



**OUR VISION & VALUES** ONE TEAM DELIVERING WITH

**PRIDE**

Passion | Respect | Innovation | Dedication | Excellence

**OUR MISSION** TO BE EASY TO DO BUSINESS WITH

# **BUSINESS PAPER**

## **Ordinary Council Meeting**

### **21 June 2022**

**Matt O'Rourke**  
**Acting General Manager**





We hereby give notice that an Ordinary Meeting of Council will be held on:

Tuesday, 21 June 2022 at 6pm  
in the Council Chambers, Civic Centre  
184 - 194 Bourke Street, Goulburn

**Order Of Business**

<b>1</b>	<b>Opening Meeting</b> .....	<b>5</b>
<b>2</b>	<b>Acknowledgement of Country</b> .....	<b>5</b>
<b>3</b>	<b>Councillors Declaration and/or Prayer</b> .....	<b>5</b>
<b>4</b>	<b>Apologies</b> .....	<b>5</b>
<b>5</b>	<b>Applications for a Leave of Absence by Councillors</b> .....	<b>5</b>
	Nil	
<b>6</b>	<b>Late Items / Urgent Business</b> .....	<b>5</b>
<b>7</b>	<b>Disclosure of Interests</b> .....	<b>5</b>
<b>8</b>	<b>Presentations</b> .....	<b>6</b>
	Nil	
<b>9</b>	<b>Public Forum</b> .....	<b>6</b>
<b>10</b>	<b>Confirmation of Minutes</b> .....	<b>7</b>
	10.1 Minutes of the Ordinary Meeting of Council held on 7 June 2022.....	7
<b>11</b>	<b>Matters Arising</b> .....	<b>21</b>
	11.1 Matters Arising from Council Meetings Minutes from the 7 June 2022 .....	21
	11.2 Outstanding Task List from All Previous Meetings.....	22
<b>12</b>	<b>Mayoral Minute(s)</b> .....	<b>25</b>
	12.1 Mayoral Minute - Financial Assistance Request - Ellen Ryan .....	25
<b>13</b>	<b>Notice of Motion(s)</b> .....	<b>27</b>
	Nil	
<b>14</b>	<b>Notice of Rescission(s)</b> .....	<b>27</b>
	Nil	
<b>15</b>	<b>Reports to Council for Determination</b> .....	<b>28</b>
	15.1 DA/0346/2021 - 62 Verner Street, Goulburn - Two (2) Detached Dwellings and Three (3) Lot Torrens Title Subdivision .....	28
	15.2 St Johns Orphanage - Request for Extension of Compliance Period.....	51
	15.3 Post Exhibition Report - Draft Tarago Village Strategy .....	67
	15.4 Planning Proposal - Zoning & Minimum Lot Size Amendment to Lot 21, DP 811954 and Lot 117 & 118, DP 126140 - 48 Mountain Ash Road & 292 Rosemont Road .....	73
	15.5 2122T0008 Water Meter Reading Tender .....	88
	15.6 2122T0010 Biosolids Dewatering, Transport and Beneficial Reuse.....	91
	15.7 RFQ for Replacement of Plant # 87 Water Cart (VP293450).....	93

15.8	VP299544 Tony Onions Park Playspace.....	96
15.9	VP277053 Caoura Road Natural Disaster Restoration Works .....	99
15.10	Development Control Plan Amendment - Heavy vehicle haulage development routes.....	101
15.11	2022-2026 Delivery Program and 2022-2023 Operational Plan Adoption - Internal Review .....	104
15.12	2022-2026 Delivery Program and 2022-2023 Operational Plan Adoption - External Submissions.....	115
15.13	Making of Rates and Charges .....	125
15.14	Monthly Financial Report.....	131
15.15	Statement of Investments & Bank Balances .....	151
15.16	Code of Meeting Practice .....	156
15.17	Operations Policy Review .....	199
15.18	Corporate & Community Services Policy Review .....	221
15.19	St Clair Conservation Works - Status Report.....	244
15.20	Reuse Scheme Goulburn - May 2022 Status Report.....	250
15.21	RUG - ReUse Goulburn - May 2022 Status Report .....	258
15.22	Mountain Ash Road Fixing Local Roads Project May 2022 Status Report.....	262
15.23	Windellama Road Fixing Local Roads Project May 2022 Status Report.....	265
15.24	Towrang Road Bridge Replacement May 2022 Status Report.....	269
15.25	Growing Local Economies Common Street May 2022 Status Report .....	273
15.26	Design, Construction and Upgrade of Amenities at Sporting Facilities May 2022 Status Report .....	276
15.27	School Zone Safety Infrastructure May 2022 Status Report .....	280
15.28	Natural Disaster- Essential Public Asset Restoration Project May 2022 Status Update .....	287
15.29	Planning & Environment Directorate Report May 2022.....	291
15.30	Operations Directorate Report May 2022 .....	306
15.31	Corporate & Community Services Directorate Report May 2022 .....	352
15.32	Utilities Directorate Report May 2022 .....	387
15.33	Goulburn Mulwaree Youth Council Meeting Notes - 27 May 2022.....	402
15.34	External Meeting Minutes.....	408
<b>16</b>	<b>Closed Session .....</b>	<b>429</b>
	There were no closed session reports for determination.	
<b>17</b>	<b>Conclusion of the Meeting .....</b>	<b>429</b>

**Cr Peter Walker**  
**Mayor**

**Matt O'Rourke**  
**Acting General Manager**

**1 OPENING MEETING**

The Mayor will open the meeting and notify that this meeting is webcast live on the Council’s website.

**2 ACKNOWLEDGEMENT OF COUNTRY**

The following acknowledgement will be made by the Mayor or General Manager.

“I would like to Acknowledge and pay our respects to the Aboriginal Elders both past and present, as well as emerging leaders, and Acknowledge the traditional custodians of the Land on which we meet today.”

**3 COUNCILLORS DECLARATION AND/OR PRAYER**

The Mayor will ask a Councillor to read either the following Declaration or Prayer on behalf of the Councillors present.

Declaration

“On behalf of the elected Councillors present here tonight I solemnly and sincerely declare and affirm that we will undertake the duties of the office of Councillor in the best interests of the people of Goulburn Mulwaree and that we will faithfully and impartially carry out the functions, powers, authorities and discretions vested in us to the best of our ability and judgement.”

OR

Prayer

“We thank thee, Lord, for this position of honour and trust. Give us the courage to serve our Council and community with honesty and integrity; and to discharge the duties entrusted to us for the common good of all mankind.”

**4 APOLOGIES**

The Mayor will call for any apologies.

Council will resolve to accept any apology.

**5 APPLICATIONS FOR A LEAVE OF ABSENCE BY COUNCILLORS**

Nil

**6 LATE ITEMS / URGENT BUSINESS**

The Mayor will call for any Late Items, Information or Urgent Business.

Council may resolve to accept any late item, information or urgent business to be discussed and/or determined at this meeting.

**7 DISCLOSURE OF INTERESTS**

With reference to Chapter 14 Local Government Act 1993, and Council’s Code of Conduct, Councillors are required to declare any conflicts of interest in the matters under consideration by Council at this meeting.

**8 PRESENTATIONS**

Nil

**9 PUBLIC FORUM**

- (1) In accordance with Council's Public Forum Guideline, Council permits members of the public to address Council meetings in open forum at every Ordinary Council meeting.
- (2) A person wishing to address a meeting must contact staff in Council's Executive Section by 5.00pm [either in writing or via telephone call] on the day of the meeting and provide their name, their contact details and summary details of the item they wish to speak about.
- (3) The Mayor or Chairperson will call members of the public to address the meeting in accordance with the order of business. The address should be for no more than 5 minutes duration.
- (4) Members of the public addressing Council must abide by similar standards that apply to Councillors under the Council's Code of Conduct and this Code of Meeting Practice.
- (5) If a member of the public addressing the meeting fails to comply with the Mayor or Chairperson's call to order, the Mayor or Chairperson may withdraw that person's right to address the meeting.
- (6) In making the address:
  - a. If the chairperson is the Mayor he or she should be addressed as 'Mr Mayor' or 'Madam Mayor' or 'Mayor Surname' or 'Mayor First Name'.
  - b. When the chairperson is not the Mayor they should be addressed as Mr. or Madam Chair or Mr. or Madam Chairperson.
  - c. Councillors must be addressed as 'Councillor Surname or Councillor First Name'.
  - d. Officers must be addressed as Mr. or Madam [job title or surname] e.g Mr. General Manager.

The general standards that apply in Council's Code of Conduct and Code of Meeting Practice (Section 4) are applicable to addresses made by the public in Public Forum.

**10 CONFIRMATION OF MINUTES**

**10.1 MINUTES OF THE ORDINARY MEETING OF COUNCIL HELD ON 7 JUNE 2022**

**Author:** Acting General Manager

**Authoriser:** Matt O'Rourke, Acting General Manager

**Attachments:** 1. Minutes of the Ordinary Meeting of Council held on 7 June 2022

**RECOMMENDATION**

That the Council minutes from Tuesday 7 June 2022 and contained in Minutes Pages No 1 to 13 inclusive and in Minute Nos 2022/188 to 2022/204 inclusive be confirmed.



**OUR VISION & VALUES** ONE TEAM DELIVERING WITH  
**PRIDE**  
Passion | Respect | Innovation | Dedication | Excellence  
**OUR MISSION** TO BE EASY TO DO BUSINESS WITH

# MINUTES

## Ordinary Council Meeting

7 June 2022

**Order Of Business**

<b>1</b>	<b>Opening Meeting</b> .....	<b>3</b>
<b>2</b>	<b>Acknowledgement of Country</b> .....	<b>3</b>
<b>3</b>	<b>Councillors Declaration and/or Prayer</b> .....	<b>3</b>
<b>4</b>	<b>Apologies</b> .....	<b>3</b>
<b>5</b>	<b>Applications for a Leave of Absence by Councillors</b> .....	<b>3</b>
	Nil	
<b>6</b>	<b>Late Items / Urgent Business</b> .....	<b>4</b>
<b>7</b>	<b>Disclosure of Interests</b> .....	<b>4</b>
<b>8</b>	<b>Presentations</b> .....	<b>4</b>
	Nil	
<b>9</b>	<b>Public Forum</b> .....	<b>4</b>
<b>10</b>	<b>Confirmation of Minutes</b> .....	<b>4</b>
	10.1 Minutes of the Ordinary Meeting of Council held on 17 May 2022 .....	4
<b>11</b>	<b>Matters Arising</b> .....	<b>4</b>
	11.1 Matters Arising from Council Meetings Minutes from the 17 May 2022 .....	4
	11.2 Outstanding Task List from All Previous Meetings.....	5
<b>12</b>	<b>Mayoral Minute(s)</b> .....	<b>5</b>
	Nil	
<b>13</b>	<b>Notice of Motion(s)</b> .....	<b>5</b>
	Nil	
<b>14</b>	<b>Notice of Rescission(s)</b> .....	<b>5</b>
	Nil	
<b>15</b>	<b>Reports to Council for Determination</b> .....	<b>5</b>
	15.1 2122T0010 Biosolids Dewatering, Transport and Beneficial Reuse.....	5
	15.2 Waiver of alcohol-free zone for Winter event.....	5
	15.3 Utilities Policy Review .....	5
	15.4 Planning and Environment Policy Review .....	6
	15.5 Entertainment & Night Time Economy Working Party.....	6
	15.6 Sustainability Working Party Minutes 11 May 2022 and Initial Ideas .....	7
	15.7 Minutes of the Sports Council Meeting held on 2 May 2022 .....	8
	15.8 Minutes of the Recreation Area Committee Meeting held on 4 May 2022.....	9
	15.9 Minutes of the Sporting Hall of Fame Meeting held on 16 May 2022 .....	9
	15.10 Minutes of the Ray Harvey Sports Foundation Committee Meeting held on 16 May 2022 .....	10
	15.11 External Meeting Minutes.....	11
<b>16</b>	<b>Closed Session</b> .....	<b>11</b>
<b>17</b>	<b>Conclusion of the Meeting</b> .....	<b>13</b>

**MINUTES OF GOULBURN MULWAREE COUNCIL  
ORDINARY COUNCIL MEETING  
HELD AT THE COUNCIL CHAMBERS, CIVIC CENTRE, 184 - 194 BOURKE STREET,  
GOULBURN  
ON TUESDAY, 7 JUNE 2022 AT 6PM**

**PRESENT:** Mayor Peter Walker, Cr Andrew Banfield, Cr Carol James, Cr Michael Prevedello, Cr Steven Ruddell, Cr Jason Shepherd and Cr Andy Wood.

**PRESENT VIA ZOOM:**

Cr Bob Kirk and Cr Daniel Strickland.

**IN ATTENDANCE:** Acting General Manager Matt O'Rourke, Brendan Hollands (Director Corporate and Community Services), Marina Hollands (Director Utilities), Scott Martin (Director Planning & Environment, Adam Kiss (Acting Director Operations) & Amy Croker (Office Manager) Shae Aliffi (Executive Support Officer).

**1 OPENING MEETING**

Mayor Peter Walker opened the meeting 6pm. The Mayor advised that the meeting would be webcast live.

**2 ACKNOWLEDGEMENT OF COUNTRY**

Mayor Peter Walker made the following acknowledgement.

"I would like to Acknowledge and pay our respects to the Aboriginal elders both past and present as well as emerging leaders, and Acknowledge the traditional custodians of the Land on which we meet today."

**3 COUNCILLORS DECLARATION AND/OR PRAYER**

The declaration was read by Cr Steve Ruddell.

**4 APOLOGIES**

Nil

**5 APPLICATIONS FOR A LEAVE OF ABSENCE BY COUNCILLORS**

Nil



**DEFERRAL OF ITEM 15.1 2122T0010 BIOSOLIDS DEWATERING, TRANSPORT AND BENEFICIAL REUSE****RESOLUTION 2022/188**

**Moved: Cr Andy Wood**  
**Seconded: Cr Daniel Strickland**

**That Item 15.1 2122T0010 Biosolids Dewatering, Transport and Beneficial Reuse be deferred.**

**CARRIED**

**6 LATE ITEMS / URGENT BUSINESS**

The Mayor noted that there was a Mayoral Minute on a staffing matter which will be considered and determined in Closed Session – Item 16.1.

**7 DISCLOSURE OF INTERESTS**

Cr Andrew Banfield made a statement in relation to the Business Paper. He has assessed the Business Paper and does not perceive any declaration of interest is required to be declared in relation to his employment with Denrith Group of Companies.

**8 PRESENTATIONS**

Nil

**9 PUBLIC FORUM**

Nil

**10 CONFIRMATION OF MINUTES****10.1 MINUTES OF THE ORDINARY MEETING OF COUNCIL HELD ON 17 MAY 2022****RESOLUTION 2022/189**

**Moved: Cr Jason Shepherd**  
**Seconded: Cr Carol James**

**That the Council minutes from Tuesday 17 May 2022 and contained in Minutes Pages No 1 to 17 inclusive and in Minute Nos 2022/153 to 2022/187 inclusive be confirmed.**

**CARRIED**

**11 MATTERS ARISING****11.1 MATTERS ARISING FROM COUNCIL MEETINGS MINUTES FROM THE 17 MAY 2022**

Nil

**11.2 OUTSTANDING TASK LIST FROM ALL PREVIOUS MEETINGS**

**RESOLUTION 2022/190**

**Moved: Cr Steven Ruddell**

**Seconded:Cr Carol James**

**That Council notes the Task List and authorises the deletion of completed tasks.**

**CARRIED**

**12 MAYORAL MINUTE(S)**

Nil

**13 NOTICE OF MOTION(S)**

Nil

**14 NOTICE OF RESCISSION(S)**

Nil

**15 REPORTS TO COUNCIL FOR DETERMINATION**

**15.1 2122T0010 BIOSOLIDS DEWATERING, TRANSPORT AND BENEFICIAL REUSE**

This item has been withdrawn from the Business Paper.

**15.2 WAIVER OF ALCOHOL-FREE ZONE FOR WINTER EVENT**

**RESOLUTION 2022/191**

**Moved: Cr Andy Wood**

**Seconded:Cr Jason Shepherd**

**That:**

- 1. The report from the Business Manager Marketing, Events & Culture on the Waiver of the Alcohol Free Zone for Winter Event be received.**
- 2. The alcohol-free zone in and around Belmore Park, Montague Street and the Goulburn Courthouse be waived for the weekend of 26-28 August 2022.**
- 3. Goulburn Marketing & Events staff be granted permission to apply for the appropriate liquor licence through Liquor & Gaming for the event.**

**CARRIED**

**15.3 UTILITIES POLICY REVIEW**

**RESOLUTION 2022/192**

**Moved: Cr Steven Ruddell**

**Seconded:Cr Bob Kirk**

**That**

1. **That the report from the Director Utilities on the Utilities Policy Review be received.**
2. **Council places the following revised policies on public exhibition for 28 days and if no comments are received, they be adopted as Council's policies:**
  - (i) **Clearance and Easement Requirements for Structures Adjacent to Sewer and Stormwater Mains Policy**
  - (ii) **Water Metering and Connection Policy**
3. **Any submissions received will be considered and reported to Council for final adoption of the policy.**

**CARRIED**

#### **15.4 PLANNING AND ENVIRONMENT POLICY REVIEW**

##### **RESOLUTION 2022/193**

**Moved: Cr Carol James**

**Seconded: Cr Michael Prevedello**

**That**

1. **That the report from the Director Planning and Environment on the Planning and Environment Policy Reviews be received.**
2. **Council places the revised Asbestos Policy on public exhibition for 28 days and if no comments are received, they be adopted as one of Council's policies.**
3. **Any submissions received will be considered and reported to Council for final adoption of the policy.**

**CARRIED**

#### **15.5 ENTERTAINMENT & NIGHT TIME ECONOMY WORKING PARTY**

##### **RESOLUTION 2022/194**

**Moved: Cr Steven Ruddell**

**Seconded: Cr Andy Wood**

**That:**

1. **The report of the Director Planning & Environment be received.**
2. **The project/working party be renamed to Entertainment and Evening Economy Working Party to better reflect the period of trade that Council are looking to enhance and protect, and align with similar projects currently underway with other Council's and the NSW Government.**
3. **The timeframe for the Entertainment and Evening Economy Working Party's final recommendations be extended until the ordinary meeting of Council scheduled for 10<sup>th</sup> August 2022.**

**Immediately incorporate additions to Council's 10.7 Planning Certificates for properties within the Goulburn CBD (B3 and B4 zones) and Marulan CBD (B2 zone) areas to advise of the likely presence of sound generating activities during the evening such as live music, entertainment and pedestrian movement.**

**CARRIED**

**15.6 SUSTAINABILITY WORKING PARTY MINUTES 11 MAY 2022 AND INITIAL IDEAS****RESOLUTION 2022/195****Moved: Cr Jason Shepherd****Seconded: Cr Carol James****That**

- 1. Sustainability Working Party Minutes dated 11 May 2022 report from the Director Utilities be noted.**
- 2. Staff investigate the following initial ideas recommended by the Working Party:**
  - i. Council investigates creating the following positions:**
    - Environmental Education Officer**
    - Sustainability Education Officer**
  - ii. Council investigate and consider an Environmental/Sustainability levy to assist in funding the Environmental and Sustainability Education Officers and associated programs for 2023/2024.**
  - iii. Council investigates a community tree voucher system for residents to use to purchase native trees and plants within the local government area. It is suggested that this be for a four-year period and be complemented with an education program to provide suitable species for planting.**
  - iv. Council investigates engaging a consultant to develop a baseline climate change and sustainability report for the Goulburn Mulwaree local government area.**
  - v. Council considers joining the Cities Power Partnership Program.**
  - vi. Council considers community garden programs for Council greenspaces throughout the local government area.**
  - vii. Council investigates sourcing grant funding options for both consultancy and staffing costs.**
  - viii. A follow up report on the above items be provided to Council by 31 August 2022.**

**CARRIED**

**RESOLUTION 2022/196**

**Moved: Cr Andrew Banfield**

**Seconded:Cr Andy Wood**

**That Items 15.7 to Item 15.11 be resolved in total.**

**CARRIED**

**5.7 MINUTES OF THE SPORTS COUNCIL MEETING HELD ON 2 MAY 2022**

**RESOLUTION 2022/197**

**Moved: Cr Andrew Banfield**

**Seconded:Cr Andy Wood**

**That the report from Business Manager Community Facilities in regards to the Sports Council minutes from Monday 2 May 2022 be received.**

**CARRIED**

**15.8 MINUTES OF THE RECREATION AREA COMMITTEE MEETING HELD ON 4 MAY 2022**

**RESOLUTION 2022/198**

**Moved: Cr Andrew Banfield  
Seconded: Cr Andy Wood**

**That the report from the Business Manager Community Facilities in regards to the Recreation Area Committee minutes from Wednesday 4 May 2022 be received.**

**CARRIED**

**15.9 MINUTES OF THE SPORTING HALL OF FAME MEETING HELD ON 16 MAY 2022**

**RESOLUTION 2022/199**

**Moved: Cr Andrew Banfield  
Seconded: Cr Andy Wood**

**That:**

- 1. That the report from the Business Manager Community Facilities in regards to the Sporting Hall of Fame minutes from Monday 16 May 2022 be received and the decisions of the Committee become the decisions of Council.**
  
- 2. Committee Resolution 2022/3**
  - The report from the Business Manager Community Facilities on Election of a Chairperson and Deputy Chairperson of the Sporting Hall of Fame Committee be received**
  
  - That the following appointments be made as:**
    - (a) Chairperson: Mrs Margaret O'Neill OAM**
    - (b) Deputy Chairperson: Cr Carol James**

**CARRIED**

**15.10 MINUTES OF THE RAY HARVEY SPORTS FOUNDATION COMMITTEE MEETING HELD ON 16 MAY 2022**

**RESOLUTION 2022/200**

**Moved: Cr Andrew Banfield**

**Seconded: Cr Andy Wood**

**That:**

1. That the report from the Business Manager Community Facilities on the Ray Harvey Sports Foundation Committee minutes from Monday 16 May 2022 be received and the decisions of the Committee become the decisions of Council.
  
2. Committee Resolution 2022/4
  - The report from the Business Manager Community Facilities on Election of a Chairperson and Deputy Chairperson of the Ray Harvey Committee be received.
  - That the following appointments be made as:
    - (a) Chairperson: Mrs Margaret O'Neill OAM
    - (b) Deputy Chairperson: Cr Michael Prevedello
  
3. Committee Resolution 2022/3
  - The report from the Business Manager Community Facilities on Ray Harvey Sports Foundation Grant Applications – Round 1 2022/23 be received.
  - The Ray Harvey Sports Foundation Committee allocate funds to the successful applicants outlined in the table below:

Name	Sport	Funding
Jett Thomas Edwards	Basketball	\$300.00
Chloe Pollard	Basketball	\$300.00
Elise Apps	Cycling	\$300.00
Michael West	Flat Track Motorcycle Racing & Speedway Bike Racing	\$150.00
Makayla Jones	Hockey	\$500.00
Grace Jones	Hockey	\$300.00
Eamon Shiel	Hockey/Tennis	\$300.00
Emma Shirley	Gymnastics	\$300.00
Isabella Pollard	Netball	\$150.00
Tyrse Pule'anga	Rugby Union	\$100.00
Caolan Hazell	Soccer	\$300.00
Holly Doggett	Soccer	\$300.00
Jackson Errol Schultz	Swimming	\$200.00
Stella Rose Douglas	Swimming	\$300.00
Owen Edwards	Tennis	\$300.00
<b>Total</b>		<b>\$4,100.00</b>

4. The unallocated balance of \$2,900.00 from the 2021/22 Ray Harvey Sports Foundation be carried over and included in the 2022/23 Ray Harvey Sports Foundation
5. The cheque presentation for successful applicants be held at 5.15pm before the Ordinary Meeting of Council Tuesday 21 June 2022, subject to approval of minutes at the 7 June 2022 Ordinary Meeting of Council and any social distancing restrictions in place for Covid-19

**CARRIED**

#### **15.11 EXTERNAL MEETING MINUTES**

##### **RESOLUTION 2022/201**

**Moved: Cr Andrew Banfield**

**Seconded: Cr Andy Wood**

**That the report from the Acting General Manager on the following external Committee meetings minutes be received:**

1. **Southern Ranges Local Emergency Management Committee held 3 May 2022**

**CARRIED**

#### **16 CLOSED SESSION**

Council must resolve to move into Closed Session to deal with any items under s10 *Local Government Act 1993*.

##### **RESOLUTION 2022/202**

**Moved: Cr Carol James**

**Seconded: Cr Steven Ruddell**

**That Council considers the confidential report(s) listed below in a meeting closed to the public in accordance with Section 10A(2) of the Local Government Act 1993:**

**16.1 Mayoral Minute – Selection and Appointment of Chief Executive Officer (General Manager)**

**This matter is considered to be confidential under Section 10A(2) - a of the Local Government Act, and the Council is satisfied that discussion of this matter in an open meeting would, on balance, be contrary to the public interest as it deals with personnel matters concerning particular individuals (other than councillors).**

**CARRIED**

Council resolved into Closed Session at 6.46pm

Council resolved into Open Council at 7.06pm



**RESOLUTION 2022/203**

**Moved: Cr Andy Wood**  
**Seconded: Cr Carol James**

**That:**

- 1. Council moves out of Closed Council into Open Council.**
- 2. The resolutions of the Closed Session meeting which were submitted to Closed Session in accordance with s10A Local Government Act 1993 be adopted.**

**CARRIED**

**16.1 MAYORAL MINUTE – SELECTION AND APPOINTMENT OF CHIEF EXECUTIVE OFFICER (GENERAL MANAGER)****RESOLUTION 2022/204**

**Moved: Cr Peter Walker**

- 1. That the Report to the Council Meeting held on Tuesday 7 June 2022 on the outcome of interviews for appointment to the position of Chief Executive Officer (General Manager) for Goulburn Mulwaree Council be received and noted.**
- 2. That the preferred candidate selected at the further and final interviews conducted on Monday 6 June 2022 and outlined in this confidential minute be offered the position of Chief Executive Officer (General Manager) of Goulburn Mulwaree Council and the Mayor, in consultation with the Recruitment Consultant, be authorised to negotiate and finalise the appointment based on the following terms and conditions:**
  - (a) A five (5) year performance based contract in accordance with the standard contract of employment for General Managers in NSW;**
  - (b) A total remuneration package of \$340,000 being the total value of all components of remuneration offered, including salary, superannuation, the private use value of the Council provided motor vehicle under a novated lease or leaseback arrangement and any other benefits negotiated with the successful candidate;**
  - (c) A relocation allowance be offered to the candidate if required up to a limit of \$10,000 to cover the cost of relocating the candidate and family along with household and other items;**
  - (d) The policies of the Council which grant an entitlement to the employee relating to the private use of the Council motor vehicle, the incidental private use of the Council provided mobile phone and laptop computer, and the relocation allowance be included in Schedule A of the Contract.**
- 3. That no public announcement of the name of the successful candidate be made until such time as the Mayor has obtained a written acceptance of the offer from the preferred candidate.**
- 4. That should the preferred candidate for whatever reason decline the offer the second preferred candidate be offered the position on the same terms and conditions.**
- 5. That Council maintain the confidentiality of the documents and considerations in respect of the Chief Executive Officer (General Manager) recruitment process.**
- 6. That the Council seal be affixed to the contract.**

**CARRIED**

**17 CONCLUSION OF THE MEETING**

**The Meeting closed at 7.11pm.**

**The minutes of this meeting were confirmed at the Ordinary Council Meeting held on 21 June 2022.**

.....  
**Cr Peter Walker**  
**Mayor**

.....  
**Matt O'Rourke**  
**Acting General Manager**

**11 MATTERS ARISING**

**11.1 MATTERS ARISING FROM COUNCIL MEETINGS MINUTES FROM THE 7 JUNE 2022**

**Author:** Acting General Manager


**Authoriser:** Matt O'Rourke, Acting General Manager

**Attachments:** Nil

**11.2 OUTSTANDING TASK LIST FROM ALL PREVIOUS MEETINGS**

**Author:** Acting General Manager

**Authoriser:** Matt O'Rourke, Acting General Manager

**Attachments:** 1. Task List (Business Arising) 21 June 2022 [↓](#) 

**RECOMMENDATION**

That Council notes the Task List and authorises the deletion of completed tasks.

**REPORT**

Please find attached the Task List for matters resolved at previous Council meetings that are still currently under action.

**OUTSTANDING TASK LIST**



Item/Task	Responsible Officer	Status
<p><u>Community Centre Options</u></p> <p>Location of Community Centre deferred 18 months</p>	General Manager	A future Council Report will be prepared recommending a way forward, including commencement of initial consultation.
<p><u>Future of 2 Bourke Street</u></p> <p>Discussion to be held with Councillors at Briefing</p>	General Manager	This will be considered in the above action.
<p><u>Second access to Run-O-Waters</u></p> <p>Council discuss at the Council Briefing the future road link from Run-O-Waters to Gurrundah Road on to Middle Arm Road with potential access to the Hume Highway</p>	General Manager	Negotiations to be held with each land owner, with the preferred route clarified with the outcomes of these negotiations.
<p><u>South Goulburn Threaten Species Master Plan</u></p> <p>Review Master Plan</p>	Director Planning & Environment	Report to Council to be given priority. Review of biodiversity mapping/values is subject to seasonal survey requirements i.e. in spring.
<p><u>Waste to Energy Future Action</u></p> <ul style="list-style-type: none"> <li>• Continue engagement with wider community and raise awareness of associated issues and impacts of Veolia’s proposal</li> <li>• Continue obtaining community views</li> </ul>	General Manager	<p>Veolia hosted a ‘Meet the Experts’ session in Tarago on the 4 June 2022.</p> <p>Lodgement of the EIS is expected around September 2022</p>
<p><u>St John’s Orphanage</u></p> <ul style="list-style-type: none"> <li>• Demolition order compliance by 31 January 2021 for Building A – then legal action if not compliant</li> <li>• Legal action in local court on Buildings B, C &amp; D</li> </ul>	Director Planning & Environment	Correspondence received on behalf of owner 30 May 2022. Report being presented to 21 June meeting of Council.
<p><u>Water Treatment Plants – Goulburn</u></p> <p>Seeking rezoning to allow expansion of Treatment Plants</p>	Director Planning & Environment	Goulburn Planning Proposal remains ongoing.



