

# **Ordinary Meeting of Council**

# 26 July 2023

# UNDER SEPARATE COVER ATTACHMENTS

# **ITEMS 10.1 TO 10.7**

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# QUEANBEYAN-PALERANG REGIONAL COUNCIL

**Council Meeting Attachment** 

# 26 JULY 2023

ITEM 10.1 RESOLUTION ACTION SHEET

ATTACHMENT 1 RESOLUTION ACTION SHEET



Meeting date	Res No	Item No	Resolution	R/officer	Progress / Action Taken	Est completion date	Completed?
12/09/18 27/01/22	PLA117/ 18 043/22	7.1	Minutes of Environment and Sustainability Advisory Committee         That Council:         1. Note the minutes of Environment and Sustainability Advisory Committee held on 1 August 2018.         2. Give consideration to recommendations QPRC ESAC 08/18 and QPRC ESAC 09/18 from the meeting held on 1 August 2018:         (QPRC ESAC 08/18) That Council:         • Request a staff report by 30 November 2018 on the viability and cost to establish tool libraries.         • Seek community views on the type of items to include in its tool libraries.         • Identify potential funding sources, both within Council and external to fund tool libraries.         Roads – Current State	Director – Community, Arts and Recreation Director – Infrastructure	The tool library project is with the Waste Team, and through the waste minimisation work stream it is being investigated to see if it can progress through the 'buy back centres' currently run at Council's Waste Transfer Stations or by collaboration with an external community organisation such as the Men's Shed or Rotary. A renewed focus is being given to see if progress can be secured. Workshop held with Councillors in March 2023.		No
			<ul> <li>That:</li> <li>1. Council receive a report on: <ul> <li>a. The current state of Council's road building, maintenance and repair capability (i.e. staffing, budget, portfolio organisation, assets etc).</li> <li>b. All current road building and maintenance projects with timeframes and budgets.</li> <li>c. The current outstanding road projects and maintenance requirements in the forward work program.</li> <li>d. An analysis of the community's road needs and our capability/capacity to service this, as well as any other threats to this capability.</li> <li>e. How repairs and maintenance are prioritised for unsealed roads for school bus routes.</li> </ul> </li> <li>2. A workshop be held prior to presentation to the August Ordinary meeting.</li> </ul>	Services	Report to be provided to Council.		
14/09/22	361/22	9.8	Bungendore Men's Shed and Rotary Access to Sports Hub Land 1. Council agree in principle to the proposal to establish a base for the Bungendore Men's Shed and Bungendore Rotary at the Bungendore Sports Hub.	Manager Urban Landscapes	Met with representatives of Bungendore Men's Shed and Rotary to discuss proposed terms     QPRC to provide Men's shed with a letter of support to assist with		No



Meeting date	Res No	Item No	Resolution	R/officer	Progress / Action Taken	Est completion date	Completed?
			<ol> <li>Council begin negotiations between the parties to prepare a draft lease agreement setting out the value of the lease and the responsibilities of each party.</li> <li>Upon preparation of the draft lease agreement the matter be returned to Council for consideration.</li> </ol>		sourcing grant funding and confirming an intention to licence part of Bungendore Sports Hub in the future, subject to funding to construct the facility. 3. Men's shed currently exploring funding options.		
12/10/22	414/22	9.9	Council Meeting Schedule That: 2. The cost for a travelling meeting kit that enables full online participation at meetings held at other locations around the local government area be investigated and a report be brought back to Council.	Manager Digital	In progress.		No
09/11/22	455/22	9.6	<ul> <li>Community Use - Treehouse and Visitor Information Centre in Queanbeyan</li> <li>Council agree that:</li> <li>1. The Queanbeyan Visitor Information Centre building become the new Senior Citizens centre when Council staff relocate to new premises in 2023.</li> <li>2. Pending a successful development application, the Lions Book Centre can be located in Treehouse noting tenure will remain subject to the completion of a Master Plan for the Park and precincts.</li> <li>3. Agreements be prepared for each entity to cover peppercorn rental, insurances, utilities and cleaning as needed to formalise these arrangements.</li> </ul>	Director – Community, Arts and Recreation	Awaiting staff move into the new building     Waiting on DA approval     S. Agreements in preparation and will be signed when 1 and 2 are complete	September 2023	No
21/12/22	509/22	9.10	<ul> <li>Exhibition of Draft Public Electric Vehicle Charging Infrastructure Policy That:</li> <li>In relation to the existing public place electric vehicle EV charging station at the Googong Common Carpark, a report come back to Council for the possible disposal of the units.</li> </ul>	Director – Development and Environment	2.Report yet to be presented to Council	October 2023	No
18/01/23	014/23	12.2	Furlong House That Council refer the matter of Furlong House and its current status to the Heritage Advisory Committee to investigate viable long-term use and report back to Council.	Director – Development and Environment	Information Report will be provided	August 2023	No



Meeting date	Res No	Item No	Resolution	R/officer	Progress / Action Taken	Est completion date	Completed?
8/2/2023	025/23	9.3	Scoping Proposal Complying Development in Zone C4 Environmental Living That consideration of the Scoping Proposal Complying Development in Zone C4 Environmental Living be deferred until a community workshop and Councillor workshop can be conducted.	Director – Development and Environment	<ul> <li>A draft of Frequently Asked Questions has been prepared.</li> <li>Initial contact has been made with the DPE regarding the best way forward.</li> </ul>	December 2023	No
8/2/2023	033/23	12.1	<b>172 Foxlow Street Captains Flat</b> That Council receive a report on options for future use of the former medical centre at 172 Foxlow Street Captains Flat.	General Manager	Nil progress to date		No
22/2/2023	043/23	9.1	<ul> <li>Scoping Proposal PP.2022.0001 - Residential Rezoning - 141 Googong (Sunset)</li> <li>That Council:</li> <li>1. Supports the progression of the Scoping Proposal for the rezoning of part of Lot 39 DP 1257837 No. 141 Googong Road, Googong, to a Planning Proposal, subject to the following: <ul> <li>a. the area of threatened ecological communities and in particular the EPBC Box-Gum Woodland that is currently zoned R1 General Residential, being rezoned the C2 Environmental Conservation; and</li> <li>b. the payment of the fees outlined in Council's Fees and Charges for the preparation of a Complex Planning Agreement with the landowner of Lot 39 DP 1257837 No. 141 Googong Road, Googong, for the C2 Environmental Conservation zoned land and riparian corridors, as part of the Planning Proposal preparation and consultation stage.</li> </ul> </li> </ul>	Manager Land-use Planning	A meeting has been held with the proponent and further discussions held on what works need to be progressed with.	December 2023	Νο
8/03/23	067/23	9.2	<ul> <li>Ellerton Drive Extension Noise Assessment</li> <li>That Council establish a Working Group of the Mayor and two Councillors, to engage with nominated residents who are representative of those properties effected by the Ellerton Drive Extension; and be tasked with the following:</li> <li>Review and prepare the scope of works for a new comprehensive noise assessment and survey.</li> <li>Suggest funding opportunities for this additional noise assessment.</li> </ul>	Manager Contracts and Projects	Working Group members have held meetings on 27 April 2023, 8 June 2023 and 6 July 2023 to gather information/ideas to develop the scope of new works. Scope for consultant engagement expected to be completed August 2023.	December 2023	No



Meeting date	Res No	Item No	Resolution	R/officer	Progress / Action Taken	Est completion date	Completed?
			<ol> <li>Progress investigation into supplementary other noise reduction solutions</li> </ol>				
			4 Report back to Council				
22/03/22	099/23	12.1	Bicycle Parking	Manager			No
			That Council receive a report on the progress of the Bicycle and Pedestrian Facilities Plan (2020) as adopted by Council; and current priority projects be identified for inclusion in the Operational Plan and grant funding proposals.	Contracts and Projects			
22/03/23	100/23	12.2	Pool Shade Covers	Manager Recreation and	Draft Aquatics Strategic Plan has		No
			That Council receive a report on the cost to install shade cover over each of the outdoor public pools in the local government area.	Culture	gone out for community consultation		
22/03/23	105/23	16.4	Braidwood Heritage Centre - Construction Tenders	Manager Contracts and	Still in negotiation phase.	August 2023	No
			That Council:	Projects			
			<ol> <li>Endorse the recommendation from the Tender Evaluation Report by NSW Public Works on behalf of Council to decline to accept any of the tenders as per section 178 Local Government (General) Regulation 2021.</li> </ol>				
			<ol> <li>Endorse for Council officers and NSW Public Works to enter into direct negotiations with the nominated contractor.</li> </ol>				
			3. Receive a report back on the negotiations prior to awarding the tender.				
			4. Note the reasons for not inviting fresh tenders or applications as referred to in subsections (3)(b)-(d) Section 178 Local Government (General) Regulation 2021 as noted in the Tender Evaluation Report.				
12/4/23	131/23	12.3	Revolving Energy Fund	Director – Development	Information report will be returning to Council September 2023	September 2023	No
			That Council receive a report on the Revolving Energy Fund addressing:	and			
			1. How much money has been allocated to the fund in each year that it has operated.	Environment			
			2. The works which the fund has financed.				
			<ol> <li>Any identifiable energy and financial savings achieved from these investments.</li> </ol>				
			4. Potential uses for the fund in the 2023/24 Operational Plan, having regard to the payback period of investments.				



Meeting date	Res No	Item No	Resolution	R/officer	Progress / Action Taken	Est completion date	Completed?
			<ol> <li>Whether the fund should be expanded in future years to assist Council to achieve net zero emissions for its operations.</li> </ol>				
26/4/23	143/23	9.4	Post Exhibition Report - Cat Containment Area Policy Review - Results of Community Consultation         That Council:         3. Receive a future report and draft strategy for the possible application of the Policy to all areas of Queanbeyan-Palerang with recommended timeframes.	Director – Development and Environment	The revised policy was published on the QPRC website on 26 April 2023 and provided to developers of Elm Grove (North Elmslea, Bungendore), Braidwood Ridge, South Jerrabomberra (Tralee). Suggested wording for restrictive covenants to be included in future lands sales and subdivisions within these developments was also provided to developers. Work on a draft strategy to possibly expand the policy to all areas of the LGA has not yet commenced.	December 2023	Νο
26/4/23	154/23	12.1	<ul> <li>Phasing out Gas for Council Operations</li> <li>That Council: <ol> <li>Cease the installation of new gas appliances in all Council buildings, with the exception of currently committed projects. High-efficiency electrical appliances will be used in new installations, and to replace existing appliances reaching the end of their economic life.</li> <li>Implement these requirements into Council's asset management plans and Sustainable Design for Council Buildings Policy.</li> <li>Develop an overall plan to phase out all use of gas in Council operations aligned to the Operations Climate Change Action Plan.</li> </ol> </li> </ul>	GM			No
10/5/23	164/23	9.7	Update to Licence Agreement with Italian Community Festival Inc. That Council: 1. Approve the Italian Community Festival Inc, as the licensee of 14 Carinya Street Queanbeyan, to sublicence the venue and make the premises available for hire.	Legal Officer	Draft letter provided to Italian Community Festival setting out terms on which permission to sublicence the venue is to be granted. Waiting on their response.		No



Meeting date	Res No	Item No	Resolution	R/officer	Progress / Action Taken	Est completion date	Completed?
			<ol> <li>Authorise the General Manager to provide a variation to the existing Licence Agreement with the Italian Community Festival Inc to make this permissible under their current agreement with QPRC.</li> </ol>				
24/5/23	187/23	9.4	Amendments to Queanbeyan Development Control Plan 2012, Part 3A and Part 5: Jumping Creek Estate	Manager Land- use Planning	Exhibition has closed and report will return to council.		No
			That Council place on public exhibition Parts 3A and 5 (as amended) of the Queanbeyan Development Control 2012 for 28 days in accordance with Council's Community Engagement and Participation Plan.				
14/6/23	210/23	9.8	<ul> <li>Road Naming - Bunduluk Road Bungendore DA.2019.1255</li> <li>That Council: <ol> <li>Adopt in principle the name; Bunduluk Road, Bungendore, created under subdivision development consent DA.2019.1255 Condition #57.</li> <li>Advertise the proposed road name for public comment for 28 days.</li> <li>Publish a notice in the NSW Government Gazette for the road name Bunduluk Road if no objections received.</li> </ol></li></ul>	Director – Development and Environment Manager Land- use Planning	Exhibition closed; no objections received. Submitted for publishing in Gazette.		No
14/6/23	211/23	9.9	Queanbeyan River Boat Ramp That Council contact NSW Department of Primary Industries to advise that Project RFCG009 - Boat Ramp for Queanbeyan River will not progress and return the \$70,000 grant.	Director – Development and Environment Manager Environment and Compliance	Officers have contacted NSW Department of Primary Industries and are discussing how to return the funds.		No
14/6/23	223/23	12.1	Bungendore Community Centre           That Council facilitate an urgent workshop to discuss:           • Allocating funds in the 23/24 Operational Plan for temporary accommodation and/or storage for community groups displaced through the compulsory acquisition of the Bungendore Community Centre.	GM	Meeting with Community Group held 18/7/23		No



Meeting date	Res No	Item No	Resolution	R/officer	Progress / Action Taken	Est completion date	Completed?
			Consider utilising existing Council land assets or Council managed Crown Lands to accommodate temporary accommodation and/or storage for community groups displaced through the compulsory acquisition of the Bungendore Community Centre.				
14/6/23	225/23	12.3	Solar Car Parks         That Council:         1. Note:         a. The potential to incorporate solar photovoltaic cells in car parks to generate renewable energy, as evidenced by installations in other local government areas of Australia and overseas.         b. The benefits of renewable energy for electric vehicle public charging infrastructure that can be co-located with car parks incorporating solar photovoltaic cells.         2. Develop a Policy to facilitate the installation of solar photovoltaic cells on roofing over at grade and multi-level public and private car parks in Queanbeyan-Palerang.	Director – Development and Environment			No
14/6/23	230/23	16.4	<ul> <li>Contract 10053841 - North Elmslea Pressure Pump That Council: <ol> <li>In accordance with clause 178(1)(b) of the Local Government (General) Regulation 2021, decline to accept any of the tender submissions received for Contract 10053841 - Construction of a Pressure Water Pump Station and site generator at North Elmslea, Bungendore.</li> <li>In accordance with clauses 178(3)(e) and 178(4) of the Regulation, the General Manager is to enter into negotiations with Gongues Constructions Pty Ltd to continue the validity period of their tender until 31 March 2024 for the following reasons: <ol> <li>That the offers received were valid, competitive and comparable to the pre-tender estimate.</li> <li>That the nominated contractor was assessed as the preferred tenderer through the formal tender evaluation process.</li> </ol> </li> </ol></li></ul>	Manager Utilities	Letter written to preferred tenderer in relation to Council's offer to hold open negotiations. Gongues have responded and confirmed that they are amendable to the arrangements proposed. Negotiations to commence once the supply of water from Queanbeyan to Bungendore has been determined with more certainty.		No



Meeting date	Res No	Item No	Resolution	R/officer	Progress / Action Taken	Est completion date	Completed?
			<ol> <li>Receive a further report to award the Contract to Gongues Construction Pty Ltd, as negotiated by the General Manager, at the time the work is funded to proceed.</li> </ol>				
28/6/23	237/23	9.2	QPRC Affordable Housing Strategy	Manager Land-	Councillor Workshop being held on the Implementation Plan	August 2023	No
			That Council:	uso r lanning			
			1. Adopt the Queanbeyan-Palerang Affordable Housing Strategy April 2023.				
			2. Review the Implementation Plan to consider Council's priorities and develop the Action Plan.				
28/6/23	238/23	9.3	Road Name Proposal - Googong NH3	Manager Land- use Planning	Currently on public exhibition until 27 July 2023		No
			That Council:	0	,		
			1. Adopt in principle the names set down in Table 1 as proposed names for the new roads created within Googong Neighbourhood 3 under subdivision Development Consent DA.2021.1549.				
			2. Advertise the proposed road names for public comment for 28 days.				
			3. Publish a notice in the NSW Government Gazette if no objections are received.				
28/6/23	239/23	9.4	New Bungendore Pool	Manager Urban Landscapes	Staff continuing to work on tender documentation pending securing		No
			That Council:		funding.		
			1. Endorse the concept plans for the new Bungendore Pool as an enclosed aquatic facility, with an 8 lane 25m heated swimming pool, a wet play area, amenities, canteen/café area, playground and shade structures at the new Bungendore Sports Hub on Halfway Creek Road.				
			2. Receive a Capital Expenditure Review Report for the Bungendore Pool project.				
			3. Prepare a Design and Construct Tender with the option for the project to be delivered in two stages.				
			<ol> <li>Subject to confirmation and availability of the required funding, Council proceed to a Design and Construct Tender for the new Bungendore Pool Project.</li> </ol>				
28/6/23	241/23	9.12	Bungendore Swimming Pool	Director – Corporate Services	Request issued. Response pending.		No



Meeting date	Res No	Item No	Resolution	R/officer	Progress / Action Taken	Est completion date	Completed?
			That Council:				
			1. Accept the offer from NSW Department of Education to extend the lease of the Bungendore Swimming Pool until 31 March 2024, and authorise the General Manager to execute the addendum to the Lease Agreement.				
			2. Provide for the additional \$120K in the 2023/24 Operational Plan to operate the swimming pool for the season.				
			3. Request the NSW Government to cover the cost required to open the Bungendore Swimming Pool for the 2023/24 season, estimated at around \$120K, on the basis that Council has incurred these costs as a direct result of the compulsory acquisition process undertaken by the NSW Government.				
			<ol> <li>Agree to extend the Proposed Acquisition Notice (PAN) period in accordance with the Land Acquisition (Just Terms Compensation) Act 1991 to now expire on 31 March 2024.</li> </ol>				
28/6/23	248/23	9.10	Draft Asbestos Policy	Manager Workplace and	Currently on exhibition	August 2023	No
			That Council endorse the draft Asbestos Policy for public exhibition	Performance			
28/6/23	249/23	9.11	Donations Policy	Manager Workplace and	Update to be completed this week	30 July 2023	No
			That Council:	Performance			
			4. Place on public exhibition for 28 days, the list of proposed donation amount and recipient organisations that will receive 'Category C' donation for Rates, Fees and Annual Charges relief.				

# QUEANBEYAN-PALERANG REGIONAL COUNCIL

**Council Meeting Attachment** 

# 26 JULY 2023

ITEM 10.2 RESPONSES TO COUNCILLOR QUESTIONS

ATTACHMENT 1 REF - CAPTAINS FLAT ROAD



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## **REVIEW OF ENVIRONMENTAL FACTORS** PART 5 ENVIRONMENTAL PLANNING AND ASSESSMENT ACT 1979

## Proposed Road Upgrade Works, Captains Flat Road, 1.68km Section. 'Railway Crossing', Captains Flat, NSW

#### **Queanbeyan Palerang Regional Council**

June 2021

Version	Draft for Client Review
Date	19 June 2021
Project Number	140121c_1

### Contacts

Office	Name/s	Contact
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Construction Contractor	-	
Environmental Consultant	Pat Guinane	0429 662 692 Pat@macrozamia.com.au
NSW DPI (Fisheries)		
Environment Line Environment Protection Authority & Heritage and Aboriginal cultural heritage incidents		131 555
Life threatening emergency Police Fire Ambulance		000

### **Document Control and Review**

Review of Environmental Factors				
Proposed Road Upgrade Works, Captains Flat Road, 1.68km Section.				
'Railway Crossing', Captains Flat.				
Macrozamia Environmental	Document Number 140121c_1			
LINIOIIIIeillai				
File Name	140121c_REF_19J	une		
Revision	Date	Prepared	Reviewed	Approved
Final				
Draft for client review	19 June 2021	P Guinane		
Draft v1	12 June 2021	P Guinane	N Harris	P Guinane

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### **1** Introduction

#### 1.1 Proposal identification

Queanbeyan Palerang Regional Council (Council) are responsible for the provision and maintenance of local road infrastructure in this Local Government Area as part of their responsibilities to their ratepayers.

Council have identified that the subject section of Captains Flat Road does not meet current design standards or community expectations for safety and functionality. While the surface is sealed it is generally in poor condition, the formation is too narrow, lacking sufficient shoulder and its utility will benefit from horizontal alignment and drainage improvements incorporating new table drains and culverts.

The landscape is agricultural and hills are used for conservation/ forestry, adjoining lands are all grazing enterprises. Stands of native woodland vegetation persist in much of the road reserve.

The project is intended to improve safety of road users and reduce maintenance costs of the road.

The scope of the works is summarised as follows;

- 1. Obtain approvals, permits and licences as required
- 2. Traffic management, during works traffic will use the road managed as required often with one lane closed
- 3. Establishment of a temporary stockpile area including necessary erosion and sediment controls
- 4. Minor vegetation management
- 5. Batter & formation reconstruction where required
- 6. Drainage augmentation as required
- 7. Formation realignment and widening as required
- 8. Sealing of widened pavement
- 9. Rehabilitation of site including removal of temporary erosion control structures & all waste materials and ensuring soils on the site are not subject to accelerated erosion.

The proposal location and study area are identified on Map 1-1 of this report. The study area includes the site of the works and adjoining lands to the extent that they may be impacted by the works.

#### **1.2 Purpose of the report**

This Review of Environmental Factors (REF) has been prepared by Macrozamia Environmental on behalf of Council under Part 5 of the *Environmental Planning and Assessment Act 1979* (EP&A Act). For these works Council is the proponent and the determining authority under this Act.

The purpose of the REF is to describe the proposal, to document the possible impacts of the proposal on the environment, and to detail ameliorative measures to be implemented at the time of works and maintained after works have been completed in order to have a minimal and acceptable environmental impact.

This REF considers the study area to be the site of the proposed works and immediately adjoining lands to the extent that they could potentially be impacted, including the site of the works area. Map 1-1 in this report shows this area.

The description of the proposed works and associated environmental impacts have been undertaken in context of clause 228 (What factors must be taken into account concerning the impact of an activity on the environment?) of the *Environmental Planning and Assessment Regulation 2000*, the *Biodiversity Conservation Act 2016* (BC Act), and the *Commonwealth Environment Protection and Biodiversity Conservation Act 1999* (EPBC Act). In doing so, the REF helps to fulfil the requirements of section 111 (Duty to consider environmental impact) of the EP&A Act; that Council examines and takes into account to the fullest extent possible, all matters affecting or likely to affect the environment by reason of the activity.

The findings of the REF will be considered by the consent authority when assessing:

- Whether the proposal is likely to have a significant impact on the environment and therefore the necessity for an environmental impact statement to be prepared and approval to be sought from the Minister for Planning under Part 5 of the EP&A Act
- The significance of any impact on threatened species as defined by the BC Act and/or NSW *Fisheries Management Act 1994* (FM Act)
- The potential impact on Aboriginal Objects or places protected by the National Parks and Wildlife Act 1974 (NP&W Act)
- The potential for the proposal to significantly impact a matter of national environmental significance or other Commonwealth matter and the need to make a referral to the Australian Government Department of the Environment for a decision by the Commonwealth Minister for the Environment on whether assessment and approval is required under the EPBC Act.



#### 2 Need and options considered

#### 2.1 Strategic and community need for the proposal

The proposed works are needed to improve the safety and comfort for road users as well as improving longevity of the road.

By making improvements to road infrastructure, Council are contributing to their cumulative programme of supporting the local community's needs, improving road user safety and the reliability of the road network. By undertaking the works Council are providing value for money to ratepayers while meeting their duty to provide and maintain adequate, safe facilities to the community.

#### 2.2 **Proposal objectives**

The objectives of the proposal are to:

- Improve road user safety and comfort
- Improve the quality of the road thereby reducing the frequency of required maintenance.

#### 2.3 Alternatives and options considered

Council have considered the options to 'do nothing', to 'undertake the works as proposed'.

The 'do nothing' option must be considered for public infrastructure projects. In this case Council found that doing nothing would fail to address safety concerns relating to sight distance, road width and degrading road surface.

The proposed option, including road realignment, formation widening, drainage improvements, vegetation management and sealing of wearing surfaces meets all the objectives of the project without undue cost to Council.

Having regard to the above considerations it is determined that the works proposed by Council would provide the best value for money and greatest long-term benefit for the community.

### **3** Description of the proposal

#### 3.1 The proposal

Council are proposing various treatments for this section of road including realignment and reconstruction. The existing road formation is to be widened to accommodate 3.5m wide travel lanes in each direction with 2.0m shoulders and will incorporate new drainage table drains and culverts where required.

It is intended that works will be completed in one stage in the 2021 – 2022 financial year and be completed within 4 weeks. Weather conditions and competing priorities of Council may alter construction timeframe. The following summarises the activities involved;

- Completion of design and planning approvals/ licences and permits as required
- Site preparation including traffic controls and temporary erosion and sediment controls
- Clearing and grubbing as required
- Batter and formation construction
- Road formation widening
- Drainage construction/ improvements
- Sealing of pavement
- Decommissioning and removal of temporary works including erosion and sediment controls
- Post construction works including clean-up and site rehabilitation.

#### 3.2 Stockpile & work compound sites

Works compounds are used to store construction materials, machinery and chemicals that are typically used during road construction projects.

A suitable stockpile & works compound area occurs in the road reserve.

Controls need to be designed to prevent contamination of receiving waters from runoff from any stockpile area or compound. In the establishment and management of works compounds and stockpile areas the following general criteria must be complied with:

- 1. Be in areas previously cleared of native vegetation
- 2. Not be located in areas subject to flooding, outside the 1 in 10 year Average Recurrence Interval (ARI)
- 3. Be provided with erosion and sediment controls prior to occupation
- 4. Drainage controls including diversion drains and perimeter banks, and the bunding of liquid storage areas must be installed prior to the compounds being occupied and must be maintained and renewed as necessary during the construction period to ensure their effectiveness
- 5. Not unduly interfere with the business or other economic activities in the area
- 6. Allow access that is safe to use for site workers
- 7. Be restored at the completion of the occupation
- 8. Preference should be given to re-occupying previously established works compound sites, stockpile sites or other highly disturbed areas

- 9. Concrete trucks must not be allowed to wash out concrete residue at the site
- 10. The works compound should be securely fenced against theft and vandalism if considered necessary by the Project Manager
- 11. Plant and machinery should be secured against theft/ vandalism and unauthorised access when not in use
- 12. All chemicals stored on-site should be stored in a lockable storage facility with a floor and bund that is able to contain at least 110% of the volume of the largest container stored in it
- 13. Materials for the cleaning up of any chemical spills such as hydrocarbon absorbent booms (for use in waterways) and loose absorbent material would be kept at the works compound. Fire extinguishers of a type appropriate to the materials stored at the compound would also be kept on site
- 14. No fuels would be stored at the works compound. Plant and equipment should be refuelled from refuelling trucks on-site, or at a contractor's depot off-site. Refuelling and other machinery maintenance would be undertaken in specially designated bunded areas designed to enable any spilled fuels and oils to be contained on-site and cleaned up.

#### 3.3 **Project activities**

#### 3.3.1 Work methodology

Works will be completed in one stage as follows;

#### **Preliminary activities**

- Undertake environmental assessment & obtain licences or approvals as required
- Complete and commence implementation of Construction Environmental Management Plan (CEMP)
- Complete Erosion and Sediment Control Plan (ESCP)
- Complete Traffic Management Plan (TMP)
- Complete and implement Vegetation Management Plan (VMP)
- Complete project inductions.

#### Site establishment and installation of traffic controls

- Installation of traffic controls in accordance with the traffic management plan
- Marking of the limit of works
- Installation of erosion and sediment controls in accordance with the ESCP and environmental specifications prescribed for the proposal and licence conditions where required
- Establishment of stockpile/ compound site.

#### **Clearing and Grubbing**

• Clearing and grubbing within clearing limits in accordance with Vegetation Management Plan.

#### Construction of new road formation and pavement

- Clearing/ grubbing & excavation/ fill as required to meet design criteria and facilitate drainage infrastructure
- Extension/ stabilisation of batters
- Formation construction to attain required width required matched to existing formation
- Drainage construction/ improvements
- Gravel replacement/ seal wearing surfaces

#### **Drainage Improvements**

- Extension and installation of existing culverts where required
- Raising headwalls of culverts as required
- Table drain installation/ upgrades as required

#### Road furniture construction

- Installation of advisory signs
- Construction of guard rails where required
- Line marking

#### Post construction works

- Soil stabilisation & maintenance of erosion and sediment controls
- Rehabilitation of erosion and sediment controls in the event of failure, replacement of any reserved topsoils and revegetation with grasses of the works compound site including replacement of trees
- Removal of traffic controls.

#### 3.3.2 Construction hours and duration

The proposed works would be undertaken within the following working hours:

- Monday Friday: 7:00am to 6:00pm
- Saturday: 7:00am to 5:00pm
- Sunday and Public Holidays: no work.

It is anticipated the works will commence early in the 2021 – 2022 financial year and be completed within 4 weeks, however, weather conditions and competing priorities of Council may alter this timeframe.

#### 3.3.3 Plant and equipment

Machinery to be used will consist of:

- Light vehicles
- Medium/ heavy ridged trucks
- Plant trailer
- Excavator
- Water carts for dust suppression
- Hand tools.

There may be a need to bring in other machinery as the need arises.

3.3.4 Earthworks

Earthworks will be required as follows;

- Clearing and grubbing of the project area
- Stockpiling of aggregates and topsoil
- Batter improvements
- Shaping of road formation and drainage construction.

Material may need to be imported for formation construction

3.3.5 Source and quantity of materials

- Fuels and oils for the machinery and equipment
- Prefabricated reinforced concrete culvert components
- Aggregates & bitumen for road construction.

Materials will be sourced from Council's existing suppliers and it is not expected to create a shortage of any materials available to the local economy.

#### 3.3.6 Traffic management and access

The works occur on an important rural road providing thoroughfare for the Captains Flat district. A Traffic Management Plan (TMP) must be prepared in accordance with Council's policies and procedures. Advisory signs will alert road users to the works for 2 weeks prior to works commencement advising delays may be experienced.

Council must ensure that the work site is maintained in a safe and secure state with consideration of cyclist traffic incorporate appropriate signage and barriers as required.

#### 3.4 Ancillary facilities

Construction of the proposal would require one stockpile/ compound site. There are suitable lands in the road reserve to develop these temporary facilities.

Any sites to be used for ancillary facilities will be located by Council in accordance with criteria identified in section 3.2 of this REF and within the study area of this REF. If these facilities are to be constructed outside the study area of this REF an assessment of the proposed area will be required.

#### 3.5 Property acquisition and land access

The proposal occurs on a Council maintained road reserve and requires minor land acquisition, Council has made arrangements for this process.

### 4 Statutory and planning framework

#### 4.1 Local Environmental Plans

#### 4.1.1 Palerang Local Environmental Plan 2014

The works site occurs in the Queanbeyan Palerang Local Government Area (LGA), this part of the LGA is subject to the Palerang Local Environmental Plan 2014. The LEP guides development in areas of the former Palerang Local Government Area.

