



## JUNEE SHIRE COUNCIL

### NOTICE ORDINARY COUNCIL MEETING – 20 FEBRUARY 2024 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 – 20 FEBRUARY 2024**

### **COUNCIL MEETING OPENS**

### **ACKNOWLEDGEMENT OF COUNTRY**

**APOLOGIES** – Cr M Knight

**PRESENTATIONS** – Melanie Fennell and Jacqueline Van Der Neut – Murrumbidgee LHD - By Zoom

**CONFIRMATION OF MINUTES** – 19 December 2023

### **DECLARATION OF INTERESTS**

### **MAYORAL MINUTE**

1. MAYORAL MINUTE

### **GENERAL MANAGER'S REPORT**

2. DELIVERY PROGRAM AND OPERATIONAL PLAN HALF YEARLY PROGRESS REPORT
3. SECOND QUARTERLY BUDGET REVIEW
4. SALE OF LAND FOR UNPAID RATES
5. ADOPTION OF INTERNAL AUDIT CHARTER AND AUDIT RISK AND IMPROVEMENT COMMITTEE (ARIC) TERMS OF REFERENCE
6. COUNCIL INVESTMENTS AND BANK BALANCES – DECEMBER 2023
7. COUNCIL INVESTMENTS AND BANK BALANCES – JANUARY 2024
8. LEASE OF BROADWAY HOTEL
9. AMENDED JUNE LOCAL COMPANION ANIMALS MANAGEMENT PLAN
10. MODEL CONTAMINATED LAND POLICY
11. PROPOSED CLOSURE OF UNFORMED ROADS
12. PLANNING PROPOSAL 2024.01 – 192 WATERWORKS ROAD (AMENDMENT TO LEP – ZONING AND MINIMUM LOT SIZE)
13. CHAIN OF RESPONSIBILITY POLICY

**CORRESPONDENCE** – Nil

**COUNCIL COMMITTEE REPORTS** - Nil

### **DELEGATES REPORTS**

- REROC Board Meeting – 8 December 2023
- Junee Sports Committee – 8 February 2024
- Riverina Zone Service Level Agreement Committee

### **NOTICES OF MOTIONS**

- Cr D Carter

**LATE BUSINESS (MATTERS OF URGENCY)** - Nil

### **QUESTIONS/STATEMENTS WITH NOTICE**

- Cr D Carter

### **INFORMATION BOOKLET**

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

14. RIVERINA REGIONAL LIBRARY
15. PLANT REPLACEMENT MOTOR GRADER TENDER

## **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](mailto: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, 19 DECEMBER 2023.

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## **PRESENT**

Councillors R Callow, A Clinton, M Cook, D Carter, P Halliburton, M Knight and N Smith.

## **STAFF**

General Manager, Chief Financial Advisor, Director Engineering Services, Director Corporate and Community Development and Executive Assistant.

The meeting opened at 4.30 pm.

## **LEAVE OF ABSENCE**

**01.12.23** **RESOLVED** on the motion of Cr N Smith seconded Cr M Knight that Councillor R Asmus and Councillor M Austin be granted a leave of absence from the 19 December 2023 Ordinary Council meeting.

**02.12.23** **RESOLVED** on the motion of Cr N Smith seconded Cr D Carter that Councillor M Knight be granted a leave of absence from the 20 February 2024 and the 19 March 2024 Ordinary Council meetings.

## **ADDRESS BY ANDREW COTTRILL, NBN CO.**

Mr Andrew Cottrill, Regional Development and Engagement Manager from NBN Co. addressed the Council and gave an overview of regional NBN investments and updates.

**03.12.23** **RESOLVED** on the motion of Cr M Knight seconded Cr M Cook that the Council note the presentation by Mr Andrew Cottrill from NBN Co. regarding NBN regional investments and updates.

## **ADDRESS BY JESSICA WOOD, EXECUTIVE SUPPORT OFFICER**

Ms Jessica Wood, Executive Support Officer addressed the Council regarding the recent Youth Careers at Council Day which was held on 17 October 2023 and a presentation outlining the changes to the Public Interest Disclosure Act.

**04.12.23** **RESOLVED** on the motion of Cr P Halliburton seconded Cr M Knight that the Council note the presentation by Ms Jessica Wood, Executive Support Officer regarding the recent Careers at Council Day and the changes to the Public Interest Disclosure Act.

## **CONFIRMATION OF MINUTES – ORDINARY MEETING HELD 21 NOVEMBER 2023**

**05.12.23** **RESOLVED** on the motion of Cr M Cook seconded Cr P Halliburton that the minutes of the Ordinary Meeting held on 21 November 2023, copies of which had been supplied to each Councillor, be confirmed.

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CHAIRPERSON: \_\_\_\_\_

GENERAL MANAGER: \_\_\_\_\_

**MINUTES OF THE ORDINARY MEETING OF JUNEE SHIRE COUNCIL HELD IN THE COUNCIL CHAMBERS, BELMORE STREET, JUNEE ON TUESDAY, 19 DECEMBER 2023.**

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**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

**1(MAYOR) MAYORAL MINUTE**

**06.12.23** **RESOLVED** on the motion of Cr R Callow that the Mayoral Minute, as tabled at the meeting, be noted.

**GENERAL MANAGER'S REPORT**

The General Manager presented a report which dealt with Items 2 to 10.

**2[CFO] IPART REVIEW OF RATE PEG**

**07.12.23** **RESOLVED** on the motion of Cr P Halliburton seconded Cr N Smith that Council note the IPART Review of the Rate Peg Methodology – Final Report.

**3[GM] JUNEE SHIRE INDUSTRIAL AREA FEASIBILITY ASSESSMENT**

**08.12.23** **RESOLVED** on the motion of Cr N Smith seconded Cr A Clinton that Council adopt the Junee Shire Industrial Area Feasibility Assessment report.

**09.12.23** **RESOLVED** on the motion of Cr D Carter seconded Cr N Smith that a Councillor Workshop be conducted in the future to further develop the process of land rezoning based on this report.

**4[DCCD] COUNCIL INVESTMENTS AND BANK BALANCES**

**10.12.23** **RESOLVED** on the motion of Cr P Halliburton seconded Cr N Smith that Council notes the Investment Report as of 30 November 2023, including the certification by the Responsible Accounting Officer.

**5[ESO] DRAFT PUBLIC INTEREST DISCLOSURES (PID) POLICY**

**11.12.23** **RESOLVED** on the motion of Cr M Cook seconded Cr N Smith that Council adopt the amended Public Interest Disclosure Policy as attached to this report.

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CHAIRPERSON: \_\_\_\_\_

GENERAL MANAGER: \_\_\_\_\_



**MINUTES OF THE ORDINARY MEETING OF JUNEE SHIRE COUNCIL HELD IN THE COUNCIL CHAMBERS, BELMORE STREET, JUNEE ON TUESDAY, 19 DECEMBER 2023.**

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**6[DCCD] DEFERRED DEVELOPER SEWER HEADWORKS CHARGES**

**12.12.23** **RESOLVED** on the motion of Cr D Carter seconded Cr M Cook that Council endorse the request for development incentives for Junee Lifestyle Village Pty Ltd adhering to the terms outlined within the report.

**7[DCCD] DRAFT MODEL CONTAMINATED LAND POLICY**

**13.12.23** **RESOLVED** on the motion of Cr M Cook seconded Cr M Knight that:

1. Council advertise the Draft Model Contaminated Land Policy for public exhibition and comment from the 20 December 2023 to the 4 February 2024.
2. Receive a further report following the public exhibition period.

**8[DES] RAIL CROSSING LX1472 NOTIFICATION OF CLOSURE**

**14.12.23** **RESOLVED** on the motion of Cr P Halliburton seconded Cr A Clinton that:

1. Council receives the attached notice regarding the proposed closure of Level Crossing LX1472 on Crown Road from Inland Rail, Albury to Illabo (A2I).
2. Council recommends a letter is returned to Inland Rail, Albury to Illabo (A2I) detailing Council does not support the closure of LX1472.

**9[DES] TRANSFER OF KEMP STREET TO JUNEE SHIRE COUNCIL**

**15.12.23** **RESOLVED** on the motion of Cr N Smith seconded Cr D Carter that:

1. Council receives the attached notice regarding registration of the transfer of the land underlying the existing "Kemp Street, Junee" including three lots, Lot 4, Section 1, DP946 and Lots 1 & 2, DP914183 to Junee Shire Council.
2. Council resolves to accept confirmation of the acquisition, in accordance with Division 1, Section 177 of the Roads Act 1993, for the purpose of gazettement a public road.
3. Council resolves in accordance with Local Government Act 1993, Division 1, Part 31 that the land be classified as operational land for the purpose of gazettement a public road.
4. Council endorses commencement of notices around the proposed gazettal, to be returned to Council on completion of the notice period.

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CHAIRPERSON: \_\_\_\_\_

GENERAL MANAGER: \_\_\_\_\_

**MINUTES OF THE ORDINARY MEETING OF JUNEE SHIRE COUNCIL HELD IN THE COUNCIL CHAMBERS, BELMORE STREET, JUNEE ON TUESDAY, 19 DECEMBER 2023.**

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**9[DES] CEMETERIES ACT CHANGES**

**16.12.23** **RESOLVED** on the motion of Cr N Smith seconded Cr A Clinton that key changes in the Cemeteries and Crematoria NSW act are received and noted.

**10[DES] DRAFT PLAN OF MANAGEMENT FOR BETHUNGRA DAM RESERVE**

**17.12.23** **RESOLVED** on the motion of Cr P Halliburton seconded Cr N Smith that:

1. Council note the report titled Draft Plan of Management for Bethungra Dam Reserve.
2. Council resolve to publicly exhibit the draft Plan of Management for a period of 28 days, allowing a 42-day submission period.
3. After expiry of the submission period and consideration of any submissions received, the draft Plan of Management be revised, if required, in accordance with Department of Industry and Environment – Crown Lands instructions.
4. That, if after expiry of the submission period there have been no submissions received, Council adopt the draft Plan of Management pursuant to Section 40 of the Local Government Act 1993 in accordance with 3.23(6) of the Crown Land Management Act 2016.

**COMMITTEE REPORTS**

Nil

**DELEGATES REPORTS**

Nil

**NOTICE OF MOTION**

Nil

**LATE BUSINESS**

Nil

**QUESTIONS ON NOTICE**

Nil

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CHAIRPERSON: \_\_\_\_\_

GENERAL MANAGER: \_\_\_\_\_

**MINUTES OF THE ORDINARY MEETING OF JUNEE SHIRE COUNCIL HELD IN THE COUNCIL CHAMBERS, BELMORE STREET, JUNEE ON TUESDAY, 19 DECEMBER 2023.**

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**INFORMATION BOOKLET**

The information booklet was received and noted.

**CONFIDENTIAL ITEM**

**18.12.23** A 5.53pm, Council *RESOLVED* on the motion of Cr N Smith seconded Cr M Knight to go into Closed Committee of the Whole under Section 10A (2):

- (c) *information that would, if disclosed, confer a commercial advantage on a person with whom the council is conducting (or proposes to conduct) business.*

**11[GM] DIRECT NEGOTIATION SALE OF LOT 7 DP 1252048**

**19.12.23** **RESOLVED** on the motion of Cr N Smith seconded Cr D Carter that:

1. *Council list a public notice indicating it is prepared to enter into direct negotiations for the potential sale of individual land parcels being Lots 2 to 4 and 7 to 11, DP 1252048 Junee with respective individual adjoining property owners in Cassia Way, Junee.*
2. *The General Manager be delegated authority to enter into direct negotiations regarding the sale of land parcels being Lots 2 to 4 and 7 to 11, DP 1252048 Cassia Way, Junee.*
3. *Council offer for sale Lot 7 DP 1252048 Junee in accordance with Option 1 included in the report to Mr Morgan of 17 Cassia Way, Junee.*
4. *The General Manger be delegated to prepare and execute the necessary Contract of Sale related to Lot 7 DP 1252048 Junee.*

**REVERSION TO OPEN COUNCIL**

**20.12.23** **RESOLVED** on the motion of Cr N Smith seconded Cr P Halliburton that Council move out of Committee and revert to an open meeting of the Council, the time being 5.56pm.

**21.12.23** **RESOLVED** on the motion of Cr N Cook seconded Cr N Smith that Council adopt the resolutions made in Closed Committee.

There being no further business, the meeting closed at 5.58pm.

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CHAIRPERSON: \_\_\_\_\_

GENERAL MANAGER: \_\_\_\_\_



# **JUNEE SHIRE COUNCIL**

## **MAYORAL MINUTE**



**Item I                    MAYORAL MINUTE**

Author                    Mayor

Attachments            No

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**RECOMMENDATION:**

***That the Mayoral Minute, as presented to the 20 February 2024 Ordinary Council meeting, be noted.***

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It has been some time now since we have met, and I hope everyone has enjoyed the break.

January has been an interesting month with a few notable issues:

You will no doubt have seen Steph Cooke's comments on the rail crossing on the Goldfields Way at Old Junee. Since her comments were published, the Federal Minister for Regional Development, The Hon Catherine King and the State Minister for Regional Transport and Roads Jenny Aitchison, have announced that 50/50 funding has been approved for 23 priority crossings, including ours, however no time frame is indicated in the announcement. More information can be found on the Regional Level Crossing Upgrade Fund (RLCUF) website.

Australia Day was an enormous success this year and I would like to extend my sincere gratitude to Lloyd Hart, staff members and the Australia Day Committee. I have received numerous votes of thanks and appreciation by town folk and visitors on what was a great day for all. Congratulations to all those persons nominated for awards and to the winners. Our Ambassador Sonia Ghandi was most impressed with our town and our hospitality and has written to us personally. I will make sure you all receive a copy of her communication.

The General Manager and I have had two meetings regarding the Correctional Centre changeover to Government control in April 2025. The first was with the Acting Commissioner for Corrections, Leon Taylor who introduced us to the Transition Governor Mark Kennedy, who has already taken up a post in Wagga. Mark was previously the Governor of Bathurst and Wellington Correctional Facilities and has extensive experience. He has promised to keep Council in the loop with any major decisions.

The second meeting was with the Minister for Corrections (along with numerous other ministries) Mr Anuluck Chanthivong. Our State representative, Steph Cooke, was also present and all I can say is that he got a very good taste of what the Junee Community is likely to miss out on after the changeover. Ms Cooke followed this up with a small group of community members who highlighted just what the GEO Group does for the town both financially and in kind. He was taken aback at the high esteem the GEO Group was held and only promised that nothing would change up to the changeover date. We will be keeping pressure on them to make sure as much stays in place after that changeover, however, some things will not, like sponsorships and donations. Who will replace these is yet to be determined!

**MAYORAL MINUTE REPORT TO THE ORDINARY MEETING OF JUNEE SHIRE COUNCIL HELD ON 20 FEBRUARY 2024.**

Mayors and General Managers met with Wagga Wagga City Council regarding the situation with the “Riverina Regional Library demerger” with Wagga if I can call it that. I’m certain our delegate Councillor Halliburton will have much more to say on the matter, however I believe the best outcome possible was achieved, with special thanks to Coolamon Shire for their efforts in stitching a deal together.

Inland Rail would appear to have a new CEO and he intends to meet with Council in March; I will keep you informed.

I look forward to a productive year (almost) ahead.

Thanks Councillors.

Regarde'

Cr Bob Callow  
Mayor



**JUNEE SHIRE COUNCIL**

**GENERAL MANAGER'S**

**REPORT**



**Item 2                    DELIVERY PROGRAM AND OPERATIONAL PLAN HALF YEARLY PROGRESS REPORT**

Author                    Executive Services Officer

Attachments            Delivery Program and Operational Plan Half Yearly Progress Report

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**RECOMMENDATION:**

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

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**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. The combined document includes:

1. Term Achievements outlining what Council intends to do during its term of office to progress the Junees Shire Council Community Strategic Plan.
2. One-year Operation Plan Tasks that detail the projects, programs and services that will be undertaken during 2023/24.
3. Performance Indicators that are reported annually as part of the June bi-annual reporting.

Attached is the DPOP half yearly report for the period July to December 2023 and comprises a summary table recording progress with the individual actions undertaken. This report is presented under the following four themes: *Liveable, Sustainable, Prosperous and Collaborative*.

Progress comments are provided against reportable items using the traffic light framework below:

<i>Symbol</i>	<i>Meaning</i>	<i>Interpretation</i>
●	On Track	The action project is on track or completed
●	Behind schedule/Plan	The action or project that may be behind schedule during the reporting period
●	At Risk	An action or project which is at risk of not being completed by 30 June 2024

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Generally, the rate of actions that are on track has been high and as in previous reporting periods, there have been unplanned items, that Council have worked on that were not considered at the time of writing the DPOP.



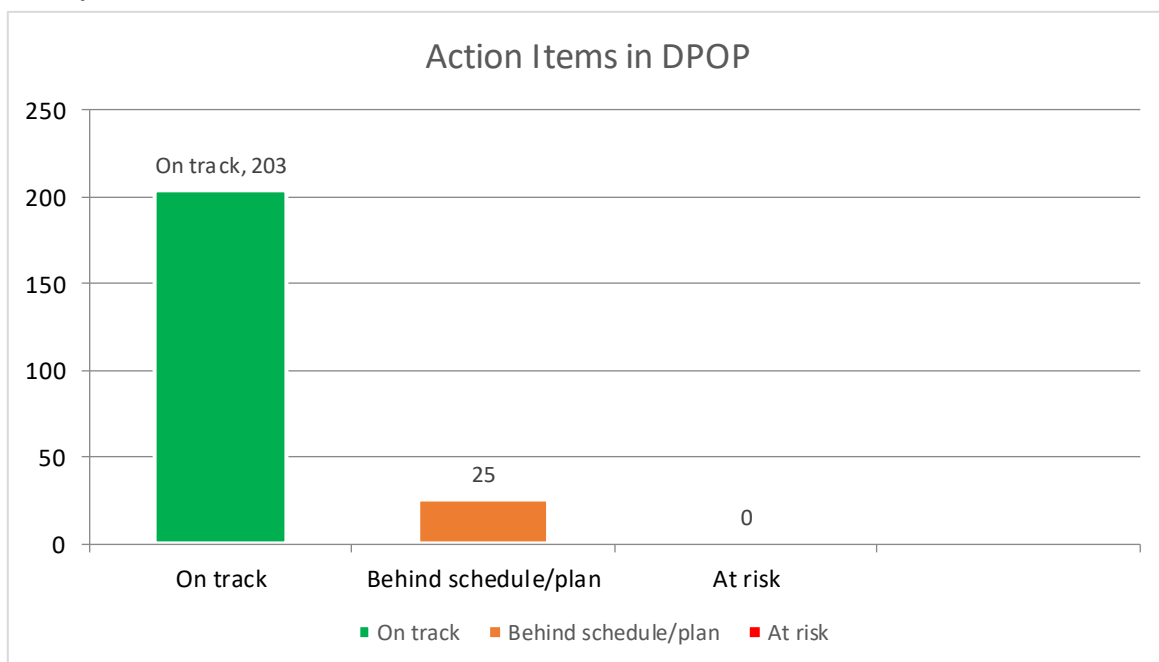
## BACKGROUND

The Council's adopted "Combined Delivery Program and Operational Plan" identifies those actions the Council can resource to fulfill the community's 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

As provided below, 89.04% of actions are 'On Track', 10.96% are 'Behind Schedule/Plan' and 0% are 'At risk'.

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



Activities which were not included in the DPOP for the period but took on high priority were:

- a) The rectification of flood damaged roads, which is still being undertaken, and
- b) Advocacy to stop the closure of the Commonwealth Bank.

Considerable resources were directed towards both these activities.

Those actions listed as 'behind schedule' have essentially deferred or delayed due to redirecting resources to other priorities or projects. Pleasingly, none of these items are critical to the operation of organisation.

## Snapshot of our achievements

Highlights of operational achievements and major projects for this period are as follows:

1. Savings Junee's last bank
2. Flood recovery
3. Exceptional WHS performance
4. Careers at Council Day

## **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 the half-year 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 are adjusted as required through Quarterly Budget Reviews which are reported to and approved by the Council.

## **CONCLUSION**

It is recommended that the half yearly progress report on the DPOP be received by Council and the community made aware of its production.



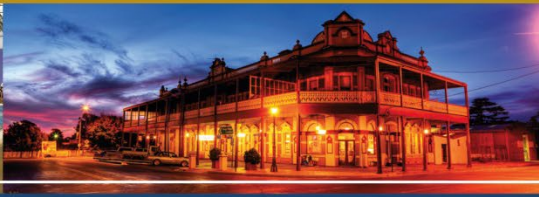
# **JUNEE SHIRE COUNCIL**

## **ATTACHMENT TO ITEM 2**

**20 FEBRUARY 2024**



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# DELIVERY PROGRAM AND OPERATIONAL PLAN

## HALF YEARLY PROGRESS REPORT 2023-2024



# A SNAPSHOT OF OUR ACHIEVEMENTS

This report presents the July to December 2023 Half Yearly Delivery Program and Operational Plan (DPOP) Report. This is a snapshot of operational achievements and major projects for your information and interest.

The report provides a status update in table format of all items in the adopted DPOP divided into our four themes:

## Liveable



## Sustainable



## Prosperous



## Collaborative



Details of the highlights and other aspects of the Council's operation during the period are detailed in the report including:

- Saving Junee's last bank
- Flood recovery
- Exceptional WHS performance
- Careers at council day
- Extensive school holiday programs

## Saving Junee's Last Bank

Having gained a three-year moratorium on its closure, Council continued to communicate with the management of the CBA about the Junee branch to ensure its future.

The CBA conducted a successful event for businesses in the shire at the Junee Licorice and Chocolate factory in November 2023. They have undertaken to hold more events and the Council has offered the use of its library.



*Photo: Town Lobbying to Save Commonwealth Bank*

## Junee Recreation and Aquatic Centre

Many community functions were held at JJRAC including very successful school holiday programs, including the hugely successful disco roller skate day.

As usual the indoor 25m pool was successfully expanded to a 50m outdoor pool for the summer season showing off the terrific new titling. This versatility enables council to offer a premium year-round swimming experience.



*Photo: Roller Disco at Junee Recreation and Aquatic Centre.*



*Photo: Swimming Pool Re Titling Project at Junee Recreation and Aquatic Centre.*

## Athenium Theatre

Stage 3 renovations to the front part of the Athenium Theatre when a new kitchenette was installed for use by the public. Tenders close for the reconstruction of the backstage area in late February 2024.

The Athenium is becoming a Jewel in the crown of Council's assets and the envy of surrounding shires, hosting a wide variety of events including the Inventi Orchestral Ensemble from Melbourne, a Men's Health Night in partnership with the Junee Community Centre and weekly movie showings.

Council will continue to implement the remainder of the stage 3 development in the second half of the financial year.



*Photo: Inventi Ensemble performing at the Athenium Theatre Junee.*



*Photo: Jacqui Stevens, James Davis and Mayor Cr. Bob Callow at the Men's Health Night at the Athenium Theatre Junee.*

## Library

The library continued to be heavily used. It has become a premium meeting place for the community.

Council is partway through a \$320,000 grant funded refurbishment which involves a new front desk, improved lighting, a media room and new soft furnishings.



*Photo: Library light refurbishment.*





*Photo: Mr Snot Bottom performing during school holidays at the Junee Library.*



*Photo: Knitting Club at the Junee Library.*

## **Parks & Gardens**

Council takes a lot of pride in maintaining its parks and gardens. It manages six parks and three reserves under the normal maintenance program. We continued to receive regular feedback from both tourists and community members about the impressive state of our shire. This credit is largely due to dedicated and hard-working staff who consistently strive to ensure our Shire's sporting fields and recreation grounds are in pristine condition.

## Careers at Council Day

In partnership with Junee High School and REROC, Council facilitated the Careers at Council Day on 17 October 2023.

Twenty-four students from Junee High School and four teachers attended a full day of presentations and workshops introducing them to the diversity in Council work and career pathways. Students rotated in groups and were exposed to many areas of the business including: office/corporate services, finance, engineering, planning, outdoor/depot, recreation, library and the sewage treatment plant. This event was a great success and demonstrated Council's commitment to providing employment opportunities for locals.



*Photo: Junee High School Students at the Careers at Council Day.*

## Roads

Repair of flood damaged roads continued. Council spent \$1.2 million on road maintenance during the first half of the financial year to reinstate roads damaged by flood. It is projected that a further \$2.4 million will be spent over the next eighteen months. The goal is to bring Junee Shire's roads back up to the level that they were at before the floods.

Work continued on the Olympic Highway in the north of the Shire near Bethungra. Council is funded by Transport for NSW to complete reconstruction works on State owned roads such as the Olympic Highway.

Council spent almost \$1 million dollars reconstructing 3.9Km of River Road during the first six months of the financial year using mostly its own labour and plant. This project was funded from the *Fixing Local Roads (Round 3)* grant funding stream.

Council completed the Byrnes Road culvert upgrade during the first half of the year. Due to the extremely heavy traffic load this road has now progressed to Regional road status in State ownership. Council will continue to maintain and upgrade the road but will receive funding from the State government to do so.



*Photo: Road Construction.*

## **Workplace Health & Safety**

During the six months, Council continued to focus on a strong workplace health and safety culture and recorded only one minor incident during the reporting period.

Claim frequency has been much lower than the State average for nearly four years now. Not only has this exceptional performance kept workers safe but has also resulted in significantly reduced work-cover premiums over the last three years and will for next year as well. This is an outstanding achievement for Council.

## TI: Liveable

### I: To be healthy and active

#### I.1: Have in place the right health services

Action Name	Comments	Status
Periodically assess the needs of the Junee community to ensure appropriate health and medical services are available	The needs of the community are consistently monitored through Council's active participation in Interagency meetings.	●
Provide advice and information to the Junee Health Advisory Committee upon request	Upon request Council attends meetings of the Junee Health Advisory Committee.	●
Interact with the relevant stakeholders, such as Junee Inter-Agency Forum, Junee Aged Hostel Community, Junee Community Centre and Lawson House	Ongoing interactions continue with the Junee Inter-Agency Forum and Junee Community Centre and other community organisations.	●
Provide Community Transport to eligible community members	Junee Community Transport offers transportation services to eligible community members.	●

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








Action Name	Comments	Status
Maintain sports grounds and associated infrastructure in line with agreed levels of service, maintenance program and budget.	Maintenance was undertaken in line with the agreed levels of service. Council continues to receive compliments of the condition of its sporting grounds.	●
Work with local law enforcement to apply for funding for increased CCTV coverage in public areas including sports grounds and recreational areas	Council continue to engage with local law enforcement and contractors to gather necessary information for funding applications aimed at expanding CCTV coverage in public areas.	●
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.	●
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.	●
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.	●

Action Name	Comments	Status
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, noting that minimal capital works were programmed this year.	●
Implement Bethungra Dam and Sandy Beach Reserve Improvements in line with program and budget	Improvements completed this year at the Bethungra Dam and Sandy Beach Reserves consisted largely of restoration works in response to the ongoing wet weather. These works included improvements to the access roads, pathways and associated infrastructure.	●
Maintain the pedestrian network in line with agreed levels of service, maintenance program and budget.	The pedestrian network was maintained in line with the agreed levels of service and budget allocations. This included undertaking regular inspections of the network and assessing trip hazards and defects for repair. Footpath repairs have been scheduled where major defects have been identified including Harold Street and Ducker Street, which are yet to be completed.	●
Deliver pedestrian network capital and renewal works in line with the annual works program and budget	Minor footpath and ramp repair works have been completed to address urgent needs. Footpath inspections have been completed and defects highlighted. A second funding application was also made under the Get Active NSW funding program to undertake further extensions to the footpath network, from the key needs presented in the Walking and Cycling Accessibility Plan.	●
Advocate and support community events which provide physical and mental stimulation	Throughout the year, JJRAC, the Library, and Athenium have organised and hosted various events and programs, offering opportunities for both physical and mental stimulation.	●

### I.3: Provide the right places, spaces and activities


Action Name	Comments	Status
Review provision of shade to public spaces in the Junee Shire	Playground inspections have been completed on all playgrounds and active recreation spaces in Junee Township. The details of these inspections have highlighted upgrades to playgrounds. Maintenance works have been completed to address urgent defects, however, funding for upgrades is yet to be confirmed. Council staff have attended sports committee meetings and supported local sporting activities through facilitating the booking process. Upgrades to drainage around Park Dam between sports ovals (Laurie Daley Oval and Burns Park) have been funded, with works to be completed in the near future.	●

Action Name	Comments	Status
Support local Landcare Groups	Council Officers actively supported local Landcare and similar groups. Council officers have partnered with Oz Fish to restock Bethungra Dam with 15,000 fingerlings. Council has negotiated a tree planting opportunity on Bethungra Reserve to be funded by Transport for New South Wales to offset the Bethungra Project.	●
Develop a Plan of Management for Rocky Hill	The development of a Plan of Management for Rocky Hill is underway currently. The development of the plan is subject to consultation with Crown Lands NSW who own a portion of Rocky Hill and consultation with the Local Aboriginal Lands Council, relating to a land claim over part of the site.	●
Provide animal control services	All animal concerns are followed up quickly and actioned as appropriate.	●
Develop and implement programs and activities that encourage young people, older people and people with a disability to attend	<p>JJRAC presently offers an array of programs and initiatives tailored to specific demographic groups. During the academic semester, our "Little Warriors" program garners significant popularity among younger participants. Additionally, during school holidays, we host a diverse range of events tailored to engage the younger community, including fitness-oriented games, pool activities, and complimentary access to our stadium facilities.</p> <p>For older individuals and those with disabilities, our group fitness classes serve as a targeted outreach. While our fitness offerings accommodate individuals from all backgrounds, we have developed specialized classes to address the unique needs of these communities, such as Tai Chi, Gentle Water exercises, Strength &amp; Mobility training, and Heart Moves sessions.</p>	●
Develop and implement programs to encourage increased use of the Stadium and Gym	JJRAC has implemented a variety of initiatives aimed at promoting utilization of the stadium and gym facilities. These programs include Little Warriors, Fitness Fun Games, Free Stadium Entry, collaborations with external sporting bodies, and Mums & Bubs fitness sessions.	●
Ensure the Recreation Centre offers a range of recreational opportunities to meet the needs of its community	JJRAC provides a comprehensive array of recreational options catering to a diverse community, including access to gym facilities, pool amenities, group fitness sessions, stadium usage, school holiday programs, and active kids initiatives.	●
Ensure the Recreation Centre operates within its allocated budget	JJRAC is operating within the allocated budget.	●

Action Name	Comments	Status
Provide a recreational/leisure facility that is accessible	JJRAC Patrons enjoy seamless access to interconnected walking paths throughout Junee, complemented by convenient pedestrian and pool ramps. Furthermore, JJRAC is currently enhancing its facilities by upgrading disability-accessible bathrooms and have acquired new equipment including a pool hoist, portable hoist, and changing table.	
Provide aquatic services that maintain public health and safety	JJRAC upholds standards of public health and safety within its facility. Our staff adhere to a meticulous daily cleaning schedule to ensure the facility's condition is consistently maintained. Additionally, to meet the standards set for public pools, our staff test the quality of the pool water every four hours. Notably, JJRAC has recently implemented a new chemical dosing unit, further enhancing our ability to monitor and maintain the quality of the pool water.	
Survey members and users for feedback leading to improvement at Junee Junction Recreation and Aquatic Centre	JJRAC staff are in the process of executing an annual survey to be distributed to all its members. However, the implementation of this survey by JJRAC staff is still pending.	
Participate in meetings with the Junee Sports Committee	Ongoing.	
Operate the Library and its spaces to meet the information, education, recreation, cultural and resource needs of the community	The successful Public Infrastructure Grant application, aimed at enhancing community space and upgrading lighting in the Library, represents a positive attribute in meeting the needs of the community.	
Provide services and activities to members and patrons (eg. Storytime, holiday activities, promote Imagination Library)	Services at the Junee Library and Junee Recreation and Aquatic Centre continue for patrons, offering weekly Storytime, bi-weekly baby bounce sessions, and school holiday program activities. The promotion of the Imagination Library also continues.	
Provide WiFi and computers for public use	WiFi and public computers remain available and in use.	

## 2: To be a great place to live

### 2.1: Enable viable localities and villages

Action Name	Comments	Status
Install community notice boards in villages.	Approval for village community notice boards has been granted. Implementation involves manufacturing and installing the necessary boards.	

Action Name	Comments	Status
Assist community groups on proposed silo art applications	The Council remains open to assisting community groups interested in silo art initiatives.	●
Progressively implement village improvement plans in accordance with approved budgeted expenditure	The Section 355 committee has reviewed priorities that received council endorsement during the reporting period. Budget commitment to implement Village Progress Plans commence in 2024/25	●
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 continues to facilitate development in accordance with planning and regulatory guidelines.	●
Support the development and hosting of new events and tourism activities in the villages and localities	The Council successfully secured funding for new events and tourism activities in villages and other locations under the Reconnecting Regional NSW initiative.	●
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	Council remains committed to supporting the REROC initiative aimed at mapping the region's mobile blackspot areas. The goal is to consolidate funding applications to the State and Federal Governments.	●
Feature our localities and villages in the local newspaper and/or through social media	Council have committed to a full page in each week newspaper in which articles on localities and villages have been included.	●
Promote community activities and events to the wider LGA community	The weekly newspaper, continuous updates on the Council's website, as well as on Visit NSW sites, and regular social media postings, serve to actively promote the diverse array of events taking place throughout the Shire.	●






## 2.2: Build on our heritage, creativity and cultural expression

Action Name	Comments	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 including the mowing, whipper snipping and spraying of Cemetery areas.	●
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 6 months, as detailed in a recent report to Council.	●













Action Name	Comments	Status
Provide customer service to community members during times of loss	Council continued to provide a high level of well-considered and empathetic customer service associated with the cemeteries. In addition to that, a cemeteries charter has been developed which publicly commits to that level of service.	●
Maintain public access to cemetery mapping/database	Council continued to maintain and provide a high level of customer service and public access to the cemetery databases, which is updated for each burial.	●
Progressively action items from Tourism Plans in line with program and budget	Four actions in the Tourism Plan were completed in the reporting period. Marketing for the Canola Trail and completing tourism signage audits.	●
Provide support to Festivals	The Council continues its partnerships with community organisations to coordinate events in Junee Shire. Support was extended to Christmas on Broadway and Canola Trail events, with ongoing assistance provided through the Wagga Partner Program.	●
Support tourism activities associated with historical, creative and cultural themes across the Shire	The Council maintains its collaboration with the Junee Town Band, Junee Choir, Junee Business & Trades, and other community organisations to organise events in Junee Shire. Notably, renowned artists have been secured to perform at the Athenium Theatre, and regular movie screenings are underway. We're committed to continuing efforts to secure additional acts at the Athenium to enhance the community's cultural experiences.	●
Attract and book shows for the Athenium Theatre	The promotion efforts for the Theatre persist with robust bookings underway. A solid partnership has been established with Eastern Riverina Arts, enhancing the development of our tour schedule.	●
Facilitate the hire of the theatre and generate revenue	Council staff oversee the booking process for the theatre, resulting in revenue generation. Thanks to substantial grant funding received over the past 12-24 months, significant sales and success have been achieved at the Athenium Theatre.	●
Apply for grant funding opportunities as they arise to complete the upgrade in line with Athenium Master Plan	The Council has secured funding under the Creative Capital funding initiative for the Athenium, enabling works to continue into 2024. Additionally, other funding initiatives are being closely monitored.	●
Retain a Heritage Area and maintain in accordance with Junee Development Control Plan	The Heritage Area has been preserved in accordance with the Junee Development Control Plan. Ongoing developments are consistently referred to Council's heritage consultant for input on proposals and development consent conditions.	●

### 2.3: Cater for the ageing population




Action Name	Comments	Status
Improve community awareness on equitable sharing of path network - pedestrians, cyclists and mobility scooters	Articles planned for print and social media in the next reporting period.	
Provide Community Transport to eligible aged community members	Junee Community Transport offers transportation services to eligible community members.	
Ensure that access to the library and its services are appropriate for older people	Services tailored for seniors encompass the Movie of the Month and Home Bound Service programs. The collections of large print and talking books are regularly refreshed and widely appreciated.	
Facilitate Seniors Week	The Senior's Week initiative, scheduled for the first quarter from March 17 to 29, has been organised with collaboration from the Junee Community Centre and various external volunteer organisations.	
Ensure older people are able to access the Recreation Centre for appropriate activities, events and sessions.	Elderly individuals enjoy equitable access to the recreation centre thanks to the presence of continuous walking paths, accessibility ramps, and grab rails. Additionally, JJRAC offers a concession rate for eligible patrons, ensuring affordability for all. Furthermore, amenities such as the pool hoist, water wheelchair, and ramp into the 50m pool cater to diverse needs. Notably, plans are underway to refurbish amenities this year, enhancing the overall facility experience.	







### 2.4: Create opportunities for and value people with a disability

Action Name	Comments	Status
Implement the Junee Shire Disability Inclusion Action Plan (DIAP) in accordance with program and budget	To be reviewed in next reporting period 2023 - 2024	
Include images that represent the diversity of our community in publications	Ongoing.	
Promote occasions that celebrate ability and diversity (eg Mental Health Month, International Day of people with a disability)	Acknowledged and endorsed via social media initiatives, planning has commenced for a multitude of events slated throughout the year.	
Support funding for community groups and services to improve accessibility	Council provides support when requested by community groups to improve accessibility.	
Publicise the availability of accessible facilities	Publicised through social media, Inclusion Action Plan and other external users/organisations eg. Junee Community Centre & The Leisure Company.	

Action Name	Comments	Status
Conduct bi-annual consultation both internally and externally to monitor councils progress in delivering commitments outlined in the Inclusion Action Plan	To be reviewed in next reporting period 2023 - 2024.	
Provide Community Transport to eligible community members with a disability	June Community Transport offers transportation services to eligible community members with a disability.	
Provide accessible and appropriate activities, events and facilities for people with a disability	<p>Our group fitness programs at JJRAC prioritize inclusivity, specifically targeting individuals with disabilities. While our fitness classes accommodate diverse demographics, we offer specialized sessions tailored to the needs of these communities, including Tai Chi, Gentle Water, Strength &amp; Mobility, and Heart Moves sessions.</p> <p>Furthermore, JJRAC provides comprehensive support with the presence of a resident physiotherapist twice a week, dedicated to addressing the unique requirements of individuals with disabilities.</p> <p>In addition, our facilities are equipped with essential accessibility features such as a pool hoist and water wheelchair, ensuring that everyone can fully participate in aquatic activities.</p>	
Ensure access to the library and its services is appropriate for people with a disability	The library and its services are designed to be accessible for individuals with disabilities. With the ongoing refurbishment of the library, there will be further improvements to community spaces and lighting, enhancing accessibility for individuals with disabilities.	
Provide home-bound service (re Library Act)	Delivery services continue to be provided and offered.	

## 2.5: Support and create opportunities for youth







Action Name	Comments	Status
Develop and Implement a Youth Development Program	To be reviewed in the next reporting period 2023 - 2024.	
Actively seek funding to support Children and Young people's wellbeing	Funding initiatives are systematically identified, and applications are submitted as appropriate.	
Support mental health initiatives in the community for young people	Mental health initiatives are extended through school holiday programs, Council's backing of 54 Reasons (a local youth program), and the hosting of Mary O'Brien - Are You Bugged Mate? Health Night. Local schools are supported as required.	

Action Name	Comments	Status
Engage with schools/health organisations in the Shire and support any programs being provided	The Council maintains robust partnerships with nearby schools via the facilitation of carnivals and fitness initiatives, alongside collaborative efforts with health organizations such as the Junee Community Centre and The Leisure Company in Wagga. This support is consistently provided and actively engaged in.	
Coordinate Youth Council meetings	During the reporting period, no meetings were convened as efforts were directed towards revitalizing the Youth Council. Significant strides have been made towards its establishment, with plans to solidify its presence in Q2/Q3.	
Coordinate School Holiday programs	A variety of events and activities are planned and orchestrated during the school holiday programs at the Junee Recreational Centre, Junee Library, Athenium Theatre, and various other venues throughout Junee. In the first quarter alone, our programs garnered participation from over 750 individuals.	
Work with Sporting Associations to engage youth in continued sporting activities and community events	JJRAC maintains ongoing collaborative endeavours with Junee Juggernauts basketball, Junee Diesels, Junee Jaguars, Junee Netball, Junee Swim Club, and the Southern Sports Academy.	
Maintain relevant collection and access to youth activities	Enhanced youth opportunities are emerging through the transformation of a library into a dynamic community hub. The ongoing refurbishment, slated for completion in the second quarter, is poised to significantly elevate the youth experience.	
Provide access to youth activities during school holidays	Activity sessions persist throughout school holidays, witnessing a notable surge in attendance and frequency. Over the past year, we have furthered our outreach efforts by collaborating with external youth organisations and leveraging the resources of the Junee Community Centre to actively involve and entice the youth demographic of Junee.	

## T2: Prosperous

### 3: To grow our local economy

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

Action Name	Comments	Status
Carry out flood recovery work across the shire assigned to the LGA National Disaster Declaration.	Over \$400,000 of immediate restoration works have been completed as a result of the AGRN1034 flood event. A further \$2 million of works have been scheduled and are to be completed by 30 June 2025.	
Progressively consider mitigation strategies within the Junee traffic study subject to planned worked and budgetary setting.	Junee Traffic Study still under review. Further actions and funding are to be obtained and scheduled from this traffic study.	
Maintain the road network in line with the agreed levels of service, maintenance program and budget	The ongoing wet weather and flood events impacted significantly on the maintenance requirements for the road network and additional funding was attained for emergency works as well as restoration and repair work for the ARGNI034 flood event. LRCI Application under Part 4a and b submitted for betterment of culverts on Wantabadgery Road with project planning underway.	
Deliver road network capital and renewal works in line with the program and budget	The capital works and renewal program is underway with the works on Byrnes Road, River Road and Oura Road recently completed and the remainder of the program to continue. In addition to this, significant works have been completed in response to wet weather and flood events. Rehabilitations are scheduled but yet to be completed on Retreat Road, Canola Way, Gundagai Road and Oura Road. Council has maintained the Road Maintenance Council Contract (RMCC) and delivered another stage of the Bethungra Project.	
Maintain function and support of the Local Traffic Committee	Traffic Committee supported with matters/recommendations considered by the committee as they arose. Some of the matters considered by the committee this year included the Rockview rail crossing on Canola Way along with the 50km speed zone along Waterworks Road. Regular traffic committee meeting are now programmed every two months.	
Deliver road safety programs, projects and infrastructure in partnership with TfNSW and in line with program and budget	Road safety programs delivered include the Road Safety Officer, child restraint presentations, plan B - win a swag campaign, Rotary road safety seniors event.	







Action Name	Comments	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 license conditions, maintenance program and allocated budget. This included responding to system failures in a timely and well considered manner minimising negative environmental impacts. In addition to this, Council maintained sewer chokes and completed a Sewer Relining program for the lower stream area of the network from Queen Street to the STP.	●
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 over 780m of sewer relining, manhole relining and manhole lid correction, various sewer main extensions and new connections.	●
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. Works on the rectification of damaged infrastructure under the Natural Disaster Emergency Works Arrangements is ongoing. Particular issues due to increased catchments and undersized systems, include Regent Street (due to increased development on Waterworks Road), Railway Parade and Byrnes Road north of the Abattoirs.	●
Deliver stormwater network capital and renewal works in line with the works program and budget	Minor repairs to kerb and gutter were completed throughout the reporting period. A stormwater replacement program is under development due to the number of outstanding issues.	●
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	Development around processes for delivery and collection of asset data are underway from the updates to the Asset Management Plan and Asset Strategy to ensure the planning results in physical benefits. This will create positive asset replacement cycles based on accurate data collected from relevant locations.	●
Maintain Council's Administration Building in line with the agreed maintenance program and budget	The council administration building is consistently maintained according to the agreed maintenance program and budget.	●

### 3.2: Support our business sector

Action Name	Comments	Status
Work with Business Stakeholder groups to implement strategic projects/programs to support economic activity	Council continues in its support for the business community, providing recent grant and personnel assistance for the annual Christmas on Broadway event. Additionally, Council continue to engage with the local branch of the Commonwealth Bank of Australia to maintain its presence in the community.	●
Work with larger businesses in Junee to support and build the local economy	Council's advocacy work on behalf the local business community to retain the Commonwealth Bank Branch in Junee was successful. The Commonwealth Bank has agreed to retain the Branch in Junee for a three year period and to work cooperatively with stakeholders to secure the Branch's future beyond that timeframe.	●
Advocate for and/or provide training opportunities that assist business growth	Three new school based trainees have received employed at Council. Graduation ceremony occurred in the reporting period for 12 students who completed Junee youth employment partnership program in retail and food handling.	●
Conduct food and skin penetration premises inspections	Ongoing.	●
Provide information packs to new residents providing directory of local businesses and services	Preparation for a planned meet and greet for new residents has been ongoing with an event planned for May 24.	●
Maintain virtual marketing material for business attraction	Business information and social events are available on both Council's website and on social media channels.	●
Build internal and external marketing/promotion collateral to promote business attraction	Junee website economic data information has been updated on Council's website.	●
Maintain marketing materials promoting inward investment opportunities	Council economic snapshot has been updated and is available on its website.	●
Maintain access to published materials relevant to local economy to support consideration of business investment in Junee Shire	Council maintains access to Junee ID forecast. The product is web based and provide a range of statistical local economy data. The information assists in supporting local business proposal or funding submissions. In November a business forum was held at the Athenium Theatre that included a presentation from an ID forecast representative describing the region's economic outlook and instruction on how to use the Junee ID forecast tool to local businesses.	●

Action Name	Comments	Status
Development Application and Complying Development Certificate approval times be monitored to improve turnaround times	Ongoing.	

### 3.3: Grow our tourism sector

Action Name	Comments	Status
Develop and Implement a volunteer attraction program	To be reviewed in next reporting period 2023 - 2024.	
Maintain Tourism and Visitor Information materials for distribution to tourism stakeholders	Tourism and visitor information materials are regularly maintained and available at the Visitor Information Centre. Additionally, support is extended to other Visitor Information outlets.	
Review Visitor Information services	The Visitor Information Centre, based at Junee Library, has upheld its accreditation status. A recent renovation has enhanced the layout and functionality of visitor services.	
Seek funding opportunities for improved facilities and amenity at the Athenium Theatre	Successful funding opportunity for the Athenium Theatre under Creative Capital grant was secured and will commence work in 2024.	
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 have been highly successful, resulting in continuous bookings. Council maintains its commitment to offering administrative support, equipment, and marketing for performances, ceremonies, events, and activities at the theatre. With performers booking repeated visits and the secured grant funding, additional opportunities will arise to elevate the theatre's profile as a sought-after performing venue.	
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 continues to meet with local tourism operators on a regular basis. Social media and newspaper articles promote tourism opportunities across the Shire.	

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

Action Name	Comments	Status
Maintain Junee Visitor Information Services in line with program and budget	Ongoing.	








Action Name	Comments	Status
Support major tourism events in Junee	Council supports major community events. Assistance includes promotional activities, traffic management plans, additional bins and cleaning services to public toilets on the day of an event.	●
Work with neighboring Shires to promote regional tourism	A Canola Trail Tourism event was held in Junee in September to open the Canola Trail session which attracted approximately 70 people from across the Temora, Coolamon and Junee Shires.  Attendance at Canola Trail meeting are ongoing between Temora, Coolamon and Junee Shires.	●
Review entry signs to the Shire with a view to incorporating cultural awareness	To be reviewed in next reporting period 2023 - 2024.	●
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 for corporate promotional purposes.	●

### 3.5: Plan our land resources for the future











Action Name	Comments	Status
Distribute information to developers and builders relating to changes in legislation and guidelines	Ongoing.	●
Provide pre-lodgment advice and assistance to applicants	Ongoing.	●
Assess and determine complying development applications, development applications, and construction certificates in line with legislation and Council policy	Ongoing.	●
Provide certification inspection services	Ongoing.	●
Undertake swimming pool compliance program	Ongoing, as required.	●
Undertake consultative works in relation to updating LEP	Ongoing, as required.	●
Undertake Strategic planning for re-zoning for growth.	Ongoing, as required.	●

## 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

Action Name	Comments	Status
Implement Workforce Plan to provide for local employment capability	As a part of the recruitment strategy, Council advertises vacancies in the local paper and via local social media platforms. Council also successfully ran a Careers at Council day with 24 local high school students engaging in hands on experiences, and information sessions about working in local government. Pleasingly following this Council was able to engage four school-based trainees for the 2024 period.	
Develop and maintain partnerships with the business community with the objective of staying on top of emerging issues and opportunities	The Council provide support to civic business functions and events. Council has hosted two business forums within the reporting period including one on the retention of the Commonwealth Bank Branch in Junee. The emerging issue involving the NSW Government's decision to transition the Junee Correctional Facility from a privately managed facility to a managed facility under NSW Corrective Services from April 2025 is of concern to the community. The potential loss of existing community sponsored activities and in-kind labour that support Not For Organisations once the privately manage facility cease has resulted in meeting with the relevant Minister and the Member of Cootamundra to advocate for these services and the delivery of in-kind projects to continue.	
Implement a program of community engagement with the objective of staying on top of emerging issues and opportunities	The weekly Junee newspaper continues to provide regular updates to community members. The Section 355 committee holds bi-monthly meetings.	
Actively seek and educate staff on new and innovative practices/processes including new technologies	Staff have been trained in Metrix Asset Management System, Sharepoint and ELO. Staff still need to be further trained in ELO which is council's centralised Record management System.	
Facilitate education sessions with the community around new technologies and change (e.g. energy efficiency, environmental sustainability)	Minimal activities were observed during the reporting period.	

## 4.2: Prepare and transition to the economy of the future

Action Name	Comments	Status
Advocate for improved mobile reception across the Shire	There was no specific or formal advocacy during the reporting period.	
Advocate for enhanced Rail sector presence in Junee	The Council continues 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	Council continues to meet with the Inland Rail Project team to reduce the impacts the project may have on vehicle traffic movements during the construction phase and community social and utility service infrastructure. The contract for the Albury to Illabo section of the project has been awarded which has triggered a new phase of public consultation. The Illabo to Parkes section of the project is not as advanced with submissions to the Mayor Project Development Application still under consideration.	
Implement visitor economy programs that grow the tourism potential within the Shire	Support provided to Canola Trail program	
Support the Agricultural sector in the development and use of emerging technologies	Scheduled to be undertaken in next reporting period.	
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. Council provides support to Junee Business and Trades Inc. to deliver relevant business networking events.	
Continue to support and employ School based trainees within Council	Council has proudly engaged four school based trainees for 2024 in the following areas: horticulture, finance and administration, library services and fitness.	
Work with local business and industry to grow opportunities for employment opportunities for younger people	Council worked closely with Junee High School to offer school based traineeships for students moving into year 11 in 2024. Council is pleased to report the engagement of four school based trainees in 2024.	
Advocate for social and medical service provision to allow for local people to continue to live and age in place	The Council remains committed to close collaboration with the Junee Community Centre, the Junee Health Advisory Committee, and the Keep-Them-Safe (KTS) Inter-agency network.	
Promote Junee as an attractive and desirable community to live in	Social media presence is being maintained	

## 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







Action Name	Comments	Status
Carry out Council regulatory obligations effectively	Ongoing.	●
Provide environmental and sustainability advice and education	Projects have been completed with OzFish at Bethungra Dam to increase the fish habitat in the dam by placing snags (Logs, rocks and other structure) into the water. At the REROC Mapped Out Conference, I spoke with the OzFish Member that was present at the resnagging project and we spoke about the importance of the project, what it was all about and how it is a benefit to the environment in that space for native species and increasing the recreational capacity of the Dam for fishing in the area. Through a fisheries grant program, Bethungra Dam has also been stocked with 15,000 native fish species in the locations that the structure was placed with Ozfish.	●

#### 5.2: Plan and respond to our changing environment

Action Name	Comments	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.	●
Develop Recycled Water Management Plan	The development of a Recycled Water Management Plan is underway to be completed within the next 12 months.	●

#### 5.3: Protect, conserve and maintain our natural assets

Action Name	Comments	Status
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.	●
Actively engage with and support the Weed Management Committee.	Council's representatives attended the meetings and actively engaged with the Weed Management Committee to ensure the delivery of the weed control program across the Local Government Area. A Weed Management Plan was developed alongside the RENWA agreement.	●

Action Name	Comments	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. Council also undertakes a weed spaying and roadside slashing program to assist with managing local and regional road corridors. This was particularly challenging this season due to increased rainfall and vegetation growth alongside a heavy capital program.	
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	The operation of the Junee Waste Facility is working well and in accordance with license conditions.	
Deliver waste services in line with the agreed levels of service, programs and budgets	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. Further improvements to processes are being developed to ensure Council can deliver improved levels of service.	
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 LTFP has projected increases of 4% per annum for the next 10 years. Waste Fees will continue to be reviewed each year and calibrated according to the needs of the fund.	
Protect and manage threatened species populations and endangered ecological communities	Restocking or Bethungra Dam to boost population numbers of native species is continuing.	
Deliver a community waste education program aimed at improving recycling, reducing waste to landfill and reduced littering	Council Officers participated in the REROC waste forums along with industry forums. Monitoring of recycling services to ensure optimisation of these services is ongoing. 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. A Management Plan has been developed for Bethungra Dam and presented to Council. It is currently on public exhibition. Work has commenced on the plan for Rocky Hill, to be returned to Council once complete.	

## 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




Action Name	Comments	Status
Delivery Program and Operational Plan advertised for public exhibition each year	QBR reports have been completed as required. The Delivery Program and Operation Plan for FY2025 will occur in May 2024.	●
Update the Long Term Financial Plan (LTFP) each year	The Long Term Financial Plan will be updated for the FY2025 financial year in April 2024.	●
Undertake a review of asset service levels in line with Councils Sustainability objectives	Service level reviews were completed as part of the SRV process the 2023 FY. It was decided to maintain services at existing levels.	●
Publish half yearly monthly Council performance reports	Half yearly performance reports against Delivery Program outcomes are being published.	●
Publish the Annual Report	Annual Report Published in November 2024.	●
Advocate for a more sustainable infrastructure funding model for local government infrastructure	<p>Council is a member of Local Government NSW (LGNSW) and Riverina Eastern Organisations of Council (REROC). Through their advocacy the NSW Government has tasked IPART to review how Council can be better resourced to meet the growing need for the provision of adequate infrastructure.</p> <p>At the local level, Junee Shire Council has been successful in being awarded grant funding for major road projects along Retreat and Old Cootamundra Roads.</p>	●
Report quarterly on capital works program as part of the quarterly budget review process	Quarterly reporting on the capital works program in occurring.	●
Consider Residential Land Development where economically viable.	<p>Council is continuing to analyse residential land purchase opportunities as they arise. Council support smaller and large developers to plan a range of subdivision developments including as and when inquiry is made.</p> <p>Council is also undertaking early-stage investigation works and concepts for urban development after purchasing land in Boundary Street, Junee.</p>	●

Action Name	Comments	Status
Consider entrepreneurial opportunities where appropriate	Council continues maintain it roads maintenance and ordered works contract with TfNSW to support its workforce and sustainable revenue opportunities. There has been proportionally more grant funding from the State and Federal Government to renew public infrastructure in recent years. Subsequently, the Council has been focused on completing these projects which in turn impacts its physical resourcing capacity to seek out private works or entrepreneurial activities.	●
Maintain the Roads Maintenance Council Contract with TfNSW	The contracted maintenance and ordered works were delivered in accordance to the contract. Council's heavy patching and road resealing program has been delivered along with another stage of the Bethungra North Overtaking Lanes Road rehabilitation project on the Olympic Hwy north of Bethungra. Further heavy patching is underway to ensure the highway network is adequately maintained.	●
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) continued to be limited this year due to the additional Grant funded capital and maintenance works under the Regional and Local Roads Repair program and additional projects including the Bethungra North Overtaking Lane Project under the Road Maintenance Contract with TfNSW. Councils capacity to undertake external works is considered as opportunities arise.	●
Financial management reporting meets compliance frameworks	All financial reporting has remained compliant with frameworks throughout this financial period.	●
Provide sound financial management of Council's investments and borrowings	Council's investments adhere to the Investment Strategy, which carefully balances risk and return while ensuring responsible investment practices are maintained.	●
Develop annual budgets in the Operational Plan that are financially sustainable or meet sector performance ratios over the 10 year financial planning cycle	The budget development process is underway and is progressing as planned for adoption at the June 2024 council meeting.	●
Review Council's investment policy	Council's investment policy is continually monitored. It will undergo further review to adapt to the changing financial landscape when required.	●
Prepare and report Quarterly Budget Statement Reviews (QBRs)	Quarterly budget review statements continued to be prepared and reviewed on a quarterly basis.	●


Action Name	Comments	Status
Half yearly review of Council's rating revenue to reduce aged debtors	Council persists in reviewing overdue and outstanding rates. To address older outstanding debts where no other options were available, Council initiated a sale of land for unpaid rates.	●
Implement Electronic Rates notification	This option has been evaluated. The initial cost, estimated at \$8,000 - \$10,000, was deemed too high considering the expected uptake, given the limited number of ratepayers likely to prefer this billing method. Council receives very few requests for emailed rates notices. However, the rates officer does email bills upon specific customer requests.	●
Implement Text messaging for rates due	Some Councils (eg Bega Valley) are saying using SMS as a tool for rates recovery has compliance issues with Sec 710 of LG Act and have received legal advice not to use this platform in isolation.	●
Complete and Implement a Fraud Control Plan in line with program and budget	The Fraud Control Plan is monitored and reported to Audit Risk Improvement Comments.	●
Build in controls against external creditor fraud.	Council continues its use of EFTSure, a software program designed to prevent creditor fraud. Additionally, Council has established a checking procedure to verify any changes made to creditor details.	●
Undertake a service review on JJRAC operations	To be reviewed in next reporting period 2023 - 2024.	●
Undertake a service review on Library operations	To be reviewed in next reporting period 2023 - 2024.	●
Annual outstanding rate arrears reduced to 5% by 2025	This is a goal that Council is still actively pursuing.	●
Support and facilitate the Audit Risk and Improvement Committee.	The Audit Risk and Improvement Committee (ARIC) is being supported and operating effectively. Arrangements are currently being put in place to ensure that the ARIC complies with regulatory requirements from 1 July 2024. These include arrangements for sharing a Chairman between members of the Audit Alliance, sharing an internal audit administrator and appointment of independent members.	●





## 6.2: Embrace energy efficiency and industrial ecology principles

Action Name	Comments	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.	
Facilitate industry to look for opportunities to help each other to reduce waste generation and increase resource recovery at the source	Council continued to monitor for opportunities to reduce waste generation and increase resource recovery. Initiatives completed this year includes improvements to the community recycling centre at the Junee Landfill and review of the process for the collection and composting of organics and reuse collected at the landfill.	
Undertake advocacy activities to further the opportunities for the Council and community to work together on community renewable energy generation	The Council remains proactive in seeking opportunities to collaborate with REROC and other community organisations for renewable energy generation initiatives.	

## 6.3: Manage our built assets with asset management plans

Action Name	Comments	Status
Implement asset management improvement actions in line with Councils asset management plans and sustainability objectives	Council's new asset management policy has been adopted and improvement actions aligned with the plans. Implementation is underway.	

## 6.4: Reduce, reuse and recover waste













Action Name	Comments	Status
Maintain watching brief on waste revenue market opportunities. Eg Scrap metal	Council is a participant of the regional REROC contract for the collection and resale of scrap metal to optimise the return on the material. Scrap metal is separated and stockpiled at the Junee Landfill for resale under the contract. Materials recovered through the community recycling centre are also recovered and processed for resale through a regional contract.	
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. Work has steadily been occurring to ensure practices at the Junee Landfill allow for the maximum capacity of waste.	

Action Name	Comments	Status
Implement community awareness campaign for reduce, reuse and recycle	This is done with the REROC Waste Forum and is focused on a number of aspects in understanding the reduce, reuse recycle to meet the requirements of the EPA and Regional Waste Strategy.	●

## T4: Collaborative

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

#### 7.1: Encourage an informed and involved community

Action Name	Comments	Status
Maintain and distribute information packs to new residents	Resident packs are accessible, with updated information slated for 2024.	
Support 'Welcome to Junee' functions for new residents	Planned for May 2024	
Provide content in Junee Independent newspaper	The Council supplies weekly content to the Junee Independent newspaper.	
Manage social media platforms and content	Regular posts on Social Media sites to inform and involve the community.	
Draft and review communication material	Communication materials are drafted and reviewed as necessary.	
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 JJRAC social media and Junee Council sites. Other works are notified as required.	
Attend village and community meetings	Village and community meetings attended when scheduled and invited.	
Process formal and informal Government Information Public Access and Privacy and Personal Information Act applications.	Informal and formal GIPA applications are routinely processed by Customer Service Staff and certified by the Executive Services Officer or Chief Financial Officer.	
Maintain Council websites and social media with current information	Social media sites are kept up to date with current information and upcoming events.	
Provide first point of customer contact - telephone, internet and in-person	Council's customer service team continues to provide the first point of contact for inquiries and assistance.	
Facilitate front-line services for Council - payments, applications, enquiries	We are offering a frontline service for processing payments, handling applications, and addressing inquiries.	
Facilitate front-line services on behalf of other Government Agencies eg. Service NSW, Centrelink	Council's business and customer support team comply with the requirements of Service NSW, Centrelink, Companion Animal agencies and follow policy and procedures that are in place.	

#### 7.2: Enable broad, rich and meaningful engagement to occur

Action Name	Comments	Status
Support or maintain volunteer registers that community stakeholders can access	To be reviewed in next reporting period 2023 – 2024.	

Action Name	Comments	Status
Participate in the Riverina Eastern Regional Organisation of Councils (REROC) Take Charge Forum (Youth volunteering)	Representatives from Council will be present at this year's REROC event in March this year.	●
Provide access to volunteer training for community members	Continuous training is provided for community volunteers, with a particular focus on our community transport volunteers who must undergo legislated training, including first aid, child restraint and dangerous driver training.	●
Recognise volunteers throughout Council publications and media	Volunteers are acknowledged through social media initiatives.	●
Host annual celebration of volunteers (coordinate with National Volunteering Week)	Volunteers are acknowledged through social media initiatives.	●
Assist Not for Profit (NFP) event organisers with traffic management plans	Assistance provided for numerous events across the LGA including Christmas on Broadway, Remembrance Day, the Riverina School Boys Carnival, Australia Day Jailbreak Fun Run. Further traffic management plans have been prepared for upcoming events including ANZAC Day.	●
Assist Not for Profit (NFP) organisations with regulatory approval applications	As required.	●
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 Junee Reserve and the Coursing Park Tennis club.	●

### 7.3: Build on our sense of community

Action Name	Comments	Status
Athenium Theatre building is well maintained and marketed to attract regional scale events	The Athenium Theatre undergoes continuous maintenance, and securing additional funding contributes to its future marketability.	●
Conduct regular meetings of the Local Emergency Management Committee	Council facilitated LEMC meetings throughout the year along with Flood Emergency Operations and Recovery meetings associated with the natural disaster declared flood events in previous periods.	●

Action Name	Comments	Status
June Junction Recreation and Aquatic Centre provide contemporary leisure services to the Shire	JJRAC provides a range of contemporary facilities and programs tailored to meet the diverse leisure needs of the Shire's residents. This includes offering state-of-the-art fitness equipment, swimming pools, group exercise classes, recreational activities, and events designed to promote health, wellness, and community engagement. Additionally, the centre aims to update its services and amenities to ensure they remain relevant and appealing to the community.	●
Library provides and/or organises recreation space for community gatherings	The Library building serves as a venue for social and community gatherings, experiencing increased usage by community groups and individuals. Successful grant funding has been secured to expand community space within the Library.	●
Library to maintain relevant up to date resources for the public to use	The Junee Library consistently updates, reviews, and adds to its resources as part of routine maintenance.	●
Council supports community initiatives and events within available resources	Community initiatives and events receive support through website features, engagement on social media platforms, attendance at meetings, and inclusion in tourism partnership programs.	●
Facilitate local Australia Day nominations and awards	Council personnel have overseen the local 2024 Australia Day nominations and awards process. Preparation for the 2025 Australia Day nominations and awards process is progressing.	●
The Mayor and Councillors makes themselves available for community and civic purposes	Council meetings are open for the public to attend. Every Councillor serves as a delegate to community committees. It is through these committees that community representatives have access to Councilors. Councillors attend civic and community events throughout the year.	●

## 8: To work together to achieve our goals

### 8.1: Build strong relationships and shared responsibilities

Action Name	Comments	Status
Councillors or council staff attend community progress association meetings	Councillors or Council staff attend community progress association meetings when requested and available.	●
Australia Day - host and provide leadership and support to the public event	Council staff have supported the preparations for the 2024 Australia Day celebrations, which were held at the Athenium Theatre and JJRAC.	●

Action Name	Comments	Status
Provide administrative support to the Junee Liquor Accord	Administrative support by Council continues to be provided to 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	Council continues to participate in this forum and events held.	●
Junee Youth Council - host and provide leadership and support to promote the voice of young people via citizenship activation	Not currently active. On the flip side attendance at youth activities programs and event has increased significantly.	●
Senior Citizens Committee - the annual event to proceed and support activities for our aging residents	The Council remains committed in its support for the Senior Citizen's Committee as they organize the annual event, and actively engages in assisting with the delivery of Seniors Week activities for our aging residents.	●
Support local volunteer drivers in the Junee Community Transport scheme	Continuous training is provided for community volunteers, with a particular focus on our community transport volunteers who must undergo legislated training, including first aid, child restraint and dangerous driver training.	●
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

Action Name	Comments	Status
Meet with members of the business community to support business and community events	Council staff engage with organisations like the Junee Community Centre, Senior Citizens, Junee Business and Trades, and other community groups to provide support for business and community events, such as Christmas on Broadway.	●
Meet with Junee Sports Committee to improve and maintain sporting assets across the shire	Council representatives attended Junee Sports Committee meetings and actively worked with the committee on ensuring the utilisation of Councils sporting assets was optimised. This included undertaking general maintenance and repairs of the clubrooms and associated facilities. Some of these initiatives included the installation of additional signage, repairs to doors and changes to the booking system.	●

Action Name	Comments	Status
Support membership of the Riverina Eastern Regional Organisation of Councils (REROC) and the Riverina Joint Organisation (RIVJO) in line with budget	Council is a member of the Riverina Eastern Regional Organisation of Councils. (REROC). Council attends REROC board meetings and has staff attending REROC working parties across the areas Waste Management, Planning and Infrastructure.	●
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 Transport for New South Wales (TfNSW) to maintain a safe and fit for purpose highway and regional road network across the Junee Local Government Area through the delivery of works under the Road Maintenance Council Contract (RMCC) and to obtain grant funding for Local Roads. The RMCC is intended to support a collaborative contractual relationship between TfNSW and Council, with both parties committed to shared values and trust. The contract aims to lift the standard of risk and asset management by fostering the exchange of ideas, work practices and planning methodologies, with the ultimate result of improving value for money. A three contract was entered into with TfNSW on 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.	●
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	There have been five meetings the Local State and Federal Member s during the reporting period on issue facing the local community.	●

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

Action Name	Comments	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 to support the Community Strategic Plan relevant to available resources and budget.	●

Action Name	Comments	Status
Prepare a Quarterly Budget Review Statement within two months of the close of each quarter.	Quarterly budget review statements are being adopted within two months following the end of each quarter.	●
Ensure Financial Statements are completed and lodged in accordance with statutory requirements	Reporting to the community on the IP&R process has occurred as required.	●
Maintain an appropriate suite of Policies to guide Council's activities	A suite of policies are being maintained in Pulse policies module, reviewed progressively and any amendments updated after Council approves them.	●
Maintain an Enterprise Risk Management (ERM) system	ERM Framework currently under review by, anticipated completion for May 2024 following feedback from Audit.	●
Public information is readily accessible on council websites for public viewing	Council is responsive to Social Media and customer requests received via email and online.	●
Community Surveys carried out to help identify community satisfaction expectations in service delivery areas	Community surveys are conducted as needed.	●
Maintain Council's Records Management systems in line with compliance guidelines and standards	Councils record management system ELO is being maintained and the system complies with legislation. The software will be updated in February 2024 to provide employees with access to the most recent technology and improve engagement and efficiency.	●



**Item 3            SECOND QUARTERLY BUDGET REVIEW**

Author            Chief Financial Officer

Attachments      QBR2 Report

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**RECOMMENDATIONS:**

- 1.        That the Quarterly Budget Review Report, as at 31 December 2023, be received and noted.***
  
  - 2.        That Council approve the variations in the capital and operating budgets as detailed in the attached Second Quarterly Budget Review Report for the 2024 financial year.***
- 

**SUMMARY**

In this Quarterly Budget Review (QBR) budgeted operating income has been increased by \$3.327 million and expenditure by \$1.749 million which combine to make a nett operating surplus of \$1.578 million.

The primary reason for the large amount of income compared to expenditure is due to several grants being paid for in advance.

There have been no budgeted increases in the cost of capital works.

**BACKGROUND**

Attached to this report are the following items which make up the Quarterly Budget Review Statement (QBRs) for Junee Shire Council as at 31 December 2023.

- Income and Expenses Statement
  - By account code type
  - Notes on changes made
  - By activity
  
- Capital Budget Review Statement
  - Notes on changes made
  
- Cash and Investments Statement, with notes on Council's position.

**CONSIDERATIONS**

The major issues are as follows:

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## Grants

This QBR has catered for several large grants, a large proportion of which will be paid this year but will not be spent until later years.

Council has received \$2.224 million in *Regional Emergency Road Repair Funding (RERRF)* which will fund four years of road repair works. So, although all of the funding is being recognised in this financial year, \$1.668 million relates to future years. Council needs to be mindful of this.

Council has also received \$1 million of money from the Office of Local Government for spending on Park Lane and Laurie Daley Oval (\$580,000), a flood study (\$270,000) and Memorial Park (\$180,000).

Council has also received \$1 million in Capital Funding from the NSW Government for remediation flood work. This was drawn from the *Natural Disaster Essential Public Asset Restoration Fund*.

On the other side of the ledger Council received all of its *Financial Assistance Grant (FAG)* allocation of \$3.434 million as a pre-payment in 22/23 and adjusted the 23/24 budget to reflect that there will be no further FAG payment this year.

## Road spending

Road maintenance spending is expected to remain on budget. The figure of \$3.6 million is much higher than other years mainly due to grant funded flood rectification works.

## RMCC

This is a large and dynamic area for Council. Overall, changes are unfavourable by a nett amount of \$23,000. Additional income of \$2.08 million is offset by additional labour, contractor and plant costs of \$2.1 million.

Council is not entitled to make a surplus on this activity, but it does help us recover labour overheads and support plant recoveries. Also, it ensures that work is done on roads in our shire and that Council can maintain a skilled roads workforce and keep jobs in the shire.

## Interest

An increase of \$352,000 has been budgeted for due to the interest generated from higher than budgeted cash held and higher interest rates.

## Planning

The nett cost of delivering environmental planning and building costs has increased in this QBR by \$167,000. Budgeted income from Development and Building Applications have been reduced by \$27,000 and Developer Contributions have been decreased by \$50,000. On the expenditure side, the budget for contractor payments has been increased by \$90,000 due to the original budget not reflecting the actual cost of providing this service.

Developer Contributions are placed in a reserve and spent according to Council's Section 7.12 contributions plan. Council currently has \$378,000 in this reserve and is budgeting to transfer a further \$119,000 to the reserve at the end of this financial year.

### **Cemeteries and Parkes and Gardens**

The budget for the labour costs for the maintenance of Council's cemeteries and parks and gardens has been increased by \$25,000. The budgeted income for cemeteries has been reduced by \$15,000.

### **Private Works**

Council did not originally budget for any income from private works as it did not believe that it would have the resources to complete them.

However, in the first half of this financial year it generated \$44,000 of income at a cost of \$18,000, for a nett surplus of \$26,000. These amounts have been recognised in this quarterly budget review.

### **Sewer**

The sewer fund has continued to operate well managing to meet its operating and capital commitments. The only changes in this QBR is an increase in Annual Charges revenue of \$40,000 and the re-prioritisation of capital works which have no net additional cost to the fund.

### **Employee Costs**

There is a nett increase of \$174,000 in projected employee costs. There are offsetting budget adjustments across the organisation. Broadly employee costs in RMCC are projected to increase as mentioned above. Meanwhile employee costs have been reduced in administration areas such as Community Services, Finance and Executive Services.

### **Materials and Contracts**

The budget for Materials and Contracts has been increased by \$1.7 million in this quarterly review. \$1.6 million of this is due to the budgeted increase in RMCC works which is offset by additional revenue as mentioned above. There have also been increases to the budget of \$90,000 in Statutory Planning contractor payments as previously mentioned in the Planning section above.

### **Plant Recoveries**

Plant recoveries are significantly higher than budget due to higher plant usage on funded road repair works. This will enable Council to put more money towards its plant reserve which will be used to fund future plant replacement.

A broad summary table of the changes to the budget is shown below:

GENERAL MANAGER'S REPORT TO THE ORDINARY MEETING OF JUNEES SHIRE COUNCIL HELD ON 20 FEBRUARY 2024.

<b>PROS</b>		<b>CONS</b>	
<b>Operating</b>			
RMCC Additional Income	2,025,000	Nett Operating Grants	226,000
Interest on Investments	352,000	Employee Costs	174,000
Sale of Plant	112,000	Materials & Contracts	1,700,000
Depreciation saving	125,000		
Rates & Annual Charges (Sewer & General)	55,000		
Re-imburements	9,000		
<b>Total Operating</b>	<b>2,678,000</b>		<b>2,100,000</b>
<b>Nett Operating Favourable Variation</b>	<b>578,000</b>		
<b>Capital</b>			
NSW Grant for Remediation flood work	1000,000		
Streetlighting Project	46,000		
Property Purchase lower than budget	30,000		
<b>Total Capital</b>	<b>1,076,000</b>		
<b>Nett favourable Capital</b>	<b>1,076,000</b>		
<b>Nett favourable Op and Capital</b>	<b>1,654,000</b>		

## CASH

Council was holding \$11.949 million in cash and investments as at 31 December 2023. This figure is inflated by the prepayment of several roads grants and 100% of the *Financial Assistance Grants* being paid in the previous financial year. The overall cash balance is expected to decrease significantly over the remainder of the year to about \$6.6 million, due to spending on roads maintenance for which Council has received funding in advance.

Council is in a position to meet its short-term commitments as and when they fall due and meet its longer-term debt commitments.

Council's cash position has been tight over recent years but has improved and should continue to improve over the longer term due to the approval of the SRV which will add about \$1.1 million per annum when fully implemented. However, Council must be careful to account for the large amount of funding paid in advance so that it can fulfill its commitments relating to the grants and be financially sustainable when grant funding falls back to historical levels.

## **CONCLUSION**

Council's financial position continues to remain stable. Increases in expenditure have been offset by savings in other areas or funded by new grants or additional income.

It is therefore recommended that Council approve the budget adjustments in the attached Quarterly Budget Review.



# **JUNEE SHIRE COUNCIL**

## **ATTACHMENT TO ITEM 3**

**20 FEBRUARY 2024**

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**Report by Responsible Accounting Officer**

The following statement is made in accordance with Clause 203(2) of the Local Government (General) Regulations 2005:

**31 December 2023**

It is my opinion that the Quarterly Budget Review Statement for Junee Shire Council for the quarter ended 31/12/23 indicates that Council's projected financial position at 30/6/24 will be satisfactory at year end, having regard to the projected estimates of income and expenditure and the original budgeted income and expenditure.



