



JUNEE SHIRE COUNCIL

NOTICE ORDINARY COUNCIL MEETING – 15 AUGUST 2023 COMMENCING AT 4:30PM IN THE COUNCIL CHAMBERS

OUR VISION

“June will be a great place to live, with a healthy civic pride. That will come about because the amenity of the Shire – social, recreational, cultural, environmental and visual – is the best quality possible given our circumstances. There will be an increase in population because of this, with the increase made up of people who are net contributors to the community.

“June will be prosperous and existing services and businesses will have been preserved and grown. The Shire will have economic development strategies recognising the different circumstances of urban and rural areas.

“June will be a place where innovative, responsive leadership and management occurs in all facets of community life.

“It will be an independent Local Government area with a strong sense of identity.”

OUR MISSION

The community and June Shire Council are to **Make Tracks** systematically and with determination towards the Shire **Vision.**”

OUR COMMUNITY VALUES

Proud and welcoming – we are proud of our Shire and as a friendly community we encourage and support new residents and business owners.

Innovative and progressive – we welcome new ideas and we seek to make changes that will improve the lifestyle of our community.

Inclusive – we have a perspective broader than the Shire boundary; our regional focus means we are tuned to the opportunities available through co-operation and partnerships.

Leadership and wisdom – we listen and act; we are prepared to take tough decisions in the best interests of the future of our people, our place and our economy.

HOW CAN A MEMBER OF THE PUBLIC SPEAK AT A COUNCIL MEETING?

Members of the public are welcome to attend meetings and address the Council. Registration to speak must be made by making application by 10:00am on the day of the meeting by filling out the Public Address Application Form found on the following link: [Public-Address-Application-Form-Council-Meetings](#)

AGENDA – 15 AUGUST 2023

COUNCIL MEETING OPENS

ACKNOWLEDGEMENT OF COUNTRY

APOLOGIES

PRESENTATION – ANDREW PRENTICE, GOODS SPORTS PROGRAM

CONFIRMATION OF MINUTES – 18 JULY 2023

DECLARATION OF INTERESTS

MAYORAL MINUTE

1. NATIONAL GOOD SPORTS PROGRAM

GENERAL MANAGER'S REPORT

2. DELIVERY PROGRAM AND OPERATIONAL PLAN ANNUAL PROGRESS REPORT
3. COUNCIL INVESTMENTS AND BANK BALANCES
4. DRAFT EQUAL EMPLOYMENT OPPORTUNITY (EEO) POLICY
5. DRAFT COMPLAINT AND COMPLIMENT HANDLING POLICY
6. DRAFT SOCIAL MEDIA POLICY
7. AMENDMENT TO JUNEE DEVELOPMENT CONTROL PLAN 2021

CORRESPONDENCE – Nil

COUNCIL COMMITTEE REPORTS

- Junee Shire Advisory Committee – 22 June 2023

DELEGATES REPORTS - Nil

NOTICES OF MOTIONS – Nil

LATE BUSINESS (MATTERS OF URGENCY) - Nil

QUESTIONS/STATEMENTS WITH NOTICE - Nil

INFORMATION BOOKLET

GENERAL MANAGER'S CONFIDENTIAL REPORT – RECOMMENDATIONS OF COMMITTEE OF A WHOLE MEETING

ACKNOWLEDGEMENT OF COUNTRY *(Mayor)*

I would like to acknowledge the Wiradjuri people who are the Traditional Custodians of this land. I would also like to pay respect to Elders both past and present and extend that respect to other community members present.

COUNCIL MEETING AUDIO RECORDINGS *(Mayor)*

In accordance with Council's Code of Meeting Practice, this Council meeting is being recorded and will be placed on Council's webpage for public information.

All present at the meeting are reminded that by speaking you are agreeing to your view and comments being recorded and published.

I would also like to remind Councillors and staff that during all our discussions and deliberations, we should be respectful and mindful of others present. We should at all times listen without interrupting and use words that do not personalise an individual, nor should they be offensive in any way. Whilst discussion, debate and an open mind is encouraged, please let us all keep our discussions productive, civil and inclusive.

Junee Shire Council accepts no liability for any defamatory or offensive remarks or gestures during this Council Meeting.

OATH

I swear that I will undertake the duties of the office of Councillor in the best interests of the people of Junee and the Junee Shire Council and that I will faithfully and impartially carry out the functions, powers, authorities and discretions vested in me under the Local Government Act 1993 or any other Act to the best of my ability and judgment.

DISCLOSURE OF INTEREST

Pecuniary – An interest that a person has in a matter because of a reasonable likelihood or expectation of appreciable financial gain or loss to the person or another person with whom the person is associated.

(Local Government Act, 1993 section 442 and 443)

A Councillor or other member of a Council Committee who is present at a meeting and has a pecuniary interest in any matter which is being considered must disclose the nature of that interest to the meeting as soon as practicable.

The Councillor or other member must not take part in the consideration or discussion on the matter and must not vote on any question relating to that matter. *(Section 451)*.

Non-pecuniary – A private or personal interest the council official has that does not amount to a pecuniary interest as defined in the Act. These commonly arise out of family or personal relationships, or out of involvement in sporting, social, religious or other cultural groups and associations, and may include an interest of a financial nature.

A non-pecuniary conflict of interest exists where a reasonable and informed person would perceive that you could be influenced by a private interest when carrying out your official functions in relation to a matter

If you have declared a non-pecuniary conflict of interest, you have a broad range of options for managing the conflict. The option you choose will depend on an assessment of the circumstances of the matter, the nature of your interest and the significance of the issue being dealt with. You must deal with a non-pecuniary conflict of interest in at least one of these ways.

- It may be appropriate that no action is taken where the potential for conflict is minimal. However, council officials should consider providing an explanation of why they consider a conflict does not exist.
- Limit involvement if practical (for example, participate in discussion but not in decision making or visa-versa). Care needs to be taken when exercising this option.
- Remove the source of the conflict (for example, relinquishing or divesting the personal interest that creates the conflict or reallocating the conflicting duties to another officer).
- Have no involvement by absenting yourself from and not taking part in any debate or voting on the issue as if the provisions in section 451(2) of the Act apply (particularly if you have a significant non-pecuniary conflict of interest).



JUNEE SHIRE COUNCIL

DISCLOSURE OF INTEREST AT MEETINGS

Name of Meeting: _____

Meeting Date: _____

Item/Report Number: _____

Item/Report Title: _____

I, _____ declare the following interest:
(name)

Pecuniary – Must leave Chamber, take no part in discussion and voting.

Non-Pecuniary – Significant Conflict – Recommended that Councillor/Member leaves Chamber, takes no part in discussion or voting.

Non-Pecuniary – Less than Significant Conflict – Councillor/Member may choose to remain in Chamber and participate in discussion and voting.

For the reason that:

Signed: _____ Date: _____

Council's Email Address – jsc@junees.nsw.gov.au



JUNEE SHIRE COUNCIL

CONFIRMATION OF MINUTES ORDINARY MEETING



MINUTES OF THE ORDINARY MEETING OF JUNEE SHIRE COUNCIL HELD IN THE COUNCIL CHAMBERS, BELMORE STREET, JUNEE ON TUESDAY, 18 JULY 2023.

PRESENT

Councillors N Smith, R Asmus, M Austin, R Callow, A Clinton, M Cook, P Halliburton and M Knight.

STAFF

Acting General Manager, Director Engineering Services, Acting Director Planning and Community Development and Executive Assistant.

The meeting opened at 4.30pm.

LEAVE OF ABSENCE

01.07.23 **RESOLVED** on the motion of Cr R Callow seconded Cr M Knight that Councillor D Carter be granted a leave of absence from the 18 July 2023 Ordinary Council meeting.

CONFIRMATION OF MINUTES – ORDINARY MEETING HELD 27 JUNE 2023

02.07.23 **RESOLVED** on the motion of Cr P Halliburton seconded Cr Cook that the minutes of the Ordinary Meeting held on 27 June 2023, copies of which had been supplied to each Councillor, be confirmed.

BUSINESS ARISING

Nil

DECLARATIONS OF INTEREST

Councillors were invited to disclose any Declarations of Interest related to the items of business in the report.

None were received.

PUBLIC FORUM

Nil

MAYORAL MINUTE

Nil

CHAIRPERSON: _____

GENERAL MANAGER: _____

MINUTES OF THE ORDINARY MEETING OF JUNEE SHIRE COUNCIL HELD IN THE COUNCIL CHAMBERS, BELMORE STREET, JUNEE ON TUESDAY, 18 JULY 2023.

ACTING GENERAL MANAGER'S REPORT

The Acting General Manager presented a report which dealt with Items 1 to 8.

03.07.23 **RESOLVED** on the motion of Cr P Halliburton seconded Cr M Austin that the Council suspend Standing Orders and bring Item 4 forward; the time being 4.40pm.

4[TP] DEVELOPMENT APPLICATION 2023/31 – 188 KAMERUKA LANE, WANTABADGERY – FARM STAY ACCOMODATION

04.07.23 **RESOLVED** on the motion of Cr R Asmus seconded Cr R Callow that Development Application No. 2022/31 from Sarah Lebner - Cooe Architecture for the construction and operation of farm stay accommodation, located on Lot: 171, DP751406, known as 188 Kameruka Lane, Wantabadgery be APPROVED subject to conditions of consent.

As required under Section 375A of the Local Government Act, the following is the record of voting for this planning matter.

FOR: Councillors R Asmus, M Austin, R Callow, A Clinton, M Cook, P Halliburton, M Knight and N Smith.

AGAINST: Nil

05.07.23 **RESOLVED** on the motion of Cr R Asmus seconded Cr M Knight that Standing Orders be resumed the time being 4.43pm.

1[AGM] AUDIT RISK AND IMPROVEMENT COMMITTEE (ARIC) FUTURE COMPOSITION

06.07.23 **RESOLVED** on the motion of Cr R Callow seconded Cr M Cook that the Junee Shire Council ("the Council") resolve the following in relation to the ARIC Committee:

1. That the Council continue to support and be a member of the Internal Audit Alliance.
2. That Council retain its own separate ARIC and use the same independent chairperson that is appointed to all ARIC's who form part of the Internal Audit alliance.
3. That the Council share the cost of an Internal Audit Co-ordinator, employed through REROC as required by the ARIC guidelines.

CHAIRPERSON: _____

GENERAL MANAGER: _____

MINUTES OF THE ORDINARY MEETING OF JUNEE SHIRE COUNCIL HELD IN THE COUNCIL CHAMBERS, BELMORE STREET, JUNEE ON TUESDAY, 18 JULY 2023.

2[MFBS] COUNCIL INVESTMENTS AND BANK BALANCES

07.07.23 **RESOLVED** on the motion of Cr A Clinton seconded Cr P Halliburton that Council notes the Investment Report as of 30 June 2023, including the certification by the Responsible Accounting Officer.

3[TP] DEVELOPMENT APPLICATION 2023/27 – 5910 GUNDAGAI ROAD, JUNEE – HOME BUSINESS

08.07.23 **RESOLVED** on the motion of Cr R Asmus seconded Cr M Knight that Development Application No. 2023/27 from Mr Troy Lee for the construction of an outbuilding for the purpose of a home business, located on Lot: 3, DP 1069681, known as 5910 Gundagai Road, Junee be APPROVED subject to conditions of consent.

As required under Section 375A of the Local Government Act, the following is the record of voting for this planning matter.

FOR: Councillors R Asmus, M Austin, R Callow, A Clinton, M Cook, P Halliburton, M Knight and N Smith.

AGAINST: Nil

5[DES] REROC REGIONAL WASTE MANAGEMENT STRATEGY 2022 – 2027

09.07.23 **RESOLVED** on the motion of Cr A Clinton seconded Cr R Callow that Council receive and note the REROC Regional Waste Management Strategy 2022 – 2027 as attached to this report.

6[DES] DRAFT WEED CONTROL AND MANAGEMENT PLAN

10.07.23 **RESOLVED** on the motion of Cr A Clinton seconded Cr M Cook that Council:

1. Receive the Draft Weed Control and Management Plan as attached to this report.
2. Endorse placing the Draft Weed Control and Management Plan on public exhibition for a minimum of 28 days for comment and feedback.
3. Receive a further report to finalise the Weed Control and Management Plan following the public exhibition period.

7[DES] 2023 NSW LOCAL ROADS CONGRESS – SUSTAINABLE INVESTMENT

11.07.23 **RESOLVED** on the motion of Cr R Callow seconded Cr M Austin that Council:

1. Receive this report on the 2023 NSW Local Roads Congress Communiqué.

CHAIRPERSON: _____

GENERAL MANAGER: _____

MINUTES OF THE ORDINARY MEETING OF JUNEE SHIRE COUNCIL HELD IN THE COUNCIL CHAMBERS, BELMORE STREET, JUNEE ON TUESDAY, 18 JULY 2023.

2. *Support the Communique.*
3. *Write to the State and Federal members formalising its support of the 2023 NSW Local Roads Congress Communique.*

COMMITTEE REPORTS

12.07.23 **RESOLVED** on the motion of Cr M Cook seconded Cr A Clinton that the minutes of the Junee Shire Advisory Committee meeting, held 23 February 2023, be received.

13.07.23 **RESOLVED** on the motion of Cr A Clinton seconded Cr M Knight that the minutes of the Junee Shire Council Audit Risk and Improvement Committee meeting, held 3 July 2023, be received.

DELEGATES REPORTS

14.07.23 **RESOLVED** on the motion of Cr P Halliburton seconded Cr R Callow that the report of the Riverina Regional Library Advisory Committee held on 29 March 2023 be noted.

15.07.23 **RESOLVED** on the motion of Cr R Asmus seconded Cr A Clinton that the report of the Riverina Joint Organisation Board Meeting held on 23 June 2023 be noted.

16.07.23 **RESOLVED** on the motion of Cr P Halliburton seconded Cr M Knight that the report of the Riverina Eastern Regional Organisation of Councils Meeting held on 23 June 2023 be noted.

NOTICE OF MOTION

Nil

LATE BUSINESS

Nil

QUESTIONS ON NOTICE

Nil

INFORMATION BOOKLET

The information booklet was received and noted.

CHAIRPERSON: _____

GENERAL MANAGER: _____

MINUTES OF THE ORDINARY MEETING OF JUNEE SHIRE COUNCIL HELD IN THE COUNCIL CHAMBERS, BELMORE STREET, JUNEE ON TUESDAY, 18 JULY 2023.

CONFIDENTIAL ITEM

17.07.23 At 4.43pm, Council RESOLVED on the motion of Cr P Halliburton seconded Cr M Cook to go into Closed Committee of the Whole under Section 10A (2):

(d) (i) *prejudice the commercial position of the person who supplied it.*

8[AGM] SALE OF LAND FOR UNPAID RATES

18.07.23 RESOLVED on the motion of Cr A Clinton seconded Cr M Cook:

1. *That Council, pursuant to Section 713 and other relevant sections of the Local Government Act 1993, implement a sale of land for overdue rates for properties listed in this report by way of public auction at a time and place to be determined.*
2. *That Council approve the option of this Section 713 sale of land to be undertaken by an external specialist, where under delegation of the General Manager, a specialist may be appointed to administer the sale process on Council behalf.*
3. *That a further report is to be provided outlining the details of Section 713 sale, confirming the sale date and appointed parties assisting in this regard (external specialist, real estate agent and/or auctioneer).*
4. *That Council authorises Council staff and other relevant parties to proceed with the requirements of the Section 713 land sale for properties listed in this report, as required under the Local Government Act 1993 and Local Government (General) Regulation 2005.*
5. *That Council delegates authority to the General Manager discretion as to what properties may be withdrawn from the sale into the future, prior to the set date for auction, with a consideration that properties have had all rates and charges (current, overdue, interest, legal fees) paid in full or where other extenuating technical or legal circumstances exist.*
6. *That Council does not accept any approach by the landowners to consider arrangements for repayment of outstanding rates and charges over time, no arrangements will be entered once the sale process has commenced.*
7. *That Council authorises the execution of contracts and transfer documents pertaining to the properties specified in the body of the report under its Common Seal.*

CHAIRPERSON: _____

GENERAL MANAGER: _____

MINUTES OF THE ORDINARY MEETING OF JUNEE SHIRE COUNCIL HELD IN THE COUNCIL CHAMBERS, BELMORE STREET, JUNEE ON TUESDAY, 18 JULY 2023.

REVERSION TO OPEN COUNCIL

19.07.23 **RESOLVED** on the motion of Cr A Clinton seconded Cr M Austin that Council move out of Committee and revert to an open meeting of the Council, the time being 4.52pm.

20.07.23 **RESOLVED** on the motion of Cr M Cook seconded Cr M Austin that Council adopt the resolutions made in Closed Committee.

There being no further business, the meeting closed at 4.55pm.

CHAIRPERSON: _____

GENERAL MANAGER: _____



JUNEE SHIRE COUNCIL

MAYORAL MINUTE



Item I NATIONAL GOOD SPORTS PROGRAM

Author Mayor

Attachments Yes

RECOMMENDATION:

That Council consider its potential role and participation in the National Good Sports Program in conjunction with discussions with representatives from the Junee Sports Council and any other relevant stakeholders.

BACKGROUND

Council has been approached by representatives of a national programme entitled *Good Sports*. See attached correspondence received earlier this year from Dianne Walton, the then (since retired) Relationship Manager for the Riverina and Snowy Region). The attachment contains a number of links which Councillors may wish to explore to find out more about the program.

In very broad terms, the *Good Sports* program supports and inspires community sporting clubs to set up a better environment for players, volunteers, supporters and officials, helping tackle tricky topics such as alcohol, drugs, smoking, mental health and safe transport.

The catalyst for this approach has been through our local Junee Taekwondo group who won a national award (*Good Sport Community Club of the Year – 2022*) as members of the programme. I am advised that a number of other Junee sporting groups are already members of the program.

The general thrust of the idea put forward by Junee Taekwondo group and the *Good Sports* management is that Junee consider becoming a “*Good Sports Town*” or “*Good Sports Shire*”.

FINANCIAL CONSIDERATIONS

As far as I am aware at this stage, there is no specific cost to Council. It is more about Council assisting with promotion of the programme and perhaps requiring as part of the use of sporting facilities, that groups must be signed up to the program.

CONCLUSION

Arrangements have been made for representatives of the *Good Sports* Program to present an overview plus Q&A session at the August meeting of Council. The President of the Junee Sports Council, Jason Barrett, has also been invited to attend.

Once we all have a better understanding of our potential roles, we can carry out some meaningful discussions with relevant stakeholders.



JUNEE SHIRE COUNCIL

ATTACHMENT TO MAYORAL MINUTE

15 AUGUST 2023

16 February 2023

Dear Mr Smith,

Welcome to Good Sports.

The Good Sports program is funded by the Department of Health and Department of Transport. It provides over 108 different types of clubs with policies and procedures to remain compliant with alcohol and other drugs, as well as some essential support content for mental health and wellbeing, www.goodsports.com.au

The program has almost 11 000 members nationally and has been operating for over 20 years. My role is to work with teams across the Riverina supporting clubs with policies, grant applications and advocacy. Being a Good Sports member means you have a national network to reach out to.

Active Good Sports membership has shown to increase volunteers and sponsorship. To help promote active participation here are some templates that Council's across Australia have used:

- images, [Social media tiles for clubs - Good Sports](#)
- [Professional Social Toolkit - Good Sports](#)
- Volunteer toolkit, [Volunteers - Good Sports](#)
- [Good Sports logos - Good Sports](#)

Club's follow these instructions as part of their registration and active participation:

- Log into Good Sports and ' Questionnaire ' from the toolbar.
- This will present a series of generic questions so clubs can tailor the policies for active practice.
- The questions provide policies will populate into an action plan.
- Clubs review the policies by sharing content on social media and discussing the content with their committee members.

These policies and guidelines are a prevention tool for clubs that prevent and support incidences involving safe transport and alcohol and other drugs. There 2 accreditation acknowledgements, partial and Gold level. Junee Taekwondo is a Gold accredited member, [ADF Good Sports](#).

Partial accreditation means the club has taken the first step to earning Gold level accreditation. Gold level means the club has progressed through the whole program. It is well recognised when applying for Grants to be a Gold accredited member, [Grants overview - Good Sports](#). Road to Gold, <https://goodsports.com.au/resource-documents/gold-medal-good-sports-club-promotion-kit/> & [Good Sports club kit - Good Sports](#)

I look forward to working with you and please do not hesitate to contact me if I can be of any assistance.

Kind regards, Dianne

Dianne Walton | Relationship Manager - Riverina & Snowy River regions | dianne.walton@adf.org.au



JUNEE SHIRE COUNCIL

GENERAL MANAGER'S

REPORT



Item 2 DELIVERY PROGRAM AND OPERATIONAL PLAN ANNUAL PROGRESS REPORT

Author Chief Financial Officer

Attachments Delivery Program and Operational Plan Annual Progress Tables

RECOMMENDATION:

That Council receive the Delivery Program and Operational Plan Annual Progress Report and endorse its publication to the community.

SUMMARY

Council is required to present progress reports to the community covering the implementation of the Council's Delivery Program and Operational Plan (DPOP) which supports the Community Strategic Plan. Attached is the Annual DPOP Report for the period 1 July 2022 to 30 June 2023. It is comprised of tables recording the progress of individual actions that were specified in the DPOP.

Generally, the completion rate of actions has been high with most of the incomplete items due to unplanned staff shortages.

BACKGROUND

The Council's adopted "*Combined Delivery Program and Operational Plan*" identifies the actions the Council planned to fulfill the aspirations in the adopted Community Strategic Plan. Council has committed to presenting progress reports to the community in the form of a half year report and annual report in accordance with the NSW Government's Integrated Planning & Reporting (IPR) framework.

CONSIDERATIONS

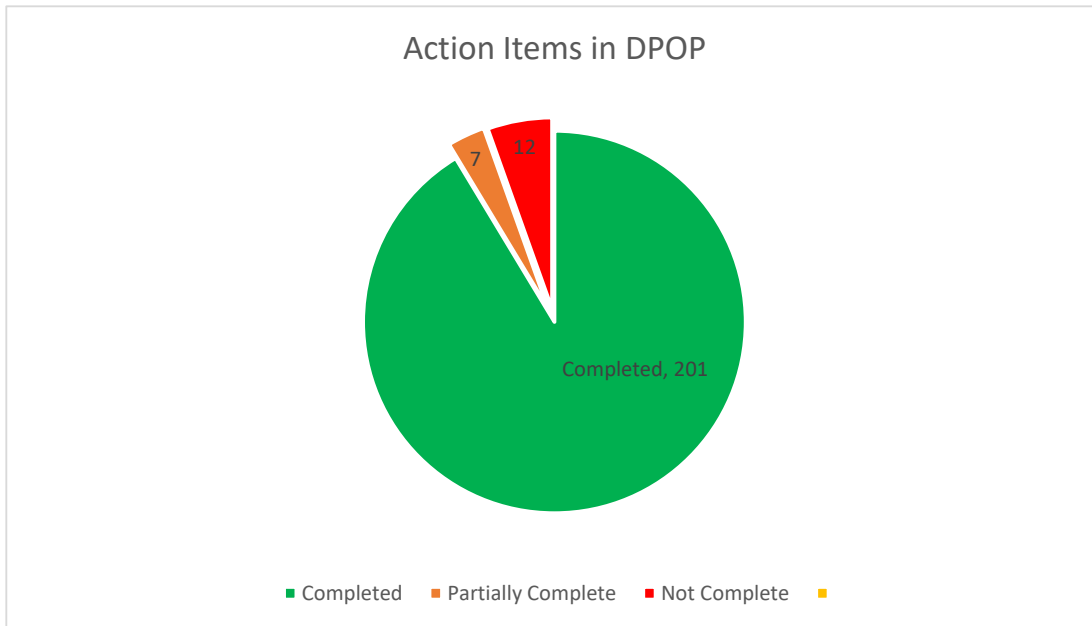
The report provides a status update in table format of all items in the adopted DPOP divided into our themes of Liveable, Prosperous, Sustainable and Collaborative. It relates to the year 1 July 2022 to 30 June 2023.

As provided below, 91% of actions are 'completed', 3% are 'partially completed' and 6% are 'incomplete'.

Those actions listed as 'partially completed' or 'incomplete' have primarily been delayed due to staffing issues, and re-prioritisation of activities. Pleasingly, none of these items are critical to the operation of organisation.