## OUTSTANDING TASK LIST

Item/Task	Responsible Officer	Status
<p><u>Draft Victoria Park &amp; Carr Confoy Plans of Management</u></p> <ul style="list-style-type: none"> <li>• Submit draft plans of Management to DPI for Ministers written consent to publicly exhibit</li> <li>• Upon receipt of consent offer draft plans of management for community consultation for a period of 42 days</li> <li>• As part of community consultation process circulate PoMs to relevant organisations</li> </ul>	<p>Director Corporate and Community Services</p>	<p>Plans have been submitted for Ministerial consent and acknowledgement received. Ministerial assessment underway. DPI have advised of a delay for processing due to current backlog</p>
<p><u>Bulky Goods</u></p> <p>Staff complete community consultation regarding bulky waste disposal options including questions to determine what the community are prepared to pay for.</p>	<p>Director Utilities</p>	<p>To be completed during 2022/23. Further consultation to occur to inform future programs</p>

**12 MAYORAL MINUTE(S)****12.1 MAYORAL MINUTE - FINANCIAL ASSISTANCE REQUEST - ELLEN RYAN**

**Author:** Councillor  
**Authoriser:** Peter Walker, Councillor  
**Attachments:** Nil

**RECOMMENDATION**

That:

1. Council make a financial assistance one off payment of \$5,000 to 2022 Commonwealth Games Lawn Bowls athlete Ellen Ryan.
2. Council write to Ellen Ryan wishing her every success in her pursue of excellence at the 2022 Commonwealth Games in Birmingham, England.

**REPORT**

Goulburn Mulwaree resident Ellen Ryan has recently been named in the 2022 Commonwealth Games Australian team for Lawn Bowls. The 2022 Commonwealth Games are being held from the 28 July 2022 to the 8 August 2022 in Birmingham, England.

Ellen is recognised as an elite contributor to the sport of Lawn Bowls.

Ellen is an upstanding representative not only for the Goulburn Mulwaree community but also for the nation.

In July 2017 Council hosted a Civic Reception in honour of Ellen to celebrate her achievements in the Australian Lawn Bowls Open Ladies, Singles and Pairs 2017 Championships.

Some of Ellen Ryan's achievements are listed below:

2022 - Bowls Premier League  
2021 - NSW State Triples  
2021 - NSW State No1 Pennants  
2021 - Australian Open Pairs - Silver  
2021 - Australian Open Fours - Silver  
2020 - Trans Tasman Winners  
2019 - Australian Fours Champions  
2019 - Trans Tasman Winners  
2019 - Multi Nations Singles Gold  
2019 - Multi Nations Pairs Gold  
2018 - Hong King Classic Pairs  
2018 - Multi Nations Pairs Gold  
2018 - Multi Nations Singles Silver  
2017 - Australian Cap Number 84  
2017 - Australian Open Singles Champion  
2017 - Australian Open Pairs Champion  
2017 - World U25 indoor Singles  
2016 - World U25 Singles Champion  
2016 - World U25 Mixed Pairs Champion  
2015 - Australian Open Singles Champion

Ellen has contact myself to request financial assistance from Council to help with the financial pressures of competing at this elite level.

This Mayoral Minute is providing \$5,000 assistance via the Financial Assistance Grant Funding. The current balance of this fund is in excess of \$20,000 therefore the funds are within budget and

policy.



**13 NOTICE OF MOTION(S)**

Nil

**14 NOTICE OF RESCISSION(S)**

Nil

**15 REPORTS TO COUNCIL FOR DETERMINATION**

**15.1 DA/0346/2021 - 62 VERNER STREET, GOULBURN - TWO (2) DETACHED DWELLINGS AND THREE (3) LOT TORRENS TITLE SUBDIVISION**

**Author:** Assistant Development Assessment Officer  
 Director Planning & Environment

**Authoriser:** Matt O'Rourke, Acting General Manager

**Attachments:** Nil

<b>Reference to LSPS:</b>	Planning Priority 4: Housing – Vision 2040 - A range and diversity in housing type, which is contextual and affordable and is primarily centred around Goulburn and Marulan.
	Planning Priority 9: Heritage – Vision 2040 – Goulburn Mulwaree’s cultural heritage is conserved, actively adapted for use (where appropriate) and celebrated.
<b>DA Number:</b>	DA/0346/2021
<b>Address:</b>	62 Verner Street, Goulburn
<b>Proposal Description:</b>	Retention of existing dwelling, erection of two new dwellings, and three lot Torrens Title subdivision
<b>Type of Development:</b>	Local
<b>Zone:</b>	B4 Mixed Use
<b>Variations to Policy:</b>	None sought
<b>Submissions:</b>	24 (across three notification periods)
<b>Key Issues:</b>	Shadow impacts on private open space Subdivision layout and easements Earthworks Stormwater

**RECOMMENDATION**

That:

1. The staff assessment report for development application DA/0346/2021 for the proposed construction of two dwellings and a three Lot Torrens Title subdivision development be received.
2. Conditional consent is granted to development application DA/0346/2021 for the proposed construction of two dwellings and a three Lot Torrens Title subdivision subject to the following conditions:

**SECTION A: GENERAL CONDITIONS**

1. Approved Development and Use

Development consent has been granted in accordance with this Notice of Determination for the purposes of two detached dwellings and a subsequent three lot Torrens Title subdivision under the *Goulburn Mulwaree Local Environmental Plan 2009*.

**(Reason:** To confirm the components of the approval)

**2. Development in Accordance with Documentation**

The development must only be carried out:

- a) in compliance with the conditions of this Notice of Determination; and
- b) in accordance with the approved plans and documentation listed in the table below.

Architectural plans prepared by Tim Lee Architects			
DRAWING NO.	REV	TITLE OF PLAN OR DOCUMENT	DATE.
A-03	G	Demolition Site Plan	01/06/2022
A-04	G	Proposed Site Plan	01/06/2022
A-05	G	Unit 2 Floor Plan (Ground level)	01/06/2022
A-06	G	Unit 2 First Floor Plan	01/06/2022
A-07	G	Unit 2 Roof Plan	01/06/2022
A-08	G	Unit 3 Floor Plan	01/06/2022
A-09	G	Unit 3 Roof Plan	01/06/2022
A-10	G	Unit 2 Elevations (northeast and southeast)	01/06/2022
A-11	G	Unit 2 Elevations (northwest and southwest)	01/06/2022
A-12	G	Unit 3 Elevations (northeast and southeast)	01/06/2022
A-13	G	Unit 3 Elevations (northwest and southwest)	01/06/2022
A-14	G	Section AA	01/06/2022
A-15	G	Section BB	01/06/2022
A-18	G	Landscape Plan	01/06/2022
A-25	G	Proposed Subdivision Plan	01/06/2022
A-28	G	Proposed Vent Pipe Details	01/06/2022
A-29	G	Street Elevation Fence Detail	01/06/2022
A-30	G	Erosion Control Notes and Plan	01/06/2022
A-31	G	Cut and Fill Plans	01/06/2022
A-34	G	Driveway Sections	01/06/2022
A-35	G	Driveway Sections	01/06/2022
A-36	G	Driveway Sections	01/06/2022
Documentation prepared by Tim Lee Architects			
DOCUMENT REF.	REV	TITLE OF PLAN OR DOCUMENT	DATE.
1210372S_02		BASIX Certificate – Unit 2	08/06/2022
1307075S_03		BASIX Certificate – Unit 3	08/06/2022
Documentation prepared by Adams & Associates			
DOCUMENT REF.	REV	TITLE OF PLAN OR DOCUMENT	DATE.
		Water Cycle Management Study	02/02/2022
01-36004	F	Site Hydraulics and Stormwater Disposal	09/02/2022

**(Reason:** *To ensure that the development is undertaken in accordance with the submitted plans and documents as amended)*

**3. Documentation Inconsistency**

In the event of any inconsistency between the conditions of this Notice of Determination, the drawings and any accompanying documentation referred to above, the conditions of this Notice of Determination prevail, to the extent of the inconsistency.

**(Reason:** *To ensure that the development is undertaken in accordance with the submitted plans and documents as amended)*

**4. Limits to Development Consent**

Alterations to, and demolition of, the existing building fabric and **‘site’ ‘works’** must be limited to that

documented on the approved plans and amended by the conditions referenced by this Notice of Determination.

**(Reason:** *To ensure compliance with the approved development)*

#### 5. Amendments to Approved Plans

The following amendments to the approved plans must be undertaken and the amended plans must be endorsed by **'Council'** prior to the issue of any Construction Certificate:

- a) The sewer vent pipe location is to be amended, to be a minimum 1m from the sewer main for maintenance. The vent pipe will also need its own footing to be bolted into.
- b) Manhole locations are to be identified for the additional sewer connections required to service the development.
- c) An alternative landscape planting is sought in lieu of Silver Birch between the driveway and existing dwelling, as its growth potential may pose a risk to the driveway or on-site stormwater.

**Note:** *This involves a change to the development application plans as submitted to, and approved by 'Council'.*

Any changes in this regard must be reflected in the form of amended plans to be submitted to the **'Certifier'** endorsed by **'Council'** prior to the issue of any Construction Certificate for the proposed development.

**(Reason:** *To confirm and clarify the terms of the approval)*

### **SECTION B: PRESCRIBED CONDITIONS IMPOSED UNDER EP&A ACT, THE REGULATION, AND OTHER RELEVANT LEGISLATION**

#### 6. Building Code of Australia Compliance

All building work must be carried out in accordance with the provisions of the National Construction Code Series.

**(Reason:** *Prescribed by cl. 98 of 'the Regulation')*

#### 7. Home Building Act Requirements

Residential building work within the meaning of the *Home Building Act 1989* must not be carried out unless the **'Principal Certifier'** for the development to which the work relates (not being **'Council'**) has given **'Council'** written notice of the following information:

- a) in the case of work for which a **'Principal Contractor'** is required to be appointed:
  - i. the name and licence number of the 'Principal Contractor'; and
  - ii. the name of the insurer by which the work is insured under Part 6 of that Act, or
- b) in the case of work to be done by an owner-builder:
  - i. the name of the owner-builder; and
  - ii. if the owner-builder is required to hold an owner-builder permit under that Act, the number of the owner-builder permit.

If arrangements for doing residential building work are changed while the work is in progress so that the information submitted to **'Council'** in accordance with this conditions is out of date, work must not be carried out unless the **'Principal Certifier'** for the development to which the work relates has given **'Council'** written notice of the updated information.

**Note:** *A certificate of insurance that complies with the Home Building Act 1989 is in force in relation to that work in the name under which the person contracted to do the work is to be provided in relation to part 1a(ii).*

**(Reason:** *Prescribed by cl. 98B of 'the Regulation')*

#### 8. Shoring and Structural Adequacy of Adjoining Property

Where excavations associated with the development extend below the level of the base of the footings of a building, structure or work (including any structure or work within a road or rail corridor) on an adjoining allotment of land to the **'site'**, the person having the benefit of this Notice of Determination must, at that person's own expense:

- a) must obtain a certified report prepared by an appropriately qualified and practising structural engineer, at no cost to **'Council'**, detailing the structural adequacy of adjoining properties and/or structure(s) and certifying their ability to withstand the proposed excavation and construction activities. The certified

- report must include all details of the methodology to be employed in construction phases to achieve the above requirements. The methodology in the certified report must be complied with at all times;
- b) must at all times preserve and protect the building(s) and/or structure(s) from damage during the course of the works;
  - c) if necessary, must underpin and support the building(s) and/or structure(s) in an approved manner as part of the development works;
  - d) must submit drawings prepared by an appropriately qualified and practising structural engineer, showing all details, including but not limited to the extent of underpinning required, encroachment on foundations, and the method of shoring, removal and de-stressing of shoring elements, to those owners; and
  - e) must following the issue of a Construction or Subdivision Works Certificate at least seven (7) days before excavating below the level of the base of any footings, hardstanding or structure on an adjoining allotment of land, give details of the excavation to the owner of the adjoining allotment of land and to the owner of the building being erected; and
  - f) must make good all damage caused by undertaking the **'works'**.

Documentary evidence demonstrating compliance with this condition must be submitted to, and approved by **'Council'** prior to the issue of any Construction or Subdivision Works Certificate.

**Note:** *In this clause, allotment of land includes a public road and any other public place.*

**(Reason:** *Prescribed by cl. 98E of **'the Regulation'***)

#### 9. Construction Certificate Requirements

Building work, demolition or excavation in accordance with the Notice of Determination must not be commenced until a Construction Certificate required by s.6.3 of **'the Act'** for the relevant part of the works has been issued in accordance with the provisions of **'the Act'** and **'the Regulation'**.

**(Reason:** *Statutory; To ensure appropriate safeguarding measures are in place prior to the commencement of any building work, demolition or excavation*)

#### 10. Issue of a Construction Certificate

In accordance with cl.145 of the *Environmental Planning and Assessment Regulation 2000*, the plans and specifications submitted with a Construction Certificate must not be inconsistent with this Notice of Determination.

**(Reason:** *Prescribed by legislation*)

#### 11. Occupation Certificate Requirements

A person must not commence occupation or use of the whole or any part of a new building (new building includes an altered portion of, or an extension to, an existing building) unless an Occupation Certificate required by s.6.3 of **'the Act'** for the relevant part of the works has been issued in accordance with the provisions of **'the Act'** and **'the Regulation'**.

**(Reason:** *Prescribed by legislation*)

#### 12. Critical Stage Inspections

Building work must be inspected by the **'Principal Certifier'** at the critical stage occasions prescribed by **'the Act'**, **'the Regulation'** and as directed by the appointed **'Principal Certifier'**.

Critical stage inspections are defined as: -

- a) after excavation for, and prior to the placement of any footings; and
- b) prior to pouring any in-situ reinforced concrete building element; and
- c) prior to covering of the framework for any floor, wall, roof or other building element; and
- d) prior to covering waterproofing in any wet areas; and
- e) prior to covering any stormwater drainage connections; and
- f) after the building work has been completed and prior to any Occupation Certificate being issued in relation to the building.

**(Reason:** *Prescribed by legislation*)

**SECTION C: TO THE SATISFACTION OF COUNCIL PRIOR TO ISSUE OF A CONSTRUCTION CERTIFICATE**

13. Foundations Adjacent to Sewer and Drainage Easements

The foundations for structures adjacent to a sewer and/or stormwater drainage easement must be constructed in such a manner that does not affect the integrity of the sewer main and stormwater drainage lines. Location of foundations must be in accordance with **'Council'** policy for *Clearance and Easement Requirements for Structures Adjacent to Sewer and Stormwater Mains*. Details demonstrating compliance with this condition must be submitted to, and approved by, **'Council'** as the Sewer and Water Authority prior to the issue of any Construction Certificate.

**(Reason:** *To allow maintenance to vital infrastructure without affecting the integrity of the adjacent structure and public assets)*

14. Hydraulic Engineering Plans

The following Hydraulic Engineering plans and specifications must be prepared by a suitably qualified experienced professional Engineer and be submitted to **'Council'** for approval prior to issue of any Construction Certificate: -

- a) the sanitary plumbing and drainage;
- b) the stormwater drainage and disposal system, including the layout of roof drainage, surface drainage, sub-surface drainage; and
- c) the hydraulic design shall provide for containment at the property boundary and zone protection downstream of the rainwater tank outlet.

**Note:** *Each lot will require an individual sewer junction connection.*

*The sewer extension from Lot 1, through Lot 2 and to the existing sewer easement requires a hydraulic design.*

*Two (2) new manholes need to be installed in order to comply with GMC Sewer Construction standards.*

*Easements for house drainage lines and inter-allotment drainage are not permitted.*

*The plans must demonstrate compliance with AS.3500, include trench layout and design, separation details between services, all drainage is to be contained within any easements and common property where required.*

**(Reason:** *To ensure that the development complies with s.68 Local Government Act 1993)*

15. s.306 Compliance Certificate

A s.306 Certificate of Compliance under Division 5 of Part 2 of Chapter 6 of the *Water Management Act 2000* must be obtained from **'Council'** as the sewer and water authority prior to the issue of any Construction Certificate.

The Application must include details of the sewer main extension across the rear of proposed lot 2 to service proposed lots 1 and 2 including the two (2) required man holes and 150mm spur to service proposed lot 1.

**Note:** *s.64 of the Local Government Act 1993 authorises **'Council'** to issue Certificates of Compliance under s.306 of the Water Management Act 2000 and to impose pre-conditions to the issuing of Certificates of Compliance.*

*To obtain a s.306, a s.305 application must be lodged with **'Council'**.*

*The following sewer details will be required in a full set of hydraulic plans prior to the issue of any s.306 Certificate:*

- *Long sections and alignment*
- *Manhole details*
- *Junction details*
- *Sewer specifications complying with **'Council'** and other applicable standards*

**(Reason:** *To retain a level of service for the existing population and to provide the same level of service to the population resulting from new developments)*

16. Damage to Public Infrastructure

A dilapidation survey and report (including photographic record) must be prepared by a suitably qualified consultant/person which details the pre-developed condition of the existing public infrastructure in the vicinity of the development **'site'**. Attention must be paid to accurately recording any pre-development damage so that **'Council'** is informed when assessing any future damage to public infrastructure caused as a result of the development. The dilapidation survey and report must be submitted to, and approved in writing by **'Council'** prior to the issue of any Construction Certificate.

The person entitled to act upon this Notice of Determination will be held liable for all damage to public infrastructure in the vicinity of the development **'site'** where such damage is not accurately recorded and demonstrated as pre-existing under documentation provided by this condition.

**Note:** Vicinity is defined as all public infrastructure immediately adjacent to the **'site'** (full road reserve width) and to a distance of **20m** beyond the **'site'** boundaries.

**(Reason:** To record the condition of public infrastructure prior to the commencement of construction to the consent authority's satisfaction)

#### 17. Dilapidation Survey General

A detailed photographic survey and written dilapidation report of adjoining properties No. 68 Verner Street, and 2 and 4 Little Bourke Street, detailing the physical condition of those properties, both internally and externally, including, but not limited to, such items as walls, ceilings, roofs, structural members, finishes and other similar items, must be submitted to and approved by **'Council'** prior to the issue of any Construction Certificate.

The survey and dilapidation report must be prepared by an appropriately qualified person agreed to by both the applicant and the owner(s) of the adjoining property. All costs incurred in achieving compliance with this condition shall be borne by the person entitled to act on this Notice of Determination.

In the event that access for undertaking the photographic survey and dilapidation report is denied by an adjoining owner, the applicant must demonstrate, in writing, to the satisfaction of **'Council'**, that all reasonable steps have been taken to obtain access and advise the affected property owner of the reason for the survey and that these steps have failed. Written concurrence must be obtained from **'Council'** in such circumstances.

**Note:** This documentation is for record keeping purposes only and may be used by an applicant or affected property owner to assist in any action required to resolve any dispute over damage to adjoining properties arising from the works. It is in the applicant's and adjoining owner's interest for it to be as full and detailed as possible.

**(Reason:** To record the condition of property/ies prior to the commencement of construction)

### **SECTION D: SUBSIDIARY MATTERS TO BE COMPLETED PRIOR TO THE ISSUE OF A CONSTRUCTION CERTIFICATE**

#### 18. Long Service Levy Payments

The payment of a long service levy as required under Part 5 of the *Building and Construction Industry Long Service Payments Act 1986*, is required, proof that the levy has been paid, is to be submitted to **'Council'** prior to the issue of any Construction Certificate. **'Council'** acts as an agent for the Long Services Payment Corporation and the levy may be paid at **'Council'** office.

**(Reason:** Statutory requirement)

#### 19. Vehicular Access Way Design - Residential

The person having the benefit of this Notice of Determination must design and construct the sealed residential vehicular access way in compliance with the following: -

- a) must be designed to ensure that vehicles entering the **'site'** will not scrape/strike the surface of the carriageway, layback or vehicular access way;
- b) must be designed in accordance with Council's Standard Drawings SD-R06, SD-R07 and AS.2890 where not covered by Council's standards;
- c) the driveway levels shall match the existing levels at the property boundary;
- d) the width of the vehicle access way at the property boundary shall be **5.0** metres;
- e) the width of the vehicular layback shall be **6.4** metres (including the wings 700mm each side);
- f) any twisting of the driveway access must occur entirely within the **'site'**;
- g) the sealed vehicular access way and layback must be a minimum of 1000mm from any power or lighting pole, 750mm from any electrical pillar, from any kerb inlet pit lintel and 2.5m from any street

- tree; and  
 h) any utility pit within the driveway and within 750mm must be provided with a trafficable lid.

**Works** within the road reserve are to be inspected by '**Council**' as being satisfactory prior to pouring, all other '**works**' within the Lot must be Certified by the '**Principal Certifier**' as being compliant with this condition.

Plans demonstrating compliance with the above must be submitted to, and approved by the '**Certifier**' prior to the release of any Construction Certificate.

**(Reason:** *To facilitate appropriate vehicular access to residential sites, without disruption to pedestrian and vehicular traffic)*

#### 20. Waste Management Plan

A detailed waste management plan is to be submitted to, and approved by the '**Certifier**' prior to the issue of any Construction Certificate. The plan must include, but not be limited to, the estimated volume of waste and method of lawful disposal for the demolition, '**site**' '**works**', construction and operation phases of the development, all landfill removed from the '**site**', haulage routes, design of on-site wind proof waste storage and recycling area and administrative arrangements for waste and recycling management during the construction process.

The approved waste management plan must be complied with at all times in the carrying out of the development.

**Note:** *A Waste Management Plan Template is available on Council's Website:*

**(Reason:** *To ensure the lawful management and recycling of waste)*

#### 21. Underground Electricity

The development must be serviced by underground electrical distributions mains supply and network to the entire development. Documentary evidence demonstrating compliance with this condition is to be submitted to the '**Certifier**' prior to the issue of any Construction Certificate.

**(Reason:** *To ensure adequate electricity service is provided to the development)*

#### 22. s.7.12 Contributions

Prior to the issue of a Construction Certificate the person having the benefit of this Notice of Determination must pay a total contribution of **1% of the total development cost** to 'Council' under section 7.12 of 'the Act' in accordance with Goulburn Mulwaree Council Section 94a Contribution Plan. The build cost must be demonstrated to Council on the Cost Summary Report contained within Appendix C of the Goulburn Mulwaree Local Infrastructure Contributions Plan 2021 for Development with a total development cost no greater than \$1,000,000 or for values over \$1,000,000 a detailed cost summary report prepared by a registered quantity surveyor

The total amount payable may be adjusted at the time the payment is made, in accordance with the provisions of the plan.

Documentation as issued by '**Council**' demonstrating that the contribution has been paid must be submitted to, and approved by the '**Certifier**' prior to the issue of a Construction Certificate.

**Note:** *Copies of the Contributions Plans are available from '**Council**' or alternatively, they can be downloaded from '**Council's**' website.*

*Payment is to be accompanied by the attached sheet entitled "Summary of Charges". If payment is by personal or company cheque the plans subject to this approval will not be available for collection until such time as the cheque has been honoured (i.e. a minimum of 10 days).*

**(Reason:** *To retain a level of service for the existing population and to provide the same level of service to the population resulting from new development)*

#### 23. Rainwater Tanks

Rainwater tanks with a minimum capacity of 10,000 litres must be provided to collect all rainwater runoff from the development, the rainwater tank must be plumbed to service all toilets, laundry facilities and the external taps.



Detailed plans demonstrating compliance with the above requirements must be submitted to, and approved by, the **'Certifier'** prior to the issue of any Construction Certificate.

**(Reason:** *To ensure the development is water efficient and environmentally considerate)*

**24. Basix Commitments**

Under clause 97A of **'the Regulation'** the commitments listed in each relevant BASIX Certificate for the development must be fulfilled. Details and plans demonstrating compliance with these requirements must be submitted to, and approved by the **'Certifier'** prior to the issue of any Construction Certificate.

In this condition:

- a) relevant BASIX Certificate means:
  - i. a BASIX Certificate that was applicable to the development when this development consent was granted (or, if the development consent is modified under section 4.55 of the Act, a BASIX Certificate that is applicable to the development when this development consent is modified); or
  - ii. if a replacement BASIX Certificate accompanies any subsequent application for a Construction Certificate, the replacement BASIX Certificate; and
- b) BASIX Certificate has the same meaning as defined under **'the Regulation'**

**(Reason:** *To ensure the proposed development will meet the Government's requirements for sustainability and statutory requirements)*

**25. Boundary Alignment Levels**

Except where otherwise approved by **'Council'**, the property boundary alignment levels must match the levels which existed prior to the commencement of **'works'**. Plans and specifications which accurately document existing and proposed levels adjacent to the **'site'** boundaries in compliance with this condition must be submitted to the **'Certifier'** for approval prior to the issue of any Construction Certificate.

**(Reason:** *To ensure interface between individual properties and/or public land remains uniform)*

**26. Fire Hydrants Minor Residential Developments**

Prior to the issue of any Construction Certificate or Section 68 Approval for the development, detailed plans and specifications shall be provided to the Principal Certifier and Council to demonstrate compliance with *Fire and Rescue NSW (FRNSW) Fire hydrants for minor residential development - Fire Safety Guideline*. This may include the requirement for the provision of vehicular access for FRNSW fire appliances and water supply to allow firefighting operations to be undertaken at the development.

**Note:** *This may require separate approvals under Section 68 of the Local Government Act and Section 138 of the Roads Act for the extension of Councils mains water supply where necessary.*

**Reason:** *To ensure the provision of vehicular access and water for firefighting is provided to the development.*

**SECTION E: PRIOR TO THE COMMENCEMENT OF ANY DEMOLITION, BUILDING OR SUBDIVISION WORKS**

**27. Prior to Commencement**

**'Works'** must not commence on **'site'** in connection with this Notice of Determination until:

- a) a Construction Certificate (where required) for the building work has been issued by:
  - i. the consent authority; or
  - ii. an **'Accredited Certifier'**; and
- b) the person having the benefit of the development consent has:
  - i. appointed a **'Principal Certifier'** for the building work, and
  - ii. notified the **'Principal Certifier'** that the person will carry out the building work as an owner-builder, if that is the case, and
- c) the **'Principal Certifier'** has, no later than two (2) days before the building work commences:
  - i. notified the **'Council'** of his or her appointment, and
  - ii. notified the person having the benefit of the development consent of any critical stage inspections and other inspections that are to be carried out in respect of the building work, and
- d) the person having the benefit of this Notice of Determination, if not carrying out the work as an owner builder, has:
  - i. appointed a **'Principal Contractor'** for the building work who must be the holder of a

- ii. notified the **'Principal Certifier'** of such appointment, and
  - iii. unless that person is the **'Principal Contractor'** notified the **'Principal Contractor'** of any critical stage inspections and other inspections that are to be carried out in respect of the building work, and
- e) the person having the benefit of this Notice of Determination has given at least two (2) days' notice to the **'Council'** of the person's intention to commence building work.

Documentary evidence confirming the above statutory requirements have been satisfied must be submitted to **'Council'** not less than two (2) days before any commencement of **'works'**.

**(Reason:** *Statutory; to ensure appropriate safeguarding measures are in place prior to the commencement of any building work, demolition or excavation)*

#### 28. Protection of Street Trees During Works

Prior to the commencement of any **'site' 'works'** the street tree(s) immediately adjacent to the **'site'** and to a distance of 5m beyond the **'site'** boundaries must be protected by

- the installation of four (4) 1.8m high star pickets positioned not less than 1m apart;
- star pickets to be provided with yellow safety caps;
- installation of 1m high orange safety barrier mesh cable tied to perimeter of star pickets.

The tree protection must be maintained throughout the duration of **'works'** on the **'site'** and removed and the area made good upon completion of the **'works'**.

The installation is to be confirmed by the **'Principal Certifier'** prior to any further commencement of **'site' 'works'**.

**(Reason:** *To ensure the protection of Council assets and to retain visual amenity of the neighbourhood)*

#### 29. Temporary Site Fences

A temporary timber hoarding or temporary construction **'site'** fence must be erected between the work **'site'** and adjoining lands before any commencement of works and must be maintained and be kept in place until after the completion of the works if the works:

- a) could cause a danger, obstruction or inconvenience to pedestrian or vehicular traffic, or
- b) could cause damage to adjoining lands by falling objects, or
- c) involve the enclosure of a public place or part of a public place.

The installation is to be confirmed by the **'Principal Certifier'** prior to any further commencement of **'site' 'works'**.

**(Reason:** *To ensure that the safety of the public is not compromised)*

#### 30. Damage Bond General

A public infrastructure damage deposit of \$2780 must be paid to **'Council'**.

The damage bond will only be eligible for refund upon satisfactory completion of all **'works'** and following the issue of the final Occupation Certificate. All costs associated with any reinstatement works required to be carried out by **'Council'** to rectify any damage caused by the **'works'**, shall be deducted from the damage deposit.

Documentation demonstrating compliance with this condition must be submitted to, and approved by the **'Private Certifier'** prior works commencing on site.

