceeds from disposal of assets</b>	–	–
<b>20. Borrowing utilised</b>	–	–
<b>21. Totals</b>	–	–
<b>C Rates and charges</b>		
<b>22. Number of assessments</b>		
a. Residential (occupied)	7,520	7,426
b. Residential (unoccupied, ie. vacant lot)	332	330
c. Non-residential (occupied)	905	888
d. Non-residential (unoccupied, ie. vacant lot)	26	32
<b>23. Number of ETs for which developer charges were received</b>	38 ET	123 ET
<b>24. Total amount of pensioner rebates (actual dollars)</b>	\$ 111,557	\$ 113,352

## Mid-Western Regional Council

## Special Schedule 4 – Water Supply Statement of Financial Position

Includes internal transactions, i.e. prepared on a gross basis  
as at 30 June 2018

\$'000	Current	Non-current	Total
<b>ASSETS</b>			
<b>25. Cash and investments</b>			
a. Developer charges	5,742	–	5,742
b. Special purpose grants	1	–	1
c. Accrued leave	–	–	–
d. Unexpended loans	–	–	–
e. Sinking fund	–	–	–
f. Other	6,338	1,939	8,277
<b>26. Receivables</b>			
a. Specific purpose grants	–	–	–
b. Rates and availability charges	39	–	39
c. User charges	1,387	–	1,387
d. Other	10	–	10
<b>27. Inventories</b>	202	–	202
<b>28. Property, plant and equipment</b>			
a. System assets	–	76,328	76,328
b. Plant and equipment	–	–	–
<b>29. Other assets</b>	–	4	4
<b>30. Total assets</b>	<u>13,719</u>	<u>78,271</u>	<u>91,990</u>
<b>LIABILITIES</b>			
<b>31. Bank overdraft</b>	–	–	–
<b>32. Creditors</b>	508	–	508
<b>33. Borrowings</b>	477	1,753	2,230
<b>34. Provisions</b>			
a. Tax equivalents	–	–	–
b. Dividend	–	–	–
c. Other	–	–	–
<b>35. Total liabilities</b>	<u>985</u>	<u>1,753</u>	<u>2,738</u>
<b>36. NET ASSETS COMMITTED</b>	<u>12,734</u>	<u>76,518</u>	<u>89,252</u>
<b>EQUITY</b>			
<b>37. Accumulated surplus</b>			57,137
<b>38. Asset revaluation reserve</b>			32,115
<b>39. Other reserves</b>			–
<b>40. TOTAL EQUITY</b>			<u>89,252</u>
<b>Note to system assets:</b>			
<b>41. Current replacement cost</b> of system assets			117,047
<b>42. Accumulated current cost</b> depreciation of system assets			(40,719)
<b>43. Written down current cost</b> of system assets			<u>76,328</u>

Mid-Western Regional Council

Special Schedule 5 – Sewerage Service Income Statement

Includes all internal transactions, i.e. prepared on a gross basis  
 for the year ended 30 June 2018

\$'000	2018	2017
<b>A Expenses and income</b>		
<b>Expenses</b>		
<b>1. Management expenses</b>		
a. Administration	535	441
b. Engineering and supervision	1,198	1,129
<b>2. Operation and maintenance expenses</b>		
– mains		
a. Operation expenses	–	–
b. Maintenance expenses	534	507
– Pumping stations		
c. Operation expenses (excluding energy costs)	115	127
d. Energy costs	110	123
e. Maintenance expenses	64	74
– Treatment		
f. Operation expenses (excl. chemical, energy, effluent and biosolids management costs)	488	453
g. Chemical costs	168	147
h. Energy costs	165	171
i. Effluent management	–	–
j. Biosolids management	232	–
k. Maintenance expenses	452	372
– Other		
l. Operation expenses	43	–
m. Maintenance expenses	–	–
<b>3. Depreciation expenses</b>		
a. System assets	1,480	1,828
b. Plant and equipment	–	–
<b>4. Miscellaneous expenses</b>		
a. Interest expenses	572	595
b. Revaluation decrements	–	–
c. Other expenses	178	105
d. Impairment – system assets	–	–
e. Impairment – plant and equipment	–	–
f. Aboriginal Communities Water and Sewerage Program	–	–
g. Tax equivalents dividends (actually paid)	–	–
<b>5. Total expenses</b>	<b>6,334</b>	<b>6,072</b>

## Mid-Western Regional Council

## Special Schedule 5 – Sewerage Service Income Statement (continued)

Includes all internal transactions, i.e. prepared on a gross basis  
for the year ended 30 June 2018

\$'000	2018	2017
<b>Income</b>		
<b>6. Residential charges</b> (including rates)	5,544	5,255
<b>7. Non-residential charges</b>		
a. Access (including rates)	312	309
b. Usage charges	718	609
<b>8. Trade waste charges</b>		
a. Annual fees	41	–
b. Usage charges	–	–
c. Excess mass charges	–	–
d. Re-inspection fees	–	–
<b>9. Extra charges</b>	14	14
<b>10. Interest income</b>	302	272
<b>11. Other income</b>	113	86
<b>11a. Aboriginal Communities Water and Sewerage Program</b>	–	–
<b>12. Grants</b>		
a. Grants for acquisition of assets	–	(33)
b. Grants for pensioner rebates	58	57
c. Other grants	–	–
<b>13. Contributions</b>		
a. Developer charges	192	596
b. Developer provided assets	–	427
c. Other contributions	–	–
<b>14. Total income</b>	<u>7,294</u>	<u>7,592</u>
<b>15. Gain (or loss) on disposal of assets</b>	(270)	(433)
<b>16. Operating result</b>	<u>690</u>	<u>1,087</u>
<b>16a. Operating result (less grants for acquisition of assets)</b>	690	1,120

Mid-Western Regional Council

Special Schedule 5 – Sewerage Service Income Statement (continued)

Includes all internal transactions, i.e. prepared on a gross basis  
 for the year ended 30 June 2018

\$'000	2018	2017
<b>B Capital transactions</b>		
<b>Non-operating expenditures</b>		
<b>17. Acquisition of fixed assets</b>		
a. New assets for improved standards	–	–
b. New assets for growth	105	817
c. Renewals	1,110	101
d. Plant and equipment	–	–
<b>18. Repayment of debt</b>	373	–
<b>19. Totals</b>	<b>1,588</b>	<b>918</b>
<b>Non-operating funds employed</b>		
<b>20. Proceeds from disposal of assets</b>	–	–
<b>21. Borrowing utilised</b>	–	–
<b>22. Totals</b>	–	–
<b>C Rates and charges</b>		
<b>23. Number of assessments</b>		
a. Residential (occupied)	6,683	6,594
b. Residential (unoccupied, ie. vacant lot)	302	287
c. Non-residential (occupied)	625	644
d. Non-residential (unoccupied, ie. vacant lot)	53	32
<b>24. Number of ETs for which developer charges were received</b>	48 ET	154 ET
<b>25. Total amount of pensioner rebates (actual dollars)</b>	\$ 104,424	\$ 106,345



Special Schedules 2018

## Mid-Western Regional Council

## Special Schedule 6 – Sewerage Service Statement of Financial Position

Includes internal transactions, i.e. prepared on a gross basis  
as at 30 June 2018

\$'000	Current	Non-current	Total
<b>ASSETS</b>			
<b>26. Cash and investments</b>			
a. Developer charges	2,803	–	2,803
b. Special purpose grants	–	–	–
c. Accrued leave	–	–	–
d. Unexpended loans	–	–	–
e. Sinking fund	–	–	–
f. Other	6,953	1,566	8,519
<b>27. Receivables</b>			
a. Specific purpose grants	–	–	–
b. Rates and availability charges	177	–	177
c. User charges	189	–	189
d. Other	–	–	–
<b>28. Inventories</b>	20	–	20
<b>29. Property, plant and equipment</b>			
a. System assets	–	89,161	89,161
b. Plant and equipment	–	–	–
<b>30. Other assets</b>	–	–	–
<b>31. Total assets</b>	<u>10,142</u>	<u>90,727</u>	<u>100,869</u>
<b>LIABILITIES</b>			
<b>32. Bank overdraft</b>	–	–	–
<b>33. Creditors</b>	247	–	247
<b>34. Borrowings</b>	398	8,141	8,539
<b>35. Provisions</b>			
a. Tax equivalents	–	–	–
b. Dividend	–	–	–
c. Other	–	–	–
<b>36. Total liabilities</b>	<u>645</u>	<u>8,141</u>	<u>8,786</u>
<b>37. NET ASSETS COMMITTED</b>	<u>9,497</u>	<u>82,586</u>	<u>92,083</u>
<b>EQUITY</b>			
<b>38. Accumulated surplus</b>			49,029
<b>39. Asset revaluation reserve</b>			43,054
<b>40. Other reserves</b>			–
<b>41. TOTAL EQUITY</b>			<u>92,083</u>
<b>Note to system assets:</b>			
<b>42. Current replacement cost</b> of system assets			116,068
<b>43. Accumulated current cost</b> depreciation of system assets			(26,907)
<b>44. Written down current cost</b> of system assets			<u>89,161</u>

## Mid-Western Regional Council

### Notes to Special Schedules 3 and 5 for the year ended 30 June 2018

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#### Administration <sup>(1)</sup>

(item 1a of Special Schedules 3 and 5) comprises the following:

- Administration staff:
  - Salaries and allowance
  - Travelling expenses
  - Accrual of leave entitlements
  - Employment overheads.
- Meter reading
- Bad and doubtful debts
- Other administrative/corporate support services

#### Engineering and supervision <sup>(1)</sup>

(item 1b of Special Schedules 3 and 5) comprises the following:

- Engineering staff:
  - Salaries and allowance
  - Travelling expenses
  - Accrual of leave entitlements
  - Employment overheads.
- Other technical and supervision staff:
  - Salaries and allowance
  - Travelling expenses
  - Accrual of leave entitlements
  - Employment overheads.

**Operational expenses** (item 2 of Special Schedules 3 and 5) comprise the day to day operational expenses excluding maintenance expenses.

**Maintenance expenses** (item 2 of Special Schedules 3 and 5) comprise the day to day repair and maintenance expenses. (Refer to Section 5 of the Local Government Asset Accounting Manual regarding capitalisation principles and the distinction between capital and maintenance expenditure).

**Other expenses** (item 4c of Special Schedules 3 and 5) includes all expenses not recorded elsewhere.

**Revaluation decrements** (item 4b of Special Schedules 3 and 5) is to be used when I,PP&E decreases in FV.

**Impairment losses** (item 4d and 4e of Special Schedules 3 and 5) are to be used when the carrying amount of an asset exceeds its recoverable amount (refer to page D-31).

**Aboriginal Communities Water and Sewerage Program** (item 4f of Special Schedules 3 and 5) is to be used when operation and maintenance work has been undertaken on behalf of the Aboriginal Communities Water and Sewerage Program. Similarly, income for item 11a of Special Schedule 3 and item 12a of Special Schedule 5 are for services provided to the Aboriginal Communities Water and Sewerage Program and is not part of Council's water supply and sewerage revenue.

**Residential charges** <sup>(2)</sup> (items 6a, 6b and item 6 of Special Schedules 3 and 5 respectively) include all income from residential charges. Item 6 of Schedule 3 should be separated into 6a access charges (including rates if applicable) and 6b usage charges.

**Non-residential charges** <sup>(2)</sup> (items 7a, 7b of Special Schedules 3 and 5) include all income from non-residential charges separated into 7a access charges (including rates if applicable) and 7b usage charges.

**Trade waste charges** (item 8 of Special Schedule 5) include all income from trade waste charges separated into 8a annual fees, 8b usage charges and 8c excess mass charges and 8d re-inspection fees.

**Other income** (items 10 and 11 of Special Schedules 3 and 5 respectively) include all income not recorded elsewhere.

**Other contributions** (items 12c and 13c of Special Schedules 3 and 5 respectively) including capital contributions for water supply or sewerage services received by Council under Section 565 of the *Local Government Act*.

#### Notes:

<sup>(1)</sup> Administration and engineering costs for the development of capital works projects should be reported as part of the capital cost of the project and not as part of the recurrent expenditure (ie. in item 16 for water supply and item 17 for sewerage, and **not** in items 1a and 1b).

<sup>(2)</sup> To enable accurate reporting of **residential revenue from usage charges**, it is essential for councils to accurately separate their residential (item 6) charges and non-residential (item 7) charges.

Mid-Western Regional Council

Special Schedule 7 – Report on Infrastructure Assets as at 30 June 2018

Asset class	Asset category	Estimated cost to bring assets to satisfactory standard	Estimated cost to bring to the agreed level of service set by Council	2017/18 Required maintenance <sup>a</sup>	2017/18 Actual maintenance	Net carrying amount	Gross replacement cost (GRC)	Assets in condition as a percentage of gross replacement cost				
								1	2	3	4	5
<b>Buildings</b>	Councils Offices / Admin Centres	31	31	291	317	8,171	12,051	12%	81%	6%	1%	0%
	Councils Works Depot	16	16	57	53	11,452	14,975	49%	47%	4%	0%	0%
	Council Halls	74	74	76	63	7,599	13,526	6%	71%	2%	2%	0%
	Council Houses	122	122	37	34	6,639	8,367	13%	77%	5%	5%	0%
	Museum	-	-	-	-	800	846	100%	0%	0%	0%	0%
	Library	-	-	63	73	4,942	7,500	6%	94%	0%	0%	0%
	Childcare Centre(s)	-	-	2	3	2,176	2,749	40%	58%	2%	0%	0%
	Amenities/Toilets	134	134	210	263	23,261	29,237	62%	30%	7%	1%	0%
	Rural Fire Service	12	12	-	-	3,072	3,853	59%	40%	0%	1%	0%
	<b>Sub-total</b>		<b>389</b>	<b>389</b>	<b>736</b>	<b>806</b>	<b>68,112</b>	<b>93,104</b>	<b>36.0%</b>	<b>55.6%</b>	<b>7.2%</b>	<b>1.2%</b>
<b>Other structures</b>	Other structures	164	158	646	653	8,692	11,427	42%	29%	25%	3%	1%
	<b>Sub-total</b>	<b>164</b>	<b>158</b>	<b>646</b>	<b>653</b>	<b>8,692</b>	<b>11,427</b>	<b>42.0%</b>	<b>29.0%</b>	<b>25.0%</b>	<b>3.0%</b>	<b>1.0%</b>
<b>Roads</b>	Sealed roads	8,597	8,597	839	902	108,056	164,360	25%	33%	26%	14%	2%
	Unsealed roads	5,718	5,718	1,377	1,163	23,459	69,307	20%	25%	30%	20%	5%
	Bridges	1,297	1,297	31	25	32,321	57,753	6%	65%	22%	7%	0%
	Footpaths and Cycleways	499	499	52	34	5,336	9,151	0%	0%	0%	0%	100%
	Kerb and Gutter	2,787	2,787	12	10	9,463	19,755	26%	20%	8%	44%	2%
	Bulk earthworks	-	-	-	-	282,824	282,824	0%	100%	0%	0%	0%
<b>Parking Areas</b>		<b>22</b>	<b>22</b>	<b>13</b>	<b>3</b>	<b>1,077</b>	<b>1,686</b>	<b>53.0%</b>	<b>22.0%</b>	<b>21.0%</b>	<b>4.0%</b>	<b>0.0%</b>

Special Schedules 2018

Mid-Western Regional Council

Special Schedule 7 – Report on Infrastructure Assets as at 30 June 2018 (continued)

Asset class	Asset category	Estimated cost to bring assets to satisfactory standard	Estimated cost to bring to the agreed level of service set by Council	2017/18 Required maintenance <sup>a</sup>	2017/18 Actual maintenance	Net carrying amount	Gross replacement cost (GRC)	Assets in condition as a percentage of gross replacement cost				
								1	2	3	4	5
<b>Roads (continued)</b>	Culverts and Causeways	1,208	1,208	118	126	6,275	11,934	18%	17%	35%	21%	9%
	RMS Regional Roads	9,430	9,430	659	653	72,449	100,041	25%	28%	18%	25%	4%
	Regional Bridges	467	467	32	32	24,491	46,220	9%	78%	10%	3%	0%
	<b>Sub-total</b>	<b>30,025</b>	<b>30,025</b>	<b>3,133</b>	<b>2,948</b>	<b>565,751</b>	<b>763,031</b>	<b>12.6%</b>	<b>60.6%</b>	<b>13.8%</b>	<b>10.3%</b>	<b>2.8%</b>
<b>Water supply network</b>	Dams and Weirs	-	-	-	-	8,464	12,421	6%	88%	6%	0%	0%
	Reservoirs	9	9	69	62	10,268	15,529	38%	46%	16%	0%	0%
	Pumping Stations	-	-	49	38	3,613	5,378	32%	57%	11%	0%	0%
	Treatment	54	54	546	637	14,098	22,985	42%	49%	9%	0%	0%
	Bores	-	-	84	56	763	1,118	63%	20%	17%	0%	0%
	Reticulation Mains	2,692	2,692	626	643	21,145	36,651	26%	47%	8%	10%	9%
	Mains Delivery	-	-	-	-	12,412	17,396	27%	59%	14%	0%	0%
<b>Sub-total</b>	<b>2,755</b>	<b>2,755</b>	<b>1,374</b>	<b>1,436</b>	<b>70,763</b>	<b>111,478</b>	<b>29.6%</b>	<b>53.9%</b>	<b>10.3%</b>	<b>3.3%</b>	<b>3.0%</b>	
<b>Sewerage network</b>	Pump Stations	21	21	113	132	5,905	8,693	42%	41%	16%	1%	0%
	Treatment	2	2	495	645	21,023	28,931	82%	11%	7%	0%	0%
	Reticulation Mains	2,636	2,636	350	344	55,036	70,439	32%	19%	36%	12%	1%
	Rising Mains	76	76	-	-	3,509	4,248	72%	6%	16%	6%	0%
<b>Sub-total</b>	<b>2,735</b>	<b>2,735</b>	<b>958</b>	<b>1,121</b>	<b>85,473</b>	<b>112,311</b>	<b>47.2%</b>	<b>18.2%</b>	<b>26.2%</b>	<b>7.8%</b>	<b>0.6%</b>	

Mid-Western Regional Council

Special Schedule 7 – Report on Infrastructure Assets as at 30 June 2018 (continued)

Asset class	Asset category	Estimated cost to bring assets to satisfactory standard	Estimated cost to bring to the agreed level of service set by Council	2017/18 Required maintenance <sup>a</sup>	2017/18 Actual maintenance	Net carrying amount	Gross replacement cost (GRC)	Assets in condition as a percentage of gross replacement cost				
								1	2	3	4	5
<b>Stormwater drainage</b>	Stormwater drainage	118	118	341	396	18,308	28,767	26%	2%	72%	0%	1%
	<b>Sub-total</b>	<b>118</b>	<b>118</b>	<b>341</b>	<b>396</b>	<b>18,308</b>	<b>28,767</b>	<b>26.0%</b>	<b>1.5%</b>	<b>71.6%</b>	<b>0.0%</b>	<b>0.9%</b>
<b>Open space/recreational assets</b>	Swimming pools	99	99	529	509	4,390	9,564	27%	27%	43%	3%	0%
	Open Space and Recreational Assets	464	464	1,804	1,719	9,749	13,579	32%	30%	27%	11%	0%
	<b>Sub-total</b>	<b>563</b>	<b>563</b>	<b>2,333</b>	<b>2,228</b>	<b>14,139</b>	<b>23,143</b>	<b>29.9%</b>	<b>28.8%</b>	<b>33.6%</b>	<b>7.7%</b>	<b>0.0%</b>
	<b>TOTAL – ALL ASSETS</b>	<b>36,749</b>	<b>36,743</b>	<b>9,521</b>	<b>9,588</b>	<b>831,238</b>	<b>1,143,261</b>	<b>20.5%</b>	<b>52.9%</b>	<b>16.1%</b>	<b>8.2%</b>	<b>2.3%</b>

Notes:

a Required maintenance is the amount identified in Council's asset management plans.

Infrastructure asset condition assessment 'key'

1	Excellent/very good	No work required (normal maintenance)
2	Good	Only minor maintenance work required
3	Satisfactory	Maintenance work required
4	Poor	Renewal required
5	Very poor	Urgent renewal/upgrading required

Mid-Western Regional Council

Special Schedule 7 – Report on Infrastructure Assets (continued)  
 for the year ended 30 June 2018

	Amounts 2018	Indicator 2018	Prior periods		Benchmark
			2017	2016	
<b>Infrastructure asset performance indicators * consolidated</b>					
<b>1. Buildings and infrastructure renewals ratio <sup>(1)</sup></b>					
Asset renewals <sup>(2)</sup>	<u>20,280</u>	156.22%	137.32%	84.88%	>= 100%
Depreciation, amortisation and impairment	12,982				
<b>2. Infrastructure backlog ratio <sup>(1)</sup></b>					
Estimated cost to bring assets to a satisfactory standard	<u>36,749</u>	6.70%	6.60%	6.89%	< 2.00%
Net carrying amount of infrastructure assets	548,759				
<b>3. Asset maintenance ratio</b>					
Actual asset maintenance	<u>9,588</u>	100.70%	108.51%	105.91%	> 100%
Required asset maintenance	9,521				
<b>4. Cost to bring assets to agreed service level</b>					
Estimated cost to bring assets to an agreed service level set by Council	<u>36,743</u>	3.21%	2.92%	0.00%	
Gross replacement cost	1,143,261				

Notes

\* All asset performance indicators are calculated using the asset classes identified in the previous table.

<sup>(1)</sup> Excludes Work In Progress (WIP)

<sup>(2)</sup> Asset renewals represent the replacement and/or refurbishment of existing assets to an equivalent capacity/performance as opposed to the acquisition of new assets (or the refurbishment of old assets) that increases capacity/performance.



Mid-Western Regional Council

Special Schedule 7 – Report on Infrastructure Assets (continued)  
for the year ended 30 June 2018

<p><b>1. Buildings and infrastructure renewals ratio</b></p> <p>Benchmark: — Minimum &gt;=100.00% Source for benchmark: Code of Accounting Practice and Financial Reporting #26</p>	<p><b>Purpose of asset renewals ratio</b></p> <p>To assess the rate at which these assets are being renewed relative to the rate at which they are depreciating.</p>	<p><b>Commentary on 2017/18 result</b></p> <p><b>2017/18 Ratio 156.22%</b></p> <p>Total depreciation expenses reduced from \$14.2 million to \$13 million due to changes in useful life and componentisation as a result of the full revaluation of water and sewer assets at 30/06/2017, particularly sewer mains. Council maintained capital expenditure at same level with last year in order to reduce the infrastructure backlog.</p>
<p><b>2. Infrastructure backlog ratio</b></p> <p>Benchmark: — Maximum &lt;2.00% Source for benchmark: Code of Accounting Practice and Financial Reporting #26</p>	<p><b>Purpose of infrastructure backlog ratio</b></p> <p>This ratio shows what proportion the backlog is against the total value of a Council's infrastructure.</p>	<p><b>Commentary on 2017/18 result</b></p> <p><b>2017/18 Ratio 6.70%</b></p> <p>As a result of full revaluation of building and water assets, the estimated cost to bring these assets to a satisfactory standard decreased significantly. On the other hand, road assets increased significantly due to the recent condition assesment.</p>
<p><b>3. Asset maintenance ratio</b></p> <p>Benchmark: — Minimum &gt;100.00% Source for benchmark: Code of Accounting Practice and Financial Reporting #26</p>	<p><b>Purpose of asset maintenance ratio</b></p> <p>Compares actual vs. required annual asset maintenance. A ratio above 100% indicates Council is investing enough funds to stop the infrastructure backlog growing.</p>	<p><b>Commentary on 2017/18 result</b></p> <p><b>2017/18 Ratio 100.70%</b></p> <p>Actual maintenance expenses on infrastructure were reduced by eight hundred thousand dollar.</p>
<p><b>4. Cost to bring assets to agreed service level</b></p>	<p><b>Purpose of agreed service level ratio</b></p> <p>This ratio provides a snapshot of the proportion of outstanding renewal works compared to the total value of assets under Council's care and stewardship.</p>	<p><b>Commentary on 2017/18 result</b></p> <p><b>2017/18 Ratio 3.21%</b></p> <p>As a result of full revaluation of building and water assets, the estimated cost to bring these assets to a satisfactory standard decreased significantly. On the other hand, road assets increased significantly due to the recent condition assesment.</p>

Special Schedules 2018

Mid-Western Regional Council

Special Schedule 7 – Report on Infrastructure Assets (continued)  
 for the year ended 30 June 2018

	General indicators <sup>(1)</sup>		Water indicators		Sewer indicators		Benchmark
	2018	2017	2018	2017	2018	2017	
<b>Infrastructure asset performance indicators by fund</b>							
<b>1. Buildings and infrastructure renewals ratio <sup>(2)</sup></b>							
Asset renewals <sup>(3)</sup>	185.69%	171.54%	49.18%	47.30%	88.75%	7.65%	>= 100%
Depreciation, amortisation and impairment							
<b>2. Infrastructure backlog ratio <sup>(2)</sup></b>							
Estimated cost to bring assets to a satisfactory standard	4.63%	7.80%	3.89%	4.47%	3.20%	3.20%	< 2.00%
Net carrying amount of infrastructure assets							
<b>3. Asset maintenance ratio</b>							
Actual asset maintenance	97.80%	109.38%	104.51%	101.91%	117.01%	111.04%	> 100%
Required asset maintenance							
<b>4. Cost to bring assets to agreed service level</b>							
Estimated cost to bring assets to an agreed service level set by Council	3.40%	2.98%	2.47%	2.88%	2.44%	2.46%	
Gross replacement cost							

Notes

<sup>(1)</sup> General fund refers to all of Council's activities except for its water and sewer activities which are listed separately.

<sup>(2)</sup> Excludes Work In Progress (WIP)

<sup>(3)</sup> Asset renewals represent the replacement and/or refurbishment of existing assets to an equivalent capacity/performance as opposed to the acquisition of new assets (or the refurbishment of old assets) that increases capacity/performance.



*Good  
Government*

QUARTERLY BUDGET  
REVIEW STATEMENT  
SEPTEMBER 2018

ATTACHMENTS

21 NOVEMBER 2018

MID-WESTERN REGIONAL COUNCIL  
CORPORATE: FINANCE

■ ■ ■ ■ ■ TOWARDS 2030



CORPORATE: FINANCE |

THIS DOCUMENT HAS BEEN PREPARED BY NEIL BUNGATE, ACTING CHIEF FINANCIAL OFFICER FOR MID-WESTERN REGIONAL COUNCIL.

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# 1. Proposed Budget Variations

## 1.1 2018/2019

Community Plan Theme	Variation	Funding Source	Amount	Code
<b>GENERAL FUND</b>				
<b>Positive Variations</b>				
Building a Strong Local Economy	Mortimer Street Development - Reduce scope of works until plans are finalised	Land Development Reserve	3,480,000	F
Connecting our Region	Wollar Road Munghorn Upgrade - Reduce expenditure in 2018/19 by \$5,464,113 to \$200k following amended project timing. This is offset by deferring grant income of \$3,210,000 to \$200k. The remaining \$2,254,113 is removing the transfer from VPA reserve.	VPA	2,254,113	F
Building a Strong Local Economy	Public Road Closure compensation budget, income transferred to reserve	Public Road Closure Reserve	860,000	F
Connecting our Region	Ulan Road Capital Upgrades Positive - Adjust final budgeted grant, expenditure for capital works and remove additional \$500k contribution expense budget from Mines and Reserve \$1,324,767 - Reduce expenditure for widening, reseals by \$234,014 funded RMS Block grant \$125,000 and Ulan Rd Reserve \$109,014 Negative - Ulan Wollar Road Intersection upgrade to be undertaken from surplus capital works funds \$600k - Henry Lawson Drive intersection project \$412k	Ulan Road Reserve	421,781	F
Good Government	Adjustment to Consumer Price Index for Voluntary Planning Agreements for future budget years 18/19	VPA	170,456	F
Connecting our Region	Increase to RTR grant funding Ulan Wollar Road Seg 40, 150-190. Reduction of unrestricted cash contribution	Unrestricted Cash	27,667	F
Looking after our Community	Darton Park Fencing project completed under budget	VPA	4,500	F
<b>Total Positive Variations</b>			<b>7,218,517</b>	
<b>Negative Variations</b>				
Building a Strong Local Economy	Property Saleyards Lane Subdivision - Remove sale of land budget \$910k and development expenditure \$390k funded by Land Development Reserve. This is proposed below to be undertaken by external borrowings.	Land Development Reserve	(520,000)	U
Looking after our Community	Moolarben Coal VPA - Defer contributions for underground production of coal at site UG4 (Stage 1) until 2021/22	VPA	(300,000)	U
Good Government	Insurance Premium adjustment for 2018/19 premium	Unrestricted Cash	(120,433)	U
Looking after our Community	Construction of toilets at the Gulgong Adventure Playground	S94	(120,000)	U
Connecting our Region	Increase contractors budget to Goodiman Bridge	Unrestricted Cash	(50,000)	U
Good Government	Unspent Workers Compensation adjustment funds to be used for the purchase of mobile devices	Unspent Grants	(35,000)	U

CORPORATE: FINANCE |

Community Plan Theme	Variation	Funding Source	Amount	Code
Connecting our Region	Roads to Recovery forecast cost for Inglis Street over claim in June 2018	Unspent Grants	(27,615)	U
Looking after our Community	Blackman Park Lighting - Increased budget is required so lighting along the path can be provided.	VPA	(20,000)	U
Building a Strong Local Economy	Rylstone Caravan Park capital works - electricity, water, sewer and fire services	Unrestricted Cash	(20,000)	U
Looking after our Community	Repair to Lawson Park stone fence - other side of entrance	Unrestricted Cash	(12,000)	U
Connecting our Region	Maloneys Road Realignment surveying costs to finalise project	Unrestricted Cash	(11,500)	U
Good Government	Mudgee Airport Cottage fit out for future rental purpose	Unrestricted Cash	(10,000)	U
Good Government	Increase to staff uniform budget for the introduction of a new staff uniform	Unrestricted Cash	(10,000)	U
Connecting our Region	Final works completed on Bylong Valley Way Seg 1040 to 1045	Unrestricted Cash	(9,993)	U
Looking after our Community	Establish budget for new pool winches for Gulgong Pool	Asset Replacement Reserve	(9,210)	U
Looking after our Community	New water meter required for Glen Willow irrigation	Unrestricted Cash	(8,000)	U
Connecting our Region	Rehab Bylong Valley Way Segments 1030,1035, 1050, 1055 - Amend timing of project works by transferring \$260,500 of expenditure to 2019/20. Funding timing amended to be 50% Regional Block grant required small cash contribution of \$7k. Expenditure Budget for 18/19 is \$1.3m	Unrestricted Cash	(7,000)	U
Building a Strong Local Economy	Riverside Caravan Park - Establish budget to undertake valuation for commercial lessee	Unrestricted Cash	(6,025)	U
Looking after our Community	Replace playground equipment at Goolma	Unrestricted Cash	(4,000)	U
Looking after our Community	Increase to sports lighting relamp as per quote from vendor panel	Unrestricted Cash	(3,000)	U
Building a Strong Local Economy	Property valuation to be completed for the potential purchase of a property for Cementa	Unrestricted Cash	(3,000)	U
Protecting our Natural Environment	Stormwater Pump Pitts Lane connection of electricity	Unrestricted Cash	(2,550)	U
Looking after our Community	Shadesail at Blackman Park - budget increase required	VPA	(2,400)	U
Looking after our Community	Establish budget for Water usage for Mudgee Town Hall Theatre	Unrestricted Cash	(1,616)	U
Good Government	Sit stand desks for the revenue department	Unrestricted Cash	(1,500)	U
Good Government	Lights for the Gulgong Holterman Museum as per the supplementary motion at June 2018 Council Meeting	Unrestricted Cash	(1,200)	U
<b>Total Negative Variations</b>			<b>(1,316,042)</b>	
<b>Contra Variations</b>				
Looking after our Community	Glen Willow Upgrade - defer the bulk of the project to 2019/20	Grants	(10,900,000)	C
Looking after our Community	Glen Willow Upgrade - defer the bulk of the project to 2019/20	Grants	10,900,000	C
Looking after our Community	Defer the bulk of Art Gallery Facility works to 2019/20 - grant funded	Grants	(3,000,000)	C

## CORPORATE: FINANCE |

Community Plan Theme	Variation	Funding Source	Amount	Code
Looking after our Community	Defer the bulk of Art Gallery Facility works to 2019/20 - grant funded	Grants	3,000,000	C
Building a Strong Local Economy	Property Saleyards Lane Subdivision -Development of subdivision is proposed to commence in 18/19 \$300k	Borrowings	(300,000)	C
Building a Strong Local Economy	Property Saleyards Lane Subdivision - funded by external borrowings utilising the low cost loan initiative.	Borrowings	300,000	C
Good Government	Grant expenditure "Plans of Management - Crown Lands"	Grants	(94,087)	C
Good Government	Grant from the OLG "Plans of Management - Crown Lands"	Grants	94,087	C
Good Government	Sewer Jetter purchase - plant purchase contribution from Sewer	Contributions	(72,990)	C
Good Government	Sewer Jetter purchase - plant purchase contribution from Sewer	Contributions	72,990	C
Protecting our Natural Environment	Allocate Causeways capital budget. It is proposed to allocate funds to Botobolar Road causeway upgrade Pyramul Road causeway upgrade	Capital Program Reserve	62,422	C
Protecting our Natural Environment	Botobolar Road and Pyramul Road causeway upgrades expenditure	Capital Program Reserve	(62,422)	C
Looking after our Community	Transfer of contractor budget to employee expenses in passive parks	Unrestricted Cash	(60,000)	C
Looking after our Community	Transfer of contractor budget to employee expenses in passive parks	Unrestricted Cash	60,000	C
Looking after our Community	Decrease to NSW Rural Fire Fighting Fund 2018-19 budget as approved by minister for Emergency Services	Grants	30,084	C
Looking after our Community	Grant Income to match the decrease to the NSW Rural Fire Fighting Fund 2018-19 approved budget	Grants	(30,084)	C
Good Government	Corporate marketing initiative - increase salaries 2018/19	Unrestricted Cash	(26,500)	C
Good Government	Corporate marketing initiative offset by savings in economic development, community advertising and strategic initiatives	Unrestricted Cash	26,500	C
Looking after our Community	Billy Dunn Grandstand insurance works expenditure	Contributions	(24,721)	C
Looking after our Community	Billy Dunn Grandstand insurance works claim	Contributions	24,721	C
Looking after our Community	Heaters and curtain rail for Rylstone Hall	Asset Replacement Reserve	(20,000)	C
Looking after our Community	Heaters and curtain rail for Rylstone Hall - funding transferred from Community Halls Capital	Asset Replacement Reserve	20,000	C
Looking after our Community	Reduce Mudgee Library Building maintenance budget, Materials and consumables	Unrestricted Cash	(8,000)	C
Looking after our Community	Increase Mudgee Town Hall Theatre budget, Materials and consumables	Unrestricted Cash	8,000	C
Connecting our Region	Reduce Footpaths capital budget. It is proposed to allocate funds to Jacques Street Western Side project	Capital Program Reserve	7,621	C
Connecting our Region	Jacques Street Western Side footpath expenditure	Capital Program Reserve	(7,621)	C
Looking after our Community	Glen Willow Upgrade - transfer \$5k budget for line marking pitts lane to the Glen Willow maintenance budget	Unrestricted Cash	(5,000)	C
Looking after our Community	Glen Willow Upgrade - transfer \$5k budget for line marking pitts lane to the Glen Willow maintenance budget	Unrestricted Cash	5,000	C
Looking after our Community	Emergency Exercise as per the NSW Dept of Justice	Contributions	(2,500)	C
Looking after our Community	Emergency Exercise as per the NSW Dept of Justice	Contributions	2,500	C

CORPORATE: FINANCE |

Community Plan Theme	Variation	Funding Source	Amount	Code
<b>Total Contra Variations</b>			<b>0</b>	
<b>TOTAL GENERAL FUND</b>			<b>5,902,475</b>	
	<i>Non-cash variations</i>		<b>0</b>	
	<i>Cash variations</i>		<b>5,902,475</b>	
<b>WATER FUND</b>				
<b>Negative Variations</b>				
Protecting our Natural Environment	Insurance Premium adjustment for 2018/19 premium	Water Unrestricted Cash	(44,093)	U
<b>Total Negative Variations</b>			<b>(44,093)</b>	
<b>Contra Variations</b>				
Protecting our Natural Environment	Reduce Water capital budget. It is proposed to allocate funds to Danger Street	Water Reserve	112,500	C
Protecting our Natural Environment	Dangar Street expenditure	Water Reserve	(112,500)	C
Protecting our Natural Environment	Reduce Water capital budget. It is proposed to allocate funds to Robinson Street	Water Reserve	19,000	C
Protecting our Natural Environment	Robinson Street expenditure	Water Reserve	(19,000)	C
<b>Total Contra Variations</b>			<b>0</b>	
<b>TOTAL WATER FUND</b>			<b>(44,093)</b>	
	<i>Non-cash variations</i>		<b>0</b>	
	<i>Cash variations</i>		<b>(44,093)</b>	
<b>SEWER FUND</b>				
<b>Negative Variations</b>				
Protecting our Natural Environment	Sewer Jetter purchase - plant purchase contribution from Sewer unrestricted cash	Sewer Unrestricted Cash	(72,990)	U
Protecting our Natural Environment	Insurance Premium adjustment for 2018/19 premium	Sewer Unrestricted Cash	(46,500)	U
<b>Total Negative Variations</b>			<b>(119,490)</b>	
<b>Contra Variations</b>				
Protecting our Natural Environment	Reduce Sewer capital budget. It is proposed to allocate funds to Sewer main relining	Sewer Reserve	235,000	C

## CORPORATE: FINANCE |

Community Plan Theme	Variation	Funding Source	Amount	Code
Protecting our Natural Environment	Sewer main relining expenditure	Sewer Reserve	(235,000)	C
<b>Total Contra Variations</b>			<b>0</b>	
<b>TOTAL SEWER FUND</b>			<b>(119,490)</b>	
			<i>Non-cash variations</i>	<b>0</b>
			<i>Cash variations</i>	<b>(119,490)</b>
<b>WASTE FUND</b>				
<b>Negative Variations</b>				
Protecting our Natural Environment	Insurance Premium adjustment for 2018/19 premium	Waste Unrestricted Cash	(2,600)	U
<b>Total Negative Variations</b>			<b>(2,600)</b>	
<b>TOTAL WASTE FUND</b>			<b>(2,600)</b>	
			<i>Non-cash variations</i>	<b>0</b>
			<i>Cash variations</i>	<b>(2,600)</b>
<b>SALEYARDS FUND</b>				
<i>Positive Variations</i>				
Building a Strong Local Economy	Insurance Premium adjustment for 2018/19 premium	Saleyards Unrestricted Cash	17,354	F
<b>Total Positive Variations</b>			<b>17,354</b>	
<b>Negative Variations</b>				
Building a Strong Local Economy	Additional funds required for the replacement of the Saleyards Canteen kitchen	Saleyards Reserves	(20,000)	U
<b>Total Negative Variations</b>			<b>(20,000)</b>	
<b>TOTAL SALEYARDS FUND</b>			<b>(2,646)</b>	
			<i>Non-cash variations</i>	<b>0</b>
			<i>Cash variations</i>	<b>(2,646)</b>

CORPORATE: FINANCE |

1.2 2019/2020

Community Plan Theme	Variation	Funding Source	Amount	Code
<b>GENERAL FUND</b>				
<b>Positive Variations</b>				
Good Government	Adjustment to Consumer Price Index for Voluntary Planning Agreements for future budget years 19/20	VPA	176,043	F
<b>Total Positive Variations</b>			<b>176,043</b>	
<b>Negative Variations</b>				
Connecting our Region	Angus avenue, Kandos - rehabilitation to the area in the vicinity of the IGA building - 2019/20	Unrestricted Cash	(135,000)	U
Building a Strong Local Economy	Saleyards Lane Subdivision 19/20 - Interest \$16,900 and principle repayments \$42,442 less low cost loan discount \$8,450	Unrestricted Cash	(50,892)	U
Connecting our Region	Dedicated parking area for buses and visitors to the Red Hill reserve - 2019/20	Unrestricted Cash	(40,000)	U
<b>Total Negative Variations</b>			<b>(225,892)</b>	
<b>Contra Variations</b>				
Looking after our Community	Glen Willow Upgrade - defer the bulk of the project to 2019/20	Grants	(10,900,000)	C
Looking after our Community	Glen Willow Upgrade - defer the bulk of the project to 2019/20	Grants	10,900,000	C
Looking after our Community	Defer the bulk of Art Gallery Facility works to 2019/20 - grant funded	Grants	(3,000,000)	C
Looking after our Community	Defer the bulk of Art Gallery Facility works to 2019/20 - grant funded	Grants	3,000,000	C
Connecting our Region	Munghorn - Reduce RMS contribution, amended project timing 2019/20	Grants	100,000	C
Connecting our Region	Munghorn - Allocation of Restart grant funding 2019/20	Grants	(1,060,000)	C
Connecting our Region	Munghorn - Project Expenditure 2019/20	Grants	960,000	C
Building a Strong Local Economy	Property Saleyards Lane Subdivision -Development of subdivision is proposed to be completed in 19/20 \$700k	Borrowings	(700,000)	C
Building a Strong Local Economy	Property Saleyards Lane Subdivision - funded by external borrowings utilising the low cost loan initiative.	Borrowings	700,000	C
Connecting our Region	Rehab Bylong Valley Way Segments 1030,1035, 1050, 1055 - Amend timing of project works by transferring \$260,500 of expenditure to 2019/20. Funding timing amended to be 50% Regional Block grant. Expenditure Budget for 18/19 is \$785k	Grants	(260,500)	C
Connecting our Region	Rehab Bylong Valley Way Segments 1030,1035, 1050, 1055 - Amend timing of project works by transferring \$260,500 of expenditure to 2019/20. Funding timing amended to be 50% Regional Block grant. Expenditure Budget for 18/19 is \$785k	Grants	260,500	C
Connecting our Region	Restart Funding Contribution increased in 2019/20 for Bylong Valley Way which allowed a reallocation of Regional Road Block grant	Grants	132,000	C
Connecting our Region	Reallocation of Regional Road Block grant to Regional Roads Capital	Grants	(132,000)	C
Good Government	Corporate marketing initiative - increase salaries 2019/20	Unrestricted Cash	(17,000)	C



## CORPORATE: FINANCE |

Community Plan Theme	Variation	Funding Source	Amount	Code
Good Government	Corporate marketing initiative offset by savings in economic development and community advertising	Unrestricted Cash	17,000	C
<b>Total Contra Variations</b>			<b>0</b>	
<b>TOTAL GENERAL FUND</b>			<b>(49,849)</b>	
	<i>Non-cash variations</i>		<b>0</b>	
	<i>Cash variations</i>		<b>(49,849)</b>	

## 1.3 2020/2021

Community Plan Theme	Variation	Funding Source	Amount	Code
<b>GENERAL FUND</b>				
<b>Positive Variations</b>				
Good Government	Adjustment to Consumer Price Index for Voluntary Planning Agreements for future budget years 20/21	VPA	185,721	F
<b>Total Positive Variations</b>			<b>185,721</b>	
<b>Negative Variations</b>				
Building a Strong Local Economy	Saleyards Lane Subdivision 20/21 - Interest \$31,636 and principle repayments \$87,049 less low cost loan discount \$15,818	Unrestricted Cash	(102,867)	U
Connecting our Region	Munghorn - Project expenditure, allocation of VPA reserve funding 2020/21	VPA	(1,150,000)	U
<b>Total Negative Variations</b>			<b>(1,252,867)</b>	
<b>Contra Variations</b>				
Connecting our Region	Munghorn - Allocation of Restart Grant funding 2020/21	Grants	(1,150,000)	C
Connecting our Region	Munghorn - Project Expenditure 2020/21	Grants	1,150,000	C
<b>Total Contra Variations</b>			<b>0</b>	
<b>TOTAL GENERAL FUND</b>			<b>(1,067,146)</b>	
	<i>Non-cash variations</i>		<b>0</b>	
	<i>Cash variations</i>		<b>(1,067,146)</b>	

CORPORATE: FINANCE |

1.4 2021/2022

Community Plan Theme	Variation	Funding Source	Amount	Code
<b>GENERAL FUND</b>				
<b>Positive Variations</b>				
Good Government	Adjustment to Consumer Price Index for Voluntary Planning Agreements for future budget years 21/22. Amended timing of Moolarben underground contribution	VPA	504,537	F
Looking after our Community	Moolarben Coal VPA - Defer contributions for underground production of coal at site UG4 (Stage 1) until 2021/22	VPA	300,000	F
<b>Total Positive Variations</b>			<b>804,537</b>	
<b>Negative Variations</b>				
Building a Strong Local Economy	Saleyards Lane Subdivision 21/22 - Interest \$28,669 and principle repayments \$90,016 less low cost loan discount \$14,334	Unrestricted Cash	(104,351)	U
Connecting our Region	Munghorn - Project expenditure, allocation of VPA reserve funding 2021/22	VPA	(1,100,000)	U
<b>Total Negative Variations</b>			<b>(1,204,351)</b>	
<b>Contra Variations</b>				
Connecting our Region	Munghorn - Allocation of Restart Grant funding 2021/22	Grants	(1,100,000)	C
Connecting our Region	Munghorn - Project Expenditure 2021/22	Grants	1,100,000	C
<b>Total Contra Variations</b>			<b>0</b>	
<b>TOTAL GENERAL FUND</b>			<b>(399,814)</b>	
			<i>Non-cash variations</i>	<b>0</b>
			<i>Cash variations</i>	<b>(399,814)</b>

## 2. Unrestricted Cash by Fund

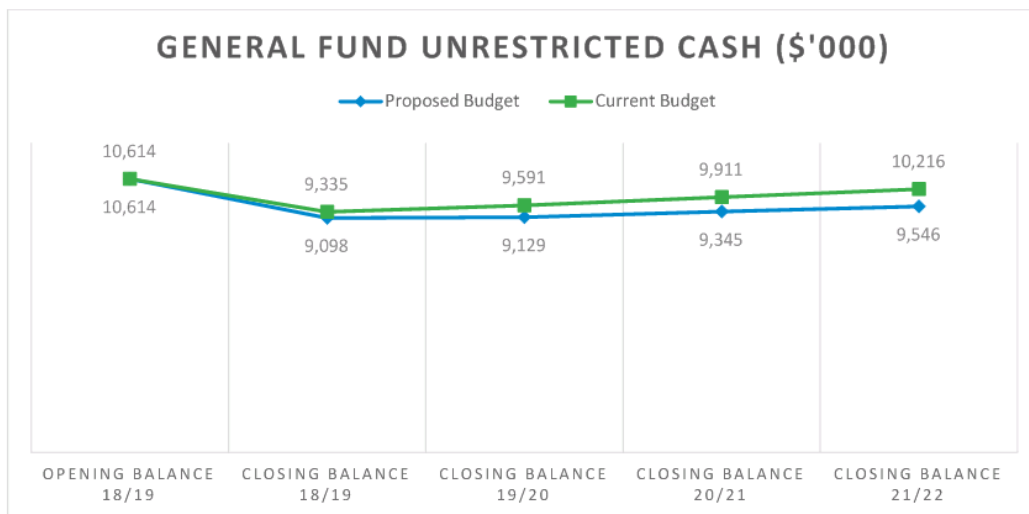
### 2.1 General Fund

Council finished the 2017/18 financial year with an unrestricted cash balance of \$10,614 million. As adopted by Council the Original Budget projected a decrease to 30 June 2019 of \$396,000. Council has since adopted the following budget movements, summarised below.

Variation	Amount (\$'000)	Movement
Original Budget	(396)	Decrease
Revotes	(661)	Decrease
Council Minutes – July to October	(223)	Decrease
September QBR proposed variations	(237)	Decrease
<b>Estimated movement to 30 June 2019</b>	<b>(1,517)</b>	<b>Decrease</b>
<b>Projected balance at 30 June 2019</b>	<b>9,097</b>	

A projected unrestricted cash balance of \$9.097 million represents about 7.2 weeks of Council's 2018/19 operating expenditure budget. This is a high level of unrestricted cash and is adequate to ensure Council is able to meet its debts and obligations as they fall due.

The General Fund projected unrestricted cash balance over the next four years is shown below.



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## 2.2 Water Fund

Council finished the 2017/18 financial year with a Water fund unrestricted cash balance of \$1,636,000. As adopted by Council the Original Budget projected a decrease to 30 June 2019 of \$317,000. The budget movements are summarised below.

Variation	Amount (\$'000)	Movement
Original Budget	(317)	Decrease
Council Minutes – July to October	(14)	Decrease
September QBR proposed variations	(44)	Decrease
<b>Estimated movement to 30 June 2019</b>	<b>(375)</b>	<b>Decrease</b>
<b>Projected balance at 30 June 2019</b>	<b>1,261</b>	

## 2.3 Sewer Fund

Council finished the 2017/18 financial year with a Sewer Fund unrestricted cash balance of \$1,070,000. As adopted by Council the Original Budget projected a decrease to 30 June 2019 of \$316,000. The budget movements are summarised below.

Variation	Amount (\$'000)	Movement
Original Budget	(316)	Decrease
Council Minutes – July to October	(4)	Decrease
September QBR proposed variations	(119)	Decrease
<b>Estimated movement to 30 June 2019</b>	<b>(439)</b>	<b>Decrease</b>
<b>Projected balance at 30 June 2019</b>	<b>631</b>	

## 2.4 Waste Fund

Council finished the 2017/18 financial year with a Waste Fund unrestricted cash balance of \$921,000. As adopted by Council the Original Budget projected an increase to 30 June 2019 of \$227,000. The budget movements are summarised below.

Variation	Amount (\$'000)	Movement
Original Budget	227	Increase
September QBR proposed variations	(2)	Decrease
<b>Estimated movement to 30 June 2019</b>	<b>225</b>	<b>Increase</b>
<b>Projected balance at 30 June 2019</b>	<b>1,146</b>	

## 2.5 Other Funds

Council maintains a number of other funds including:

- Private Works
- Saleyards
- Mudgee Sports Council
- Gulgong Sports Council
- Rylstone Sports Council

At 30 June of each financial year, the cash balance held in the above Funds forms part of the overall General Fund Unrestricted Cash Balance.

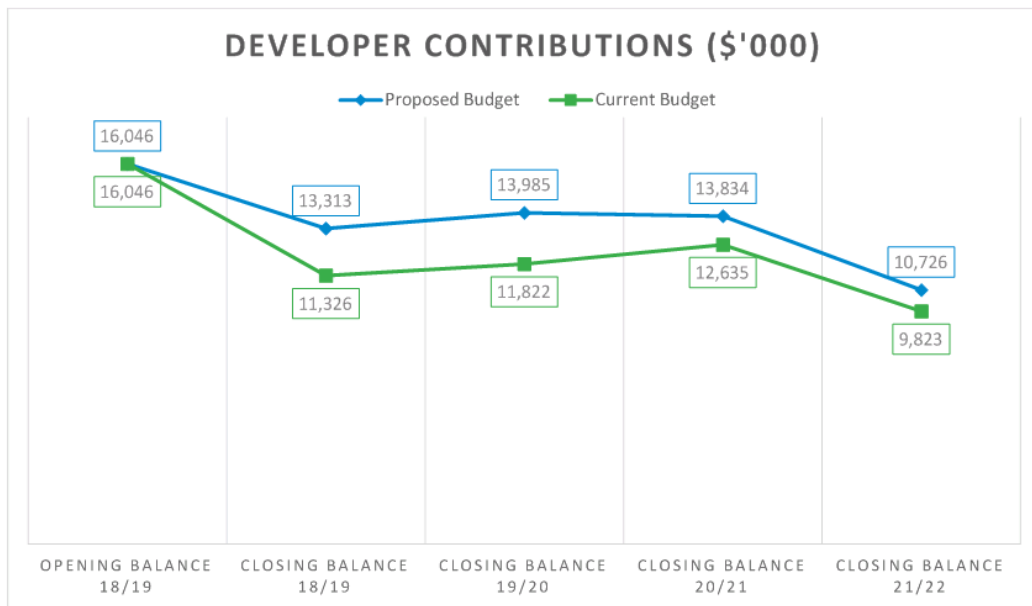
CORPORATE: FINANCE |

### 3. Developer Contributions – Section 64, 94 and 93F

Council finished the 2017/18 financial year with a Developer Contributions balance of \$16,046,000. As adopted by Council the Original Budget projected a decrease to 30 June 2019 of \$4,638,194. The budget movements are summarised below.

Variation	Amount (\$'000)	Movement
Original Budget	(4,638)	Decrease
Revotes	(67)	Decrease
Council Minutes – July to October	(15)	Decrease
September QBR proposed variations	1,987	Increase
<b>Estimated movement to 30 June 2019</b>	<b>(2,733)</b>	<b>Decrease</b>
<b>Projected balance at 30 June 2019</b>	<b>13,313</b>	

The following chart shows the projected balances over a four year period.





CORPORATE: FINANCE |

Detailed Section 64, 94 &amp; 93F movements and current balances are as follows:

S94/64 Plan Item	opening balance	budget transfers to	budget transfers from	budget closing balance	current balance
Traffic Management	645	62	50	657	658
Open Space	1881	211	1,107	985	1,881
Community Facilities	615	38	32	621	584
Administration	404	31	70	365	355
Civic Improvements	(5)	0	0	(5)	(5)
Car Parking	253	0	0	253	253
S94A Levies	658	31	500	189	658
Drainage – 2A	93	37	0	130	93
<b>Total S94 Contributions</b>	<b>4,544</b>	<b>410</b>	<b>1,759</b>	<b>3,195</b>	<b>4,478</b>
S64 Sewer	2,803	268	900	2,171	2,803
S64 Water	5,742	538	3,625	2,655	5,742
Voluntary Planning Agreements	2957	4727	2393	5291	3231
<b>Total Developer Contributions</b>	<b>16,046</b>	<b>5,943</b>	<b>8,677</b>	<b>13,312</b>	<b>16,254</b>

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## 4. Loan Borrowings

Council's 2018/19 Operational Plan includes the proposed borrowings below.

Project	Fund	Original Budget \$'000	Current Budget \$'000	Proposed Variations \$'000	Proposed Budget \$'000	Actual YTD \$'000
Property – Saleyards Lane subdivision	General	0	0	300	300	0
<b>Total</b>		<b>0</b>	<b>0</b>	<b>300</b>	<b>300</b>	<b>0</b>

Following a successful grant application under the Low Cost Loans Initiative (LCLI) it is proposed to borrow \$1 million to fund the development of 25 lots at Saleyards Lane. The LCLI gives a 50% grant on loan interest charged on approved loans. The drawdown of funds is expected to be \$300,000 in 2018/19 and \$700,000 in 2019/20.

The proposed variations this quarter includes an estimate of the borrowing, subdivision expenses, interest charges, loan repayments and LCLI grant over the next four years. Once these budget variations are approved Council will seek quotes for loan funding and complete the LCLI agreement.

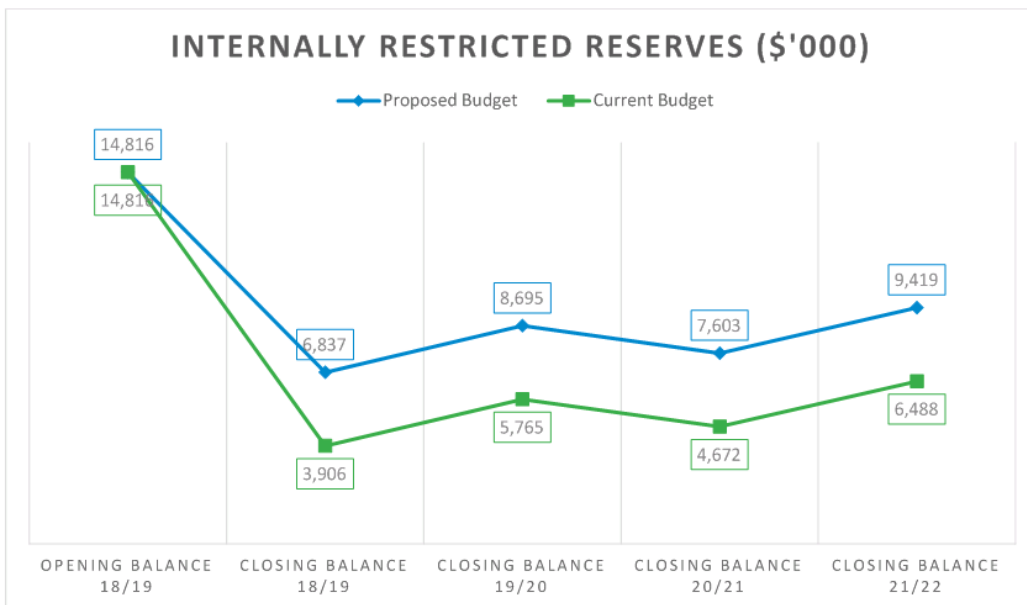
## 5. Reserves

### 5.1 Internally Restricted Reserves

Council finished the 2017/18 financial year with an Internally Restricted Reserve balance of \$14,816,000. As adopted by Council the Original Budget projected a decrease to 30 June 2019 of \$6,657,000. The budget movements are summarised below.

Variation	Amount (\$'000)	Movement
Original Budget	(6,657)	Decrease
Revotes	(399)	Decrease
Council minutes – July to October	(3,854)	Decrease
September QBR proposed variations	2,931	Increase
<b>Estimated movement to 30 June 2019</b>	<b>(7,979)</b>	<b>Decrease</b>
<b>Projected balance at 30 June 2019</b>	<b>6,837</b>	

The following chart shows the projected balances over a four year period.



CORPORATE: FINANCE |

Detailed budgeted reserve movements are included in the following table.

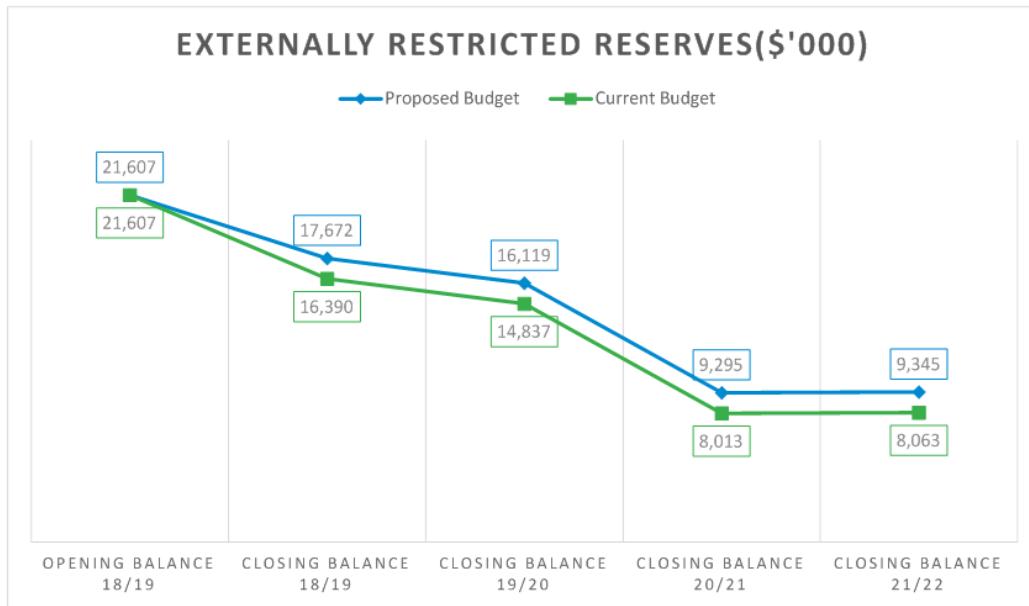
Internally Restricted Reserves (\$'000)	Opening Balance	Budget Transfers To	Budget Transfers From	Budget Closing Balance	Current Balance
Employee Leave Entitlements	2,545	250	0	2,795	2,608
Land Development	5,075	0	5075	0	5,075
Election	186	17	0	203	190
Plant Replacement	3,772	4,130	5,987	1,915	4,802
Asset Replacement	1,887	1,388	2,413	861	2,043
Capital Program	371	600	847	124	399
Livestock Exchange	60	0	41	18	59
State Roads Warranty	400	0	0	400	400
Future Fund	500	0	0	500	500
Mudgee Bicentenary	20	0	0	20	20
<b>TOTAL</b>	<b>14,816</b>	<b>6,385</b>	<b>14,363</b>	<b>6,836</b>	<b>16,096</b>

## 5.2 Externally Restricted Reserves

Council finished the 2017/18 financial year with an Externally Restricted Reserve balance of \$21,607,000 million. As adopted by Council the Original budget projected a decrease to 30 June 2019 of \$3,605,000. The budget movements are summarised below.