**Signed:** \_\_\_\_\_

**date:** 8/02/2024

Luke Taberner  
Responsible Accounting Officer

**Income & Expenses Budget Review Statement**

Budget review for the quarter ended 31 December 2023

**Income & Expenses - Council Consolidated**

(\$000's)	Original Budget 2023/24	Revotes	Approved Changes		Revised Budget 2023/24	Variations for this Dec Qtr	Notes	Projected Year End Result	Actual YTD figures
			Sep	QBRS					
<b>Income</b>									
Rates and Annual Charges	7,223				7,223	55	1	7,278	7,246
User Charges and Fees	2,624		(15)		2,609	2025	2	4,634	1,145
Interest and Investment Revenues	125		62		187	352	3	539	238
Other Revenues	494				494	9	4	503	358
Grants & Contributions - Operating	5,191				5,191	-226	5	4,965	3,699
Grants & Contributions - Capital	473		1,023		1,496	1000	6	2,496	501
Other Income	199				199	112	7	311	112
					-			-	
<b>Total Income from Continuing Operations</b>	<b>16,329</b>	<b>-</b>	<b>1,070</b>		<b>17,399</b>	<b>3,327</b>		<b>20,726</b>	<b>13,299</b>
<b>Expenses</b>									
Employee Costs	5,689				5,689	174	8	5,863	2,671
Borrowing Costs	363				363			363	205
Materials & Contracts	6,253	2,215			8,468	1700	9	10,168	3,815
Depreciation	3,759				3,759	(125)	10	3,634	1,815
Legal Costs					-			-	
Other Expenses	368				368			368	1,001
Initiative Expenses	-				-			-	
Net Loss from disposal of assets					-			-	
Share of interests in Joint Ventures					-			-	
<b>Total Expenses from Continuing Operations</b>	<b>16,432</b>	<b>2,215</b>	<b>-</b>		<b>18,647</b>	<b>1,749</b>		<b>20,396</b>	<b>9,507</b>
<b>Net Operating Result from Continuing Operations</b>	<b>(103)</b>	<b>(2,215)</b>	<b>1,070</b>		<b>(1,248)</b>	<b>1,578</b>		<b>330</b>	<b>3,792</b>
<b>Net Operating Result from All Operations</b>	<b>(103)</b>	<b>(2,215)</b>	<b>1,070</b>		<b>(1,248)</b>	<b>1,578</b>		<b>330</b>	<b>3,792</b>
<b>Net Operating Result before Capital Items</b>	<b>(576)</b>	<b>(2,215)</b>	<b>47</b>		<b>(2,744)</b>	<b>578</b>		<b>(2,166)</b>	<b>3,291</b>



**Income & Expenses Budget Review Statement  
Recommended changes to revised budget**

Budget Variations being recommended include the following material items:

<b>Notes</b>	<b>Details</b>
1	Due to additional sewer charges being levied (\$40K) due to additional properties being connected to the system, and Additional General Rates levied due to supplementary valuations (\$15K).
2	Primarily due to additional RMCC works (\$2.08 mil). (This is offset by additional expenditure in Labour , materials and plant). There is also an increase in Private Works revenue (\$44K). These are offset by decreases in the budget for Developer Contributions (\$50K) , Development Application Fees (\$14K), Building Application Fees (\$13K), Cemetery Income (\$15K) and Rate 603 certificates (\$7K).
3	Additional revenue due to higher cash balances as a result of pre-paid grants, and higher than expected interest rates.
4	Due to unbudgeted for Workers compensation re-imburement (20K), partially offset by lower than budgeted inland rail re-imburement. (11K)
5	<p>There are several changes to operating grants which offset each other. Financial Assistance Grants amounting to \$3.434 million have been removed for this year's budget due to being paid in advance during the previous financial year. Additionally, The Block Repair Grant has been reduced by \$63K.</p> <p>Offset by the RERRF Grant which is \$2.241 mil over 4 years. All of the grant has been paid in this financial year.</p> <p>Also Offset by the \$1 mil from the OLG paid in advance to fund Memorial Park, Park Lane and the Flood Study. \$30K was also paid to fund the Economic Dev Commercial Land Plan.</p>
6	Due to grant received from the NSW Govt for remediation flood work. The funding was allocated to council from the Natural Disaster Essential Public Asset Restoration Fund.
7	Predominately due to the sale of a Water Truck (\$73K), a Holden Colerado Ute (\$17K), a Camry (\$20K) and a crane (\$2K).
8	Due to additional labour costs on RMCC works(\$510K) (paid for by additional funding), plant (\$90K) (offset by additional recoveries) HR \$50K, Tourism (20K) and Parks & Gardens/Cemeteries (nett \$20K). Offset by savings of \$240K in Finance, \$180K in Comm & Bus Development, \$50K in Exec Services, \$48K in IT (offset by contractor costs).
9	Mainly due to increased spending on contractors for RMCC works (\$1.6 mil) which is offset by additional revenue as specified in item 2. Spending on Stat Planning contractors is also projected to increase by \$90K, while spending on Insurance \$43K, HR contractors (\$29K) and Private Works (\$16K) (offset by Revenue) are also projected to increase. These are slightly offset by higher plant reoveries(\$90K) and a reduction in subscriptions (\$40K).
10	Due to the correction of over budgeting of depreciation on plant and equipment. This is a non-cash item.

**Income & Expenses Budget Review Statement**

Budget review for the quarter ended 31 December 2023

**Income & Expenses - Council Consolidated**

(\$000's)	Original Budget 2023/24	Revotes	Approved Changes		Revised Budget 2023/24	Variations for this Dec Qtr	Notes	Projected Year End Result	Actual YTD figures
			Other than by QBRS	Sep QBRS					
<b>Income</b>									
Executive Services	20				20	50		70	35
Finance & Administration	9,207			62	9,269	(3,085)		6,184	5,697
Community & Business	1,598			274	1,872	(77)		1,795	1,016
Engineering Services	2,949			734	3,683	6,399		10,082	4,007
Waste	1,253				1,253			1,253	1,208
Sewer Network & Treatment	1,302				1,302	40		1,342	1,336
Effluent Reuse Scheme					-			-	
<b>Total Income from Continuing Operations</b>	<b>16,329</b>	<b>-</b>	<b>-</b>	<b>1,070</b>	<b>17,399</b>	<b>3327</b>	<b>-</b>	<b>20,726</b>	<b>13,299</b>
<b>Expenses</b>									
Executive Services	1,464	131			1,595	39		1,634	835
Finance & Administration	4,962				4,962	(217)		4,745	2,457
Community & Business	2,677	-			2,677	(90)		2,587	1,385
Engineering Services	4,663	2,084			6,747	2,017		8,764	3,819
Waste Administration	1,140				1,140			1,140	508
Domestic & Commercial Collection					-			-	
Junee Waste & Resource Recovery Centre					-			-	
Sewer Administration	1,526				1,526			1,526	503
Sewer Network & Treatment					-			-	
Effluent Reuse Scheme					-			-	
<b>Total Expenses from Continuing Operations</b>	<b>16,432</b>	<b>2,215</b>	<b>-</b>	<b>-</b>	<b>18,647</b>	<b>1,749</b>	<b>-</b>	<b>20,396</b>	<b>9,507</b>
<b>Net Operating Result from Continuing Operations</b>	<b>-103</b>	<b>-2,215</b>	<b>-</b>	<b>1,070</b>	<b>(1,248)</b>	<b>1,578</b>	<b>-</b>	<b>330</b>	<b>3,792</b>
<b>Net Operating Result from All Operations</b>	<b>(103)</b>	<b>(2,215)</b>	<b>-</b>	<b>1,070</b>	<b>(1,248)</b>	<b>1,578</b>	<b>-</b>	<b>330</b>	<b>3,792</b>

**Quarterly Budget Review Statement**

for the period 01/10/23 to 31/12/23

**Capital Budget Review Statement**

Budget review for the quarter ended 31 December 2023

**Capital Budget - Council Consolidated**

(\$000's)	Original Budget 2023/24	Approved Changes		Revised Budget 2023/24	Variations for this Dec Qtr	Notes	Projected Year End Result	Actual YTD figures
		22/23 Revotes	Sep QBRS					
<b>Capital Expenditure</b>								
01050 - Economic Development	0	59		59	-46		13	12
01080 - Property Development	0	0	900	900	-30		870	870
01230 - IT Services	35	0		35			35	0
01310 - Buildings	324	644	605	1,573			1,573	37
01390 - JJRAC Operations & Management	98	169	289	556			556	33
01430 - Library	0	297		297			297	48
01630 - Parks & Reserves	90	130		220			220	0
01640 - Depot							-	0
01660 - Bridges	0	750		750			750	43
01710 - Footpaths and Cycleways								
01730 - Roads	2,016	1,882		3,898			3,898	1,690
01790 - Stormwater Infrastructure	0	42		42			42	9
01810 - Public Amenities	50	0	684	734			734	5
01830 - Cemetery Operations				-			-	
01860 - Plant Purchases	298	396		694			694	392
02020 - Junee Waste and Resource Recovery Centre		36		36			36	9
03010 - Sewer Network and Treatment	141	276		417			417	218
<b>Total Capital Expenditure</b>	<b>3,052</b>	<b>4,681</b>	<b>2,478</b>	<b>10,211</b>	<b>(76)</b>		<b>10,135</b>	<b>3,366</b>

**Capital Budget Review Statement**  
**Recommended changes to revised budget**

Budget Variations being recommended include the following material items:

**Notes Details**

1	Due to savings realised from the streetlighting project.
2	Due to the budget for 22 Boundary St being \$900K and the actual cost being \$870K.

**Cash & Investments Budget Review Statement**

Budget review for the quarter ended 31 December 2023

**Cash & Investments - Council Consolidated**

(\$000's)	Opening Balance 1/07/2023	Approved Changes			Revised Budget	Variations for this Dec Qtr	Notes	Projected Year End Result	Actual YTD figures
		Year End Adjustment	Sep QBRS	Mar QBRS					
<b>Externally Restricted <sup>(1)</sup></b>									
Domestic Waste Management	146			146			146	146	
Sewer Fund	1,384			1,384	-		1,384	1,384	
Developer Contributions	378			378			378	378	
Community Transport - Vehicle Replacement	87			87	-		87	84	
Drainage/Stormwater Reserve	74			74	-		74	74	
Employee Leave Entitlement - Sewer & Waste	137			137	-		137	137	
Specific Purpose Unexpended Grants - General	3,074		(2,152)	922			922	3,000	
Specific Purpose Unexpended Grants (Rec as Revenue)	2,118		(1,483)	635	2,000		2,635	4,935	
				-			-	-	
<b>Total Externally Restricted</b>	<b>7,398</b>	<b>-</b>	<b>(3,635)</b>	<b>-</b>	<b>3,763</b>	<b>2,000</b>	<b>5,763</b>	<b>10,138</b>	
<small>(1) Funds that must be spent for a specific purpose</small>									
<b>Internally Restricted <sup>(2)</sup></b>									
Employee Leave Entitlements	550			550			550	550	
Junee Caravan Park, Burns Park and Laurie Daly Oval	49			49	-		49	49	
Financial Assistance Grant	3,695		(3,695)	-			-	159	
Asset Management - General Fund	125			125			125	125	
Plant Replacement Fund	396		(396)	-			-	396	
Junee Historical Society - Sale Proceeds	15		(15)	-			-	15	
Bethungra Dam Reserve	61			61			61	61	
Gravel Pit Restoration	27			27	-		27	27	
Martel Memorial Trust Fund	4			4			4	4	
Specific Purpose Grants - Co-contribution	377		(377)	-			-	377	
<b>Total Internally Restricted</b>	<b>5,299</b>	<b>-</b>	<b>(4,483)</b>	<b>-</b>	<b>816</b>	<b>-</b>	<b>816</b>	<b>1,763</b>	
<small>(2) Funds that Council has earmarked for a specific purpose</small>									
<b>Unrestricted (ie. available after the above Restrictions)</b>	<b>48</b>				<b>48</b>		<b>48</b>	<b>48</b>	
<b>Total Cash &amp; Investments</b>	<b>12,745</b>	<b>-</b>	<b>(8,118)</b>	<b>-</b>	<b>4,627</b>	<b>2,000</b>	<b>6,627</b>	<b>11,949</b>	

**Cash & Investments Budget Review Statement**

**Comment on Cash & Investments Position**

Council was holding a total of \$11.949 million in cash at 31 December 2023.

This is higher than the previous year due to grants being paid in advance a proportion of which are expected to be unspent at 30 June 2024.

The expectation is that the total cash balance will decrease to \$6.6 million by 30 June 2024.

The significant reduction is due to the spending of operational and capital grants which have been paid to Council in advance.

**Investments**

Investments have been undertaken in accordance with Council's Investment Policy.

At 31 December 2023 Council had \$11 million invested in term deposits and about \$480,000 in an-online business saver account. The remaining \$469,000 was in its trading account.

Council will be looking to redeem term deposits over the next few months to pay for grant funded roadworks. significant capital works such as River Road and to pay for the continued rectification of flood damaged roads.

**Contracts Budget Review Statement**

Budget review for the quarter ended 31 December 2023

**Part A - Contracts Listing** - contracts over \$150,000 entered into during the quarter

<b>Contractor</b>	<b>Contract detail &amp; purpose</b>	<b>Contract Value</b>	<b>Start Date</b>	<b>Duration of Contract</b>	<b>Budgeted (Y/N)</b>
20 Companies as per resolution no 16.10.23	Wet Plant Hire	Schedule of Rates \$250,000 est	01/07/23	1 + 2 years	Y
9 Companies as per resolution no. 17.10.23	Dry Plant Hire	Schedule of Rates \$250,000 est	01/07/23	1 + 2 years	Y
Riverina Traffic Services Pty LtdAs per resolution 18.10.23	Traffic Control Services	Schedule of Rates > \$250,000 est	17/10/23	1 year	Y
E B Mawson & Sons Pty Ltd	Supplying & Delivering of DGB-DGS-Aggregate	Schedule of Rates > \$250,000 est	18/10/23	1 year	Y
Stablifix Pty Ltd	Road Stabilisation Works	Schedule of Rates > \$250,000 est	18/10/23	1 year	Y
Snowy Valleys Council	Lord Street Bridge Re-construction	\$ 574,000	18/10/23	6 months est	Y

1. Minimum reporting level is 1% of estimated income from continuing operations of Council or \$50,000 - whatever is the lesser.
2. Contracts listed are those entered into during the quarter being reported and exclude contractors on Council's Preferred Supplier list.
3. Contracts for employment are not required to be included.

**Consultancy & Legal Expenses Budget Review Statement**

Consultancy & Legal Expenses Overview

<b>Expense</b>	<b>YTD Expenditure (Actual Dollars)</b>	<b>Budgeted (Y/N)</b>
Consultancies	-	Y
Legal Fees	20,969	Y

**Definition of a consultant:**

A consultant is a person or organisation engaged under contract on a temporary basis to provide recommendations or high level specialist or professional advice to assist decision making by management. Generally it is the advisory nature of the work that differentiates a consultant from other contractors.



**Item 4            SALE OF LAND FOR UNPAID RATES**

Author            Chief Financial Officer

Attachments     Nil

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**RECOMMENDATION:**

***That Council note the report on the Sale of Land for Unpaid Rates.***

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**SUMMARY**

The sale of land for Unpaid Rates process concluded with the auction at the Athenium Theatre on 15 December 2023.

It resulted in the full collection of rates from 11 of the 12 properties listed for sale.

**BACKGROUND**

Council is entitled to sell properties where rates are owing for more than five years pursuant to Section 713 of the Local Government Act.

This is an action of last resort by the Council.

**CONSIDERATIONS**

The process was a success. The salient points about the process are shown below:

Only two properties went to auction on 15 December 2023. The owners of the other ten properties paid all outstanding amounts prior to the auction date.

Cashflow is critical to Council so that it can pay its bills as and when they fall due. It is important that outstanding debts do not balloon to an amount that exceeds the value of the property.

Council received \$89,107 in rates arrears from the original list of 12 properties, this represents over 20% of total arrears from 30.6.23 (being \$408,901). At least another \$20,000 was received from properties NOT listed for sale.

The Lovers Lane property which sold for \$500 will see a write-off of \$4,152 in rates plus legal costs. This was the only property which will require a write-off.

As at 31 January 2024, Council's rate collections are up over 1% compared with last year, with 59% of the annual levy collected, noting that there are still two instalment dates to come.

## **FINANCIAL**

Debt collections from this whole process were about \$109,000 as mentioned above. Although this does not affect Council's Income statement it does improve Council's cash position.

## **CONCLUSION**

The process was a success. It is worth considering that this process be conducted in the second year of each Council term if required. So, the next sale would be commenced around mid-2026 with the auction occurring around November or December 2026.

**Item 5            ADOPTION OF INTERNAL AUDIT CHARTER AND AUDIT RISK AND IMPROVEMENT COMMITTEE (ARIC) TERMS OF REFERENCE**

Author            Chief Financial Officer

Attachments      Draft Internal Audit Charter  
Draft ARIC Terms of Reference

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**RECOMMENDATIONS:**

1.    ***That Council revoke the current Audit Risk and Improvement Committee (ARIC) Charter from 30 June 2024.***
  2.    ***Adopt the Draft Internal Audit Charter attached to this report effective 1 July 2024.***
  3.    ***Adopt the Draft Audit Risk and Improvement Committee (ARIC) Terms of Reference attached to this report effective 1 July 2024.***
  4.    ***Nominate a Councillor to be a non-voting member of the Junee Shire Council Audit Risk and Improvement Committee (ARIC) from 1 July 2024.***
  5.    ***That Council support the Internal Audit Alliance seeking expressions of interest from suitably qualified persons to act as Chair of the ARIC.***
  6.    ***That Council seeks expressions of interest from suitably qualified persons to act as independent members of the Junee Shire Council ARIC.***
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**SUMMARY**

Council is required to have an Audit Risk and Improvement Committee (ARIC) with an independent chair and committee members operational by 1 July 2024.

In order for the Internal Audit Function to work council needs to adopt an Internal audit charter and a Terms of Reference for the ARIC.

**BACKGROUND**

There are new requirements that Council must adhere to pursuant to S428A of the Local Government Act. They involve the creation of a separate Internal Audit Function and the operation and composition of the ARIC.

**CONSIDERATIONS**

From 1 July 2024 the Council must have the following in place:

1.    A discreet Internal Audit Function that reports to the ARIC.
2.    An ARIC with an independent Chairman and members.

The adopting of the above draft Charter and Terms of Reference will facilitate these happening.

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# GENERAL MANAGER'S REPORT TO THE ORDINARY MEETING OF JUNEES SHIRE COUNCIL HELD ON 20 FEBRUARY 2024.

## Internal Audit Function

Council will need to have a separate internal audit function that reports to the ARIC rather than the General Manager. The existing member councils of the Internal Audit Alliance have agreed to share the cost of the Internal Audit function. This will result in lower costs to each member council.

Under the guidelines the Internal Audit Co-ordinator can be appointed by a council to co-ordinate internal audit activities on behalf of their own council and other councils. So, one council (likely to be Bland Shire Council) would employ the Internal Audit Co-ordinator and would defray the cost by proportionately charging the other five councils.

The Internal Audit Alliance consists of Junee, Coolamon, Temora, Cootamundra – Gundagai, Lockhart and Bland councils.

In the attached Internal Audit Charter, this position is referred to as the Internal Audit Co-ordinator.

## ARIC with Independent Members

The attached Terms of Reference for the ARIC specifies that it must have an independent Chairman and two independent members.

In order to comply with this requirement at minimal cost, the Internal Audit Alliance have recommended to appoint one Chairman that sits on all six ARICs. Two independent members will then be appointed separately by each council.

The new Terms of Reference allows for one non-voting Councillor, whereas currently the ARIC has two voting council members.

## **FINANCIAL**

The cost of implementing the new internal audit function and ARIC will be approximately \$54,000 for each council and \$53,000 in subsequent years.

When added to the cost of getting internal audits completed, which is about \$24,000 per annum and the increased cost of the external audit which will increase to \$76,000 per annum for F2024, not to mention the cost of staff time, one can see that auditing has become a heavy financial burden cost of \$154,000 in the first year 2024/25.

The alternative option would be for this Council to leave the Internal Audit Alliance group and go it alone. The costs in doing so would elevate both the internal and external audit functions to about \$305,000 per year.

## **CONCLUSION**

The Internal Audit Charter and the ARIC Terms of Reference will give direction to the Internal Audit Function within Council. It is therefore recommended that Council adopt the attached documents and appoint one councillor to the ARIC as a non-voting member.



# **JUNEE SHIRE COUNCIL**

## **ATTACHMENT TO ITEM 5**

**20 FEBRUARY 2024**



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# Draft Junee Shire Council Internal Audit Charter

Junee Shire Council has established the Audit, Risk and Improvement Committee (ARIC) as a key component of the Council's governance and assurance framework, in compliance with the Departmental Chief Executive's *Guidelines for risk management and internal audit for local government in NSW*. This charter provides the framework for the conduct of internal audit functions at Junee Shire and has been approved by the governing body taking into account the advice of the Council's audit, risk and improvement committee.

## Purpose of internal audit

Internal audit is an independent, objective assurance and consulting activity designed to add value and improve the Council's operations. It helps Junee Shire Council accomplish its objectives by bringing a systematic, disciplined approach to evaluate and improve the effectiveness of risk management, control and governance processes<sup>1</sup>.

Internal audit provides an independent and objective review and advisory service to provide advice to the governing body, General Manager and audit, risk and improvement committee about the Council's governance processes, risk management and control frameworks and its external accountability obligations. It also assists Junee Shire to improve its business performance.

## Independence

Council's internal audit function is to be independent of Junee Shire Council so it can provide an unbiased assessment of the Council's operations and risk and control activities.

The internal audit function reports to the Council's audit, risk and improvement committee on the results of completed audits, and for strategic direction and accountability purposes, and reports administratively to the Chief Financial Officer to facilitate day-to-day operations. Internal audit activities are not subject to direction by the Junee Shire Council and Council's management has no role in the exercise of the internal audit activities.

The audit, risk and improvement committee is responsible for communicating any internal audit issues or information to the governing body. Should the governing body require additional information, a request for the information may be made to the chair by resolution. The chair is only required to provide the information requested by the governing body where the chair is satisfied that it is reasonably necessary for the governing body to receive the information for the purposes of performing its functions under the Local Government Act. Individual Councillors are not entitled to request or receive information from the committee.

The General Manager must consult with the chair of the audit, risk and improvement committee before appointing or making decisions affecting the employment of the Internal Audit Co-ordinator. If the Internal Audit Co-ordinator is dismissed, the General Manager must report the reasons for their dismissal to the governing body.

Where the chair of the audit, risk and improvement committee has any concerns about the treatment of the Internal Audit Co-ordinator, or any action taken that may compromise their

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<sup>1</sup> As defined by the International Standards for the Professional Practice of Internal Auditing (2017)

ability to undertake their functions independently, they can report their concerns to the governing body.

The Internal Audit Co-ordinator is to confirm at least annually to the audit, risk and improvement committee the independence of internal audit activities from the Junee Shire Council.

## Authority

Junee Shire Council authorises the internal auditor to have full, free and unrestricted access to all functions, premises, assets, personnel, records and other documentation and information that the Internal Audit Co-ordinator considers necessary for the internal auditor to undertake its responsibilities.

All records, documentation and information accessed while undertaking internal audit activities are to be used solely for the conduct of those activities. The Internal Audit Co-ordinator and individual internal audit staff are responsible and accountable for maintaining the confidentiality of the information they receive when undertaking their work.

All internal audit documentation is to remain the property of Junee Shire Council, including where internal audit services are performed by an external third-party provider.

Information and documents pertaining to the internal audit function are not to be made publicly available. The head of the internal audit function may only release Junee Shire Council information to external parties that are assisting the internal auditor to undertake its responsibilities with the approval of the General Manager, except where it is being provided to an external investigative or oversight agency for the purpose of informing that agency of a matter that may warrant its attention.

## Role

The Internal Audit Co-ordinator is to support the Council's audit, risk and improvement committee to review and provide independent advice to the Junee Shire Council in accordance with section 428A of the *Local Government Act 1993*. This includes conducting internal audits of JUNEE Shire Council and monitoring the implementation of corrective actions.

The Internal Audit Co-ordinator is to also play an active role in:

- Developing and maintaining a culture of accountability and integrity
- Facilitating the integration of risk management into day-to-day business activities and processes, and
- Promoting a culture of high ethical standards.

The Internal Audit Co-ordinator has no direct authority or responsibility for the activities it reviews. The Internal Audit Co-ordinator has no responsibility for developing or implementing procedures or systems and does not prepare records or engage in Junee Shire Council functions or activities (except in carrying out its own functions).

## Internal Audit Co-ordinator

Council's internal audit function is to be led by a member of Junee Shire Council's staff with sufficient skills, knowledge and experience to ensure it fulfils its role and responsibilities to the JUNEE Shire Council and the audit, risk and improvement committee. The Internal Audit Co-ordinator must be independent, impartial, unbiased and objective when performing their work and free from any conflicts of interest.

Responsibilities of the Internal Audit Co-ordinator include:

- Contract management
- Managing the internal audit budget
- Ensuring the external provider completes internal audits in line with the audit, risk and improvement committee's annual work plan and four-year strategic work plan
- Forwarding audit reports by the external provider to the audit, risk and improvement committee
- Acting as a liaison between the external provider and the audit, risk and improvement committee
- Monitoring the Council's implementation of corrective actions that arise from the findings of audits and reporting progress to the audit, risk and improvement committee, and
- Assisting the audit, risk and improvement committee to ensure the Council's internal audit activities comply with the *Guidelines for risk management and internal audit for local government in NSW*.

As the internal audit function will be provided on behalf of the six Audit Alliance Councils, the Internal Audit Co-ordinator will be required to liaise with the general manager and senior staff for the Councils of Coolamon, Cootamundra-Gundagai, Junee, Bland, Lockhart and Temora during the establishment and delivery of each internal audit process.

## Internal Audit Co-Ordinator

Junee Shire Council, on behalf of the Audit Alliance, is to contract an external third-party provider to undertake its internal audit activities. To ensure the independence of the external provider, the Internal Audit Co-ordinator is to ensure the external provider:

- Does not conduct any audits on specific Council operations or areas that they have worked on within the last two years
- Is not the same provider conducting the Councils' external audit
- Is not the auditor of any contractors of the Councils that may be subject to the internal audit, and
- Can meet the Councils' obligations under the *Guidelines for risk management and internal audit for local government in NSW*.

The Internal Audit Co-ordinator must consult with the audit, risk and improvement committees and General Managers regarding the appropriateness of the skills, knowledge and experience of any external provider before they are engaged.



## **Performing internal audit activities**

The work of the internal audit function is to be thoroughly planned and executed. The Council's audit, risk and improvement committee must develop a strategic work plan every four years to ensure that the matters listed in Schedule 1 are reviewed by the committee and considered by the internal audit function when developing their risk-based program of internal audits. The strategic work plan must be reviewed at least annually to ensure it remains appropriate.

The committee must also develop an annual work plan to guide the work of the internal audit function over the forward year.

All internal audit activities are to be performed in a manner that is consistent with relevant professional standards including the International Standards for the Professional Practice of Internal Auditing issued by the Institute of Internal Auditors and Australian risk management standards and ISO 31000.

The contracted internal auditor is to provide the findings and recommendations of internal audits to the audit, risk and improvement committee at the end of each audit. Each report is to include a response from the relevant senior manager.

The Internal Audit Co-ordinator is to assist each Council to establish an ongoing monitoring system to follow up progress in implementing corrective actions.

The General Manager, in consultation with the audit, risk and improvement committee, is to develop and maintain policies and procedures to guide the operation of the Council's internal audit processes.

The Internal Audit Co-ordinator is to ensure that the audit, risk and improvement committee is advised at each of the committee's meetings of the internal audit activities completed during that quarter, progress in implementing the annual work plan and progress made implementing corrective actions.

## **Conduct**

Internal audit personnel must comply with the Council's code of conduct. Complaints about breaches of Council's code of conduct by internal audit personnel are to be dealt with in accordance with the *Procedures for the Administration of the Model Code of Conduct for Local Councils in NSW*. The General Manager must consult with the audit, risk and improvement committee before any disciplinary action is taken against the Internal Audit Co-ordinator in response to a breach of the code of conduct.

Internal auditors must also comply with the Code of Ethics for the Professional Practice of Internal Auditing issued by the Institute of Internal Auditors.

# **Administrative arrangements**

## **Audit, risk and improvement committee meetings**

The Internal Audit Co-ordinator will attend audit, risk and improvement committee meetings as an independent non-voting observer. The Internal Audit Co-ordinator can be excluded from meetings by the committee at any time.

The Internal Audit Co-ordinator must meet separately with the audit, risk and improvement committee at least once per year.

The Internal Audit Co-ordinator can meet with the chair of the audit, risk and improvement committee at any time, as necessary, between committee meetings.

## **External audit**

Internal and external audit activities will be coordinated to help ensure the adequacy of overall audit coverage and to minimise duplication of effort.

Periodic meetings and contact between internal and external audit shall be held to discuss matters of mutual interest and to facilitate coordination.

External audit will have full and free access to all internal audit plans, working papers and reports.

## **Dispute resolution**

The internal audit function should maintain an effective working relationship with the Junee Shire and Alliance Councils and the audit, risk and improvement committee and seek to resolve any differences they may have in an amicable and professional way by discussion and negotiation.

In the event of a disagreement between the Internal Audit Co-ordinator and Junee Shire Council, the dispute is to be resolved by the general manager and/or the audit, risk and improvement committee. Disputes between the Internal Audit Co-ordinator and the audit, risk and improvement committee are to be resolved by the governing body.

Unresolved disputes regarding compliance with statutory or other requirements are to be referred to the Departmental Chief Executive in writing.

## **Review arrangements**

The Council's audit, risk and improvement committee must review the performance of the internal audit function each year and report its findings to the governing body. A strategic review of the performance of the internal audit function must be conducted each council term that considers the views of an external party with a strong knowledge of internal audit and reported to the Council.

Any substantive changes are to be approved by the governing body.

## **Further information**

For further information on Council's internal audit activities, contact Luke Taberner on email: [luke.taberner@Junee.nsw.gov.au](mailto:luke.taberner@Junee.nsw.gov.au) or by phone 02 6924 8126.

# Schedule I – internal audit function responsibilities

## Audit

### Internal audit

- Conduct internal audits as directed by Junee Shire’s audit, risk and improvement committee.
- Implement the Council’s annual and four-year strategic internal audit work plans.
- Monitor the implementation by the Junee Shire Council of corrective actions.
- Assist the Junee Shire Council to develop and maintain a culture of accountability and integrity.
- Facilitate the integration of risk management into day-to-day business activities and processes.
- Promote a culture of high ethical standards.

### External audit

- Provide input and feedback on the financial statement and performance audit coverage proposed by external audit and provide feedback on the audit services provided.
- Review all external plans and reports in respect of planned or completed audits and monitor Junee Shire’s implementation of audit recommendations.
- Provide advice on action taken on significant issues raised in relevant external audit reports and better practice guides.

## Risk

### Risk management

Review and advise:

- If Junee Shire Council has in place a current and appropriate risk management framework that is consistent with the Australian risk management standard
- Whether the Council’s risk management framework is adequate and effective for identifying and managing the risks Junee Shire faces, including those associated with individual projects, programs and other activities.
- If risk management is integrated across all levels of the JUNEE Shire Council and across all processes, operations, services, decision-making, functions and reporting.
- Of the adequacy of risk reports and documentation, for example, the Council’s risk register and risk profile.
- Whether a sound approach has been followed in developing risk management plans for major projects or undertakings.
- Whether appropriate policies and procedures are in place for the management and exercise of delegations.
- If the Junee Shire Council has taken steps to embed a culture which is committed to ethical and lawful behaviour.

- If there is a positive risk culture within the JUNEE Shire Council and strong leadership that supports effective risk management.
- Of the adequacy of staff training and induction in risk management.
- How Council's risk management approach impacts on its insurance arrangements
- Of the effectiveness of Council's management of its assets, and
- Of the effectiveness of business continuity arrangements, including business continuity plans, disaster recovery plans and the periodic testing of these plans.

## **Internal controls**

Review and advise:

- Whether the Council's approach to maintaining an effective internal audit framework, including over external parties such as contractors and advisors, is sound and effective.
- Whether the Junee Shire Council has in place relevant policies and procedures and that these are periodically reviewed and updated
- Whether appropriate policies and procedures are in place for the management and exercise of delegations
- Whether staff are informed of their responsibilities and processes and procedures to implement controls are complied with
- If the Council's monitoring and review of controls is sufficient, and
- If internal and external audit recommendations to correct internal control weaknesses are implemented appropriately.

## **Compliance**

Review and advise of the adequacy and effectiveness of the Council's compliance framework, including:

- If the Junee Shire Council has appropriately considered legal and compliance risks as part of Council's risk management framework
- How the Junee Shire Council manages its compliance with applicable laws, regulations, policies, procedures, codes, and contractual arrangements, and
- Whether appropriate processes are in place to assess compliance.

## **Fraud and corruption**

Review and advise of the adequacy and effectiveness of Council's fraud and corruption prevention framework and activities, including whether the Junee Shire Council has appropriate processes and systems in place to capture and effectively investigate fraud-related information.

## **Financial management**

Review and advise:

- If the Junee Shire Council is complying with accounting standards and external accountability requirements
- Of the appropriateness of Council's accounting policies and disclosures

- Of the implications for Junee Shire Council of the findings of external audits and performance audits and the Council's responses and implementation of recommendations
- Whether the Council's financial statement preparation procedures and timelines are sound
- The accuracy of the Council's annual financial statements prior to external audit, including:
  - management compliance/representations
  - significant accounting and reporting issues
  - the methods used by the Junee Shire Council to account for significant or unusual transactions and areas of significant estimates or judgements.
  - appropriate management signoff on the statements
- If effective processes are in place to ensure financial information included in the Council's report is consistent with signed financial statements
- If the Council's financial management processes are adequate
- The adequacy of cash management policies and procedures
- If there are adequate controls over financial processes, for example:
  - appropriate authorisation and approval of payments and transactions
  - adequate segregation of duties
  - timely reconciliation of accounts and balances
  - review of unusual and high value purchases
- If policies and procedures for management review and consideration of the financial position and performance of the Junee Shire Council are adequate
- If the Council's grants and tied funding policies and procedures are sound.

## **Governance**

Review and advise of the adequacy of the Junee Shire Council governance framework, including the Council's:

- Decision-making processes
- Implementation of governance policies and procedures
- Reporting lines and accountability
- Assignment of key roles and responsibilities
- Committee structure
- Management oversight responsibilities
- Human resources and performance management activities
- Reporting and communication activities
- Information and communications technology (ICT) governance, and
- Management and governance of the use of data, information and knowledge.

# Improvement

## Strategic planning

Review and advise:

- Of the adequacy and effectiveness of the Councils integrated, planning and reporting (IP&R) processes.
- If appropriate reporting and monitoring mechanisms are in place to measure progress against objectives, and
- Whether Junee Shire Council is successfully implementing and achieving its IP&R objectives and strategies.

## Service reviews and business improvement

Review and advise:

- If the Junee Shire Council has robust systems to set objectives and goals to determine and deliver appropriate levels of service to the community and business performance
- If appropriate reporting and monitoring mechanisms are in place to measure service delivery to the community and overall performance, and
- How the Junee Shire Council can improve its service delivery and the Council's performance of its business and functions generally.

## Performance data and measurement

Review and advise:

- If the Junee Shire Council has a robust system to determine appropriate performance indicators to measure the achievement of its strategic objectives
- If the performance indicators the Junee Shire Council uses are effective, and
- Of the adequacy of performance data collection and reporting.

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# Draft Terms Of Reference For Junee Shire Council's Audit, Risk and Improvement Committee

Junee Shire Council has established an audit, risk and improvement committee in compliance with section 428A of the *Local Government Act 1993*, Division 6A – Auditing and Audit, Risk and Improvement Committees of the *Local Government (General) Regulation 2021* and the Departmental Chief Executive's *Guidelines for risk management and internal audit for local government in NSW*. These terms of reference set out the committee's objectives, authority, composition and tenure, roles and responsibilities, reporting and administrative arrangements.

## Objective

The objective of Council's audit, risk and improvement committee is to provide independent assurance to Shire Council by monitoring, reviewing and providing advice about the Council's governance processes, compliance, risk management and control frameworks, external accountability obligations and overall performance.

## Independence

The committee is to be independent to ensure it has no real or perceived bias or conflicts of interest that may interfere with its ability to act independently and to provide Junee Shire Council with robust, objective and unbiased advice and assurance.

The committee is to have an advisory and assurance role only and is to exercise no administrative functions, delegated financial responsibilities or any management functions of the Junee Shire Council. The committee will provide independent advice to the Junee Shire Council that is informed by the Council's internal audit and risk management activities and information and advice provided by staff, relevant external bodies and subject matter experts.

The committee must always ensure it maintains a direct reporting line to and from the Council's internal audit function and act as a mechanism for internal audit to report to the governing body and the General Manager on matters affecting the performance of the internal audit function.

## Authority

Junee Shire Council authorises the committee, for the purposes of exercising its responsibilities, to:

- Access any information it needs from the Junee Shire Council.
- Use any Junee Shire Council resources it needs.
- Have direct and unrestricted access to the General Manager and senior management of the Junee Shire Council.
- Seek the General Manager's permission to meet with any other Junee Shire Council staff member or contractor.
- Discuss any matters with the external auditor or other external parties.



- Request the attendance of any employee at committee meetings, and
- Obtain external legal or other professional advice in line with councils' procurement policies. The cost of this advice should be obtained, and details put to the Chief Financial Officer for approval.
- Information and documents pertaining to the committee are confidential and are not to be made publicly available. The committee may only release Junee Shire Council information to external parties that are assisting the committee to fulfil its responsibilities with the approval of the General Manager, except where it is being provided to an external investigative or oversight agency for the purpose of informing that agency of a matter that may warrant its attention.

## Composition and tenure

The committee consists of an independent chair and two independent members who have voting rights and one non-voting councillor, as required under the Guidelines for risk management and internal audit for local government in NSW.

The governing body is to appoint the chair and members of the committee. Current committee members are:

TBC	Independent chair (voting)
TBC	Independent member (voting)
TBC	Independent member (voting)
[name]	Councillor member (non-voting) (if applicable)

All committee members must meet the independence and eligibility criteria prescribed in the Guidelines for risk management and internal audit for local government in NSW.

Members will be appointed for up to a four-year term. Members can be reappointed for one further term, but the total period of continuous membership cannot exceed eight years. This includes any term as chair of the committee. Members who have served an eight-year term (either as a member or as chair) must have a two-year break from serving on the committee before being appointed again. To preserve the committee's knowledge of the Junee Shire Council, ideally, no more than one member should retire from the committee because of rotation in any one year.

The terms and conditions of each member's appointment to the committee are to be set out in a letter of appointment. New members will be thoroughly inducted to their role and receive relevant information and briefings on their appointment to assist them to meet their responsibilities.

Prior to approving the reappointment or extension of the chair's or an independent member's term, the governing body is to undertake an assessment of the chair's or committee member's performance. Reappointment of the chair or a committee member is also to be subject to that person still meeting the independence and eligibility requirements.

Members of the committee must possess and maintain a broad range of skills, knowledge and experience relevant to the operations, governance and financial management of the Junee Shire Council, the environment in which the Junee Shire Council operates, and the contribution that the committee makes to the Junee Shire Council. At least one member of the committee must have accounting or related financial management experience with an understanding of accounting and auditing standards in a local government environment. All members should have sufficient understanding of the Council's financial reporting responsibilities to be able to contribute to the committee's consideration of the Council's annual financial statements.

Junee Shire Council, as a member of an Alliance of six Councils within the Riverina Region, intends to share its chair with the ARICs of the remaining Alliance Councils being Coolamon, Cootamundra-Gundagai, Lockhart, Bland and Temora.

The role of the Chair will be to provide independent assurance and assistance on the governance, risk control and compliance frameworks for each of the Councils.

While each Council will have its own separate committee, it is anticipated that the appointed chair will preside over all six committees.

The appointment of Chair, to commence from 1 July 2024, will be undertaken in accordance with the Office of Local Government's: Guidelines for Risk Management and Internal Audit for Local Government in NSW (the Guidelines).

## Role

As required under section 428A of the Local Government Act 1993 (the Act), the role of the committee is to review and provide independent advice to the Junee Shire Council regarding the following aspects of the Council's operations:

- Compliance
- Risk management
- Fraud control
- Financial management
- Governance
- Implementation of the strategic plan, delivery program and strategies
- Service reviews
- Collection of performance measurement data by the Junee Shire Council, and
- Internal audit

The committee must also provide information to the Junee Shire Council for the purpose of improving the Council's performance of its functions.

The committee's specific audit, risk and improvement responsibilities under section 428A of the Act are outlined in Schedule 1 to this charter.

The committee will act as a forum for consideration of the Council's internal audit function and oversee its planning, monitoring and reporting to ensure it operates effectively.

The committee has no power to direct external audit or the way it is planned and undertaken but will act as a forum for the consideration of external audit findings.

The committee is directly responsible and accountable to the governing body for the exercise of its responsibilities. In carrying out its responsibilities, the committee must at all times recognise that primary responsibility for management of the Junee Shire Council rests with the governing body and the General Manager.

The responsibilities of the committee may be revised or expanded in consultation with, or as requested by, the governing body from time to time.

## Responsibilities of members

### Independent members

The chair and members of the committee are expected to understand and observe the requirements of the Guidelines for risk management and internal audit for local government in NSW. Members are also expected to:

- Make themselves available as required to attend and participate in meetings.
- Contribute the time needed to review and understand information provided to it.
- Apply good analytical skills, objectivity and judgement.
- Act in the best interests of the Junee Shire Council.
- Have the personal courage to raise and deal with tough issues, express opinions frankly, ask questions that go to the fundamental core of the issue and pursue independent lines of inquiry.
- Maintain effective working relationships with the Junee Shire Council.
- Have strong leadership qualities (chair).
- Lead effective committee meetings (chair), and
- Oversee the Council's internal audit function (chair).

### Councillor members

To preserve the independence of the committee, the Councillor member of the committee is a non-voting member. Their role is to:

- Relay to the committee any concerns the governing body may have regarding the Junee Shire Council and issues being considered by the committee.
- Provide insights into local issues and the strategic priorities of the Junee Shire Council that would add value to the committee's consideration of agenda items.
- Advise the governing body (as necessary) of the work of the committee and any issues arising from it, and
- Assist the governing body to review the performance of the committee.

Issues or information the councillor member raises with or provides to the committee must relate to the matters listed in Schedule 1 and issues being considered by the committee.

The Councillor member of the committee must conduct themselves in a non-partisan and professional manner. The Councillor member of the committee must not engage in any

conduct that seeks to politicise the activities of the committee or the internal audit function or that could be seen to do so.

If the Councillor member of the committee engages in such conduct or in any other conduct that may bring the committee and its work into disrepute, the chair of the committee may recommend to the Junee Shire Council, that the Councillor member be removed from membership of the committee. Where the Junee Shire Council does not agree to the committee chair's recommendation, the Junee Shire Council must give reasons for its decision in writing to the chair.

## **Conduct**

Independent committee members are required to comply with the Council's code of conduct.

Complaints alleging breaches of the Council's code of conduct by an independent committee member are to be dealt with in accordance with the Procedures for the Administration of the Model Code of Conduct for Local Councils in NSW. The General Manager must consult with the governing body before taking any disciplinary action against an independent committee member in response to a breach of the Council's code of conduct.

## **Conflicts of interest**

Once a year, committee members must provide written declarations to the Junee Shire Council stating that they do not have any conflicts of interest that would preclude them from being members of the committee. Independent committee members are 'designated persons' for the purposes of the Council's code of conduct and must also complete and submit returns of their interests.

Committee members and observers must declare any pecuniary or non-pecuniary conflicts of interest they may have in a matter being considered at the meeting at the start of each meeting or as soon as they become aware of the conflict of interest. Where a committee member or observer declares a pecuniary or a significant non-pecuniary conflict of interest, they must remove themselves from committee deliberations on the issue. Details of conflicts of interest declared at meetings must be appropriately minuted.

## **Standards**

Committee members are to conduct their work in accordance with the International Standards for the Professional Practice of Internal Auditing issued by the Institute of Internal Auditors and Australian risk management standards, where applicable.

## **Work plans**

The work of the committee is to be thoroughly planned and executed. The committee must develop a strategic work plan every four years to ensure that the matters listed in Schedule I are reviewed by the committee and considered by the internal audit function when developing their risk-based program of internal audits. The strategic work plan must be reviewed at least annually to ensure it remains appropriate.

The committee may, in consultation with the governing body, vary the strategic work plan at any time to address new or emerging risks. The governing body may also, by resolution, request the committee to approve a variation to the strategic work plan. Any decision to vary the strategic work plan must be made by the committee.

The committee must also develop an annual work plan to guide its work, and the work of the internal audit function over the forward year.

The committee may, in consultation with the governing body, vary the annual work plan to address new or emerging risks. The governing body may also, by resolution, request the committee to approve a variation to the annual work plan. Any decision to vary the annual work plan must be made by the committee.

When considering whether to vary the strategic or annual work plans, the committee must consider the impact of the variation on the internal audit function's existing workload and the completion of pre-existing priorities and activities identified under the work plan.

## Assurance reporting

The committee must regularly report to the Junee Shire Council to ensure that it is kept informed of matters considered by the committee and any emerging issues that may influence the strategic direction of the Junee Shire Council or the achievement of the Council's goals and objectives.

The committee will provide an update to the governing body and the General Manager of its activities and opinions after every committee meeting.

The committee will provide an annual assessment to the governing body and the General Manager on the committee's work and its opinion on how the Junee Shire Council is performing.

The committee will provide a comprehensive assessment every council term of the matters listed in Schedule 1 to the governing body and the General Manager.

The committee may at any time report to the governing body or the General Manager on any other matter it deems of sufficient importance to warrant their attention. The mayor and the chair of the committee may also meet at any time to discuss issues relating to the work of the committee.

Should the governing body require additional information, a request for the information may be made to the chair by resolution. The chair is only required to provide the information requested by the governing body where the chair is satisfied that it is reasonably necessary for the governing body to receive the information for the purposes of performing its functions under the Local Government Act. Individual Councillors are not entitled to request or receive information from the committee.

## Administrative arrangements

### Meetings

The committee will meet at least four times per year, including a special meeting to review the Council's financial statements.

The committee can hold additional meetings when significant unexpected issues arise, or if the chair is asked to hold an additional meeting by a committee member, the General Manager or the governing body.

Committee meetings can be held in person, by telephone or videoconference. Proxies are not permitted to attend meetings if a committee member cannot attend.

A quorum will consist of a majority of independent voting members. Where the vote is tied, the chair has the casting vote.

The chair of the committee will decide the agenda for each committee meeting. Each committee meeting is to be minuted to preserve a record of the issues considered and the actions and decisions taken by the committee.

The General Manager, Chief Financial Officer and the Internal Audit Co-ordinator should attend committee meetings as non-voting observers. The external auditor (or their representative) is to be invited to each committee meeting as an independent observer. The chair can request the attendance of other Council staff, Councillors or contractors of the Council and any subject matter expert to attend committee meetings. Where requested to attend a meeting, persons must attend the meeting where possible and provide any information requested. Observers have no voting rights and can be excluded from a meeting by the chair at any time.

The committee can hold closed meetings whenever it needs to discuss confidential or sensitive issues with only voting members of the committee present.

The committee must meet separately with the Internal Audit Co-ordinator and the Council's external auditor at least once each year.

### **Dispute resolution**

Members of the committee and the Council's management should maintain an effective working relationship and seek to resolve any differences they may have in an amicable and professional way by discussion and negotiation.

In the event of a disagreement between the committee and the General Manager or other senior managers, the dispute is to be resolved by the governing body.

Unresolved disputes regarding compliance with statutory or other requirements are to be referred to the Departmental Chief Executive in writing.

### **Secretariat**

The General Manager will nominate a staff member to provide secretariat support to the committee. The secretariat will ensure the agenda for each meeting and supporting papers are circulated after approval from the chair at least one week before the meeting and ensure that minutes of meetings are prepared and maintained. Minutes must be approved by the chair and circulated within one week of the meeting to each member.

### **Resignation and dismissal of members**

Where the chair or a committee member is unable to complete their term or does not intend to seek reappointment after the expiry of their term, they should give four-months' notice to the chair and the governing body prior to their resignation to allow the Council to ensure a smooth transition to a new chair or committee member.

The governing body can, by resolution, terminate the appointment of the chair or an independent committee member before the expiry of their term where that person has:

- Breached the council's code of conduct.
- Performed unsatisfactorily or not to expectations.
- Declared, or is found to be in, a position of a conflict of interest which is unresolvable.
- Been declared bankrupt or found to be insolvent.
- Experienced an adverse change in business status.
- Been charged with a serious criminal offence.
- Been proven to be in serious breach of their obligations under any legislation, or
- Experienced an adverse change in capacity or capability.

The position of a Councillor member on the committee can be terminated at any time by the governing body by resolution.

### **Review arrangements**

At least once every council term, the governing body must review or arrange for an external review of the effectiveness of the committee.

These terms of reference must be reviewed annually by the committee and once each council term by the governing body. Any substantive changes are to be approved by the governing body.

### **Further information**

For further information on Council's audit, risk and improvement committee, contact Luke Taberner on email - [luke.taberner@june.nsw.gov.au](mailto:luke.taberner@june.nsw.gov.au) or by phone 02 6924 8126.

# Schedule I – Audit, risk and improvement committee responsibilities

## Audit

### Internal audit

- Provide overall strategic oversight of internal audit activities.
- Act as a forum for communication between the governing body, General Manager, senior management, the internal audit function and external audit.
- Coordinate, as far as is practicable, the work programs of internal audit and other assurance and review functions.
  - if the Junee Shire Council is complying with internal audit requirements, including conformance with the International Professional Practices Framework
  - if the Council's internal audit charter is appropriate and whether the internal audit policies and procedures and audit/risk methodologies used by the Junee Shire Council are suitable
  - of the strategic four-year work plan and annual work plan of internal audits to be undertaken by the Council's internal audit function
  - if the Council's internal audit activities are effective, including the performance of the head of the internal audit function and the internal audit function.
  - of the findings and recommendations of internal audits conducted, and corrective actions needed to address issues raised.
  - of the implementation by the Junee Shire Council of these corrective actions
  - on the appointment of the head of the internal audit function and external providers, and
  - if the internal audit function is structured appropriately and has sufficient skills and expertise to meet its responsibilities

### External audit

- Act as a forum for communication between the governing body, General Manager, senior management, the internal audit function and external audit.
- Coordinate as far as is practicable, the work programs of internal audit and external audit.
- Provide input and feedback on the financial statement and performance audit coverage proposed by external audit and provide feedback on the audit services provided.
- Review all external plans and reports in respect of planned or completed audits and monitor council's implementation of audit recommendations.
- Provide advice to the governing body and/or General Manager on action taken on significant issues raised in relevant external audit reports and better practice guides.



# Risk

## Risk management

Review and advise the Junee Shire Council:

- If the Council has in place a current and appropriate risk management framework that is consistent with the Australian risk management standard.
- Whether the Junee Shire Council is providing the resources necessary to successfully implement its risk management framework.
- Whether the Council's risk management framework is adequate and effective for identifying and managing the risks the Junee Shire Council faces, including those associated with individual projects, programs and other activities.
- If risk management is integrated across all levels of the Junee Shire Council and across all processes, operations, services, decision-making, functions and reporting.
- Of the adequacy of risk reports and documentation, for example, the Council's risk register and risk profile.
- Whether a sound approach has been followed in developing risk management plans for major projects or undertakings.
- Whether appropriate policies and procedures are in place for the management and exercise of delegations.
- If the Junee Shire Council has taken steps to embed a culture which is committed to ethical and lawful behaviour.
- If there is a positive risk culture within the Junee Shire Council and strong leadership that supports effective risk management.
- Of the adequacy of staff training and induction in risk management.
- How the Council's risk management approach impacts on the Council's insurance arrangements.
- Of the effectiveness of the Council's management of its assets, and
- Of the effectiveness of business continuity arrangements, including business continuity plans, disaster recovery plans and the periodic testing of these plans.

## Internal controls

Review and advise the Junee Shire Council:

- Whether the Council's approach to maintaining an effective internal audit framework, including over external parties such as contractors and advisors, is sound and effective.
- Whether the Junee Shire Council has in place relevant policies and procedures and that these are periodically reviewed and updated.
- Whether appropriate policies and procedures are in place for the management and exercise of delegations.
- Whether staff are informed of their responsibilities and processes and procedures to implement controls are complied with.
- If the Council's monitoring and review of controls is sufficient, and
- If internal and external audit recommendations to correct internal control weaknesses are implemented appropriately.

## **Compliance**

Review and advise the Junee Shire Council of the adequacy and effectiveness of the Council's compliance framework, including:

- If the Junee Shire Council has appropriately considered legal and compliance risks as part of the Council's risk management framework.
- How the Junee Shire Council manages its compliance with applicable laws, regulations, policies, procedures, codes, and contractual arrangements, and
- Whether appropriate processes are in place to assess compliance.

## **Fraud and corruption**

Review and advise the Junee Shire Council of the adequacy and effectiveness of the Council's fraud and corruption prevention framework and activities, including whether the Junee Shire Council has appropriate processes and systems in place to capture and effectively investigate fraud-related information.

## **Financial management**

Review and advise the Junee Shire Council:

- If the Junee Shire Council is complying with accounting standards and external accountability requirements.
- Of the appropriateness of the Council's accounting policies and disclosures.
- Of the implications for the Junee Shire Council of the findings of external audits and performance audits and the Council's responses and implementation of recommendations.
- Whether the Council's financial statement preparation procedures and timelines are sound.
- The accuracy of the Council's annual financial statements prior to external audit, including:
  - management compliance/representations
  - significant accounting and reporting issues
  - the methods used by the Junee Shire Council to account for significant or unusual transactions and areas of significant estimates or judgements.
  - appropriate management signoff on the statements.
- If effective processes are in place to ensure financial information included in the Council's annual report is consistent with signed financial statements.
- If the Council's financial management processes are adequate.
- The adequacy of cash management policies and procedures.
- If there are adequate controls over financial processes, for example:
  - appropriate authorisation and approval of payments and transactions
  - adequate segregation of duties
  - timely reconciliation of accounts and balances
  - review of unusual and high value purchases
- If policies and procedures for management review and consideration of the financial position and performance of the Junee Shire Council are adequate.
- If the Council's grants and tied funding policies and procedures are sound.

## **Governance**

Review and advise the Junee Shire Council regarding its governance framework, including the Council's:

- Decision-making processes
- Implementation of governance policies and procedures
- Reporting lines and accountability
- Assignment of key roles and responsibilities
- Committee structure
- Management oversight responsibilities
- Human resources and performance management activities
- Reporting and communication activities
- Information and communications technology (ICT) governance, and
- Management and governance of the use of data, information and knowledge

## **Improvement**

### **Strategic planning**

Review and advise the Junee Shire Council:

- Of the adequacy and effectiveness of the Council's integrated, planning and reporting (IP&R) processes
- If appropriate reporting and monitoring mechanisms are in place to measure progress against objectives, and
- Whether the Junee Shire Council is successfully implementing and achieving its IP&R objectives and strategies.

### **Service reviews and business improvement**

- Act as a forum for communication and monitoring of any audits conducted by external bodies and the implementation of corrective actions (for example, NSW government agencies, Commonwealth government agencies, insurance bodies)
- Review and advise the Junee Shire Council:
  - If the Junee Shire Council has robust systems to set objectives and goals to determine and deliver appropriate levels of service to the community and business performance
  - if appropriate reporting and monitoring mechanisms are in place to measure service delivery to the community and overall performance, and
  - how the Junee Shire Council can improve its service delivery and the Council's performance of its business and functions generally

## **Performance data and measurement**

Review and advise the Junee Shire Council:

- If the Junee Shire Council has a robust system to determine appropriate performance indicators to measure the achievement of its strategic objectives
- If the performance indicators the Junee Shire Council uses are effective, and
- Of the adequacy of performance data collection and reporting.

**Item 6                    COUNCIL INVESTMENTS AND BANK BALANCES – DECEMBER 2023**

Author                    Director Corporate and Community Development

Attachments            Nil

---

**RECOMMENDATION:**

***That Council notes the Investment Report as of 31 December 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 \$11,949,306 comprising:

Trading Accounts -	\$469,382
At Call Accounts -	\$479,924
Investments -	\$11,000,000

**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.

---

## 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 2023 to date was \$213,638.88.

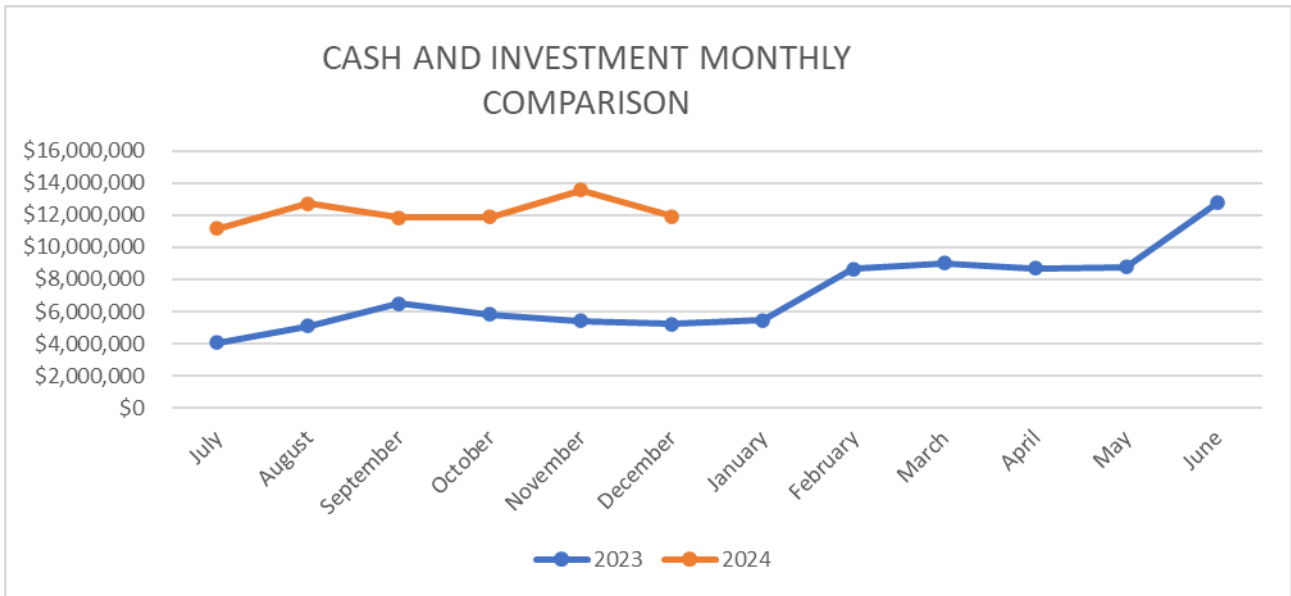
## SOCIAL CONSIDERATIONS

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

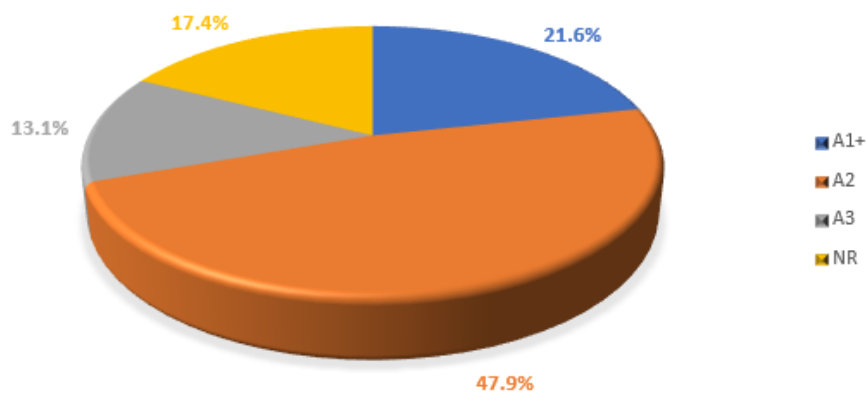
INVESTMENT BALANCES						
As of 31 December 2023						
INSTITUTION	RATING	AMOUNT (\$)	MATURITY DATE	INTEREST RATE	INTEREST AT MATURITY (\$)	BENCHMARK – AusBond
<b>Trading Accounts</b>						
Commonwealth Bank of Australia	A1+	469,382	-	-	-	-
		<b>469,924</b>				
<b>At Call Accounts</b>						
Commonwealth Bank of Australia	A1+	479,924	At Call	4.35%	33,942.31	4.10%
		<b>479,924</b>			<b>33,942.31</b>	
<b>Term Deposits</b>						
National Australia Bank	A1+	-	Matured	-	18,000.00	-
National Australia Bank	A1+	-	Matured	-	15,904.11	-
National Australia Bank	A1+	-	Matured	-	10,969.86	-
AMP Bank	A2	-	Matured	-	23,058.90	-
Judo Bank	A3	-	Matured	-	6,669.18	-
AMP Bank	A2	-	Matured	-	11,842.47	-
AMP Bank	A2	-	Matured	-	12,397.26	-
MyState Bank	A2	-	Matured	-	12,328.77	-
AMP Bank	A2	-	Matured	-	11,376.71	-
AMP Bank	A2	-	Matured	-	12,821.92	-
AMP Bank	A2	-	Matured	-	3,773.97	-
Judo Bank	A3	-	Matured	-	13,068.49	-
Judo Bank	A3	-	Matured	-	27,484.93	-
National Australia bank	A1+	1,000,000	24-Jan-24	5.30%	26,136.99	4.34%
Bank of Queensland	A2	500,000	23-Feb-24	5.50%	18,006.85	4.31%
Bank of Queensland	A2	500,000	26-Mar-24	5.10%	12,575.34	4.31%
National Australia Bank	A1+	1,000,000	08-Apr-24	5.05%	29,054.79	4.21%
Mystate Bank	A2	750,000	09-Apr-24	5.10%	22,740.41	4.21%
AMP Bank	A2	500,000	01-May-24	5.15%	12,910.27	4.21%
Mystate Bank	A2	500,000	06-May-24	5.25%	12,945.21	4.21%
AMP Bank	A2	500,000	24-May-24	5.70%	25,767.12	4.21%
AMP Bank	A2	500,000	27-May-24	5.20%	12,964.38	4.21%
Australian Unity Bank	A2	500,000	27-May-24	5.40%	13,315.07	4.21%
Judo Bank	A3	1,000,000	19-Jun-24	5.20%	25,643.84	4.21%
Australian Unity Bank	A2	500,000	19-Jun-24	5.55%	27,750.00	4.21%
Heritage and People's Choice	A2	750,000	04-Jul-24	5.30%	35,938.36	3.96%
Judo Bank	A3	500,000	07-Aug-24	5.33%	17,523.29	3.96%
Arab Bank Australia	NR	2,000,000	03-Sep-24	5.50%	82,273.97	3.96%
		<b>11,000,000</b>			<b>555,242.46</b>	
<b>Total Cash and Investment</b>		<b>11,949,306</b>				

### Cash Comparative Analysis



### Portfolio Analysis

COUNCIL INVESTMENT PORTFOLIO BY INSTITUTION RATING

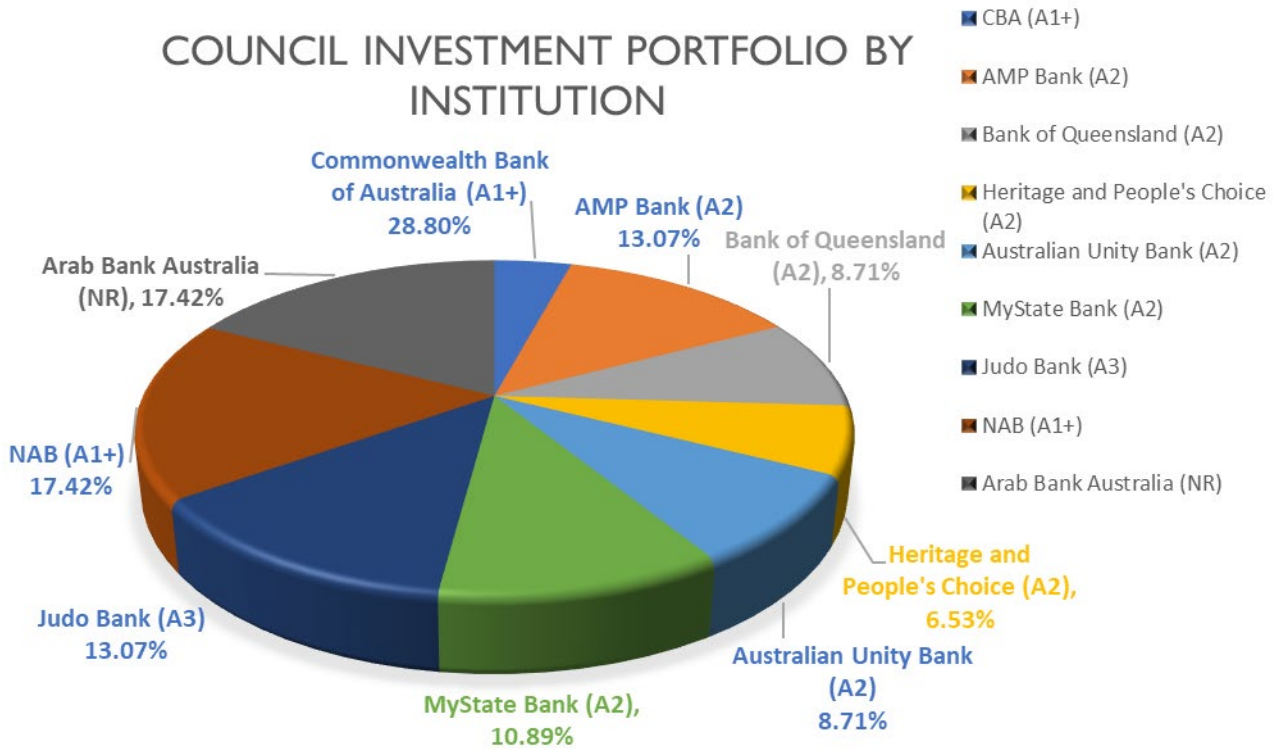


### Portfolio Credit Framework – Compliance with Investment Policy Requirements

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

### 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)

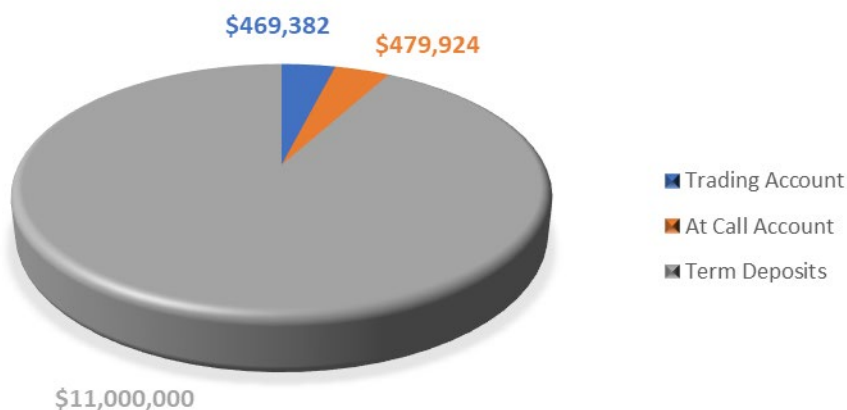


**Term to Maturity Framework – Compliance with Investment Policy Requirements**

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 7                    COUNCIL INVESTMENTS AND BANK BALANCES – JANUARY 2024**

Author                    Director Corporate and Community Development

Attachments            Nil

---

**RECOMMENDATION:**

***That Council notes the Investment Report as of 31 January 2024, 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 \$10,706,181 comprising:

Trading Accounts -	\$224,484
At Call Accounts -	\$481,697
Investments -	\$10,000,000

**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.

## 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 2023 to date was \$241,548.96.

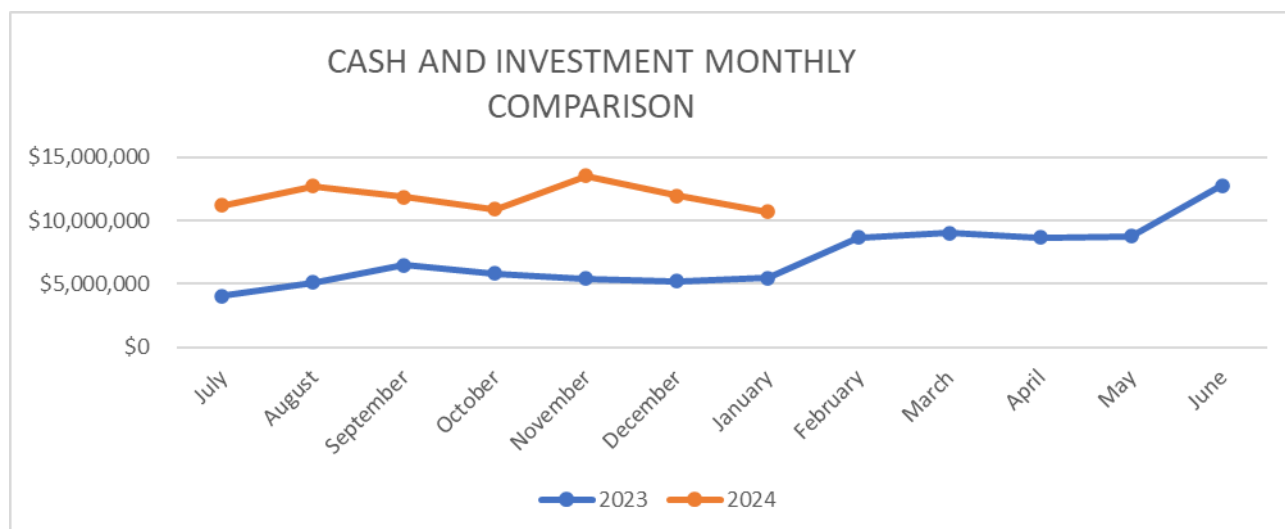
## SOCIAL CONSIDERATIONS

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

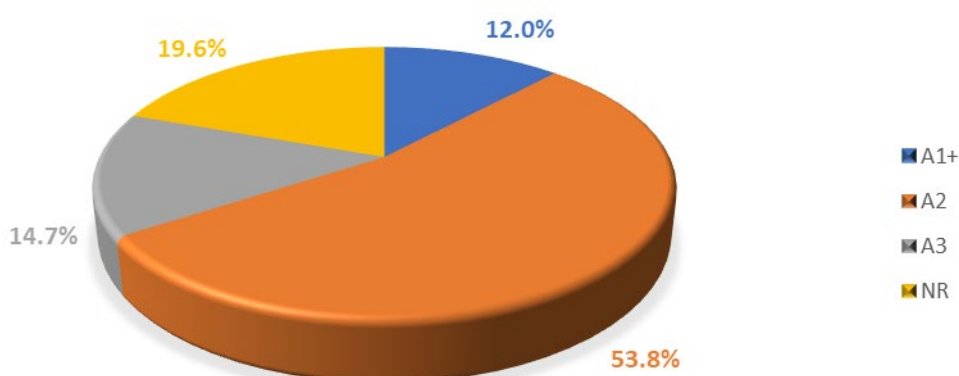
INVESTMENT BALANCES						
As of 31 January 2024						
INSTITUTION	RATING	AMOUNT (\$)	MATURITY DATE	INTEREST RATE	INTEREST AT MATURITY (\$)	BENCHMARK – AusBond
<b>Trading Accounts</b>						
Commonwealth Bank of Australia	A1+	224,484	-	-	-	-
		<b>224,484</b>				
<b>At Call Accounts</b>						
Commonwealth Bank of Australia	A1+	481,697	At Call	4.35%	35,715.4	4.10%
		<b>481,697</b>			<b>33,942.31</b>	
<b>Term Deposits</b>						
National Australia Bank	A1+	-	Matured	-	18,000.00	-
National Australia Bank	A1+	-	Matured	-	15,904.11	-
National Australia Bank	A1+	-	Matured	-	10,969.86	-
AMP Bank	A2	-	Matured	-	23,058.90	-
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Australian Unity Bank	A2	500,000	27-May-24	5.40%	13,315.07	4.23%
Judo Bank	A3	1,000,000	19-Jun-24	5.20%	25,643.84	4.23%
Australian Unity Bank	A2	500,000	19-Jun-24	5.55%	27,750.00	4.23%
Heritage and People's Choice	A2	750,000	04-Jul-24	5.30%	35,938.36	4.23%
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Arab Bank Australia	NR	2,000,000	03-Sep-24	5.50%	82,273.97	4.03%
		<b>10,000,000</b>			<b>555,242.46</b>	
<b>Total Cash and Investment</b>		<b>10,706,181</b>				

### Cash Comparative Analysis



### Portfolio Analysis

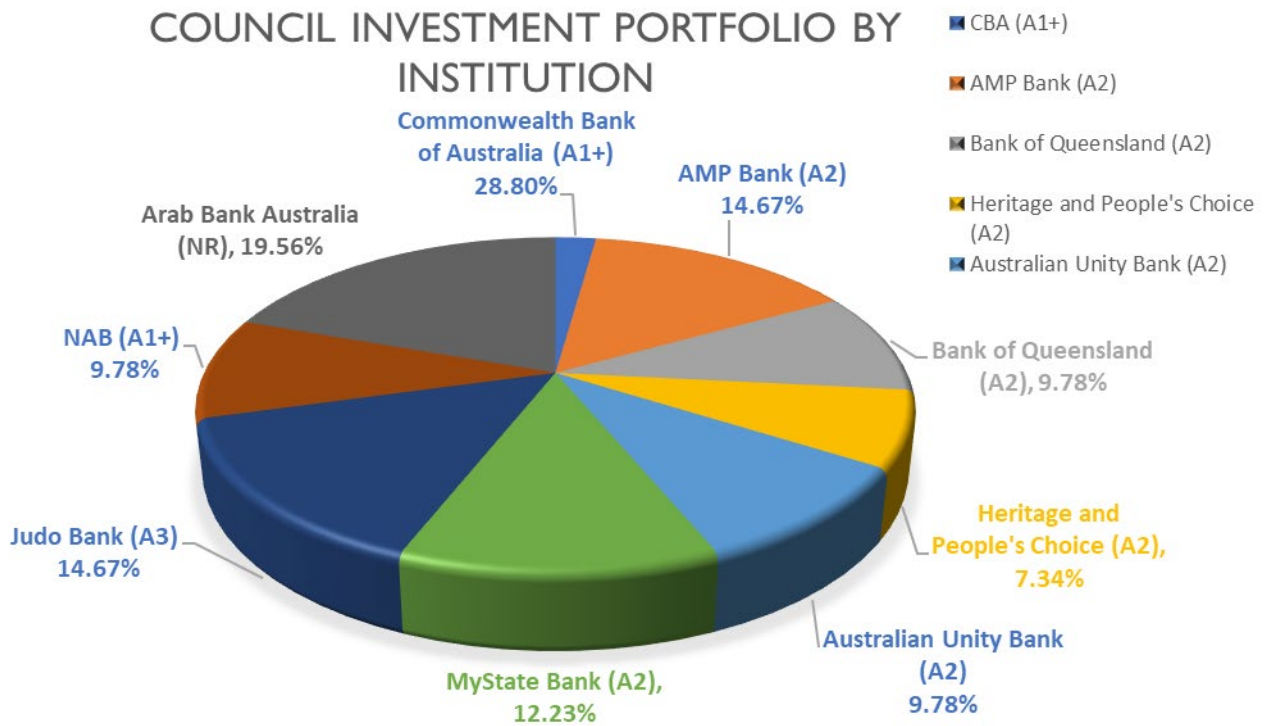
COUNCIL INVESTMENT PORTFOLIO BY INSTITUTION RATING



### 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



#### 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:

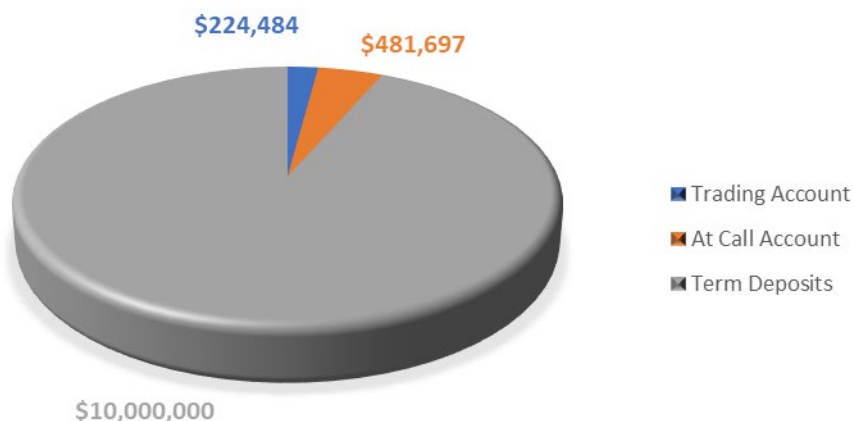
S&P Long Term Rating	S&P Short Term Rating	Maximum %	Portfolio Complies with Policy?
AAA	A1+	50%	Yes
AA+	A1	50%	Yes
AA			
AA-			
A+	A2	35%	Yes
A			
A-			
BBB+	A3	20%	Yes
BBB			
BBB-			
Unrated	Unrated	20%	Yes (\$Nil)

**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 8 LEASE OF BROADWAY HOTEL**

Author Director Corporate and Community Development

Attachments Nil

---

**RECOMMENDATIONS:**

- 1. That Council endorses the General Manager to negotiate a new draft lease agreement on behalf of Council, which includes an option to sublease part for the Broadway Hotel.***
  - 2. Receive a further report on the new draft lease agreement following negotiations with the Broadway Museum.***
- 

**SUMMARY**

The Junee & District Historical Society Incorporated (referred to as the 'Broadway Museum'), a longstanding community-based organisation, has been operating from the Broadway Hotel for over 20 years, enriching our community through its exhibitions and programs.