**Note:** *A bond administration fees applies to the lodgement of this bond. Bond values and administration fees are calculated at time of actual lodgement in accordance with Council's adopted Fees and Charges and may differ from the above.*

*All required damage to Council property, however caused, by undertaking the **'works'** must be reinstated on a like for like basis and in accordance with **'Council's'** engineering standards prevailing at the time to the satisfaction of **'Council'** as the roads authority and prior to the issue of an Occupation Certificate.*

**(Reason:** *Protection of Council infrastructure and to ensure any damage to public infrastructure is rectified)*

#### 31. Sediment and Erosion Control

All required erosion and sedimentation techniques must be properly installed prior to the commencement of any **'site' 'works'** and be maintained in a functional and effective condition throughout the construction activities until the **'site'** is stabilised.

The installation is to be approved by the **'Principal Certifier'** prior to further commencement of **'site' 'works'**.

**(Reason:** *To protect the environment from the effects of sedimentation and erosion from development sites)*

### 32. Stabilised Access

Unless an existing stabilised **'site'** access is utilised, stabilised access to the **'site'** consisting of at least 200mm of aggregate at 30–60mm in size, be a minimum of three (3)m in width and must be provided from the road edge to the front of the building being constructed. The stabilised access must be fully maintained and removed from the **'site'** when a permanent driveway has been constructed.

The installation is to be approved by the **'Principal Certifier'** prior to any further commencement of **'site' 'works'**.

**(Reason:** *To protect the environment from the effects of sedimentation and erosion from development sites)*

### 33. Site Facilities

**'Site'** facilities must be provided as follow;

- a) if the development involves building work or demolition work the **'site'** must be fully enclosed by a temporary security fence (or hoarding) before **'works'** commence. Any such hoarding or fence is to be removed when the **'works'** have been completed;
- b) a minimum width of 1.5m must be provided between the **'site'** and the edge of the roadway so as to facilitate the safe movement of pedestrians. If trees are present in the footpath the minimum width must be provided to one side of the trees;
- c) a garbage receptacle fitted with a tight-fitting windproof lid for the reception of all putrescible and all waste capable of being windblown from the work **'site'** must be provided prior to **'works'** commencing and must be maintained and serviced for the duration of the **'works'**; and
- d) adequate toilet facilities must be provided on the work **'site'**. Each toilet provided must be a standard flushing toilet, connected to a public sewer, or if connection to a public sewer is not available, to an on-site effluent disposal system approved by the **'Council'**, or an approved temporary chemical closet. The provision of toilet facilities must be completed before any other **'works'** are commenced.

The installation of the site facilities must be approved by the **'Principal Certifier'** prior to any further commencement of **'site' 'works'** and prior to the first inspection.

**(Reason:** *To ensure the health and safety of the community and workers on the site)*

### 34. Site Sign

A sign must be erected in a prominent position on any **'site'** on which work involved in the erection or demolition of a building is being carried out:

- a) stating that unauthorised entry to the **'site'** is prohibited;
- b) showing the name of the **'Principal Contractor'** (or person in charge of the **'site'**), and a telephone number at which that person may be contacted at any time for business purposes and outside working hours; and
- c) showing the name, address and telephone number of the **'Principal Certifier'** for the work.

Any such sign must be maintained while the **'works'** are being carried out and must be removed when the **'works'** have been completed.

The installation is to be approved by the **'Principal Certifier'** prior to any further commencement of **'site' 'works'**.

**(Reason:** *Statutory requirement)*

### 35. Water Meter

A water meter as issued and installed by Goulburn Mulwaree Council Utilities department must be connected to the town's reticulated water supply prior to any commencement.

The installation is to be confirmed by the **'Principal Certifier'** prior to any further commencement of **'site' works'**.

**(Reason:** *To ensure an adequate supply of potable water is provided to the site)*

**SECTION F: CONDITIONS TO BE COMPLIED WITH DURING DEMOLITION, BUILDING OR SUBDIVISION WORKS**

36. Maximum Building Height

The maximum height of the finished buildings must not exceed

- Unit 2 – 664.170 AHD
- Unit 3 – 660.750 AHD

**(Reason:** *To ensure compliance with the approved design)*

37. No Changes to Openings

The windows / doors / fenestration must not be enlarged or relocated on any elevation of the development. The use of rooms served by windows must not be altered from that detailed on the approved plans.

**(Reason:** *To ensure compliance with the terms of this Notice of Determination)*

38. Use of Road Reserve

All **'works'**, processes, storage of materials, loading and unloading associated with the development must occur entirely within the property. Equipment must not be operated on the footpath or roadway, unless prior written approval has been obtained from **'Council'** as the Roads Authority.

**Note:** *Works and /or activities required to be undertaken within the road reserve are controlled through the issue of an approval/permit under s.138 Roads Act 1993.*

**(Reason:** *To ensure public safety and amenity on public land)*

39. Construction Hours

All **'works'** must be restricted to within the hours of 7.00 am to 6.00 pm Monday to Friday and on Saturday to within the hours of 8.00 am to 1.00 pm inclusive, with no work on Sundays and Public Holidays.

Demolition and excavation works must be restricted to within the hours of 8.00 am to 5.00 pm Monday to Friday only.

All builders, excavators must display, on-site, their twenty-four (24) hour contact telephone number, which is to be clearly visible and legible from any public place adjoining the site.

**Note:** *Demolition work means any physical activity to tear down or break up a structure (or part thereof) or surface, or the like, and includes the loading of demolition waste and the unloading of plant or machinery.*

*Excavation work means the use of any excavation machinery and the use of jackhammers, rock breakers, excavators, loaders, or the like, regardless of whether the activities disturb or alter the natural state of the existing ground stratum or are breaking up/removing materials from the site and includes the unloading of plant or machinery associated with excavation work.*

**(Reason:** *To ensure that works do not interfere with reasonable amenity expectations of residents and the community)*

40. Retaining Walls and Drainage

Retaining walls associated with the erection or demolition of a building or other approved methods of preventing movement of the soil must: -

- a) ensure that all retaining walls to be constructed are wholly within the boundaries of the subject allotment including all associated drainage zones and earthworks.

- b) have adequate provision for drainage in accordance with the provisions of AS.3500; and
- c) obtain approval from **'Council'** for all walls over 600mm in height and within 1000mm to **'site'** boundaries.
- d) be constructed immediately after the **'site'** has been cut and filled;

**(Reason:** *To ensure the safety and amenity of the site and adjoining properties)*

**41. Alterations to Utility Services**

Any necessary alterations to, or relocations of, utility services must be carried out at no cost to the **'Council'** or the relevant public authority.

**(Reason:** *To ensure costs associated with the development are not transferred to the public)*

**42. Inspection of Public Infrastructure**

All public infrastructure reverting to the care and control of **'Council'**, must be inspected at the following hold points by **'Council's'** development engineer: -

- a) all formwork footpath and kerb/gutter; and
- b) stormwater connections in the road reserve, prior to covering.

All **'works'** must proceed in accordance with this Notice of Determination, *Roads Act 1993* approvals or other permits relating to roads issued by **'Council'**. A minimum of 48 hours notice must be given to **'Council'**, to book an inspection. Work must not proceed until the or activity covered by the inspection is approved.

**(Reason:** *To ensure quality of construction joints and connections in the drainage system)*

**43. s.138 Approval Matters**

Vehicular footway crossings must be constructed in accordance with Council's Standard Drawings SD-R06 and SD-R07.

It is the applicant's responsibility to ensure:

- a) Traffic control measures are installed and maintained in accordance with AS.1742.3 and the Roads and Traffic Authority Manual – 'Traffic Control at Worksites'
- b) Public liability insurance to the value of \$20 million specific to the footway crossing; and workers compensation insurance, are both maintained for the duration of the works
- c) Whether the proposed works affects any Public Utility Authority installation. The following Authorities should be consulted:
  - i. Dial Before You Dig Ph.: 1100 (including telephone, gas, electricity)
  - ii. Council Ph (02) 4823 4417 (including water and sewer location diagrams).
  - iii. At the completion of work, the development proponent is to ensure that the area surrounding the driveway is backfilled and verge seeded to alleviate pedestrian hazard.

Vehicular footway crossings are that section of a driveway between the roadway and the property boundary. The applicant must arrange an inspection by **'Council'** prior to pouring the concrete with formwork and reinforcement in position or sealing. Inspections can be booked in person at Customer Service or by phone on 02 4823 4444. Please note inspection fees apply and a minimum 48 hours' notice is required.

**'Council'** retains the right to alter, repair, or in extreme cases, remove and replace any work for which approval has not been obtained, or that has not been carried out in accordance with this Notice of Determination. Any rectification works would be undertaken at the owner's full cost, recoverable in accordance with s.218 of the *Roads Act 1993*.

**(Reason:** *To ensure compliance with the Roads Act 1993)*

**44. Demolition and Removal of Buildings**

Any person acting on this Notice of Determination must ensure that: -

- a) demolition must be carried out in accordance with AS2601–1991, *Demolition of structures*.
- b) demolition materials shall not be burnt or buried on the work site.
- c) a person having the benefit of this certificate must ensure that all vehicles leaving the work site carrying demolition materials have their loads covered and do not track soil or waste material onto the road.
- d) if demolition work obstructs or inconveniences pedestrians or vehicular traffic on an adjoining public road or reserve, a separate application must be made to **'Council'** to enclose the public place with a hoarding or fence.
- e) erosion and sediment controls be provided in accordance with the details shown on the approved

plans, prior to the disturbance of any soil on the **'site'** and must be maintained in a functional condition throughout the construction activities until the **'site'** is fully stabilised.

- f) the **'site'** must be left free of waste and debris when **'works'** have been completed.

**(Reason:** To ensure that work is undertaken in a professional and responsible manner and to protect adjoining property and persons from potential damage)

#### 45. Plumbing and Drainage Work

In accordance with the *Plumbing and Drainage Act 2011*, a plumbing and drainage Notice of Work must be completed and returned to **'Council'** for its records, no later than two (2) business days before the work concerned is undertaken. The Notice of Work is to identify what plumbing and drainage work is to be carried out and must provide the details of the particular plumber/drainage.

**(Reason:** To ensure compliance with the statutory requirements)

#### 46. Sanitary Drainage Inspections

All sanitary drainage, plumbing and backflow prevention is to be carried out in accordance with AS.3500 and the *Plumbing and Drainage Act 2011*. The following stages of construction are to be inspected by **'Council'** as the Water and Sewer Authority.

- Plumbing and Drainage before backfilling.
- Pressure testing of water pipes within the building prior to fixing of linings.
- Final inspection of water plumbing and sewer drainage.

Inspections can be booked in person at Customer Service or by phone on 02 4823 4444. Please note inspection fees apply and a minimum 48 hours' notice is required.

**(Reason:** To ensure compliance with the statutory requirements)

#### 47. Waste Derived Fill and Material

The only waste derived fill material that may be received at the development **'site'** is:

- a) Virgin excavated natural material (VENM) within the meaning of the *Protection of the Environment Operations Act 1997*; and
- b) Any other waste derived material the subject of a resource recovery exemption under clauses 91 & 92 of the *Protection of the Environment Operations (Waste) Regulation 2014* that is permitted to be used as fill material.

Any waste derived material the subject of a resource recovery exemption received at the development **'site'** must be accompanied by documentation as to the material's compliance with the exemption conditions and must be provided to the **'Principal Certifier'**.

**(Reason:** To ensure that imported fill that is of an acceptable standard for environmental protection purposes)

#### 48. Earthworks

Any earthworks (including any structural support or other related structure for the purposes of the development) must: -

- a) not cause a danger to life or property or damage to any adjoining building or structure on the lot or to any building or structure on any adjoining lot;
- b) not redirect the flow of any surface or ground water or cause sediment to be transported onto an adjoining property;
- c) in the first instance be reused on **'site'**;
- d) ensure that any fill brought to the **'site'** contains only virgin excavated natural material (VENM) as defined in Part 3 of Schedule 1 to the *Protection of the Environment Operations Act 1997* or any other waste-derived material the subject of a resource recovery exemption;
- e) ensure that any excavated soil to be removed from the **'site'** is disposed of in accordance with any requirements under the *Protection of the Environment Operations (Waste) Regulation 2005*;
- f) ensure that documentation verifying the lawful disposal of all waste is to be kept by the applicant and provided to **'Council'** on request.
- g) not permit fill to change existing ground levels at the property boundary. Cutting and filling is to be restricted to that shown on the approved plans. Any further cutting or filling will require separate approval.

- h) ensure that any excavation is carried out in accordance with Excavation Work: Code of Practice (ISBN 978-0-642-785442), published in October 2013 by Safe Work Australia.

**(Reason:** *To ensure structural safety and to ensure excavation and fill are handled correctly)*

**49. Vehicular Access Way Design**

The person having the benefit of this Notice of Determination must design and construct the sealed residential vehicular access way in compliance with the following: -

- a) must be designed to ensure that vehicles entering the **'site'** will not scrape/strike the surface of the carriageway, layback or vehicular access way;
- b) must be designed in accordance with accordance with Council's Standard Drawings SD-R06, SD-R07 and AS.2890 where not covered by Council's standards;
- c) the driveway levels shall match the existing levels at the property boundary;
- d) the width of the vehicle access way at the property boundary shall be **5.0** metres;
- e) the width of the vehicular layback shall be **6.4** metres (including the wings 700mm each side);
- f) any twisting of the driveway access must occur entirely with in the **'site'**;
- g) the sealed vehicular access way and layback must be a minimum of 1000mm from any power or lighting pole, 750mm from any electrical pillar, from any kerb inlet pit lintel and 2.5m from any street tree; and; and
- h) any utility pit within the driveway and within 750mm must be provided with a trafficable lid.

**Works** within the road reserve are to be inspected by **'Council'** as being satisfactory prior to pouring, all other **'works'** within the Lot must be Certified by the **'Principal Certifier'** as being compliant with this condition.

**(Reason:** *To facilitate appropriate vehicular access to residential sites, without disruption to pedestrian and vehicular traffic)*

**50. Procedure for Critical Stage Inspections**

While building work is being carried out, any such work must not continue after each critical stage inspection unless the principal certifier is satisfied the work may proceed in accordance with this consent and the relevant Construction Certificate.

**(Reason:** *To ensure compliance with the statutory requirements)*

**SECTION G: CONDITIONS TO BE COMPLIED WITH PRIOR TO THE ISSUE OF AN OCCUPATION CERTIFICATE**

**51. Compliance with Conditions of Consent**

Prior to the issue of any Occupation Certificate the person having the benefit of this Notice of Determination must demonstrate to the **'Principal Certifier'** that all conditions required to be complied with, either at or before the occupation stage, including conditions identified as at all times have been complied with. An Occupation Certificate must not be issued where the development undertaken is in breach of this Notice of Determination.

**(Reason:** *To ensure compliance with the terms of this Notice of Determination)*

**52. Asbestos and Other Hazardous Materials Disposal**

Prior to the issue of any Occupation Certificate the person having the benefit of this Notice of Determination must provide to the **'Principal Certifier'** copies of all waste disposal receipts and documentation demonstrating that all asbestos containing materials and other hazardous waste has been lawfully disposed.

The **'Principal Certifier'** must be satisfied that quantity of waste disposed of or recycled is commensurate to the quantity of waste actually generated by the **'works'**.

**(Reason:** *To ensure waste material is appropriately recycled and lawfully disposed)*

**53. Certification of Civil Works**

An appropriately qualified and practising Civil Engineer must certify to the **'Principal Certifier'**:

- a) that the stormwater drainage system has been constructed in accordance with this Notice of Determination and the provisions of the applicable Australian Standard;
- b) that the road infrastructure has been constructed in accordance with this Notice of Determination and

- the provisions of the applicable Australian Standard;
- c) that the footpath infrastructure has been constructed in accordance with this Notice of Determination and the provisions of the applicable Australian Standard;
- d) that any vehicular crossing and associated road works have been constructed in accordance with this Notice of Determination and any approval for **'works'** in the road reserve issued by the **'Council'** where those works by agreement of **'Council'** have not been inspected by **'Council'**; and
- e) that the internal driveway access and onsite parking areas have been constructed in accordance with this Notice of Determination and the provisions of the applicable Australian Standard.

A copy of the certificate(s) must be submitted to **'Council'** upon completion of the **'works'** and prior to the issue of any Occupation Certificate.

Documentary evidence confirming that the above requirements have been fulfilled must be provided to the **'Principal Certifier'** prior to the issuing of any Occupation Certificate.

**(Reason:** *To ensure compliance with the conditions of consent)*

**54. House Numbering**

An Occupation Certificate must not be issued until the approved street numbering has been installed to the kerb directly in front of each Lot.

DWELLING/UNIT OR LOT	ASSIGNED NUMBER	STREET ADDRESS
Proposed Lot 1 (existing dwelling)	1/62	Verner Street
Proposed Lot 2	2/62	Verner Street
Proposed Lot 3	3/62	Verner Street

Documentary evidence from confirming that this condition has been satisfied must be provided to the **'Certifier'** prior to the issue of any Occupation Certificate.

**Note:** *Street/unit identification numbers are at least 7 centimetres in height white in colour with blue background 130mm high and must to be displayed in a prominent location clearly visible from the street frontage*

**(Reason:** *To ensure that the property is correctly addressed and visible from the public road)*

**55. Installation of Driveways**

Prior to the issue of an Occupation Certificate the driveway access across the footpath reserve and to the garage and any footway crossing must be constructed in accordance with **'Council's'** Engineering Standards and the requirements of this notice of determination.

Documentary evidence from **'Council'** as the roads authority confirming that this condition has been satisfied must be provided to the **'Principal Certifier'** prior to the issue of any Occupation Certificate

**(Reason:** *To ensure driveway access to the property does not have any adverse impact on the public road network)*

**56. Infrastructure Repair Prior to Completion of Works**

The person having the benefit of this Notice of Determination must fully complete all required **'works'** -

- a) to any footpath, verge, nature strip, road, kerb and guttering, driveway crossover, stormwater and utilities infrastructure within the road reserve;
- b) must repair all damage caused by the **'works'** to any damaged public infrastructure caused as a result of any works relating to the development (including damage caused by, but not limited to, delivery vehicles, waste collection, contractors, sub-contractors, concrete vehicles) must be fully repaired; and
- c) all damage must be made good in accordance with **'Council's'** engineering standards and at no cost to **'Council'**

Documentary evidence from **'Council'** as the roads authority confirming that this condition has been satisfied must be provided to the **'Principal Certifier'** Prior to the issue of any Occupation Certificate.

**(Reason:** *To ensure any damage to public infrastructure is rectified)*

**57. Water Management Act**



A Compliance Certificate issued under s.307 of the *Water Management Act 2000* must be obtained from the Utilities Division of **'Council'** prior to the release of any Occupation Certificate.

Documentary evidence issued by **'Council'** confirming that the final inspection was satisfactory must be provided to the **'Principal Certifier'** prior to the issue of any Occupation Certificate.

**(Reason:** *To ensure compliance with the statutory requirements)*

#### 58. Plumbing and Drainage Finalisation

A final inspection of water plumbing and sewer drainage must be conducted by **'Council'** as the Water and Sewer Authority.

Documentary evidence issued by **'Council'** confirming that the final inspection was satisfactory must be provided to the **'Principal Certifier'** prior to the issue of any Occupation Certificate.

**(Reason:** *To ensure compliance with the statutory requirements)*

#### 59. Certificate of Compliance

A Compliance Certificate and a sewer service drainage diagram as issued by the plumber who submitted the Notice of Work must be issued to **'Council'** prior to the release of any Occupation Certificate.

Documentary evidence confirming that the above requirements have been fulfilled must be provided to the **'Principal Certifier'** prior to the issuing of any Occupation Certificate.

**(Reason:** *To ensure compliance with the statutory requirements)*

#### 60. Boundary Fencing

Prior to the issue of any Occupation Certificate, new 1.8m high Colourbond fencing must be provided to the side and rear property boundaries and between the proposed dwellings/private open space. The fence must not proceed forward of the front building line.

Fencing along the front boundary abutting Verner Street is to be in accordance with the approved plans, and be of a consistent brick colour and size.

**(Reason:** *To ensure consistency with adjoining approved fencing and to improve amenity in the neighbourhood)*

#### 61. Easements, Rights of Way and Restrictions as to User

The following easements, rights-of-way, right-of-carriageway, and restrictions-as-to-user as indicated are to be registered on the title of the title Lots naming Goulburn Mulwaree Council as the sole authority empowered to release or modify the same:

- a) All **'Council'** sewer infrastructure.
- b) Access at all times by vehicle or foot for Lots 1, 2 and 3 over the proposed driveway from the lot boundary with Verner Street.
- c) Restriction for the storage of any item whether temporary or not on the access driveway.
- d) Restriction for the parking spaces numbered 1 and 2 on plan A-04 Rev G, dated 08/06/2022 prepared by Tim Lee Architects. At all times only registered motor vehicles associated with the Lot 1 dwelling may be parked within the car parking spaces.
- e) The stormwater easement through lots 1, 2 and 3. Maintenance of the extent of easement within lot 2 is to be shared equally between lots 2 and 3; and maintenance of the extent of easement within lot 1 is to be shared equally between lots 1, 2 and 3.
- f) Restriction for the garages to the dwellings of proposed lot 2 and 3. At all times only the parking of motor vehicles may occur within the garage space.

Documentary evidence confirming that registration on the title under section 88 of the *Conveyancing Act 1919* has occurred must be provided to the **'Certifier'** prior to the issue of any Occupation Certificate.

**Note:** *Any reference to a plan must include the details of the title, author, drawing number, revision number and date of issue.*

**(Reason:** *To ensure proper management of land)*

#### 62. Gas Service provisions

Prior to the issue of the Occupation Certificate, a certificate of compliance shall be supplied from a licensed gasfitter or Jemena, indicating that each proposed dwellings have been connected to gas, and that each gas service has been provided separately for each dwelling and wholly within the lot this internal infrastructure services.

Documentary evidence confirming that this condition has been satisfied must be provided to the **'Certifier'** prior to the issue of any Occupation Certificate.

**(Reason:** *To ensure adequate servicing of the development)*

#### **SECTION H: CONDITIONS TO BE COMPLIED WITH AT ALL TIMES**

##### 63. Vehicle Egress Sign

At all times appropriate sign(s) must be provided and maintained within the **'site'** at the point(s) of vehicular egress to compel all vehicles to stop before proceeding onto the public way.

**(Reason:** *To ensure pedestrian safety)*

#### **SECTION I: CONDITIONS TO BE COMPLIED WITH PRIOR TO THE ISSUE OF A SUBDIVISION CERTIFICATE**

##### 64. Release of Subdivision Certificate

Prior to the issue of any Subdivision Certificate the person having the benefit of this Notice of Determination must demonstrate to **'Council'** that all conditions set out within this Notice of Determination have been complied with and that all works completed. A Subdivision Certificate must not be issued where the development undertaken is in breach of this Notice of Determination.

**Notes:** *A tabularised statement that separately identifies the conditions contained within the Notice of Determination, details how the conditions have been complied with and is provided with clear references to any supporting evidence being submitted to satisfy a condition is required.*

**(Reason:** *To ensure that the development is completed to an acceptable standard prior to registration)*

##### 65. Subdivision Certification

A Subdivision Certificate that authorises the registration of a plan of subdivision at the NSW Land Registry Services must be obtained. The following must be submitted to **'Council'** with any application for a subdivision certificate:

- a) the original plans of subdivision and administration sheets plus two (2) copies of each, and any original s.88B instrument to be endorsed, all enclosed in a protective sleeve (to prevent damage during transfer);
- b) an electronic version of all files being submitted including Word documents of all s.88 instruments;
- c) application for subdivision certificate form duly completed with payment of fees current at lodgement;
- d) written evidence in the form of a full condition compliance table that demonstrates how all the conditions contained within this Notice of Determination have been satisfied (including submission of all required certificates and/or information where required); and
- e) all other information required by the **'the Act'** and **'the Regulation'**.

**Notes:** *'Council' will check the consent conditions on the relevant subdivision consent. Failure to submit the required information will delay endorsement of the plan of subdivision and may require payment of rechecking fees or refusing the certificate.*

*'Council' will not accept bonds in lieu of completing subdivision works.*

**(Reason:** *To ensure compliance with relevant legislative requirements and maintenance of up to date Council records)*

##### 66 Water Management Act

A Compliance Certificate issued under s.307 of the *Water Management Act 2000* must be obtained from the Utilities Division of **'Council'** prior to the issue of any Subdivision Certificate.

**(Reason:** *To ensure compliance with the statutory requirements)*

##### 67. Gas Service Provision

Prior to the issue of the Subdivision Certificate, written evidence including works as executed plan(s) from the gas supply authority (i.e. Jemena) must be supplied to **'Council'** to confirm that the gas network has been extended into and throughout the subdivision to service each new allotment.

All adjustments to existing utility services made necessary by the development are to be undertaken at no cost to **'Council'**.

**(Reason:** *To ensure adequate servicing of the development)*

#### 68. Easements, Rights of Way and Restrictions as to User

All easements, rights-of-way, right-of-carriageway, and restrictions-as-to-user as indicated on the plans submitted with the application for a Subdivision Certificate, together with the following additional easements/rights-of-way/restrictions, naming Goulburn Mulwaree Council as the sole authority empowered to release or modify the same are to be prepared for registration on the title of the relevant Lots:

- a) All 'Council' sewer infrastructure.
- b) Access at all times by vehicle or foot for Lots 1, 2 and 3 over the proposed driveway from the lot boundary with Verner Street.
- c) Restriction for the storage of any item whether temporary or not on the access driveway.
- d) Restriction for the parking spaces numbered 1 and 2 on plan A-04 Rev G, dated 08/06/2022 prepared by Tim Lee Architects. At all times only registered motor vehicles associated with the Lot 1 dwelling may be parked within the car parking spaces.
- e) The stormwater easement through lots 1, 2 and 3. Maintenance of the extent of easement within lot 2 is to be shared equally between lots 2 and 3; and maintenance of the extent of easement within lot 1 is to be shared equally between lots 1, 2 and 3.
- f) Restriction for the garages to the dwellings of proposed lot 2 and 3. At all times only the parking of motor vehicles may occur within the garage space.

Documentary evidence confirming that registration on the title under section 88 of the *Conveyancing Act 1919* has occurred must be provided to the **'Certifier'** prior to the issue of any Subdivision Certificate.

**Note:** *Any reference to a plan must include the details of the title, author, drawing number, revision number and date of issue.*

**(Reason:** *To ensure proper management of land)*

### **SECTION J: CONCURRENCE AGENCY CONDITIONS**

#### 69. Water NSW Concurrence

Water NSW concurs with Council granting consent to the application, subject to the conditions within the concurrence letter dated 14 March 2022, which must be satisfied during the relevant stage of the development and prior to the issue of the Occupation Certificate (or at a time as otherwise stated in the condition).

**Note:** *Condition 1 of the Concurrence letter is amended as follows:*

*The lot layout and works of the proposed dwelling construction and subdivision shall generally be as shown on the Proposed Site, Subdivision and Notification Plans (Job No. 0819-1137, Dwg. Nos. A-04, A-25 and NP-01, Revision G, dated 01/06/2022) prepared by Tim Lee Architects. No revisions to layout, works or staging of the construction and subdivision that will have any impact on water quality, shall be permitted without the agreement of Water NSW.*

**(Reason:** *To ensure the development has a neutral or beneficial effect on water quality)*

#### 70. Essential Energy advice

Essential Energy makes the following general comments:

- As part of the subdivision, an easement/s are/is created for any existing electrical infrastructure. The easement/s is/are to be created using Essential Energy's standard easement terms current at the time of registration of the plan of subdivision;
- If the proposed development changes, there may be potential safety risks and it is recommended that Essential Energy is consulted for further comment;
- Any existing encumbrances in favour of Essential Energy (or its predecessors) noted on the title of the

above property should be complied with; and

- Council should ensure that a Notification of Arrangement (confirming satisfactory arrangements have been made for the provision of power) is issued by Essential Energy with respect to all proposed lots which will form part of the subdivision, prior to Council releasing the Subdivision Certificate. It is the Applicant's responsibility to make the appropriate application with Essential Energy for the supply of electricity to the subdivision, which may include the payment of fees and contributions.
- In addition, Essential Energy's records indicate there is electricity infrastructure located within the property. Any activities within this location must be undertaken in accordance with the latest industry guideline currently known as *ISSC 20 Guideline for the Management of Activities within Electricity Easements and Close to Infrastructure*.
- Prior to carrying out any works, a "Dial Before You Dig" enquiry should be undertaken in accordance with the requirements of *Part 5E (Protection of Underground Electricity Power Lines) of the Electricity Supply Act 1995 (NSW)*.
- Given there is electricity infrastructure in the area, it is the responsibility of the person/s completing any works around power lines to understand their safety responsibilities. SafeWork NSW ([www.safework.nsw.gov.au](http://www.safework.nsw.gov.au)) has publications that provide guidance when working close to electricity infrastructure. These include the *Code of Practice – Work near Overhead Power Lines and Code of Practice – Work near Underground Assets*.

**(Reason:** *To ensure the development does not adversely affect local electricity infrastructure)*

Section 375A of the *Local Government Act 1993* requires General Managers to record which Councillors vote for and against each planning decision of the Council, and to make this information publicly available.

## BACKGROUND

At Council's Ordinary Meeting of Tuesday 19 April 2022, DA/0346/2021 was presented to Council for determination.

At that meeting, Councillors deferred consideration of DA/0346/2021, pending the resolution of six (6) outstanding issues relating to the project design and associated documents.

Documents provided on 25 May 2022 resolved only one (1) of these issues. Notwithstanding, the applicant was afforded a further opportunity to resolve the outstanding issues.

Revised documents were provided on 8 June 2022. These have satisfied the issues to the extent that unresolved issues are able to be resolved by way of conditional development consent.

