

**LEGEND**

— RGL REMEDIATION GROUND LINE

REMEDATION CAPPING

— NGL NATURAL GROUND LINE

# OFFICE ARM

**Materials & Finish Schedule**

Feature Brick - PGH Espresso - 01	Feature Brick - PGH Truffle - 02	Feature Render - Dulux Domino - 03	Feature Render - Dulux Lexicon - 04	Feature Render - Dulux Timeless grey - 05	Gutters & Downpipes, Window/Door frames - Colourbond Night Sky - 06	Roof Finish - Shale Grey - 09A Roof Finish - Shale Grey - 09B	Shading Device - Aluminium powdercoated - timber - 10
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**Idraft Architects Pty Ltd**  
NSW Architects Registration Board No. 5347  
Licensed registered architect - Adrian Vitor  
© 2018 Idraft Architects Pty Ltd  
In PO Box 427, Merrylands NSW 2160

**project:**  
Grace's Place - The Homicide Victims Multi purpose Support Centre

**client:**  
Grace's Place

**council:**  
Blacktown City Council

**drawing title:**  
Office Arm

**designed + drawn:**  
M. Trinh + P. Revollar

**Issue/Stage:**  
Issue F - DA

**paper/scale:**  
A1/1:100

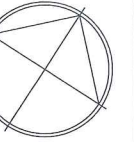
**date:**  
24/10/2018

**job #:**  
28413

**dwg #:**  
2001

**Notes:**  
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Energy Smart Design: AAA rated water conservation devices include rainwater tanks, shower heads, water tap flow regulators, dual flush toilets & cisterns & compliant hot water systems with minimum green house score of 3.5 stars are to be used in this development. All occupants are encouraged to use AAA rated dish washing machines with front loading where possible.





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Energy Smart Design: AAA rated water conservation devices include rainwater tanks shower heads, water tap flow regulators, dual flush toilets & cisterns & compliant hot water systems with minimum green house score of 3.5 stars are to be used in this development. All occupants are encouraged to use AAA rated dish washing machines with front loading where possible.

Notes:

**Idrift Architects** Pty Ltd  
NSW Architects Registration Board No. 4347  
Nominated registered architect - Adrian Vint  
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project:  
**Grace's Place -  
The Homicide Victims  
Multi purpose Support  
Centre**

client:  
**Grace's Place**

council:  
**Blactown City  
Council**

drawing title:  
**Waiting Area**

designed + drawn:  
**M.Trinh + P.Revollar**

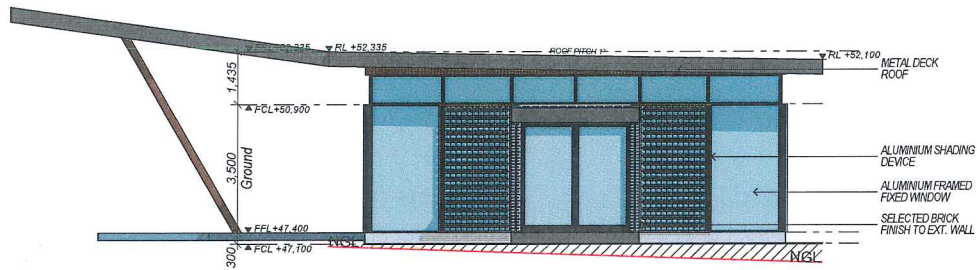
Issue/Stage:  
**Issue F - DA**

paper/scale:  
**A1/1:100**

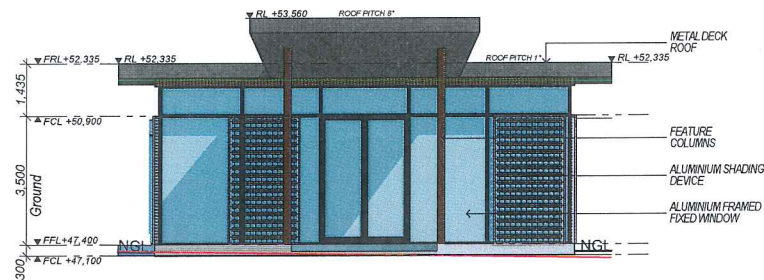
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**24/10/2018**

job #  
**28413**

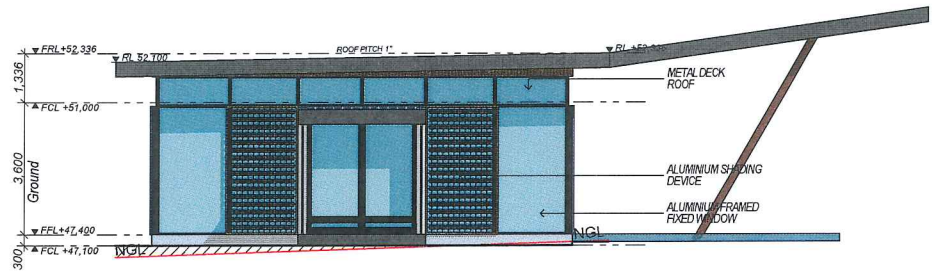
dwg #:  
**2002**



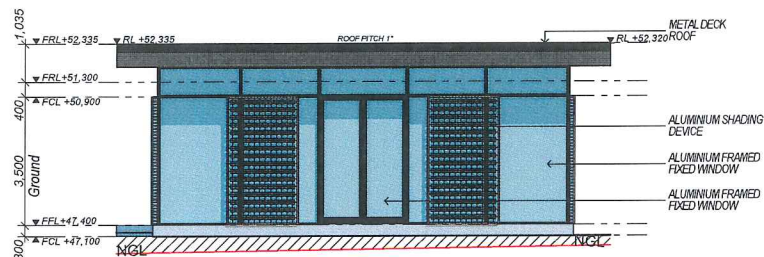
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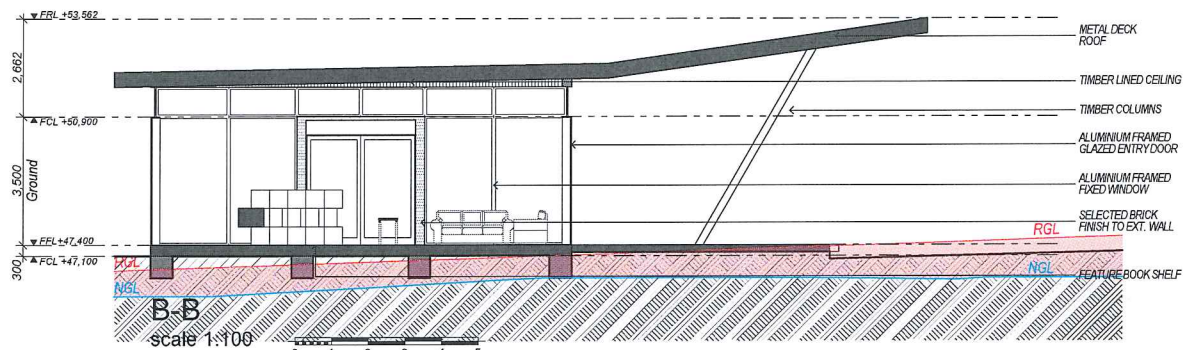
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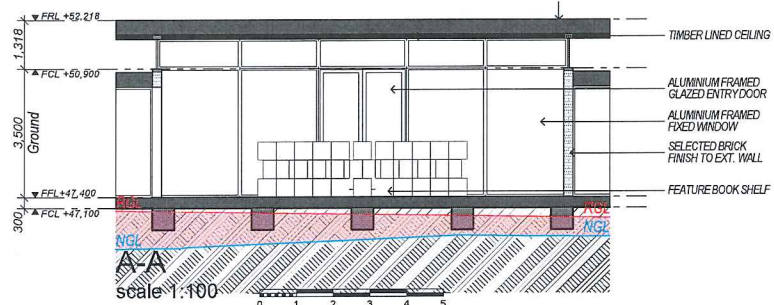
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West Elevation  
scale 1:100



B-B  
scale 1:100



A-A  
scale 1:100

LEGEND

RGL

REMEDATION GROUND LINE

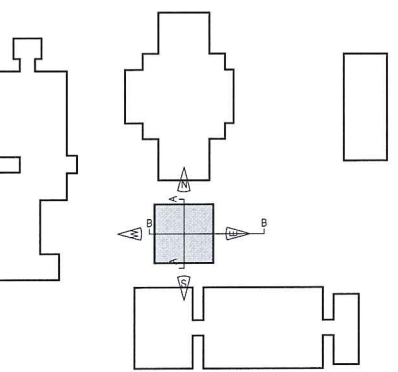
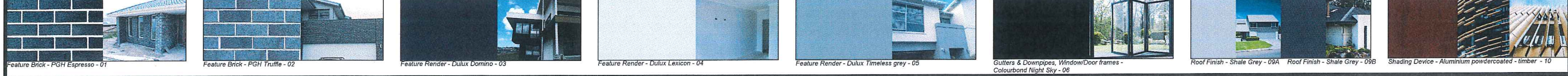
REMEDATION CAPPING

