



ORDINARY COUNCIL MEETING

Wednesday 7 August, 2024

at 9:00am

Council Chambers, 56 Chanter Street, Berrigan



Under Separate Cover Appendices



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The Hon Paul Scully MP

Minister for Planning and Public Spaces



Ref: IRF24/1443

Cr Julia Cornwell McKean

Mayor

Berrigan Shire Council

56 Chanter Street

Berrigan NSW 2712

mail@berriganshire.nsw.gov.au

Dear Mayor

As you are aware, the NSW Government is taking immediate action to meet our commitment under the National Housing Accord to build 377,000 new well-located homes by June 2029 to help address the housing crisis.

Local government are a critical enabler of housing, assessing about 85 per cent of housing development applications (DA) in NSW. However, over the past two years, average council DA timeframes have increased by 37 per cent, from 83 in FY21/22 to 114 days in FY23/24, which is contributing to the delays in housing completions and costing the NSW economy at least \$89 million each year.

In line with the beginning of the National Housing Accord, and our shared commitment to addressing the housing crisis, I am providing an updated Ministerial Statement of Expectations Order planning.nsw.gov.au/statement-of-expectations-order.

This new Statement of Expectations sets out expectations for council performance in the areas of development assessment, planning proposals and strategic planning. The performance of councils in meeting this Statement of Expectations will be monitored and reported publicly, as will the Department of Planning, Housing and Infrastructure's timeframes for approval of planning proposals and state significant development.

Addressing the housing crisis is a shared responsibility, and all levels of government must do more.



The Government is also developing a program to support councils achieve local housing targets, reduce average DA timeframes and deliver more homes. We have started this through initiatives funding cadetships for planners in councils and opening a new TAFE course for para-planning. We've completed substantial work on the NSW Planning Portal and are introducing artificial intelligence to support further efficiencies in the local DA process and timely decision-making.

The attached document outlines the key performance metrics within the Statement of Expectations and the associated infrastructure grant funding program. Additional initiatives to support councils achieve faster assessments will be announced in the coming months to help local and State government deliver approvals and particularly homes more effectively.

With these measures, I am confident that councils in NSW can achieve a significant reduction in average DA timeframes and meet our Housing Accord commitments.

I appreciate your leadership and support for this critical work in the spirit of shared responsibility that underpins the National Housing Accord and I look forward to working with you and all councils across New South Wales to deliver more housing for our communities.

Yours sincerely

Paul Scully MP

Minister for Planning and Public Spaces

03/07/2024



Attachment A

This Attachment provides an overview of the initial programs the NSW Government is proposing to support councils in determining more housing-related planning matters during the period of the National Housing Accord. More details of these programs and initiatives will be released in the coming months.

Updated Statement of Ministerial Expectations

- The Ministerial Statement of Expectations establishes the planning-related expectations of the Minister for Planning and Public Spaces in terms of planning assessment performance. The updated Statement includes the expectation for councils to:
 - lodge DAs as soon as practical and within an average of:
 - 14 days from submission, from 1 July 2024 to 30 June 2025
 - 7 days from submission, from 1 July 2025 onwards
 - determine DAs as soon as practical and whichever is the lesser of council's previous financial year average, or an average of:
 - 115 days from lodgement, from 1 July 2024 to 30 June 2025
 - 105 days from lodgement, from 1 July 2025 to 30 June 2026
 - 95 days from lodgement, from 1 July 2026 to 30 June 2027
 - 85 days from lodgement, from 1 July 2027 onwards
 - assess Regionally Significant DAs and refer them to the relevant planning panel for determination as soon as practical and within an average of 250 days from lodgement.

Department of Planning, Housing and Infrastructure Performance

- To assist with delivering major housing projects, the Department will be required to determine State Significant DAs for infill affordable housing and housing in transport-oriented development precincts within an average of 275 days from lodgement.
- As per the LEP Making Guidelines (August 2023) the Department must collaborate with councils to finalise planning proposals in 140 business days for basic proposals, 225 business days for standard proposals, 300 business days for complex proposals, and 380 business days for principal proposals.

Resourcing and financial incentives

- The Department will establish a new \$200 million grant program that provides milestone payments to councils based on their performance in meeting the Statement of Expectations. These grants will be for use in improving critical local infrastructure.



- The Department has made \$5.6 million worth of funding for grants to councils to integrate AI and other digital solutions into the development assessment process.
- The Department is working with industry, local government and the private sector to support a skilled planning workforce through the Strong Start mentoring program as well as a new TAFE pathway into the planning profession.



HOUSING NOW! ADVOCACY CAMPAIGN





The housing crisis presents a policy challenge of extraordinary urgency, and demands bold political, community and industry leadership.



Clear the backlog



We have some of the solutions to our housing crisis already in our system. We need Government intervention to make sure they are approved.



- **Decrease the number of Development Applications being determined by Council** – With increases to construction costs and growing communities' current thresholds for Development Applications seems to be outdated. We ask the State Government to provide Local Government minimum requirements for both the value of developments being assessed and the number of submissions received based on percentage of the population.
- **Build Skills Capacity Locally** – Provide subsidised training pathways to encourage people to train in this in-demand field. Incentivise regional universities to provide Planning Courses to increase the number of graduates.
- **Increase the scope of the Regional Housing Flying Squad** – Increase the scope of the Regional Housing Flying Squad to support Council's in various support roles in determining a development application and acts as an escalation panel for developments that have exceeded 60 days.
- **Provide assessment timeframes for the approval/consent of external referrals and concurrent consents** – Timeframes for development are significantly impacted by third parties that make up part of the assessment process. Enforce timeframes on all agencies to comply with approval timeframes.



Enabling infrastructure and incentivising investment

The opportunity for growth across the region is only inhibited by the costs of providing infrastructure to service it, with the cost being inequitable to our metro counterparts.



- **Incentivise growth by funding infrastructure in growth corridors** – Enable new development in our regions by funding strategic and structural planning as well as infrastructure in identified growth corridors.
- **Provide access to affordable funding programs to assist local government fund enabling infrastructure** - Provide access to Local Government to access low-cost or no-cost funding to invest in upgrading or investing in new networks that enable housing development.
- **Incentivise commencement of construction** – We acknowledge there is a number of developments that could contribute to the housing landscape in region but are challenged by barriers such as finance and cashflow .
- **Invest in an energy network to support growth** – The investment to augment the energy networking for new and intensifying development is a barrier. Consider adopting a framework like that used in other states.
- **Adopt a special Activation Precinct Model for Housing** – Take the Special Activation Precinct model and replicate this to key housing districts across the Riverina Murray



Diversifying regional housing stock



We have seen Local Government strategies that aim to diversify housing with strategies to intensifying CBDs, shop-top housing, and minimisation of lot sizes in green-fill sites, however, there have been barriers in seeing these opportunities reach fruition.



- **Make Shop-top Housing Complying Development** - Complying Development Pathways for shop-top housing. That will not only provide immediate solutions to the diversity of our current housing landscape, it will also contribute to the vibrancy of our CBDs.
- **Enforce larger subdivision to include a mix of higher density lots** – We need to address the changing make up of our community, with an aging population, increasing single person occupancy, and a growing homelessness rate. We need housing that reflects our community need.



Housing affordability



NOW!

Riverina
Murray

NSW

While “affordable housing” is a term used frequently when we discuss the housing issues our region faces, we believe that on a regional level, the question of affordability in general has become an issue. With pressures from a building and construction market that have faced both high inflation and demand over the past couple of years, on top of cost-of-doing-business measures and wage pressures, we have seen costs escalate.

- **Advocate for Regional targets for the Housing Australia Future Fund** – We encourage the State Government to advocate for fair and equitable targets for the Riverina Murray.



Planning system reform

We need a system that provides developers with certainty and commercial viability.

The costs incurred in developments that require additional time, studies, and work to be submitted, all need to be recovered by developers, and does increase the risk of developments not being realised.

- **Provide an Assessment Pathway** – Take the Planning Panel similar to that of Greater Sydney that can assist Council to determine applications including, those over identified values, developments with a high number of complaints or contentious, act as an escalation point if a Development Application has not been assessed within 60 days.



Technology and innovation

With quick responses required to ensure that we address the current housing crisis, we need new and more innovative ways to address the issue.



- **Support the Prefabricated Housing Industry to meet its full potential** – Within our region, there are opportunities to look at new models of housing including prefabricated models. We would encourage the State Government to look to the Queensland model and urge them to invest; if not directly, by way of commitment to production outputs of a minimum number of housing units.
- **Create a Housing Fund** – Create a fund to alleviate the barriers to accessing finance associated with prefabricated models. Although there are examples of banks such as Bank West, who are funding prefabricated buildings now, this does not seem to be available for NSW customers. Housing funds could fund the construction cycle of prefabrication with interest.



Accommodating a temporary workforce

This is a large opportunity for the Riverina Murray in terms of investment, if the situation is well managed and responded to quickly.



- **Review Fringe Benefit Tax on worker accommodation** – Advocate for FBT exemption for the Riverina Murray. With pipelines of major projects coming to the region and demand for housing and accommodation at an all-time high we need to ensure that we have systems that encourage the right behaviours and not placing workers in “remote” areas without the social infrastructure to support them. We would like to see investment in housing in key growth areas which will add to current supply and diversity of stock in a sustainable way with community wellbeing at heart.
- **Commence the Pilot Project for Cooma** – This involves repurposing underutilised travelling stock reserves with 200 lots. This is a shovel ready project that could be replicated throughout the state. - REROC has done a project identifying public land
- **Incentivise Development of Worker Accommodation that can be repurposed** – As an example, the investment into prefabricated housing that can be repurposed by moving to new locations for new projects or become affordable housing or assets to the aged care industries.



Design pattern book

In the past, metro have used sets of pre-approved designs to help with the development of cities. Metro is certainly looking at how this can assist not only with development, but infill as well.



- **Create a Regional Design Playbook** – Develop a Regional Design Playbook acknowledging the differences between metro, regional cities, and rural communities.
- **Increase the scope of Complying Development** – Provide more complying development options for housing reviewing at a regional level what is currently triggering simple housing application to be pushed through the DA process (ie set backs). Move developments such as shop-top housing to complying development.



Thank you

For more information please contact:

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businessnsw.com



HOUSING

NOW!

Riverina Murray



Audit Action Progress Report

Q4 - 2023/2024

Making an even better Berrigan Shire



Internal Audit

Governance (Legal and Public Liability)

Insurance

Legislative compliance

Action Code	Action Name	Responsible Officer	Status	Progress		Comments	Start Date	Due Date
1.7.2.1.1	Ensure all employees who interact with Council, or are able to access customer information and records, receive information, training and/or education in GIPA and privacy management.	Matthew Hansen	Not on target	10%		Continued delays with the introduction of the Pulse e-Learning module.	01/12/2023	29/02/2024
1.7.2.1.2	Include details in the Annual Report of any and all actions undertaken to educate, inform and remind Council's employees of their obligations and protections under PID legislation.	Matthew Hansen	Completed	100%			01/10/2023	31/01/2024
1.7.2.1.3	Review all outstanding employee complaints and ensure that they have been appropriately closed out, with complainants formally notified of the outcome of how their complaints have been managed and resolved.	Samala Armer	Completed	100%			01/09/2023	22/12/2023
1.7.2.1.4	Review Council's Employee Induction Program to incorporate	Samala Armer	On target	85%		On target, will be finalised in the	02/10/2023	15/03/2024



Action Code	Action Name	Responsible Officer	Status	Progress		Comments	Start Date	Due Date
	training on the Customer Requests Policy and Customer Experience Charter, ensuring that all employees familiarise themselves with the documents upon commencement of employment					coming weeks now the Salary Policy has been finalised.		
1.7.2.1.5	Review the service standards set out in the Customer Experience Charter to ensure they are realistic and achievable and avoid creating a situation whereby Council is setting itself up for failure.	Kayleigh Nolen	On target	30%		Will work on this more once the Revenue officer has commenced and trained,	02/10/2023	26/04/2024
1.7.2.1.6	Following procurement of a fit-for-purpose CRM software solution (refer Recommendation 8 below), consider introduction of performance reporting to Council's Audit, Risk and Improvement Committee.	Tahlia Fry	Not due to start	0%			01/07/2024	27/12/2024
1.7.2.1.7	Convene regular Customer Experience Coordination Meetings with all Directors and key personnel to review customer performance including outcomes data, identify and action priority initiatives, and provide input on how to	Kayleigh Nolen	On target	70%		Monthly reports going to Mangers & ELT.	02/10/2023	28/06/2024



Action Code	Action Name	Responsible Officer	Status	Progress		Comments	Start Date	Due Date
	continuously improve customer service operations.							
1.7.2.1.8	Investigate the purchase and implementation of a fit-for-purpose CRM solution that will enable Council to record, monitor and report against customer enquiries, complaints and requests in a timely manner and evaluate its performance against agreed service levels set out in the Customer Experience Charter	Tahlia Fry	Deferred or Not Progressing	0%	●		01/11/2023	28/06/2024
1.7.2.1.9	Following purchase and implementation of a fit-for-purpose CRM solution, introduce regular reporting to Management on the status of customer enquiries, complaints and requests, as well as key performance and satisfaction metrics.	Kayleigh Nolen	On target	20%	●	Awaiting the outcome on the Civica implementation.	02/10/2023	29/11/2024
1.7.2.1.10	Review Council's obligations under the GIPA Act and GIPA Regulation and ensure that all Open Access Information listed in Schedule of the GIPA	Melissa Kennedy	Deferred or Not Progressing	0%	●	Working with the Deputy CEO on what is required to meet obligations.	02/10/2023	29/03/2024



Action Code	Action Name	Responsible Officer	Status	Progress		Comments	Start Date	Due Date
	Regulation is updated and published to Council's website.							
1.7.2.1.11	Develop a knowledge base to support FAQ and common enquiries to support Council's Customer Experience team and publish FAQ on Council's website.	Kayleigh Nolen	On target	50%		Need to work with each Department to develop a more refined FAQ for the website. Working with Bianca on how we can best deliver this on the website and what data should be captured	02/10/2023	29/03/2024
1.7.2.1.12	Explore the feasibility of implementing reward, recognition and training initiatives that could support employee retention in Council's Customer Experience team and enhance the appeal of pursuing a career in Customer Experience at Council.	Samala Armer	On target	75%		Review of current positions that could fit within the Customer Experience Team that gives staff the opportunity to grow in other areas of the business. We are hoping this stops staff wanting to move out of the CE Team if they have more variety and accountability in there positions.	01/11/2023	22/11/2024



Action Code	Action Name	Responsible Officer	Status	Progress		Comments	Start Date	Due Date
1.7.2.1.13.1	Conduct service review of the Building and Planning function	Andrew Fletcher	Completed	100%		Building and Planning Service Review was presented to the Strategic Policy Workshop in March 2024. Officers are now continuously working on the implementation plan.	01/11/2023	29/02/2024
1.7.2.1.13.2	Conduct service review of the Customer Experience function	Tahlia Fry	Deferred or Not Progressing	0%			01/11/2023	28/06/2024
1.7.2.1.14	Review Council's Community Engagement Plan and Community Participation Policy to comply with the IP&R Guidelines and clearly identify the relevant stakeholder groups within the Berrigan Shire community and outline the methods that will be used to engage each group, incorporating an appropriate range of Involve and Collaborate methods in addition to Inform and Consult methods.	Keelan McDonald	Not on target	0%		To commence from August 2024	02/10/2023	27/10/2023
1.7.2.1.15	Develop and adopt an EEO Management Plan and publish to	Samala Armer	Completed	100%			01/10/2023	25/11/2023



Action Code	Action Name	Responsible Officer	Status	Progress		Comments	Start Date	Due Date
	Council's website following adoption.							
1.7.2.1.16	Publish the Mayor's delegations to Council's website.	Keelan McDonald	Completed	100%			02/10/2023	24/11/2023
1.7.2.1.17	Publish the CEO's delegations to Council's website.	Keelan McDonald	Completed	100%			02/10/2023	30/11/2023
1.7.2.1.18	Publish the Delegations Register to Council's website.	Keelan McDonald	On target	90%		Pulse will streamline this process. Will have updated by August 2024	01/10/2023	30/11/2023
1.7.2.1.19	Develop and implement procedure to ensure Council's Delegations Register is being regularly reviewed and currency is maintained.	Melissa Kennedy	Deferred or Not Progressing	0%		Working with the Deputy CEO to develop a procedure.	01/11/2023	26/04/2024
1.7.2.1.20	Schedule a comprehensive review of all delegations within 12 months of the next Local Government ordinary election.	Melissa Kennedy	Not due to start	0%			01/10/2024	01/10/2025
1.7.2.1.21	Update Council's website to feature content on its Audit, Risk and Improvement Committee, including its role, responsibilities and membership arrangements.	Keelan McDonald	Completed	100%			01/10/2023	30/11/2023
1.7.2.1.22	Publish the Audit, Risk and Improvement Committee Terms	Keelan McDonald	Completed	100%			02/10/2023	30/11/2023



Action Code	Action Name	Responsible Officer	Status	Progress		Comments	Start Date	Due Date
	of Reference to Council's website.							
1.7.2.1.23	Develop and adopt a Gifts and Benefits Policy and publish to Council's website following adoption.	Matthew Hansen	Completed	100%	●		02/10/2023	30/11/2023
1.7.2.1.24	Develop and adopt a Councillor Access to Information Policy and publish to Council's website following adoption.	Matthew Hansen	Completed	100%	●		02/10/2023	26/01/2024
1.7.2.1.25	Ensure Council's audited Financial Statements are publicly available and published to its website.	Genevieve Taylor	Completed	100%	●	Completed.	02/10/2023	
1.7.2.1.26	Ensure Council's Annual Reports are publicly available and published to its website.	Keelan McDonald	Completed	100%	●		02/10/2023	30/11/2023
1.7.2.1.27	Formally identify the "designated persons" within Council's organisation structure.	Matthew Hansen	Completed	100%	●		02/10/2023	30/11/2023
1.7.2.1.28	Review and confirm that all Written Returns of Interest for designated persons have been published to Council's website.	Matthew Hansen	Completed	100%	●		01/10/2023	30/11/2023
1.7.2.1.29	Ensure that the full nature of conflicts of interest disclosed at	Keelan McDonald	Completed	100%	●	REported for each Council Meeting	02/10/2023	30/11/2023



Action Code	Action Name	Responsible Officer	Status	Progress		Comments	Start Date	Due Date
	Council meetings are being correctly recorded in meeting minutes, as required under the Code of Meeting Practice.							
1.7.2.1.30	Review the Contracts Register for currency, to ensure that any and all Class 1, Class 2 and Class 3 entered into by Council since 30 June 2021 are appropriately recorded and disclosed.	Genevieve Taylor	Completed	100%		Completed.	02/10/2023	29/02/2024
1.7.2.1.31	Following review of the Contracts Register, update the version of the document on Council's website.	Genevieve Taylor	Completed	100%		Contracts Register has been updated and the latest version of the document has been provided to Council to be uploaded to the website.	01/11/2023	29/02/2024
1.7.2.1.32	Review and update the Privacy Management Plan.	Matthew Hansen	Completed	100%			01/11/2023	28/06/2024
1.7.2.1.33	Review the Councillor Expenses and Facilities Policy by September 2025.	Matthew Hansen	Not due to start	0%		To start after the election in September 2024.	01/09/2024	01/09/2025
1.7.2.1.34	Develop and adopt an Internal Audit Charter and publish to	Matthew Hansen	Completed	100%		Adopted at the Council meeting held 19 June 2024,	01/11/2023	29/03/2024