GENERAL MANAGER'S REPORT TO THE ORDINARY MEETING OF JUNEE SHIRE COUNCIL HELD ON 18 AUGUST 2023

A summary of the attainment of the action items is shown below:



<i>Symbol</i>	<i>Meaning</i>	<i>Interpretation</i>
●	Completed	The action or project has been completed
●	Partially completed	The action or project was partially completed during the reporting period
●	Incomplete	The action or project was not completed in the reporting period

Activities which were not included in the DPOP for 2022/23 but took on a very high priority were:

1. The rectification of flood damaged roads, which is still being undertaken, and
2. Advocacy to stop the closure of the Commonwealth Bank.

Considerable resources were directed towards both these activities.

POLICY

The Council has committed to presenting progress reports to the community and the NSW State Government's Integrated Planning & Reporting framework requires a half-year and annual report.

Legislation

It is a legislative requirement pursuant to the NSW Government's Integrated Planning & Reporting framework that Council present progress reports to the community in the form of a half-year and annual reports. The attached report fulfills this requirement.

RISK ASSESSMENT

The Integrated Planning & Reporting framework mitigates the risk of the Council overlooking its role in delivering against the community's aspirations as expressed in the Community Strategic Plan. The Combined DPOP outlines Council's commitments in this regard. The regular reporting to the elected members of the Council and the community provides an opportunity for emerging or changing risks to be highlighted and managed.

FINANCIAL

The activities in the report are subject to budget constraints. There are no action items in the report which have caused serious budget concerns. Budgets were adjusted as required during the year through Quarterly Budget Reviews which were reported to Council.

CONCLUSION

It is recommended that the Annual Progress Report on the DPOP be received by Council and the community made aware of its production.

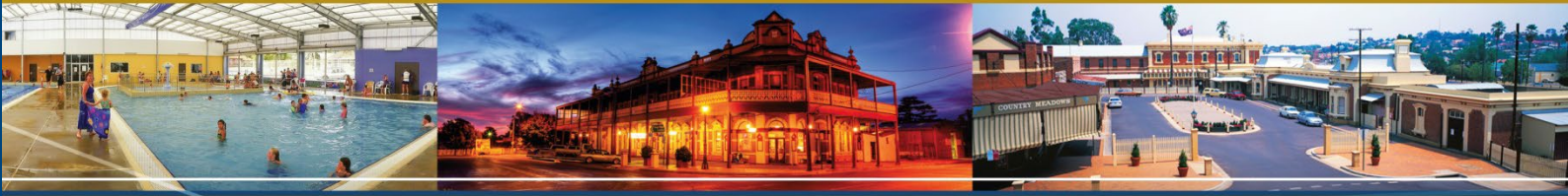


JUNEE SHIRE COUNCIL

ATTACHMENT TO ITEM 2

15 AUGUST 2023

A decorative graphic on the right side of the page, consisting of a blue curved shape with a white outline and a gold wavy line, extending from the bottom towards the top.



**DELIVERY PROGRAM
AND
OPERATIONAL PLAN
ANNUAL PROGRESS REPORT
2022 - 2023**




T1: Liveable


I: To be healthy and active

I.1: Have in place the right health services


I.1.1: Advocate for facilities in Junee township for health and medical service providers to meet the community's needs

Action Name	Annual Comment	Status
Provide advice and information to the Junee Health Advisory Committee upon request	Upon request, Council attends meetings of the Junee Health Advisory Committee.	

I.1.2: Provide in the health sector and advocate for appropriate facilities and services





Action Name	Annual Comment	Status
Interact with the relevant stakeholders, such as Junee Inter-Agency Forum, Junee Aged Hostel Community, Junee Community Centre and Lawson House	In response to being requested, Council attended the Junee Health Advisory Committee meetings.	



I.1.3: Provide a Community Transport service

Action Name	Annual Comment	Status
Provide Community Transport to eligible community members	Transport is being provided as required.	



I.2: Encourage and enable healthy and inclusive lifestyle choices

I.2.1: Provide safe, fit for purpose active and passive recreation facilities


Action Name	Annual Comment	Status
Maintain sports grounds and associated infrastructure in line with agreed levels of service, maintenance program and budget.	The maintenance of Councils Sporting Grounds and associated infrastructure was delivered to a high standard despite the impacts of the August and September flood events.	
Work with local law enforcement to apply for funding for increased CCTV coverage in public areas including sports grounds and recreational areas	Currently, we are in the process of engaging in discussions with local law enforcement regarding the placement of proposed CCTV cameras. Unfortunately, funding opportunities for expanding CCTV coverage in public areas have been limited.	
Maintain parks, gardens, open spaces and associated infrastructure in line with agreed levels of service, maintenance programs and budget	The maintenance of parks and gardens completed in accordance with the agreed levels of service, maintenance programs and budgets, noting the additional works required in response to the impacts of the ongoing wet weather and floods.	
Maintain the Sandy Beach and Bethungra Dam Reserves and associated infrastructure in line with agreed levels of service, maintenance programs and budget	Both the Sandy Beach and Bethungra Dam reserves were well maintained in line with agreed levels of service, maintenance programs and allocated budgets, noting that both sites were significantly impacted by the ongoing wet weather and natural disaster declared flood events.	

Action Name	Annual Comment	Status
Maintain the Junee Skate Park and associated infrastructure in line with agreed levels of service, maintenance programs and budget	Maintenance of the Junee Skate Park and associated infrastructure completed in line with the agreed levels of service, maintenance programs and allocated budgets. The facility continues to enjoy high levels of usage.	
Deliver capital and renewal works for Parks, Gardens, Sports Facilities and Open Space in line with the annual works program and budget	Capital and renewal works for parks, gardens, sports facilities and Open Space completed in line with the annual works program and allocated budgets.	

1.2.2: Provide safe and accessible pedestrian and cycle infrastructure


Action Name	Annual Comment	Status
Maintain the pedestrian network in line with agreed levels of service, maintenance program and budget.	173 maintenance tasks were completed across the footpath network including grinding of trip hazards and management of overhanging vegetation along with other general tasks.	
Deliver pedestrian network capital and renewal works in line with the annual works program and budget	Works completed this year includes new pedestrian ramp crossings, disabled access ramp and footpath upgrades at Memorial Park in Junee, Lisgar Street and Stewart Street.	

1.2.3: Assist Community Events


Action Name	Annual Comment	Status
Advocate and support community events which provide physical and mental stimulation	Throughout the year, JJRAC, Library, and Athenium have organised and hosted a variety of events and programs, offering opportunities for both physical and mental stimulation.	

1.3: Provide the right places, spaces and activities

1.3.2: Utilise Natural Recreation Assets

Action Name	Annual Comment	Status
Support local Landcare Groups	Council Officers actively supported local Landcare and similar groups. This has included supporting tree planting funding applications by external groups including the Old Junee Hall Committee and resnagging of the Bethungra Dam in partnership with OzFish.	

1.3.3: Enable people to move around our towns and villages safely


Action Name	Annual Comment	Status
Provide animal control services	All animal concerns are followed up quickly and actioned as appropriate.	

1.3.4: Manage the Junee Junction Recreation & Aquatic Centre

Action Name	Annual Comment	Status
Develop and implement programs and activities that encourage young people, older people and people with a disability to attend	Programs have been developed and implemented for these segments of the community particularly through JJRAC and the Athenium.	●
Develop and implement programs to encourage increased use of the Stadium and Gym	Several programs developed and implemented which has led to increased usage of the fitness centre.	●
Ensure the Recreation Centre offers a range of recreational opportunities to meet the needs of its community	The recreation centre provides a wide range of services the meet the needs of the community including swimming, basketball, gym classes, volleyball and weight training.	●
Ensure the Recreation Centre operates within its allocated budget	JJRAC operated within budget for the 2023 financial year.	●
Provide a recreational/leisure facility that is accessible	JJRAC continues to be accessible to all members of the community.	●
Provide aquatic services that maintain public health and safety	Aquatic facilities were provided during the year which met health and safety standards.	●
Survey members and users for feedback leading to improvement at Junee Junction Recreation and Aquatic Centre	Surveys are constantly being carried out.	●
Participate in meetings with the Junee Sports Committee	Council representatives actively participated in the in Junee Sports Committee meetings following up on numerous maintenance and improvement requests.	●

1.3.5: Provide Library services




Action Name	Annual Comment	Status
Operate the Library and its spaces to meet the information, education, recreation, cultural and resource needs of the community	We affirm our commitment to operating the library and its spaces with the primary goal of meeting the diverse information, education, recreation, cultural and resource needs of the community. We strive to continually enhance and adapt our services to serve the evolving requirements of our valued patrons.	●
Provide services and activities to members and patrons (eg. Storytime, holiday activities, promote Imagination Library)	In the past year, we have remained dedicated to providing exceptional services and engaging activities to our esteemed patrons. Among these offerings were delightful Storytime sessions, exciting holiday activities, baby on mat, and active promotion of the Dolly Parton's Imagination Library program. Our aim is to foster a vibrant and nurturing environment that enriches the lives of our community members, encouraging a love for reading, creativity, and lifelong learning.	●
Provide WiFi and computers for public use	We are proud to continue our commitment to bridging the digital divide within our community by offering free Wi-Fi access and public computers throughout the year. Providing these essential resources enables individuals to connect with the digital world, access educational materials, and seek job opportunities. Our aim is to foster accessible technology and opportunities for the community through the library facility.	●



Action Name	Annual Comment	Status
Survey Library users for feedback on Library services	As part of our ongoing commitment to continuous improvement, we will conduct survey among library users to gather feedback on our services after the completion of the library refurbishment. This survey will serve as a valuable tool to gauge the community's satisfaction, identify areas of strength, and pinpoint areas that may require further enhancement. We deeply value the input of our patrons, and how their responses will play a pivotal role in shaping the future direction of our Library services.	

2: To be a great place to live



2.1: Enable viable localities and villages

2.1.1: Facilitate growth in our localities and villages outside of Junee township

Action Name	Annual Comment	Status
Assist community groups on proposed silo art applications	The Council remains committed to supporting community initiatives. However, the Section 355 committee has decided not to move forward with the proposed silo art application.	
Review community notice boards in villages and seek funding for roll out	The Section 355 Committee has recommended the implementation of community notice boards as a priority project, which has been subsequently endorsed by the Council. As a result, initial investigations are currently underway to assess the feasibility and requirements for setting up these noticeboards.	
Progressively implement village improvement plans in accordance with approved budgeted expenditure	The implementation of village improvement plans, in line with the approved budgeted expenditure, is currently behind scheduled. However, efforts are being made to progressively catch up and ensure that these plans are executed efficiently and effectively in the near future. We are committed to delivering the proposed improvements to enhance the quality of life and infrastructure in our villages as per the approved budget.	
Facilitate development through appropriate land use initiatives that may lead to population growth in Village consistent with planning and regulatory guidelines	The Council's planning team plays a pivotal role in facilitating development projects that adhere to planning and regulatory guidelines. By upholding these guidelines, the planning team contributes to responsible and sustainable development that benefits the community and maintains the integrity of the local environment, such as the Employment Lands Feasibility Workshop.	
Support the development and hosting of new events and tourism activities in the villages and localities	The Council's application to the Regional Tourism Activation Fund has been successfully approved. The approval encompasses several exciting projects, including enhancements to the Bethungra Dam Reserve and Canola Trail experience. The Canola Trail will focus on promoting agritourism and will feature captivating viewing platforms and a maze for visitors to enjoy. These initiatives are expected to elevate our region's tourism offerings, attracting visitors from near and far while celebrating the natural beauty and agricultural wonders of our area.	




Action Name	Annual Comment	Status
Maintain village parks and open spaces in line with agreed service levels, maintenance program and budget	Village parks and open spaces were maintained in accordance with agreed service levels, maintenance program and allocated budgets.	
Advocate for improved telecommunications and general equity in services across the Shire	The Council remains committed to supporting the REROC initiative for enhanced telecommunications infrastructure. Our focus is on collaboratively working towards submitting a consolidated funding application to both State and Federal Governments. Through this joint effort, we aim to secure the necessary resources to improve telecommunications across our region.	

2.1.2: Increase the profile of our localities and villages


Action Name	Annual Comment	Status
Feature our localities and villages in the local newspaper and/or through social media	Council have committed to a full page in each week's newspaper in which articles on localities and villages have been included.	
Promote community activities and events to the wider LGA community	Community events were promoted through the local newspaper, Council's website, Facebook page and other social media.	

2.2: Build on our heritage, creativity and cultural expression






2.2.1: Provide fit for purpose open spaces

Action Name	Annual Comment	Status
Maintain Cemeteries in line with agreed levels of service, maintenance program and budget	Cemeteries maintained in line with agreed levels of service, available resourcing and budget allocations.	
Ensure continued compliance with the Cemeteries and Crematoria Act	The operation and maintenance of Councils cemeteries continued this year in accordance with the relevant conditions and regulations, noting that the regulator is currently implementing the Interment Industry Scheme which includes additional licensing conditions that Council will need to comply with over the next 12 months.	
Provide customer service to community members during times of loss	Council Officers continued to provide a high level of well-considered and empathetic customer service associated with the cemeteries.	


2.2.3: Improve the public's access to historical information held by the Council

Action Name	Annual Comment	Status
Maintain public access to cemetery mapping/database	Council Officers continued to maintain and provide a high level of customer service and public access to the cemetery databases.	

2.2.4: Use the historic character of Junee in a way that promotes tourism and local celebration


Action Name	Annual Comment	Status
Provide support to Festivals	There were a number of festivals supported such as Christmas on Broadway and Eurongilly Hall social ball.	
Support tourism activities associated with historical, creative and cultural themes across the Shire	Council supports a number of festivals on an annual basis. During the reporting period free movies were regularly screened in the Athenium Theatre. The Junee District Historic Society successfully ran the Reconnect Festival at the Broadway Museum. The Regional Heritage Transport Association held a weekend celebration commemorating the 75th anniversary of the Junee Roundhouse	
Attract and book shows for the Athenium Theatre	Several shows were booked for the Athenium during the 2023 financial year.	
Facilitate the hire of the theatre and generate revenue	The Athenium Theatre was hired for several events during the year.	
Apply for grant funding opportunities as they arise to complete the upgrade in line with Athenium Master Plan	The Council has successfully secured funding through the Creative Capital Funding initiative offered by the NSW Government, facilitating the completion of the Athenium upgrade in alignment with the Master Plan. This accomplishment showcases our unwavering commitment to fostering creativity, enhancing cultural experiences, and responsibly advancing the assets within our community.	

2.2.5: Maintain a Heritage Conservation Area


Action Name	Annual Comment	Status
Retain a Heritage Area and maintain in accordance with Junee Development Control Plan	The Council's commitment to preserving the Heritage Area in alignment with the Junee Development Control Plan remains resolute. To ensure the proper safeguarding of this valuable heritage, relevant developments are consistently referred to Council's heritage consultant. Their input plays a crucial role in shaping proposals and defining development consent conditions, ensuring that any changes or additions to the area respect its historical significance and unique character.	

2.3: Cater for the ageing population


2.3.1: Provide safe and accessible pedestrian and cycle infrastructure

Action Name	Annual Comment	Status
Improve community awareness on equitable sharing of path network - pedestrians, cyclists and mobility scooters.	Awaiting the appointment of a Communications and Marketing Officer.	


2.3.2: Provide a Community Transport service

Action Name	Annual Comment	Status
Provide Community Transport to eligible aged community members	Community transport was provided for eligible aged people during the year.	


2.3.3: Provide Library services

Action Name	Annual Comment	Status
Ensure that access to the library and its services are appropriate for older people	Creating an age-friendly library requires dedication and commitment to understanding the unique needs of older individuals. The Council continues to focus on physical accessibility, diverse reading materials, technology integration, and community engagement to foster an inclusive and welcoming space that enriches the lives of our older patrons.	

2.3.5: Provision of events for the aged community




Action Name	Annual Comment	Status
Facilitate Seniors Week	Seniors week was held with several small events including pictures at the Athenium.	



2.3.6: Access for the aged community to Junee Junction Recreation & Aquatic Centre

Action Name	Annual Comment	Status
Ensure older people are able to access the Recreation Centre for appropriate activities, events and sessions.	Older people were provided good access to the Recreation Centre during the year.	


2.4: Create opportunities for and value people with a disability

2.4.1: Implement the Junee Shire Inclusion Action Plan


Action Name	Annual Comment	Status
Implement the Junee Shire Inclusion Action Plan (IAP) in accordance with program and budget	While our commitment to inclusivity and accessibility remains unwavering, it is important to acknowledge that the implementation of the Inclusion Action Plan (IAP) is currently behind schedule in terms of the performance expectations. Despite our best efforts, unforeseen challenges and constraints have impacted the pace of progress.	
Include images that represent the diversity of our community in publications	Images representing diversity in publications are represented in Council strategies and plans.	
Promote occasions that celebrate ability and diversity (eg. Mental Health Month, International Day of People with a disability)	Recognised and promoted through social media activities.	

Action Name	Annual Comment	Status
Support funding for community groups and services to improve accessibility	The Council offers support whenever community groups request assistance in enhancing accessibility. Whether it involves infrastructure improvements, planning, or resources, we are dedicated to working collaboratively with community groups to promote inclusivity and ensure that everyone can participate fully in community activities and services.	
Publicise the availability of accessible facilities	Accessible facilities such as the Athenium and JJRAC were publicised through council's media channels such as the local newspaper, Council's website and through Facebook page.	



2.4.2: Provide a Community Transport service

Action Name	Annual Comment	Status
Provide Community Transport to eligible community members with a disability	Community Transport was provided to people with a disability during the year.	

2.4.3: Provide disability access to June Junction Recreation & Aquatic Centre



Action Name	Annual Comment	Status
Provide accessible and appropriate activities, events and facilities for people with a disability	Accessible and appropriate activities, events and facilities were provided for people with a disability.	



2.4.4: Provide Library services to people with disability

Action Name	Annual Comment	Status
Ensure access to the library and its services is appropriate for people with a disability	The Council have remained steadfast in our commitment to ensuring that access to the library and its services is appropriate and inclusive for people with disabilities.	
Provide home-bound service (re Library Act)	The provision of a home-bound service under the Library Act is a commendable initiative that reflects our commitment to inclusivity and ensuring that library services are accessible to all members of the community. This service is an essential lifeline for individuals who are unable to physically visit the library due to mobility challenges, illness, or other circumstances.	




2.5: Support and create opportunities for youth

2.5.1: Advocate for more attention on youth issues



Action Name	Annual Comment	Status
Develop and Implement a Youth Development Program	Awaiting appointment of the Communications and Marketing Officer.	
Actively seek funding to support Children and Young people's wellbeing	Funding initiatives are sort out and applications made where applicable	

Action Name	Annual Comment	Status
Support mental health initiatives in the community for young people	Mental health initiative provided through school holiday programs, youth hospitality program. Support provided when required to local schools.	
Engage with schools/health organisations in the Shire and support any programs being provided	Council is currently working with the Junee High School to highlight Careers at Council. Council has strong engagements with local schools and health organisations, such as the Community Centre.	

2.5.2: Coordinate programs for our youth

Action Name	Annual Comment	Status
Coordinate Youth Council meetings	Not completed this year due to lack of staffing resources.	
Coordinate School Holiday programs	School holiday program provided through the Library, Athenium and JJRAC.	
Work with Sporting Associations to engage youth in continued sporting activities and community events.	Youth basketball and netball competitions have been held throughout the year.	

2.5.3: Provide Library services





Action Name	Annual Comment	Status
Maintain relevant collection and access to youth activities	Youth activities were provided in the library.	
Provide access to youth activities during school holidays	Access to youth activities was provided during school holidays.	

T2: Prosperous



3: To grow our local economy

3.1: Plan for, develop and maintain the right assets and infrastructure



3.1.1: Develop, renew and maintain the road network

Action Name	Annual Comment	Status
Maintain the road network in line with the agreed levels of service, maintenance program and budget	Accomplishments achieved this year include: <ul style="list-style-type: none"> - repair of more than 12,700 potholes - heavy patches totalling more than 19,000 m² - road edge repairs totalling more than 4,800m - wearing surface and pavement repairs totalling more than 3,500 m² - 528 guidepost replaced - 181 signs and poles replaced/maintained - shoulder grading totalling more than 14,700m - gravel road grading/repairs totalling more than 118,000 m² - more than 400 defects relating to roadside vegetation management rectified - rectification of 47 roadside drainage/culvert/table drain defects 	
Deliver road network capital and renewal works in line with the program and budget	Capital renewal road works completed this year included, heavy patching of Byrnes Road, Old Junee Road, Canola Way and Gundagai Road along with rehabilitation of a section of Pattersons Road. Works also commenced on the rehabilitation of River Road.	
Maintain function and support of the Local Traffic Committee	Traffic Committee supported with matters/recommendations considered by the committee as they arose.	
Deliver road safety programs, projects and infrastructure in partnership with TfNSW and in line with program and budget	Road safety programs delivered this year by the Road Safety Officer included, child restraint presentations, plan B - win a swag campaign, Rotary road safety seniors' event.	




3.1.2: Develop, renew and maintain the sewer network & effluent reuse scheme

Action Name	Annual Comment	Status
Operate and maintain the sewer collection system and treatment plant in accordance the licence conditions, maintenance program and budget. Manage and respond to system failures in a timely manner minimising negative environmental impacts	Council continued to operate and maintain the sewer collection system and treatment plant to a high level in accordance the licence conditions, maintenance program and allocated budget. This included responding to system failures in a timely and well considered manner minimising negative environmental impacts.	
Deliver sewer network capital and renewal works in line with the program and budget	Completed the delivery of the sewer network capital and renewal works in line with the program and allocated budgets. This included manhole refurbishments, various sewer main extensions and new connections along with the development of a pipe relining program for delivery next year.	


3.1.3: Develop, renew and maintain the stormwater network

Action Name	Annual Comment	Status
Maintain the stormwater network in line with agreed levels of service, maintenance program and budget	The piped stormwater network was maintained in accordance with the agreed levels of service. Some issues were experienced during the recent flood events with the capacity of the systems being exceeded resulting in overland flows and significant damage to roads and associated infrastructure.	
Deliver stormwater network capital and renewal works in line with the works program and budget	Stormwater network works completed this year include the upgrade of the kerb and gutter in Lisgar Street, Stewart Street and both sides of Memorial Park.	

3.1.4: Enabling efficient infrastructure delivery by others


Action Name	Annual Comment	Status
Support utility providers in their own long term and strategic planning activities	Utility providers were supported as required. This includes Goldfields Water undertaking water main upgrades in Junee and Essential Energy undertaking pole upgrades service extensions. Council Officers are also working with ARTC on the service relocations required to accommodate the Inland Rail Project.	
Undertake a review of asset management plans and service levels in line with Councils Sustainability objectives	Plans reviewed and re-written as part of the SRV application.	
Asset management plans for roads, drainage, sewer and buildings to be progressively updated.	Completed	

3.1.5: Develop, renew and maintain Council owned buildings

Action Name	Annual Comment	Status
Maintain Council's Administration Building in line with the agreed maintenance program and budget	We will continue to prioritise the maintenance of the council's administration building, upholding high standards of care, and meeting the needs of our staff and community.	

3.2: Support our business sector

3.2.1: Provide support and assistance to existing employers to grow their businesses

Action Name	Annual Comment	Status
Work with Business Stakeholder groups to implement strategic projects/programs to support economic activity	Council's collaboration with business stakeholders reflects the continued development of public-private partnerships within our community. Such partnership's leverage funding support for local business, such as the Reconnecting Regional NSW to promote and financially support community events program, the Regional Tourism Activation Fund which is focused on accelerating the development of new and enhanced tourism infrastructure across our local government area and the advocating on behalf of the community for the Commonwealth Bank of Australia branch to remain open.	