NGL

NATURAL GROUND LINE

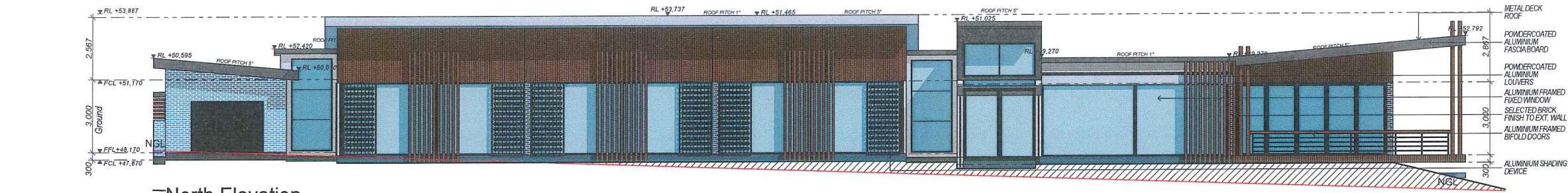
# WAITING AREA

## Materials & Finish Schedule

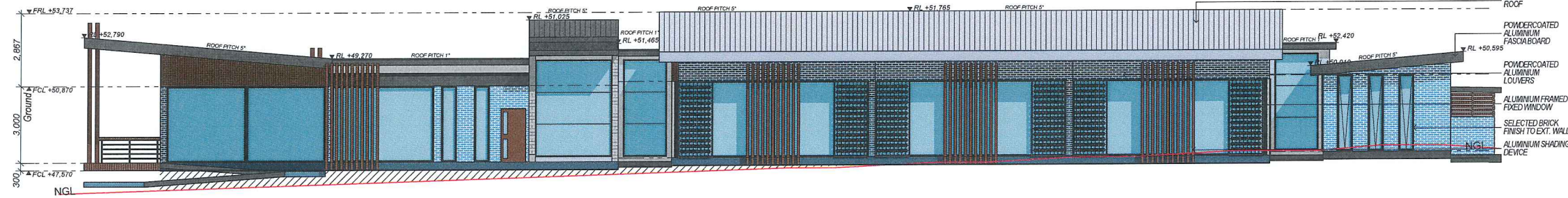


LEGEND: BUILDING REFERENCE

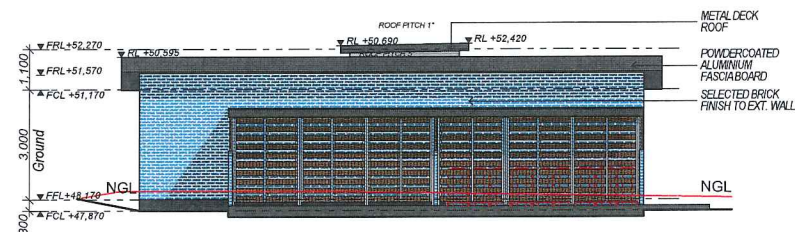




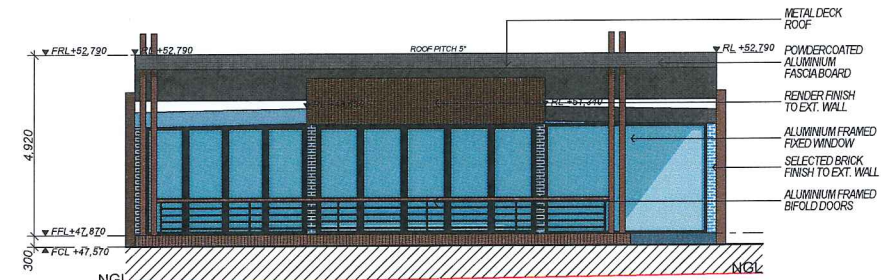
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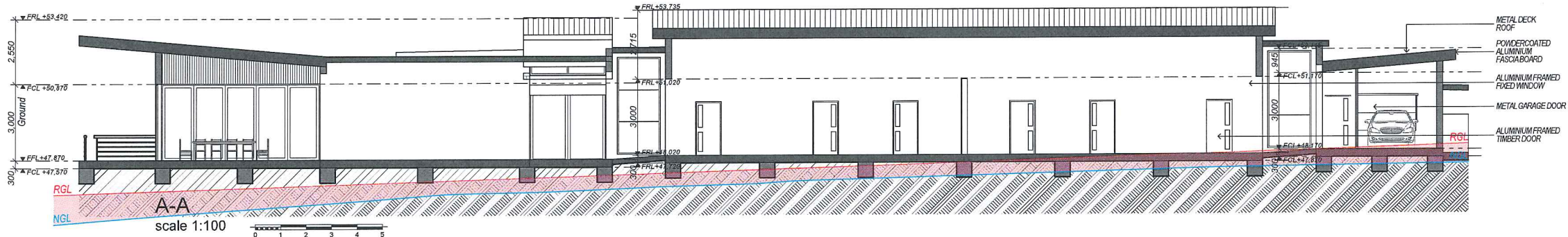
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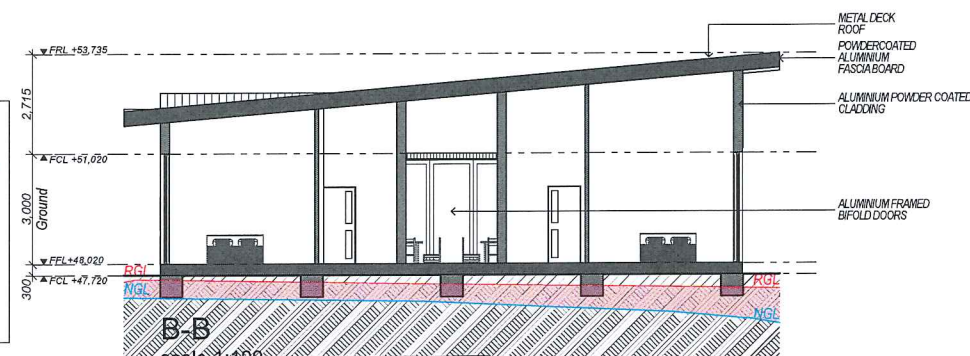
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West Elevation  
scale 1:100



A-A  
scale 1:100



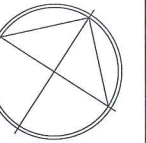
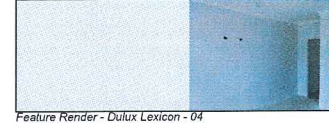
B-B  
scale 1:100

## LEGEND

- RGL REMEDIATION GROUND LINE  
— REMEDIATION CAPPING  
— NGL NATURAL GROUND LINE

# ANCILLARY VISITOR ACCOMMODATION

## Materials & Finish Schedule



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Energy Smart Design: AAA rated water conservation devices include rainwater tanks, shower heads, water tap low regulators, dual flush toilets & cisterns & compliant hot water systems with minimum green house score of 3.5 stars are to be used in this development. All occupants are encouraged to use AAA rated dish washing machines with front loading where possible.

Notes:

**Idrift Architects** Pty Ltd  
NSW Architects Registration Board Lic: 5347  
Incorporated registered architect - Adrian Vivas  
P: 02 9548 8848 or www.idrift.com.au  
PO Box 427, Merrylands NSW 2160

project:  
Grace's Place -  
The Homicide Victims  
Multi purpose Support  
Centre

client:  
Grace's Place

council:  
Blactown City  
Council

drawing title:  
Ancillary Visitor  
Accommodation

designed + drawn:  
M.Trinh + P.Revollar

Issue/Stage:  
Issue F - DA

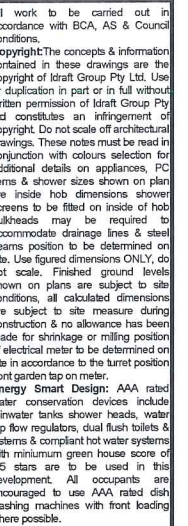
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A1/1:100

date:  
24/10/2018

job #: 28413  
year: 2003

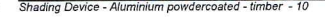
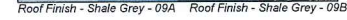
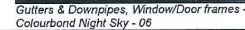
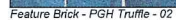
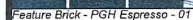
Graces Place Cnr Eastern & Doonside Road, Doonside





— RGL REMEDIATION GROUND LINE  
 REMEDIATION CAPPING  
 --- NGL NATURAL GROUND LINE

### Materials & Finish Schedule



Graces Place Chr Eastern & Doonside Road, Doonside	pro Gr Th Mu Ce	IS H for p m	des Gr Is Iss pap Ar da 24 28 job	clie G	col Br Co dra	win Not
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SV/ Architects Registration Board No. 5347  
 nominated registered architect - Adriaan Winton  
 02 9648 8845 w: [www.idraft.com.au](http://www.idraft.com.au)  
 PO Box 427, Merrylands NSW 2160

Grace's Place

Blacktown City Council

Program Arm

designed + drawn:  
M. Trinh + P. Revollar

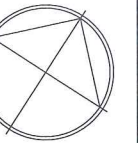
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1/1:100

4/10/2018

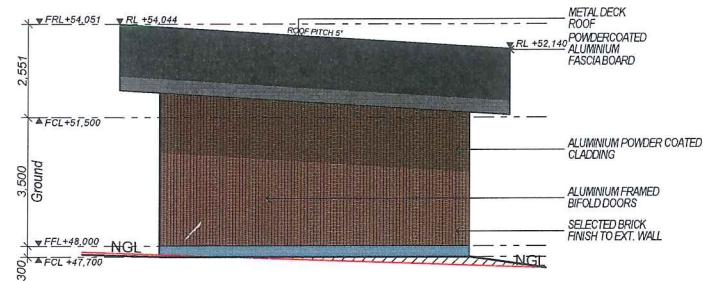
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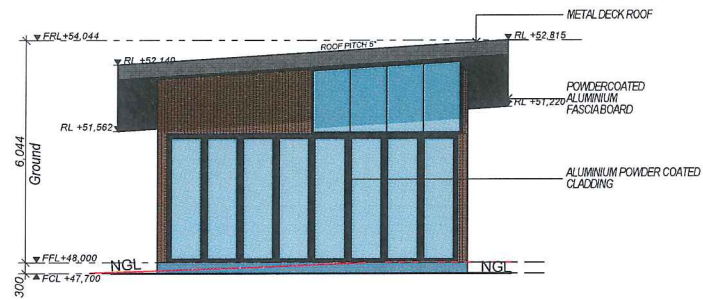


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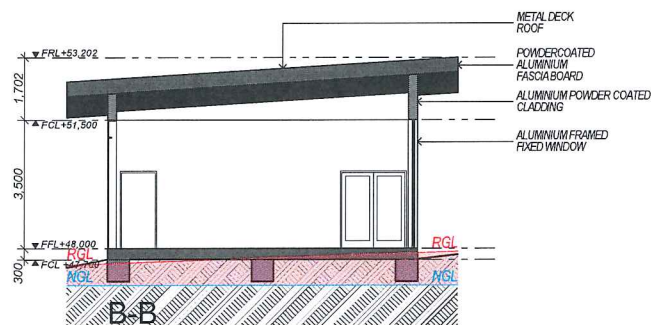
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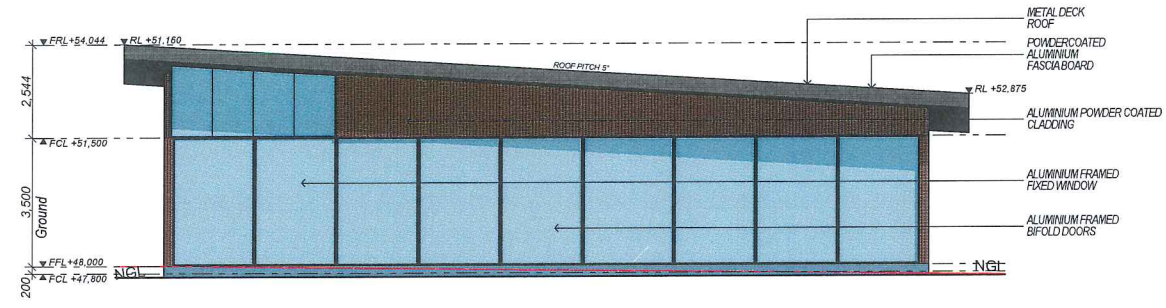
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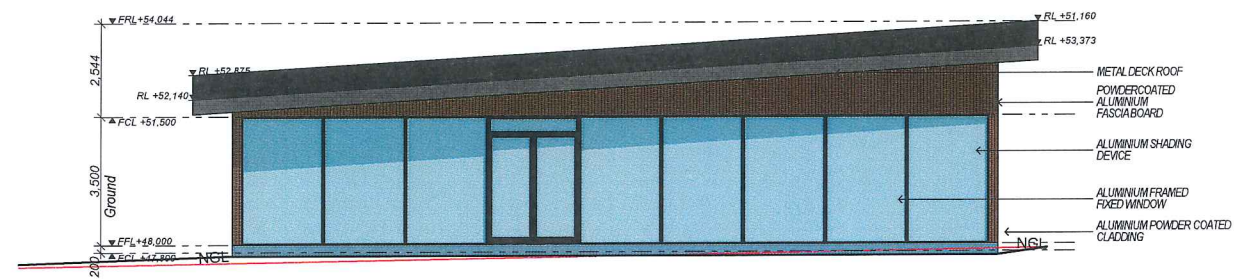
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scale 1:100