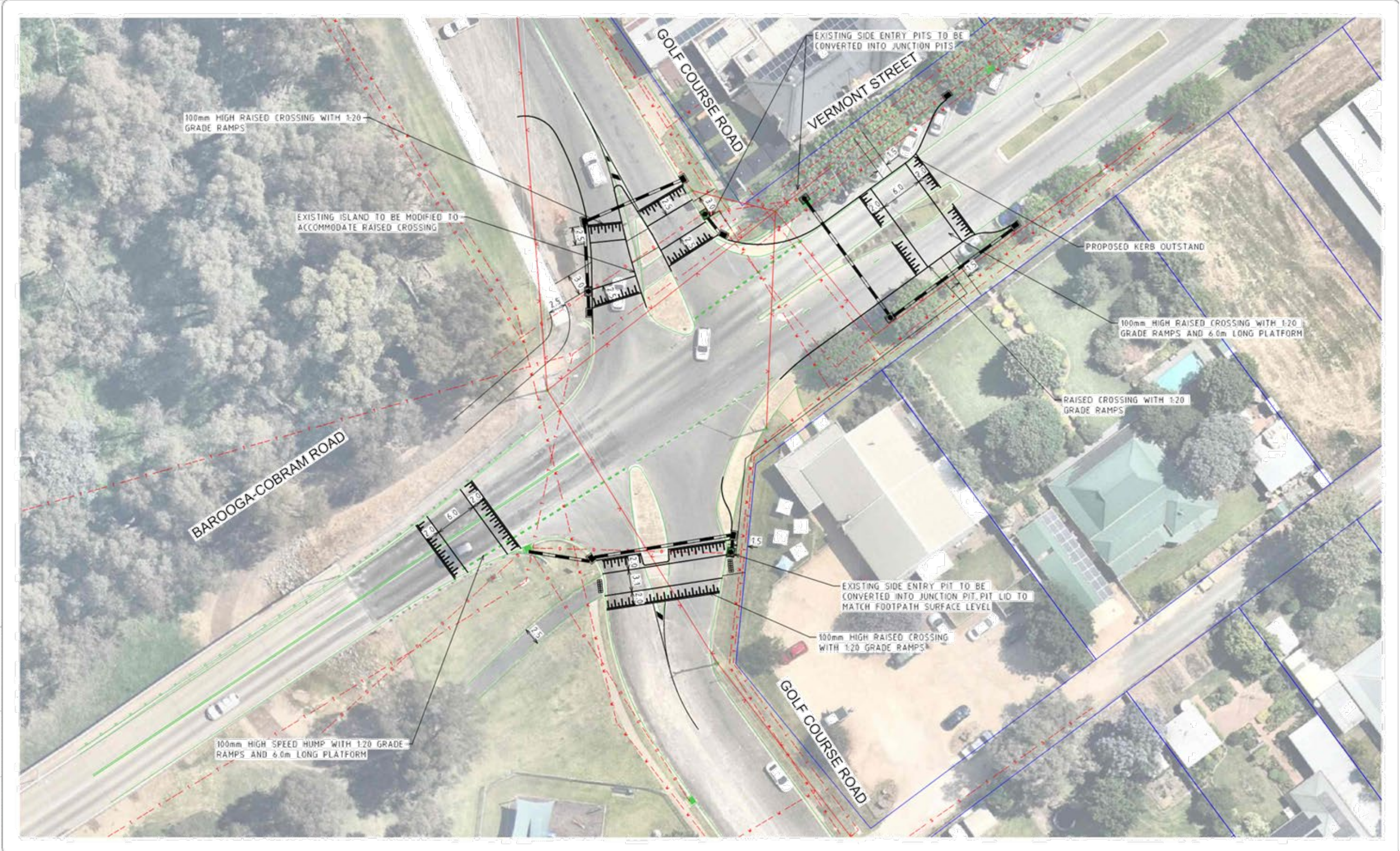
Action Code	Action Name	Responsible Officer	Status	Progress		Comments	Start Date	Due Date
	Council's website following adoption.					Charter is now on Council's website. COMPLETE		
1.7.2.1.35	Ensure the location and venue of each scheduled Council meeting is clearly listed on Council's website.	Keelan McDonald	Completed	100%			01/10/2023	30/11/2023
1.7.2.1.36	Update the Community Engagement Plan and Community Participation Policy to become a Community Engagement Strategy that addresses the requirements detailed in the IP&R Guidelines.	Keelan McDonald	Deferred or Not Progressing	0%		To commence from August 2024	01/10/2023	29/02/2024
1.7.2.1.37	Develop and adopt a Complaint Handling Policy, utilising the Model Policy produced by the NSW Ombudsman as a template.	Kayleigh Nolen	On target	95%		Policy adopted by ELT - Just need to make the relevant changes	01/11/2023	31/05/2024
1.7.2.1.38	Following development and implementation of Complaint Handling Framework, instigate regular reporting of complaints to Management	Kayleigh Nolen	Deferred or Not Progressing	0%		Complaint handling policy has almost been completed. I just need to make the required changes and then when I am back working Customer Experience fully I will dedicate my time & focus to	01/10/2023	30/07/2024



Action Code	Action Name	Responsible Officer	Status	Progress		Comments	Start Date	Due Date
						developing the frame work.		
1.7.2.1.39	Publish content to Council's website clearly outlining how Council receives, manages and resolves complaints, including avenues to appeal or seek review of complaint outcomes.	Kayleigh Nolen	Deferred or Not Progressing	0%		Awaiting a complaint frame work to be implemented. I have drafted a complaint handling policy then will move onto the framework once adopted.	01/10/2023	28/06/2024
1.7.2.2.1	Review of the Discrimination, Bullying, Harassment and Workplace Violence Policy to differentiate between "grievances" and complaints"	Samala Armer	Completed	100%			08/01/2024	22/03/2024
1.7.2.2.2	Consider developing a Workplace Relationships Policy or similar internal/management policy statement to provide a framework for the management of familial and intimate relationships within the professional context	Samala Armer	Completed	100%			08/01/2024	26/04/2024
1.7.2.2.3	Address inappropriate actions immediately	Karina Ewer	Completed	100%			01/12/2023	22/12/2023



Action Code	Action Name	Responsible Officer	Status	Progress		Comments	Start Date	Due Date
1.7.2.2.4.1	Include relationship building in the Councillor Professional Development Plan	Karina Ewer	Completed	100%			01/01/2024	29/02/2024
1.7.2.2.4.2	Include relationship building in future Councillor Induction Programs	Karina Ewer	Not due to start	0%		Is being actioned but not relevant for the 2023-2024 financial year. This matter will be included in the Councillor Induction program post the September 2024 election	02/09/2024	27/12/2024
1.7.2.2.5	Review staff training program to incorporate training spanning psychosocial safety and respectful working relationships	Samala Armer	Deferred or Not Progressing	0%			02/01/2024	31/05/2024
1.7.2.2.6	Review current resourcing in the Human Resources function	Matthew Hansen	Completed	100%			01/12/2023	22/12/2023



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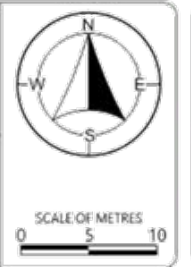
Drawing Record				
ISSUE	DRAWN	APP'D	DATE	AMENDMENT
P2	GL	AA	27.06.24	PRELIMINARY ISSUE FOR COMMENT

<p>WARNING BEWARE OF UNDERGROUND SERVICES THE LOCATIONS OF UNDERGROUND SERVICES ARE APPROXIMATE ONLY AND THEIR EXACT POSITION SHOULD BE CHECKED BY THE CONTRACTOR BEFORE ANY WORK IS GIVEN THAT ALL EXISTING SERVICES ARE SHOWN</p>	<p>PRELIMINARY PLAN FOR DISCUSSION PURPOSES ONLY SUBJECT TO CHANGE WITHOUT NOTIFICATION DATE OF ISSUE: 27/06/24</p>
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Notes & Legend	
<p>1. AERIAL IMAGE FROM NEARMAP UNDER LICENSE AGREEMENT WITH TRAFFICWORKS PTY LTD 2. ALL DIMENSIONS ARE TO FACE OF KERB UNLESS SHOWN OTHERWISE. 3. ALL DRAINAGE DESIGN AND PIT LOCATIONS ARE INDICATIVE. SUBJECT TO DETAILED DESIGN 4. ALL AFFECTED PROPERTY DRAINS TO BE EXTENDED TO NEW FACE OF KERB. SUBJECT TO DETAILED DESIGN</p>	
<p>— Design by Trafficworks — Cadastre — Existing ■ Existing Side Entry Pit</p>	<p>■ Side entry Pit ■ Junction Pit — Drainage pipe</p>

TRAFFICWORKS™

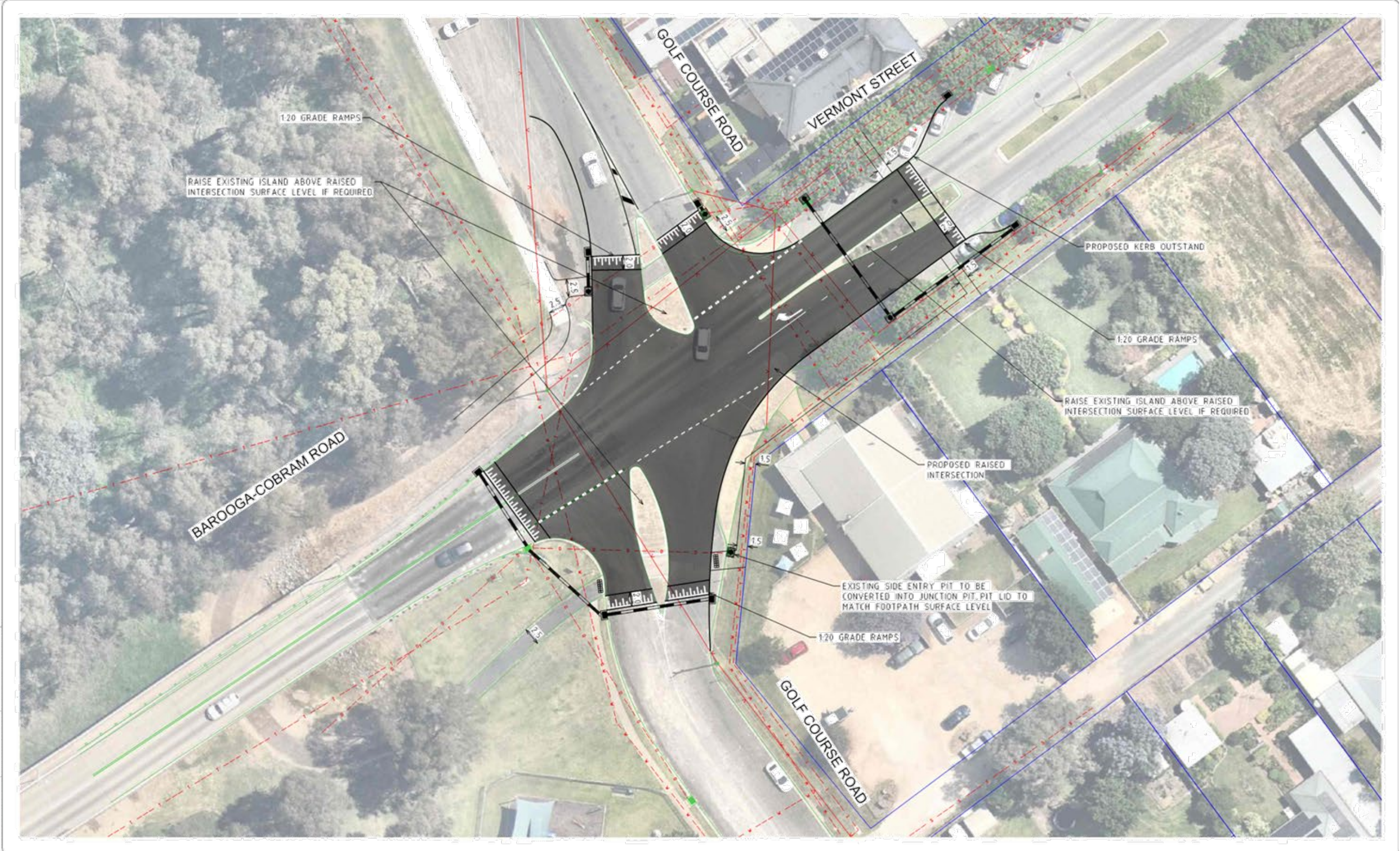
CLIENT



Intersection of Golf-Course Road and Vermont Street
Berrigan Shire Council

Concept Plan -Option 2

SHEET NO. 4	DRAWING NO. 230341-CTP-04	ISSUE P2
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Drawing Record				
ISSUE	DRAWN	APP'D	DATE	AMENDMENT
P2	GL	AA	27.06.24	PRELIMINARY ISSUE FOR COMMENT

WARNING

BEWARE OF UNDERGROUND SERVICES
THE LOCATIONS OF UNDERGROUND SERVICES ARE APPROXIMATE ONLY AND THEIR EXACT POSITION SHOULD BE WORKED OUT BY THE CONTRACTOR IS GIVEN THAT ALL EXISTING SERVICES ARE SHOWN

PRELIMINARY PLAN

FOR DISCUSSION PURPOSES ONLY
SUBJECT TO CHANGE WITHOUT NOTIFICATION
DATE OF ISSUE: 27/06/24

Notes & Legend	
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<ul style="list-style-type: none"> — Design by Trafficworks — Cadastre — Existing — Existing Side Entry Pit 	<ul style="list-style-type: none"> Side entry Pit Junction Pit Drainage pipe

CLIENT

Intersection of Golf-Course Road and Vermont Street

Berrigan Shire Council

Concept Plan -Option 3

SHEET NO. 5	DRAWING NO. 230341-CTP-05	ISSUE P2
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Drawing Record				
ISSUE	DRAWN	APP'D	DATE	AMENDMENT
P2	GL	AA	27.06.24	PRELIMINARY ISSUE FOR COMMENT

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Notes & Legend	
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Intersection of Golf-Course Road and Vermont Street
Berrigan Shire Council

Safe Intersection Sight Distance Option 3

SHEET NO. 8	DRAWING NO. 230341-CTP-08	ISSUE P2
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Traffic Assessment Report

**Barooga-Cobram Road /
Vermont Street / Golf
Course Road, Barooga NSW**

Project Number 230341

Draft Report 28/06/2024

Client Berrigan Shire Council



Document control record

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Project number	230341
Client	Berrigan Shire Council
Client contact	Harpreet Singh Sidhu

Revision	Date issued	Revision details / status	Prepared by	Authorised by
Draft	28/06/2024	Preliminary draft	Bailey Vroom / David Do	Ali Abdou

230341 Barooga-Cobram Road / Vermont Street / Golf Course Road, Barooga NSW – Traffic Assessment Report
Draft 28/06/2024



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1 Introduction

Berrigan Shire Council engaged Trafficworks to undertake a traffic assessment of the impacts of the proposed intersection improvement works at **Barooga-Cobram Road / Vermont Street / Golf Course Road, Barooga NSW.**

For the detail about:

- existing conditions – see section 2
- investigated options – see section 3
- assessment and impacts of options - see section 4
- our conclusions – see section 5.



2 Existing conditions

2.1 Subject site

The site is located at the intersection of Barooga-Cobram Road / Vermont Street / Golf Course Road, in Barooga NSW.

Figure 1 shows the location of the subject site, which is surrounded by residential, commercial land uses and reserves.



Figure 1: Location plan (reproduced with permission from Melway Publishing Pty Ltd)

Figure 2 shows the aerial image of the subject site



Figure 2: Aerial image of the site (reproduced from Nearmap)

2.2 Road network

The road network includes:

- Barooga-Cobram Road (Vermont Street)
- Golf Course Road

2.2.1 Barooga-Cobram Road / Vermont Street

Table 1 describes the features of this road.



Table 1: Barooga-Cobram Road (Vermont Street) features

Feature	Description
Road type	Regional road under the management of Transport NSW
Access	Provides access between Nangunia Street at the eastern end to Mookarii Street at the western end
Road reservation	10.7 m wide
Carriageway	7.3 m wide
Road cross section	<ul style="list-style-type: none"> — two-way undivided road west of Golf Course Road and divided on the east side of Golf Course Road — on-street car parking permitted, east of Golf Course Road, which includes: <ul style="list-style-type: none"> — parallel car parking on the south side of road — indented angle car parking on the north side of road — footpath on the north side of the road
Speed limit	50 km/h

2.2.2 Golf Course Road

Table 2 describes the features of this road.

Table 2: Golf Course Road features

Feature	Description
Road type	Local road under the management of Berrigan Shire Council
Access	Provides access between Barooga-Tocumwal Road at the northern end to Collie Street at the southern end
Road reservation	11.7 m wide
Carriageway	7.7 m wide
Road cross section	<ul style="list-style-type: none"> — two-way undivided road — on-street car parking permitted on both side of the road, with informal angle car parking north of Vermont Street adjacent to the reserve — footpath on the west side, south of Vermont Street — shared path on the west side, north of Vermont Street



Feature	Description
Speed limit	50 km/h

2.3 Traffic volumes

The existing traffic volumes at the intersection of Barooga-Cobram Road and Golf Course Road were surveyed by Trafficworks on the following days:

- Thursday 15 February 2024, between 4:00 to 5:00 pm
- Tuesday 20 February 2024 between 7:30 to 8:30 am.

Figure 3 and Figure 4 show the morning and afternoon peak hour traffic volumes at the intersection.

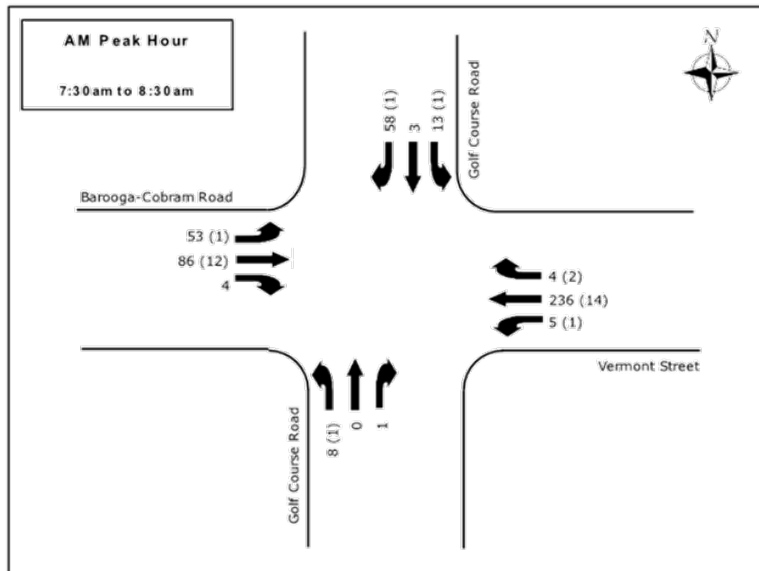


Figure 3: Traffic volumes – Tuesday 20 February 2024 morning peak period (7:30 to 8:30 am)

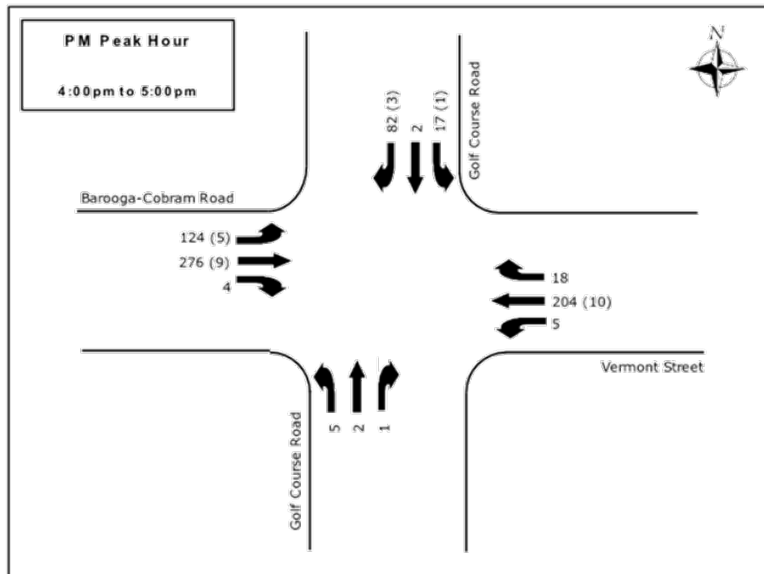


Figure 4: Traffic volumes – Thursday 15 February 2024 afternoon peak period (4:00 to 5:00 pm)

2.4 Crash history

The Transport for NSW data portal, which details all reported injury crashes on roads throughout New South Wales, reports that one casualty crash has occurred on the roads in the vicinity of the subject site in the last available five-year period, i.e. 01/01/2018 – 31/12/2022:

- a right far intersection crash in 2021, that resulted in ‘non-casualty’ injury

Based on this, we conclude that there is no trend that requires immediate investigation.



3 Investigated options

The following intersection design options were investigated:

Raised intersection:

- install a raised intersection
- provide kerb outstands and a footpath connection on the east approach of Vermont Street
- retain existing right turn lane from Vermont Street to Golf Course Road

Raised platforms on each approach:

- install a bus-cable raised platforms on the east and west approach of the intersection
- install a raised platforms on the north and south approach of the intersection
- provide kerb outstands and a footpath connection on the east approach of Vermont Street
- retain existing right turn lane from Vermont Street to Golf Course Road

For more information, refer to Appendix 1 – Concept plans.



4 Assessment and impacts of options

4.1 Existing road network impact

SIDRA software was used to analyse the intersections and determine the existing and projected intersection operations. Typically, the main characteristics used to assess intersection operation are the:

- degree of saturation (DOS)
- 95th percentile queue lengths
- average delay

Table provides an explanation of the intersection operating characteristics.

Table 3: Definitions of intersection operation characteristics

Degree of Saturation (DOS)			Operation
Sign control	Roundabout	Traffic signals	
< 0.6	< 0.6	< 0.6	Excellent operating conditions, minimal delays
0.6 - 0.699	0.6 - 0.699	0.6 - 0.699	Very good operating conditions, minimal delays
0.7 - 0.799	0.7 - 0.849	0.7 - 0.899	Good operating conditions, delays and queuing increasing
0.8 - 0.899	0.85 - 0.949	0.9 - 0.949	Fair operating conditions, delays and queues growing. Any interruption to flow such as minor incidents causes increasing delays
0.9 - 1.0	0.95 - 1.0	0.95 - 1.0	Poor operating conditions, flows starting to breakdown and queues and delays increase rapidly.
> 1.0	> 1.0	> 1.0	Very poor operating conditions with queues and delays increasing rapidly. Once queues develop it takes a significant time for queues to dissipate resulting in long delays to traffic movements

The DOS of an intersection is the ratio between the arrival (demand) flow and the intersection capacity during a given flow period. A degree of saturation of 1.0 is the theoretical capacity of an intersection, achievable if all parameters are optimal.



Inefficiencies in driver behaviour and specific site conditions (including sight lines, gap acceptances, follow-up headways) make this unrealistic in practice.

The practical degree of saturation (or practical capacity) of an intersection is a more realistic measure of what can be achieved prior to an intersection becoming oversaturated and prior to traffic flows breaking down and queues and delays increasing rapidly.

Austrroads Guide to Traffic Management Part 3 (AGTM3) specifies the following target DOS (practical degree of saturation / practical capacity) for different intersection types:

- 0.90 for traffic signals
- 0.85 for roundabouts
- 0.80 for unsignalised intersections.

4.1.1 Intersection analysis

Intersection analysis was undertaken at the Barooga-Cobram Road / Vermont Street / Golf Course Road intersection for the following scenarios:

- existing conditions layout with 50 km/h approach and exit speeds on each leg
- proposed conditions where:
 - existing layout is maintained
 - 20 km/h approach and exit speeds on each leg (i.e. vehicles slowing down at the intersection due to the raised intersection / platforms).

It is anticipated each of the proposed options discussed in section 3 will operate similar to each other, and therefore one intersection analysis would represent the proposed scenarios.

The Barooga-Cobram Road / Vermont Street / Golf Course Road intersection SIDRA layout is shown in Figure 5.