#### Land Use Table

Under this instrument the project area is mostly zoned as RU1 Primary Production, the objectives of this zone are as follows;

#### RU1 Primary Production;

- To encourage sustainable primary industry production by maintaining and enhancing the natural resource base.
- To encourage diversity in primary industry enterprises and systems appropriate for the area.
- To minimise the fragmentation and alienation of resource lands.
- To minimise conflict between land uses within this zone and land uses within adjoining zones.
- To minimise the impact of any development on the natural environment.
- To ensure that development does not unreasonably increase the demand for public services or facilities.

The works proposed are consistent with the objectives of this zone and roads are permitted with consent in RU1 Primary Production.

The project area also crosses a disused railway line which is zoned SP2 Infrastructure, the objectives of this zone are as follows;

#### SP2 Infrastructure

- To provide for infrastructure and related uses.
- To prevent development that is not compatible with or that may detract from the provision of infrastructure.

The works proposed are consistent with the objectives of this zone and roads are permitted with consent in SP2 Infrastructure.

#### **Clause 5.10 Heritage Conservation**

The objectives of this clause are as follows

- (a) to conserve the environmental heritage of Palerang,
- (b) to conserve the heritage significance of heritage items and heritage conservation areas, including associated fabric, settings and views,
- (c) to conserve archaeological sites,
- (d) to conserve Aboriginal objects and Aboriginal places of heritage significance.

Heritage matters have been considered through this REF process. No Aboriginal or other heritage values have been identified. Heritage matters are addressed in section 6.6 of this report.

#### Part 6 Additional local provisions

#### **Terrestrial Biodiversity**

Parts of the project site are mapped as '*Biodiversity*' on the *Terrestrial Biodiversity Map*, as such the following clause applies;

(3) In deciding whether to grant development consent for development on land to which this clause applies, the consent authority must consider—

(a) whether the development is likely to have-

*(i)* any adverse impact on the condition, ecological value and significance of the fauna and flora on the land, and

(ii) any adverse impact on the importance of the vegetation on the land to the habitat and survival of native fauna, and

(iii) any potential to fragment, disturb or diminish the biodiversity structure, function and composition of the land, and

(iv) any adverse impact on the habitat elements providing connectivity on the land, and

(b) any appropriate measures proposed to avoid, minimise or mitigate the impacts of the development.

The Biodiversity Assessment at Appendix 2 address these matters, the proposed works have been designed to avoid adverse environmental impact.

#### Riparian land and watercourses

Parts of the site are mapped as "*Riparian Land*" on the *Riparian Lands and Watercourses Map*, as such the following clause applies;

(3) In deciding whether to grant development consent for development on land to which this clause applies, the consent authority must consider—

(a) whether or not the development is likely to have any adverse impact on the following—

(i) the water quality and flows within the watercourse,

(ii) aquatic and riparian species, habitats and ecosystems of the watercourse,

(iii) the stability of the bed and banks of the watercourse,

(iv) the free passage of fish and other aquatic organisms within or along the watercourse,

(v) any future rehabilitation of the watercourse and riparian areas, and

(b) whether or not the development is likely to increase water extraction from the watercourse, and

(c) any appropriate measures proposed to avoid, minimise or mitigate the impacts of the development.

This REF considers these matters in Section 6, recommendations ensure appropriate measures are implemented to avoid, minimise or mitigate the impacts of the development on soils and water.

#### Other additional local provisions

The project site is not mapped by other additional local provisions maps including *Flood Planning*, *Drinking water catchments* and *Landscape*.

#### 4.2 State Environmental Planning Policies

#### 4.2.1 State Environmental Planning Policy (Infrastructure) 2007

The State Environmental Planning Policy (Infrastructure) SEPP (ISEPP) aims to facilitate the effective delivery of infrastructure across the State. Clause 94 of ISEPP permits development on any land for the purpose of a road or road infrastructure facilities to be carried out by or on behalf of a public authority without consent, excluding land reserved under the NPW Act (except in certain instances which do not apply to the proposal).

Part 2 of the ISEPP contains provisions for public authorities to consult with local Councils and other public authorities prior to the commencement of certain types of development. Consultation, including consultation as required by ISEPP (where applicable), is discussed in Section 5 of this REF.

# 4.2.2 State Environmental Planning Policy No 55—Remediation of Land

The object of this Policy is to provide for a Statewide planning approach to the remediation of contaminated land. In particular, this Policy aims to promote the remediation of contaminated land for the purpose of reducing the risk of harm to human health or any other aspect of the environment:

- by specifying when consent is required, and when it is not required, for a remediation work, and
- by specifying certain considerations that are relevant in rezoning land and in determining development applications in general and development applications for consent to carry out a remediation work in particular, and
- by requiring that a remediation work meet certain standards and notification requirements.

A consent authority must not consent to the carrying out of any development on land unless:

- it has considered whether the land is contaminated, and
- if the land is contaminated, it is satisfied that the land is suitable in its contaminated state (or will be suitable, after remediation) for the purpose for which the development is proposed to be carried out, and
- if the land requires remediation to be made suitable for the purpose for which the development is proposed to be carried out, it is satisfied that the land will be remediated before the land is used for that purpose.

Contaminated land was considered on this site, signs of previous land uses such as sheep dips, waste materials, signs of past structures or land fill were considered, and none found. Additionally, the NSW EPA online search tool for contaminated land was used which found no contaminated sites on this database in the vicinity of the works.

Due to an absence of any signs of potentially contaminating activities in the past no further investigation under this SEPP was considered necessary. However, if any signs of contaminated land are revealed during works, works must cease and the potential for contaminated land to be considered guided by actions in this SEPP.

4.2.3 State Environmental Planning Policy (Koala Habitat Protection) 2020

The Koala SEPP 2020 applies to this Local Government Area in rural zonings, there is no *approved koala plan of management* applying to the land, the following clauses apply;

8 Step 1—Is the land potential koala habitat?

(1) Before a council may grant consent to a development application for consent to carry out development on land to which this Part applies, the council must be satisfied as to whether or not the land is a potential koala habitat.

(2) The council may be satisfied as to whether or not land is a potential koala habitat only on information obtained by it, or by the applicant, from a person who is qualified and experienced in tree identification.

(3) If the council is satisfied—

(a) that the land is not a potential koala habitat, it is not prevented, because of this Policy, from granting consent to the development application, or

(b) that the land is a potential koala habitat, it must comply with clause 9.

9 Step 2—Is the land core koala habitat?

(1) Before a council may grant consent to a development application for consent to carry out development on land to which this Part applies that it is satisfied is a potential koala habitat, it must satisfy itself as to whether or not the land is a core koala habitat.

(2) The council may be satisfied as to whether or not land is a core koala habitat only on information obtained by it, or by the applicant, from a person with appropriate qualifications and experience in biological science and fauna survey and management.

(3) If the council is satisfied—

(a) that the land is not a core koala habitat, it is not prevented, because of this Policy, from granting consent to the development application, or

(b) that the land is a core koala habitat, it must comply with clause 10.

This SEPP is addressed in Section 6 of the attached Biodiversity Assessment which concludes that core Koala habitat is not present on the project area.

#### 4.3 Other relevant legislation

#### 4.3.1 Environment Planning and Assessment Act 1979 & Environment Planning and Assessment Regulation 2000

The EP&A Act encourages proper management, development and conservation of natural and artificial resources.

Clause 228(2) of the *Environmental Planning and Assessment Regulation 2000* provides a list of factors to be taken into account when consideration is being given to the likely impact of an activity on the environment. Section 8 of this REF addresses lists these factors describing the nature of any impacts.

#### 4.3.2 Biodiversity Conservation Act 2016

The purpose of the Biodiversity Conservation Act 2016 (BC Act) is to maintain a healthy, productive and resilient environment for the greatest well-being of the community, now and into the future, consistent with the principles of ecologically sustainable development. Specifically, it aims to conserve biodiversity at bioregional and state scales, providing mechanisms to assess extinction risk of species and ecological communities, and identify key threatening processes to biodiversity values, support biodiversity conservation on private land, avoid, minimise and offset the impacts of proposed developments and land use changes on biodiversity and an offset scheme providing a market based offset trading economy.

The BC Act provides a clearing threshold, Biodiversity Values Map and test of significance triggers to determine the necessity for the impacts on biodiversity of a development to be assessed using the BC Act's Biodiversity Assessment Methodology through a Biodiversity Development Assessment Report (BDAR). This proposal does not trigger the requirement for a BDAR.

Sections 7.2 and 7.3 of the BC Act considers the likelihood of impact on threatened matters and the requirement for further assessment. If there is a chance of an impact on a BC Act listed matter a test of Significance is required to determine the significance of the impact. If this assessment establishes that there is a likelihood for a significant impact on threatened species, populations and their habitat or on ecological communities further assessment through a BDAR is required.

An initial assessment of the project identified biodiversity issues at risk of impact by the proposed works. Consequently a Biodiversity Assessment, including Assessments of Significance where required, have been prepared and is provided at Appendix 2 of this REF.

#### 4.3.3 Fisheries Management Act 1994

The FM Act aims to conserve, develop and share the fishery resources of NSW for the benefit of present and future generations. In particular, the objects of this Act are to:

- Conserve fish stocks and key fish habitats
- Conserve threatened species, populations and ecological communities of fish and marine vegetation
- Promote ecologically sustainable development, including the conservation of biological diversity.

The FM Act identifies threatened aquatic species, populations and ecological communities and requires an Assessment of significance for potential significant

impacts to any of these entities. Any potential significant impact triggers the need for a test of significance.

As no fish habitat is on or impacted by the site no further consideration under this Act has been made.

4.3.4 Heritage Act 1977 & National Parks and Wildlife Act 1974

The NSW *Heritage Act 1977* (Heritage Act) is a statutory tool designed to conserve the cultural heritage of NSW and used to regulate development impacts on the State's heritage assets. This Act details the statutory requirements for protecting historic buildings and places and includes any place, building, work, relic, movable object or precinct, which may be of historic, scientific, cultural, social, archaeological, natural or aesthetic value.

The *National Parks and Wildlife Act* 1974 (NPW Act) is the primary legislation for the protection of some aspects of Aboriginal cultural heritage in NSW. Under section 86 of the NPW Act, it is an offence to 'harm' an Aboriginal object. 'Harm' means any act or omission that:

- Destroys, defaces, damages or desecrates the object
- Moves the object from the land on which it had been situated, or
- Causes or permits the object to be harmed.

Heritage issues are addressed in Section 6.7 of this REF.

#### 4.4 Commonwealth legislation

4.4.1 Environment Protection and Biodiversity Conservation Act 1999

Under the EPBC Act a referral is required to the Australian Government for proposed 'actions that have the potential to significantly impact on matters of national environmental significance or the environment of Commonwealth land.

The EPBC Act identifies nine matters of national environmental significance being:

- World Heritage properties
- National heritage places
- Wetlands of international importance (Ramsar wetlands)
- Threatened species and ecological communities
- Migratory species
- Commonwealth marine areas
- Nuclear actions
- Great Barrier Reef Marine Park

• Water impacts from coal seam gas and large coal mining actions An assessment of the above matters has been undertaken and has concluded that none of these matters require further consideration due either to the absence of items of significance or relevance and the absence of suitable habitats for migratory and threatened flora and fauna and ecological communities. Any potentially occurring commonwealth listed biodiversity matters have been considered along with other biodiversity matters in this REF and the attached Biodiversity Assessment.

#### 4.5 **Confirmation of statutory position**

By adopting the requirements of the ISEPP, the proposal may be carried out without the need for development consent. The proposal is subject to

environmental impact assessment under Part 5 of the EP&A Act. Queanbeyan Palerang Regional Council is the proponent and determining authority for the proposal.

#### 5 Stakeholder and community consultation

#### 5.1 Landowners and community

The project site occurs in a rural district, the local community is composed of those living and working in the rural environment largely in agriculture and home industry. The community is heavily reliant on the road network for transport in the absence of alternatives such as public transport, the remoteness of the community from urban centres also makes alternatives such as walking or cycling impractical. Consequently, the road network is essential to enable the community to access work, shopping, school and other economic activities and social commitments.

Adjoining landholders are all primary production enterprises, these businesses also heavily rely on the road network for productivity of their operations.

It is essential that Council engage with the community and adjoining landholders to adequately manage disruptions to these stakeholders and their day to day activities. Council must have in place a complaint handling process enabling concerned members of the community to contact Council in relation to the project and discuss their concerns.

Given the improvement to traffic flow efficiency and road safety that the project will result in, it is expected that the proposal will not be contentious in the community. The proposal will result in minor traffic disruptions for a short period of time, over a period of 4 weeks.

#### 5.2 Aboriginal community involvement

It is possible that artefacts important to the Aboriginal community could be found in the project area during works, if suspected finds are made Council will invite the Local Aboriginal Land Council to comment on the works.

#### 5.3 **ISEPP consultation**

Clauses 13, 14, 15 and 16 of ISEPP require that public authorities undertake consultation with Councils and other public authorities, when proposing to carry out development without consent. Table 5-1 of this report lists these items and assesses whether these are relevant to the proposal.

Table 5-1 ISEPP consultation factors

Item	Response
Clause 13	
A substantial impact on stormwater management services provided by a Council Likely to generate traffic to an extent that	Not applicable – the proposal would not involve substantial impacts to a stormwater system. The road design does allow for drainage and appropriate dispersal of water this is consistent with the existing design of the road. While several truck movements would
in a local government area.	be required during the construction phase, they would be managed to limit impacts. Given the scale of the proposal, it is unlikely the capacity of the road system would be strained.
Involves connection to, and a substantial impact on the capacity of, any part of a sewerage system owned by a Council.	Not applicable – the proposal would not involve connection to or impacts to a sewerage system.
Involves connection to, and use of a substantial volume of water from, any part of a water supply system owned by a Council	Not applicable – the proposal would not involve connection to or substantial use of water from a Council-owned water supply system.
Involves the installation of a temporary structure on, or the enclosing of, a public place that is under a Council's management or control that is likely to cause a disruption to pedestrian or vehicular traffic that is not minor or inconsequential.	There will be some disruption to vehicular traffic during construction, through traffic management on Captains Flat Road. This impact is considered to be minor and manageable, the road will not be closed for the works.
Involves excavation that is not minor or inconsequential of the surface of, or a footpath adjacent to, a road for which a Council is the roads authority under the Roads Act 1993.	The proposal would involve minor excavation of existing road surfaces. Council is the proponent and relevant road authority for the roads affected by the proposal.
Clause 14	
Likely to have an impact that is not minor or inconsequential on a local heritage item (other than a local heritage item that is also a State Heritage item) or a heritage conservation area.	Not applicable – the proposal does not affect any local heritage items or heritage conservation areas.
Development that is to be carried out on flood liable land that may be carried out without consent and that would change flood patterns other than to a minor extent.	The proposal is to be carried out on flood liable land however, it will not impact flood patterns more than a minor extent.
Clause 16	
Clause 16 of the ISEPP states that a consent authority must not carry out any of the following development without giving written notice to the specified	Not applicable – the proposal is not adjacent National Park.
authority and taken their responses into	located adjacent to a marine park.

consideration:		Net emplicable the properties not
1.	development adjacent to land reserved under the National	located adjacent to an aquatic reserve.
	Parks and Wildlife Act 1974 – the Department of Environment and Climate Change [now the Office of Environment and Heritage]	Not applicable – the proposal is not located within the foreshore area within the meaning of the Sydney Harbour Foreshore Authority Act 1998.
2.	development adjacent to a marine park declared under the Marine Parks Act 1997 – the Marine Parks Authority	Not applicable – the proposal would not involve development over navigable waters.
3.	development adjacent to an aquatic reserve declared under the Fisheries Management Act 1994 – the Department of Environment and Climate Change [now the Office of Environment and Heritage]	Not applicable – the proposal is not development for the purposes of an educational establishment, health services facility, correctional centre or group home, or for residential purposes.
4.	development in the foreshore area within the meaning of the Sydney Harbour Foreshore Authority Act 1998 – the Sydney Harbour Foreshore Authority	
5.	development comprising a fixed or floating structure in or over navigable waters – the Marine Authority of NSW.	
6.	development for the purposes of an educational establishment, health services facility, correctional centre or group home, or for residential purposes, in an area that is bush fire prone land (as defined by the Act) – the NSW Rural Fire Service.	

#### 5.4 Government and utility consultation

5.4.1 NSW Department of Planning, Industry and Environment (Environment Energy and Science) (EES)

Council will consult with EES if unforeseen heritage (including Aboriginal Heritage) or biodiversity issues are raised during works.

#### 5.5 Ongoing or future consultation

Council will engage with the local community, the Aboriginal Community and Government Agencies as required during the works if unforeseen issues arise.

#### 6 Environmental assessment

All potential environmental impacts associated with the construction and operation of the proposal, given its scale and use, are addressed below as required under clause 228(1)(b) of the *Environmental Planning and Assessment Regulation 2000*.

#### 6.1 Traffic

#### 6.1.1 Existing environment

The existing traffic is that serviced by a rural arterial road, it is used largely by the local community who live and work in this rural district to access adjoining rural areas it is the key thoroughfare between the Captains Flat district and the larger centre of Queanbeyan.

#### 6.1.1 Potential impacts

#### Construction

Traffic impacts during construction will be minor, traffic will be managed for safety and plant access, slowed and at times with one lane only in operation with flow alternation managed with automated traffic lights or a traffic control officer.

Generally, Captains Flat Road will not be fully closed however this measure may be implemented for short periods of less than 15 mins in order to safely execute plant movement.

Council will avoid impacting traffic at the busiest times of use – this will be determined by the traffic management plan to be prepared by Council, there is a large population in the area that travel weekdays to and from the Canberra and Queanbeyan areas for work and school commitments, this daily influx must be considered and addressed by Council.

There are no practical alternative routes or detours for vehicular traffic.

#### Operation

The proposal is designed to improve road user safety and comfort and reduce road maintenance costs. Any increases in traffic at the proposal site during operation would be due to ordinary growth in the region, rather than as a result of the proposal.

The proposal would provide operational benefits with respect to increased safety, road network performance & reliability and reduced maintenance costs.

Impact	Environmental safeguards	Responsibility	Timing
Traffic and access	A TMP must be prepared and controls established at the site in accordance with Council policies.	Council	Pre- construction
Access impacts	Works must not disrupt property     or business access.	Council	Construction

6.1.2 Safeguards and management measures

#### 6.2 **Biodiversity**

#### 6.2.1 Existing environment

Given the sensitive biodiversity in the landscape a Biodiversity Assessment has been undertaken and is included in Appendix 2 of this REF. A summary of the outcomes of this assessment are provided below.
#### 6.2.2 Direct Impacts

Proposed works will require removal of trees within 1.5m the existing road alignment and clearing for 350m of realignment totalling approximately;

- 22 mature trees in Candlebark forest
- 3850m2 of sparse understory and grassland including regenerating trees, wattles and other native understory species
- 18 mature roadside trees

Impact mitigation measures prescribed by the Biodiversity Assessment and detailed below will offset impacts of the proposal.

#### 6.2.3 Indirect Impacts

There is a risk that plant and equipment used for the works may transport weed material along the site or from other sites and that if the site is not rehabilitated after works that erosion may become accelerated due to changes in surface-water flows. Mitigation measures provided in this REF address these risks.

6.2.4 Cumulative Impacts

Cumulative impacts have been considered as part of this assessment. Council aims to continually improve the condition of assets under its management. This programme improves safety for the community as well as reducing maintenance costs associated.

While construction impacts can affect local biodiversity to an extent, the cumulative environmental impact of improving and maintaining assets is generally positive.

#### 6.2.5 Safeguards and mitigation measures

To minimise or eliminate potential adverse impacts on flora and fauna and to ensure that the project does not have a negative impact on biodiversity the following controls are recommended:

Impact	Environmental safeguards	Responsibility	Timing
Vegetation Removal	<ul> <li>In order to achieve no net loss of biodiversity, the proponent will compensate for vegetation removed by the project through the planting of native species along the Captains</li> <li>Flat Road road reserve within 2km of the project area. Plantings will be undertaken according to the following criteria and components</li> <li>Planting areas will be a suitable</li> </ul>	Council	Pre Construction Construction Post Construction
	part of the landscape to establish Candlebark forest and improve landscape continuity of native vegetation • At least 300 trees will be planted		
	within 12 months of road works commencing		

Impact	Environmental safeguards	Responsibility	Timing
	Plantings will be maintained until they have established at least a 75%		
	Planting should be sourced from locally collected seed		
	• Species planted are to be local Candlebark forest trees and shrubs including but not limited to;		
	a. At least 20% Candlebark ( <i>Eucalyptus rubida</i> )		
	b. At least 20% Brittle gum ( <i>Eucalyptus mannifera</i> ),		
	c. At least 20% Broad-leaved		
	d. At least 20% Silver wattle ( <i>Acacia dealbata</i> ) & hickory wattle ( <i>Acacia implexa</i> )		
	In order to minimise impacts of vegetation removal a Vegetation Management Plan will be prepared prior to works commencing and be implemented during works that addresses/ incorporates the following;		
	<ul> <li>The plan will be prepared by a suitably qualified and experienced ecologist</li> </ul>		
	<ul> <li>The plan will detail planting methodology including a map of proposed plantings referred to in 9.1 above</li> </ul>		
	• Pre-clearing surveys targeting hollow bearing trees and nesting fauna to be conducted within a week of proposed clearing to ensure clearing impacts on fauna are minimised		
	<ul> <li>Measures to minimise impacts to nesting fauna that are located in pre- clearing surveys</li> </ul>		
	Clearing methodology incorporating measures to minimise impacts to fauna that may be occupying hollow bearing trees.		
Weed invasion	In order to manage the risk of indirect impacts of invasive species establishing in the project area, a weed management plan will be prepared and implemented to ensure the project does not increase the	Council	Pre- construction & Post- construction

#### Review of Environmental Factors Proposed Road Upgrade Works, Captains Flat Road, 1.68km Section 'Railway Crossing', Captains Flat Environmental safeguards Responsibility Timing

Impact	Environmental safeguards	Responsibility	Timing
	occurrence of weed species on the site or adjoining land the plan will incorporate the following practices;		
	<ul> <li>Plant and equipment will be cleaned prior to entering any part of the site ensuring no mud/ soil or vegetation material is imported into the area</li> </ul>		
	• The site manager will ensure that procedures are in place to ensure plant and equipment entering the site are clean and free of mud, soil and vegetation material.		
	A weed management plan will be prepared and implemented to ensure the project does not increase the occurrence of weed species on the site or adjoining land.		

#### 6.3 Soil and water

#### 6.3.1 Existing environment

The proposed works occur in the Molonglo River Catchment, a sub-catchment of the Murrumbidgee River. Runoff from the project area flows eventually to Burrinjuck Dam, over 200km downstream, which is a water supply important for the Murrumbidgee Irrigation Area and hydroelectricity production. Receiving waters also include Lake Burly Griffin 50km downstream which is an important sediment trap for urban areas of Canberra as well as being a key landscape feature of the City.

Soils on the site are generally stable, protected by vegetation and stable slopes.

6.3.2 Potential impacts

#### **Construction impacts**

There is potential for disturbances to soils through establishment of site compound and stockpile areas, excavations, vehicle and plant movement and vegetation removal. Exposed soils if unmanaged will be placed at risk of accelerated erosion and therefore sedimentation of receiving waters.

As works are minor and high in the catchment the consequences of impacts are minor on downstream reservoirs, however, receiving waters will be at risk of impact if sediment laden runoff enters waterways. There is also a risk of oil spillage from broken hydraulic lines on plant and equipment. It is important to manage these risks to minimise the chances of them occurring and to be prepared in the event of a situation that may result in water pollution.

#### **Operation impacts**

Sealing of the road surfaces will reduce sedimentation impacts on receiving waters.

Impact	Environmental safeguards	Responsibility	Timing
Soil and Water Management	<ul> <li>An Erosion and Sediment Control Plan (ESCP) will be prepared to mitigate impacts during construction including the following:         <ul> <li>Erosion and sedimentation controls are to be installed prior to construction.</li> <li>Disturbed areas are to be progressively stabilised</li> <li>Erosion and sedimentation controls are to be checked and maintained on a regular basis (including clearing of sediment from behind barriers) and records kept and provided on request.</li> </ul> </li> </ul>	Council	Pre- Construction
	<ul> <li>Erosion and sediment control measures are not to be removed until the works are complete and areas are stabilised.</li> <li>Work areas are to be stabilised progressively during the works.</li> </ul>		
Water and soil pollution	<ul> <li>A spill management plan must be developed which includes measures for refuelling, maintenance of machinery and response and notification procedures. It must also include the following measures:</li> <li>Machinery must be regularly checked to ensure there is no oil, fuel or other liquids leaking from the machinery, including daily checks of machinery and equipment to be used for construction.</li> <li>A spill kit including boom must be stored on onsite at all times to manage any potential</li> </ul>	Council	Pre- construction & During construction
	<ul> <li>Where possible, re-fuelling of vehicles and equipment will be undertaken in an impervious bunded area at the compound site, located 50 metres from any creek or drainage line.</li> </ul>		

#### 6.3.3 Safeguards and mitigation measures

Impact	Environmental safeguards	Responsibility	Timing
	<ul> <li>When re-fuelling remote from compound, trained staff will observe at all times and tanks will have an automatic cut off when full and vehicles will carry a temporary bund and spill kit.</li> </ul>		
	If a spill occurs, follow the Environmental Incident Classification and Management Procedure and notify the Environmental Officer as soon as practicable.		

#### 6.4 Noise and vibration

#### 6.4.1 Existing environment

The project site occurs in an isolated rural area and is generally peaceful. The greatest source of noise and vibration currently in the vicinity is the traffic using Captains Flat Road. Sensitive noise receivers include several dwellings 50m to 100m from the project site.

#### 6.4.2 Potential impacts

#### Construction noise impacts

Given the nature of the works noise generated is not expected to impact dwellings over 100m from the works area.

There is a risk that works may cause discomfort for those residing in dwellings within 100m of the works. Works will generate noise however not of a volume or duration that is of a safety concern to sensitive receivers. Works may result in complaints from nearby residents. Noise generated by the works is not likely to impact businesses or economic activities.

#### Construction vibration impacts

Vibration emitted by road construction is unlikely to impact the comfort of nearby landholders or cause damage to architectural structures.

#### **Operational noise & vibration impacts**

Works will result in noise and vibration impacts to sensitive receivers being reduced due to improved quality of the road travel surface.

#### 6.4.3 Safeguards and mitigation measures

Impact	Environmental safeguards	Responsibility	Timing
Work hours	<ul> <li>Works to be carried out during normal work hours (i.e. 7am to 6pm Monday to Friday; 7am to 5pm Saturdays).</li> </ul>	Council	Construction

#### 6.5 Air quality

6.5.1 Existing environment

The existing air quality is high being a rural environment with minimal development. Traffic using Captains Flat Road produce exhaust gases and generate dust intermittently interrupting air quality for relatively short periods of time.

6.5.2 Potential impacts

#### Construction

Earthworks, construction activities and vehicle movements will generate dust. This impact is very minor and insignificant if managed through current best practice.

#### Operation

The improvement of this section of Captains Flat Road is likely to result in improved air quality as the road travel surface will be in better condition.

	0 0			
Impact	Environmental safegu	ards	Responsibility	Timing
Air pollution	Dust suppression me (including watering a exposed areas) are	easures and covering to be used to	Council	Construction

minimise or prevent air pollution

Vehicles will be maintained to manufacturer's requirements and regular checks are to be made to ensure they are operating

6.5.3 Safeguards and mitigation measures

<ul> <li>Vehicles transporting waste or other materials that may produce odours or dust are to be covered during transportation.</li> </ul>	

#### 6.6 Heritage

#### 6.6.1 Existing environment

and dust.

efficiently.

An Aboriginal Heritage Information Management System (AHIMS) search, at Appendix 3 of this REF, was undertaken that identifies no known Aboriginal sites or places matters near the project area.

No listed heritage items occur close to the project area.

There is potential for other items or artefacts of cultural significance to be present in the study area reflecting the long occupation of the land by European and Aboriginal communities.

6.6.2 Potential impacts

No impacts to Aboriginal or non-Aboriginal heritage are expected however safeguards below will address unexpected finds.

Impact	Environmental safeguards	Responsibility	Timing
Unexpected Aboriginal heritage	<ul> <li>Any work crews employed in ground disturbing works within the study area must be made aware of the legislative protection of Aboriginal sites and objects at the induction and toolbox talks and will be recorded.</li> <li>All site staff are to be advised that it is an offence under the NPW Act to harm an Aboriginal object without appropriate approval.</li> <li>If objects are encountered which are suspected to be of Aboriginal heritage value work is to stop and Council will seek advice from a representative of the Local Aboriginal Land Council and an archaeologist with expertise in Aboriginal heritage. The recommendations provided by any subsequent archaeological assessment should be implemented as part of the project.</li> </ul>	Council	Continuous
Unexpected heritage	<ul> <li>If historical artefacts that become evident during excavation, work in the immediate vicinity should cease until an investigation is undertaken with guidance from Council's heritage advisor.</li> </ul>	Council	Continuous

### 6.6.3 Safeguards and mitigation measures

#### 6.7 Land use and socio-economic

#### 6.7.1 Existing environment

The economic environment of this area is largely driven by agricultural production, a sparse population lives in the district that imports most of its products and services from the nearby rural centre of Queanbeyan. Road transport is critical to the maintenance of the economic environment of the local community.

#### 6.7.2 Potential impacts

The potential to disrupt traffic using Captains Flat Road is the only potential negative impact on the local economy. This is likely to be minor, short term and will not significantly impact any industry or business.

No access to a business or residence will be impeded during construction.

#### 6.7.3 Safeguards and mitigation measures

Impact	Environmental safeguards	Responsibility	Timing
Changes in local access and traffic movement	<ul> <li>Road closures will be minimised as far as practical.</li> </ul>	Council	Construction and operation
Complaints	Complaints received are to be recorded and attended to promptly in accordance with Council's complaints handling procedures.	Council	Construction

#### 6.8 Waste and resource management

Waste management would be undertaken in accordance with the *Waste Avoidance and Resource Recovery Act 2001*. The objectives of this Act that are applicable to the proposal are:

- (a) to encourage the most efficient use of resources and to reduce environmental harm in accordance with the principles of ecologically sustainable development,
- (b) to ensure that resource management options are considered against a hierarchy of the following order:
  - (i) avoidance of unnecessary resource consumption,
  - (ii) resource recovery (including reuse, reprocessing, recycling and energy recovery),
  - (iii) disposal,
- (c) to provide for the continual reduction in waste generation,
- (d) to minimise the consumption of natural resources and the final disposal of waste by encouraging the avoidance of waste and the reuse and recycling of waste,
- (e) to assist in the achievement of the objectives of the Protection of the Environment Operations Act 1997.
  - 6.8.1 Waste sources

The proposed works would generate general rubbish waste from works crews and vegetation removed from clearing and grubbing.