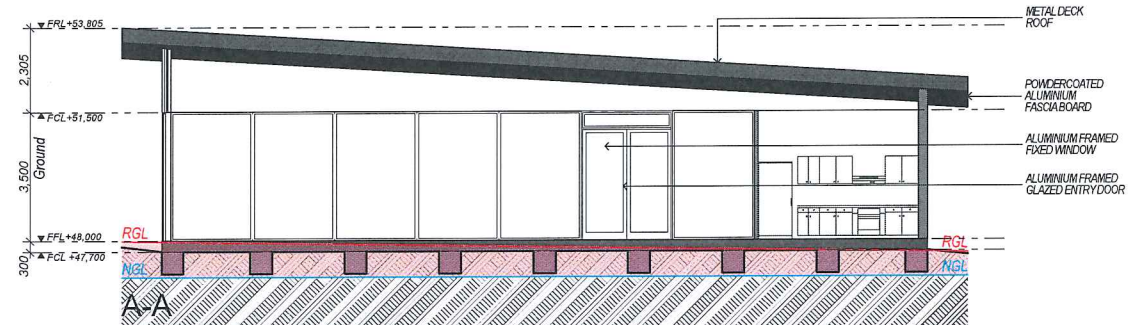
scale 1:100



East Elevation  
scale 1:100



West Elevation  
scale 1:100



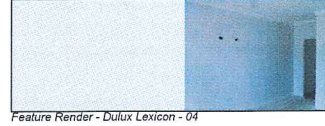
scale 1:100

## LEGEND

	RGL	REMEDATION GROUND LINE
		REMEDATION CAPPING
	NGL	NATURAL GROUND LINE

# OFFICE MEETING ROOM

## Materials & Finish Schedule



LEGEND: BUILDING REFERENCE

## Idratt Architects

Idratt Architects Registration Board (No. 8347)  
Nominated registered architect - Adrian Vito  
p. 08 9388 8888 or www.idratt.com.au  
m. PO Box 457, Merimbula NSW 2540

Project:  
Grace's Place -  
The Homicide Victims  
Multi purpose Support  
Centre

Client:  
Grace's Place

Council:  
Blactown City  
Council

Drawing title:  
Office Meeting  
Room

Designed + drawn:  
M.Trinh + P.Revollar

Issue/Stage:  
Issue F - DA

Paper/Scale:  
A1/1:100

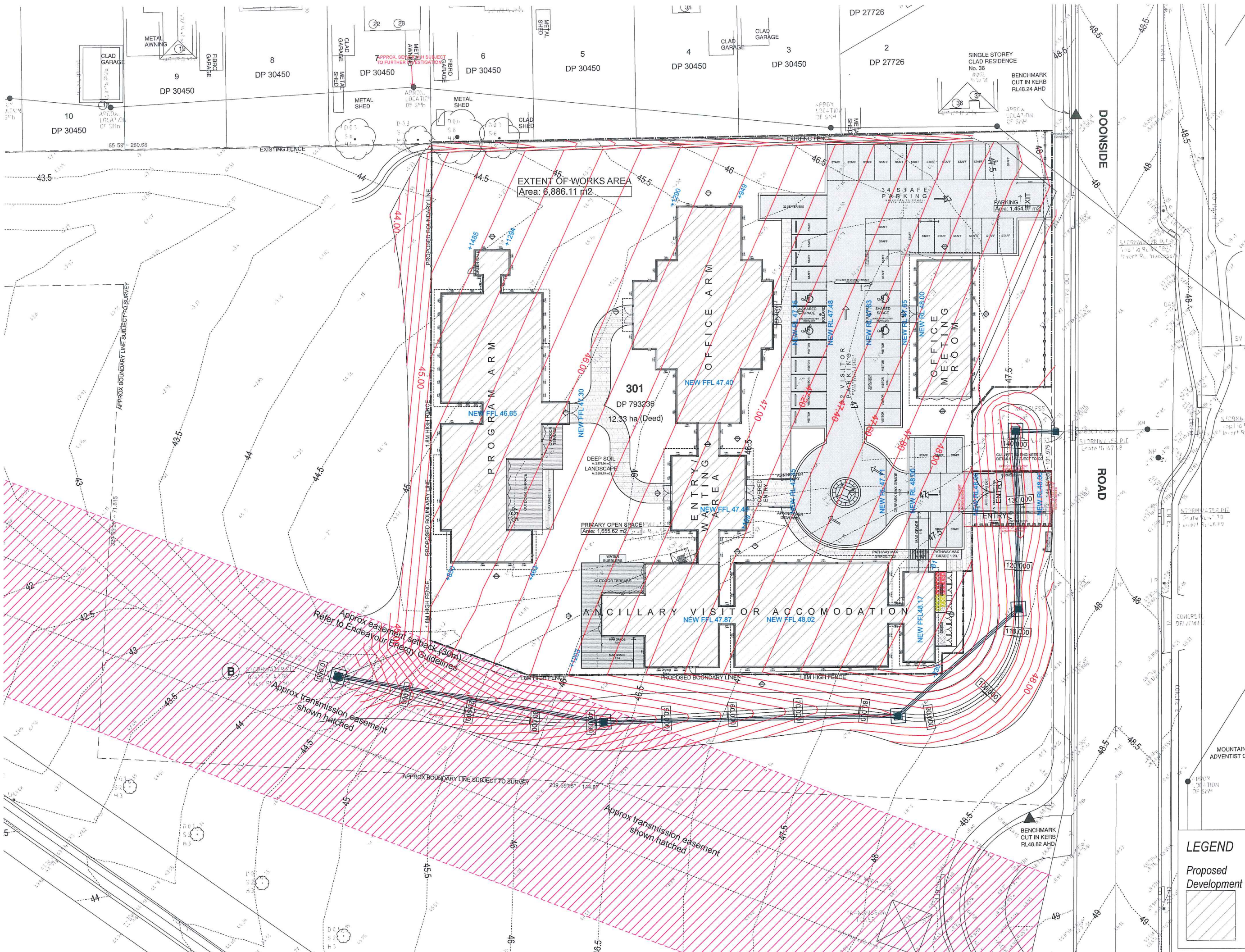
Date:  
24/10/2018

Job #: 28413  
Draw #: 2005









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Notes:

Notes:

**Idrift Architects** Pty Ltd  
18/11/2018 Architects Registration Board No. 23471  
1/1/2018 registered architect - Adrian Vinos  
p. 02 9248 8848 or www.idrift.com.au  
p.m. Pty. Ltd. 2/27, Leamington NSW 2199

project:  
Grace's Place -  
The Homicide Victims  
Multi purpose Support  
Centre

client:  
Grace's Place

council:  
Blactown City  
Council

drawing title:  
Site Plan 1:250

designed + drawn:  
M.Trinh + P.Revollar

issue/stage:  
Issue G - DA

paper/scale:  
A1/1:250, 1:1

date:  
5/11/2018

job #:  
28413

dwg #:  
0007

**LEGEND**

Proposed  
Development

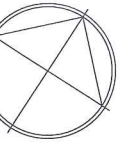
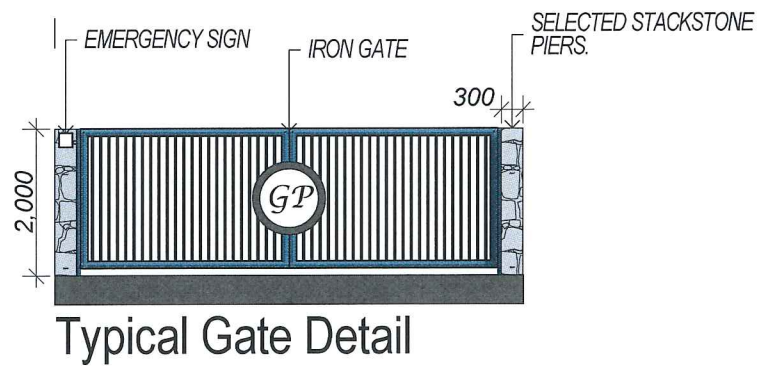
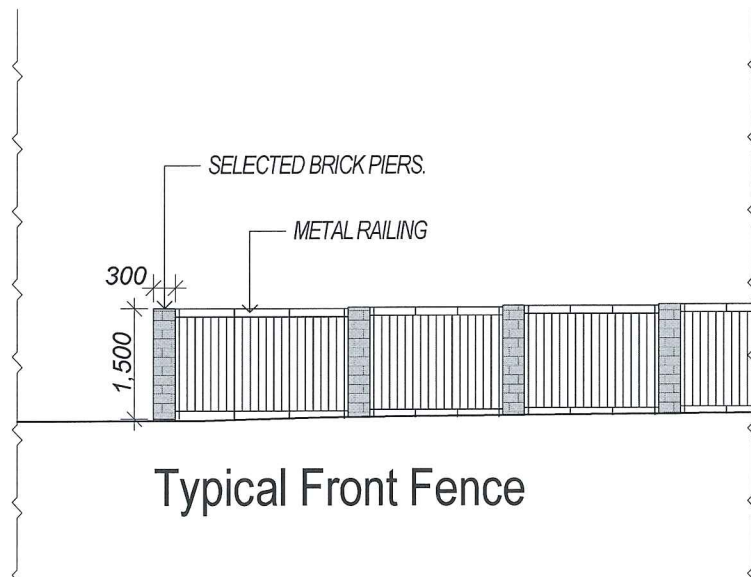
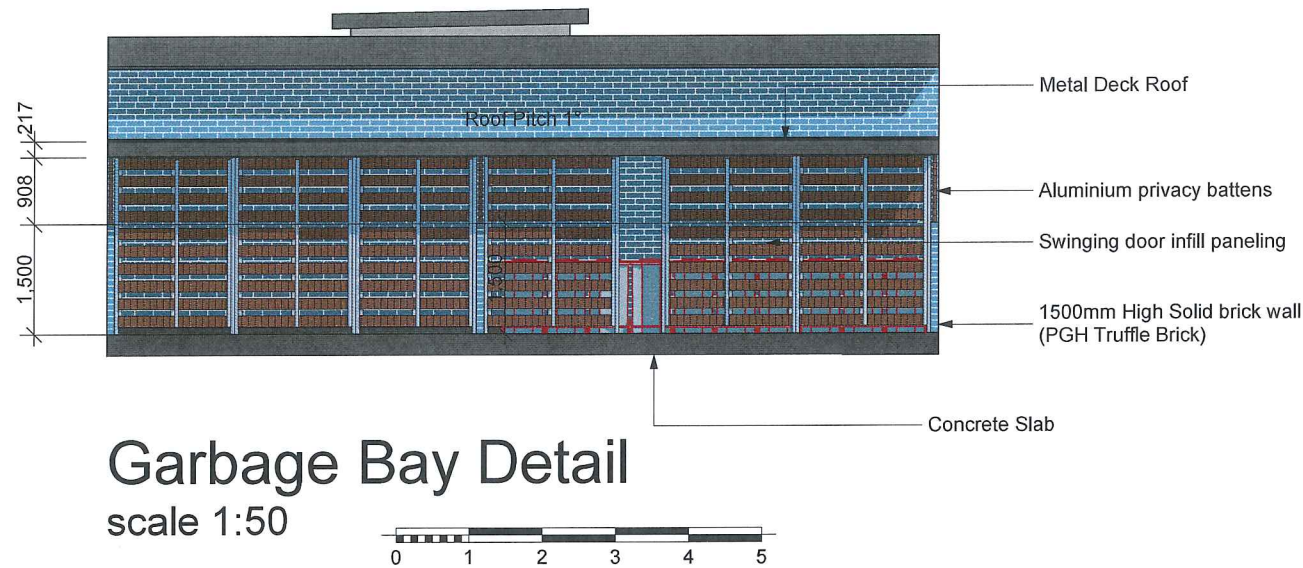
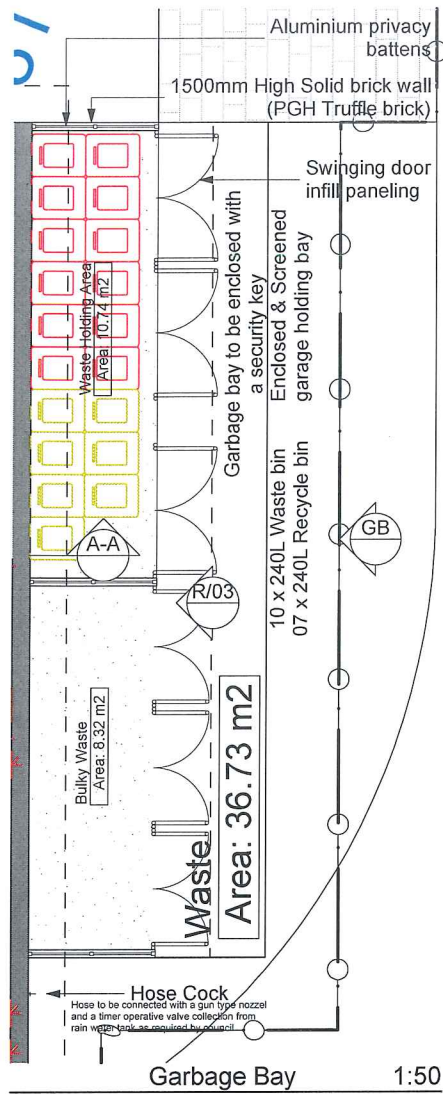