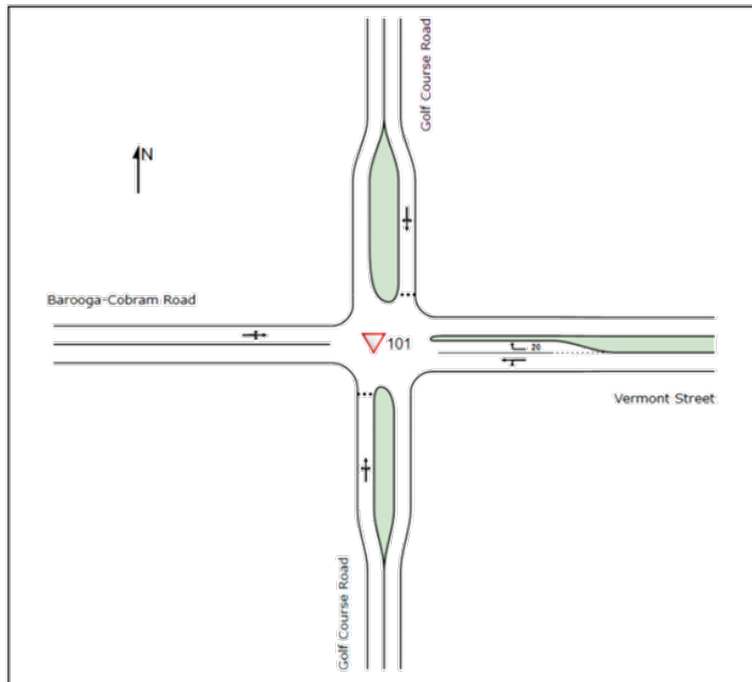


Figure 5: Barooga-Cobram Road / Vermont Street & Golf Course Road SIDRA intersection layout

Table 3 provides a summary of the SIDRA assessment. For full SIDRA results, see Appendix 2 – SIDRA outputs.



Table 3: SIDRA results

Movements	Existing conditions						Proposed conditions						Comparison				
	DOS		95% queue (m)		Average delay (sec)		DOS		95% queue (m)		Average delay (sec)		95% queue (m)		Average delay (sec)		
	AM	PM	AM	PM	AM	PM	AM	PM	AM	PM	AM	PM	AM	PM	AM	PM	
Barooga-Cobram Road / Vermont Street / Golf Course Road	Golf Course Road (south approach)	0.010	0.010	0.3	0.3	5.8	6.7	0.010	0.010	0.3	0.3	1.3	2.4	0.0	0.0	-4.5	-4.3
	Vermont Street (east approach)	0.133	0.114	0.2	0.5	0.2	0.6	0.133	0.114	0.2	0.5	0.1	0.2	0.0	0.0	-0.1	-0.4
	Golf Course Road (north approach)	0.114	0.223	3.2	6.3	7.6	11.0	0.114	0.223	3.2	6.3	3.0	6.4	0.0	0.0	-4.6	-4.6
	Barooga-Cobram Road (west approach)	0.082	0.223	0.3	0.3	1.9	1.5	0.082	0.223	0.3	0.3	0.1	0.0	0.0	0.0	-1.8	-1.5



The SIDRA analysis reveals that:

- the existing layout operates under practical capacity for each of the peak periods
- the proposed raised intersection / platforms condition is anticipated to continue to operate under practical capacity for each of the peak periods, similar to the existing layout
- there is a decrease in average delay on each approach as motorists are able to select smaller gaps to complete their movement. This is due to the reduced approach and exit speeds at the intersection.

A design life sensitivity analysis was also completed to determine intersection performance after the implementation of the raised intersection / platforms. A compounded growth rate of 2% per annum was applied to all vehicle movements.

It was determined that performance of the intersection still operates under practical capacity post 10 years (i.e. year 2034).

4.1 Risk assessment

A high-level risk assessment has been undertaken for the existing layout and proposed raised intersection / platforms for the Barooga-Cobram Road / Vermont Street / Golf Course Road intersection. The risk assessment is based on the approach speed at the intersection for the existing and proposed conditions.

Research has found the chances of surviving a crash decrease markedly above certain speeds, depending on the type of crash. It should be noted that the road user, as well as the angle of impact of a collision are also factors that impact the severity of a crash.

Figure 6 provides a severity guidance sheet, with the intersection speeds for the existing and proposed conditions.

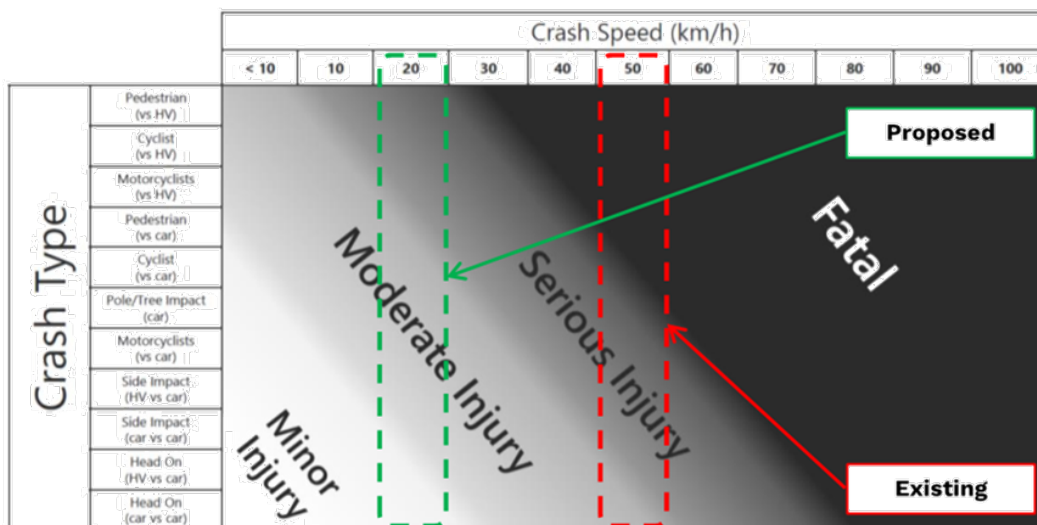


Figure 6: Severity guidance sheet



Based on Figure 6, the existing intersection layout has severity rating of “Serious Injury” for crash type involving cars and heavy vehicles. The implementation of the proposed raised intersection / platforms is anticipated to reduce the severity to “Moderate Injury” for cars and heavy vehicles.

4.2 Safe intersection sight distance

The visibility criterion normally applied to intersections is Safe Intersection Sight Distance (SISD) Figure 7 shows the SISD, which:

- is nominated in the Austroads Guide to Road Design, Part 4A (AGRD4) as the minimum distance that should be provided on a major road at any intersection (refer Section 3.2.2 in AGRD4A)
- provides sufficient distance for a driver of a vehicle on the major road:
 - to observe a vehicle from the minor access approach moving into a collision situation, e.g., in the worst case, stalling across the traffic lanes
 - to decelerate to a stop before reaching the collision point.

For the existing Barooga-Cobram Road / Vermont Street / Golf Course Road intersection, the minimum SISD criterion, specified in Table 3.2 of AGRD4A, requires clear visibility for a desirable minimum distance of 73 - 97 m, relating to the general reaction time RT of 2.0 seconds and a design speed of 40 - 50 km/h.

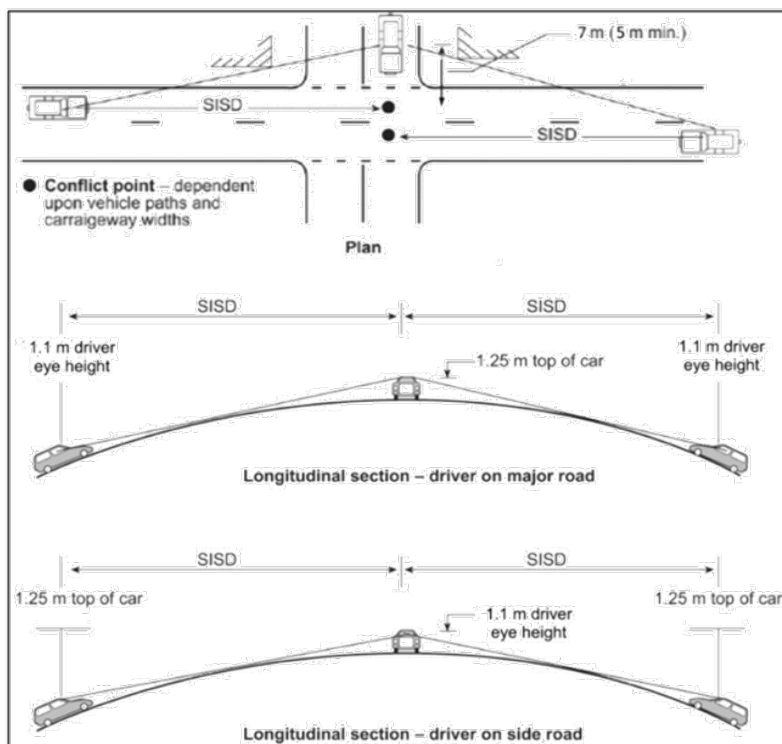


Figure 7: Safe Intersection Sight Distance (SISD) (Source: Figure 3.2 from AGRD4)



The implementation of the proposed raised intersection / platforms is anticipated to reduce speeds at the intersection to approximately 40 km/h. This results in a decrease of the minimum SISD to 73 m, based on a RT of 2.0 seconds.

As such, proposed raised intersection / platforms will allow sufficient time and distance to for motorist along Barooga-Cobram Road and Vermont Street to observe, react and decelerate to a stop before reaching the collision point with a vehicle from the side road (i.e. from vehicles Golf Course Road).



5 Conclusions

Intersections options were investigated for the Barooga-Cobram Road / Vermont Street / Golf Course Road intersection, in Barooga NSW.

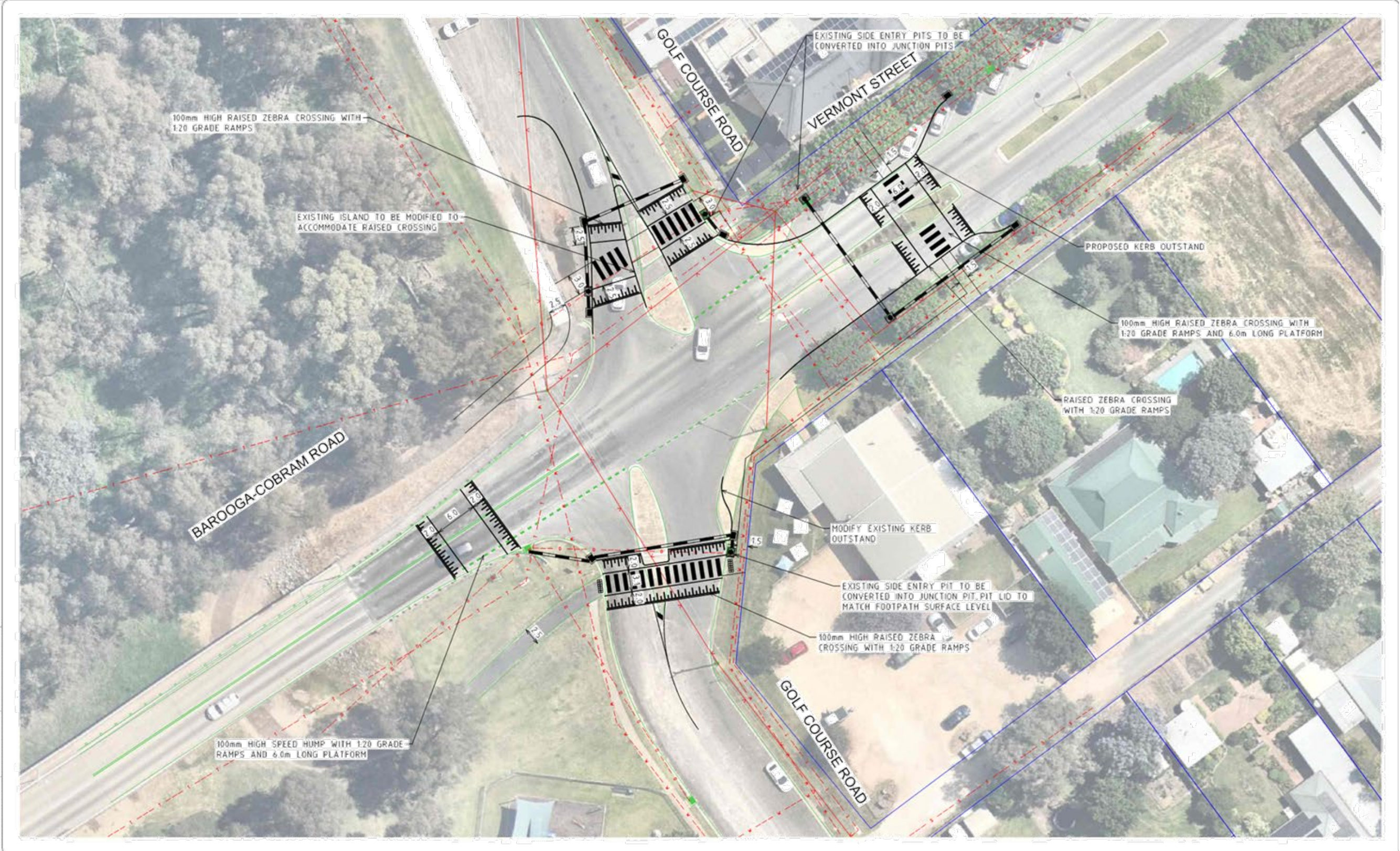
SIDRA analysis determined that the proposed raised intersection / platforms is anticipated to operate below practical capacity, including 10 years post development.

The proposed raised intersection / platforms are anticipated to reduce the crash severity and the SISD requirement at the intersection, when compared to existing layout.



Appendix 1 – Concept plans

230341 Barooga-Cobram Road / Vermont Street / Golf Course Road, Barooga NSW – Traffic Assessment
Report
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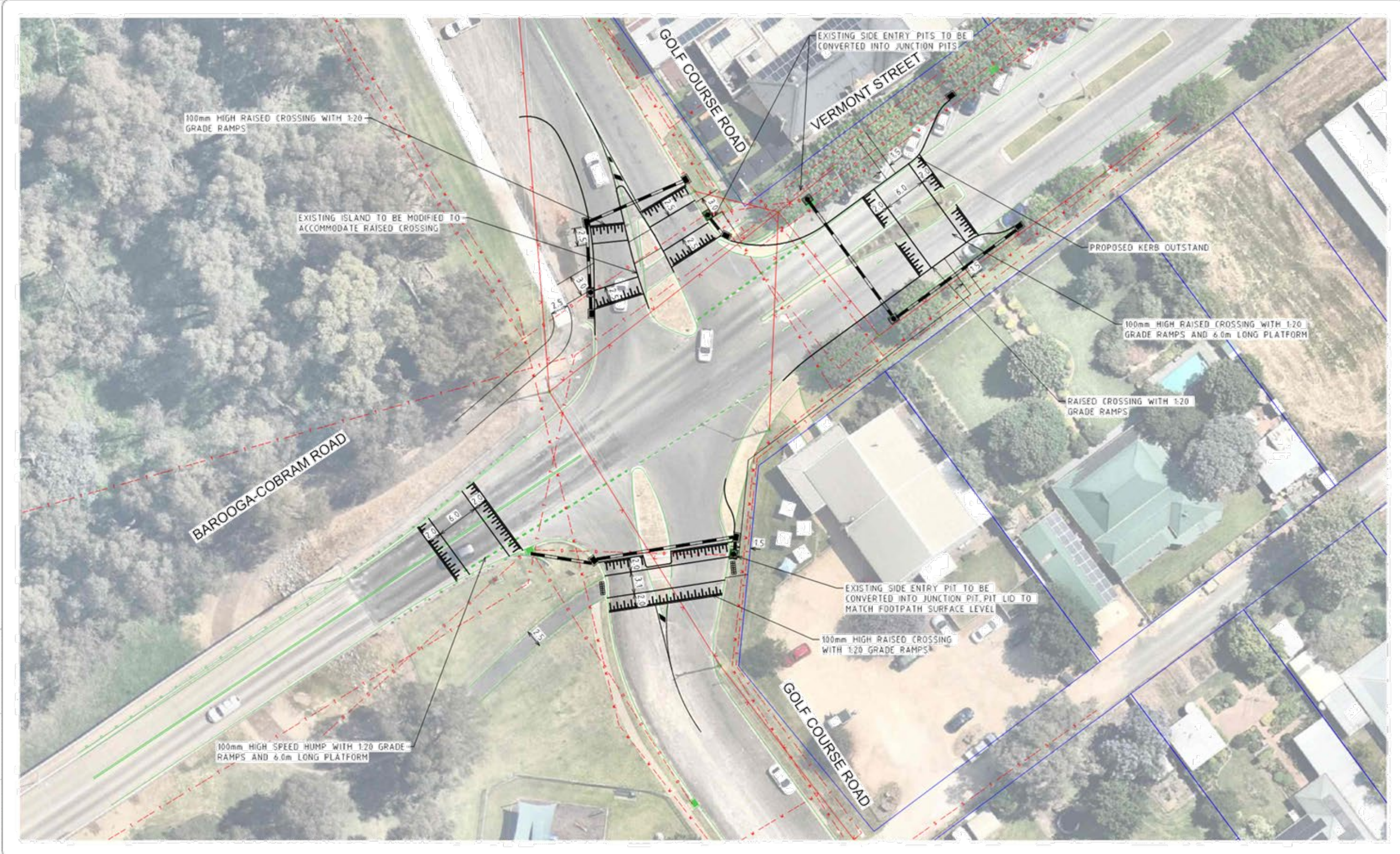
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Intersection of Golf-Course Road and Vermont Street

Berrigan Shire Council

Concept Plan -Option 1

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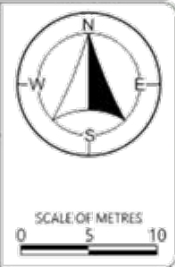
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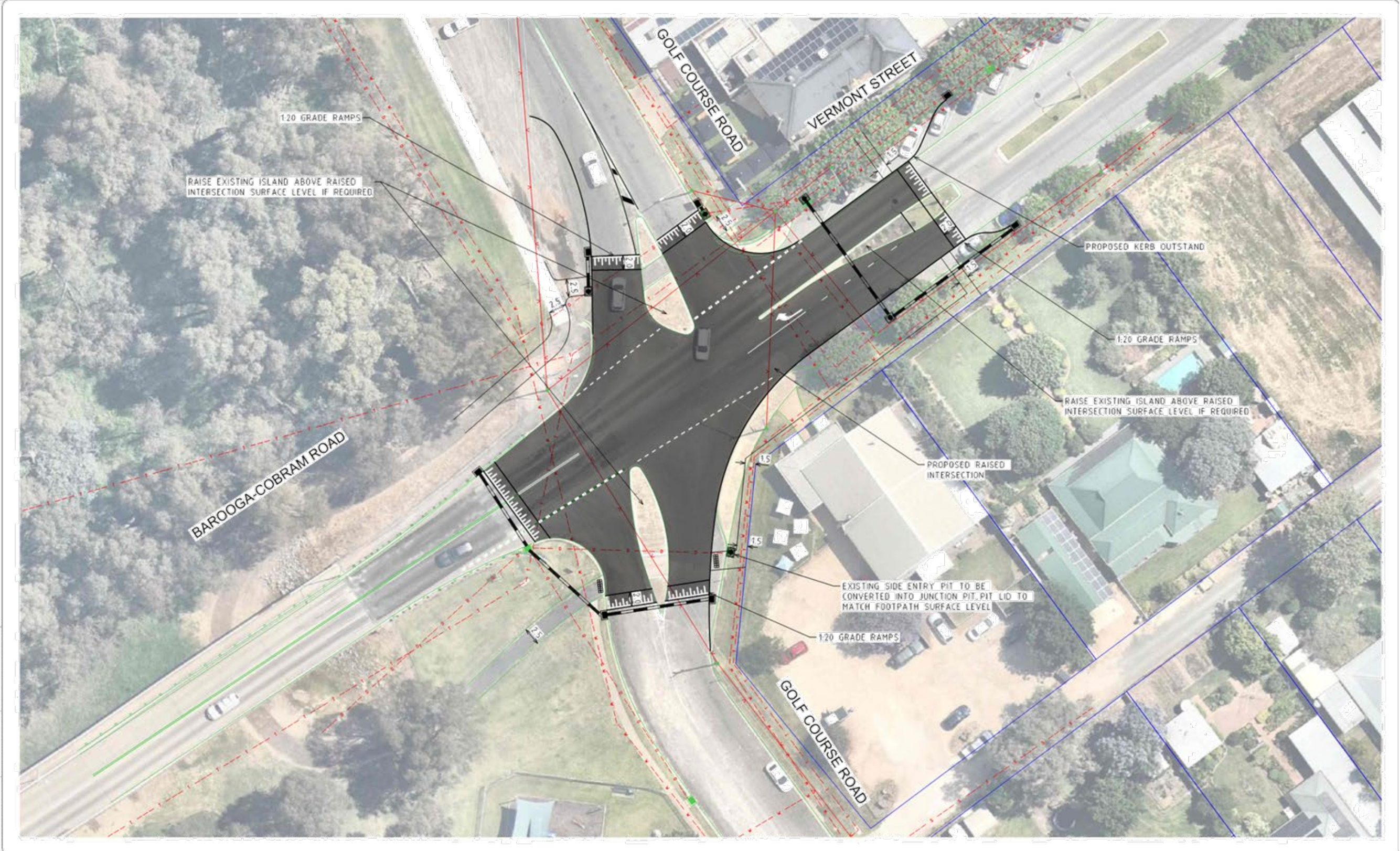
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Intersection of Golf-Course Road and Vermont Street
Berrigan Shire Council

