

Child Care Operational Plan of Management

13 Endeavour Road, Caringbah

Submitted to: Sutherland Shire Council

Submitted on behalf of: Aliro Trusco 1 atf Endeavour Shores Estate



'Gura Bulga'

Liz Belanjee Cameron

'Gura Bulga' – translates to Warm Green Country. Representing New South Wales.

By using the green and blue colours to represent NSW, this painting unites the contrasting landscapes. The use of green symbolises tranquillity and health. The colour cyan, a greenish-blue, sparks feelings of calmness and reminds us of the importance of nature, while various shades of blue hues denote emotions of new beginnings and growth. The use of emerald green in this image speaks of place as a fluid moving topography of rhythmical connection, echoed by densely layered patterning and symbolic shapes which project the hypnotic vibrations of the earth, waterways and skies.

Ethos Urban acknowledges the Traditional Custodians of Country throughout Australia and recognises their continuing connection to land, waters and culture.

We acknowledge the Gadigal people, of the Eora Nation, the Traditional Custodians of the land where this document was prepared, and all peoples and nations from lands affected.

We pay our respects to their Elders past, present and emerging.

In supporting the Uluru Statement from the heart, we walk with Aboriginal and Torres Strait Islander people in a movement of the Australian people for a better future.

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Contents

1.0	Introduction	5
2.0	Centre Aim.....	5
3.0	Child Numbers.....	5
3.1	Breakdown by age group.....	5
4.0	Hours of Operation	6
5.0	Staffing	6
6.0	Outdoor Play	6
6.1	Regulation 113: Outdoor Space – Natural Environment	6
6.2	Regulation 114: Outdoor Space – Shade.....	7
7.0	Noise Management.....	7
8.0	Laundry.....	7
9.0	Kitchen.....	7
10.0	Staff Room and Meeting Room	7
11.0	Waste Management and Cleanliness.....	7
12.0	Car Parking.....	8
13.0	Deliveries and Services Support.....	8
14.0	Access and Security in the Centre.....	8
15.0	Fire Evacuation	9
16.0	Flood Evacuation.....	9
17.0	The Community	9
18.0	Complaints Process	10
18.1	Recording Complaints.....	10
19.0	Review.....	10
20.0	Consistency with Planning Principle.....	11

Tables

Table 1	Educator-to-children ratios.....	6
Table 2	Checklist against Planning Principle in Renaldo Plus 3 Pty Limited v Hurstville City Council [2005] NSWLEC 315.....	11

Appendices

Appendix	Title	Author
A.	Flood Emergency Response Plan – Child Care Facility	<i>Sparks + Partners</i>
B.	Operational Air Quality Management Plan – Caringbah Child Care Centre	<i>SLR</i>

1.0 Introduction

This Operational Plan of Management has been prepared by Ethos Urban on behalf of Aliro Trusco 1 at Endeavour Shores Estate ('Aliro') in relation to a proposed centre-based childcare facility ('the proposal'). This plan outlines the management procedures of the proposal within the Building 5 Commercial building of the broader mixed-used estate at TripleTwoNine, 13 Endeavour Road, Caringbah.

In preparing this document, consideration was given to the requirements of:

- Australian Children's Education and Car Quality Authority (ACEQA);
- National Quality Framework;
- *Education and Care services National Law Act 2010*;
- Education and Care services National Regulations;
- *Sutherland Shire Local Environmental Plan 2015*;
- Sutherland Shire Development Control Plan 2015; and
- Child Care Planning Guideline: Delivering quality care for NSW.

2.0 Centre Aim

This facility aims to provide a high-quality child care centre managed by a future child care operator. It is located within the TripleTwoNine mixed-use estate, a site that is proposed to contain a mix of light industrial, warehouse and distribution, commercial and café uses that will generate a significant number of jobs and serve the businesses and community of the Sutherland Shire.

The aim of the centre is to cater for growing population and number of families living within the Sutherland Shire LGA, and to support the many workers on the site with a convenient child care offering. The proposed facility aims to be consistent with the National Quality Framework, including the Education and Care Services National law, Education and Care Service National Regulations and the National Quality Standards.