General waste would be temporarily stored on site prior to disposal at an appropriately licensed waste facility.

Waste vegetation will be chipped and left onsite as part of site rehabilitation. The Vegetation Management Plan may provide further recommendations for waste vegetation including retaining hollow bearing logs for terrestrial habitat.

Impact	Environmental safeguards	Responsibility	Timing
Production of packaging materials and other construction waste	<ul> <li>The resource management hierarchy must be followed at all times throughout the proposal: avoid resource consumption → recover recyclable materials for reuse → dispose material unable to be recycled.</li> </ul>	Council	Construction
Waste on site	<ul> <li>Waste material, other than vegetation and tree mulch, must not be left on site once the works have been completed.</li> <li>Working areas must be maintained, kept free of rubbish and cleaned up at the end of each working day.</li> </ul>	Council	Construction
Production of solid putrescibles waste	• Proper bins (with lids) must be available for the temporary storage of putrescible waste within the site compound and then disposed of by a licensed contractor.	Council	Construction

#### 6.8.2 Safeguards and mitigation measures

#### 6.9 **Cumulative impacts**

It is a requirement under Clause 228(2) of the *Environmental Planning and Assessment Regulation 2000* to take into account any cumulative environmental impacts with other existing or likely future activities. Cumulative impacts relate to the combined potential effects of different impact areas of the proposal as well as the potential interaction with other proposals in the local area.

#### 6.9.1 Potential impacts

As this is a minor and beneficial proposal it is considered unlikely to be contributing in any significant way to any cumulative impacts.

#### 6.10 Summary of beneficial effects

The proposal is expected to improve traffic safety and reduce maintenance costs of Captains Flat Road. This will provide benefits to the local community and value for money for ratepayers.

#### 6.11 Summary of adverse effects

Construction works will require temporary traffic disruptions and amenity impacts to the site. These impacts are minor and considered acceptable given the benefits the proposal will generate.

## 7 Environmental management

#### 7.1 Environmental management plans

Numerous safeguards and mitigation measures have been provided by this REF that manage potential adverse impacts of the proposal. Whilst these measures are implemented and incorporated into the detailed design and applied during the construction and operation of the proposal any impacts are considered acceptable given the benefit of the proposal.

A Construction Environmental Management Plan (CEMP) including an Erosion and Sediment Control Plan (ESCP) and Vegetation Management Plan (VMP) will be prepared that specifies safeguards and mitigation measures provided by this REF. This CEMP, and any activity/ contractor specific appendices will provide a framework that clearly identifies the implementation of these measures including responsible officers and monitoring and review processes.

The CEMP and any appendices will be prepared and certified by the Council Environment Officer prior to construction commencement. Plans will be working documents, subject to ongoing change and updated as necessary to respond to changing conditions.

#### 7.2 Summary of safeguards and management measures

Environmental safeguards outlined in this document will be implemented during the project. These safeguards will minimise any potential adverse impacts arising from the proposed works on the surrounding environment. The safeguards and management measures are summarised in Table 7-1 of this report and must be kept on the site during works, this may be via incorporation into the CEMP.

Table 7-1 Summary of safeguards and mitigation measures.

No.	Impact	Environmental safeguards	Responsibility	Timing
1	General	<ul> <li>All environmental safeguards must be incorporated within the following:         <ul> <li>Construction Environmental Management Plan</li> <li>Detailed design stage</li> <li>Contract specifications for the proposal</li> <li>Contractor's Environmental Management Plan</li> </ul> </li> </ul>	Council	Pre- construction
2	General	<ul> <li>All businesses and residences likely to be affected by the proposed works must be notified at least five working days prior to the commencement of the proposed activities.</li> </ul>	Council	Pre- construction
3	Traffic and access	A TMP must be prepared (in accordance with Roads and Maritime <i>Traffic Control at Work Sites Manual</i> (RTA, 2010) and Roads and Maritime QA Specification G10) and controls established at the site in accordance with Roads and Maritime's <i>Traffic Controls at Work Sites</i> .	Council	Pre- construction
4	Traffic delays	Road users must be advised of the proposed work signage in the vicinity of the works.	Council	Pre- construction & Construction
5	Access impacts	Residents in the vicinity of the works are to be notified of the proposed works at     least two prior to commencement of works.	Council	Pre- construction

No.	Impact	Environmental safeguards	Responsibility	Timing
6	Vegetation Removal	In order to achieve no net loss of biodiversity, the proponent will compensate for vegetation removed by the project through the planting of native species along the Captains Flat Road road reserve within 2km of the project area. Plantings will be undertaken according to the following criteria and components	Council	Pre Construction Construction Post
		<ul> <li>Planting areas will be a suitable part of the landscape to establish Candlebark forest and improve landscape continuity of native vegetation</li> </ul>		Construction
		At least 300 trees will be planted within 12 months of road works commencing		
		<ul> <li>Plantings will be maintained until they have established at least a 75% success rate</li> </ul>		
		<ul> <li>Planting should be sourced from locally collected seed</li> </ul>		
		<ul> <li>Species planted are to be local Candlebark forest trees and shrubs including but not limited to;</li> </ul>		
		a. At least 20% Candlebark (Eucalyptus rubida)		
		b. At least 20% Brittle gum (Eucalyptus mannifera),		
		c. At least 20% Broad-leaved peppermint (Eucalyptus dives)		
		d. At least 20% Silver wattle (Acacia dealbata) & hickory wattle (Acacia implexa)		
		In order to minimise impacts of vegetation removal a Vegetation Management Plan will be prepared prior to works commencing and be implemented during works that addresses/ incorporates the following;		
		The plan will be prepared by a suitably qualified and experienced ecologist		
		<ul> <li>The plan will detail planting methodology including a map of proposed plantings referred to in 9.1 above</li> </ul>		
		<ul> <li>Pre-clearing surveys targeting hollow bearing trees and nesting fauna to be conducted within a week of proposed clearing to ensure clearing impacts on fauna are minimised</li> </ul>		
		<ul> <li>Measures to minimise impacts to nesting fauna that are located in pre-clearing surveys</li> </ul>		
		• Clearing methodology incorporating measures to minimise impacts to fauna that may be occupying hollow bearing trees.		

No.	Impact	Environmental safeguards	Responsibility	Timing
7	Weed invasion	In order to manage the risk of indirect impacts of invasive species establishing in the project area, a weed management plan will be prepared and implemented to ensure the project does not increase the occurrence of weed species on the site or adjoining land the plan will incorporate the following practices;	Council	Pre- construction
		<ul> <li>Plant and equipment will be cleaned prior to entering any part of the site ensuring no mud/ soil or vegetation material is imported into the area</li> </ul>		
		The site manager will ensure that procedures are in place to ensure plant and equipment entering the site are clean and free of mud, soil and vegetation material.		
8	Soil and Water Management	<ul> <li>An Erosion and Sediment Control Plan (ESCP) will be prepared to mitigate impacts during construction including the following: <ul> <li>Erosion and sedimentation controls are to be installed prior to construction.</li> <li>Disturbed areas are to be progressively stabilised</li> <li>Erosion and sedimentation controls are to be checked and maintained on a regular basis (including clearing of sediment from behind barriers) and records kept and provided on request.</li> <li>Erosion and sediment control measures are not to be removed until the works are complete and areas are stabilised.</li> <li>Work areas are to be stabilised progressively during the works.</li> </ul> </li> </ul>	Council	Pre- construction, Construction & Post- construction

No.	Impact	Environmental safeguards	Responsibility	Timing
9	Water and soil pollution	<ul> <li>A spill management plan must be developed which includes measures for refuelling, maintenance of machinery and response and notification procedures. It must also include the following measures: <ul> <li>Machinery must be regularly checked to ensure there is no oil, fuel or other liquids leaking from the machinery, including daily checks of machinery and equipment to be used for construction.</li> <li>A spill kit including boom must be stored on onsite at all times to manage any potential accident spills.</li> <li>Where possible, re-fuelling of vehicles and equipment will be undertaken in an impervious bunded area at the compound site, located 50 metres from any creek or drainage line.</li> <li>When re-fuelling remote from compound, trained staff will observe at all times and tanks will have an automatic cut off when full and vehicles will carry a temporary bund and spill kit.</li> <li>If a spill occurs, follow the Environmental Incident Classification and Management Procedure and notify the Environmental Officer as soon as proteinable.</li> </ul> </li> </ul>	Council	Pre- construction, Construction & Post- construction
10	Construction noise and vibration	<ul> <li>Works to be carried out during normal work hours (i.e. 7am to 6pm Monday to Friday; 7am to 5pm Saturdays).</li> <li>A complaints register is to be established. All complaints received during the works will be recorded into the register. Complaints will be responded to promptly.</li> <li>Noise monitoring would be undertaken at any sensitive receivers which lodge a noise complaint, and methods of reducing noise levels to an acceptable level will be investigated.</li> <li>Construction works must be carried out in accordance with Roads and Maritime Environmental Noise Management Manual (G36 Specification).</li> <li>Noise impacts are to be minimised in accordance with Practice Note 7 in the RTA's Environmental Noise Management Manual and RTA's Environmental fact sheet No. 2- Noise management and Night Works.</li> </ul>	Council	Pre- construction

No.	Impact	Environmental safeguards	Responsibility	Timing
12	Air pollution	• Dust suppression measures (including watering and covering exposed areas) are to be used to minimise or prevent air pollution and dust.	Council	Construction
		• Vehicles will be maintained to manufacturer's requirements and regular checks are to be made to ensure they are operating efficiently.		
		<ul> <li>Vehicles transporting waste or other materials that may produce odours or dust are to be covered during transportation.</li> </ul>		
14	Aboriginal heritage	<ul> <li>Any work crews employed in ground disturbing works within the study area must be made aware of the legislative protection of Aboriginal sites and objects at the induction and toolbox talks and will be recorded.</li> </ul>	Council	Continuous
		• All site staff are to be advised that it is an offence under the NPW Act to harm an Aboriginal object without appropriate approval.		
		• If objects are encountered which are suspected to be of Aboriginal heritage value work is to stop and Council will seek advice from a representative of the Local Aboriginal Land Council and an archaeologist with expertise in Aboriginal heritage. The recommendations provided by any subsequent archaeological assessment should be implemented as part of the project.		
15	Unexpected heritage	<ul> <li>If historical artefacts that become evident during excavation, work in the immediate vicinity should cease until an investigation is undertaken with guidance from Council's heritage advisor.</li> </ul>		Continuous
16	Changes in local access and traffic movement	Road closures will be minimised as far as practical.	Council	Construction and operation
17	Complaints	Complaints received are to be recorded and attended to promptly in accordance with Council's complaints handling procedures.	Council	Construction

No.	Impact	Environmental safeguards	Responsibility	Timing
18	Production of packaging materials and other construction waste	<ul> <li>The resource management hierarchy must be followed at all times throughout the proposal:</li> <li>avoid resource consumption → recover recyclable materials for reuse → dispose material unable to be recycled.</li> </ul>	Council	Construction
19	Waste on site	<ul> <li>Waste material, other than vegetation and tree mulch, must not be left on site once the works have been completed.</li> <li>Working areas must be maintained, kept free of rubbish and cleaned up at the end of each working day.</li> </ul>	Council	Construction
20	Production of solid putrescibles waste	<ul> <li>Proper bins (with lids) must be available for the temporary storage of putrescible waste within the site compound and then disposed of by a licensed contractor.</li> </ul>	Council	Construction

## 7.3 Licensing and approvals

No licences or approvals have been identified as being necessary for this proposal. If the scope of works were to change, this requirement may change.

## 8 Clause 228 factors

In addition to the requirements of the *Is an EIS required?* guideline as detailed earlier in this document, the following factors, provided in *clause 228(2)* of the *Environmental Planning and Assessment Regulation 2000*, have also been considered to assess the likely impacts of the proposal on the environment.

Factor	Impact
a. Any environmental impact on a community? The proposal would improve infrastructure and services/ economic activity for the community.	Long term positive
b. Any transformation of a locality? The proposal is a minor and not cause significant transformation.	Nil
<ul><li>c. Any environmental impact on the ecosystems of the locality?</li><li>The proposal will not significantly impact terrestrial ecosystems.</li></ul>	Minor
<ul> <li>Any reduction of the aesthetic, recreational, scientific or other environmental quality or value of a locality?</li> <li>The proposal would have a short-term impact of visual amenity during construction however no long term impacts are likely.</li> </ul>	Minor short term
<ul> <li>e. Any effect on a locality, place or building having aesthetic, anthropological, archaeological, architectural, cultural, historical, scientific or social significance or other special value for present or future generations?</li> <li>The proposal is unlikely to impact these anthropological factors.</li> </ul>	Nil
<ul> <li>f. Any impact on the habitat of protected fauna (within the meaning of the National Parks and Wildlife Act 1974)?</li> <li>No impact.</li> </ul>	Nil
<ul> <li>g. Any endangering of any species of animal, plant or other form of life, whether living on land, in water or in the air?</li> <li>The proposal would not endanger any species of animal, plant or other form of life.</li> </ul>	Nil
h. Any long-term effects on the environment? The proposal would not significantly change the environment, long term effects will be positive, due to improved road integrity.	Positive
i. Any degradation of the quality of the environment? Short term amenity will be affected, no long-term degradation.	Minor short term
j. Any risk to the safety of the environment? The proposal would pose minimal risk to the safety of the environment. Recommendations in this report ameliorate residual risk.	Manageable

Factor	Impact
k. Any reduction in the range of beneficial uses of the environment?	Nil
There would be no reduction in the range of beneficial uses of the environment.	
I. Any pollution of the environment?	
The proposal would be likely to result in short term air quality and noise impacts. These would be managed accordingly and are considered short term and minor.	Minor short-term negative
m. Any environmental problems associated with the disposal of waste?	Nil
Waste generated is minor and managed within Council's existing services.	
<ul> <li>Any increased demands on resources (natural or otherwise) that are, or are likely to become, in short supply?</li> </ul>	Nil
The proposal is unlikely to result in materials becoming in short supply, fuel use will be consistent with existing requirements of Council.	
o. Any cumulative environmental effect with other existing or likely future activities?	Nil
The proposal will have insignificant cumulative effects.	
p. Any impact on coastal processes and coastal hazards, including those under projected climate change conditions?	Nii
As the site is not in a coastal area there would be no impact on coastal processes and coastal hazards, including those under projected climate change conditions.	

## 9 Conclusion

This proposal has been assessed under Part 5 of the EP&A Act REF process. It has examined and taken into account to the fullest extent practical all matters affecting or likely to affect the environment by reason of the proposed activity. This has included consideration of impacts on threatened species, populations and ecological communities and their habitats, critical habitat, other protected fauna and native vegetation. The REF has also considered soil and water impacts, Aboriginal and non-Aboriginal heritage impacts and a range of socio economic and amenity impacts.

From the assessment of the biophysical, socio-economic and legislative environment above it is concluded that there is likely to be no significant impact on the environment if this proposal proceeds incorporating recommendations provided by this REF.

- No significant impacts on terrestrial biodiversity are likely, recommendations in this report manage residual risk.
- No significant impacts on heritage values are likely, recommendations in this report manage residual risk.
- Potential pollution impacts on air, soils and water are manageable through current best practices
- The proposal has the potential to cause minor short term visual and noise impacts during construction. These are considered acceptable and manageable impacts

Environmental impacts of the proposal are not likely to be significant and therefore it is not necessary for an environmental impact statement to be prepared and approval to be sought for the proposal from the Minister for Planning under Part 5.1 of the EP&A Act. The proposal is unlikely to affect threatened species, populations or ecological communities or their habitats, within the meaning of the BC Act or FM Act, therefore a Species Impact Statement is not required.

The proposal is also unlikely to affect Commonwealth land or have an impact on any matters of national environmental significance and therefore referral to the Commonwealth Environment Minster for approval is not required.

## **10 Certification**

This review of environmental factors provides a true and fair review of the proposal in relation to its potential effects on the environment. It addresses to the fullest extent possible all matters affecting or likely to affect the environment as a result of the proposal.

fall

Patrick Guinane Environmental Consultant Macrozamia Environmental Date: 21 June 2021

I have examined this review of environmental factors and accept the review of environmental factors on behalf of Queanbeyan Palerang Regional Council.

Name \_\_\_\_\_

Title \_\_\_\_\_

Queanbeyan Palerang Regional Council

Date: \_\_\_\_\_

# Appendix 1 – Works Concept Plans Queanbeyan Palerang Regional Council

Appendix 2 – Biodiversity Assessment Macrozamia Environmental



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## **BIODIVERSITY ASSESSMENT**

## Proposed Road Upgrade Works, Captains Flat Road, 1.68km Section. 'Railway Crossing', Captains Flat, NSW

## **Queanbeyan Palerang Regional Council**

June 2021

Version	Final
Date	20 June 2021
Project Number	140121c_2

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## 1. Introduction

#### 1.1. Background

This report has been prepared by Macrozamia Environmental to support a Review of Environmental Factors (REF) for a proposal to upgrade this 1.68km section of Captains Flat Road, Captains Flat.

The project site occurs in the Southern Tablelands, 32km to the southeast of Queanbeyan and 2.8km to the north of the village of Captains Flat.

The landscape is agricultural and adjoining lands are all grazing enterprises. Native vegetation occurs in much of the road reserve and vegetation removal will be required.

The project is intended to improve safety of road users and reduce maintenance costs of the road.

This Biodiversity Assessment considers the potential impacts of the proposal on biodiversity matters. The proposal requires widening of the road formation and pavement, upgrades/ extensions to drainage and vegetation removal to accommodate works and achieve required sight distance.

This assessment considers the impacts on biodiversity of all these components of the project, the concept plans at Appendix 1 of the REF detail the design of the proposal.

#### **1.2. Site Description**

The subject site occurs in a rural landscape dominated by grazing enterprises and large tracts of native vegetation managed for conservation and forestry. These tracts of vegetation are connected by native forest and woodland along corridors of drainage lines and roadsides.

The subject site has been used and maintained as a roadway for many years the roadside still supports stands of native woodland vegetation however understories are generally exotic dominant.

Consistent with the Office of Environment and Heritage *Threatened Species Test of Significance Guidelines* (2018), in this report;

**Subject Site** means the area directly affected by the proposal. The subject site includes the footprint of the development and any ancillary works, facilities, accesses or hazard reduction zones that support the construction or operation of the development or activity.

And

**Study Area** means the subject site and any additional areas which are likely to be affected by the proposal, either directly or indirectly. The study area should extend as far as is necessary to take all potential impacts into account.

The Subject Site includes the footprint of the works.

The *Study Area* for this assessment includes the whole of the road reserve for the length of the works. The proposal location and study area are identified on Map 1-1 of this report and the subject site is detailed in the concept plans at Appendix 1 of the REF.

#### 1.3. Aims of this Report

The purpose of this report is to identify and assess the terrestrial biodiversity, including flora, fauna and ecological communities occurring in the study area and the likely impacts of the proposed development on these matters, with consideration of the site's landscape context. This report addresses the legislative framework below;

- 4 -

**Biodiversity Assessment** 

Proposed Road Upgrade Works, Captains Flat Road, 1.68km Section 'Railway Crossing', Captains Flat

- i. The Commonwealth *Environment Protection and Biodiversity Conservation Act* 1999 (EPBC Act)
  - a. Biodiversity Matters of National Environmental Significance

Identification of protected matters at risk of impact and assessment of significance of any impact

- ii. NSW Biodiversity Conservation Act 2016 (BC Act)
  - a. Part 4, Divisions 2 and 5

Consideration of listed species, ecological communities and key threatening processes to be considered under s7.3

b. Section 7.3

Test of Significance, for determining whether proposed development or activity is likely to significantly affect threatened species or ecological communities, or their habitats

- iii. NSW Environmental Planning and Assessment Act 1979 (EP&A Act)
  - a. Part 5, Infrastructure and environmental impact assessment
- iv. NSW State Environmental Planning Policy (Koala Habitat Protection) 2020 (Koala SEPP)

Part 2 Development control of koala habitats

v. Palerang Local Environmental Plan 2014 (LEP)

(1)The objective of this clause is to maintain terrestrial and aquatic biodiversity including—

(a) protecting native fauna and flora, and

(b) protecting the ecological processes necessary for their continued existence, and

- (c) encouraging the recovery of native fauna and flora, and their habitats.
- (2) This clause applies to land identified as "sensitive land" on the Natural Resources Sensitivity—Biodiversity Map.

This Biodiversity Assessment aims to

- Provide a description of the subject site and study area
- · Describe the methods used to assess biodiversity
- Identify the key flora and fauna species & vegetation communities present in the study area, including an assessment of potential habitat values of the site and their interaction with habitats outside the study area
- Identifies the listed threatened species, populations migratory species & ecological communities with potential to occur in the study area
- Define the potential impacts of the proposal on biodiversity and assess the significance of potential impacts on threatened species, populations and ecological communities and migratory species.

It is important to note that not all species that occur on or use this site could be identified without an extended survey period of several seasons and over numerous site visits. A survey of this extent is beyond the scope of this assessment. To compensate for this, habitats have

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been assessed with consideration of potentially occurring species applying the principle, particularly in relation to listed matters.

#### 1.4. Description of Proposal

Council have identified that this segment of Captains Flat Road does not meet design standards or community expectations for safety. Shoulders need widening, the alignment needs improving, vegetation impedes visibility, drainage improvements are required and the wearing surface should be sealed to improve safety of motorists, reduce dust impacts and reduce road maintenance costs.

It is intended that works will be completed in one stage in the 2021 – 2022 financial year and be completed within 4 weeks. Weather conditions and competing priorities of Council may alter construction timeframe. The following summarises the activities involved;

- Completion of design and planning approvals/ licences and permits as required
- Site preparation including traffic controls and temporary erosion and sediment controls
- Minor clearing and grubbing as required
- Road formation widening & realignment
- Drainage construction/ improvements
- Sealing wearing surface
- Decommissioning and removal of temporary works including erosion and sediment controls
- Post construction works including clean-up and site rehabilitation.

This Biodiversity Assessment considers the potential impact on flora and fauna of the proposal including matters protected under legislation. The impact assessment is based on construction requirements of the project including any removal of vegetation, earthworks, construction methodology, temporary facilities and operational phase of the project.



## 2. Methods

#### 2.1. Literature and Database Review

The study area and its landscape context were considered through a literature and database review in preparation for field survey and to inform survey aims and threatened biodiversity assessments. Aerial photography, NSW Government GIS data and NSW & Commonwealth databases as well as Macrozamia Environmental's records from previous surveys in the landscape all informed this review, the following sources being key to this assessment;

- Current versions of legislation referred to in section 1.3 of this Biodiversity Assessment, NSW Legislation website
- NSW ePlanning Spatial Viewer, NSW Department of Planning, Industry and Environment
- BioNet Atlas of NSW Wildlife, NSW Office of Environment and Heritage
- Threatened Biodiversity Profiles, NSW Office of Environment and Heritage
- NSW Vegetation Information System, NSW Office of Environment and Heritage
- Land and Property Information SIX Map Topographic and Cadastral Data for this Local Government Area, periodically updated on our GIS
- EPBC Protected Matters Search Tool, Commonwealth Department of Agriculture, Water and the Environment.

Wherever applicable, NSW and Commonwealth policies and guidelines have been adopted in the undertaking of this assessment, the following have been key to preparation of this report;

- Threatened Species Test of Significance Guidelines NSW Office of Environment and Heritage 2018
- The EPBC Act Matters of National Environmental Significance: Significant Impact Guidelines, Department of Environment, Water, Heritage and the Arts 2013.

Threatened species, populations and migratory species that were recorded within 10km of the study area in the BioNet Atlas of NSW Wildlife and listed in the EPBC Protected Matters Search Tool were considered for their likelihood of occurrence in the study area the following factors informed this assessment;

- The location, habitats and dates of records
- Habitat within the study area and habitats in the landscape including the continuity of suitable habitats for the matter under consideration
- Scientific literature pertaining to each matter and applying ecological knowledge to the assessment.

The potential for each threatened matter or migratory species to occur was then considered and the necessity for targeted field surveys was determined. Following field surveys and review of habitat occurring in the study area, the potential for species, communities or populations to use the study area or to be impacted directly or indirectly by the proposal was assessed, this assessment is summarised in the table at Appendix 1 of this report.

#### 2.2. Field Survey

The study area was surveyed by an ecologist on 17 May 2021. Conditions were party cloudy initially and cool, it was considered conditions were adequate for opportunistic fauna survey

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and of sufficient time to adequately assess each vegetation community throughout the area of the works. During site inspections the study area was defined, vegetation communities mapped and notes made on the flora and fauna species identified within and adjacent to the impact area of the proposal, a photo/ videographic record was also made aiding in documenting the site characteristics.

#### 2.3. Flora and Vegetation Communities

All flora and fauna species identified were recorded along with ecological communities and habitat components occurring on the site.

Flora was surveyed using the random meander technique focusing on each vegetation community occurring in the study area. Notes were made of individual plant species present and vegetation communities mapped and defined then compared with OEH defined Plant Community Types and checked against described listed vegetation communities.

Targeted surveys were undertaken for threatened species of plants that were considered to have potential to occur on the site based on desktop research or where habitats on site were found to be suitable.

Floral nomenclature is consistent with *The Plant Information Network System of The Royal Botanic Gardens and Domain Trust* PlantNET online resource.

#### 2.4. Fauna and Fauna Habitats

Incidental fauna survey was undertaken for birds, amphibians, reptiles and mammals, which included opportunistic observations of fauna, active searching of signs of direct and indirect occurrence including scats, tracks, scratch & feeding marks, burrows, calls, pellets and remnants such as bones, fur and feathers.

Where suitable habitat components were present, targeted searches were undertaken for fauna presence or signs of past presence. For example loose rocks and timber were lifted in search of reptiles and rocky areas observing for basking reptiles, wet areas were approached quietly to listen for frogs and in suitable habitat bird calls were used for identification.

Habitat components that may be used for foraging, roosting, breeding or nesting by any potentially occurring fauna were considered, along with the continuity of habitat present within the study area as well as stepping stone or corridor habitat that may connect the study area to other parts of the landscape, particularly to areas of quality habitat or conservation areas.

Habitat surveys targeted tree hollows, stags, bird nests, possum dreys, decorticating bark, rock shelters, rock outcrops / crevices, mature / old growth trees, food species particularly nectar producing and palatable species such as mistletoes and proteaceae species.

Artificial structures such as bridges/ culverts, dams, service pits and other structures were also considered for their habitat value.

Faunal nomenclature is consistent with;

- Cogger, H. (1992). Reptiles and Amphibians of Australia, Revised Edition. Reed, Sydney.
- Morcombe, M. (2000). Field Guide to Australian Birds. Steve Parish Publishing Pty Ltd, Queensland.
- Strahan, R. (1995). The Mammals of Australia. Australian Museum/Reed Books, Sydney.

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### 2.5. Survey Limitations

The flora survey aimed to record all the key and most frequent species occurring on the study area in order to accurately describe vegetation characteristics and classify plant community types present as well as all important weed species. Beyond this, as many flora species as practically could be recorded were, however, a definitive list of the flora occurring in the study area cannot be derived without structured surveys over several seasons. Such survey effort is beyond the scope of this assessment given past land uses on the site, its degraded nature and the nature of the proposal's impacts.

Despite these limitations the biodiversity assessment undertaken for flora, vegetation communities and fauna is adequate to undertake appropriate biodiversity impact assessment. Further flora species would be recorded during longer surveys over different seasons however sufficient data has been collected to detect flora and habitats of threatened matters.

Biodiversity survey following OEH's published threatened species survey and assessment guidelines was not undertaken as sufficient detail to determine the likelihood of occurrence of threatened species and communities as well as potentially occurring migratory species for the purposes of this assessment has been achieved through flora and habitat assessment during the field survey.

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## 3. Results

#### 3.1. Literature and Database Review

Desktop assessment has identified the following characteristics of the site;

#### Landform and drainage

The study area occurs at an elevation of 800 to 810m asl, it is for the most part gently sloping, there are several drainage depressions traversed by concrete pipe culverts.

#### Soils and geology

The study area is mapped as the "Bennison" and "Captains Flat" Soil Landscapes in the NSW Soil Landscapes 1:150000 mapping.

The Bennison Soil Landscape is described as rolling to steep low hills and hills on Silurian volcanics. Local relief 70–180 m between 780 and 960 m elevation. Minimal moderate to steep (10–40%) slopes with up to 20% rock outcrop. Midslope drainage depressions. Uncleared open- forest with woodland on steeper slopes. Soils are very shallow (<30 cm), well-drained Lithosols (Um1.43) where bedrock is near the surface. Shallow to moderately deep (<70 cm) Red Podzolic Soils (Dr2.21) on crests. Moderately deep (<800 cm), moderately well-drained Red Podzolic Soils (Dr2.21, Dr2.42) on sideslopes. Moderately deep (<100 cm), imperfectly drained Yellow Podzolic Soils (Dy2.42, Gn3.84) on midslope depressions and areas of impeded drainage

Most of the area has undergone limited clearing and is either not used or only lightly grazed. About 30% of land has been cleared for beef and sheep grazing occasionally on improved pastures. Some residences on the outskirts of Captains Flat are included in this soil landscape as are a number of abandoned shafts and other derelict structures associated with mining. Minor sheet erosion is widespread. Minor gully erosion, <1.5 m deep, is common along drainage lines.

Vegetation on the Bennison Soil Landscape is described as; Uncleared open-forest (dry sclerophyll forest) with patches of woodland (savannah woodland) on steeper slopes. Most common tree species include brittle gum (*Eucalyptus mannifera*), scribbly gum (*Eucalyptus rossii*), candlebark (*Eucalyptus rubida*) and apple box (*Eucalyptus bridgesiana*). Wild cherry (*Exocarpos cupressiformis*), red-stemmed wattle (*Acacia rubida*) and silver wattle (*Acacia dealbata*) are also common. Often there is little or no ground cover but where it exists, snow grass (*Poa spp.*) is most common.

The Captains Flat Soil Landscape is described as undulating to rolling rises and flats on Silurian volcanics of the Queanbeyan Valley. Local relief 0–30 m between 780 and 850 m elevation with slopes <15%. Extensively cleared open-forest with patches of grassland in frost hollows and waterlogged areas. Soils—shallow, well-drained Lithosols (Um1.43) on gossan rises. Shallow, well-drained Lithosols (Um1.43, Uc1.43) on rise crests of interbedded siltstone, slate and tuffs. Moderately deep, moderately well-drained Yellow Podzolic Soils (Dy2.41, Dy2.22) on rise midslopes on interbedded siltstone, slate and tuffs. Moderately deep, well-drained Euchrozems (Gn3.16) on limestones. Various Alluvial Soils (NSG) on drainage lines, floodplains and swamps. Limitations—waterlogging, seasonal waterlogging, flood hazard, metal toxicity, acidity. Localised shallow soils.