Water NSW has advised that its previously issued concurrence for the site dated 14 March 2022 is still valid, with a minor revision to one of the conditions.

## REPORT

### Proposed Development

The proposal known as DA/0346/2021 located at 62 Verner Street, Goulburn (Lots E & F, Deposited Plan 38742), as amended comprises:

- the retention of the existing dwelling;
- demolition of an existing onsite shed,
- construction of two additional dwellings, associated site servicing, driveway, retaining walls; and
- a three-lot Torrens Title subdivision.

Each of the proposed new dwellings comprises three (3) bedrooms, with one of the dwellings (located in the middle of the site) to be two (2) storeys in height.

The proposal includes landscaping, stormwater works, and a widened driveway crossover to facilitate vehicular access to and from Verner Street.

The plans submitted for determination on 8 June 2022 have gone through multiple revisions and a reduction in scale relative to the plans originally lodged on 12 February 2021.

**Design revisions with respect to Council Resolution of 19 April 2022**

At Council's Ordinary Meeting of 19 April 2022, Council made the following resolution in relation to DA/0346/2021:

- 1) *The report on DA/0346/2021 - 62 Verner Street, Goulburn - Two (2) Detached Dwellings and Three (3) Lot Torrens Title Subdivision be received.*
- 2) *Council defers consideration of DA/0346/2021.*
- 3) *The applicant is to provide Council with the following items by close of business Wednesday 25 May 2022:*
  - a. *Plans demonstrating the following:*
    - i. *A minimum of 3 hours of solar access to the Private Open Space and Principal Living Spaces for the proposed Dwelling 3 in accordance with Part 4 Section 4.1.3 of the GM DCP 2009;*
    - ii. *The provision of practical, safe and convenient waste facilities that don't require the occupant to traverse a flight of stairs with loaded or unloaded mobile garbage bins in accordance with Part 4 Section 4.1.9 of the GM DCP 2009;*
    - iii. *A comprehensive and detailed plan of subdivision indicating the location of proposed services and easements;*
    - iv. *The provision of BASIX Certificates that are consistent with the plans of the proposed development;*
    - v. *The provision of plans detailing the extent of works required in the Verner Street road reserve to enable the integration of the driveway with the Verner Street formation and associated kerb, gutter and footpath; and*
    - vi. *The provision of plans detailing the complete extent of cut and fill, including the location of any retaining walls.*
- 4) *If the above items are provided and adequately satisfy the outstanding planning matters and doesn't raise any new planning matters that can't be resolved, a further report be presented to Council in June 2022 for consideration.*
- 5) *If the above items are not provided to Council by Wednesday 25 May 2022 or they do not adequately address the outstanding or any new planning matters a Notice of Determination refusing the development shall be issued.*

**Initial response of applicant, 25 May 2022**

Revised documents provided by the applicant on 25 May 2022 were reviewed by the assessing officer and determined to only satisfy item (ii) of the above Resolution. Furthermore, the revised documents introduced a roof design to the lot 3 dwelling not in keeping with the site's location within the Goulburn's Heritage Conservation Area.

A meeting was held between senior Council planning staff and the applicant to consider the outstanding issues. A list of outstanding issues was relayed by the assessing officer to the applicant on 1 June 2022.

**Final response of applicant, 8 June 2022**

In light of the meeting and 1 June correspondence referenced above, revised documents were provided by the applicant on 8 June 2022. The revised architectural plans are included in the **Attachment**.

The plans as presented for determination include a number of changes at the rear of the site relative to those presented to Councillors on 19 April. These include:

- Lowering the floor level of the lot 3 dwelling and parts of the adjoining driveway;
- Increasing the extent of retaining walls adjacent to the lot 3 dwelling;

- Revision of the lot 3 dwelling roof form;
- Replacing the rear deck roof with a pergola;
- Bringing the northwest part of the lot 3 dwelling (comprising bedrooms 1 and 3, the garage and laundry) forward 1.41 metres, consequently increasing the area of Private Open Space;
- The identification of a stormwater easement through the site; and
- Changes to the extent of the turning bay between the lot 2 and lot 3 dwellings.

The intent of these changes was to improve the provision of solar access to the Private Open Space of lot 3.

An assessment of the resolution items (i) to (vi) is provided below:

- (i) The proposal does not satisfy the controls of Part 4 Section 4.1.3 of the *GM DCP 2009* as it existed at the time of lodgement. Plans and calculations provided by the applicant demonstrated that the major part of the Lot 3 dwelling's Private Open Space only received solar access between 1pm and 3pm, and that the principal living area of the lot 3 dwelling did not receive sufficient solar access through windows due to a revision in the roof design.

Notwithstanding, it is noted that an area at least 45m<sup>2</sup> along the southwest boundary of the site is afforded at least 3 hours of solar access between noon and 3pm on the winter solstice. This is more than half of the minimum recommended area of Private Open Space required for a dwelling (75m<sup>2</sup>) under the *GM DCP 2009*.

In a meeting between senior Council planning staff and the applicant, it was agreed that skylights would be accepted in this instance to provide solar access to the kitchen and living areas of the lot 3 dwelling. These have been included in the plans provided for final assessment.

In this instance, the proposed skylights are considered acceptable. In supporting this position, it is noted that the revised design has a reduced extent of overshadowing of neighbours due to its lower floor level and roof profile, and tree plantings have been included along much of the rear boundary to provide privacy to neighbours.

Therefore, this matter has been satisfied.

- (ii) Safe and convenient waste facilities have been provided, that don't require the occupant to traverse a flight of stairs with loaded or unloaded mobile garbage bins, in accordance with Part 4 Section 4.1.9 of the *GM DCP 2009* as it existed at the time of lodgement.

Therefore, this matter has been satisfied.

- (iii) A revised plan of subdivision was provided that indicated the location of proposed services and easements.

This included a stormwater easement of two (2) metres in width. This is considered to be an internal private easement. A condition of development consent requires the maintenance of on-site stormwater infrastructure to be burdened on future land owners on the site. This is to be included in a future restriction on the site under Section 88B of the *Conveyancing Act 1919*.

Such a condition is necessary as the infrastructure is not intended to be Council infrastructure and the proposed easement is less than the three (3) metre minimum requirement for Council easements, as specified in Council's *Clearance and Easement Requirements for Structures Adjacent to Sewer and Stormwater Mains Policy*.

Additionally, Council's Utilities Directorate have requested the following items which have not been provided to date. These items are to be included as conditions of development consent.

- Hydraulic details and manhole access for a proposed sewer easement along the south east boundary of lot 2.
- Revised plans for the sewer vent pipe, such that it is offset from the sewer main.

Therefore, this matter has been satisfied.

- (iv) Revised BASIX Certificates were provided for the lot 2 and lot 3 dwellings.

The revised BASIX Certificates were generally consistent with the revised plans.

Minor inconsistencies were found in the Lot 2 dwelling BASIX Certificate, with respect to the area of garden and lawn, that can be resolved as a condition of development consent.

Therefore, this matter has been satisfied.

- (v) Revised plans included a number of driveway section details. Senior Council Engineering staff have advised they are satisfied with these plans.

Therefore, this matter has been satisfied.

- (vi) A cut and fill plan has been provided. Retaining wall locations, and detail for the long retaining wall near the northwest side boundary have been provided.

Conditions of development consent will require a geotechnical report to confirm the proposed works are appropriate for the site, and not result in any adverse impacts to neighbouring lots of land.

Therefore, this matter has been satisfied.

#### Additional issue - stormwater

In changing the extent of ground levels, impervious surfaces, and number of drains in the revised design, there were expected to be changes to the proposal's performance in handling on-site stormwater. A revised stormwater management plan or report have not been provided to this end.

Advice and conditions of consent previously provided by Water NSW regarding on-site stormwater management are based on designs provided in February 2022. As such, the plans provided on 8 June 2022 were referred to Water NSW for further comment.

Water NSW advised on 10 June 2022 that it was satisfied that the plans provided on 8 June 2022 had no additional impact on water quality. As such, its previously issued concurrence of 14 March 2022 is still valid, with Water NSW requesting a minor revision to condition 1 of the concurrence to reflect the applicant's updated site plans.

#### **Conclusion and Recommendation**

The proposal has been considered against relevant Legislation and Policy. Each submission has been duly considered in the development assessment. It is considered that the impacts of the proposal can result in a positive outcome to the locality and is in the public interest.

The application has considered the controls of the *Goulburn Mulwaree Local Environmental Plan 2009* and *Goulburn Mulwaree Development Control Plan 2009* as they existed at the time of lodgement.

Changes to the proposed design have obtained the endorsement of Water NSW.

The application is considered capable of not having a negative impact on the locality subject to conditions of development consent and obtaining of updated Water NSW concurrence. Therefore, conditional consent is recommended for DA/0346/2021.

**FINANCIAL AND LEGAL IMPLICATIONS**







Financial and/or legal implications to Council are likely if the applicant of the development proposal, the land owner, or one or more neighbouring land owners, chooses to appeal the deferred commencement approval through the Land and Environment Court.



**15.2 ST JOHNS ORPHANAGE - REQUEST FOR EXTENSION OF COMPLIANCE PERIOD**

**Author:** Business Manager Environment & Health  
 Director Planning & Environment

**Authoriser:** Matt O'Rourke, Acting General Manager

- Attachments:**
1. Emergency Order - Buildings B, C & D  
  2. Demolition Order - Building A  
  3. Correspondence from STC Legal on behalf of Owner  

<b>Link to Community Strategic Plan:</b>	4. Our Environment EN4 Maintain a balance between growth, development and environmental protection through sensible planning.
<b>Cost to Council:</b>	Nil
<b>Use of Reserve Funds:</b>	Nil

**RECOMMENDATION**

That:

1. The report from the Business Manager Environment & Health be received.
2. The owner of 52 Mundy Street, Goulburn be granted 14 days to provide Council with a written commitment in relation to a timeframe for the completion of demolition works for Building A within the 2022 calendar year.
3. Should the owner fail to provide Council with a written commitment relating to timeframes for the demolition of Building A within 14 days, a report be presented to Council providing its legal opportunities.

**BACKGROUND**

At the 02 November 2021 meeting of Council, a report was considered in relation to the former St John's Orphanage at 52 Mundy Street, Goulburn. At this meeting, Council resolved:

*That:*

1. *The report from the Business Manager Environment & Health be received.*
2. *A Demolish Works Order for Building 'A' be issued, with a period of compliance concluding 5.00pm 31<sup>st</sup> January 2022.*
3. *If the demolition order identified in paragraph two above is not complied within the timeframe set by Council the General Manager to seek order from the Land and Environment Court permitting Council to enact the terms of the Order (in this case, the demolition and remediation) and recover costs from the owner.*
4. *As the existing Demolish Works Order for Buildings 'B', 'C' and 'D' have not been complied with in the specified timeframes contained within the Orders, Council commence prosecution proceedings against the owner of 52 Mundy Street, Goulburn in the Local Court.*
5. *For the purposes of enacting Items 2 and 3 above, the following map/image depicts each specific Building that is subject to an Order or proposed Order:*



This resolution supplemented the resolution of the 20 July 2021 meeting of Council, where a report was also considered in relation to the former St John’s Orphanage at 52 Mundy Street, Goulburn. At this meeting, Council resolved:

*That:*

1. *That the report from the Business Manager Environment & Health in relation to St John’s Orphanage be received.*
2. *A Demolish Works Order be issued in accordance with Schedule 5 of the Environmental Planning and Assessment Act 1979 for all outbuildings onsite, being items ‘B’, ‘C’ & ‘D’ in the map/image below:*



*The period for compliance will be 90 days from the issuing of the Order.*

3. *Council, for public safety reasons require Building A (as identified within paragraph 2 above) be demolished.*
4. *The General Manager prepare a report after consultation with the land owner including the required period of compliance for the demolition of Building A*

5. *Whilst the outcome of paragraph 3 is being determined the General Manager to serve an order that ensure security of the site.*
6. *In addition to Paragraph 2 and 3 of this resolution, and regardless of the outcome of any structural assessment of the main building, Council requires that any Demolition Order relating to this St John's Orphanage site will contain the following conditions with regards to heritage conservation:*
  - i. *That the area in front of the main block, including the masonry boundary wall, driveway, forecourt area and remnant trees and shrubs be retained and restored to conserve the original setting for the building.*
  - ii. *That the main building be professionally recorded by way of drawings and photographs for an archival record.*
  - iii. *That significant features such as the crucifix, specific stone elements (as recommended by Council's Heritage advisor) and the foundation plaque be salvaged for future interpretation or relocation to an appropriate place.*
7. *The General Manager be required to investigate Council's legal options in relation to prosecution as its preferred alternative to the issuing of Penalty Infringement Notices in the event that the landowner fails to adhere to the terms of any Development Control Order imposed upon the site, or if the landowner commences demolition works without regard to statutory process. It is noted that the maximum Penalty Infringement Notice for non-compliance with either scenario is \$3000 for an individual.*

## REPORT

In accordance with the previous resolutions the following actions have been taken by Council in regard to Buildings B, C & D:

1. Council issued Emergency Development Control Orders for buildings B, C & D. **A copy of this Order is attached.** This allowed for a staged demolition and compliance period prioritising matters that posed a risk to public safety accordingly.
2. On 27 September 2021, an inspection of the site was carried out by Council, upon which it was established that the terms of the Emergency Order relating to public safety had not been complied with, and that additionally items relating to the Demolish Works Order had not been complied with. In this regard it is important to note that by this point a considerable period of time had elapsed in which the public were exposed to a heightened risk.
3. Accordingly, the owner was issued with a \$3000 Penalty Infringement Notice for non-compliance with the Public Safety Order (loose iron, securing of the site, and securing of Building D individually). A second Penalty Infringement Notice could also have issued for non-compliance with the Demolish Works Order for failing to disconnect services (i.e. sewer and stormwater) and securing the site.
4. Further to this, a further inspection was conducted on 3 November 2021, which revealed structures B, C and D still remain at the site and demolition works have not been completed by the specified date of 31 October 2021.
5. Final reports were also due to be received by 12 November 2021 for lawful disposal of waste and a clearance certificate from a suitably qualified consultant. This remains outstanding.

In accordance with the previous resolutions the following actions have been taken by Council regarding Building A:

1. Following limited engagement from the owner regarding the resolution of Council a Draft Demolish Works Order was issued for Structure A on 5 November 2021 requesting

demolition be completed by 31 January 2022 with reports being submitted to Council by 25 February 2022.

2. Following the representation period, a representation was received from the owner's legal representative requesting an extension for the compliance. In accordance with the principles of procedural fairness the contents of the submission were considered and an extension to the compliance date was provided.
3. On 7 February 2022 the Demolition Order for Building A was issued with a compliance date 25 April 2022 for demolition and all post demolition works to be undertaken. **A copy of the Order is attached.** The Demolish Works Order provided a staged compliance process in order to allow the owner to undertake works over a reasonable period of time particularly given the complexities presented with the demolition of Building A (i.e., significant asbestos contamination).
4. Council staff inspected the site on 29 April 2022 and determined that the terms of the order remain outstanding.
5. Following this inspection advice was sought from the owner as to the progress of the works and a timeframe for completion noting that some demolition works were underway onsite.
6. On 9 May 2022, Council staff met with the property owner and their legal representative to discuss the matter and Council's position that the site was now in contravention of the terms of the Development Control Order for both Building A and the previously issued Demolition Order for Building B, C and D.
7. At this meeting the owner and their legal representative made an undertaking to provide Council with a written update by 25 May 2022 as to the compliance of the site and the expected completion date for works onsite in accordance with the Orders. This correspondence was received by Council 30 May 2022 **and is attached** for the consideration of Council in conjunction with this report.
8. The supplied correspondence details the owners position in regards to compliance with the Development Control Orders and seeks leniency in the enforcement of the terms of the Demolition Order for building A mainly citing difficulties in procuring a contractor given the complexities of the site and COVID-19 related issues.

Given that the site is now formally in contravention of the terms of the Development Control Order for Building A and the owner is seeking a variation in the compliance and in turn enforcement period in regards to the Order this matter must be referred back to Council for consideration particularly given the resolution of the 2 November 2021 cited above.

Council must determine if the extension request is supported and if so a suitable extended compliance date. Alternatively, if the request is not supported, Council will need to investigate Council's legal options in relation to prosecution as its preferred alternative to the issuing of further Penalty Infringement Notices.

Either way Council needs to be mindful that the costs associated with the demolition and remediation are significant due to the sheer scale of the site, and the known presence of asbestos containing materials. Regardless of any Orders that may be imposed by the Courts as a result of legal proceedings, the public funds that may be required to enact the terms of the Orders would be significant and could potentially remain outstanding/unrecovered for many years. Given that the owner has made significant progress in recent months to enact and fulfil the terms of the Order consideration must also be given to whether further pursuit of enforcement in regard to the site, given compliance with the terms of the Order is proposed in the coming months, is in the public interest or if an extension to the compliance period is sufficient to achieve the desired outcome.

**CONCLUSION**

The correspondence provided and consequent inspections demonstrate that overall progress has been made recently. The owner has demonstrated that impediments relating to professional availability has stymied being able to achieve the ultimate outcome sought by Council, however no firm time frame has been provided to indicate when the owner intends to complete the works.

Accordingly, it is recommended that the owner be granted 14 days to provide Council with a firm commitment as to a timeframe for the completion of works within the 2022 calendar year, and that a failure to do so would see Council commence legal proceedings in accordance with previous resolutions.



Goulburn Mulwaree Council  
 Locked Bag 22  
 Goulburn NSW 2580

Civic Centre  
 184 - 194 Bourke Street  
 Goulburn NSW 2580  
 t (02) 4823 4444  
 e council@goulburn.nsw.gov.au  
 www.goulburn.nsw.gov.au

2 August 2021

Contact: SA  
 Reference: DE/0018/2122

Dear Sir/ Madam,

**COVER LETTER – EMERGENCY ORDER  
 UNDER THE ENVIRONMENTAL PLANNING AND ASSESSMENT ACT 1979  
 SCHEDULE 5 ORDER NUMBER 3 (Demolish Works Order) & ORDER NUMBER 7  
 (Public Safety Order)**

**PREMISES: LOT 3 DP 583385, (No. 52) Mundy Street, Goulburn.**

**Background:**

At its meeting held 20 July 2021 Council considered a report in relation to the future of the former St Johns Orphanage located at 52 Mundy Street, Goulburn. The report was presented to Council following 2 recent fires on the premises which has caused Council to reassess the risk to public health and safety that the fire-damaged buildings pose to the community.

Accordingly, the following resolution was made by Council:

1. *That the report from the Business Manager Environment & Health in relation to St John's Orphanage be received.*
2. *A Demolish Works Order be issued in accordance with Schedule 5 of the Environmental Planning and Assessment Act 1979 for all outbuildings onsite, being items 'B', 'C' & 'D' in the map/image below:*





- The period for compliance will be 90 days from the issuing of the Order.*
3. *Council, for public safety reasons require Building 'A' (as identified within paragraph 2 above) be demolished.*
  4. *The General Manager prepare a report after consultation with the land owner including the required period of compliance for the demolition of Building 'A'.*
  5. *Whilst the outcome of paragraph 3 is being determined the General Manager to serve an order that ensure security of the site.*
  6. *In addition to Paragraph 2 and 3 of this resolution, and regardless of the outcome of any structural assessment of the main building, Council requires that any Demolition Order relating to this St John's Orphanage site will contain the following conditions with regards to heritage conservation:*
    - i. *That the area in front of the main block, including the masonry boundary wall, driveway, forecourt area and remnant trees and shrubs be retained and restored to conserve the original setting for the building.*
    - ii. *That the main building be professionally recorded by way of drawings and photographs for an archival record.*
    - iii. *That significant features such as the crucifix, specific stone elements (as recommended by Council's Heritage advisor) and the foundation plaque be salvaged for future interpretation or relocation to an appropriate place.*
  7. *The General Manager be required to investigate Council's legal options in relation to prosecution as its preferred alternative to the issuing of Penalty Infringement Notices in the event that the landowner fails to adhere to the terms of any Development Control Order imposed upon the site, or if the landowner commences demolition works without regard to statutory process. It is noted that the maximum Penalty Infringement Notice for non-compliance with either scenario is \$3000 for an individual.*

### **Emergency Demolish Works for Outbuildings and Public Safety Order**

Further to the above resolution an inspection of the site undertaken on 26 July 2021 revealed that Building 'D', which has recently been damaged by fire is not secure and is readily accessible to people who are accessing the land (both with and without owners consent). The building also comprises loose roofing iron which is likely to become dislodged and airborne in windy conditions, which places occupants of adjoining premises at risk.

The inspection of the site also demonstrated that the site is not secure, and that the exclusion fence has not been maintained as per the requirements of the previous Order served 7 November 2016.

In accordance with the above resolution, please find attached an Emergency Demolish Works Order for Buildings 'B', 'C' and 'D' as depicted in the image contained within the resolution (Attachment A) and as per Item 5 of the resolution an Emergency Public Safety Order requiring the site to be made secure.

Please note that in accordance with the provisions of Schedule 5 of the Environmental Planning & Assessment Act 1979, the Order is given effect immediately as the matter constitutes a serious risk to health or safety.

It is recommended that you familiarise yourself with the content of the Emergency Demolish Works and Public Safety Order and comply with all requirements within the specified timeframes.

#### **Demolish Works Order for Main Building**

The resolution also requires a Demolish Works Order to be issued for Building 'A', being the Main Building. As per the resolution, staff are required to consult with you as the landowner prior to an Order being issued in order to determine an appropriate compliance period.

It is noted that a meeting is scheduled between Council staff and yourself on Tuesday 10 August 2021. A Draft Demolish Works Order for Building 'A' will be tabled at this meeting, noting that the matters listed in Item 6 of the Council resolution will be included in any forthcoming Order.

Should you require any further information or to discuss this matter please do not hesitate to contact the undersigned during normal business hours on 02 4823 4409.

Yours faithfully

#### **Business Manager Environment & Health**



Attachment A





Goulburn Mulwaree Council  
 Locked Bag 22  
 Goulburn NSW 2580

Civic Centre  
 184 - 194 Bourke Street  
 Goulburn NSW 2580  
 t (02) 4823 4444  
 e council@goulburn.nsw.gov.au  
 www.goulburn.nsw.gov.au

Start of Order

Attilio G Ferrara  
 PO Box 844  
 GOULBURN NSW 2580

Issue Date: 07 February 2022

**Demolish Works Order pursuant to Item 3, Part 1 of Schedule 5 of the Environmental Planning and Assessment Act 1979 (NSW) (“Act”)**

**Premises: LOT 3 DP 583385, (No. 52) Mundy Street, GOULBURN NSW 2580**

The Goulburn Mulwaree Council (“**Council**”) orders Attilio Ferrara, being the owner (“**Owner**”) of LOT 3 DP 583385, otherwise known as 52 Mundy Street, Goulburn (“**Premises**”) to do the following:

**DEMOLISH WORKS ORDER**

**CIRCUMSTANCES OF DEMOLISH WORKS ORDER, item 3, Part 1 of Schedule 5**

At its meeting held 2 November 2021, Council considered a report in relation to the former St Johns Orphanage located at 52 Mundy Street, Goulburn. The report was presented to Council following Development Control Orders being issued for Buildings B, C and D and discussions to ascertain an appropriate period of compliance for Building A.

The resolution from the meeting held was:  
 A Demolish Works Order for Building ‘A’ be issued, with a period of compliance concluding 5.00pm 31st January 2022.

Following representation from your legal representative dated 30 November 2021, which was considered by Council, the compliance period has been extended to allow what Council considers to be sufficient time for all required actions to be undertaken in accordance with the terms of the Order.

**REASONS FOR DEMOLISH WORKS ORDER, item 3, Part 1 of Schedule 5**

1. The building onsite has been extensively damaged by a series of fires since 2016, causing damage and deterioration of the structure.
2. The premises has been assessed as having a range of Asbestos Containing Materials present on site and this combined with the inadequate restriction of access to the site which permits ongoing unauthorised entry presents an ongoing risk to the public which must be addressed.



**TERMS OF DEMOLISH WORKS ORDER, item 3, Part 1 of Schedule 5**

Council orders you to:

Demolish and remove the fire damaged building (as identified as Building A in attachment A) located at the above premises. The removal and/ or demolition of the structure is to be in accordance with the following:

***Prior to Demolition:***

1. Hoardings are to be installed around the demolition site in accordance with AS 2601.
2. A sign is to be erected on the site, which shows the contractors name and contact details, must include the words "Unauthorised entry to the work site is prohibited".
3. All loose or unsecured items including but not limited to roofing iron shall be appropriately secured to prevent these items becoming mobilised during wind events.
4. Existing stormwater lines on site will need removal or to be otherwise made inoperable so as to prevent the conveyance of silt or sediments off the site into any street gutter or street drainage system.
5. Water and sewer services if applicable are to be disconnected and capped, as required by Council's Water Services Department, before any work commences. An inspection of the disconnected and capped services is to be arranged with Council's Water Services Department.

***Heritage Conservation:***

Council requires that prior to any Demolition in accordance with this Order that the following will be observed in regards to heritage conservation at the St John's Orphanage site with particular regard to Building A:

6. That the area in front of the main block (Building A), including the masonry boundary wall, driveway, forecourt area and remnant trees and shrubs be retained and restored to conserve the original setting for the building.
7. That the main building (Building A) be professionally recorded by way of drawings and photographs for an archival record.
8. That significant features such as the crucifix, specific stone elements (as recommended by Council's Heritage advisor) and the foundation plaque be salvaged for interpretation or relocation to an appropriate place.

***Demolition:***

9. Demolition work is to be carried out in accordance with AS 2601.  
(Please note that the Australian Standard requires an assessment of the site to be undertaken by a competent person to ensure hazardous materials are identified and removed **prior** to demolition works commencing). As the site is known to have asbestos containing materials (ACMs) and contamination present onsite the assessment of the current conditions on the site prior to works commencing is of critical importance.
10. All demolition work shall be carried out only between the hours of 7.00am and 6.00pm Mondays to Fridays inclusive and on Saturdays between 7.00am and 1.00pm if inaudible on residential premises, otherwise 8.00am to 1.00pm. No demolition shall take place on Sundays or Public Holidays.

11. All excavations associated with the demolition of a building must be properly guarded and protected to prevent them being dangerous to life or property in accordance with SafeWork NSW requirements.
12. Demolition work must also be carried out in accordance with SafeWork NSW requirements.
13. Run-off and erosion controls must be implemented to prevent soil erosion, water pollution or the discharge of loose sediment on surrounding land as follows:
  - Divert uncontaminated run-off around cleared or disturbed areas;
  - Erect a silt fence to prevent debris escaping into drainage systems or waterways;
  - Prevent tracking of sediment by vehicles onto roads or over footpaths; and
  - Stockpile topsoil, excavated material, construction and landscaping supplies and debris within the site.
14. Building and demolition materials, waste receptacles and/ or machinery must NOT be placed or stored on the road or footpath.
15. Any person involved in demolition works onsite must ensure all SafeWork NSW requirements are fulfilled prior to and during works, due to the known presence of ACM's onsite. The Authority is the controlling body for the safe removal, handling and disposal of asbestos. The Authority supervises and monitors contractors engaged in asbestos removal.
16. All asbestos laden waste, including flat, corrugated or profiled asbestos cement sheets must be disposed of at a tip recommended by the NSW Environment Protection Authority (EPA). Upon completion of tipping operations the applicant must lodge with Council, if requested all receipts issued by the receiving tip as evidence of proper disposal.
17. Activities occurring at the site must be carried out in a manner that will minimise emissions of dust from the premises. Trucks entering and leaving the premises that are carrying excavated dusty materials, building or demolition materials must be covered at all times, except during loading and unloading.

**Post Demolition:**

18. Documentation verifying the lawful disposal of all waste (asbestos to be detailed specifically) is to be kept by the owner and provided to Council. Council shall be satisfied that no waste is present on site at the time of the completion of the demolition.
19. A clearance certificate is to be supplied to Council from a suitably qualified consultant to ensure the site has been cleared of hazardous contaminants including any asbestos, at the completion of the demolition works.
20. The owner will be required to pay the full cost of restoration to the kerb and gutter, concrete footpath and/or street trees, should any damage occur during demolition.

**Period of Compliance: 25 April 2022**

The terms of this Order must be complied with as follows:

**Items 1, 2 and 3** as described above under the heading Terms of Demolish Works Order, must be complied with **immediately**.

**Items 4 and 5** as described above under the heading Terms of Demolish Works Order, must be complied with by **19 February 2022**.

**Items 6-17** as described above under the heading Terms of Demolish Works Order, must be complied with by **31 March 2022**.

**Items 18, 19 and 20** as described above under the heading Terms of Demolish Works Order, must be complied with by **25 April 2022**.

**Relevant provisions of Act or regulations:**

Pursuant to section 8.18 of the Act you may appeal against these Order or specified parts of it to the Land and Environment Court within twenty-eight (28) days after the date of service of this Order.

It is an offence pursuant to section 9.37 of the Act to fail to comply with the Order.

Should the Order not be complied with, the Council may:

1. Commence civil enforcement proceedings in the Land and Environment Court of NSW pursuant to section 9.45 of the Act seeking mandatory orders to compel compliance with the Order and any other order necessary and costs; and/or
2. Commence summary criminal proceedings in a Court of competent jurisdiction pursuant to section 9.57 of the Act seeking a conviction and pecuniary penalty; and/or
3. Issue a penalty notice pursuant to section 9.58 of the Act which carries a maximum penalty of **\$6,000** per penalty notice.

**Note:** In relation to paragraph two (2) above the Act carries a maximum pecuniary penalty of **\$1,100,000** and a further daily maximum pecuniary penalty of **\$110,000**.