The development program will be centred on the National Quality Framework and The Early Years Learning Framework. The Early Years Learning Framework is a national curriculum for the 0 – 6 year-old age group. Through play based learning and intentional teaching, the educators will be encouraged to explore the learning outcomes specified in the early years learning framework with all their children, planning for them individually and as a group. Parent involvement is a key aspect of the program.

The centre has been designed by Watson Young Architects, with the aim of providing a learning environment that allows for a connection between indoor and outdoor spaces that enables children to engage in safe, stimulating and quality learning.

3.0 Child Numbers

The proposed centre-based child care facility is proposed to cater up to 68 children. The 0-2-year age group requires additional support facilities including nappy change tables, bottle preparation areas and cot rooms.

Rooms will be set up to provide a homelike environment, allowing children to engage in age-appropriate activities. The number of children allocated to a room has been designed in respect to the Education and Care Services National regulations.

3.1 Breakdown by age group

The childcare centre is expected to cater for a range of children in different age brackets. Based on the design of the centre it is expected that the 68 children will be made up children in the following age groups:

- 0-2 years of age: 18 (26.4%)
- 2-3 years of age: 20 (29.4%)

- 3-5 years of age: 30 (44.2%)

The infants aged between 0 - 2 years will be maintained separate from toddlers and pre-schoolers age groups.

4.0 Hours of Operation

The centre is expected to operation from 6:00am to 8:00pm, Monday to Friday.

5.0 Staffing

Educators will be employed to ensure the minimum educator-to-child ratios set by the Education and Care Services National Regulations (Part 7.3 Reg.271) are met. The staffing requirements required for the proposed child care facility are set out in **Table 1** below.

Table 1 Educator-to-children ratios

Children's age	Educator to child ratio	Number of children	Number of Educators
0 – 2 years	1 : 4	18	5
2 – 3 years	1 : 5	20	4
3 – 5 years	1 : 10	30	3
Total	N/A	68	12

All educators will maintain qualifications in First Aid, asthma and anaphylaxis, child protection/working with children check and will engage in regular professional development to meet the National Quality Standard quality area four.

All educators must agree to follow the code of conduct that applies under Early Childhood Australia.

The child care centre will also employ 3-5 other staff each day, including the centre director, cook and administrative staff.

A total of up to 17 staff will be present on the staff each day at any given time.

6.0 Outdoor Play

Outdoor play will be undertaken in accordance with the Education and Care Services Regulation (ECSR) as discussed below.

6.1 Regulation 113: Outdoor Space – Natural Environment

Regulation 113 of ECSR states:

“the approved provider of a centre-based service must ensure that the outdoor spaces provided at the education and care service premises which will allow children to explore and experience the natural environment”

The use of natural features such as sand, plants and other natural vegetation will provide the opportunity for children to engage in safe play in a natural environment.

Outcome four of the Early Year Learning Framework encourages the opportunity for children to engage in the natural environment to assist them be a confident and involved learners, with an appreciation of their environment. The future fitout of the outdoor learning environment will incorporate a best practice fit out that ensures that equipment is developmentally appropriate and safe whilst also allowing the children to participate in stimulating and quality learning.

6.2 Regulation 114: Outdoor Space – Shade

The early years are the ultimate time to install a lifelong learning skill for sun protection. Regulation 114 of the Education and Care Services Regulation (ECSR) states that

“the approved provider of a centre-based service must ensure that outdoor spaces provided at the education and care service premises include adequate shaded areas to protect children from overexposure to ultraviolet radiation from the sun”.

The outdoor play areas will be partly covered by shade structures. The centre will require staff and children to wear the appropriate sun protecting clothing, apply sunscreen and limit outdoor play time to sun safe times of the day.