Vegetation is described as extensively cleared open-forest (dry sclerophyll forest) containing scribbly gum (*Eucalyptus rossii*), brittle gum (*Eucalyptus mannifera*) and broad-leaved peppermint (*Eucalyptus dives*). Candlebark (*Eucalyptus rubida*) occurs at the margins of frost hollows, apple box (*Eucalyptus bridgesiana*) congregates on deeper soils and swamp gum (*Eucalyptus ovata*) occurs on poorly drained sites. There are few shrubs other than silver wattle (*Acacia dealbata*) and red-stemmed wattle (*Acacia rubida*). The understorey contains

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snow grass (*Poa* spp.), kangaroo grass (*Themeda triandra*), wallaby grass (*Danthonia* spp.), sedge (*Carex* spp.) and rush (*Juncus* spp).

#### **Environmental planning**

Palerang Local Environmental Plan 2014 (LEP)

Parts of the project site are mapped as '*Biodiversity*' on the *Terrestrial Biodiversity Map*, as such the following clause applies;

(3) In deciding whether to grant development consent for development on land to which this clause applies, the consent authority must consider—

(a) whether the development is likely to have-

(i) any adverse impact on the condition, ecological value and significance of the fauna and flora on the land, and

(ii) any adverse impact on the importance of the vegetation on the land to the habitat and survival of native fauna, and

(iii) any potential to fragment, disturb or diminish the biodiversity structure, function and composition of the land, and

*(iv)* any adverse impact on the habitat elements providing connectivity on the land, and

(b) any appropriate measures proposed to avoid, minimise or mitigate the impacts of the development.

This Biodiversity Assessment addresses this clause.

SEPP (Koala Habitat Protection) 2020

The Koala SEPP 2020 applies to this Local Government Area in rural zonings, there is no *approved koala plan of management* applying to the land, the following clauses apply;

8 Step 1—Is the land potential koala habitat?

(1) Before a council may grant consent to a development application for consent to carry out development on land to which this Part applies, the council must be satisfied as to whether or not the land is a potential koala habitat.

(2) The council may be satisfied as to whether or not land is a potential koala habitat only on information obtained by it, or by the applicant, from a person who is qualified and experienced in tree identification.

(3) If the council is satisfied—

(a) that the land is not a potential koala habitat, it is not prevented, because of this Policy, from granting consent to the development application, or

(b) that the land is a potential koala habitat, it must comply with clause 9.

9 Step 2—Is the land core koala habitat?

(1) Before a council may grant consent to a development application for consent to carry out development on land to which this Part applies that it is satisfied is a potential koala habitat, it must satisfy itself as to whether or not the land is a core koala habitat.

(2) The council may be satisfied as to whether or not land is a core koala habitat only on information obtained by it, or by the applicant, from a person with appropriate qualifications and experience in biological science and fauna survey and management.

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(3) If the council is satisfied—

(a) that the land is not a core koala habitat, it is not prevented, because of this Policy, from granting consent to the development application, or

(b) that the land is a core koala habitat, it must comply with clause 10.

The Koala SEPP is addressed in Section 6 of this report

#### **Threatened Biodiversity**

Section 4, *Threatened Species Populations & Ecological Communities*, of this report addresses findings of desktop review of threatened biodiversity.

Appendix 1 of this report presents these protected matters that have been considered in this assessment.

#### 3.2. Vegetation communities and flora species

The study area occurs in an environment that has supported eucalypt dominated woodland and forest for many years prior to European settlement. These ecosystems have been progressively modified over the past 200 years, intersected by road and utility corridors and cleared for urban development and agriculture, typically grazing enterprises in the lower flatter parts of the landscape while hill tops and ridges have typically been cleared for timber and allowed to regenerate over time. In some parts of the landscape native vegetation communities are relatively intact, particularly on upper slopes and ridges, however they cannot be considered 'old growth' having suffered disturbance and clearing periodically in the past.

Candlebark forest occurs in this part of the landscape (*PCT 729 Broad-leaved Peppermint - Candlebark shrubby open forest of montane areas, southern South Eastern Highlands Bioregion and South East Corner Bioregion*) and on the study area Candlebark (*Eucalyptus rubida*) is widespread and common, brittle gum (*Eucalyptus mannifera*), broad-leaved peppermint (*Eucalyptus dives*) & apple box (*Eucalyptus bridgesiana*) also occur. Silver wattle (*Acacia dealbata*) & hickory wattle (*Acacia implexa*) are the most common understory species.

Despite this native vegetation there are large areas of exotic grassland and exotic weeds and forbs are frequent throughout the study area.

No flora species or communities were recorded or considered likely to occur that are listed matters under the BC Act or the EPBC Act.

A full list of flora recorded is provided in Table 3.2 below;

Scientific Name	Exotic	Common Name
Dichopogon fimbriatus		Nodding Chocolate Lily
Thysanotus tuberosus		Common Fringe-lily
Tricoryne elatior		Yellow Autumn-lily
Conium maculatum	*	Hemlock
Eryngium ovinum		Blue Devil
Hydrocotyle laxiflora		Stinking Pennywort
Arctotheca calendula	*	Capeweed
Cassinia aculeata		Dolly Bush
Chrysocephalum apiculatum		Common Everlasting
Cirsium vulgare	*	Spear Thistle
Conyza spp.	*	
Cymbonotus lawsonianus		Bear's Ear
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Table 3.2, Flora recorded

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| Scientific Name                         | Exotic | Common Name            |
|---|--------|------------------------|
| Euchiton spp.                           |        |                        |
| Hypochaeris radicata                    | *      | Catsear                |
| Onopordum acanthium subsp.<br>acanthium | *      | Scotch Thistle         |
| Senecio madagascariensis                | *      | Fireweed               |
| Echium plantagineum                     | *      | Patterson's Curse      |
| Wahlenbergia spp.                       |        | Bluebell               |
| Petrorhagia nanteuilii                  | *      | Proliferous Pink       |
| Dichondra repens                        |        | Kidney Weed            |
| Carex spp.                              |        |                        |
| Cyperus spp.                            |        |                        |
| Hibbertia obtusifolia                   |        | Hoary Guinea Flower    |
| Brachyloma daphnoides                   |        | Daphne Heath           |
| Epacris spp.                            |        |                        |
| Leucopogon spp.                         |        |                        |
| Lissanthe strigosa                      |        | Peach Heath            |
| Melichrus urceolatus                    |        | Urn Heath              |
| Trifolium spp.                          | *      |                        |
| Acacia dealbata                         |        | Silver Wattle          |
| Acacia gunnii                           |        | Ploughshare Wattle     |
| Acacia implexa                          |        | Hickory Wattle         |
| Geranium solanderi                      |        | Native Geranium        |
| Gonocarpus tetragynus                   |        | Raspwort               |
| Lomandra filiformis                     |        | Wattle Matt-rush       |
| Lomandra longifolia                     |        | Spiny-headed Mat-rush  |
| Lomandra multiflora                     |        | Many-flowered Mat-rush |
| Amyema pendula                          |        |                        |
| Crataegus monogyna                      | *      | Hawthorn               |
| Eucalyptus bridgesiana                  |        | Apple Box              |
| Eucalyptus mannifera                    |        | Brittle Gum            |
| Eucalyptus rubida                       |        | Candlebark             |
| Leptospermum spp.                       |        | Tea-tree               |
| Oxalis spp.                             |        |                        |
| Dianella spp.                           |        | Blueberry Lily         |
| Pinus radiata                           | *      | Radiata Pine           |
| Plantago lanceolata                     | *      | Lamb's Tongues         |
| Aira spp.                               | *      | Hairgrass              |
| Anthoxanthum odoratum                   | *      | Sweet Vernal Grass     |
| Aristida ramosa                         |        | Purple Wiregrass       |
| Austrostipa scabra                      |        | Speargrass             |
| Avena spp.                              | *      | Oats                   |
| Bothriochloa macra                      |        | Red Grass              |
| Briza maxima                            | *      | Quaking Grass          |
| Bromus spp.                             |        |                        |
| Dactylis glomerata                      | *      | Cocksfoot              |

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## **Biodiversity Assessment**

Proposed Road Upgrade Works, Captains Flat Road, 1.68km Section 'Railway Crossing', Captains Flat

Scientific Name	Exotic	Common Name
Holcus lanatus	*	Yourkshire Fog
Microlaena stipoides		Weeping Grass
Panicum effusum		Hairy Panic
Paspalum dilatatum	*	Paspalum
Phalaris aquatica	*	Phalaris
Poa spp.		
Rytidosperma spp.		Wallaby Grass
Themeda triandra		Kangaroo Grass
Vulpia spp.	*	Rat's-tail Fescue
Rumex spp.		Dock
Persoonia linearis		Narrow-leaved Geebung
Cheilanthes sieberi		Rock Fern
Acaena novae-zelandiae		Bidgee-widgee
Acaena spp.		Sheep's Burr
Prunus spp.	*	
Rosa rubiginosa	*	Sweet Briar
Rubus fruticosus sp. agg.	*	Blackberry
Exocarpos cupressiformis		Cherry Ballart
Solanum nigrum	*	Black-berry Nightshade
Stackhousia monogyna		Creamy Candles
Stylidium graminifolium		Grass Triggerplant
Pimelea glauca		Smooth Rice-flower

## 3.3. Fauna and Fauna Habitat

Due to the limited survey period and lack of habitat diversity, few fauna were found using the site, however, the potential for fauna to use the site, particularly threatened species has been considered based on the habitats present.

Trees on the site are generally of good habitat value they support habitat in bark, hollows and in mistletoe and provide corridor habitat for fauna moving through the landscape.

Foraging habitat is suited to fauna well adapted to modified forest such as common arboreal mammals birds & reptiles. A lack of understory and fruiting/ nectar producing plants limits the value of the project area to many fauna.

Insectivorous birds and bats as well as other carnivorous fauna are generally also able to forage along the study area particularly at warmer times of the year during periods of greater biotic activity.

Continuity along the study area as well as beyond the study area across the landscape is reasonably good, while this improves the site's value to fauna it also allows fauna to make use of better habitats in the landscape that are not impacted by the operation of the road.

No fauna species or fauna habitats were recorded or considered likely to occur that are listed matters under the BC Act or the EPBC Act.

### 3.4. Impacts

The proposal's impacts to vegetation will be to accommodate road widening, drainage improvement and realignment. This will impact exotic grassland as well as Candlebark Forest.

Works will require realignment through 350m of disturbed forest, clearing 3850m<sup>2</sup> however it this alignment has been cleared in the past and trees are less dense than in surrounding vegetation, up to 22 mature trees will be removed as well as regenerating trees, wattles and other native understory. Widening along the existing alignment will require removal of up to 18 mature trees and exotic grassland.

Vegetation impacted is not significant in the landscape context, trees impacted are close to the roadside and their value to fauna is degraded, woodland and forest habitats nearby offer much greater habitat opportunities for biodiversity without the noise, vibration and light exposure impacts of the road.

## 4. Threatened Species, Populations and Ecological Communities

The BC Act provides a series of native vegetation clearing thresholds and the Biodiversity Values Map (BVM) to determine the necessity for the impacts on biodiversity of a development to be assessed using the BC Act's Biodiversity Assessment Method (BAM). As this project is being assessed under Part IV of the EP&A Act it is exempt from this criteria however clearing involved would not trigger the BAM and no part of the site is mapped on the BVM.

Where there is potential for BC Act listed matters (species, populations or ecological communities) to be impacted by the proposal a test of significance must be undertaken to determine the significance of any impact.

The potential for protected matters occurring in the area to be impacted has been assessed in the threatened matter evaluations table at Appendix 1 of this report.

The findings of this assessment are as follows;

## 4.1. Threatened species

Appendix 1 addressed several listed species that have been recorded within 10km of the of the study area in the past or in other parts of the Southern Tablelands and considered to have some potential to occur on the site.

Following this assessment, no Threatened Species listed under the BC Act were considered likely to occur on the site or be impacted by the proposal.

### 4.1. Endangered Populations

No Endangered Populations listed under the BC Act have been considered likely to be at risk of impact by the proposal.

## 4.2. Endangered Ecological Communities

Appendix 1 addressed 4 listed communities listed under the BC Act, none have been considered likely to be at risk of impact by the proposal.

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## 5. Environment Protection and Biodiversity Conservation Act 1999

The Commonwealth Environment Protection and Biodiversity Conservation Act 1999 (EPBC Act) specifies that approval is required from the Commonwealth Minister for the Environment for actions that have, will have or are likely to have a significant impact on a matter of "national environmental significance".

The Act identifies nine matters of national environmental significance being:

- 1) World Heritage properties
- 2) National heritage places
- 3) Wetlands of international importance (Ramsar wetlands)
- 4) Threatened species and ecological communities
- 5) Migratory species
- 6) Commonwealth marine areas
- 7) Nuclear actions (including uranium mining)
- 8) Great Barrier Reef Marine Park
- 9) Water impacts from coal seam gas and large coal mining actions

Matters number 4 (Threatened species, ecological communities) and 5 (Migratory species) are relevant to this proposal.

### 5.1. Threatened Species & Ecological Communities:

Threatened species listed under this act have been considered in the Appendix 1 assessment along with NSW BC Act listed species.

The Commonwealth Environment Department protected matters search tool was used to highlight any maters of national environmental significance that could be of concern. No matters were considered likely to be negatively impacted by the proposal.

## 5.2. Migratory Species:

In addition to threatened species and ecological communities, the EPBC Act allows for the listing of internationally protected migratory species, i.e. species listed under the Japan-Australia Migratory Bird Agreement (JAMBA), the China - Australia Migratory Bird Agreement (CAMBA) and the Convention on the Conservation of Migratory Species of Wild Animals (Bonn Convention).

No protected migratory species were observed on site at the time of this assessment or considered likely to occur on the site or rely on resources provided by its habit

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# 6. State Environmental Planning Policy (Koala Habitat Protection) 2020 & State Environmental Planning Policy (Koala Habitat Protection) 2021

State Environmental Planning Policy (Koala Habitat Protection) 2020 (KHP SEPP 2020) aims to encourage the proper conservation and management of areas of natural vegetation that provide habitat for koalas to ensure a permanent free-living population over their present range and reverse the current trend of koala population decline—

(a) by requiring the preparation of plans of management before development consent can be granted in relation to areas of core koala habitat, and

(b) by encouraging the identification of areas of core koala habitat, and

(c) by encouraging the inclusion of areas of core koala habitat in environment protection zones.

This section aims to answer the following questions (Clause 8 and 9 of the KHP SEPP 2020)

Step 1—Is the land potential koala habitat?

Step 2—Is the land core koala habitat?

The KHP SEPP lists 10 species in *Schedule 2 Feed Tree Species*, none of these species occur on the project site. The KHP SEPP defines potential Koala habitat as *areas of native vegetation where trees of the types listed in Schedule 2 constitute at least 15% of the total number of trees in the upper or lower strata of the tree component*.

Despite this, the eucalypt species occurring on the site could be considered potential habitat for Koalas as they would use these species.

The KHP SEPP defines core koala habitat as an area of land with a resident population of koalas, evidenced by attributes such as breeding females, being females with young, and recent sightings of and historical records of a population.

It is unlikely that there are local populations of Koalas, there were no signs of Koala habitation on the site and the Bionet Wildlife Atlas records no Koalas in the district. The site cannot be considered Core Koala Habitat.

# 7. NSW Fisheries Management Act 1994

The Fisheries Management Act 1994 provides for the protection of fish and marine vegetation, endangered populations and ecological communities by a listing process. No species, populations or communities listed under this act were recorded on site at the time of this assessment or are considered likely to occur on this site. No Tests of Significance have been prepared for species protected by this act in relation to the proposed development.

#### **Biodiversity Assessment**

Proposed Road Upgrade Works, Captains Flat Road, 1.68km Section 'Railway Crossing', Captains Flat

## 8. Assessment of the Biodiversity Impact

Considering the information detailed above that has been summarised from information collected during field and desktop investigations and assessments of significance for threatened species and communities the following final assessments are made.

## 8.1. Direct Impacts

Proposed works will require removal of trees within 1.5m the existing road alignment and clearing for 350m of realignment totalling approximately;

- 22 mature trees in Candlebark forest
- 3850m<sup>2</sup> of sparse understory and grassland including regenerating trees, wattles and other native understory species
- 18 mature roadside trees

Impact mitigation measures in Section 9 of this report address this impact.

### 8.2. Indirect Impacts

There is a risk that plant and equipment used for the works may transport weed material on the site or from other sites. Impact mitigation measures in Section 9 of this report address this risk.

## 8.3. Potential Impacts on Flora

Vegetation impacts described above will not significantly impact any threatened flora or endangered ecological communities.

Vegetation impacted is of limited biodiversity value due to edge effects of the road. Similar habitats further from the project area would be preferred by biodiversity in most cases.

The proposal will not involve the removal of any significant vegetation, plant habitats or significantly degrade the ecological value of the study area.

## 8.4. Potential Impacts on Fauna and Habitat

No areas of important habitat or unique habitat components that are infrequent in the landscape will be removed as part of this proposal.

The impact of the proposal on fauna populations and their habitats is considered likely to be insignificant. This is largely due to the poor value of habitat currently available on the site. Fauna may use this area for movement across the landscape however for most habitat functions fauna will prefer areas, further from urban areas where habitats occur in much greater quality. No listed threatened fauna or their habitats are considered at risk of impact by this proposal.

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## 9. Impact Mitigation Measures

The following impact mitigation measures are recommended for adoption to reduce the likelihood of any negative impacts on flora and fauna associated with this proposal both in the short and long term.

- 9.1 In order to achieve no net loss of biodiversity, the proponent will compensate for vegetation removed by the project through the planting of native species along the Captains Flat Road road reserve within 2km of the project area. Plantings will be undertaken according to the following criteria and components
  - Planting areas will be a suitable part of the landscape to establish Candlebark forest and improve landscape continuity of native vegetation
  - At least 300 trees will be planted within 12 months of road works commencing
  - Plantings will be maintained until they have established at least a 75% success rate
  - Planting should be sourced from locally collected seed
  - Species planted are to be local Candlebark forest trees and shrubs including but not limited to;
    - a. At least 20% Candlebark (Eucalyptus rubida)
    - b. At least 20% Brittle gum (Eucalyptus mannifera),
    - c. At least 20% Broad-leaved peppermint (*Eucalyptus dives*)
    - d. At least 20% Silver wattle (Acacia dealbata) & hickory wattle (Acacia implexa)
- 9.2 In order to minimise impacts of vegetation removal a Vegetation Management Plan will be prepared prior to works commencing and be implemented during works that addresses/ incorporates the following;
  - The plan will be prepared by a suitably qualified and experienced ecologist
  - The plan will detail planting methodology including a map of proposed plantings referred to in 9.1 above
  - Pre-clearing surveys targeting hollow bearing trees and nesting fauna to be conducted within a week of proposed clearing to ensure clearing impacts on fauna are minimised
  - Measures to minimise impacts to nesting fauna that are located in pre-clearing surveys
  - Clearing methodology incorporating measures to minimise impacts to fauna that may be occupying hollow bearing trees.
- 9.3 Council must ensure that they do not import weed material to the site, for example, in or on plant and equipment used on the site. At a minimum the following actions will be undertaken to achieve this;
  - In order to manage the risk of indirect impacts of invasive species establishing in the project area, a weed management plan will be prepared and implemented to ensure the project does not increase the occurrence of weed species on the site or adjoining land the plan will incorporate the following practices;

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- Plant and equipment will be cleaned prior to entering any part of the site ensuring no mud/ soil or vegetation material is imported into the area
- The site manager will ensure that procedures are in place to ensure plant and equipment entering the site are clean and free of mud, soil and vegetation material.

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# 10. Conclusion

This report has assessed the flora and fauna associated with this site and the extent and nature of impacts on biodiversity of the proposed works.

It is essential that this report's impact mitigation measures be implemented in order to offset vegetation loss and to manage potential weed issues on the site and ensure that adjoining lands are not impacted.

There are no other biodiversity issues associated with this proposal and if the impact mitigation measures recommended by this report are implemented the overall impact of this proposal on flora and fauna will be negligible.

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# 11. References

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**Appendix 1 – Threatened Matter Evaluations Table** 

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## **Threatened Species Evaluations**

The following table present the evaluations for threatened species, endangered ecological communities and endangered populations found either

- 1. Within a 10km buffer of the study site in the Atlas of NSW Wildlife (Bionet).
- 2. Identified as potentially occurring in the area by the Commonwealth EPBC Protected Matters Search Tool.
- 3. Considered to have potential to occur in the landscape given habitats available

The assessment of potential for impact to the species or ecological community is based on the nature of the proposal, it's direct and indirect impacts and the ecology of the species. Where a potential impact to a threatened species, ecological community or endangered populations has been identified a *Test of Significance* for determining whether proposed development or activity is likely to significantly affect threatened species or ecological communities, or their habitats has been undertaken in line with Section 7.3 of the *Biodiversity Conservation Act 2016*.

## Abbreviations

Matter status under each act, *NSW Biodiversity Conservation Act 2016* (BC Act) or the *Commonwealth Environment Protection & Biodiversity Conservation Act 1999* (EPBC Act) (depending on the table column the abbreviation is placed in) are abbreviated as follows;

- E: listed as endangered
- V: listed as vulnerable
- CE: listed as Critically Endangered
- EEC: listed as an Endangered Ecological Community
- CEEC: listed as a Critically Endangered Ecological Community
- M: Migratory Species under the EPBC Act.

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Department of Primary Industries. Listed threatened species, populations and ecological communities. [Online]. Available from: http://www.dpi.nsw.gov.au/fishing/species-protection/conservation.

Species name	Habitat requirements	TSC Act	EPBC Act	Presence of habitat	Likelihood of occurrence	Potential impact
Fauna	·					
Birds						
Anthochaera Phrygia Regent Honeyeater	The regent honeyeater inhabits dry open forest and woodland, particularly Box-Ironbark woodland, and riparian forests of River Sheoak. These woodlands have significantly large numbers of mature trees, high canopy cover and abundance of mistletoes. The Regent Honeyeater is a generalist forager, although it feeds mainly on the nectar from a relatively small number of eucalypts that produce high volumes of nectar. Key eucalypt species include Mugga Ironbark, Yellow Box, White Box and Swamp Mahogany. Also utilises <i>E.</i> <i>microcarpa, E. punctata, E. polyanthemos, E. moluccana, Corymbia</i> <i>robusta, E. crebra, E. caleyi, Corymbia maculata, E. mckieana, E.</i> <i>macrorhyncha, E. laevopinea,</i> and <i>Angophora floribunda</i> . Nectar and fruit from the mistletoes <i>Amyema miquelii, A. pendula and A.</i> <i>cambagei</i> are also utilised. When nectar is scarce lerp and honeydew can comprise a large proportion of the diet.	CE	CE	Present in landscape, feed trees and mistletoe present in close proximity of site	Possible rare visitor to this landscape	Not likely to be impacted Proposal will not impact potential habitat
<i>Grantiella picta</i> Painted Honeyeater	Inhabits Boree/ Weeping Myall ( <i>Acacia pendula</i> ), Brigalow ( <i>A. harpophylla</i> ) and Box-Gum Woodlands and Box-Ironbark Forests. A specialist feeder on the fruits of mistletoes growing on woodland eucalypts and acacias. Prefers mistletoes of the genus <i>Amyema</i> . Insects and nectar from mistletoe or eucalypts are occasionally eaten. Nest from spring to autumn in a small, delicate nest hanging within the outer canopy of drooping eucalypts, she-oak, paperbark or mistletoe branches.	V	V	Present, woodland habitat and mistletoe present in landscape	Possible occasional visitor to this landscape	Not likely to be impacted Proposal will not impact potential habitat
Melithreptus gularis gularis Black-chinned Honeyeater (eastern subspecies)	Occupies mostly upper levels of drier open forests or woodlands dominated by box and ironbark eucalypts, especially Mugga Ironbark ( <i>Eucalyptus sideroxylon</i> ), White Box ( <i>E. albens</i> ), Inland Grey Box ( <i>E. microcarpa</i> ), Yellow Box ( <i>E. melliodora</i> ), Blakely's Red Gum ( <i>E. blakelyi</i> ) and Forest Red Gum ( <i>E. tereticornis</i> ). Also inhabits open forests of smooth-barked gums, stringybarks, ironbarks, river sheoaks (nesting habitat) and tea-trees. Feeding territories are large making the species	V		Absent	Unlikely	No

Species name	Habitat requirements	TSC	EPBC	Presence of	Likelihood of	Potential
		Act	Act	habitat	occurrence	impact
	locally nomadic. The Black-chinned Honeyeater tends to occur in the					
	largest woodland patches in the landscape as birds forage over large					
	home ranges of at least 5 hectares.					
Botaurus	Favours permanent freshwater wetlands with tall, dense vegetation,		E	Absent	Unlikely	No
poiciloptilus	particularly bullrushes ( <i>Typha</i> spp.) and spikerushes ( <i>Eleocharis</i> spp.).					
Australasian	Hides during the day amongst dense reeds or rushes and feed mainly					
Bittern	at night on frogs, fish, yabbies, spiders, insects and snails.					
Calidris ferruginea	The curlew sandpiper generally occupies littoral and estuarine habitats,		CE,M	Absent	Unlikely	No
Curlew Sandpiper	and in New South Wales is mainly found in intertidal mudflats of					
	sheltered coasts. It also occurs in non-tidal swamps, lakes and lagoons					
	on the coast and sometimes inland. It forages in or at the edge of					
	shallow water, occasionally on exposed algal mats or waterweed, or on					
	banks of beach-cast seagrass or seaweed.					
Callocephalon	In spring and summer, the species is generally found in tall mountain	V		Present in	Possible, while	Unlikely to
fimbriatum	forests and woodlands, particularly in heavily timbered and mature			landscape,	passing	be impacted
Gang-gang	wet sclerophyll forests. In autumn and winter, the species often moves			hollow	through	
Cockatoo	to lower altitudes in drier more open eucalypt forests and woodlands,			bearing trees	landscape to	Proposal will
	particularly box-gum and box-ironbark assemblages, or in dry forest in			and foraging	areas of better	not
	coastal areas and often found in urban areas. May also occur in sub-			habitat in	habitat	significantly
	alpine Snow Gum (Eucalyptus pauciflora) woodland and occasionally in			nearby forest		impact
	temperate rainforests. Favours old growth forest and woodland					potential
	attributes for nesting and roosting. Feed mainly on seeds of native and					habitat
	introduced trees and shrubs, with a preference for eucalypts, wattles					
	and introduced hawthorns. They will also eat berries, fruits, nuts and					
	insects and their larvae. Nests are located in hollows that are 10 cm in					
	diameter or larger and at least 9 m above the ground in eucalypts.					
Calyptorhynchus	Inhabits open forest and woodlands of the coast and the Great Dividing	V		Absent	Unlikely	No unlikely
lathami	Range where stands of sheoak occur. Black Sheoak (Allocasuarina					to be
Glossy Black-	littoralis) and Forest Sheoak (A. torulosa) are important foods. Inland					impacted
Cockatoo	populations feed on a wide range of sheoaks, including Drooping					
	Sheoak, Allocasuaraina diminuta, and A. gymnathera. Belah (Casuarina					
	cristata) is also utilised and may be a critical food source for some					

Species name	Habitat requirements	TSC	EPBC	Presence of	Likelihood of	Potential
		Act	Act	habitat	occurrence	impact
	populations. Feeds almost exclusively on the seeds of several species					
	of she-oak ( <i>Casuarina</i> and <i>Allocasuarina</i> species), shredding the cones					
	with the massive bill. Dependent on large hollow-bearing eucalypts for					
<u></u>	nest sites.					
Glossopsitta	Forages primarily in the canopy of open <i>Eucalyptus</i> forest and	V		Present in	Unlikely but	No unlikely
pusilla	woodland, yet also finds food in Angophora, Melaleuca and other tree			landscape	may pass	to be
Little Lorikeet	species. Riparian habitats are particularly used, due to higher soil				through site	impacted
	fertility and hence greater productivity. Isolated flowering trees in					
	open country, e.g. paddocks, roadside remnants and urban trees also					Proposal will
	neip sustain viable populations of the species. Feeds mostly on nectar					not
	and pollen, occasionally on halive truits such as mistletoe, and only					significantly
	Neste in provimity to fooding cross if possible most typically coloring					Impact
	hollows in the limb or trunk of smooth barked Euclivets. Entrance is					potential
	monows in the nimb of trunk of smooth-barked Eucarypis. Entrance is small (2 cm) and usually high above the ground (2–15 m). Piparian					Παριται
	trees often chosen, including species like Allocasuaring					
Lathamus	On the Australian mainland they occur in areas where aucalymts are	E	CE	Abcont	Unlikoly	No
discolour	flowering profusely or where there are abundant lern (from san-	L	CL	Absent	favoured feed	NO
Swift Parrot	sucking bugs) infestations. Eavoured feed trees include winter				trees absent	
Swittrariot	flowering species such as Swamp Mahogany Fucelyntus robusta				tiees absent	
	Spotted Gum Corvmbia maculata, Red Bloodwood C. aummifera					
	Mugga Ironbark <i>F. sideroxylon</i> , and White Box <i>F. albens</i> . Commonly					
	used lerp infested trees include Inland Grev Box <i>E. microcarpa</i> . Grev					
	Box E. moluccana and Blackbutt E. pilularis. Return to some foraging					
	sites on a cyclic basis depending on food availability.					
Polytelis	Inhabit Box-Gum, Box-Cypress-pine and Boree Woodlands and River		V	Food source	Unlikely but	No -
swainsonii	Red Gum Forest. In the Riverina the birds nest in the hollows of large			present in	may pass	Potential
Superb Parrot	trees (dead or alive) mainly in tall riparian River Red Gum Forest or			landscape	through site	impacts will
	Woodland. On the South West Slopes nest trees can be in open Box-					not be to
	Gum Woodland or isolated paddock trees. Species known to be used					habitat
	are Blakely's Red Gum, Yellow Box, Apple Box and Red Box. May forage					present.
	up to 10 km from nesting sites, primarily in grassy box woodland. Feed					