These penalties are the maximum the relevant Court may impose and the Court has discretion in deciding the amount of any penalty below the maximum.

You are hereby notified that if the Order is not complied within the respective time period set out above, Council may give effect to the Order and recover the costs of doing so from you in any court of competent jurisdiction.

**Further Information:**

For further enquiries please telephone me on (02)4823 4409.



Yours Sincerely,

Sarah Ainsworth  
**Business Manager Environment & Health**

End of Order

**Attachment A**



**Solicitors and Conveyancers**

**Gaddson Pty Ltd**  
ABN: 49 632 232 083

**PARTNERS**

Andrew Raymond Gadd  
*BEC(Hons) DipLaw*  
Sonia Maree Gerhardt  
*Senior Conveyancer*

30 May 2022

Our Ref: AG:2760

Goulburn Mulwaree Council  
Locked Bag 22  
GOULBURN NSW 2580

Dear Ms Ainsworth,

**Ferrara – 52 Mundy Street Goulburn**

We refer to the above matter, our previous correspondence and our meeting with Mr Martin and yourself on 9 May 2022.

We apologise for the delay in reply, but our client has been quite ill with COVID -19 over the past two weeks.

We thank you for meeting with Mr Ferrara and myself and note that the meeting clarified where both parties were coming from and the constraints and obligations within which our client is continuing to progress the demolition of the old St Johns Orphanage.

With respect to the initial emergency order of 2 August 2021, we confirm that our client has demolished the rear buildings B, C and D pursuant to this Order, he is currently awaiting the contractor to remove the last of the material.

Our client had considerable difficulty having the gas supply cut off to the rear buildings in order that he can fully remove the footprints of the buildings, the gas supply was finally cut off to the rear buildings on 11 May 2022 by an accredited contractor.

We note in our discussions that Council will require a Clearance Certificate with respect to the demolition and removal of material comprising the rear buildings of the Orphanage and confirm that our client has organised for an authorised person to issue a certificate once the removal of the remainder to the material and footings comprising the rear buildings is complete.

169 Bourke Street, GOULBURN NSW 2580  
PO BOX 697, GOULBURN NSW 2580

Phone: 02 4823 5511  
Web: [www.stclegal.com.au](http://www.stclegal.com.au)  
Email: [info@stclegal.com.au](mailto:info@stclegal.com.au)



Liability limited by a scheme approved under Professional Standards Legislation

There has been substantial compliance with the Order of 2 August 2021 and weather permitting our client will shortly be in a position to forward the Clearance Certificate to Council and invite an inspection to confirm compliance with this Order.

With respect to the Order of 7 February 2022 and the main orphanage building, building A, as discussed, our client is having difficulty securing an accredited contractor to disconnect the gas supply to the main orphanage building, our client has now locked in the contractor to disconnect the high volume supply to the main orphanage building in the next two weeks.

Additionally and despite the financial, COVID-19 and weather constraints faced by you client as outlined in previous correspondence, our client is in the final stages of retaining a demolition contractor to demolish the main orphanage building, this unfortunately as with any contractor that Council may retain pursuant to a Court Order will be subject to the weather and accessibility, noting that a wet winter is predicted.

Our client wishes to continue to work with Council to progress the clearing of 52 Mundy Street at the earliest opportunity, please contact our office should you require and further information at this stage.

Yours faithfully,



**Andrew Gadd**  
Solicitor  
andrew@stclegal.com.au





**15.3 POST EXHIBITION REPORT - DRAFT TARAGO VILLAGE STRATEGY**

**Author:** Business Manager Strategic Planning

Director Planning & Environment

**Authoriser:** Matt O'Rourke, Acting General Manager

- Attachments:**
1. Council Report 5 October 2021 Tarago Village.pdf (separately enclosed) 
  2. Submission Summary Table - Tarago Village Strategy.pdf (separately enclosed) 
  3. Collective Submissions Tarago Village Strategy.pdf (separately enclosed) 
  4. Tarago Village Housing Strategy-Post Exhibition.pdf (separately enclosed) 

<b>Reference to LSPS:</b>	Planning Priority 4: Housing – Vision 2040 - A range and diversity in housing type, which is contextual and affordable and is primarily centred around Goulburn and Marulan.
<b>Key Issues:</b>	Strategic Context, Housing, Village Growth, Land Use Constraints

**RECOMMENDATION**

That:

1. That the post exhibition report from the Business Manager Strategic Planning on the Draft Tarago Village Strategy be received.
2. Council adopt the Draft Tarago Village Housing Strategy as outlined in this report and as amended in Attachment 4.

Section 375A of the *Local Government Act 1993* requires General Managers to record which Councillors vote for and against each planning decision of the Council, and to make this information publicly available.

**BACKGROUND**

Council at its meeting of 5 October 2021 considered a report on the exhibition of a Draft Village Strategy (**Attachment 1**).

This report follows the exhibition of the Draft Strategy and feedback from the community and State agencies.

The report identifies some changes to the document and other related actions resulting from the consultation process. Adoption of the Strategy subject to the changes identified in this report is recommended.

**REPORT**

Public Exhibition

Consultation

The Draft Strategy was initially placed on public exhibition from 25 October, 2021 to 10 December 2021. All landowners within the village area were sent a letter notification of the exhibition.

Landowners of the potential urban expansion areas identified in the Strategy were sent a specific letter and offered a meeting with Council staff.

Additionally relevant State agencies were notified as were the Tarago and Districts Progress Association Inc. (TADPAI).

Notices were placed in the Goulburn Post and on Council's web site where the draft document could be viewed.

Upon request from TADPAI the public exhibition was extended until 11 February, 2022. The extended consultation included a drop in session undertaken by staff at the Tarago Hall on 2 February, 2022.

The drop in session was attended by six attendees including representatives from TADPAI.

### State Agencies

Council received four submissions from State agencies including: Water NSW, Department of Primary Industries (Agriculture), NSW Rural Fire Service and Transport for NSW.

The State agency submissions are summarised in **Attachment 2** with specific Council responses.

Generally the State Agencies have been supportive of Council's approach. However Transport for NSW initially identified a number of matters that it recommended should be addressed prior to finalisation in relation to potential impacts on State roads and rail infrastructure.

Fundamental or foundational issues that were initially raised were in relation to:

- Impact on State roads (particularly Braidwood Road) of additional development. This involves having greater certainty on potential lot yields to undertake modelling. Following the modelling the impact would be better understood thereby facilitating consideration of road/intersection upgrades where necessary. This would also include consideration of funding for upgrades (i.e. such as an amendment to the local infrastructure contributions plan). The intersection of Braidwood Road and Lumley Road is noted for its crashes (which had occurred prior to the installation of the stop signs).
- Impact of further development on the level rail crossing (and consideration of its suitability).
- Flood assessment in relation to roads (particularly Braidwood Road) and drainage in relation to rail assets (noting increasing run off affecting drainage from more recent infill development in the village).

Some other issues relating to next steps could be considered within the planning proposal process or within a development control plan (DCP amendment):

- Noise and vibrations controls for new development.
- Methods of minimising or eliminating access to State roads.
- Facilitation of increased walking/cycling.

Further post exhibition consultation was undertaken with Transport for NSW which later agreed that the above matters could be resolved during the planning proposal process or in a precinct specific development control plan provision.

The NSW Department of Primary Industries (Agriculture) submission supports the limited area identified in the Strategy for urban growth.

The Water NSW submission was generally supportive of the Strategy and the inclusion of Water NSW advice in the document.

The NSW RFS submission mainly requested that future planning be in accordance with the *Planning for Bushfire Protection Guidelines 2019*.

### Public Submissions

A total of three (3) submissions were received from the public including the submission from TADPAI. Council had received a number of phone calls during the exhibition which would suggest a broader interest than the number of written submissions would suggest.

The public and State agency submissions are summarised in **Attachment 2** with specific Council responses.

A full copy of submissions is available in **Attachment 3**.

No objections have been received to the Strategy as such, but there is a request from TADPAI to broaden the scope of the Strategy to include rural residential up to 3 – 5km around the village. Which if supported would be a foundational or fundamental change in the Strategy's scope. Other suggestions are matters which could be better placed in a development control plan such as:

- Greater connectivity of pathways/cycleways/bridle paths.
- Provision of connectivity of future subdivision (urban area expansion in Precinct 1).

Some of the broader issues raised are discussed below but also in more detail in the **Attachment 2** responses to submissions.

### Potential for Village Growth

#### *RU5 Village Zone Expansion*

The only area identified in the draft Strategy which provides a realistic potential for growth is Area 1 (now referred to as 1C in the amended document). Whilst Area 2 is currently zoned RU6 Rural Transition, it is heavily constrained due to its high water table, potential for flooding, location alongside the railway line, direct access to a State road and identification as State significant agricultural land. Furthermore, the owner of this area has made a submission directly indicating no interest or desire to consider rezoning in the short to long term.

Opportunities for infill have been identified but are relatively limited due to potential water quality impacts.

#### *Rural Residential*

TADPAI has in its submission suggested that Tarago could be substantially extended via the development of peripheral rural land for rural residential lifestyle lots. However, as previously mentioned, the NSW Department of Primary Industries (Agriculture) submission supports the limited area identified in the Strategy for urban growth. It is quite clear from the NSW DPI submission that the emphasis is on maintaining viable agricultural land for agricultural use and not for housing.

In addition to this there are Ministerial Directions around the rezoning of rural land. Direction 9.2 applies to the rural and environmental zones with the following objectives:

- (a) to protect the agricultural production value of rural land,
- (b) to facilitate the orderly and economic use and development of rural lands for rural and related purposes,
- (c) to assist in the proper management, development and protection of rural lands to promote the social, economic and environmental welfare of the State,
- (d) to minimise the potential for land fragmentation and land use conflict in rural areas, particularly between residential and other rural land uses,
- (e) to encourage sustainable land use practices and ensure the ongoing viability of agriculture on rural land,
- (f) to support the delivery of the actions outlined in the NSW Right to Farm Policy

A planning proposal that changes the existing minimum lot size on land within a rural or conservation zone must demonstrate that it:

- (a) is consistent with the priority of minimising rural land fragmentation and land use conflict, particularly between residential and other rural land uses.
- (b) will not adversely affect the operation and viability of existing and future rural land uses and related enterprises, including supporting infrastructure and facilities that are essential to rural industries or supply chains .
- (c) where it is for rural residential purposes:
  - i. is appropriately located taking account of the availability of human services, utility infrastructure, transport and proximity to existing centres
  - ii. is necessary taking account of existing and future demand and supply of rural residential land.

Tarago cannot be considered in isolation in relation to housing supply. Council's *Local Strategic Planning Statement (LSPS)* and *Urban and Fringe Housing Strategy (UFHS)* both identify the need to concentrate housing on serviced settlements of Goulburn and Marulan. The UFHS identified the need for a diversity in housing and accordingly in areas based on clear criteria identified land for rural residential development. These areas far exceed the demand required for this type of development but are centred on areas immediately around the two towns and therefore, limits the spread impact of this change in land use and fragmentation to a limited area.

Rural residential is a relatively poor way of providing for housing and as such should only be offered in limited situations which support some variety of housing but maintain an emphasis on concentrating populations on serviced centres. There are a variety of reasons for this including:

- A higher density and take up of urban zoned land results in less encroachment on rural/agricultural land.
- Rural residential can increase the area of interface with agricultural land which can result in negative affects/greater limitations on use being spread over a wider area.
- Natural disaster and evacuation planning is more readily focused on urban centres.
- Rural residential places greater demand on rural roads which are not feasibly upgraded.
- Greater impact of unsewered development on the Sydney drinking water catchment.
- Difficult to comply with State directives on facilitating walking/cycling and proximity to services (both retail/commercial and schools etc.).

Additionally land around Tarago is quite constrained in locations within the suggest 3 – 5km radius due to:

- Proximity to the IN3 Heavy Industrial Zone.
- Direct frontage or access via haulage routes.
- Flooding/high water table.
- Steep slopes.
- Bushfire hazard.
- Lack of contiguous settlement pattern with the village.

It is highly unlikely given the above that the State would support any expansion of rural residential development around Tarago. This is especially the case given the absence of an Agricultural/Rural Lands Strategy that clearly identifies the various capability of rural land for production. This is also in the context of the large volume of rural lifestyle lots being provided around Goulburn.

Tarago Village Plan (2017) prepared by Elton Consulting for Veolia

This earlier Plan was prepared on behalf of Veolia in order to provide guidance on the growth of Tarago in relation to the community seeking grants from the Veolia Foundation. Whilst the Strategy considers future growth in relation to residential development and the RU5 Village zone it is unclear what data/information supported the conclusions reached. Areas identified for growth in this Strategy upon further inspection are generally deemed unsuitable for a variety of reasons (noting this area is largely identified as that land zoned RU6 Transition which is flood liable, low lying with a high water table and is located on State significant agricultural land).

In order to provide some clarity on the purpose of Council's Strategy (as opposed to the Elton Consulting Plan) the title should be amended to read the Tarago Village "Housing" Strategy. However, in saying this housing underpins growth in commercial development/services etc. It is also noted that the RU5 Village zone also allows a broad range of land uses beyond residential.

The Strategy does provide a basis for planning moving forward in relation to potential capital works projects, urban design/street landscaping and recreational/open space planning.

### Summary of Proposed Changes (Following Submission Consideration)

The following is a summary of proposed changes to the document recommended for adoption:

- Re-title the Strategy to the Tarago Village Housing Strategy.
- Include further explanation on the relationship of this Strategy with the Urban and Fringe Housing Strategy and in relation to the Elton Consulting Tarago Strategy (2017) for Veolia.
- Include discussion around the need for a broader review of rural/agricultural land and the need to review the extent of the RU6 Transition zone.
- Include 2135 or 12 Braidwood Road (Lot A DP 440822) within the area for expansion of the RU5 Village zone but noting a likely minimum lot size of 4000m<sup>2</sup>.
- Provide some expanded comment on the requirement to assess matters raised in the Transport for NSW submission in the site specific technical studies for any future planning proposal (rezoning application) including:
  - An assessment of adequacy for the level crossing;
  - Traffic and network assessment of intersection with Braidwood Road to determine adequacy (in relation to the scale of the development);
  - Adequacy of the level crossing on Goulburn Street;
  - Drainage impacts on the railway line
  - Flood impacts in relation to access roads etc.
- Should any rezoning occur a site specific amendment to the DCP may be required and would need to include the following detail:
  - Road connectivity within new subdivisions to form a link between King and Covan Streets (Precinct 1).
  - Restriction on development directly accessing Braidwood Road such as child care centres, education facilities and schools. Generally new residential development should also use secondary road access where available and avoid primary access to Braidwood Road.
  - Management of noise and vibration for development near road/rail corridors.
  - Facilitation of walking /cycling.
  - New development should not impact the existing railway station.
  - Identification of pathways and passive recreational routes through the village.

Potentially a review of the capital works projects identified in the Elton Consulting Tarago Strategy (2017) for Veolia may be worth undertaking as a separate exercise in consultation with the relevant sections of Council and TADPAI.

A copy of the updated Strategy incorporating the above changes is provided in **Attachment 4**.

### **Conclusion and Recommendation**

In conclusion, the exhibition of the draft Tarago Strategy has resulted in broad support from State agencies and the community. Whilst the TADPAI submission seeks a more expansive future for Tarago including rural residential development this must be viewed in the context of the overall planning of the Goulburn Mulwaree Local Government Area and in the context of State planning limitations. The draft Tarago Village Housing Strategy is primarily focused on housing growth as a stimulus to village growth and seeks to allow growth in suitable locations factoring in the various environmental constraints.

It is recommended that the Tarago Village Housing Strategy be adopted by Council incorporating the amendments identified in this report.

### **FINANCIAL IMPLICATIONS**

There are no financial implications in relation to the Strategy at this stage. Future planning proposals seeking rezoning and change to the minimum lot size will be at the expense of the landowner.

### **LEGAL IMPLICATIONS**






There are no legal implications in relation to the adoption of the Strategy.

**15.4 PLANNING PROPOSAL - ZONING & MINIMUM LOT SIZE AMENDMENT TO LOT 21, DP 811954 AND LOT 117 & 118, DP 126140 - 48 MOUNTAIN ASH ROAD & 292 ROSEMONT ROAD**

**Author:** Senior Strategic Planner

Director Planning & Environment

**Authoriser:** Matt O'Rourke, Acting General Manager

- Attachments:**
1. Attachment 1\_Proponents Planning Proposal Report.pdf (separately enclosed) 
  2. Attachment 2\_Heritage Item Map.pdf (separately enclosed) 
  3. Attachment 3\_Heritage Advisor Referral\_19 May 2022.pdf (separately enclosed) 
  4. Attachment 4\_Biodiversity Officer Referral Comments.pdf (separately enclosed) 
  5. Attachment 5\_Indicative Subdivision Plans.pdf (separately enclosed) 

<b>Reference to LSPS:</b>	Planning Priority 4: Housing – Vision 2040 - A range and diversity in housing type, which is contextual and affordable and is primarily centred around Goulburn and Marulan.
<b>Address:</b>	48 Mountain Ash Road & 292 Rosemont Road

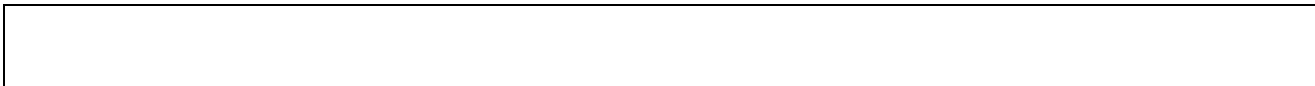
**RECOMMENDATION**

That:

1. The report from the Senior Strategic Planner regarding the proposed zoning and minimum lot size amendment to the Goulburn Mulwaree Local Environmental Plan 2009 be received.
2. Council resolve to prepare a planning proposal to amend the Goulburn Mulwaree Local Environmental Plan 2009 to change:
  - a) The zoning of Lot 21, DP 811954 and Lots 117 & 118, DP 126140 from RU6 Transition to part R5 Large Lot Residential and part C2 Environmental Conservation.
  - b) The minimum lot size of part of Lot 21, DP 811954 from 100 hectares to 2 hectares.
  - c) The minimum lot size of Lots 117 & 118, DP 126140 from 20 hectares to part 10 hectares and part 2 hectares.
3. The Department of Planning and Environment be advised that Council wishes to be the delegated plan making authority for this proposal.
4. In the event that the Department of Planning and Environment issues a Gateway determination to proceed with the planning proposal, consultation will be undertaken with the community and government agencies in accordance with any directions of the gateway determination.
5. Council separately assess whether an upgrade to the intersection of Mountain Ash Road and Windellama Road (whether due to current or future demand) is required, including costing and prioritisation as a potential amendment to Council’s Local Infrastructure Plan 2021.
6. Council place a draft addition to Part 8: Site Specific Provisions, ‘Brisbane Grove & Mountain Ash Precincts’ chapter of the Goulburn Mulwaree Development Control Plan 2009 on public exhibition with the Planning Proposal for a minimum of 28 days.

Section 375A of the *Local Government Act 1993* requires General Managers to record which Councillors vote for and against each planning decision of the Council, and to make this information publicly available.





**INTRODUCTION**

This report considers a proponent-led planning proposal submitted to Council through the Planning Portal on 5 April 2022 (Portal ref: PP\_2022\_1180, Council ref: REZ/0006/2122). The subject site comprises two separate land areas with Lot 21, DP 811954 fronting Windellama Road and Lots 117 & 118, DP 126140 fronting Rosemont Road. The two sites are located to the south of the Mulwaree River and Hume Highway, at 3-4km from the Goulburn urban area as illustrated in **Figure 1**.

The proposal seeks to rezone land identified in the Mountain Ash precinct of the *Urban and Fringe Housing Strategy* from RU6 Transition to part R5 Large Lot Residential and part C2 Environmental Conservation with a corresponding minimum lot size of 2 hectares and 100 hectares for these zones respectively. A copy of the submitted planning proposal document is available to view in **Attachment 1**.

Councillors were briefed on this planning proposal on 26 April 2022.

The planning proposal is the third planning proposal seeking rezoning within the wider Mountain Ash and adjacent Brisbane Grove precincts identified in the *Urban and Fringe Housing Strategy* for large lot residential rezoning.

*Figure 1: Site Location Plan*



**REPORT**

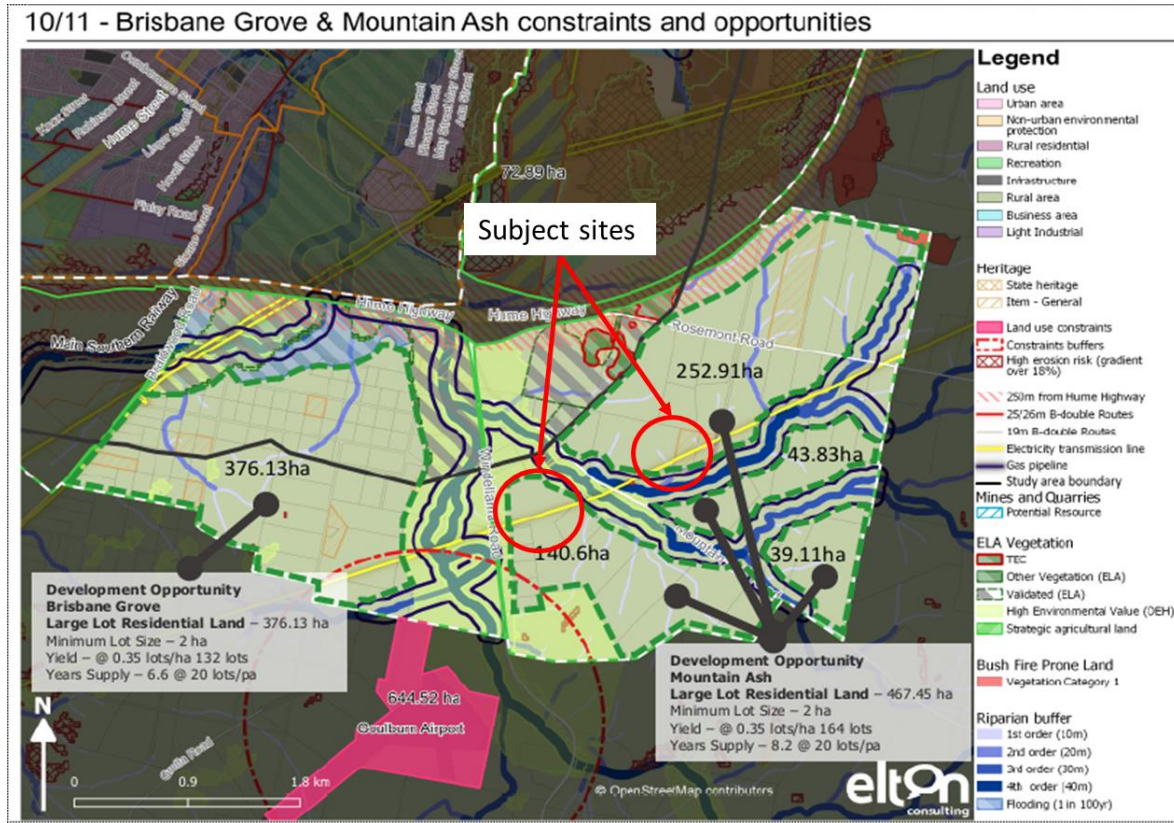
Urban and Fringe Housing Strategy

*The Urban and Fringe Housing Strategy* identifies both areas of the subject site within Precinct 10: Mountain Ash as illustrated in **Figure 2**. The area is currently unsewered and unconnected to the



town’s reticulated water system. The Strategy highlights opportunities for large lot residential development with minimum lot sizes of 2 hectares or greater. It also recommends that a comprehensive Aboriginal cultural heritage assessment would be required for areas planned for development that potential noise issues are addressed and an environmental zoning is applied to flood affected areas.

Figure 2: Extract from Urban and Fringe Housing Strategy



**The Proposal**

The Windellama Road part of the subject site comprises one lot (Lot 21, DP 811954) of 40.98 hectares in area. The lot has a frontage to both Mountain Ash Road and Windellama Road but access is proposed via an existing unformed council road reserve and new internal access road from Windellama Road. No access is proposed via Mountain Ash Road. The proponent is seeking to provide 10 x 2+ hectare lots with 8 accessed via the new internal access road and 2 lots accessed via the unformed road reserve, as illustrated in **Figure 3**.

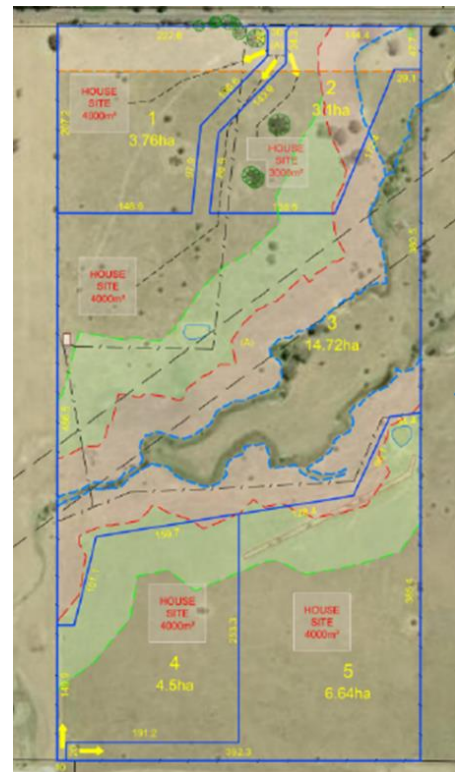
The Rosemont Road part of the subject site comprises two lots (Lot 117 & 118, DP 126140) with a total area of 32.74 hectares. Both lots have a frontage with available access from Rosemont Road to the north with Lot 117, DP 126140 also having available access from Barrett’s Lane to the south. The proponent is seeking to provide 5 x 2+ hectare lots with three accessed off Rosemont Road and two accessed via Barrett’s Lane, as illustrated in **Figure 4**.

Both sites are un-serviced by Goulburn’s reticulated water and sewer system and will rely on on-site effluent management and rain water collection. Both sites are constrained by drainage channels which have overland flow flooding impacts with the most severe and frequent areas of inundation proposed to be zoned C2 Environmental Conservation.

Figure 1: Windellama Rd Indicative Layout Plan



Figure 4: Rosemont Rd Indicative Layout Plan



**Addressing Constraints**

**European Heritage**

The ‘Homeden’ locally listed heritage item stands adjacent the Windellama sites northern boundary on Lot 67, DP 126140 and the proposed subdivision will surround the property on two sides as illustrated in **Figure 5**.

Whilst the heritage item is not included within the planning proposal, the subdivision will change the existing rural setting through the introduction of additional dwellings. This equally applies to other nearby heritage items within the wider landscape of the Brisbane Grove and Mountain Ash precincts, including the locally listed ‘Nooga’ heritage item which stands in close proximity to the Rosemont Road part of the site. A map illustrating the number and relationship of heritage items in the locality is provided in **Attachment 2**.

The potential for the subdivisions to affect the setting and significance of heritage items in the precincts has required the preparation and submission of a Heritage Impact Statement to assess the suitability of the proposed subdivision in relation to its potential heritage impact, particularly in relation to its landscape setting.

Homeden Heritage Item



Figure 5: Location on Homeden Heritage Item in relation to Windellama Site

The proponents Statement of Heritage Impact (SOHI) identifies and assesses the proposal’s impact on ‘Homeden’ only but omits consideration of other nearby heritage items whose setting are likely to be impacted by the proposed subdivisions. The SOHI makes the following statement:

*“The setting of Homeden will be affected by the increased development but there is no impact on the heritage listed building.”*

The SOHI concludes “*there will be no adverse impact on any heritage values or places of significance with the two proposed subdivisions*”

It should be noted that other recently submitted Heritage Impact Statements for planning proposals in the locality have provided a more rigorous assessment of the impact of increased development in the landscape on the context and setting of heritage items. These other heritage impact assessments included recommendations to reduce this impact which have directly informed the draft precinct-specific DCP chapter.

The Council’s Heritage Consultant has reviewed the SOHI and highlighted the following omissions:

- Given that the proposed subdivision will lead to far more intensive development of built form in the current open rural landscape this will certainly alter the character of the setting of ‘Homeden’. This should be identified as a potential impact and discussed more fully in the SOHI.
- The SOHI does not identify ‘Nooga’ as an adjacent heritage item which may be affected. This should be discussed more fully in the SOHI.

A copy of Council’s heritage consultant’s referral response is available to view in **Attachment 3**.

Whilst the SOHI omits robust consideration of the change in context of heritage items in the landscape, Council’s heritage consultant, alongside the strategic planning team, consider that the controls within the draft precinct-specific DCP chapter will mitigate the impacts of more intensive development on heritage items and their landscape setting.

#### Aboriginal Cultural Heritage

The planning proposal is subject to a potential aboriginal artifacts layer of Council’s mapping system which indicates further investigation is required. This is reinforced by the *Urban and Fringe Housing Strategy* which stipulates a requirement for a comprehensive Aboriginal Cultural Heritage Assessment to be submitted with a rezoning proposal.

In light of these requirements the proponent has submitted Cultural Heritage Due Diligence Assessments for both land areas. These assessments included the following:

- Desktop assessment including an Aboriginal Heritage Information Management System search (AHIMS), heritage register searches, assessment of previous heritage studies, historical land uses and an assessment of levels of disturbance
- Site visit undertaken on 26<sup>th</sup> July 2021 alongside a member of Pejar local aboriginal land council to verify the findings of the desktop review
- An Impact Assessment

The assessment found that none of the landform impacted by the proposed built development is considered to have high potential for subsurface deposits and no areas of Potential Archeological Deposits (PAD) have been identified on site. Overall the project has low potential to impact on unrecorded Aboriginal or historical heritage sites or areas of PAD and the proposal should be able to proceed with no additional archaeological investigations with no requirement for an Aboriginal Heritage Impact Permit (AHIP).