Concept Plan -Option 2

SHEET NO. 4	DRAWING NO. 230341-CTP-04	ISSUE P2
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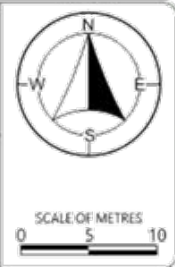
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Intersection of Golf-Course Road and Vermont Street		
Berrigan Shire Council		
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Intersection of Golf-Course Road
and Vermont Street

Berrigan Shire Council

Safe Intersection Sight Distance
Option 1

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Intersection of Golf-Course Road and Vermont Street Berrigan Shire Council		
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8	230341-CTP-08	P2



Appendix 2 – SIDRA outputs

230341 Barooga-Cobram Road / Vermont Street / Golf Course Road, Barooga NSW – Traffic Assessment
Report
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USER REPORT FOR SITE

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Barooga NSW_240627

Template: Site User Report

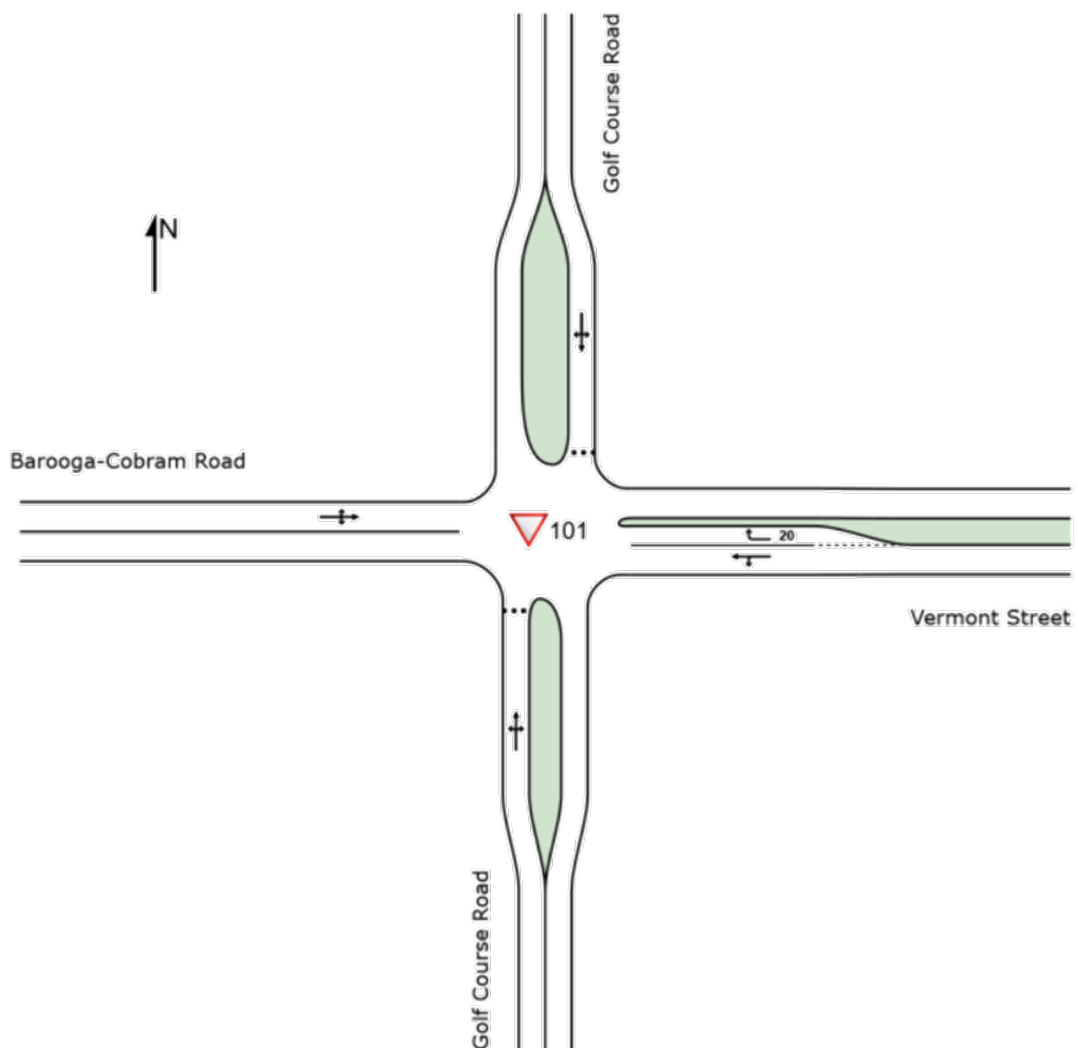
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New Site
Site Category: Existing Design
Give-Way (Two-Way)

Site Layout

Layout pictures are schematic functional drawings reflecting input data. They are not design drawings.





Lane Use and Performance															
	Demand Flows		Arrival Flows		Cap.	Deg. Satn	Lane Util.	Aver. Delay	Level of Service	95% Back Of Queue	Dist	Lane Config	Lane Length	Cap. Adj.	Prob. Block.
	[Total veh/h]	[HV %]	[Total veh/h]	[HV %]											
South: Golf Course Road															
Lane 1	11	10.0	11	10.0	1041	0.010	100	5.8	LOS A	0.0	0.3	Full	500	0.0	0.0
Approach	11	10.0	11	10.0		0.010		5.8	LOS A	0.0	0.3				
East: Vermont Street															
Lane 1	254	6.2	254	6.2	1911	0.133	100	0.1	LOS A	0.0	0.0	Full	500	0.0	0.0
Lane 2	4	50.0	4	50.0	1206	0.003	100	5.7	LOS A	0.0	0.2	Short	20	0.0	NA
Approach	258	6.9	258	6.9		0.133		0.2	NA	0.0	0.2				
North: Golf Course Road															
Lane 1	78	2.7	78	2.7	684	0.114	100	7.6	LOS A	0.4	3.2	Full	500	0.0	0.0
Approach	78	2.7	78	2.7		0.114		7.6	LOS A	0.4	3.2				
West: Barooga-Cobram Road															
Lane 1	151	9.1	151	9.1	1828	0.082	100	1.9	LOS A	0.0	0.3	Full	500	0.0	0.0
Approach	151	9.1	151	9.1		0.082		1.9	NA	0.0	0.3				
All Vehicles	497	7.0	497	7.0		0.133		2.0	NA	0.4	3.2				

Site Level of Service (LOS) Method: Delay (SIDRA). Site LOS Method is specified in the Parameter Settings dialog (Options tab).

Lane LOS values are based on average delay per lane.

Minor Road Approach LOS values are based on average delay for all lanes.

NA (TWSC): Level of Service is not defined for major road approaches or the intersection as a whole for Two-Way Sign Control (HCM LOS rule).

Two-Way Sign Control Capacity Model: SIDRA Standard.

Delay Model: SIDRA Standard (Control Delay: Geometric Delay is included).

Queue Model: SIDRA queue estimation methods are used for Back of Queue and Queue at Start of Gap.

Gap-Acceptance Capacity Formula: SIDRA Standard (Akçelik M3D).

HV (%) values are calculated for All Movement Classes of All Heavy Vehicle Model Designation.

Arrival Flows used in performance calculations are adjusted to include any Initial Queued Demand and Upstream Capacity Constraint effects.

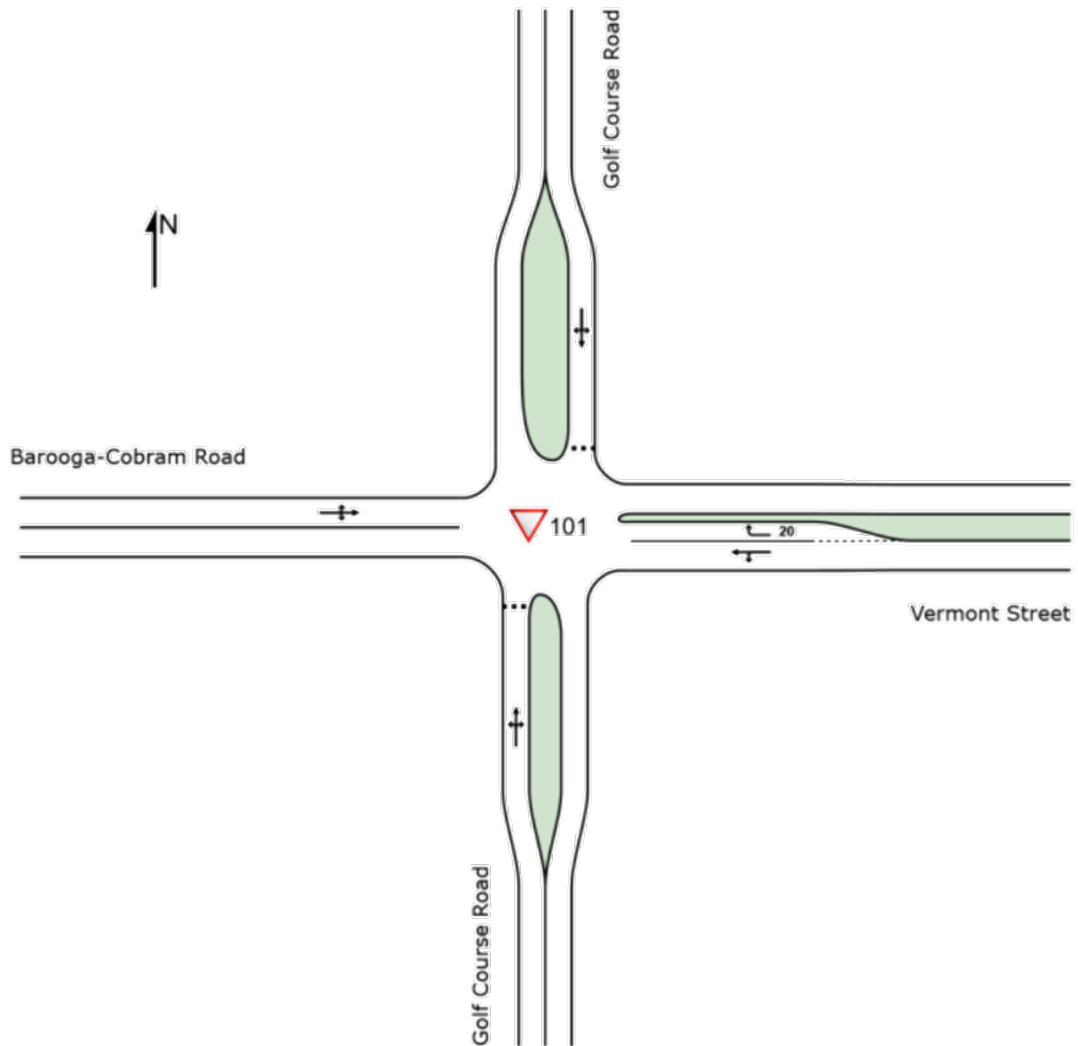


▽ Site: 101 [PM_Barooga-Cobram Rd / Vermont St / Golf Course Rd (Site Folder: Existing)]

New Site
Site Category: Existing Design
Give-Way (Two-Way)

Site Layout

Layout pictures are schematic functional drawings reflecting input data. They are not design drawings.





Lane Use and Performance															
	Demand Flows		Arrival Flows		Cap.	Deg. Satn	Lane Util.	Aver. Delay	Level of Service	95% Back Of Queue	Dist	Lane Config	Lane Length	Cap. Adj.	Prob. Block.
	[Total veh/h]	[HV %]	[Total veh/h]	[HV %]											
South: Golf Course Road															
Lane 1	8	0.0	8	0.0	818	0.010	100	6.7	LOS A	0.0	0.3	Full	500	0.0	0.0
Approach	8	0.0	8	0.0		0.010		6.7	LOS A	0.0	0.3				
East: Vermont Street															
Lane 1	220	4.8	220	4.8	1928	0.114	100	0.1	LOS A	0.0	0.0	Full	500	0.0	0.0
Lane 2	19	0.0	19	0.0	1179	0.016	100	6.0	LOS A	0.1	0.5	Short	20	0.0	NA
Approach	239	4.4	239	4.4		0.114		0.6	NA	0.1	0.5				
North: Golf Course Road															
Lane 1	106	4.0	106	4.0	477	0.223	100	11.0	LOS B	0.9	6.3	Full	500	0.0	0.0
Approach	106	4.0	106	4.0		0.223		11.0	LOS B	0.9	6.3				
West: Barooga-Cobram Road															
Lane 1	425	3.5	425	3.5	1909	0.223	100	1.5	LOS A	0.0	0.3	Full	500	0.0	0.0
Approach	425	3.5	425	3.5		0.223		1.5	NA	0.0	0.3				
All Vehicles	779	3.8	779	3.8		0.223		2.6	NA	0.9	6.3				

Site Level of Service (LOS) Method: Delay (SIDRA). Site LOS Method is specified in the Parameter Settings dialog (Options tab).

Lane LOS values are based on average delay per lane.

Minor Road Approach LOS values are based on average delay for all lanes.

NA (TWSC): Level of Service is not defined for major road approaches or the intersection as a whole for Two-Way Sign Control (HCM LOS rule).

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Delay Model: SIDRA Standard (Control Delay: Geometric Delay is included).

Queue Model: SIDRA queue estimation methods are used for Back of Queue and Queue at Start of Gap.

Gap-Acceptance Capacity Formula: SIDRA Standard (Akçelik M3D).

HV (%) values are calculated for All Movement Classes of All Heavy Vehicle Model Designation.

Arrival Flows used in performance calculations are adjusted to include any Initial Queued Demand and Upstream Capacity Constraint effects.

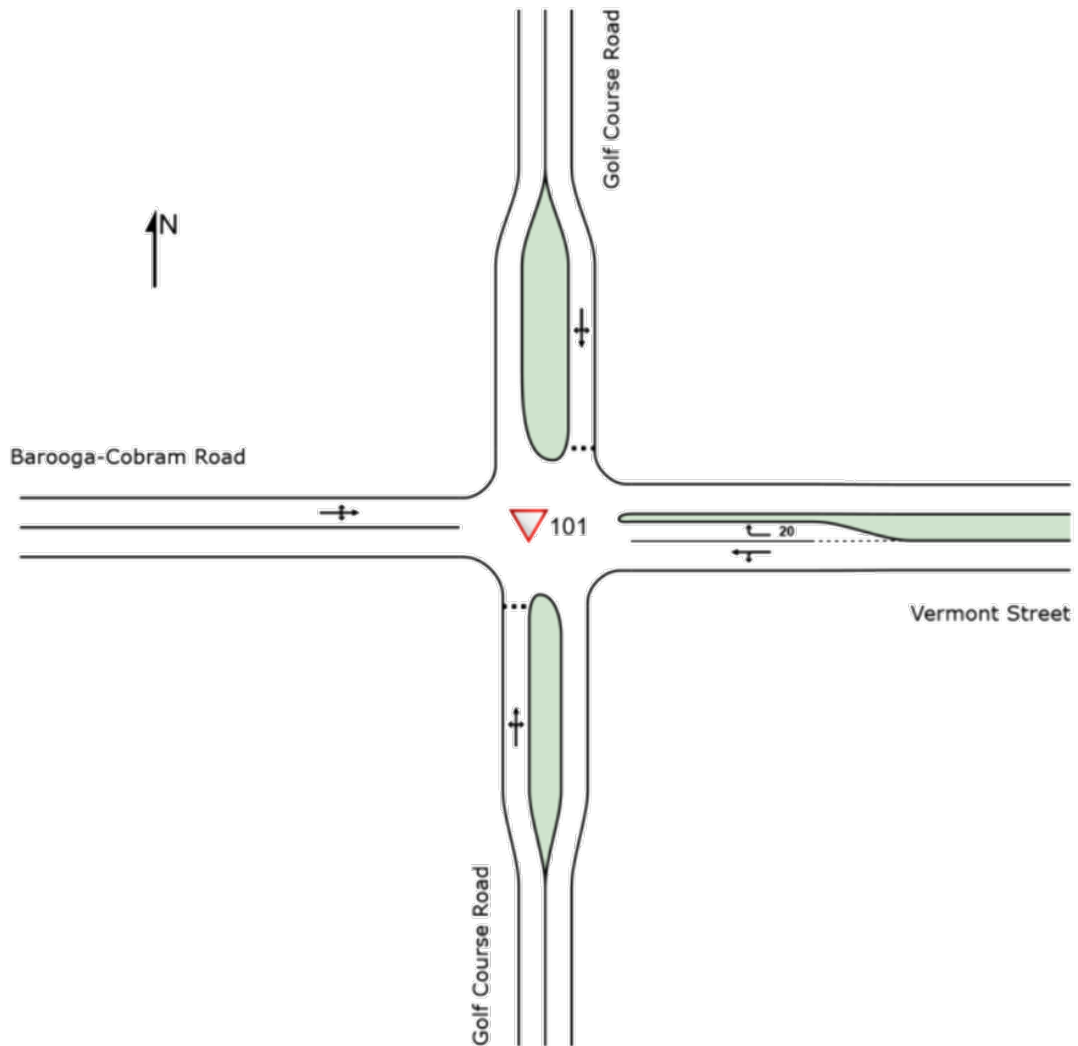


▽ Site: 101 [AM_Barooga-Cobram Rd / Vermont St / Golf Course Rd (Site Folder: Proposed)]

New Site
Site Category: Existing Design
Give-Way (Two-Way)

Site Layout

Layout pictures are schematic functional drawings reflecting input data. They are not design drawings.





Lane Use and Performance															
	Demand Flows		Arrival Flows		Cap.	Deg. Satn	Lane Util.	Aver. Delay	Level of Service	95% Back Of Queue	Dist	Lane Config	Lane Length	Cap. Adj.	Prob. Block.
	[Total veh/h]	[HV %]	[Total veh/h]	[HV %]											
South: Golf Course Road															
Lane 1	11	10.0	11	10.0	1041	0.010	100	1.3	LOS A	0.0	0.3	Full	500	0.0	0.0
Approach	11	10.0	11	10.0		0.010		1.3	LOS A	0.0	0.3				
East: Vermont Street															
Lane 1	254	6.2	254	6.2	1911	0.133	100	0.1	LOS A	0.0	0.0	Full	500	0.0	0.0
Lane 2	4	50.0	4	50.0	1206	0.003	100	0.7	LOS A	0.0	0.2	Short	20	0.0	NA
Approach	258	6.9	258	6.9		0.133		0.1	NA	0.0	0.2				
North: Golf Course Road															
Lane 1	78	2.7	78	2.7	684	0.114	100	3.0	LOS A	0.4	3.2	Full	500	0.0	0.0
Approach	78	2.7	78	2.7		0.114		3.0	LOS A	0.4	3.2				
West: Barooga-Cobram Road															
Lane 1	151	9.1	151	9.1	1828	0.082	100	0.1	LOS A	0.0	0.3	Full	500	0.0	0.0
Approach	151	9.1	151	9.1		0.082		0.1	NA	0.0	0.3				
All Vehicles	497	7.0	497	7.0		0.133		0.6	NA	0.4	3.2				

Site Level of Service (LOS) Method: Delay (SIDRA). Site LOS Method is specified in the Parameter Settings dialog (Options tab).

Lane LOS values are based on average delay per lane.

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HV (%) values are calculated for All Movement Classes of All Heavy Vehicle Model Designation.

Arrival Flows used in performance calculations are adjusted to include any Initial Queued Demand and Upstream Capacity Constraint effects.