Variation	Amount (\$'000)	Movement
Original Budget	(3,605)	Decrease
Revotes	(1,968)	Decrease
Council Minutes – July to October	356	Increase
September QBR proposed variations	1,282	Increase
<b>Estimated movement to 30 June 2019</b>	<b>(3,935)</b>	<b>Decrease</b>
<b>Projected balance at 30 June 2019</b>	<b>17,672</b>	

The following chart shows the projected balances over a four year period.



Detailed budgeted reserve movements are included in the following table.

Externally Restricted Reserves (\$'000)	Opening Balance	Budget Transfers To	Budget Transfers From	Budget Closing Balance	Current Balance
Waste	3,885	100	3,074	911	3,727
Sewer	7,449	2,300	1,492	8,257	8,024
Water	6,641	1,500	3,341	4,800	6,767
Community Services	77	0	0	77	77
Community Tenancy Scheme - Walter & Denison St Units	147	0	25	122	147
Family Day Care	145	31	0	176	152
Bequest - Simpkins Park	101	0	0	101	101
Community Transport Vehicle Replacement	126	44	121	50	137
Ulan Road Strategy	3,036	1,106	1,823	2,319	3,257
Public Road Closure Compensation	0	860	0	860	0
<b>TOTAL</b>	<b>21,607</b>	<b>5,941</b>	<b>9,876</b>	<b>17,673</b>	<b>22,389</b>

CORPORATE: FINANCE |

## 6. Unspent Grants and Contributions

Council finished the 2017/18 financial year with unspent grants and contributions of \$4,234,000. As adopted by Council the Original Budget projected a decrease of \$202,000 to 30 June 2019. The budget movements are summarised below.

Variation	Amount (\$'000)	Movement
Original Budget	(202)	Decrease
Revotes	(278)	Decrease
Council minutes – July to October	(3,158)	Decrease
September QBR proposed variations	(63)	Decrease
<b>Estimated movement to 30 June 2019</b>	<b>(3,701)</b>	<b>Decrease</b>
<b>Projected balance at 30 June 2019</b>	<b>533</b>	

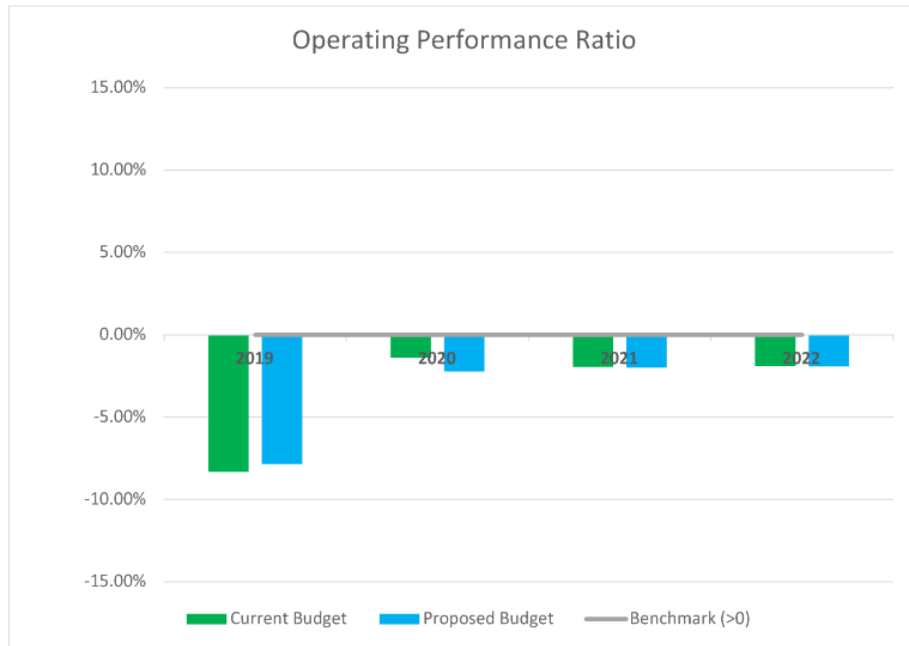


## 7. Consolidated Balance Sheet and Income Statement

Balance Sheet		
\$'000	ACTUAL YTD	ACTUAL 30 JUNE 2018
<b>ASSETS</b>		
<b>Current Assets</b>		
Cash & Cash Equivalents	2,692	6,481
Investments	63,529	55,824
Receivables	22,756	6,435
Inventories	1,221	1,197
Other	-	-
<b>Total Current Assets</b>	<b>90,198</b>	<b>69,937</b>
<b>Non-Current Assets</b>		
Investments	8,500	10,000
Receivables	137	181
Inventories	-	-
Infrastructure, Property, Plant & Equipment	930,886	931,099
Intangible Assets	317	346
<b>Total Non-Current Assets</b>	<b>939,840</b>	<b>941,626</b>
<b>TOTAL ASSETS</b>	<b>1,030,038</b>	<b>1,011,563</b>
<b>LIABILITIES</b>		
<b>Current Liabilities</b>		
Payables	3,184	5,267
Income received in advance		950
Borrowings	1,693	1,693
Provisions	6,502	6,501
<b>Total Current Liabilities</b>	<b>11,379</b>	<b>14,411</b>
<b>Non-Current Liabilities</b>		
Borrowings	12,976	12,976
Provisions	2,903	2,899
<b>Total Non-Current Liabilities</b>	<b>15,879</b>	<b>15,875</b>
<b>Total LIABILITIES</b>	<b>27,258</b>	<b>30,286</b>
<b>Net Assets</b>	<b>1,002,780</b>	<b>981,277</b>
<b>EQUITY</b>		
Retained Earnings	426,957	405,443
Revaluation Reserves	575,614	575,625
Other Reserves	209	209
<b>Total Equity</b>	<b>1,002,780</b>	<b>981,277</b>

Income Statement								
\$'000	ORIGINAL ANNUAL BUDGET	APPROVED VARIATIONS	REVISED ANNUAL BUDGET	ACTUAL YTD	% REVISED BUDGET	PROPOSED VARIATIONS	PROJECTED ANNUAL BUDGET	% PROJECTED ANNUAL BUDGET
<b>INCOME</b>								
Rates & Annual Charges	30,637	-	30,637	30,592	100%	-	30,637	100%
User Charges & Fees	15,321	-	15,321	766	5%	(1)	15,320	5%
Interest & Investment Revenue	1,897	-	1,897	564	30%	-	1,897	30%
Other Revenues	2,539	220	2,759	687	25%	(46)	2,713	25%
Grants & Contributions Operating	13,937	(2,550)	11,387	2,146	19%	64	11,451	19%
Grants & Contributions Capital	18,173	24,547	42,720	944	2%	(17,821)	24,899	4%
Gain on Disposal of Assets	857	-	857	901	105%	(50)	807	112%
<b>Total Income</b>	<b>83,361</b>	<b>22,217</b>	<b>105,578</b>	<b>36,600</b>	<b>35%</b>	<b>(17,854)</b>	<b>87,724</b>	<b>42%</b>
<b>EXPENDITURE</b>								
Employee Benefits & Oncosts	24,467	66	24,533	6,150	25%	97	24,630	25%
Borrowing Costs	936	-	936	240	26%	-	936	26%
Materials & Contracts	15,351	865	16,216	2,193	14%	77	16,293	13%
Depreciation & Amortisation	16,170	-	16,170	3,833	24%	-	16,170	24%
Other Expenses	6,880	4	6,884	2,674	39%	188	7,072	38%
Loss on Disposal of Assets	-	-	-	-	0%	-	-	0%
<b>Total Expenditure</b>	<b>63,804</b>	<b>935</b>	<b>64,739</b>	<b>15,090</b>	<b>23%</b>	<b>362</b>	<b>65,101</b>	<b>23%</b>
<b>Net Result</b>	<b>19,557</b>	<b>21,282</b>	<b>40,839</b>	<b>21,510</b>		<b>(18,216)</b>	<b>22,623</b>	
<b>Net Result before Capital Items</b>	<b>1,384</b>	<b>(3,265)</b>	<b>(1,881)</b>	<b>20,566</b>		<b>(395)</b>	<b>(2,276)</b>	

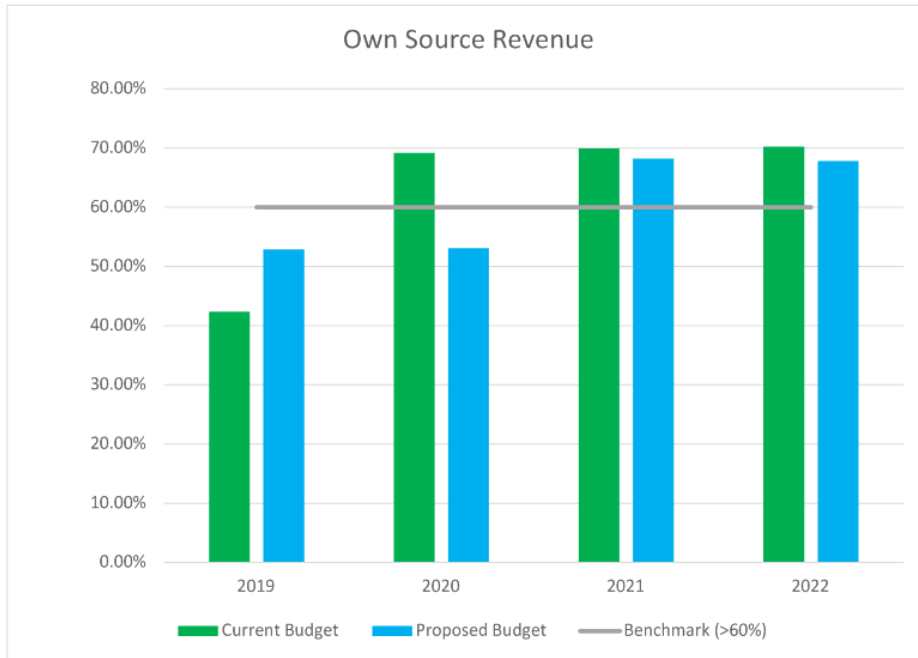
## 8. Key Financial Indicators



Note: Excludes Water & Sewer Fund

Measures Council's ability to keep operating expenses, including depreciation, within its continuing revenue.

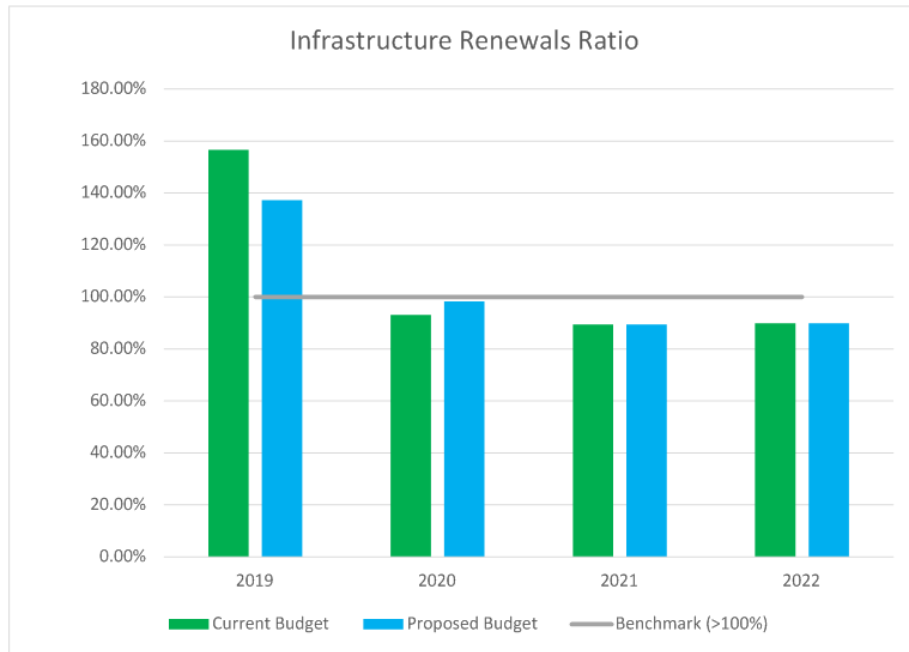
There is no significant change to this ratio this quarter.



Note: Excludes Water & Sewer Fund

Measures Council's degree of reliance on external funding

The deferral of capital grant income from large road upgrade projects has resulted in an improvement in 2018/19 and a deterioration in 2019/20.



Note: Excludes Water & Sewer Fund

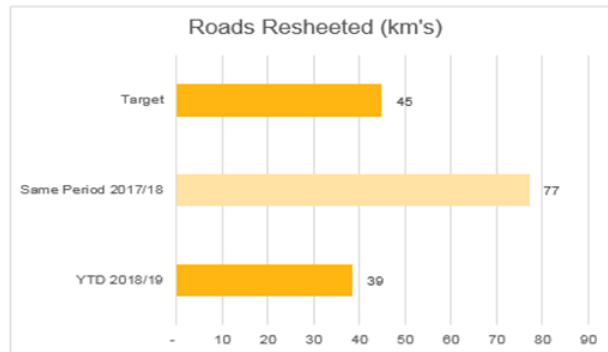
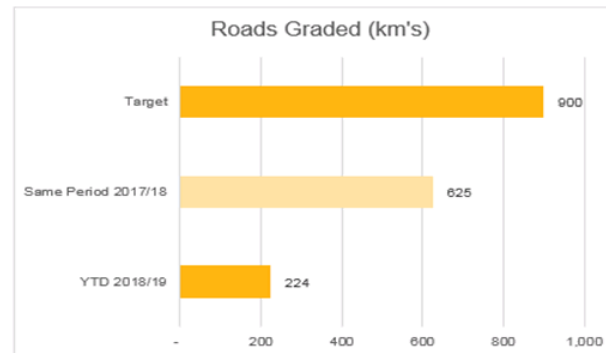
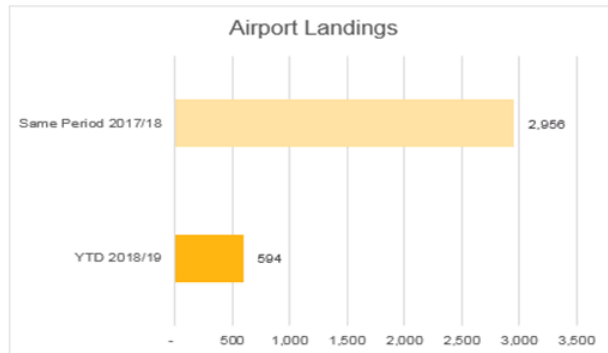
The rate at which assets are being renewed against the rate of depreciation

Deferral of some road capital works has resulted in a deterioration in 2018/19 and improvement to 2019/20.

## 9. Budget Summary

### 9.1 Connecting Our Region

#### Key Performance Indicators



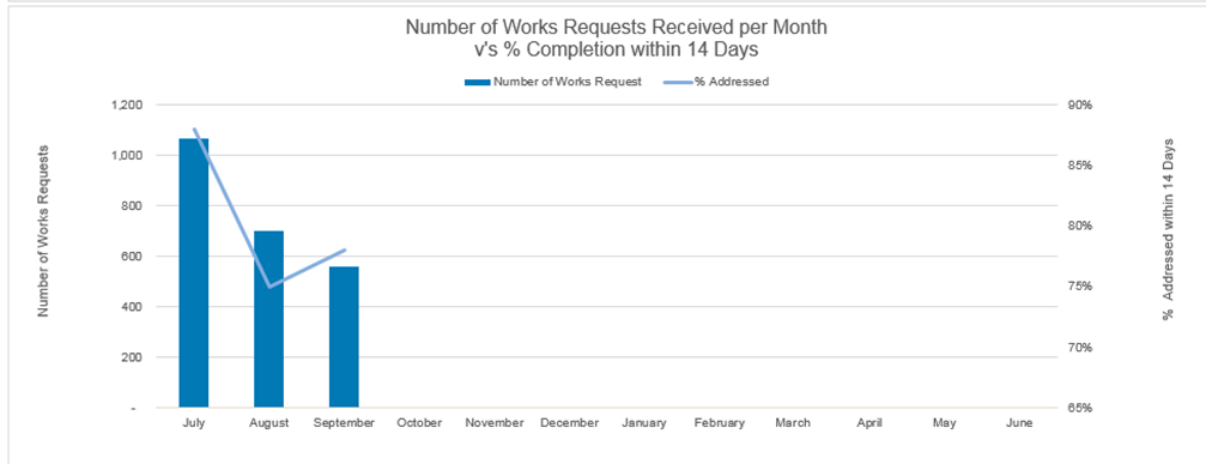
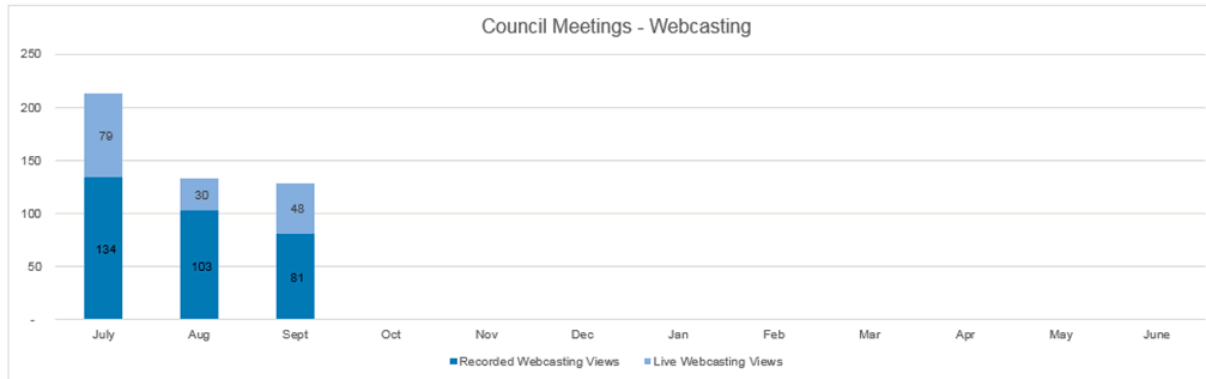


## Significant Capital Projects

\$'000	Current Annual Budget	Proposed Variations	Proposed Annual Budget	Actual YTD	Commitments	Comment
<b>Connecting our Region</b>						
REALIGNMENT - ULAN WOLLAR RD	107	0	107	22	111	Council and Wilpinjong are in contract negotiations for Stage 1. Works are planned to commence in November 2018.
REHAB BYLONG VALLEY WAY SEG 1030 & 1035	1,561	(261)	1,300	0	0	This project is in the planning phase and due to commence prior to Christmas.
MUNGHORN GAP REALIGNMENT & UPGRADE	5,664	(5,464)	200	11	9	The concept design is complete and revocation of road boundaries are required within the National Park.
SEAL EXTENSION - WOLLAR ROAD	4,846	0	4,846	320	1,258	Works have been delayed due to performance issues with contractors. Council has taken over Stage 4 works and Stages 2 & 3 are progressing by Contract. Forecast completion 31 Nov 2018.
<b>Total</b>	<b>12,177</b>	<b>(5,725)</b>	<b>6,453</b>	<b>353</b>	<b>1,378</b>	

## 9.2 Good Government

### Key Performance Indicators



Significant Capital Projects

\$'000	Current Annual Budget	Proposed Variations	Proposed Annual Budget	Actual YTD	Commitments	Comment
<b>Good Government</b>						
PLANT PURCHASES	6,050	73	6,123	5	3,036	Procurement of plant items is progressing on schedule.

### 9.3 Looking after Our Community

#### Key Performance Indicators

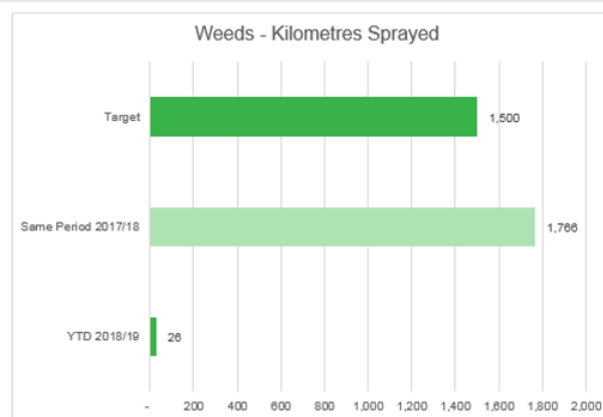
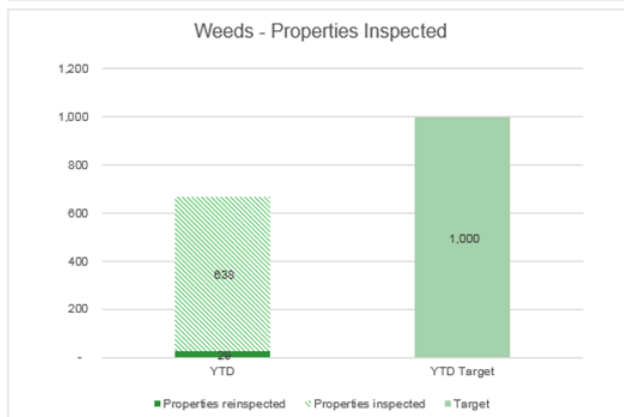
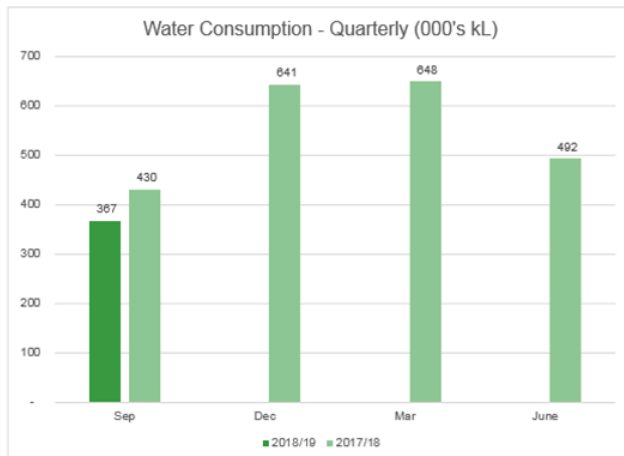


## Significant Capital Projects

\$'000	Current Annual Budget	Proposed Variations	Proposed Annual Budget	Actual YTD	Commitments	Comment
<b>Looking after our Community</b>						
GLEN WILLOW SPORTS GROUND UPGRADES	13,905	(10,905)	3,000	0	0	Discussion with stakeholders and designs are being finalised. Any construction work is on hold until full funding has been confirmed as per Council resolution
VICTORIA PARK GULGONG - LIGHTING CAP UPGRADE	580	0	580	0	5	Geotechnical reports are being undertaken before a request for quote for designs and lighting will be undertaken
MUDGEEO OUTDOOR WATER PARK	1,050	0	1,050	2	0	Tenders are now closed and procurement is being finalised
DISTRICT ADVENTURE PLAYGROUND	800	120	920	26	10	Carpark construction has commenced, tenders for playground closed and out for public comment.
ART GALLERY FACILITY	3,524	(3,000)	524	0	0	Grant application submitted and awaiting outcome. Design and consultation is continuing.
<b>Total</b>	<b>19,859</b>	<b>(13,785)</b>	<b>6,074</b>	<b>28</b>	<b>15</b>	

## 9.4 Protecting our Natural Environment

### Key Performance Indicators



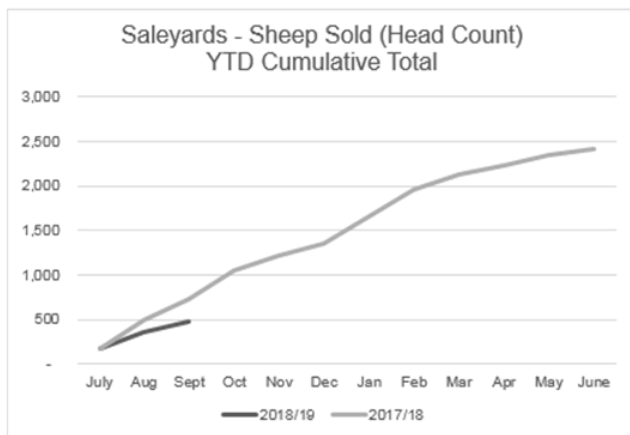
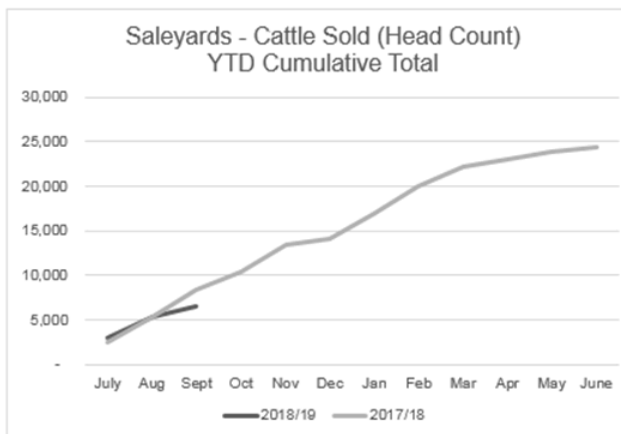
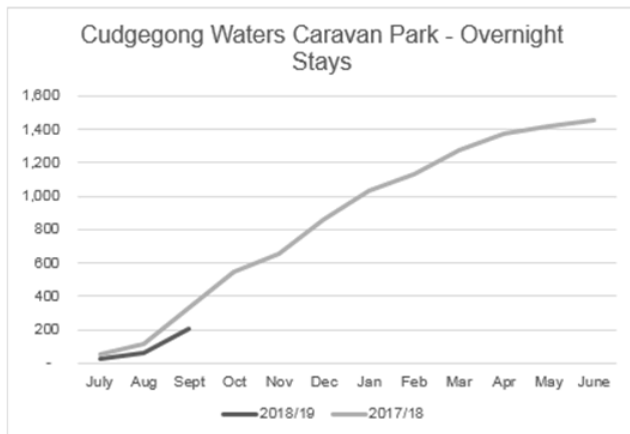


## Significant Capital Projects

\$'000	Current Annual Budget	Proposed Variations	Proposed Annual Budget	Actual YTD	Commitments	Comment
<b>Protecting our Natural Environment</b>						
NEW TIP CONSTRUCTION	2,000	0	2,000	6	88	Initial Design consultation and data gathering complete. Design works commenced existing and new cells
WATER AUGMENTATION - MUDGEES HEADWORKS	2,696	0	2,696	0	0	A tender for design is in progress
WATER AUGMENTATION - ULAN RD EXTENSION	1,529	0	1,529	0	0	Tender closed 15/10/2018
WATER METER REPLACEMENT	865	0	865	0	0	Smart Meters proposal is prepared for the November Council meeting
SEWER AUGMENTATION - CHARBON & CLANDULLA	1,000	0	1,000	0	0	Tender is advertised for the construction of a reticulated sewer system, transfer sewer pump station and rising main for the village of Charbon. The tender closes 30 November 2018
<b>Total</b>	<b>8,090</b>	<b>0</b>	<b>8,090</b>	<b>6</b>	<b>88</b>	

## 9.5 Building a Strong Local Economy

### Key Performance Indicators

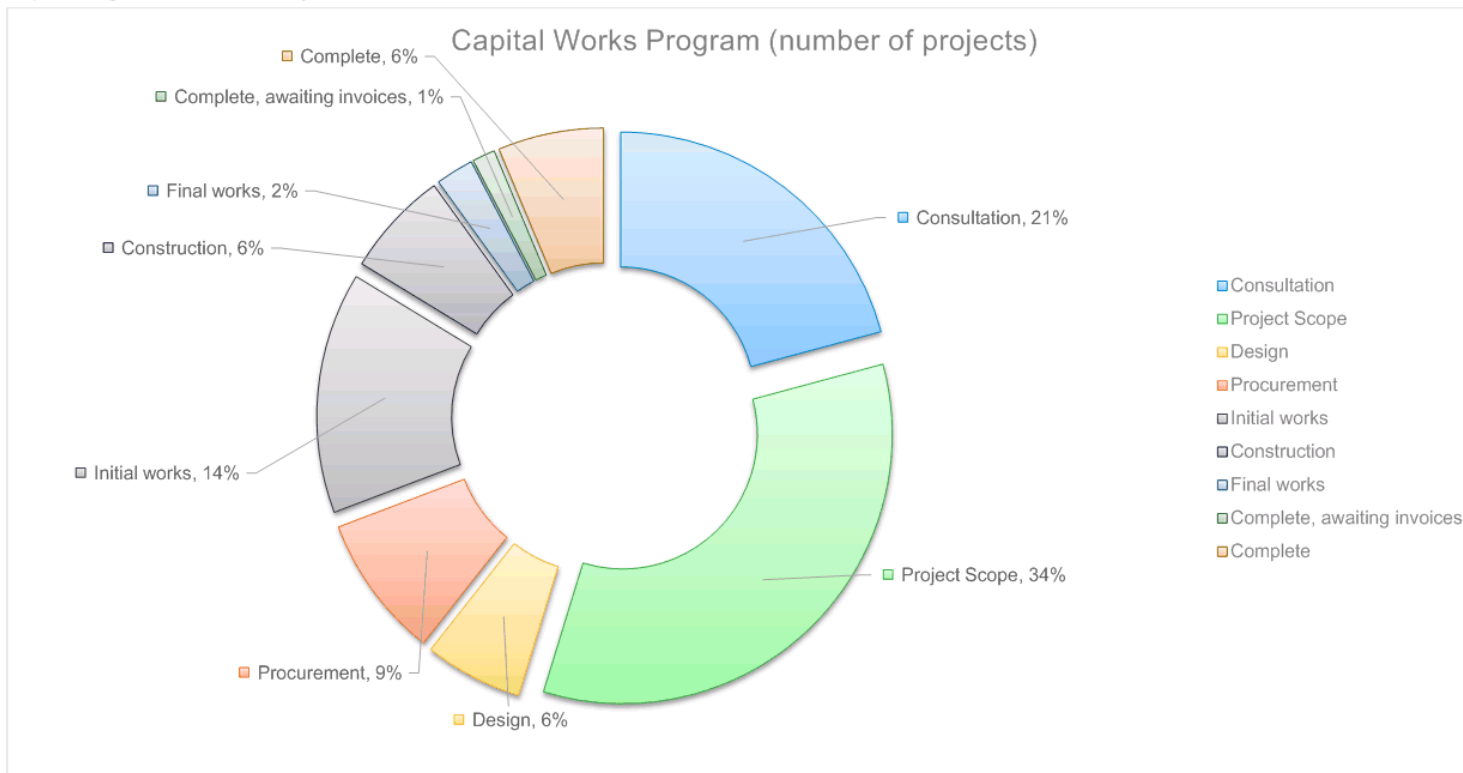


Significant Capital Projects

\$'000	Current Annual Budget	Proposed Variations	Proposed Annual Budget	Actual YTD	Commitments	Comment
<b>Building a Strong Local Economy</b>						
PROPERTY - DEVELOPMENT MORTIMER ST	4,820	(3,480)	1,340	0	56	Awaiting feedback from interested parties.

## 10. Capital Works Program

Capital Program Status Summary



## KEY

Status	Description
Consultation	Engaging with stakeholders for ideas and to determine viability and direction for the project.
Project Scope	Initial concept, business case and project plan development.
Design	Initial and detailed design.
Procurement	Tendering, sourcing quotes or suppliers.
Initial works	Early stages of project delivery.
Construction	Major project activities are in progress.
Final works	Project is in final stages of completion or awaiting minor items.
Complete, awaiting invoices	Project work is complete. Waiting on invoices from suppliers for financial completion.
Complete	Project work is complete and all costs have been allocated.

Detailed Capital Works

	Current Annual Budget	Proposed Variations	Proposed Annual Budget	Actual YTD	Actual YTD/ Proposed Annual Budget	Commitments	Project Status
<b>\$'000</b>							
<b>Looking after our Community</b>							
MUDGEES POUND - CAGE REPAIRS	20	0	20	1	3%	0	Design
COMM. TRANSPORT- VEHICLE PURCHASE	173	0	173	0	0%	0	Deferred/Cancelled
CAPITAL -DENISON STREET UNITS	25	0	25	0	0%	0	Initial works
CEMETERY CAPITAL PROGRAM	15	0	15	0	0%	0	Consultation
GULGONG LAWN CEMETERY EXTENSION	25	0	25	0	0%	0	Construction
REDHILL PUBLIC TOILETS - CAP UPGRADE	55	0	55	0	0%	0	Consultation
PUBLIC TOILETS - VICTORIA PARK	10	0	10	0	0%	0	Procurement
GULGONG SHOWERS	10	0	10	0	0%	0	Procurement
PUBLIC TOILETS - ROTARY PARK KANDOS PAINTING	10	0	10	0	0%	0	Procurement
PUBLIC TOILETS - LAWSON PARK PAINTING (FLOOR)	5	0	5	0	0%	0	Procurement
LIBRARY BOOKS	89	0	89	76	85%	0	Construction
RYLSTONE LIBRARY BRANCH	26	0	26	0	1%	0	Initial works
MUDGEES LIBRARY LIGHTING	10	0	10	0	4%	0	Consultation
CAPITAL UPGRADE - RYLSTONE HALL	0	20	20	1	4%	0	Consultation
MUDGEES TOWN HALL - SENSORY SCREENING	7	0	7	0	0%	0	Consultation
CAP UPGRD-COMMUNITY BLD-BUDGET ONLY	28	(20)	8	0	4%	0	Budget only
GULGONG MEMORIAL HALL EXT. PAINTING	30	0	30	1	4%	0	Consultation
GULGONG MEMORIAL HALL ROOF	70	0	70	3	4%	0	Project Scope
STABLES BUILDING PAINTING	10	0	10	0	4%	0	Procurement
POOL INFLATABLE	17	0	17	0	0%	0	Project Scope
POOL MATTS	28	0	28	15	55%	13	Final works



\$'000	Current Annual Budget	Proposed Variations	Proposed Annual Budget	Actual YTD	Actual YTD/ Proposed Annual Budget	Commitments	Project Status
POOL MATT ROLLERS	20	9	29	0	0%	32	Final works
GULGONG POOL IRRIGATION	15	0	15	0	0%	0	Complete, awaiting invoices
MUDGEES SHOWGROUNDS - REDEVELOPMENT	500	0	500	0	0%	0	Consultation
GLEN WILLOW SPORTS GROUND UPGRADES	13,905	(10,905)	3,000	0	0%	0	Consultation
GLEN WILLOW NETBALL COURTS	110	0	110	0	0%	111	Initial works
GLEN WILLOW SHED	15	0	15	8	52%	6	Initial works
WARATAH PARK FENCING	54	0	54	0	0%	33	Initial works
GLEN WILLOW SCOREBOARD	160	0	160	0	0%	0	Consultation
MUDGEES SKATE PARK	214	0	214	0	0%	210	Construction
GULGONG SKATE PARK	150	0	150	18	12%	66	Initial works
MUDGEES SHOWGROUNDS - AMENITIES	125	0	125	0	0%	0	Consultation
BILLY DUNN FENCE UPGRADE	66	0	66	0	0%	44	Design
MUDGEES TENNIS COURTS - CAPITAL UPGRADE	20	0	20	20	101%	0	Complete
VICTORIA PARK GULGONG - LIGHTING CAP UPGRADE	580	0	580	0	0%	5	Project Scope
MUDGEES SHOWGROUND AMENITIES PAINTING	8	0	8	0	4%	0	Procurement
MUDGEES SHOWGROUND TOILET BLOCK PAINTING	5	0	5	0	4%	0	Procurement
MUDGEES SHOWGROUND PAVILION COOLING	8	0	8	0	4%	0	Project Scope
MUDGEES SHOWGROUND INTERNAL ROAD ACCESS	5	0	5	0	0%	0	Project Scope
MUDGEES SHOWGROUND EQUIPMENT STORAGE	5	0	5	0	0%	0	Consultation
KANDOS SPORTSGROUND GRANDSTAND SEATING	34	0	34	0	0%	26	Procurement
BILLY DUNN GRANDSTAND - EXTERNAL PAINTING	30	0	30	1	4%	0	Consultation
PEOPLES PARK - CAPITAL UPGRADE	5	0	5	0	0%	0	Consultation

	Current Annual Budget	Proposed Variations	Proposed Annual Budget	Actual YTD	Actual YTD/ Proposed Annual Budget	Commitments	Project Status
<b>\$'000</b>							
PASSIVE PARKS - LANDSCAPING IMPROVEMENTS	5	0	5	1	14%	0	Initial works
SCULPTURES ACROSS THE REGION	25	0	25	5	19%	0	Consultation
PLAYGROUND EQUIPMENT - ROTARY PARK KANDOS	40	0	40	0	0%	40	Initial works
PLAYGROUND EQUIPMENT - APEX PARK GULGONG	50	0	50	0	1%	51	Initial works
LAWSON PARK - RESTORATION STONE FENCE	0	12	12	0	0%	0	Consultation
PLAYGROUND SHADING - BLACKMAN PARK	16	2	18	0	0%	18	Initial works
ANZAC PARK GULGONG UPGRADES	56	0	56	0	0%	27	Procurement
MUDGEES OUTDOOR WATER PARK	1,050	0	1,050	2	0%	0	Procurement
DISTRICT ADVENTURE PLAYGROUND	800	120	920	26	3%	10	Procurement
APEX PARK GULGONG CAPITAL UPGRADES	16	0	16	1	4%	16	Initial works
PLAYGROUND SOFTFALL - APEX PARK GULGONG	65	0	65	0	0%	64	Initial works
ROBERTSON PARK EQUIPMENT STORE	10	0	10	0	4%	5	Procurement
LAWSON PARK PATH UPGRADES	62	0	62	0	0%	31	Initial works
BLACKMAN PARK LIGHTING	10	20	30	0	0%	0	Project Scope
DARTON PARK FENCING	12	(5)	8	7	99%	0	Complete
RYLSTONE RIVERBANK PICNIC TABLES	10	0	10	0	0%	0	Initial works
PLAYGROUND EQUIPMENT - GOOLMA	0	4	4	0	0%	0	Consultation
ART GALLERY FACILITY	3,524	(3,000)	524	0	0%	0	Consultation
STREETSCAPE - CBD INFRASTRUCTURE	21	0	21	0	2%	6	Construction
<b>Total</b>	<b>22,458</b>	<b>(13,742)</b>	<b>8,717</b>	<b>188</b>	<b>2%</b>	<b>814</b>	

\$'000	Current Annual Budget	Proposed Variations	Proposed Annual Budget	Actual YTD	Actual YTD/ Proposed Annual Budget	Commitments	Project Status
<b>Protecting our Natural Environment</b>							
RURAL WASTE DEPOT UPGRADES	192	0	192	52	27%	0	Design
MUDGEES WASTE DEPOT UPGRADES	34	0	34	9	26%	0	Design
NEW TIP CONSTRUCTION	2,000	0	2,000	6	0%	88	Design
WASTE SITES REHABILITATION	400	0	400	66	17%	26	Design
MUDGEES RECYCLING - NEW LIFT	50	0	50	0	0%	0	Deferred/Cancelled
LEACHATE POND ENLARGEMENT	250	0	250	2	1%	0	Design
GULGONG WTS OFFICE REPLACEMENT	100	0	100	0	0%	0	Consultation
HOOKLIFT BINS	48	0	48	49	102%	0	Complete
CAUSEWAY IMPROVEMENTS	62	(62)	0	4	966927%	0	Project Scope
LAWSON PARK WEST PIPE EXTENSION	17	0	17	0	0%	0	Project Scope
MUDGEES FLOOD STUDY & FLOODPLAIN MANAGEMENT PLAN	172	0	172	0	0%	76	Construction
KERB EXTENSIONS JACQUES AND DANGAR STREETS	50	0	50	0	0%	0	Project Scope
STORMWATER PUMP PITTS LANE	2	3	4	4	100%	0	Final works
LAWSON PARK CULVERT REPLACEMENT	110	0	110	0	0%	0	Project Scope
COX ST INLET PIT	30	0	30	0	0%	0	Project scope
EARTH CHANNEL ENLARGEMENT WORKS	100	0	100	0	0%	0	Project Scope
CAUSEWAY IMPROVEMENT - BOTOBOLAR RD	0	25	25	0	0%	2	Project Scope
CAUSEWAY IMPROVEMENT - PYRAMUL ROAD	0	37	37	0	0%	2	Project Scope
PUTTA BUCCA WETLANDS CAPITAL	52	0	52	10	18%	0	Initial works
PUTTA BUCCA WETLANDS EXTENSION	31	0	31	13	42%	0	Construction
WATER NEW CONNECTIONS	74	0	74	16	22%	0	Initial works

\$'000	Current Annual Budget	Proposed Variations	Proposed Annual Budget	Actual YTD	Actual YTD/ Proposed Annual Budget	Commitments	Project Status
WATER AUGMENTATION - MUDGEE HEADWORKS	2,696	0	2,696	0	0%	0	Consultation
WATER AUGMENTATION - ULAN RD EXTENSION	1,529	0	1,529	0	0%	0	Consultation
WATER RYLSTONE DAM UPGRADE	593	0	593	0	0%	29	Project Scope
WATER MAINS - CAPITAL BUDGET ONLY	900	(132)	769	0	0%	0	Budget only
WATER MAINS - ROBINSON STREET	24	19	43	43	100%	0	Complete
WATER MAINS - DANGAR STREET	45	113	158	154	98%	0	Complete
WATER PUMP STATION - CAPITAL RENEWALS	207	0	207	0	0%	0	Consultation
RESERVOIRS - RYLSTONE, KANDOS, CHARBON, CLANDULLA	55	0	55	0	0%	0	Project Scope
RAW WATER SYSTEMS RENEWALS	17	0	17	0	0%	0	Project Scope
WATER TREATMENT PLANT - RENEWALS	101	0	101	44	43%	0	Complete, awaiting invoices
WATER TREATMENT PLANT - pH CORRECTION SYSTEM	16	0	16	0	0%	17	Complete
ONLINE ANALYSER REPLACEMENT - M, G, R WTP (Inc Fluoride)	8	0	8	7	91%	0	Complete
WATER METER REPLACEMENT	865	0	865	0	0%	0	Deferred/Cancelled
SEAL GULGONG WATER FILLING STATION	98	0	98	0	0%	0	Project Scope
CHLORINE DISINFECITON - GULGONG - UPGRADE	110	0	110	1	1%	0	Procurement
SEWER NEW CONNECTIONS	22	0	22	6	26%	0	Initial works
SEWER AUGMENTATION - CHARBON & CLANDULLA	1,000	0	1,000	0	0%	0	Procurement
SEWER MAINS - CAPITAL BUDGET ONLY	255	(235)	20	0	0%	0	Budget only
SEWER MAINS RELINING	600	235	835	0	0%	585	Construction
SEWER PUMP STATION - CAPITAL RENEWALS	970	0	970	0	0%	0	Budget only
<b>Total</b>	<b>13,886</b>	<b>3</b>	<b>13,889</b>	<b>486</b>	<b>4%</b>	<b>825</b>	

**\$'000**

### Building a Strong Local Economy

	Current Annual Budget	Proposed Variations	Proposed Annual Budget	Actual YTD	Actual YTD/ Proposed Annual Budget	Commitments	Project Status
CUDGEGONG WATERS CARAVAN PARK	11	0	11	0	3%	8	Construction
RYLSTONE CARAVAN PARK - CAPITAL	0	20	20	0	0%	0	Consultation
ENTRANCE SIGNAGE PROJECT	120	0	120	0	0%	0	Consultation
SALEYARDS - POST AND RAIL REPLACEMENT	15	0	15	0	0%	0	Consultation
SALEYARDS CANTEEN	8	20	28	0	1%	0	Consultation
SALEYARDS SECURITY	6	0	6	0	0%	0	Consultation
PROPERTY - MUDGEE AIRPORT SUBDIVISION	13	0	13	0	0%	0	Consultation
PROPERTY - EX SALEYARDS STAGE I	390	(90)	300	1	0%	60	Design
PROPERTY - BURRUNDULLA LAND DEVELOPMENT	1	0	1	3	244%	1	Consultation
PROPERTY - DEVELOPMENT MORTIMER ST	4,820	(3,480)	1,340	0	0%	56	Consultation
RYLSTONE KANDOS PRESCHOOL EXTENSION	297	0	297	2	1%	0	Design
COMMERCIAL PROPERTY PURCHASE	2,820	0	2,820	0	0%	0	Consultation
MORTIMER ST PRECINCT EXTERNAL PAINTING	9	0	9	0	3%	0	Procurement
CHILD CARE (DOURO) REFERBISHMENT	50	0	50	3	6%	0	Consultation
COMMERCIAL PROPERTY PURCHASE - MN311/18	910	0	910	0	0%	0	Procurement
<b>Total</b>	<b>9,471</b>	<b>(3,530)</b>	<b>5,941</b>	<b>9</b>	<b>0%</b>	<b>125</b>	

### Connecting our Region

BUS SHELTER GULGONG REPAIR STRUCTURE	5	0	5	0	4%	0	Project Scope
URBAN RESEALS - BUDGET ONLY	32	0	32	0	0%	0	Budget only

<b>\$'000</b>	<b>Current Annual Budget</b>	<b>Proposed Variations</b>	<b>Proposed Annual Budget</b>	<b>Actual YTD</b>	<b>Actual YTD/ Proposed Annual Budget</b>	<b>Commitments</b>	<b>Project Status</b>
URBAN RESEALS - MACKAY STREET SEG 10	5	0	5	0	0%	0	Project Scope
URBAN RESEALS - NANDOURA STREET SEG 70	6	0	6	0	0%	0	Project Scope
URBAN RESEALS - POMANY STREET SEG 20 - 30	13	0	13	0	0%	0	Project Scope
URBAN RESEALS - RHEINBERGER AVE SEG 10 - 20	13	0	13	0	0%	0	Project Scope
URBAN RESEALS - ROBERTSON ST SEG 20	31	0	31	0	0%	0	Project Scope
URBAN RESEALS - ROXBURGH ST SEG 10 - 20	17	0	17	0	0%	0	Project Scope
URBAN RESEALS - THOMPSONS LANE SEG 10,30	16	0	16	0	0%	0	Project Scope
URBAN RESEALS - WATTLE LANE SEG 10	4	0	4	0	0%	0	Project Scope
URBAN RESEALS - WHITE STREET SEG 100	11	0	11	0	0%	0	Project Scope
URBAN RESEALS - WYNELLA STREET SEG 50	6	0	6	0	0%	0	Project Scope
URBAN RESEALS - LOCKWOOD STREET SEG 10	11	0	11	0	0%	0	Project Scope
URBAN RESEAL - ANDERSON STREET SEG 10	5	0	5	0	0%	0	Project Scope
URBAN RESEAL - AUGUSTA CRESCENT SEG 10	4	0	4	0	0%	0	Project Scope
URBAN RESEAL - AVISFORD COURT SEG 10	10	0	10	0	0%	0	Project Scope
URBAN RESEAL - BARIGAN STREET	5	0	5	0	0%	0	Project Scope
URBAN RESEALS - BELLEVUE RD SEG 10 & 20	32	0	32	0	0%	0	Project Scope
URBAN RESEALS - BURGUNDY RD SEG 10	9	0	9	0	0%	0	Project Scope
URBAN RESEALS - DARREN DRIVE SEG10	13	0	13	0	0%	0	Project Scope
URBAN RESEALS - FLIRTATION AVE SEG 10	6	0	6	0	0%	0	Project Scope
URBAN RESEALS - HEADLEY PLACE SEG 10	5	0	5	0	0%	0	Project Scope
URBAN RESEALS - HENRY BAYLY DR SEG 20	14	0	14	0	0%	0	Project Scope



\$'000	Current Annual Budget	Proposed Variations	Proposed Annual Budget	Actual YTD	Actual YTD/ Proposed Annual Budget	Commitments	Project Status
URBAN RESEALS - HERBERT STREET SEG 40 & 50	12	0	12	0	0%	0	Project Scope
URBAN RESEALS - HERBERT STREET SEG 90 - 120	18	0	18	0	0%	0	Project Scope
URBAN RESEALS - HERMITAGE CLOSE SEG 10	8	0	8	0	0%	0	Project Scope
URBAN RESEALS - INGLIS STREET SEG 10	8	0	8	0	0%	0	Project Scope
URBAN RESEALS - JOHN STREET SEG 10	10	0	10	0	0%	0	Project Scope
URBAN RESEALS - LEWIS STREET SEG 70	12	0	12	0	0%	0	Project Scope
URBAN RESEALS - LITTLE BAYLY STREET SEG 10-20	12	0	12	0	0%	0	Project Scope
URBAN ROADS KERB & GUTTER CAPITAL	25	0	25	1	2%	0	Project Scope
REHAB - ROBINSON STREET SEG 80	21	0	21	0	0%	0	Project Scope
REHAB - COOYAL STREET SEG 10	30	0	30	0	0%	0	Project Scope
REHAB - ANZAC AVE SEG 10 - 20	34	0	34	0	0%	0	Project Scope
REHAB - STEWART STREET SEG 10	7	0	7	0	0%	0	Project Scope
REHAB - DOURO STREET SEG 90	214	0	214	0	0%	0	Project Scope
URBAN REHAB - INGLIS STREET SEG 20 TO 30	7	0	7	6	92%	0	Complete
RESHEETING - URBAN ROADS	15	0	15	0	0%	0	Project Scope
URBAN ROADS LAND MATTERS CAPITAL	22	0	22	0	0%	0	Initial works
RURAL REHAB - LUE ROAD SEG 140	264	0	264	0	0%	2	Initial works
RURAL REHAB - HENRY LAWSON DR SEG 220	220	0	220	1	0%	0	Initial works
RURAL REHAB - NARRANGO RD SEG 70 & PART SEG 80	285	0	285	7	3%	1	Initial works
RURAL REHAB - BERYL ROAD WIDENING	526	0	526	260	49%	103	Final works
REALIGNMENT - ULAN WOLLAR RD	107	0	107	22	20%	111	Procurement
HEAVY PATCHING	110	0	110	0	0%	20	Project Scope
CUDGEGONG ROAD GUARDRAIL	50	0	50	0	0%	0	Project Scope

\$'000	Current Annual Budget	Proposed Variations	Proposed Annual Budget	Actual YTD	Actual YTD/ Proposed Annual Budget	Commitments	Project Status
RURAL RESEAL - BANKSIA WAY SEG 10	6	0	6	0	0%	0	Project Scope
RURAL RESEAL - BLUE SPRINGS RD SEG 50-100	272	0	272	26	10%	0	Initial works
RURAL RESEAL - GLEN ALICE RD SEG 10,20,40	107	0	107	44	41%	0	Initial works
RURAL RESEAL - SUMMER HILL RD NTH SEG 50	32	0	32	0	0%	0	Project Scope
RURAL RESEAL - TRIANGLE SWAMP RD SEG 30	17	0	17	0	0%	0	Project Scope
RURAL RESEAL - ULAN-WOLLAR RD SEG 40,150-190	244	0	244	3	1%	0	Project Scope
RURAL RESEAL - YARRAWONGA RD SEG 70-90	89	0	89	26	30%	0	Initial works
ULAN WOLLAR ROAD - STAGE 1	5,511	0	5,511	0	0%	405	Procurement
RURAL SEALED ROAD LAND MATTERS	27	0	27	0	2%	0	Initial works
REHAB BYLONG VALLEY WAY SEG 1030 & 1035	1,561	(261)	1,300	0	0%	0	Project Scope
REHAB BYLONG VALLEY WAY PART SEG 2110 & 2112	100	0	100	0	0%	0	Project Scope
REHAB SHORT ST - PERRY ST TO CHURCH ST	101	0	101	0	0%	0	Project Scope
RURAL SEALED REGIONAL ROAD REPAIR PROGRAM	800	0	800	0	0%	20	Initial works
BLACKSPOT BUDGET ONLY	0	0	0	0	0%	0	Budget only
REHAB BYLONG VALLEY WAY SEG 1040 TO 1045	0	10	10	10	100%	0	Complete
MUNGHORN GAP REALIGNMENT & UPGRADE	5,664	(5,464)	200	11	6%	9	Design
BVW SEG 2250 SURVEY AND DESIGN	9	0	9	0	0%	0	Final works
BVW UPGRADE UPPER BYLONG AND WOLLAR ROAD	785	0	785	0	0%	0	Project Scope
INTERSECTION BVW AND WOLLAR ROAD	419	0	419	0	0%	0	Project Scope

\$'000	Current Annual Budget	Proposed Variations	Proposed Annual Budget	Actual YTD	Actual YTD/ Proposed Annual Budget	Commitments	Project Status
RURAL SEALED REGIONAL ROAD LAND MATTERS CAPITAL	5	0	5	0	0%	0	Initial works
SEAL EXTENSION - BUNBURY ROAD	18	0	18	0	0%	0	Project Scope
SEAL EXTENSION - BLACK LEAD LANE	51	0	51	5	10%	0	Deferred/Cancelled
RESHEETING	1,308	0	1,308	845	65%	0	Construction
REALIGNMENT MALONEYS ROAD	0	12	12	10	89%	1	Complete, awaiting invoices
UNSEALED ROADS LAND MATTERS CAPITAL	20	0	20	(5)	-24%	11	Initial works
SEAL EXTENSION - WOLLAR ROAD	4,846	0	4,846	320	7%	1,258	Construction
SEAL EXTENSION - STAGE 4 WOLLAR ROAD	0	0	0	136	0%	454	Construction
HENRY LAWSON DRIVE BRIDGE	856	0	856	562	66%	125	Construction
GOODIMAN CREEK BRIDGE REPLACEMENT	603	50	653	61	9%	345	Construction
REGIONAL ROAD BRIDGE CAPITAL	57	0	57	0	0%	0	Project Scope
ULAN ROAD - COPE RD TO UCML MINE ENTRANCE	118	7	125	125	100%	0	Complete
ULAN ROAD - WATTLEGROVE LN TO MIDBLOCK 19.999	494	(374)	120	121	101%	0	Complete
ULAN ROAD - WYALDRA LN TO QUARRY ENTRANCE 27.783	1,263	(1,146)	117	120	103%	1	Complete
ULAN ROAD - REHABS, WIDENING AND CONFORMING RESEALS - BUDGET	734	(234)	500	17	3%	172	Budget only
ULAN ROAD - ULAN WOLLAR RD INTERSECTION	0	600	600	0	0%	0	Consultation
ULAN ROAD - HENRY LAWSON DRIVE INTERSECTION	0	412	412	0	0%	0	Consultation
FOOTWAYS - CAPITAL WORKS	116	(8)	109	69	63%	0	Construction
PEDESTRIAN - PUTTA BUCCA WALKWAY	32	0	32	0	0%	1	Project Scope
CYCLEWAY LINK LAWSON PARK TO PITTS LANE	20	0	20	20	101%	0	Complete
PEDESTRIAN BRIDGE RYLSTONE	533	0	533	0	0%	0	Project Scope
GLEN WILLOW FOOTBRIDGE RECTIFICATION	22	0	22	1	4%	0	Project Scope

\$'000	Current Annual Budget	Proposed Variations	Proposed Annual Budget	Actual YTD	Actual YTD/ Proposed Annual Budget	Commitments	Project Status
FOOTPATH - WINTER STREET TO WALKING TRACK	27	0	27	0	0%	0	Project Scope
FOOTPATH - JACQUES STREET, WSTN SIDE	12	8	20	20	100%	0	Complete
PUTTA BUCCA ECO TRAIL	400	0	400	0	0%	0	Consultation
MUDGEES SHARED CYCLEWAY/WALKING LOOP	308	0	308	0	0%	0	Consultation
AIRPORT - TAXIWAY CIVIL WORKS	22	0	22	0	1%	0	Consultation
AIRPORT - OBSTACLE LIGHTS	6	0	6	0	0%	0	Consultation
AIRPORT - HANGAR	220	0	220	27	12%	0	Initial works
AIRPORT - MAIN RUNWAY SURFACE ASSESSMENT	25	0	25	0	0%	0	Consultation
<b>Total</b>	<b>30,147</b>	<b>(6,388)</b>	<b>23,758</b>	<b>2,871</b>	<b>12%</b>	<b>3,037</b>	

### Good Government

CORPORATE BUILDINGS UPGRADE BUDGET ONLY	88	0	88	3	3%	0	Budget only
MUDGEES ADMINISTRATION BUILDING UPGRADE	0	0	0	0	0%	0	Consultation
RYLSTONE COUNCIL BUILDING	95	0	95	2	2%	0	Design
MUDGEES COTTAGE AERODROME	0	10	10	0	0%	0	Consultation
CAPITAL UPGRADE - MWRC DEPOT	0	0	0	0	0%	0	Consultation
GULGONG OFFICE CAPITAL	20	0	20	1	3%	0	Project Scope
GULGONG DEPOT CAPITAL	10	0	10	0	3%	0	Procurement
OLD POLICE STATION CAPITAL	7	0	7	0	3%	0	Consultation
OPERATIONS ADMIN CAPITAL	30	0	30	1	3%	0	Consultation
CARMEL CROAN BUILDING CAPITAL	30	0	30	1	3%	0	Initial works
BUILDINGS MASTER KEY SYSTEM	100	0	100	4	4%	0	Consultation
IT SPECIAL PROJECTS	45	0	45	1	3%	0	Initial works

\$'000	Current Annual Budget	Proposed Variations	Proposed Annual Budget	Actual YTD	Actual YTD/ Proposed Annual Budget	Commitments	Project Status
IT NETWORK UPGRADES	60	0	60	9	14%	0	Initial works
IT CORPORATE SOFTWARE	252	0	252	3	1%	5	Project Scope
SERVER RECONFIGURATION	35	0	35	0	0%	0	Project Scope
SERVER ROOM MUDGEES CAPITAL UPGRADES	30	0	30	1	4%	0	Project Scope
PLANT PURCHASES	6,050	73	6,123	5	0%	3,036	Procurement
MUDGEES DEPOT WASHBAY	69	0	69	9	13%	0	Design
MUDGEES BULK OIL STORAGE	20	0	20	0	0%	0	Consultation
DEPOT SHEDS - STORES AND ROADS	50	0	50	0	0%	0	Consultation
SOLAR FARM INITIATIVE	250	0	250	0	0%	0	Design
<b>Total</b>	<b>7,240</b>	<b>83</b>	<b>7,323</b>	<b>39</b>	<b>1%</b>	<b>3,041</b>	

### Total Capital Works Program

**83,202      (23,575)      59,627      3,594      6%      7,842**

Capital Funding (\$ '000)	Current annual budget	Proposed variations	Proposed annual budget	Actual YTD	Actual YTD/ proposed annual budget
Capital Grants & Contributions	(39,059)	17,173	(21,887)	(730)	3%
Loans	0	(300)	(300)	0	0%
External Restrictions					

Capital Funding (\$ '000)	Current annual budget	Proposed variations	Proposed annual budget	Actual YTD	Actual YTD/ proposed annual budget
S94 Developer Contributions - General	(1,519)	(120)	(1,639)	(31)	2%
S64 Developer Contributions - Water Fund	(3,625)	0	(3,625)	0	0%
S64 Developer Contributions - Sewer Fund	(900)	0	(900)	0	0%
S93F Developer Contributions	(4,487)	2,236	(2,251)	(35)	2%
Specific Purpose Unexpended Grants	(238)	(28)	(266)	0	0%
Reserves - Water	(3,341)	0	(3,341)	(248)	7%
Reserves - Sewerage Services	(1,492)	0	(1,492)	0	0%
Reserves - Domestic Waste Management	(3,074)	0	(3,074)	(184)	6%
Other - Water	0		0		0%
Other - Sewerage Services	0		0		0%
Other - Waste Management	0		0		0%
Internal Restrictions	0		0		0%
Reserves - Plant & Vehicle Replacement	(5,987)	0	(5,987)	(1)	0%
Reserves - Asset Replacement	(2,108)	(9)	(2,117)	(190)	9%
Reserves - Capital Program	(817)	0	(817)	(111)	14%
Reserves - Land Development	(8,555)	3,480	(5,075)	0	0%
Reserves - Saleyards	(21)	(20)	(41)	0	0%
Income from Sale of Assets					
General Purpose Revenue	(7,978)	1,162	(6,815)	(2,064)	30%
<b>Total Capital Funding</b>	<b>(83,202)</b>	<b>23,575</b>	<b>(59,627)</b>	<b>(3,594)</b>	<b>6%</b>

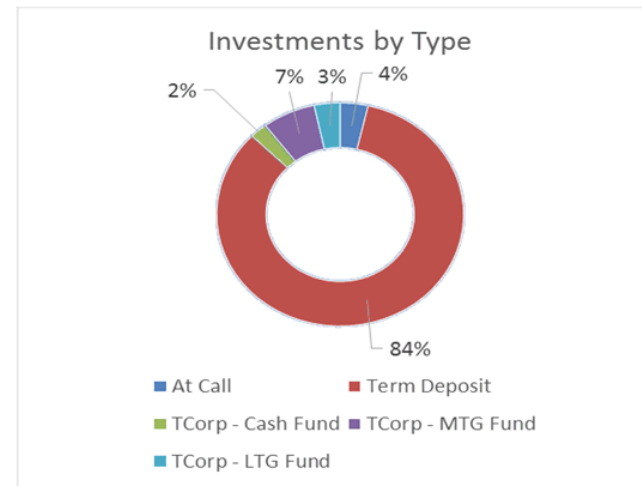
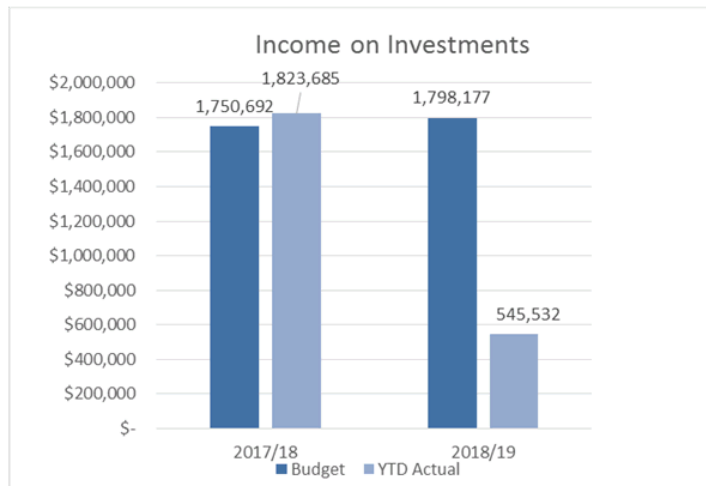


## 11. Investment Portfolio

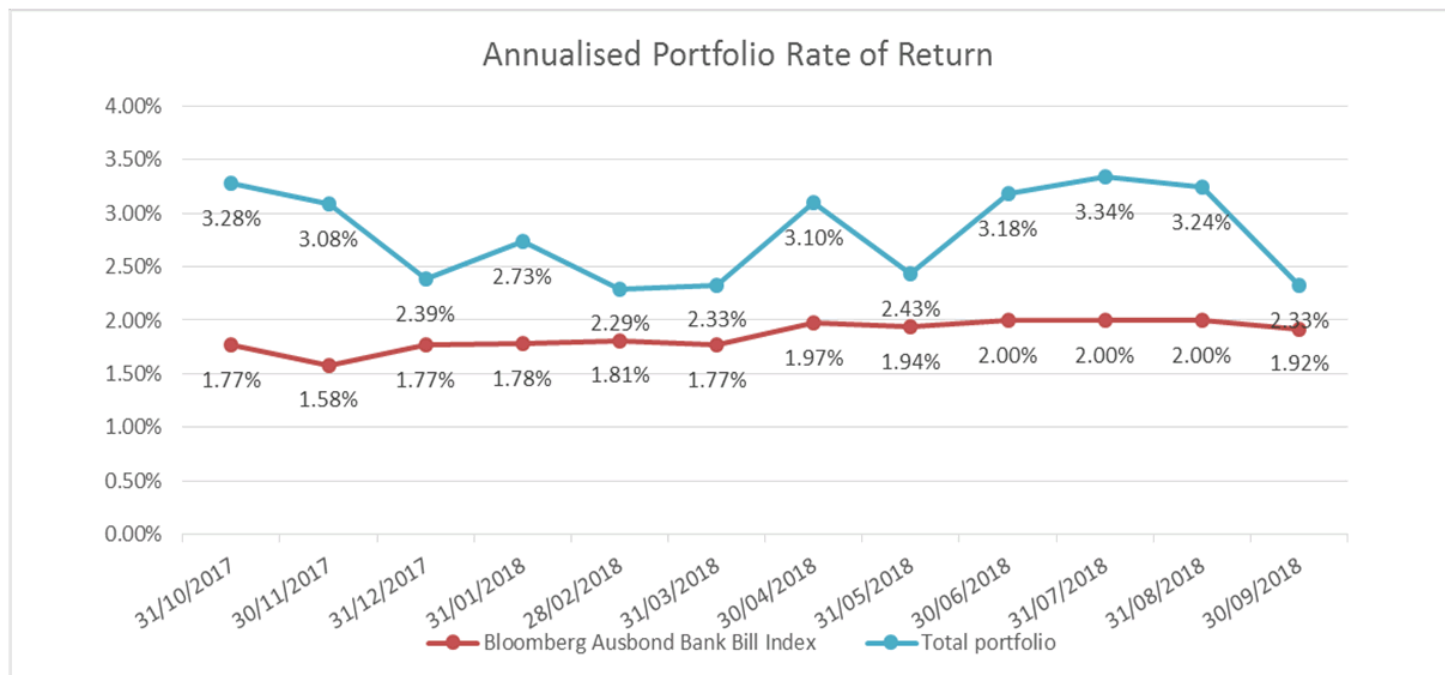
As at 30 September 2018 Council's investment portfolio balance was \$74.7M. This balance consisted of:

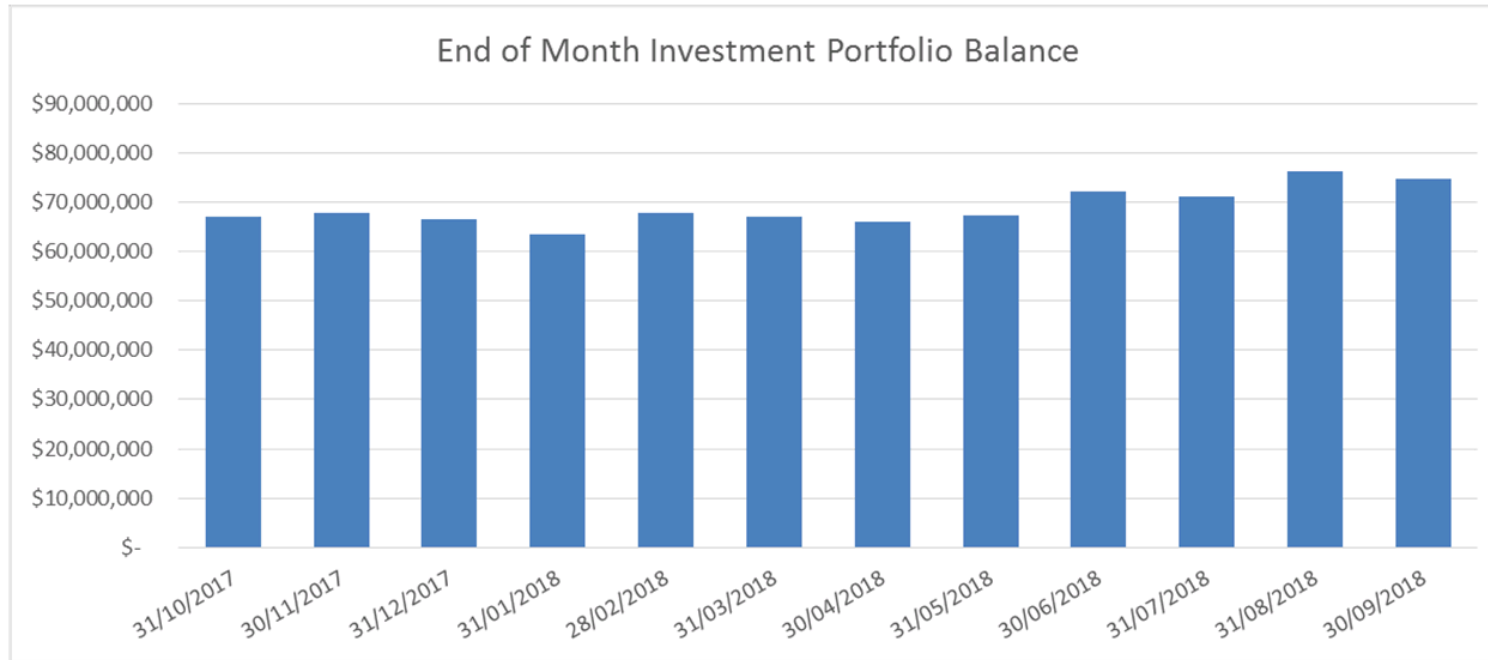
- Term Deposits \$62.6M
- At Call Funds \$2.7M
- Managed Funds \$9.4M

The year to date interest remains on track to achieving the budgeted income for the 2018/19 financial year.