Species name	Habitat requirements	TSC Act	EPBC Act	Presence of habitat	Likelihood of occurrence	Potential impact
	in trees and understorey shrubs and on the ground and their diet consists mainly of grass seeds and herbaceous plants. Also eaten are fruits, berries, nectar, buds, flowers, insects and grain.					
Chthonicola sagittata Speckled Warbler	The Speckled Warbler lives in a wide range of <i>Eucalyptus</i> dominated communities that have a grassy understorey, often on rocky ridges or in gullies. Typical habitat would include scattered native tussock grasses, a sparse shrub layer, some eucalypt regrowth and an open canopy. Large, relatively undisturbed remnants are required for the species to persist in an area. The diet consists of seeds and insects, with most foraging taking place on the ground around tussocks and under bushes and trees. Pairs are sedentary and occupy a breeding territory of about ten hectares, with a slightly larger home-range when not breeding	V		Absent	Unlikely	Unlikely to be impacted
Climacteris picumnus victoriae Brown Treecreeper (eastern subspecies)	Found in eucalypt woodlands (including Box-Gum Woodland) and dry open forest of the inland slopes and plains inland of the Great Dividing Range; mainly inhabits woodlands dominated by stringybarks or other rough-barked eucalypts, usually with an open grassy understorey, sometimes with one or more shrub species; also found in mallee and River Red Gum ( <i>Eucalyptus camaldulensis</i> ) Forest bordering wetlands with an open understorey of acacias, saltbush, lignum, cumbungi and grasses; usually not found in woodlands with a dense shrub layer; fallen timber is an important habitat component for foraging; also recorded, though less commonly, in similar woodland habitats on the coastal ranges and plains.	V		Present in landscape	Unlikely, no suitable habitat on or near site	Unlikely to be impacted
Daphoenositta chrysoptera Varied Sittella	The varied sitella inhabits eucalypt forests and woodlands, especially those with rough-barked species and mature smooth-barked gums with dead branches, mallee and <i>Acacia</i> woodland. Feeds on arthropods gleaned from crevices in rough or decorticating bark, dead branches, standing dead trees and small branches and twigs in the tree canopy.	V		Not present	Unlikely	Unlikely to be impacted

Species name	Habitat requirements	TSC	EPBC	Presence of	Likelihood of	Potential
opecies name		Act	Act	habitat	occurrence	impact
Artamus cyanopterus cyanopterus Dusky Woodswallow	Dusky woodswallows are widespread in eastern, southern and south western Australia. The species occurs throughout most of New South Wales, but is sparsely scattered in, or largely absent from, much of the upper western region. Most breeding activity occurs on the western slopes of the Great Dividing Range. They inhabit dry, open eucalypt forests and woodlands, including mallee associations, with an open or sparse understorey of eucalypt saplings, acacias and other shrubs, and ground-cover of grasses or sedges and fallen woody debris. It has also been recorded in shrublands, heathlands and very occasionally in moist forest or rainforest. Also found in farmland, usually at the edges of forest or woodland. Dusky woodswallows eat invertebrates, mainly insects, which are captured whilst hovering or sallying above the canopy or over water. Also frequently hovers, sallies and pounces under the canopy, primarily over leaf litter and dead timber. Also occasionally take nectar, fruit and seed. Can be resident year round or migratory, depending on climatic conditions. In NSW, after breeding, birds migrate to the north of the state and to southeastern	V	Act	Present in landscape	Possible as stepping stone habitat	Impact Unlikely to be impacted Proposal will not significantly impact potential habitat
Melanodryas cucullata cucullata Hooded Robin (south-eastern form)	Queensland. Prefers lightly wooded country, usually open eucalypt woodland, acacia scrub and mallee, often in or near clearings or open areas. Requires structurally diverse habitats featuring mature eucalypts, saplings, some small shrubs and a ground layer of moderately tall native grasses. Often perches on low dead stumps and fallen timber or on low-hanging branches. Territories range from around 10 ha during the breeding season, to 30 ha in the non-breeding season. Occupies open eucalypt forest woodland or open woodland Sheoak	V		Absent	Unlikely Possible as	No
nieraaetus morphnoides Little Eagle	or <i>Acacia</i> woodlands and riparian woodlands of open woodland. Sheoak or <i>Acacia</i> woodlands and riparian woodlands of interior NSW are also used. Nests in tall living trees within a remnant patch, where pairs build a large stick nest in winter. Lays two or three eggs during spring, and young fledge in early summer. Preys on birds, reptiles and mammals, occasionally adding large insects and carrion.	V		examples present, landscape habitat will support this species	rossible, as stepping stone habitat	Proposal will not significantly

Species name	Habitat requirements	TSC	EPBC	Presence of	Likelihood of	Potential
		Act	ACC	nabitat	occurrence	notontial
						habitat
Haliaeetus leucogaster White Bellied Sea Eagle	The White-bellied Sea-Eagle is a large eagle that has long broad wings and a short, wedge-shaped tail, it is distributed around the Australian coastline, including Tasmania, and well inland along rivers and wetlands of the Murray Darling Basin. It is widespread along the east coast, and along all major inland rivers and waterways. Habitats require the presence of large areas of open water including larger rivers, swamps, lakes, and the sea. Occurs at sites near the sea such as around bays and inlets, beaches, reefs, lagoons, estuaries and mangroves; and at, or in the vicinity of freshwater swamps, lakes, reservoirs, billabongs and saltmarsh. Terrestrial habitats include coastal dunes, tidal flats, grassland, heathland, woodland, and forest (including rainforest). Breeding habitat consists of mature tall open forest, open forest, tall woodland, and swamp sclerophyll forest close to foraging habitat. Nest trees are typically large emergent eucalypts and often have emergent dead branches or large dead trees nearby which are used as 'guard roosts'. Nests are large structures built from sticks and lined with leaves or	V		No specific habitat component for this species occur	Incidental occurrence is possible, unlikely to land on site	nabitat Unlikely to be impacted
Ealco hypoleucos	grass. This falcon is sparsely distributed in NSW, chiefly throughout the	F		No specific	Incidental	Unlikely to
Grey Falcon	Murray-Darling Basin, with the occasional vagrant east of the Great Dividing Range. The breeding range has contracted since the 1950s with most breeding now confined to arid parts of the range. Usually restricted to shrubland, grassland and wooded watercourses of arid and semi-arid regions, although it is occasionally found in open woodlands near the coast. Also occurs near wetlands where surface water attracts prey. Preys primarily on birds, especially parrots and pigeons, using high-speed chases and stoops; reptiles and mammals are also taken. Like other falcons it utilises old nests of other birds of prev and ravens. Usually high in a living eucalynt pear water or a			habitat component for this species occur	occurrence is possible	be impacted

Species name	Habitat requirements	TSC	EPBC	Presence of	Likelihood of	Potential
opecies nume		Act	Act	habitat	occurrence	impact
	watercourse; peak laying season is in late winter and early spring; two					
	or three eggs are laid.					
Falco subniger	Widely but sparsely distributed in New South Wales, mostly occurring	V		Absent	Unlikely	Unlikely to
Black Falcon	in inland regions. Some reports of 'Black Falcons' on the tablelands and					be impacted
	coast of New South Wales are likely to be referable to the Brown					
	Falcon. In New South Wales there is assumed to be a single population					
	that is continuous with a broader continental population, given that					
	falcons are highly mobile, commonly travelling hundreds of kilometres.					
	The Black Falcon occurs as solitary individuals, in pairs, or in family					
	groups of parents and offspring.					
Circus assimilis	Occurs throughout the Australian mainland, except in densely forested	V		Absent	Unlikely	Unlikely to
Spotted Harrier	or wooded habitats of the coast, escarpment and ranges, and rarely in					be impacted
	Tasmania. Individuals disperse widely in NSW and comprise a single					
	population. Occurs in grassy open woodland including Acacia and					
	mallee remnants, inland riparian woodland, grassland and shrub					
	steppe. It is found most commonly in native grassland, but also occurs					
	in agricultural land, foraging over open habitats including edges of					
	inland wetlands. Builds a stick nest in a tree and lays eggs in spring (or					
	sometimes autumn), with young remaining in the nest for several					
	months. Preys on terrestrial mammals (eg bandicoots, bettongs, and					
	rodents), birds and reptile, occasionally insects and rarely carrion.					
Ninox connivens	Inhabits woodland and open forest, including fragmented remnants	V		Absent	Unlikely	Unlikely to
Barking Owl	and partly cleared farmland. It is flexible in its habitat use, and hunting					be impacted
	can extend in to closed forest and more open areas. Sometimes able to					
	successfully breed along timbered watercourses in heavily cleared					
	habitats (e.g. western NSW) due to the higher density of prey on these					
	fertile soils. Roost in shaded portions of tree canopies, including tall					
	midstorey trees with dense foliage such as Acacia and Casuarina					
	species.					
	Preferentially hunts small arboreal mammals such as Squirrel Gliders					
	and Ringtail Possums, but when loss of tree hollows decreases these					
	prey populations the owl becomes more reliant on birds, invertebrates					

Species name	Habitat requirements	TSC Act	EPBC Act	Presence of habitat	Likelihood of occurrence	Potential impact
	and terrestrial mammals such as rodents and rabbits. Requires very					
	large permanent territories in most habitats due to sparse prey					
	densities. Monogamous pairs nunt over as much as 6000 nectares,					
A.:	With 2000 nectares being more typical in NSW habitats.	.,				
Ninox strenua	The Powerful Owl inhabits a range of vegetation types, from woodland	V		Absent	Unlikely	Unlikely to
Powerful Owl	and open sclerophyll forest to tall open wet forest and rainforest. It					be impacted
	requires large tracts of forest or woodland habitat but can occur in					
	fragmented landscapes as well. It roosts by day in dense vegetation					
	comprising species such as Turpentine Syncarpia glomulifera, Black					
	She-oak Allocasuarina littoralis, Blackwood Acacia melanoxylon,					
	Rough-barked Apple Angophora floribunda, Cherry Ballart Exocarpus					
	<i>cupressiformis</i> and a number of eucalypt species. The main prey items					
	are medium-sized arboreal marsupials, particularly the Greater Glider,					
	Common Ringtail Possum and Sugar Glider. As most prey species					
	require hollows and a shrub layer, these are important habitat					
	components for the owl. In good habitats 400 ha can support a pair of					
	Powerful Owls; where hollow trees and prey have been depleted the					
	owls need up to 4000 ha. Powerful Owls nest in large tree hollows (at					
	least 0.5 m deep), in large eucalypts (diameter at breast height of 80-					
	240 cm) that are at least 150 years old.					
Tyto	Lives in dry eucalypt forests and woodlands from sea level to 1100 m.	V		Absent	Unlikely	Unlikely to
novaehollandiae	A forest owl, but often hunts along the edges of forests, including					be impacted
Masked Owl	roadsides. The typical diet consists of tree-dwelling and ground					
	mammals, especially rats. Pairs have a large home-range of 500 to					
	1000 hectares. Roosts and breeds in moist eucalypt forested gullies,					
	using large tree hollows or sometimes caves for nesting.					
Numenius	In Australia, the eastern curlew is most commonly associated with		CE,	Absent	Unlikely	Unlikely to
madagascariensis	sheltered coasts, especially estuaries, bays, harbors, inlets and coastal		М			be impacted
Eastern Curlew	lagoons, with large intertidal mudflats or sandflats, often with beds of					
	seagrass.					

Species name	Habitat requirements	TSC	EPBC	Presence of	Likelihood of	Potential
opecies name		Act	Act	habitat	occurrence	impact
Petroica	Breeds in upland tall moist eucalypt forests and woodlands, often on	V		Potential	Possible	Unlikely to
phoenicea	ridges and slopes. Prefers clearings or areas with open understoreys.			habitat in	occasional	be impacted,
Flame Robin	The groundlayer of the breeding habitat is dominated by native grasses			landscape	visitor	no important
	and the shrub layer may be either sparse or dense. Occasionally occurs					habitat
	in temperate rainforest, and also in herbfields, heathlands, shrublands					impacted
	and sedgelands at high altitudes. In winter lives in dry forests, open					
	woodlands and in pastures and native grasslands, with or without					
	scattered trees.					
Petroica boodang	Found from south east Queensland to south east South Australia and	V		Potential	Possible	Unlikely to
Scarlet Robin	in Tasmania and south west Western Australia. In NSW, it occurs from			habitat in	occasional	be impacted,
	the coast to the inland slopes. After breeding, some Scarlet Robins			landscape	visitor	no important
	disperse to the lower valleys and plains of the tablelands and slopes.					habitat
	Some birds may appear as far west as the eastern edges of the inland					impacted
	plains in autumn and winter. This robin lives in dry eucalypt forests and					
	woodlands. The understorey is usually open and grassy with few					
	scattered shrubs.					
	This species lives in both mature and regrowth vegetation. It					
	occasionally occurs in mallee or wet forest communities, or in wetlands					
	and tea-tree swamps. Scarlet Robin habitat usually contains abundant					
	logs and fallen timber: these are important components of its habitat.					
	The Scarlet Robin breeds on ridges, hills and foothills of the western					
	slopes, the Great Dividing Range and eastern coastal regions; this					
	species is occasionally found up to 1000 metres in altitude. The Scarlet					
	Robin is primarily a resident in forests and woodlands, but some adults					
	and young birds disperse to more open habitats after breeding. In					
	autumn and winter many Scarlet Robins live in open grassy woodlands,					
	and grasslands or grazed paddocks with scattered trees.					
Stagonopleura	Found in grassy eucalypt woodlands, including Box-Gum Woodlands	V		Potential	Possible	Unlikely to
guttata	and Snow Gum Eucalyptus pauciflora Woodlands. Also occurs in open			habitat in	occasional	be impacted,
Diamond Firetail	forest, mallee, Natural Temperate Grassland, and in secondary			landscape	visitor	no important
	grassland derived from other communities. Often found in riparian					habitat
	areas (rivers and creeks), and sometimes in lightly wooded farmland.					impacted

Species name	Habitat requirements	TSC Act	EPBC Act	Presence of habitat	Likelihood of occurrence	Potential impact
	Feeds exclusively on the ground, on ripe and partly-ripe grass and herb seeds and green leaves, and on insects (especially in the breeding season).					
<i>Rostratula australis</i> Australian Painted Snipe	Prefers fringes of swamps, dams and nearby marshy areas where there is a cover of grasses, lignum, low scrub or open timber. Nests on the ground amongst tall vegetation, such as grasses, tussocks or reeds.	E	E	Absent	Unlikely	Unlikely to be impacted
Mammals			•			
Pteropus poliocephalus Grey-headed Flying-fox	Occur in subtropical and temperate rainforests, tall sclerophyll forests and woodlands, heaths and swamps as well as urban gardens and cultivated fruit crops. Roosting camps are generally located within 20 km of a regular food source and are commonly found in gullies, close to water, in vegetation with a dense canopy. Can travel up to 50 km from the camp to forage; commuting distances are more often <20 km. Feed on the nectar and pollen of native trees, in particular <i>Eucalyptus,</i> <i>Melaleuca</i> and <i>Banksia</i> , and fruits of rainforest trees and vines.	V	V	Absent, suitable habitat absent.	Unlikely, may fly over site	Unlikely to be impacted
<i>Myotis macropus</i> Southern Myotis	Generally roost in groups of 10 - 15 close to water in caves, mine shafts, hollow-bearing trees, storm water channels, buildings, under bridges and in dense foliage. Forage over streams and pools catching insects and small fish by raking their feet across the water surface.	V		Potential habitat in nearby forests	Unlikely while this bat may occur nearby it is not reliant or attracted to any habitat features on this site	Unlikely to be impacted
<i>Chalinolobus dwyeri</i> Large-eared Pied Bat	It is generally rare with a very patchy distribution in NSW. Roosts in caves (near their entrances), crevices in cliffs, old mine workings and in the disused, bottle-shaped mud nests of the Fairy Martin, frequenting low to mid-elevation dry open forest and woodland close to these features. Found in well-timbered areas containing gullies. This species probably forages for small, flying insects below the forest canopy.	V	V	Absent	Unlikely	Unlikely to be impacted

Species name	Habitat requirements	TSC Act	EPBC Act	Presence of	Likelihood of	Potential
Micronomus norfolkensis Eastern Coastal Free-tailed Bat	Found along the east coast of Australia from south Queensland to southern NSW. Occurs in dry sclerophyll forest, woodland, swamp forests and mangrove forests east of the Great Dividing Range. It roosts mainly in tree hollows but will also roost under bark or in man- made structures. Usually solitary but also recorded roosting communally, probably insectivorous.	V		Very small component of habitat present in eucalypt trees.	Possible, rarely, recorded nearby in Bionet Atlas.	Unlikely to be impacted
Falsistrellus tasmaniensis Eastern False Pipistrelle	Prefers moist habitats, with trees tailer than 20 m. Generally roosts in eucalypt hollows, but has also been found under loose bark on trees or in buildings. Hunts beetles, moths, weevils and other flying insects above or just below the tree canopy.	V		Absent, trees taller than 20 m absent.	Unlikely.	Unlikely to be impacted
Miniopterus schreibersii oceanensis Large Bentwing- bat	Caves are the primary roosting habitat, but also use derelict mines, storm-water tunnels, buildings and other man-made structures. Form discrete populations centred on a maternity cave that is used annually in spring and summer for the birth and rearing of young. Maternity caves have very specific temperature and humidity regimes. Hunt in forested areas, catching moths and other flying insects above the tree top.	V		Absent, roosting habitat absent.	It is possible this bat, which has been recorded nearby in the past would pass through the site at times.	Unlikely to be impacted
Miniopterus australis Little Bentwing- bat	Occurs along east coast and ranges of Australia from Cape York in Queensland to Wollongong in NSW. Prefers Moist eucalypt forest, rainforest, vine thicket, wet and dry sclerophyll forest, Melaleuca swamps, dense coastal forests and banksia scrub. Generally found in well-timbered areas. Little Bentwing-bats roost in caves, tunnels, tree hollows, abandoned mines, stormwater drains, culverts, bridges and sometimes buildings during the day, and at night forage for small insects beneath the canopy of densely vegetated habitats. They often share roosting sites with the Common Bentwing-bat and, in winter, the two species may form mixed clusters. Only five nursery sites /maternity colonies are known in Australia.	V		Absent, roosting habitat absent.	It is possible this bat, which has been recorded nearby in the past would pass through the site at times.	Unlikely to be impacted
Scoteanax rueppellii	Utilises a variety of habitats from woodland through to moist and dry eucalypt forest and rainforest, though it is most commonly found in tall	V		Woodland habitat	Possible	No - Potential

Species name	Habitat requirements	TSC Act	EPBC Act	Presence of	Likelihood of	Potential
Greater Broad- nosed Bat	wet forest. Although this species usually roosts in tree hollows, it has also been found in buildings. Open woodland habitat and dry open forest suits the direct flight of this species as it searches for beetles and other large, slow-flying insects; this species has been known to eat other bat species.			present in landscape		impacts will not be to habitat present.
<i>flaviventris</i> Yellow-bellied Sheathtail Bat	summer and autumn in the most southerly parts of its range, being most of Victoria, south-western NSW and adjacent South Australia. There are scattered records of this species across the New England Tablelands and North West Slopes. Forages in most habitats across its very wide range, with and without trees appears to defend an aerial territory. Seasonal movements are unknown; there is speculation about a migration to southern Australia in late summer and autumn.	V		habitat present in landscape	this bat would pass through the site at times	does not rely on habitats on the site
Dasyurus maculatus Spotted-tailed Quoll	Recorded across a range of habitat types, including rainforest, open forest, woodland, coastal heath and inland riparian forest, from the sub-alpine zone to the coastline. Individual animals use hollow-bearing trees, fallen logs, small caves, rock outcrops and rocky-cliff faces as den sites. A generalist predator with a preference for medium-sized (500g- 5kg) mammals. Consumes a variety of prey, including gliders, possums, small wallabies, rats, birds, bandicoots, rabbits, reptiles and insects. Females occupy home ranges up to about 750 hectares and males up to 3500 hectares. Are known to traverse their home ranges along densely vegetated creeklines.	V	E	No caves, rock outcrops or densely vegetated creeklines.	Unlikely, this species requires a very large home range and while it may occur on the site from time to time this would be very rare.	No, no habitat affected
<i>Pseudomys</i> <i>novaehollandiae</i> New Holland Mouse	The New Holland Mouse has a fragmented distribution across Tasmania, Victoria, New South Wales and Queensland. It is known to inhabit open heathlands, woodlands and forests with a heathland understorey and vegetated sand dunes. It is a social animal, living predominantly in burrows shared with other individuals. Distribution is patchy in time and space, with peaks in abundance during early to mid stages of vegetation succession typically induced by fire.		V	Potential poor examples of habitat	Unlikely, habitat is poor	Unlikely to be impacted

Species name	Habitat requirements	TSC Act	EPBC Act	Presence of habitat	Likelihood of occurrence	Potential impact
<i>Cercartetus nanus</i> Eastern Pygmy- possum	Found in a broad range of habitats from rainforest through sclerophyll (including Box-Ironbark) forest and woodland to heath, but in most areas woodlands and heath appear to be preferred, except in north- eastern NSW where they are most frequently encountered in rainforest. Feeds largely on nectar and pollen collected from banksias, eucalypts and bottlebrushes; soft fruits are eaten when flowers are unavailable. Also feeds on insects throughout the year; this feed source may be more important in habitats where flowers are less abundant such as wet forests. Shelters in tree hollows, rotten stumps, holes in the ground, abandoned bird-nests, Ringtail Possum dreys or thickets of vegetation, (e.g. grass-tree skirts).	V		Absent	Unlikely	No - Potential impacts will not be to habitat present.
<i>Petauroides volans</i> Greater Glider	The Greater Glider occurs in eucalypt forests and woodlands. Feeds exclusively on eucalypt leaves, buds, flowers and mistletoe. Shelter during the day in tree hollows and will use up to 18 hollows in their home range. Occupy a relatively small home range with an average size of 1 to 3 ha.		V	Habitat association and food source present however in poor quality.	Unlikely, habitats in landscape do not support this species.	No - Potential impacts will not be to habitat present.
Petaurus australis Yellow-bellied Glider	Occur in tall mature eucalypt forest generally in areas with high rainfall and nutrient rich soils. It inhabits a wide range of forest types but prefers resource rich forests where mature trees provide nesting hollows and tree species composition provides year-round continuity of food resources. Forest type preferences vary with latitude and elevation; mixed coastal forests to dry escarpment forests in the north; moist coastal gullies and creek flats to tall montane forests in the south. Feed primarily on plant and insect exudates, including nectar, sap, honeydew and manna with pollen and insects providing protein. Den, often in family groups, in hollows of large trees. Very mobile and occupy large home ranges between 20 to 85 ha.	v		Absent	Unlikely	Unlikely to be impacted
<i>Petaurus norfolcensis</i> Squirrel Glider	Inhabits mature or old growth Box, Box-Ironbark woodlands and River Red Gum forest west of the Great Dividing Range and Blackbutt- Bloodwood forest with heath understorey in coastal areas. Prefers	V		Absent	Unlikely	Unlikely to be impacted

Species name	Habitat requirements	TSC Act	EPBC Act	Presence of habitat	Likelihood of	Potential impact
	mixed species stands with a shrub or Acacia midstorey. Require abundant tree hollows for refuge and nest sites. Diet varies seasonally and consists of <i>Acacia</i> gum, eucalypt sap, nectar, honeydew and manna, with invertebrates and pollen providing protein.	Het		habitat		input
Petrogale penicillata Brush-tailed Rock- wallaby	Occupy rocky escarpments, outcrops and cliffs with a preference for complex structures with fissures, caves and ledges, often facing north. Browse on vegetation in and adjacent to rocky areas eating grasses and forbs as well as the foliage and fruits of shrubs and trees. Highly territorial and have strong site fidelity with an average home range size of about 15 ha.	E	V	Absent, no rock escarpments in study area.	Unlikely	Unlikely to be impacted
Phascolarctos cinereus Koala	Inhabits a range of eucalypt forest and woodland communities, including coastal forests, the woodlands of the tablelands and western slopes, and the riparian communities of the western plains. Feed on the foliage of more than 70 eucalypt species and 30 non-eucalypt species, but in any one area will select preferred browse species. Inactive for most of the day, feeding and moving mostly at night. Spend most of their time in trees, but will descend and traverse open ground to move between trees. Home range size varies with quality of habitat, ranging from less than two ha to several hundred hectares in size.	V	V	Absent	Unlikely	Unlikely to be impacted
Amphibians Litoria aurea Green and Golden Bell Frog	There is only one known population on the NSW Southern Tablelands. Inhabits marshes, dams and stream-sides, particularly those containing bullrushes ( <i>Typha</i> spp.) or spikerushes ( <i>Eleocharis</i> spp.). Optimum habitat includes water-bodies that are unshaded, free of predatory fish such as Plague Minnow ( <i>Gambusia holbrooki</i> ), have a grassy area nearby and diurnal sheltering sites available. Some sites, particularly in the Greater Sydney region occur in highly disturbed areas.		V	Present, dams containing rushes present.	Unlikely	Unlikely to be impacted
Litoria booroolongensis Booroolong Frog	Live along permanent streams with some fringing vegetation cover such as ferns, sedges or grasses. Adults occur on or near cobble banks and other rock structures within stream margins. Shelter under rocks or amongst vegetation near the ground on the stream edge.	E	E	Absent, no permanent streams.	Unlikely	Unlikely to be impacted

Species name	Habitat requirements	TSC Act	EPBC Act	Presence of habitat	Likelihood of occurrence	Potential impact
<i>Litoria littlejohni</i> Littlejohn's Tree Frog, Health Frog	The majority of records are from within the Sydney Basin Bioregion with only scattered records south to the Victorian border and this species has not been recorded in southern NSW within the last decade. Records are isolated and tend to be at high altitude. This species breeds in the upper reaches of permanent streams and in perched swamps. Non-breeding habitat is heath based forests and woodlands where it shelters under leaf litter and low vegetation, and hunts for invertebrate prey either in shrubs or on the ground.		V	Absent, no breeding habitat (permanent streams)	Unlikely	Unlikely to be impacted
Reptiles						
<i>Suta flagellum</i> Little Whip Snake	The Little Whip Snake is found within an area bounded by Crookwell in the north, Bombala in the south, Tumbarumba to the west and Braidwood to the east. Occurs in Natural Temperate Grasslands and grassy woodlands as well as in secondary grasslands derived from clearing of woodlands. Found on well drained hillsides, mostly associated with scattered loose rocks.	V		No suitable habitat in study area	Unlikely.	Unlikely to be impacted
<i>Aprasia</i> <i>parapulchella</i> Pink-tailed Legless Lizard	Inhabits sloping, open woodland areas with predominantly native grassy groundlayers, particularly those dominated by Kangaroo Grass ( <i>Themeda australis</i> ). Sites are typically well-drained, with rocky outcrops or scattered, partially-buried rocks. Commonly found beneath small, partially-embedded rocks and appear to spend considerable time in burrows below these rocks.	V	V	Absent	Unlikely	Unlikely to be impacted
Delma impar Striped Legless Lizard	Found mainly in Natural Temperate Grassland but has also been captured in grasslands that have a high exotic component. Also found in secondary grassland near Natural Temperate Grassland and occasionally in open Box-Gum Woodland. Habitat is where grassland is dominated by perennial, tussock-forming grasses such as Kangaroo Grass <i>Themeda australis</i> , spear-grasses <i>Austrostipa</i> spp. and poa tussocks <i>Poa</i> spp., and occasionally wallaby grasses <i>Rytidosperma</i> spp. Sometimes found in grasslands with significant amounts of surface rocks, which are used for shelter.		V	Absent	Unlikely	Unlikely to be impacted
Varanus rosenbergi	Found in heath, open forest and woodland. Associated with termites, the mounds of which this species nests in; termite mounds are a	V		Absent	Unlikely	Unlikely to be impacted

Species name	Habitat requirements	TSC Act	EPBC Act	Presence of habitat	Likelihood of occurrence	Potential impact
Rosenberg's Goanna	critical habitat component. Individuals require large areas of habitat. Feeds on carrion, birds, eggs, reptiles and small mammals. Shelters in hollow logs, rock crevices and in burrows, which they may dig for themselves, or they may use other species' burrows, such as rabbit warrens. Generally slow moving; on the tablelands likely only to be seen on the hottest days.					
Fish		1	T			
<i>Macquaria australasica</i> Macquarie Perch	While extant populations are still found across the Murray-Darling Basin and in an east coast catchment, populations are often small and geographically separated. In New South Wales, extant populations are known to occur in the upper reaches of the Lachlan, Murrumbidgee and Murray catchments in the Murray-Darling Basin, and in the Hawkesbury/Nepean catchment on the east coast. Macquarie perch spawn at sites located at the downstream end of pools, with eggs then drifting downstream to lodge amongst gravel in riffles.	E	E	Absent, no permanent waterways in study area.	No	No
Insects	•					
<i>Synemon plana</i> Golden Sun Moth	found in the area between Queanbeyan, Gunning, Young and Tumut. Occurs in Natural Temperate Grasslands and grassy Box-Gum Woodlands in which groundlayer is dominated by wallaby grasses <i>Austrodanthonia spp.</i> the bare ground between the tussocks is thought to be an important microhabitat feature for the Golden Sun Moth, as it is typically these areas on which the females are observed displaying to attract males. Adults are short-lived (one to four days) and do not feed - having no functional mouthparts; the larvae are thought to feed exclusively on the roots of wallaby grasses.	E	CE	Requires very specific habitat criteria, not present.	No	No
Flora						
Bossiaea oligosperma	The Few-seeded Bossiaea is known from two disjunct areas - the lower Blue Mountains in the Warragamba area and the Windellama area where it is locally abundant. Occurs on stony slopes or ridges on	V	V	Absent	Not detected during field surveys –	No

Species name	Habitat requirements	TSC	EPBC	Presence of	Likelihood of	Potential
opeoleo name		Act	Act	habitat	occurrence	impact
Few-seeded	sandstone in the Yerranderie area. Occurs in low woodland on loamy				unlikely to	
Bossiaea	soil in the Windellama area.				occur	
Caladenia	The Thick Lip Spider Orchid is known from the Sydney area, Wyong,		V	Absent	Unlikely	No
tessellate	Ulladulla and Braidwood in NSW. Populations in Kiama and					
Thick-lipped	Queanbeyan are presumed extinct. Generally found in grassy					
Spider-orchid	sclerophyll woodland on clay loam or sandy soils, though the					
	population near Braidwood is in low woodland with stony soil. The					
	single leaf regrows each year. Flowers appear between September and					
	November.					
Diuris aequalis	The Buttercup Doubletail has been recorded in Kanangra-Boyd	E	V	Absent	Unlikely	No
Buttercup	National Park, Gurnang State Forest, towards Wombeyan Caves, the					
Doubletail	Taralga - Goulburn area, and the ranges between Braidwood, Tarago					
	and Bungendore. Recorded in forest, low open woodland with grassy					
	understorey and secondary grassland on the higher parts of the					
	Southern and Central Tablelands (especially on the Great Dividing					
	Range). Leaves die back each year and resprout just before flowering.					
	Populations tend to contain few, scattered individuals; despite					
	extensive surveys, only about 200 plants in total, from 20 populations					
	are known.					
Eucalyptus	Black Gum is found in the NSW Central and Southern Tablelands, with		V	Absent	Unlikely	No
aggregata	small isolated populations in Victoria and the ACT. Black Gum has a					
Black Gum	moderately narrow distribution, occurring mainly in the wetter, cooler					
	and higher parts of the tablelands, for example in the Blayney,					
	Crookwell, Goulburn, Braidwood and Bungendore districts. Grows in					
	the lowest parts of the landscape. Grows on alluvial soils, on cold,					
	poorly-drained flats and hollows adjacent to creeks and small rivers.					
	Often grows with other cold-adapted eucalypts, such as Snow Gum					
	(Eucalyptus pauciflora), Ribbon Gum (E. viminalis), Candlebark (E.					
	<i>rubida</i> ), Black Sallee ( <i>E. stellulata</i> ) and Swamp Gum ( <i>E. ovata</i> ). Black					
	Gum usually occurs in an open woodland formation with a grassy					
	groundlayer dominated either by River Tussock (Poa labillardierei) or					
	Kangaroo Grass (Themeda australis), but with few shrubs.					