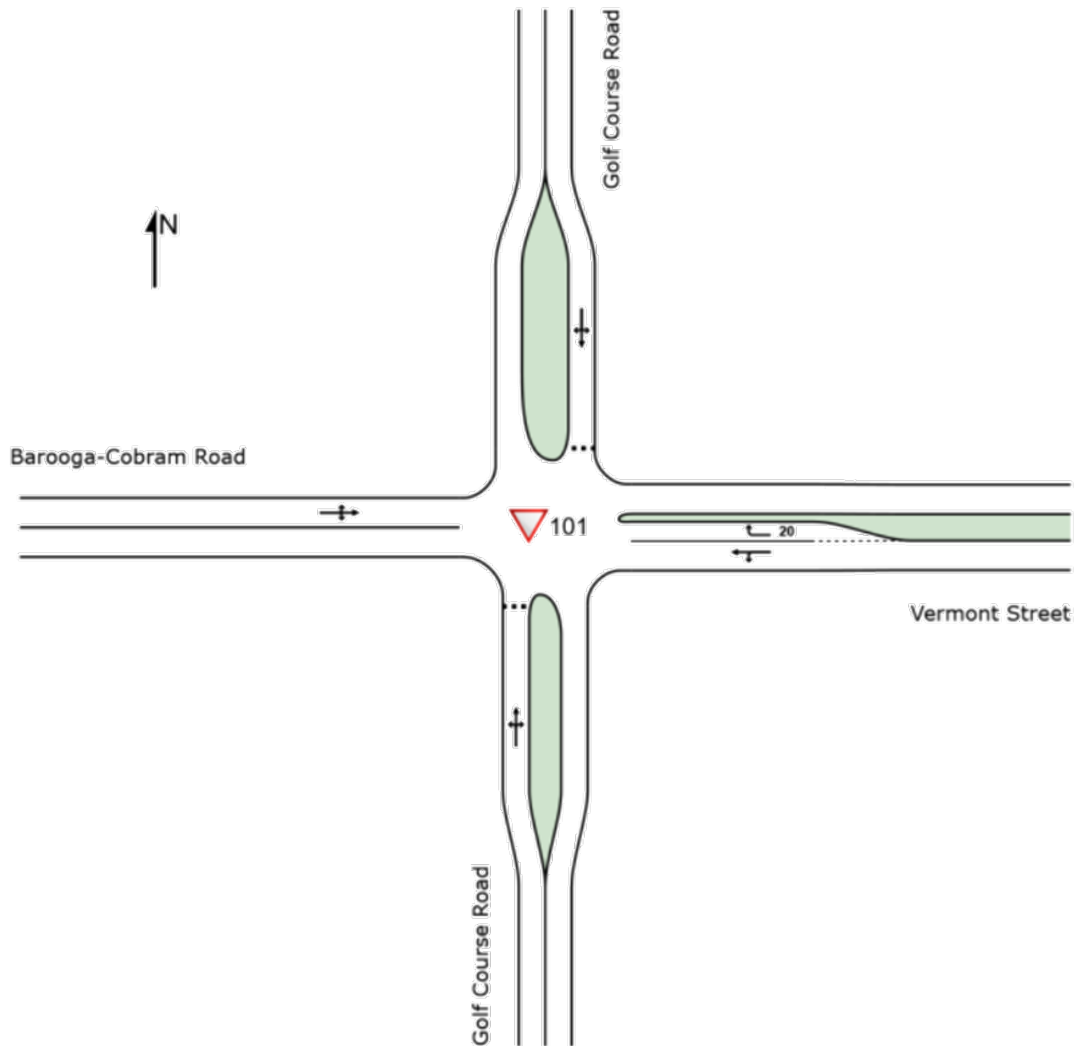


▽ Site: 101 [PM_Barooga-Cobram Rd / Vermont St / Golf Course Rd (Site Folder: Proposed)]

New Site
Site Category: Existing Design
Give-Way (Two-Way)

Site Layout

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Lane Use and Performance															
	Demand Flows		Arrival Flows		Cap.	Deg. Satn	Lane Util.	Aver. Delay	Level of Service	95% Back Of Queue	Dist	Lane Config	Lane Length	Cap. Adj.	Prob. Block.
	[Total veh/h]	[HV %]	[Total veh/h]	[HV %]											
South: Golf Course Road															
Lane 1	8	0.0	8	0.0	818	0.010	100	2.4	LOS A	0.0	0.3	Full	500	0.0	0.0
Approach	8	0.0	8	0.0		0.010		2.4	LOS A	0.0	0.3				
East: Vermont Street															
Lane 1	220	4.8	220	4.8	1928	0.114	100	0.0	LOS A	0.0	0.0	Full	500	0.0	0.0
Lane 2	19	0.0	19	0.0	1179	0.016	100	1.5	LOS A	0.1	0.5	Short	20	0.0	NA
Approach	239	4.4	239	4.4		0.114		0.2	NA	0.1	0.5				
North: Golf Course Road															
Lane 1	106	4.0	106	4.0	477	0.223	100	6.4	LOS A	0.9	6.3	Full	500	0.0	0.0
Approach	106	4.0	106	4.0		0.223		6.4	LOS A	0.9	6.3				
West: Barooga-Cobram Road															
Lane 1	425	3.5	425	3.5	1909	0.223	100	0.0	LOS A	0.0	0.3	Full	500	0.0	0.0
Approach	425	3.5	425	3.5		0.223		0.0	NA	0.0	0.3				
All Vehicles	779	3.8	779	3.8		0.223		1.0	NA	0.9	6.3				

Site Level of Service (LOS) Method: Delay (SIDRA). Site LOS Method is specified in the Parameter Settings dialog (Options tab).

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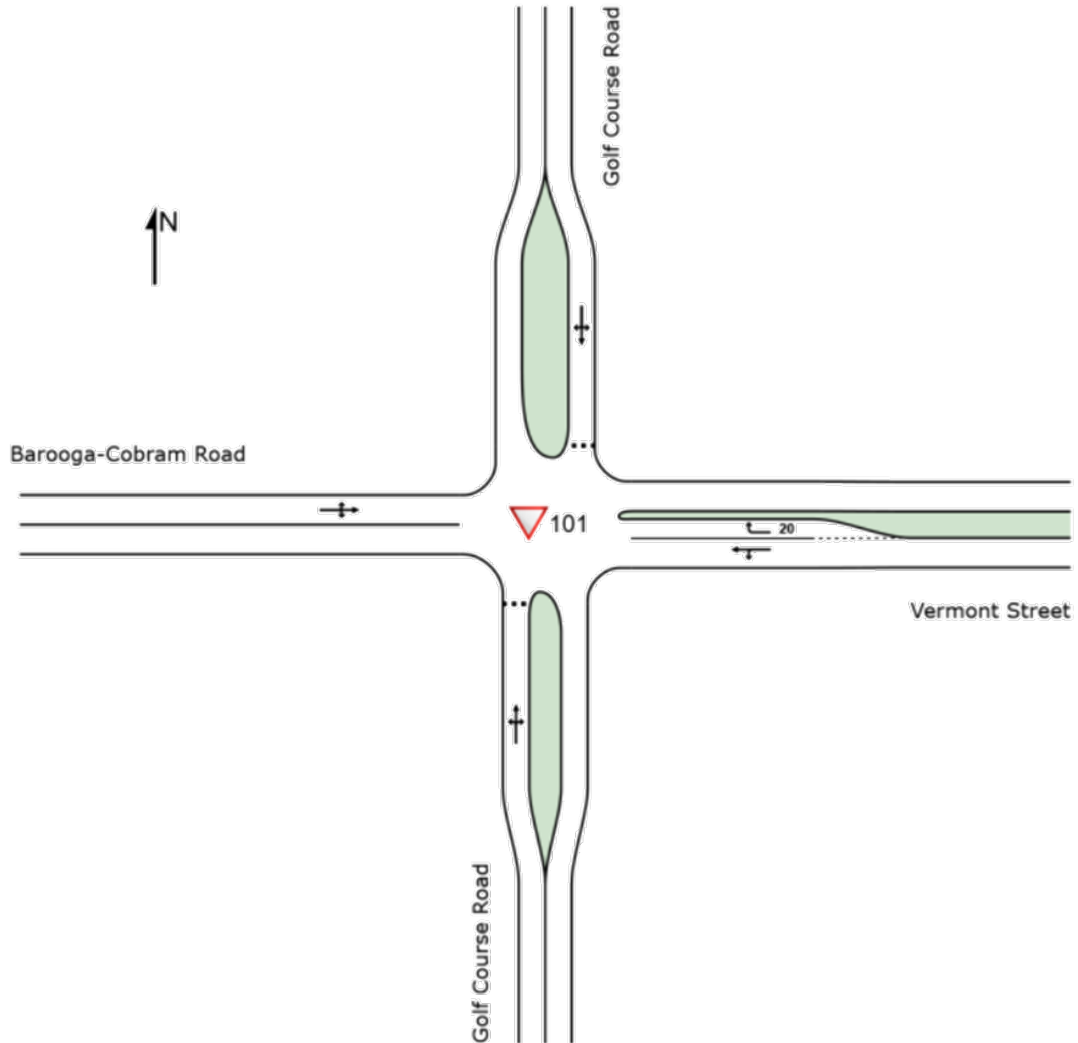


▽ Site: 101 [AM_Barooga-Cobram Rd / Vermont St / Golf Course Rd (Site Folder: Design Life)]

New Site
Site Category: Existing Design
Give-Way (Two-Way)
Design Life Analysis (Final Year): Results for 10 years

Site Layout

Layout pictures are schematic functional drawings reflecting input data. They are not design drawings.





Lane Use and Performance															
	Demand Flows		Arrival Flows		Cap.	Deg. Satn	Lane Util.	Aver. Delay	Level of Service	95% Back Of Queue		Lane Config	Lane Length	Cap. Adj.	Prob. Block.
	[Total veh/h]	[HV %]	[Total veh/h]	[HV %]						[Veh]	[Dist]				
South: Golf Course Road															
Lane 1	13	10.0	13	10.0	957	0.013	100	1.7	LOS A	0.1	0.4	Full	500	0.0	0.0
Approach	13	10.0	13	10.0		0.013		1.7	LOS A	0.1	0.4				
East: Vermont Street															
Lane 1	309	6.2	309	6.2	1911	0.162	100	0.1	LOS A	0.0	0.0	Full	500	0.0	0.0
Lane 2	5	50.0	5	50.0	1157	0.004	100	0.9	LOS A	0.0	0.2	Short	20	0.0	NA
Approach	314	6.9	314	6.9		0.162		0.1	NA	0.0	0.2				
North: Golf Course Road															
Lane 1	95	2.7	95	2.7	602	0.158	100	4.2	LOS A	0.6	4.5	Full	500	0.0	0.0
Approach	95	2.7	95	2.7		0.158		4.2	LOS A	0.6	4.5				
West: Barooga-Cobram Road															
Lane 1	183	9.1	183	9.1	1824	0.101	100	0.1	LOS A	0.1	0.4	Full	500	0.0	0.0
Approach	183	9.1	183	9.1		0.101		0.1	NA	0.1	0.4				
All Vehicles	606	7.0	606	7.0		0.162		0.8	NA	0.6	4.5				

Site Level of Service (LOS) Method: Delay (SIDRA). Site LOS Method is specified in the Parameter Settings dialog (Options tab).

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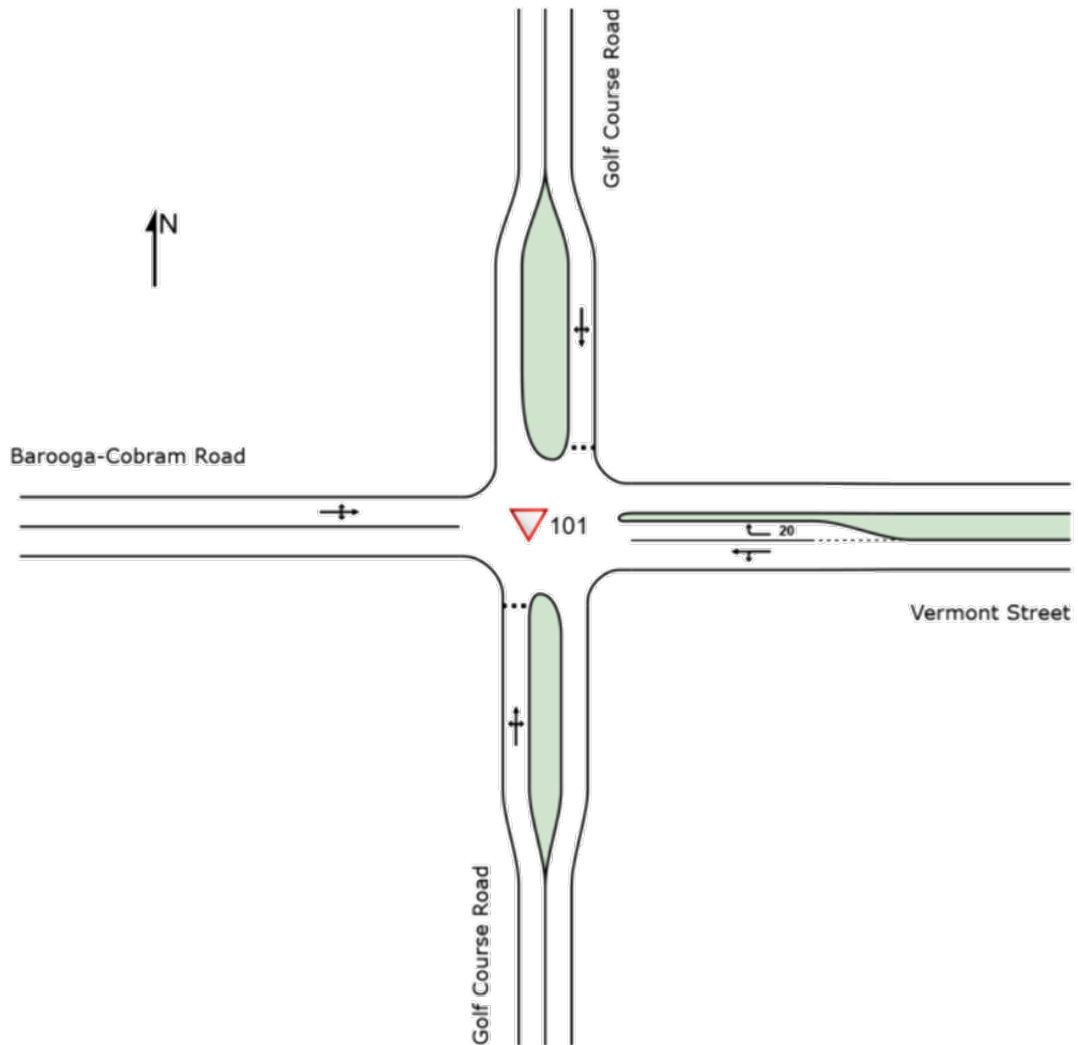


▽ Site: 101 [PM_Barooga-Cobram Rd / Vermont St / Golf Course Rd (Site Folder: Design Life)]

New Site
Site Category: Existing Design
Give-Way (Two-Way)
Design Life Analysis (Final Year): Results for 10 years

Site Layout

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Lane Use and Performance															
	Demand Flows		Arrival Flows		Cap.	Deg. Satn	Lane Util.	Aver. Delay	Level of Service	95% Back Of Queue	Dist	Lane Config	Lane Length	Cap. Adj.	Prob. Block.
	[Total veh/h]	[HV %]	[Total veh/h]	[HV %]											
South: Golf Course Road															
Lane 1	10	0.0	10	0.0	693	0.015	100	3.4	LOS A	0.1	0.4	Full	500	0.0	0.0
Approach	10	0.0	10	0.0		0.015		3.4	LOS A	0.1	0.4				
East: Vermont Street															
Lane 1	268	4.8	268	4.8	1928	0.139	100	0.1	LOS A	0.0	0.0	Full	500	0.0	0.0
Lane 2	23	0.0	23	0.0	1051	0.022	100	2.0	LOS A	0.1	0.6	Short	20	0.0	NA
Approach	291	4.4	291	4.4		0.139		0.2	NA	0.1	0.6				
North: Golf Course Road															
Lane 1	130	4.0	130	4.0	378	0.343	100	10.7	LOS B	1.5	11.0	Full	500	0.0	0.0
Approach	130	4.0	130	4.0		0.343		10.7	LOS B	1.5	11.0				
West: Barooga-Cobram Road															
Lane 1	518	3.5	518	3.5	1908	0.272	100	0.0	LOS A	0.1	0.5	Full	500	0.0	0.0
Approach	518	3.5	518	3.5		0.272		0.0	NA	0.1	0.5				
All Vehicles	950	3.8	950	3.8		0.343		1.6	NA	1.5	11.0				

Site Level of Service (LOS) Method: Delay (SIDRA). Site LOS Method is specified in the Parameter Settings dialog (Options tab).

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Delay Model: SIDRA Standard (Control Delay: Geometric Delay is included).

Queue Model: SIDRA queue estimation methods are used for Back of Queue and Queue at Start of Gap.

Gap-Acceptance Capacity Formula: SIDRA Standard (Akçelik M3D).

HV (%) values are calculated for All Movement Classes of All Heavy Vehicle Model Designation.

Arrival Flows used in performance calculations are adjusted to include any Initial Queued Demand and Upstream Capacity Constraint effects.



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Organisation: TRAFFICWORKS PTY LTD | Licence: NETWORK / 1PC | Created: Friday, 28 June 2024 4:18:57 PM
Project: T:\2324 Projects\230341\Analysis\SIDRA\230341_SIDRA_Vermont St and Golf Course Rd, Barooga NSW_240627.sip9



Appendix 3 – Acronyms and terms

Acronyms / terms	Definition
AGRD4	Austrroads Guide to Road Design Part 4 – Intersections and crossings
AGRD4A	Austrroads Guide to Road Design Part 4A – Unsignalised and signalised intersections
AGTM6	Austrroads Guide to Traffic Management Part 6 – Intersections, interchanges and crossings management
AGTM8	Austrroads Guide to Traffic Management Part 8 – Local street management
AS/NZS2890.1	Australian Standard / New Zealand Standard 2890.1 Parking facilities Part 1: Off-street car parking
DTP	Department of Transport and Planning (formerly VicRoads)
ESD	Entering site distance
PSP	Precinct structure plan
SIDRA	SIDRA intersection – micro analytical traffic engineering software to model the performance of intersections
SISD	safe intersection sight distance
TIA	traffic impact assessment
vpd	vehicles per day
vph	vehicles per hour
VPA	Victorian Planning Authority



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P2
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Issue Date

CHANTER STREET BETWEEN JERILDERIE STREET AND COBRAM STREET ROADWORKS DRAWINGS

LOCALITY PLAN



GENERAL NOTES

1. ALL DIMENSIONS ARE IN METRES UNLESS OTHERWISE SHOWN.
2. SET OUT TO LIP OF KERB AND CHANNEL UNLESS OTHERWISE SHOWN.
3. SURVEY DATUMS ARE NOTED ON THE SET OUT PLAN.
4. ALL WORK WITHIN THE ROAD RESERVATION TO BE PERFORMED IN ACCORDANCE WITH AS1742.3.
5. SERVICE AUTHORITIES TO BE NOTIFIED AND RELEVANT PERMITS RECEIVED PRIOR TO THE COMMENCEMENT OF WORKS.
6. SERVICES TO BE PROVEN BY THE CONTRACTOR PRIOR TO THE COMMENCEMENT OF WORKS.
7. ROAD CONSTRUCTION MATERIALS TO BE IN ACCORDANCE WITH THE WORKS SPECIFICATION.
8. ALL PIT LIDS, VALVE COVERS ETC. ARE TO BE ADJUSTED TO SUIT NEW LEVELS.
9. SIGN AND ROAD FURNITURE AFFECTED BY THE WORKS ARE TO BE REMOVED AND REINSTATED FOLLOWING CONSTRUCTION OR AS DIRECTED BY THE SUPERINTENDENT.
10. ALL AREAS SURROUNDING THE WORKS TO BE MAINTAINED TO MATCH FINISHED SURFACE LEVELS.
11. SIGNS AND PAVEMENT MARKING TO COMPLY TO AUSTRALIAN, AUSTRROADS AND VICROADS STANDARDS.
12. ALL PAVEMENT MARKING TO BE THERMOPLASTIC PAINT.
13. ALL REDUNDANT PAVEMENT MARKING TO BE REMOVED BY MECHANICAL GRINDING OR OTHER METHODS APPROVED BY THE DEPARTMENT OF TRANSPORT PRIOR TO THE INSTALLATION OF NEW PAVEMENT MARKING.

TABLE OF CONTENTS

SHEET No.	DESCRIPTION	DRAWING No.
1	FACE SHEET / TABLE OF CONTENTS	230756-RWK-50
2	DETAIL PLAN	230756-RWK-51
3	SET OUT PLAN	230756-RWK-52
4	SECTIONS	230756-RWK-53
5	SIGNS AND PAVEMENT MARKING PLAN	230756-RWK-54