The total portfolio annualised rate of return is shown below for the previous 12 months. The rate of return exceeded the benchmark Bloomberg Ausbond Bank Bill Index in all months.





## 12. Contract, Legal and Consultant Expenses

### CONTRACTS > \$50,000

The following contracts with a value greater than \$50,000 were entered into during the period 1 July 2018 to 30 September 2018 and have yet to be fully performed.

Note that individual Panel Tender appointments are not included in the table below. For example, provision of general contractor services. Council creates panels of preferred suppliers from the tender responses received. Purchases are then made from the preferred supplier lists, and purchase decisions may vary for particular works depending upon availability and location.

Contractor	Contract Detail/Purpose	Contract Value (\$)	Commencement Date	Duration (Mths)	Budgeted (Y/N)
Westrac	Caterpillar motor graders (2)	929,904	12/09/2018	9	Y
Scone Outdoors	Toro mower - Glen Willow	98,299	24/09/2018	9	Y
JCB	Wheel loader - Rylstone depot	72,050	24/09/2018	9	Y
TracServe	Water tankers (2)	559,608	25/09/2018	9	Y
Inland Truck Centre	Truck and dog trailer combination (3)	1,076,775	25/09/2018	9	Y
VFG Skateparks	Mudgee Skatepark	231,000	28/08/2018	2	Y

#### LEGAL EXPENSES

This financial year to date, Council has incurred \$44,394 of legal expenses. The primary areas of expenditure are:

- Debt recovery
- Road closure
- Development Control
- Contract dispute
- Companion animal dispute

#### CONSULTANCIES

A consultant is a person or organisation engaged under contract on a temporary basis to provide recommendations or high level specialist or professional advice to assist decision making by management. Generally, it is the advisory nature of the work that differentiates a consultant from other contractors.

This financial year to date, Council has incurred \$125,647 of consultancy expenses. The primary areas of expenditure are:

- Road Design
- Tip design
- Renewable energy plan

## 13. Councillor Fees and Expenses Paid or Reimbursed as at 30 September 2018

Councillor Expenses											
	General Operations	Cr Cavalier	Cr Holden	Cr Karavas	Cr Kennedy	Cr Martens	Cr O'Neill	Cr Paine	Cr Shelley	Cr Thompson	TOTAL
Councillor Fees	-	4,947.51	4,947.51	4,947.51	4,947.51	4,947.51	4,947.51	4,947.51	4,947.51	4,947.51	44,527.59
Mayoral Fees	-	-	-	-	10,792.50	-	-	-	-	-	10,792.50
Council Meeting Expenses (accommodation, travel and meals)	1,566.64	-	-	-	147.27	-	-	-	-	-	1,713.91
Conferences, Seminars and Representational/Lobbying Expenses (accommodation, travel and meals)	32.07	-	247.26	173.95	-	633.76	164.13	323.85	-	-	1,575.02
Provision of Vehicle	-	-	-	-	4,725.48	-	-	-	-	-	4,725.48
Memberships & Subscriptions	66,866.08	-	-	-	-	-	-	-	-	-	66,866.08
Miscellaneous expenses (meals, sundries, stationery, etc)	15.00	118.09	-	-	153.09	-	-	-	-	-	286.18
Provision of office equipment, such as laptop computer and telephones	77.00	125.34	750.00	80.58	400.16	598.23	80.58	62.68	183.82	62.68	2,421.07
Training and provision of skill development for Councillors	-	1,765.00	-	1,765.00	-	-	1,765.00	2,415.00	-	-	7,710.00
<b>Totals</b>	<b>57,227.50</b>	<b>6,955.94</b>	<b>5,944.77</b>	<b>6,967.04</b>	<b>21,694.83</b>	<b>6,179.50</b>	<b>6,957.22</b>	<b>7,749.04</b>	<b>5,131.33</b>	<b>5,010.19</b>	<b>140,617.83</b>







## POLICY Family Day Care

*A prosperous  
and progressive  
community*

ADOPTED		VERSION NO	[VERSION 1.1, 1.2 ETC]
COUNCIL MEETING MIN	[xx/xx]	REVIEW DATE	[DATE TO REVIEW]
DATE:	[INSERT DATE]	FILE NUMBER	[INSERT FILE NO]

### Objective

Family Day Care is a quality child care service which offers professional care and education for children aged 6 weeks to 12 years, in the private homes of registered Family Day Care Educators. The Mid-Western Regional Family Day Care Scheme covers Mudgee, Gulgong, Kandos, Rylstone, Wellington and surrounding areas.

### Legislative requirements

Legislative requirements are extensive and are listed in relation to each Family Day Care Policy topic.

### Related policies and plans

Because of the intrinsic relationship between this policy and the high standards of detail and certainty required when dealing with matters relating to children and child safety, procedure has also been incorporated into this policy.

Please refer to the individual topics comprising the Family Day Care Policy. Where discrepancies arise between Mid-Western Regional Council policies and this policy, the Family Day Care Policy is to be prioritised to the extent it concerns children and personal safety or reflects state and national legislative requirements. Where any other conflict is identified, the conflicting policies will be considered and amendments made where necessary.

POLICY: FAMILY DAY CARE | 21 NOVEMBER 2018[VERSION 1.1, 1.2 ETC], [INSERT DATE]

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## Acceptance Refusal Authorisations

### BACKGROUND

The Mid-Western Regional Family Day Care Scheme respects the rights of parents/guardians to make decisions regarding their children. However it is also important for them to realise that the Coordination Unit and Educators can only act in accordance with correct authorisation as described in the Education and Care Services National Regulations 2011.

### POLICY

Educators registered with the Mid-Western Regional Family Day Care Scheme requires written authorisation for actions such as

- the administration of medication or self-administration for school aged children
- medical treatments
- the delivery of or collection from Family Day Care by a person other than the Parent/ Guardian
- the child to go on a routine or non-routine excursion

This policy outlines what constitutes a correct authorisation and what does not, and may therefore result in a refusal.

### PROCEDURE

#### **Coordination Unit Staff will -**

- advise Educators and families of their responsibilities under the current legislation.
- ensure documentation relating to authorisations contains:
  - the name of the child enrolled in the service
  - date of affect
  - signature of the parent/guardian or authorised nominee who is on the enrolment form
  - is completed on the appropriate form provided by the service.
- ensure that authorisations are stored in accordance with the current legislation.
- exercise the right of refusal if written or verbal authorisations do not comply with this policy.
- apply these authorisations to the collection of children, excursions, administering medication and medical treatments.
- Other activities that children will require an authorisation for will be
  - If Educators wish to use social media, photographs or videos, advertising or publicity
  - If Educators have pets or animals that they wish children to have some interaction with
  - If school age children need to walk, ride a bike or catch a bus to or from the service

A parent's authorisation will only be accepted if it adheres to the Education and Care Services National Law and Regulations, current approved Mid-Western Regional Family Day Care Scheme policies and procedures, and is deemed to be in the best interests of the child based on current professional advice.

For example: if a parent wishes to authorise an Educator to administer medication to their child all aspects of Regulations 92, 93, 94, 95 and 96 of the Education and Care Services National regulations and Mid-Western Regional Family Day Care Medication Policy and procedures must be adhered to or the Educator must refuse to accept the parents authorisation. The Coordination Unit should be consulted by Educators and/or Parents to discuss options and alternatives to the unacceptable request.

**Educators will -**

- Apply these authorisations to the collection of children, administration of medication, excursion and access to records.
- Exercise the right of refusal if written or verbal authorisations do not comply with this policy.
- Waive compliance with this policy where a child requires emergency medical treatment for conditions such as anaphylaxis or asthma or other emergency conditions. The Educator may administer medication without authorisation in these cases, provided it is noted on medical plans and that parents/guardians be contacted as soon as possible after the medication / treatment has been administered.

**Families are required to -**

- Keep child enrolment details current stating who the authorised nominees are, and any changes to medical information regarding their children.

RELEVANT LEGISLATION

Education and Care Services National Law Act 2010

Education and Care Services National Regulation 2011

KEY RESOURCES:

National Quality Standard Quality Area 2

Childcare Service Handbook (DEEWR)

Australian Children's Education and Care Quality Authority (ACECQA)

**LAST REVIEW DATE:** August 2018

RELEVANT POLICIES

Access and Custody

Assist Educators

Children in Care

Child Protection



POLICY: FAMILY DAY CARE | 21 NOVEMBER 2018[VERSION 1.1, 1.2 ETC], [INSERT DATE]

Collaborative Partnerships with Families and Communities

Complaints and Feedback

Delivery and Collection of Children

Educator Household Members

Educator Record Keeping

Emergency and Evacuation

Ethical Conduct

Excursions

Children's Health and Hygiene

Incidents, Injuries, Trauma and Illness

Infectious Diseases

Interactions with Children

Medical Conditions and Medical Administration

Monitoring, Support and Supervision of Educators

Non Compliance

Photographs and Videos

Privacy and Confidentiality

Providing a child with a Safe Environment

Professionalism

Protection from Harm and Hazards

Relief Educators

Safe Sleep and Rest

Social media

Sun Protection

Supervision

Sustainability

Tobacco, drug and alcohol

Toy, Equipment and Resource Library

Visitors to a Family Day Care Service

Vehicle Safety

Water Safety Work Place Health and Safety

## ACCESS AND CUSTODY OF CHILDREN

### BACKGROUND

It is important for all children to be safe within the child care environment.

Collaborative relationships with families are fundamental to achieving quality outcomes for families. The service will ensure relevant procedures and legislative requirements relating to access of children are implemented.

When there is joint custody of a child or a situation which has created issues over access to a child, it is important for Educators and families to be able to work together to ensure the children can continue in care in a stress-free and safe environment.

### POLICY

To allow the parent of a child access to their child at any time during the hours the child is in care.

The aim of this policy is to ensure that every child is safely handed over to a clearly identified person of authority when leaving the child care premises.

To allow access to children of separated parents according to court orders and ensure there is no disruption to the service.

### PROCEDURE

#### FAMILY DAY CARE PREMISES

Access doors to a family day care venue must be locked at all times while the service is in operation. This enables an Educator to allow authorised people into the service and keep unauthorised people out.

#### ACCESS

Parents should be allowed access to their child at any time while the child is in care. If the Family Day Care Educator intends to be away from their home they need to inform the parents through their initial routine excursion form, through a non-routine excursion form and general written and/or verbal communication on the day.

Educators are required to carry a mobile phone with them (of which parents have the number) when they are out of their home, in case a parent needs to contact them or access their child. Educators must take families emergency phone numbers with them if they are to be away from their home.

#### AUTHORISED PERSONS COLLECTING A CHILD

Parents / guardians enrolling a child with the Scheme will complete all necessary forms and provide the name and contact details of persons over 16 years who can collect the child and those who are to be called in an emergency.

If the authorised persons who are able to collect the child change, the parent / guardian must inform the Educator and the Scheme in writing.

POLICY: FAMILY DAY CARE | 21 NOVEMBER 2018[VERSION 1.1, 1.2 ETC], [INSERT DATE]

Parents who wish for additional persons (other than those named on the enrolment form) to collect their child in an exceptional circumstance, will need to inform their Educator in writing if possible, otherwise verbally.

#### IF AN UNAUTHORISED PERSON COMES TO COLLECT A CHILD

A person not known to the Educator will be asked to produce their Drivers Licence to confirm their identity.

If an unauthorised person arrives to collect a child from the service without prior written or verbal permission from the parent / guardian, the Educator should contact a parent / guardian to confirm that they authorise this arrangement.

If neither parent / guardian can be reached, the Educator should call the Emergency Contact from the list of people able to collect the child, for clarification and advice.

Enrolment information should be updated regularly. Educators are encouraged to ask parents each quarter if any details have changed and the Coordination Unit reminds parents through emails and newsletters etc.

#### COURT ORDERS

##### **Coordination Unit staff will -**

- Maintain confidentiality for all matters relating to custody, access and court orders.
- On enrolment of a child with the Scheme the parent / guardian needs to provide a copy of the Family Court Order or Injunctive Orders related to the Custody of that child if required. A copy of the custody papers will be given to the Educators.
- Ensure that parent / guardian is aware that an Educator can refuse a parent access to a child once the above documentation has been received. However in the case of custody disputes, where there are no Court Orders, Educators cannot refuse a parent access to a child.
- Store copies of all relevant documents provided by families and/or Educators in a safe and secure manner respecting the individuals privacy.
- Provide advice, support and information to Educators and families on issues relating to access and custody.

##### **Educators will -**

- Respect the wishes of the family that has placed that child in care with them, within legal boundaries.
- Seek advice and support from the Coordination Unit staff to ensure all people involved in the access/custody are treated fairly and within the regulatory requirements of the service.
- Maintain confidentiality for all matters relating to custody, access and court orders.

##### **Families will -**

- Provide copies of any relevant court orders to the Educator and Coordination Unit
- Discuss all relevant issues with the Educator regarding who has legal access to the children.

- An Educator's home is not to be used as a point of contact for access visits without approval from the Educator and Nominated Supervisor for this arrangement to proceed.

#### NO COURT ORDER

In relation to a parent/guardian where there is no court order forbidding that parent/guardian contact with a child, the Education and Care Services National Regulations 2011 states that a Family Day Care Educator must not prevent a parent of a child being educated and cared for as part of a Family Day Care service from entering the venue at any time that the child is being educated and cared for by the Educator.

#### PROHIBITED BY A COURT ORDER

In relation to a person who has been **prohibited by a court order from having contact with the child**, the Educator will:

- Not give that person any information concerning the child.
- Not allow that person access to the child.
- Inform the custodial family of the situation ASAP
- Contact the police if necessary.
- Contact the Nominated Supervisor or representative for help and support.
- Take all reasonable precautions to ensure the safety of all the children in care and the Educator.

If the educator knows the person should **not** be collecting the child they are to:

- Contact the parent and or guardian immediately informing them of the situation
- Advise the Scheme informing them of the situation as soon as possible
- Discourage the person from removing the child
- Under no circumstances should the Educator put themselves or the children in care at risk of being injured, whilst negotiations are taking place.
- If negotiations fail and the Educator and or other children are in danger then the child must be released. **This step will only occur if the situation has turned dangerous.**

#### IF A CHILD IS TAKEN AWAY BY AN UNAUTHORISED PERSON

The Educator should immediately contact -

- The police on 000 advising them of the situation
- The child's parents/guardian or the emergency contact if the parents/guardian cannot be contacted
- The Coordination Unit

An incident report will then need to be completed within the next 24 hours and handed in to the Coordination Unit.

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## RELEVANT LEGISLATION

Education and Care Services National Regulation 2011

Education and Care Services National Law Act 2010

## KEY RESOURCES

National Quality Standards 2011 (ACECQA)

Childcare Service Handbook (DEEWR)

**LAST REVIEW DATE:** August 2018

## RELATED POLICIES

Acceptance and Refusal of authorisations

Assessment of Family Day Care Venues

Assist Educators

Child Protection

Collaborative Partnerships with Families and Communities

Complaints and Feedback

Critical Incident

Delivery and Collection of Children

Educator Household Members

Educator Record Keeping

Emergency and Evacuation

Enrolment and Orientation

Ethical Conduct

Excursions

Incidents, Injuries, Trauma and Illness

Interactions with Children

Medical Conditions and Medical Administration

Monitoring, Support and Supervision of Educators

National Quality Standards

Non Compliance

Photographs and Videos

Privacy and Confidentiality  
Providing a child with a Safe Environment  
Professionalism  
Relief Educators  
Retention and Confidentiality of Records  
Service Policies  
Supervision  
Visitors to a Family Day Care Service  
Work Place Health and Safety



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## ADVERTISING

### BACKGROUND

Educators are self-employed childcare providers, operating their business under the approved provider, the Mid-Western Regional Council.

All advertising and promotional material used to endorse any aspect of the Mid-Western Regional Family Day Care Scheme must be professional and endorsed by the Nominated Supervisor (or representative) of the Scheme.

### POLICY

To ensure the policies of the Scheme meet the relevant legislative requirements in regard to promotion and advertising of the Scheme or individual service.

To ensure the Scheme or individual service is promoted professionally in an ethical and positive manner, and reflects the philosophy of the Scheme.

The policy will also guide the Scheme to take an active role in the marketing and the recruitment of educators with a diverse range of characteristics to reflect the culture, values and principles of the immediate and wider community.

### PROCEDURE

#### **Coordination Unit Staff will -**

- Develop advertising material for the Scheme.
- Advertise the Scheme regularly using a variety of media.
- Participate in promotional activities.
- Conduct surveys of new families and new Educators to determine the effectiveness of different advertising and promotional activities of the Scheme and use this data to assist in the annual budget plan in regard to advertising and promotion.
- Support Educators to develop advertising and promotional material, if requested.
- Respond to requests for media coverage for special occasions and events, in line with Mid-Western Regional Council communications protocol.

#### **Educators will -**

- Promote the Scheme to the wider community in a positive manner at all times.
- Ensure all advertising and promotional material used to promote any aspect of Mid-Western Regional Family Day Care is endorsed by the Nominated Supervisor (or representative) of the Scheme.
- Educators must be aware of any child within their service whose parents have not authorised photographs to be taken, as well as children placed by Barnardos, DoCS, Samaritans etc.

- If using a child's photograph for the purpose of promotion permission must be sought before the material is used.
- Ensure any advertisement includes Mid-Western Regional Family Day Care contact details ie phone numbers and website (Department of Education and Communities requirement). The Educator can include their own contact details if they choose.
- Ensure the Family Day Care logo appears on all individual advertising materials developed and is not altered in any format, according to Sect 104 of the Education and Care Schemes National Law 2010 which states:

**104 Offence to advertise Education and Care Service without Scheme approval**

**(1) A person must not knowingly publish or cause to be published an advertisement or information for an Education and Care Scheme/ service unless it is approved. This includes ALL FORMS OF MEDIA**

Families are encouraged to:

- Promote Family Day Care in their community in a positive manner.
- Support any Family Day Care promotional activities if available to do so.

#### RELEVANT LEGISLATION

Education and Care Schemes National Regulation 2011

Education and Care Schemes National Law Act 2010

Children and Young Persons (Care and Protection) Act 157 of 1998

#### KEY RESOURCES:

National Quality Standard

Family Day Care Australia [www.familydaycareaustralia.com.au](http://www.familydaycareaustralia.com.au)

#### RELEVANT FORMS

Child Registration and Authorisation Form

Complaint/ Feedback Form

Monitor, Support and Supervision Visit Form

Visitors Sign-in Sheet

**LAST REVIEW DATE:** August 2018

POLICY: FAMILY DAY CARE | 21 NOVEMBER 2018[VERSION 1.1, 1.2 ETC], [INSERT DATE]

## ASSESSMENT OF FAMILY DAY CARE RESIDENCES OR APPROVED VENUES

### BACKGROUND

The physical environment plays a critical role in keeping children safe; reducing the risk of unintentional injuries; contributing to their wellbeing, happiness, creativity and developing independence, and determining the quality of the children's learning.

### POLICY

The Mid-Western Regional Family Day Care Scheme acknowledges the importance of assessing and reassessing the suitability of Educators environments. The service will develop practices to initially assess and reassess Educators venues.

Educators are to ensure safety practices are used both inside and outside the Educator's Family Day Care Service in order to minimise the risk of injury to children in care, and safeguard their health at all times.

To meet the safety standards as outlined in Scheme Policies and the 2011 Education and Care Services Law and Regulations.

### PROCEDURE

#### **Coordination Unit Staff will -**

Develop a Workplace Health and Safety Audit based on the requirements of the National Law and Regulations to use in the assessment and re-assessment of Family Day Care residences and approved venues.

These safety audits will incorporate all the elements of the following Educational and Care Services Regulation Clauses:

- 103 Premises, furniture and equipment to be safe, clean and in good repair
- 104 Fencing
- 105 Furniture, materials and equipment
- 106 Laundry and hygiene facilities
- 107 Space requirements—indoor space
- 108 Space requirements—outdoor space
- 109 Toilet and hygiene facilities
- 110 Ventilation and natural light
- 112 Nappy change facilities
- 113 Outdoor space—natural environment
- 114 Outdoor space—shade

- 115 Premises designed to facilitate supervision
- 116 Assessments of family day care residences and approved family day care venues
- 117 Glass
- Division 3 Additional provisions for Family Day Care Services

## VENUE CARE

**An approved family day care venue means a place other than a residence where an approved family day care service is provided.**

**A family day care service may operate at a venue only in exceptional circumstances and if approved by the regulatory authority.**

**A family day care service may not operate at a new venue until the regulatory authority amends the service approval through a condition.**

**The Venue Safety Checklist and consideration form is completed at the venue. The Coordination Unit then checks with Council to ensure the approval of a child care service being operated from the nominated venue is within Council Guidelines.**

Coordination Unit Staff will also:

Develop procedures for the completion of safety audits by Educators on an ongoing basis.

The following assessments are conducted with/ by Educators throughout the year –

- Before an Educator starts with the Scheme the indoor and outdoor environments they intend to use for their Family Day Care Service must meet the requirements of the assessment.
- Educators complete an indoor and outdoor daily safety check before starting their service each day.
- Conduct safety checks on their monthly home visits.
- A Quarterly Safety Checklist is completed by Educators and signed off by the Coordination Unit.
- Re-assessment are completed during Annual Reviews each year.

Educators will:

- Educators complete an indoor and outdoor daily safety check before starting their service each day.
- Consistently conduct safety checks and monitor the maintenance of buildings and equipment.
- Follow safety advice from recognised authorities and manufacturers.
- Develop a schedule for cleaning toys and all equipment.
- Ensure all equipment used complies with Australian Standards.
- Inform the Coordination Unit of any changes to the residence or venue which will affect the education and care provided to the children at the service.

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- Ensure premises, furniture and equipment are safe, clean and well maintained.
- Comply with the WHS requirements at all times the Education and Care Service is operating.
- Ensure all access doors of the venue are free of clutter in case of an emergency evacuation.

#### NOTICE OF CHANGES / RENOVATIONS TO EDUCATORS HOMES / SERVICES

Educators are to inform the Coordination in writing (a minimum of two weeks) of any proposed structural alteration to, or demolition of, any building or other structure at his or her home / any other changes to the residence or venue that will affect the education and care provided to children at the service.

A risk assessment must be submitted to the coordination unit outlining the scope of the changes and a full account of how the educator will comply with safety requirements if the educator is intending to provide child care.

In the event of written notification being received of proposed alterations to a Educators home, the Coordination Unit are to inspect the Educators' home and evaluate the implications of the proposed structural alterations in accordance with Education and Child Services Regulations.

If the requirements of registration cannot be complied with during the proposed renovation the educator will not be able to provide a service until completion of work and a subsequent Home and Safety Inspection has been completed and approved by the Co-ordination Unit. If renovations do proceed any visitors / tradesmen must sign the Visitors' Sheet if they are working when the service is operating.

#### RELEVANT LEGISLATION:

Education and Care Services National Law 2010 Part 3

Education and Care Services National Regulations 2011 Clauses 116-117

Work Health and Safety Regulation 2011 (NSW)

Work Health and Safety Act 2011 (NSW)

#### KEY RESOURCES:

National Quality Standards 2011 (ACECQA)

Education and Care Services National Law 2010

Education and Care Services National Regulations 2011

Childcare Service Handbook (DEEWR)

**LAST REVIEW DATE:** August 2018

#### RELATED POLICIES

Acceptance and Refusal of authorisations

Assist Educators

Children in Care

Child Protection  
Collaborative Partnerships with Families and Communities  
Complaints and Feedback  
Delivery and Collection of Children  
Educator Household Members  
Educator Selection and Registration  
Emergency and Evacuation  
Ethical Conduct  
Information and Communication Technology  
National Quality Standards  
Non Compliance  
Nursery, Toy and Equipment Safety  
Pets and Animals  
Privacy and Confidentiality  
Providing a child with a Safe Environment  
Professionalism  
Protection from Harm and Hazards  
Relief Educators  
Safe Sleep and Rest  
Service Policies  
Sun Protection  
Supervision  
Sustainability  
Visitors to a Family Day Care Service  
Water Safety  
Work Place Health and Safety



POLICY: FAMILY DAY CARE | 21 NOVEMBER 2018[VERSION 1.1, 1.2 ETC], [INSERT DATE]

## ASSIST EDUCATORS

### BACKGROUND

High quality childcare, and trusting relationships between families and the service, is achieved when there is consistency and continuity of care. The Education and Care Services National Regulations 2011 provides scope for the role of the Assist Educator to provide continuity of care for families and children.

### POLICY

Assist Educators are to assist Primary Educators in the task of caring for the children in care and to minimise disruption to children, as per the guidelines outlined in the 2011 Education and Care Services Regulations.

### PROCEDURE

#### Coordination Unit

- Assist Educators must be over 21 years of age, complete a Working with Children Check, a National Criminal Police Check hold a current First Aid Certificate (including current CPR, Asthma and Anaphylactic management training) and be aware of and follow the Scheme Policies and Procedures.
- Any potential Family Day Care Assist Educator is provided with information about the service and its philosophy and the requirements that they are expected to meet in order to be approved as a registered Family Day Care Assist Educator.
- Assist Educators must obtain a Medical Certificate that confirms they are physically and mentally suitable to care for young children.
- Assist Educators are provided with training and induction so as to ensure they have a clear understanding of the specific requirements and expectations of their role as an Assist Educator.
- Assist Educators understand the stringent requirements when working with children, specifically the requirement that all Educators, Assist Educators and other adults residing at approved premises are deemed fit and proper as determined by the Commission for Children and Young People.
- Assist Educators must be noted on the Primary Educators Public Liability Insurance and Annual Registration Certificate.
- All children's numbers licensing guidelines, as set out in the 2011 Education and Care Services National Regulations must be adhered to at all times.

An approved Family Day Care Assist Educator may assist the Family Day Care Educator-

- (a) in the absence of the Family Day Care Educator, transporting a child between the family day care residence or approved Family Day Care venue and—
  - (i) a school; or
  - (ii) another education and care service or children's service; or

- (iii) the child's home; and
- (b) providing education and care to a child, in the absence of the Primary Family Day Care Educator, in emergency situations, including when the Educator requires urgent medical care or treatment; and
- (c) providing education and care to a child, in the absence of the Family Day Care Educator to attend an appointment (other than a regular appointment), if—
  - (i) the absence is for less than 4 hours; and
  - (ii) the approved provider of the Family Day Care service has approved that absence; and
  - (iii) notice of that absence has been given to the parents of the child; and
- (d) providing assistance to the educator while the educator is educating and caring for children as part of a Family Day Care Service.

The Family Day Care Primary Educator must seek written consent of every parent of each child being educated and cared for by the Educator, to say they approve of the use of the Assistant Educator in the circumstances set out above. This must be done when the children first start care and at the beginning of each year.

The Coordination Unit must be notified in writing prior to when the Assist Educator is needed to care for children, and the attendance records for that day signed accordingly. Whenever possible parents should be notified prior to the Assist Educator caring for the children; if not as soon as practicable afterwards.

The Assist Educator will not perform other work or duties whilst caring for the Family Day Care children. They must be fully able to supervise, communicate and interact with the children. Assist Educators can only care at their Primary Educator's approved Family Day Care residence.

The Assist Educator must be aware of all children's specific needs and requirements, the emergency evacuation plan and drill, the location of the first aid kit, emergency and parent contact details/ phone numbers, and be aware of their duty of care responsibilities' and mandatory reporter requirements.

The Coordinator may refuse to register an Assist Educator at their discretion, if it is believed that the proposed Assist Educator is unsuitable.

The Coordinator may deregister an Assist Educator at any time if they feel the assist educator has not kept their qualifications up to date, for medical reasons or at the Coordinator's discretion.

#### RELEVANT LEGISLATION:

Education and Care Services National Law Act 2010

2011 Education and Care Services National Regulations

Work Health and Safety Act

Family Day Care Australia Public Liability Insurance

#### KEY RESOURCES

POLICY: FAMILY DAY CARE | 21 NOVEMBER 2018[VERSION 1.1, 1.2 ETC], [INSERT DATE]

National Quality Standards 2011 (ACECQA)

Childcare Service Handbook (DEEWR)

**LAST REVIEW DATE:** August 2018

#### RELATED POLICIES

Acceptance and Refusal of authorisations

Access and Custody

Behaviour Guidance

Children in Care

Child Protection

Collaborative Partnerships with Families and Communities

Complaints and Feedback

Curriculum Development

Delivery and Collection of Children

Educator Household Members

Educator Record Keeping

Educator Selection and Registration

Emergency and Evacuation

Enrolment and Orientation

Ethical Conduct

Excursions

First Aid

Food Handling

Childrens Health and Hygiene

Information and Communication Technology

Incidents, Injuries, Trauma and Illness

Inclusion and Equity

Infectious Diseases

Interactions with Children

Medical Conditions and Medical Administration

Monitoring, Support and Supervision of Educators

Non Compliance  
Nursery, Toy and Equipment Safety  
Nutrition and Activity  
Pets and Animals  
Privacy and Confidentiality  
Providing a child with a Safe Environment  
Professionalism  
Protection from Harm and Hazards  
Safe Sleep and Rest  
Social Media  
Sun Protection  
Supervision  
Sustainability  
Tobacco, Drug and Alcohol  
Visitors to a Family Day Care Service  
Water Safety  
Work Place Health and Safety

POLICY: FAMILY DAY CARE | 21 NOVEMBER 2018[VERSION 1.1, 1.2 ETC], [INSERT DATE]

## BEHAVIOUR GUIDANCE

### BACKGROUND

Children may face challenges throughout their lives including learning acceptable behaviours and being able to regulate their own behaviours in different social and emotional environments, or when interacting with peers or adults.

### POLICY

- To ensure that all children are given positive guidance towards responsible behaviour, in aiming to provide a warm, safe, happy and secure environment.
- To allow Educators and Coordination Unit staff to foster appropriate behaviour in children based on self-regulation, understanding and an appreciation of other people's needs, rights and feelings.
- To foster an environment that is sensitive to each child's family and cultural values, age and physical and intellectual development.
- To develop and model clear and consistent guidelines for all Coordination Unit staff, Educators and children to follow.

### PROCEDURE

#### **Educators and the Coordination Unit are to -**

- reflect the values attitudes and current recommended strategies that promote positive play behaviours and patterns
- respect the importance of interactions and relationships between families, children and staff
- promote realistic behaviour limits that guide children's safety and security rather than curb their play experience, curiosity and creativity.
- encourage acceptable forms of behaviour by using strategies that build confidence and self esteem
- provide children with support, guidance and opportunities to manage their own behaviour
- promote collaborative approaches to behaviour guidance between the service stakeholders and/ or external agencies.
- participate in Professional Development on guiding and understanding children's behaviour.

Recognise and understand that a child's behaviour may be affected by a child's

- Age and development, special or additional needs
- General health and wellbeing
- Relationships with their family or home life
- Play and learning environments, which includes the physical indoor / outdoor settings, the weather or the time of the day

- Educators strategies and practices which includes how those strategies are implemented
- Relationships with other children in care, peer group experiences
- Changes within their family and / or home life / care environment.

Educators must document any changes in children's behaviours, and possible events or triggers that may have occurred – time of day, where, who was involved before or after the event.

Coordination Unit staff and Educators display respect and empathy towards children when they label behaviour and not the individual child. This means that behaviours' are managed, not the child.

While Educators are aware of and respect individual children's and families backgrounds and beliefs, it may be necessary to balance the individuals' needs with knowledge of developmentally appropriate practices and current best practice recommendations from recognised authorities.

The use of physical punishment, isolation, humiliation, intimidation or negative labelling is not acceptable under any circumstances.

Respecting a child as an individual, discussions about a child's behaviour and possible strategies need to occur away from a child.

Professionalism, privacy and confidentiality must be adhered to at all times.

In the event of ongoing or extreme behaviour, Educators and Coordination Unit staff need to:

- Refer to formal observations to assess probable causes;
- Arrange a meeting with parents to discuss any possible contributing factors.
- Families may be encouraged to seek outside assistance if necessary. For example a paediatrician, child psychologists or councillor.
- In accordance with Duty of Care to all stakeholders, the Scheme reserves the right to limit or terminate the attendance of a child who repeatedly displays extreme negative or dangerous behaviours towards the Educator, Coordination Unit staff, other children or themselves in care.

Families are encouraged to:

- Respond to their child/ren in a positive and consistent manner.
- Discuss approaches and work with the Educator in guiding children's behaviour.
- Interact with all children in the Educator's home in an appropriate manner.

## RELEVANT LEGISLATION

Education and Care Services National Law 2010

Education and Care Services National Regulations 2011

## KEY RESOURCES

Guide to the Education and Care Services National Law 2010 and the Education and Care Services National Regulations 2011 (ACECQA).



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National Quality Standards 2011 (ACECQA)

Guide to the National Quality Standard 2011 (ACECQA).

ECA Code of Ethics 2016 [www.earlychildhoodaustralia.org.au](http://www.earlychildhoodaustralia.org.au)

**LAST REVIEW DATE:** August 2018

## RELATED POLICIES

Acceptance and Refusal of authorisations

Access and Custody

Assist Educators

Children in Care

Child Protection

Collaborative Partnerships with Families and Communities

Complaints and Feedback

Curriculum Development

Delivery and Collection of Children

Educator Household Members

Educator Record Keeping

Emergency and Evacuation

Enrolment and Orientation

Ethical Conduct

Excursions

Childrens Health and Hygiene

Information and Communication Technology

Incidents, Injuries, Trauma and Illness

Inclusion and Equity

Interactions with Children

Monitoring, Support and Supervision of Educators

National Quality Standards

Non Compliance

Nursery, Toy and Equipment Safety

Pets and Animals

Playsessions  
Privacy and Confidentiality  
Providing a Child with a Safe Environment  
Professional Development  
Professionalism  
Protection from Harm and Hazards  
Relief Educators  
Safe Sleep and Rest  
Social Media  
Supervision  
Toy, Equipment and Resource Library  
Visitors to a Family Day Care Service  
Vehicle Safety  
Water Safety  
Work Place Health and Safety

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## CHILD PROTECTION

### BACKGROUND

Every child has a right to be cared for in a secure environment at all times. It is important that every child coming into care is kept safe, is nurtured and is respected and valued as an individual.

Mid-Western Regional Family Day Care will implement and review procedures in accordance with the NSW Government's Action Plan "Keep Them Safe: A shared approach to child wellbeing to ensure all stakeholders within the childcare service are informed of their responsibilities in Child Protection matters."

### POLICY

- To ensure all stakeholders are aware of their Child Protection responsibilities in keeping children safe within our Family Day Care Scheme.
- To recognise and fulfil our responsibility with regard to Mandatory Reporting Requirements.
- To fulfil requirements of NSW Interagency Guidelines for Child Protection Intervention.
- To provide support to Educators in their role when faced with challenging circumstances and / or during the assessment of reports.
- Maintain privacy, confidentiality and a professional approach at all times.

### PROCEDURE

All Educators and Educators Household Members over 18 years are to have a current Working with Children Check (WWCC) before they can commence their Family Day Care Service. They must give the Coordination Unit their WWCC number to be processed through the Human Resources Department at Council. WWCC last for 5 years.

People who reside for longer than three weeks on a property (not just in the home) of a Family Day Care Educator will also need to obtain a Working with Children Check.

If an Educator or Household member is charged or is under investigation for any criminal offence, the Coordination Unit will use their discretion as to whether the Family Day Care Service will remain open until the issue is resolved.

The Educator must notify the Scheme, if an Educator or any person who is normally a resident at the home of the Educator has been charged with or convicted of such an offence.

All Educators (and Household members at the discretion of the Manger) are to have a current National Police Record Check (NPC).

Educators will undertake initial Child Protection Training on responding to and recognising the signs of child abuse at Registration, and undergo a full day child protection course within 12 months of starting their Family Day Care Service, and every 3 years after that.

Coordination Unit staff and Educators will keep informed of current Child Protection matters by participating in Professional Development every two years.

Educators and staff are mandated to report suspected cases of abuse to children less than 16 years of age. Parents are informed that Educators and Coordination Unit Staff are mandatory reporters at enrolment (Parent Handbook).

A Family Day Care Educator or Coordination Unit Staff Member may report directly to the NSW Department of Education and Community Services via the helpline or via fax after completing the online reporters guide on the Keep Them Safe website. Educators should maintain a diary of concerns. For example: child-bruising, disclosures or comments from children, parents/guardians etc.

If an Educator has concerns they would like to clarify, they may speak with a member of the Coordination Unit. The Coordination Unit staff should keep written notes on interviews, discussions, phone calls in relation to the Educator / family/ matter involved.

#### INFORMATION EXCHANGE

The Children's Legislation Amendment (Wood Inquiry Recommendations) Act 2009 expands the information sharing provisions of the Children and Young Persons (Care and Protection) Act 1998 to allow a freer exchange of information between prescribed bodies (Government agencies and non-government organisations) relating to a child or young person's safety, welfare or wellbeing.

Certain agencies can share information regarding the safety, welfare and well-being of children and young people and their families without the families consent; however, where possible, client consent should be sought. A form must be signed to ensure confidently and privacy.

#### CONTACTS

Child Protection Helpline	132 111 (Mandatory reporters line only)
Keep Them Safe Support Line	<a href="http://www.KeepThemSafe.nsw.gov.au/contact_us">www.KeepThemSafe.nsw.gov.au/contact_us</a>
Ombudsman's Office:	Email: <a href="mailto:nswombo@ombo.nsw.gov.au">nswombo@ombo.nsw.gov.au</a>

#### RELEVANT LEGISLATION

Education and Care Services National Law 2010

Education and Care Services National Regulations 2011

Children Legislation Amendment (Wood Inquiry Recommendations) Act 2009 No 13

Children and Young Persons (Care and Protection) Act 1998 No 57

Ombudsman's Act 1974 Act 1974 No 68

Ombudsman Amendment (Child Protection and Community Services) Act 1998

Commission for Children and Young People Act 1998

Child Protection (Prohibited Employment) Act 1998

The NSW Government introduced reforms to strengthen the protection of children, particularly in situations where they are not in the care of their parents or families. These changes have been made under the Child Protection Legislation Amendment Act 2015 to the following Acts:

- Adoption Act 2000

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- Children and Young Persons (Care and Protection) Act 1998
- Child Protection (Working with Children) Act 2012
- Ombudsman Act 1974
- Community Services (Complaints, Reviews and Monitoring) Act 1993.

#### KEY RESOURCES

National Quality Standards 2011 (ACECQA)

Childcare Service Handbook (DEEWR)

"Keep Them Safe: A shared approach to child wellbeing", NSW Government  
[www.keepthemsafe.nsw.gov.au](http://www.keepthemsafe.nsw.gov.au)

[www.community.nsw.gov.au](http://www.community.nsw.gov.au)

[www.kids.nsw.gov.au](http://www.kids.nsw.gov.au)

**LAST REVIEW DATE:** August 2018

#### RELATED POLICIES

Acceptance and Refusal of authorisations

Access and Custody

Assessment of Family Day Care Venues

Assist Educators

Behaviour Guidance

Children in Care

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Incidents, Injuries, Trauma and Illness

Interactions with Children

Medical Conditions and Medical Administration

Non Compliance

NSW Ombudsman

Photographs and Videos

Privacy and Confidentiality

Providing a Child with a Safe Environment

Professionalism

Protection from Harm and Hazards

Relief Educators

Safe Sleep and Rest

Social Media

Sun Protection

Supervision

Work Place Health and Safety



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## CHILDREN IN CARE

### BACKGROUND

Every child has a right to be cared for in a secure environment at all times. It is important that every child coming into care is kept safe, is supported and nurtured and is respected and valued as an individual.

### POLICY

To provide both Educators and children in care with an environment conducive to maximising individualised attention in meeting the needs of all of the children in care.

### PROCEDURE

Regulations state that Educators are to have no more than 7 children under the age of 13 years in care at one time, 4 of which children can be under school age (including their own children less than 13 years). All children in care need to be fully registered with the Mid-Western Regional FDC Scheme.

#### CARING FOR CHILDREN OVER 13 YEARS

Although there is no limit stated in the Regulations as to how many children can be in care if they are over 13 years (in addition to the 7 children under 13 years), all things need to be considered in relation to the Educators ability to provide effective Duty of Care to all children.

The suitability of the physical environments, available facilities, supervision, ages of all children in care, whether any of the children have additional needs etc. all need to be taken into consideration before more than 7 children are allowed in care.

For an exceptional circumstance, if an Educator is to provide care for more than 7 children (of all ages, including their own children under 13 years), the Coordination Unit must be consulted (in writing) beforehand, a risk assessment completed and Scheme approval must be given in writing, prior to the care being offered.

The Educators own children over 13 years of age are not included in the number of children in care.

#### EXTENDED FAMILY MEMBERS / VISITING FRIENDS

If there are other children (who are not registered with the Scheme and are not included in the numbers) present at an Educators home when an Educator is providing their Family Day Care Service, an accompanying adult (person over 18 years who does not normally reside in your home) must be physically present with the child at all times. This includes grandchildren, nieces/nephews, visiting step-children and friends. Educators' children who are over 13 years who have friends visit must respect the Policies and Procedures of the Educators Family Day Care Service at all times.

Household members or visitors to the service must be able to care for themselves and not be reliant in any way on the Educator.

#### PROVISION OF CARE BY A FAMILY DAY CARE EDUCATOR TO RELATIVES

It is a condition for continued service approval that the provider ensure that less than 50% of the children to whom any Family Day Care Educator is providing care within any fortnight at the service are related to the Family Day Care Educator as:

- A grandchild (great grandchild)
- A niece / nephew
- A cousin

The ratio of "less than 50%" is applied across the fortnight and not to one particular session of care.

#### CHILDREN FROM OTHER AGENCIES

Educators cannot be "performing other duties" while providing a Family Day Care Service. An Educator is not to provide care to any other child/ adult of any age (paid or voluntary) while they are providing their Family Day Care Service.

#### FOSTER CHILDREN

If an Educator wishes to provide Foster Care to children, the Scheme needs to be consulted before hand and written approval given. The Coordination Unit will need to contact the agency the Educator is registered with, as each agency has its own policies that may be in conflict with our Mid-Western Regional Family Day Care Scheme Policies. Foster children are to be counted in the number of children in your care as your own children would be.

#### PLACEMENT OF CHILDREN UNDER 2 YEARS

Although it is our Scheme's belief that best practice is served by encouraging Educators and families to have no more than two children under two years of age in care with any one Educator at one time; it is also acknowledged that individual family situations. For example: in the care of twins / siblings, as well as the Educator's own abilities in this area, their house layout and facilities should be considered when placing children under two years.

Consequently the decision as to whether to place more than two children under two years with a particular Educator will be made after consultation with the Parent, Educator and Coordination Unit.

#### OVERNIGHT CARE

When children are in care overnight Educators must be aware of the Sleep and Rest Policy, Nutrition Policy and Bathing Procedure. There must be a bathing routine signed off by parent / guardian and the Coordination Unit must approve sleeping arrangements for children as per Regulations.

#### RELEVANT LEGISLATION

Education and Care Services National Law 2010

Education and Care Services National Regulations 2011

Children and Young Persons (Care and Protection) Act 1998 No 57

Ombudsman's Act 1974 Act 1974 No 68

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Ombudsman Amendment (Child Protection and Community Services) Act 1998

Commission for Children and Young People Act 1998

Child Protection (Prohibited Employment) Act 1998

#### KEY RESOURCES

Education and Care Services National Law 2010

Education and Care Services National Regulations 2011

National Quality Standards 2011 (ACECQA)

ECA Code of Ethics 2016 [www.earlychildhoodaustralia.org.au](http://www.earlychildhoodaustralia.org.au)

**LAST REVIEW DATE:** August 2018

#### RELATED POLICIES

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Children's Health and Hygiene

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Infectious Diseases

Interactions with Children  
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Monitoring, Support and Supervision of Educators  
National Quality Standards  
Non Compliance  
Nursery, Toy and Equipment Safety  
Nutrition and Activity  
Pets and Animals  
Photographs and Videos  
Priority of Access  
Privacy and Confidentiality  
Providing a Child with a Safe Environment  
Professional Development  
Professionalism  
Protection from Harm and Hazards  
Relief Educators  
Retention and Confidentiality of Records  
Safe Sleep and Rest  
Service Policies  
Social Media  
Sun Protection  
Supervision  
Visitors to a Family Day Care Service  
Work Place Health and Safety

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## CHILDRENS' HEALTH AND HYGIENE

### BACKGROUND

Mid-Western Regional Family Day Care Scheme acknowledges the importance of good health and hygiene practices to ensure the safety and wellbeing of children and their families, and Educators and their families.

It is important to promote children's health by encouraging and assisting Educators to adopt effective health and safety practices, maintain, promote and manage health concerns and health emergencies.

### POLICY

To minimise the spread and risk of infection Educators and Coordination Unit staff must implement adequate health and hygiene practices consistently and continually whilst children are in care.

To educate young children on the importance of appropriate hygiene practices.

To ensure the health and hygiene practices Educators use have regard to current community standards and are in accordance with relevant government guidelines.

### PROCEDURE

The service will develop and maintain procedures and policies to ensure that Educators and families are informed and aware of good health and hygiene practices.

These are based on current and up to date information which is regularly sourced from authorities.

#### **Coordination Unit staff will -**

Support Educators and families to ensure compliance with the policy.

Provide current information on health and hygiene practices which reflects current research, best practice and advice from relevant health authorities.

Implement and role model appropriate hygienic and healthy practices.

#### **Educators will -**

Keep up to date with current practices and implement service procedures.

Promote and role model good health and hygiene practices.

Actively support children to learn hygiene practices relating to hand washing, coughing, dental hygiene and ear care. Involve children in developing and implementing guidelines.

Seek advice from the Coordination Unit if unsure of appropriate action when dealing with a situation with a sick/infectious child or family member.

Respect the management practices of a family for a child with specific conditions/ illnesses.

Treat a child's health status professionally and confidentially.

Follow the recommendations listed on a child's individual health management plan.

Inform the Coordination Unit if the Educator's good health status changes e.g. illness or hospitalisation

Close their education and care business when the Educator or other family member is ill or infectious. This may require a Doctor's certificate before reopening their Family Day Care service.

**Parent/Guardians will -**

Support the Educator to comply with health and hygiene practices and guidelines.

Keep sick or infectious children out of the care environment.

Provide a Doctor's Certificate if requested by the Educator.

Support the Educator to comply with health and hygiene practices and pick up their children promptly if requested to do so by the Educator, when their child becomes unwell in care.

Keep the Educator informed on health management plans for their child if required e.g. asthma, diabetes, epilepsy and anaphylaxis.

**HAND WASHING**

Educators and Coordination Unit staff and children are to follow the hand washing procedure.

They are to wash their hands before preparing food / eating

- after nappy change and toileting of self or children
- after dealing with body fluids (nose secretions, blood, vomit)
- before (if possible) and after giving first aid
- after cleaning handling garbage
- after handling animals

In situations where soap and water are not available, a non-water cleanser or antiseptic such as alcohol based hand rub/foam/gel are adequate.

Children are to be taught to wash their hands with soap and water:

- before meals / snacks or handling food (cooking)
- after they use the toilet or potty
- after handling garbage
- after handling animals
- after blowing their nose

**NAPPY CHANGING / TOILETING**

Educators are to follow the Nappy Change and Toileting procedures to minimise the risk of the spreading of infectious diseases, and to ensure that children are clean and comfortable and have their dignity preserved.

**Parent / Guardians will -**



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Discuss toileting issues relating to their child with the Educator.

Work in partnership with the Educator to ensure toilet training with their child is addressed with consistent routines and minimal stress.

Provide adequate nappies, wipes and spare clothing for the Educator while their child is in care.

#### FOOD

Educators Parents / Guardians are to follow the Safe Food Handling Policy / Procedures, and the Nutrition and Active Play Policy.

#### CLEANING

Educators are to have a recorded schedule of regularly cleaning floors, play areas, nursery equipment and toys. It is recommended that 'mouthed' toys should be washed daily using detergent and water.

Clean books/ puzzles by wiping with moist cloth and drying, preferably in the sun.

Sandpits should be cleaned regularly and replacing the sand at least annually.

#### BODILY FLUIDS

Educators are to wear disposable gloves when dealing with urine, faeces and blood. It is recommended that urine, faeces and blood should be cleaned up with neutral detergent and water. Any significant cuts to the Educator or child's skin should be covered.

#### SLEEPING / REST

Children are to have their own clean bedding / linen. (Refer to Sleeping and Rest Policy).

If a child is to stay for extended hours of care or overnight care, sleeping arrangements for the child must be discussed with the Coordination Unit beforehand.

#### BATHING

Bathing shall only occur during standard hours of a service where necessary for the comfort or personal hygiene of a child. Parent / Guardians must be informed if this does occur.

A child may also be bathed if a child is to stay for extended hours of care or overnight care and it is a part of the child's usual routine. The Bathing Procedure should be followed.

#### SMOKING / ALCOHOL

There is to be no alcohol or unlawful substances consumed on any part of the premises while care is being provided. The Educator must provide a smoke free environment (Refer to Tobacco, drug and alcohol-free environment Policy).

#### RELEVANT LEGISLATION

Education and Care Services National Law 2010

Education and Care Services National Regulations 2010

Work Health and Safety Regulation 2011 (NSW)

Work Health and Safety Act 2011(NSW)

Public Health Act 2010 No 127

## KEY RESOURCES

National Quality Standards 2011 (ACECQA)

Childcare Service Handbook 2018 (DEEWR)

Healthy Kids: Munch and Move NSW – [www.healthykids.nsw.gov.au/campaigns](http://www.healthykids.nsw.gov.au/campaigns)

Staying Healthy in Child Care – Preventing infectious diseases in child care 6th Edition – 2011

**LAST REVIEW DATE:** August 2018

## APPENDIX I HAND WASHING PROCEDURE

The following procedure is recommended to encourage effective hand washing.

- Wet hands.
- Apply liquid soap and spread over hands
- Rub your hands vigorously as you wash them all over paying particular attention to:
  - The palm and backs of hands
  - In between fingers
  - Under fingernails
  - Around wrists
- Count slowly 1 - 10 as you wash
- Rinse hands thoroughly with running water to remove all soap suds and germs counting slowly from 1 -10.
- Use individual sheets of paper towel to pat your hands dry, and then dispose of appropriately.

*In situations where water is not available (eg: excursions, during outside play), non-water cleanser or antiseptic such as alcohol based hand rub/foam/gel are adequate. Use the same method as point 3.*

*We encourage you to count to at least 10 when applying soap and then again when washing it off.*

*Individual cloth towels are acceptable to dry hands if they are only used by one child. Paper towel is preferred*

It is recommended that Educators and children wash their hands often, in particular –

Educators are to wash their hands

- before eating or handling food including babies bottles
- after nappy change and toileting of self or children

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- after dealing with body fluids (nose secretions, blood, vomit)
- before (if possible) and after giving first aid
- after cleaning / handling garbage
- after handling animals
- after coming in from outside play

Children are to be taught to wash their hands

- before and after meals / snacks or handling food (cooking)
- after they use the toilet or potty
- after outdoor and other messy play activities
- after handling garbage
- after handling animals
- after blowing their nose

**Source:** Quality Standards: Areas 2 & 5

**Last review date:** August 2018

#### APPENDIX II NAPPY CHANGE PROCEDURE

- Ensure all nappies and necessary supplies are easily accessible to the area where you will change nappy.
- Wash hands

*It is recommended that Educators place a paper towel on the change mat / table before placing the child on the mat / table, but it is not essential.*

- Put on disposable gloves.
- Remove the child's soiled nappy, clean child's bottom and dispose of the wipes and nappy.
- Remove gloves. We suggest peeling the gloves back from your wrists turning them inside out as you go. Put the gloves in the bin.
- If a child requires specific cream, put on clean gloves. Place a suitable amount of cream on the glove and spread onto the child's bottom. Remove the glove and put in nappy bin.
- Put a clean nappy on and dress the child.
- Wash and dry the child's hands.
- Return the child to an appropriate play area
- Clean the change table with detergent and water. This must be done after every child.
- Wash your hands.

**Source:** Quality Standards: Areas 2 & 5

**Last review date:** August 2018

### APPENDIX III TOILETING PROCEDURE

**Educators will -**

- Provide safe toilet and hand washing facilities that are appropriate to the age of children in care.
- Use a toilet in preference to a 'potty'. (Potty's can increase the risk of spreading disease.)
- Assist and teach children to flush the toilet after each use.
- Assist and teach children to wash their hands after toileting using the hand-washing procedure.
- Respect children's dignity and need for privacy during toileting.
- Exchange information and consult with families about children's toileting and toileting routines while in care.
- Families are to consult with their Educator prior to commencing toilet training, to facilitate consistent toileting routines and practices being implemented in both environments.
- Manage toileting accidents in positive and supportive ways.
- Treat all soiled materials as infectious – discard disposable items (gloves, wipes, nappies) safely and hygienically as soon as possible – place any other soiled materials (clothing) either to be washed or in a sealed plastic bag to be collected by parents. Store so as to be inaccessible to children.
- Treat all soiled areas as infectious. Refer to the Hygiene Policy as a guide when cleaning a soiled area.
- No child will ever be forced to sit on a toilet or left in soiled or wet clothing. If a child is showing distress about using the toilet, Educator's will respect the child's needs and emotions and implement alternative method of toileting in consultation with the family, whilst observing best practice in hygiene for everyone.