A formal lease agreement (referred to as the 'original lease'), commencing on 20 September 2003, expired on 19 September 2006. However, it is important to note that the original lease included seven further options of three years each, meaning that the original lease is currently due to expire on 19 September 2027.

This historical context sets the stage for consideration of a revised lease agreement (referred to as the 'new lease') with the Broadway Museum. The Council has been approached seeking direction from the Broadway Museum regarding the possibility of subletting part of the premises to a third party.

Entering into a new lease agreement will provide clarity on how a sublease may proceed, as well as establish improved provisions within the lease agreement between the Council and the Broadway Museum.

**BACKGROUND**

Junee Shire Council provides a wide range of community facilities which help meet the diverse needs of its residents. It also owns or manages land upon which community facilities have been built and owns buildings which it leases out, which in some instances provides a commercial return to Council.

The Broadway Museum, which operates from the Broadway Hotel, has been a cultural cornerstone within our community for many years. Its exhibits, programs, and events have enriched the lives of residents and visitors alike, offering insight into the history and arts of our

community. However, the museum's ability to maintain its facilities and sustain its operations has been challenged due to financial constraints.

## CONSIDERATIONS

The following matters will be considered as part of the new lease agreement:

1. **Lease Term:** The duration of the lease term will be carefully reviewed and determined in alignment with the strategic goals of both the Council and the Broadway Museum. Factors such as long-term sustainability, operational flexibility, and financial considerations will guide the determination of the lease term.
2. **Subleasing Provision:** The inclusion of provisions for subleasing part of the Broadway Hotel will be carefully evaluated. This aspect of the lease agreement presents an opportunity for the Broadway Museum to explore additional revenue streams while adhering to relevant legal and regulatory requirements.
3. **Rent and Financial Provisions:** The financial terms of the lease, including rent payments and any additional financial obligations, will be subject to thorough evaluation. The aim is to establish fair and equitable terms that reflect the value of the premises while ensuring the financial viability of the Broadway Museum.
4. **Responsibilities:** The new lease arrangement will outline responsibilities for the payment of rates, insurances, fire safety compliance, pest control, repairs, and maintenance obligations, and, right of inspections.
5. **Termination and Renewal Options:** Provisions for termination and renewal options will be delineated to provide clarity and certainty for both parties. Consideration will be given to factors such as performance metrics, compliance with lease terms, and evolving needs and circumstances.
6. **Legal and regulatory compliance:** The new lease agreement will adhere to applicable legal and regulatory requirements at the local, state, and federal levels. Compliance with zoning regulations, building codes, and other relevant statutes will be integral to the drafting and execution of the lease agreement.

These considerations will form the basis of our negotiations as Council works towards finalising a lease agreement that serves the best interest of both the Council and the Broadway Museum.

## POLICY

To provide a clear, consistent, and equitable approach to leasing of the Broadway Hotel to the Broadway Museum.

## CONCLUSION

It is recommended that the Council endorse the General Manager to enter negotiations to renew the lease agreement with the Broadway Museum, adhering to the terms outlined within this report. This recommendation is grounded in our commitment to supporting cultural institutions and preserving our community's heritage for future generations.



**Item 9                    AMENDED        JUNEES        LOCAL        COMPANION        ANIMALS  
   MANAGEMENT PLAN**

Author                    Director Corporate and Community Development

Attachments            Amended Junees Local Companion Animals Management Plan

---

**RECOMMENDATIONS:**

- 1.     *That Council endorse placing the amended Junees Local Companion Animals Management Plan on public exhibition for a minimum of 28 days for comment and feedback.***
  - 2.     *Receive a further report on the Junees Local Companion Animals Management Plan following public exhibition.***
- 

**SUMMARY**

This report introduces the amended Junees Local Companion Animals Management Plan and requests Council's endorsement for its public exhibition. The modifications to the existing plan are outlined below and are minimal in nature.

**BACKGROUND**

The Junees Local Companion Animals Management Plan (LCAMP) was developed to improve outcomes in the area of companion animals management with the introduction of the *NSW Companion Animals Act 1998 (CAA)*.

The objective of the plan is to foster behavioural change within our community by implementing educational initiatives, raising awareness through campaigns and enforcing stringent measures. These efforts are directed towards maintaining community safety and improving overall liveability standards.

**CONSIDERATIONS**

Upon review, the plan maintains its relevance in its current state. The identified amendments comprise:

- Revision of the Executive Summary.
  - Minor drafting adjustments throughout the plan.
  - Modification to target/performance measures for Identification and Registration, now incorporating the inclusion of two newspaper articles per year concerning animal registration and identification.
  - Adjustment of target/performance measures for Dogs in Public Places, now encompassing the republishing of prohibited areas as part of a public education campaign.
-

## GENERAL MANAGER'S REPORT TO THE ORDINARY MEETING OF JUNEE SHIRE COUNCIL HELD ON 20 FEBRUARY 2024.

- Alteration of target/performance measures for Faeces Management, now requiring a review for the disposal of dog faeces.
- Addition of target/performance measures for Education and Dissemination, now involving a review of the educational campaign.

### **FINANCIAL**

There are minimal financial implications resulting from the development and subsequent implementation of the plan.

### **CONCLUSION**

It is advised for the Council endorse the amended Junee Local Companion Animals Management Plan for public exhibition for a period of 28 days. A subsequent report will be presented at the conclusion of the exhibition period, outlining any submissions received and proposed amendments to the plan for the Council's further consideration.



# **JUNEE SHIRE COUNCIL**

## **ATTACHMENT TO ITEM 9**

**20 FEBRUARY 2024**



**DRAFT**

**JUNEE SHIRE LOCAL**

**COMPANION**

**ANIMALS MANAGEMENT PLAN**

**ADOPTED:  
MINUTE NO:**

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## EXECUTIVE SUMMARY

The objective of this plan is to drive positive long-term behaviour change within our community. This will be achieved through educational initiatives, heightened awareness campaigns, and stringent enforcement measures, all aimed at upholding community safety and enhancing overall liveability standards.

Relying solely on enforcement measures is inadequate; additional methods are necessary to encourage responsible pet ownership. Although our current animal control measures are limited, they adequately meet the needs of both the community and the Council. The plan is imperative to meet current standards, ensuring proper pet care while maintaining compliance with regulations.

Investigations include an examination of the issues (Section 2) and an analysis of the current situation within the Junee Council area (Section 3). Part 1 concludes with a description of the Strategic Framework, encompassing the goal and aims. The Action Plans, located in Part 2, have been categorised into twelve key issue areas for clarity and organization.

- Identification and registration
- Dogs in public areas
- Faeces management
- Wandering dogs
- Excessive barking
- Dangerous dogs and restricted breeds
- Cat management
- Animal welfare and safety
- Recognising the benefits of pet ownership
- Enforcement
- Education and dissemination, and
- Funding and review

It is emphasised that certain strategic actions outlined in the Action Plans within Part 2 of this Plan will be pursued only within the constraints of available resources.

## **PART I: STRATEGIC FRAMEWORK**

### **I. INTRODUCTION**

#### **I.1 Local Companion Animals Management Plan**

The implementation of the Companion Animals Act 1998 brought about alterations in the management of dogs by local authorities and, notably, imposed regulations on domestic cats for the first time.

A *Local Companion Animals Management Plan* (LCAMP) serves as a document enabling the Council to fulfill its obligations under the Animal Companions Act 1998. It outlines pertinent objectives, priorities, and a coherent implementation strategy.

#### **I.2 Outline of this Plan**

The LCAMP is divided into two parts:

Part 1 (Sections 1-4) is entitled *Strategic Framework*. It examines relevant issues and responsibilities in relation to companion animal management. It culminates in a goal and aims of the LCAMP.

Part 2 (Section 5) is entitled *Action Plans*. It outlines the actions necessary for the Council to reach and achieve the goal and aims as outlined in the Strategic Framework.

#### **I.3 Scope of the Plan**

This Plan integrates the developing of expertise in companion animal management across Australia, to create a set of actions for Council consideration and implementation, contingent upon available resources.

Relevant issues include those prescribed under relevant legislation as well as the generally understood notion of socially responsible pet ownership. The study is confined to an examination of domestic dogs and cats.

## **2. COMPANION ANIMALS MANAGEMENT: A NEW AGENDA FOR LOCAL GOVERNMENT**

The *Companion Animals Act 1998* (the Act) heralded a new era for Council's management of domestic cats and dogs. The days when animal control consisted largely of dog registrations and pound management have ceased. Today's management environment consists of both dogs and cats and includes a wider range of issues including the environment, animal welfare, removal of dog faeces, the question of on- and off-leash areas, and an apparently higher incidence of barking dog complaints. What was once a relatively straightforward part of Council activity is now highly emotive, attracting interest from both pet owners and non-pet owners alike.

Reliance on laws will probably always be the backbone of companion animal management, however, there is now more emphasis on the development of non-regulatory approaches such as public education. The NSW State Government has developed Statewide education campaigns; however Council can develop its own education programs if it has different priorities or if it wishes to supplement the work of the State Government.

There is also a role for the use of design of both domestic dwellings and public open space to help people to be responsible pet owners and to reduce the incidence of conflict. This implies a role for Council in disseminating appropriate design guidelines but also in modifying the planning and design of public parks.

The following section examines key issues in greater depth:

## **2.1 Registration and Identification of Companion Animals (Companion Animals Act 1998, Sections 8 and 9)**

Registration and identification are crucial components of animal management because they provide:

- A database for returning lost pets,
- A method of identifying offending animals,
- A way to communicate with pet owners, and
- A source of funds for education and enforcement.

Under the *Act*, a companion animal must be microchipped from 12 weeks of age (Section 8). A companion animal must be registered from six months of age (Section 9). An early priority of the Plan should be a focus on raising the level of both dog and cat registrations.

## **2.2 Dogs**

### 2.2.1 Off-Leash Areas (Companion Animals Act 1998, Section 13)

A Council can declare a public place to be an off-leash area. Such a declaration can be limited so as to apply during a particular period or periods of the day or to different periods of different days. However, there must at all times be at least one public place in any Local Government Area that is an off-leash area.

The Council has previously resolved that the following areas be 'off-leash' areas (Refer to Appendix I – Off-leash areas). Dogs in these areas must be under the effective control of their owner:

- a) the grassed area along the Olympic Highway between DeSalis Drive and Monte Cristo Road and
- b) the grassed area on both sides of Park Lane near the Junee Tourist Park.

The popularity of dog ownership in Australia has resulted in the following issues:

- Dogs need to be socialised around other dogs and humans,
- Exercise and outings play a part in alleviating unwanted behaviours in the home such as excessive barking and some forms of aggression,
- There are benefits for humans – exercise, socialising with other dog owners (this is well documented) and the fact that for some people a dog is their main form of recreation,



- The avoidance of concentration of off-leash activity in one or a small number of areas, and
- The expectation that in return for provision of reasonable off-leash areas, there will be compliance with leash requirements in other areas.

However, concerns have been expressed about risks from dog attacks and Council's exposure to an unreasonable level of public liability claims. It is important to understand the reason why dogs won't necessarily behave in the same way in the neutral territory of a public park. Attacks on private property frequently occur when a dominant, protective or injured dog is not adequately supervised with children and visitors. These triggers are rarely present in the neutral territory of a public park when a dog is with its owner. Most data collected on this issue suggests that dog attacks are more likely to occur in and around the family home or another home.

Preliminary advice from the Local Government NSW suggests that:

- Providing proper consideration is paid to siting issues (including signage), a Council which complies with a statutory requirement to provide a facility is less likely to be exposed to liability risk than a Council which provides such facilities of its own initiative,
- The Act places liability for such claims with the offending dog owner, and
- Section 731 of the Local Government Act gives protection to Councils and their officers for acts done in good faith for the purpose of executing the or any other Act.

The publication 'Public Open Space and Dogs' makes suggestions for planning parks and dogs in mind. Water for swimming, earth mounds, hills and gullies are ideal for free running dogs and can be created artificially if not occurring naturally. Other design features could include ramps, hurdles, tyres, tipped logs, boulders, and other agility equipment. Sandpits, while ideal for dogs, are not recommended because of their inevitable attraction to children. Some councils in Australia have developed formal dog agility courses.

The off-leash parks could be provided on a time-share-arrangement (ie. dogs are allowed off-leash at certain times of the day – usually early morning and evening).

However, Council must, at all times, provide at least one off-leash area within its Local Government Area. Time-share works well, however it is important to recognise its advantages, as follows:

- It concentrates potential problems into a restricted number of hours,
- Unremoved dog faeces may be a problem at other times, and
- Some dog owners may be disadvantaged if they work irregular hours or have small children. Timeshare may also not suit the elderly who wish to use time available during the day.

### 2.2.2 Public Places where Dogs would be Excluded (Companion Animals Act 1998, Section 14)

Under the *Act*, dogs are also prohibited in the following public places:

- In or within 10m of any children's play areas,
- Food preparation and/or consumption areas (unless it is a public thoroughfare such as a road, footpath or pathway),
- Recreation areas where dogs are declared prohibited,
- Public bathing areas where dogs are declared prohibited,
- School grounds (unless with the permission of the person controlling the grounds),
- Child Care centres (unless with the permission of the person controlling the centre),
- Shopping areas where dogs are prohibited (unless secured in a vehicle, with the permission of the person controlling the place or going to or from a vet or pet shop), and
- Wildlife protection areas.

Thus the Council can prohibit dogs from particular recreation areas, public bathing areas, shopping centres and wildlife protection areas.

### 2.2.3 Dog Faeces (Companion Animals Act 1998, Section 20)

Unretrieved dog faeces present problems for health, environmental and amenity reasons. Under the *Act*, owners are required to remove their dogs' faeces immediately and properly dispose of them. In practice, this is extremely difficult to enforce and may need to be an early priority for any public education activities.

Council are required to provide sufficient rubbish receptacles for owners to dispose of their dogs' faeces in areas that are commonly used for exercising dogs.

### 2.2.4 Nuisance Dogs (Companion Animals Act 1998, Section 21)

Under Section 21 of the *Act* a dog is a nuisance if it:

- Is habitually at large,
- Makes a noise by barking or otherwise, that persistently occurs or continues to such a degree or extent that it unreasonably interferes with the peace, comfort or convenience of any person in any other premises,
- Repeatedly defecates on another person's property,
- Repeatedly chases any person, animal or vehicle,
- Endangers the health of any person or animal, or

- Repeatedly causes substantial damage to anything outside the property on which it is ordinarily kept.

Inadequate fencing in rural and semi-rural areas makes it difficult for owners to responsibly confine their dogs. In urban areas, no or low front fence requirements make it difficult for owners to confine their dogs to their property.

Complaints relating to barking dogs are often not easy to resolve and consume large amounts of Council officers' time.

Since nuisance problems are often difficult to define and measure, they can prove difficult to enforce. The words 'repeatedly' and 'habitually' are important in determining if a nuisance exists.

#### 2.2.5 Dangerous Dogs

*(Companion Animals Act 1998, Sections 34 and 51)*

An authorised officer of a Council may declare a dog kept in the area as dangerous. Once a dog is declared dangerous, the owner must comply with specified conditions including keeping the dog in a childproof enclosure.

#### 2.2.6 Restricted Dogs

*(Companion Animals Act 1998, Sections 55 and 56)*

The Act states that the following are restricted dogs:

- Pit bull terriers
- American Pit Bull Terriers
- Japanese Tosas
- Argentinian fighting dogs
- Brazilian fighting dogs, and
- Any other dog of a breed, kind or description prescribed by the regulations as restricted for the purposes of this Division (eg. dogs used as guard dogs by security personnel could be prescribed as restricted dogs).

The owner of a restricted dog must also comply with specified conditions including keeping the dog in a childproof enclosure.

- Any other dog of a breed, kind or description whose importation into Australia is prohibited by or under the Customs Act 1901.
- Any other dog declared by an authorised officer of a Council under Division 6 of Part 5 of the Act.

## 2.3 Cats

The issues of cat management relate predominantly to the impact of cats on wildlife. Cats can also be a nuisance to surrounding neighbours. A distinction needs to be made between feral cats and owned domestic cats.

The Council can prohibit cats from entering public places. Other options for protection of wildlife include:

- Cat curfews,
- Education to encourage people to keep their cat indoors,
- Cat proof fences and enclosures, and
- Use of housing design to help owners to responsibly confine their cat.

### 2.3.1 Areas Where Cats Would Be Prohibited (Companion Animals Act 1998, Section 30)

Under the Act, owned domestic cats are prohibited in the following public places:

- Food preparation or consumption areas, and
- Wildlife protection areas (unless it is a public thoroughfare such as a road, footpath or pathway)

A wildlife protection area is a public place that has been declared by the Council for the protection of wildlife.

### 2.3.2 Nuisance Cats (Companion Animals Act 1998, Section 31)

A cat is a nuisance if it:

- Makes a persistent noise or
- Repeatedly damages anything outside the property on which it is ordinarily kept.

This will be similar to handling nuisance dog complaints, although cats are more difficult to confine to a property than dogs. Each complaint will need to be examined on a case by case basis.

## 2.4 Enforcement or Education

An ongoing debate in animal management is the relative merits of enforcement versus education. Laws will probably always be the backbone of the management task. However, the advantages of taking a legal approach should not blind us to its shortcomings. The legal approach is sometimes inefficient and apart from consuming resources in maintaining an enforcement presence it may only achieve compliance for a short period of time.

By contrast, voluntary compliance, if it can be achieved, will just about always provide more

meaningful, lasting changes in behaviour. It depends more on overcoming ignorance, indifference and incompetence than in prescribing concrete forms of acceptable behaviour. However education changes behaviour slowly, can be expensive and is hard to evaluate.

Neither approach should be regarded as a panacea. A combination will just about always be appropriate. The secret is to understand the strengths and weaknesses of each and how they operate in different policy contexts.

The Act anticipates that the State Government will undertake community education from the money allocated to the Companion Animals Fund. The Council may also wish to undertake its own education programs either to augment the message of the statewide campaign or where its priorities vary from those of the State Government.

## **2.5 Recognising the Benefits of Pet Ownership**

The health and social benefits of owning pets are now well understood and have been documented in numerous scientific studies. At one level this means a balanced approach to managing domestic pets.

At another more implicit level, there is an emerging understanding that pets contribute to quality of life, a positive that could perhaps be fostered by Local Government.

At this stage, fostering the positives in an explicit way would still be something of a quantum leap, focused as Local Government is on handling complaints. However, over time the Plan could be adjusted to integrate an explicit consideration of the benefits of owning pets.

Part of the challenge involves removing barriers to owning pets. The Petcare Information and Advisory Service has published brochures for landlords and tenants outlining rights and responsibilities of people wishing to own pets in rental accommodation. As an early initiative, the Council could make these brochures available for the local community.

Other initiatives could be explored in the development of local public health initiatives.

## **3. THE LOCAL CONTEXT**

### **3.1 Junee Shire Council**

The Junee Local Government Area (LGA) covers 2,031 square kilometres. The LGA has a population of approximately 6,450 with the township of Junee having a population of 4,800.

### **3.2 Animal Management in the Junee Shire Council Area**

The Community Development function of the Council implements animal management in the Junee Council area.

Council operates an animal facility, off Old Junee Road, Junee. Impounded dogs are either released to the owner, sold, destroyed, or released to registered charities for re-homing. The Council does not sell large hunting or savage stray dogs from the pound.

### **3.3 Relevant Policies and Plans**

The Council's Local Companion Animal Management Plan (LCAMP) outlines the actions required by the Council to fulfil and implement the requirements of the Companion Animals Act 1998. Part 2 of the LCAMP details the actions required to fulfil the aims of the plan. All actions are prioritised and responsibility for their implementation are assigned. It also recognises that it is a continuing process and the plan allows for amendment through reviews by the Council and the community. Other relevant policies and plans in the Junee Council area are:

- Local Environment Plan 2012
- Development Control Plans 2021

## **4. GOAL AND AIMS**

**The goal for the *Junee Shire Local Companion Animals Management Plan* is:**

- To promote and facilitate responsible ownership of dogs and cats, animal welfare, and the benefits of animal companionship.

**The aims of the Plan are:**

- To ensure the Council meets its obligations under the *Companion Animals Act 1998*
- To investigate the best mix of regulatory and non-regulatory approaches to achieving responsible pet ownership in the Junee LGA
- To establish priorities for companion animals' management for the next three to five years, and
- To consider ways the Council could harness the benefits of owning pets.

The Action Plans are practical actions that the Council can undertake to ensure these aims materialise. These are set out in Part 2 and have been grouped into twelve key issue areas.

## **PART 2: ACTION PLANS**

### **5. KEY ISSUE AREAS**

The key issue areas include:

- Identification and registration,
- Dogs in public places,
- Faeces management,
- Wandering dogs,
- Excessive barking,
- Dangerous dogs and restricted breeds,
- Cat management,
- Animal welfare and safety,
- Recognising the benefits of pet ownership,
- Enforcement,
- Education and dissemination, and
- Funding and review.

#### **5.1 Identification and Registration**

Identification and registration is important for reunion of lost pets with their owners and as a source of funding for animal management programs. It also provides a database for the Council to communicate with its pet owning population.

<b>STRATEGIC ACTION</b>	<b>PRIORITY</b>	<b>RESPONSIBILITY</b>	<b>TARGET/PERFORMANCE</b>
Educate the community about the importance and need for micro chipping and registering dogs and cats.	High	Junee Shire Council	<ul style="list-style-type: none"><li>• Issue two newspaper articles regarding animal registration and identification in the local newspapers per year.</li><li>• Continue to boost registrations through enforcement and other animal management activities as staffing resources allow.</li></ul>

#### **5.2 Dogs in Public Places**

Dogs and their owners are significant users of public open space, however some dogs cause problems for other park users and the environment.

The Council needs to decide if additional off leash areas should be provided and if so, how many and where. There may be a case to prohibit dogs from some public places. These issues need to be decided in consultation with the local community.

The provisions relating to dogs' access to public open space need to be disseminated widely to the community. Appropriate signage is essential.

Off-leash areas need to be protected from conflicting uses or development. This is best done by integrating the provisions into relevant plans of management.

Over time, improved planning and design can be used to reduce conflicts between different public open space users and resources.

<b>STRATEGIC ACTION</b>	<b>PRIORITY</b>	<b>RESPONSIBILITY</b>	<b>TARGET/PERFORMANCE</b>
Undertake a review of on and off leash provisions and areas from which dogs (and cats) might be prohibited.	Low	Junee Shire Council	Review completed following consultation with the community.  Appropriate declarations and orders made under S13 (6) and S 14 (1) of the Companion Animals Act, 1998 resulting in two declared off-leash areas.
Seek advice on appropriate risk management strategies in public places.	Low	Junee Shire Council	Relevant advice is sought, if needed.
Disseminate leash provisions and publish prohibited areas.	Low	Junee Shire Council	Dissemination of leash provisions and the publishing of prohibited areas are to be refreshed as part of a public education campaign. to
In order to optimise the dissemination and enforcement effort, hold a training seminar to brief relevant staff	Medium	Junee Shire Council	Seminar to be held.
Advise relevant Council departments and other relevant stakeholders of the leash provisions.	Low	Junee Shire Council	Advice forwarded.
Consider leash provisions in the development of Plans of Management for public open space.	Low	Junee Shire Council	Draft Plans of Management to be referred for comment to part-time Animal Control Officer.

### **5.3 Faeces Management**

Removal and disposal of dog faeces by dog owners is required under Section 20 of the *Companion Animals Act 1998*. It is important for environmental, health and amenity reasons. However, it is recognised that this requirement is difficult to enforce. Encouraging owners to pick up and remove their dog's faeces could be an early priority for public education.

The Council has provided sufficient rubbish receptacles for the disposal of dog faeces in the two 'off-leash' areas and throughout the town.



<b>STRATEGIC ACTION</b>	<b>PRIORITY</b>	<b>RESPONSIBILITY</b>	<b>TARGET/PERFORMANCE</b>
Install sufficient rubbish receptacles for the disposal of dog faeces should any Village areas be declared as “off-leash” areas.	Low	Junee Shire Council	Options for disposal of dog faeces to be reviewed.
Decide on procedures for enforcing the requirement for people to remove and dispose of their dogs’ faeces.	Medium	Junee Shire Council	Enforcement procedures created and adopted.
Educate the community about the importance of removing and disposing of dog faeces and options available.	High	Junee Shire Council	Input into the public education campaign as an early priority.

#### **5.4 Wandering Dogs**

Dogs wandering at large contribute significantly to the dog management task.

Identification and registration are central to management of wandering dogs.

Housing and boundary design may also have a role to play in helping owners to properly confine their dogs on their property.

<b>STRATEGIC ACTION</b>	<b>PRIORITY</b>	<b>RESPONSIBILITY</b>	<b>TARGET/PERFORMANCE</b>
Educate the community about the importance of properly confining their dogs.	High	Junee Shire Council	Input into education campaign as an early priority. Promote and enforce identification and state registration of dogs (and cats) to enable safe return of companion animals.

#### **5.5 Excessive Barking**

Barking complaints are problematic due to their inherent subjectivity and the fact that they are not easily resolved.

Options for improvement include use of a diary system by complainants, staff training in negotiations and the introduction of a referral system to a specialist animal behaviourist.

<b>STRATEGIC ACTION</b>	<b>PRIORITY</b>	<b>RESPONSIBILITY</b>	<b>TARGET/PERFORMANCE</b>
Review procedures for dealing with barking complaints.	Medium	Junee Shire Council	All barking dog complaints dealt with in accordance with standard operating procedure.

## 5.6 Dangerous Dogs and Restricted Breeds

The *Companion Animals Act 1998* provides special procedures for dealing with dangerous dogs and restricted breeds.

Both categories of dog are required to be kept in a child-proof enclosure. Council needs to determine appropriate specifications for a child-proof enclosure. A suggested definition is an enclosure which is sufficient to restrain the dog and will prevent a child from having access to the dog.

STRATEGIC ACTION	PRIORITY	RESPONSIBILITY	TARGET/PERFORMANCE
Review procedures for dealing with dangerous dogs and restricted breeds.	Medium-High	Junee Shire Council	In accordance with standard operating procedures.
Facilitate the design of a suitable child-proof enclosure.	Medium-High	Junee Shire Council	Prototype design approved and develop pamphlet to disseminate to public.

## 5.7 Cat Management

Newborn cats are required to be identified and registered under the *Companion Animals Act 1998*.

Council can prohibit cats from entering specified public places. There are also procedures for dealing with nuisance cats.

Some of the options proposed in other areas (eg, cat bans, cat curfews, etc.) are extremely difficult and expensive to enforce. Public education is required to increase awareness of the need to identify and register cats and about responsible cat ownership.

STRATEGIC ACTION	PRIORITY	RESPONSIBILITY	TARGET/PERFORMANCE
Establish procedures for dealing with nuisance cats and where applicable for dealing with cats entering wildlife protection areas.	Low	Junee Shire Council	Procedures established in accordance with standard operating procedures.
Educate the community about responsible pet ownership and the need to identify and register their cats.	High	Junee Shire Council	Input into education program as an early priority

## 5.8 Animal Welfare and Safety

Animal management needs to ensure appropriate animal welfare and safety.

Of particular importance is to promote de-sexing of non-breeding pets.

<b>STRATEGIC ACTION</b>	<b>PRIORITY</b>	<b>RESPONSIBILITY</b>	<b>TARGET/PERFORMANCE</b>
Promote de-sexing of companion animals.	High	Junee Shire Council	Input into education program
Promote and enforce identification and registration of dogs and cats to enable safe return of companion animals	High	Junee Shire Council	Input into education program
Review existing animal holding facility arrangements for compatibility with new responsibilities.	Medium	Junee Shire Council	Animal facility review to be completed.

## 5.9 Recognising the Benefits of Pet Ownership

Local Government could have a role to play in promoting the health and social benefits of owning domestic pets.

<b>STRATEGIC ACTION</b>	<b>PRIORITY</b>	<b>RESPONSIBILITY</b>	<b>TARGET/PERFORMANCE</b>
Consider the health benefits of owning pets in the local community	Low	Junee Shire Council	Health benefits of pet ownership included in brochures to the local community.
Assist tenants and landlords with queries about owning pets in rental accommodation	Low	Junee Shire Council	Distribute literature on keeping pets in rental accommodation to the local community

## 5.10 Enforcement

While the Council already has enforcement procedures in place, these should be subject to ongoing review as circumstances change and better approaches become evident.

<b>STRATEGIC ACTION</b>	<b>PRIORITY</b>	<b>RESPONSIBILITY</b>	<b>TARGET/PERFORMANCE</b>
Review all enforcement procedures and protocols for operational improvements and gaps.	Low	Junee Shire Council	Annual Review

## 5.11 Education and Dissemination

Education is the key to voluntary changes in human behaviour. It involves education of animals, their owners and prospective owners. It also involves showing non-pet owners, especially children, how to behave around animals. To be effective, education needs to be designed and implemented with great care, taking into account identified priorities and programs being implemented by the State Government. Developing a comprehensive education program should be an early priority if staffing resources allow.

The education program should consider educational courses, brochures, communication in media and may require staff training in dealing with the community during their irregular patrols of known 'hot-spot' areas of Junee.

<b>STRATEGIC ACTION</b>	<b>PRIORITY</b>	<b>RESPONSIBILITY</b>	<b>TARGET/PERFORMANCE</b>
Plan a comprehensive campaign involving all stakeholders to identify education priorities and appropriate action.	Low	Junee Shire Council	Education campaign to be refreshed.

## 5.12 Funding and Review

Once adopted, the LCAMP needs to be subject to ongoing review as new issues and priorities emerge.

A detailed record system is important to ensure the Council can accurately track trends in registrations, complaints, infringements, orders and pound activity.

Animal management activities will not be funded from registrations and fines alone. The Council needs to consider other possible sources of revenue to help fund animal management. The LCAMP should be completely reviewed within three to five years.

<b>STRATEGIC ACTION</b>	<b>PRIORITY</b>	<b>RESPONSIBILITY</b>	<b>TARGET/PERFORMANCE</b>
Ensure the LCAMP is implemented and reviewed.	Medium	Junee Shire Council	LCAMP completely reviewed within three to five years.
Review records system.	Medium	Junee Shire Council	Audit record system to ensure detailed records are kept on all animal management activities.



Figure 1: Dog off Leash Areas

**Item 10            MODEL CONTAMINATED LAND POLICY**

Author            Director Corporate and Community Development

Attachments     Model Contaminated Land Policy

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**RECOMMENDATION:**

***That Council adopts the Model Contaminated Land Policy, following a 28-day period of public exhibition during which no comments or feedback were received.***

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**SUMMARY**

Following the Council's prior recommendations, the Draft Model Contaminated Land Policy has undergone a 28-day period of public exhibition. During this time, no comments or feedback have been received.

It is advised that the Council proceed with the adoption of the Model Contaminated Land Policy.

The Model Contaminated Land Policy offers comprehensive guidance to the Council regarding its obligations and procedures concerning the management and evaluation of development on contaminated or potentially contaminated land. The guidance aligns with relevant legislation, notably the Environmental Planning and Assessment Act 1979, as well as the and the State Environmental Planning Policy (Resilience and Hazards) 2021.

**BACKGROUND**

RAMJO/REROC, supported by the NSW Environmental Protection Authority (EPA) under the Council Regional Capacity Building program, commenced the generation of resources to aid Councils in managing contaminated land, complying with legislation like the Environmental Planning and Assessment Act 1979 and State Environmental Planning Policy (Resilience and Hazards) 2021.

They developed a Model Contaminated Land Policy and Guidance documents to guide Councils in managing and assessing contaminated land, ensuring regulatory compliance and sustainable development.

The draft Model Policy addresses requirements outlined in Chapter 4 ('Remediation of Land') of the State Environmental Planning Policy (Resilience and Hazards) 2021, aiming for a comprehensive framework for contaminated site management.

Revisions in the updated Policy include an updated risk-based approach for contamination assessment, extension to Underground Petroleum Storage Systems (UPSS), and expansion of best practice resources. The Policy introduces an optional risk-based approach for Councils to manage UPSS inspections and monitoring, allowing discretion for ongoing compliance. It doesn't mandate UPSS inspections but provides a risk-based strategy for Councils to consider. New 'best practice resources' complement this approach, offering instructional documents and tools.

Overall, the Model Contaminated Land Policy presents a flexible framework for managing contaminated land within the Junee Shire Council area, prioritizing compliance with regulatory standards and fostering sustainable development practices.

## **CONSIDERATIONS**

### **POLICY**

Junee Shire Council's existing Contaminated Land Management Policy from 2016 will be repealed by the new policy, which serves the same function. It facilitates the management of contaminated lands and aids in assessing development applications on suspected or known contaminated sites.

### **RISK ASSESSMENT**

The draft Model Policy maintains existing clauses related to contaminated land administration, with only adjustments made to accommodate regulatory changes already implemented by the Council.

Notably, it includes the incorporation of Local Planning Direction 4.4, mandating a 'preliminary site investigation' report attachment under specific conditions to planning proposals.

Additionally, a new section addresses UPSS requirements as per the UPSS Regulation 2019, offering an 'optional' risk-based approach for proactive management within our jurisdiction. 'Best practice resources' have been integrated to aid Council decisions, aligning UPSS requirements with local processes, providing valuable guidance on managing UPSS in our area.

### **FINANCIAL**

This recommendation does not have any budgetary implications.

### **CONNECTION WITH IPR**

The adoption of the Policy will help guide effective governance associated with land-use.

### **CONCLUSION**

Considering the absence of comments or feedback from the public, it is recommended that the Council proceed with adopting the Model Contaminated Land Policy.



# **JUNEE SHIRE COUNCIL**

## **ATTACHMENT TO ITEM 10**

**20 FEBRUARY 2024**





JUNEE SHIRE COUNCIL

# Contaminated Land Policy 2023

VERSION 1.0 - DECEMBER 2023



## 1. Purpose

The purpose of this policy is to establish a framework that outlines how Council will act in good faith with the *Contaminated Land Planning Guidelines* when considering the potential of site contamination in its land-use planning and development control decision-making processes.

## 2. Objectives

This policy aims to:

- enable Council to consider the likelihood of land contamination as early as possible in land-use planning and development control processes
- avoid any inappropriate restrictions on land use
- ensure a proposed change in land use or any development will not increase the risk of harm to human health and the environment
- ensure any contaminant is remediated to a level that complies with relevant contamination criteria as required by regulation, thereby ensuring the land is suitable for its intended use
- enable Council to provide accurate and timely information and advice to inform and support decision-making in land-use planning and development control processes
- enable the community to be informed of Council's requirements regarding the management of contaminated land
- enable Council to exercise its land-use planning and development control functions with a reasonable standard of care and diligence.

## 3. Scope

This policy provides information to internal and external stakeholders, interested parties and the broader community on Council's position on managing land contamination.

This policy applies to all land within the Junee Local Government Area.

This policy is predicated on the requirements of Chapter 4 ('Remediation of Land') of the *State Environmental Planning Policy (Resilience and Hazards) 2021 (Resilience and Hazards SEPP)*,<sup>1</sup> as elaborated in its contaminated land planning guidelines.<sup>2</sup>

This policy is applicable to staff involved in Council land-use planning and development control functions, as well as in waste management and in managing public land and Council assets.

This policy is also applicable to:

- a principal certifying authority
- consultants (for example, strategic and statutory planning, contaminated land practitioners, underground petroleum storage systems practitioners)
- property developers
- landowners and/or managers
- members of the public.

## 4. Definitions

Term	Definition
<b>Abbreviations</b>	
ARA (appropriate regulatory authority)	Under section 6(3) of the <i>POEO Act</i> , Council is declared as the ARA for matters under the <i>UPSS Regulation</i> .

<sup>1</sup> The content of Chapter 4 of the *Resilience and Hazards SEPP* was formerly the *State Environmental Planning Policy No. 55 – Remediation of Land* (guidelines for which can be found in *Managing Land Contamination: Planning Guidelines: SEPP55 – Remediation of Land*, <https://www.epa.nsw.gov.au/-/media/epa/corporate-site/resources/clm/managing-contaminated-land-guidelines-remediation.pdf>).

<sup>2</sup> These guidelines, referred to in the *Resilience and Hazards SEPP*, are those found in Schedule 6(3) of the *Environmental Planning and Assessment Act 1979*.

<b>Term</b>	<b>Definition</b>
PCA (principal certifying authority)	A certifier can be either a council or a registered certifier. A registered certifier is also known as a private certifying authority.  Certifiers have statutory obligations and functions under the <i>Building and Development Certifiers Act 2018</i> , the <i>EP&amp;A Act</i> and other legislation, including the <i>Building and Development Certifiers Regulation 2020</i> . This includes issuing construction and occupation certificates under Part 6 of the <i>EP&amp;A Act</i> .
UPSS (underground petroleum storage system)	A system of tanks, pipes, valves and other equipment that is designed to either contain petroleum or to control its passage into, out of, through or within the system. The system includes any structure through which petroleum routinely passes from one part of the system to another.
<b>Legislation</b>	
<i>Contaminated Land Management Act 1997 (CLM Act)</i>	Establishes a process for the EPA to identify, investigate and (where appropriate) order the remediation of land if the EPA considers the land to be significantly contaminated.
<i>Contaminated Land Planning Guidelines</i>	Under Schedule 6 section 3 of the <i>EP&amp;A Act</i> , the Minister can notify the publication of planning guidelines related to contaminated land under the <i>Resilience and Hazards SEPP</i> for purposes of Schedule 6 section 2 ('good faith' provisions) of the <i>EP&amp;A Act</i> .
<i>Environmental Planning and Assessment Act 1979 (EP&amp;A Act)</i>	The principal legislation of the NSW planning system that governs land-use planning and development control functions in NSW.
<i>Protection of the Environment Operations Act 1997 (POEO Act)</i>	Establishes a framework to protect, control and investigate pollution.
<i>Protection of the Environment Operations (Underground Petroleum Storage System) Regulation 2019 (UPSS Regulation)</i>	Establishes a framework for the design, installation, operation, maintenance and decommissioning of an underground petroleum storage system. Also designates Council as the 'appropriate regulatory authority' to administer the requirements of the <i>UPSS Regulation</i> .
<i>State Environmental Planning Policy (Exempt and Complying Development Codes) 2008 (Exempt and Complying Development Codes SEPP)</i>	Establishes the rules and standards for exempt and complying development.
<i>State Environmental Planning Policy (Resilience and Hazards) 2021 (Resilience and Hazards SEPP)</i>	Outlines a planning framework for the remediation of contaminated land.  Formerly known as SEPP55 – Remediation of Land.

<b>Processes</b>	
Category 1 remediation work	Remediation work that requires the consent of Council under the <i>Resilience and Hazards SEPP</i> .
Category 2 remediation work	Remediation work not requiring the consent of Council under the <i>Resilience and Hazards SEPP</i> .
Detailed site investigation	<p>An investigation to define the extent and degree of contamination, to assess the potential risk posed by contaminants to health and the environment, and to obtain sufficient information for developing a remediation action plan if required.</p> <p>Reporting requirements for a detailed site investigation are as outlined in the <i>National Environmental Protection (Assessment of Site Contamination) Measure 1999</i> (amended 2013) and in relevant guidelines made by the EPA regarding reports to be prepared by contaminated land consultants.</p>
Independent review	An evaluation by an independent expert, with the appropriate competencies and qualifications, of the work of a primary consultant for all types of contaminated sites.
Initial evaluation	A process undertaken by Council to consider the potential for land to be contaminated, and the impacts of that contamination on the suitability of the land for proposed uses, when determining development applications or when preparing environmental planning instruments.
Preliminary site investigation	<p>An investigation to identify any past or present potentially contaminating activities; provide a preliminary assessment of site contamination; and, if required, provide a basis for a detailed investigation.</p> <p>Reporting requirements for a preliminary site investigation are as outlined in the <i>National Environmental Protection (Assessment of Site Contamination) Measure 1999</i> (amended 2013) and in relevant guidelines made by the EPA regarding reports to be prepared by contaminated land consultants.</p>
Remediation	The remediation of contaminated land is the (i) preparation of an environmental management plan (if required); (ii) removal, dispersal, destruction, reduction, mitigation or containment of the land contamination; and (iii) elimination or reduction of any hazard arising from the land contamination (including by preventing the entry of persons or animals on the land).
Remediation action plan	<p>A plan that sets out remediation goals and that documents the proposed process for remediating a site.</p> <p>Reporting requirements for a remediation action plan are outlined in the relevant guidelines made by the EPA regarding reports to be prepared by contaminated land consultants.</p>
Validation	<p>The process of determining whether the objectives for remediation and any conditions of development consent have been achieved.</p> <p>A report on the validation is to detail the site work undertaken and demonstrate compliance with the remedial action plan for the site, and compliance with the contaminated land planning guidelines and all other applicable regulatory requirements. Reporting requirements for validation are elaborated in the relevant guidelines made by the EPA regarding reports to be prepared by contaminated land consultants.</p>
<b>Terms</b>	
Authorised officer	Authorised officers have regulatory powers and functions under environment protection legislation, as prescribed in Council's delegations of authority.

Complying development certificate	A certificate indicating approval for straightforward residential, commercial and industrial development, generally for building works larger than exempt development.
Contaminated land	Contaminated land is typically land that have been used for industrial or agricultural activities, or individual sites that store chemicals, such as service stations and dry cleaners  <i>Also see - Appendix 2</i>
Contamination	The presence in or under the land of a substance above the concentration at which the substance is normally present in or under that land at the same locality, being a presence that poses a risk of harm to human health or any other aspect of the environment (section 5 of the <i>CLM Act</i> ).  <i>Also see – ‘pollution incident’</i>
Development control plan	Provides detailed planning and design guidelines to support the planning controls in the local environmental plan developed by Council.
Environmental management plan	An environmental management plan for contaminated land documents the mitigation measures and/or monitoring requirements where full clean-up of a site is not feasible or where the onsite containment of contamination is proposed.
EPA guidelines	Guidelines made or approved by the EPA in relation to managing site contamination.
Investigation area	Land declared to be an investigation area by a declaration in force under Part 3 Division 2 of the <i>CLM Act</i> .
Local environment plan	A plan that guides planning decisions for Council through zoning and development controls. Amendments to the local environment plan are through planning proposals.
Newbury test	The Newbury test states that a condition of consent must be imposed for a planning purpose (not an ulterior one); must fairly and reasonably relate to the development that is the subject of the development application; and must not be so unreasonable that no planning authority would have imposed it.
Planning proposal	Council may draft a planning proposal to amend a local environment plan and submit it to the department for Gateway determination.
Pollution incident	An incident or set of circumstances during or as a consequence of which there is or is likely to be a leak, spill or other escape or deposit of a substance, as a result of which pollution has occurred, is occurring or is likely to occur. It includes an incident or set of circumstances in which a substance has been placed or disposed of on premises.  <i>Also see – ‘contamination’</i>
Section 10 planning certificates	Formerly section 149 planning certificates.  Section 10 planning certificates provides information regarding the development potential of a parcel of land. There are two types of planning certificates – section 10.7(2) and section 10.7(5).  These certificates show the zoning of the property, its relevant state, regional and local planning controls and other property constraints such as land contamination, level of flooding and bushfire prone land.  Section 10.7(5) certificates also include advice from ‘other authorities’ and certain information that Council holds on a property that is relevant to the land but is not disclosed in a section 10.7(2) certificate.

Sensitive receptor	Receiving environment or sensitive receiver. This is either a use of land for residential, educational, recreational or childcare purposes, or for the purposes of a hospital, or land identified as sensitive environmental land.
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## 5. References

The following legislation and standards are referenced in this policy:

- **Legislation**
  - *Building and Development Certifiers Act 2018*
  - *Building and Development Certifiers Regulation 2020*
  - *Contaminated Land Management Act 1997*
  - *Conveyancing Act 1919*
  - *Environmental Planning and Assessment Act 1979*
  - *Environmental Planning and Assessment Regulation 2021*
  - *Environmentally Hazardous Chemicals Act 1985*
  - *Government Information (Public Access) Act 2009*
  - *Home Building Act 1989*
  - *Local Government Act 1993*
  - *Local Planning Directions*
  - *National Environment Protection (Assessment of Site Contamination) Measure 1999 (as amended)*
  - *Protection of the Environment Operations Act 1997*
  - *Protection of the Environment Operations (Underground Petroleum Storage Systems) Regulation 2019*
  - *Protection of the Environment Operations (Waste) Regulation 2014*
  - *State Environmental Planning Policy (Exempt and Complying Development Codes) 2008*
  - *State Environmental Planning Policy (Resilience and Hazards) 2021, Chapter 4 ('Remediation of Land')*
  - *Water Management Act 2000*
  - *Workplace Health and Safety Act 2011*
  - *Workplace Health and Safety Regulation 2017*
- **Guidelines**
  - *Guide to Complying Development (2022)*
  - *Guide to Writing Conditions of Consent (2021)*
  - *Guidelines for Implementing the Protection of the Environment Operations (Underground Petroleum Storage Systems) Regulation 2019 (2020)*
  - *Guidelines for the Vertical Mixing of Soil on Former Broad-Acre Agricultural Land (2003)*
  - *Noise Policy for Industry*
  - *Interim Construction Noise Guideline*
  - *Liquid Trade Waste Management Guidelines (DPIE, 2021)*
  - *Managing Land Contamination: Planning Guidelines: SEPP55 – Remediation of Land (1998) (and its revised form, the Contaminated Land Planning Guidelines, when released)*
  - *Managing Urban Stormwater: Soils and Construction (4th ed., LANDCOM, March 2004)*
  - *Waste Classification Guidelines (2014)*
  - *Statutory guidelines made or approved by the NSW EPA under the Contaminated Land Management Act 1997*
  - *Non-statutory guidance documents made by the NSW EPA*
- **Standards**
  - *Australian Standard AS 1940-2017: Storage and Handling of Flammable and Combustible Liquids*
  - *Australian Standard AS 4897-2008: The Design, Installation and Operation of Underground Petroleum Storage Systems*
  - *Australian Standard AS 4976-2008: The Removal and Disposal of Underground Petroleum Storage Tanks.*

Best practice resources are available to assist Council in implementing this policy. These resources are listed in Appendix I.

## **6. Content**

### **6.1. Policy statement**

1. Council acknowledges that land contamination poses a risk of harm to human health and the environment.

### **6.2. Responsibilities**

1. Council will act in good faith with the *Contaminated Land Planning Guidelines* by ensuring due care and diligence in considering land contamination in Council's land-use planning and development control functions.
2. Council will identify, evaluate and manage contaminated land so as to not increase the risk of harm to human health and the environment:
  - a. when preparing or making a planning instrument (including a planning proposal) and a development control plan (Part 3 of the *EP&A Act*)
  - b. when considering the potential for land contamination in development assessment and consent processes (Part 4 of the *EP&A Act*) and in environmental impact assessment processes (Part 5.1 of the *EP&A Act*)
  - c. in building and subdivision certification processes (Part 6 of the *EP&A Act*)
  - d. when managing public land and assets, including land managed or under the control of Council
  - e. when managing waste, including contaminants in soil.
3. Council will not approve a development application or lodge a planning proposal unless it is satisfied, based on information available to it under this policy, that that land is suitable, or can be made suitable, for its proposed use.
4. Council will consider the potential of land contamination in a process to furnish the contaminated land information that is required on planning certificates (section 10.7 of the *EP&A Act*).
5. With respect to sites with operational or abandoned underground petroleum storage systems, Council acknowledges that it is the ARA under the *UPSS Regulation*. Council also acknowledges the regulation of these sites is also under various other legislation administered by state departments and agencies, including SafeWork NSW and NSW Fair Trading.

### **6.3. Information management**

1. Council will maintain and update a contaminated land site register so as to comply with section 59(2) of the *CLM Act* in furnishing contaminated land information on planning certificates under section 10.7 of the *EP&A Act*.
2. The contaminated land site register will include information on actual and potential land contamination to inform its land-use planning and development control functions in alignment with the *Contaminated Land Planning Guidelines*.
3. The list of sites in the contaminated land site register will be compiled, maintained and updated in good faith in the interests of responsible land-use planning and development control and is to be used as a first point of reference by Council.
4. Information on actual or potential land contamination contained in Council's contaminated land site register is to be supplied to the public only by either:
  - a. issuing a section 10.7 planning certificate under the *EP&A Act*
  - b. a Council officer with delegation to approve the release of reports identified in Appendix 3 that have been provided to Council
  - c. providing access to information and documents in accordance with *Local Government Act 1993* and *Government Information (Public Access) Act 2009*.

#### Contaminated land site register

5. Council's contaminated land site register should contain accurate and reliable information for individual parcels of land on:
  - a. land-use history and zoning so as to flag the potential for land contamination for a parcel of land if Council reasonably suspects historical land use or zoning may indicate a use of land involving a potential land use or activity listed in Appendix 2
  - b. artefacts received by Council in relation to
    - i. reports on the assessment of site contamination listed in Appendix 3
    - ii. site audit statements
    - iii. EPA notifications under section 59(1) of the *CLM Act*

- iv. notification for category 2 remediation works
    - v. notification of completion of category 1 and category 2 remediation works
  - c. any land-use restrictions on the land relating to possible contamination, such as notices issued by the EPA or other regulatory bodies.
- 6. If an EPA notification under section 59(1) of the *CLM Act* lists reports on the assessment of site contamination, Council will request copies of these reports to be included in its contaminated land site register.
- 7. Council will either modify an existing record or create a new record in its contaminated land site register if it approves a new or significant modification (as defined by the *UPSS Regulation*) to an existing underground petroleum storage system.
- 8. Information contained in this register is to be used by Council in
  - a. furnishing contaminated land information required on section 10.7 planning certificates under the *EP&A Act*
  - b. determining the suitability of land for its proposed use
  - c. determining conditions of development consent so as to not increase the risk of harm, to human health and the environment, of an approved use of land.
- 9. Council will consider the potential for contamination of adjacent land in any process prescribed in section 6.3(8).
- 10. Council will update records in the contaminated land site register with:
  - a. information provided to it in relation to the (actual or potential) contamination status of land, including notifications, notices and orders, and reports on the assessment of site contamination
  - b. information obtained from Council's inspection and monitoring of contaminated sites and from the inspection of sites operating underground petroleum storage systems
  - c. information directly obtained by Council in land-use planning and development control processes from
    - i. EPA online databases, in relation to sites subject to an investigation order and/or regulation under the *CLM Act*
    - ii. SafeWork NSW, in relation to underground petroleum storage systems licensed under Schedule 11 of the *Workplace Health and Safety Regulation 2017*
    - iii. NSW Fair Trading, in relation to registered retail fuel service stations
    - iv. other sources of information used as input into an assessment of historical land use.
- 11. In lieu of a contaminated land site register, Council should identify and assess historical land use using information identified in section 6.3(10)(c) in any process prescribed by section 6.3(8).

Section 10.7 planning certificate

- 12. Council will furnish contaminated land information required on section 10.7(2) planning certificates including:
  - a. whether any adopted Council policy restricts the development of land subject to the planning certificate if Council knows or reasonably suspects land contamination
  - b. information prescribed by section 59(2) of the *CLM Act*
  - c. whether the land was or remains the subject of a preliminary investigation order under section 10(1)(a)–(b) of the *CLM Act*
  - d. whether the land is a remediation site
  - e. information on the potential of contamination of the land subject to the planning certificate due to its historical or current use. This information may be furnished using the annotations provided in Appendix 4 of this policy.
- 13. Council may furnish additional contaminated land information on section 10.7(5) planning certificates, including:
  - a. report(s) possessed by Council and identified in Appendix 3 relating to the assessment or regulation of site contamination of that land or adjacent land
  - b. a statement that the site has been assessed and/or remediated
  - c. a statement that any person relying on the certificate is advised to consider these artefacts and to seek Council's advice regarding further development of the site.

**6.4. Council land-use planning function**

- 1. Council will consider land contamination in land-use planning processes in accordance with processes, procedures and standards prescribed by the *Contaminated Land Planning Guidelines*.
- 2. Council will consider the potential for land to be contaminated when there is a proposed change in the permissible uses of that land.



3. Council will not include land in a zone that would permit a change of use of that land from the existing use unless:
  - a. Council has considered whether the land is contaminated
  - b. if the land is contaminated, Council is satisfied that the land is suitable in its contaminated state or can be made suitable for its proposed use after remediation, for all purposes for which land in the zone concerned is permitted to be used
  - c. if the land requires remediation to be made suitable for any purpose for which land in that zone is permitted to be used, Council will impose conditions in development consent and approvals under Parts 4 and 5 of the *EP&A Act* to ensure the land is suitable for its proposed use through remediation prior to or during development works.

#### Initial evaluation

4. Council will undertake an initial evaluation to investigate the potential for land contamination when preparing or making a planning instrument, development control plan or planning proposal (rezoning proposal) under Part 3 of the *EP&A Act*, using the potential land uses and activities listed in Appendix 2 as a guide in this evaluation.

#### Preliminary site investigation

5. In alignment with *Local Planning Directions 4.4* ('Remediation of Contaminated Land'), Council will prepare and submit a preliminary site investigation report with a planning proposal if that proposal seeks to rezone land to a proposed use that is a sensitive receptor (as defined by this policy), and there is no knowledge (or incomplete knowledge) as to whether that and adjacent land involve a land use or activity listed in Appendix 2.
6. The preliminary site investigation is to be carried out in accordance with the requirements of relevant guidelines made or approved by the NSW EPA in alignment with the requirements of the *CLM Act*. The proponent is responsible for engaging a suitably qualified consultant to undertake this investigation.
7. Council will require a preliminary site investigation to be provided if it reasonably suspects, from an initial evaluation, that land may be contaminated because of the land's history (or historical zoning), condition or other information known to Council.
8. If the risk of contamination of land subject to a land-use planning process makes the land unsuitable for its proposed use, and it is not feasible to make the land suitable (that is, remediate the land) for its proposed use, Council will either:
  - a. restrict the range of permissible uses of that land in planning instruments
  - b. elect not to proceed with the planning proposal to rezone that land.
9. If the preliminary site investigation identifies that the land can be made suitable for its proposed use through remediation, Council will include provisions in its local environment plan or development control plan that ensure the potential for contamination and the suitability of land for any proposed use is further addressed prior to the development of that land.

### **6.5. Council development control function**

#### *6.5.1. Development assessment*

1. In alignment with section 4.15(1)(c) of the *EP&A Act*, Council shall consider land contamination in subdivision and development applications, particularly when a change in land use is proposed. This is to ensure that contaminated land:
  - a. is suitable for its proposed use in its contaminated state
  - b. can be made suitable for its proposed use through remediation
  - c. presents no increased risk of harm to human health and the environment.
2. Council will undertake an initial evaluation to identify and consider the possibility of all forms of potential contamination based on an assessment of the historical or current use of that or adjacent land, particularly if the historical or current use is a use or activity listed in Appendix 2, and the proposed use is a sensitive receptor.
3. If the initial evaluation identifies a potential for land contamination then, in alignment with section 4.6(4) of the *Resilience and Hazards SEPP*, Council will initiate an assessment of site contamination (as prescribed in section 6.5.4 of this policy) to ascertain the nature and extent of contamination.

### 6.5.2. Exempt and complying development

1. Development must not be carried out on land designated as 'significantly contaminated land' within the meaning of the *CLM Act* for complying development specified for Codes identified in section 1.19 under Part 1 of the *Exempt and Complying Development Codes SEPP*.
2. During development work on land subject to a complying development certificate, if land contamination is detected or reasonably suspected, Council requires that:
  - a. all development work immediately cease
  - b. Council and the EPA be notified of the potential contamination
  - c. the notification be sent by the PCA or by the person who issued the complying development certificate.
3. Exempt development must not be carried out on land designated as 'significantly contaminated land' within the meaning of the *CLM Act*.

### 6.5.3. Development consent

1. Council will, under section 4.17 of the *EP&A Act*, impose conditions in development consent to ensure there is no increased risk of harm to human health and the environment associated with:
  - a. development works (including complying development) on land that is known to be or is potentially contaminated
  - b. onsite management of contaminants in soil, including
    - i. soil used as infill at a development site (that is, virgin excavated natural material)
    - ii. soil that may contain asbestos
    - iii. contaminated soil from remediation works
  - c. offsite management of contaminants in soil, including waste material generated during remediation for offsite processing (a waste classification report<sup>3</sup> must be provided prior to transporting waste material offsite)
  - d. the detection of contamination on land that is subject to a complying development certificate
  - e. the ongoing operation of an approved use of land that involves a land use or activity listed in Appendix 2.
2. Standard conditions prescribed by Council in development consent related to contaminated land are those either:
  - a. contained in the *Council Guidance on Implementing the Contaminated Land Policy* document
  - b. developed by the NSW Department of Planning and Environment and located in the NSW Planning Portal (voluntary contaminated land conditions)
  - c. developed by Council in accordance with the NSW Department of Planning and Environment's *Guide to Writing Conditions of Consent* and which align with the 'Newbury Test'.
3. Council can impose a condition of development consent that requires the applicant to:
  - a. prepare a report on the assessment of site contamination, and to submit this report to Council prior to issuance of a subdivision works or construction certificate
  - b. submit a validation report to Council prepared by a certified consultant prior to commencing development works, confirming the land has been made suitable through remediation for its proposed use, and whether any ongoing monitoring is required to manage residual site contamination
  - c. prior to lodging a construction certificate, provide Council with the design specifications for a new or significantly modified underground petroleum storage system that was prepared by a 'duly qualified person' (within the meaning of the *UPSS Regulation*)
  - d. prior to lodging an occupation certificate, provide Council with
    - i. works as executed plans related to the installation of new or significantly modified underground petroleum storage systems by a 'duly qualified person'
    - ii. a copy of the fuel system operation plan that has been prepared in accordance with the *UPSS Regulation*
  - e. engage an accredited site auditor to review an assessment of site contamination and reports thereon, including a validation report. This is most appropriate for high-risk sites involving a change in land use to a sensitive receptor.

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<sup>3</sup> <https://www.epa.nsw.gov.au/-/media/epa/corporate-site/resources/contaminated-land/20p2233-consultants-reporting-on-contaminated-land-guidelines.pdf>

#### 6.5.4. Assessment of site contamination

1. Council will require:
  - a. investigations on the nature and extent of land contamination to be undertaken by appropriately qualified contaminated land consultants
  - b. reports on these investigations to be prepared, or reviewed and approved by, an appropriately qualified and certified consultant in accordance with relevant guidelines made by the NSW EPA.

##### Preliminary site investigation

2. If the initial evaluation identifies a potential for land contamination, then, in alignment with section 4.6(4) of the *Resilience and Hazards SEPP*, Council will require a preliminary site investigation to be submitted with a subdivision works or development application to carry out development where the land concerned is:
  - a. land that is within an investigation area (within the meaning of the *CLM Act*)
  - b. land on which development for a purpose listed in Appendix 2 is currently being, or is known to have been, carried out
  - c. to the extent to which it is proposed to carry out development on it for residential, educational, recreational or childcare purposes, or for the purposes of a hospital – land
    - i. in relation to which there is no knowledge (or incomplete knowledge) as to whether development for a purpose listed in Appendix 2 has been carried out
    - ii. on which it would have been lawful to carry out such development during any period in respect of which there is no knowledge (or incomplete knowledge).
3. Council will also require a preliminary site investigation when:
  - a. Council reasonably suspects the land is contaminated because of its historical use (or zone), its condition or other information known to Council
  - b. the land has been investigated and/or remediated, but there is insufficient information available to Council on the nature and extent of contamination and/or remediation works undertaken, or the circumstances have changed
  - c. there are restrictions on, or conditions attached to, the use of the land by a regulatory or planning authority that are or may be related to contamination, but there is insufficient information available to Council on the nature and extent of contamination
  - d. Council records show that the land is associated with pollution incidents or the illegal dumping of waste
  - e. the land is adjacent to land historically or currently being used for a purpose listed in Appendix 2, and Council reasonably suspects it is likely that this use may have contaminated the land subject to the preliminary site investigation
4. The preliminary site investigation is to be carried out in accordance with the requirements of relevant guidelines made or approved by the NSW EPA in alignment with the requirements of the *CLM Act*. The applicant is responsible for engaging a suitably qualified consultant to undertake this investigation.

##### Detailed site investigation

5. Council will require a detailed site investigation to be undertaken when either:
  - a. the results of the preliminary site investigation state the potential for or existence of contamination that may not be suitable for the proposed use of the land
  - b. Council is not satisfied with the content and/or completeness of the preliminary site investigation.
6. Council may request the preliminary and detailed site investigations to be combined when the land is known to be contaminated.
7. The detailed site investigation is to be carried out in accordance with the requirements of relevant guidelines made or approved by the NSW EPA in alignment with the requirements of the *CLM Act*. The applicant is responsible for engaging a suitably qualified consultant to undertake this investigation.
8. A report on the detailed site investigation must include a statement as to whether the land is suitable for its proposed use or if remediation is necessary to make the land suitable for its proposed use. If remediation is required, the report must list the feasible remediation options available.

#### Remediation action plan

9. A remediation action plan is to be provided to Council if the report on the preliminary or detailed site investigation states that the land is not suitable for its proposed use but can be made suitable through remediation.
10. Prior to determining a subdivision or development application, Council must be satisfied that remedial measures have been or will be undertaken in accordance with the remediation action plan lodged with Council.
11. A remediation action plan must identify, upon completion of remediation works, the need for ongoing land management due to residual contamination. This plan may also include an outline of the environmental management plan.

#### Validation report

12. A validation report must be lodged with Council after remediation works have been completed.
13. Where applicable, Council will include a condition of development consent requiring this report to be provided to Council prior to issuance of the subdivision works or construction certificate.

#### Remediation works

14. Remediation work that is ordinarily category 2 remediation work but which is ancillary to designated development that requires development consent under Part 4 of the *EP&A Act* and an environmental impact statement under Part 5 of the *EP&A Act* may, as an applicant chooses, either:
  - a. be made part of the subject of the development application for the designated development instead of being made the subject of a separate development application
  - b. be treated as category 2 remediation work, which does not require the consent of Council.
15. All remediation work must be consistent with the *Contaminated Land Planning Guidelines* and carried out in accordance with guidelines made or approved by NSW EPA as required by the *CLM Act*.
16. Council requirements regarding site management of remediation works are outlined in Appendix 5 and are required to be included in a remediation action plan.
17. Council must be notified within 30 days of the completion of remediation works, in alignment with section 4.14(2) of the *Resilience and Hazards SEPP*. This notice is required to include:
  - a. information prescribed in section 4.15 of the *Resilience and Hazards SEPP*
  - b. a validation report.

#### Category 1 Remediation works

18. Remediation work that requires development consent is category 1 remediation work. Category 1 remediation work is remediation work that is either:
  - a. identified in section 4.8(a)–(f) of the *Resilience and Hazards SEPP*
  - b. not being work to which section 4.11(b) of the *Resilience and Hazards SEPP* applies
  - c. not carried out in accordance with the site management provisions outlined in Appendix 5.

#### Category 2 remediation work

19. Remediation work that does not require development consent is category 2 remediation work. Section 4.11 of the *Resilience and Hazards SEPP* defines what constitutes category 2 remediation work.
20. Council must be notified of the intent to undertake category 2 remediation work at least 30 days before commencement. This notification is to include the information identified in section 4.13(3) of the *Resilience and Hazards SEPP*.
21. Council also requires the following information to be lodged 14 days before commencing these works:
  - a. a copy of the preliminary site investigation report, detailed site investigation report and remediation action plan for these works
  - b. a copy of the soil and water management plan, where applicable (that is, for the management of flooding and of contaminants in soil)
  - c. the contact details of the contractor responsible for remediation works and of the party responsible for ensuring compliance of remediation work with all relevant regulatory requirements.
22. A validation report is to be submitted to Council upon the completion of category 2 remediation works.
23. For category 2 remediation works associated with underground petroleum storage systems, Council requires:

- a. if a storage system is to be decommissioned, that the person responsible for the storage system notify Council no later than 30 days before the storage system is decommissioned or removed, and that the notification include both
  - i. a report on the assessment of site contamination, which is likely to be a report on the preliminary site investigation
  - ii. a remediation action plan
- b. if a storage system is decommissioned, that the person responsible for the storage system either
  - i. submit a site report (preliminary site investigation report) to Council no later than 60 days after the system is decommissioned
  - ii. submit the site report and a validation report to Council if remediation of the site is required, and submit these 60 days after the completion of the remediation works
- c. if a storage system is to be modified and involves the removal or replacement of an underground petroleum storage tank, that the person responsible
  - i. not commission the modified underground petroleum storage system unless the reports prescribed by this clause are submitted to Council
  - ii. submit an updated fuel system operation plan to Council
  - iii. prepare, in accordance with guidelines made by the NSW EPA, the reports prescribed by this clause.

#### Site audit

- 24. Specific circumstances that may trigger an independent review ('audit') of information pertaining to an assessment of site contamination (including reports thereon) include when Council either:
  - a. reasonably suspects that information provided by the applicant is incorrect or incomplete,
  - b. needs to verify that information provided by the applicant adheres to appropriate standards, procedures, and guidelines,
  - c. does not have the capacity to technically review reports on the assessment of site contamination.
- 25. A statutory site audit is required only when there is a requirement to demonstrate compliance with:
  - a. a requirement under the *CLM Act*
  - b. an approved voluntary management proposal
  - c. a requirement imposed by at least one of the following:
    - i. the *CLM Act*
    - ii. the *Resilience and Hazards SEPP*
    - iii. the *EP&A Act* (that is, development consent or any other approval under this Act)
  - d. any other requirement imposed by or under a relevant Act.
- 26. Independent review ('audit') can be undertaken by a consultant with the necessary competencies and qualifications.
- 27. A statutory site audit must be undertaken by a site auditor accredited under the relevant provisions of the *CLM Act*.
- 28. For statutory site audits (within the meaning of the *CLM Act*), Council must be provided:
  - a. the site audit statement that outlines the conclusions of a site audit
  - b. the site audit report that summarises the information reviewed by the accredited site auditor.
- 29. Requirements of site auditors are prescribed in the relevant guidelines made by the NSW EPA on the site auditor scheme under the *CLM Act*.
- 30. Costs associated with an independent review, or the site audit process are with the applicant.

#### Environmental management plan

- 31. An environmental management plan is required when either:
  - a. residual contamination on land requires ongoing management to manage the risk of harm to human health and the environment, especially when onsite containment of contamination is proposed or is in place,
  - b. there are restrictions on the use of the land due to contamination.
- 32. An environmental management plan is to consider:
  - a. suitable management systems (active or passive)
  - b. potential for intrusive works, including any works arising from the maintenance of service infrastructure or exempt and complying development works,
  - c. ecologically sustainable development
  - d. management of offsite contamination.

33. Council can, under section 4.17 of the *EP&A Act*, include a condition of development consent that requires an applicant to prepare and submit to Council an environmental management plan.
34. An environmental management plan is to be prepared in accordance with the requirements prescribed by the NSW EPA *Practice Note: Preparing Environmental Management Plans for Contaminated Land*.
35. An environmental management plan is to be prepared by an appropriately qualified contaminated land consultant and can be reviewed by an accredited site auditor. Environmental management plans prepared to comply with the *CLM Act* must be prepared, or reviewed and approved by, a contaminated land consultant who is certified under a certification scheme recognised by the NSW EPA.
36. Notations indicating that land is subject to an environmental management plan are required in:
  - a. section 10.7(2) and 10.7(5) planning certificates under the *EP&A Act*
  - b. covenants registered on a land title under section 88B of the *Conveyancing Act 1919*.
37. Provisions of environmental management plans must be legally enforceable. Council can rely on section 4.17 of the *EP&A Act* to include, as a condition of development consent, that an ongoing environmental management plan be prepared and may also consider orders under section 124 of the *Local Government Act 1993*.

### **6.5.5 Maintaining compliance with development consent**

#### Contaminated land

1. Council will monitor sites subject to an environmental management plan in accordance with any role or responsibility prescribed to it under that plan.
2. Council may monitor sites subject to remediation works to confirm that those works are undertaken in accordance with the site management provisions in Appendix 5.

#### Underground petroleum storage system

3. Council authorised officers may inspect and monitor these sites to ensure that the operation of underground petroleum storage systems maintains compliance with development consent and does not present an increased risk of harm to human health or the environment through site contamination (for example, through leaks and spills). The following are excluded:
  - a. sites with operational or abandoned underground petroleum storage systems licensed under Schedule 1 of the *POEO Act*
  - b. Council-owned or managed sites with operational or abandoned underground petroleum storage systems for which the NSW EPA is the ARA.
4. The inspection and monitoring of underground petroleum storage systems will focus on:
  - a. retail fuel service stations
  - b. fuel depots
  - c. multipurpose premises with retail fuel service (for example, general stores and post offices).
5. Council monitoring of these sites will be proportionate to the risk of harm posed by the underground petroleum storage system, which is to be determined by Council as a function of:
  - a. the age of underground petroleum storage tanks
  - b. existence of an onsite fuel system operation plan
  - c. evidence of loss monitoring
  - d. evidence leak detection
  - e. proximity to a sensitive receptor, which would also include both
    - i. irrigation channels for agricultural use
    - ii. the use of groundwater for potable water use.
6. Council may determine and/or amend the potential risk of harm for an individual underground petroleum storage system site using information obtained from any of the following:
  - a. an annual inspection
  - b. an inspection at a frequency commensurate with the risk of the site
  - c. an assessment of responses provided to the Council's survey of underground petroleum storage system sites by the person responsible for the underground petroleum storage system, with the survey to be sent every 2 years
  - d. a formal notification received by Council under Part 5.7 of the *POEO Act* in relation to a potential leak in the underground petroleum storage system
  - e. any other notification sent to Council regarding the operation or decommissioning of the underground petroleum storage system
  - f. notifications under sections 91 and 96 of the *POEO Act* in relation to clean-up and prevention notices, respectively

- g. the finding of an abandoned underground petroleum storage tank on public or private land.
7. Artefacts generated from Council’s inspection and monitoring of underground petroleum storage systems are to be kept in Council’s electronic document and records management system and linked to Council’s contaminated land site register and/or to Council’s database of underground petroleum storage systems.

**6.6. Duty to notify**

1. Where Council considers that contamination on a site triggers the duty to report contamination under clause 60 of the *CLM Act*, and it is not clear whether or not the polluter or site owner has reported the contamination, Council may notify the EPA.
2. Where the land is under Council management and/or control, or Council is the polluter of land, Council will notify the EPA in accordance with clause 60 of the *CLM Act*.

**6.7. Public land**

1. Community or public land (or part thereof) under Council’s control or management that is known to be contaminated will be managed so as to not increase the risk of harm to human health and the environment.<sup>4</sup>

**6.8. Use of consultants**

1. Contaminated land investigations will be undertaken by, and reports on these investigations are to be prepared, or reviewed and approved by, an appropriately qualified and certified consultant in accordance with relevant guidelines made by the NSW EPA.
2. The design and installation of underground petroleum storage systems will be undertaken by duly qualified persons within the meaning of the *UPSS Regulation*.

**7. Documentation**

This policy is supported by a range of capacity resources, documents, forms and templates that are either included or referred to in:

- Appendix 1 – ‘Best Practice Resources on Managing Contaminated Land’ (including the *Council Guidance on Implementing the Contaminated Land Policy*) to assist and inform Council’s navigation of the contaminated land regulatory landscape
- Appendix 2 – ‘Potential Land Uses and Activities That May Cause Site Contamination’
- Appendix 3 – ‘Artefacts Generated in the Process of Managing Contaminated Land’
- Appendix 4 – ‘Annotations for Section 10.7 Planning Certificates on Contaminated Land’
- Appendix 5 – ‘Site Management Provisions for Remediation Works’.

**8. Authorisation**

<b>Authorisation</b>	Adopted by Junee Shire Council 12 December 2023	
<b>Review Date</b>	December 2027	
<b>Record of Amendments</b>		

<sup>4</sup> <https://www.epa.nsw.gov.au/your-environment/contaminated-land/managing-contaminated-land/procedures-for-land-managers>

## Appendix I – Best practice resources on managing contaminated land

The resources listed in Table A1.1 below are based on *Managing Land Contamination: Planning Guidelines: SEPP55 – Remediation of Land (SEPP55 Guidelines)*, guidelines made or approved by the EPA and on resources developed by the EPA and other NSW councils. They have been updated, where applicable, to reflect changes in the regulatory landscape.

The resources are also provided for processes ancillary to managing contaminated land, including underground petroleum storage systems, onsite and offsite management of contaminants (including waste material) in soil, and the selection of consultants, among other processes.

A draft revision of the *SEPP55 Guidelines* (that is, the *Contaminated Land Planning Guidelines*) was released by the NSW Department of Planning and Environment in 2018 but has yet to be finalised at the time of finalising the model policy. As already noted, the Contaminated Land Framework includes (where appropriate) elements of the draft guidelines.

**Table A1.1:** Best practice resources available to Council on managing contaminated land and underground petroleum storage systems

Resource	Author	Description
<i>Assessment of Site Contamination Reports</i>	RAMJO-REROC, Ballina and Bathurst CRCB projects	A resource to assist Council to ascertain the completeness of the report and to assist in the interpretation and use of its content. Also includes checklists to provide Council with a degree of confidence and certainty on the report.
<i>Managing Offsite Transport of Soil</i>	Ballina, RAMJO-REROC and FNWJO CRCB projects	A resource outlining best practices in the offsite management of soil, including soil that includes waste materials generated during remediation, for offsite processing.
<i>Managing Asbestos in Development Control Processes</i>	FNWJO CRCB project	A resource for Council on managing asbestos in its operations. It is complementary to the Council <i>Asbestos Management Policy</i> .
<i>A Guide to Selecting a Consultant</i>	RAMJO-REROC and Ballina CRCB projects	An important resource for Council to identify the required competencies and qualifications of consultants for specific stages of the assessment of site contamination, in the design and installation of underground petroleum storage systems, and in managing asbestos.
<i>A Guide to Retail Service Station Owners on Managing UPSS Systems</i>	NSW EPA (updated by RAMJO-REROC and FNWJO CRCB projects)	A quick reference guide on the obligations of owners, operators and site managers of UPSS infrastructure. This guide is a retired NSW EPA resource that has since been updated by RAMJO and its collaborators.
<i>UPSS and Council ARA Responsibilities</i>	RAMJO-REROC CRCB project	A quick reference guide for Council on their responsibilities as the ARA regarding UPSS systems.
<i>Decommissioning an Underground Petroleum Storage Tank or System</i>	NSW EPA	A fact sheet for Council on the process to decommission an underground petroleum storage system.
Statutory guidelines made or approved by the EPA	NSW EPA	The NSW EPA has made or approved a range of statutory guidelines dealing with different types of contamination. These guidelines are to be considered by accredited site auditors, contaminated land consultants, and those with a duty to report contamination to the NSW EPA.



Non-statutory guidelines made or approved by the EPA	NSW EPA	The NSW EPA has made or approved a range of non-statutory guidance documents dealing with different types of contamination. These guidance documents are to be considered by accredited site auditors, contaminated land consultants, and those with a duty to report to the EPA.
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Note: RAMJO = Riverina and Murray Joint Organisation; REROC = Riverina Eastern Regional Organisation of Councils; CRCB = Council Regional Capacity Building; FNWJO = Far North West Joint Organisation.

## Appendix 2 – Potential land uses and activities that may cause site contamination

Information provided in this appendix is taken from the Department of Planning and Environment's draft *Contaminated Land Planning Guidelines*. This information relates to activities that may cause contamination, as well as industries and associated chemicals that may cause contamination. The coverage of activities, industries and associated chemicals are largely the same when compared to the corresponding table in the *SEPP55 Guidelines*. Differences are presented in *italics*.

The information in these tables is to be used as a guide by Council in an initial evaluation of the potential for site contamination. However, a conclusive find as to whether land is 'contaminated' or 'not contaminated' can only be determined after a preliminary site investigation or a detailed site investigation.

**Table A2.1:** Activities that may cause site contamination

Acid and alkali plant and formulation	Iron and steel work
Agricultural and horticultural activities	Landfill sites
Airports	Metal treatment
Asbestos production and disposal	Mining and extractive industries
Battery manufacture and recycling	Oil production and storage
Breweries and distilleries	Paint formulation and manufacture
Chemical manufacture and formulation	Pesticide manufacture, formulation and use
Council depots	Power stations
Defence works	Printing shops
Drum reconditioning works	Railway yards
Dry-cleaning	Research institutions (laboratories)
Electrical manufacturing (transformers, capacitors)	Scrap yards
Electroplating and heat treatment premises	Service stations and fuel storage facilities (depots)
Engine works	Sheep and cattle dips
Explosives industry	Smelting and refining
Firefighting training and the use of firefighting foams	Tanning and associated trades
Foundries	Waste processing, storage and treatment
Fuel storage	Water and sewerage treatment plants
Gas works	Wood preservation
Hospitals	

Source: Table 1 in Appendix 1 of the Department of Planning and Environment's draft *Contaminated Land Planning Guidelines*. The use of *italics* indicates an activity not identified in these guidelines but is known to cause site contamination.