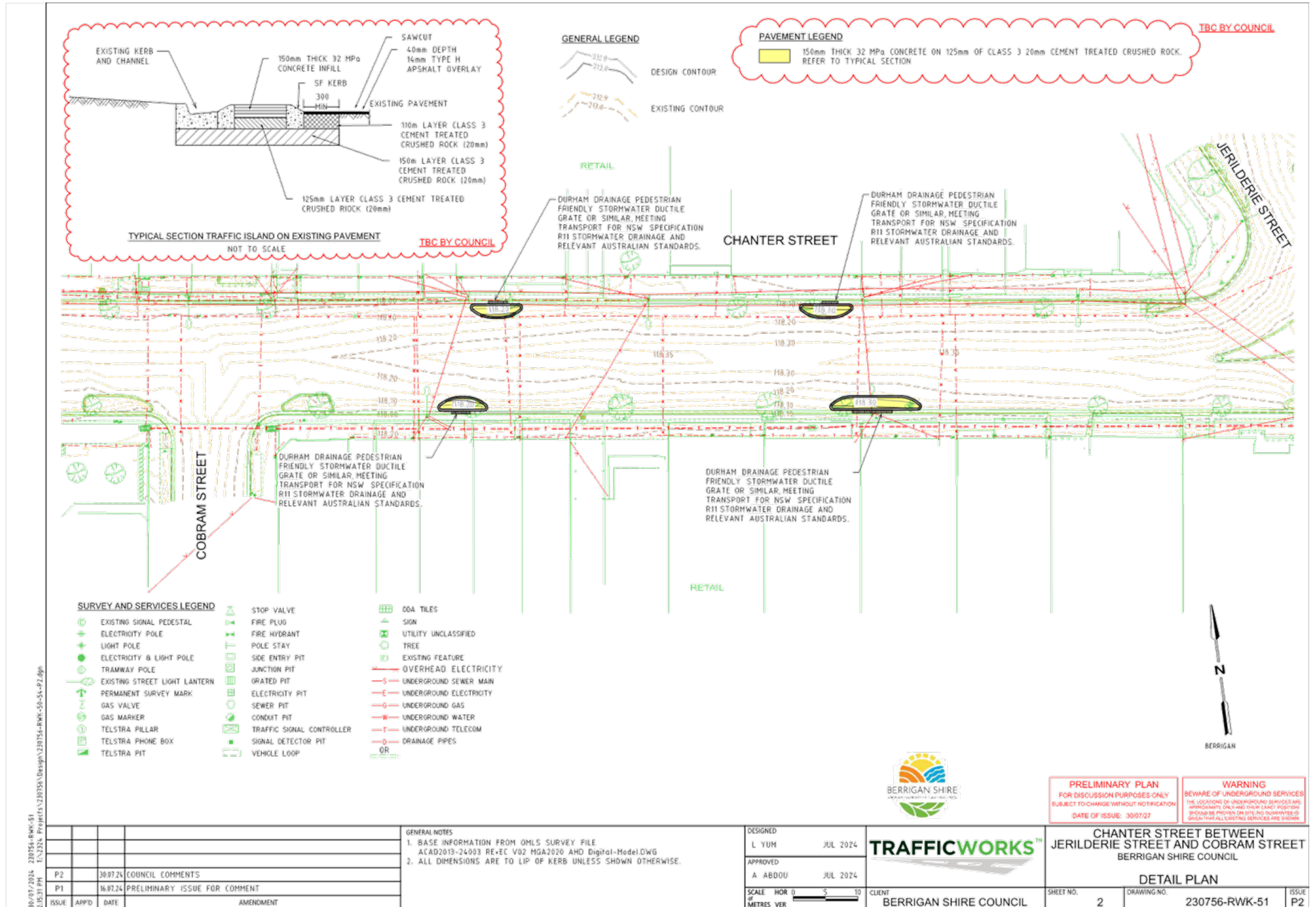


TRAFFICWORKS No. 230756-RWK-50



PRELIMINARY PLAN
FOR DISCUSSION PURPOSES ONLY
SUBJECT TO CHANGE WITHOUT NOTIFICATION
DATE OF ISSUE: 30/07/24

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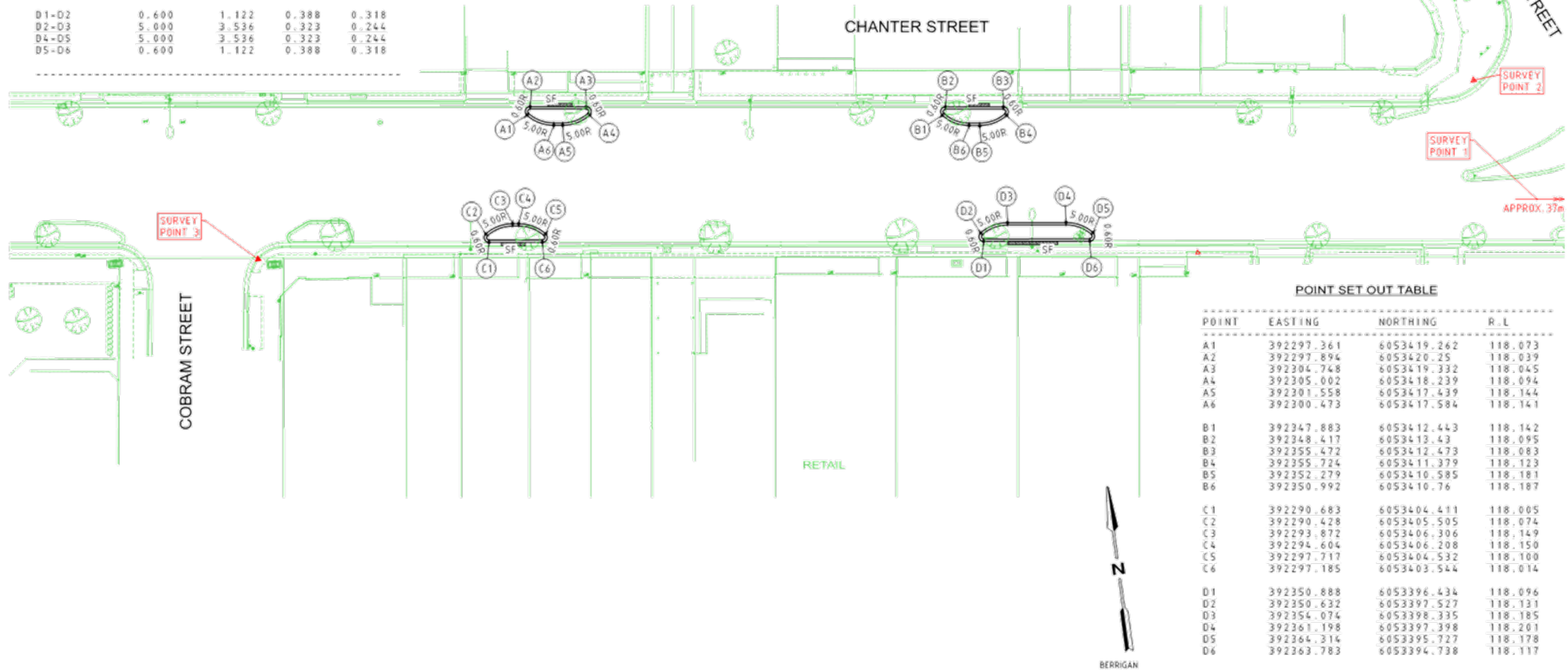
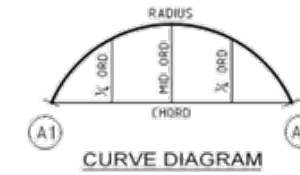
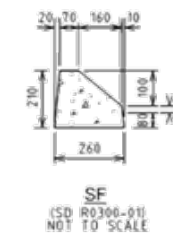




CURVE NO.	RADIUS	CHORD	MID CHORD	QUARTER CHORD
A1-A2	0.600	1.122	0.388	0.318
A3-A4	0.600	1.122	0.388	0.318
A4-A5	5.000	3.536	0.323	0.244
A5-A6	5.000	3.536	0.323	0.244
B1-B2	0.600	1.122	0.388	0.318
B3-B4	0.600	1.122	0.388	0.318
B4-B5	5.000	3.536	0.323	0.244
B5-B6	5.000	3.536	0.323	0.244
C1-C2	0.600	1.122	0.388	0.318
C2-C3	5.000	3.536	0.323	0.244
C4-C5	5.000	3.536	0.323	0.244
C5-C6	0.600	1.122	0.388	0.318
D1-D2	0.600	1.122	0.388	0.318
D2-D3	5.000	3.536	0.323	0.244
D4-D5	5.000	3.536	0.323	0.244
D5-D6	0.600	1.122	0.388	0.318

SURVEY POINT	EASTING	NORTHING	LEVEL	DESCRIPTION
1	392458.143	6053387.261	118.047	PM 22279
2	392413.100	6053408.016	118.136	TBM NAIL
3	392262.317	6053406.156	118.086	TBM NAIL

SURVEY DATUMS
MAP GRID AUSTRALIA (MGA) CO-ORDINATE DATUM VIDE DIRECT CONNECTION TO PM22279 & SSM100400
HEIGHT DATUM, AUSTRALIAN HEIGHT DATUM (AHD) VIA CONNECTION TO PM22279, (RL.118.047M ADOPTED VIDE SMES)



POINT	EASTING	NORTHING	R.L.
A1	392297.361	6053419.262	118.073
A2	392297.894	6053420.25	118.039
A3	392304.748	6053419.332	118.045
A4	392305.002	6053418.239	118.094
A5	392301.558	6053417.439	118.144
A6	392300.473	6053417.584	118.141
B1	392347.883	6053412.443	118.142
B2	392348.417	6053413.43	118.095
B3	392355.472	6053412.473	118.083
B4	392355.724	6053411.379	118.123
B5	392352.279	6053410.585	118.181
B6	392350.992	6053410.76	118.187
C1	392290.683	6053404.411	118.005
C2	392290.428	6053405.505	118.074
C3	392293.872	6053406.306	118.149
C4	392294.604	6053406.208	118.150
C5	392297.717	6053404.532	118.100
C6	392297.185	6053403.544	118.014
D1	392350.888	6053396.434	118.096
D2	392350.632	6053397.527	118.131
D3	392354.074	6053398.335	118.185
D4	392361.198	6053397.398	118.201
D5	392364.314	6053395.727	118.178
D6	392363.783	6053394.738	118.117



PRELIMINARY PLAN
FOR DISCUSSION PURPOSES ONLY
SUBJECT TO CHANGE WITHOUT NOTIFICATION
DATE OF ISSUE: 30/07/24

WARNING
BEWARE OF UNDERGROUND SERVICES
THE LOCATIONS OF UNDERGROUND SERVICES ARE APPROXIMATE ONLY AND THEIR EXACT POSITION SHOULD BE PROVIDED ON SITE. IT IS ESSENTIAL THAT ALL EXISTING SERVICES ARE SHOWN.

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ISSUE	APPD	DATE	AMENDMENT
P2		30/07/24	COUNCIL COMMENTS
P1		16/07/24	PRELIMINARY ISSUE FOR COMMENT

GENERAL NOTES
1. BASE INFORMATION FROM OMLS SURVEY FILE ACAD2013-24003 RE-EC V02 MGA2020 AHD Digital-Model.DWG
2. ALL DIMENSIONS ARE TO LIP OF KERB UNLESS SHOWN OTHERWISE.

DESIGNED
L YUM JUL 2024

APPROVED
A ABDU JUL 2024

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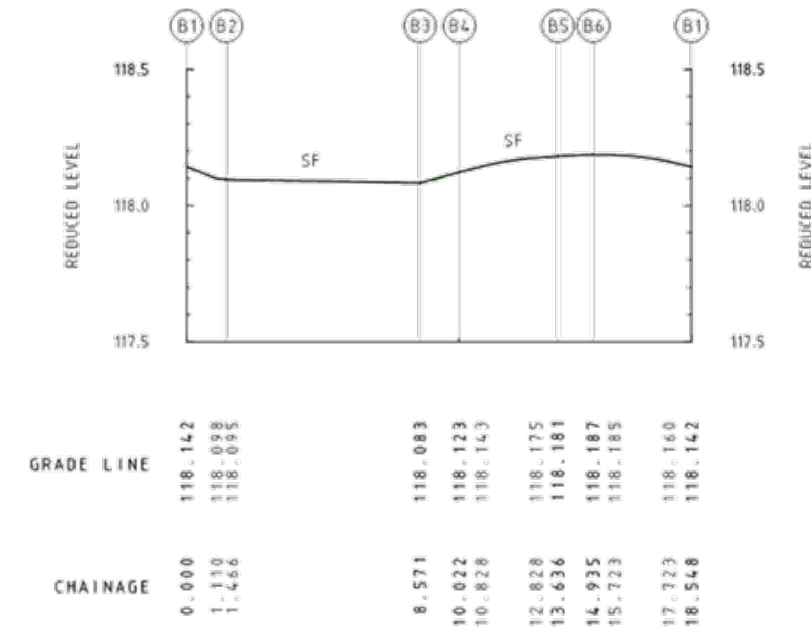
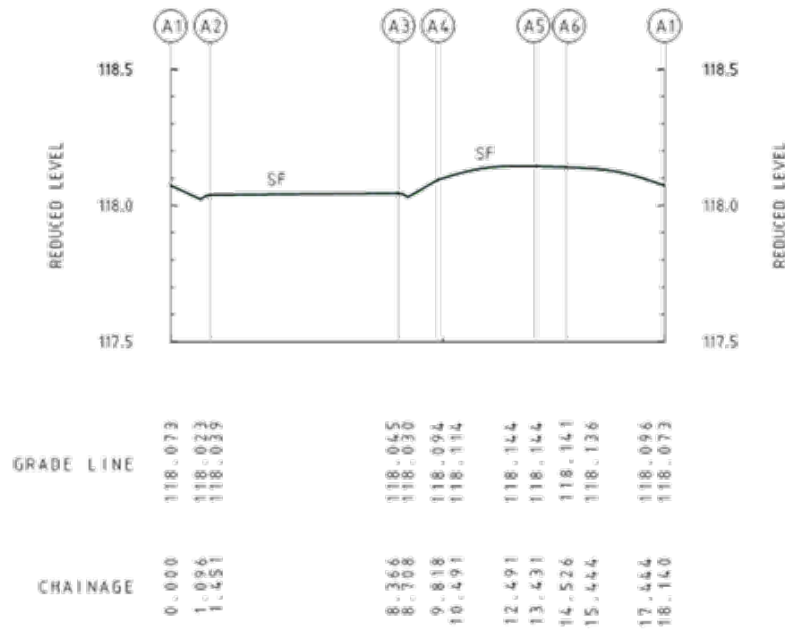
TRAFFICWORKS™

CLIENT
BERRIGAN SHIRE COUNCIL

CHANTER STREET BETWEEN
JERILDERIE STREET AND COBRAM STREET
BERRIGAN SHIRE COUNCIL

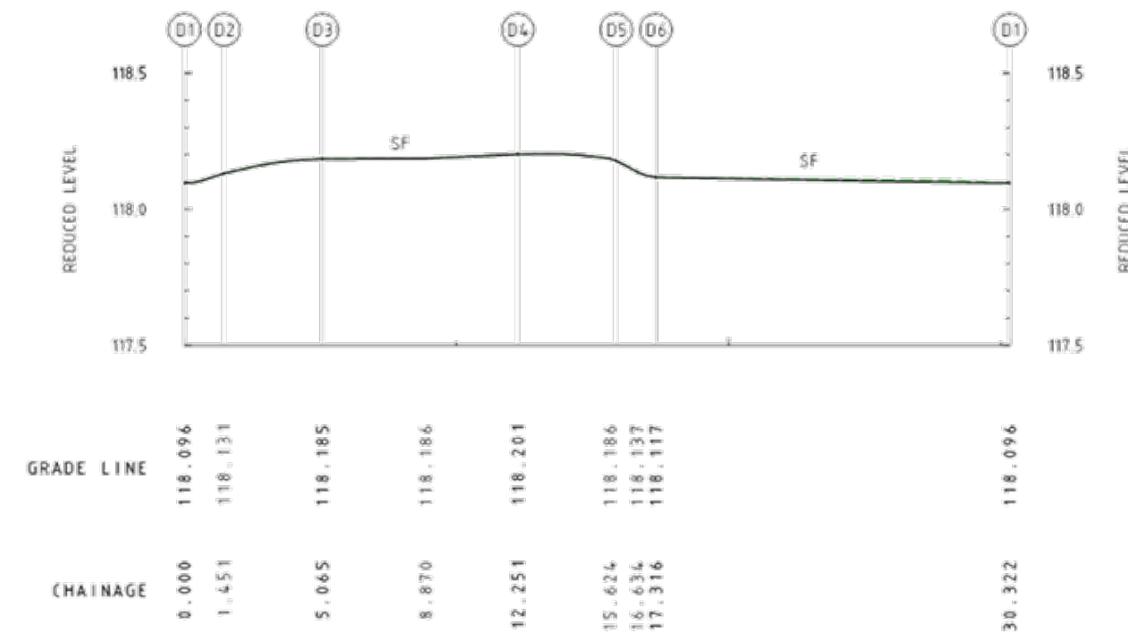
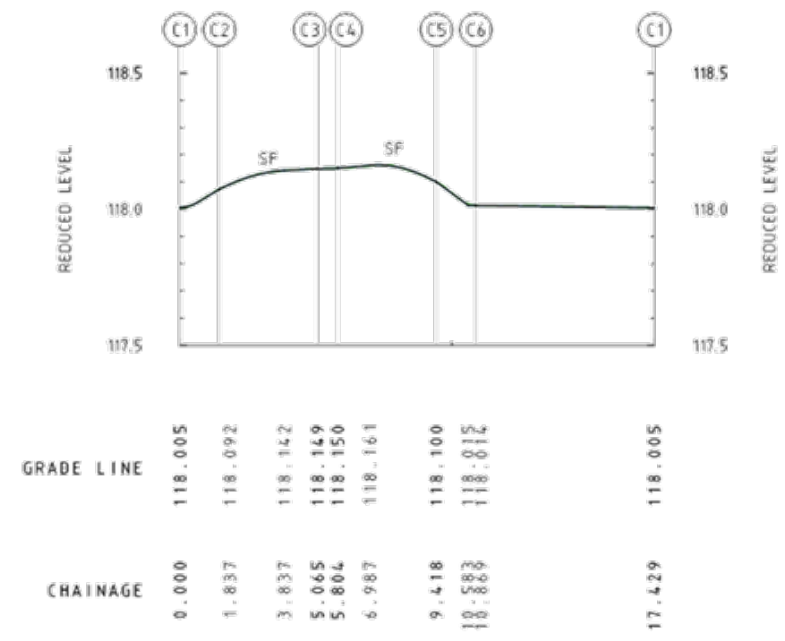
SET OUT PLAN

SHEET NO. 3 DRAWING NO. 230756-RWK-52 ISSUE P2



KERB PROFILE A

KERB PROFILE B



KERB PROFILE C

KERB PROFILE D

PROFILE LEGEND

- DESIGN SURFACE
- - - EXISTING SURFACE
- (A1) SALIENT POINT
- SET OUT
- SF KERB



PRELIMINARY PLAN
FOR DISCUSSION PURPOSES ONLY
SUBJECT TO CHANGE WITHOUT NOTIFICATION
DATE OF ISSUE: 30/07/24

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BEWARE OF UNDERGROUND SERVICES
THE LOCATIONS OF UNDERGROUND SERVICES ARE APPROXIMATE ONLY AND THEIR EXACT POSITION SHOULD BE PROVEN ON SITE AND DISMANTELLED IF GIVEN THAT ALL EXISTING SERVICES ARE SHOWN

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ISSUE	APPD	DATE	AMENDMENT
P2		30/07/24	COUNCIL COMMENTS
P1		16/07/24	PRELIMINARY ISSUE FOR COMMENT

GENERAL NOTES

- BASE INFORMATION FROM OMLS SURVEY FILE ACAD2013-24003 RE-EC V02 MGA2020 AHD Digital-Model.DWG
- ALL DIMENSIONS ARE TO LIP OF KERB UNLESS SHOWN OTHERWISE.

DESIGNED
L YUM JUL 2024

APPROVED
A ABDU JUL 2024

SCALE HOR 0 5 10 METRES VER

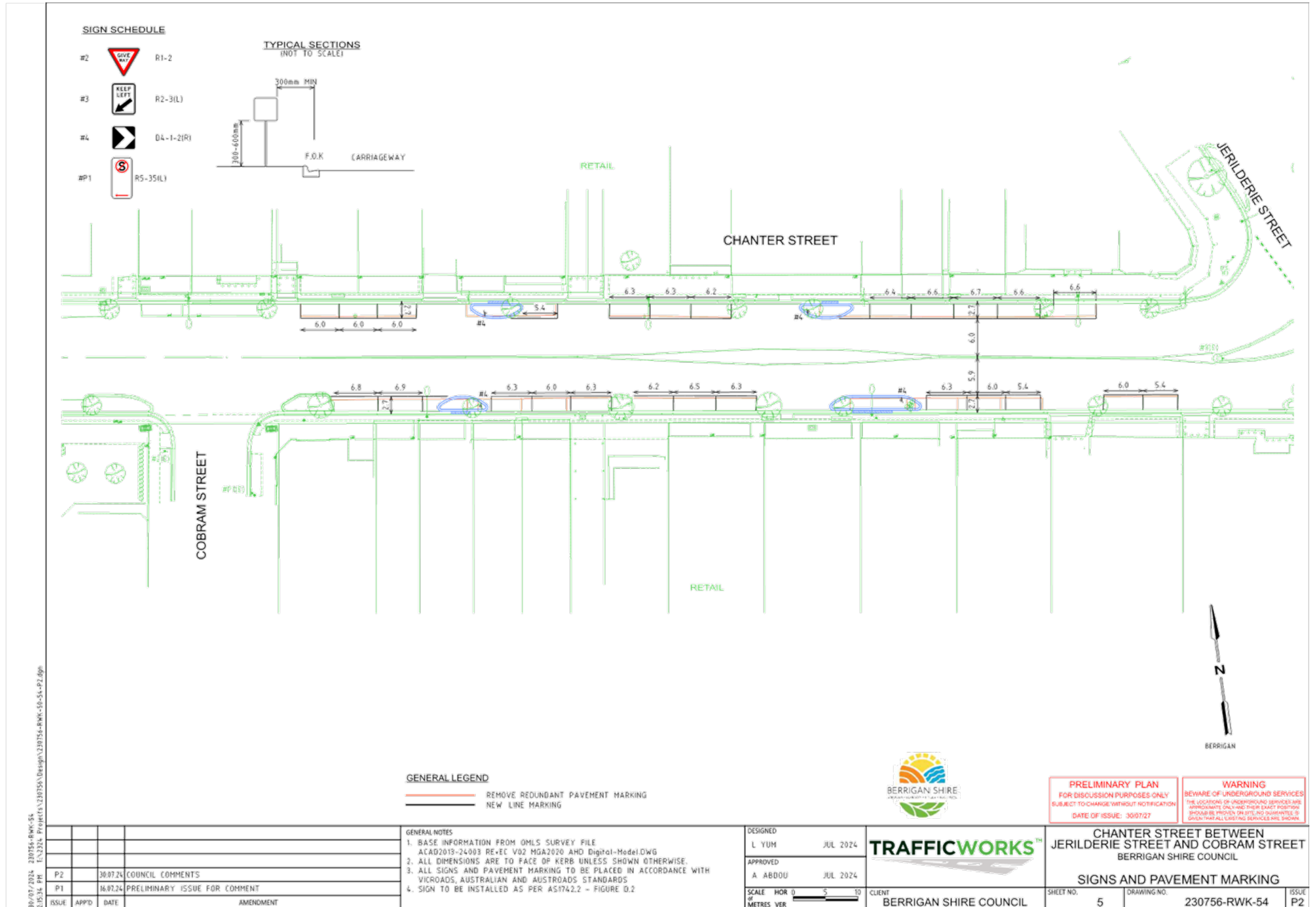
CLIENT
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CHANTER STREET BETWEEN
JERILDERIE STREET AND COBRAM STREET
BERRIGAN SHIRE COUNCIL

SECTIONS

SHEET NO. 4 DRAWING NO. 230756-RWK-53 ISSUE P2



GENERAL LEGEND
 ——— REMOVE REDUNDANT PAVEMENT MARKING
 ——— NEW LINE MARKING



PRELIMINARY PLAN
 FOR DISCUSSION PURPOSES ONLY
 SUBJECT TO CHANGE WITHOUT NOTIFICATION
 DATE OF ISSUE: 30/07/24

WARNING
 BEWARE OF UNDERGROUND SERVICES
 THE LOCATIONS OF UNDERGROUND SERVICES ARE APPROXIMATE ONLY AND THEIR EXACT POSITION SHOULD BE PROVEN ON SITE. NO GUARANTEE IS GIVEN THAT ALL EXISTING SERVICES ARE SHOWN.