The scope of works presented in the proponents Cultural Heritage Due Diligence Assessments, including Aboriginal community consultation and investigation of PAD sites is considered to largely fulfil the *Urban and Fringe Housing Strategy’s* requirements for a comprehensive Aboriginal Cultural Heritage Assessment.

Sufficient detail has been provided on potential impacts to Aboriginal cultural heritage to progress to a Gateway determination on this matter.

#### Biodiversity



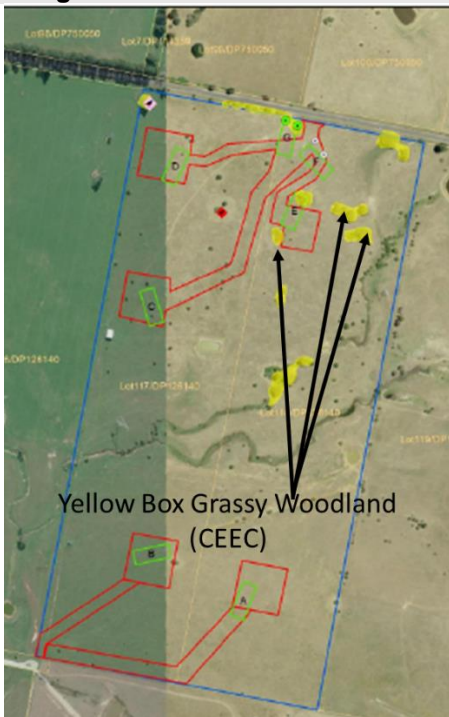
The subject site is not identified on the Biodiversity Values Map but all of the three lots are affected entirely or partially by the Terrestrial Biodiversity mapped area which indicates the potential for biodiversity values within the site.

The planning proposal submission has included separate Flora and Fauna Impact Assessments for both areas to identify the sites biodiversity value through a field and database assessment.

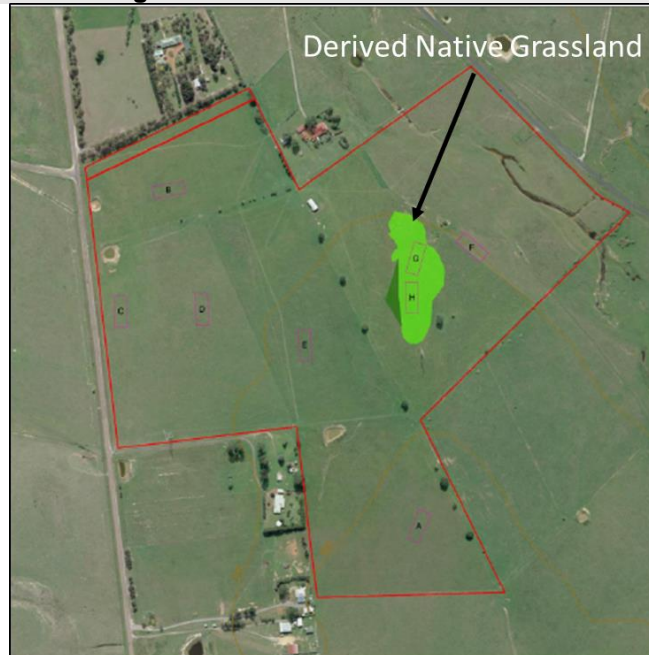
The assessments found both site areas had been historically cleared and managed with most of the lots consisting of non-native pasture-improved and regularly grazed grassland.

The assessment for Rosemont Road identified small areas of native grassy woodland belonging to Yellow Box- Blakley’s Red Gum grassy woodland which is listed as a Critically Endangered Ecological Community (CEEC), as illustrated in **Figure 6**.

**Figure 6: Rosemont Road- CEEC's**



**Figure 7: Windellama Road- CEEC's**



The proposed subdivision layout for Rosemont Road including dwelling envelopes and access roads all illustrate avoidance of these pockets of native grassy woodland with required clearing limited to exotic dominated grassland, exotic shrubs and two large dead trees only.

The assessment for Mountain Ash Road identified a 1.14 hectare pocket of native grassland on a hilltop in the east of the site belonging to Yellow Box- Blakley’s Red Gum grassy woodland which is listed as a Critically Endangered Ecological Community, as illustrated in **Figure 7**.

The proposal includes a requirement to clear a maximum of 0.4 hectares of this native grassland to facilitate the provision of dwelling envelopes and access roads. All native trees and shrubs on site are proposed to be retained with the removal of only a small number non-native trees required.

Both Flora and Fauna assessments conclude that there will be no significant consequences to biodiversity in the locality subject to the implementation of the recommended mitigation measures presented in the reports. These recommendations include:

- Ensure all contractors are suitably qualified, experienced and informed of the sensitive ecological features and potentially occurring threatened species;
- Assign a project ecologist to conduct and oversee all ecological compliance requirements;

- Implement all relevant biological hygiene protocols and requirements to reduce the spread of priority weeds;
- Ensure ongoing management of priority weeds, and
- Ensure all trees outside the development footprint are protected from harm during earthworks and construction.

Council’s Biodiversity Officer has reviewed both the Flora and Fauna Assessments and conducted a site visit on 27 April 2022 to ground truth and verify findings of the assessments. The biodiversity officers comment are summarised in **Table 1** below for both site areas.

Table 1: Council's Biodiversity Officers Comment Summary

292 Rosemont Road	46 Mountain Ash Road
<ul style="list-style-type: none"> <li>• The Biodiversity Offset Scheme area clearing threshold is not triggered</li> <li>• Review of available data and Threatened Species Test of Significance conclusions are supported</li> <li>• Groundcover is almost entirely dominated by exotic species with a significant component of weed species, including areas to be impacted by a future subdivision</li> <li>• No threatened species of flora or fauna were found to be present during the site visit</li> <li>• Scattered remnant Ribbon Gum around drainage lines presents potential habitat for fauna and formal measures should be in place for their protection</li> <li>• Koalas are unlikely to present on site</li> <li>• A S88B Instrument be applied over each lot to safeguard all trees and native vegetation on site.</li> </ul>	<ul style="list-style-type: none"> <li>• Review of available data and Threatened Species Test of Significance conclusions are supported</li> <li>• Confirmation that the majority of the site is dominated by exotic pasture species and exotic trees with considerably less than 50% native groundcover</li> <li>• The native trees in the shelter belt are to be retained and not cleared</li> <li>• There are significant levels of infestation by weed species</li> <li>• No threatened flora and fauna species were found to be present during the site inspection.</li> </ul>

The biodiversity officer concludes for the Rosemont Road site:

*“Based on the available information and the findings of the site inspection, the conclusion of the report that the proposed development will be of no significant adverse consequence to biodiversity in the locality, region or bioregion is broadly supported”.*

The biodiversity officer concludes for the Windellama Road site:

*“Following a desktop review and site inspection, it has been confirmed that the findings of the report are broadly supported and the proposed rezoning and subdivision of the land is not likely to have any significant impacts on biodiversity”.*

A copy of the Council’s Biodiversity Officers comments on both land areas is available in **Attachment 4**.

The existing Development Control Plan includes a tree and vegetation preservation chapter which applies to all non-rural land (including R5 zoned land) which sets out provisions for the protection of trees and vegetation. This will be referred to and supplemented by the precinct-specific chapter of the DCP.

Contamination

The site is not identified on the Council’s local contaminated land register or identified as significantly contaminated land. However past agricultural activities are listed as a potentially contaminating use within Table 1 of the *Managing Land Contamination- State Environmental Planning Policy (Resilience and Hazards) 2021*.

Ministerial Direction 4.4- Remediation of Contaminated land applies to potentially contaminating land uses listed within Table 1 of the guidelines. This direction requires a planning proposal authority to consider, prior to permitting a change of land use, whether the land is contaminated, if the land is contaminated, the remediation works required to make the site suitable for the proposed residential land use.

The planning proposal submission has included separate Preliminary Site Investigations (PSI's) for contamination for both areas to identify potential sources of contamination. These PSI's have assessed the potential for soil contamination and quantify the required remediation work, if necessary. The two PSI's were undertaken by the same consultant, underwent the same investigation, sampling and testing regime and made the same conclusions.

The PSI's did not identify any visible signs of contamination on either site area such as odour or staining, vegetation stress, building rubble or stored chemicals. There are no known contamination sites on or in proximity to the site and historical aerial imagery did not identify any recent (last 50 years) significant change in the landscape from agricultural uses since 1975.

The PSI's collected soil samples and tested for potential chemicals of environmental concern which found that all sample results were either below the National Environmental Protection Council limits for Residential A land use (the most sensitive indicator) or not detected above the laboratory limit of reporting.

The PSI's therefore conclude that based on the results of the investigation the subject soils are considered suitable for inclusion with the development from a contamination perspective, subject to the implementation of the recommendations of the report.

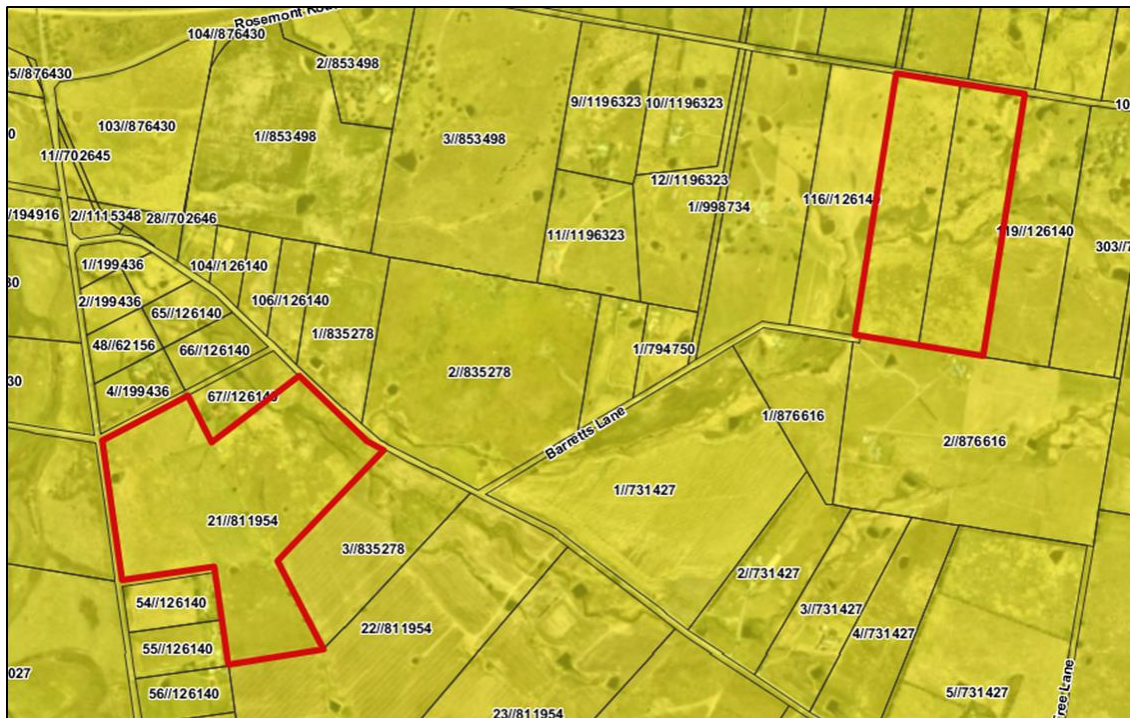
The studies recommend that no additional investigation or assessment is required and an unexpected finds protocol be implemented which requires further assessment of contaminating materials if discovered during works.

The Goulburn Mulwaree Development Control Plan addresses contamination in relation to water quality but further precinct specific guidance will be included within the precinct-specific development control chapter to ensure the above recommendations are included with a subsequent development application.

### Bushfire

The subject sites lie within a rural area and all lots are encompassed by Category 3 vegetation with a medium bushfire risk as illustrated in **Figure 8**.

Figure 8: Bushfire Prone Land Map



Proposals within bushfire prone areas are required to meet the requirements of Ministerial Direction 4.3- Planning for Bushfire Protection. This direction seeks to protect life, property and the environment from bushfire hazards and encourage the sound management of bushfire prone areas. The direction requires a planning proposal to:

- Have regard to Planning for Bushfire Protection 2019;
- Introduce controls that avoid placing inappropriate developments in hazardous areas, and
- Ensure bushfire hazard reduction is not prohibited within the Asset Protection Zones (APZ).

The planning proposal submission has included separate Strategic Bush Fire Studies for both areas to provide an independent assessment of the proposals suitability for large lot residential development in regards to bushfire risk. The assessment has been undertaken in accordance with NSW RFS guidance document ‘*Planning for Bushfire Protection 2019*’.

The Studies have identified both the requirements of the RFS guidance and how the proposal seeks to meet them and included the following bush fire protection measures:

- Lots large enough (2ha) to provide 20m Asset Protection Zones within lot boundaries to ensure no dwelling site would be exposed to radiant heat levels exceeding BAL-29 (High Bush Fire Attack Level);
- A site area and number of proposed lots which provide ample space for the 10,000L firefighting water tank requirement for each lot;
- No slopes which exceed 10 degrees, and
- Identification that the road network can support evacuation demands in the event of an emergency.

The studies do not include reference to the provision of perimeter roads to provide access for firefighting vehicles during a bushfire event. This is not necessarily required at the planning proposal stage, only that there is the sufficient land area and lot arrangement to enable such provision at the development application stage, if required. The area of the sites at 2ha+, the proposed lot numbers and arrangement indicate the potential to accommodate perimeter roads through a subsequent development application.



The Goulburn Mulwaree Development Control Plan already includes Chapter 3.17 Bushfire Risk Management which requires development on bushfire prone land to be developed in accordance with the Rural Fire Service guidelines. The existing chapter is sufficiently detailed to ensure the required bushfire protection measures can be implemented through a subsequent development application.

The planning proposal will include consultation with NSW Rural Fire Service (RFS) in accordance with the requirements of a gateway determination prior to public exhibition, with any comments considered through the planning proposal.

#### Access and Traffic Generation

The planning proposal has been accompanied by indicative subdivision layout plans for both site areas which include the lot orientation and proposed location of new internal access roads, illustrated in **Attachment 5**.

The Windellama Road site is proposed to be accessed solely from Windellama Road via a newly proposed 20m wide internal access road running through the centre of the site and providing access to 8 of the 10 proposed lots. The remaining two lots (lots 1 and 10) will be accessed via an existing council paper road which will be upgraded to Council's engineering standards.

The Rosemont Road site proposes to enable access to two lots from Barrett's Lane in the south and the remaining three lots accessed from Rosemont Road in the north. There are currently two field access points onto Rosemont Road.

A Traffic Impact Assessment has not been submitted with the planning proposal. However, due to the low volume of proposed lots (15 lots in total) and the distance between the two sites (approx. 1.8km) additional traffic volumes and their impacts are considered to be minor.

As part of the wider precinct rezoning proposals currently being assessed and in anticipation of more rezoning proposals being submitted, Council's Senior Asset and Development Engineer provided some highway considerations for the precinct.

The Engineers comments as they relate to the proposal are summarised below:

- Each proposal will generate a significant proportional increase in traffic to each of the respective roads which front the sites. However, because traffic volumes are low, there is residual capacity to accommodate the additional lots;
- Barrett's Lane should be upgraded and sealed to current standards for the full length;
- Mountain Ash/Windellama Road intersection has poor sight distance and should be upgraded;
- No new driveways onto Windellama and Mountain Ash Roads;
- Internal access roads should have appropriate sight distance with Windellama/Mountain Ash Road intersections, and
- Consideration should be given to the provision of bus stops, walking and cycling paths along roadways.

#### Evaluation of comments

The Engineer's comments generally concur with the conclusions of the proponent's submitted proposal that the current road network serving the sites have adequate residual capacity to accommodate the additional proposed lots.

Barrett's Lane is proposed to serve two of the five lots for the Rosemont Road site and any required upgrade to this road would directly relate to enabling the southern two lots on this site. As such, any future development application would be required to address any deficiencies in this access and provide upgrades and improvements as required. Road construction standards are currently prescribed within the Chapter 7 of the GM DCP.



The Mountain Ash/Windellama Road intersection stands outside of the subject sites boundaries and whilst the proposed lots are likely to utilise this intersection, it does not directly relate to the proposal. It is therefore unreasonable and disproportionate to require a subsequent development application to fully fund an upgrade to this intersection. An alternative solution is to update the Local Infrastructure Contributions Plan (LICP) to include these intersection improvements into the Roads and Active Transport Schedule of Works. This enables all future subdivisions to contribute proportionally to the number of lots proposed into a communal fund. Further consideration of an intersection upgrade and amendment to the LICP will be subject to a separate report to Council.

As noted above no new driveways are proposed to be constructed from Windellama or Mountain Ash Roads.

The assessment of appropriate sight distances from internal access roads and their intersections with Rosemont and Windellama roads will be assessed at the development application stage.

In terms of pedestrian, cycle and bus stop provision, the low volume of expected lots combined with the dominant mode of travel being the private vehicle, this type of infrastructure would be significantly underutilised. The extent of cycle and footpath provision would also be extensive with several kilometres of provision required. This would be costly to provide and a significant on-going maintenance cost to Council in perpetuity. Considering the proposed density in the precincts alongside the significant cost of provision, this type of infrastructure investment would be more beneficially directed to the urban area.

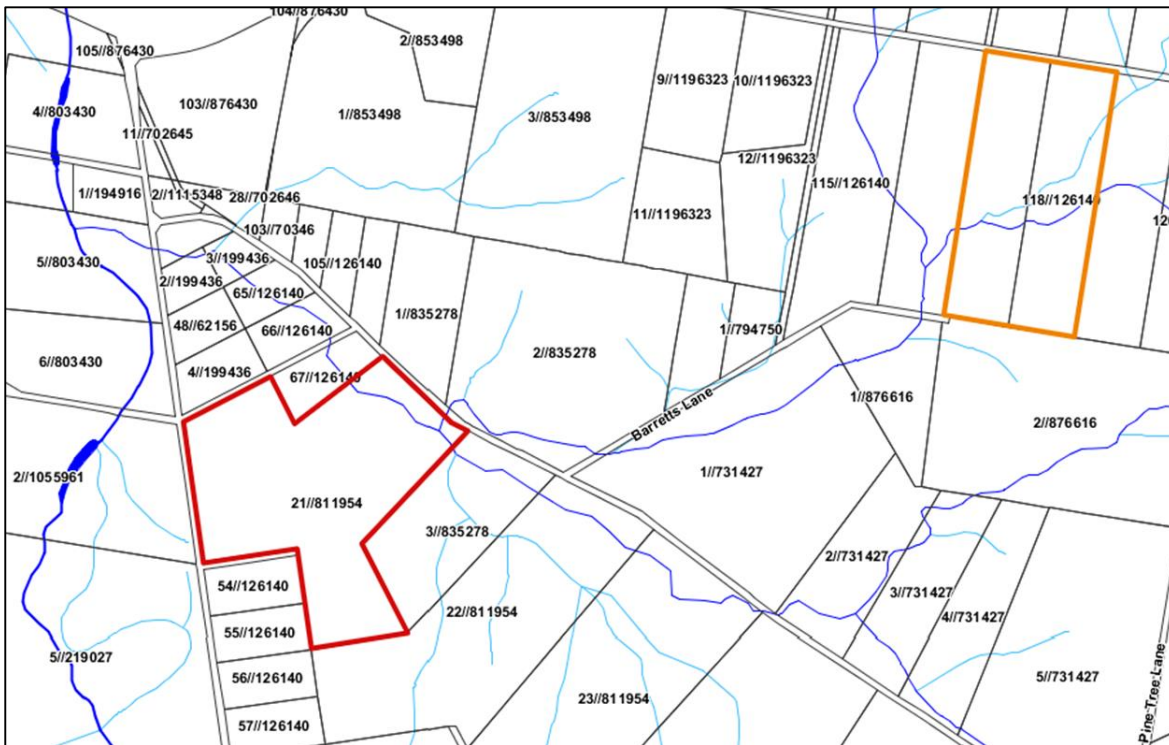
The precinct-specific Development Control Plan will include additional provisions in relation to traffic and access.

### Flooding

Both the Windellama and Rosemont Road sites stand outside (with the exception of a very small area) of the Wollondilly and Mulwaree Rivers Flood Study (2003 & 2016) and outside of the initial study area for the emerging *Goulburn Floodplain Risk Management Study and Plan*. As such the council currently holds limited information on potential flooding impacts on these two sites.

Both sites are however considered to be affected by overland flow flooding as a result of perennial drainage paths which run adjacent Mountain Ash Road and along the Windellama Road sites eastern boundary and through the centre of the Rosemont Road site, illustrated in **Figure 9**.

Figure 9: Overland flow paths in Mountain Ash Precinct



The emerging *Goulburn Floodplain Risk Management Study and Plan* included a recommendation to undertake overland flow modelling and a subsequent overland flow study. Overland flow modelling has already been undertaken for the Flood study area and this model is currently being extended to include all of the Brisbane Grove and Mountain Ash Precincts. The overland flow modelling is expected to be completed by the end of June and will identify the most frequent and severely affected overland flow areas.

Once the overland flow modelling has been completed for the precincts this will directly inform the boundaries of a C2 Environmental Conservation Zone. This zone prohibits the majority of development types including dwelling houses, thereby retaining the most affected overland flow locations as undeveloped areas and enables consistency with Ministerial Direction 4.1- Flooding.

Pending the receipt of the extended overland flow modelling the proponent has prepared indicative layout plans for both sites which illustrates the 1% AEP around the drainage channels and applies the C2 Environmental Conservation zone to the expected flood affected land. After receipt of the overland flow modeling, the overland flow affected area and C2 Zone boundary may require revision prior to Gateway.

Water Quality

Goulburn stands within the Sydney Drinking Water Catchment and Ministerial Direction 3.3- Sydney Drinking Water Catchments and Sydney Drinking Water Catchment State Environmental Planning Policy (SEPP) apply to this planning proposal.

The direction requires a planning proposal to be prepared with the general principle that water quality must be protected. The SEPP requires new development to have a neutral or beneficial effect on water quality and to match future land use with land and water capability with consideration to the outcomes of a Strategic Land and Water Capability Assessment.

The proponent has sought to address these considerations through indicative layout plans which demonstrate the ability to achieve required buffer distances between drainage channels and proposed development envelopes which encompass effluent management areas- **Attachment 5**.

The proponent has also submitted an Onsite Wastewater Management Assessment for both site areas, alongside a MUSIC Model Assessment.

The onsite wastewater management assessments examined the feasibility for on-site wastewater disposal for the 15 proposed lots. The assessments included:

- A review of regional maps and reports;
- Observation of surface features on and around the properties;
- A total of 7 test pits to sample surface soils;
- Soil index and classification tests to assist the assessment of the absorption capacity of the soils, and
- An engineering assessment and report which includes sizing of absorption beds.

The assessment was based upon each lot containing a 4 bedroom dwelling with 8 residents using 100l/day of tank water each. The lots were modelled based on the use of an Aerated Wastewater Treatment System (AWTS) draining secondary treated effluent into an absorption bed.

Both reports conclude that:

*“the use of on-site wastewater management is assessed as feasible for the proposed...subdivision. The nature and depth of the soil contribute to the suitability of the site for on-site disposal along with the gentle sloping nature of each proposed lot.”*

The report recognises that a more accurate assessment for each lot would be required when the exact development proposal details are known.

The MUSIC Model Assessments have sought to assess the effect of the proposed development on water quality and provide recommendations to satisfy the requirements of the SEPP. Both Assessments concluded:

*“The results of the assessment and modelling conceptually indicate that a Neutral or Beneficial Effect on water quality can be achieved for the proposed development if the following recommended treatment measures are implemented as part of the development:*

- *Bioretention basins for each catchment, and*
- *Drainage swales directing flows from each catchment*

The method of wastewater treatment is detail more relevant to the development application stage but it indicates the site is capable of accommodating the proposed development and achieving a neutral or beneficial effect on water quality.

In addition the proposed C2 Environmental Conservation zone and the 100ha minimum lot size encompass the most frequent and severe areas of inundation and serves to make it clear from a water quality perspective, that effluent disposal can be sited on the subject site and away from these flood affected areas. It also provides an area for improved water quality outcomes.

Water NSW will be engaged prior to the planning proposal being forwarded for a gateway determination in which advice will be sought and incorporated into the planning proposal alongside a Strategic Land and Water Capability Assessment.

#### Electricity Transmission Line and Easement

A 60.96m wide high voltage electricity transmission line easement traverses both the Rosemont and Windellama sites. As illustrated in **Attachment 5** the easement crosses a number of the proposed southern lots on the Windellama site and spans through the proposed central lot on the Rosemont Road site. Both indicative layout plans illustrate the ability to avoid built development within this easement. In addition, the Rosemont Road easement wholly stands within the proposed C2 Environmental Conservation zone area where most development is prohibited.

#### Development Control Plan (DCP)

The planning proposal is the third planning proposal seeking rezoning within the wider Mountain Ash and adjacent Brisbane Grove precincts identified in the *Urban and Fringe Housing Strategy* for large lot residential rezoning. These precincts are expected to be rezoned to R5 Large Lot Residential over the course of the next 10 years.

In order to ensure that future subdivision and development in these precincts accounts for detailed considerations around design, siting and suitably addressing site constraints, a precinct-specific development control chapter is currently being drafted. This will accompany and be exhibited with the planning proposal. The precinct specific DCP chapter is seeking to address the recommendations raised through various technical reports and professional referrals received in support of current planning proposals. The chapter seeks to provide high quality development which respects its rural context and the heritage significance of heritage items in the landscape. In summary the precinct-specific DCP chapter includes the following provisions:

- Establishes an existing character and sets out a desired future character
- Sets out overarching objectives
- Sets out controls relating to:
  - Water quality and storage
  - Outbuildings and ancillary structures
  - Site coverage, setbacks, height of buildings
  - Traffic and access
  - Bushfire risk management
  - Development in the C2 Environmental Conservation Zone
  - Noise Management
  - Development on or near electricity easements
  - Exterior finish of dwellings
  - Dwelling design including roof design and pitch
  - Fencing
  - Landscaping
  - Trees and Vegetation

#### Local Infrastructure Contributions Plan

The planning proposal site stands within the boundary of the Goulburn Local Infrastructure Contributions Plan (LICP). As previously noted, the LICP may require updating to include an additional commitment to the Mountain Ash/Windellama Road intersection upgrade.

#### **Conclusion**

The planning proposal submission is considered to be in accordance with the *Urban and Fringe Housing Strategy* in regard to:

- Its location within an identified precinct;
- The proposed large lot residential zoning;
- The proposed minimum lot size at 2 hectares or greater, and
- The implementation of an Environmental Zone for flood prone land.

In addition:

- Potential heritage impacts as they relate to their rural landscape setting are considered to have been adequately addressed through the proposed DCP controls;

- Sufficient detail has been provided on potential impacts to Aboriginal Cultural Heritage to progress the proposal to the gateway stage;
- The subdivision of the land is not likely to have significant impacts on biodiversity;
- The site is considered suitable for the proposed large lot residential land use in terms of contamination;
- The proposed lot areas are of an adequate size and served by suitable roadways to ensure bush fire prone land mitigations can be implemented at the development application stage;
- Adjacent roadways have residual capacity to accommodate the additional growth with road and intersection improvements identified;
- The impacts of overland flow flooding are addressed through the provision of a C2 Environmental Conservation Zone with further refinement expected once the overland flow modelling has been extended over the precincts.
- Supporting technical information indicates that a neutral or beneficial effect on water quality can be achieved
- Development can avoid the high voltage transmission line easement.

Overall the submission contains sufficient information and strategic merit to proceed to preparing a planning proposal for gateway determination by the Department of Planning and Environment.

### **Recommendation**

This report recommends that a planning proposal be prepared and progressed to the Department of Planning and Environment for a Gateway determination which seeks to amend the zoning and minimum lot in the GM LEP 2009 of:

- a. The zoning of Lot 21, DP 811954 and Lots 117 & 118, DP 126140 from RU6 Transition to part R5 Large Lot Residential and part C2 Environmental Conservation.
- b. The minimum lot size of part of Lot 21, DP 811954 from 100 hectares to 2 hectares.
- c. The minimum lot size of Lots 117 & 118, DP 126140 from 20 hectares to part 10 hectares and part 2 hectares

and, Council place a draft addition to Part 8: Site Specific Provisions, 'Brisbane Grove & Mountain Ash Precincts' chapter of the Goulburn Mulwaree Development Control Plan 2009 (as generally outlined in this report) on public exhibition with the Planning Proposal for a minimum of 28 days.

### **FINANCIAL IMPLICATIONS**

Amendments to the Local Infrastructure Contributions Plan to include improvements to the Mountain Ash/Windellama intersection are likely to result in minor costs around preparing the update to the plan.

### **LEGAL IMPLICATIONS**

There are no known legal implications of this planning proposal.

**15.5 2122T0008 WATER METER READING TENDER**

**Author:** Director Utilities

**Authoriser:** Matt O'Rourke, Acting General Manager

**Attachments:** 1. 2122T0008 Water Meter Reading - Evaluation Report - Confidential

<b>Link to Community Strategic Plan:</b>	20. Our Infrastructure IN5 Ensure high quality water supply options for the towns in the region.
<b>Cost to Council:</b>	Based on the schedule of rates the annual cost will be \$174,912.24 subject to annual CPI increase.
<b>Use of Reserve Funds:</b>	This contract will be funded through the water fund.