Species name	Habitat requirements	TSC	EPBC	Presence of	Likelihood of	Potential
	Le NCMA the set of the set of the set of Dath and the set of the set	ACT	ACT	nabitat	occurrence	Impact
Lepiaium	In NSW, there is a small population hear Bathurst, one populations at		E	Absent	Unlikely	NO
Rasalt Doppor	In NSW the species was known to have accurred in both woodland					
cross	with a grassy understorey and in grassland. The species may be a					
CIESS	dicturbance encortunist. The cryptic and non-descript nature					
	(appearing like several weed species) of the species makes it hard to					
	detect.					
Leucochrysum	In NSW and ACT, Hoary Sunray occurs in grasslands, grassy areas in		E	Present, this	Possible	Likely to be
albicans var.	woodlands and dry open forests, and modified habitats, on a variety of			species		positively
tricolor	soil types including clays, clay loams, stony and gravely soil. Plants can			thrives in		impacted –
Hoary Sunray	be found in natural or semi-natural vegetation and grazed or ungrazed			disturbed		thrives in
	habitat. The Hoary Sunray is a low tufted to mounding perennial straw			areas and is		disturbed
	daisy. It grows to 15 cm tall and flowers in spring and summer. After			common		areas
	flowering it dries out to rootstock.			across the		
				Southern		
				Tablelands		
Rutidosis	Local populations at Goulburn, the Canberra - Queanbeyan area and at	E	E	Absent	Unlikely	No
leptorrhynchoides	Michelago. Other populations occur in Victoria. Occurs in Box-Gum					
Button	Woodland, secondary grassland derived from Box-Gum Woodland or in					
Wrinklewort	Natural Temperate Grassland; and often in the ecotone between the					
	two communities.					
Ammobium	Found from near Crookwell on the Southern Tablelands to near Wagga	V	V	Absent	Unlikely	No
craspedioides	Wagga on the South Western Slopes. Most populations are in the Yass					
Yass Daisy	region. Found in moist or dry forest communities, Box-Gum Woodland					
	and secondary grassland derived from clearing of these communities.					
	Grows in association with a large range of eucalypts ( <i>Eucalyptus</i>					
	blakelyi, E. bridgesiana, E. dives, E. goniocalyx, E. macrorhyncha, E.					
	mannifera, E. melliodora, E. polyanthemos, E. rubida).					
Dodonaea	Creeping Hop-bush is found in the dry areas of the Monaro, between			Absent	Unlikely	No
procumbens	Michelago and Dalgety. Here it occurs mostly in Natural Temperate					
Trailing Hop-bush	Grassland or Snow Gum Eucalyptus pauciflora Woodland. There is one					
	population at Lake Bathurst (the northern-most occurrence of the					

Species name	Habitat requirements	TSC	EPBC	Presence of	Likelihood of	Potential
opeoleo name		Act	Act	habitat	occurrence	impact
	species). Grows in Natural Temperate Grassland or fringing eucalypt					
	woodland of Snow Gum ( <i>Eucalyptus pauciflora</i> ), in open bare patches					
	where there is little competition from other species. It is found on					
	sandy-clay soils, usually on or near vertically-tilted shale outcrops.					
	Often occurs on roadside batters					
Pomaderris	Delicate Pomaderris is known from only two sites; between Goulburn	CE	CE	Absent	Unlikely	No
delicata Delicate	and Bungonia and south of Windellama. At both known sites the					
Pomaderris	Delicate Pomaderris grows in dry open forest dominated by Eucalyptus					
	sieberi with a dense she-oak understorey.					
Thesium austral	Austral Toad-flax is found in very small populations scattered across		V	Absent	Unlikely	No
Austral Toadflax	eastern NSW, along the coast, and from the Northern to Southern					
	Tablelands. Occurs in grassland on coastal headlands or grassland and					
	grassy woodland away from the coast. Often found in association with					
	Kangaroo Grass ( <i>Themeda australis</i> ).					
Swainsona sericea	The Silky Swainson-pea is a prostrate or erect perennial, growing to 10	V		Present	Unlikely,	Unlikely
Silky Swainson-	cm tall. It is found in Natural Temperate Grassland and Snow Gum				targeted	
реа	Eucalyptus pauciflora Woodland on the Monaro and in Box-Gum				searches failed	
	Woodland in the Southern Tablelands and South West Slopes.				to record this	
	Sometimes found in association with cypress-pines Callitris spp				species	
Swainsona recta	Small Purple-pea is a slender, erect perennial herb growing to 30 cm	E	E	Present	Unlikely,	Unlikely
Small Purple-pea	tall. Before European settlement Small Purple-pea occurred in the				targeted	
	grassy understorey of woodlands and open-forests dominated by				searches failed	
	Blakely's Red Gum Eucalyptus blakelyi, Yellow Box E. melliodora,				to record this	
	Candlebark Gum E. rubida and Long-leaf Box E. goniocalyx. Grows in				species	
	association with understorey dominants that include Kangaroo Grass					
	Themeda australis, poa tussocks Poa spp. and spear-grasses					
	Austrostipa spp. Plants die back in summer, surviving as a rootstocks					
	until they shoot again in autumn. Flowers throughout spring, with a					
	peak in October. Seeds ripen at the end of the year.					
	Individual plants have been known to live for up to 20 years.					
	Generally tolerant of fire, which also enhances germination by					
	breaking the seed coat and reduces competition from other species.					

Species name	Habitat requirements	TSC Act	EPBC Act	Presence of habitat	Likelihood of occurrence	Potential impact
Ecological Commun	ities					
Natural Temperate Grassland of the Southern Tablelands of NSW and the Australian Capital Territory	The ecological community is characterised by a dominance of native perennial tussock grasses. There is usually a second, lower stratum of shorter perennial and annual grasses and forbs growing between the taller tussocks, and there may be a third discontinuous stratum of even smaller forbs, grasses and cryptogams. Sedges and rushes may also occur, particularly in seasonally wet areas. A tree and shrub stratum may be present, but with only up to 10% projective foliage cover of each being present. Variation in the composition and structure of the ecological community occurs as a result of intrinsic site factors (e.g. drainage patterns, soil characteristics) and agricultural practices applied since post-1788 settlement. The major dominant or co- dominant grass species are: <i>Themeda triandra</i> (kangaroo grass), <i>Poa</i> <i>sieberiana</i> (snowgrass), <i>Poa labillardierei</i> (river tussock grass), <i>Austrostipa bigeniculata</i> (kneed speargrass), <i>Austrostipa</i> <i>scabra</i> (slender speargrass), <i>Bothriochloa macra</i> (red grass), various <i>Rytidosperma</i> species syn. <i>Austrodanthonia</i> species (wallaby grasses), <i>Lachnagrostis filiformis</i> (blowngrass) and <i>Sorghum</i> <i>leiocladum</i> (wild sorghum).		CE	Absent	No	No
White Box-Yellow Box-Blakely's Red Gum Grassy Woodland and Derived Native Grassland (Commonwealth) White Box Yellow Box Blakely's Red Gum Woodland (NSW)	Box – Gum Grassy Woodlands and Derived Grasslands are characterised by a species-rich understorey of native tussock grasses, herbs and scattered shrubs, and the dominance, or prior dominance, of White Box, Yellow Box or Blakely's Red Gum trees. The tree-cover is generally discontinuous and consists of widely-spaced trees of medium height in which the canopies are clearly separated. Associated and occasionally co-dominant trees include, but are not restricted to: Grey Box ( <i>Eucalyptus microcarpa</i> ), Fuzzy Box ( <i>E. conica</i> ), Apple Box ( <i>E. bridgesiana</i> ), Red Box ( <i>E. polyanthemos</i> ), Red Stringybark ( <i>E. macrorhyncha</i> ), White Cypress Pine ( <i>Callitris glaucophylla</i> ), Black Cypress Pine ( <i>C. enderlicheri</i> ), Long-leaved Box ( <i>E. gonicalyx</i> ), New England Stringybark ( <i>E. calignosa</i> ), Brittle Gum ( <i>E. mannifera</i> ), Candlebark ( <i>E. rubida</i> ), Argyle Apple ( <i>E. cinerea</i> ), Kurrajong	CEEC	CE	Present	Absent	no

Species name	Habitat requirements	TSC Act	EPBC Act	Presence of habitat	Likelihood of occurrence	Potential impact
	(Brachychiton populneus) and Drooping She-oak (Allocasuarina					
	<i>verticillata</i> ). The understorey in intact sites is characterised by native					
	grasses and a high diversity of herbs; the most commonly encountered					
	include Kangaroo Grass (Themeda australis), Poa Tussock (Poa					
	sieberiana), wallaby grasses (Austrodanthonia spp.), spear-grasses					
	(Austrostipa spp.), Common Everlasting (Chrysocephalum apiculatum),					
	Scrambled Eggs (Goodenia pinnatifida), Small St John's Wort					
	(Hypericum gramineum), Narrow-leafed New Holland Daisy (Vittadinia					
	muelleri) and blue-bells (Wahlenbergia spp.).					
	This ecological community occurs in areas where rainfall is between					
	400 and 1200 mm per annum, on moderate to highly fertile soils					
	where resources such as water and nutrients are abundant.					
Monaro Tableland	Monaro Tablelands Cool Temperate Grassy Woodland is a woodland to	EEC		Absent	Occurs in	Not impacted
Cool Temperate	low open woodland community. It is characterised by a sparse to very				landscape	
Grassy Woodland	sparse tree (woodland to open woodland) layer dominated					
in the South	by <i>Eucalyptus pauciflora</i> (snow gum) either as a single species or with					
Eastern Highlands	any of Acacia melanoxylon (blackwood), E. rubida (candlebark), E.					
	stellulata (black sallee) and/or E. viminalis (ribbon gum) as co-					
	dominants. Other tree species may occur within the community,					
	although very infrequently and always as canopy sub-dominants.					
	The tree layer becomes shorter and sparser with declining moisture					
	availability or increasing levels of soil water logging. Tree cover may be					
	reduced or absent due to historic land management practices.					
Tableland Basalt	Tableland Basalt Forest is dominated by an open eucalypt canopy of	EEC		Absent	No	No
Forest in the	variable composition. Eucalyptus viminalis, E. radiata, E.					
Sydney Basin and	dalrympleana subsp. dalrympleana and E. pauciflora may occur in the					
South Eastern	community in pure stands or in varying combinations. The community					
Highlands	typically has an open canopy of eucalypts with sparse mid-story shrubs					
Bioregions	(e.g. Acacia melanoxylon and A. dealbata) and understory shrubs					
	(e.g. Rubus parvifolius) and a dense groundcover of herbs and grasses,					
	although disturbed stands may lack either or both of the woody strata.					
	The structure of the community varies depending on past and current					

Species name	Habitat requirements	TSC Act	EPBC Act	Presence of habitat	Likelihood of occurrence	Potential impact
	disturbances, particularly fire history, clearing and grazing.					
	Contemporary tree-dominated stands of the community are largely					
	relics or regrowth of originally taller forests and woodlands, which are					
	likely to have had scattered shrubs and a largely continuous grassy					
	groundcover. At some sites, mature trees may exceed 30 m tall,					
	although regrowth stands may be shorter than 10 m tall. Tableland					
	Basalt Forest typically occurs on loam or clay soils associated with					
	basalt or, less commonly, alluvium, fine-grained sedimentary rocks,					
	granites and similar substrates that produce relatively fertile soils. Its					
	distribution spans altitudes from approximately 600 m to 900 m above					
	sea level, usually on undulating or hilly terrain. Mean annual rainfall					
	varies from approximately 750 mm up to 1100 mm.					
Migratory Species						
Hirundapus	In Australia, the White-throated Needletail is almost exclusively aerial,		Μ	Absent.	Unlikely, aerial	No.
caudacutus	from heights of less than 1 m up to more than 1000 m above the				species, rarely	
White-throated	ground. Although they occur over most types of habitat, they are				lands in	
Needletail	probably recorded most often above wooded areas, including open				Australia.	
	forest and rainforest, and may also fly between trees or in clearings,					
	below the canopy, but they are less commonly recorded flying above					
	woodland. When flying above farmland, they are more often recorded					
	above partly cleared pasture, plantations or remnant vegetation at the					
	edge of paddocks.					
Monarcha	In NSW and the ACT, the species occurs around the eastern slopes and		Μ	Absent,	Unlikely.	No.
melanopsis	tablelands of the Great Dividing Range. The Black-faced Monarch			suitable		
Black-faced	mainly occurs in rainforest ecosystems, including semi-deciduous vine-			ecosystems		
Monarch	thickets, complex notophyll vine-forest, tropical (mesophyll) rainforest,			absent.		
	subtropical (notophyll) rainforest, mesophyll (broadleaf) thicket/					
	shrubland, warm temperate rainforest, dry (monsoon) rainforest and					
	(occasionally) cool temperate rainforest.					
Motacilla flava	This insectivorous bird inhabits open country near water, such as wet		Μ	Absent, large	Unlikely.	No.
Yellow Wagtail	grassland. Has been recorded in short grass, bare ground, swamp			water bodies		
	margins, sewage ponds, saltmarshes, ploughed land, town lawns. It			absent.		
Species name	Habitat requirements	TSC Act	EPBC Act	Presence of habitat	Likelihood of occurrence	Potential impact
---	--	------------	-------------	---	-----------------------------	---
	picks small invertebrates from the ground or water surface, but may also make short flights to take prey from the air or follow grazing livestock to take insects stirred up as they feed.					
<i>Myiagra cyanoleuca</i> Satin Flycatcher	Satin Flycatchers are mainly recorded in eucalypt forests, especially wet tall sclerophyll forest, often dominated by eucalypts such as Brown Barrel, <i>Eucalypt fastigata</i> , Mountain Gum, <i>E. dalrympleana</i> , Mountain Grey Gum, Narrow-leaved Peppermint, Ribbon Gum, or occasionally Mountain Ash, <i>E. regnans</i> . Such forests usually have a tall shrubby understorey of tall acacia. In higher altitude Black Sallee, <i>E. stellulata</i> , woodlands, they are often associated with tea-trees and tree-ferns. They sometimes also occur in dry sclerophyll forests and woodlands, usually dominated by eucalypts such as Blakely's Red Gum, <i>E. blakelyi</i> , Mugga Ironbark, <i>E. sideroxylon</i> , Yellow Box, White Box, <i>E. albens</i> , Manna Gum or stringybarks, including Red Stringybark, <i>E.macrorhyncha</i> and Broad-leaved Stringybark, usually with open grassy understorey		M	Present, dry sclerophyll forests and woodlands containing preferred species occur.	Possible in landscape	No - Potential impacts will not be to habitat present.
Rhipidura rufifrons Rufous Fantail	The Rufous Fantail mainly inhabits wet sclerophyll forests, often in gullies dominated by eucalypts such as Tallow-wood ( <i>Eucalyptus microcorys</i> ), Mountain Grey Gum ( <i>E. cypellocarpa</i> ), Narrow-leaved Peppermint ( <i>E. radiata</i> ), Mountain Ash ( <i>E. regnans</i> ), Alpine Ash ( <i>E. delegatensis</i> ), Blackbutt ( <i>E. pilularis</i> ) or Red Mahogany ( <i>E. resinifera</i> ); usually with a dense shrubby understorey often including ferns. They also occur in subtropical and temperate rainforests; where they are recorded in temperate Lilly Pilly ( <i>Acmena smithi</i> ) rainforest, with Grey Myrtle ( <i>Backhousia myrtifolia</i> ), Sassafras ( <i>Doryphora sassafras</i> ) and Sweet Pittosporum ( <i>Pittosporum undulatum</i> ) subdominants. They occasionally occur in secondary regrowth, following logging or disturbance in forests or rainforests. Sometimes recorded in drier sclerophyll forests and woodlands, including Spotted Gum ( <i>Eucalyptus maculata</i> ), Yellow Box ( <i>E. melliodora</i> ), ironbarks or stringybarks, often with a shrubby or heath understorey.		M	Absent.	Unlikely.	No.

Species name	Habitat requirements	TSC Act	EPBC Act	Presence of habitat	Likelihood of occurrence	Potential impact
Actitis hypoleucos Common Sandpiper	The species utilises a wide range of coastal wetlands and some inland wetlands, with varying levels of salinity, and is mostly found around muddy margins or rocky shores and rarely on mudflats. Generally the species forages in shallow water and on bare soft mud at the edges of wetlands; often where obstacles project from substrate, e.g. rocks or mangrove roots. Birds sometimes venture into grassy areas adjoining wetlands.		М	Absent.	Unlikely.	No.
Calidris acuminata Sharp-tailed Sandpiper	The Sharp-tailed Sandpiper prefers muddy edges of shallow fresh or brackish wetlands, with inundated or emergent sedges, grass, saltmarsh or other low vegetation. This includes lagoons, swamps, lakes and pools near the coast, and dams, waterholes, soaks, bore drains and bore swamps, saltpans and hypersaline saltlakes inland. They use flooded paddocks, sedgelands and other ephemeral wetlands, but leave when they dry.		М	Absent.	Unlikely.	No.
Calidris melanotos Pectoral Sandpiper	In Australasia, the Pectoral Sandpiper prefers shallow fresh to saline wetlands. The species is found at coastal lagoons, estuaries, bays, swamps, lakes, inundated grasslands, saltmarshes, river pools, creeks, floodplains and artificial wetlands. The species is usually found in coastal or near coastal habitat but occasionally found further inland. It prefers wetlands that have open fringing mudflats and low, emergent or fringing vegetation, such as grass or samphire.		М	Absent.	Unlikely.	No.
<i>Gallinago hardwickii</i> Latham's Snipe	Latham's Snipe occurs in a wide variety of permanent and ephemeral wetlands. They usually occur in open, freshwater wetlands that have some form of shelter (usually low and dense vegetation) nearby. They generally occupy flooded meadows, seasonal or semi-permanent swamps, or open waters, but various other freshwater habitats can be used including bogs, waterholes, billabongs, lagoons, lakes, creek or river margins, river pools and floodplains. They may be found in a variety of vegetation types or communities including tussock grasslands with rushes, reeds and sedges, coastal and alpine		М	Absent.	Unlikely.	No.

Species name	Habitat requirements	TSC Act	EPBC Act	Presence of habitat	Likelihood of occurrence	Potential impact
	heathlands, lignum or tea-tree scrub, button-grass plains, alpine herbfields and open forest.					
Pandion haliaetus Osprey	Eastern Ospreys occur in coastal habitats and terrestrial wetlands of tropical and temperate Australia and offshore islands. They are mostly found in coastal areas but occasionally travel inland along major rivers, particularly in northern Australia. They require extensive areas of open fresh, brackish or saline water for foraging. They frequent a variety of wetland habitats. They may occur over atypical habitats such as heath, woodland or forest when travelling to and from foraging sites.		М	Absent.	Unlikely.	No.

Review of Environmental Factors Proposed Road Upgrade Works, Captains Flat Road, 1.68km Section 'Railway Crossing', Captains Flat

# Appendix 3 – AHIMS search Results Aboriginal Heritage Information Management System



#### AHIMS Web Services (AWS)

Search Result

Purchase Order/Reference : Captains Flat Road Client Service ID : 599824

Date: 20 June 2021

Pat Guinane 594 Princess Highway 2550 New South Wales 2550 Attention: Pat Guinane

Email: pat@macrozamia.com.au

Dear Sir or Madam:

AHIMS Web Service search for the following area at Lat, Long From : -35.5828, 149.4183 - Lat, Long To : -35.5506, 149.4694 with a Buffer of 50 meters, conducted by Pat Guinane on 20 June 2021.

The context area of your search is shown in the map below. Please note that the map does not accurately display the exact boundaries of the search as defined in the paragraph above. The map is to be used for general reference purposes only.



A search of the Office of the Environment and Heritage AHIMS Web Services (Aboriginal Heritage Information Management System) has shown that:

0	Aboriginal sites are recorded in or near the above location.
0	Aboriginal places have been declared in or near the above location. *

#### If your search shows Aboriginal sites or places what should you do?

- You must do an extensive search if AHIMS has shown that there are Aboriginal sites or places recorded in the search area.
- If you are checking AHIMS as a part of your due diligence, refer to the next steps of the Due Diligence Code of practice.
- You can get further information about Aboriginal places by looking at the gazettal notice that declared it. Aboriginal places gazetted after 2001 are available on the NSW Government Gazette (http://www.nsw.gov.au/gazette) website. Gazettal notices published prior to 2001 can be obtained from Office of Environment and Heritage's Aboriginal Heritage Information Unit upon request

#### Important information about your AHIMS search

- The information derived from the AHIMS search is only to be used for the purpose for which it was requested. It is not be made available to the public.
- AHIMS records information about Aboriginal sites that have been provided to Office of Environment and Heritage and Aboriginal places that have been declared by the Minister;
- Information recorded on AHIMS may vary in its accuracy and may not be up to date .Location details are recorded as grid references and it is important to note that there may be errors or omissions in these recordings,
- Some parts of New South Wales have not been investigated in detail and there may be fewer records of Aboriginal sites in those areas. These areas may contain Aboriginal sites which are not recorded on AHIMS.
- Aboriginal objects are protected under the National Parks and Wildlife Act 1974 even if they are not recorded as a site on AHIMS.
- This search can form part of your due diligence and remains valid for 12 months.

3 Marist Place, Parramatta NSW 2150 Locked Bag 5020 Parramatta NSW 2220 Tel: (02) 9585 6380 Fax: (02) 9873 8599

ABN 30 841 387 271 Email: ahims@environment.nsw.gov.au Web: www.environment.nsw.gov.au

# QUEANBEYAN-PALERANG REGIONAL COUNCIL

**Council Meeting Attachment** 

## 26 JULY 2023

ITEM 10.5 WHS QUARTERLY REPORT

ATTACHMENT 1 2023 HSEQ AUDIT REPORT



### Surveillance Audit

Client :	Queanbeyan Palerang Regional Council
Head Office :	10 Ellerton Drive, , Queanbeyan, NSW-2620, Australia
Main Audit Location :	10 Ellerton Drive, Queanbeyan NSW-2620 Australia
Other Audit Locations :	N/A
Audit Date :	13-06-2023
Standard(s):	Integrated - 45001:2018/14001:2015/9001:2015
ANZSIC Code:	7530 - Local Government Administration
Scope of Certification:	Local Council services including council works and upgrades, traffic & road services, water and waste services. Across permanent office, sites & depot locations including Queanbeyan, Palerang, Bungendore & Braidwood.
Audit ID:	16015
Lead Auditor:	Robert Heywood
Account Manager:	Amelia Braid
Client Contact:	Maria Bouras
Audit Team:	
Audit Type:	Surveillance Audit
Risk:	Not Set

Audit ID : 16015

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Business Activity/ Technical Area for : ISO 14001:2015

Business Activity/Technical Area	Examples of common Environmental Aspects related to activity	Justifications
Public administration	Energy usage, solid waste, etc.	

Business Activity/ Technical Area for : ISO 45001:2018

<b>Business Activity/Technical Area</b>	Examples of common OHS Hazards linked to activity	Justifications
Public administration	VDT, body posture, lighting, ergonomics, wide variation, etc.	

#### Executive summary:

#### Summary of Findings:

Queanbeyan Palerang Regional Council (QPRC) is a local government area located in the Southern Tablelands region of New South Wales, Australia. The Queanbeyan local government area includes towns, villages and localities including the city of Queanbeyan. QPRC is the Local Government Authority responsible for the delivery of services to residents, businesses and visitors to the Shire.

This was a second surveillance audit of the QPRC Integrated Management System against the ISO 9001:2015, ISO 14001:2015 and the ISO 45001:2018 Standards.

The audit was conducted onsite based in the Queanbeyan Office-HSEQ Section.

As the scope of certification has been reduced to include only the areas outlined in Council's Strategic Pillar 4 which includes transport, water, sewer, waste, facilities (buildings) and assets (plant/fleet) management the audit was focussed on these key areas.

The audit involved a sampling of documents and records, physical visits to the sites listed and interviews conducted with a number of associated staff.

There was 1 minor non-conformance identified during the audit which will require a corrective action plan to be uploaded within 7 days. Evidence of the action will be reviewed at the next audit.

Additionally some Observations/OFIs have been made to assist with ongoing improvement to the IMS.

Generally the IMS continues to be implemented and maintained in line with the requirements of the standards.

While the scope of certification has been reduced to specific areas provided by Infrastructure Services it is encouraged to continue to implement the IMS model across the whole of Council operations as a better practice initiative.

Thank you to all staff involved in the audit process for your assistance and hospitality during the visit.

Continued certification is recommended pending receipt of a satisfactory CAP for the non-conformance identified.

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#### Strengths:

\*The Management Team are clearly focused on their primary objectives to meet customer expectations, provide a safe work place and address environmental risks.

\*Top Management are clearly committed to the implementation and integration of the IMS into their operation.

#### **Opportunities for Improvement:**

Following is a summary of the findings from this audit which are further listed through relevant sections of this report.

#### Observation

The revised scope of certification will require documenting fully and clearly specify those parts of the Council that are certified.

#### Observation

The use of the certification mark on the website will require changing to ensure that it is used only in reference to the sections of the Council that are certified under the new scope.

#### Observation

At the Bungendore Depot there were a number of 20 litre containers which were not labelled and contained an unknown liquid.

#### Observation

At the Queanbeyan Depot the lifting equipment register was checked. A number of date entries were made by the inspecting company- Bullivants that were agreed to be inaccurate as to the date of the next inspection. This requires clarifying with Bullivants.

#### Observation

At the Queanbeyan Depot the waste oil storage area in the yard requires cleaning up. A number of smaller drums were not fully inside the bunded area. A 1000 litre shuttle was noted to be very full and requires emptying. The site is just adjacent to a storm water drain which could also present an environmental hazard. The bunded area needs to be at least 110% of the capacity of the largest container so therefore capable of storing up to 1100 litres. This should be verified.

#### Observation

Regarding the Induction process for newcomers there could be more emphasis placed on the explanation of the HSEQ Policy and commitments and generally include an awareness of the IMS requirements.

#### Opportunity for Improvement

Consider developing a schedule for emergency drills to ensure all key areas are covered in a timely manner.

Observation

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While most requirements for a Management Review have been met through a range of meetings and reports there is a process for the conducting and reporting of all IMS requirements for Management Review in Promapp which has not been followed. Fully implementing this process will ensure that all input and output requirements of the three standards are met.

Minor Non-conformance

All standards

Clause 9.2

There was no evidence provided that Management has planned, established, implemented, and maintained an Internal Audit program including the frequency, methods, responsibilities, planning requirements, and reporting, which takes into consideration the importance of the processes concerned, changes affecting the organisation, and the results of previous audits.

While some site inspections/checks have been conducted these do not meet the overall requirements for an Internal Audit process.

Audits need to provide information on whether the IMS conforms with Council's own requirements and the requirements of the Management Systems Standards. This applies to the operational work processes as well as the IMS Systems themselves.

#### Opportunity for Improvement

Remember to keep the emphasis of the IMS on all three standards. Quality, safety and environmental requirements need to be addressed- not just safety- which appears to have become the primary focus of the HSEQ department.

#### Non Conformities Raised: 1 Corrective Action Requests raised at this audit Recommendation: Certify

#### Audit Findings:

## 1.1 - Confirmation of Certification Scope, Exclusions, System Changes, Audit Objectives were met & note of any deviations from Audit Plan

The revised Scope of certification is:

"The delivery of Infrastructure Services including transport, water, sewer, waste, facilities and asset management for Queanbeyan-Palerang Regional Council."

All clauses are applicable.

The scope has been changed from the previous audit. Previously the scope included the whole of the Council operations and has now been reduced to include only the Infrastructure Services including transport, water, sewer, waste, facilities and assets management.

The audit ran in line with the planned activities and all objectives were achieved.

#### Objective Evidence: N/A

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#### Finding: Complies: Meets Requirements of the Standards

#### 1.2 - Previously identified issues and improvements, including any outstanding NC-s

Findings listed below from the previous audit have been addressed.

#### Observation

Regarding emergency preparedness drills various scenarios other than an evacuation could also be tested such as spills and medical emergencies.

Minor Non-conformance

14001, 45001 Clause 8.1

For the Braidwood Depot a number of Health & Safety/Environmental issues were identified. They included:

-Walkway trip hazards in many areas. A large amount of clutter preventing safe access of some areas.

-Oil remaining in a drip tray for some time- not cleaned up.

-2 Fire extinguishers obstructed.

-A number of electrical items not recently tested and tagged. Vacuum last check 15/7/20 and Charger due 16/5/21.

-A number of safety signs were faded and require renewal.

-Dangerous goods signage inaccurately posted.

• The Braidwood Depot was inspected as part of this audit and all items have been addressed. The NC is closed.

#### Minor Non-conformance

14001, 45001 Clause 8.1

At the Bungendore Depot planned daily plant pre-starts for Truck Plant number 555 were last conducted on 11/2/22. The hour meter in the truck indicates that it has been operated for over 300 hours since that date with no record of prestart checklist completion.

Similarly the Loader- Plant 541 has had no pre-start checklist completed since 31/1/22 with 156 hours accumulated since that date.

There was evidence of hydrocarbon spillage in the area used for clean-up of the jet patcher.

• The Bungendore Depot was inspected during this audit and all items have been addressed. Sighted current plant pre-start records for P/N 541 and P/N 555 which were up to date. The NC is closed.

#### Observation

At the Captain's Flat roadworks project- Contractor SPA:

-Some SDS were noted to be overdue for update. The SDS were available in both printed and electronic versions however both versions were found to be non-compliant. E.g. Cement fly ash- 10/5/16 and Spot Marking Paint 12/16. -There was no Dial before you dig records in the site folder. Telstra cables were advised by Council and appropriately marked but the records could be available for the Contractor.

• At the project site visited the sub-contractor- Care Traffic was providing traffic control. Workers were appropriately licenced. A TMP was available.

#### Observation

The last Aquatic Facility Safety Assessment was conducted 18/1/22. A copy could be retained onsite for staff information. Also any actions required could be listed through the corrective action process to monitor timely completion and demonstrate the improvements made.

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• Not assessed at this audit as the Aquatic Centre is now not in the certification scope.

#### Observation

At the Queanbeyan Aquatic Centre there were three 200 litre drums stored outside the chemical storage area which were full of an unknown substance and were not labelled to indicate the contents.