Action Name	Annual Comment	Status
Work with larger businesses in Junee to support and build the local economy	Council worked with businesses (as well as the community) in the shire to prevent the closure of the Commonwealth bank.	●
Advocate for and/or provide training opportunities that assist business growth	Youth training provided in conjunction with the Junee Licorice and Chocolate factory.	●
Conduct food and skin penetration premises inspections	Completed	●

3.2.2: To provide and/or facilitate business and commercial expansion for the economic benefit of Junee Shire

Action Name	Annual Comment	Status
Provide information packs to new residents providing directory of local businesses and services	Information packs are available for new residents. Also, the new Junee Shire Economic Snapshot publication includes a list of the largest employers in in the LGA and is available in print and online.	●
Maintain virtual marketing material for business attraction	Business information and social events are available on both Council's website and on social media channels and are updated regularly.	●
Build internal and external marketing/promotion collateral to promote business attraction	Updated are continuing across the board on Council websites and on promotional materials.	●
Maintain marketing materials promoting inward investment opportunities	Marketing materials have been maintained.	●
Monitor the availability of space in the commercial precincts of Junee and advocate/facilitate opportunities	Council was successful in winning a grant from the NSW Government to undertake a feasibility study for the provision of increased employment lands. Council has engaged both NDP Economic Development and HillPDA to undertake the study. The project has just recently commenced and a workshop is planned with Councillors.	●

3.2.3: Leverage and seize the economic advantages for Junee Shire resulting from its proximity to Wagga Wagga, the largest inland city in NSW


Action Name	Annual Comment	Status
Maintain access to published materials relevant to local economy to support consideration of business investment in Junee Shire.	Access to published materials which contain positive statistics regarding growth has been maintained.	●

3.2.6: Enable and promote economic growth opportunities for the Shire



Action Name	Annual Comment	Status
Development Application and Complying Development Certificate approval times be monitored to improve turnaround times	Development Application times were monitored during the year and continue to be monitored.	●

3.3: Grow our tourism sector



3.3.1: Support and recognise tourism volunteers

Action Name	Annual Comment	Status
Develop and implement a volunteer attraction program	Awaiting the appointment of the Communications and marketing officer. Several new volunteers have started with Community Transport through word of mouth.	


3.3.2: Provide a Visitor Information service

Action Name	Annual Comment	Status
Maintain Tourism and Visitor Information materials for distribution to tourism stakeholders	Council are dedicated to maintaining up-to-date and informative tourism and visitor materials for distribution. These materials serve as essential resources, offering valuable insights into our region's attractions, events, accommodations, and services. By keeping these materials current and easily accessible, we aim to support and promote tourism in our area, welcoming visitors and ensuring they have a memorable and enriching experience.	
Review Visitor Information services	The moving of Visitor Information services to the Library has been reviewed anecdotally and seems to be working. It will be reviewed more comprehensively next financial year.	

3.3.3: Promote the Athenium Theatre as a local and regional tourism and cultural facility

Action Name	Annual Comment	Status
Seek funding opportunities for improved facilities and amenity at the Athenium Theatre	The Athenium Theatre has successfully secured funding under the Creative Capital grant. This exciting opportunity will allow us to commence work on the theatre in 2024. We look forward to utilising these resources to make significant improvements and enhancements to the Athenium, enriching the cultural experiences for our community and visitors.	
Promote and market the use of the Athenium Theatre. Provide and facilitate the hire of the Athenium including the provision of administration support, equipment and marketing for performances, ceremonies, events and activities	The promotion and marketing efforts for the Athenium Theatre has been successful, resulting in a number of bookings throughout the year. Council's commitment to providing administrative support, equipment, and marketing for performances, ceremonies, events, and activities has played a vital role in maintaining the theatre's popularity. The positive response from performers has led to repeated visits, showcasing the venue's appeal.	

3.3.6: Support local tourism businesses

Action Name	Annual Comment	Status
Work with tourism operators and proprietors to identify and develop products and services that appeal to visitors to the shire, and to co-ordinate the promotion of our attractions	Council participates in programs and marketing across a number of stakeholders and networks. Council was recently awarded a visitor economy grant for improving key visitor economy sites around Junee Shire including improving accessibility at the Junee Licorice and Chocolate Factory.	

3.4: Promote our community as a place to visit and stay for longer

3.4.1: To foster and promote Junee as a destination for visitors

Action Name	Annual Comment	Status
Maintain Junee Visitor Information Services in line with program and budget	The Visitor Information Centre is currently based at the Junee Library holds relevant and up to date information and support also continues to be provided to the Visitor Information Outlet at the Broadway Museum.	●
Support major tourism events in Junee	Major tourism events such as the Schoolboys Rugby League Football Carnival were supported.	●
Work with neighbouring Shires to promote regional tourism	Participation continues with the Canola Trail joint marketing initiative with Temora and Coolamon Shire Councils and Wagga Wagga partner program. The opening of the Canola Trail in 2023 was a televised event on breakfast TV.	●

3.4.2: Market Junee as a destination for visitors

Action Name	Annual Comment	Status
Review and maintain contemporary tourism webpages and social media	Regular social media postings on both Facebook and Instagram platforms are undertaken. Website is regularly updated and a JSC LinkedIn profile for corporate promotional purposes is maintained.	●
Update Junee Visitor Guide	The Canola Trail Visitor Guide continues to be the main promotional guide and an updated version will be investigated in 2023.	●

3.5: Plan our land resources for the future


3.5.1: Provide advice and information to applicants and industry

Action Name	Annual Comment	Status
Distribute information to developers and builders relating to changes in legislation and guidelines	Information provided as required.	●
Provide pre-lodgement advice and assistance to applicants	Pro-lodgement advice	●

3.5.2: Provide development assessment services

Action Name	Annual Comment	Status
Assess and determine complying development applications, development applications, and construction certificates in line with legislation and Council policy	Complying development applications assessed in line with legislation	●
Provide certification inspection services	Inspection services provided	●
Undertake swimming pool compliance program	Swimming pool compliance program is continuing.	●


3.5.4: Plan for future growth

Action Name	Annual Comment	Status
Undertake Strategic planning for re-zoning for growth.	Work has started, will be completed next year.	



4: To be a resilient community ready to adapt for the future

4.1: Build the capacity and skills of our community to meet, innovate and lead change



4.1.1: The Council is a socially responsible employer

Action Name	Annual Comment	Status
Implement Workforce Plan to provide for local employment capability	Workforce plan implemented.	

4.1.2: Facilitate a resilient community/strengthen the community


Action Name	Annual Comment	Status
Develop and maintain partnerships with the business community with the objective of staying on top of emerging issues and opportunities	Council has forged relationships with the business community.	
Implement a program of community engagement with the objective of staying on top of emerging issues and opportunities	The Junee Independent and other media platforms plays a vital role in providing community members with regular updates and information. The recently endorsed Section 355 committee has also started its operations, conducting bi-monthly meetings as part of the Junee Shire Council's comprehensive program of community engagement.	

4.1.3: Council lead by example with innovative technologies and processes






Action Name	Annual Comment	Status
Actively seek and educate staff on new and innovative practices/processes including new technologies	Staff have continued to be trained on new software packages which help them to do their jobs more efficiently.	
Facilitate education sessions with the community around new technologies and change (eg. energy efficiency, environmental sustainability)	Awaiting appointment of the Communications and Marketing Officer.	

4.2: Prepare and transition to the economy of the future


4.2.1: Our community has ready access to local, regional, national and global information


Action Name	Annual Comment	Status
Advocate for improved mobile reception across the Shire	The Council remains committed to supporting the REROC initiative for enhanced telecommunications infrastructure. Our focus is on collaboratively working towards submitting a consolidated funding application to both State and Federal Governments. Through this joint effort, we aim to secure the necessary resources to improve telecommunications across our region.	

4.2.2: Seek out business opportunities to support our economy into the future



Action Name	Annual Comment	Status
Advocate for enhanced Rail sector presence in Junee	Continued to advocate for enhanced Rail sector presence in Junee via the Inland Rail project. Within the reporting period a number of submissions and meetings have been held with ARTC including written responses to Inland Rail State Major Projects Development Applications.	
Participate in the Inland Rail Project consultation	Consultation with The Inland Rail continued during the year. Agreements were signed.	
Implement visitor economy programs that grow the tourism potential within the Shire	Council was successful in securing grant funding from the NSW Government for Canola Trail viewing platforms and other associated infrastructure improvements with Bethungra Dam walking tracks. These are large projects and the funding from the NSW Government has been delayed in being transferred to Council's bank account. Both the construction and completion of these projects will have a positive impact on spending within Junee LGA and thus will have a direct positive impact on local business and jobs.	
Support the Agricultural sector in the development and use of emerging technologies	Not completed. Support will be forthcoming when required. Within the reporting period Council made a submission for an increased range of skilled migration into the Riverina area in support of agricultural employment opportunities for which there is labour shortages, particularly in meat processing industry	
Work with local businesses to support new sector-based initiative that grow the local economy	Council works with local and regional training providers to link courses to business needs. Support is provided to local business groups to deliver business networking events.	

4.2.3: Provide employment opportunities for young people

Action Name	Annual Comment	Status
Continue to support and employ School based trainees within Council	The employment of school-based trainees continued during the year.	

Action Name	Annual Comment	Status
Work with local business and industry to grow opportunities for employment opportunities for younger people	<p>Working closely with Registered Training Operators and Junee High School, Council has finalised the Junee Youth Employment Partnership Program, which provided practical training and mentorship in hospitality operations.</p> <p>In addition, Council actively engages in the School Based Traineeship program with Junee High School. This collaboration helps creates and develops practical skills, with younger people working in Council bringing fresh perspectives and creativity to the workplace.</p>	

4.2.4: Maintain community values and interests as we transition towards a digital economy


Action Name	Annual Comment	Status
Advocate for social and medical service provision to allow for local people to continue to live and age in place	The Council maintains a strong collaborative partnership with the Junee Community Centre and the Keep-Them-Safe (KTS) Inter-agency network. Through this close working relationship, we continue strive to address the diverse needs of our community comprehensively.	
Promote Junee as an attractive and desirable community to live in	Social media presence, such as Facebook and LinkedIn, is being maintained. TV displays are positioned at a number of venues in Junee presenting a variety of slideshows.	

T3: Sustainable


5: For our community to be in harmony with its built and natural environment

5.1: Encourage respectful planning, balanced growth and good design

5.1.1: Protect the natural environment through appropriate regulation and policy


Action Name	Annual Comment	Status
Carry out Council regulatory obligations effectively	Regulatory functions continued to be carried out.	

5.1.3: Encourage and support community sustainability and environmental projects

Action Name	Annual Comment	Status
Provide environmental and sustainability advice and education	This reached the community very positively and the project was broadcast on 7News, ABC Riverina Radio and in the local newspaper.	




5.2: Plan and respond to our changing environment

5.2.1: Respond to emergencies within our Shire

Action Name	Annual Comment	Status
Support the activities of the Local Emergency Management Committee (LEMC) and maintain a local Emergency Operations Centre (EOC)	Council Officers facilitated four meetings of the Local Emergency Management Committee throughout the year. The Emergency Operations Centre is ready to be used if needed.	

5.3: Protect, conserve and maintain our natural assets

5.3.1: Protect and conserve the natural environment

Action Name	Annual Comment	Status
Tender for the agricultural agistment of non-public areas of Bethungra Reserve	With the Bethungra Dam Crown Land Plan of Management, when in place will allow for the framework and longer term licensing/leasing of the grazing area of the reserve which will be tendered out closing in on each lapsing duration.	
Support the management and control of weeds in line with the agreed program and budget.	Continued with the active management and control of weeds across the Local Government Area. This included attending the weeds committee meetings and completing the annual spaying program along with additional grant funded treatments.	
Actively engage with and support the Weed Management Committee.	Council representatives attended the meetings and actively engaged with the Weed Management Committee to ensure the effective delivery of the weed control program across the Local Government Area.	

Action Name	Annual Comment	Status
Manage roadside environments in line with the relevant guidelines and legislation	Roadside environments were managed in accordance with the relevant guidelines and legislation. This includes ensuring that significant vegetation is assessed and identified for protection as part of the planning process for undertaking works in the road corridor.	●
Monitor, manage and protect public waterways in partnership with the relevant agencies and in line with the relevant guidelines and legislation	Council continued to monitor and protect waterways associated with the delivery of works and services in line with the relevant guidelines and legislation.	●
Manage and operate the Junee waste facility in line with the relevant guidelines and licence conditions	Ongoing improvements have been made to the operation of the facility including the installation of a new gatehouse building, and improvements to the recycling and waste disposal areas.	●
Deliver waste services in line with the agreed levels of service, programs and budgets	Waste Services delivered in line with the agreed levels of service, programs and budgets. This includes kerbside collection services, transfer stations and recycling services. The operation of the Junee Waste Facility was impacted by the ongoing wet weather and flood events with the asbestos disposal area being closed and the leachate collection dam being damaged.	●
Review waste fees and charges annually in line with Councils sustainability objectives	Fees have been reviewed and a 4% increase has been decided upon for the 2023/24 financial year. The LTFFP has projected increases of 4% per annum for the next 10 years.	●
Protect and manage threatened species populations and endangered ecological communities	It was a fantastic project and great opportunity for Junee to partner with Ozfish and complete something like this. More works in this space (resnagging) are being looked at for future projects at Bethungra Dam. We are also looking at completing many tree plantings in this reserve and in other places in the Shire to help provide habitat for many threatened species populations and endangered ecological communities.	●
Deliver a community waste education program aimed at improving recycling, reducing waste to landfill and reduced littering	Council continues to monitor recycling services to ensure optimisation of these services. This includes the kerbside recycling bin service along with the Community Recycling Centre at the Junee Landfill and recycling at the transfer stations.	●
Progressively develop and implement Plans of Management for Crown Lands managed by Council on behalf of the community	The Generic Plans of Management for Crown Lands managed by Council have been completed.	●

6: To use and manage our resources wisely (human, financial and built assets)

6.1: Council is recognised by the community as being financially responsible

6.1.1: Prepare, review and update corporate documents in consultation with the community to meet NSW Government Integrated Planning & Reporting requirements

Action Name	Annual Comment	Status
Delivery Program and Operational Plan advertised for public exhibition each year	Delivery Program and Operation Plan have been completed and publicly exhibited.	●

Action Name	Annual Comment	Status
Update the Long Term Financial Plan (LTFP) each year	The Long Term Financial Plan has been updated for the F2024 financial year and was used as a key document in the SRV application process.	●
Undertake a review of asset service levels in line with Councils Sustainability objectives	Service reviews completed as part of the SRV Process. It was decided to maintain services at existing levels. This analysis was put to Council as part of the SRV application and the associated Long Term Financial Plan.	●

6.1.2: Complete required corporate reporting to meet NSW Government Integrated Planning & Reporting requirements

Action Name	Annual Comment	Status
Publish half yearly monthly Council performance reports	Half yearly performance reports against Delivery Program outcomes are being published.	●
Publish the Annual Report	Annual Report for 2022/2023 published.	●











6.1.3: Operate a sustainable infrastructure portfolio



Action Name	Annual Comment	Status
Advocate for a more sustainable infrastructure funding model for local government infrastructure	Council continued to advocate for this through Local Government NSW.	●
Report quarterly on capital works program as part of the quarterly budget review process	Quarterly reporting on the capital works program in occurring.	●

6.1.4: Undertake entrepreneurial activities

Action Name	Annual Comment	Status
Consider Residential Land Development where economically viable.	Council will continue to analyse residential land purchase opportunities as they arise.	●
Consider entrepreneurial opportunities where appropriate	Entrepreneurial opportunities were considered where appropriate. Council did decide to purchase land for a residential sub-division but was out-bid at action.	●
Maintain the Roads Maintenance Council Contract with TfNSW	The contracted maintenance and ordered works were delivered in accordance with the contract.	●
Review Councils capability and capacity to actively pursue external contracting work as a supplementary revenue source	Council's capacity to undertake external contracting works (private works) was limited this year due to the additional capital and maintenance works undertaken in response to the ongoing wet weather, flood events and the Road Maintenance Contract with TfNSW. Council's capacity to undertake external works is constantly being considered as opportunities arise in the future as resources allow.	●


6.1.6: Manage Council's finances

Action Name	Annual Comment	Status
Financial management reporting meets compliance frameworks	Monthly reporting and financial management remain ongoing necessities and will persist on a rolling basis.	
Provide sound financial management of Council's investments and borrowings	The sound financial management of Council's investments and borrowings is a testament to our commitment to responsible stewardship of public funds. By adopting prudent financial practices, we strive to ensure the long-term sustainability and prosperity of our community.	
Develop annual budgets in the Operational Plan that are financially sustainable or meet sector performance ratios over the 10 year financial planning cycle	The Council has successfully finalised its FY 2024 annual budget as part of our Operational Plan, demonstrating our dedication to financial sustainability. Through the implementation of responsible fiscal practices and prudent financial management, we have carefully crafted budgets that are not only viable but also in alignment with sector performance ratios. This proactive approach ensures that we can effectively allocate resources, providing essential services and initiatives to our community while maintaining a strong financial foundation for the future.	
Prepare and report Quarterly Budget Statement Reviews (QBRs)	Council consistently prepares monthly and Quarterly Budget Statement Reviews, which is an essential aspect of sound financial management. It offers valuable insights, promotes accountability, and empowers Council to make data-driven decisions. Council regularly assesses financial performance to support fiscal resilience and achieve Council's strategic objectives more effectively.	
Half yearly review of Council's rating revenue to reduce aged debtors	Frequent reviews of outstanding rates are being undertaken on a regular basis. This allows the Council to identify potential problem areas and delinquent accounts early on. Outstanding rates have risen when compared to prior periods.	
Complete and Implement a Fraud Control Plan in line with program and budget	The tasks are expected to be completed during the upcoming reporting period.	
Build in controls against external creditor fraud.	Council has implemented EFTsure which is a software program that assists with mitigating creditor fraud. Council also has a checking procedure in place for any changes to creditor details.	
Undertake a Service review on Weed Control	Service review on the control of weeds across the LGA completed. The outcomes of the review were considered and adopted by Council at its meeting held on 21 February 2023.	
Undertake a service review on Library operations	The service review of library operations is scheduled for completion after the library refurbishment. The refurbishment is being funded through the Public Library Funding Strategy, which has a deadline of 31 December 2023 for completion. Once the refurbishment is finalised, the comprehensive service review will be undertaken to assess and enhance the library's operations, ensuring it continues to meet the evolving needs of our community.	
Prepare and apply for a Special Rate Variation	Special Rate was successfully applied for.	



Action Name	Annual Comment	Status
Support and facilitate the Audit Risk and Improvement Committee.	The Audit Risk and Improvement Committee (ARIC) is being supported and operating effectively.	
Consult with the community relating to the Special Rates Variation application	A community consultation plan was successfully implemented as part of the process of applying for the SRV.	

6.2: Embrace energy efficiency and industrial ecology principles

6.2.1: Reduce the Council's Greenhouse Footprint

Action Name	Annual Comment	Status
Progressively implement recommendations contained in the Renewable Energy Action Plan in line with program and budget	Recommendations are being progressively implemented as funds allow.	

6.2.2: Facilitate opportunities for energy efficiency gains by community and business

Action Name	Annual Comment	Status
Facilitate industry to look for opportunities to help each other to reduce waste generation and increase resource recovery at the source	Initiatives completed this year to assist with the reduction of waste generation and increase resource recovery includes improvements to the community recycling centre, review of the process for the collection and composting of organics along with the development of a regional waste strategy.	
Undertake advocacy activities to further the opportunities for the Council and community to work together on community renewable energy generation	The Council continues to explore fresh opportunities for community renewable energy generation and actively advocating for policies that foster such endeavours. We are currently collaborating with REROC's expression of interest for the community batteries funding program, which aligns with our commitment to sustainable energy solutions.	



6.3: Manage our built assets with asset management plans

6.3.1: Manage our assets

Action Name	Annual Comment	Status
Implement asset management improvement actions in line with Council's asset management plans and sustainability objectives	Council's new asset management plans have been adopted and improvement actions aligned with the plans.	

6.4: Reduce, reuse and recover waste

6.4.1: Manage Solid Waste Management

Action Name	Annual Comment	Status
Maintain watching brief on waste revenue market opportunities. Eg Scrap metal	150 tonnes of scrap steel was collected at the Junee Waste Facility and resold this year.	
Provide waste management services	Waste Management Services were provided in line with the agreed levels of service and allocated budgets. These services currently comprise of kerbside bin collection services, rural transfer stations, Junee landfill and Community Recycling Centres.	

T4: Collaborative

7: To be a socially, physically and culturally engaged and connected community

7.1: Encourage an informed and involved community

7.1.2: Welcome new residents

Action Name	Annual Comment	Status
Maintain and distribute information packs to new residents	Not completed due to lack of staffing resources	●
Support 'Welcome to Junee' functions for new residents	Not completed due to lack of staffing resources	●




7.1.3: Distribute a regular Community Newsletter

Action Name	Annual Comment	Status
Provide content in Junee Independent newspaper	This was provided regularly during the year.	●
Manage social media platforms and content	Regular posts on Social Media sites to inform and involve the community. Community newsletters are no longer produced.	●
Draft and review communication material	Communication material was constantly reviewed and sent out during the year.	●
Promote what Council has achieved in accessibility in the community through Council News and online.	The community is kept updated with works progress at JJRAC via the Junee Rec Centre social media and Junee Council sites. Other works are notified as required.	●

7.1.4: Mandatory Public Information is accessible to the public






Action Name	Annual Comment	Status
Attend village and community meetings	Council staff diligently attend village and community meetings as scheduled and when invited. Recently, special rate variation meetings were proposed and held across the Shire, with council staff actively participating in these gatherings.	●
Combine Community Engagement Strategy and Community Participation Plan into one document	The tasks are expected to be completed during the upcoming reporting period.	●
Process formal and informal Government Information Public Access and Privacy and Personal Information Act applications.	Processed and on track.	●
Maintain Council websites and social media with current information	Council's website and social media sites are regularly updated as requested by other staff and with relevant content received by other means. Notifications and comments are monitored daily.	●

7.1.5: Customer Service is made available in a variety of forms




Action Name	Annual Comment	Status
Provide first point of customer contact - telephone, internet and in-person	The Customer Service team remains dedicated to delivering all the essential front-line services needed for both the Council and Service NSW.	
Facilitate front-line services for Council - payments, applications, enquiries	All Council services continue to be available during office hours.	
Facilitate front-line services on behalf of other Government Agencies eg. Service NSW, Centrelink	Frontline services provided at Council on behalf of Service NSW and Centrelink.	

7.2: Enable broad, rich and meaningful engagement to occur

7.2.1: Develop volunteers' network

Action Name	Annual Comment	Status
Support or maintain volunteer registers that community stakeholders can access.	Currently not being maintained due to waiting appointment of the Communications and Marketing Officer.	
Participate in the Riverina Eastern Regional Organisation of Councils (REROC) Take Charge Forum (Youth volunteering)	Council participated in this as a REROC member.	
Provide access to volunteer training for community members	Council's dedication to volunteer training underscores our belief in engaging with the community and collaboration. The training initiatives encompass a wide range of programs, including first aid, transport frail aged and those with disability, and child seat restraint.	
Recognise volunteers throughout Council publications and media	Awaiting appointment of the Communications and Marketing Officer. Recognised through Australia day ceremonies social media activities and featured press releases	
Host annual celebration of volunteers (coordinate with National Volunteering Week)	Awaiting appointment of the Communications and Marketing Officer.	

7.2.2: Assist local community organisations to develop community capacity

Action Name	Annual Comment	Status
Assist Not for Profit (NFP) event organisers with traffic management plans	Council actively supported a number of community events throughout the year including Christmas on Broadway, Roundhouse Museum 75th Anniversary.	
Assist Not for Profit (NFP) organisations with regulatory approval applications	Regulatory approval applications provided for Not-for-Profit organisations when and if necessary.	
Provide assistance to Not-for-Profit (NFP) organisations with funding submissions	Ongoing assistance provided to Not for Profit (NFP) organisations with funding submissions. This included the old June Reserve and the Coursing Park Tennis club.	