Source: Quality Standards: Areas 2 & 5

**Last review date:** August 2018

### APPENDIX IV BATHING PROCEDURE

**Educators will:**

- Provide bathing facilities that are safe and appropriate to the ages of the children at the service.
- Ensure children do not have unsupervised access to any hot water supply.
- Only bathe children when the continued supervision of all children in care can be met.
- Directly supervise bathing of children under school age.

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- Supervise school-aged children while bathing appropriate to their age, ability, and consultation with the child's parents.
- Respect each child's need for dignity and privacy during bathing.
- Bathe children individually, unless otherwise warranted as appropriate to the age of the children:
  - by a sibling relationship between children, and/or
  - by express parental request
- Ensure that at no time does a child in care bathe with an adult.
- Empty all baths immediately after use.
- Aim to make bathing a positive and relaxed experience.
- Notify parents in a timely manner when/if unplanned bathing occurs.
- Not use equipment designed to support infants/babies while they are being bathed.
- Only use spa baths under direct supervision – jets are not to be activated.

**Parents will -**

- Determine a written bathing plan appropriate to their child/ren in consultation with their Educator, where bathing will occur as a regular aspect of the child/ren's routine in care.
- Inform any cultural or religious practices regarding bathing that their Educator might need to be aware of.
- Negotiate with their Educator regarding provision of any items required for bathing of their child.

So there is clear agreement between the Educator and parent as to expectations regarding bathing, it is highly recommended that relevant items as discussed should be put in writing, signed by both the Educator and the Parent, and clearly dated.

**DEVELOPING A BATHING PLAN – A GUIDE FOR EDUCATORS**

It is recommended that in formulating a plan with parents for managing the bathing of their children while in care, the following items be discussed and negotiated:

- Obligations of the Educator (eg, access to hot water, supervision etc).
- Age and abilities of the child as they relate to the level of supervision required.
- Cultural or religious practices to be observed.
- Under what context the child/ren will be bathed (eg, whether bathing is a part of the child's regular home routine for the same period of time that the child/ren is/are in care).
- Preferred method of bathing (bath, shower, other).
- Usual routine for bathing when at home (including whether it is usual, for example, for siblings to bathe together etc).
- Aspects of bathing that can be performed independently by the child, or that the parent would prefer the child perform independently.

- Items to be provided by Educator /Parent.

Source: Quality Standards: Areas 2 & 5

**LAST REVIEW DATE:** August 2018

## RELATED POLICIES

Assessment of Family Day Care Venues

Behaviour Guidance

Children in Care

Child Protection

Collaborative Partnerships with Families and Communities

Curriculum Development

Delivery and Collection of Children

Dental and Oral Health

Educator Record Keeping

Emergency and Evacuation

Enrolment and Orientation

Ethical Conduct

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Food Handling

Incidents, Injuries, Trauma and Illness

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Infectious Diseases

Interactions with Children

Medical Conditions and Medical Administration

Monitoring, Support and Supervision of Educators

Nursery, Toy and Equipment Safety

Nutrition and Activity

Pets and Animals

Playsessions

Privacy and Confidentiality

Providing a Child with a Safe Environment



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Professional Development

Professionalism

Protection from Harm and Hazards

Retention and Confidentiality of Records

Safe Sleep and Rest

Sun Protection

Supervision

Visitors to a Family Day Care Service

Work Place Health and Safety

## COLLABORATIVE PARTNERSHIPS WITH FAMILIES AND COMMUNITIES

### BACKGROUND

The Mid-Western Regional Family Day Care Scheme acknowledges that collaborative relationships with families are fundamental to achieving quality outcomes for their children in care.

Partnerships with families contribute to building a strong and inclusive community within the service. Shared decision making with families demonstrates respect for the parent and supports consistency between children's experiences at home and at the service.

Collaborative partnerships can be assisted and supported through the active participation of families in the service. Through casual conversation, formal surveys and other opportunities for feedback from families, the service will be able to ensure it meets the needs of families. Families need to be familiar with current practices to provide constructive feedback on improvements. This responsibility falls with both the Coordination Unit staff and the Educator.

### POLICY

To provide opportunities for Educators and Coordination Unit Staff, families and community members to actively participate and be involved in the service and contribute to service decisions.

The role of parents and families is recognised, respected and supported. They are encouraged to share in decision making about their child's learning and wellbeing.

The service builds relationships and engages within their local community.

Links with relevant community and support agencies are established and maintained.

To ensure that Educators, families and community members are kept informed about the Scheme, as well as Legislative, Regulatory and other relevant child care matters.

### PROCEDURE

#### COORDINATION UNIT

##### **The Coordination Unit will -**

- Speak with families about Policies and Procedures when they commence with the Scheme.
- Maintain enrolment records and procedures that provide information about the family and children's health needs
- Communicate service news to families through regular newsletters.
- Provide opportunities to families to offer feedback and/or comments on the service.
- Invite families to be part of consultation groups and to attend Professional Development opportunities that may be relevant.
- Be inclusive of all stakeholders in policy development and consultation within the service.

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- Allow for parent participation in the Scheme via parent representation on the Parent/ Educator Committee, surveys, newsletters, emails and Facebook.
- Current information about the Scheme, community services and resources to support parenting and family wellbeing is available to families through Educators and the Coordination Unit.

#### EDUCATORS

##### **Educators will:**

- Communicate with families about children's activities and special interests as they emerge. Families will be encouraged to be involved with these by assisting with projects, providing information or materials and ideas to extend the children's interests from the home environments.
- Keep families informed about the activities of the children in care through a written program.
- Ask families for feedback on the quality of care the children are receiving and ideas for future programming / activities and procedures.
- Invite families to attend Family Day Care excursions with their children.
- Respect a family's right if they do not want their children to attend an excursion, have their photo taken or participate in certain activities.
- Respect the opinions of families in regard to the way they would like their child cared for, and if this is not practical, for the Educator to be sensitive in the way they address these differences in care requirements / provision.
- Document and share with parents, assessments or evaluations of their child's developmental needs, interests, experiences and participation in the program and assessments of the child's progress against the learning outcomes

#### FAMILIES

##### **Parents/guardians are responsible for:**

- Reading and complying with the Schemes Policies and Procedures
- Provide information to their child's Educator that will assist in the smooth transition to childcare for the child and family.
- Ensure the Educator is aware of any changes to details – contacts, medical conditions etc.
- Take time to talk to their Educator about their child's activities and progress in Family Day Care, and to be interested in the Educator's weekly program for the children.
- Be involved in the activities of their child and Family Day Care when invited to participate.
- Informing Educators of any events or incidents that may impact on their child's behaviour at the service (eg. moving house, a new sibling, death of a pet, changes in family relationships etc.)
- Informing Educators/staff of any concerns regarding their child's behaviour or the impact of other children's behaviours.
- Provide constructive feedback to Educators and the Scheme about matters that can be improved in Family Day Care, either at Educator or Coordination Unit level.

- Read family newsletters and information forwarded from the Coordination Unit or from the Educator.
- Notify the Coordination Unit if they feel their current placement of their child is not working.

#### RELEVANT LEGISLATION

Education and Care Services National Law 2010

Education and Care Services National Regulations 2011

#### KEY RESOURCES

Guide to the Education and Care Services National Law 2010 and the Education and Care Services National Regulations 2011 (ACECQA).

National Quality Standards 2011 (ACECQA)

Guide to the National Quality Framework 2011 (ACECQA)

Guide to the National Quality Standard 2011 (ACECQA)

Childcare Service Handbook (DEEWR)

**LAST REVIEW DATE:** August 2018

#### RELATED POLICIES

Acceptance and Refusal of authorisations

Access and Custody

Behaviour Guidance

Children in Care

Child Protection

Complaints and Feedback

Curriculum Development

Delivery and Collection of Children

Educator Household Members

Educator Record Keeping

Enrolment and Orientation

Ethical Conduct

Excursions

Childrens Health and Hygiene

Incidents, Injuries, Trauma and Illness

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Inclusion and Equity  
Interactions with Children  
Medical Conditions and Medical Administration  
Monitoring, Support and Supervision of Educators  
Non Compliance  
Non Payment of Fees  
Nursery, Toy and Equipment Safety  
Nutrition and Activity  
Pets and Animals  
Photographs and Videos  
Privacy and Confidentiality  
Providing a Child with a Safe Environment  
Professional Development  
Professionalism  
Safe Sleep and Rest  
Social Media  
Sun Protection  
Supervision  
Visitors to a Family Day Care Service  
Work Place Health and Safety

## COMPLAINTS AND FEEDBACK

### BACKGROUND

An effective complaints and feedback management system is integral to providing a quality service. Mid-Western Regional Family Day Care Scheme views complaints and feedback as opportunities for improvement. It helps to measure satisfaction within the services provided and is an important source of information and feedback for continuously improving our practice. We recognise that often it may be the recipients of our service who are the first to identify when things are not working properly.

### POLICY

To provide a mechanism within the Scheme structure to deal with complaints and feedback in an efficient, prompt and professional manner.

To ensure all stakeholders of the Family Day Care Scheme (the Coordination Unit, families and Educators and community members) are aware they have the right to raise a grievance or provide feedback **without fear of retribution or jeopardy to their position within the Scheme.**

To ensure all parties involved are dealt with courtesy and respect; and that privacy and confidentiality are maintained at all times.

Educator will refer to Educators, Assist Educators or Relief Educators

Mid-Western Regional Family Day Care Scheme (MWRFDCS) will refer to the overall Scheme

Family will refer to a family registered with the MWRFDCS

Coordination Unit Staff Member will refer to a staff member working for the MWRFDCS

Community Member will refer to a member of the community

### PROCEDURE

- Grievances may be lodged face to face, via a telephone conversation or through written notification.
- It is expected that the grievance should initially be discussed with the person concerned. Every effort should be made to resolve the grievance at this level before moving on to the following steps.
- Clearly identify the issues of the grievance providing all the information you have or are aware of in support of the grievance.
- Details of the grievance will be documented on the Complaint / Feedback Form
- The desired and practical outcome will be discussed
- All parties will be treated with courtesy and respect
- The course of action will be explained and followed up in a timely manner



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- If appropriate a written acknowledgment of the grievance will be sent out to the person/s involved.
- If the matter relates to a breach of Scheme Policies the circumstances will be investigated for further clarification.
- The grievance will be raised with the Educator / Coordination Unit Member to allow the opportunity to provide their recollection of the event / issue.
- If the grievance is found to be a non-compliance issue then that process will be followed (Non-Compliance Policy).
- Reasons for decisions are given to all parties involved via written communication.
- If the Educator, family or staff member is not happy how the MWRFDSCS has handled the grievance, the Manager of Community Services will be asked to mediate the situation.
- If still unresolved, the grievance may be referred to the Early Childhood Education and Care (ECEC) Directorate for further mediation or the NSW Ombudsman.
- When the grievance has been resolved the Complaint / Feedback Form will be filed in the specific Educator, family or coordination unit staff members' personnel folder.

#### EDUCATOR / FAMILY

If the grievance cannot be resolved to the satisfaction of both parties involved, then the Educator can forward the Complaint / Feedback Form to the Coordination Unit who will then mediate the situation.

#### FAMILY / EDUCATOR

If the family does not feel comfortable speaking with the Educator they can contact the Coordination Unit to discuss their grievance or to clarify information.

#### EDUCATOR / COORDINATION UNIT STAFF MEMBER

If unresolved, the Coordinator will attempt to find a resolution or an acceptable compromise by both parties. If the Coordinator is part of the grievance then the Manager of Community Services will be asked to mediate the situation.

#### RIGHT OF APPEAL

If any parties are dissatisfied with the decision they are able to involve the NSW Ombudsman.

#### NOTIFYING THE REGULATORY AUTHORITY OF A COMPLAINT

Providers will only be required to notify the regulatory authority of a complaint that alleges a serious incident has occurred or is occurring; or that the National Law or National Regulations have been contravened.

#### PREVENTATIVE MEASURES

Clear consistent information about the complaint procedure and opportunity to provide feedback is required for all stakeholders.

The MWRFDCS will therefore endeavour to develop and distribute written information to Educators, families and community members including the roles and responsibilities of the Coordination Unit, parents and Educators and the problem solving mechanism adopted by the Scheme.

This is to be carried out via Enrolment and Orientation procedures, letters, newsletters, policy statements, educator and parent handbooks and training.

Analysis of complaints received, actions taken and respective outcomes are to be compiled and critically reflect on, in an effort to improve practices and procedure.

#### RELATED POLICIES

All Scheme Policies and procedures

#### RELEVANT LEGISLATION

Education and Care Services National Law 2010

Education and Care Services National Regulations 2011

NSW Ombudsman [www.ombo.nsw.gov.au](http://www.ombo.nsw.gov.au)

#### KEY RESOURCES

National Quality Standards 2011 (ACECQA)

ECA Code of Ethics [www.earlychildhoodaustralia.org.au](http://www.earlychildhoodaustralia.org.au)

**LAST REVIEW DATE:** August 2018

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## CRITICAL INCIDENTS

### BACKGROUND

A critical incident may be defined as any event which causes serious disruption to a service, creates significant danger or risk or which creates a situation where staff, students and parents feel unsafe, vulnerable and under stress.

A critical incident may be -

- serious illness or death of a child, staff, family or community members
- threats, assaults, violent incidents, abduction
- violent event in the community
- other incidents or emergencies which produce strong reaction.

Critical events may:

- be extremely dangerous or distressing
- be sudden and unexpected

### POLICY

To outline the procedures to be followed in the aftermath of a critical incident within a Family Day Care Service.

### PROCEDURE

If a critical incident occurs these guidelines are to be followed if practicable:

#### IMMEDIATE ACTIONS:

Educator/s will remain calm and never put themselves, children or families in any danger. Educator/s will take immediate action to remove the danger or move children from the danger and ensure the safety of others. Educator/s will follow all directions given by medical or emergency services.

These actions may be carried out simultaneously by the Coordination Unit, Educators or others

- In the event of a critical incident ensure the safety of all children in care.
- Contact any emergency services if required.
- If a child is missing, make missing persons report to police.
- Contact any family or guardians if necessary and notify of any treatment or services arranged for the child or arrange for police to do so in the event of the death of a child or a crime related incident.

- Where the Coordination Unit is not present, the Educator must inform the Coordination Unit as soon as possible (including after hours).
- Confirm that the incident has happened, and establish the details if possible.
- Consider appropriate responses and act on Coordination Unit response.

IMMEDIATE REQUIREMENTS:

These requirements must be carried out by the Coordinator or their authorised replacement.

The Coordinator upon becoming aware of a serious incident which involves a child attending the service that requires medical / hospital treatment **will notify as soon as practicable** (within 24 hours)

- a) a parent/ guardian of the child, and
- b) the Director-General (DECS), and
- c) the Licensee of the service

The Coordinator upon becoming aware of an incident which involves the death of a child whilst attending the service will notify as soon as practicable (within 24 hours) of the fact to

- d) A parent/ guardian of the child, and
- e) A police officer, and
- f) The Director-General (DECS), and
- g) The Licensee of the service

SECONDARY ACTIONS:

- Observe support needs for children, Educator/s, staff, families, children and any relevant others including compassionate leave or counselling if required.
- Prepare overview/report which may be released to media if necessary through the Mid Western Regional Council Media Officer and National Family Day Care Australia.
- Following verbal notifications, a Critical Incident Report is to be submitted as soon as possible (the same day if practicable) to the Director-General and the Licensee of the service.
- Express sympathy to the family (if necessary) and assure them of support – designate a staff member to liaise with the family.
- If critical incident involves concerns for safety, risk of harm issues – make report to the NSW Department of Education and Community Services/ DEEWR.

LONG TERM ACTIONS:

- Evaluate the management of the incident
- Provide ongoing support to children, Educators, staff, families and relevant others.
- Review incident and plan / implement strategies that may prevent future similar incidents if this is possible / realistic.

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## RELEVANT LEGISLATION

Education and Care Services National Law 2010

Education and Care Services National Regulations 2011

## KEY RESOURCES

Guide to the Education and Care Services National Law 2010 and the Education and Care Services National Regulations 2011 (ACECQA)

National Quality Standards 2011 (ACECQA) – Quality Area 2 and 7

Guide to the National Quality Standard 2011 (ACECQA).

ECA Code of Ethics [www.earlychildhoodaustralia.org.au](http://www.earlychildhoodaustralia.org.au)

**LAST REVIEW DATE:** August 2018

## RELATED POLICIES

Acceptance and Refusal of authorisations

Access and Custody

Children in Care

Child Protection

Delivery and Collection of Children

Emergency and Evacuation

Excursions

Incidents, Injuries, Trauma and Illness

Nursery, Toy and Equipment Safety

Nutrition and Activity

Pets and Animals

Providing a Child with a Safe Environment

Professionalism

Protection from Harm and Hazards

Safe Sleep and Rest

Supervision

Visitors to a Family Day Care Service

Work Place Health and Safety

## CURRICULUM DEVELOPMENT

### BACKGROUND

The early years of a child's life lay the groundwork for how his brain will develop. These short and critical years are essential to his cognitive, social and emotional well-being.

### POLICY

This Policy will provide guidelines to ensure that the educational program (curriculum) and practice at Educators registered with the Mid-Western Regional Family Day Care Scheme is:

- Based on an approved learning framework
- Underpinned by critical reflection and careful planning
- Stimulating, engaging and enhances children's learning and development
- Is underpinned by the Schemes' and individual Educators' philosophy.

### PROCEDURE

#### PHILOSOPHY

Both the Mid Western Regional Family Day Care Scheme and all Educators are to have their own Philosophy. The individual curriculum will reflect the philosophy of the individual services.

A philosophy underpins everything we do as early childhood Educators. It is a living document that should be reviewed regularly. EYLF Newsletter 15

#### CURRICULUM

The curriculum is everything that is experienced by the child whilst in care, and includes aspects such as:

- daily routines;
- physical environment, materials and equipment;
- provisions, experiences and activities;
- interactions and engagement of children with other children; and
- partnerships and communication with families, other agencies and with the community.

The curriculum will provide children with:

- Warm, consistent and positive interactions which foster positive relationships.
- An aesthetically pleasing environment containing natural and home like resources and a variety of spaces in which to play
- Access to a range of resources that are open-ended and culturally responsive that can be used to enrich and extend their play



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- An opportunity to pursue their interests, passions and theories
- Uninterrupted and prolonged time to play
- A stable environment with resources added or changed to extend interests and learning focus
- Different teaching strategies for different children in different contexts

#### THE EARLY YEARS LEARNING FRAMEWORK

The Early Years Learning Framework guides our curriculum and supports each child's learning in the five outcomes:

1. Children have a strong sense of identity
2. Children are connected with and contribute to their world
3. Children have a strong sense of wellbeing
4. Children are confident and involved learners
5. Children are effective communicators

#### DOCUMENTATION

The learning and development of each child will be monitored and recorded by the Educator in collaboration with children and families.

Each child's learning and development is assessed as part of an ongoing cycle of planning, documenting and evaluating children's learning.

Documentation:

- Is gathered using a variety of methods (e.g. narratives, samples of writing and drawing, photographs of constructions and group projects, and transcripts of children's conversations)
- Is focused on analysis/assessment of social interactions, relationships, group dynamics and learning processes and changing understandings
- Is used to inform future planning and to reflect on effectiveness of teaching strategies.
- Includes input from families, and children

#### USING DIGITAL APPLICATIONS ('APPS') FOR DOCUMENTING

If Educators choose to use ICT for the purposes of program planning, observations or other relevant documentation, the Educators must have the appropriate skill level.

Educators must ensure –

- all documentation is to be up-to-date and available on request.
- procedures are in place for the regular backup of critical data and information
- the secure storage of the files and ICT.
- that reputable anti-virus and firewall software are installed on the ICT used.

- If information is shared with families through the App, families should sign a Confidentiality Agreement as with private Facebook page posts.

#### REFLECTIVE PRACTICES

An ongoing process of evaluation through reflection and review allows each Educator to identify strengths, interests and opportunities for further development. Educators, children and families will discuss and reflect on, and evaluate the curriculum as it unfolds throughout the year.

Educators are to reflect on each child's learning and development, teaching strategies and the appropriateness of the curriculum and daily practice, ensuring true inclusion, authentic and meaningful experiences and worthwhile outcomes for each child.

Questions to guide reflection include:

- What are my understandings of the child?
- What theories, philosophies and understandings shape and assist my work?
- What questions do I have about my work? What am I challenged by? What am I curious about? What am I confronted by?
- What aspects of my work are not helped by the theories and guidance that I usually draw on to make sense of what I do?
- Are there other theories or knowledge that could help me to understand better what I have observed or experienced? What are they? How might those theories and that knowledge affect my practice?

*The Early Years Learning Framework, pg 13*

#### **The Coordination Unit is responsible for:**

- Appointing a suitably qualified and experienced Educational Leader to direct the development and implementation of educational programs at the service (Regulation 118).
- Working with Educators' to develop a documentation system that works for them.
- Sourcing and supplying Professional Development resources and training.

#### **The Educator is responsible for -**

Ensuring the developmental needs, interest and experiences, and the individual differences of each child are accommodated in the educational program they provide at their service. (Sections 168)

They must ensure their educational program contributes to each child.

- Being connected with and contributing to his or her world
- Having a strong sense of wellbeing
- Being a confident and involved learner
- Being an effective communicator (Regulation 73)

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Ensuring that assessments of the child's development needs, interest, experiences and participation in the educational program are documented (Regulation 74(1)(a)(i))

Ensuring children have an input into the program, and are actively participating in decisions affecting them. (QA 1)

Ensuring that assessments of the child's progress against the outcomes of the educational program, are documented (Regulation 74(1)(a)(ii))

Ensuring documentation of assessments includes reflection on the period of time the child is at the service, and how documented information will be used by educators at the service (Regulation 74(2)(a)(i)&(ii))

Ensuring documentation is written in plain language and is easy to understand by both educators and parents/guardian (Regulation 74(2)(b))

Ensuring a copy of the educational program is displayed at the service and accessible to parents/guardians (Regulation 75)

Ensuring regular communication is established between the service and parents/guardians in relation to their child's learning and development (Regulation 76).

Ensuring excursions are meaningful and have an educational purpose related to the children's current interests. The learning experiences must be documented on the Educators program.

Educators must source training and resources to assist their Professional development in this area.

**If an Educator requires intensive support from the coordination Unit they must show commitment to their improvement by setting and achieving goals within an agreed timeframe.**

#### **Parents/Guardians are responsible for -**

Providing input to the development of the educational program in collaboration with the Educator and their children.

Communicating regularly with their Educator in relation to their expectations for their child's learning and development.

#### RELEVANT LEGISLATION

Education and Care Services National Law Act 2010

Education and Care Services National Regulations 2010

#### KEY RESOURCES

National Quality Standard, Quality Area 1: Educational Program and Practice

Belonging Being Becoming: The Early Years Learning Framework

**LAST REVIEW DATE:** August 2018

#### RELATED POLICIES

Assist Educators

Behaviour Guidance  
Children in Care  
Collaborative Partnerships with Families and Communities  
Educator Household Members  
Educator Record Keeping  
Ethical Conduct  
Excursions  
Information and Communication Technology  
Inclusion and Equity  
Interactions with Children  
Monitoring, Support and Supervision of Educators  
National Quality Standards  
Playsessions  
Photographs and Videos  
Privacy and Confidentiality  
Providing a Child with a Safe Environment  
Professional Development  
Professionalism

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## DEREGISTRATION OF AN EDUCATOR

### BACKGROUND

The quality of the Mid-Western Regional Family Day Care Scheme is largely dependent upon the quality of the Educators registered with our Scheme. It is for this reason that the Educator deregistration process, and the circumstances in which it will be implemented need to be clear to all stakeholders.

### POLICY

To clearly outline the circumstances and procedure to Deregister an Educator registered with the Mid-Western Regional Family Day Care Scheme.

### PROCEDURE

An Educator will be De-Registered for -

- Failure to comply with the 2011 Education and Care Services Law
- Failure to comply with the 2011 Education and Care Services Regulations.
- Failure to comply with the Schemes Policies and Procedures.
- Failure to comply with the Educators Registration Agreement.
- Failure to comply with the DEEWR and Child Care Management System Guidelines.
- Failure to comply with the Code of Conduct or Duty of Care.
- Failure by any member of the household to pass a criminal check.
- Unsatisfactory medical or psychiatric report (if requested at the discretion of the Coordinator).

If grounds for concern are observed Non Compliance Procedures will be entered into, as per the Non-Compliance Policy.

If Deregistration is to proceed,

- Give written notice to the Educator of their Deregistration.
- Notify families of the Educator involved that the Educator will be finishing up with the Scheme (without divulging the reason, any explanation will be left to the Educator).
- Make arrangements for children to be moved to another Educator if possible or requested.
- Advise in writing the Department of Community Services, DEEWR, Centrelink and the appropriate Public Liability Insurance Company that the Educator is no longer registered with the Scheme.

### RELEVANT LEGISLATION

Education and Care Services National Law 2010

Education and Care Services National Regulations 2011

#### KEY RESOURCES

Guide to the Education and Care Services National Law 2010 and the Education and Care Services National Regulations 2011 (ACECQA).

National Quality Standards 2011 (ACECQA)

Guide to the National Quality Standard 2011 (ACECQA).

ECA Code of Ethics 2016 [www.earlychildhoodaustralia.org.au](http://www.earlychildhoodaustralia.org.au)

#### RELATED POLICIES

All Policies of the Mid-Western Regional Family Day Care Scheme

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## DELIVERY AND COLLECTION OF CHILDREN

### BACKGROUND

The Mid-Western Regional Family Day Care Scheme is committed to meeting its duty of care obligations under the law, ensuring the safe delivery and collection of children being educated and cared for at the individual services.

The delivery and collection times of children can be a potentially hazardous process, and all stakeholders must be aware of and understand their role at this time.

It is important that all staff, Educators and parents/guardians develop partnerships that facilitate the exchange of information between one another to ensure the safety of children.

### POLICY

This Policy will provide clear guidance in relation to the delivery and collection of children at all Mid-Western Regional Family Day Care services; informing and supporting Educators to develop safe procedures and management of the arrival and departure of children.

### PROCEDURE

#### **The Coordination Unit will:**

- Provide information and training to Educators regarding legislation, documentation and safety procedures relating to the delivery and collection of children.
- In conjunction with Educators, provide families with information relating to documentation and safety procedures when delivering and collecting of children.
- Ensure that families understand that Educators will only release a child into the care of a parent of the child, an authorised nominee named in the child's enrolment record, or a person authorised by a parent or authorised nominee named in the child's enrolment record.
- Ensure that communication between Educators, the Coordination Unit and parents/guardians is adequate to ensure that all parties are aware of the roles and responsibilities in relation to the delivery and collection of children.
- Providing an attendance record that meets the requirements of Regulation 158(1) and is signed by the parent/guardian or authorised nominee on delivery and collection of their child from the service every day
- Ensuring a child does not leave the service except with a parent/guardian or authorised nominee, or with the written authorisation of one of these or in the case of a medical emergency or an excursion (Regulation 99)
- Ensuring a child is not taken outside the premises on an excursion except with the written authorisation of a parent/guardian or authorised nominee
- Ensuring that there are procedures in place when a child is given into the care of another person, such as for a medical or other emergency

- Ensuring that there are procedures in place when a parent/guardian or authorised nominee telephones the service to advise that a person not listed on their child's enrolment form will be collecting their child
- Ensuring that parents/guardians or authorised nominees are contacted in the event that an unauthorised person arrives to collect a child from the service, and that the appropriate procedures are followed
- Ensuring that there are procedures in place for the care of a child who has not been collected from the service on time

**Educators will ensure -**

- that when a child arrives at the Family Day Care Service, only the Registered Educator (or Assist / Relief Educator) will receive the child into care.
- the person who arrives with the child must record the actual time of arrival and initial the Attendance Record section of the timesheet.
- the person authorised to collect the child must record the actual time of departure and initial the Attendance Record section of the timesheet.
- the child/ren may only leave the relevant premises if the child is given into the care of a parent/guardian of the child; or an authorised nominee named in the child's enrolment record.
- Their front / access door to their service is always locked.

**Parents/ Guardians will -**

- Ensure that all details of authorised people to deliver and collect their child are up to date.
- If they are unable to collect their child or arrange for an authorised person to collect their child, they are required to notify the Educator preferably in writing, or call throughout the day to notify the Educator who will be picking up their child. The parent should provide the name of the person who will be picking their child up and whether the child is familiar with this person.
- The Educator will then ask to see the person collecting the child/ren photo identification to confirm their details.

If the Educator **has not been notified** by the parent / guardian that someone other than themselves or an authorised person is to collect their child, the Educator must contact the parent / guardian to confirm who is picking up their child/ren. They must then ask to see the person's photo identification.

**UNAUTHORISED PERSONS COLLECTING A CHILD**

When a child is collected by an unauthorised person, where a parent/guardian or authorised nominee telephones the service to notify that such a person will be collecting their child the Educator will

- Request that the parent/guardian or authorised nominee email or fax the authorisation if it possible to do so, detailing the name, address and telephone number of the person who will be collecting the child

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- Accept a verbal authorisation if it is not possible for the parent/guardian or authorised nominee to provide authorisation via email or fax, provided the following procedure is followed:
- all details of the person collecting the child, including the name, address and telephone number of the person must be obtained
- the verbal authorisation is documented and stored with the child's enrolment record for follow-up
- photo identification is obtained to confirm the person's identity on arrival at the service
- Ensure that parents/guardians or authorised nominees follow up a verbal authorisation by completing an Authorisation Form (Attachment 2) when next at the service, or by adding details of the new authorised nominee to the child's enrolment form
- Ensure that fax or email authorisation is stored with the child's enrolment record
- Ensure the attendance record is completed prior to child leaving the service
- Notify to Approved Provider in the event that written authorisation is not provided for further follow-up

IF AN UNAUTHORISED PERSON ATTEMPTS TO COLLECT A CHILD WITHOUT COOPERATION

**An Educator will -**

- Contact the parent and or guardian immediately informing them of the situation
- Advise the Coordination Unit informing them of the situation as soon as possible
- Discourage the person from removing the child
- Under no circumstances should the Educator put themselves or the children in care at risk of being injured, whilst negotiations are taking place.
- If negotiations fail and the Educator and or other children are in danger then the child must be released. **This step will only occur if the situation has turned dangerous.**

IF A CHILD IS TAKEN AWAY UNWILLINGLY BY AN UNAUTHORISED PERSON

**The Educator should immediately contact -**

- The police on 000 advising them of the situation
- The child's parents/guardian or emergency contact if the parents/guardian cannot be contacted
- The Coordinator or member of the Coordination Unit
- An incident report needs to be completed within the next 24 hours and handed into the Coordination Unit

If a child requires urgent medical care or treatment then they can be taken away from the Educators premises via ambulance and the parent or guardian will be notified immediately.

If an Educator takes children to or from school or preschool, the Educator will record the actual time and initial the Attendance Record, and note the reason e.g. "Educator collected child from school".

If a school child is to travel to school by bus, the Before / After School Permission form must be signed by the parent / guardian. The Educator shall make the entry on the Attendance Record that the child has departed/ arrived at the service.

If a school child is to arrive or leave unaccompanied, eg, riding a bike, or walking from the bus stop before or after school, the arrangements must be recorded in writing and signed by the parent (Before/After School Care form to be completed each term).

Only people who are over 16 years of age and have been authorised by the parent, may collect the child from the Educator.

Educators are encouraged to have appropriate signage to assist in the safe arrival and departure of the children in their care. For example: hold my hand, shut the gate.

If an Educator feels the person who is picking up the child is under the influence of alcohol or drugs they cannot stop them from taking the child, however we would strongly advised them to report this immediately to the Police.

## RELEVANT LEGISLATION

Education and Care Services National Law 2010 Section 165, 167

Education and Care Services National Regulations 2011 Clause 99, 158-159 (b), 176, 168 (2) (i)

Family Law Act 1975 (Cth) as amended 2011

## KEY RESOURCES

Australian Children's Education and Care Quality Authority (ACECQA)

National Quality Standard 2011 Quality Area 2

Department of Education and Early Childhood Development (DEECD), Licensed Children's Services, phone 1300 307 415 or email [licensed.children.services@edumail.vic.gov.au](mailto:licensed.children.services@edumail.vic.gov.au)

Guide to safe arrivals and departures at your Children's Service. Kids and Traffic. Macquarie University. NSW [www.kidsandtraffic.mq.edu.au](http://www.kidsandtraffic.mq.edu.au)

**Appendix 1** One-Off Authorisation to Collect Child Form

**LAST REVIEW DATE:** August 2018

## RELATED POLICIES

Acceptance and Refusal of authorisations

Access and Custody

Assist Educators

Children in Care

Child Protection

Collaborative Partnerships with Families and Communities

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Complaints and Feedback  
Critical Incident  
Educator Household Members  
Educator Record Keeping  
Excursions  
Incidents, Injuries, Trauma and Illness  
Non Compliance  
Playsessions  
Privacy and Confidentiality  
Providing a child with a Safe Environment  
Protection from Harm and Hazards  
Relief Educators  
Supervision  
Visitors to a Family Day Care Service

APPENDIX 1

ONE-OFF AUTHORISATION TO COLLECT CHILD FORM

To be used where the parent/guardian or authorised nominee is able to provide prior written authorisation

I \_\_\_\_\_  
authorise

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

To collect my child/children (write name/s) \_\_\_\_\_

From \_\_\_\_\_

This will be a one off occasion and this person is not to be included on my child's enrolment form as an authorised nominee to collect my child on an ongoing basis

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

This form will be attached to the child's enrolment form.



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## DENTAL AND ORAL HEALTH

### BACKGROUND

When it comes to dental health, setting a good example for children not only helps them to have healthier gums and teeth throughout their lifetime, but can also help them prevent more serious medical issues as they get older. Good nutrition also plays an important role in dental and oral health.

### POLICY

The Coordination Unit and Educators will promote good dental and oral hygiene behaviour amongst the children in care and their families; and facilitate the prevention and management of dental trauma in children.

### PROCEDURE

To promote good dental and oral health in children and families -:

#### **The Coordination Unit will -**

- Record on the Registration and Authorisation Form the name, address and phone number of each child's preferred dentist (where provided).
- Provide professional development and resources for Educators on dental health practices with children.
- Provide families with information on good dental and oral health practices for children.

#### **Educators will -**

- Offer only water to drink as the preferred option at all times.
- Encourage parents to send nutritious foods such as vegetables, cheese, yogurt, fruit, plain pasta.
- Report to the family any signs they have noticed of tooth cavities, gum swelling, infection of the mouth, or problems, pain or discomfort the child has with chewing, eating or swallowing.
- Report any accident, injury or suspected injury to teeth and gums.
- Discuss good dental hygiene / practices with children as part of their programming.
- Educators will give children bottles before the children go to bed. Children will not be put in cots or in beds with bottles.

#### **Families are encouraged to -**

- Provide healthy foods for their children in care.
- Promote good dental health practices with their children.

### RELEVANT LEGISLATION

Education and Care Services National Law 2010  
Education and Care Services National Regulations 2010

#### KEY RESOURCES

National Quality Standards Quality Area 2  
The Royal Children’s Hospital Melbourne [www.rch.org.au](http://www.rch.org.au)  
Raising Children Network [www.raisingchildren.net.au](http://www.raisingchildren.net.au)  
Munch and Move [www.healthykids.nsw.gov.au/campaigns-programs/about-munch-move.aspx](http://www.healthykids.nsw.gov.au/campaigns-programs/about-munch-move.aspx)

**LAST REVIEW DATE:** August 2018

#### RELATED POLICIES

Collaborative Partnerships with Families and Communities  
Curriculum Development  
Food Handling  
Childrens Health and Hygiene  
Interactions with Children  
Nutrition and Activity  
Professionalism  
Work Place Health and Safety

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## EDUCATOR HOUSEHOLD MEMBERS ROLES AND RESPONSIBILITIES

### BACKGROUND

Educator and family member interactions with the children in care and their families need to be positive and respectful. Therefore it is equally important that interactions between the Educator and the family member's model respect and consideration and the roles and responsibilities of other members of the Educators family are understood and acknowledged.

Although the Educator has primary responsibility for the provision of care, their family members can influence the quality of care experienced by children attending their family day care service. As such, the Educators' family members have the role and responsibility to ensure that their actions and behaviour support the professional and quality standards achieved and maintained by the Educator in the provision of family day care.

It is the Educators' duty of care to protect the children in their care, and to ensure that a safe and nurturing environment is provided. It is also the Educator's responsibility to ensure that everyone in the household is aware of this obligation and of the boundaries of responsibility of family members, visitors and residents.

### POLICY

To clearly outline what will be required of the Educator and any household members when providing a Family Day Care service in their home.

To ensure that all household members are mindful of the Scheme Policies and Procedures.

To develop strategies for managing and maintaining an appropriate balance between professional and family activities. These will be developed in consultation with the Educator and any household members, and the Coordination Unit Staff as appropriate.

### PROCEDURE

#### **The Coordination Unit will -**

- Communicate with new Educators and household members about policies, standards, and the Scheme's expectations of providing a Family Day Care Service in their home before the new service begins.
- Provide clear written guidelines about the roles household members have in relation to the Educators provision of the Family Day Care Service.
- Provide information addressing the roles and responsibilities of household members and the impact of providing child care in the family home.
- Confirm the support of household members in the provision of Family Day Care.
- Take appropriate action when household members may be influencing the quality of care provided. This may be at the Coordinators discretion.

- Take reasonable steps to ensure that persons over the age of 18 years who live at a Family Day Care residence are fit and proper. To do this, each household member must obtain a working with children check (volunteer) before the Educator starts with the scheme or when a household member turns 18.
- Regular visitors and family or friends staying for extended periods of time (anything longer than 14 consecutive days), who will be interacting with the children are also required to obtain a working with children check (volunteer).

**Educators will -**

- Consider and plan for the impact that providing Family Day Care will have on their own household, family members and routines.
- Negotiate in advance with household members about resources and spaces within the home that will need to be shared for the effective provision of the Family Day Care Service.
- Develop suitable plans within their household to meet each member's need for privacy.
- Ensure that family members understand that the Educator will be providing care and education for the children based on the Early Year Learning Framework.
- Endeavour to ensure that all household members are made aware of and abide by Regulatory obligations and the Policy requirements of the Mid-Western Regional Family Day Care Scheme.
- Ensure that all household members are aware they cannot conduct any activities that may injure, endanger or negatively influence the children in care.
- Ensure household members are aware of the need for privacy and confidentiality associated with other Educators, the Coordination Unit, the children and families who use the service.
- Inform the families using their service of the occurrence of any significant infectious disease of any household member.
- Immediately notify the Coordination Unit if they become aware that any household member has been charged with or convicted of a child related or criminal offence.

**Household members need to -**

- Be equitable to the families of the children in care, treating all members with dignity and respect;
- respect the dignity and rights of all children in family day care and not subject children to any form of physical, verbal or emotional harm;
- respect the confidentiality of children and their families;
- Provide an environment that recognises and operates in a safe and respectful manner.
- not consume alcohol, cigarettes or any drugs that diminishes their physical or mental ability to behave in a professional manner when children are in care;
- take responsibility for ensuring personal items are not accessible to children and their families;
- Ensure that the Educator is solely responsible for the children at all times. The Educator cannot delegate this responsibility to any other household members.

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In the event of any breach related to the quality of care provided, action would be taken in compliance with the Complaints and Feedback Policy.

#### ROLE OF EDUCATOR'S PARTNER

The partner's view of an Educators' role and responsibilities has a considerable impact on the quality of care. The level of support by an Educator's partner is a crucial factor in the successful long term retention of the Educator with the Scheme. The Mid Western Regional Family Day Care Scheme recognises that there is no prescriptive model that can be used to describe the ideal roles and responsibilities for a partner. What works best for one family may not work well for another.

However there are common factors that an Educator and their partner should discuss in determining the role and responsibilities of the partner. These include:

- the level of involvement the partner will have with the children in care; and
- the level and type of support that they can provide to the educator for example:
  - listening to educators when they need to debrief about their day
  - providing care for their own children (if required) so that educators can attend professional development training
  - being professional in their dealings with children and parents
  - being accepting of different parenting practices and family dynamics

#### **Household members residing within the home of a Family Day Care Service will -**

- Do everything they can to protect themselves from an allegation of abuse or misconduct.
- Recognise that by law, an investigation of any child protection allegation must occur.
- Abide by **all** the policy requirements of the Mid-Western Regional Family Day Care Scheme, including, but not limited to:-

#### INTERACTION WITH CHILDREN

- Not injure any child attending the service.
- Not take any verbal or physical action against a child provided with a service at the home that may seriously humiliate, frighten or threaten the child.
- Interact in respectful ways with the children in care, their families and the Coordination Unit Staff.
- Role model respectful and considerate interaction between household members.

#### CONFIDENTIALITY

- Not disclose any information about other Educators, families, children or visitors of which they become aware, in a manner which identifies the individual.

#### INFECTIOUS DISEASE

- Be aware that a registered Educator is bound to inform care families of the occurrence of any significant infectious disease of household members.

#### CHILD PROTECTION

- Be aware that a registered Educator is bound to notify the Coordinator if any household members has been charged with or convicted child related or criminal offence

#### MAINTAINING SAFE AND APPROPRIATE ENVIRONMENT

- Be aware that a registered Educator and the household members are bound to observe strict health and hygiene practices, must not consume or be under the influence of alcohol or any other drug while providing care, and must maintain a smoke free environment.
- Be aware not to perform other duties that may be unsafe to the children in care or their families.
- All actions within the designated Family Day Care service area of the premises must be in line with all of the Mid-Western Regional Family Day Care policies and procedures.

#### NOTICE OF NEW PERSONS AT RESIDENCE

The Family Day Care Educator must notify the Coordination Unit if they will be having visitors that intend to stay for 1-2 nights or longer at their residence.

**They must notify the Coordination Unit if a new person intends to live at their Family Day Care residence or anywhere on their property.**

#### RELEVANT LEGISLATION

Education and Care Services National Law 2010

Education and Care Services National Regulations 2011

#### KEY RESOURCES

National Quality Standards 2011 (ACECQA)

Childcare Service Handbook (DEEWR)

Family Day Care Australia [www.familydaycareaustralia.com.au](http://www.familydaycareaustralia.com.au)

Belonging Being and Becoming – The Early Years Learning Framework for Australia

My Time, Our Place – Framework for School Age Care in Australia

NSW Commission for Children and Young People (2004) Working with Children Check Guidelines

**LAST REVIEW DATE:** August 2018

#### RELATED POLICIES

Assessment of Family Day Care Venues

Assist Educators

Behaviour Guidance

Children in Care



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Child Protection  
Collaborative Partnerships with Families and Communities  
Complaints and Feedback  
Curriculum Development  
Educator Selection and Registration  
Ethical Conduct  
Children's Health and Hygiene  
Information and Communication Technology  
Incidents, Injuries, Trauma and Illness  
Inclusion and Equity  
Infectious Diseases  
Interactions with Children  
Medical Conditions and Medical Administration  
Monitoring, Support and Supervision of Educators  
Pets and Animals  
Photographs and Videos  
Privacy and Confidentiality  
Providing a Child with a Safe Environment  
Professionalism  
Protection from Harm and Hazards  
Relief Educators  
Safe Sleep and Rest  
Social Media  
Supervision  
Visitors to a Family Day Care Service

## EDUCATOR RECORD KEEPING

### BACKGROUND

Accurate record keeping provides a level of transparency and accountability for services, Regulatory Authorities and families; and assists in the management of the service to ensure the safety of the children.

### POLICY

To ensure that records are kept in line with the 2011 Education and Care Services Regulations, the Department of Health Guidelines and the Child Care Management System Guidelines.

To assist the Coordination Unit maintain up to date information regarding the children in the care of their Registered Family Day Care Educators.

To ensure consistency and accuracy in Educators record keeping practices.

### PROCEDURE

#### CHILD/ FAMILY INFORMATION

All Educators are required to keep information within their Family Files containing each child's family details, emergency contact names and numbers, information about any special needs / requirements, any medical plans, medication records, accident/incident reports, permission notes for excursions etc.

Educators are to receive completed Authorisation and Registration Forms from the Coordination Unit Office when a child is placed in their care and should abide by all parents requests within it (eg. adults who may collect the child, special circumstances etc.)

#### AMENDMENT AND APPROVAL OF CHANGES TO RECORDS

The service will take reasonable steps to ensure that the records we keep are accurate, complete, up-to-date and written in objective non-judgmental language. However, should a person discover that the information held about them is inaccurate or misleading, they are required to inform the Coordination Unit and provide accurate information regarding the changes required, and the records will be amended immediately.

#### PUBLIC LIABILITY INSURANCE

A Family Day Care Educator must keep evidence of the Educator's current public liability insurance at the family day care residence or venue. This evidence, usually in the form of a 'certificate of currency', must be displayed on the Educators noticeboard and made available for inspection by the Regulatory Authority or an authorised officer.

#### CHILD ATTENDANCE RECORDS

Educators are required to complete Attendance Records for each of the children in their care. These are legal documents and must accurately:

- Record the Educators name and service details

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- Record the full name of each child attending the service
- Record the date and exact time each child arrives and departs
- Be signed on the child's arrival and departure by the person who delivers or collects the child

Educators are to ensure that all attendance records are made available to parents for their signature on a daily basis.

Educators must state on the child's attendance records any absences and should provide details regarding the nature of the absence eg. sick, holiday or other.

Attendance Records must be delivered /faxed/ emailed to the Mudgee Coordination Unit Office by each Monday following the week's care by 12 noon for processing.

All original Attendance Records are to be kept by the Coordination Unit for 7 years at the Coordination Unit premises.

#### RECEIPTS

Receipts must be issued to parents on handover of money; giving details of the child/ren, dates of care, including hours of care, food, travel, administration levy and gap fees. Educators are to submit to the office a duplicate copy of all parents' receipts within two weeks of the care period. Unless otherwise arranged with the Coordination Unit, a weekly fine will be charged after this period.

#### CURRICULUM

All Educators are required to maintain a record of the program of activities provided for the children in their care, observations and reflections as per the Curriculum Development Policy. These are to be displayed for parents to see, and be available for Coordination Unit staff to sight when requested.

#### DEVELOPMENTAL MILESTONES

Educators are required to complete Developmental Milestones on all new children in care within their first three months and on each milestone age after that.

#### PARENT / EDUCATOR AGREEMENTS

Before a child can start care the parent / guardian must sign a Parent / Educator Agreement as to what days / hours their child will be attending care. The Educator will keep a copy, the parent takes a copy and a copy is sent into the Coordination Unit entered into the Child Care Management System.

If there are any changes to this contract throughout the year another Parent / Educator contract should be completed. It would be best practice to also complete a new contract at the beginning of each year.

#### INCIDENT, INJURY, TRAUMA AND ILLNESS

If a serious Incident, Injury, Trauma or Illness occurs the Educator is required to complete the appropriate form. They send a copy to their Insurance Company, keep a copy for themselves and send a copy to the Coordination Unit who upload it through the Portal to ACECQA.

#### WHEN A CHILD FINISHES CARE

The following information is to be sent back to the Coordination Unit with all of the childrens information / family files when a child finishes care with an Educator.

- Developmental Milestones
- Observations
- Medication Forms
- Excursion Permission
- Before / After School Care
- Pet / Water Play / any other Authorities
- Any other relevant information that has been obtained/ gathered

#### VISITORS TO THE FAMILY DAY CARE SERVICE

The completed Visitors sign-in sheets should be returned to the Coordination Unit at the end of each calendar year.

#### QUARTERLY EMERGENCY EVACUATION FORMS

Completed Quarterly Emergency Evacuation Forms should be sighted by a Coordination Unit staff member each quarter and stored safely.

#### PRIVACY STATEMENT

The Parent Handbook contains a privacy statement informing families of the purpose of information held in confidence by the service about them.

#### CONFIDENTIALITY

Staff, Educators' and children's records shall be kept up to date and in a safe and secure area. The records will remain confidential and will only be made available to those who have a lawful right to them. Information will not be disclosed to another party without the consent of the individual concerned unless it is a requirement by law. Confidentiality will be maintained when discussing matters with educators, staff, and other agencies.

#### CONTENT OF INFORMATION HELD

The service will limit the amount and type of information that is held about our stakeholders. Information held by the service will be for the express purpose of administering the service in adherence with government legislation and regulations, for example, delivery of quality care and education, administration of Child Care Subsidy, Australian Taxation requirements, etc.

#### MISUSE OF INFORMATION

Agents of the service must not misuse information held by and on behalf of the service. In the event that an agent of the service misuses such information, disciplinary action will be taken.

#### ACCESS

Families, educators and staff have the right to know what information is held about them. Should either party seek access to their records, the Coordinator will arrange a suitable time to provide

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this information. Copies of such records will be made available upon request, at a mutually agreed time.

#### RETURNING INFORMATION TO THE COORDINATION UNIT

All information as outlined above must be returned to the Coordination Unit when the family ceases care. This information needs to be kept by the Coordination Unit until the child turns 25 years.

#### COMPLIANCE WITH RELEVANT LEGISLATIVE REQUIREMENTS

The service will abide by all legislative requirements in relation to the storage, management and disposal of records. (Clauses 181-184)

#### STORAGE

All records held about families, educators and staff will be kept in such a way as to:

- prevent access by unauthorised persons;
- remain secure; and
- be archived for the specified time, according to Education and Care Services Regulations and the Mid-Western Regional Council requirements.

#### DISPOSAL OF RECORDS

Records will be held in a locked storage area until the time they can lawfully be destroyed. The service will use a security company (chosen by Mid-Western regional Council) to dispose of all archived documents. They will remove the records in a locked container and shred them in a secure manner.

#### RELEVANT LEGISLATION

Commonwealth Privacy Act 1988

Education and Care Services National Law Act 2010

Education and Care Services National Regulations 2011

#### KEY RESOURCES

Australian Government Child Care Management Handbook

National Quality Standards: Quality Area 7

**LAST REVIEW DATE:** August 2018

#### RELATED POLICIES

Acceptance and Refusal of authorisations

Access and Custody

Curriculum Development

Delivery and Collection of Children  
Emergency and Evacuation  
Excursions  
Childrens Health and Hygiene  
Incidents, Injuries, Trauma and Illness  
Medical Conditions and Medical Administration  
Photographs and Videos  
Privacy and Confidentiality  
Professionalism  
Retention and Confidentiality of Records  
Social Media  
Visitors to a Family Day Care Service  
Work Place Health and Safety



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## EDUCATOR SELECTION AND REGISTRATION

### BACKGROUND

The selection and registration of quality Family Day Care Educators is essential in providing a high quality child care service. Effective recruitment and induction procedures ensure the best possible applicants are attracted to and retained by the Scheme.

### POLICY

To ensure the Registration of skilled Educators through appropriate selection procedures that reflect current and best practices and are in accordance with the Education and Care Services National Regulations 2011.

The Policy will guide the service to maintain a positive, professional, unbiased and ethical approach in the engagement and registration of all Educators. The Scheme will work together with and support successful Educators to achieve all requirements to providing a successful quality service.

### PROCEDURE

#### EDUCATOR SELECTION

The selection of Educators' suitability will be dependent on

- their interest and desire to work with children,
- knowledge of early childhood development and ability to demonstrate a genuine interest in and enthusiasm for helping children grow and develop according to their individual needs.
- their ability to communicate effectively, respectfully and warmly with children and adults.
- Their ability to complete requirements and maintain accountability,
- motivation to learn and continue relevant training,
- knowledge of small business management skills, or the ability to acquire them, including being able to manage financial and record keeping requirements, tax compliance and maintenance of insurances.
- whether they are physically and mentally able to manage stressful situations and has the flexibility to respond to the changing demands of caring children as they occur.

Prospective Educators enquiring about becoming an Educator will be given the Prospect Educators Handbook, and be directed to the NSW Family Day Care and the National Family Day Care Association websites for further information.

Applicants for the position of a Family Day Care Educator should be at least 21 years of age (or at the Coordinator's discretion).

Prospective Educators will be offered an opportunity to meet with a Coordination Unit staff member at the home or venue they propose to operate the service from, for an assessment review which will outline all of the safety requirements and expectations of the premises.

Prospective Educators will be required to spend time with at least four working Educators. These Educators are chosen for their experience and ability to support and guide others. The Educators will be asked to provide feedback to the Coordinator about the prospective Educator's skills, motivation and ability to engage with children.

Prospective Educators must complete the Educator Application form and provide the service with a minimum of two telephone referees, preferably their most recent employer and a personal or character referee. Additional character references are desirable. The Coordinator will contact a minimum of two referees asking the prescribed questions from the Prospective Educator Referee Check form and determine the source of their suitability.

Prospective Educators who have been registered as an Educator with another service must notify the service to inform them they will be contacted by the Mid-Western Regional Family Day Care Scheme and give permission for them to provide professional feedback about the Educator.

Prospective Educators will need to attend an interview with a Coordination Unit staff member. Educator interviews will assess the suitability, experience, knowledge and motivation of a prospective Educator.

A Prospective Educator must have an approved Certificate III level Education and Care / Children's Services Qualification.

The Coordinator will assess the suitability of applicants in a timely manner and notify all applicants as to whether or not they have been successful. Unsuccessful applicants will be informed of the reasons for their unsuccessful application.

**To assess the overall fitness of applicants the Coordinator will consider:**

- The visit to the prospective Educators home or proposed premises
- Feedback from the mentor Educators
- The Educators' interview answers
- The feedback provided by referees.

**An application may be rejected for reasons that include, but will not be limited to the following:**

- Unsatisfactory Working with Children Check of applicant or household members.
- References unavailable or unfavourable.
- Unsatisfactory Workplace Health and Safety Audit of the applicant's home.
- Unsatisfactory medical report.
- Refusal by prospective Educator to comply with an obligation within service and/or legislative requirements.
- Inability to demonstrate the capacity to supervise and care for the children adequately.
- Inability to demonstrate effective communication skills and interactions with children and adults.
- Limited knowledge of child development and appropriate behaviour guidance.

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At any stage of the process where it emerges that the applicant cannot fulfil the selection criteria for the role of an Educator, the Coordinator can reject the application. The unsuccessful applicant will be informed in writing where their application has been declined.

**Prior to commencement successful applicants will further be required to:**

- Complete orientation training with the Scheme. Parts of training can be waived at the Coordinator's discretion for applicants with extensive and recent experience working within another Family Day Care Scheme or early childhood service.
- Have the Medical Certificate completed to ensure their health and wellbeing to operate a service.
- Hold appropriate current First Aid qualifications, CPR, Asthma and Anaphylactic management.
- Complete a NSW Working with Children Check and provide the Coordination Unit with the reference number.
- Household members over 18 years of age complete the Volunteers Working with Children Check. They must also complete and return a signed copy of household members' agreement.
- Complete a National Criminal Police Check. As will any members of the household.
- Obtain a Provider Digital Access (PRODA)
- Obtain appropriate Public Liability Insurance
- If operating from a premise other than their own home, provide the service with a letter of approval from landlord / premises owner or the real estate agency on behalf of the owner.
- Obtain and inform the Service of their ABN number
- Sign and return the bank details and authorities form
- Provide the service with a secure email address
- Provide the service with a completed fee schedule
- Prospective Educators must provide the service with a copy of their current drivers' licence if the Educator will be transporting children.
- Sign and return a copy of the Registration Agreement and receive a Registration Certificate.

**PERIOD OF REGISTRATION**

Educators on commencement with the service, enter into a contract for an initial period of a 3 months probationary period.

An Annual Review is then conducted each year, and the Educator will then be issued with a new contract which will generally be for the following 12 months. However it may be necessary to issue a Certificate of Registration for a shorter period depending on particular conditions.

The Certificate of Registration will show the following information:

- The name of the Scheme
- The Educator's name and address

- The days and times the Educators service will be operating
- Name/s of any Assist Educators
- Any conditions imposed by the Coordinator

Procedures are in place to ensure the Certificate of Registration will be displayed in a prominent place and upon resignation the Certificate of Registration will be returned to the service for cancellation.

#### ANNUAL REVIEW

The Annual review will be conducted by the Coordinator for all Educators once a year (generally August / September) for Re-Registration for the following calendar year.

If an Educator has had concerns raised during the previous 12 months regarding any aspect of the Family Day Care Service provided, this will again be addressed during Annual Review.

If the Coordination Unit feels that further commitment to resolving the concern is required an Educator may be put on 3 months' probation. If they do not then meet the necessary improvements/ changes they may not be Re-registered for the following year.

#### REGISTRATION AFTER A PERIOD OF LEAVE – MATERNITY / ILLNESS

Before an Educator can resume their Family Day Care Service they must have a Medical Certificate stating they are mentally and physically able to come back to caring for children. They must have a review assessment of their service location by the Coordination Unit and make sure all First Aid requirements and insurance are up to date.

#### REGISTER OF FAMILY DAY CARE EDUCATORS

Approved providers must keep the required information about Family Day Care Educators on their register, as well as that of assist educators, and be able to send it through to appropriate authorities upon request.

#### RELEVANT LEGISLATION

Education and Care Services National Law 2010

Education and Care Services National Regulation 2011

#### KEY RESOURCES

National Quality Standards (ACECQA)

Australian Government Child Care Services Handbook (DEEWR)

**LAST REVIEW DATE:** August 2018

#### RELATED POLICIES

Assessment of Family Day Care Venues

Assist Educators

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Deregistration of an Educator

Educator Household Members

Non Compliance

Privacy and Confidentiality

Professionalism

Relief Educators

Work Place Health and Safety

## EDUCATORS LEAVE AND RESIGNATION

### BACKGROUND

As small business owners, it can be easy to allow the work to take over, leaving little room for breaks and down time, but it is important to have a work life balance. We need time to rest and recuperate so that we come back to work recharged and with a renewed energy and enthusiasm. Know your own limitations and make sure to schedule enough time to take care of yourself. Without your health and mental well-being, it will be much harder to see your business to success.

### POLICY

To ensure that Educators have access to various forms of leave and to ensure that appropriate relief arrangements are made for parents and their children.

### PROCEDURE

#### MATERNITY LEAVE

Educators will be encouraged to cease work up to six weeks before their due date, subject to their health or at the Coordinator's discretion.

Educators will be encouraged to take a minimum of 8 weeks leave after the birth of their child.

When an Educator wishes to recommence care after the birth of a child, a medical certificate from a Doctor stating they are ready to return to caring for children will be required.

#### ANNUAL LEAVE

Educators will be encouraged to take a minimum of four weeks annual leave during the year.

Educators are self-employed and are able to take leave at any time during the year.

Within the Duty of Care of the Coordination Unit or at the Coordinator's discretion an Educator may be strongly encouraged to take some leave.

#### SICK LEAVE

If an Educator becomes ill they should notify their families immediately that they will be unable to care for a day / a week. The families can contact the Coordination Unit who will try to arrange alternative care for their children. If an Educator is away for an extended period due to ill health or an operation, a medical certificate from a doctor stating they are able to return to work caring for children will be required.

#### EMERGENCY LEAVE

Emergency Leave may be organised through the Coordination Unit at short notice.

#### PROCESS TO FOLLOW WHEN TAKING LEAVE

For all types of leave, (other than emergency or sudden illness leave) Educators are required to complete a leave form giving at least 2 weeks' notice to the Coordination Unit and written notice to their families, in order for alternative arrangements to be made for the children in their care.



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All arrangements for care of children when their Educator is on leave must be done in conjunction with the Coordination Unit. Unfortunately all families may not receive care as positions may be limited with other Educators.

#### RECOMMENCEMENT AFTER LEAVE

Before recommencing care after an extended period of leave, Educators must notify the Coordination Unit of their intended starting date.

A Risk Assessment of the Family Day Care Service will be completed by the Coordination Unit and any safety or training requirements completed before the Educator can recommence.

The Educator must insure that their First Aid Certificates and Public Liability Insurance are current.

#### RESIGNATION

Educators should provide the Coordination Unit and all families with at least one month's written notice of their Resignation as an Educator with the Scheme.

Annual leave will not be accepted as a part of the one months' notice.

If all families have found alternate care before the month is completed the Educator may be able to finish early. The Educator may also finish earlier at the Coordinator's discretion.

If families find alternate care before the Educator one month notice is up they are able to leave without the two weeks' notice.

As part of the Educators legal responsibility as an Educator, as stated in the 2011 Education and Care Services Regulations and Law, they are required to return to the Coordination Unit all family information, all original receipts and original attendance records, Registration Certificates, Quarterly Checklists, Visitors sign in sheets and all toy, equipment and other resources borrowed from the Scheme.