• Noted action taken through the corrective action process in Promapp.

#### Observation

There are a number of pieces of equipment throughout various Council Departments that require calibration at regular intervals. Council could consider establishing a register to track the calibration status. EG. Roadworks, water and sewer, HSEQ.

• Each department is responsible for the regular calibration of their own equipment as required. A number of records were sighted to verify that the calibration of equipment is conducted.

#### **Objective Evidence:** N/A

#### Finding:

#### **Complies: Meets Requirements of the Standards**

#### 1.3 - Complaints

There is an online customer feedback section on the Council Website. Any complaints received are logged in the ECM system as a customer action request. Customers can use the Council Website or phone the Council directly to have their complaint registered. The request is also assigned to a responsible party for action. Detailed records of the request and any action taken are recorded. Possible safety related issues are also referred to the WHS Officer for attention.

#### Objective Evidence: Interviews with:

-Tanya Symington- WH&S Officer -Ricky Tozer-SM Workplace, Governance

#### Finding:

#### **Complies: Meets Requirements of the Standards**

#### 1.4 - Use of Accreditation Marks and Logos

The SCPL logo is being used on the Council intranet opening page and on the Council website with links to the SCPL website. It is used in line with requirements.

#### Observation

The use of the certification mark on the website will require changing to ensure that it is used only in reference to the sections of the Council that are certified under the new scope.

#### Objective Evidence: N/A

#### Finding:

Compliant: Meets requirements of the standard with observation noted

#### 1.5 - Audit Participants / Entry & Exit Meeting Attendees / Interviewes

Opening Meeting Attendees

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Tanya Symington- WH&S Officer Ricky Tozer-Manager Workplace and Performance Megan Arnold- Coordinator WHS and Wellbeing Phil Hansen- Director Infrastructure Services Coline Constable- HSEQ Consultant Melissa Higgins- WHS Officer Rebecca Ryan- CEO was an apology due to Council commitments.

Closing Meeting Attendees Tanya Symington- WH&S Officer Ricky Tozer-Manager Workplace and Performance Megan Arnold- Coordinator WHS and Wellbeing Coline Constable- HSEQ Consultant

#### Interviews

- Tanya Symington- WH&S Officer
- Ricky Tozer-SM Workplace, Governance
- Barry Osmond- (Braidwood)- Coordinator Transport Construction
- Mark Klomp- Braidwood/HSR
- Mike Austin-Bungendore-Plant Operator
- Steve West- Team Leader- Roads Maintenance
- Brian Drury- Roads Project Officer
- Rachelle Potter- Learning and Development Officer
- Anita Cakalic- Risk Specialist
- Caitlin Flint- Coordinator Governance and Legal
- Adrian Smith- Purchasing Officer.
- Craig Slarke- Mechanic- Queanbeyan Depot

#### Objective Evidence: N/A

#### Finding:

#### **Complies: Meets Requirements of the Standards**

#### 1.6 - Sites & Shifts Audited (Site Addresses/ Project Details)

Council HSEQ Office at 256 Crawford Street, Queanbeyan

- Active work sites at:
- Local Road Project-Mates Drive, Royalla, Queanbeyan.
- Braidwood- Council Maintenance Depot
- QPRC Braidwood Council Chambers
- Bungendore- Council Maintenance Depot
- Queanbeyan- Council Maintenance Depot

#### Objective Evidence: N/A

Finding:

**Complies: Meets Requirements of the Standards** 

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#### 4 - Context of the Organisation

#### 4.1 - Understanding the Context of the organisation (Q: 4.1, S: 4.1, E:4.1)

The internal and external issues are outlined in the HSEQ Directive.

Processes described outline consideration of the internal and external operating environment, the organisation's objectives, key stakeholders and risk appetite.

The HSEQ Management Systems Schema outlines the structure of the IMS.

Internal and external risks have been identified.

There is a clear process for review and update if required.

**Objective Evidence:** HSEQ Management Systems Schema V3- 5/6/23 HSEQ Management Systems Directive- February 2021.

Finding:

**Complies: Meets Requirements of the Standards** 

#### 4.2 - Understanding needs and expectations (Q: 4.2, S: 4.2, E: 4.2)

The HSEQ Management Systems Schema and the HSEQ Directive provide consideration of the needs and expectations of interested parties and assigns responsibilities to oversee the requirements.

Both internal and external Interested Parties are identified in the Owner's Manual in each Portfolio in the Service Statements.

Parties and their issues are reviewed with each update of the Owner's Manual.

**Objective Evidence:** HSEQ Management Systems Schema V3- 5/6/23 HSEQ Management Systems Directive- February 2021. QPRC Owner?s Manual V26-3/5/23

Finding:

#### **Complies: Meets Requirements of the Standards**

#### 4.3 - Scope of the System (Q: 4.3, S: 4.3, E: 4.3)

Sections within the Infrastructure Services Department to which this Integrated Management System applies are outlined in Council's Strategic Pillar 4 and include transport, water, sewer, waste, facilities (buildings) and assets (plant/fleet) management.

This certified management system does not extend to other operations of the Council.

The Scope includes all QPRC employees, contractors, suppliers and customers.

The geographical boundaries of the QPRC define the boundaries of the scope of Council operations including Queanbeyan, Bungendore & Braidwood.

Observation

The revised scope of certification will require documenting fully and clearly specify those parts of the Council that are certified.

**Objective Evidence:** Interview with Tanya Symington- WH&S Officer, Ricky Tozer-Manager Workplace and Performance, Coline Constable- HSEQ Consultant.

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Finding:

Compliant: Meets requirements of the standard with observation noted

#### 4.4 - System & Processes (Q: 4.4, S: 4.4, E: 4.4)

The system is outlined in the Owner's Manual. Processes are further discussed in Section 4.

Services provided by Council include Culture, Community, Education and Recreation.

Various Portfolios of Council are also outlined together with the areas covered.

Connection-Transport, water, sewer, waste, facilities, logistics is the portfolio which now falls in the scope of certification.

The Promapp system is used to document the processes, improvement and HSEQ KPIs.

There were numerous records available to verify the ongoing implementation of the IMS.

**Objective Evidence:** HSEQ Management Systems Schema V3- 5/6/23 HSEQ Management Systems Directive- February 2021. QPRC Owner?s Manual V26-3/5/23 Review of Promapp records.

Finding: Complies: Meets Requirements of the Standards

#### 5 - Leadership

#### 5.1 - Leadership & Commitment ( Q: 5.1.1, 5.1.2, S: 5.1, E: 5.1 )

Leadership has continued to be demonstrated through the establishment of policies and objectives, ensuring resources necessary are available, engaging and supporting skilled people to do the work, ensuring customer and applicable requirements are determined and met and ensuring that product and service risks and opportunities are determined and addressed.

**Objective Evidence:** Interview with Tanya Symington- WH&S Officer, Ricky Tozer-Manager Workplace and Performance, Coline Constable- HSEQ Consultant.

#### Finding:

**Complies: Meets Requirements of the Standards** 

#### 5.2 - Policy (Q: 5.2 , 5.2.1, 5.2.2, S: 5.2, E: 5.2)

Sighted the QPRC Health Safety Environment and Quality (HSEQ) Policy, signed by the acting CEO on 27/4/22. A review is planned for April 2024.

The Policy is available to all staff through the intranet and it is introduced to new employees at induction.

#### Objective Evidence: HSEQ Policy- 27/4/22

Interview with Tanya Symington- WH&S Officer

Finding:

#### **Complies: Meets Requirements of the Standards**

#### 5.3 - Roles, Responsibilities & Authorities (Q: 5.3, S: 5.3, E: 5.3)

Sighted the current Organisation Charts available on the intranet for staff information.

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There are links to the various position descriptions and the Owner's Manual references.

Various responsibilities are further outlined in policies and procedures within the IMS.

Safety and Environmental compliance responsibility has been assigned to Tanya Symington- WH&S Officer. Overall responsibility for overseeing the implementation of the IMS and reporting to Senior Management is assigned to Megan Arnold- Coordinator WHS and Wellbeing.

**Objective Evidence:** Organisational Structure 18/4/23 Interview with Tanya Symington- WH&S Officer QPRC Owner?s Manual V26-3/5/23

Finding:

Complies: Meets Requirements of the Standards

#### 5.4 - Consultation and Participation of workers (OHS) (S: 5.4)

Processes for consultation and participation of workers have been established and implemented well in all areas audited.

Workers at QPRC are represented by a WHS Committee which meets quarterly with Health and Safety representatives from each operational department and executive representatives.

There is also a HSEQ Advisory Group who meet quarterly to address strategic matters including health and safety. Tool box talks are held by work groups at specific sites.

HSEQ Daily Risk Assessments are conducted for sites as required.

Workers are also consulted in the preparation of SWMS used for key processes.

**Objective Evidence:** HSEQ Advisory Group Meetings 1/11/22 and 30/6/22. WHS Committee Meetings 25/1/23, 22/2/23, 22/3/23, 26/4/23.

Toolbox talk- Mates Drive site visited- 14/6/23

SWMS used at Mates Drive-004- Work near roads or traffic, 009- Work near mobile powered plant.

Finding:

#### **Complies: Meets Requirements of the Standards**

#### 6 - Planning

## 6.1 - Action to address Risks & opportunities & Legal Obligations (Q: 6.1) (S: 6.1, 6.1.1, 6.1.2, 6.1.2.1, 6.1.2.2, 6.1.2.3, 6.1.3, 6.1.4) (E: 6.1, 6.1.2, 6.1.3, 6.1.4)

Quality Risks have been assessed through the HSEQ Directive, the HSEQ Management Systems Schema and the Operational Risk Register.

Safety risks have been assessed through SWMS and SOPs developed for key operational jobs, HSEQ risk assessments and through toolbox talks held by outdoor staff if required for the work being undertaken. Some daily risk assessments are now being conducted electronically.

Plant pre-start checklists are completed for each machine operating at projects.

HSR Site inspections are conducted to ensure controls are in place and effectively implemented.

Environmental risk is also assessed through the SWMS and HSEQ risk assessment processes. Project Environmental Management Plans are developed for RMS roadworks projects.

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In line with the Compliance Policy Legal risk are identified by the Workplace and Governance staff- Legal and Risk, who use resources through the local government network to stay up to date with any changes. The LG Network resources include a Legislative Compliance Database.

QPRC have staff dedicated to the roll who provide information and guidance to all Council staff.

**Objective Evidence:** HSEQ Operational Risk Register.

SWMS used at Mates Drive-004- Work near roads or traffic, 009- Work near mobile powered plant.

HSEQ Management Systems Schema V3- 5/6/23

HSEQ Management Systems Directive- February 2021.

Toolbox talk- Mates Drive site visited- 14/6/23

Toolbox Talk- Queanbeyan Depot- 10/10/22.

Toolbox Talk- Bungendore Depot- 26/4/23

Plant pre-start checklist- Loader 541 for week ending 18/5/23 and 12/6/23.

HSR Site Inspection 10/1/23- Jinglemoney

HSR Inspection 3/5/23- Queanbeyan Depot

#### Finding:

#### **Complies: Meets Requirements of the Standards**

#### 6.2 - Objectives & Planning to achieve (Q: 6.2, S: 6.2, 6.2.1, 6.2.2) (E: 6.2, 6.2.1, 6.2.2)

The Council Owner's Manual documents various objectives in the form of KPIs for the strategic pillars. The latest delivery program update July to December 2022 has reviewed the targets for level of achievement. All objectives and targets have been measured and returned satisfactory results.

**Objective Evidence:** HSEQ Delivery Program Update- July to December 2022. QPRC Owner?s Manual V26-3/5/23

#### Finding:

#### **Complies: Meets Requirements of the Standards**

#### 6.3 - Planning Change (Q: 6.3)

In the various documents reviewed changes have been well managed with emails and circulation through Promapp being the primary method of communicating any changes among staff.

Throughout the Council systems of operation there is a clear path of review and approval before changes are authorised.

Changes made to documentation regarding the reduced scope are yet to be made and will be reviewed at the next audit.

**Objective Evidence:** Interview with Tanya Symington- WH&S Officer, Ricky Tozer-Manager Workplace and Performance, Coline Constable- HSEQ Consultant.

#### Finding:

#### Complies: Meets Requirements of the Standards

#### 7 - Support

#### 7.1 - Resources (Q 7.1) ( \$ 7.1) (E 7.1)

Council have identified and provided the resources needed for their operation in line with their legal responsibility.

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Resources provided include people with the necessary skills and qualifications, infrastructure which includes well equipped offices, facilities and workshops.

Vehicles, plant and equipment are provided to do the work required.

Various Council facilities including workshops, offices, depots, sewage treatment plants, water treatment plants and waste facilities are provided and maintained. Community facilities include libraries, swimming pools, sporting facilities etc are also provided and maintained.

Staffing numbers for the "in scope" areas include 124 FTE. Casual staff and contractors are used as required. Sub-contractors are used as required.

**Objective Evidence:** Interview with Tanya Symington- WH&S Officer Interview with Rachelle Potter- Learning and Development Officer

Finding:

Complies: Meets Requirements of the Standards

#### 7.2 - Competence (Q: 7.2) (S: 7.2) ( E: 7.2 )

The Learning and Development Officer maintains a Register which lists the competency and licencing for each staff member.

Additional training for maintaining competency is provided. Examples include Chemcert and first aid requirements. 74 road staff were recently trained on the requirements for RMCC contracts.

Online learning modules are also assigned to staff members for completion.

Performance reviews are conducted annually by Program Coordinators.

Managers can access information about their team members to verify accreditations, expiries etc.

The competence of sub-contractors to Council is monitored through the BNG Conserve online system which provides a service to review, validate, accredit and include accredited contractors in respective client's "approved contractor"

list.

Objective Evidence: Interview with Rachelle Potter- Learning and Development Officer

Ci Anywhere record register.

Mental Health Training plan- 4/7/23

Traffic controller training records- 12/5/22 Records for Safety Day held March 2023

Records for surery bdy field march 2020

Finding:

#### **Complies: Meets Requirements of the Standards**

#### 7.3 - Awareness (Q: 7.3) (S:7.3) (E: 7.3 )

Awareness of the HSEQ Policy and objectives is done initially through induction. Also, policy requirements are discussed through regular internal meetings and tool box talks. The online learning system is also used to train staff in awareness. The Policy is available on the intranet to all workers.

Observation

Regarding the Induction process for newcomers there could be more emphasis placed on the explanation of the HSEQ Policy and commitments and generally include an awareness of the IMS requirements.

Objective Evidence: Interview with Rachelle Potter- Learning and Development Officer

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Induction records for Darron Daly- 13/2/23. Online training modules completed

Finding:

#### Compliant: Meets requirements of the standard with observation noted

#### 7.4 - Communication (Q 7.4) (\$7.4 - 7.4.3) (E 7.4 - 7.4.3)

Internal communication includes staff update emails, , staff newsletters and annual Safety Days which are used as a forum for encouraging discussion and planning.

Safety days involve both outdoor and indoor staff and cover topics such as Cancer Council SunSmart program, talks by trained physiotherapists on correct lifting techniques, mental health, HR, Wildlife protection and PPE.

Also email, telephone, notice boards, tool box talks and consultation meetings are regular forms of communication.

External communication with members of the public or Shire residents is handled by the Customer and Communications Service Manager for complaints and other feedback.

**Objective Evidence:** Interview with Tanya Symington- WH&S Officer Records for Safety Day held March 2023 HSEQ Advisory Group Meetings 1/11/22 and 30/6/22. WHS Committee Meetings 25/1/23, 22/2/23, 22/3/23, 26/4/23. Toolbox talk- Mates Drive site visited- 14/6/23

Finding:

#### **Complies: Meets Requirements of the Standards**

#### 7.5 - Documented Information (\$ 7.5 - 7.5.3) (Q E 7.5. - 7.5.3) (E 7.5 - 7.5.3)

The ECM System is used for document management and control. The Promapp System is used for recording of process documentation and change management. Both systems allow sharing of documentation as and when required. Documents are identified through revision, date and name.

The IMS documentation and records are all stored in the main Council server with regular backups ensuring security and protection.

All documents reviewed were found to be well maintained with requirements for security and storage observed.

**Objective Evidence:** Interview with Tanya Symington- WH&S Officer Review of various records in Promapp and ECM

Finding:

#### **Complies: Meets Requirements of the Standards**

#### 8 - Operation

#### 8.1 - Operational Planning and Control

The following sites were visited to verify ongoing compliance with requirements:

-Council HSEQ Office at 256 Crawford Street, Queanbeyan.

Active work sites at:

-Braidwood Depot

-Bungendore Depot

-Queanbeyan Depot

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- Local Road Project-Mates Drive, Royalla, Queanbeyan.

Planning of the work at each site was evident through the documentation reviewed and through a large number of documented activities including design, traffic management plans, site inspections/audits, SWMS, emergency plans.

The resources needed to achieve conformity of service requirements have been determined. Controls of the processes in line with established criteria have been generally well implemented. Documented information has been determined and is kept to evidence the processes have been carried out as planned and to demonstrate conformity of products and services to the requirements.

Safety and Environmental risks have been identified and controlled at each area visited through a variety of ways including daily risk assessments, SWMS for specific work tasks, toolbox talks held prior to starting work and plant pre-start checklists.

Mates Drive, Royalla.

Local road light patching.

The following samples were noted:

-Traffic Control- Care Traffic- Stephen William- TCT 0069554- IMP, TCR.

-Traffic Management Plan in place.

-Toolbox talk- 14/6/23. 8 participants.

-Daily Risk Assessment including SWMS in use- 004-Work near roads/traffic, 009- work near mobile powered plant. -SOP for roller operations- E039- Promapp.

-Backhoe plant pre-start completed- 14/6/23. Rego 11240D. Operator Richard Beasley VOC for Front end loader, backhoe, excavator.

#### Depot Visits

The areas of concern noted at the previous audit for Bungendore and Braidwood have been addressed with a number of improvements noted.

Each depot is responsible for keeping their own records for calibration, lifting equipment, fall arrest equipment and maintenance of plant etc. These records will need to readily available for future audits to demonstrate that compliance requirements have been met.

Noted at all depots:

Firefighting equipment- maintained.

First aid kits available and maintained.

Safety signage displayed as required.

Noted at the Queanbeyan Depot:

Calibration records for Gas detectors- 4/4/23- Sn 249295LI3EO and Sn 0156310E12EO

Fall arrest equipment Register maintained.

Lifting equipment Register- due 20/6/23.

Plant maintenance records are done initially on job cards then transferred to the Ausfleet electronic system by administration staff.

#### Observation

At the Bungendore Depot there were a number of 20 litre containers which were not labelled and contained an unknown liquid.

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#### Observation

At the Queanbeyan Depot the lifting equipment register was checked. A number of date entries were made by the inspecting company- Bullivants that were agreed to be inaccurate as to the date of the next inspection. This requires clarifying with Bullivants.

#### Observation

At the Queanbeyan Depot the waste oil storage area in the yard requires cleaning up. A number of smaller drums were not fully inside the bunded area. A 1000 litre shuttle was noted to be very full and requires emptying. The site is just adjacent to a storm water drain which could also present an environmental hazard. The bunded area needs to be at least 110% of the capacity of the largest container so therefore capable of storing up to 1100 litres. This should be verified.

Objective Evidence: Interviews with: Tanya Symington- WH&S Officer Coline Constable- HSEQ Consultant Barry Osmond- (Braidwood)- Coordinator Transport Construction Mark Klomp- Braidwood/HSR Mike Austin- Bungendore- Plant Operator Steve West- Team Leader- Roads Maintenance Brian Drury- Roads Project Officer Adrian Smith- Purchasing Officer. Craig Slarke- Mechanic- Queanbeyan Depot

Site inspections: -Council HSEQ Office at 256 Crawford Street, Queanbeyan. -Braidwood Depot -Bungendore Depot -Queanbeyan Depot - Local Road Project-Mates Drive, Royalla, Queanbeyan.

#### Finding:

Compliant: Meets requirements of the standard with observation noted

#### 8.2.1 - Emergency Preparedness and Response (\$ 8.2) (E 8.2)

There was strong evidence of emergency planning at all sites visited including firefighting equipment, first aid, emergency signage, evacuation diagrams and defibrillators.

Council has ensured that an adequate number of first aiders are allocated to the responsibility for each key area. Emergency drills have been conducted at each Depot and in the office areas.

The results and lessons learned from the drills are listed in Promapp for action.

Opportunity for Improvement

Consider developing a schedule for emergency drills to ensure all key areas are covered in a timely manner.

Objective Evidence: Interview with Tanya Symington- WH&S Officer Site inspections: -Council HSEQ Office at 256 Crawford Street, Queanbeyan. -Braidwood Depot -Bungendore Depot -Queanbeyan Depot

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Drills conducted:

Braidwood Depot- 9/6/22- medical emergency- via a toolbox discussion. Bungendore Depot- 21/7/22- medical emergency- via a toolbox discussion. Queanbeyan Depot- 12/5/22- fire scenario. RB Smith Building- 28/4/22- fire scenario.

#### Finding:

#### Compliant: Meets requirements of the standard with observation noted

#### 8.2.2 - Requirements for products and services (Q 8.2 - 8.2.4)

Requirements for Service Delivery are allocated through the HSEQ Directive and allocated to each Portfolio. HSEQ KPIs are used as a measure of the level of achievement of the services provided.

Council has prepared plans for the provision of services to the residents of the QPRC Shire in line with their legal responsibility under the NSW Local Government Act which defines the purposes and functions of local government as well as providing the legal framework for establishment and administration.

For the next audit the following information will be sought: Promapp procedures for tendering, contracts and evaluation processes Records of tendering/contract evaluation. Records of selection of sub-contractors including plant suitability and competency of operators.

**Objective Evidence:** Interview with Tanya Symington- WH&S Officer, Ricky Tozer-Manager Workplace and Performance, Coline Constable- HSEQ Consultant.

Finding:

#### Complies: Meets Requirements of the Standards

#### 8.3 - Design & Development ( Q 8.3 - 8.3.6)

The requirements for the design process are centred on Engineering/ Roadworks operations with designs developed in house for local roads. For TfNSW roadworks plans and drawings are provided in a pre-approved format ready to construct.

Traffic control plans are developed by external providers who are engaged to provide the service.

Detailed records of design documentation and design planning will be reviewed at the next audit.

Objective Evidence: N/A. Not audited.

Finding:

Not assessed at this audit

#### 8.4 - Control of external processes, products & services (Q 8.4 - 8.4.3)

Contractors must be listed in BNG Conserve before use. They are inducted to sites and included in daily risk assessments etc.

The Council procurement process includes procedures for contract and supplier administration.

Trade suppliers are listed on Vendor Panel or on the local Government Procurement Register.

Detailed records of the engagement of sub-contractors and review of their ongoing performance will be checked at

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the next audit.

Also records of the verification of competency of operators and plant compliance will be required including dry hired equipment.

**Objective Evidence:** Interview with Coline Constable- HSEQ Consultant. Interview with Tanya Symington- WH&S Officer Interview with Steve West- Team Leader- Roads Maintenance Interview with Brian Drury- Roads Project Officer

Finding:

#### **Complies: Meets Requirements of the Standards**

#### 8.5 - Production & Service Provision (Q 8.5 - 8.5.6)

For the project site visited at Mates Drive the Council maintains plans for the ongoing maintenance of local roads. They include the documents required for the job, qualified personnel to do the work and provision of required plant/equipment.

Verification of product output was chiefly via observation by the trained personnel including hardness achieved and general surface smoothness.

Outputs necessary to ensure the conformity of products and services are suitably identified and largely covered by best practice and regulatory guidelines.

Plans for Service provision of waste, water supply and sewage management are also mandated through Government legislation and administered by Council.

Council applies controls to maintain physical condition, the environment and also safety hazards on the work sites whilst it has control.

Changes necessary to ensure conformity of the finished product with contractual and other requirements are reviewed and controlled. Documented information is retained that describes the results of changes.

Throughout the audit there were numerous records available to verify the requirements of this clause have been met. Detailed plans for RMCC roads contracts will be reviewed at the next audit.

**Objective Evidence:** Visit to - Local Road Project-Mates Drive, Royalla, Queanbeyan.

Interviews with: Tanya Symington- WH&S Officer Coline Constable- HSEQ Consultant Steve West- Team Leader- Roads Maintenance Brian Drury- Roads Project Officer

#### Finding:

**Complies: Meets Requirements of the Standards** 

#### 8.6 - Release of products and services (Q 8.6)

The IMS processes identify the audit and inspection processes which are relevant to the ongoing operations of QPRC community services and products.

There are many records to verify implementation and a high level of ongoing compliance.

This was observed during visits to the various depots and the roadworks site at Mates Drive.

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For the provision of sewage, waste and water supply there are a number of external bodies responsible for checking compliance with approvals etc. such as the EPA who conduct audits regularly. For roadworks the compliance with the RMCC requirements are checked by TfNSW. Records will be reviewed in detail at the next audit.

**Objective Evidence:** Site inspections:

-Braidwood Depot

-Bungendore Depot

-Queanbeyan Depot

- Local Road Project-Mates Drive, Royalla, Queanbeyan.

Finding:

#### Complies: Meets Requirements of the Standards

#### 8.7 - Control of non-conforming outputs (Q 8.7)

There is a detailed checking and verification process conducted prior to the completion of any project work which effectively reduces any non-conforming outputs.

Day to day problems are rectified immediately if possible.

Records of any defective work are maintained in the Promapp system with the corrective actions recorded and timely closure noted.

Any customer complaints are logged in the ECM system and assigned to a specific manager for action.

QPRC have demonstrated a robust system and good levels of implementation.

**Objective Evidence:** Promapp records reviewed:

-RMCC 0045- 21/3/23- Traffic controller?s breakdown in communication. -RMCC 0036- 1/6/22- Corrective actions relating to RMCC documentation. Interview with Coline Constable- HSEQ Consultant.

Interview with Tanya Symington- WH&S Officer

#### Finding:

#### **Complies: Meets Requirements of the Standards**

#### 9 - Performance Evaluation

## 9.1 - Monitoring, measurement, analysis, performance evaluation, Evaluation of Compliance (Q: 9.1.1, 9.1.2, 9.1.3) (S: 9.1.1, 9.1.2) (E: 9.1.1, 9.1.2)

QPRC are actively monitoring the following to generate improvements if identified deficiencies are detected:

\*Customer satisfaction through the Community Satisfaction and Wellbeing Survey process. Conducted every 2 years. \*Objectives and Targets are monitored for level of achievement.

\*Accidents/incidents and non-conformity is monitored through the Promapp system.

\*Water and Sewage team members are vaccinated for Hep A, Hep B and Tetanus.

\*Pre-employment medicals are conducted.

\*Staff blood tests are conducted to determine levels of chemicals and lead.

\*The results of the internal and external audit processes are monitored to generate improvements.

\*Activities that can cause illness or injury are monitored through hazard assessments and toolbox talks.

\*Impact on the environment is monitored through control of aspects identified at each project site.

\*Monitoring of project sites for dust, asbestos, silica and noise levels to confirm that existing controls are adequate to protect workers.

\*Monitoring of plant and equipment compliance.

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\*Monitoring of project outcomes to ensure contractual requirements have been met.

Monitoring is conducted through a range of meetings and reviews.

Objective Evidence: HSEQ Advisory Group Meetings 1/11/22 and 30/6/22.

WHS Committee Meetings 25/1/23, 22/2/23, 22/3/23, 26/4/23.

Toolbox talk- Mates Drive site visited- 14/6/23

SWMS used at Mates Drive-004- Work near roads or traffic, 009- Work near mobile powered plant.

Interview with Tanya Symington- WH&S Officer

Review of Promapp/Ci Anywhere- corrective action records of audits, inspections and investigations.

HSEQ Operational Risk Register.

Plant pre-start checklist- Loader 541 for week ending 18/5/23 and 12/6/23.

HSR Site Inspection 10/1/23- Jinglemoney

HSR Inspection 3/5/23- Queanbeyan Depot

#### Finding:

Complies: Meets Requirements of the Standards

#### 9.2 - Internal Audit ( Q 9.2) (\$9.2 - 9.2.2) (E 9.2 - 9.2.2)

Internal Audits are planned through a Schedule with the frequency primarily based on risk. Higher risk areas are audited quarterly and lower risk areas bi- annually.

An Internal Audit schedule for HSEQ was developed for 2022. The audits have not been completed in line with the plan. Some work site inspections/checklists have been completed however this does not fully meet the requirements for internal auditing of the IMS. See NC.

Findings from the audit process are planned to be listed in the Promapp system to track corrective action taken. Evidence was noted that this has been the case up until December 2022. Results of audits are reported to top management.

HSR inspections of sites are undertaken by the HSR for the site or the Safety Officer.

There are a number of independent audits conducted for various areas for compliance checks. This includes the EPA who regularly visit the Sewage Treatment Plants and Water Recycling Plant.

Minor Non-conformance

All standards

Clause 9.2

There was no evidence provided that Management has planned, established, implemented, and maintained an Internal Audit program including the frequency, methods, responsibilities, planning requirements, and reporting, which takes into consideration the importance of the processes concerned, changes affecting the organisation, and the results of previous audits.

While some site inspections/checks have been conducted these do not meet the overall requirements for an Internal Audit process.

Audits need to provide information on whether the IMS conforms with Council's own requirements and the requirements of the Management Systems Standards. This applies to the operational work processes as well as the IMS Systems themselves.

Objective Evidence: HSR Site Inspection 10/1/23- Jinglemoney

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HSR Inspection 3/5/23- Queanbeyan Depot Interview with Anita Cakalic- Risk Specialist Review of 2022 HSEQ Audit Schedule. HSEQ Advisory Group Meetings 1/11/22 and 30/6/22. WHS Committee Meetings 25/1/23, 22/2/23, 22/3/23, 26/4/23.

#### Finding:

#### Minor Non Conformity

#### 9.3 - Management Review (Q: 9.3.1, 9.3.2, 9.3.3) (S: 9.3) (E: 9.3)

Most requirements for Management Review are continuing to be managed through a number of meetings of various

sections of Council including the following: Quarterly WHS and Wellbeing Report.

Delivery Program Updates

Worksite Reviews and audits.

Conserve online contractor management system.

Customer surveys.

HSEQ Advisory Group meetings

WHS Committee Meetings

QPRC Operational Risk Register reviews.

Most requirements of the three standards have been addressed however the process could be further refined if the procedure outlined in Promapp was fully implemented and a specific review process was developed using the agenda items listed. See Observation.

Observation

While most requirements for a Management Review have been met through a range of meetings and reports there is a process for the conducting and reporting of all IMS requirements for Management Review in Promapp which has not been followed. Fully implementing this process will ensure that all input and output requirements of the three standards are met.