7.0 Noise Management

The proposed centre will implement strategies to minimise noise coming from the child care centre, thereby reducing its impact on sensitive receivers on adjoining sites. These strategies include:

- Erection and maintenance of signs to indicate that centre staff and parents must talk at respectful levels in the outdoor play area; and doors must not be slammed. These signs will be placed at all entry points to the outdoor play areas as well as in the indoor play area.
- Music will be primarily only played indoors. Music will only be played externally occasionally low volumes to not cause nuisance noise in the external play areas.
- Educators at all times will:
 - Supervise children;
 - Speak to children and other staff at respectful levels when outdoors.
 - Engage children in outdoor play activities to keep their attention focused.
 - Advise parents and advisors to respect the neighbours when picking up and dropping off children.
 - Resolve children’s conflicts face to face rather than shouting across the external play areas.

8.0 Laundry

The centre includes a laundry facility. The centre laundry will primarily be used for incidental / day-to-day laundering of soiled clothing and miscellaneous items. The remainder of laundry will be undertaken by offsite contractors.

9.0 Kitchen

The centre includes an onsite kitchen where the children’s meals will be prepared. The kitchen also includes dishwashing facilities.

10.0 Staff Room and Meeting Room

The staff room facilities provided are intended for the use of educators while on lunch breaks as well as to provide quiet area for educators to work on documentation such as children’s portfolios, program and planning and observations.

The meeting room will be utilised for internal meetings and any consultation with parents and carers.

11.0 Waste Management and Cleanliness

The centre operators will be responsible for their own storage of waste and recycling bins to be placed at various locations including the nappy change rooms, kitchen area and play areas where bins can be placed without risk to children. The centre will have an onsite bin storeroom in which the operators will have access to. Staff will be responsible for delivering general waste, recycling material and where applicable organics, to the bin storeroom. On designated collection days (to be established with the private waste contractor), staff will be responsible for ensuring all bins and bin areas are available for collection and that recycling bins are free of contaminants. The centre operator's cleaning staff will maintain the organisation and cleanliness of the bin storage room and the collection area. Overall waste management procedures will be in accordance with the Operational Waste Management Plan prepared by Waste Audit.

12.0 Car Parking

For staff and parents/carers there will be a total of 17 car parking spaces located adjacent to the site. These spaces will be available for parents of the children attending the centre, providing direct access to the centre during business hours for parents.

The staff and parents/carers car parking areas will be appropriate sign posted or identified by line marking.

13.0 Deliveries and Services Support

Deliveries will occur outside the peak drop-off times (7-9am) and peak pick-up times (4-6pm). Deliveries will occur from the nearest car parking space to the entrance of the child care centre. This space would also be used for any emergency vehicles.

Cleaners will be onsite to clean the child care centre outside of operating hours.

14.0 Access and Security in the Centre

Pedestrian and disabled access to the child care centre will be provided from the lobby via stairs and a lift.

Regulation 99 of the Education and Care Services Regulations, state that children may only leave the centre if they are:

- a) *Given into the care of:*
 - *a parent of the child; or*
 - *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 to collect the child from the centre; or*
- b) *leaves the premises in accordance with the written authorisation of the child's parent or authorised nominee named in the child's enrolment record.*

The centre's safety and security processes will:

- a) require all visitors to sign-in and out at a centre reception desk;
- b) allow families to have secure, direct access to children but require all other visitors to be accompanied by a staff member when moving about the centre;
- c) ensure CCTV is used before staff allow visitors access to the centre;
- d) require a sign-in and out register to be used to record the number of children in the centre at all times;
- e) ensure educators confirm all children have signed out and left the centre before closing each day; and
- f) ensure pathways between rooms are maintained to provide safe access for all between rooms.

15.0 Fire Evacuation

Prior to the opening of the centre, a full fire evacuation plan will be implemented by a licenced and accredited fire expert. It will be prepared in accordance with the fire safety strategy which will be approved by the NSW Fire Brigade prior to occupation. The fire evacuation plan will be displayed in the centre in accordance with the expert's advice.

16.0 Flood Evacuation

Flood evacuation is to be managed in accordance with the Flood Emergency Response Plan – Child Care Facility prepared by Sparks + Partners dated October 2023 (**Appendix A**). The Flood Emergency Response Plan – Child Care Facility will be displayed in the centre. All staff will be appropriately trained in accordance with this Plan.