**Table A2.2:** Industries and associated chemicals that may cause contamination

Industry or activity	Main chemical group	Associated chemicals
Agricultural and horticultural activities		See – 'chemical manufacture and use' ('fertiliser', 'fungicides', 'herbicides' and 'pesticides').
Airports	Hydrocarbons	Aviation fuels (total petroleum hydrocarbons, kerosene), PFAS

Industry or activity	Main chemical group	Associated chemicals
	Metals	Particularly lead, aluminium, magnesium, chromium, chlorinated solvents
Asbestos production and disposal	Asbestos	Asbestos (bonded and fibrous). Be aware of assessments in areas of naturally occurring asbestos. <sup>1</sup>
Battery manufacture and recycling	Acids	Sulfuric acid
	Metals	Lead, manganese, zinc, cadmium, nickel, cobalt, mercury, silver, antimony
Breweries and distilleries	Alcohol	Ethanol, methanol, esters
Chemical manufacture and use	Acid and alkali	Mercury; chlorine (chloralkali process); sulfuric, hydrochloric and nitric acids; sodium and calcium hydroxides
	Adhesives and resins	Polyvinyl acetate, phenols, formaldehyde, acrylates, phthalates
	Drum reconditioning works	Chemicals, paints, resins, tars, adhesives, oils, fuels, solvents, drum residues
	Dyes	Chromium, titanium, cobalt, sulfur organic compounds, nitrogen organic compounds, sulfates, solvents
	Explosives	Acetone, nitric acid, ammonium nitrate, pentachlorophenol, ammonia, sulfuric acid, nitroglycerine, calcium cyanamide, lead, ethylene glycol, methanol, copper, aluminium, bis(2-ethylhexyl) adipate, dibutyl phthalate, sodium hydroxide, mercury, silver
	Fertiliser	Calcium phosphate, calcium sulfate, nitrates, ammonium sulfate, carbonates, potassium, copper, magnesium, molybdenum, boron, cadmium, arsenic
	Flocculants	Aluminium
	Foam production	Urethane, formaldehyde, styrene
	Fungicides	Carbamates, copper sulfate, copper chloride, sulfur, chromium, zinc
	Herbicides	Ammonium thiocyanate, carbamates, organochlorines, organophosphates, arsenic, mercury, triazines
	Paints	<u>Heavy metals</u> – arsenic, barium, cadmium, chromium, cobalt, lead, manganese, mercury, selenium, zinc, titanium  <u>Solvents</u> – toluene oils, either natural (for example, pine oil) or synthetic, hydrocarbon
	Pesticides	<u>Active ingredients</u> – arsenic, lead, organochlorines, organophosphates, sodium tetraborate, carbamates, sulfur, synthetic pyrethroids  <u>Solvents</u> – xylenes, kerosene, methyl isobutyl ketone, amyl acetate, a wide range of chlorinated solvents
	Pharmaceutical	<u>Solvents</u> – acetone, cyclohexane, methylene chloride, ethyl acetate, butyl acetate, methanol, ethanol, isopropanol, butanol,

Industry or activity	Main chemical group	Associated chemicals
		pyridine methyl ethyl ketone, methyl isobutyl ketone, tetrahydrofuran
	Photography	Hydroquinone, sodium carbonate, sodium sulfite, potassium bromide, monomethyl para-aminophenol sulfate, ferricyanide, chromium, silver, thiocyanate, ammonium compounds, sulfur compounds, phosphate, phenylene diamine, ethyl alcohol, thiosulfates, formaldehyde
	Plastics	Sulfates, carbonates, cadmium, solvents, acrylates, phthalates, styrene
	Rubber	Carbon black
	Soaps, detergents	<u>General</u> – potassium compounds, phosphates, ammonia, alcohols, esters, sodium hydroxide, surfactants (sodium lauryl sulfate), silicate compounds  <u>Acids</u> – sulfuric acid and stearic acid  <u>Oils</u> – palm, coconut, pine, tea tree
	Solvents	<u>General</u> – ammonia  <u>Hydrocarbons</u> – for example, BTEX  <u>Chlorinated organics</u> – for example, tetrachloroethene (perchloroethylene) trichloroethene, trichloroethane, dichloroethane, carbon tetrachloride, methylene chloride
Council depots		Hydrocarbons, PAH, asbestos, heavy metals, pesticides, herbicides, PFAS
Defence works		Hydrocarbons, PFAS, asbestos  See also – ‘chemical manufacture and use’ (‘explosives’), ‘foundries’, ‘engine works’, ‘service stations and fuel storage facilities (depots)’
Dry-cleaning	Chlorinated solvents	Tetrachloroethene (perchloroethylene), trichloroethylene, 1,1,1-trichloroethane, carbon tetrachloride, white spirit (mixed hydrocarbons)
Electrical manufacturing	Solvents, metals	PCBs (transformers and capacitors), solvents, tin, lead, copper, mercury
Engine works	Hydrocarbons, metals, solvents, acids, alkalis, refrigerants	<u>Refrigerants</u> – chlorofluorocarbons, hydro chlorofluorocarbons, hydrofluorocarbons
	Antifreeze	Particularly aluminium, manganese, iron, copper, nickel, chromium, zinc, cadmium, lead, and oxides, chlorides, fluorides and sulfates of these metals
Foundries	Metals	Particularly aluminium, manganese, iron, copper, nickel, chromium zinc, cadmium, lead, and oxides, chlorides, fluorides and sulfates of these metals
Firefighting training and the	PFAS	Hydrocarbons, solvents, chlorinated solvents, inorganics

Industry or activity	Main chemical group	Associated chemicals
use of firefighting foam		
Gas works	Inorganics	Asbestos, ammonia, cyanide, nitrate, sulfide, thiocyanate, aluminium, antimony, arsenic, barium, cadmium, chromium, copper, iron, lead, manganese, mercury, nickel, selenium, silver, vanadium, zinc
	Organics	BTEX, phenolics, PAHs and coke
Hospitals	Waste	Asbestos, various
	Radioactive material	Diagnostic and therapeutic isotopes
Iron and steel work	Organics, metals	BTEX; phenolics; PAHs; metals and oxides of iron, nickel, copper, chromium, magnesium, manganese and graphite
Landfill sites	Gases, metals, organics	Methane, carbon dioxide, ammonia, sulfides, heavy metals, organic acids, hydrocarbons, asbestos
Marinas	Antifouling paints	Copper, tributyltin  See also – ‘engine works’, ‘metal treatments’ (‘electroplating’ metals)
Metal treatment	Electroplating	<u>Metals</u> – nickel, chromium, zinc, aluminium, copper, lead, cadmium, tin  <u>Acids</u> – sulfuric, hydrochloric, nitric and phosphoric acids  <u>General</u> – sodium hydroxide, 1,1,1-trichloroethane, tetrachloroethylene, toluene, ethylene glycol, cyanide compounds
	Liquid baths	carburising Sodium, cyanide, barium, chloride, potassium chloride, sodium chloride, sodium carbonate, sodium cyanate
Mining and extractive industries		Arsenic, mercury and cyanides. See also – ‘chemical manufacture and use’ (‘explosives’).  Aluminium, arsenic, copper, chromium, cobalt, lead, manganese, nickel, selenium, zinc and radio radionuclides.  The list of heavy metals should be decided according to the composition of the deposit and known impurities. Consideration should be given to chemicals associated with any mineral processing that also occurred on the mine site.  PFAS chemicals associated with firefighting equipment to protect mining infrastructure
Oil production and storage		See – ‘service stations and fuel storage facilities (depots)’
Paint formulation and manufacture		See – ‘chemical manufacture and use’ (‘paints’)
Pesticide manufacture, formulation and use		See – ‘chemical manufacture and use’ (‘pesticides’)

Industry or activity	Main chemical group	Associated chemicals
Power stations		Asbestos, PCBs, fly ash metals, water treatment chemicals
Printing shops		Acids, alkalis, solvents, chromium, trichloroethene, methyl ethyl ketone  <i>See also</i> – ‘chemical manufacture and use’ (‘photography’)
Railway yards		Hydrocarbons, asbestos, arsenic, phenolics (creosote), heavy metals, nitrates, ammonia
Research Institutions (laboratories)		Various, depending on the nature of work being carried out. A case-specific evaluation is required.
Scrap yards		Hydrocarbons, metals, solvents, asbestos
Service stations and fuel storage facilities (depots)	Petroleum hydrocarbons, PAHs and lead	Aromatic hydrocarbons, BTEX, naphthalene, PAHs, phenols, lead
Sheep and cattle dips		Arsenic, organochlorines, organophosphates, carbamates, synthetic pyrethroids
Smelting and refining		Metals, fluorides, chlorides and oxides of copper, tin, silver, selenium lead, and aluminium
Tanning and associated trades	Various	<u>Metals</u> – chromium, manganese, aluminium  <u>General</u> – ammonium sulfate, ammonia, ammonium nitrate, arsenic phenolics, formaldehyde, sulfide, tannic acid
Water and sewerage treatment plants	Metals and chemicals used in water treatment and wastewater and biosolids treatment	Aluminium, arsenic, cadmium, chromium, cobalt, lead, nickel, fluoride, lime, zinc
Waste processing, storage and treatment	Fire retardants, plastics	Polybrominated diphenyl ethers, PFAS, plasticisers
Wood preservation	Metals	Chromium, copper, arsenic, naphthalene, ammonia, pentachlorophenol, dibenzofuran, anthracene, biphenyl, ammonium sulfate, quinoline, boron, creosote, organochlorine pesticides

Note: PFAS = per- and polyfluoroalkyl substances; BTEX = benzene, toluene, ethylbenzene, xylene; PAH = polycyclic aromatic hydrocarbons; PCB = polychlorinated biphenyl.

Source: Table 2 in Appendix 1 of the Department of Planning and Environment’s draft *Contaminated Land Planning Guidelines*. The use of *italics* indicates an activity not identified in these guidelines but is known to cause site contamination.

<sup>1</sup> <https://trade.maps.arcgis.com/apps/PublicInformation/index.html?appid=87434b6ec7dd4aba8cb664d8e646fb06>

### Appendix 3 – Artefacts generated in the process of managing contaminated land

Table A3.1 lists artefacts either prepared by or for Council in a process to consider and assess site contamination. These artefacts should be retained in Council’s electronic document and records management system and also linked to the respective record in Council’s contaminated land site register.

These artefacts can also be provided with section 10.7 planning certificates under the *EP&A Act*.

**Table A3.1:** Artefacts generated in a process to assess site contamination

Process	Artefact	Prepared by	Description
Initial evaluation	Checklist	Council	To guide Council’s consideration of the potential for site contamination.
Preliminary site investigation	Report on the preliminary site investigation	Consultant	Reports the possibility of potential contamination based on historical land use. It includes the development of the conceptual site model.
	Checklist	Council	Confirms whether the requirements of the investigation have been met.
Detailed site investigation	Report on the detailed site investigation	Consultant	Defines the extent and degree of contamination and assesses potential risks posed to health and the environment by contaminants. The investigation is also used to obtain sufficient information for the development of a remediation action plan if required.
	Checklist	Council	Confirms whether the requirements of the investigation have been met.
Remediation	Remediation action plan	Consultant	A plan that sets out remediation objectives and documents the proposed remediation process.
	Validation report	Consultant	Reports on whether the objectives for remediation and any conditions of development consent have been achieved.
Site audit	Site audit report	Consultant	A summary of information reviewed by the accredited site auditor.
	Site audit statement	Consultant	An outline of the conclusions of a site audit.
Environmental management plan		Consultant	Outlines the mitigation measures and/or monitoring requirements where the full clean-up of a site is not feasible or where onsite containment of contamination has been proposed.

Table A3.2 lists key artefacts generated in a process to regulate contaminated land and underground petroleum storage systems.

These artefacts should be retained in Council’s electronic document and records management system, and also linked to the respective record in Council’s contaminated land site register.

These artefacts may also be included on section 10.7 planning certificates under the *EP&A Act*.

**Table A3.2:** Artefacts generated in a process to regulate contaminated land and underground petroleum storage systems

<b>Process</b>	<b>Artefact</b>	<b>Prepared by</b>
EPA notices and orders under the <i>CLM Act</i>	Preliminary investigation order	EPA
	Significant contaminated land notice	EPA
	Management order	EPA
	Voluntary management proposal	Landowner, or person managing an activity that caused the site contamination
	Environmental management plan	EPA/landowner
	Revocation of orders under the <i>CLM Act</i>	EPA
Pollution prevention	Waste classification report	Person responsible for remediation
	UPSS inspection form	Council
	Contaminated land investigation form	Council
	<i>POEO Act</i> section 91 clean-up notice	Council/EPA
	<i>POEO Act</i> section 96 prevention notice	Council/EPA
	Leak notification under the <i>POEO Act</i> Part 5.7	Council / UPSS operator
	Fuel system operation plan	Council / UPSS operator
	Loss monitoring reports	Council / UPSS operator
	Leak detection reports	Council / UPSS operator
Decommissioning of a UPSS (category 2 remediation works)	Development application	
	Notifications (leak notification)	UPSS owner
	Validation report	Consultant
Information management	<i>POEO Act</i> section 192 and 193 requests for information	Council
	Survey of UPSS operators	Council
Compliance	Penalty infringement notices	Council

Note: UPSS = underground petroleum storage system.



## Appendix 4 – Annotations for section 10.7 planning certificates on contaminated land

Council is required to include contaminated land information on section 10.7 planning certificates. This requirement is anchored in:

- the *EP&A Act*
  - section 10.7(2), as elaborated by the *Environmental Planning and Assessment Regulation 2021*
  - section 10.7(5), in relation to advice on other matters affecting the land
  - section 10.7(6), in relation to furnishing of contaminated land information in good faith with Schedule 6 of the *EP&A Act*
- section 10(1) in schedule 2 of the *Environmental Planning and Assessment Regulation 2021* in relation to whether an adopted Council policy restricts the development of land because of site contamination
- the *CLM Act*
  - section 10(1)(a)–(b), in relation to preliminary investigation orders issued by the EPA for the land
  - section 44, in relation to the EPA’s repeal or revoking of orders and notices issued under section 10 of the *CLM Act*
  - section 59(2), in relation to matters that are to be included in section 10.7 planning certificates.

The information required to be included on a planning certificate is outlined in Table A4.1. Council must note that information prescribed under section 59(2) of the *CLM Act* pertains to land that ‘is’ subject – not ‘was’ subject – to the prescribed regulatory processes. However, Council can elect to include this historical information on planning certificates in accordance with its *Contaminated Land Policy*.

**Table A4.1:** Contaminated land information required on section 10.7 planning certificates

Planning certificate	Contaminated land information
Section 10.7(2)	<p>A statement that Council has adopted a policy to restrict the development of land because of the actual or potential likelihood of that land being contaminated.</p> <p>See Table A4.2 for annotations that Council can use.</p> <p>At the date of issue of the planning certificate, a statement that the land to which the planning certificate relates is:</p> <ul style="list-style-type: none"> <li>• significantly contaminated land within the meaning of the <i>CLM Act</i>, including whether only part or all of the land is significantly contaminated</li> <li>• subject to a management order under the <i>CLM Act</i></li> <li>• the subject of an approved voluntary management proposal under the <i>CLM Act</i></li> <li>• subject to an ongoing maintenance order under the <i>CLM Act</i></li> <li>• the subject of a site audit statement under the <i>CLM Act</i>.</li> </ul> <p>Council may elect to include information on the potential of site contamination because the historical use of that land is known or reasonably suspected by Council to be an activity identified in Appendix 2.</p> <p>See Table A4.2 for annotations that Council can use.</p>
Section 10.7(5)	<p>Information provided on section 10.7(2) planning certificates and additional information Council may elect to disclose pertaining to the actual or potential contamination of the land.</p> <p>See Table A4.2 for annotations that Council can use.</p>

**Table A4.2:** Annotations for additional information on section 10.7 planning certificates for land that is or may be contaminated

Situation	Annotation
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<p>Council has identified that the land:</p> <ul style="list-style-type: none"> <li>• has a previous land-use history that could have involved the use of contaminants on the site (for example, the land may have been used for an activity listed in Appendix 2)</li> <li>• is known to be contaminated but has not been remediated.</li> </ul>	<p>'Council has adopted by resolution a policy on contaminated land that may restrict the development of the land.</p> <p>This policy is implemented when zoning or land-use changes are proposed on lands that have previously been used for certain purposes.</p> <p>Consideration of Council's adopted policy and the application of provisions under relevant State legislation is warranted.'</p>
<p>Council has identified that the land is known to contain contaminants but that it has been remediated for a particular use or range of uses, and some contamination remains on the site (for example, encapsulated).</p>	<p>'Council has adopted by resolution a policy on contaminated land that may restrict the development of the land.</p> <p>This policy is implemented when zoning or land-use changes are proposed on lands that are considered to be contaminated or on lands that have been remediated for a specific use.</p> <p>Consideration of Council's adopted policy and the application of provisions under relevant State legislation is warranted.'</p>
<p>Council records do not contain a clear site history without significant gaps in information, and Council cannot determine whether the land is contaminated and, therefore, the extent to which Council's policy should apply.</p>	<p>'Council has adopted by resolution a policy on contaminated land that may restrict the development of the land.</p> <p>This policy is implemented when zoning or land-use changes are proposed on lands that have previously been used for certain purposes. Council records do not have sufficient information about the previous use of this land to determine whether the land is contaminated.</p> <p>Consideration of Council's adopted policy and the application or provisions under relevant state legislation is warranted.'</p>

Note: The information in this table applies where Council has adopted a policy to restrict the development of land because of the actual or potential likelihood of that land being contaminated.

## Appendix 5 – Site management provisions for remediation works

Council can impose site management provisions for proposed remediation works. Council will request that these provisions be included in a remediation action plan that is to be lodged to Council prior to commencing these works. Council will require remediation works to be carried out in accordance with the remediation action plan.

The site management provisions listed in Table A5.1 are taken from the *Resilience and Hazards SEPP* and amended to reflect best practice site management, as included in the draft *Contaminated Land Planning Guidelines* and in other Council contaminated land policies.

Remediation work must comply with the requirements of the:

- *CLM Act*
- *Contaminated Land Planning Guidelines*
- *Resilience and Hazards SEPP*
- *POEO Act*.

Council will also require the validation report to be lodged with Council within 60 days of the completion of remediation works and, where applicable, prior to the issuance of a subdivision or construction certificate.

**Table A5.1:** Site management provisions to be included in a remediation action plan

Parameter	Provision to be included in a remediation action plan
Air quality	<p>Emissions of dust, odour and fumes from a remediation site are to be appropriately controlled and in accordance with relevant regulations and guidelines made or approved by the EPA.</p> <p>These may include but are not limited to:</p> <ul style="list-style-type: none"> <li>• ensuring no onsite burning of material</li> <li>• maintaining equipment in a functional manner to minimise exhaust emissions</li> <li>• covering vehicles transporting soil (including contaminated soil) and/or infill onsite or offsite</li> <li>• establishing dust suppression and control measures to minimise windborne emissions of dust, having regard to site-specific wind conditions</li> <li>• monitoring and managing odours, including the use of a hydrocarbon mitigating agent on the impacted areas and materials</li> <li>• covering stockpiles of contaminated soil that remain onsite for more than 24 hours (see 'stockpiles' for additional provisions)</li> <li>• regularly monitoring air quality throughout remediation work.</li> </ul>
Bunding	<p>Any areas used for remediation or the stockpiling of construction materials or contaminated soils shall be controlled to contain surface water run-off and run-on and be designed and constructed so as to prevent the leaching of contaminants into the subsurface or groundwater.</p> <p>Locate stockpiles and construction materials away from drainage lines and provide bunding of disturbed areas and excavations to prevent run-off to waterways or stormwater where necessary.</p> <p>All surface water discharges from the banded areas to Council's stormwater system shall not contain detectable levels of the contaminants of concern and must comply with the relevant EPA and ANZECC standards for water quality.</p> <p>Any discharge must satisfy the provisions of the <i>POEO Act</i>.</p>
Capping or containment of contaminated soil	<p>Capping of contaminated soil should occur only after alternative remediation works have been investigated, particularly in urban zoning or areas identified as future growth in Council's local environment plan or development control plan.</p>

Parameter	Provision to be included in a remediation action plan
	<p>Contaminated soil is only permitted to be capped if it does not prevent any permitted use of the land and if it can be demonstrated that there will be no ongoing impacts on human or environmental health.</p> <p>Capping of contaminated soil that exceeds zoning permissible levels is classified as category I remediation work and may only be permitted with development consent.</p> <p>The soil investigation levels for urban redevelopment in NSW are contained in <i>National Environment Protection (Assessment of Site Contamination) Measure 1999</i> (as amended).</p> <p>Where the proposed remediation involves the onsite containment of contaminated material, the need for a continuing monitoring program should be assessed by both the 's consultants and Council. To ensure that future owners of the site are aware of the contaminated material and any ongoing maintenance and monitoring, Council may impose a consent condition on any subsequent development application for the subject site, requiring a covenant to be registered on the title of the land that gives notice of the existence of onsite containment of the contaminated soil. The covenant may also bind the owners or any future owners to the responsibility of ongoing monitoring and maintenance (as described in an environmental management plan) and any future remediation works required.</p> <p>Records of any maintenance undertaken on the site shall be kept for future reference and provided to Council annually.</p> <p>The cost of preparing the covenant is borne by the applicant.</p>
Consultants	<p>Ensure consultants (or contractors) undertaking the remediation works have the required competencies and qualifications.</p> <p>Remediation work requiring validation by a site auditor (that is, a statutory site audit) must use a site auditor accredited under Part 4 of the <i>CLM Act</i>.</p> <p>Validation of remediation work that is not a statutory site audit is to be undertaken by a consultant with the necessary competencies and qualifications.</p>
Consultation	<p>Written notification to adjoining owners and occupants is to occur at least two days prior to commencing remediation works.</p> <p>This notification is to include:</p> <ul style="list-style-type: none"> <li>• the estimated length of remediation work</li> <li>• the hours of remediation work</li> <li>• the contact details of the site manager.</li> </ul> <p>Signage visible from the road and adjacent to site access is to display the site manager and remediation contractor contact details for the duration of the works.</p>
Decommissioning of underground petroleum storage systems	<p>The removal of all UPSSs is to be undertaken in accordance with the:</p> <ul style="list-style-type: none"> <li>• <i>UPSS Regulations</i></li> <li>• SafeWork NSW requirements</li> <li>• <i>Australian Standard AS 4976-2008: The Removal and Disposal of Underground Petroleum Storage Tanks.</i></li> </ul> <p>Decommissioning of an underground petroleum storage tank or system must be undertaken by a duly qualified person who holds a demolition licence from SafeWork NSW and is competent and experienced in the task.</p> <p>Following the removal of an underground petroleum storage tank or system, the site area, which includes bowser lines and fuel lines, shall be assessed, remediated</p>

Parameter	Provision to be included in a remediation action plan
	<p>if need be and validated in accordance with the requirements above and with guidelines made or approved by the NSW EPA.</p> <p>All documents must be submitted to Council, including (but not limited to) a validation report (or tank pit validation) prepared in accordance with relevant guidelines made or approved by the EPA.</p>
Erosion and sediment control	<p>An erosion and sediment control plan (ESCP) shall be prepared and submitted to Council for approval prior to commencing remediation works.</p> <p>The ESCP shall be developed with regard to the requirements detailed in Council's <i>Soil and Water Management Policy</i> and Council's <i>Engineering Guidelines and Technical Specifications</i> and must include leachate collection and disposal.</p> <p>Sediment control structures shall be provided to prevent sediment from entering drainage systems, particularly where surfaces are exposed or where soil is stockpiled.</p> <p>All erosion and sediment control measures must be maintained in a functional condition throughout the remediation works.</p> <p>Vehicles are to be cleaned prior to leaving the site.</p> <p>Also see – 'soil and water management' for related provisions.</p>
Hazardous material	<p>Hazardous and industrial wastes arising from the remediation work shall be removed and disposed of in accordance with the requirements of the NSW EPA and SafeWork NSW, together with the:</p> <ul style="list-style-type: none"> <li>• <i>Workplace Health and Safety Act 2011</i></li> <li>• <i>Workplace Health and Safety Regulation 2017</i></li> <li>• <i>CLM Act</i> and subordinate regulations</li> <li>• <i>Environmentally Hazardous Chemicals Act 1985</i> and subordinate regulations.</li> </ul> <p>Under the <i>POEO Act</i>, the transportation of Schedule I hazardous waste is a scheduled activity and thereby required by the EPA to be carried out by a transporter licensed by the NSW EPA.</p> <p>Also see – 'waste' for additional related site management provisions.</p>
Health and safety	<p>All works associated with remediation works must comply with workplace health and safety legislation and other applicable SafeWork NSW requirements.</p> <p>This requires:</p> <ul style="list-style-type: none"> <li>• the preparation of a health and safety plan</li> <li>• site fencing, public safety warning signs and security surveillance (where applicable) to be established for the remediation site.</li> </ul>
Hours of work	<p>All remediation work (including the delivery and removal of materials or equipment) shall be limited to the following hours of work (unless through an alternative mutual agreement in writing with Council):</p> <ul style="list-style-type: none"> <li>• Monday to Saturday – 7.00 am to 5.00 pm</li> <li>• Sunday and Public Holidays – no remediation work is permitted</li> </ul> <p>Note: The hours of work listed above are in accordance with the <i>Exempt and Complying Development Codes SEPP</i>.</p>
Importation of infill	<p>All fill imported to the site shall be validated as virgin excavated natural material as defined in the <i>POEO Act</i> to ensure that it is:</p> <ul style="list-style-type: none"> <li>• suitable for the proposed land use from a contamination perspective</li> </ul>

Parameter	Provision to be included in a remediation action plan
	<ul style="list-style-type: none"> <li>• compatible with the existing soil characteristics for site drainage purposes.</li> </ul> <p>Council may, in certain instances, require the details of the appropriate validation of imported fill material to be submitted with any application for the future development of the site. Hence, all fill imported onto a site is to be validated by one or both of the following methods during remediation works:</p> <ul style="list-style-type: none"> <li>• Imported fill should be accompanied by documentation from the supplier that certifies that the material is not contaminated, based upon analyses of the material or the known past history of the site where the material is obtained.</li> <li>• Sampling and analysis of the fill material should be conducted in accordance with the NSW EPA <i>Sampling Design Guidelines</i> to ensure that the material is not contaminated.</li> </ul> <p>Fill should be imported and exported in accordance with the provision of a virgin excavated natural material exemption or an NSW resource recovery order and exemption.</p> <p>Fill is permitted for use provided that it:</p> <ul style="list-style-type: none"> <li>• is not itself contaminated, particularly with waste material (including asbestos)</li> <li>• is weed and pest free</li> <li>• is compatible with the existing soil characteristics so as not to adversely affect site drainage.</li> </ul>
Landscaping and rehabilitation	<p>The remediation work site must be stabilised to ensure that no offsite impacts occur on the site after completion. This requires:</p> <ul style="list-style-type: none"> <li>• the preparation of a landscaping plan</li> <li>• landscaping of the site in accordance with the landscape plan</li> <li>• the progressive stabilisation and revegetation of disturbed areas in accordance with the landscape plan.</li> </ul> <p>There shall be no removal or disturbance to trees or native understorey without prior written consent obtained through Council's tree preservation order process.</p> <p>All trees that will be retained on the site must be suitably protected from damage during remediation works. This includes the provision of protective fencing to protect the root zone of these trees. The fencing must extend, at a minimum, to the drip line of each tree.</p> <p>No stockpiling, storage, excavation, vehicle parking or vehicle movement is to occur within the root zone protection area. Tree protection fencing must remain in place until the end of remediation works.</p> <p>All exposed areas shall be progressively stabilised and revegetated upon the completion of remediation works.</p>
Noise and vibrations	<p>Any noise and vibrations from the site shall be limited by complying with the NSW EPA's <i>Noise Policy for Industry (2017)</i> and the <i>Interim Construction Noise Guideline</i>.</p> <p>All equipment and machinery shall be operated in an efficient manner to minimise noise from the site on adjoining properties, including (when necessary) ensuring that plant equipment noise is suppressed.</p> <p>The use of any plant or machinery shall not, on any premises, cause vibrations in excess of the relevant NSW EPA guidelines and Australian Standards.</p>

Parameter	Provision to be included in a remediation action plan
Rodents and vermin	Rodents and vermin are to be adequately controlled and disposed of in an environmentally appropriate manner.
Site access and vehicle use	<p>Vehicle access to the site shall be designated to prevent the tracking of sediment onto public roadways and footpaths. Soil, earth, mud or similar material must be removed from the roadway by sweeping, shovelling or a means other than washing on a daily basis or as required by an appropriate authority. Soil residue from vehicle wheels shall be collected and disposed of in an appropriate manner.</p> <p>All vehicles are to:</p> <ul style="list-style-type: none"> <li>• enter and exit the site in a forward motion</li> <li>• comply with all road rules, including vehicle weight limits</li> <li>• minimise the use of local roads by using state roads where available</li> <li>• be cleaned pre-work and post-work to prevent the movement of weed seeds</li> <li>• have all loads securely covered or sealed to prevent the release of any dust, fumes, soil or liquid emissions during transportation</li> <li>• conduct deliveries of soil, materials, equipment or machinery during the hours of remediation work (see 'hours of work').</li> </ul>
Site security and lighting	<p>The site shall be secured to ensure against all unauthorised access by using appropriate fencing.</p> <p>It is recommended that security lighting be used to deter unauthorised access. If security lighting is used, it shall be shielded to protect the amenity of adjoining landowners.</p>
Soil and water management	<p>All remediation works shall be conducted in accordance with a site-specific soil and water management plan prepared in accordance with the requirements of LANDCOM's <i>Managing Urban Stormwater: Soils and Construction</i>.<sup>1</sup></p> <p>The plan should aim to segregate and manage both contaminated and non-contaminated areas in a manner that minimises the potential dispersal of contaminants and any cross-contamination of contaminated and non-contaminated materials. In some cases, standard erosion and sediment control requirements will be inadequate for managing contaminated soils and water.</p> <p>Where remediation work involves the excavation of soil, the person responsible for the remediation work shall consult Council's flood mapping. Where works are proposed to be undertaken within an area identified by Council as having the potential to be impacted by flood waters (that is, inundation), such works shall be undertaken in alignment with the responsive actions for such potential site inundation as described in the site-specific soil and water management plan.</p> <p>A copy of the remediation action plan and the soil and water management plan shall be kept onsite and made available to Council officers on request.</p> <p>Soil and water management measures for remediation work in relation to stockpiles, site access, excavation pump-out, landscaping and rehabilitation, and bunding are discussed elsewhere in this table.</p> <p>See – 'erosion and sediment control' for related provisions.</p>
Stockpiles	<p>No stockpiles of soil or other materials shall be placed on public land (for example, footpaths, reserves or nature strips).</p> <p>All stockpiles shall be placed away from drainage lines, gutters or stormwater pits or inlets. All stockpiles of soil or other material shall be maintained to prevent dust, odours or seepage. All stockpiles of contaminated soils shall be secured to prevent dust, odour or seepage if being stored for more than 24 hours.</p>

Parameter	Provision to be included in a remediation action plan
	<p>Stockpiling of contaminated materials requires special measures to manage the generation of leachate, run-off, vapours, odours and airborne particulates.</p> <p>Store any temporary stockpiles of contaminated soil in a secure area.</p>
Unexpected finds during remediation works	<p>Council is required to be notified of any new information that comes to light during remediation works that has the potential to alter previous conclusions regarding site contamination.</p>
Validation report	<p>The validation report is to be prepared in accordance with relevant guidelines made by the NSW EPA.</p> <p>A copy of the validation report is to be provided to Council within 60 days of completing the remediation works and prior to commencing development works at the site.</p> <p>The validation report is to:</p> <ul style="list-style-type: none"> <li>• contain a copy of any reports or records taken during remediation or following the completion of validation works</li> <li>• contain a validation statement detailing that all works have been undertaken and completed satisfactorily and in accordance with relevant guidelines made or approved by the EPA</li> <li>• demonstrate that the objectives of the remediation action plan have been achieved, any conditions of development consent have been complied with and whether any further remediation work or restrictions on land use are required</li> <li>• provide evidence confirming that all NSW EPA, SafeWork NSW and other regulatory authorities' license conditions, approvals and/or regulatory requirements have been met, including in respect of managing contaminated soil and other waste material generated by the remediation works</li> <li>• identify the need for continued monitoring in situations where clean-up is not feasible or onsite containment has occurred</li> <li>• state the suitability of the site for its current or proposed use.</li> </ul> <p>Successful validation is the statistical confirmation that the remediated site complies with the clean-up criteria set for the site.</p> <p>The full cost of the validation is borne by the applicant.</p>
Vertical mixing (on agricultural land)	<p>The <i>Guidelines for the Vertical Mixing of Soil on Former Broad-Acre Agricultural Land</i> relates to the remediation of large agriculture properties with low-level but broad-spread contamination.</p> <p>The relevant NSW EPA guidelines are not designed or suitable for use in the remediation of contamination, including lead contamination, on small allotments. Therefore, Council will not support remediation action plans relying on this methodology, and an alternative remediation methodology shall be used for small allotments.</p>
Waste	<p>If contaminated soil and other waste material generated by the remediation works are to be treated and managed onsite, the treatment and management of each is to be in accordance with relevant guidelines made or approved by the EPA.</p> <p>If contaminated soil and other waste material generated by the remediation works are to be removed from the site, then this must be in accordance with the <i>POEO Act</i> and its waste regulation. This includes:</p> <ul style="list-style-type: none"> <li>• the preparation of a waste management plan</li> </ul>



Parameter	Provision to be included in a remediation action plan
	<ul style="list-style-type: none"> <li>• that the waste classification process complies with the <i>Protection of the Environment Operations (Waste) Regulation 2014</i> and is undertaken by an appropriately qualified consultant</li> <li>• record-keeping for waste going to a licensed landfill or a resource recovery facility regarding <ul style="list-style-type: none"> <li>○ how the waste is to be treated and transported</li> <li>○ evidence that the landfill is licensed to accept this waste</li> </ul> </li> <li>• the requirement that transport of the waste to or from a site must be by a licensed waste transport contractor.</li> </ul> <p>Any enquiries associated with the offsite disposal of waste from a contaminated site should be referred to the EPA helpline (phone 131 555).</p> <p>If contaminated soil or other waste generated by the remediation works is to be transported to Council's landfill or waste management facility:</p> <ul style="list-style-type: none"> <li>• Council's Waste Management Facility only accepts waste in accordance with its Environment Protection Licence (number XXXX).</li> <li>• Section L5 Waste requires that waste be general solid waste. Analysis of the contaminated soil is to be undertaken to verify that the waste is general solid waste.</li> <li>• All documentation is to be provided to Council's Waste Management Team and approved prior to the waste entering the landfill.</li> </ul> <p>See – 'hazardous material' for related site management provisions.</p>
<p>Water quality: dewatering – excavation and groundwater pump-out</p>	<p>Only clean and unpolluted waters are to be discharged to Council's stormwater system or any watercourse. Any discharge must satisfy the provisions of the <i>POEO Act</i>.</p> <p>Prior to any dewatering commencing, a dewatering management plan shall be submitted to Council.</p> <p>All pump-out water must be analysed for concentrations of suspended solids, pH and any contaminants of concern. The analytical results must comply with the relevant NSW EPA and ANZECC standards for the quality of water discharged to stormwater. If necessary, the water shall be treated prior to discharge.</p> <p>If the water quality does not comply with the identified criteria, then it cannot be discharged to stormwater. Alternative arrangements for the disposal of water shall be provided, if necessary (for example, offsite disposal by a licensed liquid waste transporter for treatment or disposal at an appropriate waste treatment or processing facility).</p> <p>Dewatering may require a licence from the NSW Office of Water.</p>
<p>Water quality: groundwater</p>	<p>Any contamination assessment, carried out in accordance with the requirements of the relevant guidelines made or approved by NSW EPA in accordance with the <i>CLM Act</i>, shall address the potential for contamination of groundwater at the site.</p> <p>Any work below the water table may require a licence from the NSW Office of Water. Such works include bores for water supply, testing and monitoring, and any dewatering or extraction.</p> <p>If the groundwater at the site is found to be contaminated, then Council, the NSW Office of Water and the NSW EPA are to be notified</p>

Note: ANZECC = Australian and New Zealand Environment and Conservation Council; UPSS = underground petroleum storage system; ESCP = erosion and sediment control plan.

<sup>1</sup> <https://www.environment.nsw.gov.au/research-and-publications/publications-search/managing-urban-stormwater-soils-and-construction-volume-1-4th-edition>

**Item 11            PROPOSED CLOSURE OF UNFORMED ROADS**

Author            GIS/Grants Coordinator

Attachment      Nil

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**RECOMMENDATIONS:**

- 1.     *That Council receive this report for closure of unformed roads.***
  - 2.     *Endorse commencement of the road closure process in accordance with the Roads Act 1993, Part 4, for the roads identified in the report,***
  - 3.     *Enter into discussions with adjoining landholders, to establish any interest in boundary modification, with final boundary and sale considerations to be returned to Council in line with the Local Government Act 1993.***
  - 4.     *Resolves to undertake the public consultation process as detailed in the Roads Act 1993, Section 38B.***
- 

**SUMMARY**

A review of road and land assets within the vicinity of the Junee Wetlands has identified several sections of unformed road for closure and possible disposal.

Council's records indicate previous interest and consultation amongst various landowners in the vicinity of the Junee Wetlands regarding Council closing unformed roads adjoining their properties. That interest has resurfaced.

This report proposes commencing the process to close unformed roads in the general vicinity of the Junee Wetlands in response to those enquiries and Council interest in supporting the Junee Wetland environmental area.

**BACKGROUND**

Council road assets (unformed road/lanes) are reviewed periodically to establish their relevance and purpose. In addition, adjoining landowners occasionally raise interest in closing unformed roads to purchase as is the case in this report. As part of this review, several sections of unformed road (Image 1) have been identified for closure and possible disposal ie. sale to adjoining landowners, with the addition of the unformed section of Crawley Street ensuring the land over the Junee Wetland in Council ownership better reflects its primary purpose.

The unformed roads/lanes identified are in the vicinity of the Junee Wetlands, Joffre and Market Streets.

Council's records indicate that previous interest and consultation amongst various landowners has taken place with landowners in the vicinity of the Junee Wetlands, to close unformed roads/lanes

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adjoining their properties. Some property owners have indicated their interest in purchasing the section/s of road/lane adjoining their properties.



Image 1: Red area shows unformed roads proposed to be closed. Green area is in Council ownership (Junee Wetland)

## CONSIDERATIONS

Preliminary investigations indicate that there is no asset infrastructure located on the unformed roads, other than the stormwater drainage channel located on the unformed section of Gaba Tepe Avenue off Joffre Street.

No other assets are affected by these proposed road closures and there will be no impact on access to any lots. None of these routes are primary access for any lots and are not practical as access routes due to the flood risks and associated infrastructure costs.

None of these unformed roads are maintained as roads and mostly form part of the Junee Wetlands, with some having been fenced into adjoining properties over the years.

Many of these road assets will likely be removed from Councils care and control during the process, which will result in reduced maintenance requirements. The Wetland area will be easier to manage without road access.

## LEGISLATIVE FRAMEWORK

Council is required to adhere to the legislative framework for the closing of public roads contained within the Roads Act 1993, Part 4.

Council's key considerations when closing a road are detailed in the Roads Act 1993, Part 38A as highlighted below:

*Council may propose the closure of a council public road for which it is the roads authority if –*

- (a) the road is not reasonably required as a road for public use (whether for present or future needs), and*
- (b) the road is not required to provide continuity for an existing road network, and*
- (c) if the road provides a means of vehicular access to particular land, another public road provides lawful and reasonably practicable vehicular access to that land.*

Council will be required to undergo a public consultation process as detailed in the Roads Act 1993, Section 38B:

- (1) A council that is proposing to close a council public road must cause notice of the proposal -*
  - (a) to be published in a local newspaper, and*
  - (b) to be given to—*
    - (i) all owners of land adjoining the road, and*
    - (ii) all notifiable authorities, and*
    - (iii) any other person (or class of person) prescribed by the regulations.*
- (2) The notice -*
  - (a) must identify the road that is proposed to be closed, and*
  - (b) must state that any person is entitled to make submissions to the council with respect to the closing of the road, and*
  - (c) must indicate the manner in which, and the period (being at least 28 days) within which, any such submission should be made.*

## CONCLUSION

Closure of these unformed roads would be a good outcome for Council and potentially those adjoining landowners who have expressed interest in purchasing the adjoining land. The process of closing a public road requires the proposal to go through a public exhibition phase, to gauge what other interest there might be in the land, prior to determining whether to proceed with formal closure. In the interim, cadastral survey work is typically completed.

This report recommends the commencement of that process, with a further report to be provided for Council's consideration after conclusion of the public exhibition phase.

**Item 12 PLANNING PROPOSAL 2024.01 – 192 WATERWORKS ROAD (AMENDMENT TO LEP – ZONING AND MINIMUM LOT SIZE)**

Author: Council's Town Planner

Attachment: Submitted Draft Planning Proposal, including supporting appendices.

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**RECOMMENDATIONS:**

- 1. Council resolve to provide in-principle support for the Draft Planning Proposal.**
  - 2. Refer the Planning Proposal to the Department of Planning, Housing and Infrastructure for Gateway Determination.**
  - 3. Seek that Council be appointed the Local Plan-Making Authority by the Department**
- 

**SUMMARY**

Council has received an application to amend the Junee Local Environmental Plan (LEP) 2012, through a draft Planning Proposal. The amendment requested is to Lot 1, Section 15, DPI0919, known as 192 Waterworks Road, Junee, in which the applicant seeks to rezone the site from the current RUI (Primary Production) to RU5 (Village) and R5 (Large Lot Residential) and seek a reduction in the current Minimum Lot Size from 100ha down to as low as 700sqm. The proposal also includes a preliminary subdivision layout with an expected yield of up to 300 residential allotments.

**BACKGROUND AND ASSESSMENT**

Council staff have had several discussions with the applicant leading up to the formal submission of the draft planning proposal. These discussions help identify a number of considerations that were subsequently addressed through the provision of a Scoping Report provided by the applicant. This Scoping Report formed the basis of the planning proposal and enabled Council staff to provide further feedback, which has been incorporated into the submitted Draft Planning Proposal.

The Planning Proposal as submitted includes amendments to the Zoning and Minimum Lot Size mapping to Lot 1, Section 15, DPI0919, known as 192 Waterworks Road (subject site). The subject site is approximately 78.2Ha in area, with a frontage of 646m to Waterworks Road, and is currently zoned RUI (Primary Production), with a minimum lot size for subdivision of 100ha. The land is undulating with significant elevation changes and features across the site, but generally slopes up from Waterworks Road to a ridge in the southern portion of the site. A significant gully is also located in the southern portion of the property, which forms the upper catchment area for stormwater flowing down through the eastern part of Junee to the wetlands. The site is bound by an unformed road reserve along its western boundary, connecting Waterworks Road to Cedric and Pitt Streets.

The proposed zoning changes are shown in the Figure 2 below and would see the introduction of RU5 (Village) and R5 (Large Lot Residential) zones over the subject site. The proposed RU5 (Village) zone is focused towards the northern portion of the site, where there is more suitable terrain for urban style development, and where existing access from Waterworks Road is located. Where the topography of the site becomes more challenging over the southern portion of the site, less density is proposed through the application of a R5 (Large Lot Residential) zone.

The minimum lot size for subdivision of the site is currently 100ha, which, if the rezoning were to occur, would also need to be amended. It is proposed to introduce a range of minimum lot sizes over the subject site consisting of 700sqm, 1500sqm and 4000sqm as shown in the Figure 3 below.

This draft planning proposal sees a continuation of urban growth on the northeastern fringe of Junee. Growth in this direction is consistent with the objectives and growth map contained in the Junee Local Strategic Planning Statement (LSPS) 2040, as shown in the Figure 1 below. Although this area is located on the edge of the indicated growth area, and not adjacent to the existing village zone, it is considered that the rezoning and subsequent development of this site may assist in achieving the desired growth in this location.

The submitted draft planning proposal estimates that approximately 250-300 new residential allotments could be created by the rezoning, which represents a significant increase in the population and residential land base for the Junee township. Currently, ABS data for the "suburb" of Junee indicates that there are approximately 1878 private dwellings, with an average household size of 2.4 persons per household. The proposal represents a proposed population increase of up to approximately 16%, with an additional 720 new residents once the new land has been fully taken up.

It is considered that there is sufficient demand for new residential allotments of varying size in Junee, where the current capacity of the RU5 and R5 zoned lands has been exhausted or is not immediately available for development.

Some of the key issues to come out of a significant intensification of residential use of the subject site include the provision of sewer and water services, stormwater retention, the suitability of Waterworks Road to accommodate an increase in residential traffic, with particular emphasis on the intersection of Waterworks Road with Main Street (Olympic Highway Rail Overpass). The majority of these key issues are identified and addressed in the draft planning proposal, for example the need to install a sewer pump station and mains extension, the potential inclusion of additional water infrastructure and the upgrade of Waterworks Road to service the subject site. All of these issues are acknowledged to be investigated in more detail during the assessment of any future Development Application for the subdivision of this site. Council staff are satisfied that the majority of these issues can be addressed at this later stage.

The intersection of Waterworks Road and Main Street may present an issue where Main Street is a classified road administered by Transport for NSW (TfNSW) and any upgrade to this intersection would need to be agreed to by TfNSW. The current geometry and terrain of this intersection presents an additional challenge. In terms of positive outcomes for Junee, significant stormwater detention and management infrastructure have been proposed that may assist in alleviating some of the stormwater overland flow issues that have historically impacted some of the eastern parts of Junee township. These matters would need to be investigated and resolved during the assessment of any future Development Approval for the subdivision of the subject site.

It is acknowledged that there is a possibility of land use conflict occurring, especially where a significant amount of residential land maybe located adjacent to existing rural lands. Some of this land use conflict can be resolved by the inclusion of a buffer zone and screening, which could be implemented through the Development Application assessment process. Additionally, there are legislated protections for existing agricultural activities under the *Right to Farm Act 2019*, which gives some level of protection for agricultural activities that are conducted in a manner that is consistent with standard agricultural practices, regardless of potential impacts on adjoining residential lands.

The land is also located adjacent to the existing main railway line (north of the subject site). Any future development application would be required to consider and mitigate against the potential impacts of rail noise on residential dwellings and land in this location.

Upon submission of the draft planning proposal Council staff elected to provide immediate neighbours of the subject site written notification of the proposed rezoning. The notifications were provided as a matter of courtesy and were not formally required at this stage. However, in the interests of open transparency it was felt that direct neighbour notification of the proposal should occur early in the process. In response, Council received several replies.

If Council resolves to provide in principal support for the draft planning proposal, a broader public exhibition period will be required to be undertaken in line with the Department of Planning, Housing and Infrastructure directions identified in the Gateway Determination, if provided. This period of public exhibition will provide an additional opportunity for adjoining landowners and the broader community to review the draft planning proposal, and provide written submissions outlining concerns, objections and/or support for the rezoning. Any submissions received during the formal public exhibition period will be presented to Council for consideration and may result in amendments to the draft planning proposal being required.

## **CONSIDERATIONS**

### **Policy**

#### **Local Strategic Planning Statement (LSPS) 2040**

Council has a Local Strategic Planning Statement (LSPS) 2040 (adopted by Council 20<sup>TH</sup> April 2021) which identifies the key areas that have been nominated for residential growth investigation. The subject land is identified as being within the northern residential growth investigation area. It is acknowledged that while the site is on the edge of this area, where it may be more logical to investigate and rezone the land immediately adjacent to the existing urban areas, this planning proposal presents an opportunity for growth in this area to be implemented through private development, rather than being Council facilitated. This proposal may then provide an opportunity for further development by private landowners back through the indicated growth area to the existing urban zone, having much of the required infrastructure (such as sewer) already in place to service the area.

It is considered that the planning proposal is generally consistent with the aims and objectives of the LSPS 2040, as adopted by Council.

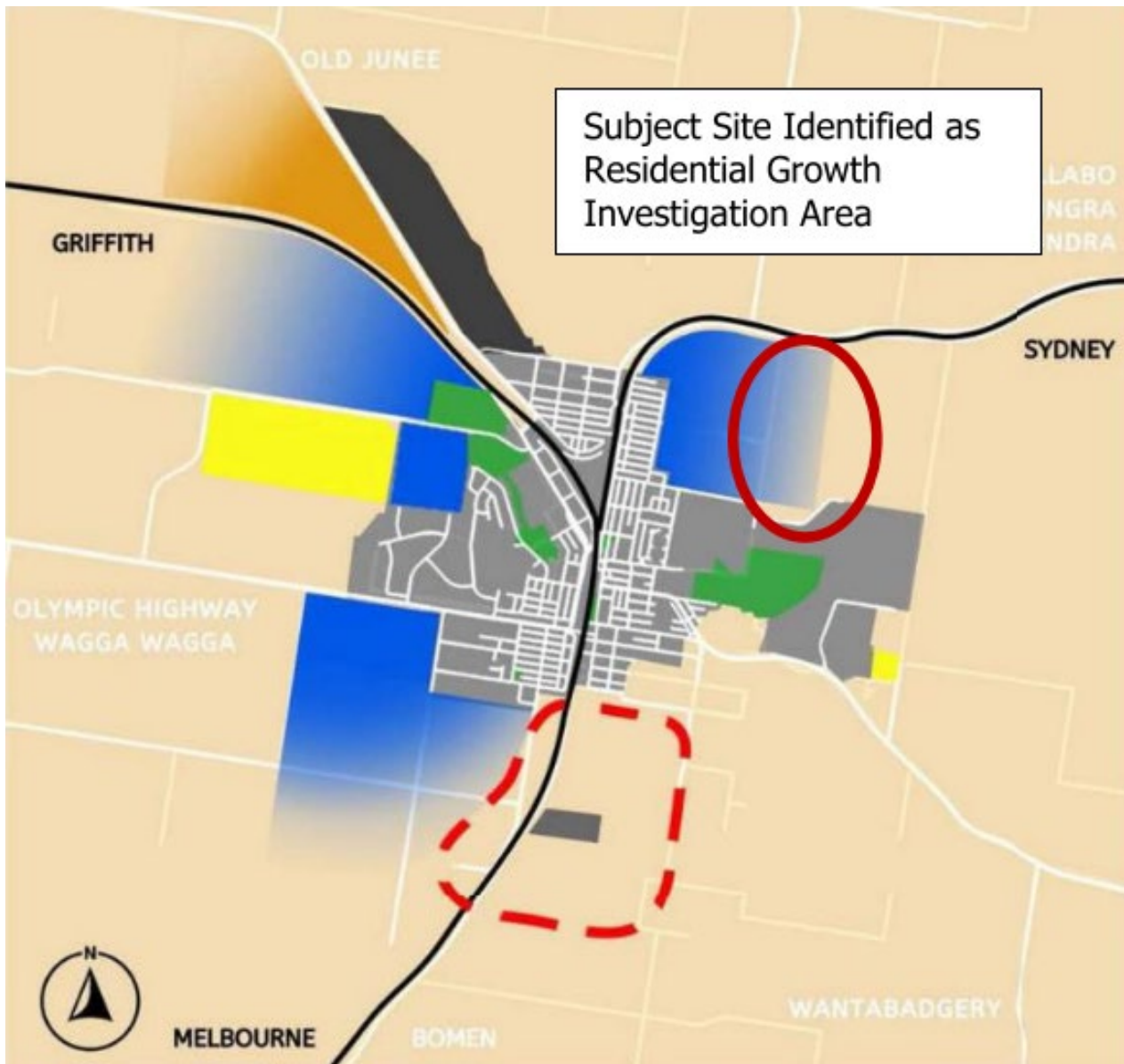


Figure 2: Junee Growth Strategy Map - Junee LSPS 2040 - (Subject Site Indicated)

### Junee Local Environmental Plan 2012

The planning proposal seeks to amend the current zoning and minimum lot size maps of the Junee LEP 2012. The current zoning and minimum lot size maps identify the subject site as being zoned RUI Primary Production with a minimum lot size of 100ha. The proposed amended zoning map is shown below, including proposed new RU5 Village and R5 Large Lot Residential zones.





Figure 3: Proposed New Zoning Map – Draft Planning Proposal for 192 Waterworks Road



Figure 4: Proposed New Minimum Lot Size Map – Draft Planning Proposal for 192 Waterworks Road

In addition to the zoning changes, and in order to facilitate the types of development ordinarily permitted in those zones, it is also proposed to amend the minimum lot size map of the subject site. The proposed minimum lot size mapping is shown below, including areas of 700sqm, 1500sqm and 4000sqm.

The subject land is not identified as being flood prone land, bushfire prone land or subject to any other overlay contained in the Junee LEP 2012 mapping, including biodiversity sensitivity, heritage items, salinity or riparian lands.

### **Junee Development Control Plan 2021**

The planning proposal will not result in or require any immediate changes to the Junee Development Control Plan 2021.

### **Risk Assessment**

The rezoning application does pose some ongoing risk to Council. The realisation of the proposed changes on the draft planning proposal will ultimately permit future residential type subdivision development over the land through further Development Applications, where it is anticipated that open space, road assets, stormwater and sewer infrastructure will be proposed. Council will need to be prepared to accept the ongoing management of these items as assets. There are no other significant risks to Council as a result of the planning proposal.

### **Financial**

There is minimal financial risk to Council as a result of this planning proposal. Council has set fees in relation to the assessment of LEP Amendments, which have and will be applied throughout this process.

## **CONCLUSION**

In conclusion, it is considered that Council can provide in principle support the draft planning proposal for the following reasons:

- The proposal is consistent with the Junee LSPS 2040 and the identified Growth Strategy Mapping for this part of Junee and has demonstrated adequate strategic merit.
- The proposal is likely to satisfy current and future demand for this type of residential land.
- The subject site can be adequately serviced for the type of development that is likely to occur.
- The proposal may support improved stormwater management outcomes through the northeast parts of Junee.

**GENERAL MANAGER'S REPORT TO THE ORDINARY MEETING OF JUNEESHIRE COUNCIL HELD ON 20 FEBRUARY 2024.**

- The land is not subject to natural hazards mapping, potential contamination, or significant vegetation that would overly constrain development on this site.

The Draft Planning Proposal is considered to be acceptable for presentation to the Department of Planning, Housing and Infrastructure for Gateway Determination. This will permit further consultation and consideration of the Planning Proposal to occur. Council should also request to be made the local plan-making authority from the Department to amend the Juneeshire Local Environmental Plan 2012 in relation to these proposed changes.



# **JUNEE SHIRE COUNCIL**

## **ATTACHMENT TO ITEM 12**

**20 FEBRUARY 2024**





# Planning Proposal

Waterworks Road Junee

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Amendment to Junee Local Environmental Plan 2012

Prepared for Junee One Pty Ltd

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Submitted to Junee Shire Council

December 2023

**Contact:****Eight Mile Planning**

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**Client**

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## Document Status

Date Issued	Revision	Author	Reviewer	Status
6/11/23	V1	LD	BC	Draft for Client Review
27/10/23	V2	LD	BC	For Submission
13/12/23	V3	LD	BC	Council comments addressed

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***Attachment provided under separate cover***

## **ATTACHMENTS**

- A. Concept Plans and Mapping
- B. Traffic Assessment
- C. Stormwater Management Report



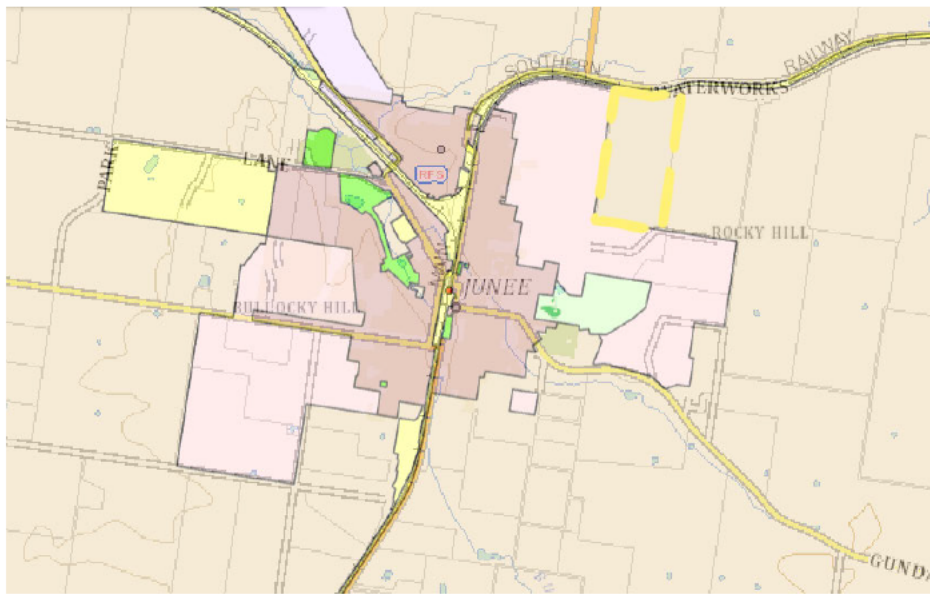
# 1 Introduction

This Planning Proposal has been prepared by Eight Mile Planning on behalf of Junee One Pty Ltd to support changes to the *Junee Local Environmental Plan 2012* (JLEP). The report has been prepared in accordance with the requirements of Section 3.33 of the *Environmental Planning and Assessment Act 1979* (EP&A Act) and having regard to the *Local Environmental Plan Making Guidelines* (LEP Guidelines) prepared by the Department of Planning, Industry and Environment (DPE).

## 1.1 Site

The site is known as Lot 1 Section 15 DP 10919, 192 Waterworks Road Junee referred to herein as Waterworks Road. A summary of the site is provided in the following table.

Table 1 Summary

Proponent Details	Junee One Pty Ltd
Site	“Waterworks Road” 192 Waterworks Road Junee Lot 1 Section 15 DP 10919
Aerial	
Proposal	Rezoing land from RU1 Primary Production to Residential (R5 Large Lot Residential and RU5 Village) with a corresponding minimum lot size for single dwellings being 700 and 1,500sqm for the RU5 Village zone and 4,000sqm for the R5 zone.
Background/Context	The site has been identified as a residential growth investigation area for urban development in the JSC Local Strategic Planning Statement and will provide opportunities for additional housing in Junee across a range of typologies and densities.

## Consultation with Junee Shire Council

On 21 October 2022, the proponent met with Junee Shire Council (JSC) to discuss the merits of lodging a planning proposal to rezone Lot 1 Section 15 DP 10919, 192 Waterworks Road known as Waterworks Road. Council provided a formal response dated 16 November 2022 confirming that a brief scoping proposal would be welcomed for the site.

The Scoping Proposal was subsequently prepared and provided to Council in January 2023.

A number of meetings have been held between the landowners, representatives of the landowners and Council staff over the past six months. The Planning Proposal was circulated to JSC in December 2023 and their comments have been incorporated into this revised document.

### 1.3 Site Context

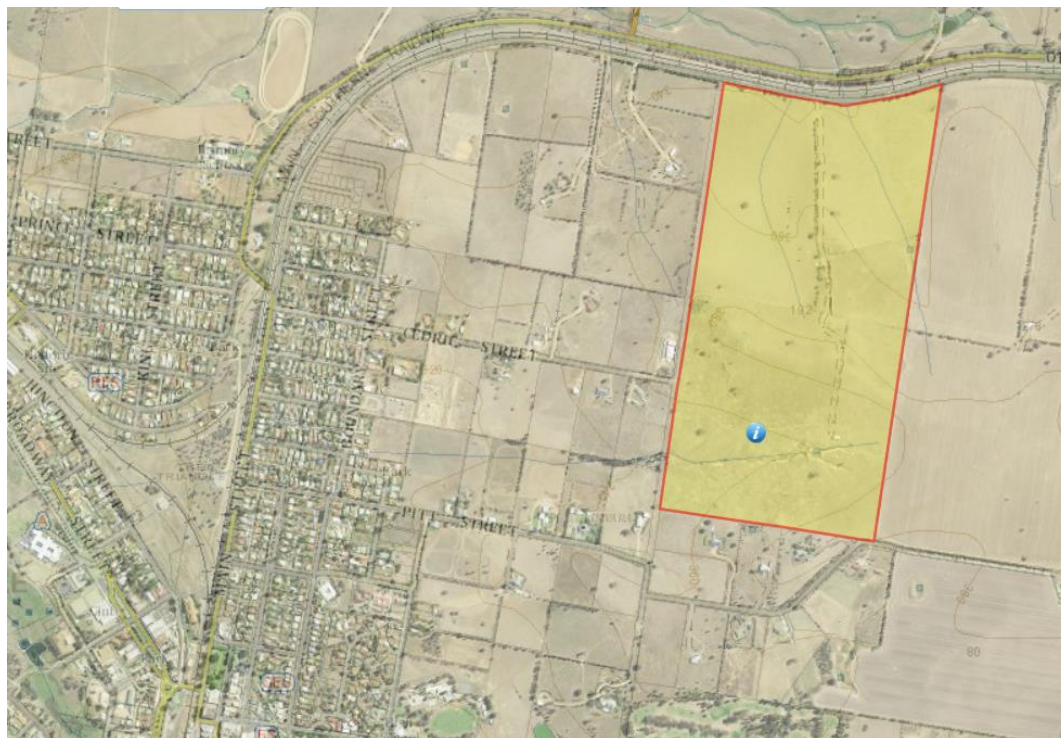
Waterworks Road is situated on Waterworks Road immediately north-east of the existing town of Junee. The land is currently zoned RU1 Primary Production.

The southern portion of the site falls to the west, with the northern portion falling towards the railway corridor that runs parallel with the northern portion of the site.

The opportunities identified are:

- Direct frontage to Waterworks Road
- Retain existing vegetation planted as wind breaks
- Proximity to the existing town of Junee
- Large Parcel of land in single ownership

Figure 1 Site



Source: SixMaps 2023

## 2. Strategic Planning Context

### 2.1 Riverina Murray Regional Plan

The **Riverina Murray Regional Plan 2041** is an update to the Riverina Murray Regional Plan 2036, which provided the NSW Government's vision for land uses in the Riverina Murray region.

The regional plan focuses on a more ambitious and targeted land use planning approach, drawing on the concepts of:

- » sequencing planning and infrastructure
- » creating great places
- » enriching community character
- » unlocking sustainable growth opportunities that come from the region's proximity to Victoria and Canberra and its existing endowments.

The regional plan includes a number of key outcomes particularly relevant to Junee:

Capitalise on a changing regional economy and catalyst projects such as the **Wagga Wagga Special Activation Precinct**, Albury Regional Job Precinct, Inland Rail, South-West Renewable Energy Zone (South West REZ) and multiple Murray River bridge projects

Better understand and provide more guidance to **manage growth pressures** in regional cities, **commuting towns**, border communities, along waterways, and in areas where there is demand for rural residential living

**Plan for different types of housing to meet changing demographics** and to meet demand from temporary workers and visitors without impacting availability and affordability for residents

The regional plan is divided into three parts; environment, communities and places and economy. Each part includes a series of objectives under which are strategies, actions and collaboration activities. Part 2 Communities and places, Objective 5 Ensure housing supply, diversity, affordability and resilience is particularly relevant to the Planning Proposal.

The Planning Proposal has been prepared having regard to Strategy 5.3 New urban development and is considered consistent with this strategy and includes recognised the opportunity for development adjacent to the existing urban area, maximising infrastructure and connectivity to the local town centre.

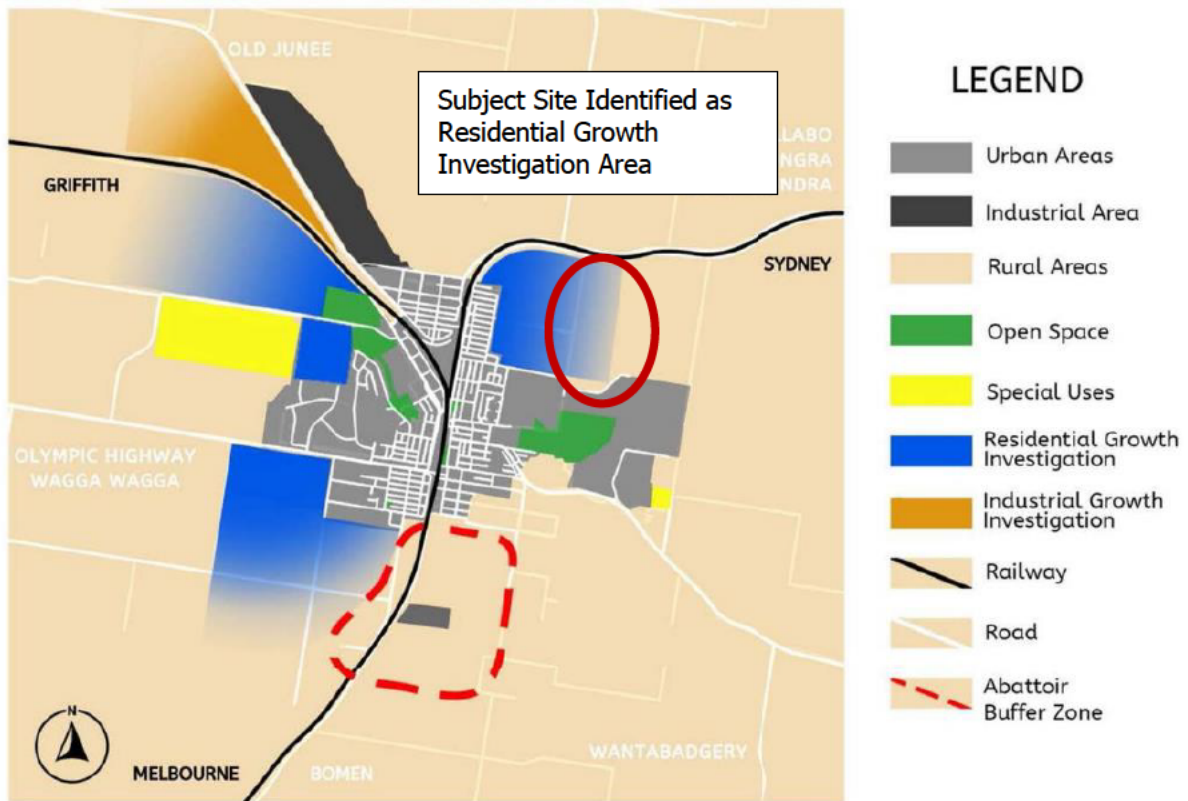
### 2.2 Local Strategic Planning Statement

**Junee Local Strategic Planning Statement 2040** – the LSPS provides a 20 year vision for land use in the LGA. The LSPS

The rezoning of land for residential development at Waterworks Road is identified in the LSPS Junee Growth Strategy 2040. (refer Figure below).

Figure 2 Junee Growth Strategy 2040

## JUNEE GROWTH STRATEGY 2040



The Scoping Proposal has demonstrated that the rezoning of the site is consistent with the current strategic planning framework in so far as the site has been identified as future residential growth investigation. With reticulated water and sewer assuming an average minimum lot size of 2000sqm, Waterworks Road would yield approximately 250-300 lots.

### 2.3 Community Strategic Plan

The Junee Community Strategic Plan (CSP) sets out Council's vision and priorities for the LGA. The CSP has a broader focus than the LSPS as it addresses long term social, environmental and economic goals for the community that have been developed following extensive community consultation and engagement.

The proposal is consistent with the Community Strategic Plan.

## 3. Development proposal

Waterworks Road is situated at 192 Waterworks Road immediately north-3km east of Junee.

The site is bounded by Waterworks Road, Railway and Olympic Highway to the north; neighbouring rural land to the east; large residential lots and Kinvara Road to the south; and large residential lots to the west.

The land is currently zoned RU1 Primary Production and has been historically used for grazing and dry cropping. The site is split by a ridge line in its centre, forming two distinct stormwater catchments. The northern catchment drains to the north, via culverts through both the Main Southern Railway and the Olympic Highway corridors into neighbouring farmland. The southern catchment drains to the west, via an incised gully into neighbouring development consisting of low-density residential lots before entering the Junee Township. There are multiple farm dams, sheds, and silos located on the site.

### 4.1 Development Concept

The total area for the site is approximately 78ha of which the majority is unconstrained for development. Assuming a developable area of approximately 75% (the 25% allowing for roads, open spaces, basins, trunk infrastructure etc.) the area for residential dwellings is 58.5ha which could result in 250 – 300 residential lots with an average lot size of 2,000sqm.

Key features:

- » Approximately 250 - 300 lots across a range of minimum lot sizes 700sqm, 1,500sqm and 4,000sqm responding to topography and servicing constraints. The site will be master planned to facilitate consistent land supply that responds to the changing needs of the LGA commencing with development of the proposed RU5 Village zone fronting Waterworks Road.
- » The southern portion of the site will include a detention basin to assist to alleviate downstream flooding with the northern part of the site including a detention basin to meet post development flow requirements. The Northern detention basin area will also provide additional space for recreational amenity.
- » Access to the site is proposed to be from the surrounding road network, including Waterworks Road and Cedric Street. No access is proposed to Kinarva Road.
- » Provision has been made in the Estate design for a future reservoir (as required) on top of the ridge.

The Planning Proposal has been based on a concept plan prepared by the landholder. The lot size and general arrangement has been informed by the capacity of the reticulated water and sewer network to accommodate the development and consistent with the scale and density of the existing Junee urban and immediately surrounding area.

Figure 3 General Arrangement



Source: Landholder, 2023

### Civil Design & Servicing

The site is proposed to connect to the reticulated sewer and water network within Junee.

#### Water

It is proposed for the site to be serviced with water via connection to the existing water network operated by Goldenfields Water. Currently, the existing water network is only capable of servicing the northern portion of the site fronting Waterworks Road up to an RL of 354m. It is proposed that the development will commence in the areas below RL354m area with subsequent DA's for the site beyond RL 354m demonstrating the upgrades/augmentations to existing infrastructure. The proposal includes an area set aside for a future reservoir should this be required.

The final strategy, including infrastructure staging, will be determined in consultation with Junee Shire Council and Goldenfields water as part of future Development Applications. If there is benefit to the wider Junee

community for a reservoir larger than just for this development site the landholder is open to consolidating infrastructure in consultation with relevant authorities.

## **Sewer**

The site is comprised of two catchments, one naturally falling to the north and another naturally falling to the south.

Northern Catchment: The northern catchment falls towards Waterworks Road and will require a new sewer pump station and rising main. This sewer pump station and rising main has two options as follows:

- » It can pump effluent either back over the ridge into the southern catchment and connect into the existing graving network in Junee. This will require sewer construction within existing residential lots but may allow/promote further development of these areas
- » Alternatively it can be pumped along Waterworks Road to the existing sewer in Benbow Court. Additional capacity/treatment can be allowed for at the pump station for the Northern catchment to attenuate flows so the downstream network is not overwhelmed (if required).

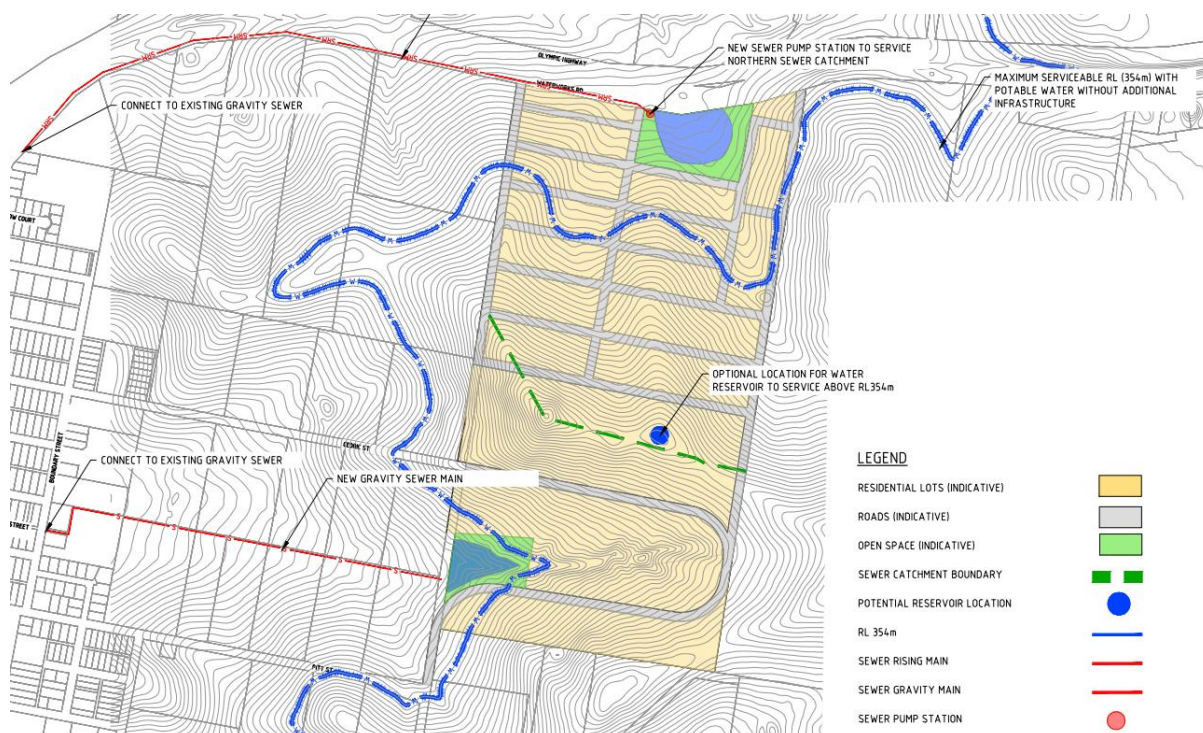
The southern catchment has two options as follows:

- » Gravity feed into the existing sewer network within Junee. This will require construction within existing residential lots but may allow/promote further development of these areas.
- » Construct an additional pump station that pumps the sewer back into the northern catchment SPS

The final strategy will be determined in consultation with Junee Shire Council as part of subsequent Development Applications for the site. The final strategy will address things such as the following:

- » Extending only the rising main from the lowest RL to the highest RL with gravity sewer being constructed beyond that location
- » Incorporation of easements
- » Selection of pump station sizes in consultation with council to accommodate for future growth and development areas.

Figure 4 Water and Sewer Connectivity



Source: Landholder, 2023, Refer Appendix A Plans

## Stormwater

The site has two distinct catchments, one that falls to the north and one that falls to the west.

During early discussions with JSC it was proposed to construct a larger than required detention basin on the southern portion of the property to assist to alleviate downstream flood concerns. For the northern portion of the catchment, it is proposed to attenuate flows back to pre-developed levels. Water Quality will be incorporated into both catchments and the southern drainage path rectified such that it can be gifted back to JSC as an overland flow path. A Stormwater Management Report has been prepared by Spiire to support the Planning Proposal (refer **Appendix B**).

## Traffic and Access

Access to the site is proposed to primarily come from Waterworks Road with some minor access connections back to Cedrick St to overcome requirements for two points of ingress/egress. In early discussions with JSC it was agreed that access to the site via Kinarva Road would not be proposed. The Planning Proposal is supported by a Traffic Assessment (refer **Appendix C**).

We note that there are a number of elements that would need to be considered at future DA stages when the yield and form of intersection are better understood. These are listed below to demonstrate that the proponent understands the requirement for these to be addressed at the appropriate time:

- » Whilst the Traffic Assessment included in Appendix C demonstrates an acceptable LOS from the development at the Waterworks Road intersection with the Olympic Highway safety will also need to be considered. We understand that JSC and TfNSW have recently completed a joint inspection and a number of safety issues require addressing. Whilst these are existing issues the proposed development will contribute to these and any subsequent DAs will need to address these impacts.
- » Waterworks Road to Benbow Court will require modification to be a dual carriageway road to replace the existing rural single carriageway.



- » Cedric Street will require upgrading and extension to the development site to an urban dual carriageway.
- » A gazetted road from the development to Pitt Street to an urban dual carriageway standard will be required.
- » A shared pathway (3.0m) wide from the development to Benbow Court will be required.

An overview of all the proposed changes to the JLEP zone and lot size maps is provided below and in Part 4. Note that final maps will need to be prepared using the Department of Planning and Environment Technical Guideline for mapping ahead of the exhibition of the Planning Proposal.

The changes are discussed below.