Objective Evidence: HSR Site Inspection 10/1/23- Jinglemoney HSR Inspection 3/5/23- Queanbeyan Depot Interview with Anita Cakalic- Risk Specialist Review of 2022 Audit Schedule. HSEQ Advisory Group Meetings 1/11/22 and 30/6/22. WHS Committee Meetings 25/1/23, 22/2/3, 22/3/23, 26/4/23. HSEQ Delivery Program Update- July to December 2022. WHS Report 1/2/23 to 31/3/23. Workplace Performance Metrics January-March 2023. Safety statistics- Quarterly Report to Council- 26/10/22. Corporate Services- Audit Risk and Improvement Committee Meeting 29/6/23

Finding:

Compliant: Meets requirements of the standard with observation noted

#### 10 - Improvement

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#### 10.1 - General (Q: 10.1) (S: 10.1) ( E: 10.1 )

It is clear that QPRC are using the results of their monitoring and measuring activities, results of internal inspections, external audits and feedback from customers to drive improvement.

**Objective Evidence:** Interview with Tanya Symington- WH&S Officer, Ricky Tozer-Manager Workplace and Performance, Coline Constable- HSEQ Consultant.

Review of Promapp/Ci Anywhere- corrective action records of audits, inspections and investigations.

Finding:

#### Complies: Meets Requirements of the Standards

#### 10.2 - Nonconformity and corrective action (Q: 10.2) (\$ 10.2) ( E: 10.2)

Non-conformity is managed effectively through application of various procedures which describe the process to be followed.

The conversations with the Management Team and the review of the corrective action reports established a comprehensive process for identifying root cause to ensure no potential for reoccurrence.

Non-conformity, Improvements, Accidents and Incidents are recorded in the Promapp Register for follow up action and closure.

The process has been well managed with numerous records to demonstrate compliance with each standard.

Accidents and Incidents.

These are managed through the HSEQ Incident Investigation Process and listed in Promapp. They include both Environmental and Safety related incidents/accidents.

Detailed records were available.

The process has been well managed with a pro-active process for ensuring effective action is implemented.

Objective Evidence: Interview with Tanya Symington- WH&S Officer

Reviewed Promapp Records 23/5/22 to 13/6/23.

Samples included:

-WHS 790- 25/5/22- Contractor ankle injury- first aid only.

-NM 071-29/6/22- Minor weed spray leak ? Bungendore Depot.

-WHS 817- 18/8/22- Back injury

-RMCC 0045- 21/3/23- Traffic controller?s breakdown in communication.

-RMCC 0036-1/6/22- Corrective actions relating to RMCC documentation.

#### Finding:

#### **Complies: Meets Requirements of the Standards**

#### 10.3 - Continual Improvement (Q:10.3) (S: 10.3) (E: 10.3)

Implementation of the continual improvement process was clearly shown by QPRC. Council has proactively

demonstrated a commitment to continually improve the overall performance of the IMS. Clear improvement has been implemented through the corrective action system.

The interviews conducted with relevant staff established QPRCs ability to continually improve their management systems and ultimately the overall performance of the Integrated Management System.

Opportunity for Improvement

Remember to keep the emphasis of the IMS on all three standards. Quality, safety and environmental requirements

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need to be addressed- not just safety- which appears to have become the primary focus of the HSEQ department.

**Objective Evidence:** Interview with Tanya Symington- WH&S Officer, Ricky Tozer-Manager Workplace and Performance, Coline Constable- HSEQ Consultant.

Review of Promapp/Ci Anywhere- corrective action records of audits, inspections and investigations.

Finding:

Compliant: Meets requirements of the standard with observation noted

#### CAR's (Corrective Action Requests/Non Conformities Raised)

CAR ID: 10117 CAR Type: Minor Raised: 2023-06-13 Clause: 9.2 Summary: All standards Clause 9.2 There was no evidence provided that Management has planned, established, implemented, and maintained an Internal Audit program including the frequency, methods, responsibilities, planning requirements, and reporting, which takes into consideration the importance of the processes concerned, changes affecting the organisation, and the results of previous audits. While some site inspections/checks have been conducted these do not meet the overall requirements for an Internal Audit process. Audits need to provide information on whether the IMS conforms with Council's own requirements and the requirements of the Management Systems Standards. This applies to the operational work processes as well as the IMS Systems themselves.

Justification:

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#### **Report Definitions:**

#### 1.1 - Non-Conformance:

Deficiencies with the company's management systems and their effective implementation are defined as either:

#### 1.1.1 - Major Non- Conformity:

Where there is a total absence or significant absence of the criteria for conformance with the required clause of the standard or Level 1 documentation (Policy Manual) used in the System

#### 1.1.2 - Minor:

Where a breakdown in the implementation of a procedure or the partial breakdown of the Procedures.

#### 1.2 - Closure of Non-Conformities:

Corrective and Preventive Action will be verified	MAJOR Corrective Action Request	MINOR Corrective Action Request
If CAR Raised at Certification Audit	1 Months - Certification decision pending until downgraded or closed	At first Surveillance Audit
If CAR Raised at Surveillance Audit	No longer than 3 months - to be specified in CAR field	At next Surveillance (no longer than 12 months)

NB: If Major CAR's are not closed or downgraded within the time frame specified there will be a risk of certification suspension.

#### 1.3 - Corrective Action Plans:

Clients are requested to update the CAR proposed action to close out online in the Sustainable Certification system. Any relevant documentation to verify the closure is to be sent to co@sustainablecertification.com.au

#### 1.4 - Compliance Statement:

The assessment was conducted by sampling the activities related to the audit standard(s) and scope of approval. Absence of a finding against a particular requirement of the assessment standard(s) or area of the company assessed does not necessarily mean that none exist.

#### 1.5 - Confidentiality:

We recognise and adhere to the National Privacy principles and state our commitment that we will ensure any information is only used for the purposes originally intended, unless consent of the person or their authorised representative is obtained, except in matters of law enforcement, public safety or protection of our organisation from fraudulent activities.

We will also ensure persons are afforded the right of access to, and correction or explanation of the information we collect, provided that the access, correction or explanation does not infringe upon the Privacy of a third party.

#### 1.6 - Complaints and Disputes:

We will deal with enquiries, concerns or complaints you may have about our service promptly and completely using our Issue Resolution process. Complaints/Appeals must be received in writing, once we have received the complaint, it will

Audit ID : 16015

COMMERCIAL IN CONFIDENCE Page 23 of 24



be handled by an appropriate team member which it will be investigated. The complainee will be involved in the investigation to ensure we can come up with an appropriate corrective action plan. Please send complaints to co@sustainablecertification.com.au

Sustainable Certification Pty Ltd provides services which are designed to determine whether the referenced Management System of the client: a) Complies with the relevant (mentioned) Standard; and b) has been properly implemented and maintained. Audits are based on random sampling techniques and non conformances may exist which did not become apparent during the audit. Sustainable Certification Pty Ltd does not provide advice on compliance with any legislation, regulation, or standard. All audit reports and other documentation provided by Sustainable Certification Pty Ltd are given in good faith and in reliance on the accuracy and completeness of the information provided by the client. No responsibility is accepted to any third party that may rely in whole or in part on the content of this report, to the extent permitted by Law. Being certified to a management system does not automatically make the organisation compliant with legal regulatory requirements.

#### Audit Attendance:

No	Name	Position	Entry Initial	Exit Initial	Reason if not available/Plan for future interview
1.		MD, Owner, CEO			
2.		Senior Managers			
3.		Legal Representative			
4.		Employees rep			
5.		Personnel responsible for monitoring employees health			
6.		Other reps			

Audit ID : 16015

COMMERCIAL IN CONFIDENCE Page 24 of 24

# QUEANBEYAN-PALERANG REGIONAL COUNCIL

**Council Meeting Attachment** 

## 26 JULY 2023

ITEM 10.5 WHS QUARTERLY REPORT

ATTACHMENT 2 STATECOVER EXECUTIVE REVIEW - QPRC

## QUEANBEYAN-PALERANG REGIONAL COUNCIL

# **Executive Review**



#### INTRODUCTION

# Agenda

- Premium Overview and Performance
- Claims Performance and Analysis
- StateCover Services
- Looking Ahead
- Questions





EXECUTIVE REVIEW 2



#### PREMIUM OVERVIEW AND PERFORMANCE

# What is changing?



To achieve our objective to maintain premium rates for 2023/24, the scheme performance measure (SPM) will be increased to 4.9%.

- Members performing better than the scheme average will benefit from a higher discount on their BTP and reduced premium.
- For Members performing worse than the scheme, a higher SPM results in a lower loading on their basic tariff premium (BTP) and reduced premium also

A 30% maximum premium rate increase cap is being introduced for councils with three or more consecutive capped years.

Premium rate increases will be capped at 22% for all other max capped councils.
PREMIUM OVERVIEW AND PERFORMANCE

### What is changing?



The individual large claim cap is now going to be tied to the size of your council.

For Queanbeyan-Palerang Regional Council this will reduce the large claim cap from \$150k to \$100k.

New psychological injury return-to-work rebate for psychological claimants in 2023/24 with:

- A \$10,000 rebate per claim for full hours return to work
- A \$2,500 rebate per claim for partial hours return to work (with a minimum of 15 hours per week)

At 13 weeks from the date the claim was entered and a further 13 weeks sustained back at work.

PREMIUM OVERVIEW AND PERFORMANCE

# 2022/23 premium calculation



24 August 2022				
Queanbeyan-Palerang Regional Council			30/6	6/2022 to 30/06/2023
WC01208 P = (BTP x CPA) - MSI + D - A Regise Tariff Dromaiuma (PTD	)			Renewal Premium
Industry Classification 811300 Local Government Administration	) WIC Rate 2.370%	DDL 0.0070%	Wages \$44,732,227	Apprentice Wages \$386,187
BTP is calculated using your WIC x your to	al wages		BTP	\$1,060,153.78

### Claims Performance Adjustment (CPA)

Claims Performance Measure (CPM)			
Year	BTP	Included Costs	
2021/22	978,707	174,797	
2020/21	1,144,534	190,776	
2019/20	1,082,532	65,555	
Total	3,205,773	431,128	
Your CPM Included Costs / BTP 13.45			
Included costs are paid weeklies and lump sums, not total claim cost			

Claims Performance Rat	e (CPR)
CPR = CPM / Scheme Performance Measure (	SPM)
Your CPM	13.45%
SPM	4.30%
Your CPR	312.76%
CPA	3.009
Claims Adjusted Premium (BTP x CPA)	\$3,190,002.72
Claims Adjusted	
Maximum Premium*	\$1,651,513.82

### Discounts and Levies

Dust Disease Levy (D) Apprentice Incentive (A)	Wages x Dust Disease Rate A Wages x Perf. Adj. BTP / Total Wages	\$3,131.26 -\$14,258.02
	Gross Premium	<b>\$1,640,387.06</b> -\$149,126.10
	Net Premium	\$1,491,260.96

### 2023/24 premium renewal projection

Premium projections are subject to change upon receipt of updated cost of claims, wages, and any changes made to the relevant Market Practice and Premium Guidelines and/or StateCover premium formula as at 30 June 2023.

Premium projection is based on:

- Cost of claims as at 01.06.2023
- 22/23 estimated wages increased by 4.5%

• StateCover's 2023/24 premium formula



1 June 2023

Queanbeyan-Palerang Regional Council WC01208  $P = (BTP \times CPA) - MSI + D - A$ 

#### **Basic Tariff Premium (BTP)**

Industry Classification	WIC Rate	DDL	Wages	Apprentice Wages
811300 Local Government Administratic	2.370%	0.0058%	\$46,745,177	\$403,565
BTP is calculated using your WIC x your total wages			BTP	\$1,107,860.70

30/06/2023 to 30/06/2024

Projected Renewal Premium

#### Claims Performance Adjustment (CPA)

Claims Performance Measure (CPM)		Claims Performance Rate	Claims Performance Rate (CPR)		
Year	BTP Incl	uded Costs	CPR = CPM / Scheme Performance Measure (	SPM)	
2022/23	1,060,154	39,203	Your CPM	17.80%	
2021/22	978,707	307,243	SPM	4.90%	
2020/21	1,144,534	220,155	Your CPR	363.24%	
Total	3,183,395	566,602	CPA	3.478	
Your CPM Inc	luded Costs / BTP	17.80%	Claims Adjusted Premium (BTP x CPA)	\$3,853,139.51	
i our or in inc	100C0 005157 BH	1110070	Claims Adjusted		
Included o lump st	costs are paid weeki ums, not total claim	lies and cost	Maximum Premium*	\$2,105,402.78	
Discount	s and Levi	es			
	Dust Disea	ase Levy (D)	Wages x Dust Disease Rate	\$2,711.22	
Apprentice Incentive (A)		icentive (A)	A Wages x Perf. Adj. BTP / Total Wages	-\$18,176.59	
			Gross Premium	\$2,089,937.41	
			GST	-\$189,994.31	

### PREMIUM OVERVIEW AND PERFORMANCE

### **Premium history**



Council Premium Uncapped Premium

Basic Tariff Premium

\*The 2023/24 premium is a projection only, subject to changes in the StateCover premium formula, wages and claims costs at 30 June 2023.



PREMIUM OVERVIEW AND PERFORMANCE

### Member financial benefits



Total Member financial benefits since 01.07.2018 = \$4,780,345



## Claims Performance and Analysis

VER

### Claims costs and numbers



Premium Impacting Cost

Net Incurred —Number of Claims —LTI Claims

\*Fatality claim with net incurred of \$915,565 excluded as fatalities are not currently premium impacting



### Premium-impacting costs and claims



### Mechanism of injury

Premium Impacting Cost Net Incurred

red —Number of Claims

Premium-impacting policy periods include 2020/21, 2021/22 and 2022/23 \*Fatality claim with net incurred of \$915,565 excluded as fatalities are not currently premium impacting



with het incurred of \$515,505 excluded as fatalities are not currently

### Premium-impacting costs and claims

Department



\*Fatality claim with net incurred of \$915,565 excluded as fatalities are not currently premium impacting



### Significant claims

Year	Division	Mechanism	Diagnosis	Status	Hours Lost	Premium Impacting	Net Incurred
2022	Infrastructure Services	Mental stress	Psychological injury	Open	2,851	\$126,321*	\$497,407
2021	Infrastructure Services	Mental stress	Psychological injury (disputed)	Open	2,296	\$59,784	\$339,899
2022	Infrastructure Services	Falls, trips and slips	Injuries to left knee and left shoulder	Open	2,113	\$56,596	\$180,872
2022	Infrastructure Services	Falls, trips and slips	Aggravation of right hip osteoarthritis	Open	1,657	\$43,453	\$478,312
2021	Infrastructure Services	Falls, trips and slips	Left knee medial meniscal tear	Closed	1,491	\$42,516	\$61,975
	*Capped at \$100k of impact						





## Average hours lost comparison

This chart shows the average hours lost per accident year.



### Claims cost breakdown

Premium-impacting policy periods include 2020/21, 2021/22 and 2022/23





## StateCover Services

### STATECOVER SERVICES

### **Your Member Services Manager**

Your Member Services Manager is here to support you and your team and to ensure your service needs are being met.

MSM training

- Understanding the Return-to-Work Process: Making the Difference
- Introduction to StateCover Mutual and your service team
- Premium overview
- SMART (Reporting) training

Additional MSM services

- Premium forecasting
- Bespoke reporting and performance presentations
- Frameworks tailored with you to identify opportunities to maintain and improve performance





### STATECOVER SERVICES

### Safety & Wellbeing with StateCover

Our Wellbeing and Return-to-Work team is available to provide support and guidance to Members.

### Wellbeing

- Health checks
- Skin checks
- Flu vaccinations
- A suite of education and training modules including:
  - Managing mental health in the workplace for leaders
  - Conversations That Count
  - Managing difficult customer interactions

Return to Work



- RTW coordinator StateCover onboarding training
- Advanced RTW coordinator training
- RTW consulting
- RTW audits



### STATECOVER SERVICES

### Safety & Wellbeing with StateCover

The Safety team provides local government-specific support, guidance and advice to Members.

Training

- Due diligence
- WHS responsibilities and risk management
- Contractor management
- WHS committee

### **Consulting services**

- WHS consulting
- Auditing



WHS system improvements

- WHS Self-Audit Action Plans
- WHS Incentive payment



### Your StateCover Service Team



**Taylor Hender** Member Services Manager



Martin Willoughby Senior Case Manager



**Rachel Baker** Team Manager



Jason Mackie Safety Specialist



**Tasia Mitsoulas** Wellbeing Specialist



statecover.com.au

### QUEANBEYAN-PALERANG REGIONAL COUNCIL

**Council Meeting Attachment** 

### 26 JULY 2023

ITEM 10.7 ANNUAL FOOD ACT ENFORCEMENT ACTIVITY REPORT

ATTACHMENT 1 FOOD ENFORCEMENT ACTIVITY REPORT - 2022-23

#### Activity Report Reference code: SHG2CH 13-07-2023

Food Act enforcement agency activity report



#### Food Act enforcement agency activity report 2022-23

The NSW Food Authority (Food Authority) works with all NSW councils and the Secretary Department of Planning and Environment (in respect of Kosciusko National Park) and the Lord Howe Island Board (in respect to Lord Howe Island), as enforcement agencies under the *Food Act 2003.* 

All enforcement agencies are required to report annually to the NSW Food Authority on their food surveillance activity, which is then collated into an annual activity report.

The purpose of the annual activity report is for the Food Authority to capture data collected by the agencies across the state into a central report in order to monitor and assess trends in food surveillance work.

In tracking the food safety surveillance activity of enforcement agencies, the Food Authority can identify trends and plan strategies and activities to better improve food safety and protect the health of the NSW community.

Use this form to enter data for the 12 months from 1 July 2022 to 30 June 2023.

Please complete your organisation's report by 28 July 2023.

v20230629-1254

**Enforcement Agency Details** 

1. If you wish to save the Activity Report before completing it all, you can click on the 'Save For Later' i. button at the top right or bottom left of each page. You can then use the link on the 'Save For Later' page to resume or you can request an email be sent to you with instructions on how to resume the Activity Report. 2. Please ensure that the Activity Report is approved by the General Manager or delegate prior to submission. 3. You can print a copy of the Activity Report to give to the GM/delegate for approval prior to submission. Just answer 'No' to Q55 and click on 'Save For Later' button. If there are no errors, this will take you to a page where you can download a pdf of the saved Activity Report. You must also confirm your email address and click 'Send' to be sent a reminder email with a pdf copy and a link to the saved Activity Report. You will then need to click the link in the email once you have your GM/delegate's approval, to complete the submission. 4. Please note that you cannot change any data in the Activity Report Form after successful submission. Should you need to make any amendments please contact the Local Government Unit at food.contact@dpi.nsw.gov.au 5. All questions are mandatory. Previous optional questions 46 to 54 regarding 'Impact of recent events' have been removed. 6. Whilst completing the Activity Report the following symbols may appear: provides guidance to assist in answering the question represents a warning that your response appears erroneous

means there is an <u>error;</u> this must be rectified before submission can proceed.

### **Enforcement Agency Details**

Enforcement Agency Name	Queanbeyan-Palerang Regional Council
Completed by	Andrew Gault
Email	andrew.gault@qprc.nsw.gov.au
Telephone	02 6285 6114
Reference Code	SHG2CH
Business Profile	

15

### **Fixed Premises**

Q1. Number of fixed premises food businesses categorised as high risk?

High risk' typically means businesses which:
 handled and served ready-to-eat foods that may contain pathogenic microorganisms and support their growth, and also had known risk-increasing factors such as:
 potential for inadequate/incorrect temperature control (reheated or hot-held food),
 larger scale of operations (employed more than 10 people),
 large catering operations (different preparation and serving location), and/or
 supplied directly to at-risk customers (child care centres; nursing home caterers).

High risk businesses require at least one programmed inspection per year.
92. Number of fixed premises 149

as medium risk? 'Medium risk' typically means businesses which: handled (incl. cooked, thawed) foods that may contain pathogenic microorganisms and support their growth served ready-to-eat foods that may contain pathogenic microorganisms but not generally support growth, or unlikely to contain pathogenic microorganisms but may support growth if present served high- and medium-risk, ready-to-eat foods only portioned before receipt by the customer were small or medium scale of operations (less than 10 people), and/or • were small or medium scale catering. • Medium risk businesses require at least one programmed inspection per year. 164 **Total Number of High-Risk** and Med-Risk Fixed Premises Q3. Number of fixed premises 84 food businesses categorised as low risk?

'Low risk' typically means businesses which:

- served foods unlikely to contain pathogenic microorganisms and unlikely to support growth if present
- served pre-packed food only, or
- supplied foods that are not ready-to-eat.

Low risk businesses should be inspected in response to incident or complaint only.

i Examples: Bars selling packaged crisp risk foods.	s only; confectionery stores; liquor shops; newsagents selling packaged low
Total Number of Fixed Premises	248
Temporary Premises	
Q4. Number of temporary food premises notified in the council area?	36
i 'Temporary food businesses markets, fairs, festivals, sho present at repeated regular <i>Exclude:</i> mobile food busine	': food stalls and facilities which handled, prepared and sold food at periodic ws and non-mobile temporary facilities such as fruit stalls. The same stall events should be counted as 1. esses such as vans, food trucks & coffee carts.
Mobile Premises Q5. Number of mobile food premises notified in the council area?	18
Mobile food premises': food movable from place to place basin, equipment and consis <i>Exclude:</i> temporary, non-mo	I premises which handled, prepared and sold food, were designed to be e (whether motorised or not) and were self-contained with its own hand wash stent operating conditions. bile facilities such as market stalls.
<b>i Examples:</b> Coffee carts, juice carts, for spits, BBQs grills, popcorn, in	od trucks, mobile facilities for hamburgers, hot dogs, kebabs, commercial cecream, fairy floss.
Retail sector requirements	

-		
Q6. Number of food businesses requiring a Food Safety Supervisor (FSS)?	156	
Q7. Number of these food businesses that have a current FSS?	113	
Q8. Number of 'standard food outlets' (Fast Choices)?	19	
Q9. Are you checking whether nutritional information is displayed at 'standard food outlets'?	Yes	
Q10. How many 'standard food outlets' did not display nutritional information?	0	
Resources		
Resources		
Q11. Number of authorised officers engaged in food regulatory work over the 12 month reporting period?	2	
i This is the total number of people (head count) appointed as authorised officers under the Food Act 2003 that have conducted any food regulatory work in the reporting year. This is regardless of whether they are full time, part time, consultants or responsible for other work as well. The response must be an integer.		
<b>i</b> Example:		
A council with 1 full time aut 25% of their time plus 1 con would answer 4. A separate regulatory work in the year i	chorised officer, plus 2 authorised officers who work on food part-time for tractor appointed as an authorised officer working 25% of their time on food person appointed as an authorised officer who did not perform any food s not counted.	

Q12. Number of full time equivalent (FTE) authorised officers to fulfil food regulatory duties? 0.8

'FTE': the number of authorised officers required to undertake council's level of food work (as per previous question) if they had worked full time on food.



A council with 1 full time authorised officer who works only on food (1 FTE), plus 2 authorised officers who work on food part-time for 25% of their time (2 x 0.25 FTE = 0.5 FTE), plus 1 contractor appointed as an authorised officer who works 25% of their time on food (0.25 FTE) would answer 1.75.

Surveillance Activity

### Surveillance Activity

#### Number of Inspections

Q13. Number of primary inspections conducted for fixed food premises?

Primary inspections: total number of inspections of fixed premises which were programmed and completed.

Exclude re-inspections for unsatisfactory issues, and inspections of mobile and temporary premises.

#### Example:

If a council inspects 50 high risk fixed businesses twice per year and 25 medium risk fixed businesses once per year, all of which are completed, then the answer is 125.

Q14. Number of primary inspections conducted for temporary food premises? 37

8

164

'Primary inspections': inspections of temporary premises which were programmed and completed.

Exclude re-inspections for unsatisfactory issues, and inspections of fixed and mobile premises.

Q15. Number of primary inspections conducted for mobile food premises?

'Primary inspections': inspections of mobile premises which were programmed and completed.

Exclude re-inspections for unsatisfactory issues, and inspections of fixed and temporary premises.

#### **E**xample:

If a festival in a council area had 2 mobile coffee carts and inspected them both, and the council has 7 regular mobile food businesses selling ice cream, sandwiches, coffee and hot pies and completes inspections of them all, the answer is 9. Temporary food stalls at the festival should not be counted.

#### Number of Businesses

Q16. Number of high and 146 medium risk, fixed premises food businesses inspected?

'Fixed premises businesses': include the number of all high and medium risk fixed premises that were inspected.

*Exclude* multiple visits to the same business, any visit to low risk fixed premises and all mobile and temporary premises inspected.

#### Example:

i.

If a council inspects 50 high risk fixed businesses twice per year and 25 medium risk fixed businesses once per year, all of which are completed, then the answer is 75.

Q17. Number of these fixed	18
premises food businesses	
requiring re-inspection?	

'Re-inspection': Fixed premises which required follow-up to a primary inspection due to significant breaches or possible enforcement action.

'Significant breaches': those which pose a food safety risk or are matters which cannot be left until the next routine inspection.

*Do not count* premises where matters are left to the next routine inspection, the officer 'pops in' to check on a minor issue or if council routinely re-visits for minor issues with no enforcement action taken.

### Examples:

Re-inspections due to hand washing, temperature control, cross contamination, pest control, inadequate cleaning and sanitation, sale of food past 'use by' dates and maintenance issues that pose a food safety risk.

2

Q18. Number of these fixed premises food businesses requiring additional reinspection(s)?

'Additional re-inspection': Fixed premises requiring further follow-up after a first re-inspection.

#### Example:

H

i.

A premises found at primary inspection to have evidence of inadequate cleaning of surfaces and equipment and at re-inspection is found to have not addressed the issues, requiring a further reinspection the next day would count as 1.

#### **Childcare facilities**

Q19. Are there any childcare facilities in your LGA that cook and/or serve PHF? This question does not include childcare facilities that receive and store lunch/food packed by parents/carers	Yes
Q20. Are all these childcare facilities inspected at least once per year?	Yes

#### **Business Inspection Outcomes**

Please report on the FPAR scores achieved for ALL premises, REGARDLESS OF WHETHER IN 'SCORES ON DOORS' PROGRAM. For premises where there were two or more inspections, please report the score of the most recent primary inspection.

### **Business Inspection Outcomes**

Please indicate the types of premises for which the business inspection outcomes are being reported	<ul><li>Fixed premises</li><li>Mobile premises</li></ul>
Q24. Number of premises with 0-3 points (5 star Scores on Doors rating) determined at the most recent primary inspection?	36

Q25. Number of premises with 4-8 points (4 star Scores on Doors rating) determined at the most recent primary inspection?	64
Q26. Number of premises with 9-15 points and with no single 8 point breach (3 star Scores on Doors rating) determined at the most recent primary inspection?	36
Q27. Number of premises with more than 15 points or with any single 8 point breach ('no star' Scores on Doors rating) determined at the most recent primary inspection?	18
Total	154
Complaints	
Complaints	
Where food complaints were labelling) then please count at the time of the investigati	e determined to be in relation to multiple matters (eg. both hygiene and that complaint only in the category identified as the most significant matter on.

### Number of complaints investigated in relation to alleged

Q28. Hygiene & handling	9
i Number of complaint investig control, storage, potential for	ations which related to cleaning, sanitation, pest control, temperature cross contamination, etc.
Q29. Foreign matter	4
i Number of complaint investig	ations which related to food contaminated with foreign matter.
Q30. Food quality including deterioration	0

Number of complaint investigations which related to poor food quality because of mould, damaged packaging, staleness etc.	
Q31. Labelling & advertising	2
• Number of complaint invest country of origin information by' date.	stigations which related to incorrect labelling, missing labelling such as on, false or misleading advertising, etc. and may include food sold after a 'use
Q32. Single-incident foodborne illness.	5
i Number of complaint inves (cases of either a single pe	stigations which related to single-incident cases of alleged foodborne illness prson or a single family).
Q33. Other	4
i Number of complaint inves	stigations which related to other issues under the <i>Food Act 2003</i> .
Total Number of complaints investigated	24
Enforcement	
Enforcement	
Q34. Number of warnings issued relating to Food Act breaches, for all premises types?	72
i 'Warnings': number of warn plus Warning Letters issued <i>Exclude</i> instances where N	ings written on reports such as Food Premises Assessment Reports (FPARs), I by authorised officers, relating to Food Act breaches, for all premises types. otices or Orders were issued.
Q35. Number of Improvement Notices issued relating to Food Act breaches, for all premises types?	6

Q36. Number of Penalty Notices issued relating to Food Act breaches, for all premises types?	2
Q37. Number of seizure notices issued relating to Food Act breaches, for all premises types?	1
Q38. Number of Prohibition Orders issued relating to Food Act breaches, for all premises types?	0
Q39. Number of legal proceedings determined relating to Food Act breaches, for all premises types?	0

Comments, Value-added Services and GM notices

### **Enforcement Comments, Value-added Services and GM notices**

### Comments

Q40. Please provide any comments/explanations to support the data in your submission	Council undertakes a risk based inspection program that is difficult to capture with our current computer system. Some high performing businesses received no inspection this financial year due to an 18month inspection routine where as poor performers received 6 monthly inspections. The data mirrors the inspection but may be off by a small number of inspections.

Value-Added Services

Please indicate what value-added services have been provided in the 12 month reporting period. Please provide details for each in the box e.g. type and number of training sessions run.

Q41. Participation in 'Scores on Doors'	Yes
Comments	QPRC has participated in the scores on doors program for many years however the local food businesses close to Canberra show little interest in the program as it does not mirror any similar program from the ACT. Regional towns such as Bungendore and Braidwood are more receptive to the program. Due to the voluntary nature of the program only well performing businesses are participating.

Q42. Technical advice provided to food businesses	Yes
Comments	Council provides free advice to current and emerging food businesses whenever requested to encourage a positive and open dialogue with Council. Advice is also provided during inspection to help improve food safety.
Q43. Information provided to food businesses e.g. factsheets, website, newsletter	Yes
Comments	Council offers factsheet, website information and a quarterly newsletter sent to all active food businesses containing relevant information on the industry and other helpful tips.
Q44. Food handler training organised or facilitated	Yes
Comments	Council pays for and provides free access to the "Im Alert" online training recommended for all food handlers. This course is provided as a free training tool for all food businesses to further improve food safety in the LGA.
Q45. Any other services provided e.g. participation in surveys	Yes
Comments	Council participates in the food related surveys, Regional food group meetings (QPRC have chaired the local meetings for the last 2 years), and state compliance surveys such as the recent dishwasher compliance program.

#### **GM** Approval



This report can only be submitted once approved by the General Manager or delegate, and you select 'Yes".

If you do not have approval please select "No" then "Save for later" – you will be emailed a pdf copy of your saved report for your GM/delegate to approve. The email will also have details of how to log back in, once you have your GM/delegate's approval, so you can complete the submission.

Yes

Q55. Has this report submission been approved by the General Manager or delegate? i You may be contacted by NSW Food Authority staff to verify responses.