7.3: Build on our sense of community

7.3.1: Strengthen the networks which bind the community together

Action Name	Annual Comment	Status
Athenium Theatre building is well maintained and marketed to attract regional scale events	The well-maintained Athenium Theatre building and current marketing efforts are pivotal in showcasing our commitment to fostering a thriving cultural scene. By attracting regional-scale events, we create a cultural hub that enriches the lives of our community members and creates a positive impact on the broader region. We look forward to further elevating the Athenium Theatre's presence, continuing to promote creativity, and nurturing a sense of belonging among our residents.	●
Conduct regular meetings of the Local Emergency Management Committee	Council facilitated four LEMC meetings throughout the year along with Flood Emergency Operations and Recovery meetings associated with the natural disaster declared flood events in August and September.	●
Junee Junction Recreation and Aquatic Centre provide contemporary leisure services to the Shire	Contemporary Leisure services provided through JJRAC.	●
Library provides and/or organises recreation space for community gatherings	The library building serves as a versatile space for social and community gatherings, and its utilisation by various community groups and individuals is on the rise post COVID. Notably, we have successfully secured grant funding to upgrade the library, ensuring the creation of additional community spaces within its premises.	●
Library to maintain relevant up to date resources for the public to use	Resources at the Junee Library undergo regular maintenance, reviews, and continuous additions to ensure they stay up-to-date and relevant for our patrons.	●


7.3.2: Instil a sense of pride in the community by advocating for and supporting community initiatives

Action Name	Annual Comment	Status
Council supports community initiatives and events within available resources	Support provided were possible.	●
Facilitate local Australia Day nominations and awards	Australia Day Awards facilitated.	●
The Mayor and Councillors makes themselves available for community and civic purposes	Mayor and Councillors available and contactable.	●









8: To work together to achieve our goals

8.1: Build strong relationships and shared responsibilities

8.1.1: Strengthen the networks which bind the community together - to keep a cohesive community



Action Name	Annual Comment	Status
Councillors or council staff attend community progress association meetings	We actively participate in community progress association meetings whenever we receive invitations.	

8.1.2: Council provides resources to support identified committees and structures




Action Name	Annual Comment	Status
Australia Day - host and provide leadership and support to the public event	Leadership and support provided.	
Provide administrative support to the Junee Liquor Accord	We remain committed to reinforcing our administrative support for the Junee Liquor Accord.	
Member participant of the District Emergency Management Committee	Council Officers facilitated LEMC meetings throughout the year and also attended the Flood Emergency Operations and Recovery meetings in preparation for and in response to the recent flood events.	
Junee Interagency Forum - Council services participate in this forum and events	The Junee Interagency Forum has proven to be an invaluable platform for fostering collaboration and partnership among various organisations in our community. It is commendable that Council services actively participate in this forum and engage in its events.	
Junee Youth Council - host and provide leadership and support to promote the voice of young people via citizenship activation	Not completed during the year. Awaiting the appointment of the Communications and Marketing Officer. No meetings were held during the reporting period due to the Youth Council needing to be re-invigorated after the impacts of COVID-19 and existing members moving on to tertiary studies.	
Senior Citizens Committee - the annual event to proceed and support activities for our aging residents	Event proceeded with support.	
Support local volunteer drivers in the Junee Community Transport scheme	Volunteer Drivers supported.	
Provide administration support to Committees of the Council	Administrative support is provided to Committees of the Council, including the Section 355 committee.	

8.2: Work in partnership to plan for the future





8.2.1: Maintain proactive working relationship with community groups and associations

Action Name	Annual Comment	Status
Meet with members of the business community to support business and community events	We actively participate in community progress association meetings whenever we receive invitations.	
Meet with Junee Sports Committee to improve and maintain sporting assets across the shire	Improvements to the sporting assets delivered this year included general maintenance and repairs of the clubrooms and associated facilities along with installation of additional signage, repairs to doors and changes to the booking system for the fields and buildings.	

8.2.2: Work in partnership with neighbouring councils and government agencies in regional promotion, policy development and service provision.


Action Name	Annual Comment	Status
Support membership of the Riverina Eastern Regional Organisation of Councils (REROC) and the Riverina Joint Organisation (RIVJO) in line with budget	Membership of REROC and RIVJO supported. Council continues to be an active member of these organisations.	
Work collaboratively with the NSW Roads and Maritime Services to maintain a safe and fit for purpose highway network	Council Officers continued to work together with TfNSW to maintain a safe and fit for purpose highway network across the Junee Local Government Area through the delivery of works under the Road Maintenance Council Contract (RMCC) with TfNSW. A new three contract has been entered into with TfNSW commencing 1 July 2023.	
Work collaboratively with the NSW Rural Fire Service to mitigate bush fire hazard across the Shire	Council representatives have actively attended and participated in the Bushfire Management Committee meetings and the Next Generation Bush Fire Risk Management Workshops. The meetings and workshops provided Council with the opportunity to be involved in planning for bushfires and help identify assets at risk of bush fire in the area to inform the Bush Fire Risk Management Plan.	

8.2.3: State and Federal Government relationships



Action Name	Annual Comment	Status
Invite Local Federal Member of Parliament to meet with elected body	Local Member attends local official openings and functions where Councillors are also in attendance.	
Invite Local State Member of Parliament to meet with elected body	Member for Cootamundra, Steph Cooke MP regularly attends local official openings of events where Councillors are also in attendance.	
Meet with State and Federal Agencies to advocate for local and regional interest	State and Federal members were met with frequently during the year.	
Support the NSW Electoral Commission in conducting the Local Government Election in 2024.	Support is being provided as required.	

8.3: Provide representative, responsive and accountable community governance and leadership






8.3.1: Implement the Community Strategic Plan

Action Name	Annual Comment	Status
Develop Council's Delivery Program and Operational Plan in response to the Community Strategic Plan	The Delivery Program and Operational Plan (DPOP) have been developed in line with the Community Strategic Plan.	

8.3.2: Report to the community in accordance with the NSW State Government's Integrated Planning & Reporting framework

Action Name	Annual Comment	Status
Prepare a Quarterly Budget Review Statement within two months of the close of each quarter.	The quarterly budget review statements for the 2022-23 financial year have been concluded and finalised.	
Ensure Financial Statements are completed and lodged in accordance with statutory requirements	Completed Financial have been lodged in accordance with statutory requirements.	

8.3.3: Appropriate governance and leadership are in place to ensure appropriate level of accountability and transparency

Action Name	Annual Comment	Status
Maintain an appropriate suite of Policies to guide Council's activities	In progress; on track.	
Maintain an Enterprise Risk Management (ERM) system	The ERM system was maintained and built on during the year.	
Public information is readily accessible on council websites for public viewing	Council is responsive to all social media and customer requests received via email and online. New policies, plans and records are uploaded following council meetings with the latest versions.	
Community Surveys carried out to help identify community satisfaction expectations in service delivery areas	Community surveys are conducted as needed, and most recently, during this reporting period, feedback was collected through a combination of online and paper-based surveys for the proposed Special Rate Variation. The valuable feedback received from these surveys has been shared with the Junee community.	
Maintain Council's Records Management systems in line with compliance guidelines and standards	In progress; on track.	

Item 3 COUNCIL INVESTMENTS AND BANK BALANCES

Author Manager Finance and Business Services

Attachments Nil

RECOMMENDATION:

That Council notes the Investment Report as of 31 July 2023, including the certification by the Responsible Accounting Officer

PURPOSE

To provide a report setting out all money that the Council has invested under Section 625 of the *Local Government Act 1993*.

EXECUTIVE SUMMARY

In accordance with Clause 212 of the *Local Government (General) Regulation 2021*, a report stating the details of money invested must be presented to the Council monthly.

The report must include certification as to whether the investments have been made in accordance with the Act, Regulations, and Council's Investment Policy.

The Investment Report shows that Council has total cash and investments of \$11,182,735 comprising:

Trading Accounts -	\$124,350
At Call Accounts -	\$1,808,385
Investments -	\$9,250,000

Certification – Responsible Accounting Officer

I, Lloyd Hart, hereby certify that the investments listed in the attached reports have been made in accordance with Section 625 of the *Local Government Act 1993*, Clause 212 of the *Local Government (General) Regulation 2005*, and existing Investment Policies.

BACKGROUND

In accordance with Clause 212 of the *Local Government (General) Regulation 2021*, a report stating the details of money invested must be presented to the Council monthly.

The report must also include certification as to whether the investments have been made in accordance with the Act, the Regulations, and Council's Investment Policy.

GENERAL MANAGER'S REPORT TO THE ORDINARY MEETING OF JUNEES SHIRE COUNCIL HELD ON 18 AUGUST 2023

LINK TO STRATEGY

The report relates to the Community Strategic Plan Outcome of:

- Sustainable – Strategy 6.1 – Council is accountable and financially sustainable.

FINANCIAL CONSIDERATIONS

Actual investment income for the period from 1 July to 31 July 2023 was \$24,351.55.

SOCIAL CONSIDERATIONS

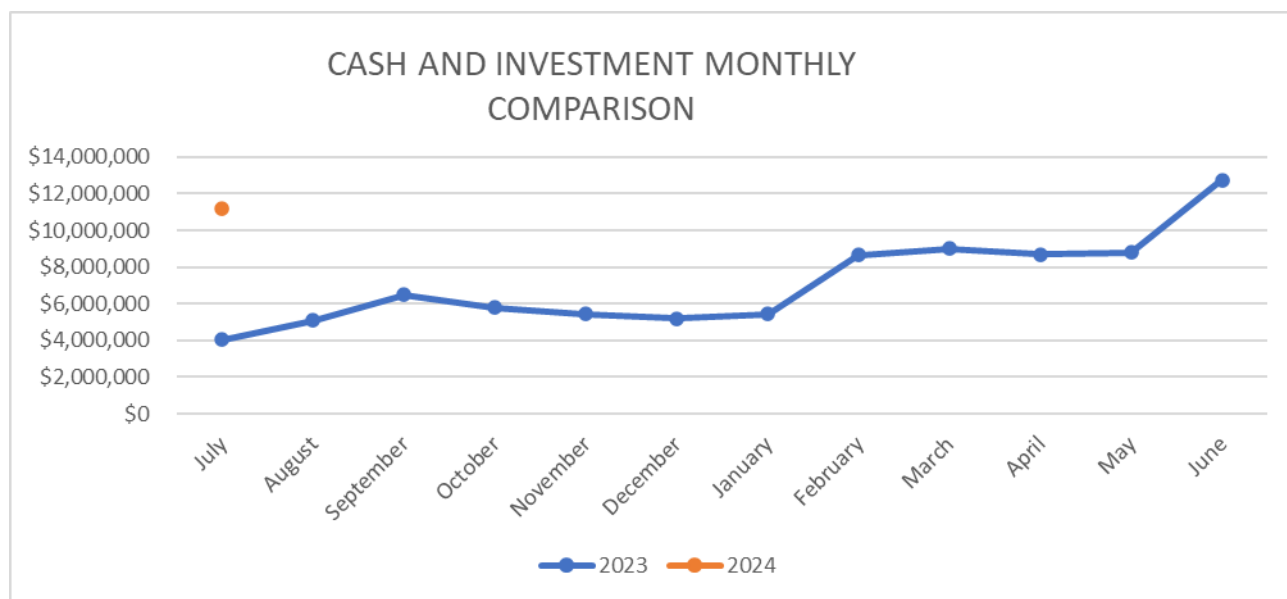
Council's investments are managed in accordance with Council's Investment Policy. Council's Investment Policy requires consideration of social responsibility when making investment decisions.

INVESTMENT BALANCES

INVESTMENT BALANCES						
As of 31 July 2023						
INSTITUTION	RATING	AMOUNT (\$)	MATURITY DATE	INTEREST RATE	INTEREST AT MATURITY (\$)	BENCHMARK – AusBond
Trading Accounts						
Commonwealth Bank of Australia	A1+	124,350	-	-	-	-
		124,350			-	
At Call Accounts						
Commonwealth Bank of Australia	A1+	1,808,385	At Call	4.15%	6,351.55	4.10%
		1,808,385			6,351.55	
Term Deposits						
National Australia Bank	A1+	-	28-Jul-23	-	18,000.00	-
National Australia Bank	A1+	750,000	8-Aug-23	4.30%	15,904.11	4.16%
National Australia Bank	A1+	500,000	14-Aug-23	4.40%	10,969.86	4.16%
AMP Bank	A2	1,000,000	11-Sep-23	4.65%	23,058.90	4.09%
Judo Bank	A3	500,000	28-Sep-23	5.35%	6,669.18	4.09%
AMP Bank	A2	500,000	04-Oct-23	4.75%	11,842.47	4.09%
AMP Bank	A2	500,000	31-Oct-23	5.00%	12,397.26	4.09%
MyState Bank	A2	500,000	08-Nov-23	5.00%	12,328.77	3.81%
AMP Bank	A2	500,000	27-Nov-23	5.50%	11,376.71	3.81%
AMP Bank	A2	500,000	29-Nov-23	5.20%	12,821.92	3.81%
Judo Bank	A3	500,000	11-Dec-23	5.30%	13,068.49	3.81%
Judo Bank	A3	1,000,000	22-Dec-23	5.70%	27,484.93	3.81%
National Australia bank	A1+	1,000,000	24-Jan-24	5.30%	26,136.99	3.81%
Bank of Queensland	A2	500,000	23-Feb-24	5.50%	18,006.85	3.36%
AMP Bank	A2	500,000	24-May-24	5.70%	25,767.12	3.36%
Australian Unity Bank	A2	500,000	19-Jun-24	5.55%	27,750.00	3.36%
		9,250,000			273,583.56	
Total Cash and Investment		11,182,735				

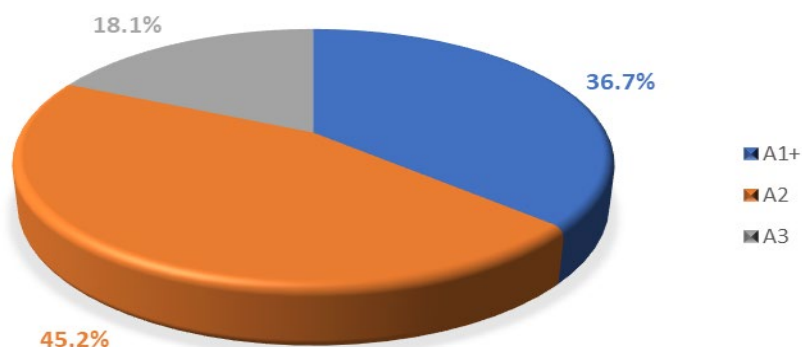
GENERAL MANAGER'S REPORT TO THE ORDINARY MEETING OF JUNEESHIRE COUNCIL HELD ON 15 AUGUST 2023.

Cash Comparative Analysis



Portfolio Analysis

COUNCIL INVESTMENT PORTFOLIO BY INSTITUTION RATING

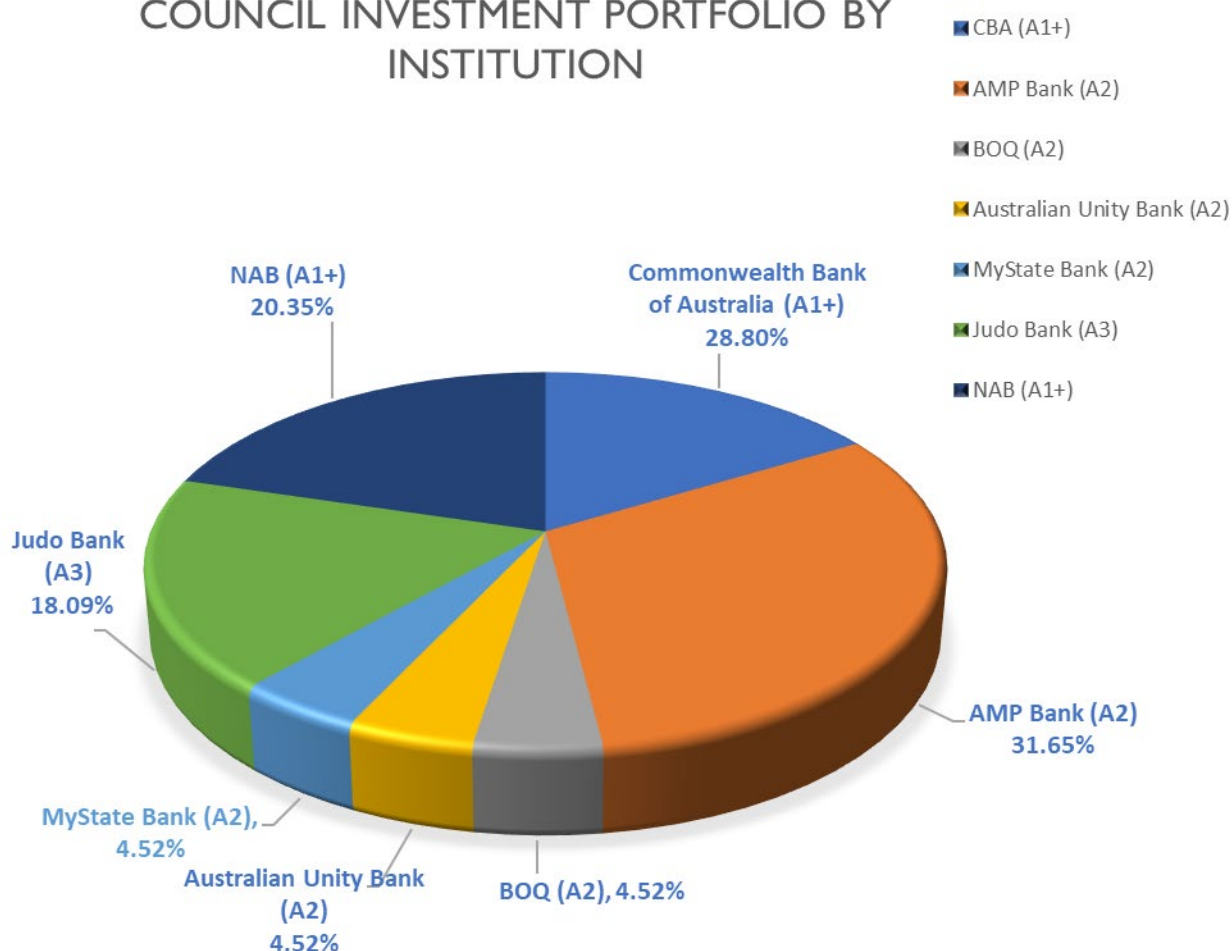


Portfolio Credit Framework – Compliance with Investment Policy Requirements

Clause 9a of the Council’s Investment Policy requires that the total percentage exposure within the market to any particular credit rating category be limited, as detailed in the table below:

S&P Long Term Rating	S&P Short Term Rating	Maximum %	Portfolio Complies with Policy?
AAA	A1+	100%	Yes
AA+	A1	100%	Yes
AA			
AA-			
A+	A2	75%	Yes
A			
A-			
BBB+	A3	40%	Yes
BBB			
BBB-			
Unrated	Unrated	25%	Yes (\$Nil)

COUNCIL INVESTMENT PORTFOLIO BY INSTITUTION



Overall Portfolio Credit Framework – Compliance with Investment Policy Requirements

Clause 9b of the Council's Investment Policy requires that exposure to an individual institution be restricted by their credit rating so that single entity exposure is limited, as detailed in the table below:

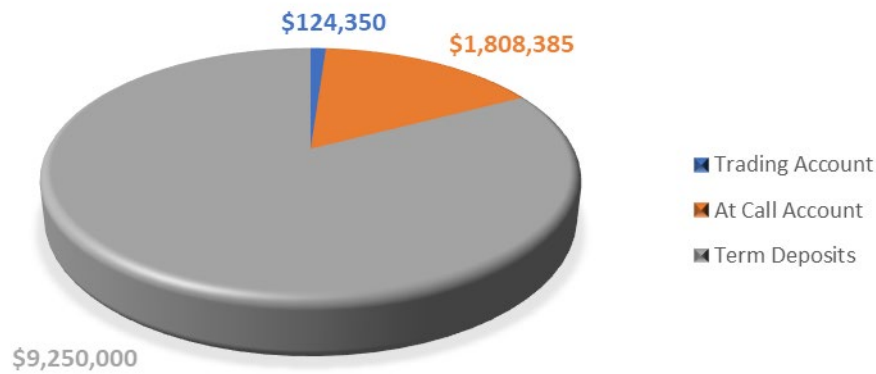
S&P Long Term Rating	S&P Short Term Rating	Maximum %	Portfolio Complies with Policy?
AAA	A1+	50%	Yes
AA+	A1	50%	Yes
AA			
AA-			
A+	A2	35%	Yes
A			
A-			
BBB+	A3	20%	Yes
BBB			
BBB-			
Unrated	Unrated	20%	Yes (\$Nil)

Term to Maturity Framework – Compliance with Investment Policy Requirements

Clause 9c of the Council’s Investment Policy requires Council’s investment portfolio is to be invested within the following maturity constraints:

Overall Portfolio Term to Maturity Limited			Portfolio Complies with Policy?
Portfolio % < 1 year	Min 65%	Max 100%	Yes
Portfolio % >1 year < 3 years	Min 0%	Max 20%	Yes
Portfolio % > 3 years < 5 years	Min 0%	Max 15%	Yes
Portfolio % > 5 years	Min 0%	Max 0%	Yes

COUNCIL CASH AND INVESTMENT PORTFOLIO BY TYPE OF INVESTMENT



Statement of Investment Policy Compliance

Legislative Requirements		Compliant
Institutional Exposure Limits	Yes	Fully compliant
Portfolio Credit Rating Limits	Yes	Fully compliant
Term to Maturity Limits	Yes	Fully compliant

Item 4 DRAFT EQUAL EMPLOYMENT OPPORTUNITY (EEO) POLICY

Author Chief Financial Officer

Attachments Yes

RECOMMENDATION:

That Council adopt the amended Equal Employment Opportunity (EEO) Policy as attached to this report.

SUMMARY

The purpose of this report is to adopt the amended *EEO Policy*. There are minimal changes to the existing policy which are detailed below.

BACKGROUND

The existing policy is still relevant but requires updating due to changes in the organisational structure.

This Policy supports and endorses the principles of equal employment opportunity as it relates to recruitment, selection criteria, training and staff development programs, promotion and conditions of employment. As well as being fair and helping to ensure that Council complies with the law, this policy makes good business sense as EEO results in the best people being appointed to organisational roles.

CONSIDERATIONS

Minimal changes have been made to the current policy as it is still relevant in its current form. The amendments are:

1. A change of title for the EEO Officer from Director Corporate and Community Services to Chief Financial Officer, to reflect the current title and position in the organisational structure, and
2. The change of the responsibility as the Contact Officer from the Work Safe & Risk Manager to the Executive Services Officer.

As the changes are minimal it is recommended that the Draft policy as attached be adopted without exhibiting the document for public comment.

CONCLUSION

The amended EEO Policy meets the requirements of the Local Government Act (1993) and the Anti-Discrimination Act (1977) and will serve Council well. It is therefore recommended that it be adopted by Council.



JUNEE SHIRE COUNCIL

ATTACHMENT TO ITEM 4

15 AUGUST 2023





JUNEE SHIRE COUNCIL

EQUAL EMPLOYMENT OPPORTUNITY (EEO) POLICY

DATE ADOPTED:	18 June 1998, V1.0
MINUTE NO:	08.06.98
AMENDED:	17 April 2012, V2.0
MINUTE NO:	09.04.12
AMENDED:	19 April 2016
MINUTE NO:	03.04.16 V3.0 (31 March 2020 V3.1)
AMENDED:	15 August 2023
MINUTE NO:	

OBJECTIVE

To demonstrate management and organisational commitment to EEO. Council will ensure that there is knowledge and understanding of the principles together with an awareness of the issues relating to the management of EEO in the workplace.

INTRODUCTION

Equal Employment Opportunity (EEO) means that all employees receive fair and equitable treatment in the workplace. EEO is fundamental to good personnel management.

Council is required to ensure that EEO is implemented and coordinated within the workplace.

EEO OFFICER

The Equal Employment Opportunity Officer has the overall responsibility for the implementation and Co-ordination of the Equal Employment Opportunity Management Plan.

The EEO Officer for the Junee Shire Council is the Chief Financial Officer.

CONTACT OFFICER

The Contact Officer is an employee or employer nominated person that employees can confidentially approach for advice and direction if they feel that there is an EEO issue affecting them, an individual or group in the workplace. The Contact Officer is to be suitably trained for this role.

This role is one of guidance and clarification of policy/protocols and has no authority to resolve EEO issues.

The Contact Officer will be Councils Executive Services Officer.

STATUTORY PROVISIONS

Section 345 of the Local Government Act 1993 requires Council to prepare and implement an Equal Employment Opportunity Management Plan to support and implement this policy.

POLICY

The Council supports and endorses the principles of equal employment opportunity as it relates to recruitment, selection criteria, training and staff development programs, promotion and conditions of employment.

The Mayor, Councillors and Management of the Council of the Shire of Junee believe that prospective employees, current employees, contract workers of the Shire of Junee are entitled to be treated on the basis of their true ability and merit and to work in an environment which is free of bullying, discrimination and harassment.