### **Social assessment**

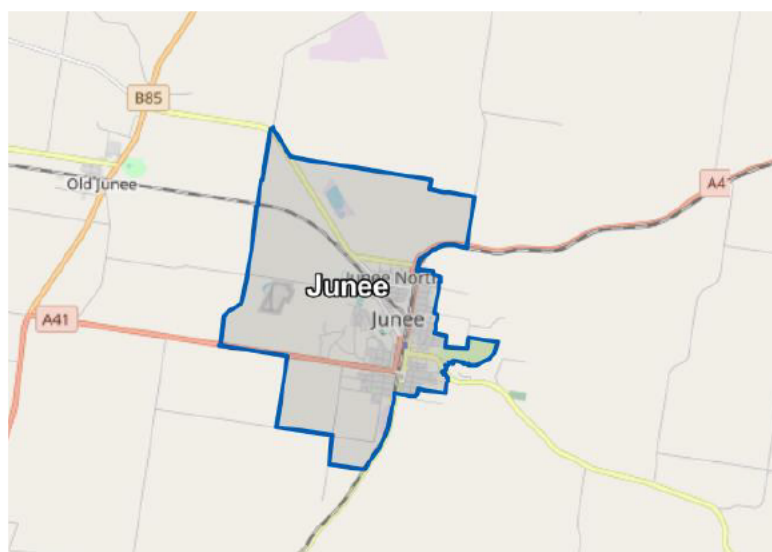
The proposal has been considered having regard to the existing social and community infrastructure in Junee. Key elements considered are as follows:

- » Reviewing the existing community and social infrastructure in the area and policy environment, including:
  - > local socio-economic profiling which includes analysing the existing social context and resident demographic characteristics, trends and demographic forecasts. Data sources for these tasks include the Australian Bureau of Statistics (ABS) Census and other social and economic data tables, and
  - > reviewing existing provision of social infrastructure available in the surrounding area including open space, sport and recreation facilities, community centres, preschools and child care, schools, aged care facilities, tertiary education facilities, libraries, health services, cultural facilities, emergency and justice services
- » Determining social infrastructure needs, including:
  - > determining the population size and producing a demographic profile of likely age and household characteristics of the future community to identify the levels and types of need for social infrastructure
  - > analysing existing and proposed local and regional community and recreational services and facilities, including (schools, preschools and child care, open space, sports and recreation, community centres and aged care), with a focus on informing and supporting the Concept Plan design

### **Existing population**

Key characteristics of Junee's population have been identified to assist in understanding the social context of the proposed development and identifying potential needs for social infrastructure. These characteristics are derived from an examination of the Junee urban centre profile from the 2021 Census of Population.

Figure 5 Junee



Source: ABS Community Profiles UCL115089

Table 2 Community Profile

	Junee (town)	Junee Shire (LGA)
Population number (2016)	4,762	6,415
Population number (2021)	4,882	6,415
Median Age	39	41
Community Profile	Junee 2021 (town)	Junee Shire 2021 (LGA)
Families	1,043	1,485
Average number of children per family	1.9	1.9
All private dwellings	1,808	2,508
Average number of people per household	2.4	2.4
Median weekly household income	\$1,334	\$1,398
Median monthly mortgage repayments	\$1,216	\$1,257
Median weekly rent	\$260	\$260
Average number of vehicles per dwelling	1.8	2.1

Family composition	June	%	New South Wales	%	Australia	%
<i>All families</i>						
Couple family without children	435	41.7	809,586	37.9	2,608,834	38.8
Couple family with children	373	35.8	954,588	44.7	2,944,140	43.7
One parent family	209	20.0	337,729	15.8	1,068,268	15.9
Other family	18	1.7	34,061	1.6	108,941	1.6

Other key characteristics include:

- » a high proportion of people aged between 25-39 years
- » a corresponding high proportion of families without children
- » dominant housing typology single detached dwellings

## Existing social infrastructure

### Social services

#### June Community Centre

The June Community Centre has been operating for over 30 years. The service is operated by a volunteer Management Committee working in conjunction with 17 staff coordinating services delivery and providing on-the-ground support with social activities, domestic and personal cleaning, personal care, and respite services. The service also offers yard maintenance and home modification services.

### Community infrastructure

#### Riverina Regional Library

The Riverina Regional Library (RRL) is the largest regional library service in NSW. It provides library services to approximately 86,846 constituents of 10 local government areas, those being the shires of Bland, Coolamon, Cootamundra-Gundagai, Federation, Greater Hume, June, Leeton, Lockhart, Snowy Valleys and Temora. The service consists of 19 stationary library branches and a mobile library spread over an area of 44,258 sq km.

#### June Branch

The June Branch of the RRL is located at 92 Lorne Street, June, the library offers a range of services and activities including story time, adult movie club, story time, support group for babies and carers, computer classes and other monthly events and functions.

### Health facilities

June is in the Murrumbidgee Local Health District. Murrumbidgee Local Health District spans 125,243 square kilometres across southern New South Wales, stretching from the Snowy Mountains in the east to the plains of Hillston in the northwest and all the way along the Victorian border.

It is the largest employer in the region, with over 5,000 healthcare staff working across 33 hospitals and 12 primary health care centres, and supported by hundreds of volunteers.

#### Wagga Wagga Health Service Redevelopment

The \$431 million investment by the NSW Government into the Wagga Wagga Health Service Redevelopment was completed in 2021.

The project delivered a modern, purpose-built health facility on the Wagga Wagga Health Service campus with expanded health services to meet the needs of the Wagga Wagga and surrounding communities now and into the future as well as:

- » consolidated important sub-acute, ambulatory, community and primary health services on a single site

- » enhanced patient care and experience through improved access and efficiency of services
- » ensured high-quality contemporary and accessible healthcare closer to home.

The project included:

- » acute aged care inpatient beds
- » rehabilitation inpatient beds
- » older person's mental health inpatient unit
- » hospital in the home service
- » renal dialysis unit
- » dental service
- » ambulatory, primary and community care clinic rooms including for outpatient services such as prosthetics, orthotics, mental health, drug and alcohol
- » staff administration hub
- » new education area including library, conference rooms and lecture theatre
- » links between the new Stage 3 ambulatory care building and the existing acute service building
- » relocation of Breast Screen NSW Wagga Wagga
- » additional car parking and landscaping.

The Wagga Wagga Health Service Redevelopment was delivered by Health Infrastructure in partnership with Murrumbidgee Local Health District.

### **Junee Multipurpose Service**

The Junee Multipurpose Service (MPS) is a 38 bed facility with 8 acute care beds and 30 residential aged care beds. Junee MPS provides a 24 hour Accident and Emergency Department which is equipped with telehealth cameras to connect the team in Junee with specialists through the Critical Care Advisory Service.

Community health services include community nursing, child and family health, diabetes education and physiotherapy.

There are also a number of visiting services including an asthma educator, dietetics, mental health/ drug and alcohol, podiatry, women's health, speech pathology and occupational therapy.

### **Schools**

Junee supports three primary schools; Junee Public, Junee North Public and St Joesphs Catholic School. Enrolments are 108 at Junee Public and around 130 at both Junee North Public and St Joesphs Catholic School. Junee High School, catering from years 7-12 has enrolments of around 260.

### **Tertiary education facilities**

#### **TAFE NSW facilities**

TAFE NSW offers a range of vocational education and training courses, however, there is not a campus at Junee. TAFE NSW Wagga Wagga is the largest campus in the Riverina area. As a regional hub, TAFE NSW Wagga Wagga offers courses up to Advanced Diploma level. The campus boasts modern facilities and is also renowned for its responsiveness to industry and business as well as a commitment to regional development.

#### **Charles Sturt University**

Charles Sturt University has a campus in Wagga Wagga, 40 km from Junee. Charles Sturt's campus at Wagga Wagga is the biggest, spanning more than 640 hectares and including a campus farm, equine centre, vineyard, winery and huge range of technical and industry standard facilities. A central dining room provides for students who live on campus, and the campus offers a range of playing fields, netball, basketball, tennis and squash courts and a gymnasium available for student use.

### Child care centres and preschools

There are two long day child care centres and a pre-school currently operating in Junee.

Table 3 Child Care Services

Name	Type of care	Places	Vacancies
Good Start Early Learning	Long Day Care for ages 0-6 years	44	Yes
Junee Kids Early Learning	Long Day Care for ages 0-6 years	102	No
Junee Pre-school	Pre-school age 3-6	N/A	N/A

Information sourced from mychild.gov.au

### Open space and recreation facilities

There are a number of parks, open space and recreation facilities in Junee. These are listed below.

The historical rate of provision of open space is 2.84ha per 1000 population. Junee is well catered for in terms of the quantum of open space. However, applying the principle of providing local parks within 400m of any residential dwelling, the proposal is likely to generate the need for additional 2ha of open space.

Table 4 Open space facilities

Name	Facilities and comments
Junee Park Dam & Junee Regional Adventure Playground	Contains oval, playground, picnic facilities
Burns Park Soccer Fields	Contains sporting fields
Laurie Daley Oval	Contains sporting fields
Junee Showgrounds	Arena and facilities
Junee Skate Park	Skate and seating
Memorial Park	BBQ, covered picnic areas, playground equipment
Endeavour Park	Contains playground, picnic facilities
Rotary Park	Playground, cricket nets
Junee Urban Wetland	Walking trails, picnic areas
Bull Ring Park	Open area

Information sourced from Google Maps

### Recreation facilities

**Junee Recreation and Aquatic Centre**, located at 151 Lorne Street, Junee NSW 2663 the modern facility opened in 2002 and includes a multi-purpose indoor stadium, 50 metre pool (25 metre heated pool in winter), program and toddler pool, fully equipped gym and group fitness room.

Junee has four well-lit, synthetic outdoor tennis courts alongside the recreation centre.

### Other recreation facilities and clubs

- » Junee Golf Club is an 18 hole course and includes a licenced club house for members and guests.
- » Junee Bowling Club community, volunteer-run club, includes club rooms also available for hire.
- » Junee Pony Club
- » Junee Senior Citizens Club. The Senior citizens Centre is open every Monday and Saturday from 10am-3pm with Bingo, Card Games and special events on most weeks.

### **Places of worship**

There are a number of places of worship in the town. Places of worship can play an important focal point for community services and outreach, as well as offering spaces for hire for community celebrations. These are primarily churches of different denominations including:

- » St Joesphs Catholic Church
- » Junee Baptist Church
- » Junee Presbyterian Church
- » St Luke's Anglican Church

### **Emergency and justice services**

The area is served by Police, Fire and Ambulance services.

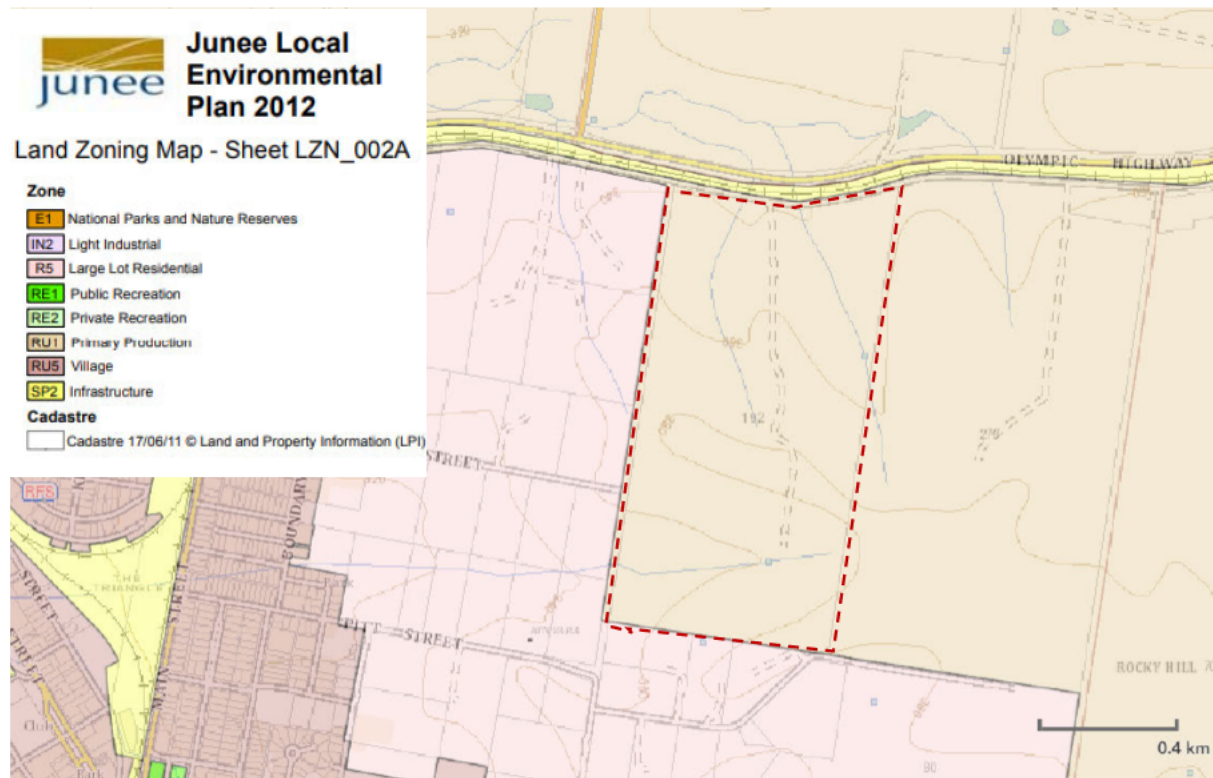
### **Implications for social infrastructure and open space planning**

- » Junee is well endowed with a range of community and recreation service and facilities. Providing a new community facility in the area is not likely to be a priority
- » There is likely to be sufficient capacity in the current educational services. Generally, the new educational facilities would require an additional 3,500 population for a new primary and 7,000 for a new secondary school. The proposal is likely to generate an additional population of 600-720.
- » Existing medical services are provided. Junee is within 40km of the regional city of Wagga Wagga and the new Wagga Wagga Health Service Hub.
- » Junee is well serviced with both active and passive open space. The site will likely generate the need for additional local parks.
- » There are vacancies in early education and child care facilities in the town. It is noted that the RU5 zone proposed includes centre based child care as a permissible use.
- » There are three primary schools in Junee, and one high school. There is likely to be capacity of existing schools.
- » A number of key community and human services are provided in within Junee which is typical in country towns in NSW. These services will likely meet the needs of future residents.

## 4.2 Land use zone

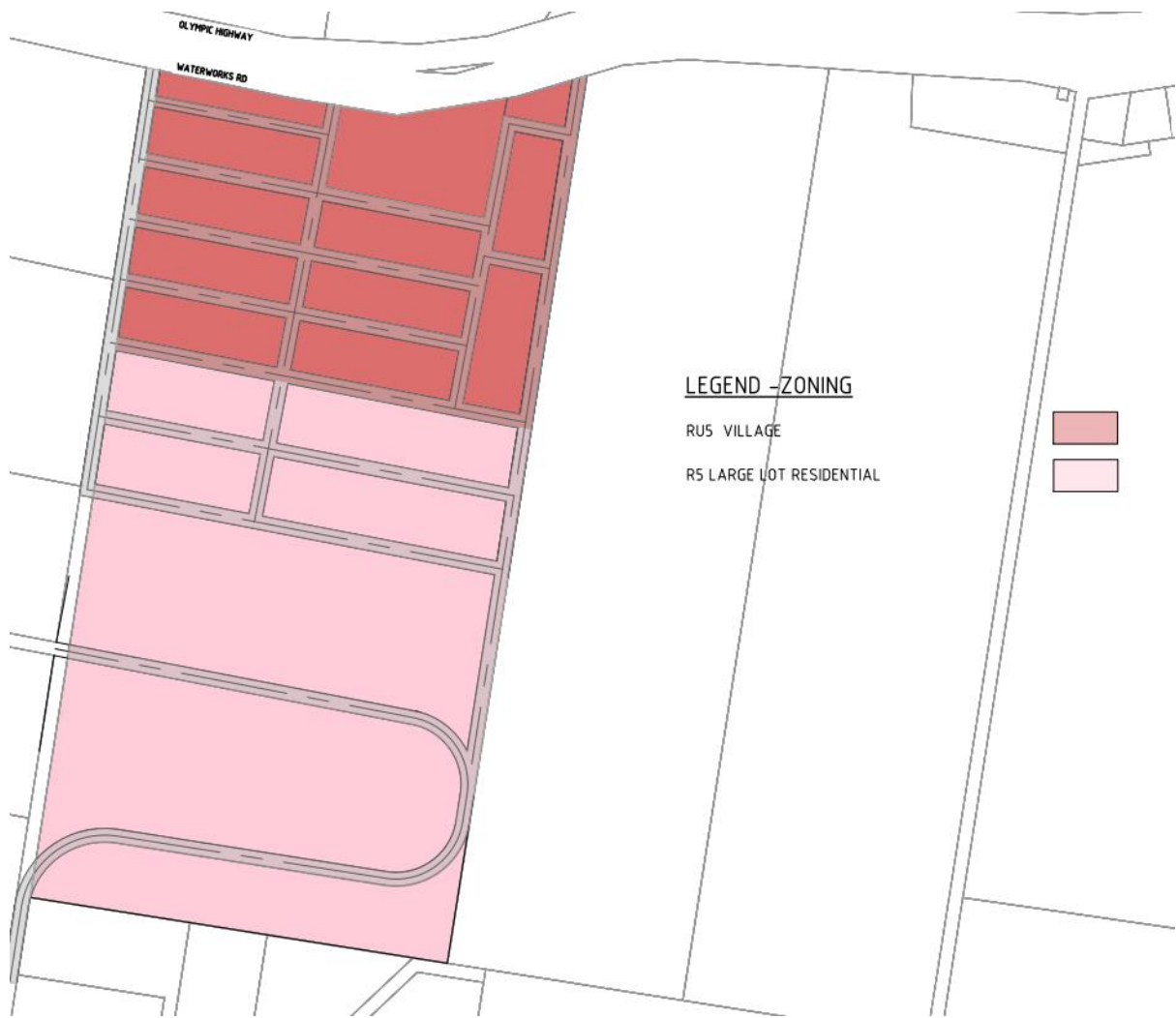
As noted, the land is currently zoned RU1 Primary Production. The Planning Proposal is seeking an amendment to the zone to RU5 Village for that part of the site fronting Waterworks Road and R5 Large Lot Residential of the larger lots in the southern portion of the site. Initial discussion with JSC indicated that the Village zone would be the preferred zone for any land proposed to accommodate a minimum lot size (MLS) less than 2000sqm.

Figure 6 Existing Zones



Source: ePlanning Portal Spatial Viewer, 2023.

Figure 7 Proposed Zones



Source: Landholder, Appendix A.

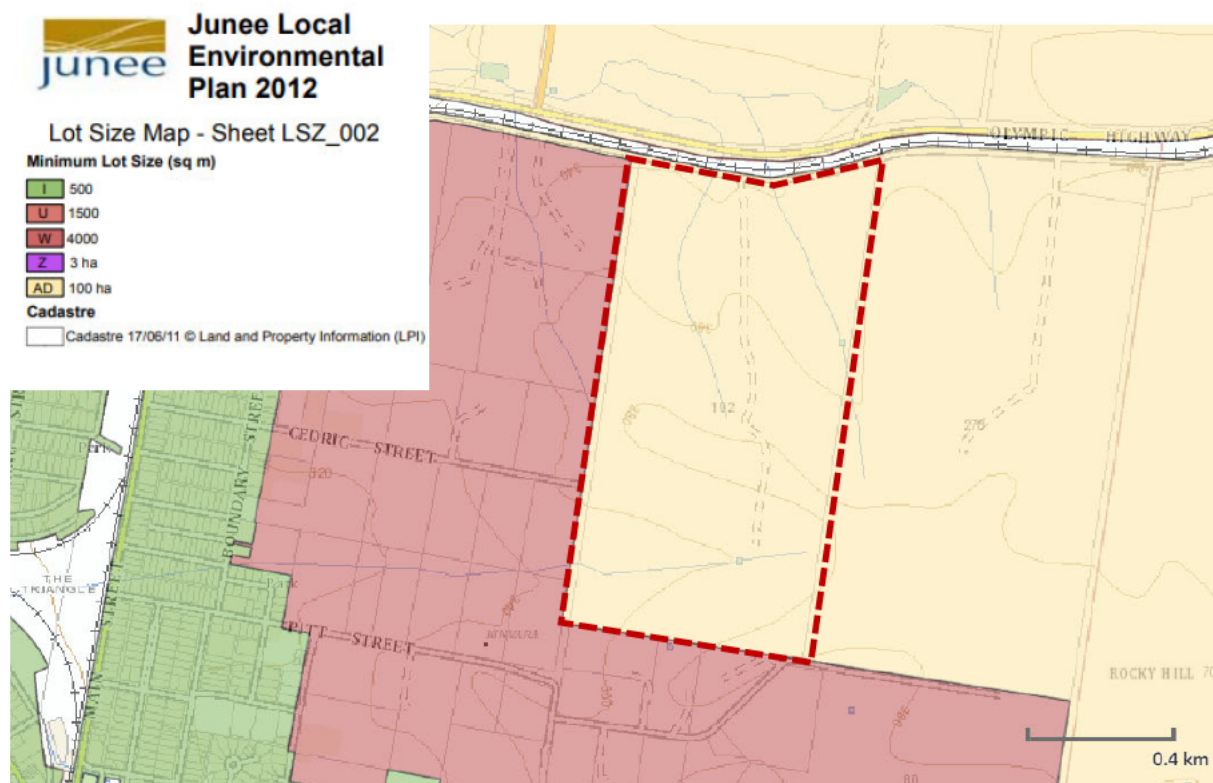


### 4.3 Minimum lot size

The Planning Proposal include three minimum lot sizes (MLS) to accommodate a range of lot sizes consistent with the opportunities for servicing of the lots with reticulated water and sewer. The land proposed to be zoned RU5 Village will have a corresponding MLS of 700sqm. This is larger than the existing urban area of Junee which has a MLS of 500sqm. These lots will be serviced with reticulated water and sewer.

A small portion of the RU5 zoned land will have a MLS of 1,500sqm with the balance of the R5 zone proposed to accommodate a corresponding MLS of 4,000sqm.

Figure 8 Existing Minimum Lot Size



Source: ePlanning Portal Spatial Viewer, 2023.

Figure 9 Proposed Minimum Lot Size



Source: Landholder, Appendix A.

## 5. The Planning Proposal

The Planning Proposal has been prepared in accordance with Section 3.33(2) of the EP&A Act which outlines the required contents of a Planning Proposal. Accordingly, this Planning Proposal includes:

- » A description of the Site and the surrounding locality (refer Section 1)
- » A statement of the objectives or intended outcomes of the proposed instrument (refer Section 5 Part 1)
- » An explanation of the provisions that are to be included in the proposed instrument (refer Section 5 Part 2)
- » The justification for those objectives, outcomes and provisions and the process for their implementation, including whether the proposed instrument will give effect to the local strategic planning statement of the council of the area and will comply with relevant directions under section 9.1 of the EP&A Act (refer Section 5 Part 3)
- » Maps to be adopted by the proposed instrument (refer Section 5 Part 4)
- » Details of the community consultation that is to be undertaken before consideration is given to the making of the proposed instrument (refer Section 5 Part 5)
- » Details on the proposed project timeframe for the completion of the Planning Proposal (refer Section 5 Part 6).

The Planning Proposal has also been prepared in accordance with the Department's *Local Environmental Plan Making Guideline* (As revised: August 2023).

### Part 1 - Objectives and intended outcomes

The primary purpose of this Planning Proposal is to amend the JLEP to make amendments to the planning controls (Land Use Zone and Lot Size Maps) to enable the subdivision of the site into residential lots.

### Part 2 - Explanation of provisions

The proposal seeks to achieve the intended outcomes outlined in Part 1 of this report by proposing amendments to the JLEP as follows:

Mapping Amendments to Maps sheets

- Lot Size Map – Sheet\_02
- Land Zoning Map – Sheet\_02

Refer section 3 above and Part 4 below.

### Part 3 - Justification

Part 3 of the Planning Proposal provides the justification of the proposal within the relevant strategic planning context. In accordance with the guidelines the level of justification is to be proportionate to the impact of the proposal and the stage of the of the LEP amendment process. At this initial stage the issues relevant to the proposal must be identified to provide sufficient confidence to DPIE the amendment has merit.

## Section A – Need for the planning proposal

### Q1. Is the planning proposal a result of any strategic study or report?

Yes. The Planning Proposal is consistent with the goals and priorities outlined in the following strategic plans and reports that have been prepared and endorsed by Council:

Local Strategic Planning Statement – Towards 2040

Junee Community Strategic Plan - 2042

The above listed plans are addressed in further detail at Section 2.

### Q2. Is the planning proposal the best means of achieving the objectives or intended outcomes, or is there a better way?

Yes. A planning proposal seeking to amend JLEP is considered the best means of achieving the objectives and intended outcomes set out in Part 1 of this Planning Proposal and the most effective way of providing for rural residential development on the site.

## Section B – Relationships to Strategic planning framework

### Q3. Is the planning proposal consistent with the objectives and actions of the applicable regional or sub-regional strategy?

Yes. The proposal is consistent with the Riverina and Murray Regional Plan 2041. Refer Section 2.

### Q4. Will the planning proposal give effect to a council's endorsed local strategic planning statement, or another endorsed local strategy or strategic plan?

As noted above, the Planning Proposal will give effect to the LSPS and the Junee Community Plan.

### Q5. Is the planning proposal consistent with applicable State Environmental Planning Policies?

Yes. The Planning Proposal is consistent with the relevant State Environmental Planning Policies as follows:

State Environmental Planning Policy (Resilience and Hazards) 2021

Chapter 4 Remediation of Land (formerly SEPP 55)

(1) The object of this Chapter is to provide for a Statewide planning approach to the remediation of contaminated land.

(2) In particular, this Chapter aims to promote the remediation of contaminated land for the purpose of reducing the risk of harm to human health or any other aspect of the environment—

(a) by specifying when consent is required, and when it is not required, for a remediation work, and

(b) by specifying certain considerations that are **relevant in rezoning land** and in determining development applications in general and development applications for consent to carry out a remediation work in particular, and

(c) by requiring that a remediation work meet certain standards and notification requirements.

*Comment:* While the site has historically be used for agriculture, there are no obviously contaminating uses (eg sheep dip) apparent on the site. However, a Phase 1 Contamination Assessment may be required as a condition of the Gateway Determination.

The other State Environmental Planning Policies have been considered and found not to be applicable to the proposal.

**Q6. Is the planning proposal consistent with applicable Ministerial Directions?**

The Ministerial Directions under section 9.1 of the EP&A Act requires planning proposals to be consistent with the terms of the relevant direction. The relevant directions are considered below.

**Table 5 Ministerial Directions**

Directions	Objective of Direction	Consistency and Implications
Focus Area 1 — Planning Systems		
1.1 Implementation of Regional Plans	The objective of this direction is to give legal effect to the vision, land use strategy, goals, direction and actions contained in Regional Plans	Consistent. Refer Section 2.
1.2 Approval and Referral Requirements	The objective of this direction is to ensure that the LEP provisions encourage efficient and appropriate assessment of development.	Consistent.
Focus Area 4 — Resilience and Hazards		
4.4 Remediation of Contaminated Land	The objective of this direction is to reduce the risk of harm to human health and the environment by ensuring that contamination and remediation are considered by planning proposal authorities.	Consistent. It is intended that, should the Planning Proposal be support in principle by the Council, a Phase 1 Contamination Assessment will be prepared prior to Public Exhibition.
Focus Area 6 — Housing		
6.1 Residential zones	<p>The objectives of this direction area to:</p> <ul style="list-style-type: none"> <li>a) encourage a variety of housing types to provides for existing and future housing needs,</li> <li>b) make efficient use of existing infrastructure and services and ensure that new housing has appropriate access to infrastructure and services, and</li> <li>c) minimise the impacts of residential development on the environment and resources land.</li> </ul> <p>Application</p> <p>This direction applies to any planning proposal that impacts a proposed residential zone.</p>	Consistent. The proposal includes the requirement for the provision of water and sewer infrastructure.
Focus Area 8 — Resources and Energy		

Directions	Objective of Direction	Consistency and Implications
8.1 Mining, Petroleum Production and Extractive Industries	The objective of this direction is to ensure that the future extraction of State or regionally significant reserves coal, other minerals, petroleum and extractive materials is not compromised by inappropriate development.	Consistent
9.2 Rural Land	The objective of the direction is the protection of rural land.  Direction applies to a proposal that impacts rural zoned land.	Consistent. The proposal has considered the LSPS and is consistent with the Junee Growth Strategy that identifies the site for residential investigation.

**Q7. Is there any likelihood that critical habitat or threatened species, populations or ecological communities or their habitats will be adversely affected as a result of the proposal?**

No. The site is not identified as an area of significant biodiversity.

**Q8. Are there any other likely environmental effects as a result of the planning proposal and how are they proposed to be managed?**

No. As the Planning Proposal will enable the development of the land for rural residential purposes, the relevant environmental assessment will be undertaken with the subdivision DA. Other environmental effects are unlikely to result.

**Q9. Has the planning proposal adequately addressed any social and economic effects?**

The proposal will result in an amendment to planning controls that could facilitate the development of up to 250-300 residential lots.

**Q10. Is there adequate public infrastructure for the planning proposal?**

Yes. The proposal does not impact the delivery of or demand for infrastructure.

The proposal will generate 250-300 lots accommodating between 600-720 people. Additional local open space has been proposed. Refer social assessment in section 4.1.

**Q11. What are the views of state and Commonwealth public authorities consulted in accordance with the Gateway determination?**

The views of State and Commonwealth Public Authorities will not be known until after the Gateway Determination. This section of the planning proposal is completed following consultation with those public authorities identified in the Gateway Determination.

## Part 4 - Maps

The proposal will amend the following Map Sheets:

**Table 6 Maps**

Planning Control	Description
Land Zoning Map – Sheet_002	Omit RU1 zone and replace with RU5 and R5 (Refer Appendix A, Plans)
Lot Size Map – Sheet_002	Omit MLS 100ha and insert 700sqm and 1,500sqm on certain land zoned RU5 and 4,000sqm of land zoned R5.

Existing and proposed JLEP Maps are discussed in section 3 above.

## Part 5 - Consultation

The Scoping Proposal provided a framework for discussion with JSC. The Scoping Proposal is the pre-lodgement stage of the LEP making process.

The purpose of the pre lodgement stage is to:

- » Provide early feedback to proponents and councils in particular about the strategic insight specific merits of a proposal.
- » understand the expectations for what justification in key supporting studies are required to support a planning proposal.
- » facilitate early consultation with authorities and government agencies to understand and resolve agency issues earlier in the process which is expected to facilitate a quicker consultation during exhibition
- » identify infrastructure needs and determine what form of infrastructure funding may be needed to support the proposal.
- » resolve planning issues up front to enable a streamlined LEP making process.

Given the minor nature of the amendments, consultation with government agencies was not considered necessary ahead of the preparation of a full Planning Proposal.

Division 3.4 of the EP&A Act requires the relevant planning authority to consult with relevant agencies and the community in accordance with the Gateway Determination. The Gateway Determination will specify the community consultation requirements that must be undertaken on the planning proposal. The Gateway Determination will:

- » Outline the timeframe for exhibition.
- » Identify relevant state or Commonwealth authorities to be consulted.
- » Determine whether a public hearing is to be held into the matter by the IPC or other specified person or body.

It is expected that the planning proposal will be publicly exhibited for 28 days. The Planning Proposal is likely to require concurrence with agencies.

## 6. Conclusion

The Planning Proposal demonstrates the strategic merit of the proposal as summarised in the table below. Council should support the proposal and recommend that it proceed to Gateway.

Table 7 Strategic Merit

Criteria	Assessment
Strategic merit test criteria	
Consistent with the relevant regional plan outside of the Greater Sydney Region, the relevant district plan within the Greater Sydney Region, or corridor/precinct plans applying to the site, including any draft regional, district or corridor/precinct plans released for public comment; or	Consistent. The PP is consistent with the Regional Plan
Consistent with a relevant local strategy that has been endorsed by the Department; or	Consistent. The PP is consistent with the CSP and LSPS
Responding to a change in circumstances, such as the investment in new infrastructure or changing demographic trends that have not been recognized by existing planning controls.	Not applicable.
Site-specific merit test criteria	
The natural environment (including known significant environmental values, resources or hazards)	Consistent. The site is free of any significant vegetation. The rezoning will have limited impact on the natural environment.
The existing uses, approved uses and likely future uses of land in the vicinity of the land subject to a proposal	Consistent The amendment will not implicate the land use tables for the relevant zones.
The services and infrastructure that are or will be available to meet the demands arising from the proposal and any proposed financial arrangements for infrastructure provision	Consistent. The proposal will not compromise the long term capacity of infrastructure.



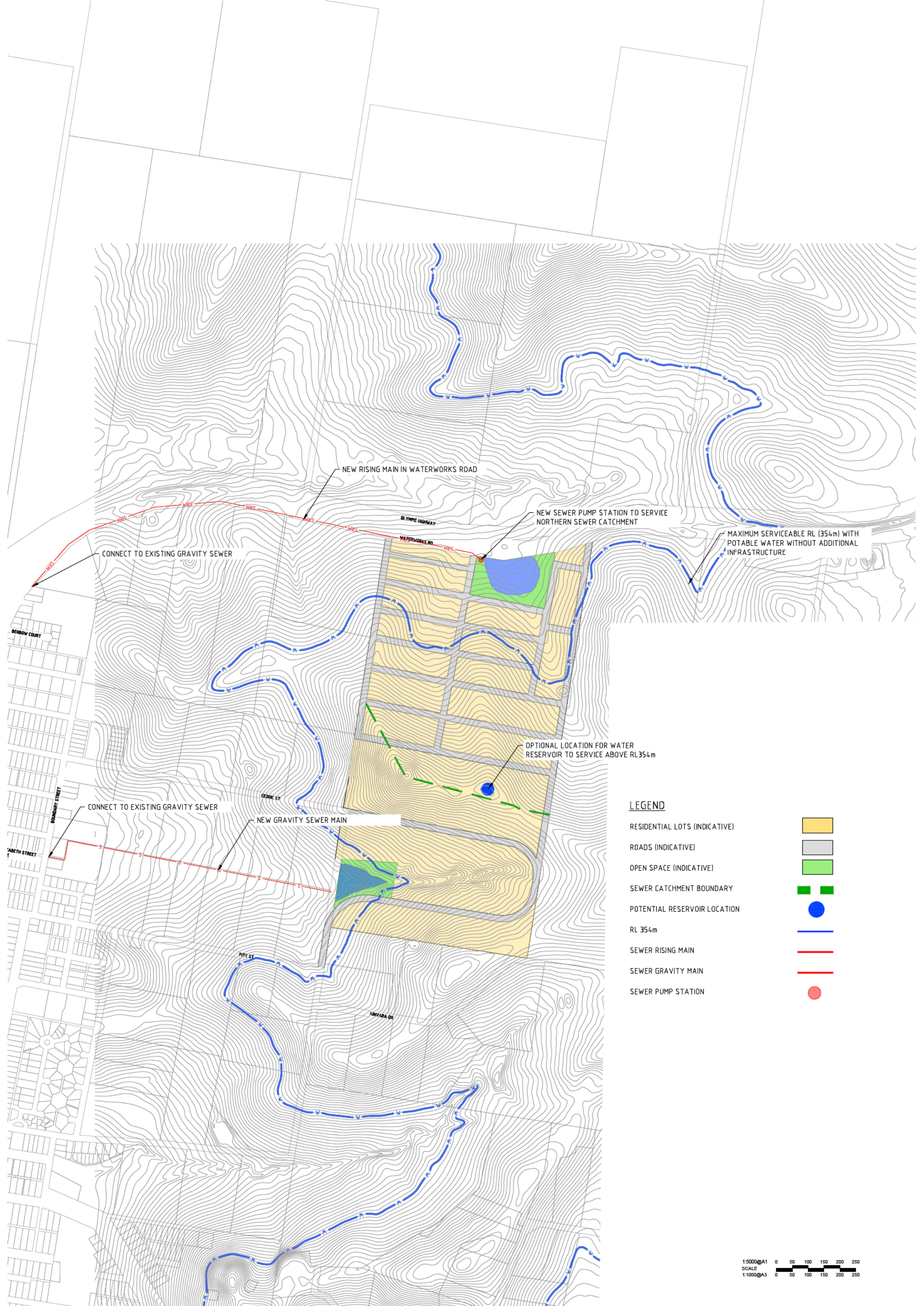
# Attachments

- A. Concept Plans and Mapping
- B. Traffic Assessment
- C. Stormwater Management Report

## **A. Concept Plans and Mapping**

## **B. Traffic Assessment**

## **C. Stormwater Management Report**



BENJOW COURT  
 BOUNDARY STREET  
 SARETH STREET

NEW RISING MAIN IN WATERWORKS ROAD

NEW SEWER PUMP STATION TO SERVICE NORTHERN SEWER CATCHMENT

MAXIMUM SERVICEABLE RL (354m) WITH POTABLE WATER WITHOUT ADDITIONAL INFRASTRUCTURE

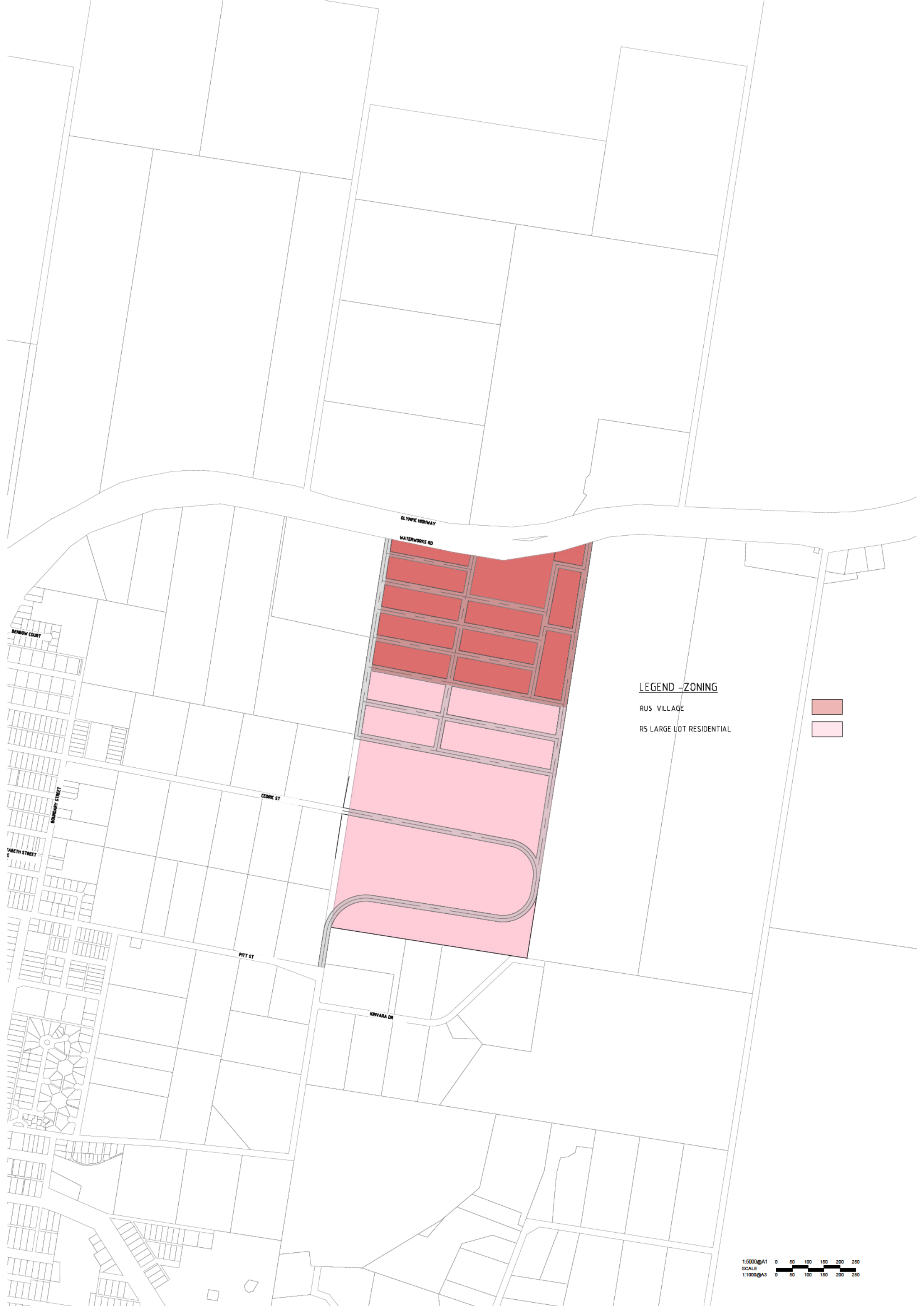
OPTIONAL LOCATION FOR WATER RESERVOIR TO SERVICE ABOVE RL354m

CONNECT TO EXISTING GRAVITY SEWER

NEW GRAVITY SEWER MAIN

**LEGEND**

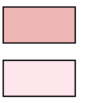
- RESIDENTIAL LOTS (INDICATIVE)
- ROADS (INDICATIVE)
- OPEN SPACE (INDICATIVE)
- SEWER CATCHMENT BOUNDARY
- POTENTIAL RESERVOIR LOCATION
- RL 354m
- SEWER RISING MAIN
- SEWER GRAVITY MAIN
- SEWER PUMP STATION

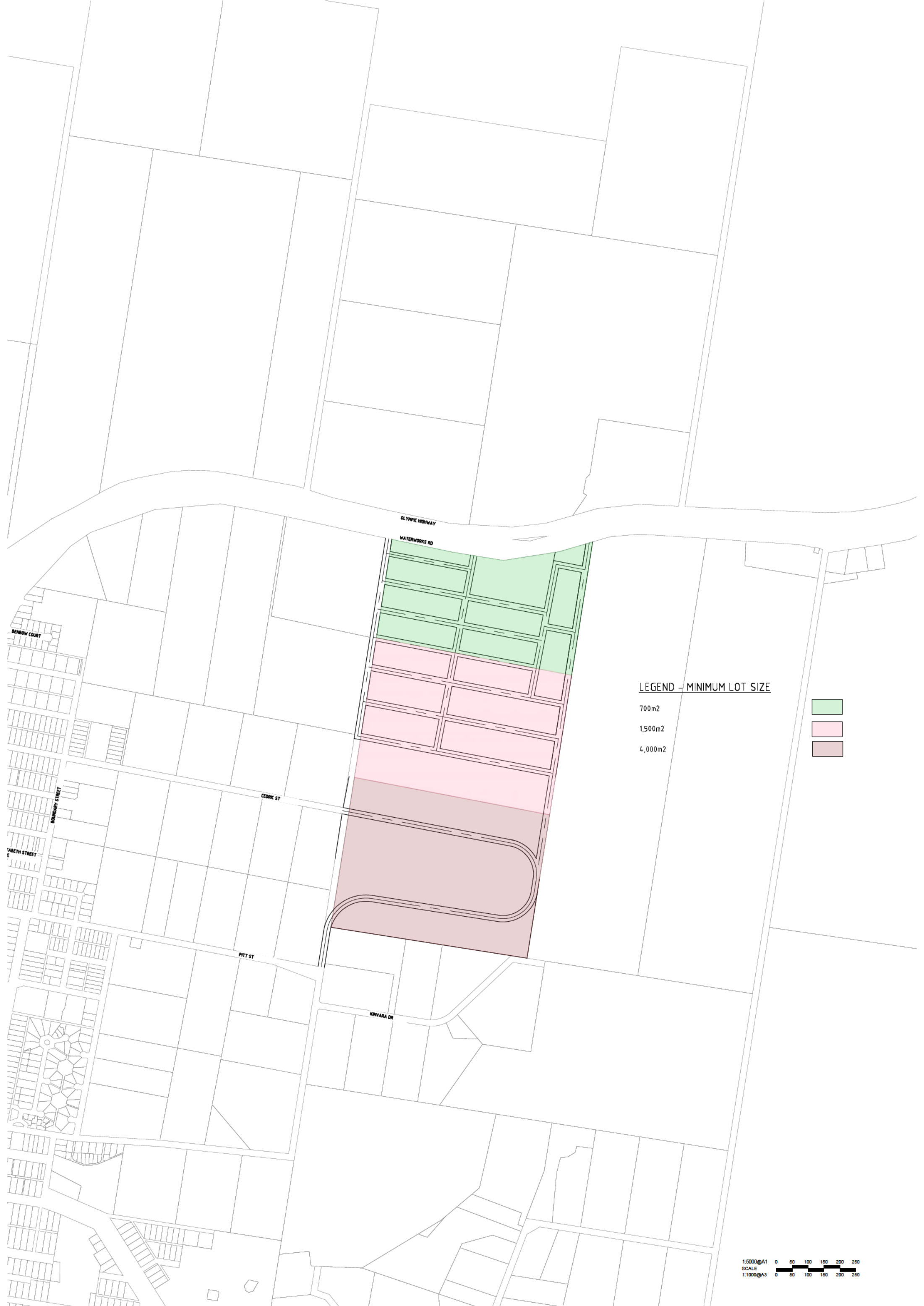


**LEGEND -ZONING**

RUS VILLAGE

RS LARGE LOT RESIDENTIAL





LEGEND - MINIMUM LOT SIZE

- 700m<sup>2</sup>
- 1,500m<sup>2</sup>
- 4,000m<sup>2</sup>





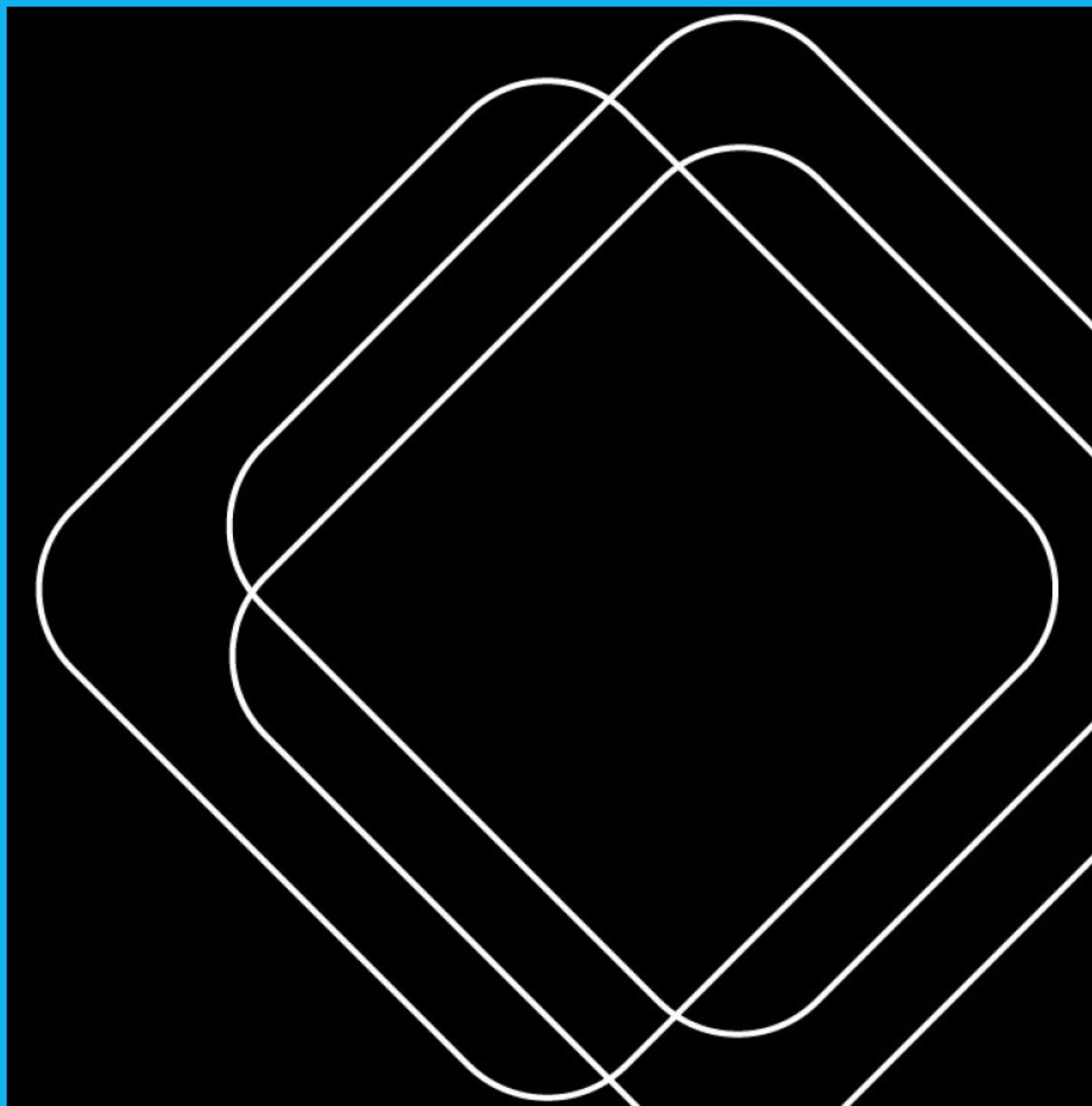
**LEGEND**

- RESIDENTIAL LOTS (INDICATIVE)
- ROADS (INDICATIVE)
- OPEN SPACE (INDICATIVE)
- ACCESS POINTS

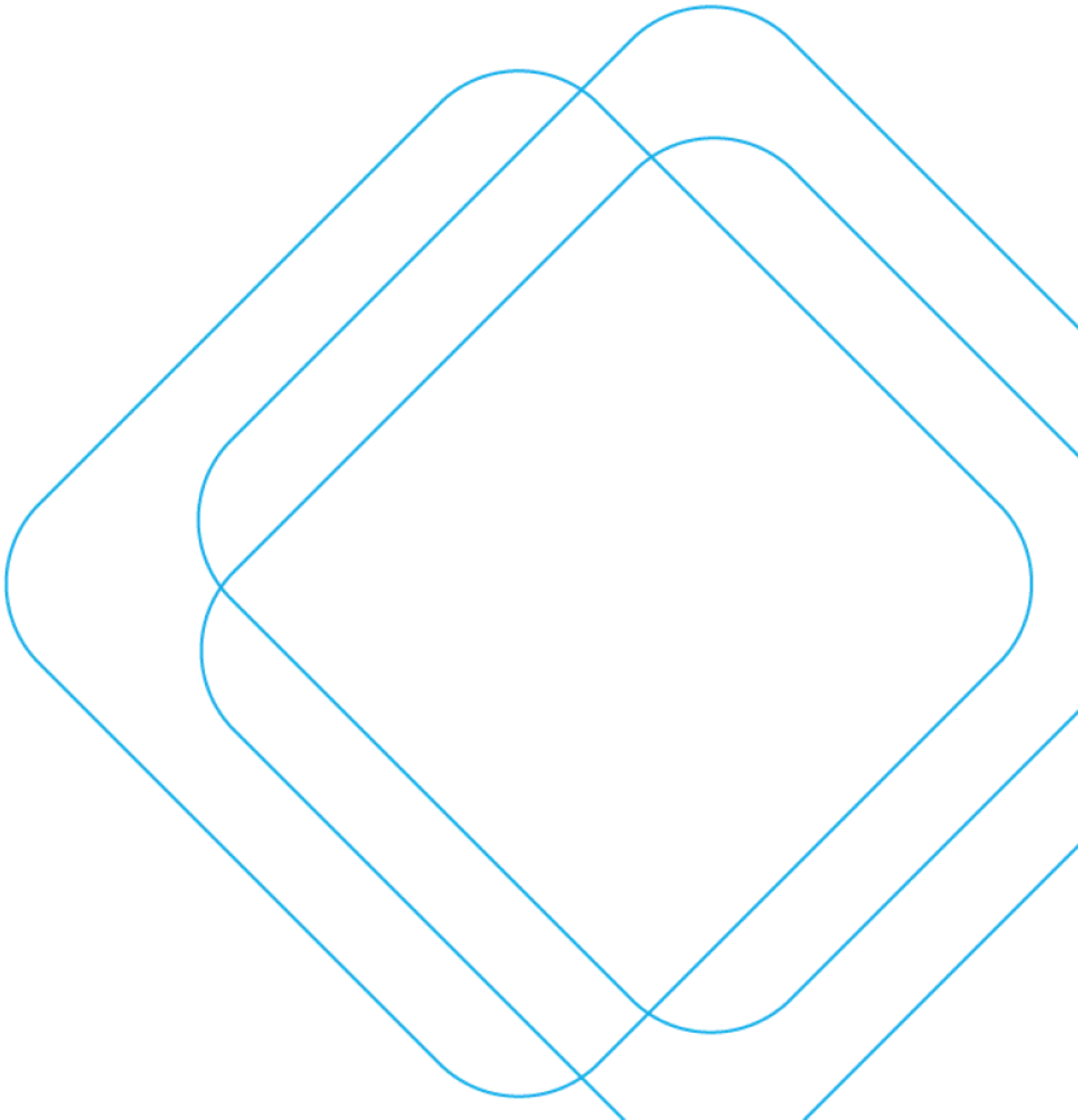
# **WATERWORKS ROAD JUNEE REZONING TRAFFIC IMPACT ASSESSMENT**

Draft Report

11 AUGUST 2023



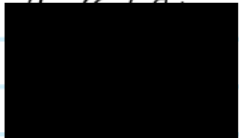
SCT Consulting acknowledges the traditional owners of the lands on which we work.  
We pay our respects to Elders past, present and emerging.





## Quality Assurance

<b>Project:</b>	Waterworks Road Junee Rezoning Traffic Impact Assessment		
<b>Project Number:</b>	SCT_00469C		
<b>Client:</b>	Spiire Australia Pty Ltd	<b>ABN:</b>	55 050 029 635
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Version	Date	Details
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## Executive Summary

### Purpose of study

The landowner is preparing a re-zoning application for a rural site at 192 Waterworks Road in Junee in the Junee Shire Council LGA. The site is in the Riverina region, approximately 227km northwest of Canberra and 41km north of Wagga Wagga. The future proposed development site is 78ha in size, with the yield being approximately 300 residential lots.

The purpose of this Traffic Impact Assessment is to support the re-zoning application of the site. The report assesses the impact of the future proposed development of the site based on the net increase in trips, connectivity and access to the surrounding road network, car parking requirements, public and active transport facilities, and any potential infrastructure upgrades.

### Existing conditions

The site is bounded by Waterworks Road to the north, while Pitt Street and Cedric Street run west of the site, and Kinvara Road just south of the site. These are local roads of rural nature, with no formal footpaths or formal on-street parking provided. Junee town centre and Junee train station is located a 6-minute drive to the southwest of the site. The state road Olympic Highway (A41) is the key access road between the site and surrounding arterial road network as well as other regional areas. No fatal crashes have been reported in proximity to the site between 2017 and 2021.

Land use in and around the Junee town centre is mainly zoned 'Village' or 'Large lot residential' with pockets of public and private recreation and some community and commercial facilities. Outside of the Junee town centre, much of the surrounding land is rural in nature, with the site having a rural land use zoning named 'Primary production.'

The 2016 Method of Travel to Work data for the Junee Shire LGA suggests that 71 per cent either drive or go as a car passenger to work, with only a small proportion using public or active transport. Approximately 72 per cent of residents live and work within the LGA, while 28 per cent work outside of the LGA, with the Wagga Wagga LGA being the most common work destination.

There are currently no public transport options within 800m walking distance of the site. The site is approximately 2km northeast of the Junee train station, with trains running between Melbourne and Sydney. Bus services are limited to routes 921, 922 and 923, which currently provide a limited bus service between Junee and Wagga Wagga.

As expected with the rural nature of the site's location, there are no dedicated formal cycle lanes or footpaths in the proximity to the site, including along Waterworks Road, Cedric Street or Pitt Street.

The crash data analysis suggested that no fatal crashes and three serious injury crashes have occurred in proximity to the site between 2017 and 2021. The injury crashes occurred at three different locations however, so no specific crash pattern was observed at the one spot in proximity to the site.

### The future proposed subdivision and impact assessment

The site proposed to be re-zoned consists of approximately 78ha of rural land, currently accessed from Waterworks Road. Subsequent to re-zoning, a future development of the land is likely to result in a maximum of 300 residential lots, with future access provided via Waterworks Road, Cedric Street and Pitt Street.

The future proposed development is expected to generate 255 vehicles in the AM and PM peak hour respectively, and 2,700 vehicle trips per day. Because the site is currently unoccupied, these trips would be in addition to the existing situation. The highest level of additional trips generated by the future proposed development is expected on the Cedric Street and Pitt Street access points, with 37 and 33 per cent of trips, respectively.

The proposed development is expected to add approximately 100 peak hour trips to each of Pitt Street and Cedric Street. With currently less than 50 vehicles per hour on both of these streets, the increase will not have a major impact to the residential street nature of these streets. The total expected traffic on Pitt Street and Cedric Street will still be within the environmental capacity limit of local residential streets, of 300 veh/hr.

SIDRA analysis was undertaken for four intersections in proximity to the site to determine the impact the proposed future development will have on the surrounding road network. The analysis found that with the additional trips, these intersections will continue to perform with a LoS A during both the AM and PM peak hours, with low average vehicle delays and degree of saturation experienced on all approaches.

In accordance with the Junee Shire Council DCP, parking requirements for residential developments are minimum one off-street parking space per dwelling, with two car spaces preferred (may include use of driveway area in front of any car space). Off-street parking provision will minimise the impact of parking on the surrounding local road network.

The surrounding public and active transport facilities are expected to be able to cater for the additional person trips generated by the future development of the site. If more public and active transport options are however implemented in the future, a further shift towards public and active transport could be expected.

With the introduction of the future development of the site, there may be an increased cycling and walking demand, from the site to public transport facilities such as the train station and bus stops. This is especially the case along Cedric Street and Pitt Street, which will be future key connections between the site and the Junee town centre.

#### Future proposed traffic and transport upgrades

The SIDRA analysis suggests that the trips generated by the future proposed development will not have a major impact on the surrounding road network surrounding the site, and that the nearby intersections and roads will be able to cope with the increase in trips.

Infrastructure upgrades are however required to the site's future proposed external access points at Waterworks Road, Cedric Street and Pitt Street. A new internal road network will also be introduced as part of the future development of the site.

No public transport upgrades are expected to be required because of the increase in demand of public transport services from residents of the future development of the site.

There are currently no footpaths along Pitt Street and Cedric Street, which will be key access routes to the site in the future. With the future development of the site, additional footpaths along these routes, as well as along the internal road network, should be considered to improve connectivity to the wider street network. This would tie into the proposed shared path improvements along sections of Pitt Street and Waterworks Road, as outlined in the Junee Shire Council Walking and Cycling Accessibility Plan.

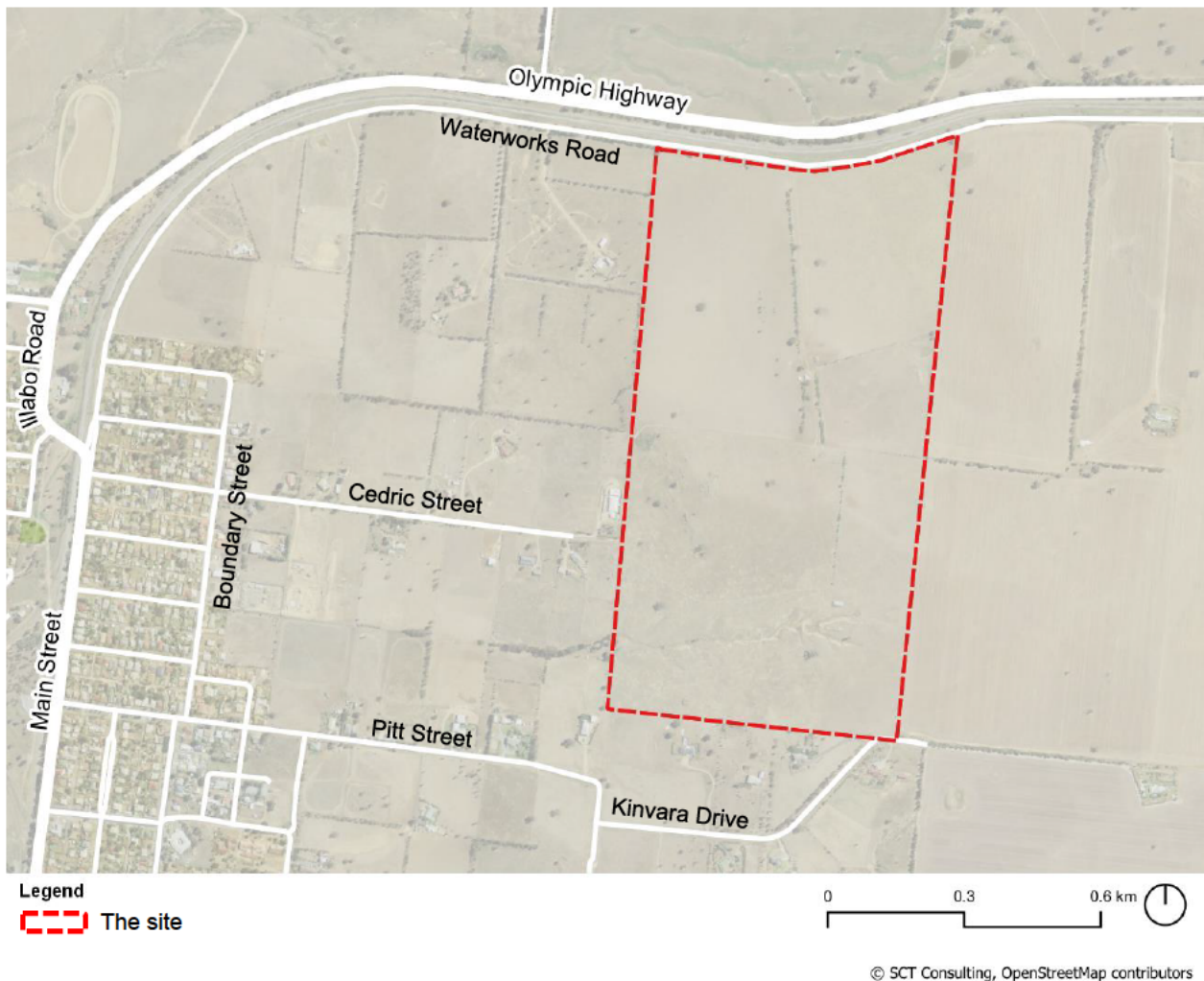
# 1.0 Introduction

## 1.1 Background

The landowner is preparing a re-zoning application for a rural site at 192 Waterworks Road in Junee in the Junee Shire Council Local Government Area (LGA) NSW. The future proposed development site is 78ha in size, with the yield being approximately 300 residential lots. Spiire has engaged SCT Consulting to prepare a Traffic Impact Assessment (TIA) to support the re-zoning application.

The site is located in the Riverina region, approximately 227km northwest of Canberra and 41km north of Wagga Wagga and is bounded by Waterworks Road to the north, Cedric Street and Pitt Street to the west, and Kinvara Road just south of the site, as seen in **Figure 1-1**. Junee town centre and Junee train station are located a 6-minute drive to the west of the site, via Waterworks Road and Main Street.

Figure 1-1 The site location



Source: Nearmap, June 2023

## 1.2 Purpose of report

The purpose of this TIA is to support the proposed re-zoning application for a 78ha site in Junee in the Riverina Region, NSW. The TIA has assessed the impact of the proposed re-zoning and future proposed development in terms of the net increase in trips generated, impact on the surrounding road network, connectivity and access, car parking and servicing requirements, public and active transport facilities, and any potential mitigation measures. The report includes:

- A review of relevant background documentation, trip generation guidelines and the Junee Shire Council Development Control Plan (DCP).
- A desktop review of existing traffic and transport conditions including SIDRA modelling of four nearby intersections and a review of key active and public transport routes to / from the site.
- An estimate of the net increase in trip generation according to relevant guidelines and codes.
- A review of required car parking provision in accordance with the Junee Shire Council DCP.
- An appraisal of traffic impacts on the road network, based on SIDRA modelling, and on the surrounding active and public transport facilities.

## 1.3 Report Structure

This report has been structured into the following sections:

- **Section 2.0** describes the outcome of the review of relevant background documentation.
- **Section 3.0** describes the existing transport conditions for all modes of transport, including a SIDRA analysis of four nearby intersections.
- **Section 4.0** describes the future development of the site and its access strategy and the likely trip generation and parking requirements because of the proposed re-zoning and future development.
- **Section 5.0** describes the likely impacts for all transport modes, including a SIDRA analysis of four nearby intersections (with development trips) and parking impacts because of the future development of the site.
- **Section 6.0** proposes traffic and transport upgrades based on the potential traffic and transport impact.
- **Section 7.0** summarises the report content and presents the conclusions.

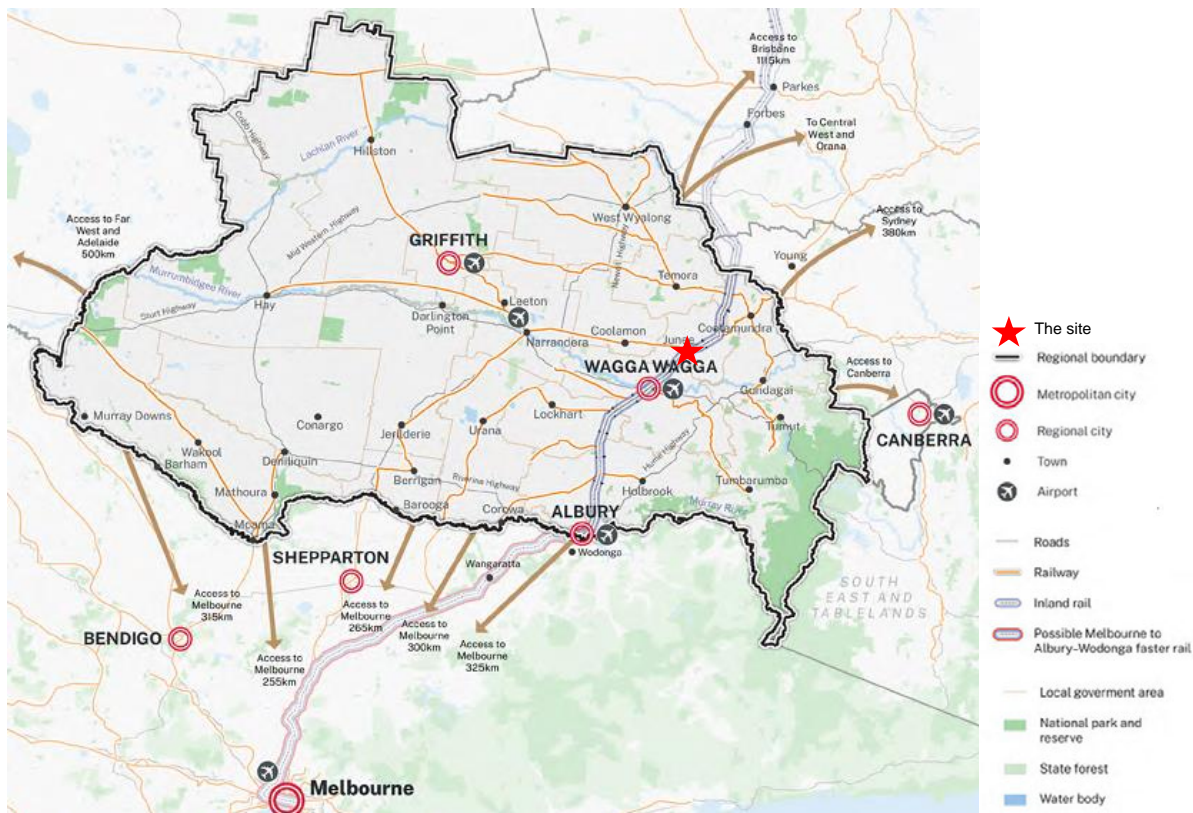
## 2.0 Strategic Context Review

### 2.1 The Riverina Murray Regional Plan 2041

The Riverina Murray Regional Plan 2041 is an update to the Riverina Murray Regional Plan 2036, which provided the NSW Government’s vision for land uses in the Riverina Murray region. The regional plan covers all facets of land use planning, including the natural environment, future hazards, housing and related infrastructure, industry, employment areas and town centres. Junee’s location from a regional context, in proximity to the Metropolitan City of Wagga Wagga and with proximity to regional rail connections, is shown in **Figure 2-1**.

The Plan states that Wagga Wagga is NSW’s largest inland regional city, home to more than 67,000 people, and the central hub for much of the region’s east. Approximately 88% of people in the city of Wagga Wagga live and work in the city; others commute from areas within an hour, including from Junee, Coolamon, and Lockhart LGAs.

**Figure 2-1 The proposed upgrade works for walking and cycling in proximity to the site**



Source: The Riverina Murray Regional Plan 2041 is an update to the Riverina Murray Regional Plan 2036

The vision for the region to 2041 will be implemented through objectives, strategies, and actions for the three sections of the plan (the environment, communities and places, and the economy). Several objectives, which include strategies, actions, or collaboration activities, are listed in the Plan. Objectives relevant to housing and transport include:

- Objective 4 - Ensure housing supply, diversity, affordability, and resilience, with strategies including:
  - New urban developments will integrate land use and transport planning, including outcomes that support public and active transport opportunities.
  - Developments should be designed to support walking and cycle friendly neighbourhoods and connect to existing active transport networks.
- Objective 6 - Support housing in regional cities and their sub-regions, with strategies including:
  - Strategic and statutory planning for the regional cities will aim to coordinate appropriate urban growth and development through structure and master planning, particularly in new urban release areas.

- The department will work with local governments including Junee Shire Council, to respond to potential housing and economic impacts and opportunities from the growth and development of Wagga Wagga.
- Objective 18 – Integrate transport and land use planning, with strategies including:
- Strengthen connectivity and amenity in centres and across the region by planning and designing streets that prioritise walking, cycling and public transport as attractive transport choices.
  - Establish connected and accessible green walking and cycling networks supported by appropriate user facilities and integrated with public transport.

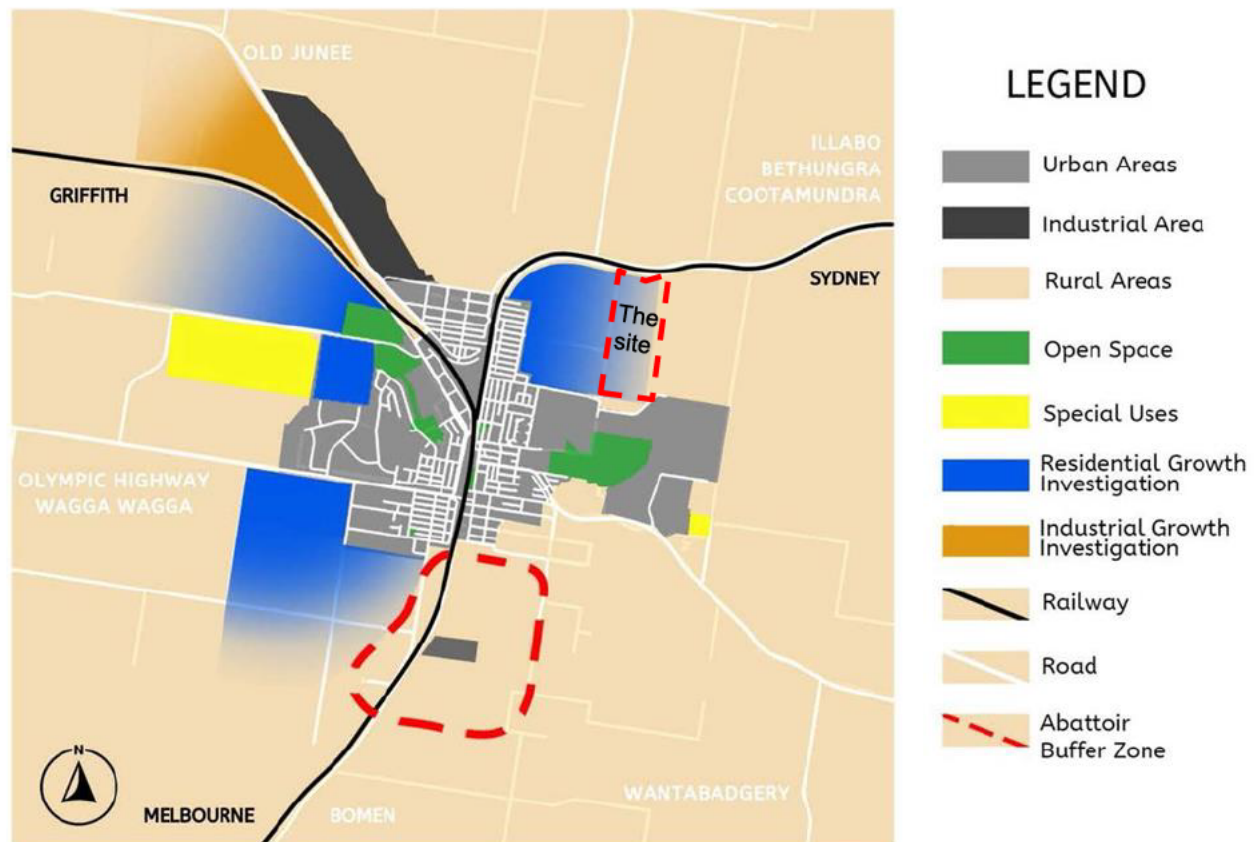
## 2.2 The Junee Shire Council Local Strategic Planning Statement 2040

The Junee Shire Council Local Strategic Planning Statement (LSPS) 2040 (adopted in June 2020) states that the Junee Shire Council is forecast to welcome approximately 1,300 new residents to the LGA over the next 20 years, with the majority of growth expected in Junee. This will provide both opportunities and challenges in providing 600 new homes for the new residents.

The LSPS sets out eight planning priorities for the LGA, with those most relevant to housing and transport including:

- Priority 1 – Provide opportunities for housing in the right locations:
- Investigate opportunities for new residential areas and infill development by creating new neighbourhoods that are environmentally sustainable, socially inclusive, easy to get to and healthy and safe.
  - With much of the existing residential land in Junee developed, there is a need to investigate options for creating additional and varied housing opportunities (as highlighted in **Figure 2-2**).

Figure 2-2 Junee growth strategy 2040



Source: The Junee Shire Council Local Strategic Planning Statement 2040 (adopted in June 2020)



## 2.3 The Junee Shire Council Development Control Plan 2021

The Junee Shire Council Development Control Plan (DCP) 2021 outlines a number of objectives and requirements relevant to subdivision and transport, as described in the following sections.

### 2.3.1 Subdivision objectives and requirements (Part F)

Site planning - general

General performance criteria (as outlined in Planning – Section F2.1) for the site, related to traffic include:

- Create a legible road and pedestrian / cycle network and connection to surrounding networks.
- Create building envelopes that are free of constraints with suitable access for each lot.
- Integrate with the existing and/or desired subdivision pattern of the area.

Access and entrances - general

As outlined in Section F2.5 (Access and Entrances) of the DCP, the general objectives for subdivision are to:

- Provide all lots with safe, legal, and practical vehicle access and manoeuvring.
- Provide safe and suitable access and manoeuvring for emergency vehicles and larger vehicles for servicing (as required).
- Provide safe and suitable pedestrian / cycle access and facilities to encourage walking and / or cycling.
- Promote safe and efficient road and footpath environments for motorists, public transport, cyclists, and pedestrians.

The performance criteria for any accesses and entrances for new subdivisions are:

- Each allotment must have safe, legal access to a public road or Crown Road (duly formed or upgraded for the purpose and transferred to Council) either through a direct frontage, a right-of-way arrangement, or by consolidation with an existing allotment that has such access.
- New access points to classified roads (highways and state and regional roads) are not preferred unless there is no alternative access available and must be located and constructed in accordance with NSW Government (RMS) requirements.

Access and entrances – zone specific

In addition, the DCP also outlines requirements that apply to subdivision of land in a zoning of 'Primary production,' to provide safe and efficient access points to / from proposed lots to rural roads. For this zoning, the following additional performance criteria apply:

- Access points must be grouped at existing or limited access points (wherever feasible) to ensure adequate sight.
- Lines and minimise the traffic impact and risk of additional access points to the public road system.
- Entrances or security gates must be setback from the edge of the existing / proposed road formation (to permit a small truck or car and trailer to park in the entrance without blocking the road) not less than the following distances:
  - 15m; or
  - If it is access to a classified road, a distance agreed with Roads & Maritime Services.

### 2.3.2 Vehicle parking and access objectives and requirements (Part C8)

The following sections outline a review of any proposed car parking, driveways, and pedestrian access requirements for new residential developments (C8 – Access and Parking) as per the Junee Development Control Plan (DCP) 2021.

## Vehicle parking

The objective for vehicle parking is to 'ensure there is sufficient on-site car parking for the proposed use(s) so there is not an unreasonable reliance on on-street or off-site parking that impacts on other users.'

The required number of parking spaces for residential developments, depending on dwelling type, are outlined in **Table 2-1**. All parking spaces, manoeuvring areas, and driveways must be designed in accordance with Australian Standard AS2890 – Parking Facilities and the RMS - Guide to Traffic Generating Developments.