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Notes:

Graces Place Cnr Eastern & Doonside Road, Doonside

**Idraft Architects** Pty Ltd  
159/1 Architects Registration Board No. 5046  
Licensed registered architect - Australia/Victoria  
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m. 02 954 457, 0419 545 2163

project:  
Grace's Place -  
The Homicide Victims  
Multi purpose Support  
Centre

client:  
Grace's Place

council:  
Blactown City  
Council

drawing title:  
Details

designed + drawn:  
M.Trinh + P.Revollar

issue/stage:  
Issue G - DA

paper/scale:  
A1/1:50

date:  
5/11/2018

job #:  
28413

dwg #:  
4002



A composite image. The left half is a close-up, high-contrast photograph of a brick wall, showing the texture of the bricks and the mortar joints. The right half is a photograph of a brick building with a dormer window, with the top of a car visible in the foreground.

Photo 200-0001 Photo 200-0002 Photo 200-0003

Cladding Design Aluminium powdercoated timber 10

A photograph of a modern, two-story house. The house features a large, multi-paned window on the upper floor and a dark, textured exterior wall. The image is positioned on the right side of the page, partially overlapping the text.

A circle with an inscribed triangle. The altitudes of the triangle are drawn, intersecting at a point inside the circle. The altitudes are perpendicular to the opposite sides of the triangle.

work to be carried out in accordance with BGA, AS & Council regulations.

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For the purpose of selection for additional details on appliances, PCMs & shower discs shown on plan and elevation drawings, the manufacturer is deemed to be fitted on inside of both thresholds may be required to accommodate drainage fins & steel reinforcement. The manufacturer is deemed to be fitted on inside of both thresholds.

Use finished dimensions ONLY, do not use. Unfinished ground levels shown on plans are subject to site conditions. All elevations are subject to site measure during construction & no allowance has been made for shrinkage or milling position of the concrete.

Work to be in accordance to the current legislation on garden tap to meter.

© 1998 Smart Design: AAA rated. All rights reserved. Includes manufacturer's shower heads, water flow regulators, dual flush toilets & showers & compliant hot water systems. All other components are the property of the stars are to be used in this system.

Preferential. All occupants are required to use water saving devices. All machines with hot loading are possible.

tes:

**Draft Architects Pty Ltd**  
 NSW Architects Registration Board No: 5347  
 Chartered registered architect - Adrian Winkler  
 02 5648 8848 or [www.draft.com.au](http://www.draft.com.au)  
 PO Box 427, Merrylands NSW 2160

Subject  
 Peace's Place -  
 The Homicide Victims  
 Multi purpose Support  
 Centre

Grace's Place

actown City  
ouncil

## Materials & Finishes Schedule

Designed + drawn:  
.Trinh + P.Revollar

Issue A - DA

3/NTS

0/12/2016

PRELIMINARY



# LEGEND / FINISHES SCHEDULE

	EXISTING RL
	EXISTING TREE TO BE REMOVED
	EXISTING TREE TO BE RETAINED
	SELECTED CANOPY TREE
	SELECTED FEATURE TREE
	SELECTED SCREENING TREE
	SELECTED ORNAMENTAL TREE
	SELECTED FRUIT TREE
	SELECTED SCREENING SHRUB
	SELECTED TALL HEDGE
	SELECTED LOW HEDGE
	SELECTED FEATURE PLANT
	SELECTED EDGING SHRUBS
	SELECTED GROUND COVER
	BOUNDARY FENCE
	GARDEN BED 900 WIDE MIN.
	SELECTED BRICK GARDEN EDGE OR AS SELECTED REFER TO DETAIL 1
	LAWN AREA SIR WALTER BUFFALO REFER TO DETAIL 1
	PEBBLE AREA SELECTED 100 DEPTH RIVER PEBBLES WITH WEED MAT UNDER
	PATH SELECTED STENCILLED CONCRETE
	PATIO / TERRACE SELECTED TILES
	ON SITE DETENTION (OSD) TO ENG. DETAIL
	SELECTED WATER FEATURE
	SELECTED SCULPTURE
	ORNAMENTAL ROCKS
	SELECTED PERMANENTLY INSTALLED SHELTER
	SELECTED CLOTHES LINE
	SELECTED LETTER BOX TO AUST POST REQUIREMENTS
	SELECTED AUTOMATIC BOLLARD - ILLUMINATION SHALL BE DESIGNED BY A QUALIFIED LIGHTING CONSULTANT AND IN ACCORDANCE WITH AS 4282 & AS 1158
	STORM WATER PIT TO ENGINEER DETAIL



## PROPOSED PLANT SCHEDULE

No.	BOTANICAL NAME	COMMON NAME	APPROX MATURED HEIGHT	POT SIZE
<b>GROUND COVER / BOARDER</b>				
1	Nandina domestica 'Nana'	Dwarf nandina	0.5	150mm
2	Lomandra 'TANIKAI'	Dwarf Lomandra	0.75	150mm
3	Dianella Little Trev	Flax Lily	0.8	150mm
4	Liriope muscari 'Just Right'	Just Right Liriope	0.5	150mm
5	Dianella tasmanica 'Destiny'	Destiny Flax Lily	0.4	150mm
6	Juncus ustulatus	Common Rush	0.6	150mm
7	Phormium Chocomint Mist	Chocomint Mist	0.5	150mm
8	Pennisetum advena 'Rubrum'	Purple fountain grass	0.6	150mm
9	Trachelospermum Triolour	Triolour Jasmine	0.3	150mm
10	Aspidistra elatior	Cast-Iron Plant	0.5	150mm
<b>LOW SHRUBS</b>				
11	Buxus microphylla Japonica	Japanese box	1	200mm
12	Gardenia augusta 'Florida'	Gardenia	1.2	200mm
13	Philodendron Xanadu	Xanadu	0.7	200mm
14	Acacia 'Limelight'	dwarf Acacia cognata	0.7	200mm
15	Correa sibirica	White Correa	1.5	200mm
16	Murraya paniculata	Murraya	3	200mm
17	Syzygium australe 'Pinnacle'	Lilly pilly narrow	4	200mm
18	Dodonaea viscosa 'Purpurea'	Purple-leaved Hop bush	2	200mm
19	Acmena 'Allyn's Magic'	Lilly pilly	1.5	200mm
20	Westringia fruticosa	Westringia	1.5	200mm
<b>TALL SHRUBS</b>				
21	Callistemon citrinus	crimson bottlebrush	4	200mm
22	Westringia 'Jervys Gem'	Coastal rosemary	1	200mm
23	Backhousia myrtifolia	Grey Myrtle	3	200mm
24	Agonis afterhook	Lilly pilly	2	200mm
25	Syzygium australe 'Resilience'	Lilly pilly	4	200mm
26	Grevillea 'Misty Pink'	Misty Pink Grevillea	3	200mm
27	Acacia longifolia	Sydney Golden Wattle	4	200mm
28	Photinia glabra 'Rubens'	Photinia	3	200mm
29	Callistemon 'Kings Park Special'	Kings Park Special	3	200mm
30	Viburnum odoratissimum 'Emerald Lustre'	Sweet Viburnum	3	200mm
<b>FEATURE SHRUBS</b>				
31	Cordyline stricta	Slimline palm lily	3	200mm
32	Alcantaria imperialis	Alcantaria	0.6	200mm
33	Cyathea australis	Tree fern	4	25 L
34	Phormium tenax purpurea	Dianella	1.2	200mm
35	Cordyline 'Red Sensation'	Red Sensation	1.2	25 L
36	Cycas revoluta	Sago Palm	1.5	25 L
37	Strelitzia reginae	Bird of Paradise	1.2	25 L
38	Strelitzia reginae	Giant Bird of Paradise	5	25 L
39	Thysanotus maxima	Tiger grass	1.5	200mm
40	Alpinia zerumbet variegata	Variegated Shell Ginger	1.5	200mm
<b>TREES</b>				
41	Callistemon viminalis	Weeping bottlebrush	7	25 L
42	Pistacia chinensis	Chinese pistachio	10	45 L
43	Elaeocarpus eumundii	Eumundi Quandong	8	45 L
44	Tristanopsis laurina 'luscious'	Water box	7	45 L
45	Malealeuca linearifolia	snow-in-summer	8	25 L
46	Lagerstroemia indica 'Indian Summer'	Crape Myrtle	7	45 L
47	Cupaniopsis anacardioides	Tuckeroo	6	45 L
48	Magnolia 'Teddy bear'	Magnolia	5	45 L
49	Selected fruit trees	Fruit trees	varies	45 L
50	Plumeria acutifolia	Frangipani	4	45 L
51	Malealeuca decora	White Feather Honeysuckle	7	25 L
52	Acer palmatum Senkaki	Coral Bark Maple	6	45 L
53	Pyrus ussuriensis	Manchurian pear	9	75 L
54	Eucalyptus pilularis	Blackbutt	30	75 L
55	Angophora floribunda	Rough-barked Apple	20	75 L

Homicide Victims Multi Purpose  
Support Centre  
Blacktown City Council

ARCHITECT:  
IDRAFT ARCHITECTS

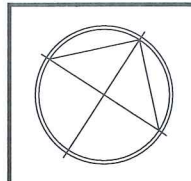
vision dynamics  
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Kilgore NSW 2071  
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em: visiondynamics@westnet.com.au

DRAWING TITLE  
LANDSCAPE CONCEPT  
PLAN

DRAWN FF SCALE  
1:1,250@A1 OR 1:500@A3  
DRAWING NUMBER  
16213 DA 1  
REV.  
C

MEMBER  
Australian Institute  
of  
Landscape Designers & Managers Ltd  
NORTH





All work to be carried out in accordance with BCA, AS & Council conditions.  
Copyright: The concepts & information contained in these drawings are the copyright of Idraft Group Pty Ltd. Use or duplication in part or in full without written permission of Idraft Group Pty Ltd constitutes an infringement of copyright. Do not scale off architectural drawings. These notes must be read in conjunction with colours selection for additional details on appliances, FC items & shower sizes shown on plan are inside hob dimensions. Shower screens to be fitted on inside of hob bulkheads may be required to accommodate drainage lines & steel beams position to be determined on site. Use figured dimensions ONLY, do not scale. Finished ground levels shown on plans are subject to site conditions, all calculated dimensions are subject to site measure during construction & no allowance has been made for shrinkage or milling position of electrical meter to be determined on site in accordance to the turret position front garden tap on meter.  
Energy Smart Design: AAA rated water conservation devices include rainwater tanks, shower heads, water tap flow regulators, dual flush toilets & cisterns & compliant hot water systems with minimum green house score of 3.5 stars are to be used in this development. All occupants are encouraged to use AAA rated dish washing machines with front loading where possible.