**RECOMMENDATION**

That

1. The report from the Director Utilities be received on Tender 2122T0008 Water Meter Reading.
2. That Council accept the tender from Skilltech Consultancy Services for the schedule of rates submitted for Tender 2122T0008 Water Meter Reading.
3. The General Manager be delegated to approve any extension of the contract at the conclusion of the three-year contract as per the conditions of contract.

**BACKGROUND**

Water meter reading is an ongoing operational contract that requires a contractor to read all water meters in Goulburn and Marulan on a monthly and Quarterly basis. This contract is for a three-year contract with an optional 2-year extension at Councils Discretion.

**REPORT**

Tenders were called for the service contract for Water Meter Reading on 3 May 2022. The tender process was conducted consistent with the requirements of the *Local Government Act 1993, Local Government (General) Regulation 2005* and the *Tendering Guidelines of NSW Local Government (General) Regulation 2009*.

Tenders closed on 31 May 2022 and submissions were received from the following companies:

- Skilltech Consulting Services                      549 St Kilda Road Melbourne Vic 3004
- WaterGroup Pty Ltd                                      15/33 Ryde Road, Pymble NSW 2073

Tender Evaluation Panel was established and included the following Council staff:

- Business Manager Infrastructure
- Operations Centre Manager
- Infrastructure Engineer

The evaluation process was carried out by The Panel following the process outlined in the Tender Plan. The Tender Plan was completed and signed prior to advertisement.

The final Evaluation Report is attached to this Council report.

The evaluation process was undertaken in four (4) distinct phases (Refer to the evaluation report for further details).

**Phase 1: Preliminary Evaluation (excluding Price)**

The panel met to determine whether the tenders were conforming to the mandatory submission requirements. For this evaluation one out of the two tenders were assessed as conforming tenders.

**Phase 2: Detailed Evaluation of Non-price Evaluation Criteria**

The panel completed the detailed evaluation of non-price criteria in accordance with the following weightings:

- Company Experience and Performance 30%
- Company Capability and Resourcing 25%
- Project Appreciation and Methodology 25%
- Local Business and Industry Participation 10%
- Management Systems 10%

**Phase 3: Detailed Evaluation including consideration of Price**

Price schedules were reviewed and combined with the non-price criteria. The weightings for this were:

- Non-price criteria 60%
- Price criteria 40%

**Phase 4: Final Evaluation**

The overall value for money was assessed and the overall ranking was determined to be:

<b>Ranking</b>	<b>Tenderer</b>
1	Skilltech Consulting Services

Following the completion of the tender evaluation process, The Panel recommends Skilltech Consulting Services be nominated as the preferred tenderer in accordance with the documentation for 2122T0008. This recommendation is based on Skilltech Consulting Services being the highest-ranking proponent at the completion of the evaluation process combining both non- price and price criteria.

The Evaluation Report is included with the Closed Session reports in accordance with s10A(2)(d) Local Government Act 1993 as it contains commercial information that would, if disclosed, prejudice the commercial position of the person who supplied it. It is not appropriate for this to be provided in an Open Session as it relates to tender information.

**Budget**

The total annual cost based on the tenderers Schedule of rates is \$172,912.24 which includes the following:

1. Four (4) Quarterly readings of water meters in Goulburn and Marulan

2. Twelve (12) Monthly readings of large consumption meters This cost is subject to Annual CPI increase inline with the contract.





The Tender Plan was completed and signed prior to the advertisement of the tender documents. The evaluation process was carried out by The Panel following the process outlined in the Evaluation and Probity Plan.

The final Evaluation Report is provided with this Council report.

The evaluation process was undertaken in four (4) distinct phases (Refer to the evaluation report for further details).

**Phase 1: Preliminary Evaluation (excluding Price)**

The panel met to determine whether the tenders were conforming to the mandatory submission requirements. Both tenders were conforming.

**Phase 2: Detailed Evaluation of Non-price Evaluation Criteria**

The panel completed the detailed evaluation of non-price criteria in accordance with the following weightings:

- Project Appreciation and Methodology 20%
- Company Experience and Performance 40%
- Company Capability and Resourcing 30%
- Management Systems 10%

**Phase 3: Detailed Evaluation including consideration of Price**

Price schedule was reviewed and combined with the non-price criteria. The weightings for this were:

- Non-price criteria 70%
- Price criteria 30%

**Phase 4: Final Evaluation**

The overall value for money was assessed and the overall ranking was determined to be:

Ranking	Tenderer
1	OrganicRecycling Pty Ltd
2	Dredging Solutions
3	Waste Processing Solutions

Following the completion of the tender evaluation process, The Panel recommends OrganicRecycling Pty Ltd be nominated as the preferred tenderer in accordance with the documentation for 2122T0010. This recommendation is based on OrganicRecycling Pty Ltd being the highest-ranking proponent at the completion of the evaluation process combining both the non-price and price criteria.

The Evaluation Report is included with the Closed Session reports in accordance with s10A(2)(d) *Local Government Act 1993* as it contains commercial information that would, if disclosed, prejudice the commercial position of the person who supplied it. It is not appropriate for this to be provided in an Open Session as it relates to tender information.

**15.7 RFQ FOR REPLACEMENT OF PLANT # 87 WATER CART (VP293450)**

**Author:** Operations Centre Manager

Director Operations

**Authoriser:** Matt O'Rourke, Acting General Manager

- Attachments:**
1. Request for Quote Plant 0087 Water Cart Signed Evaluation Sheet for Council Report 20220526.pdf - Confidential
  2. RFQ VP293450 Plant 87 Water Cart Replacement Signed Evaluation Report for RFQ 20220526.pdf - Confidential

<b>Link to Community Strategic Plan:</b>	18. Our Infrastructure IN3 Maintain and improve road infrastructure and connectivity.
<b>Cost to Council:</b>	This purchase is for \$282,232.00 (excl. GST) and to be funded from the 2022/23 Heavy Plant Replacement Program.
<b>Use of Reserve Funds:</b>	Nil

**RECOMMENDATION**

That

1. The report of the Operations Centre Manager on the replacement of Plant # 87 Water Cart be received
2. Council approves the purchase from Canberra Trucks for an Isuzu FXY 240-350 Truck with AllQuip Poly Tank, at a cost of \$283,232.00, excluding GST
3. Any unexpended funds from this purchase be carried forward to 2023-24, if this purchase is not finalised by 30 June 2022

**BACKGROUND**

This report summarises quotations received for the supply of a Water Cart to replace the current unit (Plant 87) that is at the end of its useful life.

Annually Council replaces and purchases new plant as part of the Heavy Plant Replacement Program. Included in the program for the 2022/23 financial year is the replacement of Plant 87 Water Cart for Council's Works Business Unit.

Plant 87 is currently 9 years old and currently has over 250,000kms and an hour meter reading of just under 12,000 hours. Annual utilisation of this item of plant is approximately 1,300 hours per year.

**REPORT**

The Request for Quotation process was issued via the Vendorpanel (LGP Contractors) portal on the 7<sup>th</sup> April 2022 under VP293450 Plant 87 Water Cart. The request for quotation process was conducted in accordance with Section 55 of the Local Government Act, 1993, Local Government (General) Regulation, 2005 and Tendering Guidelines of NSW Local Government (General) Regulation, 2009. For this contract the prescribed person was responsible for the contract was Local Government Procurement.

Three (3) submissions were received from the following three companies by the closing date of 4<sup>th</sup> May 2022.

Company	Address
Hino Motor Sales Australia Pty Ltd C/- Southern Truck Centre	12 Wycombe Street, QUEANBEYAN NSW 2620
Isuzu Australia Limited C/- Canberra Isuzu Pty Ltd	2 Lorne Road, QUEANBEYAN NSW 2620
Volvo Group Australia Pty Ltd C/- Southern Truck Centre	12 Wycombe Street, QUEANBEYAN NSW 2620

An evaluation panel was established comprising of:

- Operations Centre Manager (Chair);
- Construction Engineer;
- Construction Supervisor;
- Water Cart Operator;
- Workshop Fleet Officer; and
- Workshop Team Leader

The evaluation process was carried out in accordance with panel following the process as outlined in the request for quotation plan. The plan was completed and signed prior to advertisement by all panel members.

The evaluation panel met on the 17<sup>th</sup> May 2022 to carry out a detailed evaluation of the submissions, checking for conformity and suitability to carry out the work as outlined in the request for quotation documents. The following evaluation criteria and weightings were applied to the assessment of each submission:

- Specification and compliance 30%
- Workshop 20%
- Operator 20%
- Price 30%

The final evaluation report is attached to this Council report.

Upon completion of the detailed assessment of each submission the evaluation panel established the following value for money rankings based on the individual scores and applied weightings for each category.

VFM Ranking	Supplier
1	Isuzu Australia Limited – Isuzu Canberra Pty Ltd (VPR520811) with an AllQuip Modular Poly Water Tank.
2	Volvo Group Australia – Southern Truck Centre (VPR520307) with an AllQuip Modular Poly Water Tank
3	Hino Motor Sales Australia – Southern Truck Centre VPR 520376 with an AllQuip Modular Poly Water Tank.

Following the completion of the request for quotation evaluation process, the panel recommended that submission VP520811 Isuzu Australia - Canberra Trucks with All Quip Poly Tank be approved as the preferred supplier in accordance with the documentation for VP 293450 – Plant # 87 Water Cart, as it was ranked first in the overall value for money rankings.

As there is a risk that this item of plant will not be finalised until after the 30<sup>th</sup> June 2023, it is requested that unexpended funds from this purchase be carried forward to 2023-2024 if the purchase is not finalised by the end of the current financial year.

The Evaluation Report is included with the Closed Session reports in accordance with s10A(2)(d) *Local Government Act 1993* as it contains commercial information that would, if disclosed, prejudice the commercial position of the person who supplied it. It is not appropriate for this to be provided in an Open Session as it relates to tender information.

**15.8 VP299544 TONY ONIONS PARK PLAYSPACE**

**Author:** Business Manager Community Facilities

Director Operations

**Authoriser:** Matt O'Rourke, Acting General Manager

**Attachments:**

1. Draft Design - Confidential - Confidential
2. VP299544 Tony Onions Park Playspace - Final Evaluation Report for Prescribed Panel RFQ - Confidential

<b>Link to Community Strategic Plan:</b>	19. Our Infrastructure IN4 Maintain and update existing community facilities, and support the development of new community infrastructure as needed.
<b>Cost to Council:</b>	Total cost of project is \$400,000 (GST Exclusive) with 50% (\$200,000) funding from Everyone Can Play Grant Fund and 50% (\$200,000) funding from Council.
<b>Use of Reserve Funds:</b>	Reserve 38191 Special Projects Reserve - \$100,000 PR190061 Playground Facility Renewal - \$100,000

**RECOMMENDATION**

That:

1. The report from the Business Manager Community Facilities on VP299544 Tony Onions Park Play space be received;
2. The submission from CRS Creative Recreation Solutions Pty Ltd for \$349,992.51 (GST Exclusive) is accepted in accordance with the specification and response document for VP299544.
3. The General Manager is authorised to approve variations up to five (5) percent of the contract amount being \$17,499.63 (GST Exclusive).
4. Unexpended funds from the 21/22 budget allocation be carried forward to 22/23 to complete the remainder of the project as outlined in the funding agreement.

**BACKGROUND**

This report summarises tenders received for the design and construction of a new play space at Tony Onions Park, Marulan.

Council was successful in receiving grant funding for the design and construction of a new play space at Tony Onions Park, Marulan. The grant is under the Everyone Can Play Program, Department of Planning, Industry and Environment.

The total budget for the project is \$400,000 (GST Exc), with \$350,000 allocated to the play space. The remaining \$50,000 towards landscaping and restoration of the space, which is not part VP299544 Tony Onions Park Play space.

The project is funded from the following budgets:

Budget	Amount
Everyone Can Play Program (Grant Funding)	\$200,000
Reserve 38191 – Special Projects Reserve	\$100,000
PR190061 Playground Facilities Renewal FY21/22 (carried over 22/23FY)	\$100,000

## REPORT

This report is to inform Council of the outcome of the Request for Quote (RFQ) process for the design and construction of a Play space at Tony Onions Park, Marulan.

The RFQ was issued via Vendor Panel (LGP308-3 Playground, Open Space, Recreation and Associated Infrastructure) on 19 April 2022. The closing date was 10 May 2022.

A total of eight (8) Responses were received by the closing date from the following companies:

Company	Address
Austek Play	45 Neumann Road, Capalaba QLD 4157
CRS Creative Recreation Solution Pty Ltd	20 Waynote Place, Unanderra NSW 2526
Hansen Pty Ltd T/A Forpark Australia	31/7 Salisbury Road, Castle Hill NSW 2154
Moduplay Group Pty Ltd	17-19 Waverley Drive, Unanderra NSW 2526
Play By Design Pty Ltd	25 Bent Street, Greenwich NSW 2065
Play Parks / Wetpour	86/-20 Braidwood Street, Strathfield South NSW 2136
Play Workshop Pty Ltd ATF Troy Family Trust	69 Finlayson Street, Lane Cove NSW 2066
Proludic Pty Ltd	16-18 Tepko Road, Terrey Hills NSW 2084

The evaluation panel was established, which consisted of:

- Projects Officer (Chair)
- Business Manager Community Facilities
- Administration Officer

A preliminary evaluation was carried out by the Panel to confirm if individual quotes were compliant with the RFQ document. During the preliminary evaluation the evaluation panel determined that all quotations conformed and as such all were assessed against the criteria.

The breakdown of the Non-Price and Price evaluation criteria and respective weighting are as follows:

Non-price Criteria	Criteria % Weighting
Concept Design – layout, fits with theme, seating, in line with Everyone Can Play guidelines	50 %
Play equipment – number of items, challenging, all ages, inclusive play	40 %
Warranty Terms	10 %
<b>Total of Non-price Weightings</b>	<b>100%</b>
Price Criteria	Criteria % Weighting
Price – must be within budget of \$350,000 (GST excl)	Mandatory

The evaluation panel met to complete a detailed evaluation of the responses. The evaluation process was carried out in accordance with the process outlined in the Evaluation Plan. The Evaluation Plan was completed, reviewed and signed by all members of the Evaluation Panel and approved by authorised executive officers.

Evaluation of the quotes received against the criteria established an overall Value for Money ranking as shown in the following table:

Company Name	Ranking
CRS Creative Recreation Solutions Pty Ltd	1
Moduplay Group Pty Ltd	2
Play Parks/Wetpour	3
Play Workshop Pty Ltd ATF Troy Family Trust	3
Proludic Pty Ltd	3
Play By Design Pty Ltd	6
Austek Play	7
Hansen Pty Ltd T/A Forpark Australia	7

Following the completion of the evaluation process the Evaluation Panel recommends CRS Creative Recreation Solutions Pty Ltd as the preferred contractor in accordance with the documentation for VP299544 – Tony Onions Park Play space. This recommendation is based on compliance with the evaluation criteria, community consultation and the highest VFM ranking proponent at the completion of the evaluation process.

CRS Creative Recreation Solutions Pty Ltd has undertaken similar works for other Local Councils, and are prequalified with Local Government Procurement.

The Evaluation sheet is included with the Closed Session reports in accordance with s10A(2)(d) Local Government Act 1993 as it contains commercial information that would, if disclosed, prejudice the commercial position of the person who supplied it. It is not appropriate for this to be provided in an Open Session as it relates to tender information.



**15.9 VP277053 CAOURA ROAD NATURAL DISASTER RESTORATION WORKS**

**Author:** Natural Disaster Coordinator

Director Operations

**Authoriser:** Matt O'Rourke, Acting General Manager

**Attachments:** 1. VP277053 Tender Evaluation Sheet.pdf - Confidential  
 2. RFQ Evaluation Report 02062022.pdf - Confidential

<b>Link to Community Strategic Plan:</b>	18. Our Infrastructure IN3 Maintain and improve road infrastructure and connectivity.
<b>Cost to Council:</b>	The available budget for this project is \$971,000.00 (ex GST) This is funded from the Natural Disaster Funding Agreement - AGRN 871 Fires. The total cost for this engagement is \$379,067.00 (inc GST) which is within budget.
<b>Use of Reserve Funds:</b>	Nil

**RECOMMENDATION**

1. The report from the Natural Disaster Coordinator on Request for Quotation (RFQ) VP277053 Caoura Road Natural Disaster Restoration Works be received.
2. The RFQ from Coopers Earthmoving and Haulage Pty Ltd for \$379,067.00 (incl GST) is accepted in accordance with the specification and tender documents for Vendor Panel VP277053.
3. The General Manager is authorised to approve Variations of up to twenty (20) percent of the contract amount being \$75,820.00 (ex GST).

**BACKGROUND**

Goulburn Mulwaree Council has experienced seven (7) Natural Disasters events since beginning of 2020. To assist with Restoration works council secured funding from the Australian Government Disaster Recovery Funding Program.

To expedite the procurement process and to meet Natural Disaster Funding Guidelines Council on 16<sup>th</sup> March 2021 approved the Minor Civil Works Panel 2021T0016.

The Minor Civil Works Panel Contract at section 1A (b) provides Council with the opportunity to request a Site-Specific Request for Quotation (RFQ). The Caoura Road Natural Disaster Restoration Works project is one such site.

On 13 December 2021, Council issued a Request for Quotation (RFQ) via vendor panel for these works with a closing date of 28 January 2022. For panel members to be eligible to quote they must have attended a mandatory site meeting on the 14<sup>th</sup> December 2022.

**REPORT**

To achieve Council's level of service in maintaining Council's infrastructure, Council established the Minor Civil Works Panel to assist in undertaking minor civil works throughout the Local Government Area (LGA) on a required basis or on a site specific RFQ basis.

The RFQ was offer to three (3) suitably qualified panel members, with all three panel members providing a quote. All companies that quoted attended the mandatory site meeting held on 14<sup>th</sup> December 2021. These companies are:

<b>Company</b>	<b>Address</b>
Coopers Earthmoving & Haulage Pty Ltd	PO Box 181 Marulan NSW 2579
Denrith Pty Ltd	282 Carrick Rd Goulburn NSW 2580
JCF Earthmoving and Demolition Pty Ltd	51 Knox Street Goulburn NSW 2580

A RFQ evaluation Panel was established, with the panel consisting of:

- The Business Manager Projects principal (Chair)
- Natural Disaster Project Engineer; and
- Natural Disaster Coordinator

The RFQ panel met to evaluate the quotes on 5 May 2022 against the evaluation criteria set out in the RFQ documentation.

A preliminary evaluation was carried out by the Panel to confirm if individual quotes were compliant with the RFQ document. During the preliminary evaluation the evaluation panel determined that all quotations conformed and as such all were assessed against the criteria.

The evaluation criteria and weightings as set out in the RFQ document are:

- Company Experience, understanding of the Project and Performance 20%
- Company Capability and Resourcing 10%
- Proposed Timeframe and Project schedule 10%
- Price 60%

Evaluation of the quotes received against the criteria established an overall Value for Money ranking as shown in the following table:

<b>Company Name</b>	<b>Ranking</b>
Coopers Earthmoving and haulage Pty Ltd	1
JCF Earthmoving and Demolition Pty Ltd	2
Denrith Pty Ltd (Divalls)	3

The Evaluation panel was satisfied that all companies considered for detailed evaluation meet all the requirements outlined in the RFQ documentation.

Following the completion of the evaluation process the Evaluation Panel recommends Coopers Earthmoving & Haulage Pty Ltd as the preferred contractor in accordance with the documentation for VP277053 Caoura Road Natural Disaster Restoration Works. This recommendation is based on Coopers Earthmoving & Haulage Pty Ltd having the highest VFM ranking at the completion of the evaluation process.

Coopers Earthmoving & Haulage Pty Ltd have undertaken similar works within many Councils including Goulburn Mulwaree Council and have testimonials to support their work.

The Evaluation report is included with the Closed Session reports in accordance with S10A(2) (d) *Local Government Act 1993* as it contains commercial information that would, if discussed, prejudice the commercial position of the person who supplied it. It is therefore not appropriate for this information to be provided in an Open Session.

**15.10 DEVELOPMENT CONTROL PLAN AMENDMENT - HEAVY VEHICLE HAULAGE DEVELOPMENT ROUTES**

**Author:** Acting Director Operations  
**Authoriser:** Matt O'Rourke, Acting General Manager  
**Attachments:** Nil

<b>Link to Community Strategic Plan:</b>	18. Our Infrastructure IN3 Maintain and improve road infrastructure and connectivity.
<b>Cost to Council:</b>	NA
<b>Use of Reserve Funds:</b>	NA

**RECOMMENDATION**

That:

1. The report from the Acting Director of Operations on the proposed amendments to Development Control Plan be received.
2. The following amendment be placed on exhibition for 28 days to receive community feedback.
3. A follow up report be presented to Council on the feedback received on the proposed increase to the minimum construction standards for haulage routes following the public exhibition period.

**BACKGROUND**

The Development Control Plan (DCP) is known as the Goulburn Mulwaree DCP 2009. The DCP was prepared in accordance with section 72 of the Environmental Planning and Assessment Act 1979 (the EP&A Act).

The DCP was originally adopted by Goulburn Mulwaree Council (Council) on Tuesday 19 August 2008 and came into operation upon the gazettal of Goulburn Mulwaree Local Environmental Plan 2009 (LEP) on 20 February 2009. The DCP is subject to amendment from time to time.

The purpose of this report is to seek an amendment to the DCP, specifically increasing the minimum construction standards for heavy vehicle haulage developments.

The report is to follow up a presentation to the 10 May 2022 briefing session outlining the current maintenance issues along Goulburn Mulwaree Council nominated haulage routes.

**REPORT**

The Goulburn Mulwaree Council local government area (LGA) contains several extractive industry quarries and waste facilities which utilise various heavy vehicles haulage routes. These haulage routes have been developed with the development conditions at the time, as such they have been built to varying standards of construction dependant on the conditions at the time. There are over 90km of heavy vehicle haulage routes within the GMC LGA.

A summary of the primary heavy vehicle haulage routes is below.

<b>Company</b>	<b>Haulage Road</b>	<b>Length</b>
Veolia	Collector Road	6km
	Bungendore Road	11km
Hi Quality	Lumley Road	4.8km
	Cullulla Road	11.9km
	Sandy Point Road	5.6km
	Oallen Ford Road	8.1km
	Mogo Road	4.8km
Gunlake	Brayton Road (main route)	4.2km
	Brayton Road (secondary route)	2.8
	Ambrose Road	3.6km
Multiquip	Oallen Ford Road	3.5km
	Jerrara Road	14.5km
Boral	South Marulan Road	7.8km
	<b>TOTAL</b>	<b>95km</b>

The DCP (Chapter 7) has identified special provisions for the consideration of engineering requirements. Specifically, these engineering requirements nominate the minimum standards by which the heavy vehicle routes should be constructed including the following:

- *7m wide sealed carriageways in rural areas*
- *In addition to the carriageway, 1m wide shoulders on each side with a 500mm seal*
- *80km/h design standard*
- *9m wide culverts and bridges (i.e. from barrier to barrier).*
- *Minimum remaining pavement life of 10 years at the time of commencement of operations*
- *Asphaltic concrete surface in village areas.*

The minimum standards are generally consistent with other Council road standards with the exception of the minimum remaining pavement life requirement of 10 years. The minimum design for life for other roads within Goulburn Mulwaree Council is a minimum 25 years. Reference to Councils Design Specification D2.05 DESIGN TRAFFIC:

*1. The design traffic shall be calculated based on the following minimum design lives of pavement:-*

- (a) Flexible, Unbound Granular - 25 years*
- (b) Flexible, Containing one or more bound layers - 25 years*
- (c) Rigid (Concrete) - 40 years*
- (d) Segmental Block - 25 years*

The minimum pavement design of 25 years design life is required for both new urban and rural roads. This extended life minimises Council risk by reducing likely maintenance interventions and lessens Council exposure to increased potential capital replacement costs.

Given the higher risk and to ensure consistency associated with the haulage routes it is proposed to increase the minimum design pavement life from 10 to 25 years and align with the Council's Design Specification D2.05.

This proposed change wouldn't immediately affect any of the existing extractive industries and would only be applicable to new extractive businesses or if existing business were to seek a variation to the current approved development assessment.

To facilitate the proposed increases minimum pavement design life, an amendment to the DCP and Engineering Standards are required. A public consultation process, including public exhibition is also required before the proposed increases are adopted.

Furthermore, a transition period would allow for current development applications which have progressed into the pre-lodgement phase to continue under the existing dimensions.

**15.11 2022-2026 DELIVERY PROGRAM AND 2022-2023 OPERATIONAL PLAN ADOPTION - INTERNAL REVIEW**

**Author:** Director Corporate & Community Services

**Authoriser:** Matt O'Rourke, Acting General Manager

- Attachments:**
1. **Budget Variations - resulting from March 2022 QBR** [↓](#) 
  2. **Budget Variations - Other** [↓](#) 

<b>Link to Community Strategic Plan:</b>	Delivery Plan Action CL1.2 - Ensure the long term financial sustainability of Council through effective and prudent financial management (CSP Strategy CL1 - Effect resourceful and respectful leadership and attentive representation of the community)
<b>Cost to Council:</b>	<p>The General Fund's projected unrestricted cash balance as at 30 June 2026 following this review is \$2,180,614 (A reduction of \$2,905,966 as a result of this review).</p> <p>The projected unrestricted cash balance of the Domestic Waste Fund is \$3,755,737 (No Change due to this review)</p> <p>The projected unrestricted cash balance of the Water Fund is \$3,596,620 (An increase of \$87,002 due to this review)</p> <p>The projected unrestricted cash balance of the Sewer Fund is \$10,263,272 (An increase of \$4,769 due to this review)</p> <p>Note: these amounts may differ to the draft Operational Plan due to the impact on the 2021/22 unrestricted cash movement of the March 2022 quarterly budget review and the Monthly Financial report contained within this agenda</p>
<b>Use of Reserve Funds:</b>	Various as defined through-out the report

**RECOMMENDATION**

That

1. The report of the Director Corporate & Community Services on 2022-2026 Delivery Program and 2022-23 Operational Plan Adoption – Internal Review be received
2. The following changes be made to the draft Operational Plan as a result of the internal review undertaken by staff during the exhibition period
  - (a) The ad valorem rate for Business – Goulburn Town Centre be updated to \$1.692
  - (b) The budget variations due to carry overs and other adjustments, as contained within the attachments, be made to the draft budget
  - (c) The following changes be made to the Draft Fees & Charges
    - (i) Photocopies A3 (page D46) to \$0.30
    - (ii) Internet Service Printing (page D46) to \$0.30
    - (iii) Local Studies Research fee (page D46) to “Free for first hour then \$30/hour”
    - (iv) Digital Reproduction of Photographs (supplied on USB) (page D46) to “\$10.00 plus \$6.00 for USB Device
    - (v) Certificate of Compliance (page D4) to \$150.00
    - (vi) Amenities Cleaning Service (Rec Area) (page D32) - \$181.00

- (vii) Additional Toilet Cleaning Service (page D35) to \$181.00
  - (viii) Planning Certificate s10.7(1) EPA Act 1979 (page D9) – change description to s10.7(2)
  - (ix) Application for tree removal (page D19) to \$130.00
  - (x) S88G Certificate (page D20) – replace current fee (Price on Application) with:
    - S88G Certificate – With Inspection - \$37.26
    - S88G Certificate – Without Inspection - \$10.65
3. Council notes the changes to the Employee Costs budget due to changes made to Council's payroll during the exhibition period

**BACKGROUND**

At its meeting on 3 May 2022 Council was presented with its Draft Delivery Program 2022-2026 and Draft Operational Plan 2022-2023 for consideration.

In accordance with the provisions of the Local Government Act 1993, Council resolved to place the Plan on public exhibition for wider community comments and submissions. The submission period closed on 2 June 2022.

**REPORT**

During the public exhibition staff also review the documents and recommend additions, corrections and edits to the advertised Plan.

The recommended changes can also result from minutes of committee meetings that are ratified by Council during the public exhibition period or notices received from Government Departments/Agencies received during this period.

A number of other minor adjustments of typographical errors including wording, grammar and spelling have also been made. The employee costs budget will also be updated to reflect changes to staff remuneration levels that have taken place during the exhibition period. These latter adjustments are not reported.

The recommended changes to the Draft Operational Plan 2021-22 emanating from the internal review are as follows:

Appendix C – Statement of Revenue Policy

An error was identified in the table contained on page C2 (General Rates – Based on Successful ASV Application (2.5%)) of the Statement of Revenue Policy. The Ad Valorem rate for Business – Goulburn Town Centre was incorrectly included at the same rate as that on page C3 (General Rates – Based on Unsuccessful ASV Application (0.7%)).

The correct rate that should have been included is \$1.692 instead of \$1.675.

It should be noted that the yields included in this table are correct and have been based on the ad valorem rate of \$1.692.

Projects Carried Over – March 2022 QBR

The following projects have been included in the budget due to their being carried over as part of the March 2022 quarterly budget review approved at the Council Meeting on 17 May 2022 (resolution 2022/168):

**General Fund**

Guard Rails – Sealed Rural Roads	35,467
Bourke Street Wombat Crossing	50,000
Growing Local Economies – Common Street	3,073,533
Wollondilly Walking Track – Cemetery Street	467,658
North Park Pavillion Upgrade	50,000
Clinton St Upgrades (Cowper – Deccan)	158,182

Victoria Park Precinct Parking Alterations	185,100
Heavy Fleet Replacements	360,000
<b>Water Fund</b>	
Marulan WTP Renewal	537,532
Marulan PS Pontoon Design & Replacement/Sandbagging of Bank	339,734
Water Treatment Security	45,000
<b>Sewer Fund</b>	
Marulan WWTP Renewal	9,744,597
North Goulburn Rising Main – Capacity and Storage	500,000
Rec Area Pump Station Constructio	372,959
Goulburn WWTP Security	50,000
Dewatering Processing Equipment	690,000

These projects all relate to 2022/23 only and will be funded by either a transfer from the reserve that the carried over works were transferred into or by grant funding (See attachment 1 for full details). This means that these adjustments will have no impact on the bottom line of any of the individual Funds' projected unrestricted cash balances.