**Table 2-1 DCP Off-street car parking requirements for residential developments**

Residential dwelling type	Parking for residents	Visitor parking
Single dwelling houses, secondary dwellings, dual occupancies, semi-detached dwellings, and attached dwellings (townhouses) including second hand (relocatable) and transportable dwellings	Minimum one (1) off-street car parking space on the property for each dwelling located behind the dwelling setback to the street lot boundary ('building line'). Two (2) car spaces are preferred and may include use of the driveway area in front of any garage/carport	Not required. On-street or in driveway sufficient.
Multi-dwelling housing and residential flat buildings	Minimum one (1) off-street car parking space for each unit plus an additional one (1) space per four (4) units or part thereof	Minimum one (1) space per five (5) units or part thereof.

Source: The Junee Shire Council DCP 2021

## New driveways and entrances

The objectives for new driveways and entrances in urban areas are:

- Ensure new driveways and garage entrances are located to maximise vehicle and pedestrian safety with appropriate sightlines and separations from intersections / other driveways / pedestrian access paths.
- Ensure for developments (other than a single dwelling, secondary dwelling, or dual occupancy on a lot) all vehicles can enter and leave the site in a forward direction.
- Ensure driveways, garages and carports do not dominate the street or the proposed development, are integrated with the design, and there is sufficient landscaping to soften visual impact.

The performance criteria for any R5 lots off less than one hectare in area are:

- **Safety:** Any driveway must provide sufficient separation from nearby intersections and sightlines for pedestrian and vehicle safety.
- **Driveway Width:**
  - Driveways serving one (1) dwelling shall be a minimum width of 3m.
  - Shared driveways serving three (3) or more dwellings shall have a minimum width of 4.5m increasing to 5.5m forward of the front building line or for passing bays (as required) justified based on the size of the development.
- **Vehicle Turning:** There must be sufficiently sized and appropriately located vehicle turning space(s) to enable all vehicle sizes that are expected to access the development to enter and leave the site travelling in a forward direction (not required for dwellings with direct single driveway access to the street).

## 2.4 The Junee Shire Council Walking and Cycling Accessibility Plan

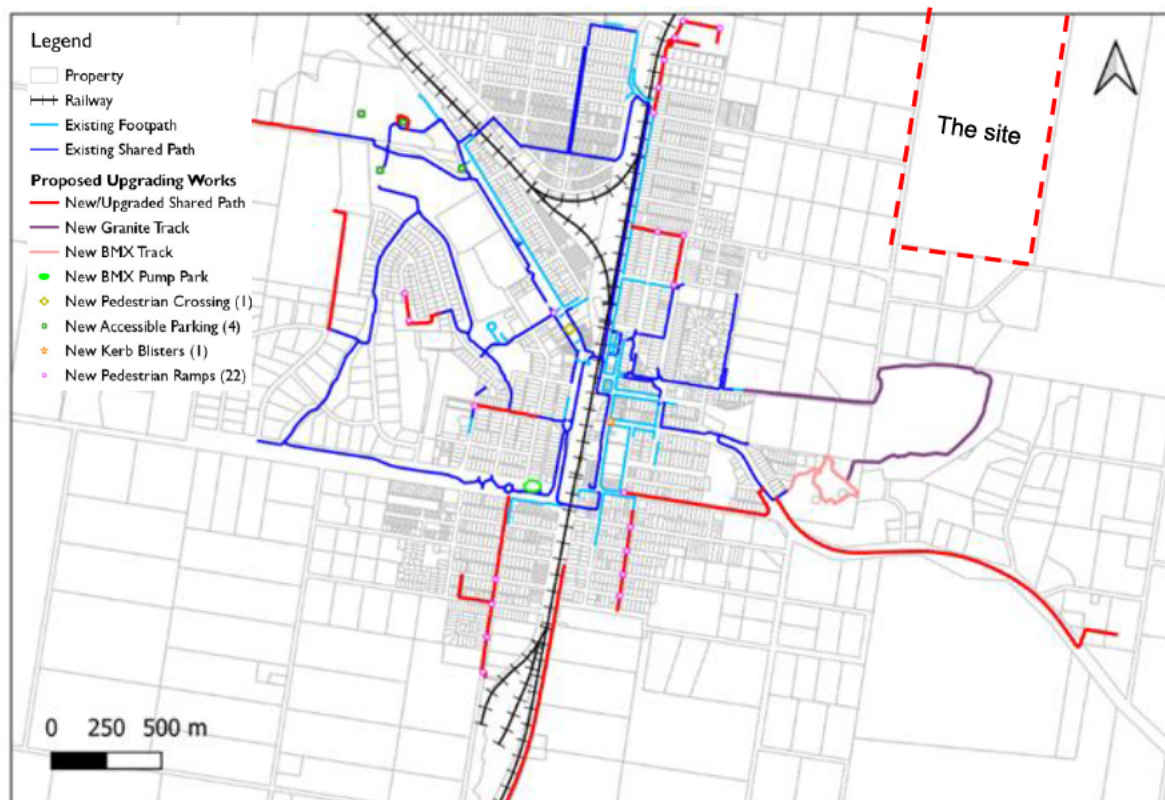
The Junee Shire Council's Walking and Cycling Accessibility Plan (September 2020) was prepared to assess existing and future pedestrian and cyclist needs and provide management of resources and funding to meet these needs. The plan will seek to provide increased facilities and enhance the quality of life for pedestrians and cyclists of all ages and mobility in the Junee township, as well as the rural villages within the shire.

The Plan lists several proposed improvements to cycling and walking within and around the township of Junee. In addition, the Plan also outlines that it is essential for Council to ensure that the provision of adequate and complying walking and cycling facilities are in place to serve new development areas such as the north-eastern residential area in proximity to the site.

Some proposed projects in the Plan are still in conception stage, while others may require the cooperation of third-party stakeholders, land managers or landowners. Projects listed in the Plan in proximity to the site (Figure 2-3) include walking and cycling corridors along:

- Waterworks Road subdivision (North of Ridge St) to the existing walking and cycling network.
- Main Street to Coinda Court via Pitt Street, identified using recreational walking and cycling route data from Strava.

Figure 2-3 The proposed upgrade works for walking and cycling in proximity to the site



Source: The Junee Shire Council Walking and Cycling Accessibility Plan (September 2020)

## 2.5 The RMS Guide to Traffic Generating Developments

### 2.5.1 Vehicle trip generation

The *Guide to Traffic Generating Developments (RTA, October 2002)* was reviewed to determine the likely number of vehicles generated by the future proposed development of the site. The Guide states that residential dwelling houses are expected to generate:

- 0.85 vehicle trips per dwelling during the AM and PM peak hours respectively
- Nine vehicle trips per dwelling per day

### 2.5.2 Person trip generation

Surveys at locations with low density residential developments and a low public transport accessibility score were chosen from the *Guide to Traffic Generating Development's Update Surveys (TDT 2013 / 04a)* for person trip generation estimation for the future proposed development of the site. The average peak hour person trip rates were estimated to be 1.27 trips per dwelling during the peak hour.

### 3.0 Existing Conditions

#### 3.1 The site

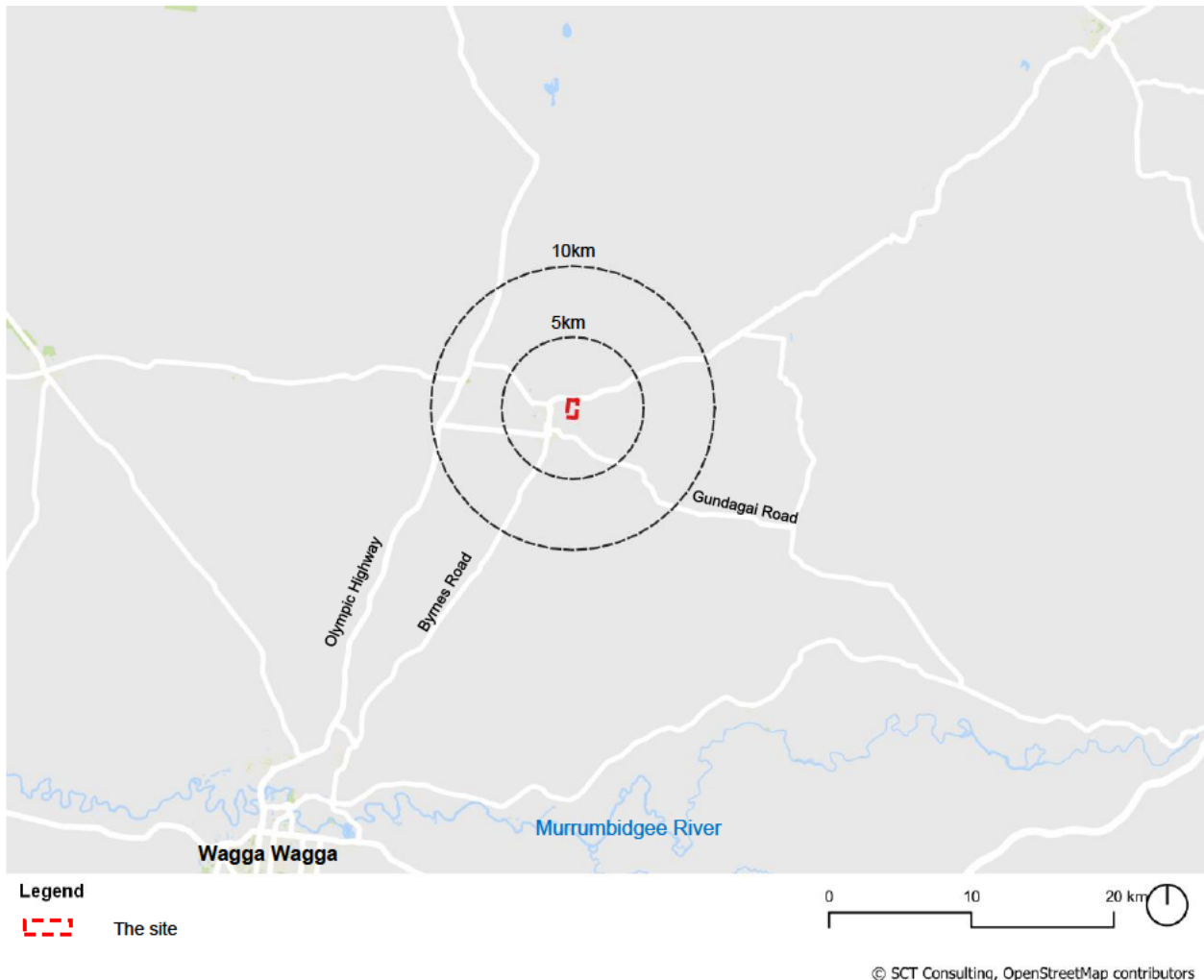
The site has an area of 78ha and is located at 192 Waterworks Road in Junee, in the Riverina Region, within the Junee Shire Council LGA, NSW.

There are currently some buildings including sheds and two dams on the existing property. The site can currently be accessed from Waterworks Road in the north, while Cedric Street and Pitt Street / Kinvara Road run in an east-west direction and ends just at the site boundary.

The site is located approximately 227km northwest of Canberra and 41km north of Wagga Wagga and is bounded by Waterworks Road to the north, while Pitt Street and Cedric Street runs west of the site, and Kinvara Road just south of the site. Junee town centre and Junee train station is located a 6-minute drive to the west of the site, via Waterworks Road and Main Street.

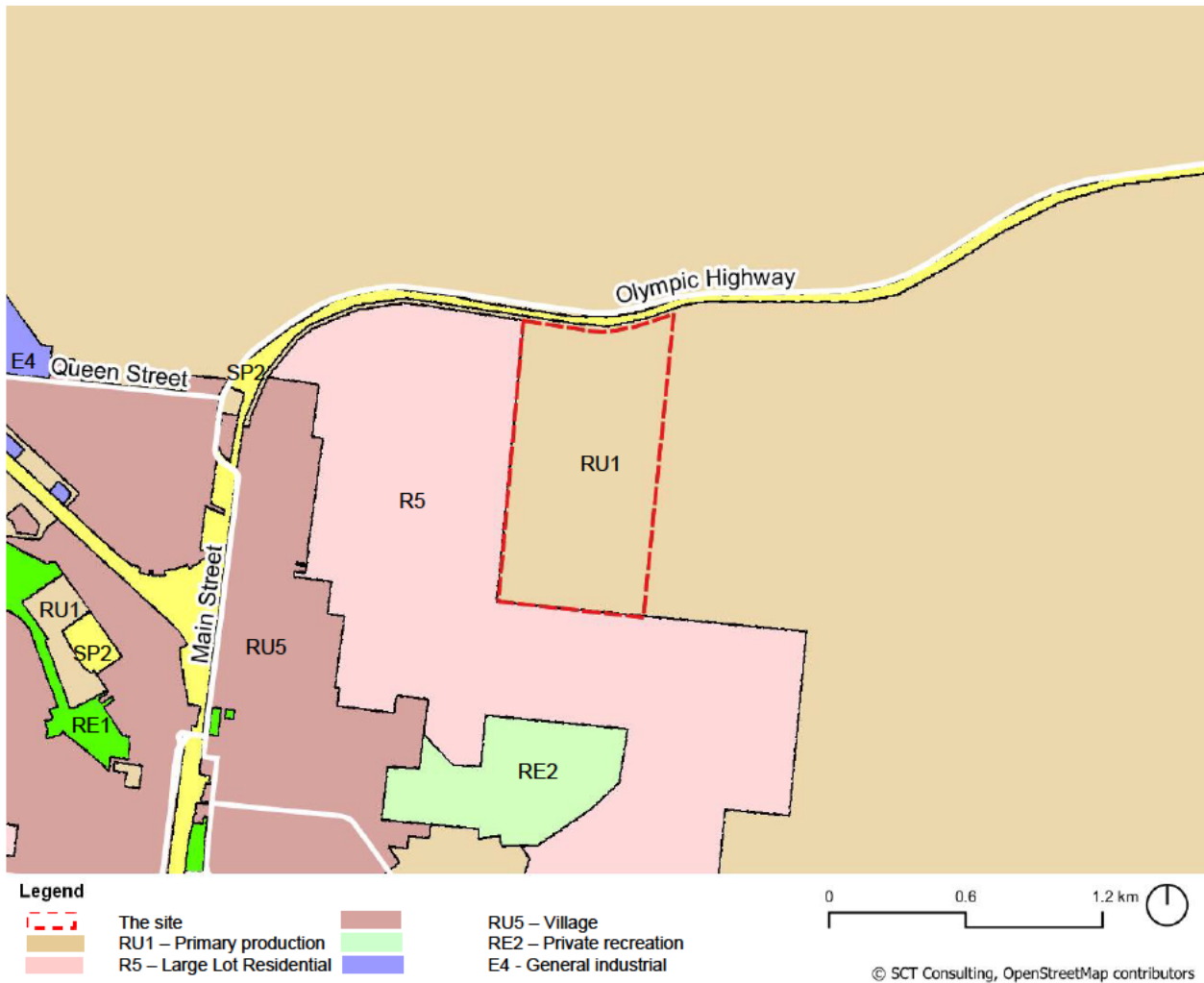
The location of the site in a regional context is shown in **Figure 3-1**.

**Figure 3-1** The site location in a regional context



Land use in and around the Junee town centre is mainly zoned 'Village' or 'Large lot residential' with pockets of public and private recreation and some community and commercial facilities, to service the community. Outside of the Junee town centre, much of the surrounding land is rural in nature, with the site having a rural land use zoning named 'Primary production.' The existing zoning of the site and surrounding areas is shown in **Figure 3-2**.

Figure 3-2 The current zoning of the site and surrounding area



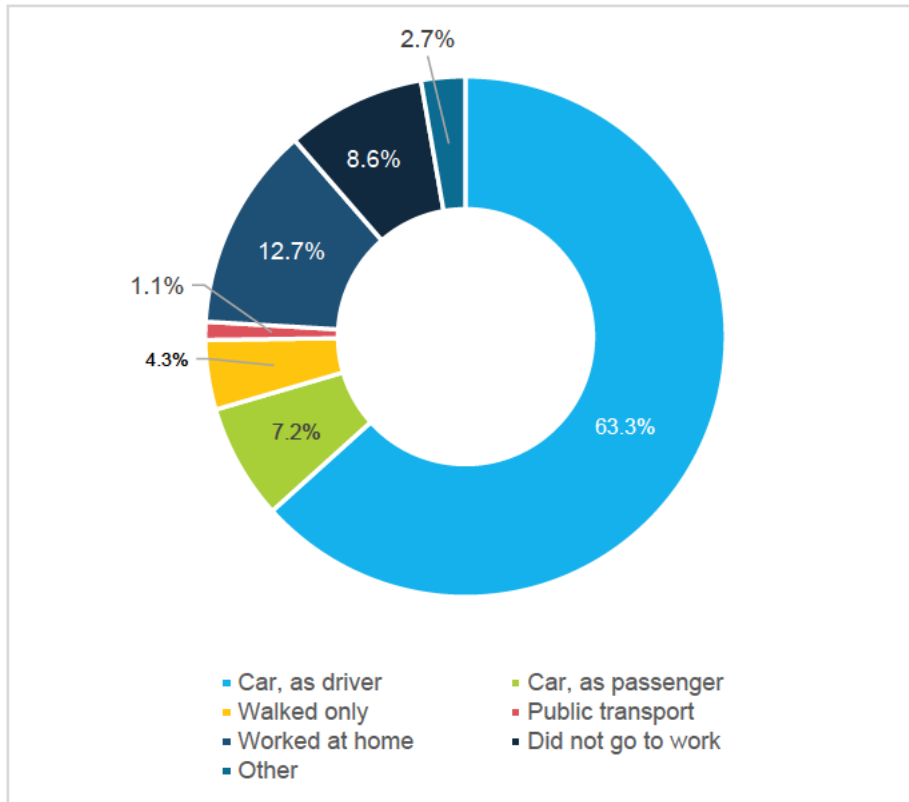
### 3.2 Travel behaviour

The 2016 Method of travel to work data for the Junee Shire LGA was analysed to understand how existing residents in the LGA currently travel to get to work. At the time of data collected, 2,151 responses were received for the LGA. The year of 2016 was used for analysis instead of 2021, for travel patterns not to be influenced by Covid lockdowns.

As seen in **Figure 3-3**, the analysis suggests that a large proportion (71 per cent) either drive or is a car passenger to get to work, while only one percent currently travel to work by public transport. As expected for a rural LGA, only a small proportion (four per cent) walked only to get to work, while no one cycled.

The journey to work analysis shows that approximately 72 per cent of residents of the Junee Shire LGA live and work within the LGA, while 28 per cent live in the area but work outside of the LGA. Most residents not working in the Junee Shire LGA, work in the Wagga Wagga LGA (16%), the Cootamundra-Gundagai Regional LGA (5%) and the Coolamon and Temora LGAs (with two per cent respectively).

Figure 3-3 Method of travel to work for the Junee Shire LGA



Source: <https://economy.id.com.au/junee/workers-travel-to-work>, July 2023

### 3.3 Road network

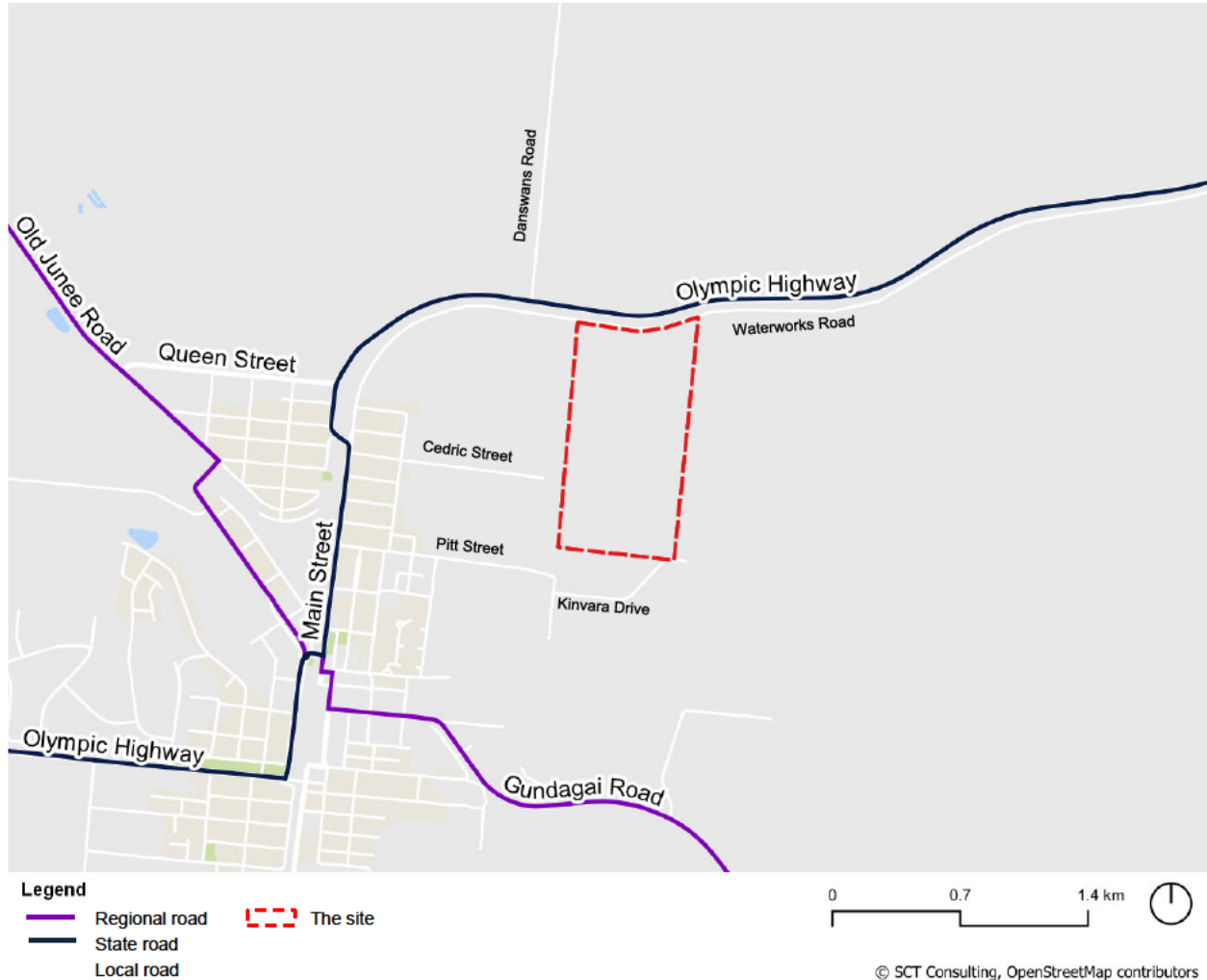
#### 3.3.1 Road classification

The site is bounded by Waterworks Road to the north, while Kinvara Road runs just south of the site and Cedric Street and Pitt Street west of the site. Waterworks Road which is classified as a local road currently provides the main access point from the north, while Cedric Street and Pitt Street / Kinvara Road run in an east-west direction and ends just at the site boundary. The road network surrounding the site is shown in **Figure 3-4**, and their key characteristics are:

- **The Olympic Highway (A41)** is a two-lane state road that runs in an east-west direction north of the site, between Bathurst in the north and Wagga Wagga and Albury (via the M31) in the south. It is the key access road between Waterworks Road and surrounding arterial road network and other regional areas. Just north of the site, the speed limit is 100km/h, with no parking permitted. The Olympic Highway runs through the Junee town centre, where it becomes Main Street, between Lillian Street in the north and Humphrey Street in the south.
- **Waterworks Road** is a local two-way, two-lane road that runs in an east-west direction north of the site, between Main Street in the west and Ballengoarrah Lane in the east. Waterworks Road connects to the Olympic Highway east of the site (just west of Marina Drive) via a two-way connecting access lane between the two roads. Waterworks currently provides the key access from the site to the surrounding regional road network, as well as to the Junee town centre west of the site.
- **Cedric Street** is a local two-way, two-lane road, which runs in an east-west direction from Main Street in the west and ends just west of the site boundary. No footpaths are currently provided along the road, and informal parallel parking is permitted on both sides.
- **Pitt Street** is a local two-way, two-lane road that runs in an east-west direction between Main Street in the west and a rural property in the east, via Kinvara Road. No footpaths are currently provided along the road, and informal parallel parking is permitted on both sides.

- **Kinvara Road** is a narrow local two-way, two-lane road that runs south of the site in an east-west direction between Pitt Street in the west and ends east of the site, just at the boundary. No footpaths are currently provided along the road.

Figure 3-4 Road network around the site

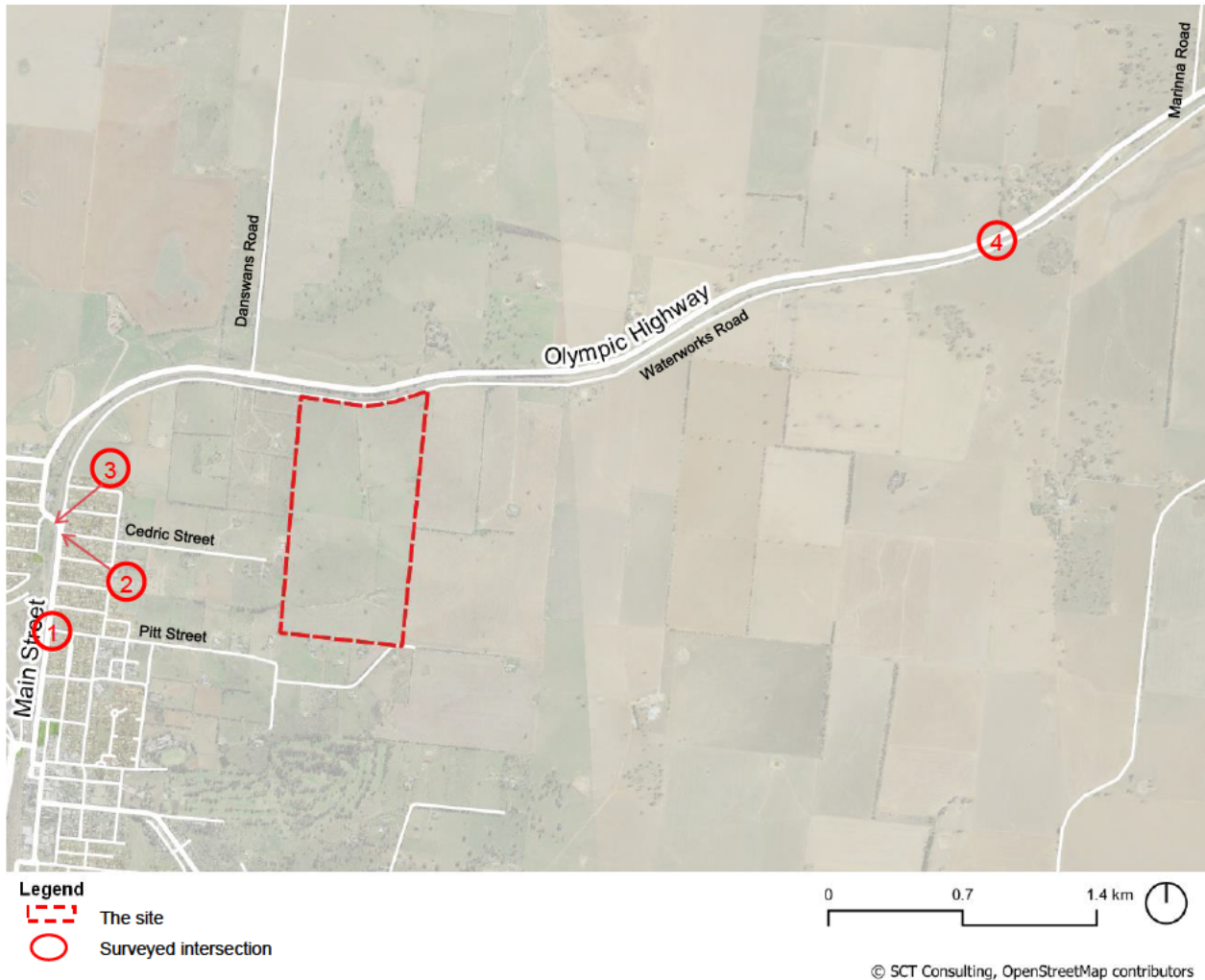


### 3.3.2 Traffic volumes

Intersection turning movement counts were undertaken at the following four intersections (**Figure 3-5**) in proximity to the site, on Thursday 20 July 2023 during the AM (7-9AM) and PM (3-5PM) peak periods:

1. The Olympic Highway / Pitt Street intersection
2. The Olympic Highway / Cedric Street intersection
3. The Olympic Highway / Main Street intersection
4. The Olympic Highway / Waterworks Road access road intersection

Figure 3-5 Surveyed intersections in proximity to the site



Based on the intersection turning movement counts, the mid-block traffic volumes on the nearby roads were determined, as presented in **Table 3-1**. Based on the traffic volumes, it was determined that the common peak hour for all intersections is between 8:00AM and 9:00AM in the morning and between 3:00PM and 4:00PM in the afternoon, except for the Olympic Highway / Waterworks Road intersection which has a peak hour of 7:45AM to 8:45AM and from 3:45PM to 4:45PM.

### 3.3.3 Intersection performance

Operational performance is typically measured through an assessment of the throughput of network, with average delay per vehicle used to access the performance of an individual intersection. The average delay per vehicle measure is linked to a Level of Service (LoS) index which characterises the intersection’s operational performance. **Table 3-2** provides a summary of the LoS performance bands, as defined by the TfNSW Traffic Modelling Guidelines.

Intersection performance is also measured using the degree of saturation (DoS), which is a measure of the spare capacity of each intersection. A degree of DoS greater than 1.0 implies that the turning movement is at capacity and not acceptable.



Table 3-1 Existing traffic volumes at key roads within and in proximity to the site

Location	Direction	Traffic volumes (vehicles per hour)	
		Weekday AM Peak (8AM-9AM)*	Weekday PM Peak (3PM-4PM)**
Main Street, south of Pitt Street	NB	88	205
	SB	151	149
Main Street, north of Pitt Street	NB	91	202
	SB	156	150
Pitt Street, east of Olympic Highway	EB	19	28
	WB	17	24
Main Street, south of Cedric Street	NB	90	181
	SB	138	143
Main Street, north of Olympic Highway	NB	7	21
	SB	19	16
Cedric Street, east of Olympic Highway	EB	5	14
	WB	9	14
Olympic Highway, west of Waterworks Road (west of Marinna Rd)	EB	73	112
	WB	69	85
Olympic Highway, east of Waterworks Road (west of Marinna Rd)	EB	73	114
	WB	68	85
Waterworks Road access road to Olympic Highway, south of Olympic Road	NB	3	4
	SB	2	2

\* With the exception of the AM Peak Hour for the Waterworks Road / Olympic Highway intersection, which is from 7:45AM to 8:45AM

\*\* With the exception of the PM Peak Hour for the Waterworks Road / Olympic Highway intersection, which is from 3:45PM to 4:45PM

Source: Trans Traffic Survey, July 2023

Table 3-2 Level of Service categories

Level of Service	Average delay per vehicle (seconds)	Performance explanation
A	Less than 14.5	Good operation
B	14.5 to 28.4	Good with acceptable delays and spare capacity
C	28.5 to 42.4	Satisfactory
D	42.5 to 56.4	Operating near capacity
E	56.5 to 70.4	At capacity, at signals incidents will cause excessive delays. Roundabouts require other control method.
F	70.5 or greater	At capacity, at signals incidents will cause excessive delays. Roundabouts require other control method.

Source: Roads and Maritime Services (2002), Traffic Modelling Guidelines

The existing levels of service at the surveyed intersections were analysed, as outlined in **Table 3-3**. Given the proximity between the Olympic Highway / Main Street and the Olympic Highway / Cedric Street intersections (as seen in **Figure 3-5**), these two intersections were modelled as one give way intersection rather than two. The control type of all modelled intersections is priority controlled as give way intersections.

Table 3-3 Intersection performance at intersections within the study area

Intersection (priority controlled)	Weekday AM Peak			Weekday PM Peak		
	DoS	Delay (secs)	LoS	DoS	Delay (secs)	LoS
Olympic Highway / Pitt Street	0.11	6.0	A	0.11	5.9	A
Olympic Highway / Main Street / Cedric Street	0.08	6.0	A	0.11	6.0	A
Olympic Highway / Waterworks Road access road	0.05	7.8	A	0.06	7.8	A

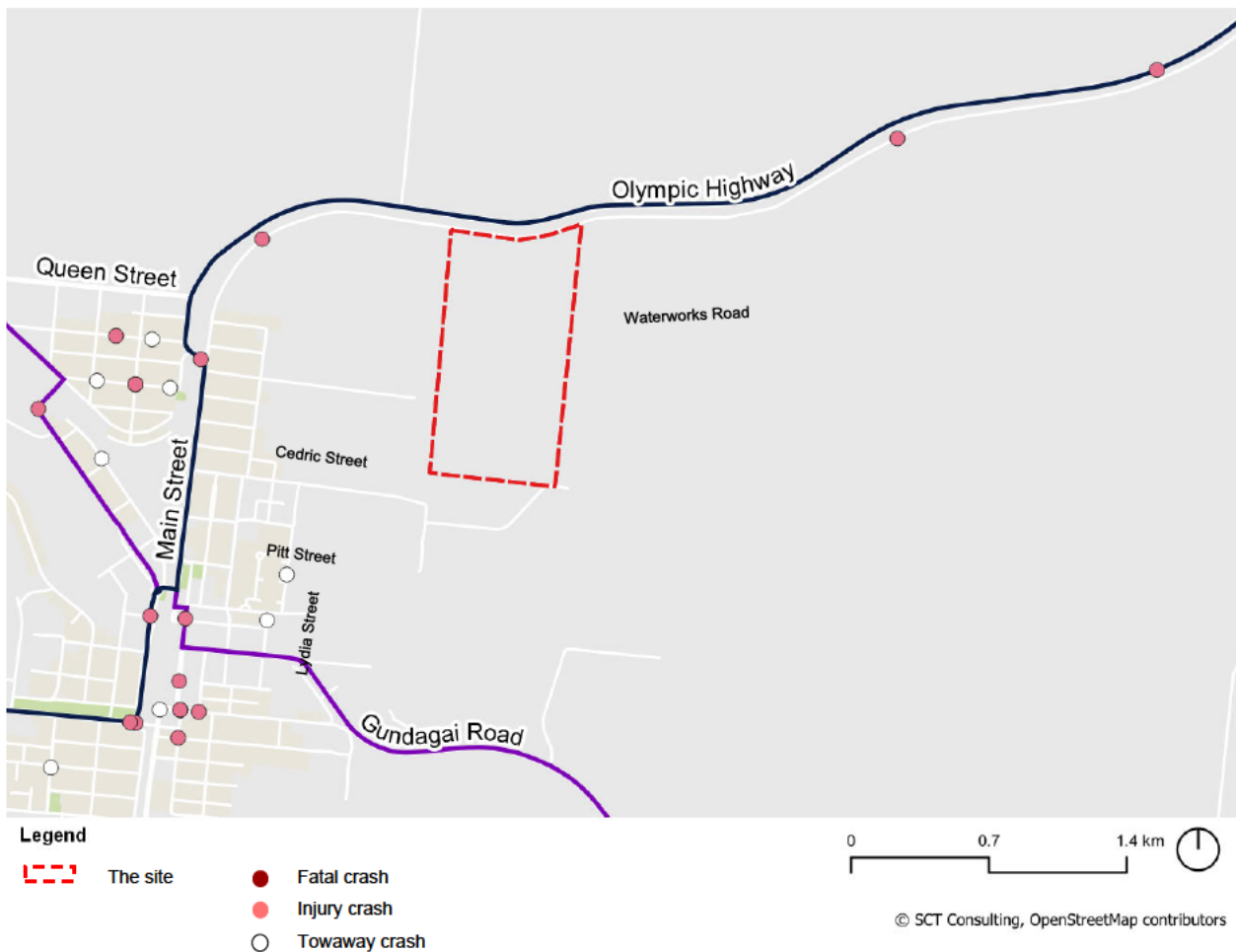
Notes: DoS = Degree of Saturation, where 1.0 means the intersection is at capacity, LoS = Level of service (average of all arms of the intersection). For priority and roundabout intersections, the DoS, delay and LoS for the worst performing movement is reported.

As seen in Table 3-3, the surveyed intersections all currently perform with a LoS A during both the AM and PM peak hours, with low average vehicle delays and degree of saturation experienced on all approaches.

### 3.3.4 Crash data analysis

Crash data over five years (from 2017 to 2021) was analysed to determine where crashes have occurred in the proximity to the site, as well as the severity of these, as shown in Figure 3-6.

Figure 3-6 Crash data severity (2017 – 2021) in proximity to the site



As seen in Figure 3-6, no fatal crashes have occurred in proximity to the site between 2017 and 2021, while the injury and towaway crashes in proximity to the site are described in Table 3-4. All of the three serious injury crashes in proximity to the site occurred on the carriageway and not at an intersection. However, the head-on collision on Olympic Highway just west of Main Street occurred just north of the Olympic Highway / Main Street intersection. None of the crashes that occurred during the analysed time period involved pedestrians.

Table 3-4: Details of the injury and towaway crashes in proximity to the site (2017 – 2021)

Location	Detailed degree of crash	Type of crash	Time and date of crash
The Olympic Highway, west of Marinna Road	Moderate injury	Rear end	March, 2021
Waterworks Road, west of Marinna Road	Serious injury	Off right bend into object	March, 2020
Waterworks Road, west of Danswans Road	Minor injury	Off right bend into object	November, 2020
Olympic Highway, west of Main Street	Serious injury	Opposite direction – head on	July, 2018
Lorne Street, north of Lisgar Street	Serious injury	Out of control on carriageway	June, 2020
Lydia Street, north of Waratah Street	Towaway	Left off carriageway into object	June, 2020
Dagmar Lane, north of Lisgar Street	Towaway	Right off carriageway into object	March, 2020

Source: NSW Road Crash Data, 2017 - 2021

### 3.4 Public Transport

Junee train station provides access to train services for the area, while there are limited bus services in proximity to the site, as shown in **Figure 3-7**. There are however currently no public transport options within an 800m walking distance of the site.

#### 3.4.1 Train

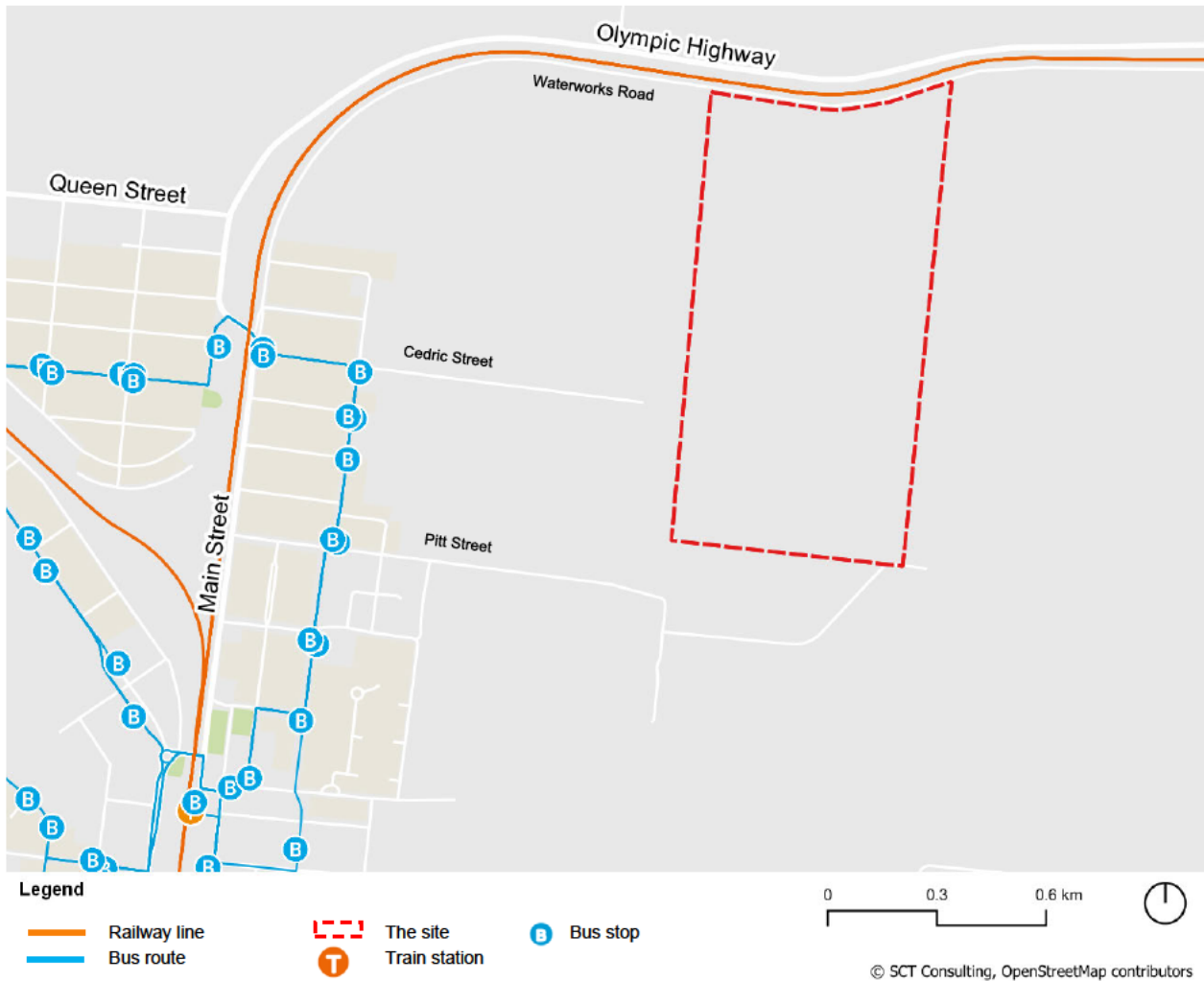
The site is located approximately 2km northeast of the Junee train station, which is accessible from Railway Square and serviced by the Southern NSW train services between Melbourne and Sydney. One train in each direction (to Sydney and Melbourne respectively) runs past Junee daily during both weekdays and weekends. In addition, one service runs from Junee to Sydney, during Thursdays and Sundays only.

Goulburn Station provides an interchange option for passengers from Junee to access the train service that runs between Sydney and Canberra.

#### 3.4.2 Bus

As seen in **Figure 3-7**, the nearest bus stops to the site are located on Cedric Street and Pitt Street, with routes 921, 922 and 923, operated by Junee Buses, currently providing a limited regular and school bus service between Junee and Wagga Wagga. During school days, two morning services run from Junee to Wagga, and returns in the afternoon. During school holidays, three daily services are provided in each direction, with an additional Thursday route, between Junee and Wagga.

Figure 3-7 Public transport services in proximity to the site



### 3.4.3 Active transport

As expected with the rural nature of the site’s location, there are no dedicated formal cycle lanes or footpaths in the proximity to the site, including along Waterworks Road, Cedric Street or Pitt Street.

Several shared paths are located within the Junee town centre west of the site, including along Main Street, Commins Street, Lydia Street and Waratah Street, as seen in **Figure 3-8**. These routes are however isolated to within the town centre and do currently not provide a connection to the regional cycle network.

Figure 3-8 Active transport network in proximity to the site



## 4.0 Propsoed development

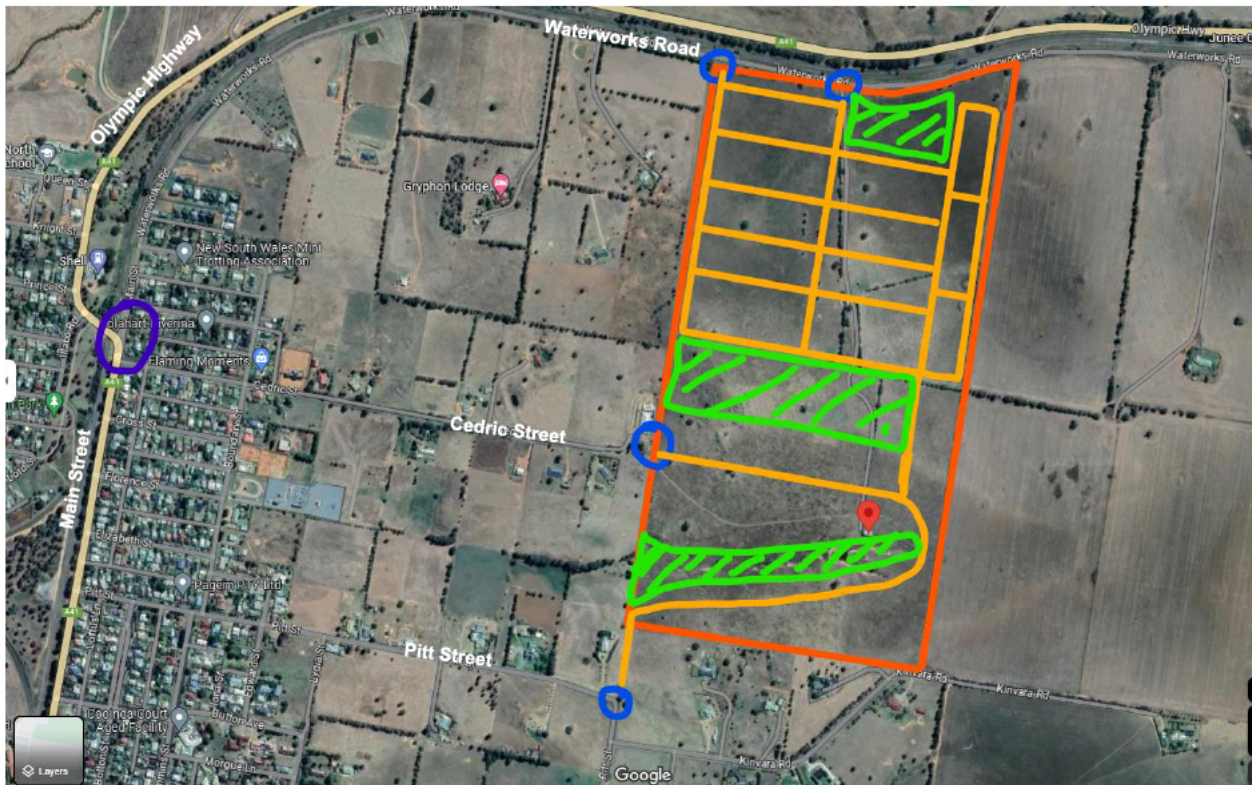
### 4.1 Future proposed subdivision layout and yield

The site proposed for future re-zoning is located in the Riverina region, approximately 227km northwest of Canberra and 41km north of Wagga Wagga and is bounded by Waterworks Road to the north, while Kinvara Road runs just south of the site. The site is currently zoned 'RU1 – Primary production' and consists of approximately 78ha of rural land. Subsequent to re-zoning, a future development of the land is likely to result in a maximum of 300 residential lots and some green areas, with four different access points, as shown conceptually in **Figure 4-1**.

### 4.2 Future proposed access arrangements and road layout

Vehicles traveling to and from the site will be able to access the site at four different access points, being two at Waterworks Road, one at Pitt Street and one at Cedric Street. The proposed access points will all connect to an internal road network within the site, via T-intersections, except for the Cedric Street access point which will be a four-way intersection, between Cedric Street and the internal road network. The proposed internal road network and access points to the external road network are shown in **Figure 4-1**.

Figure 4-1 The site's future proposed location and layout



Source: Spiire, July 2023

### 4.3 Parking requirements

As outlined in **Section 2.3**, the objective for vehicle parking is to 'ensure there is sufficient on-site car parking for the proposed use(s) so there is not an unreasonable reliance on on-street or off-site parking that impacts on other users'.

The required number of parking spaces for residential developments based on the Junee Shire Council DCP 2021, depending on dwelling type, are outlined in **Table 2-1**. All parking spaces, manoeuvring areas, and driveways must be designed in accordance with Australian Standard AS2890 – Parking Facilities and the RMS - Guide to Traffic Generating Developments.

Table 4-1 DCP Off-street car parking requirements for residential developments

Residential dwelling type	Parking for residents	Visitor parking
Single dwelling houses, secondary dwellings, dual occupancies, semi-detached dwellings, and attached dwellings (townhouses) including second hand (relocatable) and transportable dwellings	Minimum one (1) off-street car parking space on the property for each dwelling located behind the dwelling setback to the street lot boundary ('building line'). Two (2) car spaces are preferred and may include use of the driveway area in front of any garage/carport	Not required. On-street or in driveway sufficient.
Multi-dwelling housing and residential flat buildings	Minimum one (1) off-street car parking space for each unit plus an additional one (1) space per four (4) units or part thereof	Minimum one (1) space per five (5) units or part thereof.

Source: The Junee Shire Council DCP 2021

## 4.4 Trip generation and distribution

A trip generation review has been undertaken based on the future proposed development's indicative yield to:

- Understand likely weekday peak hours (AM and PM) and weekday vehicular and person trip generation.
- Understand likely impacts on the surrounding road network (compared to the existing situation).

### 4.4.1 Vehicle trip generation

According to the *Guide to Traffic Generating Developments (RTA, October 2002)*, residential dwelling houses are expected to generate:

- 0.85 vehicle trips per dwelling during the AM and PM peak hours respectively
- Nine vehicle trips per dwelling per day

Based on the expected yield of a maximum of **300 dwellings** the future proposed development of the site is expected to generate a maximum of **255 vehicles in the AM and PM peak hour** respectively and **2,700 vehicle trips per day**. Because the site is currently unoccupied, these trips would all be in addition to the existing situation.

### 4.4.2 Traffic distribution

As described in **Section 3.2**, the journey to work analysis showed that approximately 72 per cent of residents of the Junee Shire LGA live and work within the LGA, while 28 per cent live in the area but work in another LGA. Most residents not working in the Junee Shire LGA, work in the Wagga Wagga LGA (16%), the Cootamundra-Gundagai Regional LGA (5%) and the Coolamon and Temora LGAs (with two per cent respectively). This distribution has been used as a guide to understand where residents would travel to and from the site, to get to work.

It has been assumed that future residents of the site would use the shortest route to get to and from surrounding employment areas. In addition, the following assumptions were also made with regards to trip distribution:

- The vehicles traveling south to and from the site will travel via Main Street, with 50 per cent using the Pitt Street access and 50 per cent using the Cedric Street access.
- All vehicles traveling west to and from the site will do so via the Olympic Highway and access the site via the Cedric Street access.
- All vehicles traveling north to and from the site will do so via the two Waterworks Road access points, with a 50 / 50 split of trips between the two.

Based on the above, the AM and PM peak hour trips would be distributed to the surrounding road network as outlined in **Table 4-2**.

Table 4-2 Traffic distribution between the access points and to the surrounding road network

Location	Proportion of trips (AM / PM peak hour)	Number of two-way trips (AM / PM peak hour)
<b>Site access point</b>		
Pitt Street	33%	99
Cedric Street	37%	111
Waterworks Road (western access)	15%	45
Waterworks Road (eastern access)	15%	45
<b>Total</b>	<b>100%</b>	<b>300</b>
<b>Surrounding roads</b>		
Main Street south of Pitt Street	66%	189
Olympic Highway west of Main Street	4%	12
Waterworks Road east of the site	30%	90
Olympic Highway east of Waterworks Road	30%	90
<b>Intersection</b>		
Main Street / Pitt Street	45%	178
Main Street / Cedric Street	28%	111
Olympic Highway / Main Street	4%	12
Olympic Highway / Waterworks Road	23%	90

Source: SCT Consulting, July 2023

As seen in **Table 4-2**, the highest level of additional trips generated by the future proposed development is expected on the Cedric Street and Pitt Street access points, with 37 and 33 per cent of trips respectively. The highest number of trips are expected to travel on Main Street (south of Pitt Street), followed by Waterworks Road and Olympic Highway east of the site, with 66 and 30 per cent of trips respectively using these roads to get to the site. The Pitt Street and Cedric Street intersections with Main Street will have the highest number of additional trips because of the future proposed development, with 178 and 111 additional trips on these intersections, respectively.

#### 4.4.3 Person trip generation

Surveys at locations with low density residential developments and a low public transport accessibility score were chosen from the *Guide to Traffic Generating Development's Update Surveys (TDT 2013 / 04a)* for person trip generation estimation for the future proposed development of the site. The average peak hour person trip rates were estimated to be 1.27 trips per dwelling during the peak hour.

Based on a yield of 300 dwellings, the person trip generation for the future proposed development of the site is expected to be **381 person trips per peak hour**. This however includes the person trips that arrive to the site by car. The net peak hour person trip generation (without the car trips) is shown in **Table 4-3**.

Table 4-3 Net peak hour person trip generation

Future proposed activity	Yield	Person trip rates <sup>^</sup>	
		AM Peak	PM Peak
Residential	+300 dwellings	1.27	1.27
<b>Total</b>	<b>+300 dwellings</b>	<b>381 trips</b>	<b>381 trips</b>
<i>Less people in cars</i>		<i>-306 trips</i>	<i>-306 trips</i>
<b>Total non-car trips</b>		<b>75 trips</b>	<b>75 trips</b>

Source: SCT Consulting, 2023

<sup>^</sup>Assuming the car occupancy for the vehicle trip generation is 1.2 person / vehicles. Weekday AM and PM Peak trip generation = 255\*1.2 = 31 persons



The 75 non-car trips are expected to be using surrounding public transport services, and / or walking or cycling from trip origins. The Journey to Work data (2016) presented in **Section 3.2** however indicates that public transport trips undertaken in the area is currently minimal, with only one per cent of all trips undertaken, while four per cent are walk only trips. If more public transport options are implemented in the future, a further shift towards public and active transport away from cars could be expected. This would result in a larger number of non-car person trips to and from the site.

## 5.0 Transport and Traffic Impact Assessment

### 5.1 Road network impacts

As described in **Section 4.4**, the future proposed development of the site is expected to generate **255 AM and PM peak hour trips respectively, and 2,700 daily vehicle trips**. The highest level of additional trips is expected on the Cedric Street and Pitt Street access points, with 37 and 33 per cent of trips respectively. Most trips are expected to travel on Main Street (south of Pitt Street), followed by Waterworks Road and Olympic Highway east of the site, with 66 and 30 per cent of trips respectively using these roads to get to the site.

The proposed development is expected to add approximately 100 peak hour trips to each of Pitt Street and Cedric Street. With currently less than 50 vehicles per hour on both of these streets, the increase will not have a major impact to the residential street nature of these streets. The total expected traffic on Pitt Street and Cedric Street will still be within the environmental capacity limit of local residential streets, of 300 veh/hr.

The Pitt Street and Cedric Street intersections with Main Street will have the highest number of additional trips because of the future proposed development, with 178 and 111 additional trips on these intersections, respectively. To determine the impact on the surrounding road network, SIDRA analysis was undertaken on the same intersections analysed for the existing scenario. The performance of these intersections, compared to the existing scenarios are presented in **Table 5-1**.

As for the existing scenario, the Olympic Highway / Main Street and the Olympic Highway / Cedric Street intersections were modelled as one give way intersection. The control type of all modelled intersections is priority controlled as give way intersections.

**Table 5-1 Intersection performance without and with development (AM and PM Peak Hour)**

Intersection	Weekday AM Peak Hour				Weekday PM Peak Hour			
	Volume (veh/h)	DoS	Delay (seconds)	LoS	Volume (veh/h)	DoS	Delay (seconds)	LoS
Olympic Highway / Pitt Street (Existing)	275	0.11	6.0	A	399	0.11	6.0	A
Olympic Highway / Pitt Street (With Dev)	462	0.13	6.4	A	524	0.16	5.9	A
Olympic Highway / Main Street / Cedric Street (Existing)	260	0.08	6.0	A	381	0.11	6.0	A
Olympic Highway / Main Street / Cedric Street (With Dev)	377	0.08	6.0	A	513	0.14	6.0	A
Olympic Highway / Waterworks Road access road (Existing)	152	0.05	7.8	A	212	0.06	7.8	A
Olympic Highway / Waterworks Road access road (With Dev)	245	0.05	7.8	A	306	0.09	7.8	A

Notes: DoS = Degree of Saturation, where 1.0 means the intersection is at capacity, LoS = Level of service (average of all arms of the intersection). For priority and roundabout intersections, the DoS, delay and LoS for the worst performing movement is reported.

As seen in **Table 5-1**, with the introduction of the trips generated by the future proposed development, the surveyed intersections will continue to perform with a LoS A during both the AM and PM peak hours, with low average vehicle delays and degree of saturation experienced on all approaches. This suggests that the trips generated by the future proposed development will not have a major impact on the surrounding road network surrounding the site, and that the nearby intersections will be able to cope with the increase in trips.

### 5.2 Parking impacts

Off-street parking for the site can be provided in accordance with the Junee Shire Council DCP requirements for residential developments. The provision of off-street parking will reduce the need for drivers to park on the road and hence minimise the impact of parking on the surrounding local road network.

### 5.3 Public and active transport demand

There are currently limited public and active transport options in proximity to the site. An additional 75 non-car trips are expected to be generated by the future development of the site. These trips can be expected to arrive to the site via public or active transport. The small number of person trips are however not expected to have a negative impact on the existing public and active transport facilities in proximity to the site.

If more public and active transport options are implemented in the future, a further shift towards public and active transport could however be expected. This would result in a larger number of public and active transport trips to and from the site.

With the introduction of the future development of the site, there may also be an increased cycling demand in the future, from the site to public transport facilities such as the Junee train station and bus stops. As outlined in **Section 2.4**, the Junee Shire Council Walking and Cycling Accessibility Plan proposes several improvements to the area surrounding the site, such as future shared paths along sections of Waterworks Road and Pitt Street. This would improve cycling and walking from the site and provide an opportunity for further improvements to walking and cycling along the entire section of Pitt Street from the site, to encourage a shift towards active transport.

## 6.0 Future Proposed Traffic and Transport Upgrades

### 6.1 Road network upgrades

As described in **Section 5.1**, the existing road network surrounding the site is adequate to cater for the increased number of vehicle trips likely to be generated by the future development of the site as intended by this proposed rezoning proposal.

Infrastructure upgrades will however be required to the site's proposed external access points because of the future development of the site. These include:

- An upgrade to two T-intersections at the proposed two access points at Waterworks Road, between Waterworks Road and future north-south internal roads.
- An extension of Cedric Street to the site's internal road network and the introduction of a new four-way intersection between Cedric Street and a future north-south internal road.
- The introduction of a new T-intersection between a new north-south internal road and Pitt Street.

### 6.2 Public and active transport upgrades

As described in **Section 5.3**, there are currently limited public transport options in proximity to the site. An additional 75 non-car trips are expected to be generated by the future development of the site. These trips can be expected to arrive to the site via public or active transport.

No public transport upgrades are expected to be required because of the increase in demand of public transport services from residents of the future development of the site. However, if more public and active transport options are implemented in the future, a further shift towards public and active transport could be expected.

There are currently no footpaths along Pitt Street and Cedric Street, which will be key access routes to the site in the future. With the future development of the site, additional footpaths along these routes, as well as along the internal road network, should be considered to improve connectivity to the wider street network. This would tie into the proposed shared path improvements along sections of Pitt Street and Waterworks Road, as outlined in the Junee Shire Council Walking and Cycling Accessibility Plan.

## 7.0 Summary and Conclusion

### 7.1 Summary

#### 7.1.1 Background

The landowner is preparing a re-zoning application for a rural site at 192 Waterworks Road in Junee in the Junee Shire Council Local Government Area (LGA) NSW. The site is in the Riverina region, approximately 227km northwest of Canberra and 41km north of Wagga Wagga. The future proposed development site is 78ha in size, with the yield being approximately 300 lots. Spiire has engaged SCT Consulting to prepare a Traffic Impact Assessment to support the re-zoning application.

#### 7.1.2 Existing conditions

The site is bounded by Waterworks Road to the north, while Pitt Street and Cedric Street runs west of the site, and Kinvara Road just south of the site. These are local roads of rural nature, with no formal footpaths or formal on-street parking provided. Junee town centre and Junee train station is located a 6-minute drive to the west of the site, via Waterworks Road and the Olympic Highway. The State road Olympic Highway (A41) is the key access road between the site and surrounding arterial road network as well as other regional areas. No fatal crashes have been reported in proximity to the site between 2017 and 2021.

The 2016 Method of Travel to Work data for the Junee Shire LGA suggests that a large proportion (71 per cent) either drive or go as a car passenger to get to work, with only a small proportion using public or active transport.

The site is located approximately 2km east of the Junee train station, which is accessible from Railway Square and serviced by the Southern NSW train services between Melbourne and Sydney, while bus services near the site are limited. As expected with the rural nature of the site's location, there are no dedicated formal cycle lanes or footpaths in the proximity to the site, including along Waterworks Road, Cedric Street or Pitt Street. Several shared paths are however located within the Junee town centre, west of the site.

The crash data analysis suggested that no fatal crashes and three serious injury crashes have occurred in proximity to the site between 2017 and 2021. The injury crashes occurred at three different locations however, so no specific crash pattern was observed at the one spot in proximity to the site.

#### 7.1.3 Impacts of future proposed subdivision

The future proposed development of the site is likely to result in a maximum of 300 residential lots and some green areas, with four different access points from Waterworks Road, Cedric Street and Pitt Street. Based on a yield of 300 dwellings, the future proposed development is expected to generate 255 vehicles in the AM and PM peak hour respectively, and 2,700 vehicle trips per day. Because the site is currently unoccupied, these trips would be in addition to the existing situation. The highest level of additional trips generated by the future proposed development of the site is expected on the Cedric Street and Pitt Street access points, with 37 and 33 per cent of trips, respectively.

The proposed development is expected to add approximately 100 peak hour trips to each of Pitt Street and Cedric Street. With currently less than 50 vehicles per hour on both of these streets, the increase will not have a major impact to the residential street nature of these streets. The total expected traffic on Pitt Street and Cedric Street will still be within the environmental capacity limit of local residential streets, of 300 veh/hr.

SIDRA analysis was undertaken of four intersections in proximity to the site to determine the impact the proposed future development will have on the surrounding road network. The analysis found that with the introduction of the trips generated by the future proposed development, the surveyed intersections will continue to perform with a LoS A during both the AM and PM peak hours, with low average vehicle delays and degree of saturation experienced on all approaches.

Off-street parking for the site can be provided in accordance with the Junee Shire Council DCP requirements for residential developments. The future provision of off-street parking will reduce the need for drivers to park on the road and hence minimise the impact of parking on the surrounding local road network.

The surrounding public and active transport facilities are expected to be able to cater for the additional person trips generated by the future development of the site. If more public and active transport options are however implemented in the future, a further shift towards public and active transport could be expected.

With the introduction of the future development of the site, there may be an increased cycling and walking demand in the future, from the site to public transport facilities such as the train station and bus stops. This is especially the case along Cedric Street and Pitt Street, which will be key future connections between the site and the Junee town centre.

## **7.2 Conclusion**

The SIDRA analysis undertaken suggests that the trips generated by the future proposed development will not have a major impact on the road network surrounding the site, and that the nearby intersections and roads will be able to cope with the increase in trips.

Infrastructure upgrades are however required to the site's future proposed external access points at Waterworks Road, Cedric Street and Pitt Street. A new internal road network will also be introduced as part of the future development of the site.

No public transport upgrades are expected to be required because of the increase in demand of public transport services from residents of the future development of the site.

There are currently no footpaths along Pitt Street and Cedric Street, which will be key access routes to the site in the future. With the future development of the site, additional footpaths along these routes, as well as along the internal road network, should be considered to improve connectivity to the wider street network. This would tie into the proposed shared path improvements along sections of Pitt Street and Waterworks Road, as outlined in the Junee Shire Council Walking and Cycling Accessibility Plan.

APPENDIX A

**SIDRA**  
**MODELLING**  
**OUTPUTS**

# MOVEMENT SUMMARY

Site: 1 [AM Peak Main Street / Pitt Street (Site Folder: General)]

New Site  
 Site Category: (None)  
 Give-Way (Two-Way)

Vehicle Movement Performance														
Mov ID	Turn	INPUT VOLUMES		DEMAND FLOWS		Deg. Satn	Aver. Delay	Level of Service	95% BACK OF QUEUE		Prop. Que	Effective Stop Rate	Aver. No. Cycles	Aver. Speed
		[ Total veh/h ]	[ HV ] veh/h	[ Total veh/h ]	[ HV ] %				[ Veh. veh ]	[ Dist ] m				
South: Main Street														
2	T1	84	14	88	16.7	0.052	0.0	LOS A	0.0	0.2	0.03	0.04	0.03	49.7
3	R2	4	0	4	0.0	0.052	5.6	LOS A	0.0	0.2	0.03	0.04	0.03	48.4
Approach		88	14	93	15.9	0.052	0.3	NA	0.0	0.2	0.03	0.04	0.03	49.7
East: Pitt Street														
4	L2	10	0	11	0.0	0.006	4.9	LOS A	0.0	0.2	0.24	0.49	0.24	45.4
6	R2	7	0	7	0.0	0.005	4.9	LOS A	0.0	0.1	0.19	0.54	0.19	45.4
Approach		17	0	18	0.0	0.006	4.9	LOS A	0.0	0.2	0.22	0.51	0.22	45.4
North: Main Street														
7	L2	15	1	16	6.7	0.092	4.6	LOS A	0.0	0.0	0.00	0.05	0.00	48.3
8	T1	141	19	148	13.5	0.092	0.0	LOS A	0.0	0.0	0.00	0.05	0.00	49.6
Approach		156	20	164	12.8	0.092	0.5	NA	0.0	0.0	0.00	0.05	0.00	49.5
All Vehicles		261	34	275	13.0	0.092	0.7	NA	0.0	0.2	0.03	0.08	0.03	49.3

Site Level of Service (LOS) Method: Delay (RTA NSW). Site LOS Method is specified in the Parameter Settings dialog (Site tab).  
 Vehicle movement LOS values are based on average delay per movement.  
 Minor Road Approach LOS values are based on average delay for all vehicle movements.  
 NA: Intersection LOS and Major Road Approach LOS values are Not Applicable for two-way sign control since the average delay is not a good LOS measure due to zero delays associated with major road movements.  
 Delay Model: SIDRA Standard (Geometric Delay is included).  
 Queue Model: SIDRA Standard.  
 Gap-Acceptance Capacity: SIDRA Standard (Akçelik M3D).  
 HV (%) values are calculated for All Movement Classes of All Heavy Vehicle Model Designation.



# MOVEMENT SUMMARY

Site: 1 [With Dev AM Peak Main Street / Pitt Street (Site Folder: General)]

New Site  
 Site Category: (None)  
 Give-Way (Two-Way)

Vehicle Movement Performance														
Mov ID	Turn	INPUT VOLUMES		DEMAND FLOWS		Deg. Satn	Aver. Delay	Level of Service	95% BACK OF QUEUE		Prop. Que	Effective Stop Rate	Aver. No. Cycles	Aver. Speed
		[ Total veh/h ]	[ HV ] veh/h	[ Total veh/h ]	[ HV ] %				[ Veh. veh ]	[ Dist ] m				
South: Main Street														
2	T1	84	14	88	16.7	0.063	0.0	LOS A	0.2	1.4	0.19	0.20	0.19	48.7
3	R2	24	0	25	0.0	0.063	6.4	LOS A	0.2	1.4	0.19	0.20	0.19	47.4
Approach		108	14	114	13.0	0.063	1.4	NA	0.2	1.4	0.19	0.20	0.19	48.4
East: Pitt Street														
4	L2	89	0	94	0.0	0.054	5.1	LOS A	0.2	1.7	0.32	0.53	0.32	45.2
6	R2	7	0	7	0.0	0.006	5.1	LOS A	0.0	0.1	0.23	0.56	0.23	45.3
Approach		96	0	101	0.0	0.054	5.1	LOS A	0.2	1.7	0.31	0.53	0.31	45.2
North: Main Street														
7	L2	15	1	16	6.7	0.134	4.7	LOS A	0.0	0.0	0.00	0.03	0.00	48.4
8	T1	220	19	232	8.6	0.134	0.0	LOS A	0.0	0.0	0.00	0.03	0.00	49.7
Approach		235	20	247	8.5	0.134	0.3	NA	0.0	0.0	0.00	0.03	0.00	49.7
All Vehicles		439	34	462	7.7	0.134	1.7	NA	0.2	1.7	0.11	0.18	0.11	48.3

Site Level of Service (LOS) Method: Delay (RTA NSW). Site LOS Method is specified in the Parameter Settings dialog (Site tab).  
 Vehicle movement LOS values are based on average delay per movement.  
 Minor Road Approach LOS values are based on average delay for all vehicle movements.  
 NA: Intersection LOS and Major Road Approach LOS values are Not Applicable for two-way sign control since the average delay is not a good LOS measure due to zero delays associated with major road movements.  
 Delay Model: SIDRA Standard (Geometric Delay is included).  
 Queue Model: SIDRA Standard.  
 Gap-Acceptance Capacity: SIDRA Standard (Akçelik M3D).  
 HV (%) values are calculated for All Movement Classes of All Heavy Vehicle Model Designation.

# MOVEMENT SUMMARY

Site: 1 [PM Peak Main Street / Pitt Street (Site Folder: General)]

New Site  
 Site Category: (None)  
 Give-Way (Two-Way)

Vehicle Movement Performance														
Mov ID	Turn	INPUT VOLUMES		DEMAND FLOWS		Deg. Satn	Aver. Delay	Level of Service	95% BACK OF QUEUE		Prop. Que	Effective Stop Rate	Aver. No. Cycles	Aver. Speed
		[ Total veh/h ]	[ HV ] veh/h	[ Total veh/h ]	[ HV ] %				[ Veh. veh ]	[ Dist ] m				
South: Main Street														
2	T1	189	10	199	5.3	0.114	0.0	LOS A	0.1	0.9	0.06	0.06	0.06	49.6
3	R2	16	0	17	0.0	0.114	5.9	LOS A	0.1	0.9	0.06	0.06	0.06	48.3
Approach		205	10	216	4.9	0.114	0.5	NA	0.1	0.9	0.06	0.06	0.06	49.5
East: Pitt Street														
4	L2	11	0	12	0.0	0.006	4.9	LOS A	0.0	0.2	0.24	0.49	0.24	45.4
6	R2	13	1	14	7.7	0.011	5.2	LOS A	0.0	0.2	0.24	0.57	0.24	45.1
Approach		24	1	25	4.2	0.011	5.1	LOS A	0.0	0.2	0.24	0.53	0.24	45.3
North: Main Street														
7	L2	12	2	13	16.7	0.086	4.7	LOS A	0.0	0.0	0.00	0.04	0.00	48.3
8	T1	138	12	145	8.7	0.086	0.0	LOS A	0.0	0.0	0.00	0.04	0.00	49.7
Approach		150	14	158	9.3	0.086	0.4	NA	0.0	0.0	0.00	0.04	0.00	49.6
All Vehicles		379	25	399	6.6	0.114	0.7	NA	0.1	0.9	0.05	0.09	0.05	49.2

Site Level of Service (LOS) Method: Delay (RTA NSW). Site LOS Method is specified in the Parameter Settings dialog (Site tab).  
 Vehicle movement LOS values are based on average delay per movement.  
 Minor Road Approach LOS values are based on average delay for all vehicle movements.  
 NA: Intersection LOS and Major Road Approach LOS values are Not Applicable for two-way sign control since the average delay is not a good LOS measure due to zero delays associated with major road movements.  
 Delay Model: SIDRA Standard (Geometric Delay is included).  
 Queue Model: SIDRA Standard.  
 Gap-Acceptance Capacity: SIDRA Standard (Akçelik M3D).  
 HV (%) values are calculated for All Movement Classes of All Heavy Vehicle Model Designation.

# MOVEMENT SUMMARY

Site: 1 [With Dev PM Peak Main Street / Pitt Street (Site Folder: General)]

New Site  
 Site Category: (None)  
 Give-Way (Two-Way)

Vehicle Movement Performance														
Mov ID	Turn	INPUT VOLUMES		DEMAND FLOWS		Deg. Satn	Aver. Delay	Level of Service	95% BACK OF QUEUE		Prop. Que	Effective Stop Rate	Aver. No. Cycles	Aver. Speed
		[ Total veh/h ]	[ HV ] veh/h	[ Total veh/h ]	[ HV ] %				[ Veh. veh ]	[ Dist ] m				
South: Main Street														
2	T1	189	10	199	5.3	0.156	0.0	LOS A	0.7	5.0	0.24	0.25	0.24	48.3
3	R2	95	0	100	0.0	0.156	5.9	LOS A	0.7	5.0	0.24	0.25	0.24	47.0
Approach		284	10	299	3.5	0.156	2.0	NA	0.7	5.0	0.24	0.25	0.24	47.9
East: Pitt Street														
4	L2	31	0	33	0.0	0.018	4.9	LOS A	0.1	0.6	0.26	0.50	0.26	45.4
6	R2	13	1	14	7.7	0.012	5.5	LOS A	0.0	0.2	0.28	0.59	0.28	45.0
Approach		44	1	46	2.3	0.018	5.1	LOS A	0.1	0.6	0.27	0.52	0.27	45.3
North: Main Street														
7	L2	12	2	13	16.7	0.097	4.7	LOS A	0.0	0.0	0.00	0.04	0.00	48.3
8	T1	158	12	166	7.6	0.097	0.0	LOS A	0.0	0.0	0.00	0.04	0.00	49.8
Approach		170	14	179	8.2	0.097	0.4	NA	0.0	0.0	0.00	0.04	0.00	49.7
All Vehicles		498	25	524	5.0	0.156	1.7	NA	0.7	5.0	0.16	0.20	0.16	48.2

Site Level of Service (LOS) Method: Delay (RTA NSW). Site LOS Method is specified in the Parameter Settings dialog (Site tab).  
 Vehicle movement LOS values are based on average delay per movement.  
 Minor Road Approach LOS values are based on average delay for all vehicle movements.  
 NA: Intersection LOS and Major Road Approach LOS values are Not Applicable for two-way sign control since the average delay is not a good LOS measure due to zero delays associated with major road movements.  
 Delay Model: SIDRA Standard (Geometric Delay is included).  
 Queue Model: SIDRA Standard.  
 Gap-Acceptance Capacity: SIDRA Standard (Akçelik M3D).  
 HV (%) values are calculated for All Movement Classes of All Heavy Vehicle Model Designation.

# MOVEMENT SUMMARY

Site: 2 [AM Peak Main Street / Cedric Street (Site Folder: General)]

New Site  
 Site Category: (None)  
 Give-Way (Two-Way)

Vehicle Movement Performance														
Mov ID	Turn	INPUT VOLUMES		DEMAND FLOWS		Deg. Satn	Aver. Delay	Level of Service	95% BACK OF QUEUE		Prop. Que	Effective Stop Rate	Aver. No. Cycles	Aver. Speed
		[ Total veh/h ]	[ HV ] veh/h	[ Total veh/h ]	[ HV ] %				[ Veh. veh ]	[ Dist ] m				
South: Main Street														
1a	L1	88	16	93	18.2	0.057	4.6	LOS A	0.0	0.2	0.00	0.53	0.00	45.7
2	T1	3	0	3	0.0	0.057	0.0	LOS A	0.0	0.2	0.00	0.53	0.00	47.2
3	R2	3	0	3	0.0	0.057	4.6	LOS A	0.0	0.2	0.00	0.53	0.00	46.0
Approach		94	16	99	17.0	0.057	4.5	NA	0.0	0.2	0.00	0.53	0.00	45.7
East: Cedric Street														
4	L2	5	1	5	20.0	0.003	5.1	LOS A	0.0	0.1	0.25	0.48	0.25	45.1
6a	R1	4	0	4	0.0	0.004	3.9	LOS A	0.0	0.1	0.23	0.45	0.23	46.4
Approach		9	1	9	11.1	0.004	4.6	LOS A	0.0	0.1	0.24	0.46	0.24	45.7
NorthEast: Main Street approach														
24a	L1	14	0	15	0.0	0.008	3.9	LOS A	0.0	0.2	0.22	0.45	0.22	46.2
Approach		14	0	15	0.0	0.008	3.9	LOS A	0.0	0.2	0.22	0.45	0.22	46.2
North: Main Street														
9b	R3	5	1	5	20.0	0.005	6.0	LOS A	0.0	0.1	0.23	0.58	0.23	44.5
Approach		5	1	5	20.0	0.005	6.0	LOS A	0.0	0.1	0.23	0.58	0.23	44.5
NorthWest: Olympic Highway														
27b	L3	4	0	4	0.0	0.078	5.4	LOS A	0.4	2.8	0.04	0.51	0.04	46.1
27a	L1	2	0	2	0.0	0.078	3.5	LOS A	0.4	2.8	0.04	0.51	0.04	46.4
29a	R1	119	13	125	10.9	0.078	4.2	LOS A	0.4	2.8	0.04	0.51	0.04	45.9
Approach		125	13	132	10.4	0.078	4.2	NA	0.4	2.8	0.04	0.51	0.04	45.9
All Vehicles		247	31	260	12.6	0.078	4.3	NA	0.4	2.8	0.05	0.51	0.05	45.8

Site Level of Service (LOS) Method: Delay (RTA NSW). Site LOS Method is specified in the Parameter Settings dialog (Site tab).  
 Vehicle movement LOS values are based on average delay per movement.  
 Minor Road Approach LOS values are based on average delay for all vehicle movements.  
 NA: Intersection LOS and Major Road Approach LOS values are Not Applicable for two-way sign control since the average delay is not a good LOS measure due to zero delays associated with major road movements.  
 Delay Model: SIDRA Standard (Geometric Delay is included).  
 Queue Model: SIDRA Standard.  
 Gap-Acceptance Capacity: SIDRA Standard (Akçelik M3D).  
 HV (%) values are calculated for All Movement Classes of All Heavy Vehicle Model Designation.