Notes:

**Idraft Architects** Pty Ltd  
NSW Architects Registration Board No. 5347  
Notified registered architect - Adrian Vito  
P. 02 9568 8846 or www.idraft.com.au  
M. PO Box 427, Mowlands NSW 2160

project:  
Grace's Place -  
The Homicide Victims  
Multi purpose Support  
Centre

client:  
Grace's Place

council:  
Blacktown City  
Council

drawing title:  
Sign Site

designed + drawn:  
M. Trinh + P. Revollar

issue/stage:  
Issue F - DA

paper/scale:  
A3/NTS

date:  
13/11/2018  
job #:  
28413

Graces Place Cnr Eastern & Doonside Road, Doonside



U15, 143-155 Bonds Rd  
Riverwood, NSW 2210  
Telephone: (02) 9533 3304  
Facsimile: (02) 9533 3891  
[m.fadel@tricomenggroup.com](mailto:m.fadel@tricomenggroup.com)

**TRICOM**  
**ENGINEERING**  
**GROUP PTY LTD**

**TRICOM ENGINEERING GROUP P/L: BUILDING SERVICES ENGINEERS**

<b>Date:</b>	23 October 2018
<b>Attention:</b>	Mr. Michael Trinh
<b>Project Name:</b>	Grace's Place -The Homicide Victims Multi-purpose Support Centre

DESIGN CERTIFICATION LETTER for **Outdoor Lighting**

***Design Certification:***

Pursuant to the provisions of Clause A2.2 of the Building Code of Australia, I hereby certify that the above design is in accordance with normal engineering practice and meets the requirements of the Building Code of Australia, section E, F & J, relevant Australian Standards and in accordance with our design brief and documentation, we certify that we have designed the Outdoor Lighting System at Grace's Place -The Homicide Victims Multi-purpose Support Centre is in accordance with the following requirements:

**Design Certification for the following:**

- Outdoor parking lights are in accordance with AS1158.3.1 and no offensive glare

If you do need any further requirements, please feel free to contact me on 0410 329 576.

Yours faithfully,



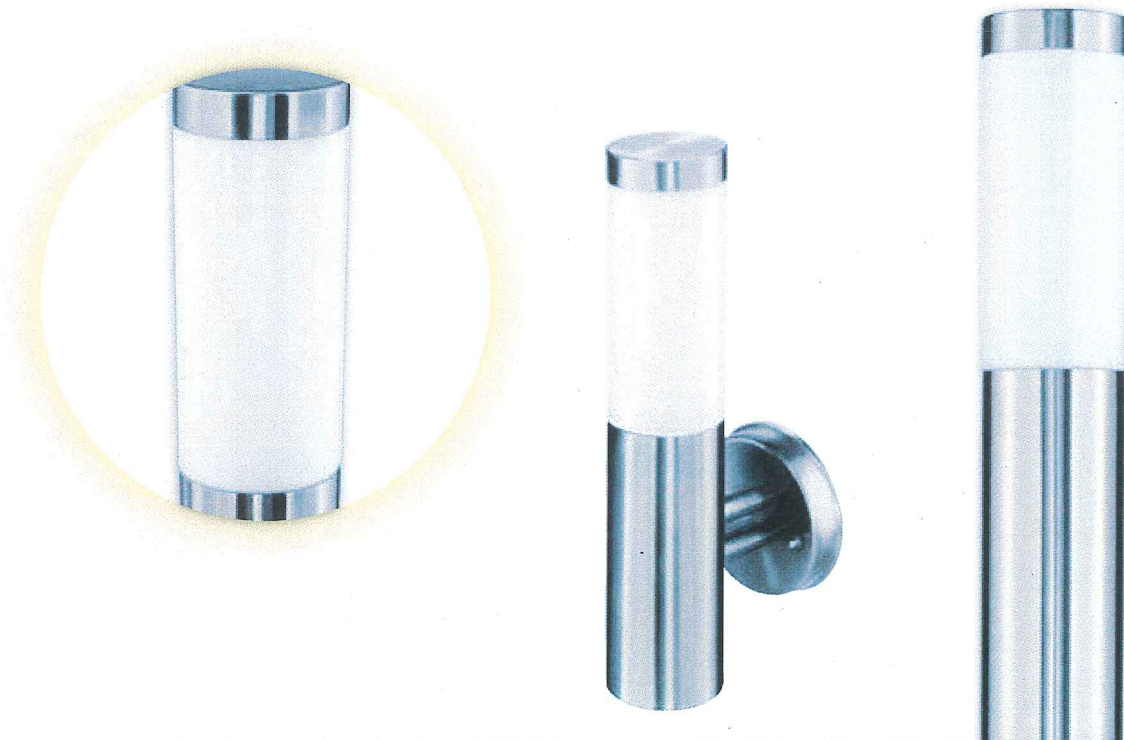
**Michael Fadel**  
**Tricom Engineering Group P/L**  
**Design Electrical Engineer**  
**Bachelor of Engineering, Electrical**





# FINIAL

WALL LIGHT & BOLLARD



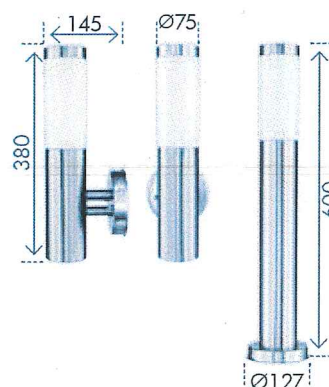
240V

22W  
max



- Wall Light and Bollard.
- Stainless steel construction.
- Tough opal polycarbonate diffuser.
- IP44 weather resistant rating.
- Requires 1 x 22W max. E27 CFL or LED globe (not included).
- 2 Years Warranty.

Wall:	<b>18044/..</b>
<b>16</b> STAINLESS STEEL (304)	 9 312641 180449 >
Bollard:	<b>18043/..</b>
<b>16</b> STAINLESS STEEL (304)	 9 312641 180432 >





## Blaze-50 LED Flood Light



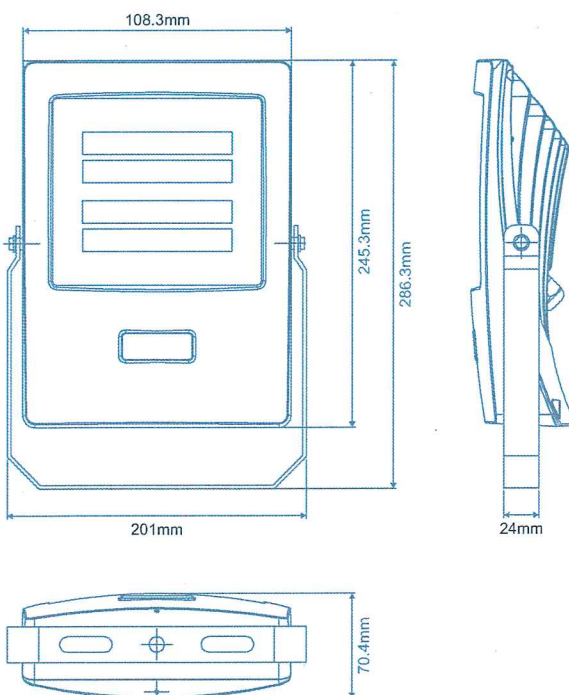
### Description

The BLAZE Series of LED Floodlights are uniquely designed to offer a sleek and stylish design. Featuring a curved polycarbonate fascia design, IP66 rating and an anti-corrosion bracket provides a perfect solution to coastal areas installations. Scientific PC optical lens design provides high output and uniform illumination. Ideal for BBQ areas, outdoor entertaining areas and backyard lighting. Available in 10W, 20W, 30W, 50W and 100W in 3000K Warm White and 5000K White colour temperature depending on the desired light output for the area.

### Specification Features

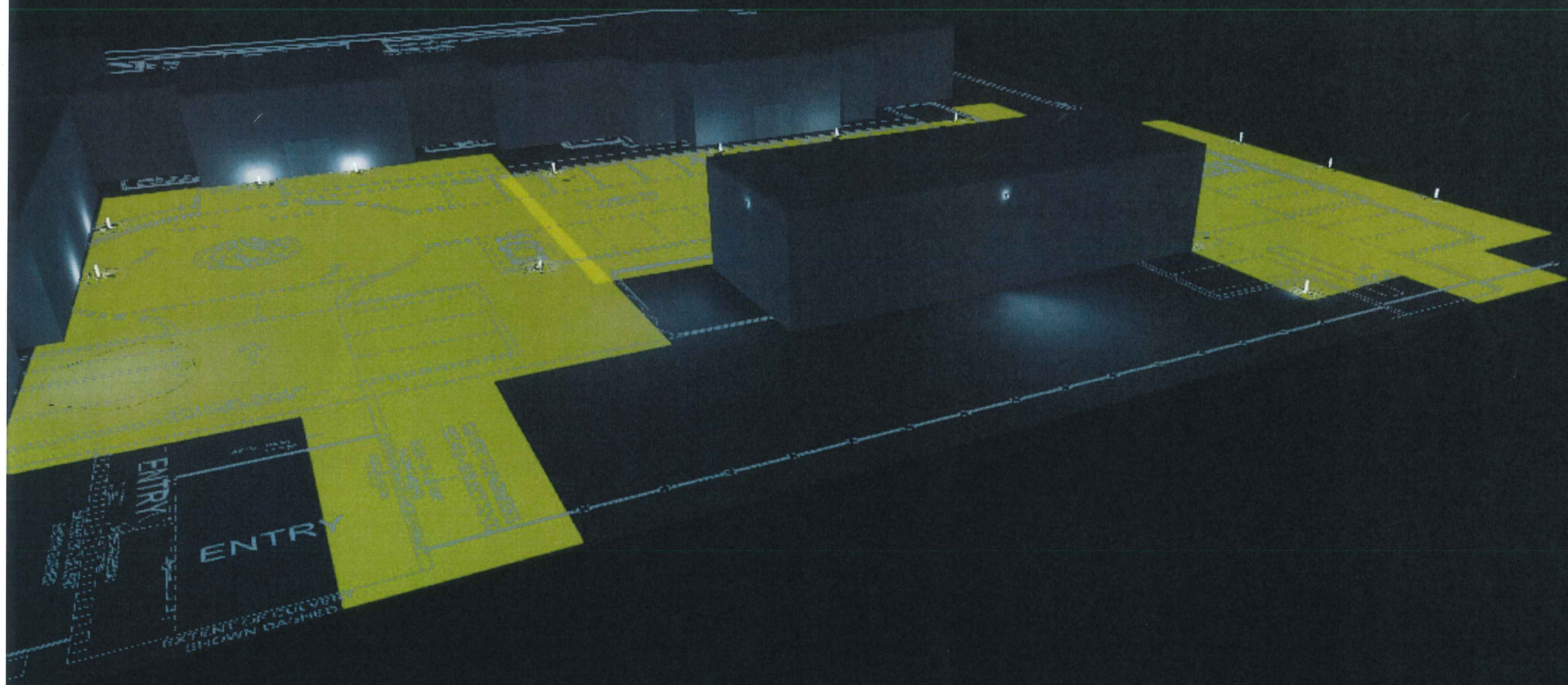
Input Voltage: 240V  
Power (W): 50W  
IP rating (IP): 66  
Lumens (lm): Warm White 3000K - 4500lm  
White 5000K - 4750lm  
LED type: SMD  
CCT: 3000K - 5000K  
CRI: ≥80  
Beam angle (°): 90° x 120°  
Dimmable: No  
Lifespan (hrs): 50,000hrs