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ISSUE	APPID	DATE	AMENDMENT
P2		30/07/24	COUNCIL COMMENTS
P1		16/07/24	PRELIMINARY ISSUE FOR COMMENT

GENERAL NOTES

1. BASE INFORMATION FROM OMLS SURVEY FILE ACAD2013-24003 RE-EC V02 MGA2020 AHD Digital-Model.DWG
2. ALL DIMENSIONS ARE TO FACE OF KERB UNLESS SHOWN OTHERWISE.
3. ALL SIGNS AND PAVEMENT MARKING TO BE PLACED IN ACCORDANCE WITH VICROADS, AUSTRALIAN AND AUSTRROADS STANDARDS
4. SIGN TO BE INSTALLED AS PER AS1742.2 - FIGURE D.2

DESIGNED	L YUM	JUL 2024
APPROVED	A ABDU	JUL 2024
SCALE	HOR 0 5 10 METRES VER	

TRAFFICWORKS™

CLIENT
BERRIGAN SHIRE COUNCIL

CHANTER STREET BETWEEN JERILDERIE STREET AND COBRAM STREET BERRIGAN SHIRE COUNCIL		
SIGNS AND PAVEMENT MARKING		
SHEET NO.	DRAWING NO.	ISSUE
5	230756-RWK-54	P2



Berrigan Shire Council – Communications Engagement Plan



Chanter Street Project

Project Team –

- **Harpreet Singh Sidhu** (Project Manager)
- **Matthew Hansen** (Project Sponsor)
- **Adelaide McLeod** (Project Support)
- **Michelle Koopman** (Enterprise Risk Manager)
- **Keelan McDonald** (Communications & Engagement)

Project Background –

The aim of this communication and engagement plan is to facilitate engagement with all businesses along Chanter Street Berrigan, as well as the wider Berrigan community.

The project is being rolled out to cover both pre and during works.

Engagement will be based upon the following:

- Works that are being undertaken
- How this may effect you and/or your business
- What costs are involved
- Timing of works

Decision Makers / Influencers

- Councillors (decision maker)
- Essential Energy (decision maker)
- Chanter Street Business Owners (influencers)
- Harpreet Singh Sidhu (Project Manager) (influencer)
- Matthew Hansen (Deputy Chief Executive Officer) (influencer)
- Adelaide McLeod (Project Support)
- Michelle Koopman (Risk)
- Keelan McDonald (Communications and Engagement)



Berrigan Shire Council – Communications Engagement Plan



Key Messages

- Design concept
- Timeframes
- Project overview & desired outcomes
- Cost
- How businesses may be effected.



Berrigan Shire Council - Communications Engagement Plan



Stakeholders

Organisation / Association	Public Expectation – Level of Participation (use IAP2 spectrum)	Internal BSC Expectation –Level of Participation (use IAP2 spectrum)	Maximum (up to) level of engagement (use IAP2 spectrum)	Comments (why is there a difference in the two – if required)
Decision Makers				
Councillors	Empower	Empower	Empower	
Essential Energy	Empower	Empower	Empower	
Influencers				
Karina Ewer (Chief Executive Officer)	Collaborate	Collaborate	Collaborate	
Matthew Hansen (DCEO)	Collaborate	Collaborate	Collaborate	
Adelaide McLeod (Consultant)	Collaborate	Collaborate	Collaborate	
Harry Singh Sidhu (Graduate Project Engineer)	Collaborate	Collaborate	Collaborate	
Keelan McDonald (Communications, Marketing and Engagement Coordinator)	Collaborate	Collaborate	Collaborate	
Michelle Koopman (Enterprise Risk Manager)	Collaborate	Collaborate	Collaborate	
Specific Interest Groups				
Internal stakeholders (including but not limited to: Customer Experience, Finance, Infrastructure Team, Library Team, Visitor Information Team)	Consult	Involve	Involve	
Customers – Residential				
Berrigan residents	Consult	Inform		
Customers – Business				
Chanter Street Business and shop front owners	Consult	Consult	Consult	
General Community				



Berrigan Shire Council - Communications Engagement Plan



Wider LGA	Involve	Inform	Inform	
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Berrigan Shire Council - Communications Engagement Plan



Communications and Engagement Plan

Major stages in the project	Further detail	Method/s of engagement (who to implement) <i>*face to face can also be online meetings</i>	Timeframe	Outcome (what did you achieve and when)	(Record Doc ID)
Car Spaces	Provide Car park design to Councillors	March Council (Harry)	March 2024	Went to Council in March 2024.	March Council Agenda
Car Spaces	Provide draft design to external stakeholders for consultation	Newsletters – mail box drop. Keelan	June 2024	Newsletter delivered June 2024.	
Concept design review	Provide the draft concept design to business owners.	Stakeholder meeting. (Gary, Harry and Matt) <i>invitations to be sent w/c 5 August 2024</i>	August 2024		
Internal Stakeholder advisement	Advise Customer Experience prior to the draft concept going out. They will need to understand where to direct calls too.		August 2024		
Community	Project page on website to include concept plans.	Website and social media.	Mid August 2024		
Councillors	Advise Councillors roll out timeframes & engagement.	Written (Council report) Harry and Matt	August 2024	Report on timeframe to go to August Meeting	



Berrigan Shire Council - Communications Engagement Plan




Major stages in the project	Further detail	Method/s of engagement (who to implement) *face to face can also be online meetings	Timeframe	Outcome (what did you achieve and when)	(Record Doc ID)
Community	Project update	Berrigan News	September 2024		
Community Groups	Will need to specifically liaise with community groups, as timeframe may effect proposed town events	Letter (Keelan)	October 2024		
Procurement and Tendering		Website Tender panel (Keelan)	August 2024		
Award Contract	Advise stakeholders of the awarded contact and updated ETA on start		September 2024		
ONCE WE ARE CLOSER TO THIS TIME PERIOD, FURTHER ENGAGEMENT WILL BE ADDED					



Berrigan Shire Council - Communications Engagement Plan



		INCREASING IMPACT ON THE DECISION 				
		INFORM	CONSULT	INVOLVE	COLLABORATE	EMPOWER
PUBLIC PARTICIPATION GOAL		To provide the public with balanced and objective information to assist them in understanding the problem, alternatives, opportunities and/or solutions.	To obtain public feedback on analysis, alternatives and/or decisions.	To work directly with the public throughout the process to ensure that public concerns and aspirations are consistently understood and considered.	To partner with the public in each aspect of the decision including the development of alternatives and the identification of the preferred solution.	To place final decision making in the hands of the public.
	PROMISE TO THE PUBLIC	We will keep you informed.	We will keep you informed, listen to and acknowledge concerns and aspirations, and provide feedback on how public input influenced the decision. We will seek your feedback on drafts and proposals.	We will work with you to ensure that your concerns and aspirations are directly reflected in the alternatives developed and provide feedback on how public input influenced the decision.	We will work together with you to formulate solutions and incorporate your advice and recommendations into the decisions to the maximum extent possible.	We will implement what you decide.

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Ms Karina Ewer
Chief Executive Officer
Berrigan Shire Council
56 Chanter Street
Berrigan NSW 2712

Contact: Lawrissa Chan
Phone no: 02 9275 7255
Our ref: R008-2124742775-3791

16 July 2024

Dear Ms Ewer

Management letter on the Planning and Interim Phase of the Audit for the Year Ending 30 June 2024

The planning and interim phase of our audit for the year ending 30 June 2024 is complete. This letter outlines:

- matters of governance interest we identified during the current audit
- unresolved matters identified during previous audits
- matters we are required to communicate under Australian Auditing Standards.

We planned and carried out our audit to obtain reasonable assurance the financial statements are free from material misstatement. Because our audit is not designed to identify all matters that may be of governance interest to you, there may be other matters that did not come to our attention.

The audit is ongoing, and we will inform you if we identify any new matters of governance interest as they arise.

For each matter in this letter, we have included our observations, risk assessment and recommendations. The risk assessment is based on our understanding of your business. Management should make its own assessment of the risks to the organisation.

We have kept management informed of the issues included in this letter as they have arisen. A formal draft of this letter was provided on 17 June 2024. This letter includes management's formal responses, the person responsible for addressing the matter and the date by which this should be actioned.

The information in this letter and any attachment is confidential and intended for management and those charged with governance only. This document may not be shared with other parties without the consent of the Audit Office. It may not be distributed to persons other than management and those you determine to be charged with governance of the Berrigan Shire Council.

The Auditor-General may include items listed in this letter in the Report to Parliament. We will send you a draft of this report and ask for your comments before it is tabled in Parliament.



If you would like to discuss any of the matters raised in this letter, please contact me on (02) 9275 7255 or Nick Bell on (03) 4435 3550.

Yours sincerely

Lawrissa Chan
Director, Financial Audit

cc: Cr Julia Cornwell McKean, Mayor
Ms Linda MacRae, Chair of the Audit, Risk and Improvement Committee



Planning and Interim management letter

for the year ending 30 June 2024

Berrigan Shire Council

INSIGHTS FOR BETTER GOVERNMENT



Our insights inform and challenge government to improve outcomes for citizens



We have rated the risk of each issue as 'Extreme', 'High', 'Moderate' or 'Low' based on the likelihood of the risk occurring and the consequences if the risk does occur.

The risk assessment matrix used is based on principles within the risk management framework in [TPP12-03 'Risk Management Toolkit for the NSW Public Sector'](#).

This framework may be used as better practice for councils.

		CONSEQUENCE			
		Low	Medium	High	Very high
LIKELIHOOD	Almost certain	M	M	H	E
	Likely	L	M	H	H
	Possible	L	M	M	H
	Rare	L	L	M	M

The risk level is a combination of the consequences and likelihood. The position within the matrix corresponds to the risk levels below.

RISK LEVELS	MATRIX REFERENCE
⊗ Extreme:	E
! High:	H
— Moderate:	M
✓ Low:	L

For each issue identified, the principles within the consequence and likelihood tables, which are based on the principles within [TPP12-03 have been used](#) to guide our assessment.



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Consequence levels and descriptors

When assessing the consequence of each issue, we have regard to the length of time the issue remains unresolved. The lack of timeliness in resolving issues may indicate systemic issues and/or poor governance practices, which warrant an increase in the consequence level. As such, unresolved or unaddressed issues from prior periods are re-assessed annually. This re-assessment may lead to an increase in the risk rating adopted.

Consequence level	Consequence level description
Very high	<ul style="list-style-type: none">• Affects the ability of the entire entity to achieve its objectives and may require third party intervention;• Arises from a fundamental systemic failure of governance practices and/or internal controls across the entity or across a critical/significant part of the entity; or• May result in an inability for the auditor to issue an audit opinion or issue an unqualified audit opinion, and/or significant management work arounds and substantive tests of details was required in order to issue an unqualified opinion.
High	<ul style="list-style-type: none">• Requires coordinated management effort at the executive level;• Arises from a widespread failure of governance practices and/or internal controls affecting most parts of the entity or across a significant/important part of the entity (e.g. as demonstrated through a lack of timely resolution of unresolved/repeat issues); or• May result in an inability for the auditor to issue an unqualified audit opinion, and/or significant management workarounds and substantive tests of details was required in order to issue an unqualified opinion.
Medium	<ul style="list-style-type: none">• Requires management effort from areas outside the business unit; or• Arises from ineffective governance practices and/or internal controls affecting several parts or a key part of the entity (eg. as demonstrated through a lack of timely resolution of unresolved/repeat issues).
Low	<ul style="list-style-type: none">• Can be managed within normal management practices; or• Arises from isolated ineffective governance practices and/or internal controls affecting a small part of the entity that are largely administrative in nature.



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Likelihood levels and descriptors

When assessing the likelihood of each issue, we have regard to the length of time the issue remains unresolved because the longer the risk remains unresolved the greater the chance the weakness could be exploited, or an adverse event or events could occur. As such, unresolved or unaddressed issues from prior periods are re-assessed annually. This re-assessment may lead to an increase in the risk rating adopted.

Likelihood level	Frequency	Probability
Almost certain	The event is expected to occur in most circumstances, and frequently during the year	More than 99 per cent
Likely	The event will probably occur once during the year	More than 20 per cent and up to 99 per cent
Possible	The event might occur at some time in the next five years	More than 1 per cent and up to 20 per cent
Rare	The event could occur in exceptional circumstances	Less than 1 per cent



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Summary of issues

Issue	Detail	Likelihood	Consequence	Risk assessment
Prior year matters not resolved by management				
1	Cyber Security	Likely	Medium	⊖ Moderate
2	IT General Controls	Likely	Medium	⊖ Moderate
Current year matters				
3	Lack of year-to-date reporting against budget	Likely	Medium	⊖ Moderate
4	General journal review	Likely	Medium	⊖ Moderate
5	Credit cards	Possible	Low	⊕ Low

Appendix

[Review of matters raised in prior year management letters that are not yet due](#)




Our insights inform and challenge government to improve outcomes for citizens



Prior year matters not resolved by management

Issue 1: Cyber Security

Likelihood	Consequence	Systemic issue	Category	Risk assessment
Likely	Medium	No	Operational	 Moderate

Observation

We identified Council does not:

- have a cyber security framework, including formal policies and procedures covering the identification, protection, detection, response and recovery of information systems
- include cyber security risks on the risk register
- maintain a central register of cyber incidents that have occurred, and
- provide specific, regular cyber security training for all staff.

This matter was first reported in 2021 and management has agreed to action the issue by 31 December 2023. However, the issue remains unresolved.

Implications

If Council does not:

- have a formal cyber security framework, including policies and procedures and risk assessment, there is an increased risk that Council is less prepared to identify and respond to cyber incidents in the most effective way.
- maintain a register of cyber security incidents, there is a risk that the Council is less likely to identify higher risk areas through patterns or trends in cyber incidents.
- conduct cyber awareness training for staff, there is an increased risk of cyber security incidents that exploit human error, resulting in data breaches or financial loss for the Council.

Recommendation

Council should develop a cyber security framework, including formal policies and procedures covering:

- the definition of cyber incidents
- staff roles and responsibilities
- containment and mitigation strategies
- the required reporting in the event of a cyber incident
- the recovery plans following a cyber incident.

Council should assess the impacts of cyber security risks including:

- incorporating cyber risks in the Council's risk register, with an assigned risk owner and action plans
- identifying internal controls that mitigate cyber risks
- periodically assessing the internal controls for effectiveness and accuracy to mitigate the risk.

Council should establish a register of cyber incidents and processes to ensure all incidents are captured on a timely basis. The register should include:

- records of attempted cyber incidents that were blocked / intercepted
- an estimate of financial loss from the incident
- details of how the incident was resolved.

The register should be reviewed regularly for completeness and resolution of any outstanding matters.

Council should provide specific, regular training on cyber security to all staff. This should supplement the regular alerts and self-training materials already provided to staff.

Management response

Agree.



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Council is planning to undertake several activities in relation to cyber security. These activities include but are not limited to, review and update ICT Policies, Risks and Procedures by 30 June 2025, undertake a security risk assessment and identify priorities for remediation by 1 April 2025, and develop a roadmap to align security design, management frameworks, controls and security operations. This road map will be developed in agile iterations over the next two years and use the NSW Cyber Security Policy as guideline for best practice.

Person responsible:	Date to be actioned:
Harin Perera	1 April 2025



Our insights inform and challenge government to improve outcomes for citizens

Issue 2: IT General Controls

Likelihood	Consequence	Systemic issue	Category	Risk assessment
Likely	Medium	Yes	Operational	 Moderate

Observation

We identified:

- information and communication technology policy was not reviewed in a timely manner
- no formal policies and procedures for user access management
- no evidence of user access reviews
- staff members who had their passwords set to never expire
- no regular testing of the Business Continuity/Disaster recovery plan. The plan was last updated in 2016.

This matter was first reported in 2022 and management has agreed to action the issue by 31 January 2024. However, the issue remains unresolved.

Implications

Weak or informal ITGC increase the risk of:

- inappropriate system access rights which may lead to unauthorised changes to financial data
- unauthorised users gaining access to financial systems
- data breaches or financial loss
- critical systems and operations that cannot be.
- restored within appropriate timeframes in the event of significant disruption

Recommendation

Council should complete a comprehensive review of their ITGC environment to identify weaknesses and create solutions including:

- formalising policies and procedures for user access management
- maintaining regular updates and tracking of IT policies
- ensure password configurations are in line with best practice
- review and update of the Business Continuity/Disaster recovery plan
- regular and scheduled testing of the Business continuity/Disaster recovery plan

Management response

Agree.

Council will be reviewing IT Policies and operational standards by June 2025. The operational standards being reviewed include user access standards, and password management standard (including complexity and expiry).

Council will also be reviewing the functions and operations of the IT Department, including the IT Business Continuity Plan (BCP), by June 2025. The testing of Business Continuity Plan and Disaster Recovery Plan will be conducted after the review of the IT BCP.

Person responsible:	Date to be actioned:
Harin Perera	30 June 2025




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Current year matters

Issue 3: Lack of year-to-date reporting against budget

Likelihood	Consequence	Systemic issue	Category	Risk assessment
Likely	Medium	Yes	Reporting	 Moderate

Observation

We found there is currently no detailed reporting of year-to-date results against budget to the Council or the Audit, Risk & Improvement Committee. This is mainly due to system constraints. There are no simplified reports showing a basic profit or loss and balance sheet that can be compared against the budget adopted by Council. There is also a limited level of cash reporting.

Implications

Without this level of reporting, management, Council and ARIC are not provided with a full picture of the financial position of the Council which may impact decision making. Key operational areas where performance is deviating from budget may not be addressed in a timely manner.

Recommendation

We recommend reviewing the systems capability to produce a more detailed finance report that includes year-to-date reporting against budget.

Management response

Agree.

Council have recently appointed an IT Project Manager who will commence on 8th July 2024. A focus for this role will be reviewing the current finance system and within the next 18 months implementing a new ERP System. Council is also in the final stages of implementing Magiq software to assist with the preparation of budgets and reporting of revenue and expenditure in a more timely manner.


Person responsible:	Date to be actioned:
Genevieve Taylor	31 December 2025



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Issue 4: General journal review

Likelihood	Consequence	Systemic issue	Category	Risk assessment
Likely	Medium	Yes	Operational	 Moderate

Observation

While many of the journals processed through the system are automatically generated, staff in the finance team have the ability and the access to process general journals when required. Per discussions with staff, it was noted that all manual journals are independently reviewed before being processed. However, although we note that the design of the control is sound, we identified one instance where a manual journal was not reviewed or there was not substantiation to note the journal had been reviewed.

Implications

Council is exposed to a higher risk of potential fraud or error if general journals are not reviewed.

Recommendation

We recommend Council ensure that all manual journals are reviewed independently for their appropriateness and accuracy.

Management response

Agree.

Council is currently reviewing the general journal process and implementing a general journal register to assist with record keeping of journals within the system.


Person responsible:	Date to be actioned:
Genevieve Taylor	30 September 2024



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Issue 5: Credit cards

Likelihood	Consequence	Systemic issue	Category	Risk assessment	
Possible	Low	Yes	Operational		Low

Observation

We found in our review of credit cards that there are no credit card agreements in place for each cardholder. Whilst there were no issues with the appropriateness of credit card expenditure, and the supporting documentation maintained, implementing the above control will help ensure cards are used for their intended purpose.

Implications

Without credit card agreements, there may be a lack of accountability, which could result in purchases that contradict organisational policy

Recommendation

We recommend Council create credit card agreements to be signed by each card holder.

Management response

Agree.

Council is currently in the final stages of implementing a new Procurement Policy and Manual that will include a credit card agreement. All employees who hold a corporate credit card will be required to complete and sign the agreement prior to use of a card. This agreement will be reviewed annually or at the time an employee's employment or delegation is changed.

Person responsible:	Date to be actioned:
Genevieve Taylor	31 December 2024



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Appendix

Review of matters raised in prior year management letters that are not yet due

The issues in this appendix were raised in previous management letters with a due date that had not passed.

Prior issues raised	Risk assessment	Assessment of action taken	Recommendation
Management letter for the year ended 30 June 2023			
Rural fire-fighting assets	! High	Due date: N/A	We will follow up this issue as part of the final phase of the 2023-24 audit.
Committees established by Council and Bank balances not recognised in General Purpose Financial Statements	– Moderate	Due date: 30 June 2024	We will follow up this issue as part of the final phase of the 2023-24 audit.
Excess annual leave	– Moderate	Due date: 30 June 2024	We will follow up this issue as part of the final phase of the 2023-24 audit.
Review of Council's policies	✓ Low	Due date: 30 June 2024	We will follow up this issue as part of the final phase of the 2023-24 audit.
Procurement policy	✓ Low	Due date: 30 June 2024	We will follow up this issue as part of the final phase of the 2023-24 audit.