# MOVEMENT SUMMARY

Site: 2 [With Dev AM Peak Main Street / Cedric Street (Site Folder: General)]

New Site  
 Site Category: (None)  
 Give-Way (Two-Way)

Vehicle Movement Performance														
Mov ID	Turn	INPUT VOLUMES		DEMAND FLOWS		Deg. Satn	Aver. Delay	Level of Service	95% BACK OF QUEUE		Prop. Que	Effective Stop Rate	Aver. No. Cycles	Aver. Speed
		[ Total veh/h ]	[ HV ] veh/h	[ Total veh/h ]	[ HV ] %				[ Veh. veh ]	[ Dist ] m				
South: Main Street														
1a	L1	88	16	93	18.2	0.065	4.6	LOS A	0.1	1.0	0.01	0.53	0.01	45.6
2	T1	3	0	3	0.0	0.065	0.0	LOS A	0.1	1.0	0.01	0.53	0.01	47.2
3	R2	23	0	24	0.0	0.065	4.6	LOS A	0.1	1.0	0.01	0.53	0.01	46.0
Approach		114	16	120	14.0	0.065	4.5	NA	0.1	1.0	0.01	0.53	0.01	45.7
East: Cedric Street														
4	L2	84	1	88	1.2	0.047	4.9	LOS A	0.2	1.6	0.24	0.50	0.24	45.4
6a	R1	14	0	15	0.0	0.013	4.0	LOS A	0.0	0.2	0.24	0.47	0.24	46.4
Approach		98	1	103	1.0	0.047	4.8	LOS A	0.2	1.6	0.24	0.50	0.24	45.5
NorthEast: Main Street approach														
24a	L1	14	0	15	0.0	0.008	3.9	LOS A	0.0	0.3	0.25	0.45	0.25	46.1
Approach		14	0	15	0.0	0.008	3.9	LOS A	0.0	0.3	0.25	0.45	0.25	46.1
North: Main Street														
9b	R3	5	1	5	20.0	0.005	6.0	LOS A	0.0	0.1	0.23	0.58	0.23	44.5
Approach		5	1	5	20.0	0.005	6.0	LOS A	0.0	0.1	0.23	0.58	0.23	44.5
NorthWest: Olympic Highway														
27b	L3	4	0	4	0.0	0.081	5.4	LOS A	0.4	2.9	0.08	0.50	0.08	46.0
27a	L1	2	0	2	0.0	0.081	3.5	LOS A	0.4	2.9	0.08	0.50	0.08	46.3
29a	R1	121	13	127	10.7	0.081	4.2	LOS A	0.4	2.9	0.08	0.50	0.08	45.8
Approach		127	13	134	10.2	0.081	4.3	NA	0.4	2.9	0.08	0.50	0.08	45.9
All Vehicles		358	31	377	8.7	0.081	4.5	NA	0.4	2.9	0.11	0.51	0.11	45.7

Site Level of Service (LOS) Method: Delay (RTA NSW). Site LOS Method is specified in the Parameter Settings dialog (Site tab).  
 Vehicle movement LOS values are based on average delay per movement.  
 Minor Road Approach LOS values are based on average delay for all vehicle movements.  
 NA: Intersection LOS and Major Road Approach LOS values are Not Applicable for two-way sign control since the average delay is not a good LOS measure due to zero delays associated with major road movements.  
 Delay Model: SIDRA Standard (Geometric Delay is included).  
 Queue Model: SIDRA Standard.  
 Gap-Acceptance Capacity: SIDRA Standard (Akçelik M3D).  
 HV (%) values are calculated for All Movement Classes of All Heavy Vehicle Model Designation.

# MOVEMENT SUMMARY

Site: 2 [PM Peak Main Street / Cedric Street (Site Folder: General)]

New Site  
 Site Category: (None)  
 Give-Way (Two-Way)

Vehicle Movement Performance														
Mov ID	Turn	INPUT VOLUMES		DEMAND FLOWS		Deg. Satn	Aver. Delay	Level of Service	95% BACK OF QUEUE		Prop. Que	Effective Stop Rate	Aver. No. Cycles	Aver. Speed
		[ Total veh/h ]	[ HV ] veh/h	[ Total veh/h ]	[ HV ] %				[ Veh. veh ]	[ Dist ] m				
South: Main Street														
1a	L1	174	8	183	4.6	0.106	4.5	LOS A	0.0	0.4	0.00	0.53	0.00	45.9
2	T1	7	0	7	0.0	0.106	0.0	LOS A	0.0	0.4	0.00	0.53	0.00	47.2
3	R2	7	0	7	0.0	0.106	4.6	LOS A	0.0	0.4	0.00	0.53	0.00	46.0
Approach		188	8	198	4.3	0.106	4.3	NA	0.0	0.4	0.00	0.53	0.00	45.9
East: Cedric Street														
4	L2	8	0	8	0.0	0.004	4.9	LOS A	0.0	0.1	0.23	0.48	0.23	45.4
6a	R1	6	0	6	0.0	0.006	4.2	LOS A	0.0	0.1	0.28	0.47	0.28	46.3
Approach		14	0	15	0.0	0.006	4.6	LOS A	0.0	0.1	0.25	0.48	0.25	45.8
NorthEast: Main Street approach														
24a	L1	8	1	8	12.5	0.005	4.1	LOS A	0.0	0.2	0.25	0.45	0.25	46.0
Approach		8	1	8	12.5	0.005	4.1	LOS A	0.0	0.2	0.25	0.45	0.25	46.0
North: Main Street														
9b	R3	8	0	8	0.0	0.008	6.0	LOS A	0.0	0.1	0.27	0.60	0.27	44.8
Approach		8	0	8	0.0	0.008	6.0	LOS A	0.0	0.1	0.27	0.60	0.27	44.8
NorthWest: Olympic Highway														
27b	L3	10	2	11	20.0	0.090	5.6	LOS A	0.4	3.2	0.07	0.50	0.07	45.8
27a	L1	7	1	7	14.3	0.090	3.6	LOS A	0.4	3.2	0.07	0.50	0.07	46.2
29a	R1	127	9	134	7.1	0.090	4.2	LOS A	0.4	3.2	0.07	0.50	0.07	45.9
Approach		144	12	152	8.3	0.090	4.2	NA	0.4	3.2	0.07	0.50	0.07	45.9
All Vehicles		362	21	381	5.8	0.106	4.3	NA	0.4	3.2	0.05	0.51	0.05	45.9

Site Level of Service (LOS) Method: Delay (RTA NSW). Site LOS Method is specified in the Parameter Settings dialog (Site tab).  
 Vehicle movement LOS values are based on average delay per movement.  
 Minor Road Approach LOS values are based on average delay for all vehicle movements.  
 NA: Intersection LOS and Major Road Approach LOS values are Not Applicable for two-way sign control since the average delay is not a good LOS measure due to zero delays associated with major road movements.  
 Delay Model: SIDRA Standard (Geometric Delay is included).  
 Queue Model: SIDRA Standard.  
 Gap-Acceptance Capacity: SIDRA Standard (Akçelik M3D).  
 HV (%) values are calculated for All Movement Classes of All Heavy Vehicle Model Designation.

# MOVEMENT SUMMARY

Site: 2 [With Dev PM Peak Main Street / Cedric Street (Site Folder: General)]

New Site  
 Site Category: (None)  
 Give-Way (Two-Way)

Vehicle Movement Performance														
Mov ID	Turn	INPUT VOLUMES		DEMAND FLOWS		Deg. Satn	Aver. Delay	Level of Service	95% BACK OF QUEUE		Prop. Que	Effective Stop Rate	Aver. No. Cycles	Aver. Speed
		[ Total veh/h ]	[ HV ] veh/h	[ Total veh/h ]	[ HV ] %				[ Veh. veh ]	[ Dist ] m				
South: Main Street														
1a	L1	174	8	183	4.6	0.143	4.5	LOS A	0.5	3.4	0.05	0.51	0.05	45.8
2	T1	11	0	12	0.0	0.143	0.0	LOS A	0.5	3.4	0.05	0.51	0.05	47.1
3	R2	86	0	91	0.0	0.143	4.6	LOS A	0.5	3.4	0.05	0.51	0.05	45.9
Approach		271	8	285	3.0	0.143	4.3	NA	0.5	3.4	0.05	0.51	0.05	45.9
East: Cedric Street														
4	L2	28	0	29	0.0	0.016	4.9	LOS A	0.1	0.5	0.24	0.49	0.24	45.4
6a	R1	8	0	8	0.0	0.009	4.5	LOS A	0.0	0.2	0.32	0.50	0.32	46.2
Approach		36	0	38	0.0	0.016	4.8	LOS A	0.1	0.5	0.26	0.50	0.26	45.6
NorthEast: Main Street approach														
24a	L1	8	1	8	12.5	0.005	4.3	LOS A	0.0	0.2	0.33	0.47	0.33	45.8
Approach		8	1	8	12.5	0.005	4.3	LOS A	0.0	0.2	0.33	0.47	0.33	45.8
North: Main Street														
9b	R3	8	0	8	0.0	0.008	6.0	LOS A	0.0	0.1	0.28	0.61	0.28	44.8
Approach		8	0	8	0.0	0.008	6.0	LOS A	0.0	0.1	0.28	0.61	0.28	44.8
NorthWest: Olympic Highway														
27b	L3	10	2	11	20.0	0.109	5.6	LOS A	0.5	3.9	0.14	0.49	0.14	45.6
27a	L1	17	1	18	5.9	0.109	3.6	LOS A	0.5	3.9	0.14	0.49	0.14	46.1
29a	R1	137	9	144	6.6	0.109	4.5	LOS A	0.5	3.9	0.14	0.49	0.14	45.8
Approach		164	12	173	7.3	0.109	4.4	NA	0.5	3.9	0.14	0.49	0.14	45.8
All Vehicles		487	21	513	4.3	0.143	4.4	NA	0.5	3.9	0.10	0.50	0.10	45.8

Site Level of Service (LOS) Method: Delay (RTA NSW). Site LOS Method is specified in the Parameter Settings dialog (Site tab).  
 Vehicle movement LOS values are based on average delay per movement.  
 Minor Road Approach LOS values are based on average delay for all vehicle movements.  
 NA: Intersection LOS and Major Road Approach LOS values are Not Applicable for two-way sign control since the average delay is not a good LOS measure due to zero delays associated with major road movements.  
 Delay Model: SIDRA Standard (Geometric Delay is included).  
 Queue Model: SIDRA Standard.  
 Gap-Acceptance Capacity: SIDRA Standard (Akçelik M3D).  
 HV (%) values are calculated for All Movement Classes of All Heavy Vehicle Model Designation.

# MOVEMENT SUMMARY

Site: 3 [AM Peak Olympic Highway / Waterworks Road (Site Folder: General)]

New Site

Site Category: (None)  
Give-Way (Two-Way)

Vehicle Movement Performance														
Mov ID	Turn	INPUT VOLUMES		DEMAND FLOWS		Deg. Satn	Aver. Delay	Level of Service	95% BACK OF QUEUE		Prop. Que	Effective Stop Rate	Aver. No. Cycles	Aver. Speed
		[ Total veh/h ]	[ HV ] veh/h	[ Total veh/h ]	[ HV ] %				[ Veh. veh ]	[ Dist ] m				
South: Waterworks Road														
1	L2	2	0	2	0.0	0.002	4.7	LOS A	0.0	0.0	0.14	0.50	0.14	56.8
3	R2	1	0	1	0.0	0.002	4.8	LOS A	0.0	0.0	0.14	0.50	0.14	56.5
Approach		3	0	3	0.0	0.002	4.7	LOS A	0.0	0.0	0.14	0.50	0.14	56.7
East: The Olympic Highway														
4	L2	1	0	1	0.0	0.039	7.8	LOS A	0.0	0.0	0.00	0.01	0.00	88.3
5	T1	67	7	71	10.4	0.039	0.0	LOS A	0.0	0.0	0.00	0.01	0.00	99.6
Approach		68	7	72	10.3	0.039	0.1	NA	0.0	0.0	0.00	0.01	0.00	99.4
West: The Olympic Highway														
11	T1	72	20	76	27.8	0.046	0.0	LOS A	0.0	0.0	0.01	0.01	0.01	99.5
12	R2	1	0	1	0.0	0.046	7.6	LOS A	0.0	0.0	0.01	0.01	0.01	65.0
Approach		73	20	77	27.4	0.046	0.1	NA	0.0	0.0	0.01	0.01	0.01	98.8
All Vehicles		144	27	152	18.8	0.046	0.2	NA	0.0	0.0	0.01	0.02	0.01	97.6

Site Level of Service (LOS) Method: Delay (RTA NSW). Site LOS Method is specified in the Parameter Settings dialog (Site tab).

Vehicle movement LOS values are based on average delay per movement.

Minor Road Approach LOS values are based on average delay for all vehicle movements.

NA: Intersection LOS and Major Road Approach LOS values are Not Applicable for two-way sign control since the average delay is not a good LOS measure due to zero delays associated with major road movements.

Delay Model: SIDRA Standard (Geometric Delay is included).

Queue Model: SIDRA Standard.

Gap-Acceptance Capacity: SIDRA Standard (Akçelik M3D).

HV (%) values are calculated for All Movement Classes of All Heavy Vehicle Model Designation.

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Project: S:\Projects\SCT\_00469C\_Junee Rezoning Application\3. Technical Work Area\1. Network Optimisation\SIDRA Analysis Junee Rezoning.sip9



# MOVEMENT SUMMARY

Site: 3 [With Dev AM Peak Olympic Highway / Waterworks Road (Site Folder: General)]

New Site  
 Site Category: (None)  
 Give-Way (Two-Way)

Vehicle Movement Performance														
Mov ID	Turn	INPUT VOLUMES		DEMAND FLOWS		Deg. Satn	Aver. Delay	Level of Service	95% BACK OF QUEUE		Prop. Que	Effective Stop Rate	Aver. No. Cycles	Aver. Speed
		[ Total veh/h ]	[ HV ] veh/h	[ Total veh/h ]	[ HV ] %				[ Veh. veh ]	[ Dist ] m				
South: Waterworks Road														
1	L2	2	0	2	0.0	0.054	4.7	LOS A	0.1	0.9	0.15	0.55	0.15	56.8
3	R2	73	0	77	0.0	0.054	4.8	LOS A	0.1	0.9	0.15	0.55	0.15	56.5
Approach		75	0	79	0.0	0.054	4.8	LOS A	0.1	0.9	0.15	0.55	0.15	56.5
East: The Olympic Highway														
4	L2	18	0	19	0.0	0.049	7.8	LOS A	0.0	0.0	0.00	0.14	0.00	84.9
5	T1	67	7	71	10.4	0.049	0.0	LOS A	0.0	0.0	0.00	0.14	0.00	95.2
Approach		85	7	89	8.2	0.049	1.7	NA	0.0	0.0	0.00	0.14	0.00	92.8
West: The Olympic Highway														
11	T1	72	20	76	27.8	0.046	0.0	LOS A	0.0	0.0	0.01	0.01	0.01	99.5
12	R2	1	0	1	0.0	0.046	7.6	LOS A	0.0	0.0	0.01	0.01	0.01	65.0
Approach		73	20	77	27.4	0.046	0.1	NA	0.0	0.0	0.01	0.01	0.01	98.8
All Vehicles		233	27	245	11.6	0.054	2.2	NA	0.1	0.9	0.05	0.23	0.05	78.2

Site Level of Service (LOS) Method: Delay (RTA NSW). Site LOS Method is specified in the Parameter Settings dialog (Site tab).  
 Vehicle movement LOS values are based on average delay per movement.  
 Minor Road Approach LOS values are based on average delay for all vehicle movements.  
 NA: Intersection LOS and Major Road Approach LOS values are Not Applicable for two-way sign control since the average delay is not a good LOS measure due to zero delays associated with major road movements.  
 Delay Model: SIDRA Standard (Geometric Delay is included).  
 Queue Model: SIDRA Standard.  
 Gap-Acceptance Capacity: SIDRA Standard (Akçelik M3D).  
 HV (%) values are calculated for All Movement Classes of All Heavy Vehicle Model Designation.

# MOVEMENT SUMMARY

Site: 3 [PM Peak Olympic Highway / Waterworks Road (Site Folder: General)]

New Site

Site Category: (None)  
Give-Way (Two-Way)

Vehicle Movement Performance														
Mov ID	Turn	INPUT VOLUMES		DEMAND FLOWS		Deg. Satn	Aver. Delay	Level of Service	95% BACK OF QUEUE		Prop. Que	Effective Stop Rate	Aver. No. Cycles	Aver. Speed
		[ Total veh/h ]	[ HV ] veh/h	[ Total veh/h ]	[ HV ] %				[ Veh. veh ]	[ Dist ] m				
South: Waterworks Road														
1	L2	1	0	1	0.0	0.003	4.7	LOS A	0.0	0.1	0.16	0.52	0.16	56.8
3	R2	3	0	3	0.0	0.003	4.8	LOS A	0.0	0.1	0.16	0.52	0.16	56.5
Approach		4	0	4	0.0	0.003	4.8	LOS A	0.0	0.1	0.16	0.52	0.16	56.6
East: The Olympic Highway														
4	L2	1	0	1	0.0	0.049	7.8	LOS A	0.0	0.0	0.00	0.01	0.00	88.4
5	T1	84	9	88	10.7	0.049	0.0	LOS A	0.0	0.0	0.00	0.01	0.00	99.7
Approach		85	9	89	10.6	0.049	0.1	NA	0.0	0.0	0.00	0.01	0.00	99.5
West: The Olympic Highway														
11	T1	111	11	117	9.9	0.064	0.0	LOS A	0.0	0.0	0.00	0.01	0.00	99.7
12	R2	1	0	1	0.0	0.064	7.6	LOS A	0.0	0.0	0.00	0.01	0.00	65.0
Approach		112	11	118	9.8	0.064	0.1	NA	0.0	0.0	0.00	0.01	0.00	99.3
All Vehicles		201	20	212	10.0	0.064	0.2	NA	0.0	0.1	0.01	0.02	0.01	97.9

Site Level of Service (LOS) Method: Delay (RTA NSW). Site LOS Method is specified in the Parameter Settings dialog (Site tab).

Vehicle movement LOS values are based on average delay per movement.

Minor Road Approach LOS values are based on average delay for all vehicle movements.

NA: Intersection LOS and Major Road Approach LOS values are Not Applicable for two-way sign control since the average delay is not a good LOS measure due to zero delays associated with major road movements.

Delay Model: SIDRA Standard (Geometric Delay is included).

Queue Model: SIDRA Standard.

Gap-Acceptance Capacity: SIDRA Standard (Akçelik M3D).

HV (%) values are calculated for All Movement Classes of All Heavy Vehicle Model Designation.

# MOVEMENT SUMMARY

Site: 3 [With Dev PM Peak Olympic Highway / Waterworks Road (Site Folder: General)]

New Site  
 Site Category: (None)  
 Give-Way (Two-Way)

Vehicle Movement Performance														
Mov ID	Turn	INPUT VOLUMES		DEMAND FLOWS		Deg. Satn	Aver. Delay	Level of Service	95% BACK OF QUEUE		Prop. Que	Effective Stop Rate	Aver. No. Cycles	Aver. Speed
		[ Total veh/h ]	[ HV ] veh/h	[ Total veh/h ]	[ HV ] %				[ Veh. veh ]	[ Dist ] m				
South: Waterworks Road														
1	L2	1	0	1	0.0	0.017	4.8	LOS A	0.0	0.3	0.18	0.55	0.18	56.7
3	R2	21	0	22	0.0	0.017	4.9	LOS A	0.0	0.3	0.18	0.55	0.18	56.4
Approach		22	0	23	0.0	0.017	4.9	LOS A	0.0	0.3	0.18	0.55	0.18	56.5
East: The Olympic Highway														
4	L2	73	0	77	0.0	0.090	7.8	LOS A	0.0	0.0	0.00	0.32	0.00	81.0
5	T1	84	9	88	10.7	0.090	0.0	LOS A	0.0	0.0	0.00	0.32	0.00	90.4
Approach		157	9	165	5.7	0.090	3.7	NA	0.0	0.0	0.00	0.32	0.00	85.8
West: The Olympic Highway														
11	T1	111	11	117	9.9	0.064	0.0	LOS A	0.0	0.0	0.01	0.01	0.01	99.7
12	R2	1	0	1	0.0	0.064	7.8	LOS A	0.0	0.0	0.01	0.01	0.01	65.0
Approach		112	11	118	9.8	0.064	0.1	NA	0.0	0.0	0.01	0.01	0.01	99.2
All Vehicles		291	20	306	6.9	0.090	2.4	NA	0.0	0.3	0.02	0.21	0.02	86.9

Site Level of Service (LOS) Method: Delay (RTA NSW). Site LOS Method is specified in the Parameter Settings dialog (Site tab).  
 Vehicle movement LOS values are based on average delay per movement.  
 Minor Road Approach LOS values are based on average delay for all vehicle movements.  
 NA: Intersection LOS and Major Road Approach LOS values are Not Applicable for two-way sign control since the average delay is not a good LOS measure due to zero delays associated with major road movements.  
 Delay Model: SIDRA Standard (Geometric Delay is included).  
 Queue Model: SIDRA Standard.  
 Gap-Acceptance Capacity: SIDRA Standard (Akçelik M3D).  
 HV (%) values are calculated for All Movement Classes of All Heavy Vehicle Model Designation.



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# 192 WATERWORKS RD STORMWATER MANAGEMENT REPORT

OCTOBER 2023

PREPARED FOR JUNEE ONE PTY LTD

This report has been prepared by the office of Spiire.  
Suite 5, Level 1, 243 Northbourne Ave, Lyneham **Canberra** ACT 2602

<b>Issue Date</b>	<b>Rev No</b>	<b>Authors</b>	<b>Checked</b>	<b>Approved</b>
Oct 2023	0	E.R.	M.Y.	T.C.

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Authors: Ericson Reyes Spiire Australia Pty Ltd. Project Number 321154

File Name: \\spiire.com.au\candata\Data\32\321154\001\Water\Documents & Calculations\Reports

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Cover photo: Credits to the owner <https://www.ontheproperty.com.au/property/nsw/junee-2663/192-waterworks-rd-junee-nsw-2663-14853168>, showing the view from the South East corner ohonf the site overlooking the parcel to North West of the site.

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## 1. INTRODUCTION

Spiire Australia Pty Ltd (Spiire) has been engaged by Junee One Pty Ltd to prepare a Stormwater Management Report to analyse the capture, conveyance, and treatment of stormwater flows for the proposed rezoning of 192 Waterworks Road, Junee from RU1- Primary production to RU5 – General Residential

This report investigates the minimum size of water assets servicing future general residential use.



## 2. BACKGROUND

### 2.1 LOCATION

192 Waterworks Road is located approximately 3km east of the Junee township and has an area of 78 hectares.

The site is bounded by Waterworks Road, Railway and Olympic Highway to the north; neighbouring rural land to the east; large residential lots and Kinvara Road to the south; and large residential lots to the west. Figure 1 shows these key features in relation to the site.



Figure 1: Site context map

## 2.2 SITE CONSTRAINTS AND CONTEXT

The following information has been informed by:

- ▶ Lyall and Associates (2011), *Lower Butlers Gully Floodplain Risk Study and Plan Final Report* (March 2011)
- ▶ Lyall and Associates (2013), *Detention Basins on Rocky Creek and Kinvara Overland Flow Path Concept Design Volume 1 Report* (October 2013)
- ▶ Aitken Rowe (2012), *Geotechnical Investigation – Proposed Detention Basin 1, Kinvara Water Course, Cedric Street, Junee, NSW* (September 2012).

Site constraints and considerations are summarised in the below table.

Item	Description
Kinvara Overland flow path	Historical studies identified that the southern catchment of the subject site's runoff contributes to stormwater inflows to the east of the Junee township.
Soil Conditions	Geotechnical information is not yet available for the subject site. Lyall and Associates engaged Aitken Rowe to conduct a preliminary geotechnical investigation approximately 265m west of the southwestern boundary of the subject site. The report indicates that the tested areas have silty sand, sandy clay, and weathered granite rock within the investigated depth of 5.5 to 6.0m. Low plasticity sandy clay, silty sand, and granite bedrock were encountered in the borehole locations, which seepage loss may be significant due to the nature of the high permeability.
Local Stormwater Asset Guidelines	As there is no documentation available at this stage, all relevant guidelines will be adopted.

Based on the current available information, these values and constraints have been considered in the concepts developed so far.

## 2.3 EXISTING CONDITIONS

The site is currently zoned as RU1- Primary production and has been historically used for grazing and dry cropping. The site is split by a ridge line in its centre, forming two distinct stormwater catchments. The northern catchment drains to the north, via culverts through both the Main Southern Railway and the Olympic Highway corridors into neighbouring farmland. The southern catchment drains to the west, via an incised gully into neighbouring development consisting of low density residential lots before entering the Junee Township. There are multiple farm dams, sheds, and silos located on the site.

### 3. HYDROLOGY

The hydrological analysis forms the basis for sizing key infrastructure and ensuring the safe conveyance of flow. This includes confirming catchments, determining flow paths, and estimating the critical flow for the pre and post developed conditions.

#### 3.1 REQUIREMENTS & OBJECTIVES

A hydrological RORB model was used to determine the critical peak flow values for the 20% AEP (5-year ARI) (minor) and 1% AEP (100-year ARI) (major) storm events. These principles guide the following:

- ▶ Sizing of retarding infrastructure – designed to attenuate the 1 % and 20% AEP developed peak flows and,
- ▶ Sizing of stormwater quality infrastructure – designed to treat 4EY developed flow.

This section focuses primarily on the flow conditions in existing and post development scenarios.

Modelling has taken into account flows entering the subject site from external catchments as part of the investigation.

#### 3.2 CURRENT CONDITIONS

##### 3.2.1 CATCHMENT DESCRIPTION

Two independent catchments are created by the site's ridge line, which also creates two separate outfalls. The site normally has a slope of 2% to 20%, with greater slopes in some locations near the ridgelines and within the existing southern catchment gully. In Figure 2, the northern and southern catchment boundaries, identified flow pathways, and site slopes are displayed.

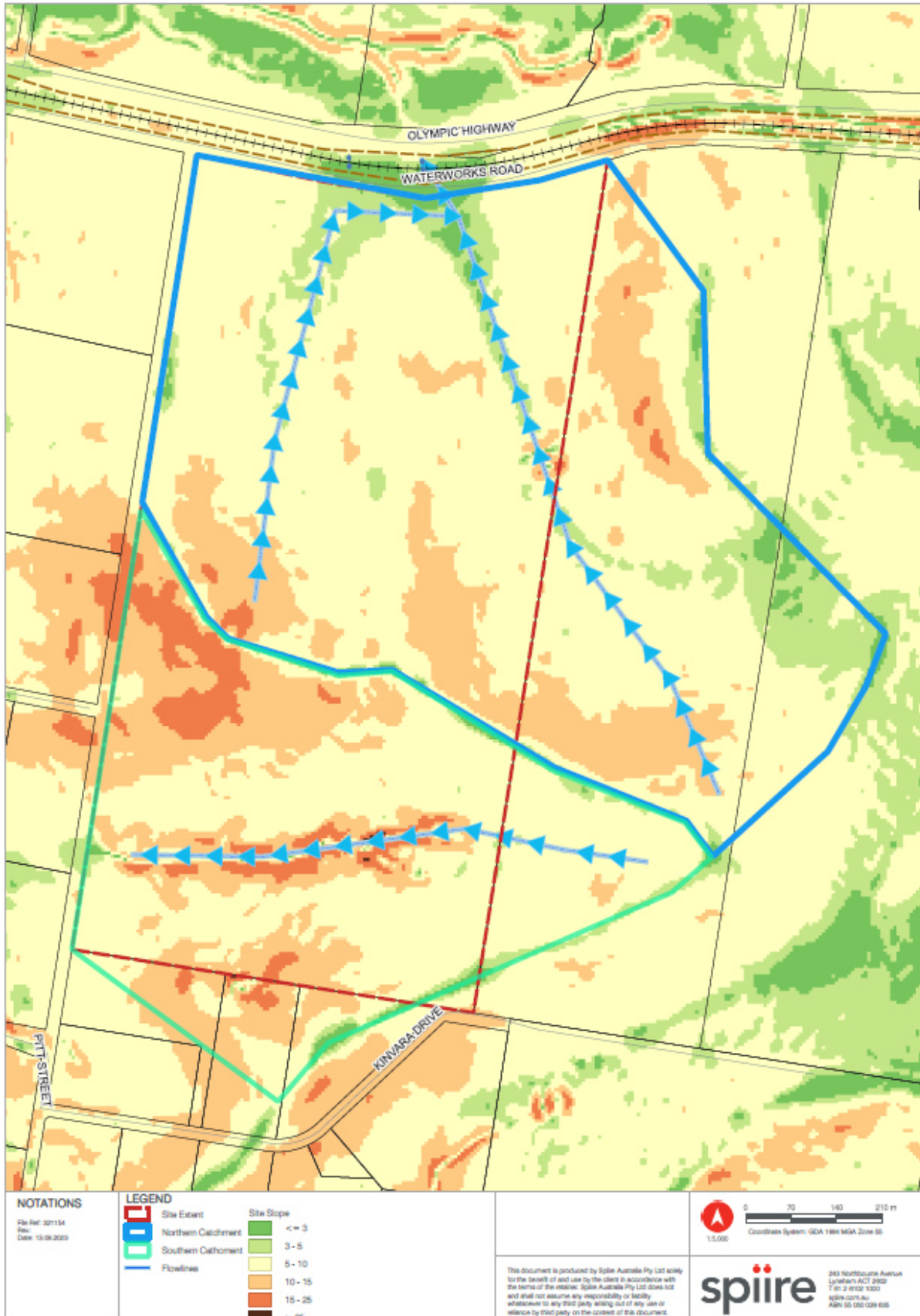


Figure 2: Catchment Description

### 3.3 HYDROLOGY MODELLING

#### 3.3.1 EXISTING CONDITIONS

The site naturally drains in two directions, which form the northern catchment (blue) and the southern catchment (green), as displayed in Figure 3 which shows the RORB Model catchment delineation. A more detailed catchment plan is presented in Appendix A.

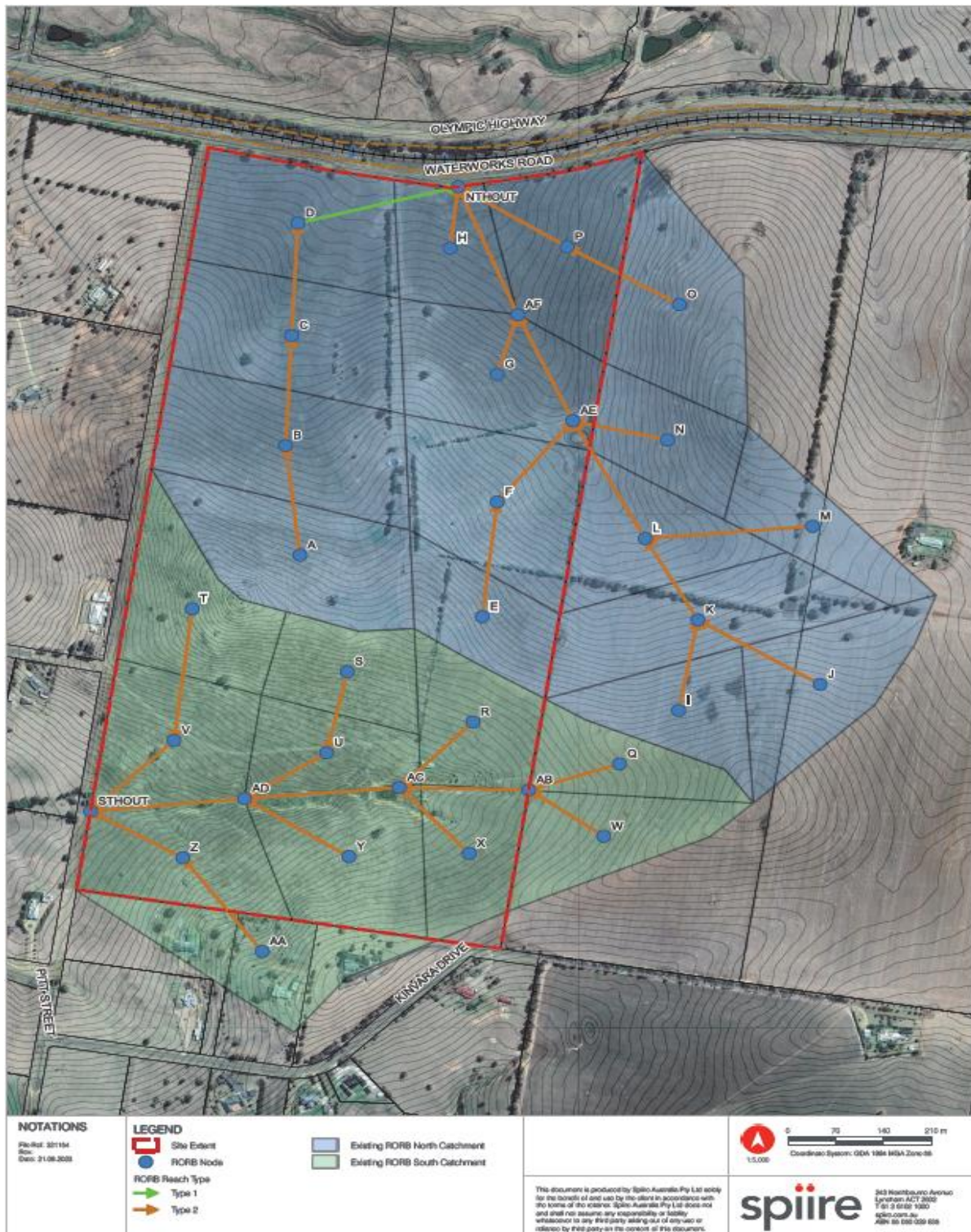


Figure 3: Existing Conditions RORB Catchment Plan

The two sub catchments were modelled using the hydraulic design program RORB in accordance with the Australian Rainfall Runoff (ARR) 2019 methodology. RORB reach types 1 and 2 were used to model all reaches due to the slope of the site.

In accordance with ARR2019 guidelines, an ensemble simulation was used to calculate the median flow plus 1 as the critical event. The rainfall temporal patterns were obtained through the ARR Data Hub website on July 26, 2023. The rainfall IFD's data was obtained through the BOM website on July 26, 2023.

Initial and continuing loss values were also obtained through the ARR Data Hub website.

As the subject site falls within the NSW region, the NSW Office of Environment and Heritage (OEH 2019) hierarchical approach to modify the ARR data hub design losses has been applied.

The model was initially run using calculated Kc's from the Regional equation; Eastern NSW (Kleemola), the results do not correlate with the RFFE and Rational values; hence adjustments to Kc were applied instead.

The Kc routing coefficient was modified until the results were closer to the Rational Bransby Williams T<sub>c</sub> method's and RFFE model's estimated peak flows; this was to mimic existing flow conditions.

Parameters used in the RORB model are presented below in Table 1.

**Table 1: Pre-developed RORB model parameters**

Parameter		Value
Loss Parameters	1% AEP Initial Loss (mm)	*27
	20%AEP Initial Loss (mm)	*27
	Continuing Loss (mm/hr)	1.8
RORB runoff routing parameters	m	0.8
	Kc (North)	1.30
	Kc (South)	1.35
Catchment Fraction Impervious		0.05

*\*ARR datahub values – RORB model was set to factor in OEH 2019 recommended Probability Neutral Bust Initial Loss*

The results of the analysis were compared to the rational method calculation using a Bransby Williams T<sub>c</sub> and the RFFE model. The results of the different methods are also presented in Table 2 below.

**Table 2: RORB model Comparison (existing site 1% AEP peak flows)**

Catchment	Design Event	RFFE	Rational (Bransby Williams)	RORB
North	1%AEP Flow (m <sup>3</sup> /s)	5.49	5.71	5.63
South	1%AEP Flow (m <sup>3</sup> /s)	3.32	3.57	3.40

All three methodologies produced similar results; therefore, the model was deemed fit for use.

### 3.3.2 PROPOSED CONDITIONS

Information on the future development masterplan was not available at the time of this assessment, assumptions were made to allow hydrological analysis for the developed condition. A detailed developed catchment plan is presented in Appendix B.

The assumptions are as follows:

- ▶ All areas within the site boundary are to be in developed conditions.
- ▶ Fraction impervious, FI = 0.65
- ▶ Developed catchment delineations are similar to the predeveloped condition.
- ▶ Catchments outside the site boundary to remain undeveloped and contribute to the overall catchment flows.
- ▶ Parameters used in the Developed condition RORB model are presented below in Table 3.

**Table 3: Developed condition RORB model parameters**

Parameter		Value
Loss Parameters	1% AEP Initial Loss (mm)	*27
	20%AEP Initial Loss (mm)	*27
	Continuing Loss (mm/hr)	1.8
RORB runoff routing parameters	m	0.8
	Kc (North)	1.30
	Kc (South)	1.35
Developed Catchment Fraction Impervious		0.65
Undeveloped External Catchment Fraction Impervious		0.05

*\*ARR datahub values – RORB model was set to factor in OEH 2019 recommended Probability Neutral Bust Initial Loss*

The model was iteratively run with a detention basin until the predeveloped flow for the site was achieved for both the 1% and 20% AEP events. The results of this analysis as well as the proposed basin size are presented in Tables 4 and 5.

The outlet configuration for the detention basin was assumed to be 4 x 900mm DIA pipe (North WL) and a 3 x 900mm DIA pipe (South WL). This was sized to choke the flows back to the predeveloped values for both the major (1%) and minor (20%) events.

**Table 4: North Catchment Developed Model Results**

NORTH CATCHMENT	20%AEP	1%AEP
Predeveloped Flow	2.17 m <sup>3</sup> /s	5.63 m <sup>3</sup> /s
Developed Unattenuated Flow	7.72 m <sup>3</sup> /s	17.56 m <sup>3</sup> /s
Developed Attenuated Flow	2.09 m <sup>3</sup> /s	5.31 m <sup>3</sup> /s
Basin Storage Volume	12,500 m <sup>3</sup>	23,000 m <sup>3</sup>

**Table 5 South Catchment Developed Model Results**

SOUTH CATCHMENT	20%AEP	1%AEP
Predeveloped Flow	1.31 m <sup>3</sup> /s	3.40 m <sup>3</sup> /s
Developed Unattenuated Flow	5.31 m <sup>3</sup> /s	12.00 m <sup>3</sup> /s
Developed Attenuated Flow	1.26 m <sup>3</sup> /s	2.95 m <sup>3</sup> /s
Basin Storage Volume	7,300 m <sup>3</sup>	14,000 m <sup>3</sup>

Figure 4 shows the proposed indicative location of the Northern and Southern Wetland Retarding Basins.



**Figure 4: Wetland Retarding Basin Proposed Location**



### 3.3.3 EXTERNAL FLOWS

#### 3.3.3.1 Northern Catchment

External flows entering the eastern boundary of the site in the 20% AEP event was calculated at 2.53m<sup>3</sup>/s. At this flowrate, future road drainage network can convey this with a minimum size of 1200mm diameter pipe.

### 3.4 SUMMARY

- ▶ Increased flows to the northern and southern catchments due to development can be managed by retarding basins initially sized at 23,000 m<sup>3</sup> and 14,000 m<sup>3</sup> respectively.
- ▶ Initial sizing is based on the scenario that the whole area of the land will be fully developed; basin sizing may change once a development plan is available.

## 4. STORMWATER QUALITY

### 4.1 REQUIREMENTS & OBJECTIVES

Stormwater quality policies and guidelines are not currently available at the local council. In lieu of this, Spiire has adopted the relevant available guidelines.

NSW's MUSIC Modelling Guidelines 2015 were adopted to assess the stormwater quality of the proposed rezoning area.

Target load-based reductions are based on *Sydney Water's Stormwater Quality Targets Policy 2021*, which are as follows:

- ▶ 85% reduction in the annual load of Total Suspended Solids (TSS)
- ▶ 60% reduction in the annual load of Total Phosphorus (TP)
- ▶ 45% reduction in the annual load of Total Nitrogen (TN)
- ▶ 90% reduction in the annual Gross Pollutants (GP)

### 4.2 DESIGN PARAMETERS

A summary of design parameters for modelling catchments in MUSIC is provided in Table 6.

**Table 6: General soil parameters**

MUSIC Parameter	Value
Developed Fraction impervious	0.65
Soil storage capacity	*142 mm
Field capacity	*94 mm

\*NSW MUSIC Guidelines 2015 Table 5-5

The overall parameters used in modelling the sediment pond and wetland nodes in MUSIC are provided in Table 7.

**Table 7: Node design parameters**

MUSIC Parameter	Design Criteria
Design flow	Q <sub>20%</sub>
Extended detention depth (EDD)	350 mm
Detention Period	72 Hours

### 4.3 DRAINAGE ASSET SIZING

Sediment ponds and Wetland retarding basins were modelled for each catchment. Figure 5 shows the MUSIC model diagram used for the northern catchment and Figure 6 shows the southern catchment.

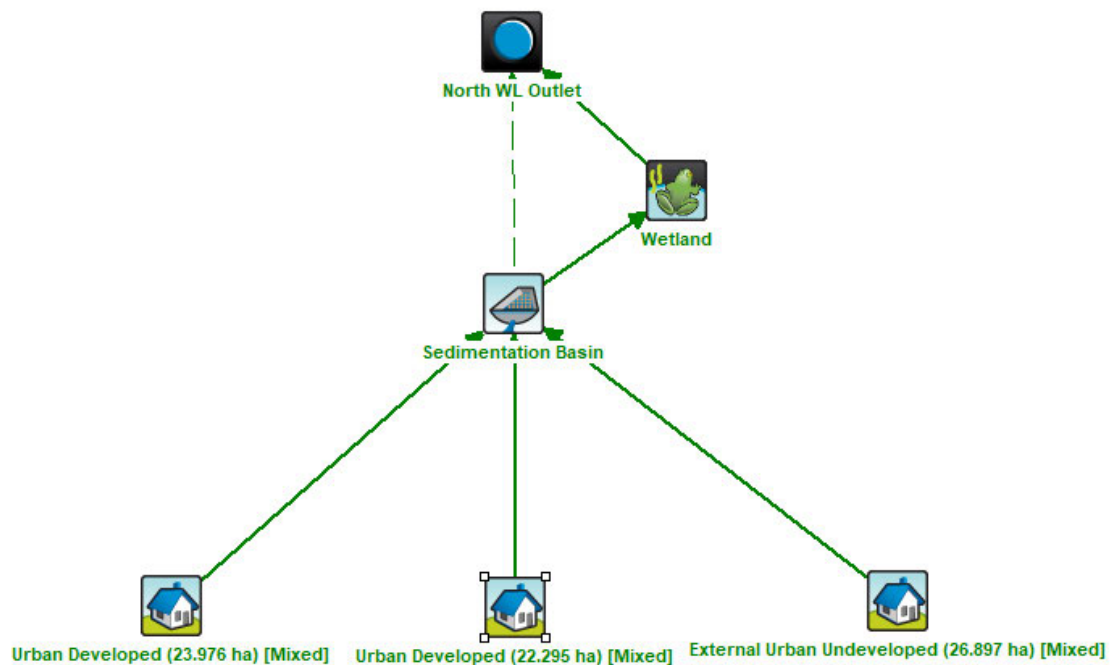


Figure 5: MUSIC modelling diagram – Northern Catchment

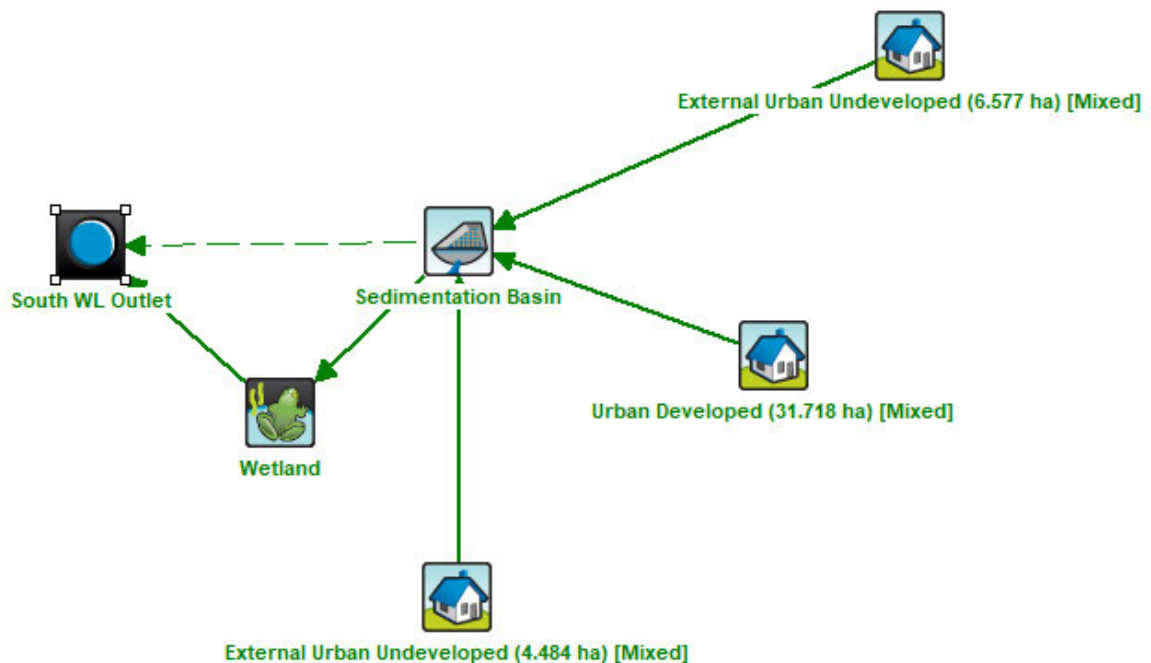


Figure 6: MUSIC modelling diagram – Southern Catchment

The drainage assets were sized in MUSIC to achieve best practice targets. A summary of the drainage asset sizes is provided in Table 8. Note that further refinement of the design parameters when development plans are available could potentially change the size.

**Table 8: Drainage asset size summary**

Drainage Asset	Area at NWL (m <sup>2</sup> )
North Sediment Pond	1,260
North Wetland Retarding Basin	15,400
South Sediment Pond	990
South Wetland Retarding Basin	10,450

#### 4.4 RESULTS

Results of the MUSIC model for the total treatment train for 192 Waterworks Road are shown below in Table 9 and Table 10 below.

**Table 9: North Wetland Retarding System**

	Sources	Residual Load	% Reduction	Criteria Met?
Total suspended solids (kg/year)	28,300	3,830	86	Yes
Total phosphorous (kg/year)	46.8	13.8	70	Yes
Total nitrogen (kg/year)	348	191	45	Yes
Gross pollutants (kg/year)	5,900	0	100	Yes

**Table 10: South Wetland Retarding System**

	Sources	Residual Load	% Reduction	Criteria Met?
Total suspended solids (kg/year)	19,100	2,600	86	Yes
Total phosphorous (kg/year)	31.1	9.11	70	Yes
Total nitrogen (kg/year)	235	128	45	Yes
Gross pollutants (kg/year)	4,090	0	100	Yes

The above results show that all targets have been met; this could potentially be changed when developed conditions are accurately defined.

## 5. SUMMARY/RECOMMENDATIONS

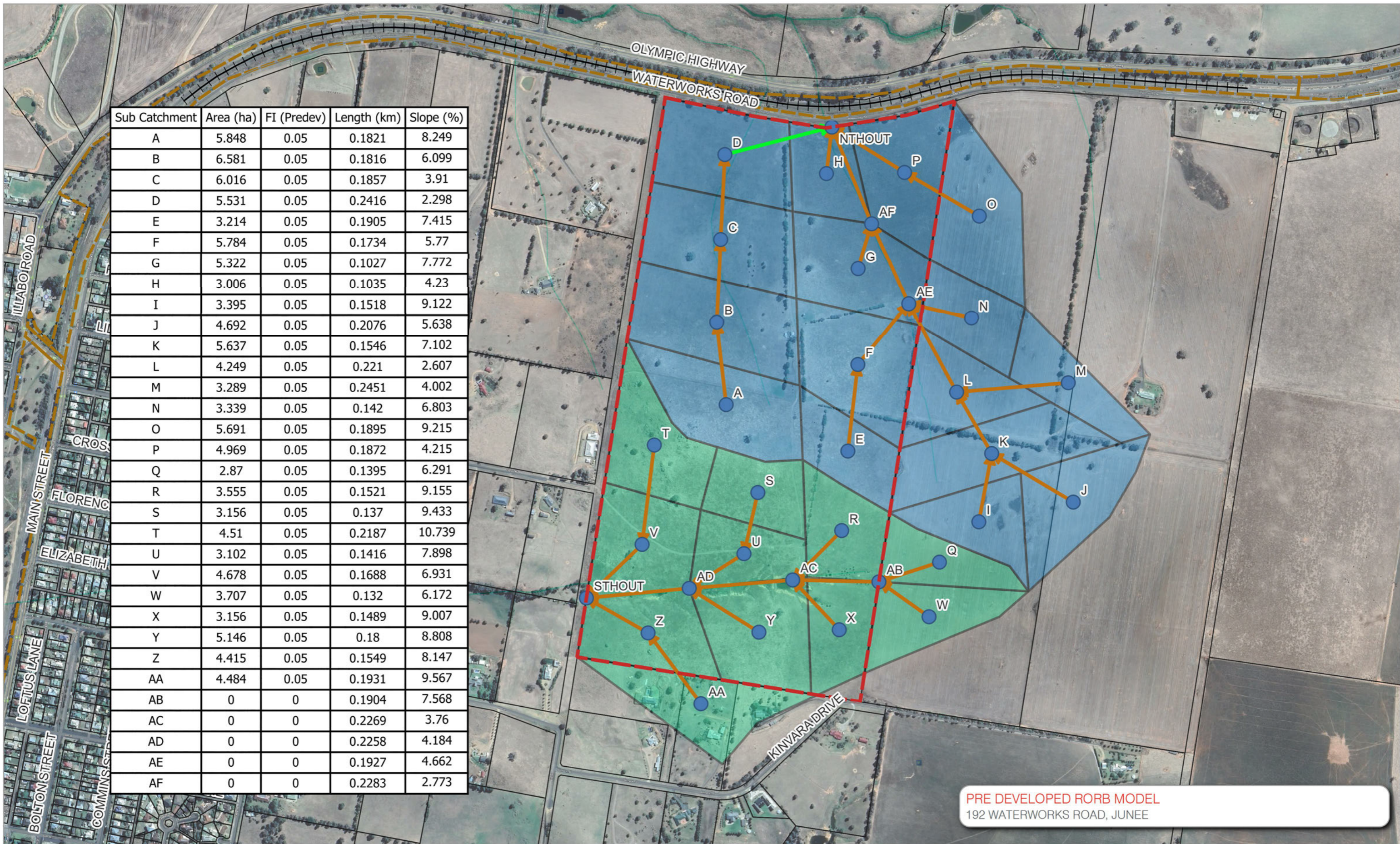
This document provides supporting information regarding stormwater components of the 192 Waterworks Road Junee's rezoning proposal. The primary findings from this report include:

- ▶ Identification of attenuated developed peak flows exiting the site.
- ▶ Predeveloped external flows entering the site boundary can be conveyed through road drainage network to be sized during future design phases.
- ▶ Minimum Wetland Retarding Basin sizing requirements to service future land use.

## 6. REFERENCES

- ▶ Lyall and Associates (2011), Lower Butlers Gully Floodplain Risk Study and Plan Final Report (March 2011)
- ▶ Lyall and Associates (2013), Detention Basins on Rocky Creek and Kinvara Overland Flow Path Concept Design Volume 1 Report (October 2013)
- ▶ Aitken Rowe (2012), Geotechnical Investigation – Proposed Detention Basin 1, Kinvara Water Course, Cedric Street, Junee, NSW (September 2012).
- ▶ NSW, MUSIC *Modelling Guidelines* (August 2015)
- ▶ Sydney Water, Stormwater quality targets policy (2021)

## APPENDIX A – PRE DEVELOPED CATCHMENT PLAN



Sub Catchment	Area (ha)	FI (Predev)	Length (km)	Slope (%)
A	5.848	0.05	0.1821	8.249
B	6.581	0.05	0.1816	6.099
C	6.016	0.05	0.1857	3.91
D	5.531	0.05	0.2416	2.298
E	3.214	0.05	0.1905	7.415
F	5.784	0.05	0.1734	5.77
G	5.322	0.05	0.1027	7.772
H	3.006	0.05	0.1035	4.23
I	3.395	0.05	0.1518	9.122
J	4.692	0.05	0.2076	5.638
K	5.637	0.05	0.1546	7.102
L	4.249	0.05	0.221	2.607
M	3.289	0.05	0.2451	4.002
N	3.339	0.05	0.142	6.803
O	5.691	0.05	0.1895	9.215
P	4.969	0.05	0.1872	4.215
Q	2.87	0.05	0.1395	6.291
R	3.555	0.05	0.1521	9.155
S	3.156	0.05	0.137	9.433
T	4.51	0.05	0.2187	10.739
U	3.102	0.05	0.1416	7.898
V	4.678	0.05	0.1688	6.931
W	3.707	0.05	0.132	6.172
X	3.156	0.05	0.1489	9.007
Y	5.146	0.05	0.18	8.808
Z	4.415	0.05	0.1549	8.147
AA	4.484	0.05	0.1931	9.567
AB	0	0	0.1904	7.568
AC	0	0	0.2269	3.76
AD	0	0	0.2258	4.184
AE	0	0	0.1927	4.662
AF	0	0	0.2283	2.773

PRE DEVELOPED RORB MODEL  
192 WATERWORKS ROAD, JUNEE

**NOTATIONS**  
File Ref: 321154  
Rev:  
Date: 23.08.2023

**LEGEND**

- Site Extent
- RORB Node
- RORB Reach Type
  - Type 1
  - Type 2
- Existing RORB North Catchment
- Existing RORB South Catchment

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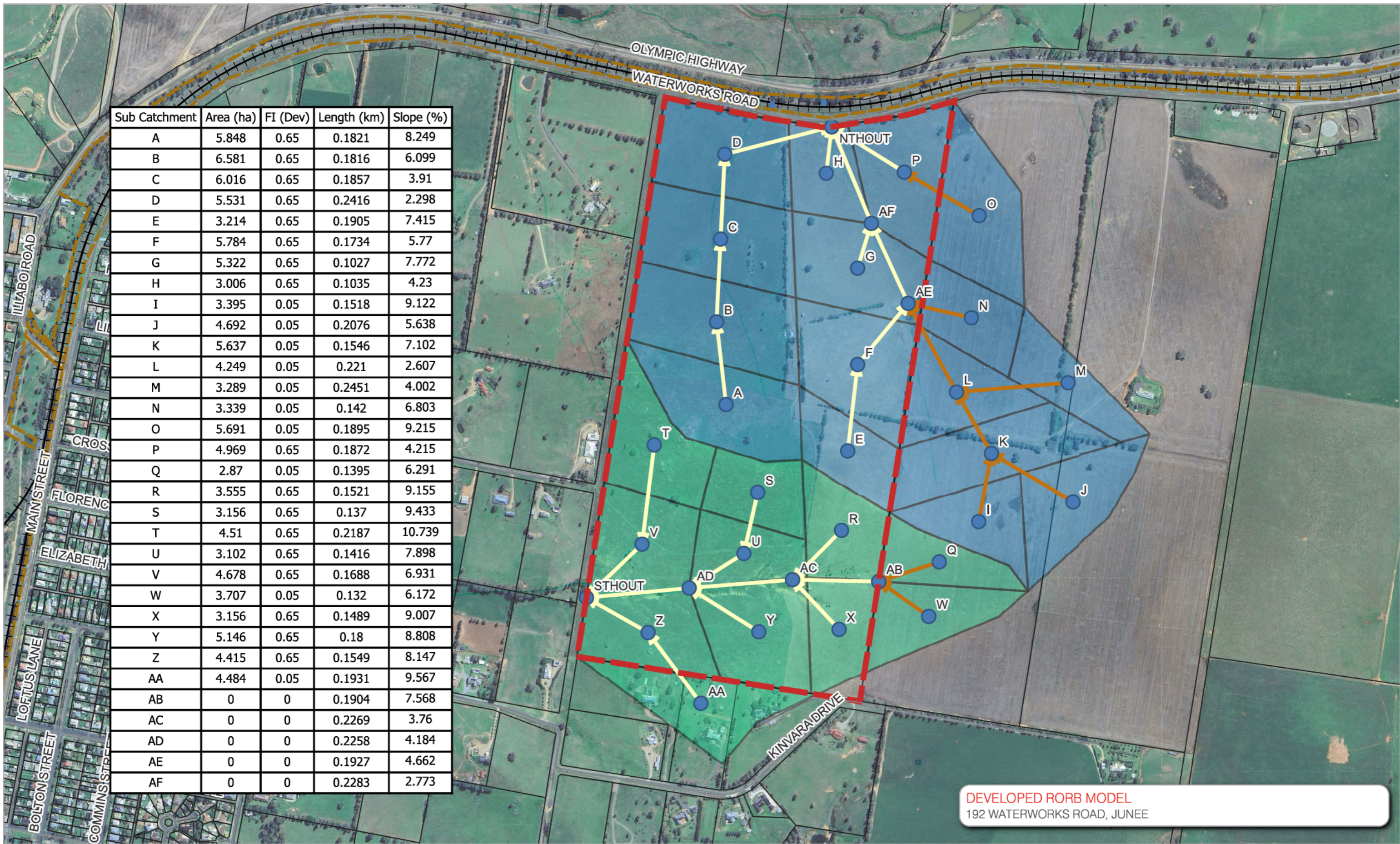
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## APPENDIX B – DEVELOPED CATCHMENT PLAN



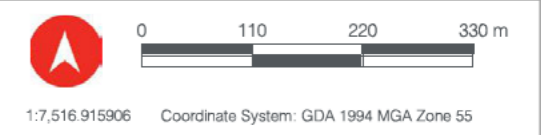
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AE	0	0	0.1927	4.662
AF	0	0	0.2283	2.773

**DEVELOPED RORB MODEL**  
192 WATERWORKS ROAD, JUNEE

**NOTATIONS**  
File Ref: 321154  
Rev:  
Date: 04.10.2023

**LEGEND**  
 Site Extent  
 RORB Node  
 Developed RORB North Catchment  
 Developed RORB South Catchment

**DEVELOPED RORB Reach**  
 Type 2  
 Type 3



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**Item 13            CHAIN OF RESPONSIBILITY POLICY**

Author            Director Engineering Services Attachment

Attachment      Draft Chain of Responsibility Policy

---

**RECOMMENDATIONS:**

- 1.      That Council receives the report regarding a Draft Chain of Responsibility Policy.***
  - 2.      Council adopts the attached Draft Chain of Responsibility Policy, addressing Councils legislative requirements under Heavy Vehicle National Law (HVNL).***
- 

**SUMMARY**

A Chain of Responsibility Policy has been prepared to act as a high-level document clarifying Councils commitment to meet legislative requirement in line with Heavy Vehicle National Law (HVNL). This is a requirement of running an R2 prequalified contractor management system and maintain Councils position in the Road Maintenance Council Contract (RMCC). This policy is to be adopted by Council and made publicly available on Councils website for 28 days after adoption.

**BACKGROUND**

Chain of Responsibility legislation has been steadily developing in the Transport industry over many years due to the inherent risks when operating heavy vehicles on council road networks statewide.

Council plays a significant role in the Chain of Responsibility (COR) for three key groups:

- Internal Staff: Scheduling of internal staff operating vehicles particularly heavy plant
- Suppliers: Management of supplier consignments
- Contractors: contractors attending project sites.
- Heavy Vehicle operators: Management of heavy vehicle network access under the HVNL.

**CONSIDERATIONS**

Some regular examples of when councils performs COR functions provided by the National Heavy Vehicle Regulator (NHVR) are summarised below:

- Employing or contracting drivers of heavy vehicles for the collection of waste, to undertake road construction and road maintenance, to undertake maintenance work on parks, sporting grounds and campgrounds, and to carry out other transport activities including transporting people (Employer/ Prime contractor).

## GENERAL MANAGER'S REPORT TO THE ORDINARY MEETING OF JUNEE SHIRE COUNCIL HELD ON 20 FEBRUARY 2024.

- Directing the control and use of heavy vehicles, including buses. For example, directing an employee to use a heavy vehicle to deliver equipment or plant to a worksite (Operator).
- Scheduling the transport of goods or people in heavy vehicles, including buses and/or rostering heavy vehicle drivers. For example, rostering an employee to carry out waste collection using a heavy vehicle (Operator/ Scheduler).
- Transporting plant and other machinery used for road construction, road maintenance, landscaping, and other maintenance work using heavy vehicles (Operator).
- Loading and unloading of waste, livestock, or feed (at saleyards) or other goods from heavy vehicles (Loader/Unloader).
- Managing the operation of a waste management facility, depot, or saleyard (Loading manager).
- Contracting external heavy vehicle operators to undertake waste collection, road construction or road maintenance, provide bus services, or undertake other transport activities (Prime contractor).
- Arranging for goods, construction material, waste, or livestock to be transported on a heavy vehicle (Consignor/Consignee).
- Using heavy vehicles to receive or forward materials used for road construction and road maintenance, maintenance of recreational facilities, and receiving livestock and/or feed to a saleyard (Consignee/Consignor).
- Livestock effluent management at saleyards where livestock is regularly loaded and unloaded (Loading manager).

The commitment every party in the chain of responsibility process is required to make is that they ensure, so far as is reasonably practicable, the safety of their Transport Activities:

- a) Eliminating public risks, so far as is reasonably practicable, and, to the extent it is not reasonably practicable to eliminate public risks, minimising the public risks; and
- b) Ensuring, so far as is reasonably practicable, that their conduct does not directly or indirectly cause or encourage breaches of Chain of Responsibility Legislation.

COR management has six key pillars which have implementation considerations:

- a) Mass Management
- b) Dimension Management
- c) Speed Management
- d) Fatigue Management
- e) Load Restraint
- f) Vehicle Maintenance

## Policy

This role requires consideration and understanding of Heavy Vehicle National Law (HVNL) particularly.

- Heavy Vehicle National Law Act,
- Heavy Vehicle (Fatigue Management) National Regulation,
- Heavy Vehicle (General) National Regulation, the Heavy Vehicle (Mass, Dimension and Loading) National Regulation,
- Heavy Vehicle (Vehicle Standards) National Regulation as enacted in any Australian state or territory.

## Risk Assessment

It's Councils responsibility, as a party to ensure compliance with HVNL. Some key considerations are detailed below:

- *HVNL Section 26C – Council has a primary duty to ensure the safety of transport activities, so far as reasonably practical.*
- *HVNL Section 28B – More than one entity can concurrently have a primary duty for the same transport activity, and each duty holder must comply with that duty to the standard required.*
- *HVNL Section 28D – Council has a distinctive duty to exercise due diligence to ensure the business complies with its primary duty.*

Lack of compliance with this legislation can result in fines and or legal action. One example of potential for legal action would be if culvert suppliers have an incident when travelling within the state or interstate to our Council, if we haven't completed our due diligence, to ensure they are compliant in their chain of responsibility requirements, we can still be liable for the departure from HVNL due to that supplier's negligence.

## Financial

Some potential cost areas for the organisational implementation of a Chain of Responsibility Policy are summarised in Table I below.

Table I Implementation Costs

Management Area	Item	Cost	Budget Area
Mass Management	Scales should be included on relevant plant items and/or locations to monitor mass compliance.	\$5,000 per unit (30 year life) Maximum of 10 heavy vehicles would need scales installed.	Plant
Dimension Management	Traffic Management and permit requirements need to be adhered to when operating using wide vehicles.	Minimal	Project

GENERAL MANAGER'S REPORT TO THE ORDINARY MEETING OF JUNEE SHIRE COUNCIL HELD ON 20 FEBRUARY 2024.

Management Area	Item	Cost	Budget Area
Speed Management	Using telematics or equivalent software to monitor vehicle speeds and location.	Approx \$25,000 p.a.	Plant
Fatigue Management	Councils' policy, procedure and code of conduct need to reflect the scheduled breaks requirements in our chain of responsibility management system. are adhered to.	Minimal	Administration
Load Restraint	Loads from both suppliers and internal contractors need to be loaded and unloaded safely and secured for the duration of trips. Additional WHS inspections are anticipated.	Minimal	WHS
Vehicle Maintenance	Daily Pre-start Checks – Ensuring prestart checks are occurring.	Minimal	Administration

## CONCLUSION

A Chain of Responsibility Policy has been prepared to act as a high-level document clarifying Councils commitment to meet legislative requirement in line with Heavy Vehicle National Law (HVNL). Many measures are already in place to ensure Council safely undertakes transport activities. This is a requirement of running an R2 prequalified contractor management system and maintain Councils position in the Road Maintenance Council Contract (RMCC). This policy is to be adopted by Council and made publicly available on Councils website.



# **JUNEE SHIRE COUNCIL**

## **ATTACHMENT TO ITEM 13**

**20 FEBRUARY 2024**





# **DRAFT CHAIN OF RESPONSIBILITY POLICY**

DRAFT

Policy No: ENG-DES012  
Adopted by Council:  
Minute No:  
Review Date: February 2024  
Responsible Officer: Heavy Vehicle Manager  
Responsible Director: Director Engineering Services  
Functional Area: Engineering Services



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## **PART 1 PURPOSE:**

- 1.1 Junee Shire Council is committed to conducting its business in compliance with all relevant national and state laws and regulations, including Chain of Responsibility Legislation.
- 1.2 This Policy outlines the Council's commitment to providing a safe and compliant working environment for all Chain of Responsibility Participants and the public.
- 1.3 Junee Shire Council recognises that the actions, in-actions, and requirements of off-road parties in the transport and supply chain may influence on-road behaviour.

## **PART 2 OBJECTIVES:**

- 2.1 To achieve a high standard of chain of responsibility management, a safe workplace and improve road safety by:
  - a) Adopting a consultative approach with other Chain of Responsibility Participants.
  - b) Applying Systematic Hazard identification and controls.

## **PART 3 SCOPE:**

- 3.1 This Policy covers all employees of the Council (whether full-time, part-time or casual) and all persons performing work at the direction of, in connection with, or on behalf of the Council (for example contractors, subcontractors, agents, consultants and temporary staff; collectively 'workers').
- 3.2 This Policy extends to all work-related journeys including supplier and contractor journeys to and from Junee Shire Council sites.

## **PART 4 RESPONSIBILITY:**

- 4.1 Under the relevant legislations (the Legislation) the Council has the primary duty to eliminate or minimise, as far as reasonably practicable, the risks associated with heavy vehicle operation. This Policy will assist the Council in complying with its legal responsibilities.
- 4.2 Every Executive is responsible for exercising due diligence to ensure that the business managed by the Executive complies with its duties under Chain of Responsibility Legislation.
- 4.3 Every Chain of Responsibility Participant is required under the Legislation to follow national laws to as far as possible, protect the safety of themselves and others by:
  - a) Ensuring, so far as is reasonably practicable, the safety of their Transport Activities.

- b) Eliminating public risks, so far as is reasonably practicable, and, to the extent it is not reasonably practicable to eliminate public risks, minimising the public risks; and
- c) Ensuring, so far as is reasonably practicable, that their conduct does not directly or indirectly cause or encourage breaches of Chain of Responsibility Legislation.

## **PART 5 DEFINITIONS:**

### **5.1 CHAIN OF RESPONSIBILITY PARTICIPANT**

The following roles are chain of responsibility participants when undertaking activities associated with the use of a Heavy Vehicles:

- 5.1.1 **CONSIGNEE:** A person who arranges for goods to be delivered to it or who accepts goods for delivery.
- 5.1.2 **CONSIGNOR:** A person who dispatches goods for delivery.
- 5.1.3 **DRIVER:** A person who drives a Heavy Vehicle under a contract of service or contract for services.
- 5.1.4 **EXECUTIVE:**
  - a) A General Manager, Director or person who is concerned or takes part in the management of a corporation (where the corporation is a Chain of Responsibility Participant).
  - b) A partner of an unincorporated partnership (where the partnership is a Chain of Responsibility Participant); or
  - c) A management member of an unincorporated body (where the unincorporated body is a Chain of Responsibility Participant).
- 5.1.5 **PRIME CONTRACTOR:** A person who engages a Driver to drive a Heavy Vehicle under a contract for services.
- 5.1.6 **OPERATOR:** A person who is responsible for controlling or directing the use of a Heavy Vehicle.
- 5.1.7 **LOADING MANAGER:** A person who:
  - a) Manages or is responsible for the operation of regular loading or unloading premises at which goods are loaded onto or unloaded from Heavy Vehicles; or

- b) Has been assigned by a person mentioned in (a) as responsible for supervising, managing or controlling, directly or indirectly, activities carried out by a Loader or Unloader of goods at regular loading or unloading premises for Heavy Vehicles.

5.1.8 PACKER: A person who:

- a) Puts goods into packaging, even if that packaging is already on a vehicle.
- b) Assembles goods as packaged goods in an outer packaging, even if that packaging is already on a vehicle.
- c) Supervises an activity mentioned in (a) or (b); or
- d) Manages or controls an activity mentioned in (a) or (b).

5.1.9 SCHEDULER: A person who schedules the transport of goods by road on a Heavy Vehicle.

5.2 HEAVY VEHICLE: A vehicle with a GVM or ATM of more than 4.5 tonnes or a combination that includes a vehicle with a GVM or ATM of more than 4.5 tonnes. Load Restraint Guide means the Load Restraint Guide published by the National Transport Commission. Loader means a person who loads goods into a Heavy Vehicle or loads a Heavy Vehicle with a freight container.

## **PART 6 POLICY:**

### **6.1 Background**

- 6.1.1 Council is committed to implementing a systematic chain of responsibility management methodology to meet the changing legislation and controls all chain of responsibility participants involved in heavy vehicle operation and management.
- 6.1.2 Council is committed to the safety of all road users on and beyond its network and Chain of Responsibility management is critical as it affects all road users.
- 6.1.3 Chain of Responsibility will be managed in all areas of heavy vehicle operation however the following operations are the key functioning areas:
  - a) Mass Management
  - b) Dimension Management
  - c) Speed Management
  - d) Fatigue Management
  - e) Load Restraint
  - f) Vehicle Maintenance

## **6.2 Principles**

- 6.2.1 All relevant legislative requirements together with political, social and economic environments are to be taken into account in chain of responsibility management.
- 6.2.2 Chain of Responsibility Management principles will be integrated within existing planning and operational processes.
- 6.2.3 Chain of Responsibility Management Plans will be developed for projects where Junees Shire Council is responsible for any heavy vehicle management.
- 6.2.4 A surveillance regime will be used as part of Chain of Responsibility management to ensure agreed chain of responsibility measures are undertaken and to identify and address non-conformances.
- 6.2.5 Service levels agreed through the budget process and defined in adopted Chain of Responsibility Management Plan will be fully funded in the annual budget estimates.
- 6.2.6 Systematic and cyclic reviews (audits) will be applied to all heavy vehicle operations and are to ensure that operations are undertaken in accordance with appropriate chain of responsibility management best practice and applicable standards.
- 6.2.7 Training in Chain of Responsibility management will be provided for relevant staff in accordance with the chain of responsibility management plan.

## **PART 7 LEGISLATION AND STANDARDS:**

- 7.1 Chain of Responsibility Legislation means:
  - a) Heavy Vehicle National Law Act
  - b) Heavy Vehicle (Fatigue Management) National Regulation
  - c) Heavy Vehicle (General) National Regulation, the Heavy Vehicle (Mass, Dimension and Loading) National Regulation
  - d) Heavy Vehicle (Vehicle Standards) National Regulation as enacted in any Australian state or territory.

## **PART 8 RELATED DOCUMENTS:**

- 8.1 Heavy Vehicle Chain of Responsibility Management Plan

## **PART 9 REVIEW:**

- 9.1 This policy may be reviewed at any time but unless otherwise requested at least every two years from date of adoption.
- 9.2 This policy may be adjusted at any time by MANEX to meet legislative changes only.

## Version Control and Change History

Version	Date	Action
		.
VI.0	23 February 2024	Adoption of Policy by Council.

DRAFT



**JUNEE SHIRE COUNCIL**

# **DELEGATES REPORTS**



**RIVERINA EASTERN REGIONAL ORGANISATION OF COUNCILS**  
**MINUTES OF THE BOARD MEETING**  
held at The Rules Club, Fernleigh Rd Wagga Wagga  
Friday 8 December 2023

Meeting opened at 9.10a.m.

**PRESENT**

Grant Baker	Bland Shire Council	
Cr Brian Monaghan	Bland Shire Council	
Cr David McCann <i>OAM</i>	Coolamon Shire Council	
Tony Donoghue <i>PSM</i>	Coolamon Shire Council	
Cr Charlie Sheahan	Cootamundra-Gundagai Regional Council	
Stephen McGrath	Cootamundra-Gundagai Regional Council	
Cr Tony Quinn	Greater Hume Shire Council	
Evelyn Arnold	Greater Hume Shire Council	
Cr Bob Callow	Junee Shire Council	
Luke Taverner	Junee Shire Council	ALTERNATE
Cr Peter Sharpe	Lockhart Shire Council	ALTERNATE
Austin Morris	Lockhart Shire Council	ALTERNATE
Cr Rick Firman <i>OAM</i>	Temora Shire Council	CHAIRMAN
Elizabeth Smith	Temora Shire Council	ALTERNATE
Aaron Drenovski	Goldenfields Water	
Giles Butler	Dept Regional NSW	
Julie Briggs	REROC	
Leah Gain	REROC	
William Adlong	REROC	

**APOLOGIES**

**RESOLVED** on the motion of Cr. B. Callow seconded Cr. T. Quinn that apologies be received from Cr Greg Verdon, Cr Matt Stadtmiller, Peter Veneris, James Davis, Melissa Boxall, Jenny Pideski, Andrew Trenaman and Rachel Whiting.

**CONFIRMATION OF MINUTES**

**RESOLVED** on the motion of Cr. B. Monaghan, seconded T. Donoghue that the minutes of the meeting held on 27 October 2023 be confirmed.

**BUSINESS ARISING**

**Arrange Joint Meeting with the Presidents of LGNSW and the Country Mayors' Association**– to discuss a review of structure of Emergency Services in NSW. Arrangements are underway for a meeting prior to the end of the year.

**Write to the Minister for Housing about REROC's Regional Community Housing Project** – remains outstanding.



## **CORRESPONDENCE**

**RESOLVED** on the motion of T. Donoghue, seconded Cr. C. Sheahan that the correspondence be received.

## **CHIEF EXECUTIVE OFFICER'S REPORT**

The report was tabled. J Briggs raised the following issues with Members:

### **One Organisation**

Riverina Water have advised that they will not be rejoining REROC but would like to continue to support Build a Bridge.

### **Rural Fires Amendment (Red Fleet) Bill 2023**

**RESOLVED** on the motion of Cr. B. Monaghan, seconded S. McGrath that REROC actively contributes to any opportunities that may arise in relation to the Public Accounts Committee's review of the Red Fleet issue and that REROC reach out to local State MPs about the review.

### **Section 7.12 Contributions**

Noted

### **Local Government Natural Disaster Claims**

It was agreed that REROC should explore the Queensland model for managing disaster claims. NEMA have advised that it works well, REROC will look at the process to determine whether it can be applied in NSW. J. Briggs to meet with NEMA to discuss betterment issues.

### **Disaster Adaptation Plans**

It was agreed that Simon Draper CEO of the Reconstruction Authority and Chief of Staff to the Premier should be invited to address the REROC Board.

### **Review of REROC Constitution**

Noted.

### **Rates Methodology Review**

Cr Firman noted the extensive work REROC had undertaken over the last 5 years in relation to advocating for specific changes to the Methodology and that most of the matters that REROC raised and our suggestions for addressing them had been included in IPART's new approach.

### **Local Water Utilities Inquiry**

**RESOLVED** on the motion of Cr. B Monaghan, seconded T. Donoghue REROC adopts the response to the Local Water Utilities inquiry.

### **Health and Knowledge Precinct**

G. Butler advised that in addition to working on education and skills and innovation the Precinct was also developing a one system integration approach to improve health service delivery overall. Councils have a critical role to play in the development of the One System approach.