#### RELEVANT LEGISLATION

Education and Care Services National Law 2010

Education and Care Services National Regulations 2011

#### KEY RESOURCES

National Quality Standards: Quality Area 7

**LAST REVIEW DATE:** August 2018

#### RELATED POLICIES

Assessment of Family Day Care Venues

Assist Educators

Collaborative Partnerships with Families and Communities

Complaints and Feedback

Deregistration of an Educator

Educator Household Members

Non Compliance

Professionalism

Relief Educators

Work Place Health and Safety

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## EDUCATOR RECORD KEEPING

### BACKGROUND

Accurate record keeping provides a level of transparency and accountability for services, Regulatory Authorities and families; and assists in the management of the service to ensure the safety of the children.

### POLICY

To ensure that records are kept in line with the 2011 Education and Care Services Regulations, the Department of Health Guidelines and the Child Care Management System Guidelines.

To assist the Coordination Unit maintain up to date information regarding the children in the care of their Registered Family Day Care Educators.

To ensure consistency and accuracy in Educators record keeping practices.

### PROCEDURE

#### CHILD/ FAMILY INFORMATION

All Educators are required to keep information within their Family Files containing each child's family details, emergency contact names and numbers, information about any special needs / requirements, any medical plans, medication records, accident/incident reports, permission notes for excursions etc.

Educators are to receive completed Authorisation and Registration Forms from the Coordination Unit Office when a child is placed in their care and should abide by all parents requests within it (eg. adults who may collect the child, special circumstances, no photos etc.)

#### AMENDMENT AND APPROVAL OF CHANGES TO RECORDS

The service will take reasonable steps to ensure that the records we keep are accurate, complete, up-to-date and written in objective non-judgmental language. However, should a person discover that the information held about them is inaccurate or misleading, they are required to inform the Coordination Unit and provide accurate information regarding the changes required, and the records will be amended immediately.

#### PUBLIC LIABILITY INSURANCE

A Family Day Care Educator must keep evidence of the Educator's current public liability insurance at the family day care residence or venue. This evidence, usually in the form of a 'evidence of cover', must be displayed on the Educators noticeboard and made available for inspection by the Regulatory Authority or an authorised officer at any time.

#### CHILD ATTENDANCE RECORDS / SESSION REPORT

Educators are required to complete Attendance Records for each of the children in their care. These are legal documents and the data must accurately:

- Record the Educators name and service details
- Record the full name of each child attending the service

- Record the date and exact time each child arrives and departs
- Be signed on the child's arrival and departure by the person who delivers or collects the child

Educators are to ensure that all attendance records are made available to parents for their signature on a daily basis.

Educators must state on the child's attendance records any absences and should provide details regarding the nature of the absence eg. sick, holiday or other.

Attendance Records must be delivered /faxed/ emailed to the Mudgee Coordination Unit Office by each Monday following the week's care by 10am for processing.

All original Attendance Records are to be kept by the Coordination Unit for 7 years at the Coordination Unit premises.

#### RECEIPTS

Receipts must be issued to parents on handover of money; giving details of the child/ren, dates of care, including hours of care, food, travel, administration levy and gap fees. Educators are to submit to the office a duplicate copy of all parents' receipts within two weeks of the care period. Unless otherwise arranged with the Coordination Unit, a weekly fine will be charged after this period.

#### THIRD PARTY SOFTWARE

Educators may choose to purchase and use a third party software provider for collecting the data relating to a child's attendance record / session of care. If an educator chooses to use a third party software provider it must have an electronic solution for sign in and sign out purposes along with the provision for electronic signature to confirm the record. Educators wishing to use a third party software provider will be responsible for the any associated costs. It would be best practice for an Educator to use the same third party software as the coordination unit to ensure the data can be easily transferred.

#### CURRICULUM

All Educators are required to maintain a record of the program of activities provided for the children in their care, observations and reflections as per the Curriculum Development Policy. These are to be displayed for parents to see, and be available for Coordination Unit staff to sight when requested.

#### DEVELOPMENTAL MILESTONES

Educators are required to complete Developmental Milestones on all new children in care within their first three months and on each milestone age after that.

#### PARENT / EDUCATOR AGREEMENTS (COMPLYING WRITTEN ARRANGEMENTS)

Before a child can start care the parent / guardian must sign a Parent / Educator Agreement (Complying Written Arrangement) as to what days / hours their child will be attending care. The Educator will keep a copy, the parent receives a copy and a copy is sent into the Coordination Unit which is entered into the third party software.

If there are any changes to this Agreement (Complying Written Arrangement) throughout the year another Parent / Educator Agreement (Complying Written Arrangement) should be completed. It

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would be best practice to also complete a new Agreement (Complying Written Arrangement) at the beginning of each calendar year.

#### INCIDENT, INJURY, TRAUMA AND ILLNESS

If a serious Incident, Injury, Trauma or Illness occurs the Educator is required to complete the appropriate form. They send a copy to their Insurance Company, keep a copy for themselves and send a copy to the Coordination Unit who upload it through the Portal to ACECQA.

#### WHEN A CHILD FINISHES CARE

• The following information is to be sent back to the Coordination Unit with all of the childrens information / family files when a child finishes care with an Educator.

- Developmental Milestones
- Observations
- Medication Forms
- Excursion Permission
- Before / After School Care
- Pet / Water Play / any other Authorities
- Any other relevant information that has been obtained/ gathered

#### VISITORS TO THE FAMILY DAY CARE SERVICE

The completed Visitors sign-in sheets should be returned to the Coordination Unit at the end of each calendar year.

#### QUARTERLY EMERGENCY EVACUATION FORMS

Completed Quarterly Emergency Evacuation Forms should be sighted by a Coordination Unit staff member each quarter and stored safely.

#### PRIVACY STATEMENT

The Parent Handbook contains a privacy statement informing families of the purpose of information held in confidence by the service about them.

#### CONFIDENTIALITY

Staff, Educators' and children's records shall be kept up to date and in a safe and secure area. The records will remain confidential and will only be made available to those who have a lawful right to them. Information will not be disclosed to another party without the consent of the individual concerned unless it is a requirement by law. Confidentiality will be maintained when discussing matters with educators, staff, and other agencies.

#### CONTENT OF INFORMATION HELD

The service will limit the amount and type of information that is held about our stakeholders. Information held by the service will be for the express purpose of administering the service in

adherence with government legislation and regulations, for example, delivery of quality care and education, administration of Child Care Subsidy, Australian Taxation requirements, etc.

#### MISUSE OF INFORMATION

Agents of the service must not misuse information held by and on behalf of the service. In the event that an agent of the service misuses such information, disciplinary action will be taken.

#### ACCESS

Families, educators and staff have the right to know what information is held about them. Should either party seek access to their records, the Coordinator will arrange a suitable time to provide this information. Copies of such records will be made available upon request, at a mutually agreed time.

#### RETURNING INFORMATION TO THE COORDINATION UNIT

All information as outlined above must be returned to the Coordination Unit when the family ceases care. This information needs to be kept by the Coordination Unit until the child turns 25 years.

#### COMPLIANCE WITH RELEVANT LEGISLATIVE REQUIREMENTS

The service will abide by all legislative requirements in relation to the storage, management and disposal of records. (Clauses 181-184).

#### STORAGE

All records held about families, Educators and staff will be kept in such a way as to:

- prevent access by unauthorised persons;
- remain secure; and
- be archived for the specified time, according to Education and Care Services Regulations and the Mid-Western Regional Council requirements.

#### DISPOSAL OF RECORDS

Records will be held in a locked storage area until the time they can lawfully be destroyed. The service will use a security company (chosen by Mid-Western regional Council) to dispose of all archived documents. They will remove the records in a locked container and shred them in a secure manner.

#### RELEVANT LEGISLATION

Commonwealth Privacy Act 1988

Education and Care Services National Law Act 2010

Education and Care Services National Regulations 2011

#### KEY RESOURCES

Australian Government Child Care Management Handbook



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National Quality Standards: Quality Area 7

**LAST REVIEW DATE:** August 2018

#### RELATED POLICIES

Acceptance and Refusal of authorisations

Access and Custody

Curriculum Development

Delivery and Collection of Children

Emergency and Evacuation

Excursions

Childrens Health and Hygiene

Incidents, Injuries, Trauma and Illness

Medical Conditions and Medical Administration

Photographs and Videos

Privacy and Confidentiality

Professionalism

Retention and Confidentiality of Records

Social Media

Visitors to a Family Day Care Service

Work Place Health and Safety

## EMERGENCY AND EVACUATION

### BACKGROUND

The aim of emergency planning is to ensure that the safety of Educators and children are maintained, as far as possible, during an emergency or a disaster. Planning for emergencies provides a sense of predictability about how it will respond if they occur.

Emergency may refer to all situations or events posing an imminent or severe risk to those present in an education and care service premises. For example, an emergency could include a fire, flood, snake or situation that requires a service to be locked down (eg: stranger danger). An emergency situation may not actually occur within the Educators service but an adjoining property/service.

### POLICY

To ensure that an evacuation procedure is devised with each Educator and followed in accordance with the 2011 Education and Care Services Regulations.

To ensure that the Educator and all of the children in their care are quickly and safely evacuated or locked down and protected from any immediate danger.

### PROCEDURE

The Educator must conduct a risk assessment that identifies any potential hazards or emergencies relevant to their Family Day Care Service.

If the emergency situation results in an inability to return to the premises, the Educator must have a contingency plan to act upon.

The Educator must have instructions for what must be done in an emergency and an emergency and evacuation floor plan displayed in a prominent position near each exit at their service premises, clearly showing areas designated to their Family Day Care Service, and where the Fire Extinguisher and blanket are kept.

Ensure all fire protection equipment is tested annually and kept in proper working order and that it is easily accessible.

Educators must conduct Emergency Evacuation Drills every three months and ensure that all of the children in their care complete a drill each quarter.

The rehearsals must be documented. Documenting the rehearsal allows the Educator to reflect on the procedures and determine necessary adjustments. Records must show who has been involved in the emergency rehearsals, and can assist in ensuring that every child participates regularly. Rehearsals should take place at various times of the day and week, be various scenarios and enter / leave through different access doors.

Family Day Care Services that provide care for children of school age should plan rehearsals to cover before and after school sessions, and vacation care.

It would be best practice to inform parents / guardians that an emergency drill has occurred during the day, so they can speak further about it with their children. It should be documented on the program.

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Educators should have an evacuation pack which would include basic first aid kit, children's necessities including nappies, water, toys, blankets, torch and parent contact numbers.

The Coordination Unit staff will conduct office evacuation drills and quarterly play session evacuation drills. They will also contact Educators once each quarter to state a spontaneous emergency drill.

**If an Educator DOES have an Emergency Evacuation or Lock down they should**

- contact appropriate authorities by calling 000
- contact the coordination Unit, who will go to assist or contact parent / guardians to contact children if required

RELEVANT LEGISLATION

2011 Education and Care Services Law

2011 Education and Care Services Regulations

KEY RESOURCES

National Quality Standard (ACECQA)

Kidsafe [www.kidsafe.com.au](http://www.kidsafe.com.au)

**LAST REVIEW DATE:** August 2018

RELATED POLICIES

Access and Custody

Assessment of Family Day Care Venues

Assist Educators

Child Protection

Collaborative Partnerships with Families and Communities

Critical Incident

Educator Record Keeping

Excursions

Incidents, Injuries, Trauma and Illness

Medical Conditions and Medical Administration

Non Compliance

Privacy and Confidentiality

Providing a Child with a Safe Environment

Professionalism

Protection from Harm and Hazards  
Relief Educators  
Supervision  
Visitors to a Family Day Care Service  
Vehicle Safety  
Water Safety  
Work Place Health and Safety

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## ENROLMENT AND ORIENTATION

### BACKGROUND

The most successful placements of children into Family Day Care are when there is a match between the needs of the child, family expectations and the Educator's ability and willingness to meet the individual needs of the child. It is the role of the Coordination Unit to implement systems and practices that allow for placements to occur in a fair and ethical manner. It is also important that placements are made as quickly as possible to ensure Educators are given every opportunity to fill a vacancy and for families to find suitable childcare.

### POLICY

To ensure Mid-Western Regional Family Day Care manages children's enrolments in a manner that ensures the placement of a child into care is in accordance with all government legislative and regulatory requirements.

To ensure the service places children into care, in accordance with the Child Care Service Handbook, in a fair and equitable manner to all families.

Educators ensure that all children in the homes of Registered Educators, including the Educator's own children, are registered with the Mid-Western Regional Family Day Care Scheme.

Educators will provide children and families with an orientation process for their individual service.

### PROCEDURE

Families seeking education and care should contact the Coordination Unit to arrange registering the child with the service.

Priority of access — prioritising vacancies

As vacancies in a service arise, providers are asked to consider prioritising children who are:

- at risk of serious abuse or neglect
- a child of a sole parent who satisfies, or parents who both satisfy, the activity test through paid employment.

This reflects the Australian Government's intention to help families who are most in need, and support the safety and wellbeing of children at risk in accordance with the Framework for Protecting Australia's Children 2009–2020.

### WAITING LIST / CHOOSING AN EDUCATOR

Family details are entered onto the Family Day Care waiting list in date order of receipt of registrations. Families are advised that for their name to remain on the Family Day Care Waiting List they are required to regularly contact the Coordination Unit to confirm their continuing need for care and to ensure that their details are up to date. The Waiting List is reviewed and updated on a regular basis.

Coordination Unit staff aim to facilitate placements within the service by matching care requirements such as age and number of children, hours of care, starting dates and location, with

Educator vacancies. Where possible, families will be referred to more than one Educator, who may be able to meet their childcare requirements, to enable choice of Educators.

Families are contacted as Educator vacancies become available that may suit the family's requirements.

Families are advised that the Educator's vacancy is being given out to a few families to provide choice for the families and the Educator, and request families make contact with the Educator within 24 hours.

Parents are advised to telephone the Educators and arrange an interview with them. They are also requested to advise the Office of their decision. If the Educators recommended are found not to be suitable by the parent they are asked to contact the Office for further recommendations/ Educators if available.

Choosing an Educator with whom Parents and children feel comfortable is most important. Parents have the right and responsibility to determine that the Educator shares similar values and can meet the needs of their child. The Educator has the responsibility and the right to decide whether the child's needs and the parents' expectations could be met through the placement. Parents and Educators are under no obligation to accept or continue if the placement is deemed to be not meeting the best interest of the child.

The parent and Educator shall meet in the Educator's Family Day Care service for the initial interview to discuss all the aspects of the potential placement. The child's needs and the expectations and needs of parents and the Educator should be openly discussed. Once an Educator has been selected another interview may be arranged for the Parent and Educator to discuss full details of the care.

The Scheme should also be notified about the parent's choice of an Educator, parents need to notify the scheme which Educator they have chosen.

## REGISTRATION

The registration of new families should take place where practicable at the Coordination Unit Office prior to the child commencing their placement. It is the responsibility of the Educator and the Scheme to ensure that the Educator has the relevant family information documented on the Child Registration

Form. It is the responsibility of the parents to inform both the Educator and the Scheme if this information changes.

Parents will be provided with relevant information regarding policies and guidelines, fees and Child Care Subsidy. Parents will be notified of their responsibilities for Child Care Subsidy and that full fees will apply until we are able to formally enrol the child and access their Child Care Subsidy through the database.

Parents will be given a Parent Handbook outlining the operational procedures of the Scheme, the ECA Code of Ethics, service philosophy, approaches to the Early Years Learning Framework, information on the National Quality Framework, the National Quality Standards, advice on how to choose an Educator advice on how to start their child in care, an overview of Policies and Procedures and how to provide feedback.

When an Educator is chosen it is recommended for the parent and child to visit with the Educator before the child commences care to assist in orientation for the child and family. Families are also encouraged to complete the Educator Information Sheet and give to their Educator.



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#### BIRTH CERTIFICATE

A family is required to supply the child's birth certificate to be copied at Registration. If they do not have one they need to order one online and bring a copy of the receipt.

#### IMMUNISATION

Changes to the NSW Public Health Act (Part 5, Division 4, Sections 85-88) and NSW Public Health Regulation (Part 7, Division 2, Sections 42-44A) came into force to improve the timeliness of vaccine coverage in children, and help prevent outbreaks of serious vaccine-preventable diseases.

This means that child care facilities must have documented evidence that children are up to date with their vaccinations, or that they are on a recognised catch-up schedule, or that they have a medical contraindication to vaccination before enrolling a child.

The Mid-Western Regional Family Day Care Scheme **will not enrol a child unless they have immunisation certificates proving that they are fully immunised.**

#### EMERGENCY CARE

A request for immediate care may arise through an emergency, eg. Hospitalisation or illness of parent. The Coordination unit will ensure adequate information regarding the family and child is provided to the

Educator prior to placement. The full enrolment procedure will be carried out at the first opportunity. Acceptance of an emergency care arrangement does not constitute obligation for the Educator or family to accept on-going placement.

#### EDUCATORS

Educators are required to regularly keep the Coordination Unit up to date with their current vacancies.

Although in most instances, it is at the Educators discretion as to which families / children they take into their service, it is expected that all Educators will maintain a Professional outlook at all times when interviewing potential families / children.

Educators are required to contact the Coordination Unit to check families on the waiting list, if contacted directly by a family requiring care before offering the position to the family.

Educators may offer care for two children under the age of two years, however they must contact the Coordination Unit prior to considering the placement of a third child under the age of two.

Educators must obtain a copy of the Registration and Authorisation Form and complete a Parent/ Educator Agreement before the child commences care within their service.

Educators will develop an orientation process for families and children when they first enter their individual service.

#### FAMILIES

Families are required to register with the Coordination Unit if requiring care. They are asked to maintain regular contact whilst on the Waiting List to ensure their details are current and correct.

When offered a position with an Educator, they are asked to contact the Educators within 24 hours after referral.

Families need to advise the Coordination Unit promptly of their decision for placement after meeting with an Educator. They are then asked to come and register their child by completing a Registration and Authorisation Form.

#### TERMINATING CARE

Parents have the right to finish care with an Educator if they no longer require it. However a notice period is required to minimise the impact on the Educators' service and allow the Coordination Unit to fill the vacancy.

When terminating permanent care arrangements, two weeks' written notice is required. If the child does not attend during the notice period, i.e. they are absent, then full fees (without Child Care Subsidy) will be charged as Child Care Subsidy cannot be claimed if care finishes on an absence.

An Educator also has the right to ask a family to finish up care with their service. Two weeks' written notice is also required.

#### RELEVANT LEGISLATION

Education and Care Services National Law 2010

Education and Care Services National Regulations 2011

Children and Young Persons (Care and Protection) Act 157 1998

Family Assistance and other Legislation Amendment (Child Care and Other Measures) Act 2011

Children, Youth and Families Act 2005 amended 2011

Child Wellbeing and Safety Act 2005 amended 2012

Disability Discrimination Act 1992

Equal Opportunity Act 2010

#### KEY RESOURCES

National Quality Standards (ACECQA)

Kidsafe [www.kidsafe.com.au](http://www.kidsafe.com.au)

Childcare Service Handbook 2018 (DEEWR)

**LAST REVIEW DATE:** August 2018

#### RELATED POLICIES

Access and Custody

Children in Care

Collaborative Partnerships with Families and Communities

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Delivery and Collection of Children

Fees and Charges

Children's Health and Hygiene

Inclusion and Equity

Medical Conditions and Medical Administration

Non Payment of Fees

Nutrition and Activity

Pets and Animals

Playsessions

Photographs and Videos

Privacy and Confidentiality

Providing a Child with a Safe Environment

Professionalism

Protection from Harm and Hazards

Safe Sleep and Rest

Social Media

Sun Protection

Sustainability

Visitors to a Family Day Care Service

Vehicle Safety

Water Safety

Work Place Health and Safety

## ETHICAL CONDUCT

### BACKGROUND

The Mid-Western Regional Family Day Care Scheme has adopted the Code of Ethics, developed by Early Childhood Australia. It provides a framework for reflection about the ethical responsibilities of early childhood professionals and underpins the core values, beliefs and practices within the Service. The code outlines the ethical responsibilities of the Coordination Unit Educators and families to identify and address bias, injustice and unethical practices.

The code is central to the philosophy of the Scheme and the daily practices of its members. As well, the Coordination Unit staff are employed and operate under the equal opportunity policies and values of the Mid-Western Regional Council.

### POLICY

To ensure the Mid-Western Regional Family Day Care Scheme operates in an ethical manner at all times and uses the Early Childhood Australia (ECA) Code of Ethics to appropriately resolve any Ethical Dilemmas.

The Code of Ethics, developed by ECA, underpins the core values, beliefs and practices of the Mid-Western Regional Family Day Care Scheme. The code outlines the ethical responsibilities of Educators and staff to identify and address bias, injustice and unethical practices.

### PROCEDURE

#### **Mid-Western Regional Council will -**

Ensure that policies and practices are developed in line with the current Education and Care Services National Law 2010, Education and Care Services National Regulations 2011, the National Quality Standards and any other Government Legislation or guidelines.

Ensure all stakeholders are consulted in matters of policy development.

Ensure changes within the service are explained to Educators, families and Coordination Unit staff prior to implementation.

Ensure Professional Development is available to Coordination Unit staff.

#### **Coordination Unit Staff will -**

##### **Abide by the ECA Code of Ethics 2016.**

Develop their understanding of their obligations in following the ECA Code of Ethics.

Regularly reflect upon their own practices in line with the ECA Code of Ethics and relevant legislation.

Policies and procedures of the service will be developed and maintained under the guidance of the Early Childhood Australia Code of Ethics and NSW Equal Opportunity guidelines.

A copy of the Early Childhood and Australia Code of Ethics pamphlet will be included in the Policies and Procedures Manual and will be available to all families and stakeholders of the service

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Provide resources for Educators to develop and maintain their knowledge of the ECA Code of Ethics. Initial training of Educators will include familiarisation with the Early Childhood Australia Code of Ethics and the values and responsibilities of their service in regards to this.

Any other household members living at the home of an Educator are provided with a “Fact Sheet for Household Members” in relation to their responsibilities within the service and their ethical responsibilities

Provide information to families on the Ethical Conduct Policy and the ECA Code of Ethics.

Abide by Mid-Western Regional Council Code of Conduct and any other relevant policy.

**Educators will:**

Abide by the ECA Code of Ethics 2016.

Develop their understanding of their obligations in following the ECA Code of Ethics.

Be professional and ethical in the operation of all aspects of their Family Day Care service.

It is the Educator’s responsibility to ensure that all claims are a true and accurate reflection of actual hours of childcare that has been provided to the children for whom they are responsible and that any inaccuracies in the hours or amounts claimed may be regarded as breaches of their obligations to Mid-Western Regional Family Day Care, fraud or a breach of the Education and Care Services National Law and Education and Care Services National Regulations. Penalties may also apply and the contract with the Educator be terminated.

**Families are encouraged to:**

Families will be made aware of the Early Childhood Australia Code of Ethics at enrolment. They will be provided with a copy in the Parent Handbook and informed they can view a copy of the ECA Code of Ethics by either visiting the Early Childhood Australia Website at [www.earlychildhoodaustralia.org.au](http://www.earlychildhoodaustralia.org.au) or a hardcopy can be found in the Scheme Policies and Procedures located at each service

Abide by the Ethical Conduct Policy.

Support the Educator to comply with the ECA Code of Ethics.

RELEVANT LEGISLATION

Education and Care Services National Law 2010

Education and Care Services National Regulations 2011

Equal Employment Opportunity under the Anti-Discrimination Act 1977

Privacy and Personal Information Protection Act 133 of 1998

Government Information (Public Access) Act 52 of 2009

Freedom of Information Amendment (Reform) Act 2010 No. 51

Ombudsman’s Act 1974 (as at 1 January 2012) Act 68 of 1974

KEY RESOURCES

National Quality Standards 2011 (ACECQA)

Childcare Service Handbook (DEEWR)

Early Childhood Australia Code of Ethics 2016 [www.earlychildhoodaustralia.org.au](http://www.earlychildhoodaustralia.org.au)

Ethics in action: introducing the ethical response cycle. Newman & Pollnitz 2002

**LAST REVIEW DATE:** August 2018

#### RELATED POLICIES

ALL Mid-Western Regional Family Day Care Scheme Policies and Procedures



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## APPENDIX 1 EARLY CHILDHOOD AUSTRALIA INC. CODE OF ETHICS 2016

The core principles in this Code of Ethics are based on the fundamental and prized values of the profession. They act to guide decision making in relation to ethical responsibilities. These core principles require a commitment to respect and maintain the rights and dignity of children, families, colleagues and communities.

### I. In relation to children, I will:

- Act in the best interest of all children.
- Create and maintain safe, healthy, inclusive environments that support children's agency and enhance their learning.
- Provide a meaningful curriculum to enrich childrens learning, balancing child and educator initiated experiences.
- Understand and be able to explain to others how play and leisure enhance childrens learning, development and wellbeing.
- Ensure childhood is a time for being in the here and now and not solely about the preparation for the future.
- Collaborate with children as global citizens in learning about our shared responsibilities to the environment and humanity.
- Value the relationship between children and their families and enhance these relationships through my practice.
- Ensure that children are not discriminated against on the basis of gender, sexuality, age, ability, economic status, family structure, lifestyle, ethnicity, religion, language culture or national origin.
- Negotiate childrens participation in childrens research, by taking into account their safety, privacy, levels of fatigue and interest.
- Respect children as capable learners by including their perspectives in teaching, learning and assessment.
- Safeguard the security of information and documentation about children, particularly when shared on digital platforms.

### II. In relation to the profession, I will:

- Base my work on research, theories, content knowledge, practice evidence and my understanding of the children and families with whom I work.
- Take responsibility for articulating my professional values, knowledge and practice and the positive contribution our profession makes to society.
- Engage in critical reflection, ongoing professional learning and support research that builds my knowledge and that of the profession.
- Work within the scope of my professional role and avoid misinterpretation of my professional competence and qualifications.
- Encourage qualities and practices of ethical leadership within the profession.

- Model quality practice and provide constructive feedback and assessment for students as aspiring professionals.
- Mentor new graduates by supporting their induction into the profession.
- Advocate for my profession and the provision of quality education and care.

**III. In relation to families, I will:**

- Support families as childrens first and most important teacher and respect their right to make decisions about their children.
- Listen and learn with families and engage in shared decision making, planning and assessment practices in relation to childrens learning, development and wellbeing.
- Develop respectful relationships based on open communication with the aim of encouraging families' engagement and to build a strong sense of belonging.
- Learn about, respect and respond to the uniqueness of each family, their circumstances, culture, family structure, customs, language, beliefs and kinship systems.
- Respect families' right to privacy and maintain confidentiality.

**IV. In relation to colleagues, I will:**

- Encourage others to adopt and act in accordance with this Code, and take action in the presence of unethical behaviour.
- Build a spirit of collegiality and professionalism through collaborative relationships based on trust, respect and honesty.
- Acknowledge and support the diverse strengths and experiences of colleagues in order to build shared professional knowledge, understanding and skills.
- Use constructive processes to address differences of opinion in order to negotiate shared perspectives and actions.
- Implement strategies that support and mentor colleagues to make positive contributions to the profession.
- Maintain ethical relationships in my online transactions.

**V. In relation to community and society, I will:**

- Learn about local community contexts and aspirations in order to create responsive programs to enhance childrens learning, development and wellbeing.
- Collaborate with people, services and agencies to develop shared understanding and actions that support children and families.
- Use research and practice-based evidence to advocate for a society where all children have access to quality education and care.
- Promote the value of childrens contributions as citizens to the development of strong communities

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- Work to promote increased appreciation of the importance of childhood including how children learn and develop, in order to inform programs and systems of assessment that benefit children.
- Advocate for the development and implementation of laws and policies that promote the rights and best interests of children and families.

Early Childhood Australia

[www.earlychildhoodaustralia.org.au](http://www.earlychildhoodaustralia.org.au)

## EXCURSION POLICY

### BACKGROUND

Excursions provide valuable teaching and learning opportunities to the children in care; extending the range of experiences children have and broadening children's involvement within the community.

### POLICY

All reasonable care must be taken to ensure the safety of the children in care while out of the Family Day Care Service approved residence or venue.

The Mid-Western Regional Family Day Care Scheme is committed to complying with the requirements of the legislation to ensure excursions are conducted in a safe manner.

To ensure there are procedures in place so that families know where, when and what excursions their children are participating in and that Educators use the correct paperwork for excursions.

### PROCEDURE

Routine and Non Routine Excursions occur when the children are taken outside the premises of a licensed Family Day Care residence.

#### ROUTINE EXCURSIONS

Routine excursions may be conducted on a regular basis. Educators may take children out of their Family Day Care residence to the library, the park, a play group or visiting another Educator.

Educators will document their routine outings / excursions they have during the week / fortnight / month individually on the Routine Excursion Form.

All Routine Excursion forms will include the required information as set out in Clause 102.

The Risk Assessment for each Routine Excursion will be forwarded to the Coordination Unit prior to the excursions taking place. Permission must be obtained from the Coordination Unit before the excursion is conducted either through a faxed reply, email or verbally.

This Risk Assessment must be sighted by the parents when they sign the Routine Excursion Form.

Parents are to sign their consent for these excursions with the Educator before the excursion takes place. It is a parents' right to make any decision regarding their own child, should a parent not wish for their child to attend the excursion.

Written permission for Routine Excursions is valid for the time specified on the Excursion Reply form, unless changes occur to the excursion format or route taken. If this occurs the Coordination Unit must be notified and the changes noted on the daily program to inform parents.

Educators will inform parents at the beginning and / or end of each day as to what routine excursion they participated in that day. Parents should be aware of where their children are and be able to contact/ access them at all times.

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Educators must inform the Coordination unit if they are going out of their residence on a Routine excursion. During Educators hours of business, the Coordination Unit needs to be aware of where all Educators are at all times.

#### NON ROUTINE EXCURSIONS

Non Routine excursions are outings that occur only from time to time – like a trip to the post office.

While Routine and Non Routine Excursions may provide valuable experiences for the children the Coordination Unit must be mindful of the additional risks that may be present and the need to keep children safe from hazards and harm at all times.

For any Non-Routine Excursions Educators must complete a Risk Assessment Form for the proposed excursion and send it through to the Coordination Office at least one week prior to the excursion.

Permission must be obtained from the Coordination Unit before the excursion is conducted either through a faxed reply, email or verbally.

Educators must then obtain written permission from the parents before the non routine excursion. Parents must be shown the Risk Assessment for the Non Routine Excursion prior to signing the form.

#### AUTHORISATIONS

The authorisation must be given by a parent or other person named in the child's enrolment record as having authority to authorise the taking of the child outside the education and care service premises by an Educator, and must state the information requested in Clause 102.

All authorisations for excursions are to be kept in the family's files and returned to the coordination unit when that family ceases care.

#### RISK ASSESSMENTS

Educators must complete a risk assessment of the excursion which outline —

- the proposed route and destination for the excursion; and
- any water hazards; and
- any risks associated with water-based activities; and
- the transport to and from the proposed destination for the excursion; and
- the number of adults and children involved in the excursion; and
- given the risks posed by the excursion, the number of educators or other responsible adults that is appropriate to provide supervision and whether any adults with specialised skills are required;
- the proposed activities; and
- the proposed duration of the excursion; and
- the items that should be taken on the excursion.

Educators must visit the proposed venue prior to the excursion to assess the risks associated with the venue before completing the Risk Assessment.

Educators must check the location on arrival to the venue for safety hazards and reassess whether or not to go ahead with their excursion.

#### ALL EXCURSIONS

Educators must take a First Aid kit, their mobile phone, children's emergency contact details, hats, food water and any medications required by the children in care with them on all excursions.

Childrens' emergency contact details should be entered into the Educators mobile phone, as well as a hardcopy of the details taken with them when they leave their secure environment.

Choose a safe place for children to play when on excursions. Playgrounds would ideally be fenced, away from water and traffic hazards, and the play equipment should be safe and age appropriate. There should be appropriate shading. There should ideally be access to toilets and running water.

Educators should prevent children from playing with or going near dogs and other animals.

Educators should not leave children unattended for any reason.

#### BUS/ TRAIN SAFETY

Educators will exercise extreme caution when entering and exiting a bus/ train with children.

Educators should be the last onto the bus/ train and the first to exit.

Children should be seated at all times when the bus/train is in motion, and seated in seats in close proximity to the Educator.

#### PEDESTRIAN SAFETY

- The NSW Roads and Traffic authority recommends when walking with children up to age 10 years of age in traffic environment (eg. roads, pedestrian crossings, bicycle tracks, footpaths, driveways, and car parks), all children should hold an adult's hand. If an adult's hand is not available, children should hold onto a pram, stroller, wheelchair, bag, or clothing, and should be kept in sight of an adult (ie. not walking behind the adult). We recommend wrist bands for younger children that can be attached to the pram or Educators hand.
- Promote awareness in children of road safety by using walking commentary about all things you are doing to keep safe while on excursions and when out walking.
- Ensure children are supervised at all times and be alert to children's whereabouts, activities and safety at all times.
- Never leave children standing alone by the side of the road or pedestrian crossings.
- Always be aware of reversing cars and traffic in car parks and drive ways.
- We strongly recommend crossing roads at pedestrian crossings where possible.

TRAVEL IN CARS – see Vehicle Safety Policy.

EXCURSION NEAR WATER – see Water Safety Policy.

#### RELEVANT LEGISLATION



POLICY: FAMILY DAY CARE | 21 NOVEMBER 2018[VERSION 1.1, 1.2 ETC], [INSERT DATE]

Education and Care Services National Law 2010

Education and Care Services National Regulations 2011

## KEY RESOURCES

National Quality Standards 2011 (ACECQA) – Quality Area 1, 2, 6, 7

Kidsafe: the Child Accident Prevention Foundation of Australia [www.kidsafe.org.au](http://www.kidsafe.org.au)

Kids and Traffic [www.kidsandtraffic.mq.edu.au](http://www.kidsandtraffic.mq.edu.au)

Belonging, Being, Becoming: The Early Years Learning Framework for Australia (DEEWR, 2009)

My Time, Our Place: Framework for School Age Care in Australia (DEEWR, 2011)

**LAST REVIEW DATE:** August 2018

## RELATED POLICIES

Acceptance and Refusal of authorisations

Access and Custody

Assist Educators

Behaviour Guidance

Child Protection

Collaborative Partnerships with Families and Communities

Complaints and Feedback

Critical Incident

Curriculum Development

Delivery and Collection of Children

Educator Record Keeping

Emergency and Evacuation

Ethical Conduct

Fees and Charges

Food Handling

Children's Health and Hygiene

Incidents, Injuries, Trauma and Illness

Inclusion and Equity

Interactions with Children

Media and Publicity

Medical Conditions and Medical Administration  
Monitoring, Support and Supervision of Educators  
Non Compliance  
Nutrition and Activity  
Playsessions  
Photographs and Videos  
Privacy and Confidentiality  
Professionalism  
Protection from Harm and Hazards  
Relief Educators  
Social Media  
Sun Protection  
Supervision  
Vehicle Safety  
Water Safety  
Work Place Health and Safety

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## FEES AND CHARGES

### BACKGROUND

Educators are self-employed business operators who set their own fees for their individual Family Day Care service. Educators must operate their business in an accountable manner which is transparent to all stakeholders.

It is a legal requirement of accepting Child Care Subsidy payments, that the Scheme, Educators and families abide by the guidelines set out in the Australian Governments Child Care Management System Children's Services Handbook.

### POLICY

To ensure the Mid-Western Regional Family Day Care Scheme, Educators and families meet all accountability requirements in regard to payment of fees and provision of a statement of fees charged by the Education and Care Service, in line with the Australian Governments Child Care Management System and the Child Care Provider Handbook.

Mid-Western Regional Family Day Care will set the Parent Administration Fee and Educator Levy each financial year based on the annual budget to ensure the required income will be generated to run the service efficiently to meet legislative requirements. This will involve the Mid-Western Regional Council Finance team.

### PROCEDURE

#### Coordination Unit will -

- Keep all stakeholders informed during this fee setting process.
- Explain to families that individual Educators set their own fees for the service they provide, within a parameter that is set by the Coordination Unit.
- The Family Day Care Scheme Coordination Unit charges an administration levy to assist in covering their operational costs. This is a compulsory charge that must be included on an Educators Fee Schedules that is given to prospective parents.
- The Coordination Unit will abide by the **Competition and Consumer Act 2011** in offering Educators the opportunity to set their own Fees within the parameters outlined by the Scheme.
- Provide information to Educators when they are developing their individual service Fee Schedule. However the Coordination Unit cannot enter into discussions with Educators or families on matters relating to the value of an individual service compared to other services.
- Ensure Educators understand their legal responsibilities regarding the information they collect on attendance records submitting Attendance Records.
- Process the childrens Attendance Records each week and submits them to Centrelink / Family Assistance Office / DEEWR **via the third party software** to have families entitlements **assessed**.
- Ensure the family's Child Care Entitlement is passed onto the Educators through the Scheme. The third party software generates Payment Advices which are then sent out to the Educators and they are to collect from the family, the money owing to them (co-contribution).

- Require Educators to take responsibility for bad debts incurred through their individual service.
- Require outstanding fees due to an Educator be paid before the family can be placed with another Educator.
- Issue a statement to parents / every two weeks via email that outlines what care they have received over the past quarter, the fees they were charged and what Child Care Subsidy they received. This statement is generated with data from within the third party software.
- Educators and parents must be aware that any changes to a parent's Child Care Entitlements must be dealt with by the parents and Centrelink / Family Assistance Office. If for some reason a family's Child Care Entitlement is cancelled, they are to pay full fee to the Educator until the issue is resolved.
- Process other benefits in a timely manner.
- At the Coordinator's discretion, take disciplinary action if an Educator has not paid a parent back money owed from a Child Care Entitlement backdate.

#### **Educators will -**

- Abide by the guidelines set out in the Australian Governments Child Care Management System and the Child Care Provider Handbook.
- Obtain and submit a Provider Digital Access (PRODA) RA number prior to their commencement with the scheme in order for the service to verify their identity, this is a part of the secure Child Care Subsidy System. Educators will be linked to the Coordination Unit through the Provider Entry Point (PEP) as well as within the third party provider software.
- Take personal responsibility in relation to the obligations set by their Fee Schedules.
- Be encouraged to discuss any changes to their Fee Schedule with the Coordination Unit before they release it to the parents.
- Give one full months' notice (minimum of 4 full weeks) in writing to the Coordination Unit and all parents before any changes on their Fee Schedule can come into effect. The Coordination Unit recommend that Educators obtain parents written acknowledgement of any changes/ increases about to occur in their Fee Schedule. Include the service fees in all fee schedules.
- Be aware that any changes to a parent's Child Care Entitlements must be dealt with by the parents and Centrelink / Family Assistance Office. The Coordination Unit is not able to alter / update the Child Care Subsidy amount charged each week. If for any reason a parents Child Care Entitlement is cancelled they are to pay full fee to the Educator until the issue is resolved.
- Be encouraged to receive a bond from the family on enrolment. If this is done it should be receipted separately and is a business arrangement between the Educator and the family. Information should be provided in writing to the family.
- The bond can either be in credit to pay the last few weeks of a child's care or is paid in full by the Educator to the parent once care has ceased all fees are paid up to date.
- An Educator needs to give a family two weeks written notice of any changes to their days of care or cessation of that families care.
- Adopt standard hours as 8.00 am to 6.00 pm Monday to Friday.

## POLICY: FAMILY DAY CARE | 21 NOVEMBER 2018[VERSION 1.1, 1.2 ETC], [INSERT DATE]

- Any care provided outside these hours or on Public Holidays will be classified as Non Standard hours of care. Educators are not permitted to individually alter the standard hours of care that they charge families.
- Ensure individual fees are compliant with the Australian Governments Child Care Management System and the Child Care Provider Handbook, service policies and software before implementing with families.
- Ensure Individual fee schedules are given to families at the initial interview and when any changes have occurred
- Charge all families the same fee for the same service, according to their individual Fee Schedule.
- Fees charged to a family are in line with the Parent / Educator Agreement (Complying Written Arrangement) they have with that relevant family.
- Issue a receipt for all money received from the families, including any Child Care Subsidy entitlements and administration levy. A copy will be forwarded to the Coordination Unit in a timely manner.
- Not discuss nor agree to set fees in collusion with other Educators (Competition and Consumers Act 2011).
- Only provide care for children who are registered with the Mid-Western Regional Family Day Care Scheme.
- Pay for any fees incurred when keeping current their Public Liability Insurance, Working with Children Check, Child Protection and First Aid Certificates.

## EDUCATOR CHARGES

- Educators will be charged a weekly Educator Levy which contributes to the costs of running the Coordination Unit. The Educator Levy is charged per week regardless of how many days an Educator work during that week.
- A Late Receipt Levy may be charged per family per week to those Educators who neglect to hand in their original timesheets and Child Care Subsidy Receipts within the outlined time. This money is non-refundable.
- Any external fee or disbursement incurred on your behalf will be passed on eg. National Police History Check, Fire Equipment Checks.

## PARENTS

- Parent are responsible for ensuring that they have successfully completed all eligibility requirements associated with Centrelinks Activity Test. A child cannot start in care until a family has received their assessment for Child Care Subsidy eligibility
- Parents are to complete a Parent Educator Agreement (Complying Written Arrangement) with their Educator prior to the commencement of care, at the start of every the calendar year and at any other time their circumstances change.
- Once the Coordination Unit submits the Complying Written Arrangement through the third party software provider it is the parent's responsibility to confirm this within their MyGov account to ensure that any entitlements are passed onto the Educator.

- Parents are encouraged to take responsibility in relation to the obligations set within the Educators Fee Schedule that they receive when starting care with that Educator, and in line with the Parent / Educator Agreement (Complying Written Arrangement) they sign.
- Parents must be aware that any changes to their Child Care Subsidy must be dealt with by the parents and Centrelink / Family Assistance Office. The Coordination Unit is not able to alter / update the Child Care Subsidy amount charged each week. If for some reason a parents Child Care Subsidy is cancelled, they are to pay full fee to the Educator until the issue is resolved.
- A Parent / Guardian must give the Educator two weeks written notice of any changes to their days / times of care or their intention to cease care. **Any changes to days / times of care should be reflected in a new Parent Educator Agreement (Complying Written Arrangement).**
- Ensure **all of their** children being provided with care are registered with the Mid-Western Regional Family Day Care Scheme.
- Pay fees regularly to the Educator at the time agreed with the Educator.
- Non Payment of Fees is communicated to Centrelink / Family Assistance Office / DEEWR.

#### THIRD PARTY PAYMENTS

**If a child's fees are to be paid by a third party, for example Barnardos, Benevolent society, Samaritans, Docs etc the Coordination Unit / Educator must insure that all formalities have been covered before the child starts. For example that the Educator has been formally set up in the third party system so payments are transferred smoothly and not delayed.**

#### PARENT CHARGES

Parents are charged an Administration Levy per hour per child, as part of their full weekly fee.

The Administration Levy charged by the Coordination Unit is recorded on the Educators weekly Pay Advices and Educators will note it separately on their receipts to parents.

Where a child is absent from care, the administration levy is still payable for that time. When an service is closed

#### RELEVANT LEGISLATION

Education and Care Services National Law 2010

Education and Care Services National Regulations 2011

**Compensation and Consumer Act 2010**

**Competition and Consumer Act 2011**

Family Assistance Law 2016

#### KEY RESOURCES

National Quality Standard 2011 (ACECQA)

Australian Governments Child Care Management System Children's Services Handbook.



POLICY: FAMILY DAY CARE | 21 NOVEMBER 2018[VERSION 1.1, 1.2 ETC], [INSERT DATE]

Family Day Care Australia [www.familydaycareaustralia.com.au](http://www.familydaycareaustralia.com.au)

**LAST REVIEW DATE:** August 2018

#### RELATED POLICIES

Assist Educators

Collaborative Partnerships with Families and Communities

Complaints and Feedback

Delivery and Collection of Children

Enrolment and Orientation

Ethical Conduct

Excursions

Food Handling

Medical Conditions and Medical Administration

Non Compliance

Privacy and Confidentiality

Professionalism

Relief Educators

## FIRST AID

### BACKGROUND

Providing a safe environment and responding to accidents and injuries in a timely and professional manner are essential responsibilities of an Educator operating a Family Day Care service.

Even with careful supervision, children frequently sustain scrapes, bruises, cuts, bites and falls in the normal course of their day. Minor accidents and unintentional childhood injuries are not unusual in a child care setting.

Children with health conditions such as allergies, asthma, diabetes or seizure disorders may require immediate attention / special consideration. The educator should know how to recognise and respond to these individual emergency conditions.

### POLICY

This Policy will assist in maintaining the health and wellbeing of all children in care.

### PROCEDURE

#### FIRST AID QUALIFICATION REQUIREMENTS

In line with the Education and Care Services National Regulations 2011 it is a requirement that all Approved Family Day Care Educators and Coordination Unit staff hold a current approved First Aid qualification and training in Asthma and anaphylaxis management.

Educators will not be allowed to operate their business without evidence of a current First Aid Certificate being provided to the Co-ordination Unit before expiry.

Educators who do not meet the requirements for Professional Development annually may be removed from the Register of Approved Educators at the discretion of the Approved Provider and/or Nominated Supervisor.

Approved courses can be found on the Australian Children's Education and Care Quality Authority website [www.acecqa.gov.au](http://www.acecqa.gov.au)

#### FIRST AID KITS

A Family Day Care Educator must provide a suitable first aid kit at the residence or Family Day Care venue that is easily recognisable and readily accessible to adults.

First aid kits should also be taken when leaving the service premises for excursions, routine outings or emergency evacuations.

First aid kit suppliers might advise about the contents of first aid kits. Kits should be checked regularly to ensure they are fully stocked and no products have expired. A quarterly checklist is to be completed and signed off by the Coordination Unit.

If an Incident, Injury, trauma or Illness does occur the Educator is to deal with the situation as per the Incident, Injury, trauma or Illness Policy.

### RELEVANT LEGISLATION

POLICY: FAMILY DAY CARE | 21 NOVEMBER 2018[VERSION 1.1, 1.2 ETC], [INSERT DATE]

Education and Care Services National Law 2010  
Education and Care Services National Regulations 2011  
Children and Young Persons (Care and Protection) Act 157 of 1998  
Family Assistance and other Legislation Amendment (Child Care and Other Measures) Act 2011  
Children, Youth and Families Act 2005 amended 2011  
Child Wellbeing and Safety Act 2005 amended 2012  
Disability Discrimination Act 1992  
Equal Opportunity Act 2010

#### KEY RESOURCES

National Quality Standards 2011 (ACECQA) - Quality Area 2,6  
Childcare Service Handbook (DEEWR)  
Kidsafe [www.kidsafe.com.au](http://www.kidsafe.com.au)

**LAST REVIEW DATE:** August 2018

#### RELATED POLICIES

Assessment of Family Day Care Venues  
Assist Educators  
Critical Incident  
Deregistration of an Educator  
Educator Selection and Registration  
Emergency and Evacuation  
Children's Health and Hygiene  
Incidents, Injuries, Trauma and Illness  
Infectious Diseases  
Medical Conditions and Medical Administration  
Monitoring, Support and Supervision of Educators  
Non Compliance  
Professional Development  
Relief Educators  
Work Place Health and Safety

## FOOD HANDLING

### BACKGROUND

Food handling and safety is very important in early childhood services. Young children are often more susceptible to the effects of foodborne illness than other members of the community. Foodborne illness can be caused by bacteria, parasites, viruses, chemicals or foreign objects that are present in food. Safe food practices can also assist in reducing the risk of allergic reactions by preventing cross contamination of food provided.

### POLICY

To reflect the Australian Food Safety Standards in relation to safe food handling, preparation and storage with an early Childhood care service, which will help to reduce the risk of potential food borne illnesses in children.

### PROCEDURE

Educators will have a basic knowledge of Food Handling from their Early Childhood qualification. If they are to provide a cooked lunch to the children in their care they are to obtain a Food Handling Qualification that is recognised by a relevant Health Authority.

#### **To ensure safe handling of food, the following practices are recommended -**

- Have facilities that include a stove and/or microwave oven, sink, refrigerator, hot water supply and suitable waste disposal.
- Ensure all food or bottle preparation and storage areas are separate from toileting/ nappy change areas.
- Refrigerate children's food as soon as possible after the child arrives until needed.
- Food should be refrigerated at a temperature of less than 5 degrees Celsius.
- Food should be reheated to 70 Degrees then allowed to cool for 2 minutes before serving.
- The danger zone for food is 5-60 Degrees.
- Be aware of and accommodate the special needs of culturally and linguistically diverse families in relation to their special rules for storing, preparing and serving food.
- Ensure children with special dietary needs eat only the foods that they are allowed.
- Educators and children are to wash their hands (following the Hand Washing Procedure) before handling food, eating meals, fruit and snacks and after disposing of any food waste.
- When transporting food (Play sessions, Excursions etc.) Educators will use an insulated cooler bag with frozen drinks or "ice bricks".
- There is no need to wear gloves when preparing food if your hands are clean and dry.

POLICY: FAMILY DAY CARE | 21 NOVEMBER 2018[VERSION 1.1, 1.2 ETC], [INSERT DATE]

- Educators are to supervise children while they are eating and discourage direct sharing of food between children. Children will be seated in appropriate seating for their age and developmental needs when eating.
- Use separate wash cloths for floor, dishes, benches, play areas etc.
- Keep all kitchen surfaces and utensils clean and ensure regular cleaning routines for all food preparation.
- Throw out all leftovers. Tell parents what food their child left, but do not return leftover food to the parent (unless these are sealed snacks).

#### **For babies -**

Use only sterilised bottles and teat assemblies to store expressed breast milk and made-up formula.

Refrigerate all made-up formula at the back of the fridge at a temperature of 4 degrees Celsius or less for no longer than 24 hours.

Refrigerate breast milk at the back of the fridge at a temperature of 4 degrees Celsius for 3-4 days. Expressed breast milk can be frozen for up to 3 months.

Warm bottles using bottle warmer or hot (not boiling) water in a container for no more than 15 minutes.

#### **Do not warm bottles in the microwave.**

Warm bottles only once. Never reheat or re-refrigerate bottles that have already been warmed up once. Throw out any milk that is left over, rinse bottle.

Babies should not be left in a cot or any other place unsupervised with a bottle.

#### RELEVANT LEGISLATION

2011 Education and Care Services Law

2011 Education and Care Services Regulations

Food Act 1984 (amended 2012)

Australian and New Zealand Food Standards Code

**LAST REVIEW DATE:** August 2018

#### KEY RESOURCES

National Quality Standards Quality Area 2

Staying Healthy in Childcare NHMRC

#### RELATED POLICIES

Assist Educators

Children in Care

Collaborative Partnerships with Families and Communities  
Complaints and Feedback  
Dental and Oral Health  
Educator Household Members  
Ethical Conduct  
Excursions  
Fees and Charges  
Children's Health and Hygiene  
Incidents, Injuries, Trauma and Illness  
Medical Conditions and Medical Administration  
Monitoring, Support and Supervision of Educators  
Nutrition and Activity  
Privacy and Confidentiality  
Professional Development  
Relief Educators  
Supervision  
Work Place Health and Safety



POLICY: FAMILY DAY CARE | 21 NOVEMBER 2018[VERSION 1.1, 1.2 ETC], [INSERT DATE]

## GOVERNANCE AND MANAGEMENT OF THE SERVICE

### BACKGROUND

Governance is the system or process by which organisations are directed, controlled and held accountable to ensure that the right decisions are made. Under the National Law and National Regulations, early childhood services are required to have policies and procedures in place relating to the governance and management of the service, including confidentiality of records.

The Mid-Western Regional Family Day Care Scheme recognises the importance of having a framework of rules, relationships, systems and processes within and by which authority is exercised and controlled in the organisation. We view good governance and management as essential to our provision of quality education and care in a responsible manner.

### POLICY

Family Day Care Educators are self-employed childcare providers, operating their business under the approved provider, the Mid Western regional Council. Roles within the Coordination Unit need to be defined within the requirements of Mid-Western Regional Council, the Education and Care Services National Law and Regulations, the National Quality Standards and the Australian Governments Child Care Management System Children's Services Handbook.

The Mid Western Regional Family Day Care Scheme is committed to ensuring that there are appropriate systems and processes in place to enable:

- Good governance and management of the organisation
- Accountability to its stakeholders
- Compliance with all regulatory and legislative requirements placed on the organisation
- The organisation to remain solvent and comply with all its financial obligations.

### PROCEDURE

#### LICENSING

The NSW Department of Education and Communities is responsible for regulating the service. The Scheme operates under the Education and Care Services National Law 2011 and the Education and Care Services National Regulations 2011. Mid-Western Regional Family Day Care Scheme must also adhere to the National Quality Standard.

#### CONFIDENTIALITY

All staff who gain access to confidential, commercially-sensitive and other information of a similar nature, whether in the course of their work or otherwise, shall not disclose that information to anyone unless the disclosure of such information is required by law (refer to Privacy and Confidentiality Policy).

#### ETHICAL PRACTICE

The following principles will provide the ethical framework to guide the delivery of services at the Mid-Western Regional Family Day Care Scheme -

- Treating colleagues, parents / guardians, children, suppliers, public and other stakeholders respectfully and professionally at all times
- Dealing courteously with those who hold differing positions
- Respecting cultural differences and diversity within the service, and making every effort to encourage and include all children and families in the community
- Having an open and transparent relationship with government, supporters and other funders
- Being open and transparent in making decisions and undertaking activities, and if that is not possible, explaining why.

MID-WESTERN REGIONAL COUNCIL (AS APPROVED PROVIDER)

- administer the scheme,
- employ fit and proper staff to run the Coordination Unit,
- account for government funding and
- maintain communication with state and federal government departments.

MID-WESTERN REGIONAL FAMILY DAY CARE SCHEME

The Coordination Unit Staff will hold the appropriate qualifications for the following positions:

- **Service Coordinator /Nominated Supervisor** Degree or Diploma in Early Childhood Education or equivalent qualification and Early Childhood experience
- **Support Coordinator** Degree or Diploma in Early Childhood Education or equivalent qualification and Early Childhood experience
- **Educational Leader** Degree or Diploma in Early Childhood Education or equivalent qualification and experience in Early Childhood
- **Administrative Staff** TAFE Certificate in Office Administration

KEY PERSONNEL	ROLES / RESPONSIBILITIES
JOB TITLE	
Manager Community Services Coordinator	Acts as Approved Provider representative to support the effective operations of the service.  Oversee the operations of the service. Reports to relevant government departments. Supervise and manage service staff. Oversee the monitoring and support of Educators. Maintain legislative requirements. Oversee the recruitment and induction of new Educators. Develop training for Educators. Supervision of Scheme staff.
Support Coordinators	Placement of children into care and filling Educator vacancies. Liaise with Educators and families in regard to child care.

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	Support and monitor Educators to comply with legislation. Assist in Educator recruitment, playsession and administration.
Playsession Leader	Mentor Educators in the implementation of the Early Years Learning Framework by conducting regular playsessions that demonstrate different aspects of the frameworks.
Educational Leader	Mentor Educators/Coordination Unit staff in the implementation of the Early Years Learning Framework/ My Time, Our Place.
Administration Team	Support the service in administrative duties. Oversee duties of Administration staff. Processing Attendance Records.

#### EDUCATORS

Educators are responsible for the delivery of quality education and care and agree to work cooperatively with the families, Coordination Unit and community in the delivery of the service. Educators are directly responsible to the Coordination Unit and must adhere to the Education and Care Services National Law Act 2010 and Education and Care Services National Regulations 2011.

#### RELEVANT LEGISLATION

Education and Care Services National Law 2011

Education and Care Services National Regulations 2011

Family Assistance Legislation Amendment (Child Care Management System and other measures) Regulations 2009 (SLI NO 82 OF 2009)

Associations Incorporation Act 1981 and Corporations Act 2001, as applicable to the service

#### KEY RESOURCES

National Quality Standard (ACECQA)

Childcare Service Handbook (DEEWR)

**LAST REVIEW DATE:** August 2018

#### RELATED POLICIES

Assessment of Family Day Care Venues

Complaints and Feedback

Critical Incident

Deregistration of an Educator

Educator Record Keeping

Educator Selection and Registration

Ethical Conduct

Media and Publicity

NSW Ombudsman

Professionalism

Retention and Confidentiality of Records

Staffing

Visitors to a Family Day Care Service

Work Place Health and Safety

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## INCIDENTS, INJURY, TRAUMA, ILLNESS

### BACKGROUND

The Mid Western Regional Family Day Care Scheme and Educators have a duty of care to providing a safe and healthy environment for all children, staff, volunteers, students or any other persons participating in or visiting the service.

### POLICY

To develop procedures and practice that minimise the risk of harm and promote the wellbeing of each child in care.

To ensure each child receives efficient and appropriate care and / or medical follow-up after becoming ill, experiencing an accident while in care or in the event of an emergency.

To ensure that records of any incident, injury, trauma or illness are documented, transmitted to the Department of Education and Communities as required and kept in storage according to Regulatory requirements.

### PROCEDURE

#### **Coordination Unit will -**

Ensure all Educators and Coordination Unit staff are aware of their responsibilities under the National Education and Care Services Law and Regulations.

Provide up to date information or professional development to Educators and Coordination Unit staff on the management of Incidents, Injuries, Trauma and Illness

Ensure that the orientation and induction of new staff include an overview of their responsibilities in the event of an incident or medical emergency

Ensure that children's enrolment forms provide authorisation for the service to seek emergency medical treatment by a medical practitioner, hospital or ambulance service

Ensure that a serious incident report is completed and a copy forwarded to ACECQA as soon as is practicable but not later than 24 hours after the occurrence.

Ensure that incident, injury, trauma and illness records are kept and stored securely until the child is 25 years old.

Each year the Coordination Unit looks at the number and type of Incident, Injury, Trauma and Illness reports, to reflect on the effectiveness of the procedures in place.

#### **Educators will -**

Ensure that the premises are kept clean and in good repair, regularly checking equipment in both indoor and outdoor areas for hazards, and taking the appropriate action to ensure the safety of the children when a hazard is identified

Ensure that their approved first aid qualifications are current at all times. Ensure that their first aid kits are up to date and accessible at all times.

Be aware of the signs and symptoms of an incident, injury, illness or trauma in young children and respond in a timely manner, monitoring the symptoms and recording as appropriate.

Respond immediately to any incident, injury or medical emergency, implementing individual children's medical management plans, where relevant.

Be aware of children's allergies and immunisation status and use this knowledge when attending/responding to any incident, injury or illness.

Ensure that a parent/guardian of the child is notified as soon as is practicable, if the child is involved in any incident, injury, trauma or illness while at the service (Regulation 86) notifying other person/s as authorised on the child's enrolment form when the parents/guardians are not contactable

Ensure that an incident report is completed and a copy forwarded to the Coordination Unit as soon as is practicable but not later than 24 hours after the occurrence.

Review the cause of any incident, injury or illness and taking appropriate action to remove the cause if required.

Maintain all enrolment and other medical records in a confidential manner.

**Parents/Guardians are responsible for -**

- Providing authorisation in their child's enrolment record for the service to seek emergency medical treatment by a medical practitioner, hospital or ambulance service.
- Payment of all costs incurred when an ambulance service is called to attend to their child at the service.
- Notifying the service, upon enrolment or diagnosis of any medical conditions and/or needs, and any management procedure to be followed with respect to that condition or need (Regulation 162).
- Ensure they provide the service with a current medical management plan, if applicable (Reg162(d))
- If required, collecting their child as soon as possible when notified of an incident, injury or medical emergency involving their child.
- Informing the service of an infectious disease or illness that has been identified while the child has not attended the service, and that may impact on the health and wellbeing of other children and parents/guardians attending the service.
- Being contactable, either directly or through emergency contacts listed on the child's enrolment form, in the event of an incident requiring medical attention
- Signing the Incident, Injury, Trauma and Illness Record, thereby acknowledging that they have been made aware of the incident
- Notifying staff/educators if there is a change in the condition of their child's health, or if there have been any recent accidents or incidents that may impact on the child's are e.g. any bruising or head injuries.

**SERIOUS INCIDENT**



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The National Law requires the Regulatory Authority to be notified of a serious illness, injury or trauma for which a child attended, or should have attended, a hospital.

A "serious incident" for notification is only needed where emergency services attended a location at which education and care is being provided as a result of an emergency and not, for example, as a precautionary measure.

Clarification to the definition of 'emergency' to mean an incident, situation or event where there is an imminent or severe risk to the health, safety or wellbeing of a person/s at a place where education and care is being provided.

A serious incident should be documented as an Incident, Injury, Trauma and Illness Record as soon as possible and within 24 hours of the incident. The National Regulations require that an incident, injury, trauma and illness record be kept, and that the record be accurate and remain confidentially stored until the child is 25 years old.

#### PROCEDURE FOR EMERGENCIES

It is recommended that Educators:

##### **Assess:**

- Stay calm and assess the extent of the injury.
- Is the child safe from further injury?
- Are the other children in care safe?
- Is an Ambulance needed?