### Diagrams / Additional

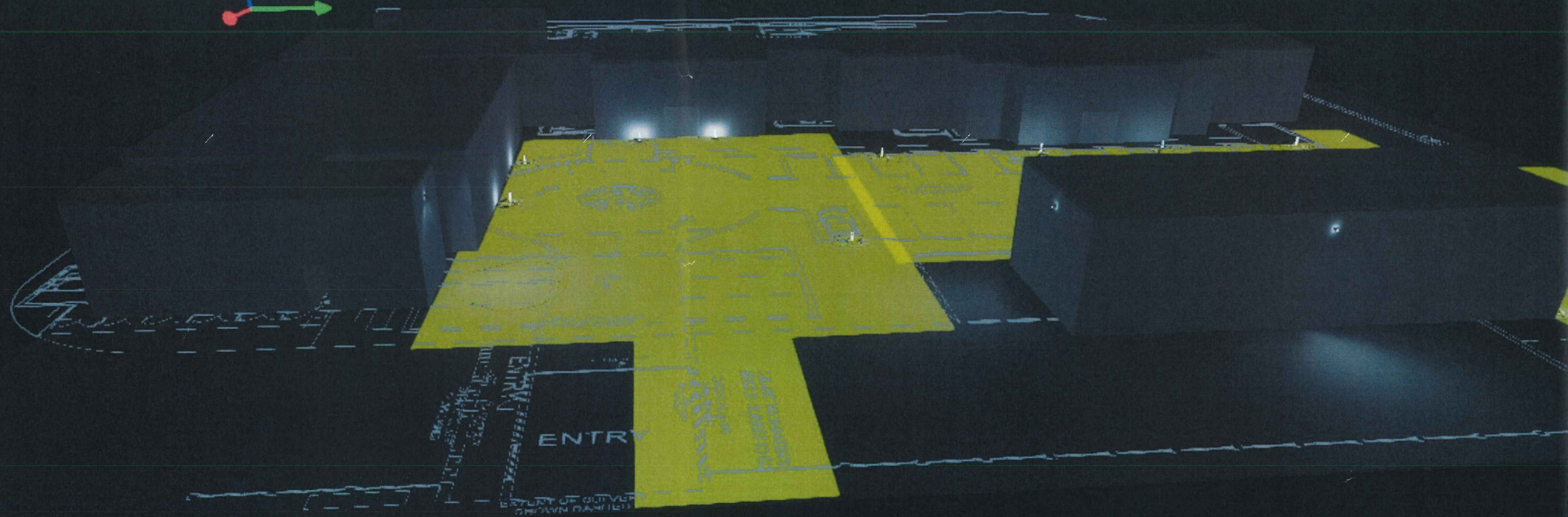
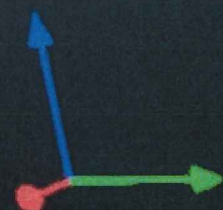


Item No.	Variant	Colour
BLAZE-50	19592	Warm White
	19593	White

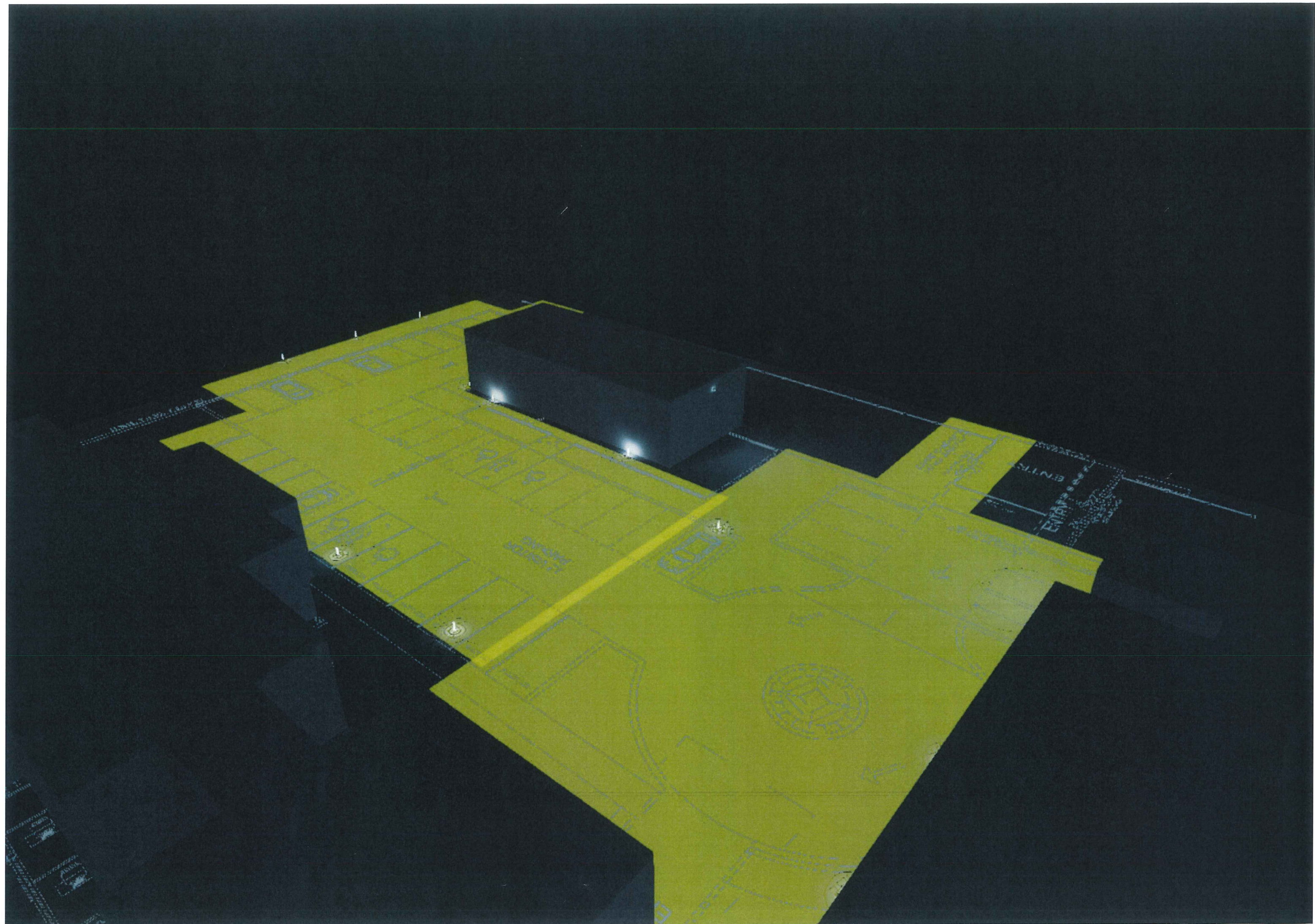




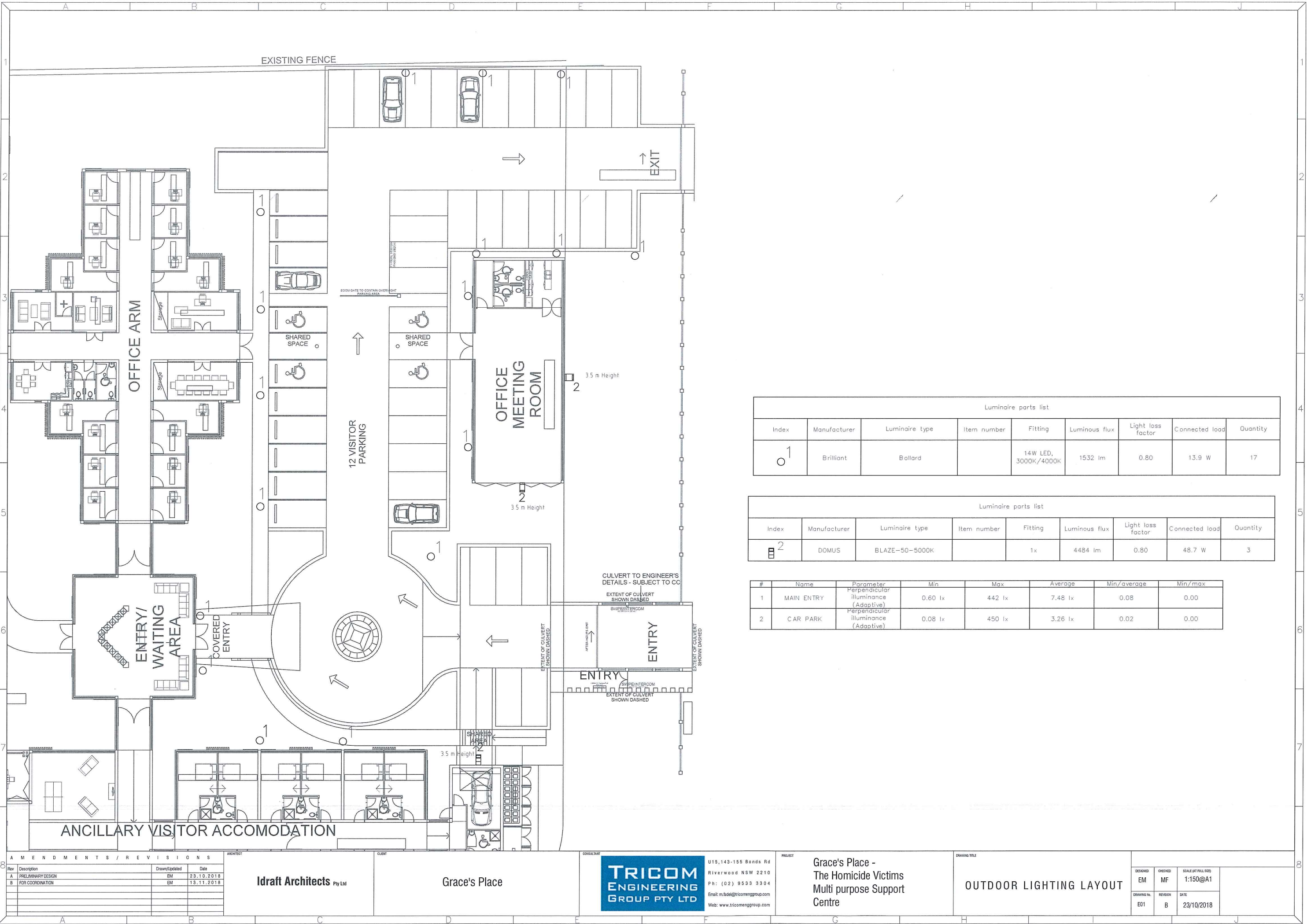












Luminaire parts list								
Index	Manufacturer	Luminaire type	Item number	Fitting	Luminous flux	Light loss factor	Connected load	Quantity
1	Brilliant	Bollard		14W LED, 3000K/4000K	1532 lm	0.80	13.9 W	17