The Council recognises that anti-discrimination legislation in its various forms has been introduced to protect individuals and groups from unfair attitudes and practices that may exist within that work environment and society generally, and accordingly is committed to achieving equal employment opportunity for all employees as means of increasing the effectiveness of the Shire of Junee and recognising the true potential of its employees.

Accordingly, all employees are entitled to access employment, promotion, training, transfers and the benefits of employment on the basis of merit and will be assessed on the basis of their skills, qualifications, abilities, work performance and aptitudes. All human relations policies and practices will be consistent with EEO principles and all relevant legislation.

Discrimination in employment and in the supply of goods and services is unlawful under Commonwealth and New South Wales legislation. Thus, stereotype assumptions based on prejudice will have no place in the Shire of Junee and there shall be no discrimination or harassment on the grounds of sex, race, age, marital or domestic status, homosexual, disability, transgender (transsexual), carer's responsibilities, or because of who you are related to or who you associate with. Vilification against certain people is also against the law.

EMPLOYEES

All employees of the Shire of Junee have a legal and moral responsibility to treat each other fairly and are expected to fulfil these responsibilities as a condition of employment.

Where employees believe they may have been discriminated against or harassed on any of the above grounds, they are encouraged to raise the matter with their Supervisor.

DIRECTORS, SUPERVISORS, CONTACT OFFICER AND EEO OFFICER

Directors, Supervisors, Contact Officer and EEO Officer are obliged to treat reports of possible discrimination seriously and sympathetically and to investigate them thoroughly, remembering that confidentiality and impartiality must be maintained at all times.

The results of the investigations shall be reported to the General Manager immediately. They are also obliged to ensure that no one is disadvantaged or victimised as a result of a discrimination complaint being made or investigated. Established breaches of the Shire of Junee's Equal Employment Opportunity Policy will be met with disciplinary reaction and may result in dismissal.

EQUAL EMPLOYMENT OPPORTUNITIES / AFFIRMATIVE ACTION PROGRAM

The Shire of Junee is mindful of the provisions of both the Local Government Act and the New South Wales Anti-discrimination Act, 1977.

Accordingly, the Shire of Junee is committed to removing any barriers to equal opportunity faced by women, people of a non-English speaking background, indigenous people and people with disabilities and will take positive steps to promote their equality.

The Equal Employment Opportunity Policy has the endorsement of Council and Senior Management and you are asked to give it your full support.

Item 5 DRAFT COMPLAINT AND COMPLIMENT HANDLING POLICY

Author Chief Financial Officer

Attachments Yes

RECOMMENDATION:

That Council adopt the amended Complaint and Compliment Handling Policy as attached to this report.

SUMMARY

The purpose of this report is to adopt the amended *Compliant and Compliment Handling Policy*. There are minimal changes to the existing policy which are detailed below.

BACKGROUND

The existing policy is based on the model complaints handling policy released by the NSW Ombudsman.

Section 1.5 of the policy requires that it be reviewed every four years. As the policy was last reviewed in 2019 it is due to be reviewed now.

CONSIDERATIONS

Minimal changes have been made to the current policy. It complies with the Local Government Act and is still relevant.

The amendments are:

1. A change of title from Director of Finance and Administration to Chief Financial Officer, to reflect the current title in the organisational structure, and
2. The addition of a statement saying that the making of a complaint to Council is free of charge.

As the changes are minimal, it is recommended that the Draft policy as attached be adopted without exhibiting the document for public comment.

CONCLUSION

The amended Complaint and Compliments Handling Policy meets the requirements of the Local Government Act (1993) and will serve Council well. It is therefore recommended that it be adopted by Council.



JUNEE SHIRE COUNCIL

ATTACHMENT TO ITEM 5

15 AUGUST 2023





JUNEE SHIRE COUNCIL

**DRAFT COMPLAINT &
COMPLIMENT
HANDLING POLICY**

DATE ADOPTED:	16 April 2019
MINUTE NO:	04.04.29
EFFECTIVE FROM:	1 July 2019
RE-ADOPTED:	15 August 2023
MINUTE NO:	

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I. INTRODUCTION

I.1 Purpose

This policy is based on the NSW Ombudsman’s Complaint Handling Model Policy, dated June 2015.

This policy is intended to ensure that we handle complaints fairly, efficiently and effectively.

Our complaint and compliment management system is intended to:

- a) enable us to respond to issues raised by people making complaints in a timely and cost-effective way
- b) boost public confidence in our administrative process, and
- c) provide information that can be used by us to deliver quality improvements in our services, staff and complaint handling.

This policy provides guidance to our staff and people who wish to make a complaint on the key principles and concepts of our complaint management system.

I.2 Scope

This policy applies to all Council officials including Councillors, staff, and delegates of Council receiving or managing complaints and compliments from the public made to or about us, regarding our services, staff and complaint handling.

Staff grievances, code of conduct complaints and public interest disclosures are dealt with through separate mechanisms.

I.3 June Shire Council commitments

June Shire Council expects staff at all levels to be committed to fair, effective and efficient complaint handling. The following table outlines the nature of the commitment expected from staff and the way that commitment should be implemented.

Who	Commitment	How
General Manager	Promote a culture that values complaints and their effective resolution	Report publicly on June Shire Council’s complaint handling. Provide adequate support and direction to key staff responsible for handling complaints. Regularly review reports about complaint trends and issues arising from complaints. Encourage all staff to be alert to complaints and assist those responsible for handling complaints resolve them promptly. Encourage staff to make recommendations for system improvements. Recognise and reward good complaint handling by staff. Support recommendations for service, staff and complaint handling improvements arising from the analysis of complaint data.

Who	Commitment	How
<p>Manager responsible for complaint handling – Chief Financial Officer</p>	<p>Establish and manage our complaint management system.</p>	<p>Provide regular reports to the General Manager on issues arising from complaint handling work.</p> <p>Ensure recommendations arising out of complaint data analysis are canvassed with the General Manager and implemented where appropriate.</p> <p>Recruit, train and empower staff to resolve complaints promptly and in accordance with Junees Shire Council's policies and procedures.</p> <p>Encourage staff managing complaints to provide suggestions on ways to improve the Junees Shire Council's complaint management system.</p> <p>Encourage all staff to be alert to complaints and assist those responsible for handling complaints resolve them promptly.</p> <p>Recognise and reward good complaint handling by staff.</p>
<p>Staff whose duties include complaint handling</p>	<p>Demonstrate exemplary complaint handling practices</p>	<p>Treat all people with respect, including people who make complaints.</p> <p>Assist people make a complaint, if needed.</p> <p>Comply with this policy and its associated procedures.</p> <p>Keep informed about best practice in complaint handling.</p> <p>Provide feedback to management on issues arising from complaints.</p> <p>Provide suggestions to management on ways to improve the Junees Shire Council's complaints management system.</p> <p>Implement changes arising from individual complaints and from the analysis of complaint data as directed by management.</p>
<p>All staff</p>	<p>Understand and comply with Junees Shire Council's complaint handling practices.</p>	<p>Treat all people with respect, including people who make complaints.</p> <p>Be aware of Junees Shire Council's complaint handling policies and procedures.</p> <p>Assist people who wish to make complaints access the Junees Shire Council's complaints process.</p> <p>Be alert to complaints and assist staff handling complaints resolve matters promptly.</p> <p>Provide feedback to management on issues arising from complaints.</p> <p>Implement changes arising from individual complaints and from the analysis and evaluation of complaint data as directed by management.</p>

1.4 Legislative Context

- *Local Government Act 1993*
- NSW Ombudsman Complaint Handling Model Policy
- NSW Ombudsman Effective complaint handling guidelines 3rd edition
- Australian and New Zealand Standard Guidelines for complaint handling in organizations AS/NZS 10002:2014

1.5 Review procedures

This policy is to be reviewed every four years. That Council's previous policy Dealing with Complaints and Correspondence 2019 is repealed with the commencement of this policy.

2. TERMS AND DEFINITIONS

2.1 Complaint

A Complaint is an expression of dissatisfaction made to or about us, our services, staff or the handling of a complaint where a response or resolution is explicitly or implicitly expected or legally required.

This Policy provides information to the community and staff to explain the differences between a complaint, feedback and service requests.

A complaint covered by this Policy can be distinguished from:

- a) staff grievances
- b) public interest disclosures made by our staff
- c) code of conduct complaints [refer to Council Code of Conduct]
- d) responses to requests for feedback about the standard of our service provision [see the definition of 'feedback' below]
- e) reports of problems or wrongdoing merely intended to bring a problem to our notice with no expectation of a response [see definition of 'feedback']
- f) service requests [see definition of 'service request' below], and
- g) requests for information

2.2 Complaint and compliment management system

All policies, procedures, practices, staff, hardware and software used by us in the management of complaints and compliments.

2.3 Dispute

An unresolved complaint escalated either within or outside of our June Shire Council.

2.4 Feedback

Opinions, comments and expressions of interest or concern, made directly or indirectly, explicitly or implicitly, to or about us, about our services or complaint handling where a response is not explicitly or implicitly expected or legally required.

2.5 Service request

A service request may include:

- a) requests for approval, e.g. development application
- b) requests for action, e.g. missed garbage bin
- c) routine inquiries about the June Shire Council's business
- d) requests for the provision of services and assistance
- e) reports of failure to comply with laws regulated by the June Shire Council; and
- f) requests for explanation of policies, procedures and decisions.

2.6 Grievance

A clear, formal written statement by an individual staff member about another staff member or a work related problem.

2.7 Policy

A statement of instruction that sets out how June Shire Council should fulfil our vision, mission and goals.

2.8 Procedure

A statement or instruction that sets out how our policies will be implemented and by whom.

2.9 Public interest disclosure

A report about wrongdoing made by a public official in New South Wales that meets the requirements of the *Public Interest Disclosures Act 1994*.

3. GUIDING PRINCIPLES



3.1 Facilitating complaints and compliments

3.1.1 People focus

We are committed to seeking and receiving feedback and complaints about our services, systems, practices, procedures, products and complaint handling.

Any concerns raised in feedback or complaints will be dealt with within a reasonable time frame.

People making complaints will be:

- a) provided with information about our complaint handling process
- b) provided with multiples and accessible ways to make complaints or compliments
- c) listened to, treated with respect by staff and actively involved in the complaint process where possible and appropriate, and

3.1.2 No detriment to people making complaints

We will take all reasonable steps to ensure that people making complaints are not adversely affected because a complaint has been made by them or on their behalf.

3.1.3 Anonymous complaints

We accept anonymous complaints and will assess issues raised where appropriate to do so and where there is enough information provided to be able to investigate a matter.

However, without any contact details provided from the complainant, we will not normally be able to advise the complainant of the outcome of the complaint.

3.1.4 Accessibility

We will ensure that information about how and where complaints may be made to or about us is well publicised. We will ensure that our systems to manage complaints are easily understood and accessible to everyone, particularly people who may require assistance.

If a person prefers or needs another person or Junee Shire Council to assist or represent them in the making and/or resolution of their complaint, we will communicate with them through their representative if this is their wish. Anyone may represent a person wishing to make a complaint with their consent (eg. advocate, family member, legal or community representative, Member of Parliament, or another organisation).

3.1.5 Cost of Making a Complaint

There are no costs when making a complaint to Council.

3.2 Respond to complaints

3.2.1 Early resolution

Where possible, complaints will be resolved at first contact with Junee Shire Council, and these complaints will be recorded within Council's record management system.

3.2.2 Responsiveness

We will promptly acknowledge receipt of complaints or compliments.

We will assess and prioritise complaints in accordance with the urgency and/or seriousness of the issues raised. If a matter concerns an immediate risk to safety or security the response will be immediate and will be escalated appropriately.

We are committed to managing people's expectations, and will inform them as soon as possible, of the following:

- a) the complaints process
- b) the expected time frames for our actions
- c) the progress of the complaint and reasons for any delay
- d) their likely involvement in the process, and
- e) the possible or likely outcome of their complaint.

We will advise people as soon as possible when we are unable to deal with any part of their complaint and provide advice about where such issues and/or complaints may be directed (if known and appropriate).

We will also advise people as soon as possible when we are unable to meet our time frames for responding to their complaint and the reason for our delay.

3.2.3 Objectivity and fairness

We will address each complaint with integrity and in an equitable, objective and unbiased manner.

We will ensure that the person handling a complaint is different from any staff member whose conduct or service is being complained about.

Conflicts of interests, whether actual or perceived, will be managed responsibly. In particular, internal reviews of how a complaint was managed will be conducted by a person other than the original decision maker.

3.2.4 Responding flexibly

Our staff are empowered to resolve complaints promptly and with as little formality as possible. We will adopt flexible approaches to service delivery and problem solving to enhance accessibility for people making complaints and/or their representatives. We will assess each complaint on its merits and involve people making complaints and/or their representative in the process as far as possible.

3.2.5 Confidentiality

We will protect the identity of people making complaints where this is practical and appropriate.

Personal information that identifies individuals will only be disclosed or used by the June Shire Council as permitted under the relevant privacy laws, secrecy provisions and any relevant confidentiality obligations.

3.3 Manage the parties to a complaint

3.3.1 Complaints involving multiple agencies

Where a complaint involves multiple organisations, we will work with the other organisations where possible, to ensure that communication with the person making a complaint and/or their representative is clear and coordinated.

Subject to privacy and confidentiality considerations, communication and information sharing between the parties will also be organised to facilitate a timely response to the complaint.

Where a complaint involves multiple areas within June Shire Council, responsibility for communicating with the person making the complaint and/or their representative will also be coordinated.

Where our services are contracted out, we expect contracted service providers to have an accessible and comprehensive complaint management system. We take complaints not only about the actions of our staff but also the actions of service providers.

3.3.2 Complaints involving multiple parties

When similar complaints are made by related parties we will try to arrange to communicate with a single representative of the group.

3.3.3 Empowerment of staff

All staff managing complaints are empowered to implement this policy as relevant to their role and responsibilities.

Staff are encouraged to provide feedback on the effectiveness and efficiency of all aspects of this policy.

3.3.4 Managing unreasonable conduct by people making complaints

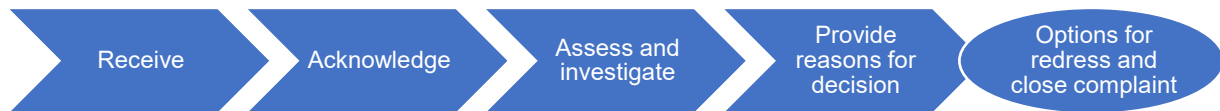
We are committed to being accessible and responsive to all people who approach us with feedback or complaints. At the same time our success depends on:

- our ability to do our work and perform our functions in the most effective and efficient way possible
- the health, safety and security of our staff, and
- our ability to allocate our resources fairly across all the complaints we receive.

When people behave unreasonably in their dealings with us, their conduct can significantly affect the progress and efficiency of our work. As a result, we will take proactive and decisive action to manage any conduct that negatively and unreasonably affects us and will support our staff to do the same in accordance with this policy.

The circumstance in which we may decide not to enquire into the matter would involve grounds where the complaint is trivial, frivolous, vexatious or not made in good faith.

4. Complaint Management System



4.1 Introduction

When responding to complaints, staff should act in accordance with our complaint handling procedures as well as any other internal documents providing guidance on the management of complaints. Staff should also consider any relevant legislation and/or regulations when responding to complaints and feedback.

The five key stages in our complaint management system are set out below.

4.2 Receipt of complaints

Unless the complaint has been resolved at the outset, we will record the complaint and its supporting information. We will also assign a unique identifier to the complaint file.

The record of the complaint will document:

- a) the contact information of the person making a complaint
- b) issues raised by the person making a complaint and the outcome/s they want
- c) any other relevant and
- d) any additional support the person making a complaint requires.

4.3 Acknowledgement of complaints

We will acknowledge receipt of each complaint promptly and preferably within two working days.

Consideration will be given to the most appropriate medium (eg. email, letter) for communicating with the person making a complaint.

4.4 Initial assessment and addressing of complaints

4.4.1 Initial assessment / Assigning Priority

After acknowledging receipt of the complaint, we will confirm whether the issue/s raised in the complaint is/are within our control. We will also consider the outcome/s sought by the person making a complaint and, where there is more than one issue raised, determine whether each issue needs to be separately addressed.

When determining how a complaint will be managed and prioritised, we will consider:

- a) How serious, complicated or urgent the complaint is
- b) Whether the complaint raises concerns about people's health and safety
- c) How the person making the complaint is being affected

- d) Whether enough information is available
- e) The risks involved if resolution of the complaint is delayed
- f) Whether a resolution requires the involvement of other organisation
- g) In the case of a Code of Conduct complaint, how much time has passed since the alleged conduct occurred
- h) The resources available to Council to satisfactorily address the complaint.

Requests received from Councillors must be submitted on the prescribed form and identify whether the request is lodged in their capacity as a resident or Councillor.

4.4.2 Addressing complaints

After assessing the complaint, we will consider how to manage it. To manage a complaint we may:

- a) Give the person making a complaint information or an explanation
- b) Gather information from the product, person or area that the complaint is about, or
- c) Investigate the claims made in the complaint.

We will keep the person making the complaint up to date on our progress, particularly if there are any delays. We will also communicate the outcome of the complaint using the most appropriate medium. Which actions we decide to take will be tailored to each case and take into account any statutory requirements.

We set a target of assessing 90% of complaints we receive within 21 days. If a complaint takes longer to process than 21 days we will advise the person making the complaint as to why.

4.5 Providing reasons for decisions

Following consideration of the complaint and any investigation into the issues raised, we will contact the person making the complaint and advise them:

- a) the outcome of the complaint and any action we took
- b) the reason/s for our decision
- c) the remedy or resolution/s that we have proposed or put in place, and

If in the course of investigation, we make any adverse findings about a particular individual, we will consider any applicable privacy obligations under the *Privacy and Personal Information Protection Act 1998* and any applicable exemptions in or made pursuant to that Act, before sharing our findings with the person making the complaint.

4.6 Closing the complaint, record keeping, redress and review

We will keep comprehensive records about:

- a) How we managed the complaint
- b) The outcome/s of the complaint (including whether it or any aspect of it was substantiated, any recommendations made to address problems identified and any decisions made on those recommendations, and
- c) Any outstanding actions that need to be followed up.

We will ensure that outcomes are properly implemented, monitored and reported to the complaint handling manager and/or senior management.

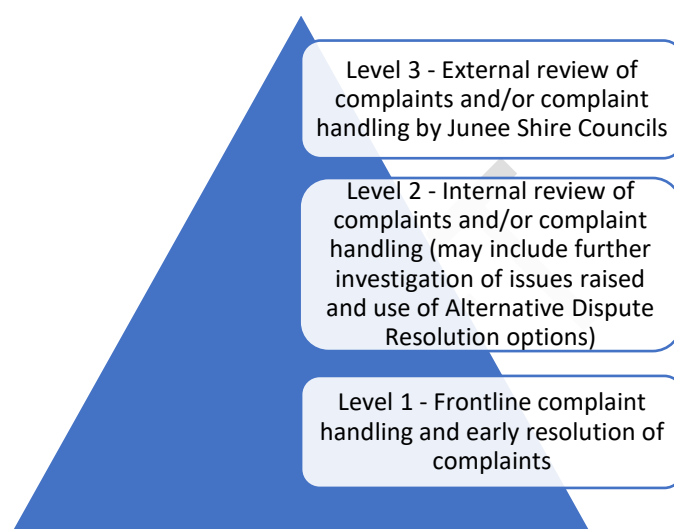
The record keeping system will be the Council's Customer Request System.

4.7 Alternative avenues for dealing with complaints

We will inform people who make complaints to or about us about any internal or external review options available to them including:

- Office of Local Government
- The Independent Commission Against Corruption (the ICAC)
- NSW Ombudsman
- Department of Planning and Environment

4.8 The three levels of complaint handling



We aim to resolve complaints at the first level, the frontline. Wherever possible, staff will be adequately equipped to respond to complaints, including being given appropriate authority, training and supervision.

Where this is not possible, we may decide to escalate the complaint to a more senior officer within Junees Shire Council. This second level of complaint handling will provide for the following internal mechanisms:

- a) assessment and possible investigation of the complaint and decision/s already made, and/or
- b) facilitated resolution (where a person not connected with the complaint reviews the matter and attempts to find an outcome acceptable to the relevant parties).

Where a person making a complaint is dissatisfied with the outcome of Junees Shire Council's review of their complaint, they may seek an external review of our decision (by the Ombudsman for example).

5. ACCOUNTABILITY AND LEARNING

5.1 Analysis and evaluation of complaints

We will ensure that complaints are recorded in a systematic way so that information can be easily retrieved for reporting and analysis.

Regular analysis of these reports will be undertaken to monitor trends, measure the quality of our customer service and make improvements.

Both reports and their analysis will be provided to June Shire Council's General Manager and senior management for review.

5.2 Monitoring of the complaint management system

We will continually monitor our complaint management system to:

- a) ensure its effectiveness in responding to and resolving complaints, and
- b) identify and correct deficiencies in the operation of the system.
- c) Monitoring may include the use of audits, complaint satisfaction surveys and online listening tools and alerts.

5.3 Continuous improvement

We are committed to improving the effectiveness and efficiency of our complaint management system. To this end, we will:

- a) support the making and appropriate resolution of complaints
- b) implement best practices in complaint handling
- c) recognise and reward exemplary complaint handling by staff
- d) regularly review the complaints management system and complaint data, and
- e) implement appropriate system changes arising out of our analysis of complaints data and continual monitoring of the system.

Item 6 DRAFT SOCIAL MEDIA POLICY

Author Chief Financial Officer

Attachments Yes

RECOMMENDATION:

That Council adopt the amended Social Media Policy as attached to this report.

SUMMARY

The purpose of this report is to adopt the amended *Social Media Policy*. There are minimal changes to the existing policy which are detailed below.

BACKGROUND

Social media has become an increasingly important tool for Council to communicate with the public.

The existing policy is relevant and meets the Council's operational requirements. Section 1.5 of the policy requires that it be reviewed every four years. As the policy was last reviewed in 2019 it is due to be reviewed now.

CONSIDERATIONS

Minimal changes have been made to the current policy. It complies with the Local Government Act and is still relevant.

The amendments are:

1. A change of title from Director of Finance and Administration to Chief Financial Officer, to reflect the current title in the organisational structure, and
2. Changes to Section 4.4 which lists the Social Media Platforms which Junee Shire uses.

As the changes are so minimal, it is recommended that the amended policy as attached be adopted without exhibiting the document for public comment.

CONCLUSION

The Social Media Policy has been updated to reflect Council's current situation. The policy is relevant and meets operational requirements. It is recommended that it be adopted by Council.



JUNEE SHIRE COUNCIL

ATTACHMENT TO ITEM 6

15 AUGUST 2023

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SOCIAL MEDIA POLICY

15 August 2023

DRAFT

ADOPTED:	19 MARCH 2019
MINUTE NO:	02.03.19
RE-ADOPTED:	15 AUGUST 2023
MINUTE NO:	
Responsible Officer:	Chief Financial Officer
Responsible Director:	Chief Financial Officer
Functional Area:	Finance and Administration

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PART 1 – INTRODUCTION

To provide a framework and guidelines in respect to the expectations of Council Officials when engaging in social media in both an official and personal capacity.

PART 2 – POLICY OBJECTIVES

Information technology has changed the way in which people communicate and share information. Social media represents opportunities to increase engagement with residents, listen more and directly harness local opinions. Social media can:

- a) Increase residents' access to Council
- b) Increase Council's access to residents and improve the accessibility of Council communication
- c) Allow Council to be more active in its relationships with residents, partners and other stakeholders
- d) Increase the level of trust in Council
- e) Reach targeted audiences on specific issues, events and programs
- f) Provide effective, fast communication channels during crises
- g) Provide insights into how Council is perceived

PART 3 – SCOPE

This Policy applies to all Council Officials, which includes Councillors, staff (permanent, temporary or casual), volunteers, contractors, administrators, council committee members, conduct reviewers and delegates of council.