##### **Actions to take:**

- Take the appropriate First Aid action and make the child comfortable, give reassurance.
- If necessary call the Ambulance and the parents. It is the parent's responsibility to accompany the child to hospital. If this is not possible then either the Educator or a member of the Coordination Unit should go with the child.
- Seek outside assistance if necessary eg: a neighbour, however an Educator cannot leave other Family Day Care children with another person who is not registered with the Scheme.
- Reassure and calm the other children in care while monitoring the injured child.
- Withhold all food and drink until the child has seen a doctor, in case an anaesthetic needs to be given.

##### **If the Educator needs to take child to hospital or doctor:**

- Contact the Coordination Unit Staff and arrange emergency care for the other children in care.
- Take the child's personal information sheets including Parent's Authorisation to the hospital / doctors / dentist. The Registration Form has the child's Medicare number.
- Wait at the hospital / surgery until a parent arrives.
- Record the accident as soon as is practicable, with the following details:

- Information should be recorded as soon as possible, and within 24 hours after the incident, injury, trauma or illness.
  - time and date
  - place of accident
  - details of accident
  - any witnesses
  - parents contacted (which parents you contacted, what time you contacted them or tried to contact them, what were their comments etc)
  - actions taken / not taken
  - outcome
- Complete Incident, Injury, Trauma and Illness Form and 'Public Liability Report Form' if required.

#### RELEVANT LEGISLATION

Education and Care Services National Law Act 2010

Education and Care Services National Regulations 2011

Public Health and Wellbeing Act 2008

Australian Standards AS3745-2002, Emergency Control procedures for workplaces

#### KEY RESOURCES

National Quality Standards (ACECQA)

Building Code of Australia

Staying Healthy in Child Care. National Health and Medical Research Council

**LAST REVIEW DATE:** April 2018

#### RELATED POLICIES

Acceptance and Refusal of authorisations

Access and Custody

Assessment of Family Day Care Venues

Assist Educators

Behaviour Guidance

Children in Care

Child Protection

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Collaborative Partnerships with Families and Communities

Complaints and Feedback

Critical Incident

Deregistration of an Educator

Educator Household Members

Educator Record Keeping

Emergency and Evacuation

Excursions

First Aid

Children's Health and Hygiene

Incidents, Injuries, Trauma and Illness

Infectious Diseases

Interactions with Children

Medical Conditions and Medical Administration

Non Compliance

Nursery, Toy and Equipment Safety

Pets and Animals

Privacy and Confidentiality

Providing a Child with a Safe Environment

Professionalism

Protection from Harm and Hazards

Safe Sleep and Rest

Sun Protection

Supervision

Visitors to a Family Day Care Service

Water Safety

Work Place Health and Safety

## INCLUSION AND EQUITY

### BACKGROUND

Inclusion and equity involves taking into account all children's social, cultural and linguistic diversity (including learning styles, abilities, disabilities, gender, family circumstances and geographic location) in curriculum decision making processes.

In addition to developing and implementing an inclusion and equity policy, values of inclusion and equity should also be incorporated into a services philosophy statement.

### POLICY

The Mid-Western Regional Family Day Care Scheme Educators and Coordination Unit Staff will provide an inclusive program and service based on children's rights and social justice principles. That is, the right to fair and equal treatment regardless of age, gender, class, ethnicity, sexuality, geographic location, languages spoken, cultural background, or current circumstances.

Ensure all adults and children within the MWRFDC are treated equitably and with respect, regardless of their background, ethnicity, culture, language, beliefs, gender, age, socio-economic status, level of ability, additional needs, family structure or lifestyle

### PROCEDURE

#### **Educators and Coordination Unit Staff will –**

- Acknowledge and respect the rights of all children to be provided with an participate in a quality early childhood education and care program
- Create a sense of belonging for all children, families, where diverse identities, backgrounds, experiences, skills and interests are respected, valued and given opportunities to be expressed/ developed
- Work to ensure children are not discriminated against on the basis of background, ethnicity, culture, language, beliefs, gender, age, socioeconomic status, level of ability or additional needs, family structure or lifestyle.
- Providing all children with the opportunity to access programs at the service and recognising that all families are unique and the children learn in different ways and at different rates.
- Consistently updating and supporting the knowledge, skills and practices to encourage and ensure inclusion and equity.
- Recognise differences as well as similarities in people and respect this, not just within our Scheme but in promoting respect for all people within the wider community.
- View children as valued and active citizens, in their own right.
- Create an environment that supports, reflects and promotes equitable and inclusive behaviours and practices.
- Recognise that discrimination is a barrier to education and we are committed to ensuring children develop the skills to challenge bias and discrimination.

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- Work to ensure that our Scheme is free of all forms of discrimination through processes that provide all children with the same opportunities and experiences to develop meaningful social relationships and life-long learning skills.
- display positive behaviours and making the environment welcoming to all children and families so that they feel a sense of belonging and trust
- being sensitive to and genuinely encouraging families to share their values, beliefs and attitudes in contributing to policies and service practices
- Acknowledging that equal participation does not mean everyone participates in the same way. Participation may be in different forms and there is 'no one way' of being involved.
- Supporting children to work together to communicate respectfully, to generate ideas and solve problems
- Supporting children in constructing their knowledge of diversity by being positive role models
- Providing equipment and resources that reflect positive images of difference, disability and inclusion
- Ensuring that programs are reflective of, and responsive to, the values and cultural beliefs of families using the service, and of those within the local community and broader society.

Role-model behaviour and language that describes emotions and feelings, equity and fairness by

- model reflective listening and show empathy towards others ensuring resources and behaviours reflect positive perspectives relating to gender, sexuality and diversity of class, culture and language
- actively intervene to assist children to resolve issues and challenge bias, prejudice or stereotypes
- respond to children's play to help them recognise unfair behaviours
- maintain current knowledge about contemporary research and practice theory

**Parents/guardians are responsible for -**

- Adhering to the Inclusion and Equity Policy and the Privacy and Confidentiality Policy at all times
- Communicating with the Educator to ensure awareness of their child's specific needs
- Raising any issues or concerns regarding their child's participation in the program
- Responding to requests from Educators to have an assessment on their child (i.e.: hearing test)

**CHILDREN WITH A DISABILITY, DELAY OR IMPAIRMENT OR GIFTED CHILDREN**

Educator's use an inclusive approach ensuring that all children, especially children with special needs have the same opportunities to participate in all experiences and all aspects of the program.

To do this, Educators ensure that they:

- seek specialised assistance/additional support to successfully include children with high support needs when available

- maintain updated information about particular disabilities, delays or giftedness, relevant to children within their service
- plan and work collaboratively with families and other professionals/agencies, including Inclusion Support Agencies (ISA's)
- program based on the child's strengths, interests, talents, likes and dislikes and family priorities for their child
- provide or seek support/funding to provide any building or environment modifications that may be required
- provide or borrow equipment that may be required
- work collaboratively with other groups, children's services or schools to support the child in the transition to the next learning environment

#### CHILDREN FROM A CULTURALLY AND LINGUISTICALLY DIVERSE BACKGROUND

Educators value the richness of human diversity and children and families from a wide range of culturally and linguistically diverse backgrounds that make up Australian society.

Educators demonstrate respect for and valuing of diversity by:

- ensuring resources and equipment that respectfully reflect Australia's indigenous heritage and multi-cultural society, are used as part of daily practice
- providing information in other relevant community languages, both those relevant to the individual Educators' service and/or within the wider community
- seeking and utilising interpreters, as needed
- ensuring the learning experiences provided and staff behaviours affirm children's identity and cultural heritage
- discussing with families how special occasions can be celebrated in meaningful and respectful ways within the service

#### ABORIGINAL AND TORRES STRAIT ISLANDER PERSPECTIVES

The Mid-Western Regional Family Day Care Scheme acknowledges the loss of family, cultural identity, land, language and community of Aboriginal and Torres Strait Islander (people) and is committed to providing Aboriginal perspectives as an inclusive part of the Educators' programs.

For Aboriginal perspectives to be an inclusive part of the program, staff and Educators:

- develop their knowledge and understanding of Aboriginal and Torres Strait culture and Aboriginal issues within the local and wider community
- impart the importance of all Australians knowing and understanding the histories and current realities of Indigenous people
- support children to take pride in their heritage and their cultural identity
- reinforce and affirm Aboriginal cultural values and identity



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- learn and incorporate the learning styles of children, especially active learning and through close personal interaction
- value the system of extended family kinship and welcome them in the centre

**GENDER INCLUSIVE PRACTICES**

Educators and Staff work with children to promote equity, confirming that a person's gender should not be an obstacle for being or doing. Throughout all aspects of the program, staff and educator's:

- model behaviours and values of gender equity
- ensure resources, materials, equipment and experience do not reflect gender stereotypes or sexist images or behaviours
- expand children's play options and experiences in a wide range of learning experiences
- provide opportunities for girls and boys to show cleverness, strength and nurturance
- observe children's choices of play and materials and promote non-stereotyped play
- use non-sexist language and praise children's attempts and achievements rather than their appearance

**CURRICULUM APPROACHES**

Educators plan curriculum and programs that promote children's sense of self and valuing of differences and act to prevent or address bias and prejudice.

When planning and implementing learning experiences, Educators

- encourage the different perspectives of children and families and demonstrate that these perspectives are encouraged and valued
- talk regularly about their own values, attitudes and beliefs and how these may be similar or different to each other's and the families using the Service
- genuinely incorporate these perspectives in the Service and Scheme philosophy, broad goals and policies
- identify and act on to combat stereotypes and any discriminatory behaviours including racism, sexism, ageism, homophobia and classism

**ACCESSING ADDITIONAL SUPPORT**

The Coordination Unit will access specialised advice, appropriate training and additional resources to support inclusion of all children:

- from culturally and linguistically diverse backgrounds, including refugee children
- with ongoing high support needs including children with a disability
- of Aboriginal and Torres Strait Islander descent

Australian Government approved Child Care Services can access support through their local Inclusion Support Agency (ISA).

## RELEVANT LEGISLATION

Education and Care Services National Law 2010  
Education and Care Services National Regulations 2011  
Charter of Human Rights and Responsibilities Act 2006  
Equal Opportunity act 2010  
Disability Act 2006  
Racial and Religious Tolerance Act 2001

## KEY RESOURCE

National Quality Standards (ACECQA)  
Early Childhood Australia, Code of Ethics [www.earlychildhood.org.au](http://www.earlychildhood.org.au)  
Belonging Being and Becoming: The Early Years Learning Framework for Australia. DEEWR  
Cultural Diversity in Family Day Care FKA Children's Services [www.fka.com.au](http://www.fka.com.au)  
Early Childhood Australia (ECA) and Early Childhood Intervention Australia's (ECIA) Position Statement on the Inclusion of Children with a Disability in Early Childhood Education and Care – available at [www.earlychildhoodaustralia.org.au](http://www.earlychildhoodaustralia.org.au) and [www.ecia.org.au](http://www.ecia.org.au)

**LAST REVIEW DATE:** August 2018

## RELATED POLICIES

Access and Custody  
Assist Educators  
Behaviour Guidance  
Children in Care  
Child Protection  
Collaborative Partnerships with Families and Communities  
Complaints and Feedback  
Curriculum Development  
Delivery and Collection of Children  
Educator Household Members  
Educator Record Keeping  
Educator Selection and Registration  
Enrolment and Orientation

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Ethical Conduct

Excursions

Interactions with Children

Monitoring, Support and Supervision of Educators

National Quality Standards

Non Compliance

Nursery, Toy and Equipment Safety

Nutrition and Activity

Playsessions

Photographs and Videos

Privacy and Confidentiality

Professionalism

Protection from Harm and Hazards

Relief Educators

Social Media

Supervision

Visitors to a Family Day Care Service

Work Place Health and Safety

## INFECTIOUS DISEASE

### BACKGROUND

Children are often infectious before symptoms appear. Therefore, it is important for Educators to operate their business with good hygienic practices at all times. It is also important that Educators and staff act appropriately and with sensitivity when dealing with an infectious child and their family. Educators, Coordination Unit staff and families need to be informed about infectious diseases that are common in early childhood settings.

### POLICY

Mid-Western Regional Family Day Care Scheme is committed to maintaining the health and well-being of children and reducing the effect of infectious illnesses in the family day care environment. The Scheme and individual services will do this by promoting safe and hygienic practices, following recommended guidelines from relevant authorities regarding the prevention of infectious disease and implementing an exclusion policy for those who may be infectious.

### PROCEDURE

#### **Coordination Unit will -**

Maintain current information on infectious illnesses, specifically transmission and exclusion details.

Provide relevant information and advice to Educators and families regarding any infectious diseases in general, and information regarding any specific infectious illnesses that are suspected or present within the service.

Information regarding the prevention of infectious diseases is sourced from a recognised health authority, such as Staying Healthy in Child Care - Preventing Infectious Disease in Child Care. National Health and Medical Research Council and the NSW Ministry of Health.

Maintain current information on Immunisation Schedule that outlines the timeliness of vaccine coverage in children, and help prevent outbreaks of serious vaccine-preventable diseases.

The New South Wales parliament amended the Public Health Act 2010 (NSW) 2018, abolishing the right to conscientiously object to vaccination for the purpose of enrolment in early childhood education and care services in that state. The law, in general, prohibits the enrolment of unvaccinated children in early childhood education and care services in New South Wales unless they have a medical exemption (which includes a contraindication or evidence of natural immunity), or are undergoing a catch-up schedule.

Information regarding the Schemes Policy on infectious illnesses and exclusion practices is documented in the Parent Handbook given to families on registration with the Scheme. Information is also provided to families regarding payment of child care fees in cases of absences due to illness.

#### **Educators will –**

An Educator must not operate their Family Day Care Service unless they are in good health and free from any medical conditions or dependency on medication or substance which may affect their ability to provide care for children.

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Be provided with and should be familiar with the current copy of Staying Healthy in Child Care - Preventing Infectious Disease in Child Care. National Health and Medical Research Council. Educators are required to follow the outlined procedures and guidelines to minimise the spread of infection within the care environment.

Educators will be provided with a copy of the Registration and Authority Form for each child in their care

And will maintain the confidentiality of children and families in relation to medical conditions, and ensure there is no discrimination against them.

Where a child has been unwell overnight the family are required to telephone the Educator prior to attending care. The family will inform the Educator of the child's symptoms and any treatment given so that a decision can be made regarding the provision of care on that day.

If a child develops symptoms of illness, Educators will notify the parent or guardian or authorised contact and arrange for the child to be collected as soon as practicable.

Educators should not provide care for children who are very ill or are too ill to participate in normal activities, or may require extra supervision to the detriment of the child or other children in care. Care provision is at the discretion of the Educator. In extenuating circumstances Educators may choose to provide care for an unwell child. This must be done in consultation with any families using the service at the same time and can only take place where no risk is posed to other children in childcare.

Where a child has symptoms of an infectious illness, the service requires a doctor's certificate for the child to return to care.

Ensure that the appropriate paperwork is completed within 24 hours of the illness occurring; and communicated to the Coordination Unit, other Educators and families while maintaining confidentiality with regards to the individual children.

#### EXCLUSION OF INFECTIOUS CHILDREN

Educators and the Coordination Unit should refer to the conditions that warrant exclusion using the Staying Healthy in Child Care-Preventing Infectious Disease in Child Care – National Health and Medical Research Council.

#### ESTABLISH DIAGNOSIS OF INFECTIOUS CONDITION-

Making a diagnosis should follow the observation that the child is ill. The signs of illness need not indicate an immediate diagnosis to the untrained eye, but the child should then be considered potentially infectious.

In the vast majority of cases, an adequate diagnosis can be accomplished by the Educator or the Coordination Unit staff. Such description diagnoses include high fever, rash with fever, diarrhoea, skin infections and discharging red eyes.

Match the diagnosis against the exclusion list -

Using guidelines by the NSW Department of Health and the Department of Family and Community Services and the National Health and Medical Research Council:

- Should the child be determined to have an infectious disease, the parents should be contacted and the exclusion explained to the parents. Other families and Educators will be notified of infectious disease, maintaining confidentiality of people involved.

- If considered appropriate, parents may be requested to present a Doctor's Certificate to the Educator, "clearing the child" prior to recommencing care.

#### DECIDING HOW LONG TO EXCLUDE A CHILD

The final step is to determine when the child may return to the service. Some conditions may only require exclusion as long as the symptoms are evident. For others, particularly the viral infections such as measles, mumps, chickenpox and hepatitis A, for which there is not specific treatment, the duration of exclusion is determined by the known and fixed contagious period and generally requires no further medical opinion.

Where there is an accepted treatment for bacterial infections (such as with impetigo), or for infestations such as head lice, it is usual to allow the child to return the day after appropriate treatment has started.

In a small number of cases the child's risk to others will depend on the course of the disease. With these conditions - whooping cough and tuberculosis for example - a doctor will need to assess the child.

The Coordination Unit Staff should seek the advice of local public health personnel when difference of opinion between the service and the parents or doctor cannot be resolved.

When an outbreak of a notifiable disease occurs at the service the NSW Health Public Health Division should be notified by the Coordination Unit.

Educators must inform the Nominated Supervisor/Certified Supervisor as soon as practicable if they have a child in their service with a provisional diagnoses of: Diphtheria, Measles, Mumps, Pertussis (Whooping Cough), Poliomyelitis, Rubella (German Measles) or Tetanus Meningococcal, Hib (Haemophilus influenza type b), influenza and/or if two or more children or adults at the service at the same time contract gastroenteritis and any other medical/health condition of concern that affects a number of children and adults.

Educators are required to display a notice of an occurrence of an infectious disease at the service in a place visible to parents/guardians and visitors. All practicable efforts should be made to notify all other families using the service of the occurrence.

#### EXCLUSION OF STAFF MEMBERS /EDUCATORS /PERSONS RESIDING AT EDUCATORS HOME

An Educator or member of the Coordination Unit who has or is suspected to have an infectious disease is required to notify the office and cease caring for children in accordance with exclusion guidelines and follow recommended minimum exclusion periods for infectious conditions in the schedule documented in Staying Healthy in Childcare (NHMRC).

#### CRITERIA FOR EXCLUSION MAY DEPEND ON THE EXACT ROLE OF THE STAFF MEMBER.

Educators are required to cease care if a resident of the home of the family day care service who is in contact with children, has or is suspected to have an infectious disease. The Educator is required to notify the office and cease caring for children in accordance with exclusion guidelines. An exception may apply if a medical certificate is provided to verify there is no risk posed to others in the service.

Educators are encouraged to maintain their own immunisation status in regards to people working with children.



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## RELEVANT LEGISLATION

Education and Care Services National Law 2010  
Education and Care Services National Regulations 2011  
NSW Public Health Act 2018

## KEY RESOURCES

National Quality Standard Quality Area 2 and 7  
Staying Healthy in Child Care-Preventing Infectious Disease in Child Care (Edition 5 – 2011)  
National Health and Medical Research Council [www.health.gov.au/nhmrc/](http://www.health.gov.au/nhmrc/)  
Kidsafe [www.kidsafe.com.au](http://www.kidsafe.com.au)

**LAST REVIEW DATE:** August 2018

## RELATED POLICIES

Acceptance and Refusal of authorisations  
Children in Care  
Child Protection  
Collaborative Partnerships with Families and Communities  
Complaints and Feedback  
Delivery and Collection of Children  
Educator Household Members  
Educator Record Keeping  
Enrolment and Orientation  
Ethical Conduct  
Excursions  
First Aid  
Childrens Health and Hygiene  
Incidents, Injuries, Trauma and Illness  
Medical Conditions and Medical Administration  
Monitoring, Support and Supervision of Educators  
Nutrition and Activity  
Privacy and Confidentiality

Professionalism

Supervision

Visitors to a Family Day Care Service

Work Place Health and Safety

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## INFORMATION AND COMMUNICATION TECHNOLOGY (ICT)

### BACKGROUND

The Mid-Western Regional Family Day Care Scheme acknowledges that Information and Technology (ICT) usage is an important part of operating a successful business.

### POLICY

To ensure that all users of Information and Communication Technology (ICT) understand and follow procedures to ensure the safe and appropriate use of ICT.

To ensure ICT facilities enable Educators and staff to effectively manage and operate their services.

This policy applies to all aspects of the use of ICT including

- internet usage
- viewing material electronically
- printing material
- electronic mail (email)
- electronic bulletins / newsletters
- file subscriptions to mailing lists or other like Services
- online discussion groups and chat facilities
- weblogs (blogs)
- social networking
- file transfer / sharing / storage / copying / saving / distributing
- portable communication devices including mobiles / Smartphone / iPads / tablets
- computer / laptop

### PROCEDURE

#### **Coordination Unit staff and Educators are committed to -**

- professional, ethical and responsible use of ICT within their Services.
- safeguarding the privacy and confidentiality of information received, transmitted and stored electronically.
- ensuring that the use of ICT facilities comply with all Service policies and relevant government legislation

- providing Coordination Unit and Educators online information, resources and communication tools to support the effective operation of the Service

Computers at the Coordination Unit and individual Family Day Care Services (while operating as Family Day Care) may only be used for work relevant to the operation and activities of the Service. For example if these activities include administration, research, programming, observations or professional development.

#### INFORMATION STORED ON COMPUTERS

If Educators choose to use ICT for the purposes of program planning, observations or other relevant documentation, the Educators must have the appropriate skill level.

Educators must ensure –

- all documentation is to be up-to-date and available on request.
- procedures are in place for the regular backup of critical data and information.
- the secure storage of the files, especially if it is a device used by other family members.
- that reputable anti-virus and firewall software are installed on the ICT used.

#### ICT AS PART OF THE CURRICULUM

##### COMPUTERS

If relevant to the children's learning, child appropriate websites may be accessed. Educators must be vigilant when allowing children access to ICT; monitoring that they only have access to appropriate materials and for limited amounts of time. Computer usage must be documented on the Educators program.

Similarly, music, videos etc may be streamed from the computer if it is relevant to the children's learning or relevant to research or professional development undertaken by Educators. However, streaming of this kind will only take place from websites where this can legally take place such as iTunes or YouTube.

##### TELEVISION AND DVD PLAYER USAGE

Television and DVD use may be an additional tool to enhance curriculum activities; however at no time can it be used as a substitution. Guidelines for use would be:

- To assist in expanding the content of the daily program and current affairs.
- Be suitable to the needs and development levels of each child watching.

Television programs must be carefully selected with suitable content. Children are to view "G" rated DVDs only. Programs depicting violence e.g. Graphic news reports, should not be shown.

Educators must sit with the children to monitor and discuss any aspects of the video or television program they are viewing.

##### EDUCATORS PERSONAL USE

POLICY: FAMILY DAY CARE | 21 NOVEMBER 2018[VERSION 1.1, 1.2 ETC], [INSERT DATE]

Educators must ensure their **restricted use of personal mobile calls and internet usage (including social media)** when operating their service to ensure adequate supervision of children at all times.

This policy is also incorporative of state and federal laws regarding computer usage. Should Educators or other relevant individuals use the computer for unlawful purposes they may be liable to criminal or civil legal action. The Service will take the appropriate required action (e.g. reporting to the police).

The Educator or individual will face an enquiry held by the Coordinator and other relevant parties to assess whether this conduct is reason for Deregistration.

#### HOUSEHOLD MEMBERS, VISITORS AND STUDENTS PERSONAL USE

Any household members, visitors and students must ensure that any use of technology in front of children in care is appropriate and does not hinder the Educators ability to perform her duties as an Educator.

#### RELEVANT LEGISLATION

Education and Care Services National Law 2010  
Education and Care Services National Regulations 2011  
Copyright Act 1968  
Copyright Amendment Act (2006)  
Freedom of Information Act (1982)  
Health Records Act (2001)  
Information Privacy Act (2000)

#### KEY RESOURCES

National Quality Standards Quality Area 7

**LAST REVIEW DATE:** August 2018

#### RELATED POLICIES

Mid-Western Regional Council Electronic Telecommunications – Acceptable Use Policy  
Assist Educators  
Child Protection  
Collaborative Partnerships with Families and Communities  
Complaints and Feedback  
Critical Incident  
Deregistration of an Educator  
Educator Household Members

Ethical Conduct  
Governance and Management of the service  
Media and Publicity  
Monitoring, Support and Supervision of Educators  
National Quality Standards  
Non Compliance  
NSW Ombudsman  
Photographs and Videos  
Privacy and Confidentiality  
Providing a Child with a Safe Environment  
Professionalism  
Relief Educators  
Social Media  
Visitors to a Family Day Care Service  
Work Place Health and Safety

#### ATTACHMENT 1 PROCEDURE FOR USE OF ICT

##### EMAIL USAGE

- Content of emails and email addresses must always be checked before sending
- When sending emails to multiple recipients, care should be taken to avoid the inappropriate disclosure of email addresses to a whole group of recipients; blind copying (BCC) should be used where appropriate.
- Always include a subject description in the subject line.
- Be cautious about opening files or launching programs that have been received as an attachment via email from the email itself. Instead, save an attachment to disk and scan with anti-virus software before opening, and keep an eye out for unusual filenames.
- Never open emails if unsure of the sender.
- Check email accounts on a regular basis and forward relevant emails to the Approved Provider or appropriate committee members/staff.
- Remove correspondence that is no longer required from the computer quarterly.
- Respond to emails as soon as is practicable.

##### UNACCEPTABLE / INAPPROPRIATE USE OF ICT FACILITIES



POLICY: FAMILY DAY CARE | 21 NOVEMBER 2018[VERSION 1.1, 1.2 ETC], [INSERT DATE]

Users of the ICT facilities (and in particular, the internet, email and social media) **must not**:

- Create or exchange messages that are offensive, harassing, obscene or threatening.
- Create, copy, transmit or retransmit chain emails (refer to definitions), spam (refer to definitions) or other unauthorised mass communication
- Carry out activities that are illegal, inappropriate or offensive to fellow Educators or the public. Such activities include, but are not limited to, hate speech of material that ridicules/discriminates against others on the basis of race, nationality, creed, religion, ability/disability, gender or sexual orientation, bullying.
- Use the ICT facilities to access, download, create, store or distribute illegal, offensive, obscene or objectionable material (including pornography and sexually explicit material). It will not be a defence to claim that the recipient was a consenting adult.
- Use the ICT facilities to make any personal communication that could suggest that such communication was made in that person's official capacity as an employee or volunteer of
- Play inappropriate games – non Family Day Care related
- Exchange any confidential or sensitive information unless authorised as part of their duties.
- Harass, slander, intimidate, embarrass, defame, vilify, seek to offend or make threats against another person or group of people breach copyright laws through making copies of, or transmitting, material or commercial software.
- Computer records containing personal, sensitive and/or health information or photographs of children must be stored securely so that privacy and confidentiality is maintained. This information must not be removed from the Service without authorisation, as security of the information could be at risk (refer to Privacy and Confidentiality Policy).
- Complying with all relevant legislation and Service policies, protocols and procedures.
- Ensuring confidential information is transmitted with password protection or encryption, as required.
- Ensuring no illegal material is transmitted at any time via ICT medium.
- Using the Service's email, messaging and social media facilities for service-related and lawful activities only and ensuring that all material stored on an endpoint data storage device is also stored on a backup drive, and that both device and drive are kept in a secure location.
- Restricting the use of mobile phones for personal use.
- Responding only to emergency phone calls when responsible for supervising children to ensure adequate supervision of children at all times (refer to Supervision of Children Policy).
- Ensuring electronic files containing information about children and families are kept secure at all times (refer to Privacy and Confidentiality Policy).

## INTERACTIONS WITH CHILDREN

### BACKGROUND

The United Nations Convention of the Rights of the Child is founded on respect for the dignity and worth of each individual, regardless of race, colour, gender, language, religion, opinions, wealth, birth status or ability.

Quality interactions increase children's knowledge and understanding of themselves, each other as unique individuals and develop the skills and understandings they need to interact positively with others.

Developing responsive, warm, trusting and respectful relationships with children promote their wellbeing, self-esteem and sense of security.

Positive interactions between educators/adults and children can empower children to feel valued, competent and capable.

Actively engaging in children's learning and decision-making during play, daily routines and ongoing activities can stimulate children's thinking, enrich their learning and encourage them to explore and manage their feelings and behaviour.

'Having supportive relationships enables children to develop confidence in their ability to express themselves, work through differences, learn new things and take calculated risks'.

Regulation 155 of the National Regulations requires Educators to take reasonable steps to ensure that the service provides education and care to children in a way that encourages them to express themselves, and develop self-reliance and self-esteem, maintains their dignity and rights, provides positive guidance and encouragement towards acceptable behaviour and respects their cultural and family values.

Regulation 156 required Educators to provide children with opportunities to interact and develop positive relationships with each other and with the Coordination Unit and volunteers at the service.

### POLICY

To provide the children being educated and cared for with opportunities to interact and develop respectful and positive relationships with each other, with other Educators and the Coordination Unit staff.

Interactions within the setting are greatly enhanced when children's rights and family and cultural values are given due consideration and respect. Administrative procedures, initial conversations, documentation and ongoing communication with children and families are a reference point for interactions and a foundation for authentic and respectful communication.

### PROCEDURE

Children should be able to enjoy both indoor and outdoor play and the environments be explored with a sense of discovery.

Creative expression and language development should be encouraged through reading and telling stories; music, movement and song; drawing and painting.

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The way in which meals are presented is as important as eating. It is a very social activity where conversation and table manners can be encouraged, for example making sure everyone is sitting down and waiting until everyone is ready to start and finish their meal.

A child should be encouraged to develop self-reliance and competence in a range of areas such as going to the toilet, washing hands, remembering a hat, caring for belongings and participation in household routines.

Sufficient toys, games and equipment should be provided to appeal to the different age levels of the children. This equipment should be regularly enhanced and varied.

**Coordination Unit Staff and Educators when interacting with children in care will ensure -**

- Interactions with each child are warm, responsive and build trusting relationships. This can be done with spoken language, a nod of your head, touch of an arm to show that you are interested.
- Acknowledge each child's uniqueness in positive ways.
- They will respond to all children in a fair and consistent manner.
- Every child is able to engage in meaningful, open interactions that support the acquisition of skills for life and learning; and encouraged to make choices and decisions
- Each child is supported to feel secure, confident and included, and to work with, learn from and help others through collaborative learning opportunities.
- They encourage eye contact when speaking with the children in their care.
- Each child is supported to manage their own behaviour, respond appropriately to the behaviour of others and communicate effectively to resolve conflicts.
- Acknowledge children's complex relationships and sensitively intervene in ways that promote consideration and alternative perspectives and social inclusion.
- Respond to children's communication in a just and consistent manner
- Respond sensitively to children's attempts to initiate interactions and conversations
- Initiate one to one interactions with children, particularly babies and toddlers during daily routines and conversation with each child
- Role model effective communication strategies and child behaviour guidance strategies
- Regularly include goals to extend children's relationships, communication and interactions with others in individual plans for children
- Be attuned to changes in children's interactions and behaviours which may be an indicator of the child's wellbeing

An Educator must take reasonable steps to ensure that they provide education and care to children in a way that:

- encourages children to express themselves and their opinions
- allows children to undertake experiences that develop self-reliance and self-esteem

- maintains the dignity and rights of each child at all times
- gives positive guidance and encouragement to each child
- considers the family and cultural values, age, and physical and intellectual development and abilities of each child.

#### LISTENING

Educators and staff must use listening as a foundation for interactions. Listening is based on observation and in leaving spaces in conversations and communication, suspending judgement and in giving full attention to children as they communicate. Truly attending to children's communication promotes a strong culture of listening.

A culture of respectful interaction is promoted when children's attempts to communicate are valued. Turn taking and regulating children's conversations promotes active engagement. Respectful communication with families generates greater confidence in interacting.

#### REFLECTION AND CONSIDERATION

Time is dedicated to reflecting upon interactions within children. Reflections should consider how to spend extended periods engaged in interactions with children that comprise communication and listening.

#### RELEVANT LEGISLATION

Education and Care Services National Law 2010

Education and Care Services National Regulations 2011

#### KEY RESOURCE

National Quality Standards (ACECQA)

**LAST REVIEW DATE:** August 2018

#### RELATED POLICIES

Assist Educators

Behaviour Guidance

Child Protection

Collaborative Partnerships with Families and Communities

Curriculum Development

Deregistration of an Educator

Educator Household Members

Educator Record Keeping

Enrolment and Orientation

POLICY: FAMILY DAY CARE | 21 NOVEMBER 2018[VERSION 1.1, 1.2 ETC], [INSERT DATE]

Ethical Conduct

Excursions

Information and Communication Technology

Inclusion and Equity

Monitoring, Support and Supervision of Educators

National Quality Standards

Non Compliance

Pets and Animals

Playsessions

Photographs and Videos

Privacy and Confidentiality

Professionalism

Relief Educators

Supervision

Work Place Health and Safety

## MEDIA AND PUBLICITY

### BACKGROUND

The Mid-Western Regional Family Day Care Scheme recognises that a well-run, competent, ethical and reputable organisation is the best way to promote a favourable image and that any public relations program is only as good as the organisation behind it.

The Scheme will take advantage of interest from the media to further its reputation and inform the community about Family Day Care activities.

### POLICY

To ensure all communication with the media is consistent, balanced, well-informed and the image of the Mid-Western Regional Family Day Care Scheme is represented consistently and professionally.

To ensure that the privacy of children and families is maintained.

### PROCEDURE

Written permission is sought from the parent / guardian on the Authorisation Form at Registration, for the child's inclusion in video, photographs, digital media and interviews by media, visiting professionals, staff/ Educators or students where any of the above will be for any form of public display or publication.

If a parent / guardian does not want their child's photo to be used then the relevant Educator will be notified. In some instances, all of the Educators of the town will be notified, to ensure the parents request is maintained.

Educators should not make public statements to any press or radio personnel without prior approval from the Coordinator. They should direct all enquiries to the Family Day Care Coordination Unit or the Mid-Western Regional Council Media Representative.

### RELEVANT LEGISLATION

Education and Care Services National Law 2010

Education and Care Services National Regulations 2011

### KEY RESOURCES

Mid-Western Regional Council Media Policy

**LAST REVIEW DATE:** August 2018

### RELATED POLICIES

Acceptance and Refusal of authorisations

Access and Custody



POLICY: FAMILY DAY CARE | 21 NOVEMBER 2018[VERSION 1.1, 1.2 ETC], [INSERT DATE]

Assist Educators  
Child Protection  
Collaborative Partnerships with Families and Communities  
Complaints and Feedback  
Critical Incident  
Curriculum Development  
Deregistration of an Educator  
Educator Household Members  
Ethical Conduct  
Governance and Management of the service  
Information and Communication Technology  
Incidents, Injuries, Trauma and Illness  
National Quality Standards  
Non Compliance  
Photographs and Videos  
Privacy and Confidentiality  
Professionalism  
Relief Educators  
Social Media  
Work Place Health and Safety

## MEDICAL CONDITIONS AND MEDICATION ADMINISTRATION

### BACKGROUND

Mid-Western Regional Family Day Care Scheme is committed to providing a safe and healthy environment for all children, Educators, staff and other persons attending the Scheme and individual services.

The Coordination Unit staff and Educators will respond immediately to the needs of a child who is ill while attending the service and ensure safe and appropriate administration of medication in accordance with legislative and regulatory requirements.

### POLICY

To ensure that all precautions are taken to provide a safe and healthy environment for the children in care with the Mid-Western Regional Family Day Care Scheme.

To ensure a child receives appropriate care whilst sick and appropriate treatment involving medication.

To provide procedures to be followed when a child required medication while attending a FDC service.

To outline the responsibilities of the Coordination Unit, Educators and parents/guardians to ensure the safe administration of medications.

To ensure that a child with ongoing medical conditions is not discriminated against in any way.

### PROCEDURE

Medication (including prescription, non-prescription, over the counter and homeopathic medications) must not be administered to a child at the service without the authorisation of a parent/guardian or person with the lawful authority to consent to the administration of medical attention to the child.

In the case of an emergency, it is acceptable to obtain verbal consent from a parent/guardian, or to obtain consent from the registered medical practitioner or medical emergency services if the child's parent / guardian cannot be contacted.

In the case of an anaphylaxis or asthma emergency, medication may be administered to a child without authorisation following the direction of the child's medical management plan. In this circumstance, the child's parent/guardian and/or emergency services must be contacted as soon as possible (Regulation 94(1)).

When educators are required to administer medication, they must abide by specific regulatory requirements, such as written consent, and must follow the guidelines of this policy and procedures.

### MEDICAL CONDITIONS

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If a child enrolled has a specific health care need, allergy or relevant medical condition, parents are to provide a medical management plan from a doctor (updated annually) at enrolment or as soon after the diagnosis as possible.

These include, but are not limited to, asthma, diabetes, epilepsy or a diagnosis that a child is at risk of anaphylaxis.

At Registration the parent will complete a Risk Minimization Plan and Communication Plan. These plans are to be followed in the event of an incident relating to the child's specific health care need, allergy or relevant medical condition.

**The Risk Minimisation Plan will -**

- ensure that the risks relating to the child's specific health care need, allergy or relevant medical condition are assessed and minimised; and
- if relevant, ensure that practices and procedures in relation to the safe handling, preparation, consumption and service of food are developed and implemented; and
- if relevant, ensure that practices and procedures to ensure that the parents are notified of any known allergens that pose a risk to a child and strategies for minimising the risk are developed and implemented; and
- ensure that practices and procedures ensuring that all staff members and volunteers can identify the child, the child's medical management plan and the location of the child's medication are developed and implemented; and
- if relevant, ensure that practices and procedures ensuring that the child does not attend the service without medication prescribed by the child's medical practitioner in relation to the child's specific health care need, allergy or relevant medical condition are developed and implemented; and

**The Communications Plan will ensure that—**

- relevant staff members and volunteers are informed about the medical conditions policy and the medical management plan and risk minimisation plan for the child; and
- a child's parent can communicate any changes to the medical management plan and risk minimisation plan for the child, setting out how that communication can occur.

The medical conditions policy of the education and care service must set out practices in relation to self-administration of medication by children over preschool age if the service permits that self-administration.

A copy of the Medical Conditions and Medication Administration Policy is provided to the parent of a child who has a specific health care need, allergy or other relevant medical condition, on registration.

The relevant Family Day Care Educator who will be caring for the child will be informed about the plans to be followed.

**Staff responsible for the child with a medical condition shall:**

- ensure a copy of the child's medical management action plan is visible and known to other staff/ volunteers in the service
- follow the child's medical management action plan in the event of a reaction / seizure / incident

- ensure that the medical management action plan signed by the child's Registered Medical Practitioner and in the case of anaphylaxis a complete auto-injection device kit (which must contain a copy the child's anaphylaxis medical management action plan) is provided by the parent/guardian for the child while at the service
- ensure that the auto-injection device kit is stored in a location that is known to all staff, including volunteers; easily accessible to adults (not locked away); inaccessible to children; and away from direct sources of heat.
- ensure that the auto-injection device kit containing a copy of the medical management action plan for each child at risk of anaphylaxis is carried by a staff member or family day carer accompanying the child when the child is removed from the service or the home e.g. on excursions that this child attends
- regularly check the adrenaline auto-injection device expiry date. (The manufacturer will only guarantee the effectiveness of the adrenaline auto-injection device to the end of the nominated expiry month).
- Epipen the adrenaline auto-injection device is disposed of responsibly.

**Parents / guardians are responsible for -**

Ensuring that their child's enrolment details are up to date, and providing current details of persons who have lawful authority to request or permit the administration of medication.

Physically handing the medication to the Educator and informing them of the appropriate storage and administration instructions for the medication provided. Ensuring that prescribed medications to be administered at the service are within their expiry date. Taking all medication home at the end of each session/day.

Providing a Fitpack to dispose of Diabetes needles appropriately.

Ensuring that any medication to be administered is recorded in the medication record kept at the service premises.

Informing the service if any medication has been administered to the child before bringing them to the service, and if the administration of that medication is relevant to or may affect the care provided to the child at the service.

Providing a current medical management plan when their child requires long term treatment of a condition that includes medication, or their child has been prescribed medication to be used for a diagnosed medical condition in an emergency. This may be, but are not limited to –

- Asthma
- Anaphylaxis
- Diabetes
- Epilepsy
- ADHD

**MEDICATION ADMINISTRATION**

Any Medication is only to be given to a child with the written permission of the parent.

POLICY: FAMILY DAY CARE | 21 NOVEMBER 2018[VERSION 1.1, 1.2 ETC], [INSERT DATE]

Ensuring that each child's enrolment form provides details of the name, address and telephone number of any person who has lawful authority to request and permit the administration of medication to the child (Regulation 160(3)(iv))

There should be one Medication Form per child. The form must be completed before the medication is administered. Medication Authorities are to be completed by the Educator and parent and kept in the appropriate Family Files.

Medication is to be clearly labelled and in its original container with pharmacy labels.

Children should not be given medication that is prescribed for another person.

Expired medications will not be administered.

Medication to be stored at safe, prescribed temperatures and inaccessible to children in care. No medications should be left in the child's bag.

Children will be excluded from care for 24 hours from commencing antibiotics to ensure they have no side effects to the medication.

Herbal medications or remedies must be accompanied by a letter from the practitioner detailing the child's name, dosage and expiry date for the medication.

A child over preschool age may self-administer medication with written authorisation from their parents and their doctor.

In the case of an emergency, it is acceptable to obtain verbal consent from a parent, or a registered medical practitioner or medical emergency services if the child's parent cannot be contacted.

In the case of an anaphylaxis or asthma emergency, medication will be administered to a child without authorisation as long as a current medical management plan is in action. In this circumstance, the child's parent and emergency services must be contacted as soon as possible. Where emergency services or medical practitioners become involved in the medical needs of a child, the service must consider the requirements for notifying the Regulatory Authority of a serious incident. (Incident, Injury, Trauma and Illness Policy).

## RELEVANT LEGISLATION

Education and Care Services National Law Act 2010

Education and Care Services National Regulations 2011

Work Health and Safety Act 2011

Health (Infectious Diseases) Regulations 2001

## KEY RESOURCES

National Quality Standard, Quality Area 2

Staying Healthy in Childcare (NHMRC) 2016

Anaphylaxis Australia: [www.allergyfacts.org.au](http://www.allergyfacts.org.au)

Asthma Australia: [www.asthmaaustralia.org.au](http://www.asthmaaustralia.org.au)

Diabetes Australia [www.diabetesaustralia.com.au](http://www.diabetesaustralia.com.au)

Epilepsy Australia [www.epilepsy.org.au/about-epilepsy](http://www.epilepsy.org.au/about-epilepsy)

Immunise Australia Program: [www.immunise.health.gov.au](http://www.immunise.health.gov.au)

National Prescribing Service (NPS) [www.nps.org.au](http://www.nps.org.au)

NSW Department of Health [www.health.nsw.gov.au](http://www.health.nsw.gov.au)

**LAST REVIEW DATE:** August 2018

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|---------------------|--|
| <b>Attachment 1</b> | Risk Minimisation Plan Examples – Asthma, Anaphylaxis                    |
| <b>Attachment 2</b> | Examples of Risks and Situations to Consider when Completing Asthma Plan |
| <b>Attachment 3</b> | Procedure for Administration of Medication                               |
| <b>Attachment 4</b> | Administration of Medication for Ongoing Medical Conditions              |
| <b>Attachment 5</b> | Administration of Paracetamol  |

#### RELATED POLICIES

Acceptance and Refusal of authorisations

Children in Care

Child Protection

Collaborative Partnerships with Families and Communities

Complaints and Feedback

Critical Incident

Delivery and Collection of Children

Educator Household Members

Educator Record Keeping

Emergency and Evacuation

Ethical Conduct

Excursions

Children's Health and Hygiene

Incidents, Injuries, Trauma and Illness

Infectious Diseases

Privacy and Confidentiality

Providing a Child with a Safe Environment



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Professionalism

Protection from Harm and Hazards

Supervision

Visitors to a Family Day Care Service

Work Place Health and Safety

ATTACHMENT 1 RISK MINIMISATION PLAN EXAMPLES

ASTHMA RISK MINIMISATION PLAN TEMPLATE

CHILDREN'S SERVICE OR SCHOOL NAME:				
PHONE:				
STUDENT'S NAME:				
DATE OF BIRTH:		YEAR LEVEL:		
ASTHMA ACTION PLAN PROVIDED BY PARENT/CARER (PLEASE CIRCLE): YES / NO				
ASTHMA TRIGGERS:				
OTHER HEALTH CONDITIONS:				
MEDICATION AT SCHOOL:				
PARENT/CARER CONTACT:	PARENT/CARER INFORMATION (1)		PARENT/CARER INFORMATION (2)	
	NAME:		NAME:	
	RELATIONSHIP:		RELATIONSHIP:	
	HOME PHONE:		HOME PHONE:	
	WORK PHONE:		WORK PHONE:	
	MOBILE:		MOBILE:	
ADDRESS:		ADDRESS:		
OTHER EMERGENCY CONTACTS (IF PARENT/CARER NOT AVAILABLE):				
MEDICAL PRACTITIONER CONTACT:				
EMERGENCY CARE TO BE PROVIDED AT SCHOOL:				
MEDICATION STORAGE:				

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THE FOLLOWING ASTHMA RISK MINIMISATION PLAN HAS BEEN DEVELOPED WITH MY KNOWLEDGE AND INPUT AND WILL BE REVIEWED ON (RECORD DATE):

.....  
(INSERT DATE OF PROPOSED REVIEW).

SIGNATURE OF PARENT/CARER:

DATE:

SIGNATURE OF PRINCIPAL (OR NOMINEE):

DATE:



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## ANAPHYLAXIS RISK MANAGEMENT PLAN (TEMPLATE)

Hazards/Risks	Recommended Control Measures	Yes	Detail how this will be implemented and any additional strategies
<b>Equipment/ Materials</b>	Adrenaline auto-injectors (auto-injectors) such as Epi-pen and Anapen are stored in a safe, unlocked and accessible, easy-to-find location.		List location/s of auto-injectors:
	Auto-injectors are stored in a cool place 15-25 degrees (not below 15 degrees or a refrigerator).		
	Auto-injectors & Action Plans are labelled with students' names.		
	Student's Action Plans have up-to-date photos of the students.		
	Expiry dates of adrenaline auto-injectors are checked regularly and parents informed in a timely manner.		
	Staff members know where adrenaline auto-injectors and Action Plans are stored.		
<b>Students</b>	Staff members are aware of which students are at risk of anaphylaxis and the actions required.		
	The school has received a copy of Action Plans for all students at risk of anaphylaxis.		
	Staff members are aware of the protocols for management of a student who is not identified as being at risk of anaphylaxis and experience a first time reaction.		

	Staff members know how to recognise an anaphylactic reaction.		
	Action Plans are reviewed regularly with parent.		
<b>Emergency Situations</b>	Ambulance will be called for every anaphylactic episode.		List how and by whom:
	A procedure for raising the alarm will be developed by the school and communicated to staff.		Process to follow
	A procedure is in place to collect the generic adrenaline auto-injector when a student experiences an anaphylactic episode in case a second dose is needed or the student's auto-injector fails.		By whom and how?
	Student's auto-injector is kept with the student. Student is assessed to determine where it's appropriate for them to carry their own auto-injector for emergency use or if appropriate staff member/s need to be responsible for this.		
	Staff members have been trained to recognise the symptoms of anaphylaxis. This will include both a theoretical component and practical training to administer an auto-injector.		
	Relief and volunteer staff are not given sole responsibility for students with diagnosed anaphylaxis risk without evidence of appropriate training.		List who will support the student and how this will occur.



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<b>Environmental - Food Allergies</b>	Staff are provided with details of students who are at risk of anaphylaxis.		
	Staff are aware of cross-contamination during storage, preparation and serving of food.		
<b>Environmental -Insect Allergies</b>	School grounds are assessed to cater for students with insect allergies (e.g. grass mown regularly to prevent flowering clover, flowering plants identified, insect nests removed, garbage covered, safe eating areas).		

## ATTACHMENT 2 EXAMPLES OF RISKS, SITUATIONS, CONCEPTS TO CONSIDER WHEN COMPLETING THE ASTHMA RISK MINIMISATION PLAN

- Who are the children and what are their asthma triggers (information on their Asthma Action Plan)?
- What are the potential sources of exposure to their asthma triggers?
- Where will the potential source of exposure to their asthma triggers occur?
- Are all staff (including visitors and parent/carer volunteers) aware of which children have asthma?
- Is there age appropriate asthma education for children at the service and are children actively encouraged to seek help if they feel unwell?
- Do you have asthma information available at the service for parents/carers?
- Does the child have an Asthma Action Plan and where is it kept?
- Do all service staff know how to interpret and implement Asthma Action Plans in an emergency?
- Do all children with asthma attend with their blue/grey reliever puffer and a spacer? (a children's face mask is recommended for children unable to use a spacer correctly, consider face mask use in children under 5 years old).
- Where are the Asthma Emergency Kits kept?
- Do all staff and visitors to the service know where Asthma Emergency Kits are kept?
- Who is responsible for the contents of Asthma Emergency Kits? (checking reliever medication expiry dates, replacing spacers and face masks as needed)
- Do you have a second Asthma Emergency Kit for excursions?
- What happens if a child's reliever medication and spacer are not brought to the service?
- Does the child have any other health conditions, such as allergies or anaphylaxis?
- Do they have an Action Plan and Risk Minimisation plan for each health condition?
- Do plants around the service attract bees, wasps or ants?
- Have you considered planting a low-allergen garden?
- Have you considered where food and drink consumption and disposal is occurring? (including food and drink consumed by all staff and visitors)
- Could traces of food allergens be present on craft materials used by the children? (e.g. egg cartons, cereal boxes, milk cartons)
- Do your cleaners use products that leave a strong smell, or do you plan to renovate or paint the centre when children are present?
- Do your staff use heavy perfumes or spray aerosol deodorants while at work?

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- Are you in a bushfire-prone area where controlled burning may occur?
- What special activities do you have planned that may introduce children to asthma triggers?

### ATTACHMENT 3 PROCEDURE FOR ADMINISTRATION OF MEDICATION

1. Wash and dry hands thoroughly before administering any medication. If appropriate, gloves are recommended wherever possible
2. Check the medication record to confirm date, time, dosage and the child to whom the medication is to be administered
3. Check that prescription medication:
  - Is in its original container, bearing the original label and instructions
  - Is the correct medication, as listed in the medication record
  - Has the child's name on it (if the medication was prescribed by a registered medical practitioner)
  - Is the required dosage, as listed in the medication record
  - Has not passed its expiry date
4. Check that non-prescription medication:
  - Is in the original container, bearing the original label and instructions
  - Is the correct medication, as listed in the medication record
  - Has the child's name on it
  - Is the required dosage, as listed in the medication record
  - Has not passed its expiry date
5. When administering the medication, ensure that:
  - The identity of the child is confirmed and matched to the specific medication
  - The correct dosage is given
  - The medication is administered in accordance with the instructions attached to the medication, or any written or verbal instructions provided by a registered medical practitioner
  - The Educator must complete the medication record (Regulation 92(3)(h)) and store any remaining medication appropriately, such as in the refrigerator if required
  - The Educator must inform the parent/guardian on arrival to collect the child that medication has been administered and ensures that the parent/guardian completes the required details in the medication record.

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#### ATTACHMENT 4 ADMINISTRATION OF MEDICATION FOR ONGOING MEDICAL CONDITIONS

Where a child is diagnosed with a condition that requires ongoing medication or medication to be administered in emergencies, parents/guardians may authorise the administration of the medication for a defined period (up to six months).

In these cases:

A medical management plan completed by the child's doctor should be provided and attached to the child's enrolment form and a copy given to the Educator.

**The medical management plan should define -**

- The name of the medication, dosage and frequency of administration
- Conditions under which medication should be administered
- What actions, if any, should be taken following the administration of the medication
- When medication is required under these circumstances, educators/staff should:
  - Follow the procedures listed above
  - Ensure that the required details are completed in the medication record
  - Notify the parents as soon as is practicable

## ATTACHMENT 5 ADMINISTRATION OF PARACETAMOL

There may be times when a child develops a fever while at the service. When this occurs, there may be a need to administer paracetamol.

A high fever in a young child can be sign of infection and must be investigated to find the cause. However, fever itself is not necessarily an indicator of serious illness. The normal temperature range for a child is up to 38 degrees C. Fevers are common in children and if the child appears happy and well, there is no need to treat a fever, but it is important to watch the child for signs that the fever is a symptom of an illness that may worsen.

In the case of a high fever, parents/guardians will be notified and asked to collect the child as soon as possible, or an ambulance will be called to the service. While the service is waiting for the child to be collected by the parent/guardian, the Educator will use measures, such as removing clothing and encouraging the intake of fluids, to keep the child cool, comfortable and well hydrated.

Paracetamol is not appropriate first aid or emergency treatment, and will be treated as any other medication, including requiring written and signed consent for its administration.

If parents/guardians request that educators/staff administer paracetamol, the Educators should:

- Administer only to a child who has a temperature above 38.5 and is in discomfort or pain
- Administer only one dose of paracetamol in any instance
- Use preparations that contain paracetamol only, not a cold and flu or combined preparation
- Be aware that there are numerous dose forms and concentrations in paracetamol for children and administer the most appropriate concentration and dose for the child who is being administered the paracetamol.

### **Educators will not -**

- In any circumstance, administer paracetamol to a child under the age of 6 months while in the care of the service (an infant with acute fever must be treated as a medical emergency).
- Administer paracetamol for mild fever (under 38.5), gastroenteritis teething or as a sedative.

Royal Children Hospital Melbourne (2011) Fever in Children:  
[www.rch.org.au/kidsinfo/factsheets.cfm/doc](http://www.rch.org.au/kidsinfo/factsheets.cfm/doc)



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## MONITORING, SUPPORT AND SUPERVISION OF FAMILY DAY CARE EDUCATORS

### BACKGROUND

The Mid-Western Regional Family Day Care Scheme are committed to providing Educators with appropriate support and supervision to achieve high quality care and education for the children in their care; encouraging Educators towards continuous improvement and ensuring that professional standards guide practice, interactions and relationships.

### POLICY

The Coordination Unit Staff visit Educators in their Family Day Care Premises or Venues to –

- Provide ongoing support to the Educators and to ensure effective communication channels are operating with the Coordination Unit.
- Encourage teamwork, mutual respect and professionalism by recognising each other's strengths and skills.
- Monitor the standard of care provided for children; ensuring all Scheme Policies and Procedures, being adhered to. To provide opportunity to discuss understanding and clarification if required.
- Reflect on current practices in light of continuous improvement to provide high quality care and education for children.
- Observe how the service's statement of philosophy guides all aspects of the service's operations.
- Provision is made to ensure that a suitably qualified and experienced Educational Leader leads the development of the curriculum and ensures the establishment of clear goals and expectations for teaching and learning.
- To assist Educators to with ongoing training and professional development.
- Observe and interact with children, in order to assess their developmental progress and / or any specific or ongoing needs.
- To provide support to families and children, through liaison with and provision of resources and support to Educators
- Ensure conditions outlined in the Household Members Policy are being met.

### PROCEDURE

- Each Educator visit is planned to ensure quality outcomes for children and Educators. Visits are based on mutual respect and recognition of individual roles and responsibilities.
- Support visits will be primarily offered through individual service support visits. Additional support will occur by phone contact, email and written documentation.

- Visits to Educators will occur on different days and times to assist staff in having contact with all children and families using the service. Visits may occur at any time when care is being provided
- The Coordination Unit staff will aim to visit at different times of the day to widen their knowledge of the educator's activities. (This can include weekend care).
- Visits may be unannounced or at a scheduled time.
- New Educators will be given extra support upon commencement until a comprehensive understanding of Policies and Procedures and appropriate work practices are demonstrated.
- Additional support is provided to Educators when requested or where there are critical instances or extenuating circumstances.
- Visits to play session, in-service training, etc. are all valuable interactions, however they are in addition to regular visits.
- The other ways in which coordinators are accessible include:
  - Educators can come into the office to discuss matters between home visits;
  - Phone calls, emails, newsletters, playsession, office visits training or incidental meetings
  - The Coordinator of the service is the 'on call' contact for outside normal business hours and weekends.

#### PRIOR TO VISITS

Prepare themselves with information and resources required for the visit based from the previous Educator Home Visit Form.

Plan to visit on an alternate day to previous visit, to endeavour to see all children in care.

Preplanning of visits may be organised with the Educator, if the Educator requires a specific visit on a particular day to discuss such items as; issue of concern or to observe a specific child.

#### DURING VISITS

- When visiting Educators homes, staff acknowledge and respect that the Educator's primary responsibility is to the children in their care
- Communicate respectfully with the Educator and their family and respect the Educator's workplace.
- Introduce themselves to any visitors and outline the Coordination Unit staffs' role.
- Sign the Visitor's Register.
- Observe childcare practices to monitor compliance with regulatory requirements
- Develop a professional rapport to discuss factors that are impacting on the Educator's Service e.g. relationships with children, their families and the Educator's own family.
- Support Educator's to reflect on their practise and make any necessary improvements on a regular basis. Address and document any concerns with the Educator.

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- Provide resources, in a variety of formats to Educators which enhance Professional Development and encourage resourcing to influence childcare practise.
- The Coordination Unit staff member is to assist the Educator in ensuring that home safety standards are maintained; to offer suggestions and assistance to the Educators on age / stage appropriate children's experiences to ensure the children in care are provided with a safe stimulating environment.
- Educators are to be supported on any concerns they may be experiencing; including settling new children into care, children with special needs and communicating with parents.
- Procedures are in place to clearly define steps for addressing unsatisfactory performance of an Educator or non-compliance to the Scheme Policy and Procedures or statutory requirements.
- Coordination Unit Staff and Educators are to maintain 'Confidentiality' and a professional attitude and approach at all times.
- The Coordination Unit staff member is to maintain notes in relation to the individual children in care, as well as other aspects of the Service including adherence to Regulations and Policies.

#### AFTER THE VISIT

- The Coordination Unit staff member will complete Educator Home Visit documentation, outlining any follow up required, sign and forward a copy to the Educator. The Educator then has the opportunity to give feedback on their visit and how we can assist them. They sign and return to the Office to acknowledge this opportunity.
- Complete any follow up as identified on visit.

Educators in remote locations – Regulation- 169.2.d

#### **Coordination Unit in addition to the above procedure will -**

Consider all Educators' locations, to ensure the individual Family Day Care service can be resourced effectively to ensure quality of service delivered. Phone and email contact may be increased if regular visits cannot occur.

#### RELEVANT LEGISLATION

Education and Care Services National Law Act 2010

Education and Care Services National Regulations 2011

#### KEY RESOURCE

National Quality Standards (ACECQA)

**LAST REVIEW DATE:** August 2018

#### RELATED POLICIES

All Mid-Western Regional Family Day Care Policies and Procedures

## NATIONAL QUALITY STANDARDS

### BACKGROUND

A critical part to the success of the National Quality Framework is to conduct regular assessments of an Approved Services against the 2011 Education and Care Service Law and Regulations and the National Quality Standards.

### POLICY

To ensure the Scheme and Educators have an understanding of and strive to achieve the National Quality Standards.

### PROCEDURE

The National Quality Framework establishes a national assessment and rating system against the National Quality Standard for all education and care services, setting a new national benchmark for the quality of Education and Care Services.

It will also give services and families a better understanding of what constitutes a quality service. This will enable families to make informed decisions about the services providing education and care to their children.

The National Quality Standard comprises Quality Areas, Standards and Elements. There are seven Quality Areas, 15 Standards (which are high-level outcome statements) and 40 Elements.

### QUALITY AREAS

QA1 Educational program and practice

QA2 Children's health and safety

QA3 Physical environment

QA4 Staffing arrangements

QA5 Relationships with children

QA6 Collaborative partnerships with families and communities

QA7 Leadership and service management

Under the National Law, each Approved Service will be assessed and rated against the National Quality Standard and the requirements of the National Regulations by the Regulatory Authority in their jurisdiction. Each Approved Service will receive a rating for each Quality Area and an overall rating.

### QUALITY IMPROVEMENT PLANS

An Approved Provider must ensure that a Quality Improvement Plan is prepared for the Scheme and all Educators that:

- describes a self-assessment of quality practices of the service against the National Quality Standard

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- identifies areas for improvement
- contains a statement of the services' philosophy.

The Quality Improvement Plan must be:

- updated at least annually or at the direction of the Regulatory Authority
- available at the service
- submitted to the Regulatory Authority on request.

#### PHILOSOPHY

The philosophy of a service will describe the services' values, beliefs and understandings about children, families, the role of Educators and the ways children learn.

All Educators will have their own philosophy in relation to their own service.

To meet the National Quality Standard, the statement of philosophy should be used to guide all aspects of the service's operations.

Regular review of the philosophy against new research, against the approved learning frameworks, and against families' views and expectations will support the service's goals for continuous improvement.