Division:	Council	Date From:	
Committee:		Date To:	
Officer:		Printed:	2 August 2024 8:20 AM

Action Sheets Report

Meeting	Officer/Director	Section	Subject
Council 14/12/2022	Hansen, Matthew Ewer, Karina	Reports to Council	Council Action List Report
Action: <i>Council Resolution 107/2022</i>			
Cr Hatty and Cr Paine that the Council:			
4. Direct the Chief Executive Officer to formalise a Crown Land lease for the occupancy of the shopfront at Tocumwal War Memorial Hall on a commercial basis.			
09 Jan 2023 5:18pm Hansen, Matthew			
Crown Land Management Plan needs to be prepared and land surveyed before a lease can be drawn up. Current licence needs to be extended.			
06 Feb 2023 9:52am Hansen, Matthew			
Still waiting on the development of a Crown Land Management Plan			
21 Mar 2023 5:31pm Hansen, Matthew			
Quote for Crown Land Plan of Management received. Working on a 30 June completion			
06 Apr 2023 12:34pm Hansen, Matthew			
CT Management Group commissioned to deliver PoM. Work to start 14 April 2023. , Annual licence agreement with laundromat to be extended 12 months.			
11 May 2023 2:01pm Hansen, Matthew			
Consultation on PoM to start week of 22 May			
04 Aug 2023 12:50pm Hansen, Matthew			
Draft Plan of Management prepared. Waiting on signoff by staff and public exhibition before adoption by Council.			
15 Sep 2023 12:27pm Hansen, Matthew			
Still waiting on sign off			
15 Sep 2023 12:28pm Hansen, Matthew - Target Date Revision			
Target date changed by Hansen, Matthew from 28 December 2022 to 31 January 2024 - Delays in signing off draft			
28 Nov 2023 1:02pm Hansen, Matthew			
Waiting on native title clearance			
09 Jan 2024 8:05am Hansen, Matthew			
Working with consultant to obtain native title clearance			
12 Feb 2024 1:47pm Hansen, Matthew			
Engaged a solicitor to undertake native title clearance. Once this is cleared, the Plan of Management can go on exhibition. Once the Plan has been endorsed by Council and the Crown, Council can enter into a lease. This could be months away yet,			
14 Mar 2024 3:47pm Hansen, Matthew			
Draft Plan of Management reviewed by Council at March SPW. Plan to be sent to Crown Lands for review in March			
13 Jun 2024 3:16pm Hansen, Matthew			
Waiting on Native Title clearance			
10 Jul 2024 9:13am Hansen, Matthew			
Native Title clearance obtained. Report presented to this meeting			



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Action Sheets Report

Meeting	Officer/Director	Section	Subject
Council 14/12/2022	Fletcher, Andrew Fletcher, Andrew	Reports to Council	Council Action List Report
<p>Action: Council resolution 233/2022 Cr Cornwell McKean and Cr Taylor that the Council note the following:</p> <ul style="list-style-type: none"> • that conditional approval to operate for a 3-month period will be granted; and • that conditions will include: <ul style="list-style-type: none"> ○ All Underground Petroleum Storage System (UPSS) risks must be addressed or plan for remediation agreed by the relevant agencies. ○ A plan is developed, in consultation with Council officers, to undertake recommended remediation of on-site waste-water treatment system. ○ Council Officers and/or Council contractors be granted access to conduct a site-by-site compliance and safety assessment per relevant building and fire safety regulations 			
<p>10 Jan 2023 12:28pm Ruffin, Joanne - Target Date Revision Target date changed by Ruffin, Joanne from 28 December 2022 to 22 February 2023 - Significant work has been undertaken S68 approval must be extended. Audit for Fire Safety will be completed mid January and report will be prepared</p>			
<p>10 Jan 2023 12:29pm Ruffin, Joanne Work to date completed - UPSS report and plan; Public Meetings held with residents and Fire Safety Audit Commenced and will be completed end of January</p>			
<p>06 Feb 2023 3:12pm Ruffin, Joanne Section 68 application has been received by Council and is currently being assessed. The applicants have indicated that they are making progress. The tenants have been advised via letter box drop and email that a new three month approval will be issued when the application has been assessed and that it will cover the period from the 4 February</p>			
<p>18 May 2023 10:48am Ruffin, Joanne New three month approval was issued 28 April 2023. There has been significant progress re: planning for the upgrade of the on site waste treatment (septic), and works commenced re: the removal of Underground Petroleum storage system. Clarified at meeting held 20 April, 2023 the Council's requirements re: disposal of soil also expectations re: mapping of the site. Site audit has been completed by independent assessor but cannot be finalised until we have an accurate community map to scale showing all site x dimension and the location of fire hose reels. Owners have failed to comply with this request in past months and approvals. New approval signed and uploaded to the planning portal. Applicant advised via Planning Portal Upload</p>			
<p>18 May 2023 11:53am Ruffin, Joanne - Target Date Revision Target date changed by Ruffin, Joanne from 22 February 2023 to 30 June 2023 - This action is on three monthly review and the next update is due end of June 2023</p>			
<p>18 May 2023 12:00pm Ruffin, Joanne - Target Date Revision Target date changed by Ruffin, Joanne from 30 June 2023 to 30 June 2023 - Approval process is three months - review. This date is selected as the next date for the applicant to commence process of requesting approval</p>			
<p>15 Jun 2023 10:12am Ruffin, Joanne - Target Date Revision Target date changed by Ruffin, Joanne from 30 June 2023 to 28 July 2023 - Meeting has been scheduled with the Park owners, caravan park consultant 30 June at 9.00 am to advise the next steps in the approval process. The Park owners have made progress re the on site septic system upgrade, removal and remediation of UPSS - there has been little progress re: an accurate site map needed to determine site boundaries and complete site by site audit for legality of structures. This meeting has been scheduled with the owner's son to highlight the importance of an accurate map and clarity re the number of sites, site boundaries and next steps. The council's consultant Michael Foley will be attending this meeting which will provide advice of the conditions that must be met for the next 3-month approval. The applicants will be advised that formal Notices with fines is the next step if the current condition of approval specifically that we have an accurate community map is not met when they reapply for approval mid July 2023.</p>			



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16 Aug 2023 1:57pm McDonald, Keelan - Reallocation
Action reassigned to Hansen, Matthew by McDonald, Keelan - Jo resigned

31 Aug 2023 7:35am Hansen, Matthew - Reallocation
Action reassigned to Fletcher, Andrew by Hansen, Matthew - Sits with the new DPSD

12 Sep 2023 9:58am Fletcher, Andrew
Collating all industries/businesses which require approval for LTW. New IT system being reviewed (WasteID) to monitor and charge. Will provide update to Council.

12 Sep 2023 10:13am Fletcher, Andrew - Target Date Revision
Target date changed by Fletcher, Andrew from 28 July 2023 to 17 January 2024 - IT being developed.

13 Feb 2024 12:26pm Fletcher, Andrew
Determining resources/staff to initiate a new process for reviewing commercial properties for LTW. Requires specialised skills (and qualifications) that we presently do not have on staff.

06 May 2024 9:44am Fletcher, Andrew
We have no qualified staff to undertake the inspections and assessments. Management is working with an officer to have the necessary training and to run a program starting in the new financial year (24/25) to check all commercial/industrial properties in relation to LTW.

10 Jul 2024 8:48am Fletcher, Andrew
A Council officer is booked in to undertake the necessary training in September. Council will start conducting site inspections once trained.

Meeting	Officer/Director	Section	Subject
Council 16/08/2023	Ewer, Karina Ewer, Karina	Reports to Council	Council Action List Report
Action: CEO to ensure all action items are updated monthly and completed actions are removed.			
15 Sep 2023 12:21pm Hansen, Matthew Missed in the handover from DCEO to CEO on her return. Will liaise with DSPD now that he has been appointed			
15 Sep 2023 12:24pm Hansen, Matthew - Reallocation Action reassigned to Fletcher, Andrew by Hansen, Matthew - New DSPD			
15 Sep 2023 12:25pm Hansen, Matthew - Target Date Revision Target date changed by Hansen, Matthew from 30 August 2023 to 30 September 2023 - Handed to new DSPD to action			
01 Dec 2023 9:33am Hansen, Matthew DSPD to follow up			
09 Jan 2024 8:44am Fletcher, Andrew Have reviewed contract and informed Councillors. Agreed resolution that we proceed with Strategic Framework and District Plans (amendment to LEP) and officers prepare a new Rural Land Use Strategy.			
09 Jan 2024 8:46am Fletcher, Andrew - Completion Completed by Fletcher, Andrew (action officer) on 09 January 2024 at 8:46:31 AM - Resolution in December. Contract reviewed. Officers to prepare a new strategy			

Meeting	Officer/Director	Section	Subject
Council 18/10/2023	Hansen, Matthew Ewer, Karina	Reports to Council	Tocumwal Carpark - request for extension



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Action Sheets Report

Resolved **OCM 283/23**

Moved: Cr Renee Paine

Seconded: Cr John Taylor

That the Council:

1. Note the report detailing progress on Action Item 372/2023 relating to the Tocumwal Carpark precinct and
2. Extend the target date to act on this resolution until 30 June 2024.
3. Staff to provide a report on 11 Barooga Street and 23 Flynn Street at he November Strategic and Policy Workshop.

CARRIED

07 Nov 2023 4:41pm Hansen, Matthew

DSPD provided report to November SPW on Flynn St and Barooga St

28 Nov 2023 1:04pm Hansen, Matthew

Report prepared for December SPW

09 Jan 2024 8:06am Hansen, Matthew

Consultant provided with Council feedback - waiting on revised version before starting public consultation

16 Feb 2024 9:12am Hansen, Matthew

Meeting with traffic engineer on site to be held on 23 February 2024

14 Mar 2024 3:49pm Hansen, Matthew

Working with traffic engineer on pedestrian and vehicle movements in and out of the new precinct

08 Apr 2024 5:27pm Hansen, Matthew

Waiting for advice from traffic engineer and landscape architect on pedestrian movement

06 May 2024 9:58am Hansen, Matthew

Scope extended to cover a broader precinct plan including pedestrian access.

12 Jun 2024 9:48am Hansen, Matthew

Design work continuing focused on traffic and pedestrian movement around the precinct

10 Jul 2024 9:13am Hansen, Matthew

Design work continuing

Meeting	Officer/Director	Section	Subject
Council 15/11/2023	Hansen, Matthew Ewer, Karina	Reports to Council	Mural - Foundry Park



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<p>Resolved OCM 320/23</p> <p>Moved: Cr John Taylor Seconded: Cr Sarah McNaught</p> <p>That the Council:</p> <ol style="list-style-type: none"> 1. approve the installation of a vinyl mural at Foundry Park based on a photograph of the old blacksmith shop on that site taken in 1894. 2. contribute up to \$10,000 towards the project from its own funds. 3. manage the project directly, including commissioning the artwork and arranging for installation. <p>28 Nov 2023 1:19pm Hansen, Matthew No progress to date. Unlikely to progress until January</p> <p>09 Jan 2024 8:07am Hansen, Matthew No progress in December.</p> <p>12 Feb 2024 2:01pm Hansen, Matthew Draft artist's brief prepared for issue in late February or early March. Design work on a self-supporting frame has started.</p> <p>14 Mar 2024 3:50pm Hansen, Matthew This has been delayed as a result of other priorities. My aim is to have this out in April</p> <p>12 Jun 2024 10:02am Hansen, Matthew Seeking advice from SWA before calling for Expressions of Interest</p> <p>11 Jul 2024 2:32pm Hansen, Matthew Delayed as a result of staff availability</p>	<p>CARRIED</p>
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Meeting	Officer/Director	Section	Subject
Council 15/11/2023	Hansen, Matthew Ewer, Karina	Confidential Matters	Occupancy licences - surplus land

<p>Resolved OCM 344/23</p> <p>Moved: Cr Renee Paine Seconded: Cr John Taylor</p>	
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That Council direct staff to:

1. Engage a property manager to manage these licences on Council's behalf, and through that manager,
 - a. Seek advice on market rates for occupancy of surplus land,
 - b. Call for expressions of interest for an agistment licence for surplus at Barooga Cemetery
 - c. Negotiate with the existing licence holder for an extension of the cropping licence for Tocumwal Aerodrome
2. Investigate and report back to the Council on the lease arrangements between Council, Crown Lands NSW and the Berrigan Graziers' club regarding surplus land at Berrigan Sewerage Treatment Plant

CARRIED

28 Nov 2023 12:50pm Hansen, Matthew

Kell Moore commissioned to draft licence agreements

09 Jan 2024 8:08am Hansen, Matthew

Waiting on licence agreements from Kell Moore

12 Feb 2024 1:41pm Hansen, Matthew

Kell Moore have prepared licence templates. Having difficulty with a response from Council's preferred agent

14 Mar 2024 3:51pm Hansen, Matthew

Agent has started negotiations with current occupant for the intial surplus land parcel.

12 Jun 2024 10:41am Hansen, Matthew

Lease signed for Finley Senior Citizens Hall. Licence signed for Tocumwal Aerodrome surplus land. Negotiations ongoing for Tocumwal Aviation Museum. Expressions of Interest for Barooga Cemetery open now.

09 Jul 2024 4:19pm Hansen, Matthew

Lease signed for Finley Senior Citizens Hall. Licence signed for Tocumwal Aerodrome surplus land. Negotiations ongoing for Tocumwal Aviation Museum. Expressions of Interest for Barooga Cemetery close on 17 July

Meeting	Officer/Director	Section	Subject
Council 6/12/2023	Fletcher, Andrew Fletcher, Andrew	Reports to Council	Rural Land Use Strategy
Resolved	OCM 351/23		
Moved:	Cr Renee Paine		
Seconded:	Cr Sarah McNaught		



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<p>Action</p> <p>Council direct staff to undertake an internal Rural Land Use Strategy.</p> <p style="text-align: right;">CARRIED</p> <p>12 Jan 2024 9:26am Hansen, Matthew - Reallocation Action reassigned to Fletcher, Andrew by Hansen, Matthew - DSPD task</p> <p>13 Feb 2024 12:35pm Fletcher, Andrew Agreed by Council that we will prepare a Rural Land Use Strategy in-house. Update will be provided to SPW in April 2024.</p> <p>06 May 2024 9:52am Fletcher, Andrew Preparing a Rural Land Use Strategy in-house. Draft Gantt chart for the project has been prepared and will need to create a working committee/group for input throughout the process.</p>

Meeting	Officer/Director	Section	Subject
Council 21/02/2024	Fletcher, Andrew Fletcher, Andrew	Reports to Council	Construction of key worker housing - Lewis Crescent, Finley
<p>Resolved OCM 030/24</p> <p>Moved: Cr John Taylor</p> <p>Seconded: Cr Edward (Ted) Hatty</p> <p>That the Council</p> <ol style="list-style-type: none"> 1. Call for tenders for the design and construction of two units to be constructed on 47 Lewis Crescent, Finley 2. The construction of the units to be funded by: <ol style="list-style-type: none"> (a) \$300,000 from Council's Capital Works reserve (b) a \$500,000 loan borrowed over a ten-year period with interest-only payments until redemption. <p style="text-align: right;">CARRIED</p> <p>11 Mar 2024 1:16pm Hansen, Matthew Work on design and construct specification underway. Specification for loan tender under development. MLHD have given verbal notice they will participate., Aim to have out to tender in April</p> <p>06 May 2024 9:57am Hansen, Matthew Tender won't be released until July 2024 to match with funding.</p>			



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12 Jun 2024 9:59am Hansen, Matthew - Reallocation
Action reassigned to Fletcher, Andrew by Hansen, Matthew - At tender stage now

10 Jul 2024 8:52am Fletcher, Andrew
A brief for a tender in being prepared. Requested specs and design details. Tender is likely to be for a design and construct.

Meeting	Officer/Director	Section	Subject
Council 21/02/2024	Hansen, Matthew Ewer, Karina	Reports to Council	Chanter Street Update
<p>Resolved OCM 032/24</p> <p>Moved: Cr Renee Paine Seconded: Cr John Taylor</p> <p>That Council</p> <ol style="list-style-type: none"> 1. endorse the decision to adopt Option 2 to increase the project scope as outlined in Appendix 3, 2. direct the Deputy CEO to finalise negotiation with Essential Energy and sign any agreement required to accept the offered co-funding of \$252,000 for the works to be undertaken, 3. request the project manager to develop a formal project plan and engagement strategy to keep the community informed of progress on the Chanter St Undergrounding Project. These documents are to be included on Council's website for easy reference by the community. 4. report back to Council the outcomes of the next round of engagement with the community, including their feedback on the project plans and costs of reconnection. <p style="text-align: right;">CARRIED</p>			
<p>14 Mar 2024 3:52pm Hansen, Matthew Project committee established and draft plan developed,</p> <p>06 May 2024 9:35am Hansen, Matthew Work progressing. May potentially run into timing problems towards the end of this year. Project Plan to be presented to the May Council meeting</p> <p>12 Jun 2024 11:00am Hansen, Matthew Complications with design work has meant installation is delayed until February 2025.</p> <p>10 Jul 2024 9:11am Hansen, Matthew Civil design has been approved by TfNSW. Power design lodged with Essential Energy and waiting approval. Newsletter circulated to Chanter St traders and property owners.</p>			



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Meeting	Officer/Director	Section	Subject
Council 21/02/2024	Fruend, Darron George, Gary	Action	Signage
Action			
Cr Carly Marriott requests that the signage on Bullanginya Bridge be replaced.			
04 Mar 2024 11:17am Rust, Natasha - Target Date Revision			
Target date changed by Rust, Natasha from 06 March 2024 to 30 April 2024 - Waiting on delivery of signs. Order has been placed.			
06 May 2024 10:08am Rust, Natasha - Target Date Revision			
Target date changed by Rust, Natasha from 30 April 2024 to 31 May 2024 - Delay in receiving sign from supplier			
13 Jun 2024 2:34pm Rust, Natasha			
Issues with Supplier - DF is currently liaising with supplier contact to confirm delivery timeline.			
13 Jun 2024 2:36pm Rust, Natasha - Target Date Revision			
Target date changed by Rust, Natasha from 31 May 2024 to 30 June 2024 - Issues with supplier			
10 Jul 2024 12:37pm Rust, Natasha			
Previous (Deneffe) supplier unable to fulfill order. Sign to be created by local supplier.			
10 Jul 2024 12:39pm Rust, Natasha - Target Date Revision			
Target date changed by Rust, Natasha from 30 June 2024 to 31 July 2024 - Supplier unable to fulfil order - new supplier (local) to manufacture signage,			
29 Jul 2024 2:00pm Rust, Natasha			
Sign now ordered 22.07.2024 through new supplier - advised delivery expected first week of August 2024.			
29 Jul 2024 2:01pm Rust, Natasha - Target Date Revision			
Target date changed by Rust, Natasha from 31 July 2024 to 09 August 2024 - New supplier advised lead time of 3 weeks. Sign ordered 22.07.2024			

Meeting	Officer/Director	Section	Subject
Council 15/05/2024	George, Gary George, Gary	Reports to Council	Closure - Wores Hill Road
Resolved OCM 112/24			
Moved: Cr Edward (Ted) Hatty			
Seconded: Cr John Taylor			
That Council:			
1. note the Chief Executive Officer's decision to close the section of road identified in this report,			



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2. upon creation of title, delegate authority to the Chief Executive Officer to directly negotiate a sale of the former road reserve to the adjoining owner, subject to obtaining an independent valuation on an “added value” basis and

3. delegate authority to the Mayor and Chief Executive Officer to authorise its Seal to be affixed to the contract for sale of this land in the presence of two signatories authorised to affix the Seal pursuant to clause 400 of the *Local Government (General) Regulation 2021*.

CARRIED

27 May 2024 9:33am Hansen, Matthew
Applicant informed of Council decision and directed to lodge application to LRS for title

10 Jul 2024 9:08am Hansen, Matthew
Waiting on applicant to lodge with LPI

10 Jul 2024 9:10am Hansen, Matthew - Reallocation
Action reassigned to George, Gary by Hansen, Matthew - I have been helping Ramesh with this one. Happy to continue to help. Happy to discuss further

Meeting	Officer/Director	Section	Subject
Council 15/05/2024	Fry, Tahlia Fry, Tahlia	Reports to Council	Finley Log Cabin Museum and Mary Lawson Wayside Rest
1.	Resolved	OCM 113/24	
Moved:	Cr John Taylor		
Seconded:	Cr Roger Reynoldson		
That Council			
1.	Support the request from Finley Log Cabin Museum and Mary Lawson Wayside Rest Committee of Management to transition to an incorporated association, and		
2.	Work with the Committee of Management to develop and implement a plan for the transition.		
CARRIED			
12 Jun 2024 9:12am Fry, Tahlia Council will work with the committee to create a plan to dissolve the current committee.			
10 Jul 2024 8:13am Fry, Tahlia An internal plan has been created to dissolve the current committee, Council will begin working with the committee.			



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Meeting	Officer/Director	Section	Subject
Council 15/05/2024	George, Gary George, Gary	Reports to Council	Vermont Street Barooga Roundabout
<p>2. Resolved OCM 120/24</p> <p>Moved: Cr John Taylor Seconded: Cr Sarah McNaught</p> <p>That Council</p> <ol style="list-style-type: none"> 1. Consider both roundabout and traffic calming options and provide guidance as to a preferred approach; 2. Receive a preliminary scope report from Council Staff at a later meeting detailing: <ol style="list-style-type: none"> A) Detailed design; B) Engineering estimate; and C) Communications plan. <p style="text-align: right;">CARRIED</p> <p>12 Jun 2024 9:57am Hansen, Matthew Working on revised scope of work to be funded by LRCI 4</p> <p>10 Jul 2024 9:04am Hansen, Matthew Scope of works refined to meet grant requirements. Still waiting on LRCI funding approval. Project and communications plan to be developed by Director Infrastructure</p> <p>10 Jul 2024 9:08am Hansen, Matthew - Reallocation Action reassigned to George, Gary by Hansen, Matthew - New Director Infrastructure in place.</p>			

Meeting	Officer/Director	Section	Subject
Council 19/06/2024	Ewer, Karina Ewer, Karina	Reports to Council	Sustainability Report
<p>Resolved OCM 134/24</p> <p>Moved: Cr Sarah McNaught Seconded: Deputy Mayor Carly Marriott</p>			



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Action Sheets Report

That Council:

- receive and note the project proposal and business case, and the project plan as presented to the Council, and
- agree that the CEO should continue on this path, noting the required time to do so.

CARRIED

11 Jul 2024 2:33pm Hansen, Matthew
 Work is continuing on the report.

Meeting	Officer/Director	Section	Subject
Council 19/06/2024	Hansen, Matthew Ewer, Karina	Reports to Council	Asset Management Policy
<p>Resolved OCM 136/24</p> <p>Moved: Deputy Mayor Carly Marriott Seconded: Cr Renee Paine</p> <p>That Council:</p> <ol style="list-style-type: none"> 1. adopt as a draft the Asset Management Policy attached to this report, 2. place the draft policy on public exhibition and invite submissions for a period ending 19 July 2024 and 3. consider the draft policy and any submissions received at its ordinary meeting scheduled to be held on 21 August 2024. 			
CARRIED			
<p>09 Jul 2024 4:13pm Hansen, Matthew Through my error, this was not placed on public exhibition after the June meeting. As a result, it can't be exhibited for 28 days before the last Council meeting of this term scheduled for 7 August., As such, the policy will be resubmitted to the new Council to consider as a draft and then placed on exhibition.</p>			