PART 4 – POLICY STATEMENTS

4.1 Guiding Principals

Junee Shire Council uses approved social media pages to:

- a) Develop stronger relationships with community members
- b) Provide an informal and accessible way for the public to communicate with Council
- c) Support traditional media by broadening its reach and scope
- d) Promote selected services, events, projects, policies and activities
- e) Expand Council's community engagement opportunities
- f) Provide essential updates to the community during a crises or emergency
- g) Respond or clarify an issue in detail
- h) Protect Council's reputation by monitoring social media activity that relates to Council.
- i) Enhance Council's reputation

4.2 Content

To ensure accurate distribution of Council information it is requested that Council Officials only share information:

- a) That is publicly available on Junee Shire Council's website or social media channels
- b) In adopted policies
- c) Resolutions of Council

4.3 Application

This policy applies to all Council Officials that make use of social media:

- a) In a work related capacity
- b) When reference is made on behalf of Council or representing Council
- c) In a personal capacity where the Council Official chooses to make references to Junee Shire Council, its people, customers or business related individuals or organisations

This policy does not apply to personal use of social media when no reference or inference is made to Council related issues.

When using social media in an official capacity on behalf of Council, Council Officials must:

- Maintain the high standard of professionalism at all times
- Never engage in behaviour that is harassing, bullying, illegal or in breach of Council's Code of Conduct whether using an official or private social media account
- Under no circumstances disclose information or make commitments on behalf of Council unless authorised to do so.

Council Officials who are residents, ratepayers or customers of Council services are not precluded from participating in community debate about an issue that personally affects them. However, they must make it clear that they are commenting as a resident/ratepayer, not as a Council Official. It is important that Council Officials do not provide personal comments that can be misconstrued by readers as representing an official Council position.

Confidential information that has been acquired through your position as a Council Official, should never be shared in a public forum.

Council Officials who administer their own personal social media accounts are welcome to do so, provided that their application is in line with this policy and Junee Shire Council's Code of Conduct.

4.4 Junee Shire Council's Official Social Media Platforms

Typical Council social media platforms include:

Facebook:

- Junee Shire Council
- Visit Junee
- Athenium Theatre
- Junee Library

- Junee Youth Council
- Junee Recreation and Aquatic Centre
- Canola Trail (Linked to Junee Shire Council)

Twitter

- Junee Shire
- Think Junee

Instagram

- You Me & Junee
- Junee Youth Council
- Junee Recreation and Aquatic Centre
- Athenium Theatre

The creation of additional social media accounts must first seek approval from the General Manager.

4.5 Conduct

The conduct of Council Officials in their professional capacity, when at work or when using Council equipment, must always comply with Council policies and procedures, including Council's Code of Conduct.

Any comments and contributions made by Council Officials when posting in a private capacity also fall under this Council policy, including the Code of Conduct, where those comments are made about Junee Shire Council, its services, its people, its Councillors and/or other business related individuals or organisations.

Inappropriate comments, cyber bullying, harassment or intimidation of other Council employees, contractors, customers or providers made by a Council Official may be subject to disciplinary action.

Social media must not be used by any Council official in a way which might:

- Constitute a personal attack on Council staff
- Constitute intimidation or harassment
- Have a negative impact on your working relationships within the council or with external parties
- Damage the Council's reputation or contains content about the council that may be misleading or deceptive
- Be defamatory
- Breach the privacy obligations of Council
- Disclose confidential information of Council without appropriate authorisation
- Breach any Council policy or the code of conduct
- Be perceived to be an official comment on behalf of the Council where you have not been authorised to comment

4.6 Legal Responsibilities

Information added to social media sites by Council Officials must comply with the provisions of the Code of Conduct, uphold confidentiality, privacy and copyright provisions and not subject Council to legal action. For example, where Council has obtained a photo from a third party it must be determined that any license associated with that agreement does not prevent the use of that photo online.

No confidential information or information that is private in nature should be transmitted or stored online as a result of the use of Social Media sites. Council Officials must ensure that permission has been obtained before transferring any information to a social media site that may be considered private, for example, photographs of minors or information about ratepayers.

4.7 Dealing with Offensive Behaviour

Junee Shire Council will not tolerate content that is offensive, obscene, defamatory, threatening, harassing, bullying, discriminatory, hateful, racist, sexist, infringes copyright, constitutes contempt of courts, breaches a court suppression order, or is otherwise unlawful.

Pages are monitored and such content will be moderated and may be removed and users who breach Council's Social Media Policy may be denied access to Council's social media pages. Council also reserves the right to moderate content from individuals who seek to monopolise and dominate Council's social media pages for their own purposes.

4.8 Record Keeping

Records in all formats must be managed in accordance with legislation and Council's record keeping program. Records that are created as a result of using Social Media must be stored in Council's corporate recordkeeping system.

Council Officials who administer their own personal social media accounts need to be responsible for and use their own judgement on what should be recorded officially.

PART 5 – IMPLEMENTATION

5.1 Roles and Responsibilities

The following Council Officials are responsible for the implementation and the adherence to this policy:

- The Communication & Event Coordinator manages the corporate Council accounts and oversees the individual services who are authorised to manage their corporate accounts.
- The Communication & Event Coordinator manages the Tourism related social media platforms and is authorised to delegate responsibility to staff within that service.
- Council Officials who administer their own personal social media accounts are free to do so, provided that their application is in line with this policy and Junee Shire Council's Code of Conduct.

- Council officials who administer private or community group social media accounts are required to declare such accounts to the Council in writing.
- If an official statement is required on social media, it will be issued by the Mayor or General Manager.
- Council officials should not participate in creating false social media accounts or get other people to post on their behalf to enable content that is in breach of this policy.
- The creation of additional, official social media accounts can only be approved by the General Manager.

5.2 Communication

Following adoption by Council the Policy will be made available on Council's website.

5.3 Associated Documents

The following documentation is to be read in conjunction with this policy - Council's Model Code of Conduct.

PART 6 – REVIEW

Review of this policy will incorporate relevant legislation, documentation released from relevant state agencies and best practice guidelines.

This Policy will be reviewed by the Chief Financial Officer every four years from the effective date.

PART 7 – LEGISLATIVE AND LEGAL FRAMEWORK

The Social Media Policy sets the foundation for JSC compliance with:

- Digital Information Security Policy (NSW)
- State Records Act 1998 (NSW)
- Privacy & Personal Information Protection Act 1998 (NSW)
- Government Information Classification and Labelling Guidelines 2013 (NSW)
- Privacy Amendments (Privacy Alerts) Bill 2013 (Cth)
- Privacy Amendment Act 2012 (Cth)
- Government Cloud Services Policy and Guidelines (NSW)
- Australian Government Protective Security Policy Framework (PSPF)
- Model Code of Conduct for Local Councils in NSW

This policy is aligned with the following Council internal Policies and protocols:

- Business Continuity Plan
- Enterprise Risk Management Policy & Framework
- Code of Conduct
- Records Management Policy

Council Officials shall refrain from personal activities that would conflict with proper execution and management of Council's Social Media Policy. Council's Code of Conduct provides guidance for recognising and disclosing any conflicts of interest.

PART 8 – DEFINITIONS

Social Media is the use of online tools for communication, promotion and conversation – blogs, microblogs (eg. Twitter), social networks (eg. Facebook), podcasts and video (eg. YouTube) are all types of social media.

Council Official includes Councillors, staff (permanent, temporary or casual), volunteers, contractors, administrators, council committee members, conduct reviewers and delegates of council.

Version Control and Change History

Version	Date	Action
V1.0	19 March 2019	Adoption of Policy
V2.0	15 August 2023	Re-adoption of Policy

Item 7 AMENDMENT TO JUNEE DEVELOPMENT CONTROL PLAN 2021

Author Town Planner

Attachments Yes - Detail List of Proposed Amendments to the Junee Development Control Plan 2021

RECOMMENDATION:

That Council proceed with the adoption of the proposed amendments to the Junee Development Control Plan 2021 unless a submission is received during the exhibition period in which case, a further report will be presented to the next Council meeting.

SUMMARY

Since the initial conception and adoption of the Junee Development Control Plan (DCP) 2021, a number of controls have been identified through implementation to require amendment. These include more stringent controls on the maximum size of sheds, as well as various other updates as required.

BACKGROUND

The current Junee DCP 2021 has now been utilised in the assessment of development applications since its adoption on 23 April 2021. During the formulation of the DCP, it was intended that the document be periodically updated to address new challenges, community expectations and best practise for development outcomes.

To this effect, there have been a number of revisions identified that will assist in determining applications in line with community expectations and best practise, including:

- Addition of information relating to fees for variations to DCP controls (A1.11)
- Restriction on the amount of cut and fill permitted in residential areas (C2.3)
- Requirement for stormwater retention and slow-release mechanism where no formal Council Stormwater Infrastructure or inter-allotment drainage exists (C2.4)
- Clarification on setback applicability to outbuildings (C3.1 & C4.1)
- Amending setback definitions to include guidance for additions to rural dwelling additions (C4.1)
- Removal of attached garages from section C5 – move to C3.1
- Introduction of new maximum floor area for outbuildings in RU5 Village and R5 Large Lot Residential Zones (C5.3 & C5.4)
- Reduction in side and rear setbacks for Medium Density Residential development to 0.9m (C6.5)
- Clarification of easement width requirements and provision for future development. (F2.7)

A list is provided as an attachment to this report detailing each change, with the current and proposed wording of the relevant sections of the DCP.

GENERAL MANAGER'S REPORT TO THE ORDINARY MEETING OF JUNEES SHIRE COUNCIL HELD ON 15 AUGUST 2023.

The proposed amendments will be made to the DCP and an amended copy placed on exhibition for the 14 days. If during this exhibition period no submissions are received, Council should amend the DCP as per the recommended changes. Council should also place a notice on its website of the intended amendments to the DCP, in accordance with the Environmental Planning and Assessment Act 1979 – Schedule 1. If any submissions are received during this period, a further report will be presented to the following Ordinary Council Meeting.

CONSIDERATIONS

Policy

The proposed amendments are not anticipated to impact the existing Junee Local Environmental Plan 2012.

The proposed amendments will make changes to the Junee Development Control Plan 2021, as outlined in the attached detail list.

No other policy impacts are anticipated by the proposed changes.

Risk Assessment

The notice and adoption of the proposed changes is considered to have minimal risk to Council. The changes will primarily affect the assessment of development applications.

Financial

No financial implications are anticipated in the exhibition or adoption of the proposed amendments to the DCP.

CONCLUSION

In summary, the proposed changes to the Junee Development Control Plan 2021 are intended to address and reflect some of the changes in community expectation in relation to certain development. There are also changes that relate to the day-to-day operation of the plan and increasing the legibility and ease of use of the document for staff and the public.

The amendments are recommended to Council for adoption, subject to an exhibition period of 14 days. If any public submissions are received within this period, the amendments will be presented to the next Council Meeting for further consideration.



JUNEE SHIRE COUNCIL

ATTACHMENT TO ITEM 7

15 AUGUST 2023

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SECTION	CURRENT WORDING	PROPOSED WORDING	COMMENT/REASON FOR ADDITION
A1.11	N/A	Add to end of last paragraph: A fee is payable in these instances in accordance with Councils adopted Fees and Charges.	Provide consistency across all of Councils policies and inform the public that a fee is involved when making a DCP variation. This may encourage applicants to reconsider their design.
C2.3	(1) Cut and/or fill should be minimised by appropriate site planning, building orientation and design, taking into account the slope of the site, proximity to adjacent properties and environmentally sensitive areas, access, utilities and drainage requirements.	(1) Cut and/or fill should be minimised by appropriate site planning, building orientation and design, taking into account the slope of the site, proximity to adjacent properties and environmentally sensitive areas, access, utilities and drainage requirements. An overall cut or fill in excess of 1200mm from natural ground level will not be permitted for residential development. Additionally, retaining walls must not exceed 600mm in height. To achieve the full permitted cut, sites are to be terraced in accordance with Figure 1. The distance between retaining walls is to be two times the height of the tallest retaining wall.	To reduce significant changes in levels between properties being created through large cut and fill earthworks. This has been occurring in some new development in Junee and leads to poor stormwater and urban design outcomes. Having a maximum cut and fill limit will encourage alternative building design such as spilt level and suspended floor.
C2.4	N/A	Add Performance Criteria (9): Where direct discharge to specific Council stormwater infrastructure such as kerb and gutter or inter-allotment drainage cannot be achieved, or when such infrastructure is not provided to the site, the development must include an onsite stormwater retention tank with reduced flow outlet installed and connected to all (new and existing) roof areas over 20sqm.	To reduce the impacts of stormwater runoff during heavy rain events in areas where stormwater infrastructure is not readily available. The requirements to ensure owners provide suitably sized stormwater storage onsite that are designed to slowly discharge stormwater over a 24 hour period will reduce the pressure placed on rear laneways and other avenues for discharge especially during high volume stormwater events.

SECTION	CURRENT WORDING	PROPOSED WORDING	COMMENT/REASON FOR ADDITION
		The tank size and outlet shall comply with Figure 9.1	
C3.1	1. Dwelling setbacks should be provided in accordance with the table below. Development elements to which road setback do not apply include:	1. Dwelling setbacks should be provided in accordance with the table below. Development elements to which road setback do not apply include: a) Sheds and Outbuildings	Add sheds and outbuildings as an additional clarification around applicability and calculation of setback distances.
C4.1	1. Setbacks in RUI and R5 Zones are to meet the minimum setback requirements as identified in the table below. Additional setback distance may be required where there is a higher risk of conflict including, but not limited to:	1. Setbacks in RUI and R5 Zones are to meet the minimum setback requirements as identified in the table below. The setback distances do not apply to sheds or outbuildings. Additional setback distance may be required where there is a higher risk of conflict including, but not limited to:	
C4.1	1. Setbacks in RUI and R5 Zones are to meet the minimum setback requirements as identified in the table below. The setback distances do not apply to sheds or outbuildings.	1. Setbacks in RUI and R5 Zones are to meet the minimum setback requirements as identified in the table below. The setback distances do not apply to sheds or outbuildings. Setback distances do not apply to additions and alterations to existing dwellings in the RUI zone, where the setback distances in Section C3.1 will be applied.	Additional clarification around applicability and calculation of setback distances. There have been instances where lot boundaries are located close to an existing dwelling, but the lot is held in a larger holding, including the adjoining lot. In this case, it is more appropriate to apply lesser setbacks to additions and alterations.
C5	This Section applies to garages and carports (both detached and attached to a dwelling), sheds and a range of 'outbuildings' as well as pools and spas that are ancillary to a residential use.	This Section applies to detached garages and carports, sheds and a range of 'outbuildings' as well as pools and spas that are ancillary to a residential use.	Also remove additional references to attached garages throughout section.

SECTION	CURRENT WORDING	PROPOSED WORDING	COMMENT/REASON FOR ADDITION
C3.1	N/A	<p>Add performance criteria (2): Attached Garages/Carports: must:</p> <p>a. Be located at least 0.5m behind the front building line and 5.5m from the front boundary.</p> <p>b. Not exceed:</p> <p>i. 50% of the front elevation of the building; or</p> <p>ii. Garage door six metres in width</p>	Relocating the existing attached garage setback controls to the general dwelling setbacks is more logical and will increase the visibility of these controls in applicant's considerations.
C5.3	N/A	Add performance criteria (2d): Must not exceed 200sqm or 10% of the site area in gross floor area, whichever is the lesser.	Provide more clarity on the acceptable size of sheds and outbuildings for residential use in urban areas.
C5.4	N/A	Add performance criteria (3): Must not exceed 200sqm or 10% of the site area in gross floor area, whichever is the lesser.	
C6.5	<p>Side and Rear Boundary</p> <p>1.5m - single storey</p> <p>3m - two storeys or greater</p>	<p>Side and Rear Boundary</p> <p>900mm or NCC - single storey</p> <p>1.5m - two storeys or greater</p>	Maintain consistency for medium density development with standard residential development. Additional setback distance does not achieve better planning outcomes in practicality.
F2.7	<p>3. Protection: All lots should be designed so proposed (or likely) building envelopes or subdivision works:</p> <p>b) Where an easement does not exist, the building envelope must be located a minimum distance equivalent to the invert depth of the pipeline plus one (1) metre from the known utility location,</p>	<p>3. Protection: All lots should be designed so proposed (or likely) building envelopes or subdivision works:</p> <p>b) Any new easements are to be of a width in accordance with the infrastructure providers requirements. In the case of Council assets (sewer or stormwater), a minimum width of 3m</p>	Alignment with Council's Engineering Standards.

SECTION	CURRENT WORDING	PROPOSED WORDING	COMMENT/REASON FOR ADDITION
	and in accordance with utility authority requirements.	<p>is required to facilitate future access to this infrastructure if required.</p> <p>c) New easements being created as part of a subdivision maybe required to be extended beyond the physical infrastrucree installed so that future connections to this infrastructure may be achieved.</p>	

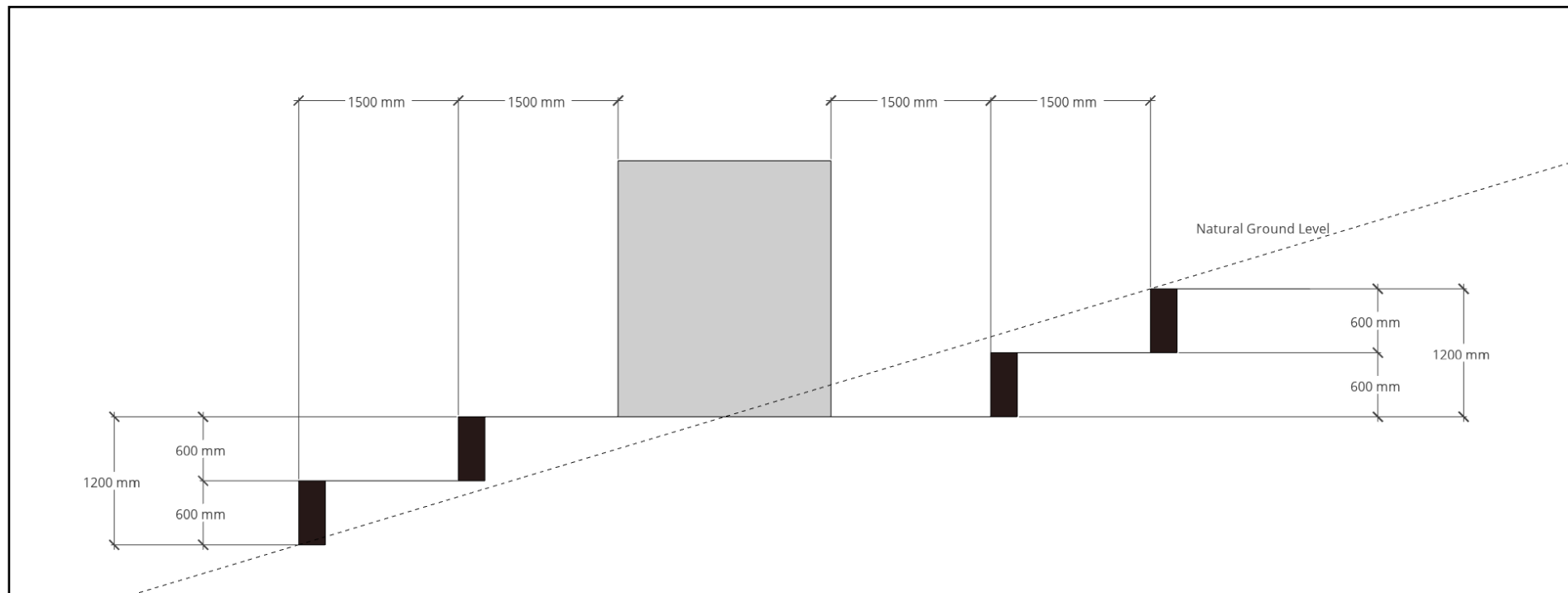


Figure 1: Cut and Fill Diagram



JUNEE SHIRE COUNCIL

COMMITTEE REPORTS



AGENDA OF THE JUNEE SHIRE ADVISORY COMMITTEE MEETING HELD IN THE COUNCIL CHAMBERS, 29 BELMORE STREET, JUNEE ON THURSDAY, 22 JUNE 2023.

The meeting opened at 9.31 am.

PRESENT

Anna Lashbrook, Kate Brabin, Keith Griffin, Linda Calis, Maggie Salisbury, Maryanne Khan, Sue Wood

STAFF

James Davis, Lloyd Hart, Sam Perry

APOLOGIES

The Committee noted the absence of Roger Dietrich.

DECLARATIONS OF INTEREST

Nil

CONFIRMATION OF MINUTES

The Junee Shire Advisory Committee resolved to note and receive the Minutes of the meeting held 27 April 2023.

AGENDA ITEMS

I. DRAFT DELIVERY PROGRAM OPERATIONAL PLAN 2023/27

The Committee were presented a detailed background and explanation on the structure and development of the Draft Delivery Program and Operational Plan.

Council Officers presented the Draft report and highlighted the importance of the approved SRV rate for Junee Shire Council. The Committee discussed the varying rate/charges of the Council region and the ability of Council to maintain service levels appropriate to the area with the approval and inclusion of the SRV over the next two years.

The Junee Shire Advisory Committee noted the report of the Delivery Program and Operation Plan 2023/27.

The Committee wanted it noted that the quality and level of improvement of Junee Shire Council roads compared to other local regional councils is exemplary.

CHAIRPERSON: _____

COUNCIL DELEGATE: _____

AGENDA OF THE JUNEE SHIRE ADVISORY COMMITTEE MEETING HELD IN THE COUNCIL CHAMBERS, 29 BELMORE STREET, JUNEE ON THURSDAY, 22 JUNE 2023.

2. COMMUNITY EVENTS

Council officers presented briefly on community events of significant relevance to the Committee since last meeting, mainly the securement of a rural community speaker Ms Mary O'Brien from *Are You Bugged Mate?* to address the issue of men's mental health in our community on Wednesday, 18 October at the Athenium Theatre.

The Committee discussed the success of previous events at the Athenium Theatre and the requirements of more acoustic based events at the Theatre due to the nature of sound emitted from the Theatre lending itself heavily towards acoustic performances and the need to capitalise on this.

It was MOVED by Maryanne Khan SECONDED by Linda Calis to formally approach the Wagga Wagga Conservatorium to engage in a formalised program of musical performances at the Athenium Theatre.

The Junee Shire Advisory Committee noted the update on community events to be held within the Junee LGA.

3. PROJECTS UPDATE

Council officers presented briefly on community projects completed since last meeting.

Junee Shire Council received \$228, 000 in Round 4 of the *Stronger Country Communities Fund* (SCCF). These funds were used to supply and install a pool hoist and accessibility equipment, as well as the upgrade and refurbishment of existing Ability Access Toilets at JRAC. The pool hoist has been well received in the community and all major disability services have contacted the Centre in regards to the use of the hoist.

Round 5 of the SCCF will see the Council receive \$902,723 for street beautification projects throughout the Shire. These funds will be used to upgrade and improve the additional bathroom facilities at JJRAC.

The Committee discussed whether the upgrade to bathroom facilities will include non-binary gender denominations of the community and the prospect of Junee being at the forefront of such societal shifts by including facilities that do not stereotype based on traditional gender profiles.

It was MOVED by Kate Brabin SECONDED by Anna Lashbrook that Council seek to reconsider the Inclusive Action Plan on Junee Shire Council facilities and look to include gender diverse members of the community.

4. COMMITTEE MEMBER RESIGNATION

The Chairperson informed Committee members that a letter had been received from Roger Dietrich formally resigning from the Junee Shire Advisory Committee. Mr Dietrich has also

CHAIRPERSON: _____

COUNCIL DELEGATE: _____

AGENDA OF THE JUNEE SHIRE ADVISORY COMMITTEE MEETING HELD IN THE COUNCIL CHAMBERS, 29 BELMORE STREET, JUNEE ON THURSDAY, 22 JUNE 2023.

withdrawn his support for the Silo Art project. The Committee thanks Roger for his interest in being a member of the Advisory Committee and wishes him well.

The Committee discussed the requirements of the Committee to avoid quorum issues and to maintain relevance and accountability of the Committee. The group discussed the importance of engaging younger members of the community into the Committee.

Members discussed previous youth programs as the REROC leadership forum and Rural Leadership Fund that had facilitated growth and development of young members of the community.

The Committee did not see a need to recruit new Committee members at the present time.

It was MOVED by Susan Wood SECONDED Keith Griffin that Council extend an invitation to two youth members to attend the Junee Shire Advisory Committee meetings as guests.

GENERAL BUSINESS

It was brought to the Committee's attention that the Wantabadgery community do not wish to seek support for a Message Board in the village. The community believes the funding would be better spent in assisting renovations of the Wantabadgery Hall or shade cloth for the playground. The Committee discussed the use of Message Boards and whether it is about the people of Wantabadgery using the board or for more of a broader nature in the extended community.