#### RELEVANT LEGISLATION

Education and Care Services National Law 2010

Education and Care Services National Regulations 2011

#### KEY RESOURCES

National Quality Standards

**LAST REVIEW DATE:** August 2018

#### RELATED POLICIES

All Mid-Western Regional Family Day Care Policies and Procedures

## NON-COMPLIANCE POLICY

### BACKGROUND

The quality of the Family Day Care Educators is essential in providing a high quality child care service.

The Mid-Western Regional Family Day Care Scheme is committed to ensuring the requirements of the Education and Care Services Law and Regulations are met at all times to ensure the safety and wellbeing of all children, families and community members, Educators and staff.

### POLICY

The Coordination Unit is required to ensure Educators meet the requirements of the 2011 Education and Care Services Law and Regulations, the Scheme Policies and Procedures, the Australian Government Child Care Management System Guidelines, at all times whilst working as a Registered Educator with the Mid-Western Regional Family Day Care Scheme.

### PROCEDURE

#### COORDINATION UNIT

Provide training to inform and assist Educators in their understanding of their responsibilities in relation to the National Quality Framework, Education and Care Services National Law and Regulations, the Australian Governments Child Care Management System Children's Services Handbook, their Educator Registration Agreement and the Mid-Western Regional Family Day Care Scheme Policies and Procedures. Have a system in place to monitor current practice and to identify and document any non-compliance.

#### EDUCATORS

Educators will ensure they have a complete understanding of the requirements of the following documents and refer to them to determine appropriate practices and procedures.

- Education and Care Services National Law 2010
- Education and Care Services National Regulations 2011
- Early Years Learning Framework 2010
- My Time Our Place 2011
- NSW Occupational Health and Safety Act 2011
- Mid-Western Regional Family Day Care Scheme Policies and Procedures.
- Educators' Registration Agreement
- Australian Governments Child Care Management System Children's Services Handbook

#### NON-COMPLIANCE



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The following guidelines should be followed if an Educator is found to contravene any of the National Quality Framework, Education and Care Services National Law and Regulations, the Australian Governments Child Care Management System Children's Services Handbook, their Educator Registration Agreement and the Mid-Western Regional Family Day Care Scheme Policies and Procedures.

The Educator will be spoken to about the non-compliance, and depending on the nature of the non-compliance, may be required to rectify the situation as soon as it is brought to their attention.

The Coordinator may complete a Non-Compliance Report.

Details of the discussion and / or the report will be documented in the Educators file.

The Educators will be advised in writing of a first warning from the Coordinator. This will also include a quality improvement plan developed between the Educator and the Coordination Unit based on the nature and severity of the non-compliance, outlining expectations, strategies and a time frame.

If the Educator continues to breach conditions, which could include different non-compliance issues, then consideration will be given to De-Registering the Educator from the Scheme.

An Educator, depending on the nature and severity of the non-compliance, may be suspended until evidence has been provided to the Coordination Unit that any identified non-compliances have been rectified.

Depending on the nature of the non-compliance - instant deregistration may be considered if behaviour on the part of the Educator, Assist Educator or Household Member has put the children's well-being at risk or their behaviour "threatens to harm, frighten or humiliate a child", or if the Coordinator is concerned about the Educators ability to provide adequate Duty of Care.

#### APPEAL BY AN EDUCATOR

Refer to Complaints and Feedback Policy or they are able to involve the NSW Ombudsman.

#### RELATED POLICIES

All Mid-Western Regional Family Day Care Policies and Procedures

#### RELEVANT LEGISLATION:

Education and Care Services National Law 2010

Education and Care Services National Regulations 2011 Clause 168

NSW Occupational Health and Safety Act 2000

NSW Occupational Health and Safety Regulations 2001

#### KEY RESOURCES:

National Quality Standards 2011 (ACECQA)

Childcare Service Handbook (DEEWR)

**LAST REVIEW DATE:** August 2018





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NON COMPLIANCE REPORT

EDUCATOR'S NAME: \_\_\_\_\_ DATE: \_\_\_\_\_

CHILDREN IN CARE: 1. \_\_\_\_\_ 2. \_\_\_\_\_

3. \_\_\_\_\_ 4. \_\_\_\_\_ 5. \_\_\_\_\_

6. \_\_\_\_\_ 7. \_\_\_\_\_

AREA OF CONCERN:

SAFETY      HYGIENE      REGULATIONS      ADMINISTRATION      POLICY

COMMENT: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

STAFF SIGNATURE

\_\_\_\_\_

DATE

\_\_\_\_\_  
EDUCATORS SIGNATURE

\_\_\_\_\_  
DATE

**ACTION TAKEN:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
COORDINATOR'S SIGNATURE

\_\_\_\_\_  
DATE

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## NON PAYMENT OF FEES

### BACKGROUND

Family Day Care Educators operate their own businesses in providing quality child care to their community. Payment of fees for this service is expected in a timely manner from the families that use their care. It is a legal requirement of accepting Child Care Benefit payments, that families abide by the guidelines set out in the Australian Governments Child Care Management System.

### POLICY

In regards to debt management, all educators have a right to be paid as negotiated in a timely manner by both parents and the service.

The Coordination Unit and Educators will follow the guidelines stated in the Australian Governments Child Care Management System Childrens Services' Handbook.

### PROCEDURE

The Coordination Unit recommends Educators charge families a bond to cover themselves of any losses if a family leaves their service without notice.

It is an Educators responsibility to ensure that all families are up to date with their fees. The Coordination Unit recommends Educators have families pay for the week of care each week.

Educators should verbally and in writing advise every family during the initial interview/ enrolment of their individual Fee Schedules; what their fees are and when payments are expected.

All families should sign a Parent/ Educator Agreement with their Educator prior to starting care stating what days and times they have booked for care, and to acknowledge the conditions of payment.

If a family falls behind in fees, the Educator should set a time frame in writing stipulating when the outstanding fees need to be paid by; however Educators must remember that processing attendance records information without parents being up to date with fees is considered fraudulent. The Coordination Unit will stop processing attendance records of a family who is not up to date with fees.

The Coordination Unit is not responsible for assisting Educators in recovering money lost through bad debts.

An Educator however should inform the Coordination Unit if / when a parent leaves their care with fees outstanding, as an alternative Educator may not be offered to families who have debts with another

Educator in the Scheme. Under exceptional circumstances the Coordinator will determine whether or not fees need to be paid before the family can start with another Educator.

### RELEVANT LEGISLATION

Education and Care Services National Law 2010

Education and Care Services National Regulations 2011

## KEY RESOURCE

National Quality Standards (ACECQA)

Australian Governments Child Care Management System Childrens Services' Handbook

**LAST REVIEW DATE:** August 2018

## RELATED POLICIES

Access and Custody

Assist Educators

Collaborative Partnerships with Families and Communities

Complaints and Feedback

Delivery and Collection of Children

Educator Leave and Resignation

Educator Record Keeping

Ethical Conduct

Fees and Charges

Non Compliance

Privacy and Confidentiality

Professionalism

Relief Educators

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## NSW OMBUDSMAN AMENDMENT ACT (CHILD PROTECTION AND COMMUNITY SERVICES)

### BACKGROUND

The NSW Ombudsman is an independent and impartial watchdog who watches over most public sector and many private sector agencies and their staff. Their role is to make sure these agencies and their staff do their jobs properly, meeting their responsibilities to the community.

### POLICY

To ensure the safety and wellbeing of children in care within the Mid-Western Regional Family Day Care Scheme.

To complement the Mid-Western Regional Councils' policy where allegations or convictions of child abuse are made against an employee of the Council.

### PROCEDURE

The NSW Ombudsman is to be notified when the alleged perpetrator is an employee of the Mid-Western Regional Family Day Care Scheme.

Whereby an allegation of child abuse identifies the alleged perpetrator as an employee of the service defined as; a member of staff, a Family Day Care Educator, an Assist Educator, student on placement or a volunteer. (Section 5.25 (1) of the NSW Ombudsman's Act 1974.

Child Protection Notification Form (NSW Ombudsman) to be completed and must be sent to the NSW Ombudsman within 30 days of the Licensee of the service becoming aware of the offence and / or of a current or past conviction.

Adhere to the NSW Department of Family and Community Services 'Interagency Guidelines on Child Protection Intervention' in respect to the investigation of the child protection matter and liaise with other appropriate bodies as per these Guidelines.

Advise the ombudsman whether or not disciplinary or other action in relation to the employee will be implemented and the reason for taking or not taking any action.

Inform the NSW Ombudsman of progress and/or outcome of investigation.

Depending on the case, the NSW Ombudsman will make a decision regarding the role they take; that is being active or monitoring.

The Coordinator is to liaise directly with the Licensee / or his delegate at all times throughout the investigation.

### DEFINITIONS

For the purposes of dealing with the Ombudsman Act the following terms mean:

**Allegation** – An allegation against an employee might involve behaviour that is reportable conduct or behaviour that is exempt from notification to the Ombudsman but is required to be investigated by the agency.

**Reportable conduct** - any sexual offence, or sexual misconduct, committed against, with or in the presence of a child (including a child pornography offence), or

- any assault, ill-treatment or neglect of a child, or
- any behaviour that causes psychological harm to a child

#### RELEVANT LEGISLATION

Education and Care Services National Law 2010

Education and Care Services National Regulations 2011

NSW Ombudsman's Act (1974) [www.ombo.nsw.gov.au](http://www.ombo.nsw.gov.au)

NSW Ombudsman Amendment (Child Protection and Community Services) 1999

#### KEY SOURCES

[www.kids.nsw.gov.au](http://www.kids.nsw.gov.au)

**LAST REVIEW DATE:** August 2018

#### RELATED POLICIES

Children in Care

Child Protection

Collaborative Partnerships with Families and Communities

Complaints and Feedback

Governance and Management of the service

Media and Publicity

Professionalism

Staffing

Work Place Health and Safety



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## NURSERY FURNITURE, TOY AND EQUIPMENT SAFETY

### BACKGROUND

Unsafe nursery furniture, equipment and toys are responsible for a high number of injuries to children and the majority of these injuries are preventable. Choosing safe items, checking furniture and equipment regularly, and providing proper supervision are crucial in ensuring the health and safety of children.

### POLICY

Educators will endeavour to minimise the risk of child accidents and injuries involving nursery furniture and equipment, toys and play equipment.

### PROCEDURE

#### NURSERY FURNITURE AND EQUIPMENT

##### **When purchasing nursery furniture and equipment for children, Educators should -**

- Always use furniture and equipment that has been made in accordance with Australian Standards. Educators must have written verification of this available to sight.
- Always use furniture and equipment that is free of rough surfaces, sharp edges, points, projections and small pieces that can break off, is easy to clean and age appropriate.
- Regularly test locking devices to ensure they work correctly and regularly check furniture and equipment for stability, wear and tear.
- Look for entrapment hazards, it is easy for small fingers and limbs to get caught in gaps between 30-50 mm in size, head and upper body entrapments can cause death by asphyxiation with gaps over 85mm.
- Be aware that most injuries related to nursery furniture are due to falls from equipment, ensure appropriate supervision of children at all times.
- Ensure cleanliness of all nursery furniture and equipment.
- Educators should conduct and record an audit of the furniture and equipment used for their Family Day Care service at least once a year.

#### COTS AND SLEEPING FACILITIES

##### **Educators will -**

- Provide an adequate number of cots, beds, stretchers or sleeping mats or other culturally appropriate forms of bedding for all children who sleep while in care e.g. one child per bed / cot
- Every cot used for your Family Day Care Service does require verification that it meets Australian Standards. AS/NZS 2172 – Cots for household use – Safety requirements. This information needs to be readily accessible by the Coordination Unit or regulatory authorities.
- Ensure that mattresses and other bedding are clean and comfortable.

- Ensure that bed clothing is appropriate to the climate.
- Ensure that all bed linen is kept clean and in good repair.
- Ensure that there is individual bed linen and blankets for each child that are stored hygienically between uses.
- Arrange and position cots, beds, stretchers, mattresses and other bedding so as:
  - To reduce the risk of a child having access to dangerous or hazardous materials or equipment (eg. curtain cords, cosmetics, heaters, power points, objects hanging on the wall, etc.) according to the age and abilities of individual children;
  - To be in an area that has natural light;
  - To allow easy access to any child and
  - To reduce the risk of cross infection between children.
- Maintain all cots, beds, stretchers, mattresses and other bedding in a safe, clean and hygienic condition and in good repair at all times.
- Regularly testing locking devices to ensure they work correctly and regularly checking for stability, wear and tear.
- Ensure cots do not contain any lead. This is most likely to occur with second hand furniture.
- Sleeping arrangements need to comply with current regulations, while also respecting the needs of the child, and the wishes of the family. Educators also play an important role in providing an atmosphere that is relaxing and promotes good sleep/rest routines.

The Coordination Unit will:

- Maintain a policy relating to the selection and use of cots, beds and bedding that is based on current advice from recognised safety authorities.
- Ask to see written verification that all cots used in an Educators Family Day Care Service have Australian Standards verification

#### TOYS AND PLAY EQUIPMENT

Children should only be provided with toys that can be used safely, are age appropriate, stable, durable and easy to clean. It is important for Educators to be aware that some unsafe toys have caused serious child injuries and deaths.

#### **When purchasing toys for children in care, Educators should -**

- Check all toys for poor design and manufacture ensure they are non-flammable and there are no choking hazards such as cords; do not contain lead, thread / ribbons or small pieces that can break off. If in doubt do not use.
- Regularly check for sharp edges, rough surfaces or brittle plastic as they can cause cuts and splinters, buy washable, non-breakable, non toxic toys; check for ventilation before buying masks, helmets and tents.

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- Ensure that all toys are age appropriate for the children they have in care and are regularly checked and maintained.
- When setting up, packing away or washing toys check toys regularly for loose, detachable or broken parts that are choking hazards. Remove broken toys until their can be fixed, discard broken toys if not repairable.
- Encourage the safe and correct use of toys; supervise activities and arrange play areas where toys can be used safely, away from electrical equipment, heating and cooling systems.
- Be aware that it is safer to use toy crates without lids or with lightweight removable lids rather than toy chests. Only use toy chests and boxes that are designed not to close on top of children, cannot be locked, and ensure there are ventilation holes in case a child crawls inside the box. Ensure that toy boxes with hinges are fitted with a hinge type that closes slowly to avoid trapped fingers and head injuries.
- All play equipment should also be safe and in good repair at all times.
- Outdoor play equipment needs to be checked for the effects of weathering: plastic becoming brittle
- Educators should conduct a written audit of the toys used for their Family Day Care service at least once a year.

#### RELEVANT LEGISLATION

Education and Care Services National Law 2010

Education and Care Services National Regulations 2011

#### KEY RESOURCES

National Quality Standards Areas 2 and 3

Keeping Baby Safe, Ministerial Council on Consumer Affairs, 2000 [www.consumer.gov.au](http://www.consumer.gov.au)

Toy Safety Checklist, NSW Department of Fair Trade, 2007 [www.fairtrading.nsw.gov.au](http://www.fairtrading.nsw.gov.au)

Staying Healthy in Child Care, NHMRC, 2006: [www.health.gov.au](http://www.health.gov.au)

SIDS and Kids 'Sids and Kids Safe Sleeping' brochure. [www.sidsandkids.org](http://www.sidsandkids.org)

Kidsafe NSW [www.kidsafe.com.au](http://www.kidsafe.com.au)

**LAST REVIEW DATE:** August 2018

#### RELATED POLICIES

Assessment of Family Day Care Venues

Children in Care

Child Protection

Collaborative Partnerships with Families and Communities

Complaints and Feedback  
Educator Household Members  
Educator Record Keeping  
Ethical Conduct  
Excursions  
Childrens Health and Hygiene  
Incidents, Injuries, Trauma and Illness  
Monitoring, Support and Supervision of Educators  
Non Compliance  
Privacy and Confidentiality  
Providing a Child with a Safe Environment  
Professionalism  
Protection from Harm and Hazards  
Relief Educators  
Safe Sleep and Rest  
Supervision  
Toy, Equipment and Resource Library  
Visitors to a Family Day Care Service  
Vehicle Safety  
Water Safety  
Work Place Health and Safety

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## NUTRITION AND ACTIVITY

### BACKGROUND

There are many benefits to promoting a healthy lifestyle in early childhood education and care settings, including the positive impact this has on each child's learning and development. Being made aware of positive eating behaviour and the importance of physical activity from an early age can instil good habits that will remain throughout a person's life. Educators are well placed to build awareness among children and their families, while respecting lifestyle choices and cultural and religious values.

The foods we eat provide our body with the nutrients we need to stay healthy. Good nutrition involves the balanced eating of a variety of foods, and is especially important for children as they require a large amount of nutrients for growth and development. Research has shown that, when offered a variety of healthy foods, children can and do make good choices. Education and care settings provide many opportunities for children to experience a range of healthy food, and to learn about food choices from Educators and other children (Early Years Learning Framework).

Active play (play that involves using the large muscles in the body) develops a strong and healthy body, builds motor and co-ordination skills, creates a sense of wellbeing and helps protect from disease. Active play is about moving, being and doing.

A strong sense of health and wellbeing, supported by good nutrition and an active lifestyle, can provide children with confidence, energy and optimism that will contribute to their ability to concentrate, co-operate and learn (Early Years Learning Framework).

### POLICY

The Mid-Western Regional Family Day Care Scheme promotes healthy eating in childhood by -

- Helping to educate children, Educators and families about healthy food and nutrition, and its importance in the early years of a child's life and development.
- Encouraging both families and Educators to provide children with ample, nutritious food and drinks for their time in care.
- Consulting and working collaboratively with families in regard to their child's nutrition and dietary requirements, including responding appropriately to food allergies and recognising cultural and religious practices, and lifestyle choices as well as individual children's needs eg through observation of what the children bring from home – not enough food/too much/suggestions for healthier options.
- Endeavouring to take into account the culture, religion and overall health status of individual children.
- Providing an eating environment that encourages children to be calm, aids communication and social skills, and develops independence in eating habits.
- Encouraging physical activity by providing a range of active play experiences for all children every day at the service.

### PROCEDURE

**Coordination Unit is responsible for -**

- Provide information and resources to Educators and families on healthy choices for eating and active play, food preparation and storage.
- Collect and record relevant information about individual special dietary requirements of children that will be in care if required (i.e. allergies, medical conditions, cultural, etc) and ensure the Educator is well informed.
- Encourage families to provide adequate and nutritious meals for their children when they are in care.
- Provide advice and support to Educators and families on matters relating to food and nutrition.
- Include Nutrition Professional Development and a food safety component into new Educators induction.
- Provide nutrition and food safety Professional Development on a regular basis through emails, newsletters, Facebook etc.

**Educators are responsible for -**

- Implementing adequate health and hygiene procedures, and safe practices for handling, preparing and storing food, to minimise risks to children.
- Children's eating habits, food allergies and/or medical conditions are to be discussed between parents and Educators before care commences.
- Mothers are encouraged to breastfeed if possible or families are to provide infant formula.
- Implementing measures to prevent cross-contamination of any food given to children with diagnosed food allergies and/or diabetes
- Ensuring that the service environment and the educational program support children and families to make healthy choices for eating and food awareness activities. Including exploring and discussing diverse cultural, religious, social and family lifestyles.
- Children will be encouraged to get hands on experience and awareness in food preparation, through cooking and food activities.
- Discussing healthy eating choices with children, introducing the concept of 'sometime' foods and drinks and role modelling positive behaviours. Unhealthy foods high in sugar and / or fat content are to be strongly discouraged.
- Educators will further their professional knowledge with the latest information on food and nutrition through journals, resource agencies and in-service courses. This information will be shared with families and children.
- Considering this policy when organising excursions and service events.
- Keeping families informed of current information relating to healthy eating and active play.
- Ensuring that fresh drinking water is readily available at all times, and reminding children to drink regularly throughout the day. Ensuring that children can readily access their own clearly labelled drink containers.



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- Providing food and drinks at regular intervals, and encouraging children to actively participate in, and enjoy, snack / meal times without feeling rushed.
- Providing adequate supervision for all children during meal/snack times
- Encouraging children to be independent at snack/meal times e.g. opening lunchboxes, pouring drinks, self-feeding, serving and using utensils in a culturally sensitive way
- Ensure parents/guardians maintain “no nut” rule if required and if food is brought in for sharing eg birthday cake – communicate with parents/guardians that ingredients need to be listed and displayed to identify any allergy foods for individual children
- Provide each child with food and drinks provided by the family, unless the Educator feels it does not meet the nutritional guidelines outlined in the Regulations. If the family fails to provide either nutritious and / or enough food and drink for their child, the Educator may provide the child with appropriate food and drink. The cost of the food provided will be charged as per the Educator Fee Schedule.
- Planning and providing outdoor, active play that is stimulating, promotes skill development, considers safety issues and provides adequate supervision
- Acting as positive role models by engaging in physical activity
- Providing age appropriate traffic safety educations, including pedestrian and passenger safety to both children and parents/guardians at the service
- Considering opportunities for children to be physically active indoors, particularly in adverse weather conditions

**For Educators who choose to provide food for the children in their care:**

- Educators must undertake a Food Handling Course that is recognised by a relevant Health Authority; In accordance with the Food Act 2003.
- Educators must ensure all food and drinks provided are consistent with the recommendations of the Australian Governments Healthy Eating Guidelines for Early Childhood settings. That is they are adequate in quantity and take into account dietary requirements of each child’s growth and developmental needs, any specific cultural, religious or health requirements.
- Educators should follow the nutritional guidelines as set out in Caring for Kids Cookbook (NSW Health). That is providing a hot / cooked midday meal, and the appropriate amounts of fruit and dairy that children require while in care.
- Educators must display an accurate menu of the food they are providing to the children each day.

**Parents/Guardians are responsible for -**

- Providing details of specific nutritional/dietary requirements, including the need to accommodate cultural or religious practices or food allergies, on their child’s enrolment form, and discussing these with the Coordination Unit prior to the child’s commencement at the service, and if requirements change over time (refer to Medical Conditions and Medication Administration Policy)
- Communicating regularly with educators regarding children’s specific nutritional requirements and dietary needs, including food preferences



- Families are to ensure that they supply their Educator with ample, nutritious food and water/ drinks for their child for the time they are in care. If the family fails to provide either nutritious and / or enough food and drink for their child, the Educator may provide the child with appropriate food and drink. The cost of the food provided will be charged as per the Educator Fee Schedule.
- Providing nutritious food and drinks for celebrations, fundraising activities and service events, consistent with service policy
- Follow the service “no nut” if required rule and if food is brought in for sharing eg birthday cake – that ingredients need to be listed and displayed to identify any allergy foods for individual children
- Keep lunchboxes and drink bottles clean and hygienic.
- Following repeated requests both written and verbal to parents for nutritious foods, the Educators may contact the Coordination Unit for guidance. Note: Regulations 79 and 80 do not apply to food and beverages provided by a parent/ guardian for consumption by their child.
- Encouraging children to exercises by engaging in active play, and walking or riding a bike to the service where appropriate
- Discussing appropriate road safety and car safety practices, and role modelling this behaviour.

#### RELEVANT LEGISLATION

Education and Care Services National Law Act 2010

Education and Care Services National Regulations 2011 Child Wellbeing and Safety Act 2005

Equal Opportunity Act 2010 (Vic) Food Act 1984 (Vic) as amended 2012

Workplace Health and Safety Act 2011

**LAST REVIEW DATE:** August 2018

#### KEY RESOURCES

National Quality Standard (ACECQA)

Nutrition Australia [www.nutritionaustralia.org](http://www.nutritionaustralia.org)

Australian Breastfeeding Association [www.breastfeeding.asn.au](http://www.breastfeeding.asn.au)

NSW Multicultural Communications Service [www.mhcs.health.nsw.gov.au](http://www.mhcs.health.nsw.gov.au)

Fact sheets on health topics Get Up and Grow: Healthy Eating/ Physical Activity for Early Childhood: [www.health.gov.au/internet/main/publishing.nsf/content/phd-early-childhood-nutrition-resources](http://www.health.gov.au/internet/main/publishing.nsf/content/phd-early-childhood-nutrition-resources)

Kids and Traffic – Early Childhood Road Safety Education Program [www.kidsandtraffic.mg.edu.au](http://www.kidsandtraffic.mg.edu.au)

NSW Food Authority – [www.foodauthority.nsw.gov.au](http://www.foodauthority.nsw.gov.au)

Food Standards Australia – [www.foodstandards.gov.au](http://www.foodstandards.gov.au)

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National Health and Medical Research Council – [www.nhmrc.gov.au](http://www.nhmrc.gov.au)

NSW Department of Health – [www.health.nsw.gov.au](http://www.health.nsw.gov.au)

Munch and Move [www.healthykids.nsw.gov.au/campaigns-programs/about-munch-move.aspx](http://www.healthykids.nsw.gov.au/campaigns-programs/about-munch-move.aspx)

## RELATED POLICIES

Acceptance and Refusal of authorisations

Assessment of Family Day Care Venues

Assist Educators

Children in Care

Child Protection

Collaborative Partnerships with Families and Communities

Complaints and Feedback

Curriculum Development

Dental and Oral Health

Educator Household Members

Educator Record Keeping

Enrolment and Orientation

Ethical Conduct

Excursions

Fees and Charges

Food Handling

Children's Health and Hygiene

Incidents, Injuries, Trauma and Illness

Inclusion and Equity

Interactions with Children

Medical Conditions and Medical Administration

Monitoring, Support and Supervision of Educators

Nursery, Toy and Equipment Safety

Privacy and Confidentiality

Providing a Child with a Safe Environment

Professionalism

Relief Educators

Sun Protection

Supervision

Visitors to a Family Day Care Service

Water Safety

Work Place Health and Safety

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## PETS AND ANIMALS

### BACKGROUND

The Mid Western Regional Family Day Care acknowledges the importance of keeping children safe at all times. While pets and other animals can prove an effective inclusion into the child's experiences in care they are also a risk to children. A child's safety must be maintained at all times.

### POLICY

To ensure the practices of the service meet the Education and Care Services National Regulations 2011 and National Quality Standards in regard to pets and other animals in Family Day Care.

To minimise the risk of injury and safeguard the health of children, families and staff at all times.

To ensure that Educators exercise their Duty of Care in relation to supervising interactions between their pets and the children in care.

### PROCEDURE

#### Coordination Unit

Provide Professional Development and/or resources to Educators and families on health and safety practices for pets and other animals.

Monitor the compliance of the policy and help Educators develop Risk Management plans for animals.

#### Educators

An Educator must ensure that any animal (including livestock) or domesticated bird that enters or is kept on the premises of their Family Day Care Service, does not constitute a health or safety risk to children in care. For example; by causing an allergic response or infection or in any way having a detrimental effect on the well-being of children provided by the service.

Every domestic pet or farm animal is kept in an area separate to and apart from the areas used by children, unless involved in a specific activity that is directly supervised by the Educator, staff member or other adult (e.g. brushing the dog, bottle feeding a lamb, or providing food or water).

An Educator should inform families if they intend the children to have access to their pets / animals.

Educators should have Pet Authorities signed by the parents, to cover the supervised 'pet interactions' they may have with the child/ren in their care.

Pet food and water bowls should be inaccessible to children.

Animal droppings should be cleared away daily. Kitty litter trays should be inaccessible to children.

Educators should ensure that there are no bones/ food or holes dug by dogs in the play areas.

There should be ongoing worming and immunisation programs, especially for dogs and cats.

Bird aviaries and rabbit/ guinea pig hutches are to be cleaned regularly. Children should not be allowed within these enclosures.

Children should only enter a chicken coop as a supervised activity.

Animals are not to have access to children's bedding, toys or play equipment, food preparation areas, eating surfaces or utensils.

No animal is to travel in a motor vehicle with children in care, unless the animal is restrained in the car (for example: by a fixed barrier, harnessed away from the children or in a cage).

Children are to be protected by a hygiene program eg washing hands after handling pets, pets not licking children's faces, checking for droppings in the yard etc.

Research has indicated that dogs are a high risk with children, experiences involving dogs need to be discussed with Coordination Unit before the experience occurs.

### **Families**

Families must inform Educators if their child has any allergies or any fears relating to animals before commencing care with that Educator.

Families should notify the Coordination Unit if they are concerned with any pet / animal interactions occurring at the Educators service.

### RELEVANT LEGISLATION

Education and Care Services National Law 2010

Education and Care Services National Regulations 2011

Work Health and Safety regulation 2011 (NSW)

### KEY RESOURCES

National Quality Standards 2011 (ACECQA) Quality Area 2

Childcare Service Handbook (DEEWR)

Kidsafe <http://www.kidsafensw.org/>

Staying Healthy in Childcare NHMRC 2006 [www.health.gov.au/nhmrc](http://www.health.gov.au/nhmrc)

**LAST REVIEW DATE:** August 2018

### RELATED POLICIES

Acceptance and Refusal of authorisations

Assessment of Family Day Care Venues

Assist Educators

Behaviour Guidance

Children in Care

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Collaborative Partnerships with Families and Communities

Complaints and Feedback

Curriculum Development

Educator Household Members

Educator Record Keeping

Enrolment and Orientation

Ethical Conduct

Excursions

Fees and Charges

Childrens Health and Hygiene

Incidents, Injuries, Trauma and Illness

Inclusion and Equity

Interactions with Children

Medical Conditions and Medical Administration

Monitoring, Support and Supervision of Educators

Playsessions

Photographs and Videos

Privacy and Confidentiality

Providing a Child with a Safe Environment

Professionalism

Relief Educators

Sun Protection

Supervision

Sustainability

Visitors to a Family Day Care Service

Work Place Health and Safety

## PHOTOGRAPHS / VIDEOS

### BACKGROUND

Photographs and videos are now classified as 'personal information' under the Information Privacy Act.

### POLICY

To ensure the privacy of children and families is respected at all times also including when any individual who is not an Educator or Coordination Unit member is taking photographs or videos within an Educators Service, a playsession or a community event.

### PROCEDURE

#### COORDINATION UNIT

Written permission is sought from the parent / guardian on the Authorisation Form at the initial Registration of the child / family with the Mid-Western Regional Family Day Care Scheme. This outlines the child's inclusion in video, photographs, digital media and interviews by media, staff/ Educators or students, where any of the above will be for any form of public display, used in the Scheme or individual service promotional material or publications.

If a parent / guardian does not want their child's photograph to be used then the Coordination Unit writes this information in red on the outside of the families file and the prospective Educator is notified.

The Scheme accepts that families may want to display photographs of their own child on the internet; however we do not condone the display of photographs taken of other families' children whilst in the care environment.

#### INDIVIDUAL EDUCATOR SERVICES

In relation to any parent/ family member, student or visitor to the Service with the intentions to take photographs, the Educator will ensure:

- All families are notified in advance of when, why and by whom photographs may be taken.
- All families are given the opportunity to object to their child being involved in any photographs, and that these wishes will be respected.
- Any parent or family member may only photograph their own child unless given permission by another child's parent in writing.

The Educator will respect the wishes of all families who do not wish their child to be photographed and will be responsible for ensuring the child is not photographed while in attendance at the Service. This may mean, however that the child may be removed from group situations where photos will be taken.

If a parent has given permission for their child to be photographed by anyone other than a staff member, Educator or student, the Service does not accept responsibility for the distribution or use of any photograph once taken.



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#### ANY OTHER INDIVIDUAL

The Service does not allow any other individual visiting an individual service (such as tradesmen) to take photographs of any child.

#### RELEVANT LEGISLATION

Education and Care Services National Law 2010

Education and Care Services National Regulations 2011 Clause 144

Information and Privacy Act (2009)

#### KEY RESOURCES

National Quality Standards Quality Area 4, 5 and 7

**LAST REVIEW DATE:** August 2018

#### RELATED POLICIES

Acceptance and Refusal of authorisations

Access and Custody

Child Protection

Collaborative Partnerships with Families and Communities

Curriculum Development

Excursions

Information and Communication Technology

Media and Publicity

Playsessions

Privacy and Confidentiality

Professionalism

Visitors to a Family Day Care Service

## PLAYSESSIONS

### BACKGROUND

Playsession is an opportunity for children to experience larger groups, explore play and participate in learning opportunities that may differ from those offered by their own Educator. Children enjoy both planned and spontaneous play experiences revolving around children's interests and suggestions.

### POLICY

- To provide opportunities for Educators and Coordination Unit staff to socialise and network with each other and to strengthen their identification with the Scheme.
- To allow children the opportunity to mix with other children in care and to become familiar with other Educators and the Coordination Unit staff.
- To provide experiences for children in care that encourages growth in physical, emotional and social development.
- To observe and interact with Educators and children in a large group setting.
- To provide opportunity for participating Educators and children to contribute to the planning and evaluation of the playsession program
- To provide an informal training opportunity where Coordination Unit Staff can model and share their early childhood knowledge, experience and skills.
- To be consistent with the Schemes Privacy and Confidentiality Policies.

### PROCEDURE

Playsessions are to be held during school terms and weather permitting.

Playsessions will also operate from facilities located at the rear of the Mudgee Coordination Unit Office, and when possible designated venues at Gulgong, Kandos/Rylstone, Wellington.

Playsessions may be held at an Educators Family Day Care residence or may consist of excursions to public places. For example: a park within the local community or the library.

Educators are to maintain primary responsibility for their children during playsessions. Educators should advise Coordination Unit staff of the need for them to work away from their children for a short period of time to ensure safe child / Educator ratios. For example; in the preparation of food, looking at the toy library resources, toileting a child.

For Scheme organised Playsessions the Coordination Unit Staff are to develop a program of activities for playsessions, which enable the children to socialise as well as engage in a variety of experiences and celebrate diversity.

The Coordination Unit staff responsible for the provision of play sessions should plan each session carefully to ensure that it provides a positive experience for all the children who will attend, taking into account:

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- The number of, different interests and ages of children;
- The venue and the indoor and outdoor spaces available;
- The available equipment and learning materials.

Educators must ensure they have completed a Risk Assessment that has been sent to the Coordination Unit on how they will safely get to and from playsession before they attend. Parents are to sign the approved Risk Assessment before they sign the excursion form.

Educators are to ensure they have parents' written permission to attend a playsession either on a Routine or Non Routine Excursion permission form.

Where possible parents are to be advised of their local playsessions, and are encouraged to attend.

Parents should be notified on the morning of a playsession as per the Excursion Policy.

#### RELEVANT LEGISLATION

Education and Care Services National Law 2010

Education and Care Services National Regulations 2011

#### KEY RESOURCES

National Quality Standards: Quality Area 1, 2, 3 & 5

**LAST REVIEW DATE:** August 2018

#### RELATED POLICIES

Acceptance and Refusal of authorisations

Access and Custody

Child Protection

Collaborative Partnerships with Families and Communities

Curriculum Development

Delivery and Collection of Children

Educator Record Keeping

Emergency and Evacuation

Enrolment and Orientation

Excursions

Children's Health and Hygiene

Incidents, Injuries, Trauma and Illness

Inclusion and Equity

Interactions with Children  
Media and Publicity  
Nutrition and Activity  
Photographs and Videos  
Privacy and Confidentiality  
Professionalism  
Protection from Harm and Hazards  
Sun Protection  
Supervision  
Vehicle Safety  
Work Place Health and Safety

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## PRIVACY AND CONFIDENTIALITY POLICY

### BACKGROUND

Early Childhood Services are obligated by law, service agreements and licensing requirements to comply with the privacy and health records legislation when collecting personal and health information about individuals.

The Health Records Act 2001 (Part 1.7.1) and the Information Privacy Act (Part 1.6.1) include a clause that overrides the requirements of these Acts if they conflict with other Acts or Regulations already in place. For example, if there is a requirement under the Education and Care Services National Law Act 2010 or the Education and Care Services National Regulations 2011 that is inconsistent with the requirements of the privacy legislation, services are required to abide by the Education and Care Services National Law Act 2010 and the Education and Care Services National Regulations 2011.

### POLICY

The need for confidentiality is fundamental in providing a Quality Child Care Service and the service will endeavour to protect the privacy of personal and sensitive information collected by our Scheme.

The Scheme will follow the standards of the National Privacy Principles to regulate the way in which we manage personal and sensitive information.

The Scheme will collect certain information in accordance with the regulatory framework of operating a Children's Service with respect to the 2011 Education and Care Services Regulations.

### PROCEDURE

#### COLLECTING INFORMATION

Personal information will be collected and used specifically for the purpose of the Mid-Western Regional Family Day Care Scheme. Personal information should be collected in a fair and unobtrusive way.

Collection of information is limited to only the amount of information that is necessary for the Schemes operational procedures.

#### USE AND DISCLOSURE

Disclosure of information should only be for the purpose for which it was collected.

The Mid-Western Regional Family Day Care Scheme will obtain parent/guardian permission before disclosing a child's personal and sensitive information to another professional

For example: Early intervention teachers, speech therapists, occupational therapists, doctors or counsellors.

Personal information collected about children is regularly disclosed to their own parents or guardians. On occasion, information such as children's personal achievements, child works and photos are displayed within the boundaries of the Family Day Care Office and Educator's home.

The Mid-Western Regional Family Day Care Scheme will disclose specific information, including the child's name, age and specific needs to the Educator(s) for the child including emergency contact and medical/health information.

Information will be kept secure and may be requested and viewed by the child's parents/guardians and representatives of DEEWR during an inspection visit

#### DATA QUALITY

The Mid-Western Regional Family Day Care Scheme takes all reasonable precautions to ensure personal information that we collect, use and disclose is accurate, complete and up-to-date. However, the accuracy of that information depends to a large extent on the information that is provided by the parents/guardians.

Parents/guardians will be required to advise the Coordination Unit of any changes that may affect the initial information provided.

Information that is collected will be maintained in accordance with the 2011 Education and Care Services National Law and Regulations, and the Mid-Western Regional Council.

#### DATA SECURITY

The Mid-Western Regional Family Day Care Scheme will always endeavour to protect personal information from misuse, loss, change, and unauthorised access/disclosure.

Ensure all records and documents are maintained and stored in accordance with Regulations 181 and 183 of the Education and Care Services National Regulations 2011

Ensuring the service complies with the requirements of the Privacy Principles as outlined in the Health Records Act 2011, the Information Privacy Act 2000.

#### OPENNESS, ACCESS AND CORRECTION

Parents/Guardians may seek access to the personal information collected about them and their children by contacting the Coordination Unit. However, there will be occasions when access is denied. Such occasions would include where access would have an unreasonable impact on the privacy of others, where access may result in a breach of the Service's Duty of Care to the child or where children have provided information in confidence.

#### SENSITIVE INFORMATION

The Mid-Western Regional Family Day Care Scheme respects the rights of individual's sensitive information. A higher level of privacy protection applies to sensitive information.

Sensitive information relates to information about an individual's religious beliefs, racial or ethnic origin, philosophical beliefs, political opinions, membership of a political association, membership of a trade union, sexual preference or practices, criminal records or health information.

#### **Parents/guardians are responsible for -**

Completing all authorisation forms and returning them to the Coordination Unit or Educators in a timely manner. Providing accurate information and updating it immediately when changes occur.

#### RELATED POLICIES

POLICY: FAMILY DAY CARE | 21 NOVEMBER 2018[VERSION 1.1, 1.2 ETC], [INSERT DATE]

All Mid-Western Regional Family Day Care policies and Procedures

#### RELEVANT LEGISLATION

Education and Care Services National Law 2010

Education and Care Services National Regulations 2011

Health Records Act 2001

Privacy Act 1988 (Cth)

Privacy and Personal Information Protection Regulation 2014

Public Records Act 1973 (Vic)

#### KEY RESOURCES

National Quality Standards

Child Care Service Handbook (DEEWR)

Guidelines to the Information Privacy Principles [www.privacy.gov.au/law/apply/guidance](http://www.privacy.gov.au/law/apply/guidance)

**LAST REVIEW DATE:** August 2018



## PROFESSIONAL DEVELOPMENT

### BACKGROUND

The knowledge and skills of the Coordination Unit staff and Educators are reflected in the quality of the service. While a comprehensive and structured induction program is essential to ensure new Educators' and Coordination Staff feel confident and well prepared for their respective roles in Family Day Care, ongoing professional development plays an integral part in ensuring knowledge and skills are maintained, extended and kept up to date.

Ongoing Professional development is extremely important in helping early childhood educators provide developmentally appropriate learning activities in a safe and educationally stimulating environment that addresses the needs of all children

Where appropriate, the service will offer opportunities to families and other children's services within the community to attend Professional Development that is organised by the service.

### POLICY

To promote the Mid-Western Regional Family Day Care Scheme as a professional child care service that endeavours to stay abreast with current best practices in the early childhood educational field.

To present a comprehensive training module and orientation program to prospective Educators

To enhance all Educators personal and professional development by identifying individual training needs and implementing training accordingly.

To build on the Educators skills and knowledge base to guarantee the quality of service provision to children and families and to ensure Educators meet the requirements of the Quality Assurance Process

To provide training which is accessible to all Educators and which caters to different learning styles and backgrounds.

To ensure Coordination Unit staff and Educators participate in Professional Development on a regular basis.

### PROCEDURE

#### COORDINATION UNIT STAFF

Provide effective leadership to enable the establishment and maintenance of a professional workplace with open communication, respectful debate and further professional learning. A positive organisation culture is promoted and a professional learning community is built.

Work collaboratively with Educators and affirm, challenge, support and learn from each other to further develop their skills and to improve best practice and relationships.

Provision is made to ensure that a suitably qualified Educational Leader leads the development of the curriculum and ensures the establishment of clear goals and expectations.

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Provide information about all requirements of orientation training to prospective Educators and deliver specific training about the service to Educators before registration. Provide an added level of support for new Educators and work with them through their probation period.

Provide formal and informal training opportunities through home visits, playground and small group training including Educators who may be rurally isolated

Provide videos, books, websites and resources which Educators may access to increase their knowledge and provide recognition for informal learning

Document and evaluate Educators training provided by the Coordination Unit and completed by Educators and kept on file with any other relevant training undertaken

Provide opportunities for all stakeholders to provide feedback relating to Professional Development requirements of the service.

The Coordination Unit will notify Educators and families of local training opportunities, engage external professionals for the delivery of training as well as deliver it themselves.

Training programs will include accredited courses, non-accredited courses, specialised workshops and informal forums. Training opportunities should include, but not be limited to –

- Learning about current trends and issues
- Enhancement of knowledge and understanding of children's thinking skills, communication skills, social, emotional and physical needs.
- Finding ways to respond to the needs of families and young children in a complex and changing society
- Engaging with early childhood peers and establishing support and professional networks.
- Opportunities that cover key business areas.
- Encourage Educators to build on existing formal qualifications
- Encourage Educators to attend conferences, seminars and workshops

The performance of the Coordination Unit staff is evaluated annually by the Mid-Western Regional Council and individual development plans are in place to support performance improvement.

#### EDUCATORS

As per the Education and Care Services Regulations 2011 all Family Day Care Educators must already have a minimum early childhood qualification of a Certificate III in Children's Services before they are registered with a Scheme.

Educators agree upon Registration with the Scheme, to be involved in ongoing Professional Development and must show their commitment to continuous improvement to develop their skills in the education of children.

It is the Educators responsibility to complete an approved Child Protection Course within 12 months of starting their service and to maintain their current First Aid Certificates (including annual CPR and first aid, asthma and anaphylactic management training every 3 years).

It is expected that Educators attend at least 4 or more Professional Development opportunities each year (not including their first aid updates or Child Protection). These may be offered by the

Coordination Unit or other early childhood services. Documentation of attending professional development other than the ones offered by the Coordination Unit must be sent into the Coordination Unit to be filed (copy of certificate).

Educators are to participate in mandatory training as outlined by the Coordination Unit.

The performance of Educators is evaluated annually (Annual Review) and individual development plans are in place to support performance improvement (Continuous Improvement Plans).

If the Coordination Unit identify areas that need to be addressed the Educator must follow up.

#### FAMILIES

Support the Educators in their endeavours to attend Professional Development.

Provide feedback to the Coordination Unit on any future requests for Educator / family professional development requirements.

#### RELEVANT LEGISLATION

Education and Care Services National Law 2010

Education and Care Services National Regulations 2011

Local Government Act 1993

#### KEY RESOURCES

National Quality Standards 2011 (ACECQA) – Quality Area 7

Belonging Being Becoming – The Early Years Learning Framework (DEEWR 2010)

My Time, Our Place – The Framework for School Age Care in Australia (2011)

**LAST REVIEW DATE:** August 2018

#### RELATED POLICIES

ALL Mid-Western Regional Family Day Care Policies and Procedures

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## PROFESSIONALISM

### BACKGROUND

Professionalism is built upon individual integrity, responsibility, and ethical practices that demonstrate a profound respect for all children and their families.

Early childhood professionals make decisions based upon knowledge of early childhood theories and practices that recognize diversity of ability, developmental level, and family characteristics.

Early childhood professionals advocate for excellence in early childhood programs and participate in on-going professional development to enhance their knowledge and skills.

### POLICY

To ensure all Coordination Unit staff and Educators conduct themselves in a professional manner at all times in relation to all aspects of operating a Family Day Care Service and being a part of the Mid-Western Regional Family Day Care Scheme.

### PROCEDURE

The Mid Western Regional Family Day Care Scheme strives to show the community that Family Day Care is a quality choice for child care.

Although Educators run their own service, everything they do as an individual service reflects on the whole Scheme.

The Mid-Western Regional Family Day Care Scheme expects all Coordination Unit staff and Educators to behave in a professional manner at all times when conducting any duties involved with their individual service or the Coordination Unit.

- Demonstrate knowledge and understanding of and compliance with, the Education and Care Services National Law and Regulations, the Mid-Western Regional Family Day Care Scheme Policies and Procedures and the Australian Governments Child Care Management System Children's Services Handbook.
- Adhere to early childhood professional codes of ethical conduct and issues of confidentiality.
- Demonstrate knowledge, understanding and implementation of the national Quality Standards and the Early Years Learning Framework.
- Demonstrate critical reflection of one's own professional and educational practices.
- Demonstrate knowledge in technology resources to engage in ongoing professional development.
- Engage in critical reflection and ongoing professional learning.

### RELEVANT LEGISLATION

Education and Care Services National Law 2010

Education and Care Services National Regulations 2011

#### KEY RESOURCES

National Quality Standards

**LAST REVIEW DATE:** August 2018

#### RELATED POLICIES

All Mid-Western Regional Family Day Care Policies and Procedures

POLICY: FAMILY DAY CARE | 21 NOVEMBER 2018[VERSION 1.1, 1.2 ETC], [INSERT DATE]

## PROTECTION FROM HARM OR HAZARDS STORAGE OF DANGEROUS SUBSTANCES AND EQUIPMENT

### BACKGROUND

The Mid-Western Regional Family Day Care Scheme has a duty of care to provide all persons with a safe and healthy environment. The Scheme defines a dangerous product as any chemical, substance, material or equipment that can cause potential harm, injury or illness to a person. It is recognised the importance of Educators and Coordination Unit staff adhering to the Education and Care Services National Regulations 2011, the Work Health and Safety Act 2011 and Work Health and Safety Regulation 2011.

### POLICY

To reduce the risk of harm to children, families, staff, Educators and visitors from risks associated with chemical products, medicines and other potentially dangerous substances and / or equipment potentially used in Family Day Care environments.

### PROCEDURE

The National Law does not require services to eliminate all risk and challenge from children's play or environments; however every reasonable precaution is taken to protect children from harm and any hazard likely to cause injury.

The Work Health and Safety Act 2011 states clearly that a workplace must not place people or children at risk due to hazardous substances.

Chemical products routinely used in the home are potentially dangerous and hazardous. Common examples, that are hazardous either by ingestion, inhalation or skin contact are; bleach, cleaning agents, detergents, pesticides, solvents, medicines, and materials used for building, gardening and hobbies. Pesticides and volatile chemicals such as solvents are easily inhaled.

Information on chemical products can be obtained from manufacturers on Material Safety Data Sheets that provide information on chemical toxicity, health effects, safe handling and storage together with first aid instructions. There will be a phone number on the product container which you can call to obtain the Material Safety Data Sheets. Educators should have MSDS forms for all chemicals they use while children are in care.

#### **The Coordination Unit will -**

Provide information to Educators relating to identifying hazards and assessing the levels of risk in the Educators' Family Day Care Service.

Ensure the Playsession venue stores any dangerous chemicals, substance and equipment in a place that is secure and inaccessible to children.

Obtain Material Safety Data for all hazardous substances at Playsession.

Educators and Coordination Unit staff need to be aware of the Work Health and Safety legislation and safe storage practices relating to hazardous substances.

A hazardous substance may include:

- Poisons
- Medicine
- Gas / petrol
- Toiletries
- Household cleaners
- Gardening chemicals e.g. fertilizers, weed killer, pesticides
- Substances that may trigger an allergic reaction e.g. dust, fumes, peanut butter.

A substance may become hazardous if it is not managed correctly. This may include the way a substance is:

- Handled
- Used
- Stored
- Transported
- Disposed of

**Educators will:**

At all times be aware of their environment and potential safety hazards that could cause harm to the children in their care.

Under the Work Health and Safety Act 2011, it is the Educator's responsibility to:

1. Identify hazards in the home.
2. Assess the level of risk of the hazard.
3. Eliminate or control the risk.

Reasonable precautions include:

- Daily Safety Checks of the environment and equipment
- Secure storage of hazardous products including chemicals
- An equipment and toy maintenance schedule. All broken or dangerous equipment must be immediately removed from children's access.
- Risk assessments for all excursions outside the Family Day Care residence and for the implementation of Emergency Evacuations.
- Follow procedures for releasing children only into the care of authorised persons.
- Choose chemicals or medicines with child resistant lids or caps, otherwise ensure the chemical or medicine is stored in a locked place, which is secure and inaccessible to children.



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- Ensure the dangerous chemicals, substances and equipment at their home are kept in secure storage and are not accessible to children. It is the Educator's responsibility to eliminate or manage the risk. These items include but are not limited to:
  - All cleaning materials, including detergents
  - Poisonous and other dangerous substances
  - Toiletries
  - First aid equipment
  - Medications. These should be stored in their original labelled container and not transferred to any other container. Follow the use, storage and first aid instructions on the label for a substance. For medication that requires refrigeration, (eg eye drops, antibiotics, syrups) store at the back of the top shelf ideally in a childproof container.
- Educators should have Material Data Safety Sheets (MSDS) for all products used in their service. They must ensure these are up to date. It is recommended they are kept in your Work Health and Safety Folder.
- Have storage facilities that are secure and inaccessible to children for any tool or equipment that is operated by an engine or any tool or equipment that poses a possible hazard to children or Educators.

This list is not exhaustive and Educators should conduct regular risk assessments to identify potential hazards relevant to their own service, and strategies to protect children.

Educators should always have a complete first aid kit available at all times, out of children's reach.

They should also have easily accessible the emergency numbers of ambulance, fire brigade and police, children's family contact numbers.

Seek medical advice immediately if poisoning has occurred or call the **Poisons Information Line on 131126**, or call an **ambulance, dial 000**.

#### RELEVANT LEGISLATION

Education and Care Services National Law 2010 Section 167

Education and Care Services National Regulations 2011

Work Health and Safety Act 2011(NSW)

Work Health and Safety Regulation 2011(NSW)

#### KEY RESOURCES:

National Quality Standard – Quality Area 2

Standards Australia Limited [www.standards.org.au](http://www.standards.org.au)

FDC Safety guidelines 2008, [www.kidsafe.com.au](http://www.kidsafe.com.au)

Safework Australia 2011 [www.safeworkaustralia.gov.au](http://www.safeworkaustralia.gov.au)

**LAST REVIEW DATE:** August 2018

## RELATED POLICIES

Assessment of Family Day Care Venues  
Collaborative Partnerships with Families and Communities  
Critical Incident  
Deregistration of an Educator  
Educator Household Members  
Educator Record Keeping  
Emergency and Evacuation  
Incidents, Injuries, Trauma and Illness  
Monitoring, Support and Supervision of Educators  
Nursery, Toy and Equipment Safety  
Pets and Animals  
Providing a Child with a Safe Environment  
Sun Protection  
Supervision  
Visitors to a Family Day Care Service  
Vehicle Safety  
Water Safety  
Work Place Health and Safety

POLICY: FAMILY DAY CARE | 21 NOVEMBER 2018[VERSION 1.1, 1.2 ETC], [INSERT DATE]

## PROVIDING A CHILD SAFE ENVIRONMENT

### BACKGROUND

The Mid-Western Regional Family Day Care Schemes is committed to providing a safe environment for the children who are in care within our service.

The Scheme has a responsibility to advocate for the wellbeing of children and young people in a holistic and community context.

The Scheme recognises the vulnerability of children of all ages and the need to exercise vigilance and screen all adults with unsupervised access to children. In regard to their wellbeing.

### POLICY

The Scheme will aim to provide safe, respectful and ethical environments and pay careful consideration, preparation and attention to the potential dangers posed to children and young people in a childcare setting.

The Scheme will actively play a role in informing and supporting families and communities. The service will in addition, facilitate and maintain community liaison with partners who exist to support families and children.

Educators' will facilitate nurturing emotional environments and monitor each child's overall wellbeing and care.

### PROCEDURE

The Coordination Unit and Educators will:

- within the limits of its obligations ensure that children are protected from child abuse and facilitate wellbeing as defined in the Children and Young Persons (Care and Protection Act) 1988 and UNICEF Convention on the Rights of the Child 1989.
- facilitate a culture of commitment to child protection through a range of policies, procedures and practices.
- ensure all children are adequately supervised at all times by establishing and maintaining procedures to ensure all those with unsupervised access to children are screened to ensure they are not prohibited persons and to ensure only suitably qualified and able persons have responsibility for children.
- facilitate the reporting of children and young person's at risk of harm
- provide a system of reporting of any allegations of reportable offences in compliance of the Ombudsman Amendment Act 1998.
- ensure the prompt notification and investigation of allegations of risk of harm where allegations involve Educators their family or staff where there is an obligation to notify, irrespective of supporting evidence.
- ensure every reasonable precaution is taken to protect children from harm and any hazard likely to cause injury through undertaking routine safety checks, home and premises risk assessment audits and educating children and Educators in safety awareness.

- to deal with injury, trauma and illness as effectively as possible when they happen.
- preventative measures, appropriate training, adhering to service procedures, regulatory requirements and forward planning will ensure the service aims are met.
- The service will ensure comprehensive and current knowledge about the health and special requirements of every child in the service is obtained and documented.
- adhere to the services adopted Code of Ethics, Code of Conduct and Child Protection Policies.

#### RELEVANT LEGISLATION

Education and Care Services National Law 2010  
Education and Care Services National Regulations 2011  
NSW the Children and Young Persons Care and Protection Act 1998  
NSW Commission for Children and Young People Act 1998  
NSW Child Protection Act 1998  
Ombudsman Amendment Act 1998  
NSW Public Interest Disclosures Act 1994

#### KEY RESOURCES

National Quality Standards 2011 (ACECQA)  
Australian Government Child Care Services Handbook  
ECA Code of Ethics [www.earlychildhoodaustralia.org.au](http://www.earlychildhoodaustralia.org.au)  
UNICEF Convention on the Rights of the Child 1989

**LAST REVIEW DATE:** August 2018

#### RELEVANT POLICIES

Acceptance and Refusal of authorisations  
Access and Custody  
Assessment of Family Day Care Venues  
Assist Educators  
Children in Care  
Child Protection  
Collaborative Partnerships with Families and Communities  
Complaints and Feedback  
Delivery and Collection of Children

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Educator Household Members  
Educator Record Keeping  
Emergency and Evacuation  
Ethical Conduct  
Childrens Health and Hygiene  
Information and Communication Technology  
Incidents, Injuries, Trauma and Illness  
Inclusion and Equity  
Infectious Diseases  
Interactions with Children  
Medical Conditions and Medical Administration  
Monitoring, Support and Supervision of Educators  
Non Compliance  
Nursery, Toy and Equipment Safety  
Nutrition and Activity  
Pets and Animals  
Priority of Access  
Privacy and Confidentiality  
Professionalism  
Protection from Harm and Hazards  
Safe Sleep and Rest  
Sun Protection  
Supervision  
Visitors to a Family Day Care Service  
Vehicle Safety  
Water Safety  
Work Place Health and Safety

## RELIEF EDUCATOR

### BACKGROUND

High quality childcare, and trusting relationships between families and the service, is achieved when there is consistency and continuity of care. The Education and Care Services National Regulations 2011 provides scope for the role of a Relief Educator to provide continuity of care for families and children.

### POLICY

To allow Educators time to attend to important appointments, events or take time away from work, and to minimise disruption to children in care during these times.

### PROCEDURE

All Relief Educators must be Registered with the Mid-Western Regional Family Day Care Scheme, have a Working with Children Check, National Police Records Check, have a minimum Early Childhood Qualification of a Certificate III Childrens Services and have current first aid certificates (including First Aid, Asthma and Anaphylactic Management and CPR).

A Relief Educator when working for one Primary Educator can be added to that Primary Educators Public Liability Insurance. If the Relief Educator is working more than 50% of the Primary Educators service hours, or working for two or more Educators, they are to take out their own Public Liability Insurance.

Parents should be informed as soon as possible before the event about the relief arrangements. If an Educator has a regular Relief Educator they should notify the parents of this when the Parent / Educator Contracts are signed (when children first start care, at the beginning of each year or when an Educator's circumstances may change).

Educators may arrange for another Educator to provide Relief Care in their Family Day Care residence but the Coordination Unit should be notified before the relief care commences, and child ratios must be maintained.

The Primary Educator must inform the Relief Educator of the safety procedures for their home, showing the location of the fire extinguisher and fire blanket, smoke alarm, the emergency evacuation procedure and drill, the location of the first aid kit, emergency contact list, CPR chart and house key.

The Primary Educator must inform the Relief Educator of the children's anticipated needs over the period of relief care, including their needs for food requirements, sleep, medication, medical conditions and activities.

Should the Relief Educator need to transport the children in care the Coordination Unit should have a copy of their White Slip for their car and a Risk Assessment for the excursion.

It is the Schemes belief that if a family chooses to make other arrangements other than using the Relief Educator then they should not be charged for the period of care.

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The Primary and Relief Educator will discuss what fees will be charged before the care is provided. This is a business decision between the Primary and Relief Educator, not the Coordination Unit.

The Relief Educator is to submit their own individual Attendance Records for children they care for, not the Educators Attendance Records of the educator they are relieving.

#### RELEVANT LEGISLATION

Education and Care Services National Law 2010

Education and Care Services National Regulations 2011

#### KEY RESOURCES

National Quality Standards: Quality Area 7 & 2

National Family Day Care Association Public Liability Insurance [www.fdca.com.au](http://www.fdca.com.au)

**LAST REVIEW DATE:** August 2018

#### RELATED POLICIES

All Mid-Western Regional Family Day Care Policies and Procedures



## RETENTION AND CONFIDENTIALITY OF RECORDS

### BACKGROUND

Regulatory, licensing and funding bodies require the retention and maintenance of records in relation to service stakeholders and children. All records are required to be kept up to date, stored confidentially in a safe and secure area with access by authorised persons only. This includes both electronic and hardcopy format. Carefully organised storage systems are required in order to easily access records which are required by legislation to be kept in some cases up to 24 years.

### POLICY

To ensure the Approved Provider, Nominated Supervisor, Co-ordination Unit and Educators maintain and securely store all records required under the legislation, ensuring confidentiality and easy access by authorised persons.

### PROCEDURE

#### RETENTION OF RECORDS

Under the Education and Care Services National Law and Regulations enrolment and other documents must be kept (to the extent practicable) at the education and care service premises if they relate to the operation of the service, any staff member or child for the previous 12 months. If not kept on the premises, they must be kept at a place readily accessible by an authorised officer; for example, the records are available online from the service premises.

The Coordination Unit must keep evidence of the current insurance at the education and care service premises, or for a Family Day Care service, at the principal office.

A Family Day Care Educator must keep evidence of the Educator's current public liability insurance at the Family Day Care residence.

#### CONFIDENTIALITY OF RECORDS

Records must be kept in a safe and secure place. They must be kept for the period of time specified in the Education and Care Services Regulations (see Appendix 1).

Records may be kept in hard copy or electronic form, provided that they are accessible as required.

Records must not be communicated (either directly or indirectly) with anyone other than:

- Educators who require the information for the education and care of the child
- Medical personnel who require the information for medical treatment of the child with permission granted from the parent/guardian
- The parent of the child that the record relates to (except for a staff record), or the Regulatory Authority or an authorised officer.

For access to documentation a parent must be on the birth certificate or have some other official documentation that relates them to the child.

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They may also be communicated if authorised or required under any Act or Law, or if the person who provided the information gives written permission. For example, a parent may give written permission for the service to share information about their child with a support agency such as Inclusion Support.

#### STORAGE OF RECORDS

Educators and Coordination Unit Records are to be stored in a secure manner when not in use. Educators have a legal obligation to forward all completed forms and authorisations to the Coordination Unit for the retention of such records after a child has ceased care with them.