Luminaire parts list								
Index	Manufacturer	Luminaire type	Item number	Fitting	Luminous flux	Light loss factor	Connected load	Quantity
2	DOMUS	BLAZE-50-5000K		1x	4484 lm	0.80	48.7 W	3

#	Name	Parameter	Min	Max	Average	Min/average	Min/max
1	MAIN ENTRY	Perpendicular illuminance (Adaptive)	0.60 lx	442 lx	7.48 lx	0.08	0.00
2	CAR PARK	Perpendicular illuminance (Adaptive)	0.08 lx	450 lx	3.26 lx	0.02	0.00

AMENDMENTS / REVISIONS		
Rev	Description	Date
A	PRELIMINARY DESIGN	23.10.2018
B	FOR COORDINATION	13.11.2018

Idraft Architects Pty Ltd

Grace's Place



U15,143-155 Bonds Rd  
Riverwood NSW 2210  
Ph: (02) 9533 3304  
Email: m.bedel@tricomenggroup.com  
Web: www.tricomenggroup.com

Grace's Place -  
The Homicide Victims  
Multi purpose Support  
Centre

OUTDOOR LIGHTING LAYOUT

DESIGNED	CHECKED	SCALE (AT FULL SIZE)
EM	MF	1:150@A1
DRAWING NO.	REVISION	DATE
E01	B	23/10/2018





**Homicide Victims' Support Group (Aust) Inc.  
& Grace's Place**

Cnr Doonside & Eastern Roads, Doonside





## **Plan of Management**

Office of HVSG & Residential Trauma Centre



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  - I. Staff/Volunteers/Management Committee
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  - I. Grace's Place Capacity
  - II. Record of Resident's Special Needs
  - III. Rights and Responsibilities
7. Catering, Laundry, Cleaning and Maintenance.
8. Children
9. Insurances
10. Centre Cleanliness, Waste Management and Maintenance
11. Mechanism for Conveying Policies and Updates to Family Members and Parents
12. External Signage
13. Internal Signage
14. Child Protection under NSW Legislation
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16. Dispute Resolution Procedure
  - I. Complaints Management
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18. Safety and Security
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**Homicide Victims' Support Group (Aust) Inc.**  
**& Grace's Place**  
**Operational Management Plan**

**Executive Summary**

This Plan of Management (POM) forms an essential part of the ongoing management requirements for HVSG and Grace's Place.

It is a document required by Council that reflects a reasonable agreement between the HVSG, Grace's Place and the Council in order to minimise any adverse effects upon neighbours. Also it is required by and reflects the intention of the requirements of Council's conditions of development consent for the centre.

**Mission Statement**

***"To provide quality services responsive to our families' needs."***

**Introduction**

This Plan of Management (POM) has been prepared to accompany the DA proposal for the building of a three building complex to be named Grace's Place.

The 3 building structure will comprise –

- An Administrative Building
- A Programs building
- A 12 bedroom accommodation residential building
- Car Parking Facilities
- Garden areas
- BBQ Area
- Children's Playground

**1. Aim**

A plan of management sets out the various requirements and responsibilities of management and visitors and includes:

- i. management arrangements and Manager's contact details



- ii. policy and practice
- iii. Maintenance of an Incidents Register

## **2. Location**

The Plan of Management has been prepared for Homicide Victims' Support Group (Aust) (HVSG) & Grace's Place, Corner of Doonside & Eastern Roads, Doonside, 2767, NSW.

## **3. Organisational Structure & Management**

HVSG has an Executive Management Committee as provided by the Model Rules that will be responsible for the day to day running of the whole organisation.

HVSG will engage an on-site manager and caretaker for the whole facility and Grace's Place, Peter Simpson.

Martha Jabour, Executive Director will be familiar with the content of the Plan of Management.

[martha@hvsgnsw.org.au](mailto:martha@hvsgnsw.org.au)

0417442287

Peter Simpson - Caretaker

Duties of the on site manager and caretaker.

The On Site Manager and caretaker are responsible for the following:

- To be contactable
  - 24 hours via telephone,
  - email [info@hvsgnsw.org.au](mailto:info@hvsgnsw.org.au) OR [martha@hvsgnsw.org.au](mailto:martha@hvsgnsw.org.au)
  - HVSG 24 hour support line – 1800 191 777
- To oversee all concerns related to residing visitors of the premises.
- To provide residing visitors with appropriate information prior to the commencement of occupation.
- To organise the cleaning and maintenance of the common areas and common open space areas.
- To organise the waste collection and facility needs for the site, and the ongoing storage and collection of waste on-site including transfer of waste to



and from collection points for the waste collection service as required, and regular cleaning of bins/waste storage areas/rooms.

- To carry out inspections on a regular basis (insert frequency of inspections) to ensure the building is maintained in a clean and tidy condition and that all facilities and fittings are appropriately maintained.
- To maintain the electrical circuits to a safe standard.
- To maintain an incident register.

Qualifications and experience required of caretaker and manager will be in the areas of, Management, Advocacy, First Aid Qualification, Criminal History Record Check, Educational Leader, Dispute Resolution, Maintenance, and Child Protection.

#### **4. Hours of Operation**

The HVSG office will open daily, Monday to Friday from 8.30 am to 5.30pm, fifty-two (52) Weeks a year. And on weekends whilst programs are being run.

Weekend operating hours will be 9.30am to 4.00pm, the only programs that will be run over weekends will be the programs for children that will be at Grace's Place who come from outside Sydney Metropolitan Area, eg would be Friday until Sunday afternoon.

The HVSG will be closed for Public Holidays.

#### **5. HVSG & Grace's Place Staff**

The HVSG will be operated by a minimum of 10 staff (5 counselling staff, 5 administrative staff), as well as volunteers, management committee members and allied health service providers at any one time.

Not all staff members arrive at the same time. The arrivals are usually staggered between the hours of 8.00am to 10.00am. Full-time staff work for 8 hours a day.

Part-time or Casual staff work shifts as required.

Volunteers work as required.

#### **Staff/Volunteers/Management Committee**

HVSG management of the Grace's Place will ensure that all counsellors, carers and educators are properly trained.



Staff will be instructed to engage the children in therapeutic/educational play activities that the children will find both mentally and physically stimulating, at all times.

Staff will be instructed to refrain from encouraging activities that may result in excessively noisy play and running.

All temporary & permanent staff will be required to read the Noise Management Plan before starting work and to comply with it at all times.

## **6. Resident information**

### Grace's Place Capacity

The Centre's capacity is for a total of 12 Children as follows: 3 Years – 18 Years

Grace's Place can accommodate up to 24 people in the residential building.

There will be a structured program where the children will be divided between their age groups of 3-8 years 9-12 and 13-18. These age groups will be run separately so that not to mix ages.

A daily program will be based on their needs and individual development/progress. Some children will undergo a one on one program.

Children and young people who attend Grace's Place will be accompanied by a family member or adult carer. Grace's Place will be set up so that if 12 children are in residence there will be an appropriate number of adults with them.

If some children are from the same family there may not be the need for 12 adults to be there at any one time.

This capacity is based upon the allowed number in the residential building.

- i. all residing visitors that will be the parents and or carers are to be made aware of the contents and their obligations under the approved Plan of Management
- ii. a copy of the approved Plan of Management is to be made available upon admission, accompanied with the policies and procedures manual.
- iii. a full copy of the approved Plan of Management is to be permanently displayed in building and in each common area.



### Record of Resident's Special Needs

To be completed by every person and includes but is not limited to:

- details of any medication requirements,
- special dietary needs,
- sleeping arrangements,
- emergency contacts,
- disability access and any other information volunteered by resident in initial consultation in relation to special needs or personal information.

### Rights and Responsibilities

Information on visitor/lodger roles and responsibilities be provided beforehand to all as part of orientation to Grace's Place and also to be prominently displayed in a communal space within the premises.

## **7. Catering, Laundry, Cleaning and Maintenance**

Daily cleaning programs will be in place to ensure all areas of the whole facility are maintained in a clean and tidy manner.

Regular audits by the caretaker will ensure a satisfactory level of cleaning is carried out.

A maintenance program will be in place to ensure the whole facility is maintained and a preventative maintenance program will cover regular checks on all areas of the building.

The maintenance program will also ensure external contractors undertake their regular checks of plant and equipment as required.

Catering will be a combination of meals cooked at the facility and meals purchased from local businesses for consumption.

Laundry will be the responsibility of the residents, their carers and volunteers.

## **8. Children**

Time out of doors will be an essential component of the child's experience at Grace's Place.



Whilst active play is encouraged, screaming and shouting will not, this type of behaviour can be intimidating to other children, and can be disturbing to neighbours.

Children who persist in such behaviour may need to be excluded from outdoor activities.

A crying or distressed child will be attended to immediately (without delay). The child will be taken to a quiet area to be comforted and to be assessed for any injury, or other cause of distress.

When children are in the "Active" play area, each group will be fully supervised by two carers per group at all times.

Musical instruments likely to generate excessive noise will not be permitted in the "Active" play area.

#### Activities

Outdoor activities vary from day to day and are dependent upon the weather and the program. They include:

- Ball games
- Team play
- Balancing, Climbing, Stepping
- Environmental and nature based activities
- Supervised play
- Sand play
- Water based play (not swimming pool)
- Free play

Children and their carers will be given the opportunity to participate each day in both the Indoor/Outdoor Area and the Secondary Outdoor Area.

#### **9. Insurances**

The HVSG will maintain a register of all insurance policies. Public Liability Insurance of \$20 million dollars and Workers Compensation Insurance of \$20 million dollars will be maintained at all times.

#### **10. Centre Cleanliness, Waste Management and Maintenance**



Grace's Place will be kept clean by staff and after hours by external professional cleaners and gardeners.

Grace's Place will maintain a schedule of required maintenance which is routinely undertaken by handymen, builders and other tradesmen as required.

Grace's Place will educate children on environmental issues, it is a core objective to recycle our waste as best as possible.