NEXT MEETING

The next meeting of the Junee Shire Advisory Committee is scheduled for 24 August 2023.

The meeting closed at 10.47am.

CHAIRPERSON: _____

COUNCIL DELEGATE: _____



JUNEE SHIRE COUNCIL

INFORMATION BOOKLET





JUNEE SHIRE COUNCIL

INFORMATION BOOKLET

ORDINARY MEETING TUESDAY, 15 AUGUST 2023

- 1[GM] COUNCILLOR DELEGATE MEETINGS**
- 2[HR] WORKERS' COMPENSATION/REHABILITATION**
- 3[DPCD] LIBRARY**
- 4[DES] WORKS PROGRAM**
- 5[RSO] ROAD SAFETY OFFICER**
- 6[DES] SEWERAGE SYSTEM**
- 7[DPCD] RANGER REPORT**
- 8[DES] SOLID WASTE REPORT**
- 9[EO] WEEDS**
- 10[DPCD] 10.7 CERTIFICATES**
- 11[DPCD] DEVELOPMENT/COMPLYING DEVELOPMENT DETERMINATIONS**
- 12[DPCD] HEALTH, BUILDING, PLANNING AND ENVIRONMENTAL INSPECTIONS**
- 13[DPCD] COMMUNITY AND RECREATION**
- 14[GM] CUSTOMER SERVICE REQUESTS SUMMARY**

1[GM] COUNCILLOR DELEGATE MEETINGS

Notification of Council committee meetings or community meetings for which Councillors may be attending.

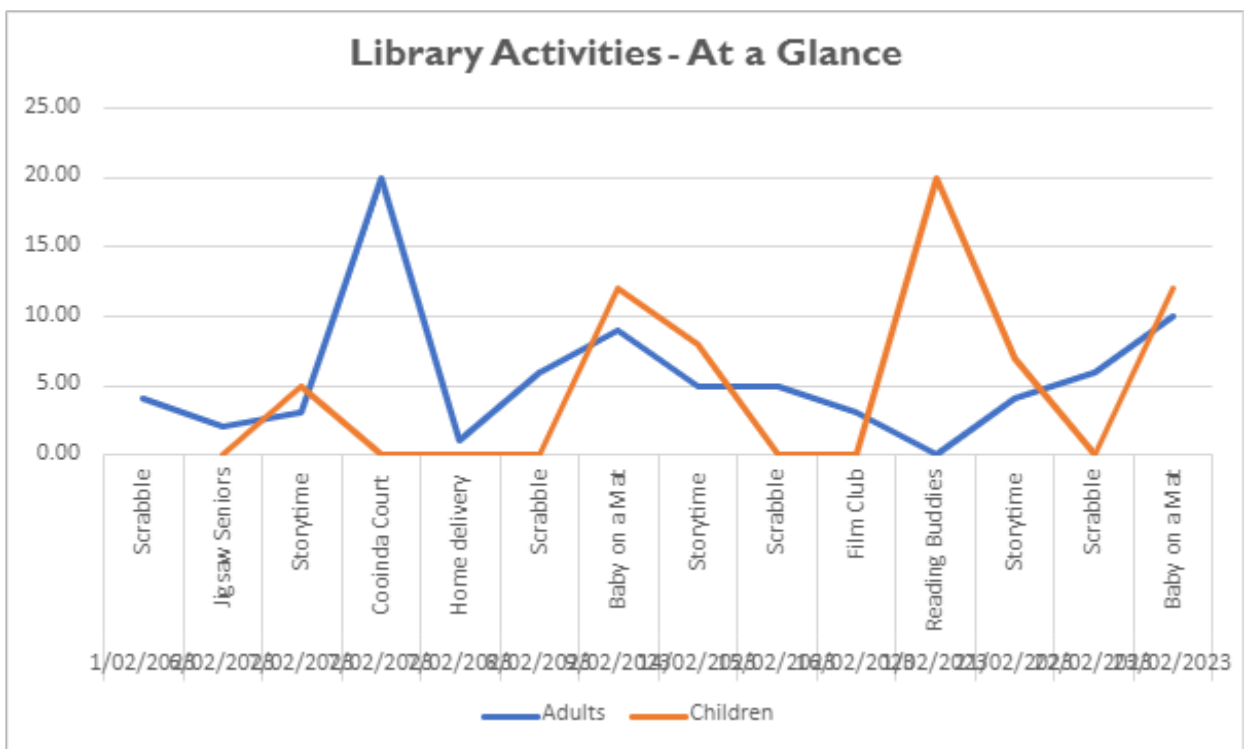
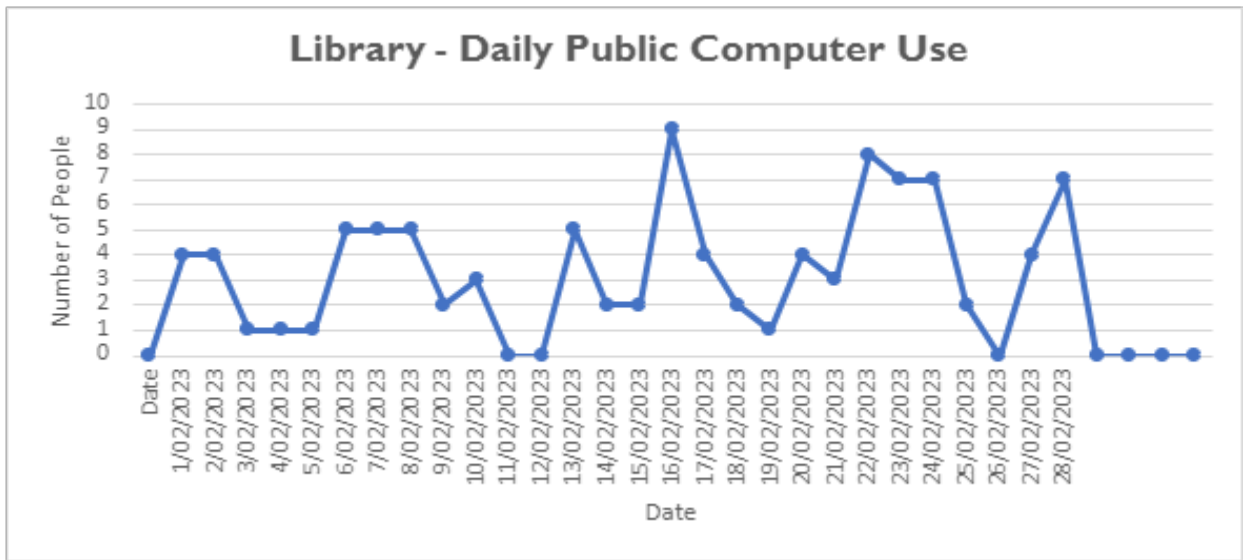
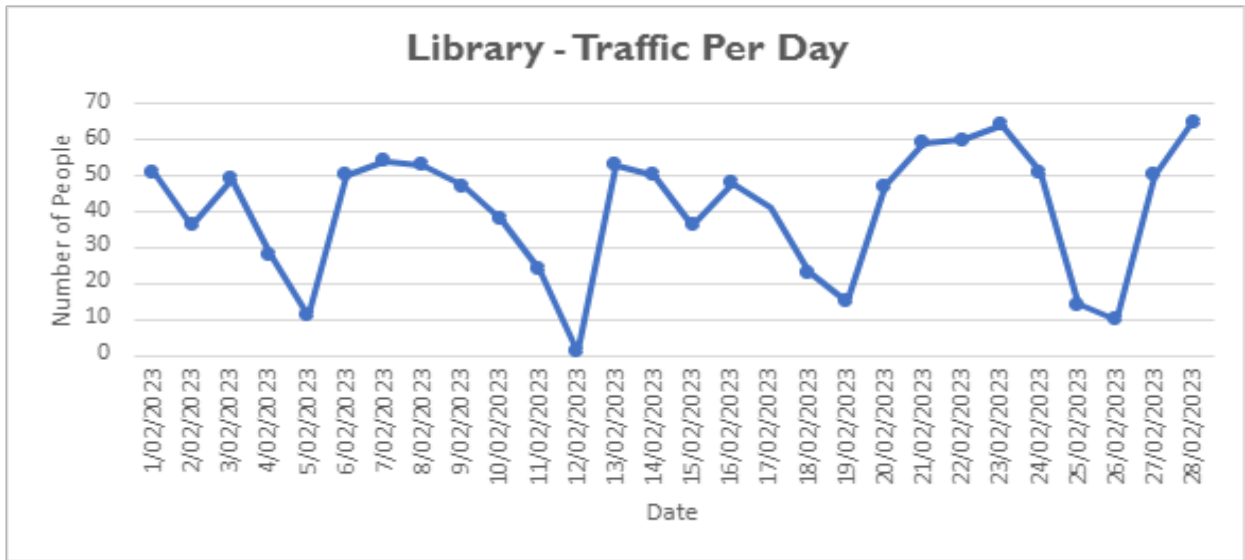
Council Committee and Delegate Meetings

Attendee	Delegate Meeting	Date
Mayor/General Manager	Police Community Liaison Meeting	22 August 2023
Mayor/General Manager	REROC Board Meeting	25 August 2023
Mayor/General Manager	RIVJO Board Meeting	25 August 2023
Councillor Knight	Junee Sports Committee	13 September 2023
Councillor Carter	Weeds Committee	19 September 2023
Councillor Halliburton	Riverina Regional Library Advisory Committee	18 October 2023
Councillor Clinton and Councillor Knight	Audit Risk & Improvement Committee	9 November 2023
Director Engineering Services	Coolamon Junee Local Emergency Management Committee	6 December 2023
Mayor	REROC Executive Meeting	TBA
Councillor Carter	Riverina Zone, Rural Fire Service Bushfire Management Committee	TBA
Councillor Carter	Riverina Zone Service Level Agreement Committee	TBA
Councillor Clinton and Councillor Halliburton	Senior Citizens Festival Committee	TBA
Councillor Halliburton	Inland Rail Community Consultative Committees: A2I	TBA
Councillor Halliburton	I2S	TBA
Councillor Cook	Junee Traffic Committee	As required
General Manager	Riverina Murray Regional Emergency Management Committee	As required

2[HR] WORKERS' COMPENSATION/REHABILITATION

There were no recordable incidents for the month of July 2023.

3[DPCD] LIBRARY



4[DES] WORKS PROGRAM

MR78 (Olympic Highway)

- Potholes patched.
- Rest areas and toilets have been maintained.
- Weekly safety inspections have been undertaken.
- Signs and guideposts have been maintained and replaced.
- Bethungra Hill Stage 5 - on hold.
- Gravel maintenance of bus stop at northern entrance to Junee.

MR 57 (Goldfields Way)

- Potholes patched, repaired wearing surfaces.
- Signs and guideposts maintained and replaced.
- Fortnightly Safety Inspections have been conducted.

Regional Roads - MR243 (Canola Way, Old Junee Road and Gundagai Road) MR7790 (Byrnes Road)

- Signs and guideposts maintained.
- Potholes patched, repaired wearing surfaces.
- Fortnightly safety inspections completed.
- Byrnes Road Culvert Works – ongoing.
- Byrnes Heavy patching.

Rural Sealed Roads

- Signs and guideposts maintained.
- Potholes patched, repaired wearing surfaces.
- Minor pavement patching on various road.
- Tar patching.
- River Road Stage 1 and 2 – ongoing.
- Roadside slashing.
- Tree removal – River Road.

Rural Unsealed Roads

- Signs and guideposts maintained.
- Gravel patching various roads.
- Minor table drain cleaning and maintenance.

Urban Sealed Roads

- Jet patched various town streets.
- Tree trimming/removal works.
- Drainage works.

Junee

- General maintenance.
- Gutters/drains cleaned.
- Footpath inspections.
- School Zone Program – Grant signage installed.

Villages

- Rest area maintenance.

Parks And Gardens

- Mowing and snipping parks, ovals, cemeteries, open spaces.
- Weeded the gardens.
- Carried out other routine gardening works.
- Maintenance and pest control at the cemeteries.

5[RSO] ROAD SAFETY OFFICER

- Tom Walker commenced as the new Road Safety Officer (RSO) on 26 June 2023.
- RSO was given an induction by Junee Shire Council Risk Manager, Jonty Bruce.
- All four Council offices were visited in the first six days of commencement.
- Met with former RSO Karen Trethowan on 26 June to discuss both the role and projects that have been submitted to Transport for NSW for 2023/2024 financial year.
- Met with Transport for NSW's Kim Schulz on 28 June 2023 at the Temora Shire Council offices.
- RSO to attend Junee Interagency meeting on 9 August 2023.
- RSO has confirmed "Stepping On" presentation at Junee Hospital on 5 of September 2023.
- RSO to present a Child Restraint information session at Junee Library on 14 September 2023.
- Two VMS Board locations with key speeding / slow down messaging for October long weekend have been submitted to Transport for NSW for approval. Locations include Byrnes Road and Canola Way.
- Quotes for new portable slow down corflute signage for each Council have been sourced. These signs are to be discussed in the next Four Shires quarterly meeting to be held on 14 August 2023.
- List of projects for 2023/2024 confirmed by Transport for NSW.
 - Older Drivers & Pedestrians – 65+
 - Fatigue - Don't Trust Your Tired Self
 - Speeding on Local Roads
 - Plan B – Win A Swag
 - Caravan Safety Workshop
 - Young Drivers

6[DES] SEWERAGE SYSTEM

- Over the month of July there were three chokes in the mains.
- Two damaged services were dug up and repaired.
- Total inflow to the treatment plant for the month was 69ML with 9ML of effluent reused.
- Final effluent discharge totalled 50ML.
- Site tour conducted with Cadet Engineering and engineering students from the University of Wollongong.
- Site tests indicate the process is still producing good effluent.
- Power generation for the month was 8.8MWh.

7[DPCD] RANGER REPORT

Abandoned/Impounded Vehicle

	Notices attached – impoundment process commenced	Vehicles impounded
July 2022	4	0
August 2022	2	0
September 2022	1	0
October 2022	2	0
November 2022	2	0
December 2022	1	0
January 2023	3	0
February 2023	4	0
March 2023	3	0
April 2023	5	1
May 2023	4	1
June 2023	5	2
July 2023	4	0

Impounded Dog Activity

During July 2023, there were six dogs impounded with two dogs being rehomed.

8[DES] SOLID WASTE REPORT

Junee Landfill Waste Facility (JLWF)

The Junee Transfer Station is functioning well with no issues or incidents at the site.

Rural Transfer Stations

All rural transfer stations were inspected on the 7 August 2023 and were in good condition.

9[EO] WEEDS

- Private property inspections carried out in the town and village areas.
- African Boxthorn continues to be monitored and controlled.
- Coolatai control undertaken at Old Junee by RENWA staff.
- High risk roadways inspected across the Shire.
- Sprayed roadsides River Road for works crews.
- Staff have completed inspections of high-risk pathways and sites.
- Monitoring of Biocontrol sites undertaken. Investigations into a new agent for Horehound are continuing.
- RENWA staff in regular contact with neighbouring Councils and LLS staff.

10[DPCD] S.10.7 CERTIFICATES

Average Processing time (Working Days) for last 10 Certificates	Two days
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11[DPCD] DEVELOPMENT/COMPLYING DEVELOPMENT DETERMINATIONS

DA/CDC No.	Development Type	Address	Determination	Date
DA 2022/89	New Dwelling	Wantiool Road, Wantiool	Approved by Delegation	04/07/2023
DA 2022/91	New Dwelling	Danswans Road, Junee	Approved by Delegation	04/07/2023
DA 2023/27	New Home Business	5910 Gundagai Road, Junee	Approved by Council	18/07/2023
DA 2023/31	New Dwelling (farm stay)	Gundagai Road, Wantabadgery	Approved by Council	18/07/2023
DA 2023/34	New Dwelling and Shed	17A Cassia Way, Junee	Approved by Delegation	11/07/2023
DA 2023/39	New Shed	31 Denison Street, Junee	Approved by Delegation	21/07/2023

12(DPCD) HEALTH, BUILDING, PLANNING AND ENVIRONMENTAL INSPECTIONS

There were 24 health, building and planning inspections carried out during the month of July 2023.

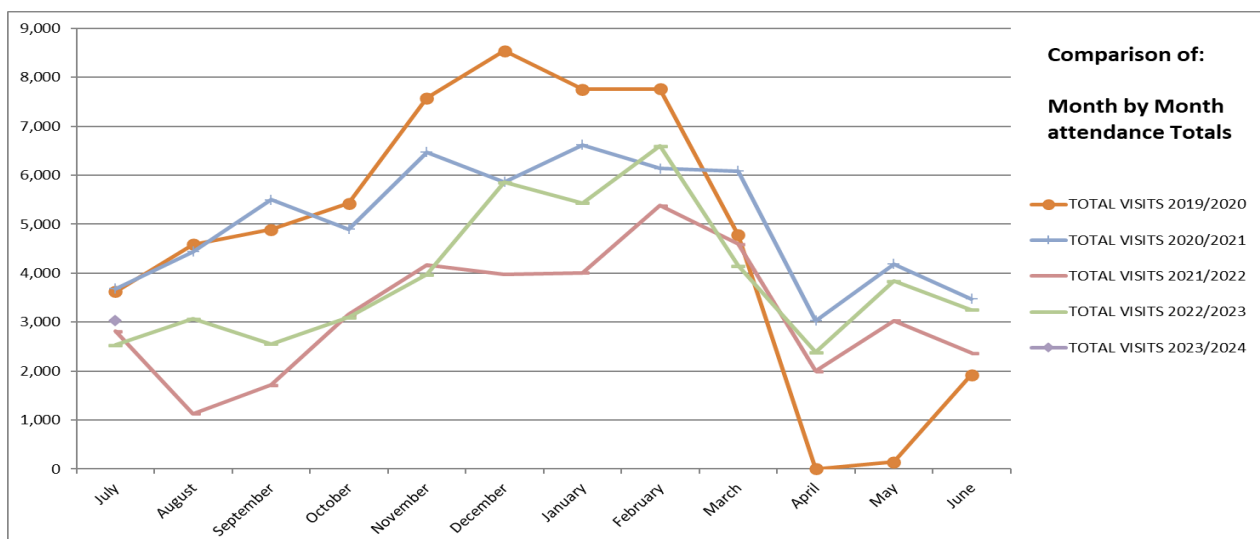
13[DPCD] COMMUNITY AND RECREATION

Junee Junction Recreation and Aquatic Centre - Statistics for July 2023

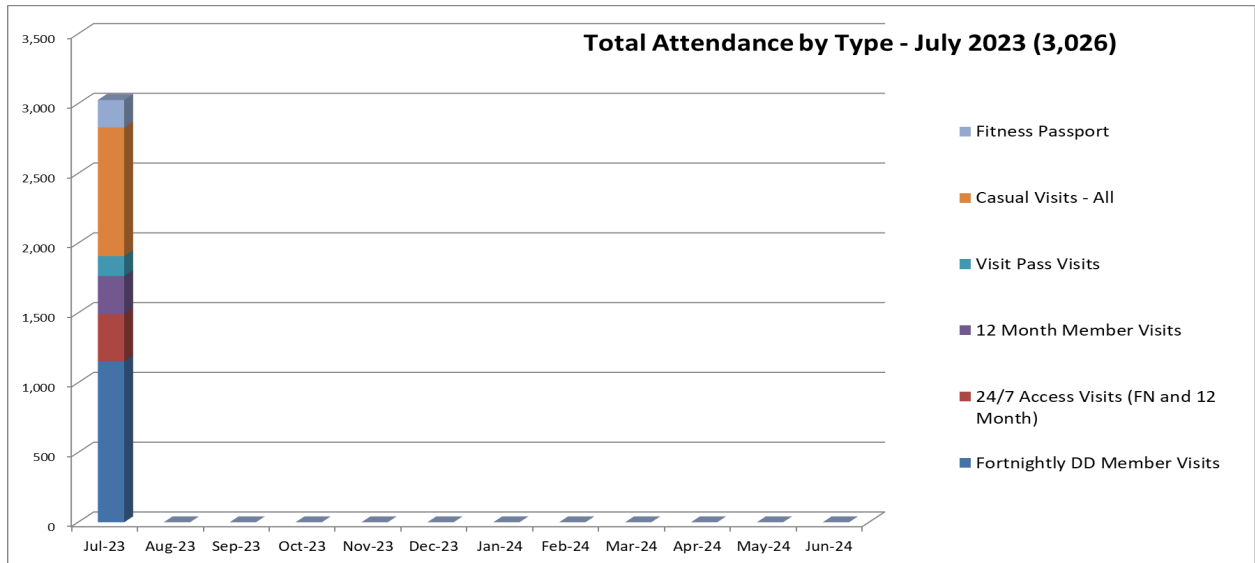
The following tables summarise the attendance and membership statistics at JJRAC for July 2023.

- Membership numbers have remained the same throughout July (→ 1)
- Stadium usage remains strong with new kids program and netball continuing to hold weekly training.