#### RECORDS RELATING TO PARTICIPANTS OF THE FAMILY DAY CARE SCHEME

All matters relating to staff, families / children and Educators are to remain confidential; including information about:

- Staff and/or their families;
- Children Registered in the Scheme;
- Families of the Scheme;
- Educators and/or their families

**LAST REVIEW DATE:** August 2018

#### RELEVANT LEGISLATION

Education and Care Services National Law Act 2010

Education and Care Services National Regulation 2011

Local Government Act Retention of Records for Community Services

Work Health and Safety Act 2011

Work Health and Safety Regulation 2011

Health Records and Information Privacy Act 2002

Privacy and Personal Information Protection Act 1998

Government Information (Public Access) Act 2009 - NSW

Freedom of Information Amendment (Reform) Act 2010 Act 48 of 1977

NSW the Children and Young Persons Care and Protection Act 1998

Ombudsman Amendment (Child Protection and Community Services) Act 1998

NSW Public Interest Disclosures Act 1994

#### KEY RESOURCES

National Quality Standards 2011 (ACECQA) – Quality Area 7

Australian Governments Child Care Service Handbook

ECA Code of Ethics [www.earlychildhoodaustralia.org.au](http://www.earlychildhoodaustralia.org.au)

RELEVANT POLICIES

All Mid-Western Regional Family Day Care Policies

APPENDIX 1 RECORDS AND DOCUMENTS REQUIRED TO BE KEPT

Records and documents required to be kept

Records and documents required to be kept at the service (National Regulations 183)			
Type of record	Responsibility	Timeframe	Reference
Evidence of current public liability insurance Note: Does not apply if the insurance is provided by a state or territory government.	Approved Provider Family day care educator	Available for inspection at service premises or family day care office	Regulations 29, 30, 180
Quality Improvement Plan	Approved Provider	Current plan is to be kept	Regulations 31, 55
Child assessments	Approved Provider Family day care educator	Until the end of 3 years after the child's last attendance	Regulations 74, 183
Incident, injury, trauma and illness record	Approved Provider Family day care educator	Until the child is 25 years old	Regulations 87, 183
Medication record	Approved Provider Family day care educator	Until the end of 3 years after the child's last attendance	Regulations 92, 183
Child attendance	Approved Provider Family day care educator	Until the end of 3 years after the record was made	Regulations 158–159, 183
Child enrolment	Approved Provider Family day care educator	Until the end of 3 years after the child's last attendance	Regulations 160, 183
Death of a child while being educated and cared for by the service	Approved Provider	Until the end of 7 years after the death	Regulations 12, 183
For Family day care services only			
Assessment of family day care residences and approved family day care venues	Approved Provider	Until the end of 3 years after the record was made	Regulation 116
Record of family day care staff (including educators, co-ordinators and assistants)	Approved Provider	Until the end of 3 years after the staff member works for the service	Regulation 154
Record of visitors to family day care residence or approved family day care venue	Family day care educator	Until the end of 3 years after the record was made	Regulation 165

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## SAFE SLEEPING AND REST

### BACKGROUND

Sleep and rest are vital to children's healthy development. "Children who get enough sleep are more engaged and less prone to behavioural problems and moodiness. Sleep also promotes alertness, memory and performance ... effective rest and sleep strategies are important to ensure that children feel secure and safe, and ECEC settings have a duty of care to ensure that all children are provided with a high level of safety and comfort when resting or sleeping and to maintain adequate supervision" (Childcare and Children's Health, vol 14, no2, June 2011).

### POLICY

Educators are to take all reasonable steps to ensure that the children's physical needs for rest and relaxation is acknowledged and provided for during care, according to the individual child's age and developmental needs.

Educators are to be aware of, and to understand their individual Family Day Care Services' obligations to comply with all legislative requirements, standards and current best practice, including following practices recommended by safety authorities.

### PROCEDURE

The Early Years Learning Framework (EYLF) includes a focus on social, emotional, spiritual and physical wellbeing and health. Outcome 3 refers to a child's ability to take increasing responsibility for their own wellbeing. One of the indicators for this capacity is that children "recognise and communicate their bodily needs (for example thirst, hunger, rest comfort, physical activity).

The EYLF suggest that to promote this, educators should:

- Consider the pace of the day within the context of the community
- Provide a range of active and restful experiences throughout the day, and support children to make appropriate decisions regarding participation

#### **The Coordination Unit will -**

Regularly provide information about current safe sleeping guidelines from relevant authorities.

#### **Educators are responsible for -**

Discussing the children's usual settling routines and sleeping patterns with families and accommodate these as far as practicable within the daily routine; parenting beliefs, values, practices and requirements

Educators are not to insist or deny a child sleep or rest against the child's wishes or needs.

Rest time should be non-threatening and non-stressful for both the Educator and children.

**Taking reasonable steps to ensure the sleep/rest needs of children at the service are met, with regard to the age of children, developmental stages and individual needs (Regulation Clause 81).**

Providing a positive and nurturing environment for all children attending the service.



Recognising that children have different requirements for relaxation and sleep, and being responsive to those needs to ensure that children feel safe and secure at the service -

- The length of time each child spends at the service
- Circumstance or events occurring at a child's home
- Consistency of practice between home and the service
- A child's general health and wellbeing

#### MINIMISING DISTRESS OR DISCOMFORT FOR THE CHILDREN IN THEIR CARE

Children who do not require a daytime rest will, after a brief quiet time be allowed to participate in passive activities (such as reading, writing and drawing, solving puzzles or playing board games), either on their bed or at tables.

Children participating in such activities will be encouraged to understand that other children in care need and have the right to undisturbed rest.

All children between the ages of 3-5 years are required to participate in a quiet rest/sleep time.

These children will be encouraged to rest their bodies and minds for 20-30 minutes. If children are awake after this time, they will be provided quiet activities for the duration of rest time.

#### **Ensuring adequate supervision of children at the service at all times, including during relaxation/sleep.**

Ensure that resting or sleeping children are supervised according to the child's age, their abilities and needs, and the context of care (e.g. day or overnight care).

Ensure that no child who is of or above 7 years of age sleeps in the same room as another child of the opposite sex who is not a relative.

Ensure that no child who is of or above the age of 2 years sleeps in a room in which an adult is sleeping.

Ensure that no child who is under the age of 2 years sleeps in a room in which an adult is sleeping, except with the written consent of the parent of the child.

#### BED CLOTHES

Children will be encouraged to dress appropriately for the room temperature when resting or sleeping. Lighter clothing is preferable, with children encouraged to remove shoes, jumpers, jackets and bulky clothing. The room temperature will be considered to ensure maximum comfort for the children.

All blankets and sheets are appropriate for the season and are to be clearly marked with the child's name and washed at regular intervals to prevent the spread of cross infection.

Beds and / or mattresses will be in good repair and be easily cleaned between uses.

Ensuring cots provided at the service comply with the most current Australian/New Zealand Standards Conducting regular safety checks of equipment used for sleeping/resting such as cots and mattresses.

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No alterations should be made to purchased cots under any circumstance, as this may have serious implications.

Ensure that children do not share the same bed at the same time.

Children should not sleep on cushions or couches that cannot be cleaned in between uses.

#### SUDDEN INFANT DEATH SYNDROME

Complying with the recommendations of Red Nose (previously SIDS and Kids) and Kidsafe in relation to safe sleeping practices for children that reduce the risk of SIDS (Sudden Infant Death Syndrome).

<https://rednose.com.au/section/safe-sleeping>

#### PHYSICAL ENVIRONMENT

The physical environment, including room temperature, lighting, airflow and noise levels should be conducive to rest time.

Ensuring that any hanging cords, mobiles, curtains and blinds are inaccessible to children who are resting or sleeping

Educators will give children bottles before the children go to bed.

Children will not be put in cots or in beds with bottles as per the Dental Health Policy.

#### COMMUNICATION WITH FAMILIES

Developing communication strategies to inform parents/guardians about their child's rest and sleep patterns, including times and length of sleep.

##### Parents will -

At enrolment and from time to time discuss with their Educator their wishes in regard to settling and sleeping arrangements for their child/ren.

Discussing their child's relaxation and sleep requirements and practices prior to commencing at the service, and when these requirements change

Providing information on the child's enrolment form if the child requires special items while resting or sleeping e.g. a comforter or soft toy

Providing a written medical report if their baby/child is not to be placed on their back during sleep. Parents/guardians must communicate alternative resting practices to staff.

#### RELEVANT LEGISLATION

Education and Care Services National Law 2010

Education and Care Services National Regulations 2011 Clause 81

#### KEY RESOURCES

National Quality Standards

Red Nose [www.rednose.com.au/section/safe-sleeping](http://www.rednose.com.au/section/safe-sleeping)

Standards Australia – [www.standards.com.au](http://www.standards.com.au)

The Children’s Hospital Westmead – [www.chw.edu.au](http://www.chw.edu.au)

Australian/New Zealand Standard – Cots for household use Safety Requirements 9AS/NZS 2172:2010) Services can check current standards on the SAI Global website at:  
[www.saiglobal.com](http://www.saiglobal.com)

Belonging, Being and Becoming – the Early Years Learning Framework for Australia (EYLF)  
[www.deewr.gov.au/earlychildhoodpolicy\\_agenda/quality/pages](http://www.deewr.gov.au/earlychildhoodpolicy_agenda/quality/pages)

Kidsafe Fact Sheets at [www.kidssafevic.com.au/resources](http://www.kidssafevic.com.au/resources)

Health Direct [www.healthdirect.gov.au/sudden-infant-death-syndrome-sids](http://www.healthdirect.gov.au/sudden-infant-death-syndrome-sids)

Product Safety: a guide for businesses and legal practitioners  
[www.consumer.vic.gov.au/businesses/fair-trading/product-safety](http://www.consumer.vic.gov.au/businesses/fair-trading/product-safety)

Appendix 1 SIDS Sleeping Information

**LAST REVIEW DATE:** August 2018

## RELATED POLICIES

Acceptance and Refusal of authorisations

Assessment of Family Day Care Venues

Assist Educators

Children in Care

Child Protection

Collaborative Partnerships with Families and Communities

Educator Household Members

Educator Record Keeping

Emergency and Evacuation

Enrolment and Orientation

Ethical Conduct

Childrens Health and Hygiene

Incidents, Injuries, Trauma and Illness

Interactions with Children

Monitoring, Support and Supervision of Educators

Nursery, Toy and Equipment Safety

Providing a Child with a Safe Environment



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Protection from Harm and Hazards

Supervision

Work Place Health and Safety

## APPENDIX 1 SIDS SLEEPING INFORMATION

To minimize the risk of SIDS and other sleeping accidents in infants and babies during overnight and daytime care, Educators should:

UTILISE THE SIDS AND KIDS SAFE SLEEPING GUIDELINES ON REDUCING THE RISK OF SIDS

### 1. Put baby on their back to sleep from birth

Sleeping on the back reduces the risk of SIDS. The chance of babies dying from SIDS is greater if they sleep on their tummies or sides.

There is an increased risk of SIDS for first time tummy sleepers. Put baby on back to sleep, from birth, unless advised in writing to do otherwise by the baby's doctor. Healthy babies placed to sleep on the back are less likely to choke on vomit than tummy sleeping babies.

Tummy play is safe and good for babies when they are awake and an adult is present, but don't put baby on tummy to sleep.

Older babies can turn over and move around the cot. Put them on their back but let them find their own sleeping position. The risk of SIDS in babies over six months is very low, but it can still happen.

### 2. Sleep baby with face uncovered

Be careful that the baby's face and head stay uncovered during sleep as this decreases the risk of SIDS.

A good way to do this is to put baby's feet at the bottom of the cot so that baby can't slip down under the blankets.

When baby is put to sleep, check that:

- Baby is tucked in securely (or is in a safe sleeping bag);
- Cot bedding is not loose;
- There are no quilts, doonas, duvets, pillows or cot bumpers in the cot.

### 3. Cigarette smoke is bad for babies

Babies exposed to cigarette smoke increases the risk of SIDS. Ensure that babies have a smoke free environment at all times whilst in care, in vehicles or while on excursions at any other location.

### 4. A Safe Place to Sleep

Be aware and avoid these hazards in the baby's sleeping environment:

- Remove dangling cords or string as these could get caught around baby's neck.
- Always do up the restraints when baby is in pram, stroller or bouncer or any other baby/toddler equipment. It can be dangerous if baby becomes tangled in loose restraints.
- Make sure that the footrest on the stroller is strong and secure. A weak footrest may give way and cause baby to become trapped.

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- Remember the routine of “feed, play and sleep”.
- At no time are babies to have bottles in bed. This is due to risk of choking, dental hygiene and the risk of fluid entering the middle ear causing infection.
- Whilst it is not recommended practice for toddlers and children to have a bottle to go to bed, if this is a care requirement, parents must provide a written consent and be supplied with information about best practice. There needs to be strict adult supervision whilst they have the bottle.
- Educators ensure that sleeping children remain within hearing range of the Educator and are regularly monitored.

## SERVICE POLICIES

### BACKGROUND

The National Education and Care Services Regulations require Family Day Care Schemes to have particular Policies and Procedures which are readily accessible to Educators, staff, volunteers, families and Regulatory Authority staff.

In addition, The National Quality Standards outlines criteria for scheme operations which could result in the development of additional policies to improve the quality of the service offered to families.

### POLICY

To ensure the Mid-Western Regional Family Day Care Scheme has all the compulsory Policies and Procedures that are outlined in the 2011 Education and Care Services Regulations, the National Quality Standards, the Workplace Health and Safety Act, the Australian Governments Child Care Management System Children's Services Handbook and any other regulatory authority.

### PROCEDURE

Policies should be informed by the Service's philosophy statement, Early Childhood Australia's Code of Ethics and current advice from recognised authorities.

The Coordination Unit must also give 14 days' notice to parents of children enrolled at the service before making any change to a policy or procedure that would have a significant impact on any enrolled child; affect the family's ability to utilise the service, or affect the fees charged or the way fees are collected.

All stakeholders are encouraged to participate in the review process of policies and procedures.

The notice period is not required if the change to a policy or procedure is to address an issue in relation to the safety, health or wellbeing of any child enrolled at the service.

The Coordination Unit must take all reasonable steps to ensure that the written policies and procedures are followed.

The approved provider of an education and care service must ensure that a copy of the 2011 Education and Care Services Law and Regulations and Scheme Policies and Procedures are accessible at each education and care service at all times for use by the Coordination Unit staff, parents of children enrolled at the service and any person seeking to make use of the service

### RELATED POLICIES

All Mid-Western Regional Family Day Care Policies and Procedures

### RELEVANT LEGISLATION

Education and Care Services National Law 2010

Education and Care Services National Regulations 2011

**POLICY: FAMILY DAY CARE | 21 NOVEMBER 2018[VERSION 1.1, 1.2 ETC], [INSERT DATE]**

## KEY RESOURCES

National Quality Standards: Quality Area 7

**LAST REVIEW DATE:** August 2018

## SOCIAL MEDIA

### BACKGROUND

Social Media is defined as a social networking site to socialise or communicate with others. These include but are not limited to Facebook, Twitter, Snapchat, Instagram, and YouTube and includes usage on any device that connects to the internet, such as but not limited to, a mobile phone, telephone, tablet or computer.

### POLICY

This policy encompasses the Coordination Unit Staff, Educators, parents and guardians, children, students and volunteers who are involved with the Mid-Western Regional Family Day Care Scheme.

To ensure that the Mid-Western Regional Family Day Care Scheme, Educators, children and families are not compromised on any form of social networking or related website.

To ensure the image of Family Day Care in general is represented consistently, positively and professionally at all times.

To ensure privacy, confidentiality and professionalism are adhered to at all times.

To be used in conjunction with Council's Acceptable Use of ICT Policy.

This policy also complies with State and National Laws regarding social networking websites.

### PROCEDURE

Social networking sites can be accessed by the public and therefore no private information about your Service, other Educators or the families and children that use your Service should be shared on them.

Social media also allows Educators to share information with existing families on the operation of their service, recognising they can do this fitting in with families' busy lives and helping to build partnerships.

The Scheme also encourages Educators to network which can be facilitated through internet opportunities such as social media.

### COORDINATION UNIT

The Mid-Western Regional Family Day Care Scheme has a private Facebook page to enable the Educators and Coordination Unit to communicate and network with each other. Privacy and confidentiality should be adhered to at all times with no negative or sensitive issues discussed.

The Coordination Unit are to be the administrators of the site and reserves the right, should any post be deemed inappropriate to remove it and the Educator may also be removed from the page.

Educators must ensure log-on details for any private or Mid-Western Regional Family Day Care Scheme social networking or related websites are kept confidential and respects the rules for usage and distribution of the material that is accessible.

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The Mid Western Regional Family Day Care Scheme endeavours to have a public Facebook page to engage families who use the service and the broader community.

#### INDIVIDUAL EDUCATOR SERVICES

If an Educator wishes to have a social media format for their Service (Facebook, website etc), whether private or public, the Coordination Unit must be informed prior to it being set up, and written approval given.

Educators must ensure that the Coordination Unit can access this site at all times.

Educators must gain written permission from all parents / guardians of the children using their Service outlining what information / photographs can / will be shared on the site. Should written permission not be given / received the Educator is not to include those child/ren under any circumstances.

To ensure Privacy and Confidentiality the Mid-Western Regional Family Day Care Scheme states that the following strategies should be used and maintained –

- no names are to be used. Instead a single initial (Mr R) or age (Miss 4) is used if required to describe an activity.
- photos are to have no distinguishing faces – that is taken from the back of the children, not including their faces.

The Educators must ensure the content on the site is professional and a positive reflection of their Service, the Mid-Western Regional Family Day Care Scheme and Family Day Care in general.

Educators must not imply that Mid-Western Regional Family Day Care Scheme endorses their personal views.

The Educator must understand what constitutes illegal or inappropriate use and avoid such activities.

Educators must be aware and obey the laws covering libel, defamation, privacy and the protection of intellectual property.

Non-compliance with this Social Media and Internet Use Policy may have the potential to damage the reputation, image, competitive or financial position of Mid-Western Regional Family Day Care Scheme or Mid-Western Regional Council, and consequently, may result in disciplinary action.

#### HARASSMENT / DEFAMATION

Should harassment, defamation of any kind take place on a social networking site, the Educator involved will face an inquiry into their actions and depending on the severity of the situation may face possible

Deregistration from the Scheme. This also applies to any actions of an Educators Household members.

Should a member of a family registered with the Mid-Western Regional Family Day Care Scheme harass or defame an Educator or the Scheme via a social networking website the Coordinator will conduct an inquiry into their actions and depending on the severity of the situation they may face possible termination of their child's place within the Scheme.

#### RELEVANT LEGISLATION



Education and Care Services National Law 2010

Education and Care Services National Regulations 2011

#### KEY RESOURCES

Mid-Western Regional Council Media Policy

Mid-Western Regional Council Electronic Telecommunications

Mid-Western Regional Council Code of conduct

Privacy and Personal Information Protection Act 1998

National Quality Standards Quality Area 4, 5, 6, and 7

Code of Ethics, Early Childhood Australia 2016

**LAST REVIEW DATE:** August 2018

#### RELATED POLICIES

Mid-Western Regional Council Social Media Policy

All Mid-Western Regional Family Day Care Policies and Procedures

POLICY: FAMILY DAY CARE | 21 NOVEMBER 2018[VERSION 1.1, 1.2 ETC], [INSERT DATE]

## STAFFING

### BACKGROUND

Research has demonstrated that the employment of appropriately qualified staff in early childhood services is a key contributor to the delivery of quality programs and better learning outcomes for children.

An education and care service operates most effectively when there is open communication and information is shared. Effective communication and problem solving between the adults in the service also models successful working relationships for children.

Teamwork and collaboration, where others' viewpoints are respected and contributions are acknowledged, are fundamental to the development of trusting relationships.

Diversity within the team in terms of skills, experiences and backgrounds enhances the team and ultimately leads to more effective and responsive programs for children.

### POLICY

The Quality Area Staffing arrangements require services to ensure they are meeting adequate staffing arrangements as required under the National Quality Framework. This means the provision of qualified and experienced staff who are able to develop warm, respectful relationships with children, create safe and predictable environments and encourage children's active engagement in the learning program.

The Mid-Western Regional Family Day Care Scheme will meet their duty of care obligations for the staffing requirements of the National Education and Care Services Law and Regulations.

### PROCEDURE

#### COORDINATION UNIT QUALIFICATIONS

Family Day Care Coordinators must have at least **an approved diploma level education and care qualification (Regulation 4.4)**.

Qualified and experienced Coordinators train, support and monitor Educators in their education and care role with children.

Support Officers must have an approved Diploma level Early Childhood Education qualification.

A current list of approved qualifications is available on the ACECQA website. Applications can also be made to ACECQA to determine if other qualifications can be recognised.

The Coordination Unit must ensure that the following people have been appointed and are known throughout the service.

#### RESPONSIBLE PERSON

- Ensuring that a person eligible to be nominated as a Responsible Person holds a Supervisor Certificate and has appropriate skill level, experience, qualifications and approval to work with children, as required under the National Law and National Regulations

- Ensuring that the name and position of the Responsible Person in charge of the service is displayed and easily visible from the main entrance of the service (National Law: Section 172)
- Ensuring that the service does not operate without a Nominated Supervisor, and that this person has given written consent and holds a Supervisor Certificate
- Ensuring that the name of the Nominated Supervisor is displayed prominently at the service
- Ensuring that information about the Nominated Supervisor, including name, address, date of birth, evidence of qualifications and approved training, and a Working with Children Check is kept on the staff record (Regulation 146).
- Notifying the Regulatory Authority in writing if there is a change of person in the role of Nominated Supervisor (Section 56, Regulation 35).

Assistance from the Coordination Unit to the Family Day Care Educators must be available at all times the Family Care Services operates. Assistance can be provided by the Approved Provider or a Nominated Supervisor.

#### NOMINATED SUPERVISOR

A 'Nominated Supervisor' is a person who has been nominated by the Approved Provider and has consented to that nomination. Ensuring that the Nominated Supervisor have a sound understanding of the role of Responsible Person.

#### EDUCATIONAL LEADER

The Coordinator or Support Officer who is suitably qualified and experienced must be appointed to lead the development and implementation of the educational curriculum within the Scheme. This person may have suitable qualifications and experience, as well as a thorough understanding of the Early Years Learning Framework and/or the Framework for School Age Care to be able to guide other Educators in their planning and reflection, and mentor colleagues in their implementation practices.

#### FAMILY DAY CARE EDUCATOR QUALIFICATIONS

Family Day Care Educator must have a minimum early Childhood Qualification of a Certificate III in Children's Services. Current legislation also requires all educators to have current approved first aid qualifications, anaphylaxis and asthma management training.

#### REGISTER OF FAMILY DAY CARE EDUCATORS

The Approved Provider of a Family Day Care Service must keep a register of each Family Day Care Educators / Assist Educators / Relief Educators registered with the service.

#### EDUCATOR TO CHILD RATIOS

The National Law and National Regulations (clause 124) require that services maintain the required educator-to-child ratios at all times based on the ages and number of children being educated and cared for at the service. A Family Day Care Educator must not educate and care for more than seven children at any one time. A maximum of four of these children can be preschool age or under.

If the Educator's own children or any other children are at the Family Day Care residence while the service is operating, they are to be counted in the overall total of children if they are under 13 years of age and there is no other adult present and caring for the children.

POLICY: FAMILY DAY CARE | 21 NOVEMBER 2018[VERSION 1.1, 1.2 ETC], [INSERT DATE]

#### EXCEPTIONAL CIRCUMSTANCES CLAUSE 124

In exceptional circumstances, a Coordinator may approve an Educator to care for more than seven children, or more than four children who are preschool age or under, if:

- all the children are siblings in the same family
- a child is in need of protection under child protection law, or
- the Family Day Care residence or venue is in a rural or remote location and no alternative care is available.

#### COORDINATOR TO EDUCATOR RATIOS

The Approved Provider of a Family Day Care Service must have a person employed to monitor and support the Family Day Care Educators. The following ratio applies 1 full time Coordinator to every 25 Educators.

#### LIMIT OF NUMBER OF EDUCATORS IN A FAMILY DAY CARE SERVICE

Conditions of a Family Day Care service will specify the maximum number of Educators who may be registered with that service.

#### REGISTER OF EDUCATORS, EDUCATOR ASSISTANTS, RELIEF EDUCATORS

The Approved Provider of a Family Day Care Service must keep an accurate register of each Register of Educators, Educator Assistants and Relief Educators. The register must include the information prescribed in the National Regulations.

The register must include evidence that each educator is receiving adequate monitoring and support from a coordinator, such as evidence of phone calls, email and visits.

The information must be kept on the register for three years after an educator ceases to be registered with the service.

#### VOLUNTEERS AND STUDENTS

If an Educator is to have a volunteer or student at their service, they must notify the Coordination Unit and have written approval from the Coordination Unit prior to the volunteer or student beginning.

The Coordination Unit and Educators must be aware of the protocols and guidance supplied by Universities, Tafe or RTOs in relation to participating students.

#### RELEVANT LEGISLATION:

Education and Care Services National Law Act 2010

Education and Care Services National Regulations 2011

Department of Education, Employment and Workplace Regulations [www.deewr.gov.au](http://www.deewr.gov.au)

Working with Children Act 2005

#### KEY RESOURCES

National Quality Standard, Quality Area 4: Staffing Arrangements

ACECQA [www.cecqa.gov.au/staffing-arrangements#sthash.N7FyUtJE.dpuf](http://www.cecqa.gov.au/staffing-arrangements#sthash.N7FyUtJE.dpuf)

**LAST REVIEW DATE:** August 2018

#### RELATED POLICIES

All Mid-Western Regional Family Day Care Policies and Procedures

POLICY: FAMILY DAY CARE | 21 NOVEMBER 2018[VERSION 1.1, 1.2 ETC], [INSERT DATE]

## SUN PROTECTION POLICY

### BACKGROUND

Australia has the highest rate of skin cancer in the world. Research has indicated that young children and babies have sensitive skin that places them at particular risk of sunburn and skin damage. Exposure during the first 15 years of life can greatly increase the risk of developing skin cancer in later life. Early childhood services play a major role in minimising a child's UV exposure as children attend during times when UV radiation levels are highest.

### POLICY

Mid-Western Regional Family Day Care will follow best practice guidelines to protect children, family members, Educators and Coordination Unit staff from the damaging effects of sun exposure.

### PROCEDURE

Our Sun Protection strategies are:

#### OUTDOOR ACTIVITIES

All adults and children will use a combination of sun protection measures whenever UV Index levels reach 3 and above. These will include:

- From October to March sun protection is required at all times. Extra sun protection is needed between 11am and 3pm and during this period outdoor activities should be minimised. Minimising outdoor activities includes reducing both the number of times (frequency) and the length of time (duration) children are outside.
- From April to September (excluding June and July when the UV index is mostly below 3) outdoor activity can take place at any time. However, from 10am – 2pm sun protection is required.
- In June and July, when the UV Index is mostly below 3, sun protection is not required. However best practice would be for children and Educators to wear hats when outdoors. Extra care is needed for schemes in the far west and north of NSW and for all children who have very fair skin.

All sun protection measures (including recommended outdoor times, shade, hat, clothing and sunscreen) will be considered when planning excursions and playsessions.

#### UV RATINGS

The sun's Ultra Violet (UV) is both a major cause of skin cancer and a great source of vitamin D. You cannot see or feel UV. UV levels can be high even on a cool, cloudy day so do not rely on the temperature as a guide for when to use sun protection.

Low – 1, 2

Medium – 3, 4, 5

High – 6, 7

Very High – 8, 9, 10

#### Extreme – 11+

Educators and children are required to be indoors when the rating reaches a level of High (6) and above.

Educators may use approved 'Apps' such as the Cancer Council Sun Smart to determine the daily UV. Other 'Apps' may be approved by the Coordination Unit if necessary.

#### SHADE

All outdoor activities will be planned to occur in shaded areas for outdoor play. Play activities will be moved throughout the day to take advantage of shade patterns.

Staff and Educators will provide and maintain adequate shade. Shade options can include a combination of portable, natural and built shade. Regular shade assessments should be conducted to monitor existing shade structures and assist in planning additional shade requirements.

#### HATS

Adults and children are required to wear sun safe hats that protect their face, neck and ears. A recommended sun safe hat include:

- Legionnaire hat
- Bucket hat with a deep crown and brim size of at least 5cm (adults 6cm)
- Broad-brimmed hat with a brim size of at least 6cm (adults 7.5cm).

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

Children without a sun safe hat will be asked to play in an area protected from the sun or may be provided with a spare hat.

#### CLOTHING

When outdoors, adults and children will wear sun safe clothing that covers as much of the skin as possible (especially the shoulders, back and stomach). This would include wearing:

- Loose-fitting shirts and dresses with sleeves and collars or covered neckline
- Longer-style skirts, shorts and trousers.

Children who are not wearing sun safe clothing may be provided with spare clothing or encouraged to play in the shade. Midriff, crop or singlet tops do not provide enough sun protection & are therefore not recommended for Educators and children.

#### SUNSCREEN

SPF 30+ broad spectrum water resistant sunscreen is to be applied to all children (over 12 months) in the amount according to instructions on the bottle, before exposure to the sun. Those unable to wear sunscreen must be encouraged to play in the shade. (The Cancer Council recommends that sunscreen be applied ideally 20 minutes before going outside and reapplied every 2 hours). Sunscreen should be stored in a cool, dry place and the use-by date monitored.

#### BABIES



POLICY: FAMILY DAY CARE | 21 NOVEMBER 2018[VERSION 1.1, 1.2 ETC], [INSERT DATE]

Babies under 12 months should not be exposed to direct sunlight and are to remain in the shade when outside. They should also wear sun safe hats and clothing, and small amounts of SPF30+ broad-spectrum sunscreen may be applied with parents' prior consent.

#### ROLE MODELLING

All Educators and Coordination Unit staff must wear a sun smart hat when outside. The Scheme also recommends that all Educators and parents will positively role model sun protection behaviour and attitudes by also wearing a combination of sun protection clothing, hat, sunglasses and SPF 30+ sunscreen when outdoors.

#### EDUCATION AND INFORMATION

Sun protection will be incorporated into Educator learning programs and information communicated to families, staff and Educators by newsletters, meetings and notice boards.

The sun protection policy (including updates) will be provided to all Coordination Unit staff, families and Educators.

Coordination Unit staff and Educators will regularly monitor and review the effectiveness of the Sun Protection Policy and procedures.

Further information is available on the NSW Cancer Council website [www.cancercouncil.com.au/sunsmart](http://www.cancercouncil.com.au/sunsmart)

#### RELEVANT LEGISLATION

Education and Care Services National Law 2010

Education and Care Services National Regulations 2011

#### KEY RESOURCES

National Quality Standards (ACECQA)

The Cancer Council NSW SunSmart: A policy guide for service providers [www.sunsmart.com.au/](http://www.sunsmart.com.au/)

**LAST REVIEW DATE:** August 2018

#### RELATED POLICIES

Assessment of Family Day Care Venues

Children in Care

Collaborative Partnerships with Families and Communities

Curriculum Development

Educator Household Members

Enrolment and Orientation

Excursions

Children's Health and Hygiene

Monitoring, Support and Supervision of Educators

Playsessions

Providing a Child with a Safe Environment

Professionalism

Supervision

Water Safety

Work Place Health and Safety

POLICY: FAMILY DAY CARE | 21 NOVEMBER 2018[VERSION 1.1, 1.2 ETC], [INSERT DATE]

## SUPERVISION

### BACKGROUND

A duty of care exists at all times a child is attending an Educators Family Day Care service.

Supervision is an integral part of the care and education of children and requires Educators to make ongoing assessments of the child and the activities in which they are engaged. Active supervision assists in the development of positive relationships between educators, children and their families, and informs ongoing assessment and future planning.

### POLICY

To ensure the safety and wellbeing of children in care at all times.

Ensuring there is an understanding of the legal responsibility and accountability to implement the procedures and practices outlined in this policy.

### PROCEDURE

#### ADEQUATE SUPERVISION

All children must be adequately supervised at all times the children are being educated and cared for at a Family Day Care Service.

Supervision is critical to the safety of children. At its most basic level, supervision helps to protect children from harm or hazards that may arise in their play and daily routines.

Adequate supervision means that an Educator can respond immediately, including when a child is distressed or in a hazardous situation.

Effective supervision also requires an Educator to be actively involved with children. It is not the intention of this requirement that Educators merely 'stand back and watch'.

Every child should always be monitored actively and diligently. This means knowing where children are at all times. Children of different ages and abilities will need different levels of supervision. In general, the younger children are, the more they may need an adult to be physically present and close by to support and help them.

In a Family Day Care Service, some children may be playing in different parts of the Family Day Care service and the Educator will need to consider how these children will be supervised.

The adequacy of supervision should be determined by a range of factors, including:

- number, ages and abilities of children
- each child's current activity
- areas where children are playing, in particular the visibility and accessibility of these area
- risks in the environment and experiences provided to children
- the Educators' knowledge of each child and each group of children
- the experience, knowledge and skill of the Educator.

#### SLEEPING CHILDREN

When considering the supervision requirements of sleeping children, an assessment of each child's circumstance and needs should be undertaken to determine any risk factors. For example, because a higher risk may be associated with small babies or children with colds or chronic lung disorders, they might require a higher level of supervision while sleeping.

Sleeping children should always be within sight and hearing distance so that Educators can assess the child's breathing and colour of their skin to ensure their safety and wellbeing. Rooms that are very dark may not provide adequate supervision of sleeping children.

#### NAPPY CHANGE

Preparing for a nappy change is fundamental to maintaining an adequate level of supervision of children. Educators should ensure that all of the required equipment is available and within reach prior to beginning a nappy change. During a nappy change, a child should never be left alone on the change table and physical contact should always be maintained with the child.

#### VISITORS TO THE SERVICE

Educators must ensure that all children are fully supervised when a visitor arrives, is at, and departs from their service.

#### END OF DAY

Educators must ensure that their end of day duties, such as cleaning and securing premises, do not compromise adequate supervision of the children in care.

#### EXCURSIONS

Undertaking a risk assessment is part of planning a routine or non-routine excursion. The risk assessment will need to take into account the level of supervision needed for the entire time the children are out of the registered Family Day Care service.

All aspects of supervision need to be addressed for an excursion. For example: Toileting on excursions.

Adult to child ratios need to be adhered to at all times. If an Educator is alone on an excursion then they would take all children to the bathroom. However even when there are two or more Educators on an excursion, the Primary Educator must always take full responsibility of all the children in her care and therefore also take all children with them. It is not acceptable for one Educator to take one child to the bathroom and leave one Educator with seven children.

#### VEHICLES

Children must never be left alone in a vehicle for any reason at any time.

#### RELEVANT LEGISLATION

Education and Care Services Law 2010

Education and Care Services Regulations 2011

#### KEY RESOURCES

POLICY: FAMILY DAY CARE | 21 NOVEMBER 2018[VERSION 1.1, 1.2 ETC], [INSERT DATE]

National Quality Standards: Quality Area 2

**LAST REVIEW DATE:** August 2018

#### RELATED POLICIES

Acceptance and Refusal of authorisations

Access and Custody

Assessment of Family Day Care Venues

Behaviour Guidance

Children in Care

Child Protection

Collaborative Partnerships with Families and Communities

Critical Incident

Curriculum Development

Delivery and Collection of Children

Educator Household Members

Emergency and Evacuation

Excursions

Incidents, Injuries, Trauma and Illness

Interactions with Children

Medical Conditions and Medical Administration

Monitoring, Support and Supervision of Educators

Non Compliance

Nursery, Toy and Equipment Safety

Pets and Animals

Playsessions

Providing a Child with a Safe Environment

Professionalism

Protection from Harm and Hazards

Safe Sleep and Rest

Sun Protection

Visitors to a Family Day Care Service

Vehicle Safety

Water Safety

Work Place Health and Safety

POLICY: FAMILY DAY CARE | 21 NOVEMBER 2018[VERSION 1.1, 1.2 ETC], [INSERT DATE]

## SUSTAINABILITY

### BACKGROUND

As a community, it is vital that we take increased environmentally sustainable actions to reduce our impact on the planet. Educating and engaging very young children in environmentally sensitive practices has the power to create lasting and meaningful change, with positive knock on effects back to families and the wider community. Importantly, empowering very young people about environmental sustainability issues positively counters the often 'powerless' feelings that older children and adults can have when reflecting on a future in which they feel they have no control or active role to play.

### POLICY

This policy will provide guidelines to assist Mid-Western Regional Family Day Care Coordination Unit staff and Educators to take an active role in caring for the environment, and promoting and contributing to a sustainable future.

To promote an education curriculum that encourages a holistic approach to promoting sustainability. The aim of education for sustainability is to promote a sense of respect and responsibility, skills and active participation, empowerment, enquiry and social change.

### PROCEDURES

Environmental education and sustainable practices are embedded into the philosophy and curriculum; where there is a celebration of learning which enables children to develop knowledge and awareness of being part of our environment and community.

#### **The Coordination unit is responsible for -**

- Ensuring environmental education and practices are being incorporated into the curriculum.
- Providing Educators with information about environmentally sustainable practices e.g. through displays, fact sheets and local community resources. Making recommendations about green and sustainable options
- Keeping up to date with current research, resources and best practice through newsletters, journals and support agencies such as Environmental Education in Early Childhood (EEEC).

#### **Educators are responsible for -**

- Implementing identified strategies and engaging in activities that support the service to become more environmentally sustainable (e.g. recycling, water wise, promote natural products).
- Incorporating environmental education and sustainable practices within the curriculum
- Planning opportunities for children to connect with nature and the natural world at the service, including on excursions and at other service events.
- Incorporating celebrations of environmental awareness into the program e.g. National Tree Day, National Recycling Week, Clean Up Australia Day and Walk to Work Day
- Keeping up to date with current research, resources and best practice through newsletters, journals and support agencies such as Environmental Education in Early Childhood (EEEC).



**Parents/guardians are responsible for -**

- Acknowledging and where possible following the strategies identified and outlined in this Environmental Sustainability Policy
- Encouraging their children to adopt environmentally sustainable practices at both the service and at home.

RELEVANT LEGISLATION

Education and Care Services National Law Act 2010

Education and Care Services National Regulations 2011

KEY RESOURCES

National Quality Standard, Quality Area 3

The Early Years Learning Framework for Australia

Environmental Education in Early Childhood (EEEC) [www.eeec.org.au](http://www.eeec.org.au)

**LAST REVIEW DATE:** August 2018

RELATED POLICIES

Assessment of Family Day Care Venues

Children in Care

Collaborative Partnerships with Families and Communities

Complaints and Feedback

Curriculum Development

Educator Household Members

Educator Record Keeping

Educator Selection and Registration

Enrolment and Orientation

Ethical Conduct

Excursions

Information and Communication Technology

Inclusion and Equity

Interactions with Children

Monitoring, Support and Supervision of Educators

National Quality Standards

POLICY: FAMILY DAY CARE | 21 NOVEMBER 2018[VERSION 1.1, 1.2 ETC], [INSERT DATE]

Non Compliance

Nursery, Toy and Equipment Safety

Playsessions

Privacy and Confidentiality

Professional Development

Professionalism

Relief Educators

Social Media

Sun Protection

Supervision

Visitors to a Family Day Care Service

Water Safety

Work Place Health and Safety

## TOBACCO, DRUG AND ALCOHOL FREE ENVIRONMENT

### BACKGROUND

The Mid-Western Regional Family Day Care Scheme acknowledges the importance of ensuring all children are cared for in an environment free from tobacco, drugs and alcohol.

### POLICY

To follow the 2011 Education and Care Services Regulations where it applies to children being cared for in a Family Day Care Service or on a Family Day Care excursion.

### PROCEDURE

Exposure to tobacco smoke poses major health risks for both children and adults.

All prospective Educators should be made aware of the tobacco, drug and alcohol free environment during recruitment procedures.

Educators should not smoke at any time, whilst providing their Family Day Care service.

All areas of the Educators home which are accessed by children being cared for should be smoke-free while any children are present in the Family Day Care Service.

In Family Day Care where the service is also a family home, strategies should be developed to ensure that the Educator's home is a safe place for children, while recognising the rights of the Educator's family. For example, Educators might suggest a space outside the Family Day Care Service premises where other household members and visitors may smoke. If tobacco is smoked in the Family Day Care residence when the service is not operating, consideration should be given to issues such as ventilation, hygiene and safe storage of items including cigarettes, ashtrays matches and lighters.

Educators are to ensure that children are cared for in a smoke-free environment, even in the event of parents having no objections to children being exposed to smoke or the example of smoking.

Educators who do not ensure the protection of children by implementing the non-smoking Policy of the Family Day Care Scheme will be advised that their Registration as an Educator may be relinquished should the policy not be adhered to.

Educators, staff and volunteers must not consume alcohol or be affected by alcohol or drugs (including prescription medications) that may impair their capacity to provide education and care to children at their Family Day Care Service.

This does not mean that Educators, staff or volunteers who require prescription medication must be excluded, but rather that consideration be given as to whether that medication affects the person's capacity to provide education and care to children. A Doctor's Certificate may be requested at the discretion of the Coordination Unit.

### EXCURSIONS / OUTINGS

There should be no smoking in any vehicle while it is being used to transport Family Day Care children.

POLICY: FAMILY DAY CARE | 21 NOVEMBER 2018[VERSION 1.1, 1.2 ETC], [INSERT DATE]

The Coordination Unit Staff, parents and any volunteers while caring / supervising children on excursions should not smoke or consume alcohol.

Children should not be taken to any venue which is inside a building where smoking is permitted, as the children would be exposed to the risk of passive smoking.

#### RELEVANT LEGISLATION

Education and Care Services National Law 2010

Education and Care Services National Regulations 2011

Public Health Act 2010 (NSW)

Work Health & Safety Act and Regulations 2011

Public Health Tobacco Act 2008

#### KEY RESOURCES

National Quality Standards 2011 (ACECQA)

Staying Healthy in Child Care [www.nhmrc.gov.au](http://www.nhmrc.gov.au)

**LAST REVIEW DATE:** August 2018

#### RELATED POLICIES

Acceptance and Refusal of authorisations

Assessment of Family Day Care Venues

Assist Educators

Child Protection

Collaborative Partnerships with Families and Communities

Complaints and Feedback

Delivery and Collection of Children

Educator Household Members

Educator Record Keeping

Emergency and Evacuation

Enrolment and Orientation

Ethical Conduct

Excursions

Childrens Health and Hygiene

Incidents, Injuries, Trauma and Illness

Medical Conditions and Medical Administration

Monitoring, Support and Supervision of Educators

Playsessions

Providing a Child with a Safe Environment

Professionalism

Protection from Harm and Hazards

Relief Educators

Safe Sleep and Rest

Supervision

Visitors to a Family Day Care Service

Work Place Health and Safety

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## TOY, EQUIPMENT AND RESOURCE LIBRARY

### BACKGROUND

Play is how children learn and making it fun is nature's way of ensuring children get lots and lots of practice. The games children play are directly linked to the needs of the growing body and mind. If play is a child's work then they must also have the tools for their trade. Toys are tools that help a child to enjoy play.

### POLICY

To provide Educators within the Scheme access to a variety of toys, equipment and other resources that will enhance their learning environments for the children in their care.

### PROCEDURE

#### TOYS

Educators are encouraged to borrow toys, puzzles, books, craft accessories, puppets, games and other resources in the Toy Library for one month at a time.

The Scheme is aware that these resources are being used with children and that pieces of puzzles may go missing, pages in books may be ripped or toys may be broken.

Educators are encouraged to ensure that items are returned in the condition they would like to take them out. If a page has been ripped or something broken, Educators are requested to let the Scheme know on return so it can fix them before putting them back into the toy library. Educators should wipe down puzzles and board books, wash dress up clothes and puppets and also ensure they are in their correct packaging.

If the Scheme knows that all reasonable care has been taken with a borrowed item then it understands. However if on visits to Educator services, Scheme staff feels that care has not been taken then a small replacement fee will be charged. The cost will be determined by the cost and age of the item.

If toys are returned dirty, a cleaning fee will be charged.

Battery toys will be lent out without batteries, so Educators can use their own for the duration of the loan.

Some limits of the amount of equipment and toys may be enforced.

#### EQUIPMENT

When starting up a Family Day Care service the Scheme likes to be able to assist with providing new Educators with some of the larger items, however after 3-6 months the Educator should know whether or not this profession is for them and start to purchase these items themselves.

Often when an Educator has a baby in care an extra cot or pram may be necessary which again may be borrowed from the Scheme, if available.

Equipment such as cots, prams and highchairs can be borrowed for 3 months at a time.

If equipment is returned in an unappropriated state, a cleaning fee or replacement fee will be charged depending on the cost and age of the item.

## RESOURCES

The Coordination Unit has a wide variety of resource books on many varied topics available for Educators to borrow.

## RELEVANT LEGISLATION

Education and Care Services National Law 2010

Education and Care Services National Regulations 2011

## KEY SOURCES

National Quality Standards: Quality Area 1 & 3

**LAST REVIEW DATE:** August 2018

## RELATED POLICIES

Assessment of Family Day Care Venues

Children in Care

Collaborative Partnerships with Families and Communities

Curriculum Development

Inclusion and Equity

Interactions with Children

Monitoring, Support and Supervision of Educators

National Quality Standards

Nursery, Toy and Equipment Safety

Nutrition and Activity

Pets and Animals

Playsessions

Professional Development

Professionalism

Relief Educators

Sustainability

Work Place Health and Safety



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## VEHICLE SAFETY

### BACKGROUND

A duty of care exists at all times the child is attending a children's service. Supervision is an integral part of the care and education of children and requires Educators to make ongoing assessments of the child and the activities in which they are engaged.

### POLICY

To meet 2011 Education and Care Services Regulations, Australian Standards and comply with the Roads Traffic Authority of NSW 'Guidelines in the use of Child Restraints.'

For Educators are to ensure each child's physical safety whilst being conveyed in a private vehicle.

### PROCEDURE

All drivers must hold a full 1A current licence and have current Car Registration, including Third Party Insurance.

An Educator must have their child seat anchorage points and fittings checked and certified by an Authorised Restraint Fitting Inspector (White slip) annually.

Children must not be transported in a vehicle that has not undergone a safety check and obtained a white slip, of which the Coordination Unit has a copy.

All Family Day Care children must be appropriately restrained at all times. For guidelines on appropriate restraints for children of various ages and weights see Roads and Traffic Authorities 'Choosing a restraint'.

Child restraints including capsules, child car seats and boosters must be installed according to the instructions of the restraint manufacturer and the vehicle manufacturer.

Child restraints should be checked by the Educator for appropriate fitting whilst being used by a child.

The child safety seat should display one of the Standards Australia symbols (AS1754) indicating that it has passed official laboratory crash tests.

Second-hand car seats are not to be used if there are cracks in the frame, the buckle is inoperative, if the straps are frayed or if the Australian Standard symbol is not visible. Car seats can only be used for up to ten years after the date of manufacture.

All back seats should be filled first, and no adult should be seated in the back while a child occupies the front seat.

Educators should not refuel their vehicle while children are in care

**Children must never be left alone in vehicles for any reason.**

### RELEVANT LEGISLATION

Education and Care Services National Law 2010

Education and Care Services National Regulations 2011

### KEY RESOURCES

National Quality Standards (ACECQA)

Roads and Traffic Guidelines [www.rta.nsw.gov.au](http://www.rta.nsw.gov.au)

**LAST REVIEW DATE:** August 2018

#### RELATED POLICIES

Acceptance and Refusal of authorisations

Access and Custody

Assist Educators

Children in Care

Child Protection

Complaints and Feedback

Critical Incident

Delivery and Collection of Children

Emergency and Evacuation

Excursions

Incidents, Injuries, Trauma and Illness

Interactions with Children

Non Compliance

Playsessions

Privacy and Confidentiality

Providing a Child with a Safe Environment

Professionalism

Protection from Harm and Hazards

Supervision

Work Place Health and Safety

POLICY: FAMILY DAY CARE | 21 NOVEMBER 2018[VERSION 1.1, 1.2 ETC], [INSERT DATE]

## VISITORS TO THE FAMILY DAY CARE RESIDENCE

### BACKGROUND

The Mid-Western Regional Family Day Care Schemes is committed to providing a safe environment for the children in care within our service.

The Scheme recognises the vulnerability of children of all ages and the need to exercise vigilance and screen all adults who have access to children.

### POLICY

To ensure children are safe at all times and parents are informed of people visiting the Education and Care Service.

To ensure Educators meet the regulatory requirements of recording "visitors" to their premises whilst providing childcare.

### PROCEDURE

A Family Day Care Educator must not leave a child or children alone with a visitor to a Family Day Care residence or approved venue, while providing care and education to that child.

All approved Educators who have visitors attend a Family Day Care residence or approved venue during hours of operation must have all the visitors sign the Visitors Register.

The definition of a visitor for the purposes of the Education and Care Services National Regulations 2011 is – any person at the Educator's premises that is not permanently living at the premises.

Visitors include:

- Coordination Unit staff
- Trades persons
- Other people that may come into the Educator's premises with the family
- Friends that drop in during the day, including other Educators
- Families that are at the Educators premises for a family interview whilst children are in care.
- People that are staying with you short-term – not permanently residing with you.

Visitors do not include:

- Families that are signing the children in and out on the attendance record.
- Educators own family, who reside with them, and permanent residents.
- The Coordination Unit will provide forms for Educators to use for visitors to sign in and out.

Visitor's registers must be kept for a minimum 3 years after the record was made.

The Visitor's register will also be completed at Playsession.

### SHORT TERM VISITORS' RECORD

A record must be kept which records all visitors to a Family Day Care service during the Service's hours of operation.

The record must include the name and signature of the visitor, their exact arrival and departure time, and the reason for their visit.

Visitor records (old and new) must be kept in an accessible place at all times so they can be viewed by Coordination Unit staff or other officials.

All visitor records must be handed into the Mid Western Family Day Care Scheme at the end of each calendar year, to be filed in the Educators file.

#### LONG TERM VISITORS' RECORD

A Family Day Care Educator must notify the Coordination Unit in writing if a person is to visit/ stay at their service for longer than a day at the Family Day Care residence. Notification must include the full details of the person visiting, the reason for their visit and the length of time they are staying.

If the person is over 18 years and will be living at the residence for a period of 4 weeks or more they will be required to undergo a Working with Children Check before their stay can begin.

#### NEW PERSON TO LIVE AT THE FDC RESIDENCE

A Family Day Care Educator must notify the Coordination Unit in writing if a new person intends to live at the Family Day Care residence. Notification must include the full details of the person who will be living at the residence and the proposed length of time they are staying.

If the person is over 18 years and will be living at the residence for a period of 4 weeks or more they will be required to undergo a Working with Children Check before their stay can begin.

The Family Day Care Educator must also notify the Coordination Unit in writing if any circumstances change which may affect the fitness and propriety of a person living at or visiting their residence who has previously been assessed as fit and proper.

#### RELEVANT LEGISLATION

Education and Care Services National Law 2010

Education and Care Services National Regulations 2011

#### KEY RESOURCES

National Quality Standards 2011 (ACECQA)

**LAST REVIEW DATE:** August 2018

#### RELATED POLICIES

Acceptance and Refusal of authorisations

Access and Custody

Assessment of Family Day Care Venues

Assist Educators

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Child Protection

Delivery and Collection of Children

Educator Household Members

Educator Record Keeping

Emergency and Evacuation

Excursions

Incidents, Injuries, Trauma and Illness

Monitoring, Support and Supervision of Educators

Photographs and Videos

Privacy and Confidentiality

Providing a Child with a Safe Environment

Professionalism

Protection from Harm and Hazards

Relief Educators

Social Media

Supervision

Work Place Health and Safety

## WATER SAFETY

### BACKGROUND

Learning spaces and environments should offer an array of possibilities and connect children with natural materials. Water is one experience that offers children sensory rich, open ended experiences that engage children's curiosity and imagination. Children may encounter these resources in the service environment and/or when on excursions. These experiences, especially those conducted with and near water, must be carefully supervised ensuring the safety of children and adults.

Water safety relates to access to water in the building, the playground or on excursions, and also to the availability of drinking water for children.

It is imperative that Educators remain vigilant in their supervision of children in and around water, and are alert to potential risks in everyday practice in the learning environment.

### POLICY

This policy will outline the procedures that apply to managing water safety, including safety during any water based activities at a Family Day Care Service.

The Mid-Western Regional Family Day Care Scheme is committed to:

- Providing opportunities for children to explore their natural environment including through water play.
- Ensuring that information provided to Educators, parents/guardians and curriculum planning incorporates water safety awareness and water sustainability practices.

### PROCEDURE

#### AT THE EDUCATOR'S FAMILY DAY CARE SERVICE

Through daily safety checks, Educators must clean up any water hazards within their service environments before the children arrive.

Children may have access to sprinklers, hoses, wading pools, water troughs

- with the parents' written permission (water activity permission form)
- with direct and constant adult supervision

Educators need to program for and educate children about staying safe in and around water.

Wading pools, water troughs and containers for water play are filled to a safe level. Any equipment that holds water should be emptied immediately after use, cleaned and stored to prevent the collection of water. Children will be discouraged from drinking from these water activities.

#### SWIMMING POOLS

Fencing of a pool at the Educators Family Day Care Service must meet requirements of the NSW Swimming Pool Act 1992 and Local Government requirements.

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The Educator must ensure that no child enrolled in their service swims in a swimming pool at the home of the Educator, unless the Educator has obtained written authorisation for the child to do so from a parent/ guardian of the child, and that adult: child ratios are met.

If children are to swim at any pool situated at an Educators home, there must be present within the fenced area of the pool at least one adult for each child. If the children cannot swim the Educator should be in the pool with the child.

#### IN THE COMMUNITY

Excursions to the local pool with Family Day Care children are discouraged. They are allowed if a child is directly involved in swimming lessons, and the parents have given written permission. The adult to child ratio of participants in the excursion is one adult for each child.

A Risk Assessment must be completed before the excursion and sent through to the Coordination Unit for approval.

#### OTHER BODIES OF WATER

Excursions to areas that have access to a river, dam, or other places that have a significant water hazard such as a pond or fountain are discouraged.

The minimum adult to child ratio of persons participating in the excursion is:

- (a) 1 adult for every 1 child under 3 years of age
- (b) 1 adult for every 2 children 3 years to children attending school
- (c) 1 adult for every 5 children who normally attend school

Educators must be aware of the potential danger of all bodies of water.

#### RELEVANT LEGISLATION

Education and Care Services National Law Act 2010

Education and Care Services National Regulations 2011

Child Wellbeing and Safety Act 2005

#### KEY RESOURCES

National Quality Standard, Quality Area 2

Royal Life Saving Society [www.royallifesaving.com.au](http://www.royallifesaving.com.au)

Kidsafe [www.kidsafe.com.au](http://www.kidsafe.com.au)

**LAST REVIEW DATE:** August 2018

#### RELATED POLICIES

Acceptance and Refusal of authorisations

Assessment of Family Day Care Venues

Children in Care



Curriculum Development  
Educator Household Members  
Excursions  
Children's Health and Hygiene  
Interactions with Children  
Monitoring, Support and Supervision of Educators  
Nursery, Toy and Equipment Safety  
Providing a Child with a Safe Environment  
Protection from Harm and Hazards  
Relief Educators  
Sun Protection  
Supervision  
Work Health and Safety

POLICY: FAMILY DAY CARE | 21 NOVEMBER 2018[VERSION 1.1, 1.2 ETC], [INSERT DATE]

## WORK HEALTH AND SAFETY

### BACKGROUND

The Work Health and Safety Act 2011 (NSW) and Work Health and Safety Regulation 2011 (NSW) aims to protect the health, safety and welfare of people at work. It lays down general requirements for health, safety and welfare, which must be met at all places of work in New South Wales. The Act covers self-employed people as well as employees and employers.

Self-employed people (Family Day Care Educators) must ensure the health and safety of people visiting or working at their places of work (their homes), who are not their employees, by not exposing them to risk.

For Educators, this includes people that come into an Educator's home on Family Day Care business e.g. the children in care, the people dropping off and picking up the children, the Coordination Unit staff that visit and any workers paid to do a job for the Educator.

In WHS terms, risk management is the process of recognising situations that have the potential to cause harm to people or property, and doing something to prevent the hazardous situation occurring or the person being harmed.

### POLICY

The Workplace Health and Safety of all Educators registered with the Scheme, staff, children and those visitors to the Family Day Care offices and playgrounds is considered to be of utmost importance.

To ensure Educators and Co-ordination Unit staff comply with the Work Health and Safety Act 2011 (NSW) and the Work Health and Safety Regulation 2011 (NSW)

### PROCEDURE

#### **Coordination Unit Staff will -**

Develop policies and practices on Workplace Health and Safety matters in consultation with stakeholders of the Mid-Western Regional Family Day Care Scheme.

Resources, practices and policies on health and safety issues will be developed and circulated to Coordination Unit Staff, Educators and parents in an effort to ensure that all participants of the Scheme enjoy a healthy and safe environment

To provide appropriate and adequate Workplace Health and Safety and accident prevention education and training to Educators and Coordination Unit Staff.

To be aware of current updated information from leading Health and Safety Authorities.

The Mid Western Regional Family Day Care Scheme recognises and has a commitment to its Duty of Care for all stakeholders, complying with legislation, Australian standards, best practises and maintains public liability insurance.

Our Workplace Health and Safety management system takes into account the requirements of relevant legislation, regulations and codes of practice, advisory standard, and Australian Standards where they apply. All Coordination Unit staff, Educators, Assist Educators and Relief Educators registered with the Scheme should observe health and safety practices and policies at all times when the service is operating.

Provide information to Educators on health, hygiene and safety matters in education and care service as the information is made known to staff. This may be through newsletters, fact sheets, Professional Development sessions, Educator meetings or on Home Visits.

Monitor the compliance of Educators to ensure safety at their Family Day Care services' by checking that Educators complete their Daily Safety Checks, Quarterly Safety Checks, sunscreen application and by the Coordination Unit conducting unannounced home visits.

Review the systems and procedures relating to risk management within the service on a regular basis.

**Educators will -**

Comply with the Work Health and Safety Act 2011 (NSW) as a self-employed business operator.

Comply with the WHS practices that are documented in the Regulations for Family Day Care that relate to their education and care service.

It is a regulatory requirement and responsibility of the Educator that the home environment is safe, and a Work, Health and Safety requirement that Educators develop a risk management plan for any identified hazards in their individual workplace (home or other venue to be used for the operation of their Family Day Care service).

Under the Workplace Health and Safety Act 2011, it is the Educators responsibility to:

Step 1: Identify the problem, which is known as hazard identification.

Step 2: Determine how serious a problem it is, risk assessment.

Step 3: Deciding what needs to be done to solve the problem, risk elimination or control.

Educators need to also provide a floor plan of their home and outdoor play area which clearly indicates which areas will be used for the Educator's childcare business and have accordingly had all safety matters addressed.

It is important that this floor plan is updated with the Coordination Unit if the areas of usage change (both for insurance and regulatory purposes). Identification of these different areas must be made very clear.

Educators own children, not included in the childcare numbers (that is over 13 years), and other household members may enter the non Family Day Care areas.

Educators own children included in the childcare numbers may enter the non Family Day Care areas at the Educator's discretion. However children under 3 years should remain with the Educator.

Access to the non Family Day Care areas must not be made available to the other children in care. Educators and children in care are not to enter any area of the home which has not been designated as being used for the childcare business during the operational hours of the business.

For Educators to maintain a safe environment in their service whilst conducting their education and care service they must develop and implement safe work practices in relation to WHS standards in the Educators home. For example completing Daily Safety Checks, Quarterly Safety Checks, sunscreen application and documenting it in either their programming folder or a diary. This information needs to be accessible and easily sighted by the Coordination Unit or compliance officers.

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Educators are strongly encouraged to complete the form by the due dates, as non-compliance with safety requirements may necessitate a close of the Educator's business until such time as an assessment of the safety of the home has been completed.

The Scheme may take action against Educators who refuse, neglect, or fail to observe safety and health practices and requirements

#### RELEVANT LEGISLATION

Education and Care Services National Law 2010

Education and Care Services National Regulations 2011

Work Health and Safety Act 2011 (NSW)

Work Health and Safety Regulation 2011 (NSW)

#### KEY RESOURCES

National Quality Standards 2011 (ACECQA)

WorkCover NSW [www.workcover.nsw.gov.au](http://www.workcover.nsw.gov.au)

**LAST REVIEW DATE:** August 2018

#### RELATED POLICIES

Acceptance and Refusal of authorisations

Assessment of Family Day Care Venues

Children in Care

Collaborative Partnerships with Families and Communities

Educator Household Members

Educator Record Keeping

Excursions

Children's Health and Hygiene

Incidents, Injuries, Trauma and Illness

Monitoring, Support and Supervision of Educators

Non Compliance

Nursery, Toy and Equipment Safety

Playsessions

Privacy and Confidentiality

Providing a Child with a Safe Environment

Professionalism

Protection from Harm and Hazards

Sun Protection

Supervision

Work Place Health and Safety