On-going waste management will be carried by both staff of the facility and licensed outside contractors.

Waste will be sorted and categorised as outlined below:

**Recyclable products** – These will be stored in separate containers labelled as "recyclables". These wastes will be disposed of by a suitable contractor, as required.

**Organic products** – includes wood, garden, food, vegetables and natural fibrous material waste which are capable of composting.

**Liquid waste** – The kitchens of the facility will be fitted with appropriate floor and grease traps where required. The material that is collected in these traps will be disposed of by a suitable person, as required.

**General waste** – This material will be collected by the general council waste disposal contractor.

### **11. Mechanism for Conveying Policies and Updates to Family Members and Parents**

The HVSG and Grace's Place operations will be documented in our Policies and Procedures.

Policies and procedure rules are to be clearly displayed throughout the premises.

The Policies and Procedures are discussed at Staff Meetings and are continually updated and redistributed as they are amended to retain relevance and compliance.

HVSG and Grace's Place Policies will be located in the front foyer for all families and visitors to have access to at any time.

HVSG Policies are reviewed throughout the year on a monthly basis following a schedule.

The HVSG believes that reflection and evaluation is an important aspect of quality improvement. Reviewing HVSG's practices and strategies will ensure that we continually strive



to improve our service to families and the children in our care. To this end, we have implemented the strategies below.

- All policies and procedures will be made available to families during the orientation period for them and their child.
- Educators/staff will notify families of how to access policies and procedures and where they are located in the service.
- Our counsellors/administrative staff/volunteers will ensure that all policies and procedures are reviewed annually or more often if required. This gives both families opportunities to suggest elements that need to be improved.
- All policies will be signed, sourced and dated at each review and counsellors/administrative staff/volunteers will continuously seek out relevant information to provide the best possible environment.
- All stakeholders at the service must be informed of any changes to policies. This will occur in writing and be provided to families, counsellors/administrative staff/volunteers, management, the committee and any other relevant individuals.
- HVSG will ensure that parents of children coming to Grace's Place are notified at least 14 days before making any change to a policy or procedure that may have a significant impact on them or their child.

There will be policies pertaining to the following in due course, we will have a users guide type directory for all family members to attend Grace's Place.

A different directory will be available for day clients as opposed to residential clients. There will be signs relevant to the different policies put up in all relevant areas.

An information package will be sent to family members before they arrive.

Our policies and procedures will be posted on the Grace's Place Website.

There will be policies pertaining to the following –

- The use of communal space and facilities, quiet enjoyment
- Kitchen and cooking facilities
- Operating hours of outdoor common areas e.g. No use of the outdoor areas permitted after 10.00pm
- Smoking areas - no smoking in bedrooms and areas which may affect the amenity of other visitors/lodgers or residing visitors of neighbouring properties



- Visitor policy e.g. visitors not permitted after 10.00pm, visitor sign in, behaviour, contact with children who are not related
- Activities and noise - Loud music or television noise is not permitted after 10.00pm
- Emergency contact details
- Parties or gatherings are not permitted upon the premises after 10.00pm
- Guidelines for the responsible consumption of alcohol, zero tolerance on illegal drugs - Alcohol, Drug Smoking Policy - Annexure 1
- Keeping of pets/animals
- Use of parking spaces (bicycle parking and motorcycle parking spaces)
- Incident management Manual to cover, Accident and Hazard Report, Incident Report, Injury Report, Trauma and Illness Form , Workcover First aid Form in the Workplace.
- Bathroom and facilities
- Use of laundry/ clothes drying
- Locking of rooms

## **12. External Signage**

Appropriate signage externally will be prominently placed.

Contact details of Caretaker

Contact details of HVSG 1800 191 777

Details of HVSG website – [hvsgnsw.org.au](http://hvsgnsw.org.au)

Emergency numbers for local police

000 emergency number

## **13. Internal Signage**

Appropriate signage within the building informs residing visitors of the following will be visible and available to all family members availing themselves of the services of the HVSG and Grace's Place. The signs will cover the following -

Their rights and responsibilities

House rules

The right to privacy and a complaints process

Health and safety procedures including emergency telephone numbers and other essential telephone numbers; and maintenance and fire safety in the building.



Evacuation procedures

#### **14. Child Protection under NSW Legislation**

##### **Mandatory Requirements**

Every health worker has a responsibility to protect the health, safety, welfare and wellbeing of children or young people with whom they have contact.

The legal responsibilities of health services and health workers are identified in the following legislation: Children and Young Persons (Care and Protection) Act 1998.

The HVSG and Grace's Place will meet their obligations under the Children and Young Persons (Care and Protection) Act 1998 and has procedures for referral to the relevant authority being either Human Services NSW (formerly Department of Community Services) and/or the NSW Police at all times.

There is a specific policy around Child Protection.

Other legal obligations that must be adhered to when children are in the care of HVSG are covered by the following legislation –

##### **Principal Acts:**

Children and Young Persons (Care and Protection) Act 1998

##### **Other relevant Acts:**

Victim's Rights and Support Act 2013

Children and Young Persons (Care and Protection) Amendment (Parental Responsibility Contracts) Act 2006

Child Protection (Offenders Registration) Act 2000

Crimes Act 1900

Commission for Children and Young People Act 1998

The Ombudsman Act 1974

Family Law Act 1975 (Cth)



### **15. Incident register**

A register of all incidents will be kept with outcome of resolution or follow up to be completed by Executive Director and Executive Management Committee.

### **16. Dispute resolution procedure**

A dispute resolution policy will be documented and given to concerned parties on how disputes amongst residing visitors, with others, and with the manager will be resolved.

#### **Complaints management**

HVSG management committee will maintain a Log of any complaints received. Any complaints received shall be logged with details of the nature of the complaint, time of the event and contact details of the complainant.

HVSG management committee will endeavour to respond to any complaint as quickly as possible, and will advise the complainant within 48 hours of what, if any, actions have been undertaken as a result of reviewing the complaint.

These actions will be recorded in the Log.

The Log will be located Executive Directors office and be accessible to all staff members of the HVSG.

HVSG management committee will provide Council and the occupants of the building with name(s) and contact details (phone number) of designated person (or persons) responsible for the addressing noise complaints.

At least one designated responsible person shall be available on site at all times during operational hours.

HVSG management committee will provide Council, and other occupants of the building with an Activity Schedule if any activity is to be undertaken that will impact on our neighbours.

A laminated copy of the Noise Management Plan will be displayed in the entry foyer.

All parents / guardians will be required to read the section of the Noise Management Plan relating to their Children.

HVSG and Grace's Place will not become a source of 'offensive noise' impacting adversely our neighbours.

HVSG management committee is committed to being a responsible and good neighbour.



### **17. Accidents, emergency and fire safety**

There will be accident and emergency procedures – includes but not limited to: fire, accidents, injury, accident reporting, emergency exit procedures, location of fire extinguishers, incidents of electrocution, trip switches.

There will be instructions concerning procedures to be adopted in the event of an emergency shall be clearly displayed on the premises for both public and staff information.

A Copy of the annual fire safety statement and current fire safety schedule for the premises must be prominently displayed in the reception area.

A floor plan must be permanently fixed to the inside of the door of each sleeping room to indicate the available emergency egress routes from the respective sleeping room.

All residing visitors are to be made aware of the fire safety features of the building and what to do in the event of an emergency.

All staff and volunteers shall be trained in relation to the operation of the approved Emergency Management and Evacuation Plan on a regularly basis.

All fire safety features within the building are to be regularly maintained in accordance with any statutory requirements.

### **18. Safety and security**

Security cameras and CCTV – external and internal will be in operation at all times. Copies of CCTV will be given to police when requested.

Safety and security procedures will be made available to all clients on admission to the HVSG offices and Grace's Place.

Individual Pin Code access to all staff and parents to access the centre will be made available for some designated areas.

Individual Pin codes will be cancelled upon families leaving Grace's Place.

Surrounding child proof fences and gates will be installed.

There will be a register of visitors entering any part of the premises including outdoor open spaces.



There will be curfews on entry into Grace's Place after hours, visitor, and the use of outdoor open spaces.

There will be a register with contact details for Executive Director, Caretaker and Management Committee members.

There will be a register with contact details for Emergency Services and local police direct numbers.

There will be a register with contact details for utilities such as gas, electricity, plumbing, local doctors, pharmacy and our neighbours if appropriate.

Access to keys and security codes will be made available to Emergency Services and Council.

There will be landline telephones in all three buildings in the event of an emergency.

There will be appropriate security systems in place.

There will be access and appropriate facilities for people with disabilities and special needs.

There will be a safe, locked storage cupboard for poisons. There will be a comprehensive register kept of what poisons, drugs, medication and other substances are kept on the premises.

There will be no illicit drugs allowed on the premises. The finding of such substances will be an automatic termination of their stay from Grace's Place immediately.

No alcohol will be allowed unless special permission has been granted by the Executive Management Committee in writing.

### **19. Fire Safety, Flood and Emergency**

The whole facility will comply with the NSW State fire requirements. These will include the following –

Routine maintenance, repair and testing of all fire safety equipment.

Annual Fire Safety Statements are completed.

Fire Safety education requirements for Fire Safety Officers and Fire Safety Managers are met.

Annual Fire Safety Education is provided for all employees, this includes evacuation exercises, use of fire-fighting equipment and maintaining a safe working environment.

There is a documented Emergency Management Plan in place that covers fire safety and other emergencies and all employees are familiar with the contents.



## **20. Car Parking & Visitor Policies**

The Car Park arrangement comprises of 34 Staff Parking & 12 visitor parking spaces with the inclusion of a garage for caretaker & a parking provision for a 22-seater bus.

The parking allocated to the north of the site is for staff parking and is to be used between the hours previously mentioned (hours of operation). All staff parking along the northern boundary must leave by 5:30pm.

Towards the middle of the site, are the allocated visitor parking spaces which have been designed furthest away from the northern neighbors to reduce noise, this will also be sectioned off, via a boom gate, to restrict access to the northern part of the carpark after 5:30pm.

The southern vehicular access to the site will also act as an exit after 5:30pm.

General visitor and staff car parks will be signposted and have barriers to control access.

Designated parking bays are provided in the visitor and staff car parks. These are strategically placed allowing easy access to all areas of the centre.

All persons using the disabled parking bays shall display a valid disabled badge in the windscreen of their vehicles.

Clear access for emergency vehicles will be maintained at all times.

All visitors entering the centre will enter via the main gates that will be opened remotely for them by the caretaker or designated person allowing access. All visitors will park in the 12 visitor parking spaces only and will leave only via the southern vehicular access.

In the case of persons wanting to access Grace's Place after 5.30pm and have not made arrangements prior to arriving, there will be after hours phone numbers displayed on the outside gate for people to call for assistance. These numbers will be the after-hours number of the Homicide Victims' Support Group (Aust) Inc. 1800 191 777 and also the caretaker/managers numbers who will be on call 24/7.





Homicide Victims' Support Group (Aust) Inc.  
Level 2, Suite 1, 239 Church Street, Parramatta 2150

Phone Number – 02 88338400

Email – [info@hvsgnsw.org.au](mailto:info@hvsgnsw.org.au)

Website – [hvsgnsw.org.au](http://hvsgnsw.org.au)