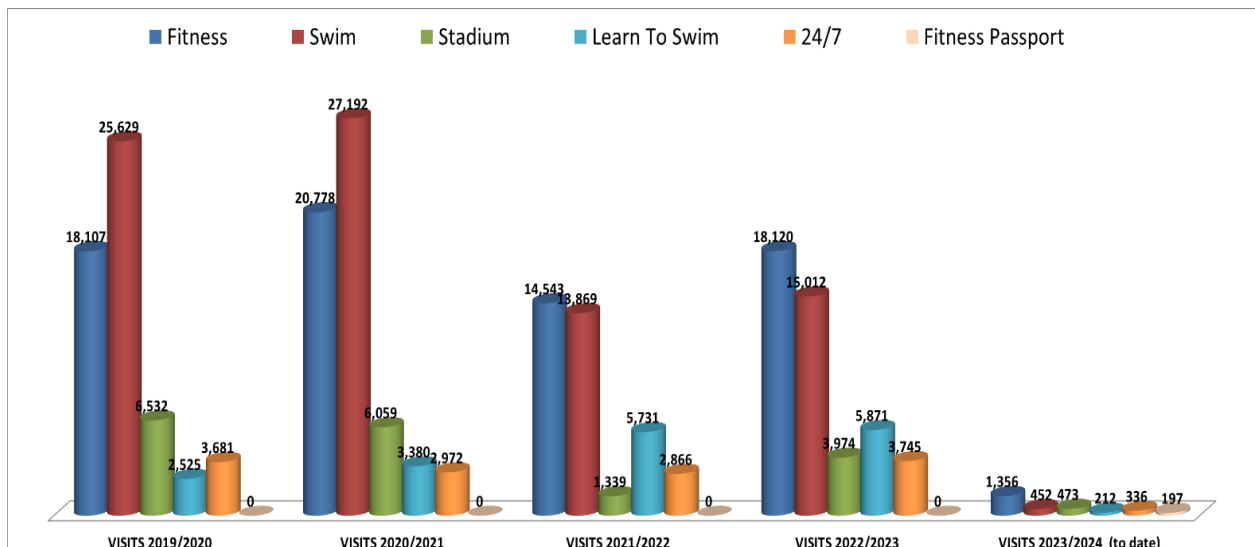
Graph 1: Total Attendances by Month



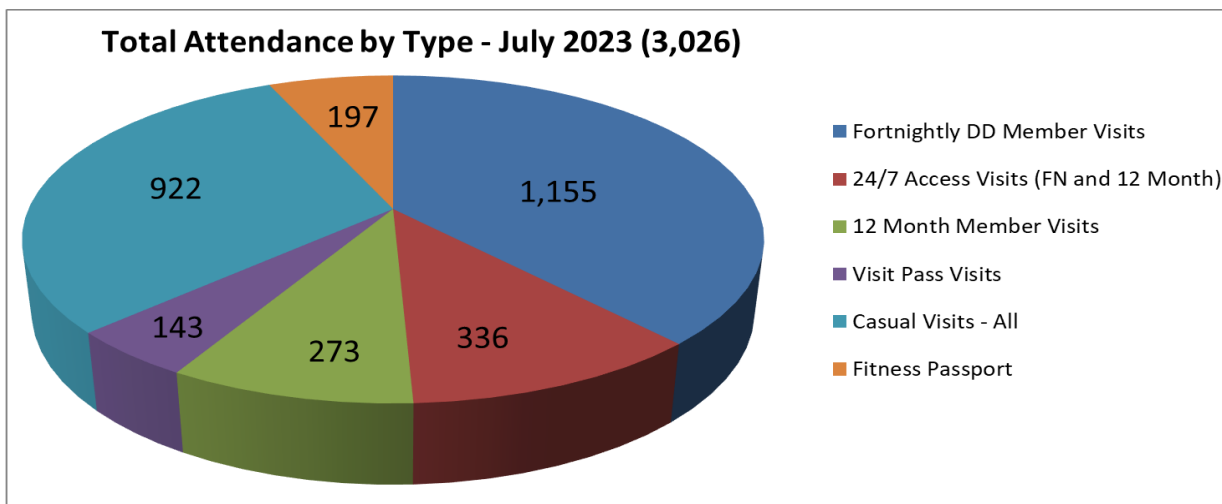
Graph 2: Total Attendances by Month by Type of Visit



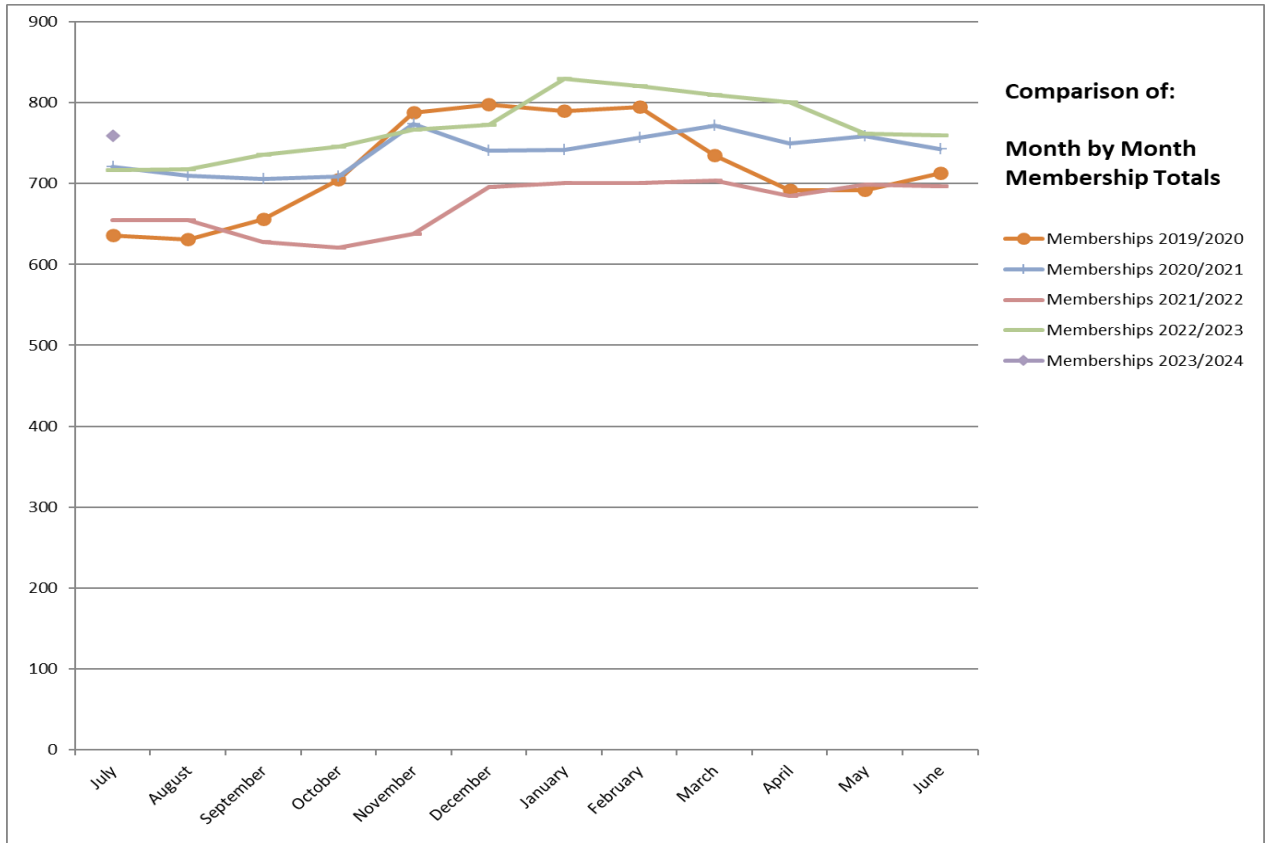
Graph 3: Centre Attendance by Type



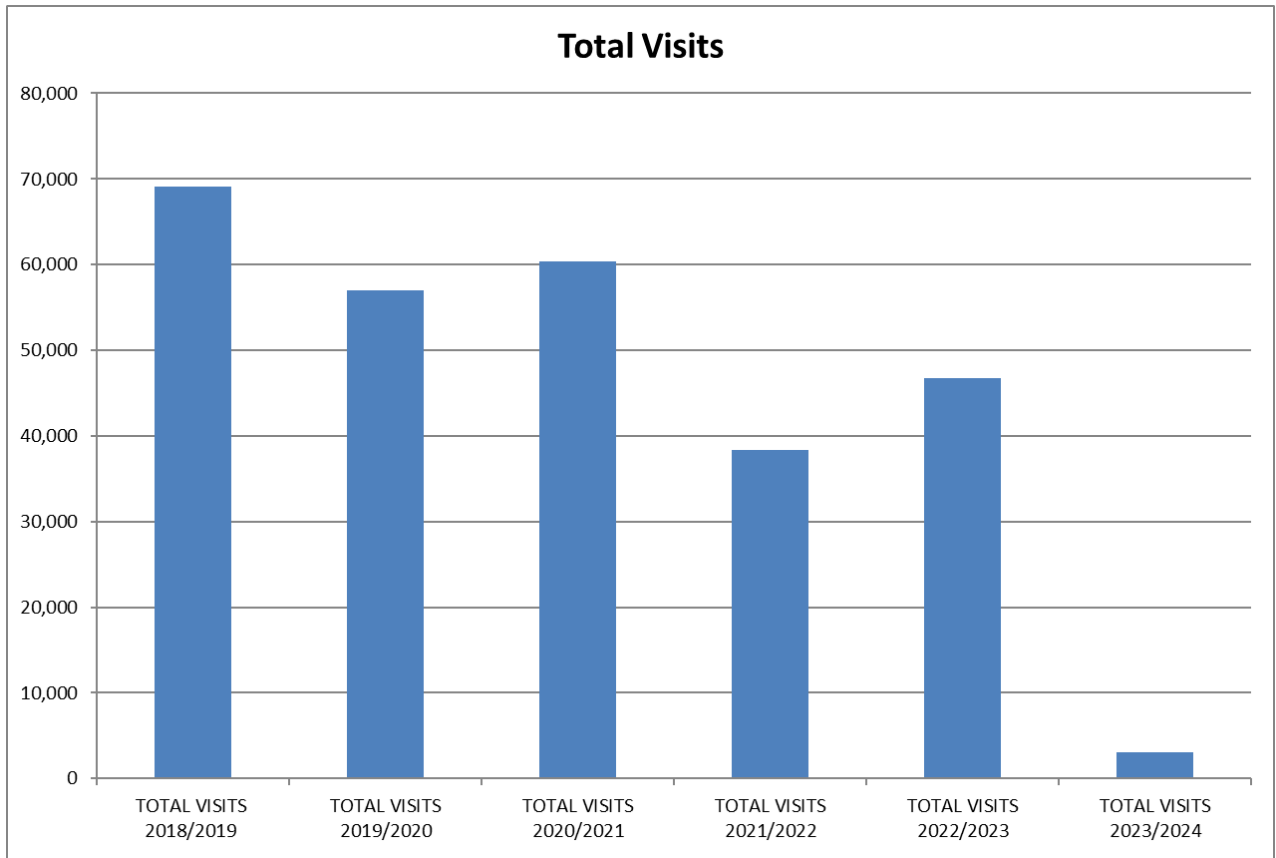
Graph 4: Membership Numbers by Type



Graph 5: Yearly Comparison of Month-by-Month Membership Numbers



Graph 6: Comparison of Visits by Year



Social Media Statistics

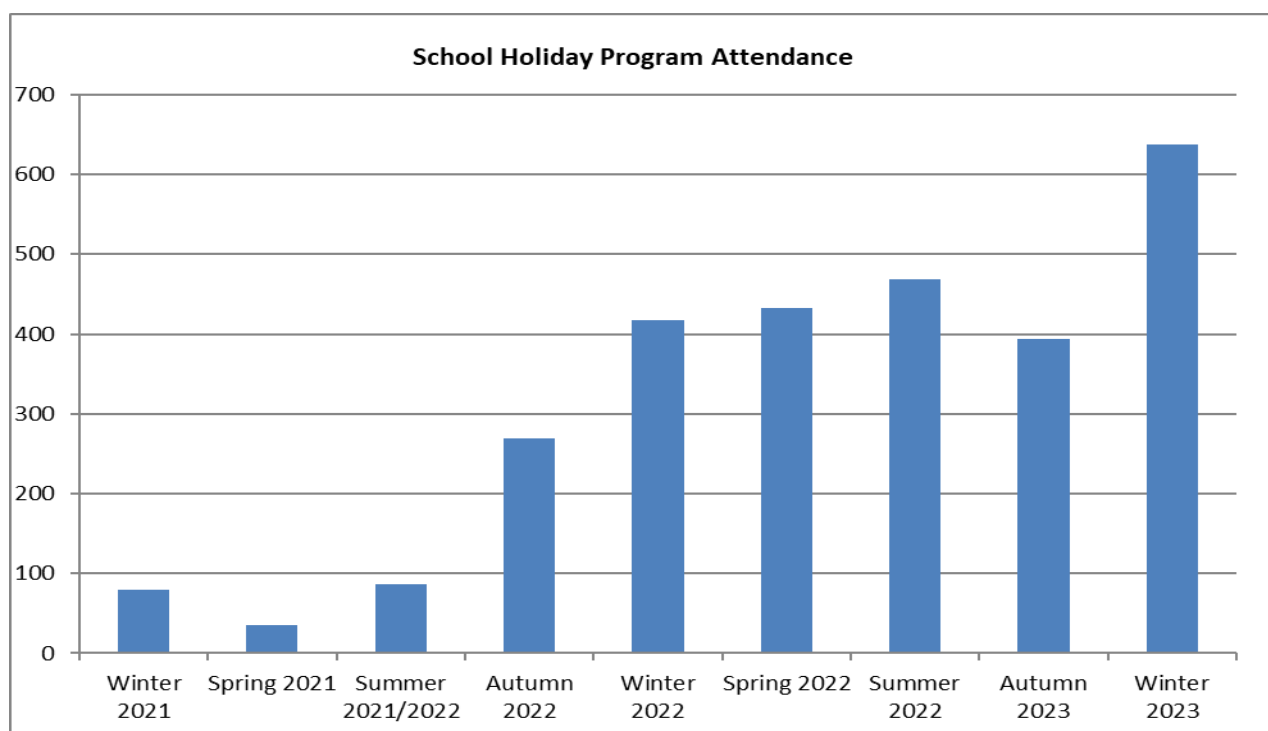
The following statistics were recorded:

MONTH	Facebook Page Likes	Facebook Page Reach	Instagram Page Followers
January 2023	1,840	8,370	775
February 2023	1,850	3,976	776
March 2023	1,853	1,905	777
April 2023	1,861	1,476	780
May 2023	1,883	2,976	784
June 2023	1,890	8,989	785
July 2023	1,899	3,085	785

Community Development

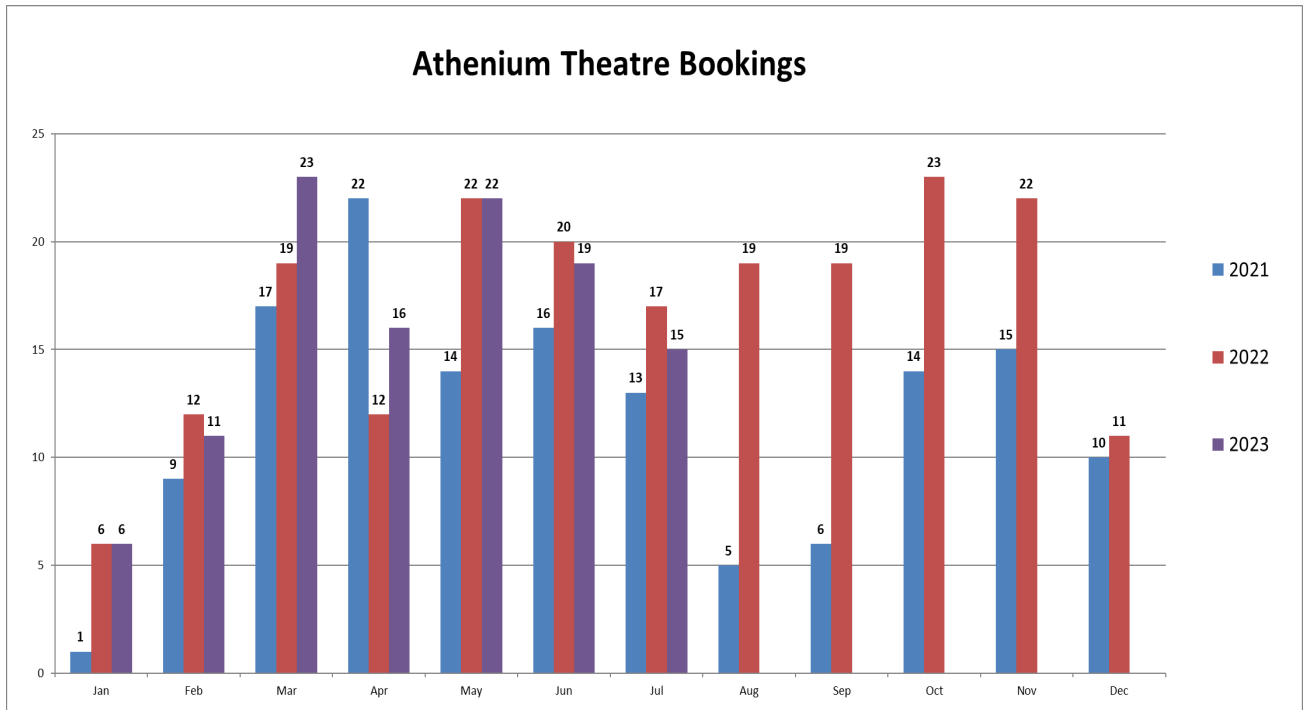
Youth Program/Youth Council

The winter school holiday program achieved remarkable success, drawing in a total of 637 enthusiastic participants across various engaging activities. The library hosted 99 attendees who immersed themselves in knowledge and creativity, while the Rec Centre saw a vibrant turnout of 268, embracing active fun. The Athenium Movies, a highlight of the program, captivated 270 attendees with cinematic delights. This overwhelming response underscores the program's impact in bringing joy and enrichment to our community during the winter break.

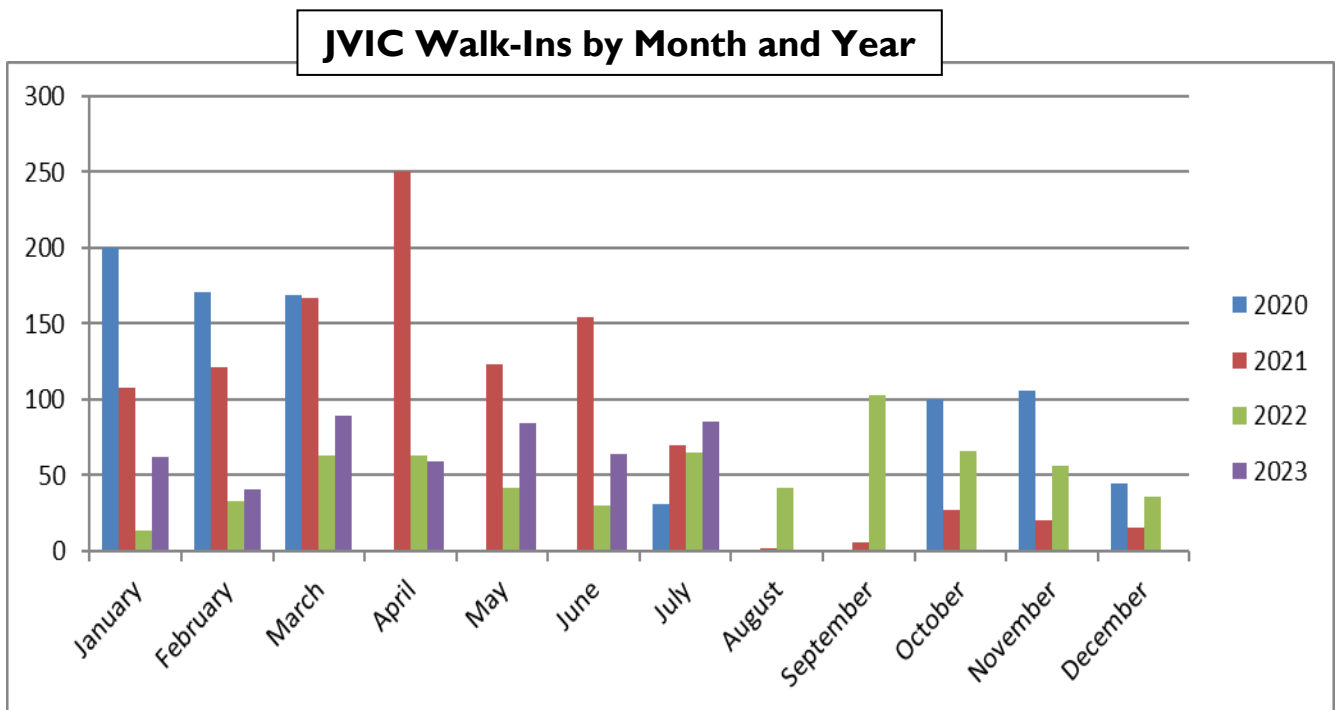


June Athenium Theatre

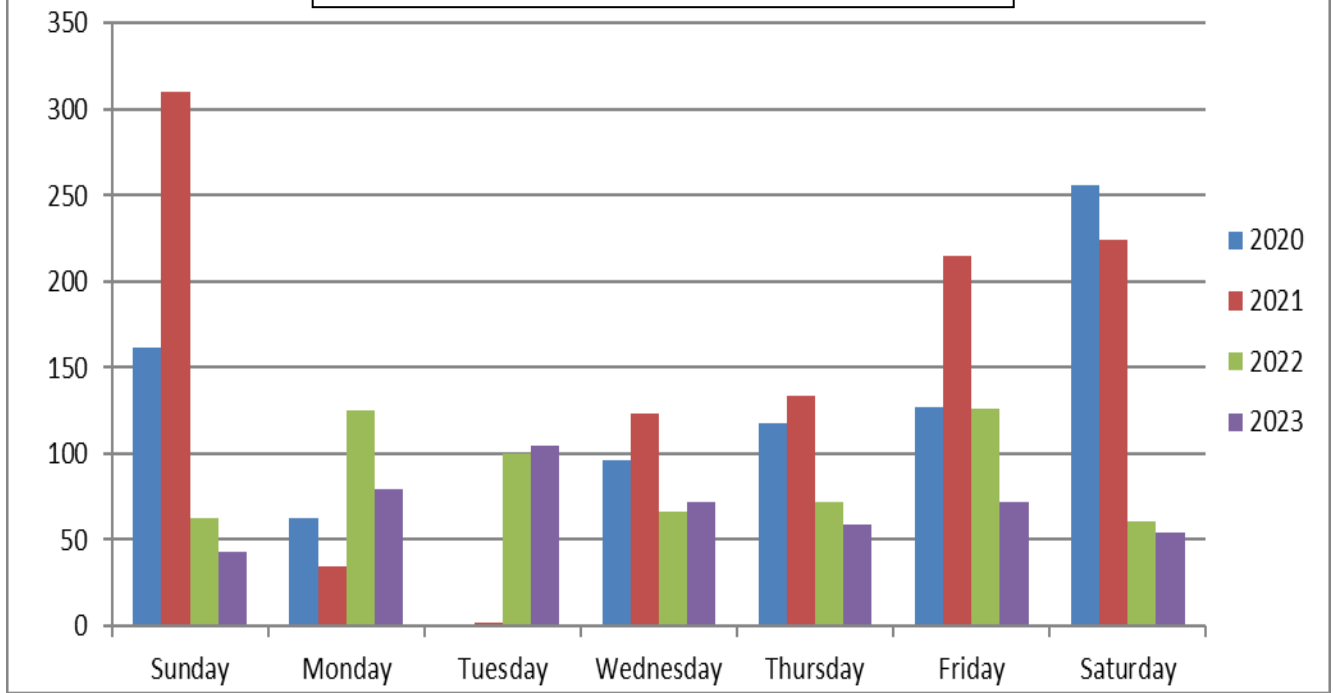
The Athenium Theatre remained constant throughout June with funding still in place from the NSW Government – movies have still been well attended.



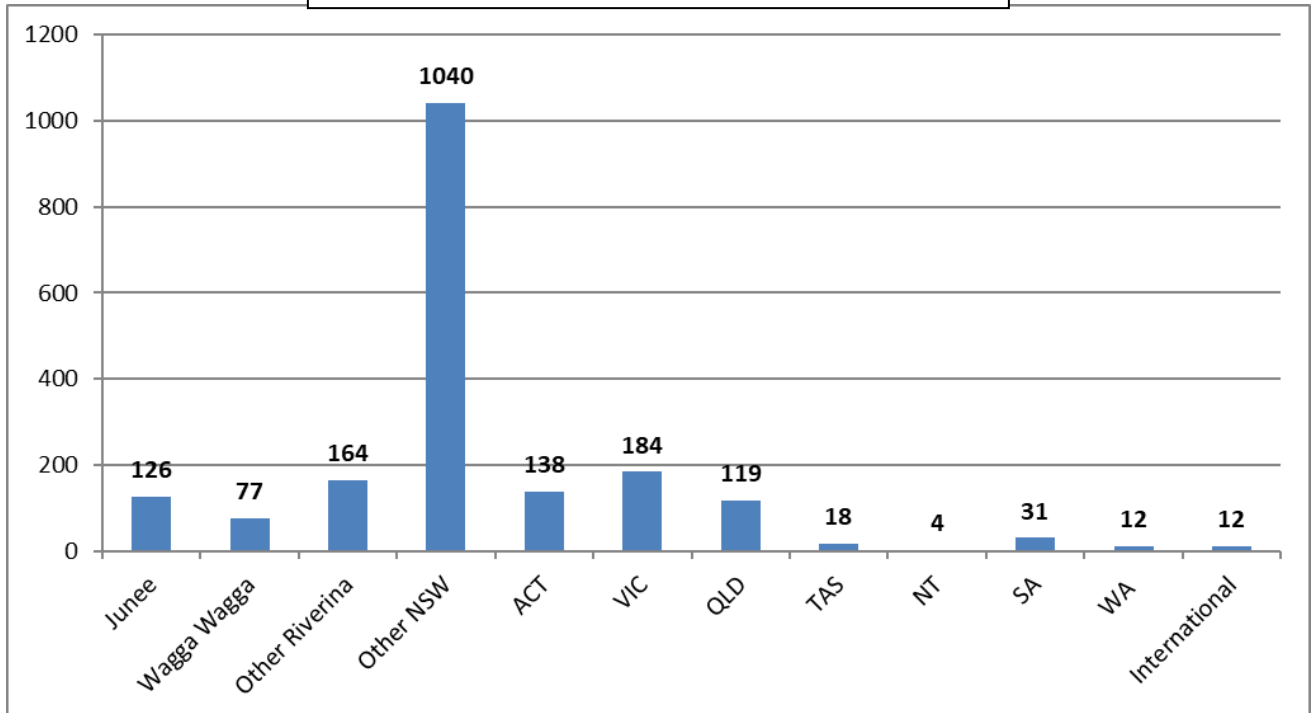
Visitor Information Centre



JVIC – Most Popular Day to Visit



Where Visitor is from (2021-2023)



I4[GM] CUSTOMER SERVICE REQUESTS SUMMARY

JULY	COUNT OF REQUESTS
Engineering Services	31
Cemetery	9
Collection Service	4
Dead Animal Removal	1
Footpaths Kerb and Gutter Hazard	1
Playground Equipment	1
Road Maintenance	8
Stormwater Drainage	1
Street Signs	4
Trees - Urban and Village	2
Finance and Administration	5
Animals	4
Enforcement	1
Grand Total	36