In the event of a flood, staff will send a mass text message to children's parents informing them that their children are safe and to remain away from the site until further instructions are provided and the floodwaters have receded.

17.0 Air Quality

The centre is to be managed in accordance with the Operational Air Quality Management Plan – Caringbah Child Care Centre (the AQMP) prepared by SLR dated 3 October 2024 (**Appendix B**). The Operational Air Quality Management Plan – Caringbah Child Care Centre will be displayed in the centre. All staff will be appropriately trained in accordance with this Plan.

The Centre Director shall:

- Ensure the Air Quality Categories (AQC) for East Sydney and Table 3 of the AQMP are displayed in the reception area.
- Nominate a staff member e.g. Room Leader(s), Assistant Director, Director, to regularly review the AQCs throughout the day to identify if air quality is becoming degraded.
- Ensure the centre is signed up for air quality alerts from NSW EPA.
- Log the start and end times of when outdoor play was modified/stopped due to poor air quality.
- Undertake an annual review of this AQMP in consultation with, and sign-off from, an appropriately qualified air quality specialist.

Staff shall modify or cease outdoor play and close doors and windows etc. as per the triggers and actions outlined in Table 3 of the AQMP.

18.0 The Community

The centre location is such that a relationship will be developed with the surrounding community and residents within proximity of the site. When nominated supervisors, educators and coordinators develop links, share information, and work in collaboration with other community organisations they are better able to achieve the best outcomes for children and families using the service.

19.0 Complaints Process

Centre management will maintain a Log of any, and all, 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.

19.1 Recording Complaints

It is expected that a future child care operator would adopt a complaints management process, consistent with or similar to the following:

- Centre management 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 in the Nominated Superior's office and will be accessible to Council at any time within normal operating hours.
- Centre management 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 or general operational complaints from other residents and tenants of the building.
- At least one designated responsible person shall be available on site at all times during operational hours. Centre management will provide Council, and other occupants of the building with an Activity Schedule.

20.0 Review

This Plan of Management will be reviewed upon appointment of a child care operator. It will also be reviewed every 12 months and prior to the submission of any new development application to the appropriate approval body.

This Plan of Management will be supplied to any prospective child care operator tenant of the site. It is expected that a future child care centre operator would embellish this Plan of Management with the following information and management measures:

- Supervision of children
- Management of children in outdoor play areas
- Indicative daily routine
- Staff arrival times
- Parents/children arrival times
- Insurance details

The updated and embellished Plan of Management would be signed by any future child care operator tenant and a copy provided to the Sutherland Shire Council.

21.0 Consistency with Planning Principle

This Plan of Management is consistent with the Planning Principle for the use of Plans of Management in the planning process per *Renaldo Plus 3 Pty Limited v Hurstville City Council [2005] NSWLEC 315*, as outlined in **Table 2**.

Table 2 Checklist against Planning Principle in *Renaldo Plus 3 Pty Limited v Hurstville City Council [2005] NSWLEC 315*

Planning Principle Question	Compliance
1. Do the requirements in the Management Plan relate to the proposed use and complement any conditions of approval?	Yes
2. Do the requirements in the Management Plan require people to act in a manner that would be unlikely or unreasonable in the circumstances of the case?	Yes
3. Can the source of any breaches of the Management Plan be readily identified to allow for any enforcement action?	Yes
4. Do the requirements in the Management Plan require absolute compliance to achieve an acceptable outcome?	Yes
5. Can the people the subject of the Management Plan be reasonably expected to know of its requirements?	Yes
6. Is the Management Plan to be enforced as a condition of consent?	Yes
7. Does the Management Plan contain complaint management procedures?	Yes
8. Is there a procedure for updating and changing the Management Plan, including the advertising of any changes?	Yes

Appendix A – Flood Emergency Response Plan – Child Care Facility

Appendix B – Operational Air Quality Management Plan – Caringbah Child Care Centre