### **FOGO Collection Grants**

Noted.

### **NSW Planning Portal**

**RESOLVED** on the motion of Cr. T. Quinn, seconded S. McGrath that REROC should continue lobbying activities in relation to the Planning Portal.

### **Southern Lights**

Noted.

### **REROC Regional Freight Transport Plan**

Noted

### **Murray Murrumbidgee Water Sharing Plan**

Noted.

### **Application for Regional Housing Fund Round 2**

Noted.

### **DRRF Second Round Funding**

Noted.

### **Skills Shortage Project**

Noted.

### **Expansion of *Build a Bridge***

Cr B. Monaghan advised that he had been speaking to Evolution Mining about their possible support of Build a Bridge as they need engineers. J. Briggs to work with Cr Monaghan and Compact to set up a meeting with Evolution Mining to discuss possible opportunities.

### **60 Day Dispensing**

Noted.

### **Regional Bank Closures Inquiry Hearings**

Noted.

### **Recruitment Activities CEO**

The timeline for the recruitment of the CEO was discussed at some length.

**RESOLVED** on the motion of Cr. B. Monaghan, seconded T. Donoghue that the timeline be accepted but that it have flexibility to adjust as required, considering the variables.

**Meeting with Parliamentary Secretary for Disaster Recovery, Janelle Saffin MP** – J. Briggs advised that the REROC Office had been contacted by the Parliamentary Secretary's Office about a meeting. The meeting is tentatively set for the morning of 15 December. Members agreed that a meeting time of 8.30a.m. for breakfast was acceptable and will advise the CEO if they are able to attend.

**Department of NSW Roundtable** – J. Briggs advised that she was invited to attend the Round Table to discuss future directions for the Department.

**30<sup>th</sup> Anniversary Dinner** – J. Briggs flagged that 2024 was REROC's 30<sup>th</sup> anniversary. A date of Friday, 6 September has been tentatively set for a celebration dinner. J. Briggs to circulate to members about the date to test its suitability.

**RESOLVED** on the motion of G. Baker, seconded Cr B. Callow that the CEO Report be received.

### **RESOURCE SHARING REPORT**

The report was tabled. J Briggs spoke to the report.

### **Regional ARIC Project**

Noted.

### **Planning Technical Group**

It was noted that the NSW Government had created Houses NSW and that the REROC should further investigate the agency's role in regional NSW.

***RESOLVED** on the motion of Cr R. Sharp, seconded T. Donoghue that REROC writes to the Minister for the Environment to follow-up on the matter of the PINs for unapproved land clearing.*

### **Workforce Development Group**

Noted.

### **Water and Wastewater Technical Group**

Noted.

### **Infrastructure/Engineers Group**

***RESOLVED** on the motion of T. Donoghue, seconded Cr. D. McCann that REROC writes to the Minister for Regional Roads, Hon Jenny Aitchison MP to congratulate the Government on the introduction of the RERRF and to request that the funding be made recurring.*

### **Youth and Community Network**

The Take Charge Youth Leadership Forum will now be held on Wednesday, 27 March at the Range Convention Centre in Wagga Wagga.

***RESOLVED** on the motion of Cr B. Monaghan, seconded G. Baker that REROC writes to each Member Council to request a \$500 contribution towards the cost of running Take Charge and that REROC write to Wagga Wagga City Council and Riverina Water to request a \$1000 contribution from each.*

### **Riverina Spatial Information Group (RIVSIG)**

Noted.

***RESOLVED** on the motion of L. Taverner, seconded Cr. T. Quinn that the Resource Sharing report be received.*

### **TREASURER'S REPORT**

The report was tabled by T. Donoghue

***RESOLVED** on the motion of T. Donoghue, seconded Cr. B. Monaghan that the Treasurer's Report be received.*

### **WASTE FORUM REPORT**

The report was tabled. L. Gain spoke to the report.

### **Bin Trim Grant**

Noted.

### **FOGO Audits**

J. Briggs reminded Members that the outcomes of the audit would have far-reaching effects on the ability of councils in rural areas across NSW to access EPA grants for FOGO infrastructure.

### **E-Waste Collections**

Noted

***Recycle Night? Recycle Right!***

Noted

**Regional Contracts**

Noted.

***No Time to Waste Conference***

Noted.

***No Time to Waste Conference***

The 2024 Conference will be held on 30 & 31 October with the aim of avoiding clashes with council meeting and increasing attendance from elected members and senior staff.

**School Projects**

Noted.

**Community Recycling Centres**

Noted.

**Landfill Gas Capture Project**

Noted.

***Food and Green Keep it Clean!***

The Board was shown two of the new television/cinema advertisements. Three more advertisements are to come which will go to air in 2024.

**RENEW Meeting August 2023**

Noted.

**Lithium Batteries**

Questions were raised about the disposal of lithium batteries. Members were advised that these batteries can be taken to the CRC for disposal.

***RESOLVED*** on the motion of Cr. B. Monaghan, seconded Cr. P. Sharp that the Waste Forum report be received.

**ENERGY AND NET ZERO PROJECT REPORT**

The Report was tabled. W. Adlong spoke to the report.

**Energy Management Technical Group**

Noted

**Federal Community Energy Upgrade Fund**

Noted.

**REROC Regional Energy Efficiency and Net Zero Plan**

Noted.

**Access to Council Electricity Portals**

Noted.

### **NSW Destination (slow) Charger Grants – Round 2 Open**

The grants contribute to 75% of the cost of the equipment. Noted.

### **Electric Vehicle (EV) Fleet Transition Template**

Noted.

### **EVX Partnership with Essential Energy to put Destination (slow) Chargers on Utility Poles**

Noted.

### **LED Upgrades at Sporting Fields and Public Buildings**

Noted.

### **SunSPOT – Rooftop Solar Assessment Tool**

Noted.

### **Joint Organisation Net Zero Acceleration (JONZA Network)**

Noted.

### **Net Zero Health Check Template**

W. Adlong is required as part of JONZA funding to go through a Net Zero Health Check (survey) with each council and will speak with councils early in 2024 about questions on emission policies, etc.

### **Extension of JONZA program**

W. Adlong advised that funding for the JONZA program (for his and the other eight Energy and Net Zero Officer positions) has been extended until June 2024. Sustainable Councils is seeking to have the program funding extended for a further year.

**RESOLVED** on the motion of Cr. D. McCann, seconded S. McGrath that the Energy and Net Zero Project report be received.

## **DISASTER RISK RECOVERY PROJECT REPORT**

The Report was tabled, J. Briggs spoke to the report.

### **GAP Analysis**

The project is running well behind schedule and the quality of the work to date has not

### **Spatial NSW Involvement**

Noted.

### **Mapping Transport**

Noted.

### **Community Education Platform**

REROC would like to engage Wagga TV to record some lived experiences of disasters to be used in the Community Education Program, and would like to see this Program outlive the DRRF funding.

### **RRPAC Meetings**

Noted.

### **Extension of DRRF Project**

It has been decided not to undertake Stage 2 Funding because of the 25% contribution required, and because REROC will be focussing on Disaster Adaptation Plans with Councils.

## **Monthly Reporting**

Noted.

**RESOLVED** on the motion of Cr. D. McCann, seconded Cr B. Monaghan that the Disaster Risk Recovery Project Report be received.

## **GENERAL BUSINESS**

Julie advised that JO projects need to be completed. Paul Wolsfold has completed his engagement on the Skills project although he may be available for some ad hoc work.

**RESOLVED** on the motion of Cr. C. Sheahan, seconded Cr. B. Monghan that a thank you letter be written to Paul.

## **NEXT MEETING**

Friday 23 February 2024 at The Rules Club, Fernleigh Rd, Wagga Wagga.

## **CLOSURE**

Meeting closed at 12:00pm

## Junee Sports Committee Annual Inspection Meeting

Held at Willow Park Thursday 8<sup>th</sup> February.

### **Willow Park Report.**

It appears that the drainage from the gutters hasn't been fixed/looked at for the last 12 mths. The Engineer indicated that he will get the situation looked at shortly.

There has been a problem with the security system for some time. This will be investigated, and a report will go back to the sports committee.

The Diesels are looking for grants to

- Replace the current Score Board that isn't working properly and needs an upgrade. They are looking to install a 2<sup>nd</sup> hand score board, TV type, in the silo's corner of the field. Cost approx. \$23,000.
- The current field lighting is also under investigation. New lights will cost approx. \$260,000. This will involve installing and relocating new poles. The current power supply is considered adequate.

The Diesels will be fielding a full lineup this year. 1<sup>st</sup>, Reserves, U 18's, u16's along with a women's league tag and tackle team.

### **Loftus Oval**

The new amenities block is at lockup stage and should be finished by the time the season starts.

There is a problem with

- The trees behind the buildings dropping limbs and their general condition.
- Also, the trees in the carpark, to the north of the buildings, will be looked at to consider their condition. Their removal would aid in improving the carpark.

The Juniors will again be fielding a full range of teams.

### **School Boys Football Carnival.**

2025 will mark the Carnival's 80<sup>th</sup> year. A special event maybe in the planning stages. Their principal concerns are.

- The impact the new jail structure, in 2025, may have on marking the fields for the carnival.
- They are also trying to sort out the account for traffic control services from the last carnival.

### **Alan Burns Oval**

The Junee Soccer Club will be fielding a Reserve side along with a 3<sup>rd</sup> and 4<sup>th</sup> grade and a Women's team. They are also looking at new lights at an approx. cost of \$300,000.

### **Junee Tennis.**

Their new amenities block has now been completed and they are looking at Council to remove the old toilet block. They are also looking at lights as the last upgrade was in 2015. They will be able to use the old poles, but it will still cost around \$40,000.

Cr Carter

## Riverina Zone Service Level Agreement Committee Meeting

These meetings are held twice a year to oversee the running of the RFS in the Riverina.

This meeting received an annual report on the operations for the last 12 mths, July-June.

All stations will now have access to a reliable internet service and members can access Microsoft 365 for use with brigade activities.

This year Junee Shire will receive a new cat 1 tanker for Illabo which will replace its ageing Cat 3 tanker. Erin Vale's old Cat 7 tanker will be replaced by a Wantabadgery's Cat 7 tanker who will receive a new Cat 7 tanker. Eurongilly 1 will be undergoing a refit during the year to bring it up to standard.

Bethungra is scheduled to receive a new 2-bay shed in 26/27. A location for this shed is still being worked out. At this stage the 2 possible locations are the old tennis court site in the village or next to the tip on the Bethungra-Nangus Road.

Council has received \$150,000 for hazard reduction work on various roads throughout the shire this financial year. This funding helps to establish strategic fire breaks along various roads within the Shire.

The Government has allowed a trial, ending 30<sup>th</sup> March 2024, for unregistered farm vehicles to attend fires outside their farms. The service has been working on this for a while. This trial will cover the cost of any insurance, if needed, by these unregistered vehicles. To give it more scope it is hoped that it will be extended till the end of March 2025.

Last financial year the Shire's brigades attended 52 Incidents.

Next meeting will be in September.

Cr Carter





# **JUNEE SHIRE COUNCIL**

# **NOTICE OF MOTION**



## **RESPONSE TO NOTICE OF MOTION – CR CARTER / CR CLINTON**

**20 FEBRUARY 2024**

### **Notice of Motion**

***“That Council install a donations/complaints box at Bethungra Dam and Sandy Beach.”***

#### **Policy**

This is in line with the Bethungra Dam Plan of Management which stipulates in numerous areas under "Manner of assessment and performance".

"Survey, observation, recorded complaints, community and authority consultation along with user surveys".

Council needs some means of collecting this very Important data. The only other method is via Facebook, although individuals Facebook pages are not always linked to Councils.

With the ever-increasing number of caravans on our roads trying to find free camps, donation-survey boxes are becoming more the norm, and it is still up to the individual to decide if they want to donate or not.

#### **Cost**

##### **Bethungra Dam**

The cost can be taken from the Bethungra Dam reserves fund, however the benefits of this collection box will far out way its cost. With any luck it will be sturdy enough to withstand vandalism.

##### **Sandy Beach**

This cost will need to be taken from an appropriate fund which can be repaid, overtime, from the donations collected. Once the principal has been repaid the collections can go towards garbage collection recovery/ground Improvements.

---

### **COUNCIL RESPONSE**

#### **Background**

*Council last considered implementing camping fees at Bethundgra Dam Reserve and Sandy Beach at its August 2021 meeting. Donation boxes where also considered at that meeting. The minute from that meeting is provided for reference.*

## **7[DPCD] BETHUNGRA DAM AND SANDY BEACH RESERVE CAMPING GROUNDS – PROPOSED CHARGES**

It was MOVED by Cr R Asmus seconded Cr P Halliburton that:

1. Council receives the report on proposed charges at Bethungra Dam and Sandy Beach Reserve Camping grounds.
2. Council proposes the introduction of a \$10/per night charge at Bethungra Dam and Sandy Beach Reserve Camping Grounds.
3. That Council advertise the proposed charge for 28 days inviting public submissions.

An AMENDMENT was MOVED by Cr D Carter that an honesty box be installed at both Bethungra Dam and Sandy Beach Reserve Camping grounds to be trialled until the 30 June 2022.

The AMENDMENT LAPSED for want of a seconder.

The MOTION was PUT and LOST.

*There is no governance impediment in considering the latest Notice of Motion.*

*The Policy matter Cr Carter refers to with respect to the Bethungra Dam Plan of Management is premature in Council's consideration of this matter. The Plan of Management remains in draft at this stage.*

*The opportunity for feedback located at both Sandy Beach would compliment the online feedback Council already receives at these locations.*

### **CONSIDERATIONS**

#### **Policy/Plan**

*There is no specific policy relating to this report.*

*June Visitor Economy Action Plan – Action. Review the current caravan park and camping ground offerings and determine how to increase appeal (eg. improved amenities).*

*Village Progress Plans - The Bethungra Dam and Ulandra Reserves were regarded as vital to the local community and need to be maintained and accessible. ... Sandy Beach Reserve, attracting many new and returning visitors. With swimming and camping opportunities... Residents adore the landscape and the scenic beauty of the village. The community wants to ensure the village keeps this beauty through regular upkeep and maintenance, as well as the establishment of facilities to increase tourist attractions to the village.*

#### **Risk Assessment**

*Structures that host donation collections are susceptible to vandalism and theft. This risk is considered low in this instance.*

## **Financial**

*Construction of a structure for depositing donations would need to be substantial to deter vandalism and theft. For something utilitarian (encased in concrete) it would be in the order of \$3k to \$5K each. Something with a higher level of amenity would cost more.*

*Feedback box in isolation would be minimal cost.*

## **Connection with IPR Framework**

*Maintain the Sandy Beach and Bethungra Dam Reserves and associated infrastructure in line with agreed levels of service, maintenance programs and budget.*

*Implement Bethungra Dam and Sandy Beach Reserve Improvements in line with program and budget.*

## **CONCLUSION**

*The Notice of Motion should be determined by the Council.*

*An alternative motion is suggested.*

***“...That Council install a donations/feedback box at Bethungra Dam and Sandy Beach.”***



**JUNEE SHIRE COUNCIL**

**QUESTIONS ON NOTICE**



## QUESTIONS ON NOTICE FROM COUNCILLOR D CARTER

Referred to Council's Meeting of 20 February 2024

### 1. Lisgar Street Kerb and Gutter

When are the dirt patches, created because of the kerb and gutter work, in Lisgar Street going to be tared?

Response:

*The patches are a concern for Council staff, given the location. Boral have been booked in to seal this before the end of March, the job would have been early if not for an aggregate supply issue.*

*The areas will be re-prepped and compacted prior to sealing.*

### 2. Weed Control at Bethungra Dam

What measures are being considered for the eradication of thistles, blackberries and other weeds within the Bethungra Dam Reserve?

Response:

*Council has not run a weed spraying program at Bethungra Dam for some time, other than ad hoc spraying. As a result of the weeds service review, the need for additional weed management on the Bethungra Dam reserve has been identified. Staff have been liaising with the weeds contractor from RENWA intended to activated a controlled weeds management program.*

### 3. Electric Charging Stations

Where is Council up to in deciding where to erect new Electric Power Charging Stations?

Response:

*As outlined in the report dated 18 October 2022, REROC, in collaboration with the NSW Sustainable Councils program, engaged ChargeWorks Pty Ltd to support Councils in implementing destination charging across the region. ChargeWorks was tasked with assisting Junee Shire Council in conducting a feasibility study on leveraging grant opportunities for the installation of destination chargers in Junee. The recommendation stemming from the study was to proceed with the installation of two destination chargers in Junee.*

*Given that co-funding was a requirement under the grants program, the report sought Council's endorsement to apply for the first round of Drive Electric NSW EV Destination Charging.*

*Although the motion to endorse the submission of an application under the first round of the Drive Electric NSW EV Destination Charging grants was moved by Cr R Asmus and seconded by Cr M Austin, the motion was put to a vote and did not carry.*

## An Update

Following the 2023 State Election, the NSW Government initiated the Local Small Commitments Allocation (LSCA) Program. This program allocated funds to 93 NSW electorates with the objective of supporting small local projects aimed at enhancing community wellbeing and delivering benefits to communities across the state.

Junee Shire Council has been provisionally allocated approximately \$43,000 specifically designated for EV Charging Stations under this program. As of the date of this response, the council has not yet received a funding deed. At present, the program requirements and associated timeframes remain unclear.

We will continue to monitor developments regarding the LSCA Program and its implications for the implementation of EV Charging Stations in Junee. Should there be any updates or further information forthcoming, we will advise Council of any outcomes.

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A Question with Notice inclusion in the Council's business paper is administered under the Code of Meeting Practice for Local Councils in NSW and includes:

- *They must be in writing and be submitted no later than 5:00pm seven business days before the meeting is to be held.*
- *Councillors must put questions directly, succinctly, respectfully and without argument.*
- *The Chairperson must not permit discussion on any reply to, or refusal to reply to, a question put to a Councillor or Council employee.*
- *Responses to a question with notice may be by way of a report included in the business paper for the relevant meeting of the Council or orally at the meeting.*



# **JUNEE SHIRE COUNCIL**

## **INFORMATION BOOKLET**







**JUNEE SHIRE COUNCIL**

**INFORMATION BOOKLET**

**ORDINARY MEETING TUESDAY, 20 FEBRUARY 2024**

- 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**

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## **I[GM] COUNCILLOR DELEGATE MEETINGS**

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

### Council Committee and Delegate Meetings

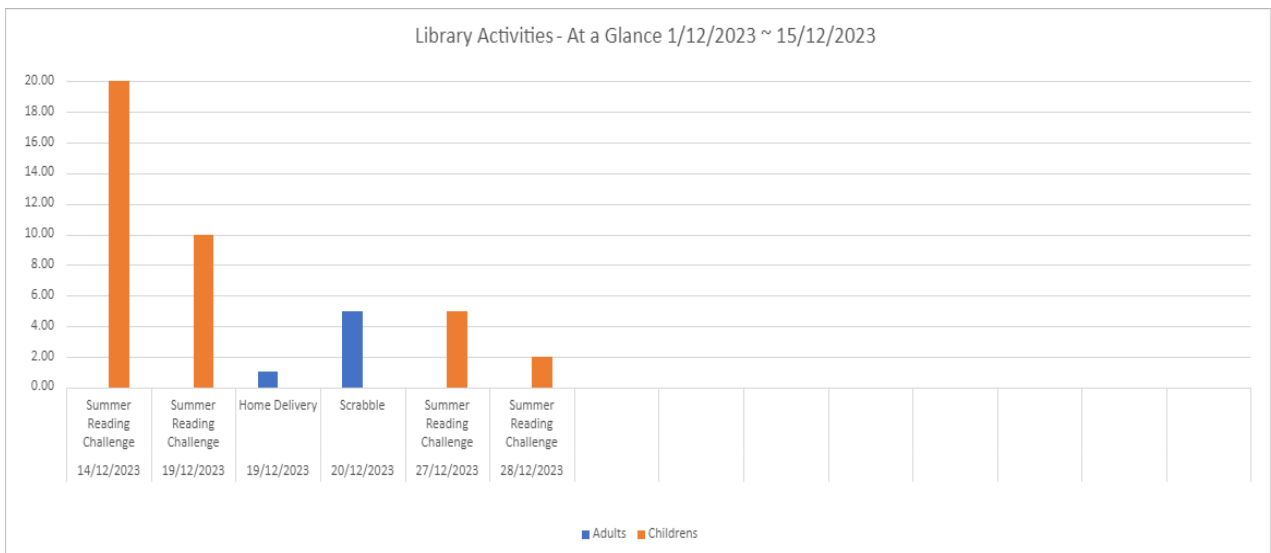
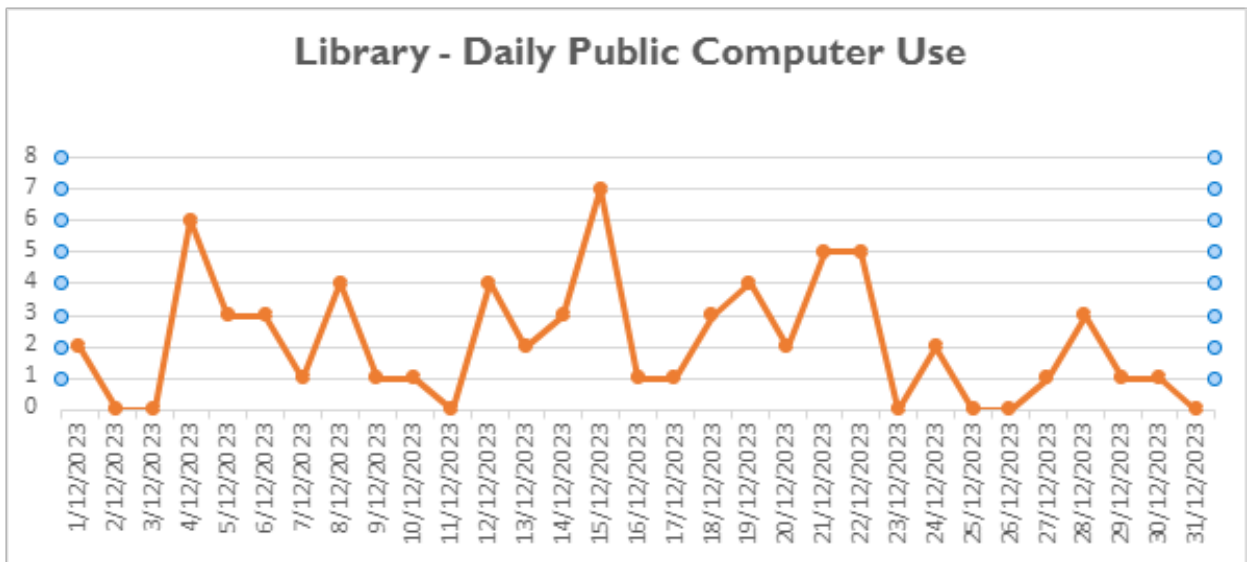
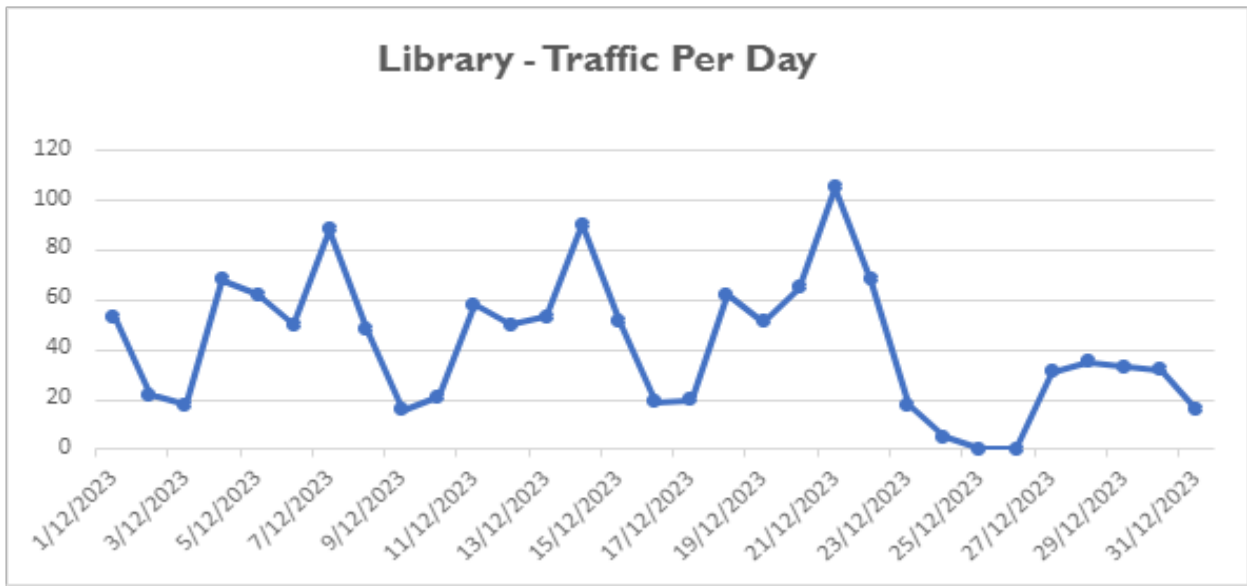
<b>Attendee</b>	<b>Delegate Meeting</b>	<b>Date</b>
Mayor/General Manager	REROC Board Meeting	23 February 2024
FYI	June Advisory 355 Committee	28 February 2024
Councillor Clinton and Councillor Knight	Audit Risk & Improvement Committee	TBA March 2024
Councillor Callow	Weeds Committee	5 March 2024
Mayor/General Manager	Coolamon-June Community Safety Precinct Committee	6 March 2024
General Manager	Coolamon June Local Emergency Management Committee	6 March 2024
Councillor Knight	June Sports Committee	14 March 2024
Councillor Halliburton	Riverina Regional Library Advisory Committee	27 March 2024
Councillor Carter	Riverina Zone, Rural Fire Service Bushfire Management Committee	July 2024
Councillor Cook	June Traffic Committee	TBA
Councillor Halliburton Councillor Halliburton	Inland Rail Community Consultative Committees: A2I I2S	TBA TBA
Councillor Carter	Riverina Zone Service Level Agreement Committee	TBA
Councillor Clinton and Councillor Halliburton	Senior Citizens Festival Committee	TBA
General Manager	Riverina Murray Regional Emergency Management Committee	As required

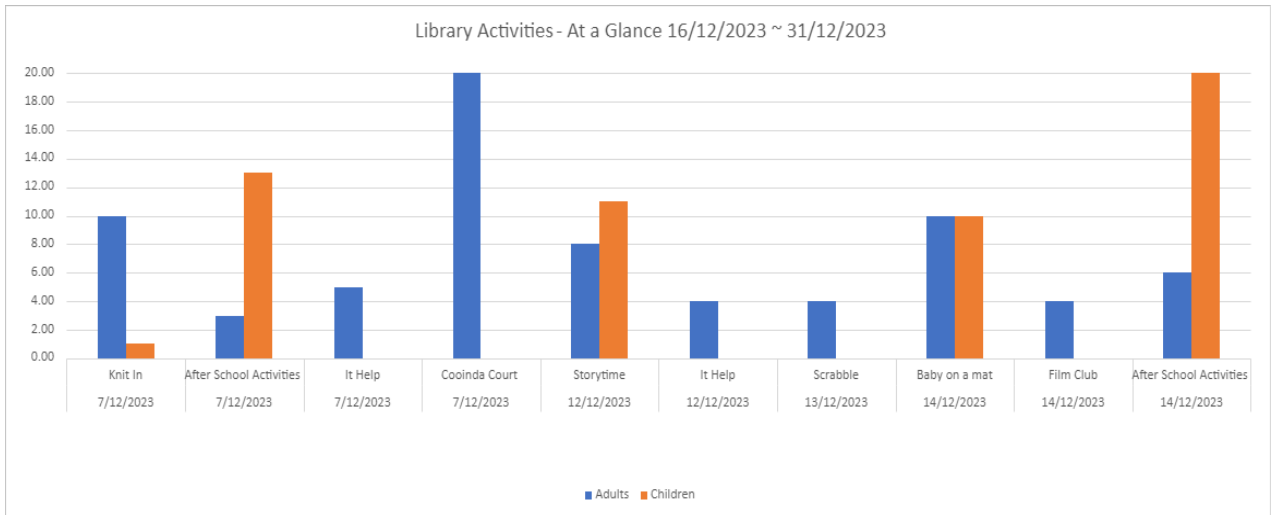
## **2[HR] WORKERS' COMPENSATION/REHABILITATION**

There was one recordable incident for the months of December 2023 and January 2024.

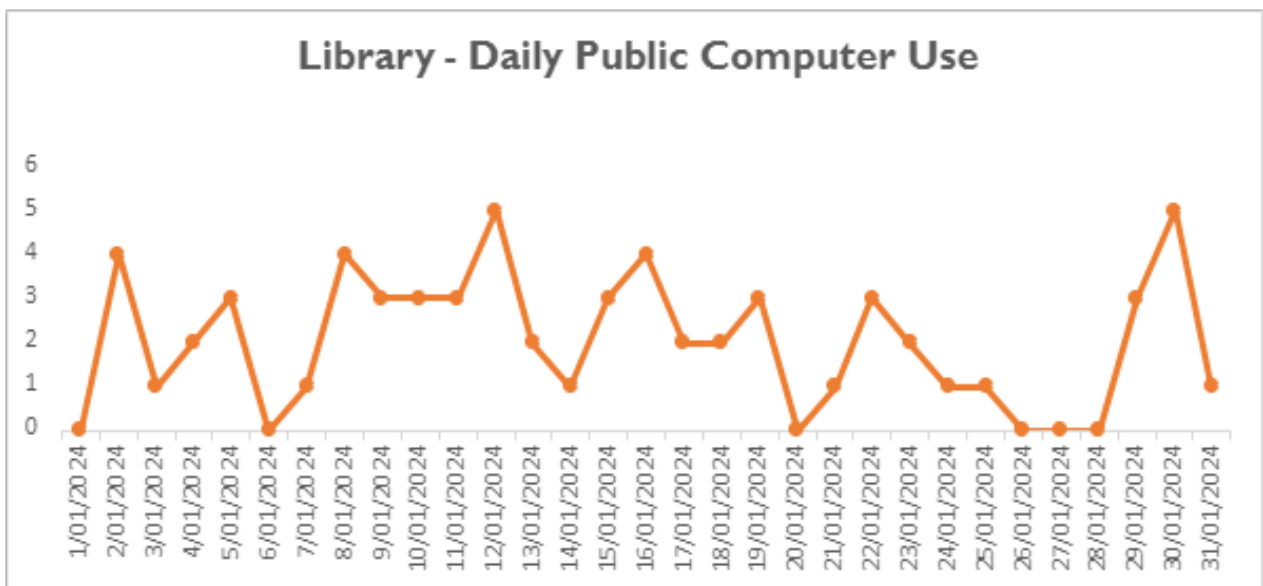
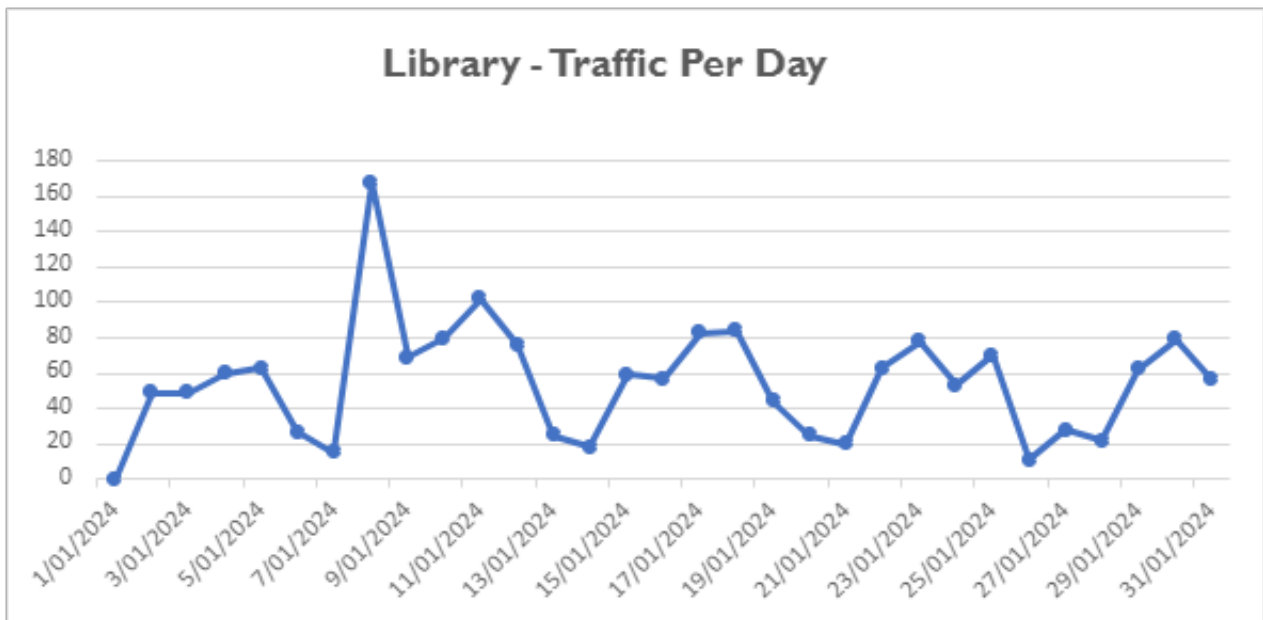
# 3[DPCD] LIBRARY

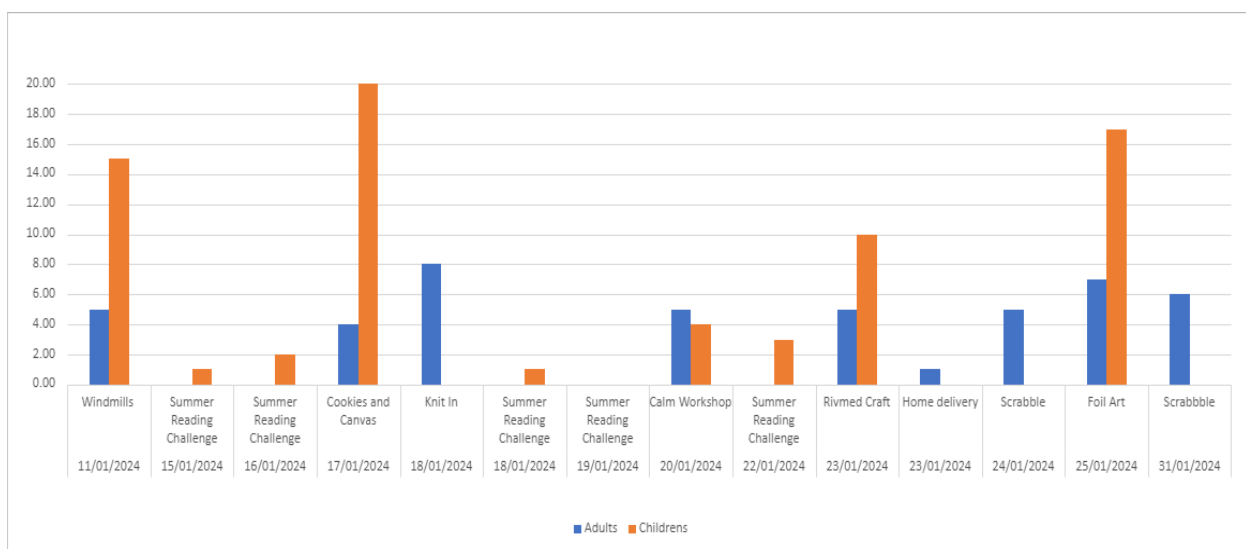
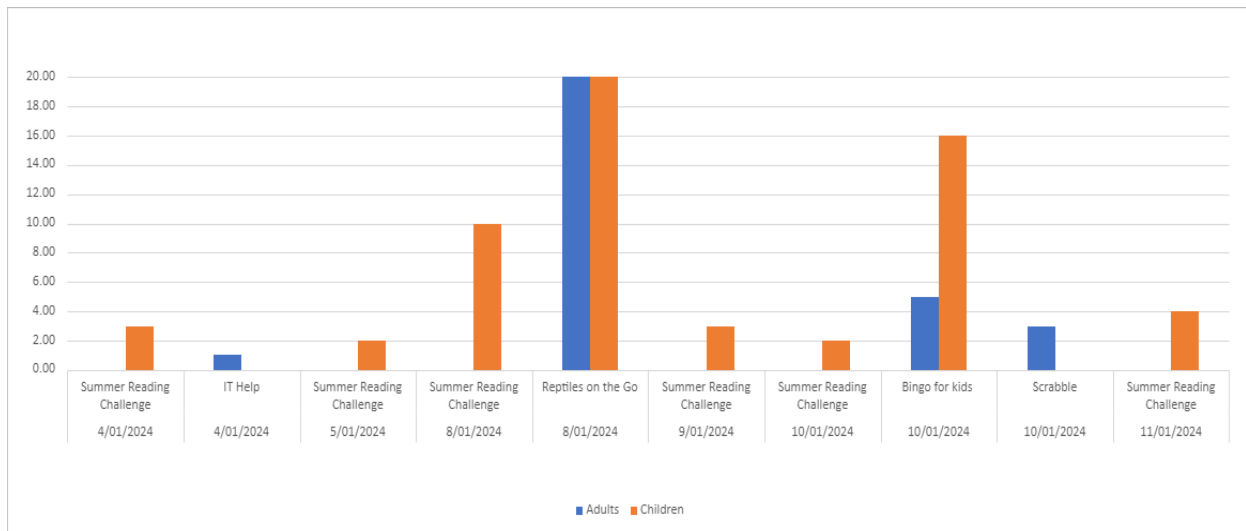
## December 2023 Statistics





## January 2024 Statistics





## 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 completed and sealed.
- Heavy patching in Bethungra.

### MR 57 (Goldfields Way)

- Potholes patched, repaired wearing surfaces.
- Signs and guideposts maintained and replaced.
- Fortnightly safety inspections have been conducted.
- Heavy Patching across whole network.

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

- Signs and guideposts maintained.
- Potholes patched, repaired wearing surfaces.
- Fortnightly safety inspections completed.
- Slashing.

#### Rural Sealed Roads

- Oura Road Rehabilitation – completed and sealed.
- Signs and guideposts maintained.
- Potholes patched, repaired wearing surfaces.
- Albert Street – shoulders and reseal preparation.
- McGledes Hill Road – reseal preparation.
- Oura Road – reseal preparation.

#### Rural Unsealed Roads

- Signs and guideposts maintained.
- Bartons Lane – maintenance grading.
- Dietrich Lane – maintenance grading.
- Bremeers Lane – maintenance grading.
- Hanks Lane – maintenance grading.
- Aerodrome Lane – maintenance grading.
- Kentucky Lane – maintenance grading.
- Roedigers Lane – maintenance grading.
- Wyoming Lane – maintenance grading.
- Park Lane – maintenance grading.
- Davies Lane – maintenance grading.
- Church Lane – maintenance grading

#### Urban Sealed Roads

- Jet patched various town streets.
- Reseal preparation for various town streets.
- Stormwater issues rectified and managed.
- Fallen trees removed.
- Tar patching.
- Drainage works.

#### Junee

- General maintenance.
- Gutters/drains cleaned.
- Various merits completed.
- Footpath inspections.

#### Villages

- Rest area maintenance.
- Wantabadgery village – slashing.
- Illabo Village – slashing.
- Bethungra Village - slashing.

#### Parks And Gardens

- Mowed and whipper snipped the parks, ovals and cemeteries.
- Sprayed cemeteries.
- Weeded the gardens and trimmed roses.
- Carried out other routine gardening works.

#### **5[RSO] ROAD SAFETY OFFICER (RSO)**

- RSO created social media messaging for January and February 2024.
- Back to School editorial focusing on road rule reminders created for Junee Independent.

- Locations for signs for our three Save Seatbelts signs discussed with engineering team:
  - Burns Park Exit - installed
  - Laurie Daley Oval Exit - installed
  - Junee Waste Facility Exit - WIP
- RSO to drop off TFNSW Bus Awareness banner to Junee Recreation Centre. This will be displayed at Council facilities for approximately six weeks.

## **6[DES] SEWERAGE SYSTEM**

- Over the month of January there was one choke in the mains (M53a1.MH3-4) and one choke in the services (62 Boundary St).
- Total inflow to the treatment plant for the month was 61ML with 37ML of effluent reused.
- Final Effluent discharge totalled 7.3ML.
- Site tests indicate the process is producing good effluent.

## **7[DPCD] RANGER REPORT**

### Abandoned/Impounded Vehicle

	Notices attached – impoundment process commenced	Vehicles impounded
July 2023	4	0
August 2023	4	0
September 2023	3	0
October 2023	3	0
November 2023	5	0
December 2023	6	0
January 2024	5	0

### Impounded Dog Activity

During December 2023, there were four dogs impounded. Four dogs were returned to their owners.

During January 2024, there were eight dogs impounded. One dog was surrendered, two dogs were returned to their owners, two were re-homed and three are still at the pound.

## **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 February 2024. Old Junee, Wantabadgery and Illabo had excess rubbish.

## **9[EO] WEEDS**

- High risk roadways inspected across the Shire.
- Coolatai infestation at Old Junee inspected and treated, arranging an information day for drone spraying on site.
- Silverleaf Nightshade inspected and to be treated.
- Prairie Ground Cherry on Olympic Hwy treated.
- St John's Wort treatment was affected due initially due to wet weather and then heat.
- Inspections in Yathella and Wallacetown areas.
- Bathurst Burrs were sprayed on councils' vacant land within Junee Township.

## **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**

December 2023

DA/CDC No.	Development Type	Address	Determination Date	Determination
DA 2023/67	New Carport	26 John Potts Drive, Junee	6/12/2023	Approved By Delegation
DA 2023/68	New Dwelling	27 White Street, Bethungra	14/12/2023	Approved By Delegation

January 2023

DA/CDC No.	Development Type	Address	Determination Date	Determination
DA 2023/37/2	Modification to consent	1 Stewart Street, Junee	24/01/2024	Approved By Delegation
DA 2023/64	Subdivision	20 Mundarlo Street, Wantabadgery	23/01/2024	Approved By Delegation
DA 2023/69	Alterations/Addition to Commercial Premises	44 Broadway Street, Junee	09/01/2024	Approved By Delegation
DA 2023/70	New Shed	33 Dalley Street, Junee	24/01/2024	Approved By Delegation
DA 2023/71	New Transportable Dwelling	23 George Street, Old Junee	03/01/2024	Approved By Delegation

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

There were 60 health, building and planning inspections carried out during the months of December 2023 and January 2024.



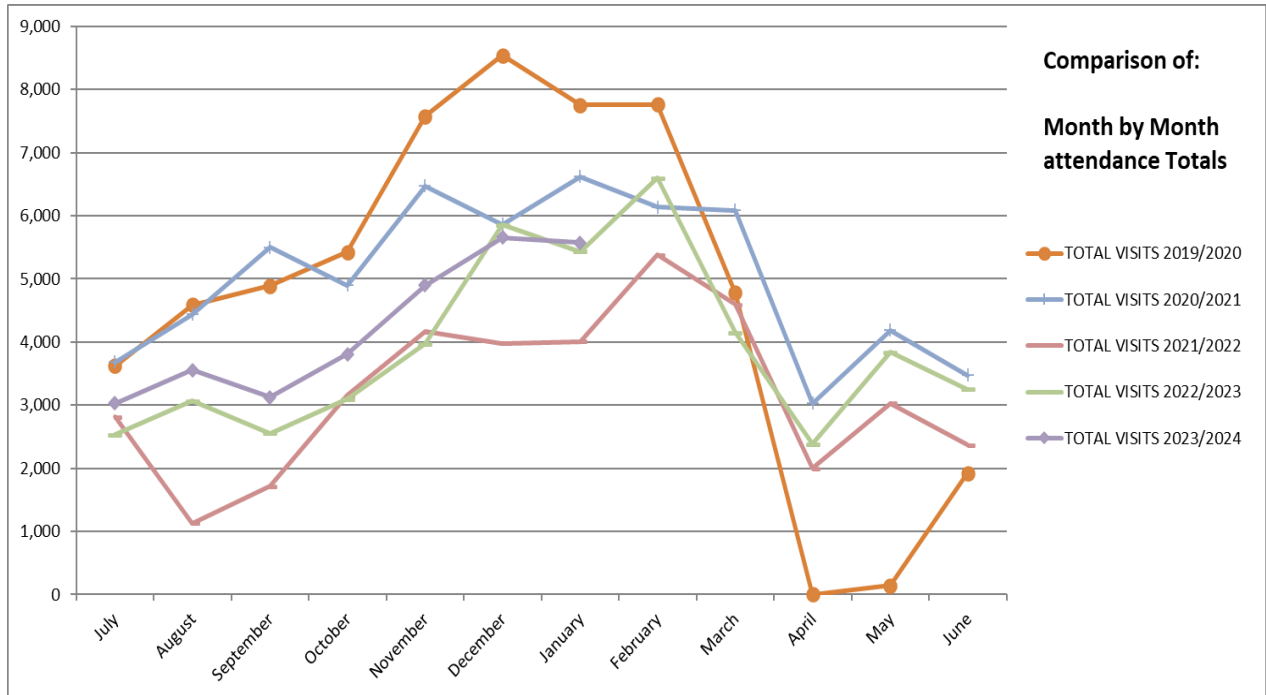
# 13[DPCD] COMMUNITY AND RECREATION

## June Junction Recreation and Aquatic Centre - JJRAC Statistics for January 2024

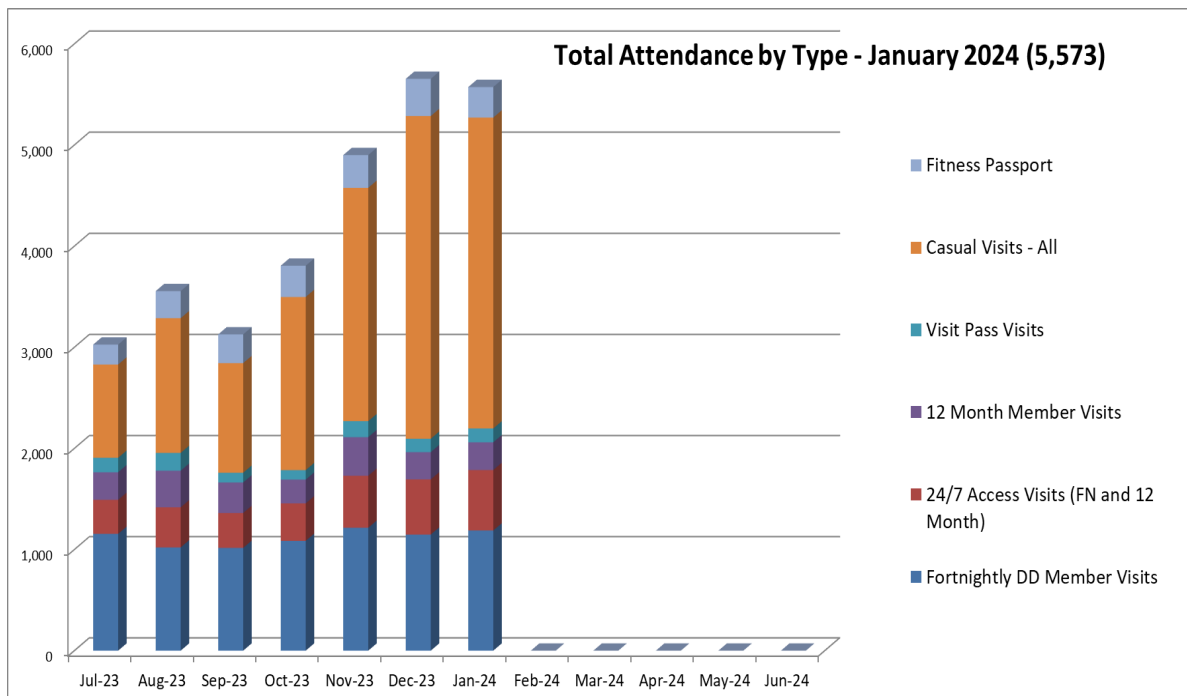
The following tables summarise the attendance and membership statistics at JJRAC for January 2024.

- Membership remained steady throughout this period.
- Pool patrons increased greatly over the last two months.
- Stadium usage has slowed down with no sporting bodies operating throughout this period.

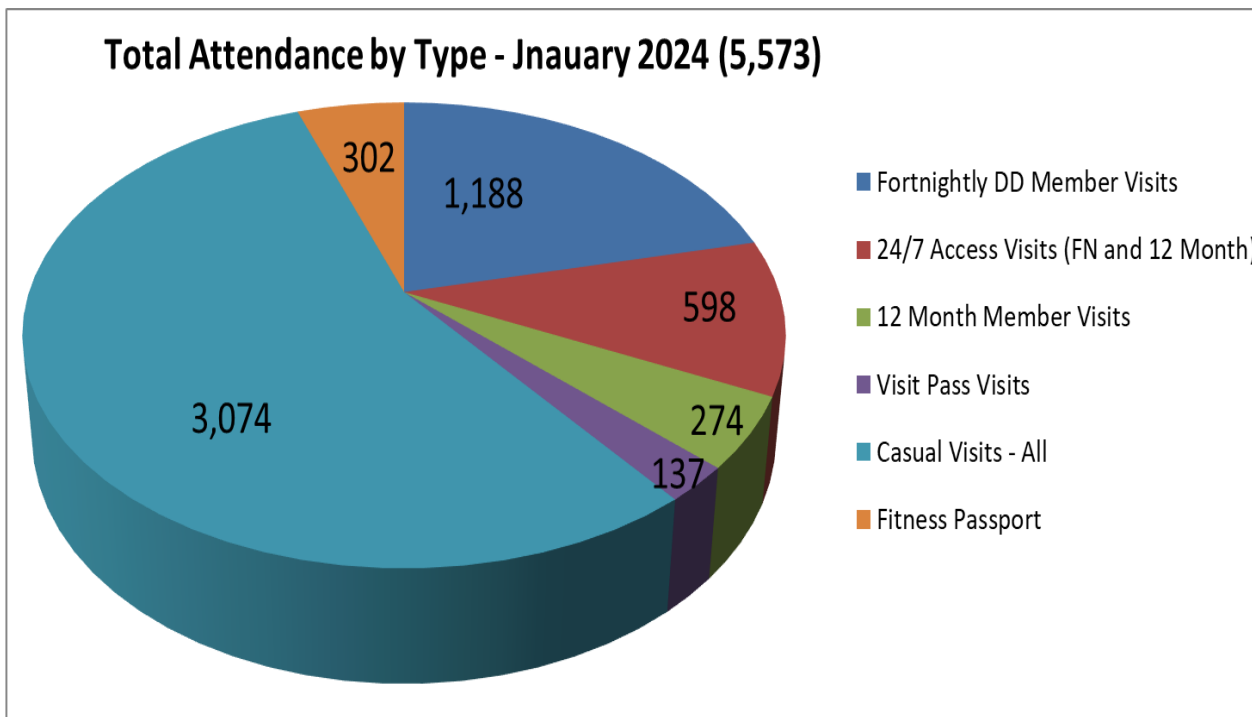
**Graph 1: Total Attendances by Month**



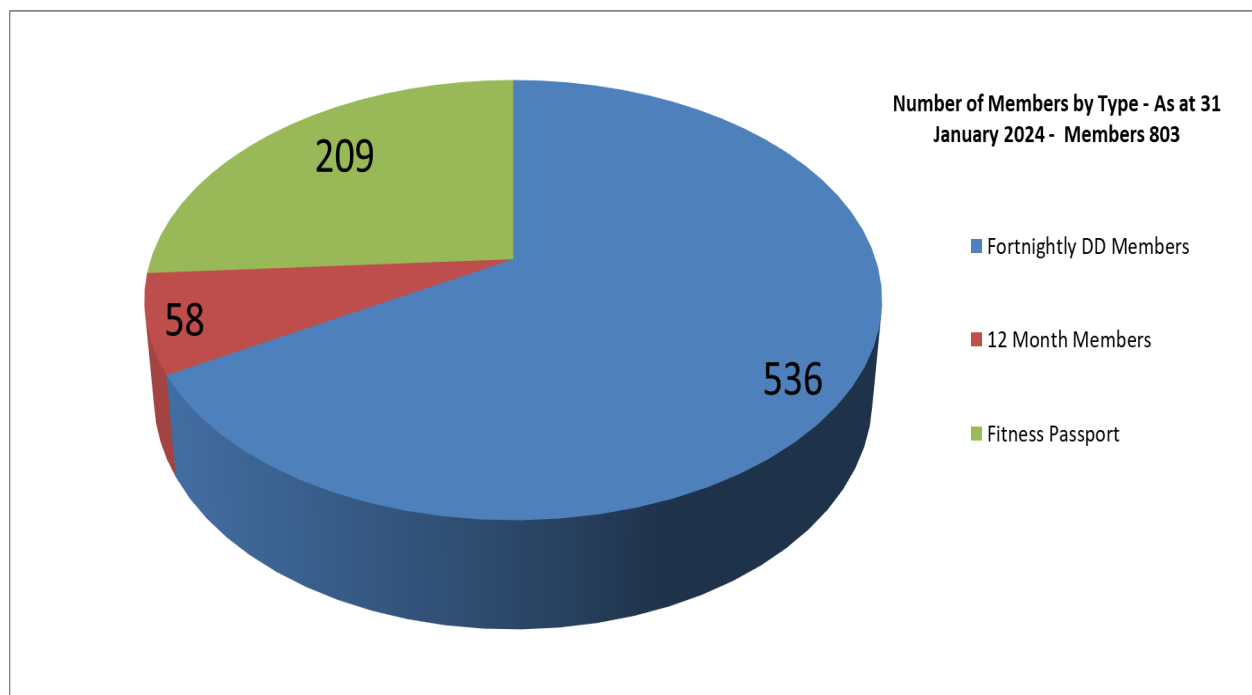
**Graph 2: Total Attendances by Month by Type of Visit**



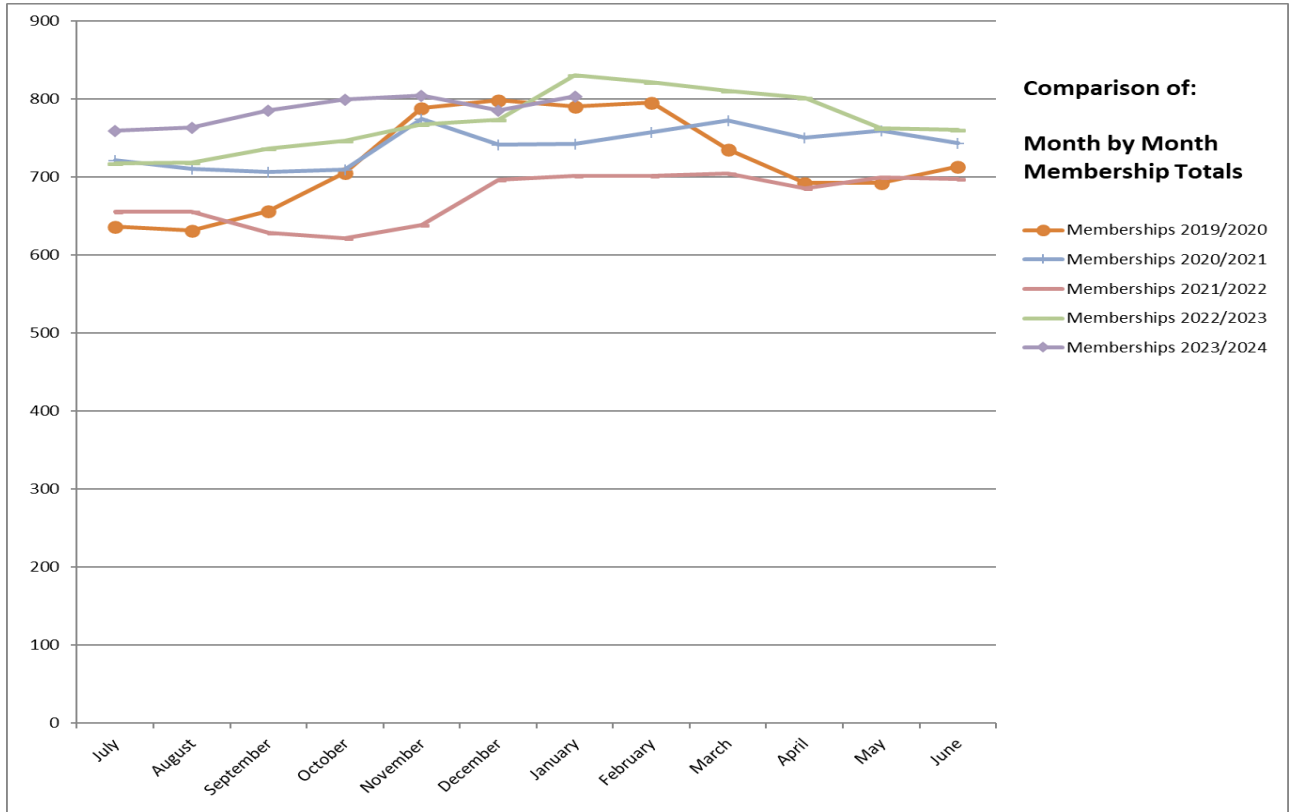
**Graph 3: Centre Attendance by Type**



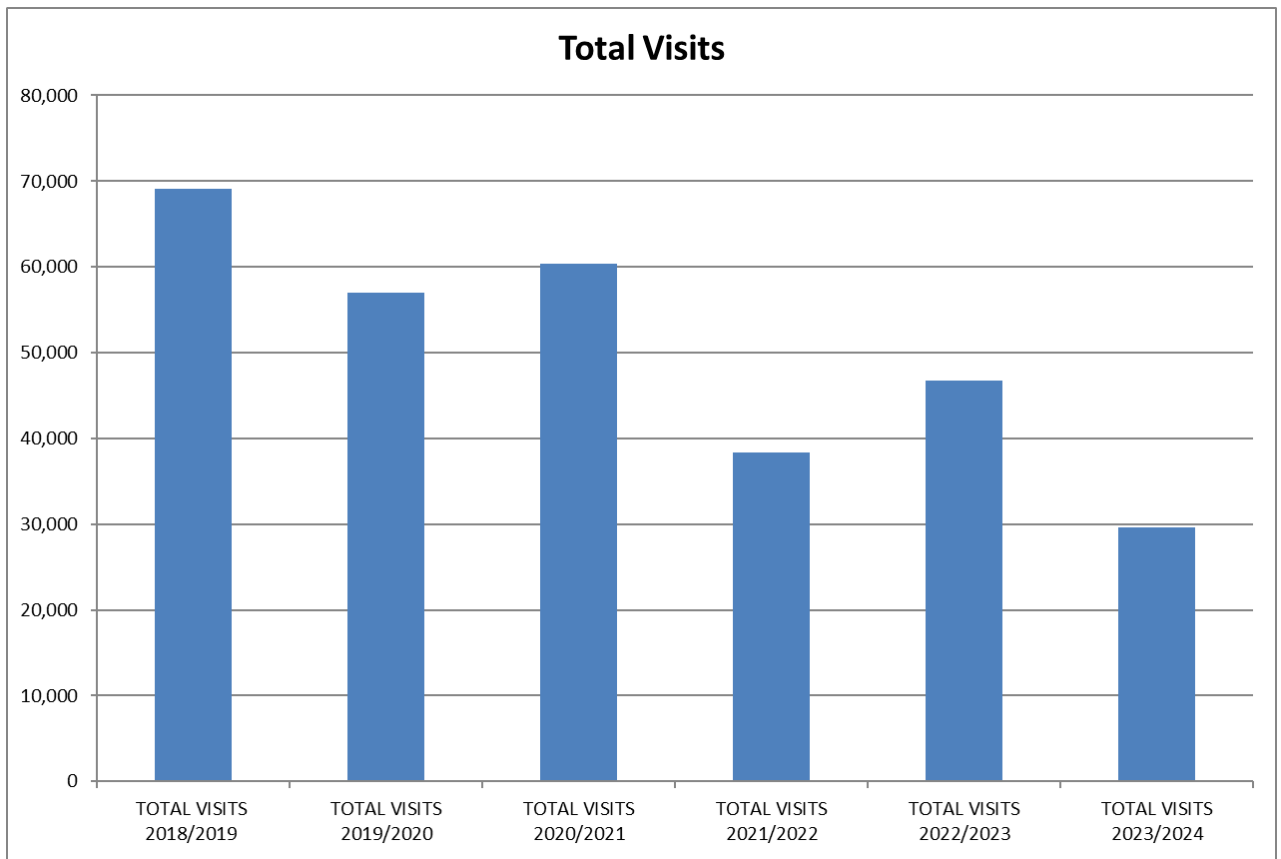
**Graph 4: Membership Numbers by Type**



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



**Graph 6: Comparison of Visits by Year**



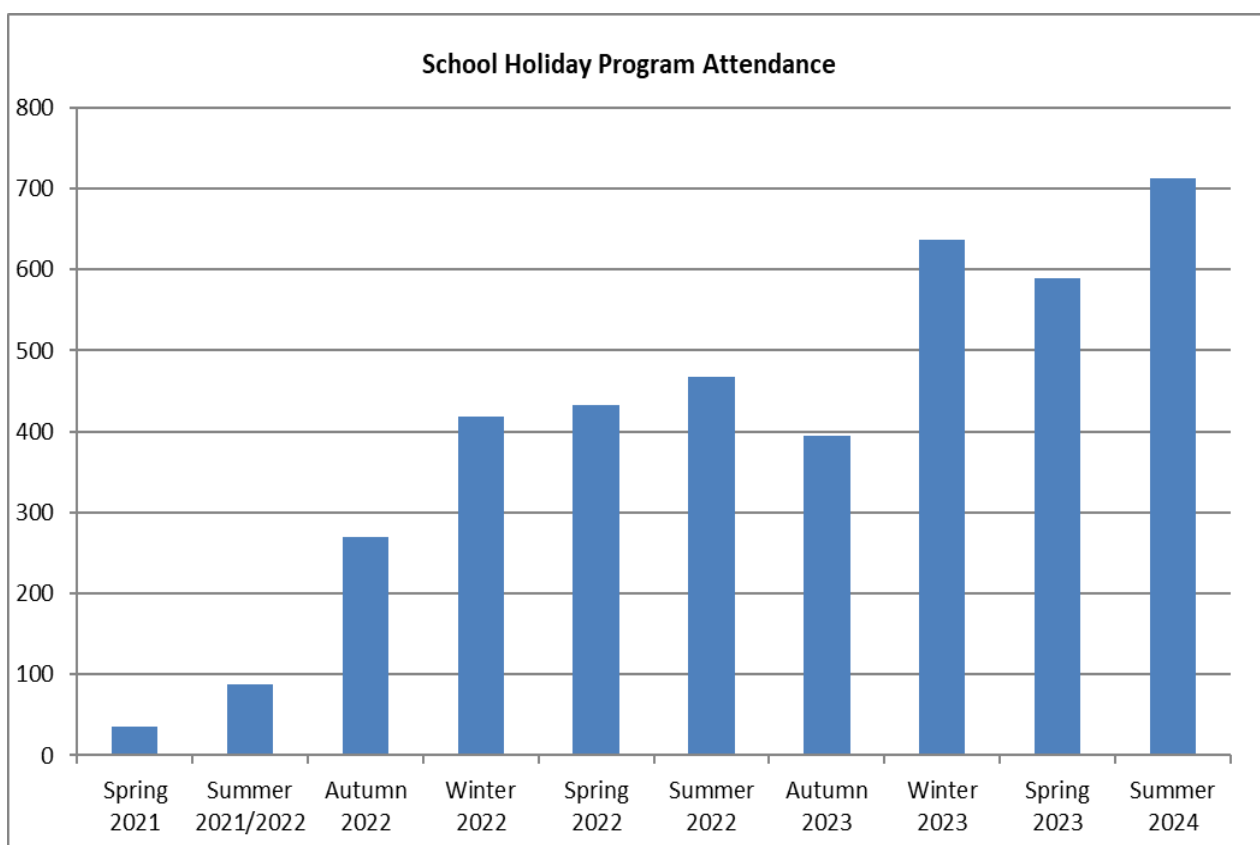
Social Media Statistics

JJRAC social media data. The following statistics were recorded:

MONTH	Facebook Page Likes	Facebook Page Reach	Instagram Page Followers
July 2023	1,899	3,085	785
August 2023	1,916	1,626	785
September 2023	1,947	6,049	785
October 2023	1,969	3,607	786
November 2023	1,978	6,835	778
December 2024	1,981	3800	779
January 2024	2001	6500	778

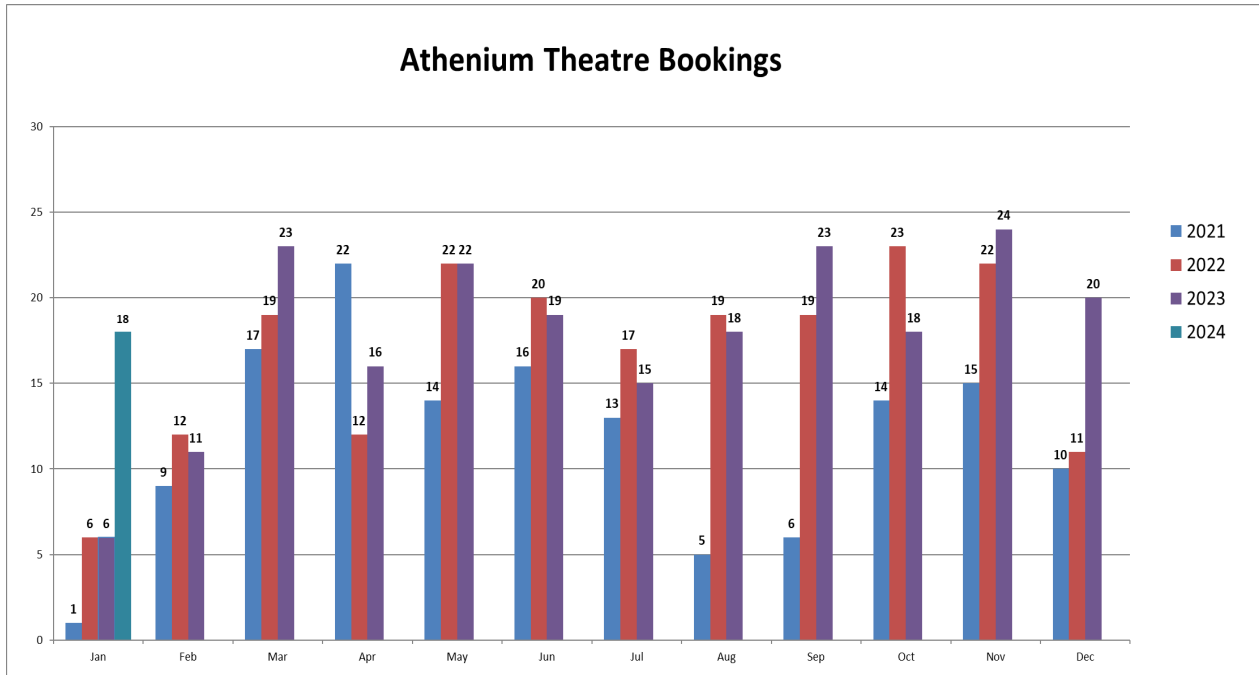
Community Development - Youth Program/Youth Council

The Summer School Holiday Program proved highly successful for Junee Shire Council, engaging 712 children across 23 diverse events. Notably, the library's offerings were fully subscribed, particularly the 'Reptiles on the Go' session, which attracted 66 participants. Additionally, JJRAC experienced high activity levels, with the weekly breakfast club held in the stadium, alongside the 'Little Champions – Gymnastics' initiative. Overall, the six-week program garnered abundant positive feedback, reflecting its success and community impact.

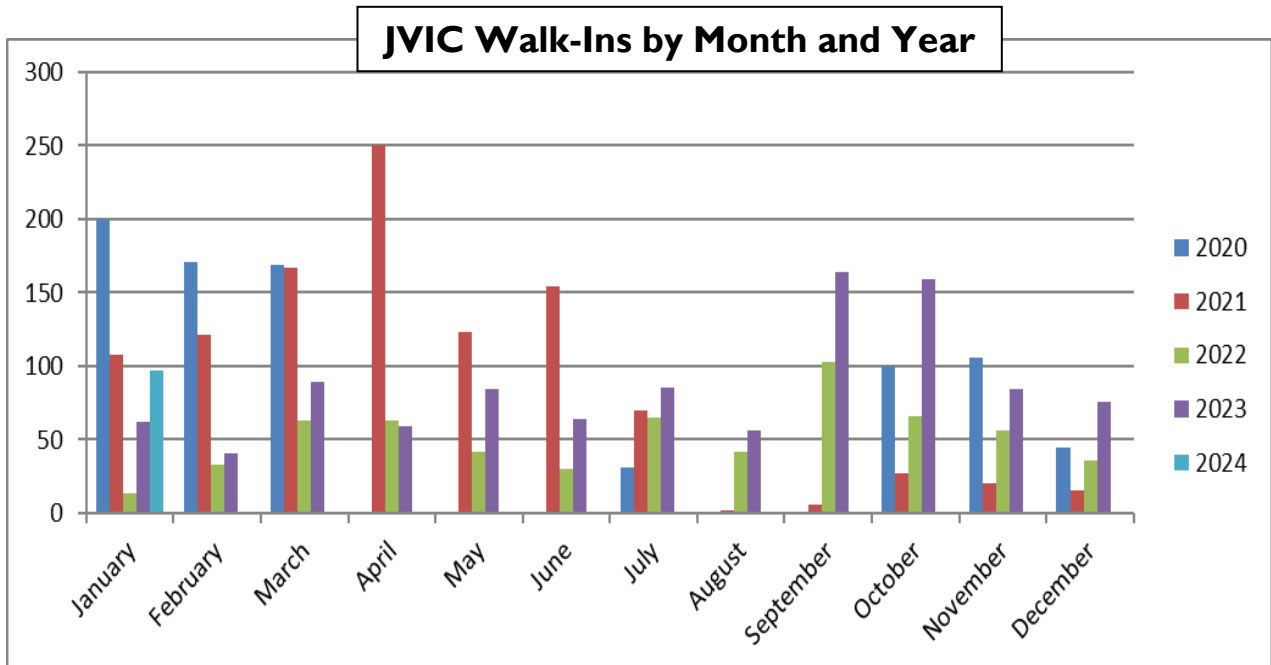


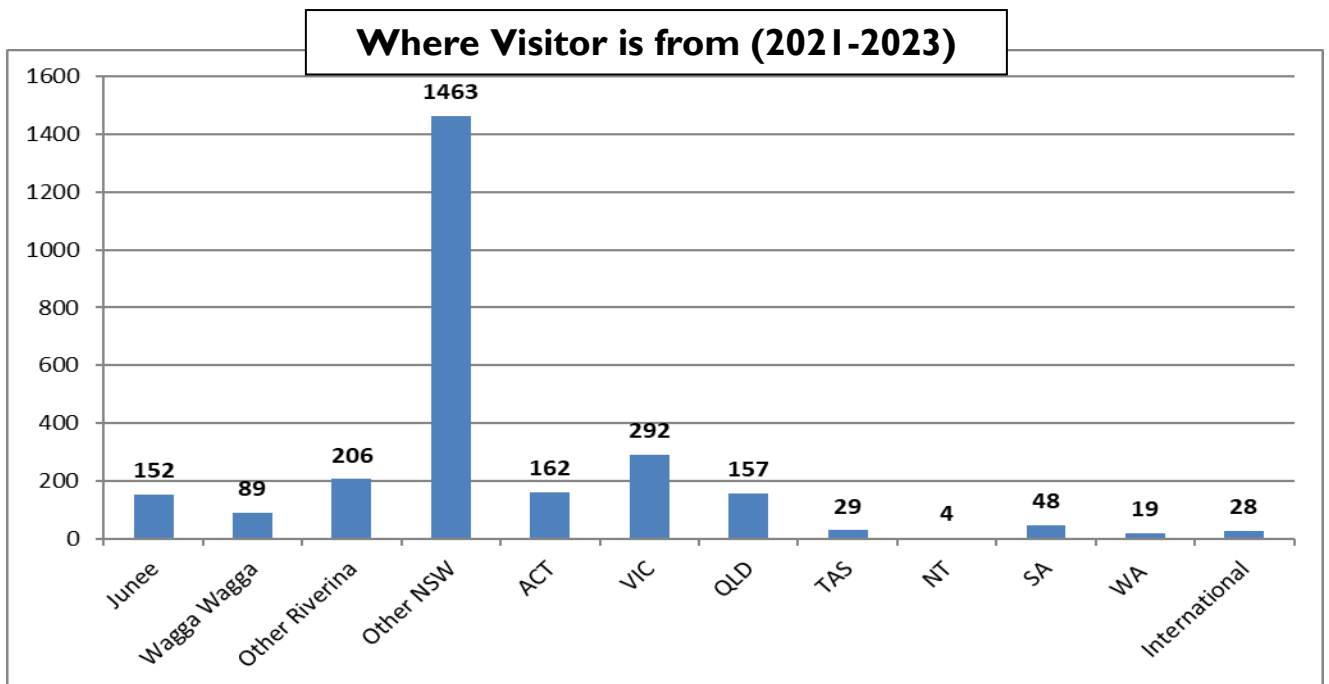
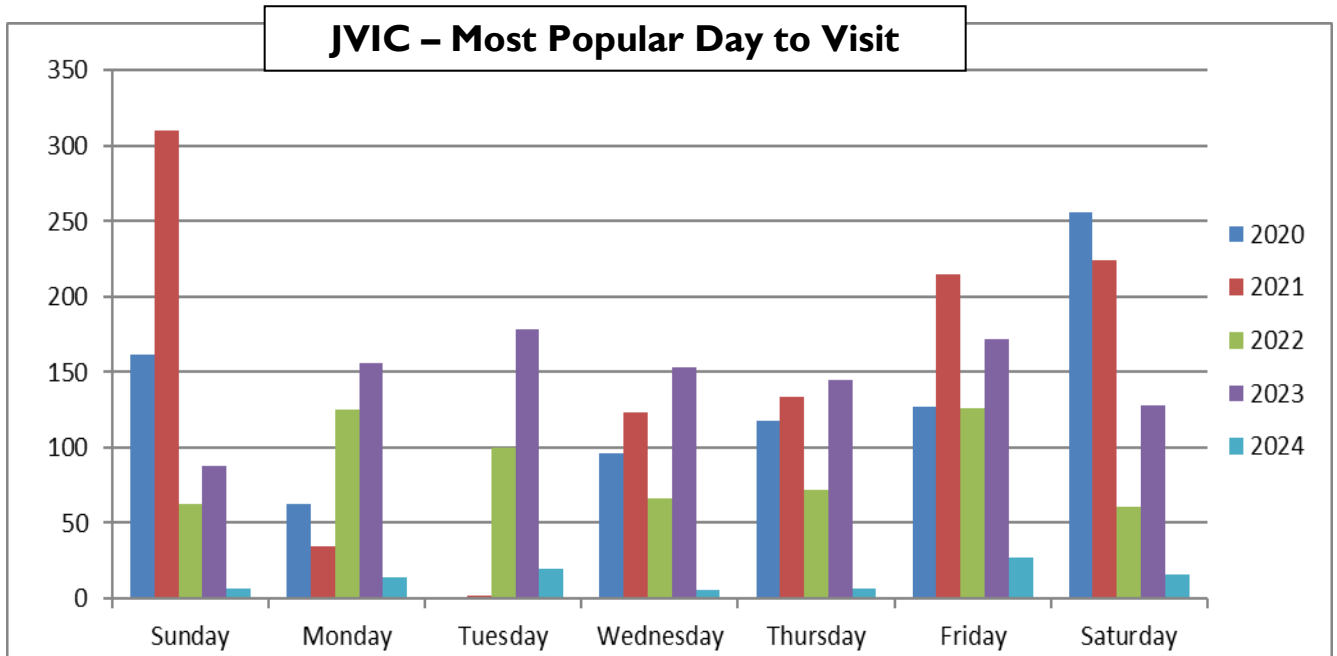
June Athenium Theatre

The Athenium Theatre saw an increase in bookings throughout the festive and school holiday period.



Visitor Information Centre





**I4[GM] CUSTOMER SERVICE REQUESTS SUMMARY**

<b>JANUARY MERIT 2024</b>	<b>Count of Request Name</b>
<b>Engineering Services Administration</b>	
Cemetery	4
Collection Service	15
Footpaths Kerb and Gutter Hazard	3
Maintenance	1
Public Bins	1
Road Maintenance	10
Rural Trees	1
Stormwater Drainage	1
Street Cleaning	1
Township/Village	1
Trees Urban and Village	7
<b>Finance</b>	
Animals	3
Enforcement	5
Infringement	1
Nuisance	1
<b>Grand Total</b>	<b>55</b>