Projects Carried Over – June Monthly Financial Report

The following projects have been included in the budget due to their being carried over as part of the June 2022 Monthly Council Report earlier in this agenda:

<b>General Fund</b>	
Environmental Improvement Works – Goulburn WMC	50,000
Environmental Improvement Works – Marulan WMC	75,000
Replacement Bins & Lifters	36,000
Goulburn WMC Drilling Mud Facilities	1,430,595
Goulburn WMC Improvements	3,775,754
Clinton St IT Upgrade	71,000
Blues Festival	62,857
Pictures & Popcorn	23,100
Events Development Fund	40,150
Visitor Guide & Maps	9,000
Library Programs (to fund 2022/23 Trainee & finalise lighting upgrade)	29,000
Art Gallery – General Operations	25,000
Rocky Hill – Display Materials	5,150
Art Gallery – Plant & Equipment Renewals	3,000
The Good Initiative	32,214
Copford Reach Improvements	83,000
Belmore Park Improvements	19,750
Strategy Implementation (Strategic Bushfire Study)	40,000
Gravel Resheeting	50,000
Urban Resealing	56,976
Street Lighting & Traffic Facilities	25,500
RHL South Marulan Rd – Boral	80,000
<b>Domestic Waste Management</b>	
Compactor “Wrapping”	4,650
Domestic Waste Management (Waste Audit)	75,000
<b>Water Fund</b>	
Goulburn WTP Raw Water Augmentation	2,500,000
<b>Sewer Fund</b>	
Marulan Pump Station Improvements	984,845
Growing Local Economies – Common Street (Sewer)	880,000
STWRIS Stage 2 Reuse Irrigation Scheme	4,300,000



Once again, these projects all relate to 2022/23 only and will be funded by either a transfer from the reserve that the carried over works were transferred into or by grant funding (See attachment 2 for full details). This means that these adjustments will have no impact on the bottom line of any of the individual Funds' projected unrestricted cash balances other than the Sewer Fund where \$1,173,517 will be returned to its unrestricted cash balance due to the extinguishing of the Contract Assets created as part of the carry-over in 2021/22.

Also mentioned in the Monthly Report earlier, a Contract Asset of \$179,874 was created in the Water Fund in 2021/22, effectively reducing its projected unrestricted cash at 30 June 2022. This amount will be returned to the Water Fund in 2022/23 through these adjustments.

Other Review Adjustments

Other adjustments being recommended as a result of this review, and their impact on the projected unrestricted cash balances are as follows (full details of these adjustments are also contained in attachment 2):

	Impact – 2022/23	Impact to 30 June 2026
<b>General Fund</b>		
Review of Aquatic Centre Budget	(88,396)	(360,772)
Review of RMCC Contract Budget	(98,201)	(411,129)
Review of Compliance/Strategic Planning Revenue	104,200	467,483
Error Correction – Windellama Road Fixing Local Roads Project	(1,262,691)	(1,262,691)
<b>General Fund total</b>	<b>(1,345,008)</b>	<b>(1,567,109)</b>
<b>Water Fund</b>		
Review of DSP	30,000	30,000
<b>Water Fund Total</b>	<b>30,000</b>	<b>30,000</b>
<b>Sewer Fund</b>		
Review of DSP	30,000	30,000
<b>Sewer Fund Total</b>	<b>30,000</b>	<b>30,000</b>

Note: A positive figure indicates an increase in the projected unrestricted cash balance

Employee Costs

Adjustments have been made to the budget to account for the impact on employee costs due to wages adjustments made in the budget module since the March Quarterly budget review. These changes may include staff re-grading, staff competency progressions or new staff commencing at a lower grade or competency level as their predecessor. The adjustments also include temporary appointments made to manage specific project such as the flood disaster recovery works.

The impact on the projected unrestricted cash levels as a result of these changes is as follows:

	Impact – 2022/23	Impact to 30 June 2026
General Fund	(332,522)	(1,140,990)
Water Fund	27,967	117,003
Sewer Fund	8,311	34,770

**Note: A positive figure indicates an increase in the projected unrestricted cash balance**

Fees & Charges

The following fees and charges have been reviewed and are recommended for adjustment:

Fee Description	Page	Current Fee	Proposed Fee	Reason
<b>Library</b>				
Photocopies A3	D46	\$0.40	\$0.30	Consistency with other fees
Internet Service Printing	D46	\$0.25	\$0.30	Consistency with other fees
Local studies research fee	D46	\$0.00	1 <sup>st</sup> hour free, then \$30 per hour	Correction of error. Quantative fee was printed instead of Descriptive
Digital Reproduction of Photographs (supplied on USB)	D46	\$10.00	\$10.00 plus \$6 for USB	Fee notes mention the additional cost for USB but it wasn't quantified
<b>Animal Control</b>				
Certificate of Compliance	D4	\$200.00	\$150.00	To comply with legislative fees – Fee note also needs to be amended to remove reference to the first inspection
<b>Goulburn Recreation Area</b>				
Amenity cleaning services	D32	\$165.00	\$181.00	Consistency with cleaning fees at other facilities
<b>Veolia Arena</b>				
Additional toilet cleaning services	D35	\$165.00	\$181.00	Consistency with cleaning fees at other facilities
<b>Building &amp; Planning Certificates</b>				
Planning Certificate s10.7(1) EP&A Act 1979	D9	\$62.00	\$62.00	No change to fee but change description to s10.7(2) to remain consistent with application forms
<b>Development Assessment - Miscellaneous</b>				
Application for tree removal	D19	\$136.00	\$130.00	Reduce fee to reduce burden when multiple trees are involved. Proposed fee is the same as the 2021/22 fee.
S88G Certificate	D20	Price on Application	N/A	Better define fees in accordance with s29 Schedule 1 of the Conveyancing (General) Regulation 2018
S88G Certificate – With Inspection	D20	N/A	37.26	
S88G Certificate – Without Inspection	D20	N/A	10.65	

**Proposed Budget Adjustments - 2022/23 - Projects "carried forward" in March 2022 Quarterly Budget Review**

**General Fund**

Business Unit	Project	Description	Reserve No	Current Budget	Proposed Budget	Adjustment	Comment
Operations	Guardrails - Sealed Rural - Local	Transfer from Internal Reserves	38179	0	-35,467	-35,467	IA.01 Transfer underspend to 22/23FY to enable completion of works
Operations	Guardrails - Sealed Rural - Local	Contracts - Tendered Work		160,000	195,467	35,467	
Projects	Bourke St Wombat Crossing (G)	Bourke St Wombat Crossing (G)		0	-50,000	-50,000	IA.02 Carryover \$50k - Lighting and signage to be completed in 22/23FY due to contractor availability
Projects	Bourke St Wombat Crossing (G)	Contracts - Tendered Work		0	50,000	50,000	
Projects	Growing Local Economies (G) 2018-2022	Growing Local Economies (G)		0	-3,073,533	-3,073,533	IA.03 Carry over \$3,073,533 - Project delayed to 22/23FY due to design issue with TfNSW
Projects	Growing Local Economies (G) 2018-2022	Contracts - Tendered Work		0	3,073,533	3,073,533	
Projects	Wollondilly Walking Track - Cemetery St (G)	WWT - Cemetery St (G)		0	-467,658	-467,658	IA.04 Carryover of \$467k - Wet weather delays have resulted in the project continuing into the 22/23FY
Projects	Wollondilly Walking Track - Cemetery St (G)	Contracts - Tendered Work		0	467,658	467,658	
Projects	North Park Pavillion - LRCl/RSFF) (G)	Nth Park Pavillion Upgrade (GCRSFF)		0	-600,000	-600,000	IA.05 Grant funded project started in 21/22FY so funding brought forward from 22/23FY
Projects	North Park Pavillion - LRCl/RSFF) (G)	Available for Use		-600,000	0	600,000	
Projects	North Park Pavillion - LRCl/RSFF) (G)	LRCl - North Park		-967,603	-917,603	50,000	
Projects	North Park Pavillion - LRCl/RSFF) (G)	Contracts - Tendered Work		1,582,603	1,532,603	-50,000	
Operations	Clinton St Upgrades (Hume St to Deccan St)	Transfer from Other Ext Restrictions	38161	0	-158,182	-158,182	IA.06 Portion of Crookwell Wind Farm contribution transferred to 22/23FY
Operations	Clinton St Upgrades (Hume St to Deccan St)	Contracts - Tendered Work		0	158,182	158,182	
Operations	Victoria Park Precinct Parking Alterations	Transfer from Internal Reserves	38179	0	-185,100	-185,100	IA.07 Carryover \$185k as project not proceeding until 22/23FY
Operations	Victoria Park Precinct Parking Alterations	Contracts - Tendered Work		0	185,100	185,100	
Operations	Heavy Fleet Replacements	Transfer from Internal Reserves	38164	0	-360,000	-360,000	IA.08 Commitments will not be delivered until 22/23FY
Operations	Heavy Fleet Replacements	Cap - Heavy Fleet Purchases		1,400,000	1,760,000	360,000	

**Water Fund**

Business Unit	Project	Description	Reserve No	Current Budget	Proposed Budget	Adjustment	Comment
Water Services	Marulan WTP Renewal	Transfer from Other Ext Restrictions	38185	0	-537,532	-537,532	IA.09 Transfer underspend to 22/23FY to enable completion of works
Water Services	Marulan WTP Renewal	Contracts - Tendered Work		5,000,000	5,537,532	537,532	
Water Services	Marulan PS Pontoon Design & Replacement/Sandba	Transfer from Other Ext Restrictions	38185	0	-339,734	-339,734	IA.10 Transfer underspend to 22/23FY to enable completion of works
Water Services	Marulan PS Pontoon Design & Replacement/Sandba	Contracts - Tendered Work		0	339,734	339,734	
Water Services	Water Treatment Security	Transfer from Other Ext Restrictions	38185	0	-45,000	-45,000	IA.11 Transfer underspend to 22/23FY to enable completion of works
Water Services	Water Treatment Security	Contracts - Tendered Work		0	45,000	45,000	

**Proposed Budget Adjustments - 2022/23 - Projects "carried forward" in March 2022 Quarterly Budget Review**

Sewer Fund							
Business Unit	Project	Description	Reserve No	Current Budget	Proposed Budget	Adjustment	Comment
Waste Water Services	Marulan WWTP - Renewal	Cap Grants - Sewerage Services		0	-2,000,000	-2,000,000	IA.12 Transfer underspend to 22/23FY to enable completion of works
Waste Water Services	Marulan WWTP - Renewal	Transfer from Dev Conts	38138	0	-1,100,000	-1,100,000	
Waste Water Services	Marulan WWTP - Renewal	Transfer from Other Ext Restrictions	38186	-1,950,000	-5,245,699	-3,295,699	
Waste Water Services	Marulan WWTP - Renewal	Transfer from Other Ext Restrictions	38175	0	-3,348,898	-3,348,898	
Waste Water Services	Marulan WWTP - Renewal	Contracts - Tendered Work		8,000,000	17,744,597	9,744,597	
Waste Water Services	Nth GBn PS Rising Main - Capacity & Storage	Transfer from Other Ext Restrictions	38186	0	-500,000	-500,000	IA.13 Transfer underspend to 22/23FY to enable completion of works
Waste Water Services	Nth GBn PS Rising Main - Capacity & Storage	Contracts - Tendered Work		0	500,000	500,000	
Waste Water Services	Rec Area Sewer Pump Station Construction	Transfer from Other Ext Restrictions	38186	0	-372,959	-372,959	IA.14 Transfer underspend to 22/23FY to enable completion of works
Waste Water Services	Rec Area Sewer Pump Station Construction	Contracts - Tendered Work		0	372,959	372,959	
Waste Water Services	Goulburn WWTP Security	Transfer from Other Ext Restrictions	38186	0	-50,000	-50,000	IA.15 Transfer underspend to 22/23FY to enable completion of works
Waste Water Services	Goulburn WWTP Security	Contracts - Tendered Work		0	50,000	50,000	
Waste Water Services	Dewatering Processing Equipment Goulburn	Transfer from Other Ext Restrictions	38186	0	-690,000	-690,000	IA.16 Transfer underspend to 22/23FY to enable completion of works
Waste Water Services	Dewatering Processing Equipment Goulburn	Contracts - Tendered Work		0	690,000	690,000	

**Proposed Budget Adjustments - 2022/23 - Projects "carried forward" in May Monthly Financial Report and Other Adjustments**

General Fund							
Business Unit	Project	Description	Reserve No	Current Budget	Proposed Budget	Adjustment	Comment
Vaste Management	Environmental Improvement Works Gln	Contracts - Tendered		50,000	100,000	50,000	IA.17 Transfer carryover from 2021/22 budget to enable completion in 2022/23
Vaste Management	Environmental Improvement Works Gln	Transfer from Internal Reserves	38212	-50,000	-100,000	-50,000	
Vaste Management	Environmental Improvement Works Mln	Contracts - Tendered		100,000	175,000	75,000	IA.18 Transfer unspent funds from 2021/22 budget to enable completion in 2022/23
Vaste Management	Environmental Improvement Works Mln	Transfer from Developer Conts	38124	-25,000	-100,000	-75,000	
Vaste Management	Replacement Bins & Lifters	Materials - General		30,000	66,000	36,000	IA.19 Transfer unspent funds from 2021/22 budget to enable completion in 2022/23
Vaste Management	Replacement Bins & Lifters	Transfer from Internal Reserves	38170	0	-36,000	-36,000	
Vaste Management	GMC Drilling Mud Facilities	Contracts - Tendered		400,000	1,830,595	1,430,595	IA.20 Transfer carryover from 2021/22 budget to enable completion in 2022/23
Vaste Management	GMC Drilling Mud Facilities	Transfer from Internal Reserves	38170	0	-980,595	-980,595	
Vaste Management	GMC Drilling Mud Facilities	Transfer from Internal Reserves	38259	0	-450,000	-450,000	
Vaste Management	Goulburn WMC Improvements	Goulburn WMC Improvements		0	-537,088	-537,088	IA.21 Transfer carryover from 2021/22 budget to enable completion in 2022/23
Vaste Management	Goulburn WMC Improvements	Community Recycling Grant		0	-180,000	-180,000	
Vaste Management	Goulburn WMC Improvements	Transfer from Internal Reserves	38191	0	-282,913	-282,913	
Vaste Management	Goulburn WMC Improvements	Transfer from Internal Reserves	38212	0	-64,159	-64,159	
Vaste Management	Goulburn WMC Improvements	Transfer from Internal Reserves	38257	0	-470,825	-470,825	
Vaste Management	Goulburn WMC Improvements	Transfer from Developer Conts	38102	0	-19,662	-19,662	
Vaste Management	Goulburn WMC Improvements	Transfer from Unexp Grants	38322	0	-19,613	-19,613	
Vaste Management	Goulburn WMC Improvements	Transfer From Unexp Loans	38402	0	-2,221,107	-2,221,107	
Vaste Management	Goulburn WMC Improvements	Contracts - Tendered		0	3,775,754	3,775,754	
Vaste Management	Goulburn WMC Improvements	CLE - Capital Commonwealth		0	19,613	19,613	
Innovation & Technology	Clinton Street IT Upgrade	Materials - General		0	71,000	71,000	IA.22 Transfer carryover from 2021/22 budget to enable completion in 2022/23
Innovation & Technology	Clinton Street IT Upgrade	Transfer from Internal Reserves	38166	0	-71,000	-71,000	
Innovation & Technology	IT Renewal Assets	Materials - General		420,000	470,000	50,000	IA.23 Transfer carryover from 2021/22 budget to enable completion in 2022/23
Innovation & Technology	IT Renewal Assets	Transfer from Internal Reserves	38166	-20,000	-70,000	-50,000	
Marketing & Culture	Blues Festival	Create NSW Grant		0	-30,000	-30,000	IA.24 Transfer carryover from 2021/22 budget to enable completion in 2022/23
Marketing & Culture	Blues Festival	Contracts - Tendered		35,000	97,857	62,857	
Marketing & Culture	Blues Festival	Transfer from Internal Reserves	38333	0	-32,857	-32,857	
Marketing & Culture	Blues Festival	CLE - Operating State		0	15,000	15,000	
Marketing & Culture	Blues Festival	Transfer from Unexp Grants	38333	0	-15,000	-15,000	
Marketing & Culture	SMA Capacity & Capability Review	Contracts - Tendered Work		0	12,000	12,000	IA.25 Transfer carryover from 2021/22 budget to enable completion in 2022/23
Marketing & Culture	SMA Capacity & Capability Review	Transfer from Internal Reserves	38310	0	-12,000	-12,000	
Marketing & Culture	Pictures & Popcorn	Materials - General		13,000	22,100	9,100	IA.26 Transfer carryover from 2021/22 budget to enable completion in 2022/23
Marketing & Culture	Pictures & Popcorn	Contracts - Tendered Work		22,000	36,000	14,000	
Marketing & Culture	Pictures & Popcorn	Transfer from Internal Reserves	38310	0	-23,100	-23,100	
Marketing & Culture	Events Development Fund	Materials - General		10,000	21,650	11,650	IA.27 Transfer carryover from 2021/22 budget to enable completion in 2022/23
Marketing & Culture	Events Development Fund	Contracts - Tendered Work		45,000	73,500	28,500	
Marketing & Culture	Events Development Fund	Transfer from Internal Reserves	38310	0	-40,150	-40,150	
Marketing & Culture	Visitor Guide & Maps	Materials - General		50,000	59,000	9,000	IA.28 Transfer carryover from 2021/22 budget to enable completion in 2022/23
Marketing & Culture	Visitor Guide & Maps	Transfer from Internal Reserves	38167	0	-9,000	-9,000	

**Proposed Budget Adjustments - 2022/23 - Projects "carried forward" in May Monthly Financial Report and Other Adjustments**

Marketing & Culture	Library Renewal Assets	Contracts - Tendered Work		0	13,000	13,000	IA.29 Transfer carryover from 2021/22 budget to enable completion in 2022/23
Marketing & Culture	Library Renewal Assets	Transfer from Internal Reserves	38162	0	-13,000	-13,000	
Marketing & Culture	Art Gallery	Contracts - Replacing Staff		0	26,000	26,000	IA.30 Transfer carryover from 2021/22 budget to enable completion in 2022/23
Marketing & Culture	Art Gallery	Transfer from Internal Reserves	38159	0	-26,000	-26,000	
Marketing & Culture	Art Gallery	Materials - General		30,000	55,000	25,000	IA.31 Transfer carryover from 2021/22 budget to enable completion in 2022/23
Marketing & Culture	Art Gallery	Transfer from Internal Reserves	38159	0	-25,000	-25,000	
Marketing & Culture	Rocky Hill Precinct	Materials - Display		5,000	10,150	5,150	IA.32 Transfer carryover from 2021/22 budget to enable completion in 2022/23
Marketing & Culture	Rocky Hill Precinct	Transfer from Internal Reserves	38167	0	-5,150	-5,150	
Marketing & Culture	Art Gallery P&E Renewal	Materials - General		5,000	8,000	3,000	IA.33 Transfer carryover from 2021/22 budget to enable completion in 2022/23
Marketing & Culture	Art Gallery P&E Renewal	Transfer from Internal Reserves	38159	0	-3,000	-3,000	
Marketing & Culture	The Good Initiative	Materials - General		0	20,000	20,000	IA.34 Transfer carryover from 2021/22 budget to enable completion in 2022/23
Marketing & Culture	The Good Initiative	Contracts - Tendered Work		0	12,314	12,314	
Marketing & Culture	The Good Initiative	Transfer to Unexp Grants	38277	10,000	0	-10,000	
Marketing & Culture	The Good Initiative	Transfer from Internal Reserves	38277	0	-22,314	-22,314	
Community Facilities	Copford Reach Improvements	Contracts - Tendered Work		100,000	183,000	83,000	IA.35 Transfer carryover from 2021/22 budget to enable completion in 2022/23
Community Facilities	Copford Reach Improvements	Transfer from Internal Reserves	38169	0	-83,000	-83,000	
Community Facilities	Belmore Park Improvements	Contracts - Tendered Work		25,000	44,750	19,750	IA.36 Transfer carryover from 2021/22 budget to enable completion in 2022/23
Community Facilities	Belmore Park Improvements	Transfer from Internal Reserves	38169	0	-19,750	-19,750	
Strategic Planning	Strategy Implementation	Contracts - Tendered Work		26,100	66,100	40,000	IA.37 Bring into the 2022/23 budget carried forward funds for Strategic Bushfire Study
Strategic Planning	Strategy Implementation	Transfer from Internal Reserves	38165	-25,000	-65,000	-40,000	
Operations	RMAP Contract Works	RMCC State Highway Revenue		-30,825	-120,000	-89,175	IA.38 Review RMAP Contract Works budget to include and fund new position
Operations	RMAP Contract Works	Salaries & Wages		0	85,048	85,048	
Operations	RMAP Contract Works	Other Allowances		0	3,242	3,242	
Operations	RMAP Contract Works	On-Cost Expenses		0	33,370	33,370	
Operations	RMAP Contract Works	Materials - General		0	10,000	10,000	
Operations	RMAP Contract Works	Contracts - Tendered Work		29,284	85,000	55,716	
Operations	Gravel Resheeting	Mat-General		74,616	78,724	4,108	IA.39 Transfer carryover from 2021/22 budget to enable completion in 2022/23
Operations	Gravel Resheeting	Contract-Tend w		222,700	239,155	16,455	
Operations	Gravel Resheeting	Plant Hire Chg		89,995	104,743	14,748	
Operations	Gravel Resheeting	Job Cost Expens		112,689	127,379	14,690	
Operations	Gravel Resheeting	Transfer from Internal Reserves	38179	0	-50,000	-50,000	
Operations	Urban Resealing	Contract-Tend W		50,149	107,125	56,976	IA.40 Transfer carryover from 2021/22 budget to enable completion in 2022/23
Operations	Urban Resealing	Transfer to Internal Reserves	38179	0	-56,976	-56,976	
Operations	St Lighting and Traffic Facilities	Contract-Tend W		17,251	34,957	17,706	IA.41 Transfer carryover from 2021/22 budget to enable completion in 2022/23
Operations	St Lighting and Traffic Facilities	Plant Hire Chg		2,059	4,118	2,059	
Operations	St Lighting and Traffic Facilities	Job Cost Expens		5,690	11,425	5,735	
Operations	St Lighting and Traffic Facilities	Transfer to Internal Reserves	38179	0	-25,500	-25,500	
Operations	RHL Sth Marulan - Boral Sec 94	TfrFrom DevCont	38148	0	-80,000	-80,000	IA.42 Transfer carryover from 2021/22 budget to enable completion in 2022/23
Operations	RHL Sth Marulan - Boral Sec 94	Contract-Tend W		0	39,800	39,800	
Operations	RHL Sth Marulan - Boral Sec 94	Plant Hire Chg		0	18,338	18,338	
Operations	RHL Sth Marulan - Boral Sec 94	Job Cost Expens		0	21,862	21,862	

**Proposed Budget Adjustments - 2022/23 - Projects "carried forward" in May Monthly Financial Report and Other Adjustments**

Community Facilities	Aquatic Centre	Casual Wages		252,049	450,534	198,485	IA.52 Review Aquatic Centre Budget to ensure Casual budget and revenue budgets are at appropriate levels
Community Facilities	Aquatic Centre	On-Cost Expenses		238,419	272,250	33,831	
Community Facilities	Aquatic Centre	Fees - Admissions		-123,200	-140,000	-16,800	
Community Facilities	Aquatic Centre	Fees - Membership		-46,800	-70,000	-23,200	
Community Facilities	Aquatic Centre	Fees - Facility Hire		-2,080	-5,000	-2,920	
Community Facilities	Fitness & Wellbeing	Fees - Group Fitness		-20,800	-30,000	-9,200	
Community Facilities	Fitness & Wellbeing	Fees - Membership		0	-15,000	-15,000	
Community Facilities	Aquatic Education	Fees - Swim School		-83,200	-160,000	-76,800	
Strategic Planning	Strategies & Policy Operations	Sundry Income		-20,800	-75,000	-54,200	IA.53 Review revenue budgets in Compliance/Strategic Planning area to reflect current income levels
Environment & Health	Compliance Services	Fines		-45,000	-70,000	-25,000	
Environment & Health	Companion Animals Operations	Fees - Animal Registrations		-60,000	-65,000	-5,000	
Environment & Health	Companion Animals Operations	Fees - Animal Control Sales		-35,000	-45,000	-10,000	
Environment & Health	Companion Animals Operations	Fines		-25,000	-35,000	-10,000	
Operations	Windellama Rd - FLR	Roads to Recovery		-500,000	-303,763	196,237	IA.54 Review Windellama Road Fixing Local Roads Budget to correct error where entire expenditure budget was incorrectly entered as Internal Plant Hire
Operations	Windellama Rd - FLR	FLR - Windellama Road		-1,606,945	-3,169,682	-1,562,737	
Operations	Windellama Rd - FLR	Contracts - Tendered		0	1,894,825	1,894,825	
Operations	Windellama Rd - FLR	Materials - General		0	812,068	812,068	
Operations	Windellama Rd - FLR	Internal Plant		2,109,021	314,612	-1,794,409	
Operations	Workshop Management	Internal Plant Recovery		-6,078,117	-4,283,708	1,794,409	
Operations	Roads Management	Job Cost Recovery		-2,585,981	-3,037,921	-451,940	
Operations	Windellama Rd - FLR	Job Cost Expens		0	451,940	451,940	
Operations	Windellama Rd - FLR	CLE - Cap - State		237,521	1,800,225	1,562,704	
Operations	Windellama Rd - FLR	Transfer from Unexp Grants	38340	-237,521	-1,800,225	-1,562,704	

**WWM**

Business Unit	Project	Description	Reserve No	Current Budget	Proposed Budget	Adjustment	Comment
Vaste Management	Compactor "Wrapping"	Contracts - Tendered		0	4,650	4,650	IA.43 Bring works into budget for completion in 2022/23
Vaste Management	Compactor "Wrapping"	Transfer from Other Ext Reserves	38309	0	-4,650	-4,650	
Vaste Management	Domestic Waste Management	Contracts - Tendered		0	75,000	75,000	IA.44 Waste Audit to now be undertaken in 2022/23 following completion of WMC Upgrade
Vaste Management	Domestic Waste Management	Transfer from Other Ext Reserves	38309	0	-75,000	-75,000	

**Proposed Budget Adjustments - 2022/23 - Projects "carried forward" in May Monthly Financial Report and Other Adjustments**

**Water Fund**

Business Unit	Project	Description	Reserve No	Current Budget	Proposed Budget	Adjustment	Comment
Water Services	Goulburn WTP Raw Water Augmentation	Transfer from Dev Conts	38127	-90,000	-840,000	-750,000	IA.45 Transfer carryover from 2021/22 budget to enable completion in 2022/23
Water Services	Goulburn WTP Raw Water Augmentation	Transfer from Dev Conts	38129	-10,000	-760,000	-750,000	
Water Services	Goulburn WTP Raw Water Augmentation	Transfer from Other Ext Reserves	38185	-286,092	-1,286,092	-1,000,000	
Water Services	Goulburn WTP Raw Water Augmentation	Contracts - Tendered		2,000,000	4,500,000	2,500,000	
Water Services	WNS Growing Local Economies Common St	Contract Asset Extinguished		0	-179,874	-179,874	IA.46 Transfer carryover from 2021/22 budget to enable completion in 2022/23
Water Services	DSP Review	Contracts - Tendered		0	30,000	30,000	IA.47 Make Provision for DSP Review

**Sewer Fund**









Business Unit	Project	Description	Reserve No	Current Budget	Proposed Budget	Adjustment	Comment
Vaste Water Services	Marulan Pump Station Improvements	Transfer from Other Ext Reserves	38186	0	-984,845	-984,845	IA.48 Transfer carryover from 2021/22 budget to enable completion in 2022/23
Vaste Water Services	Marulan Pump Station Improvements	Contracts - Tendered		0	984,845	984,845	
Vaste Water Services	SN Growing Local Economies Common St	Capital Grants - Sewer		0	-586,415	-586,415	IA.49 Transfer carryover from 2021/22 budget to enable completion in 2022/23
Vaste Water Services	SN Growing Local Economies Common St	Transfer from Dev Conts	38128	0	-293,585	-293,585	
Vaste Water Services	SN Growing Local Economies Common St	Contracts - Tendered		0	880,000	880,000	
Vaste Water Services	SN Growing Local Economies Common St	Contract Asset Extinguished		0	-272,594	-272,594	
Vaste Water Services	STWRIS Stage 2 Reuse Irrigation Scheme	BBRF Reuse Irri		0	-1,590,554	-1,590,554	IA.50 Transfer carryover from 2021/22 budget to enable completion in 2022/23
Vaste Water Services	STWRIS Stage 2 Reuse Irrigation Scheme	Transfer from Dev Conts	38128	0	-722,979	-722,979	
Vaste Water Services	STWRIS Stage 2 Reuse Irrigation Scheme	Transfer from Other Ext Reserves	38175	0	-1,986,467	-1,986,467	
Vaste Water Services	STWRIS Stage 2 Reuse Irrigation Scheme	Contracts - Tendered		0	4,300,000	4,300,000	
Vaste Water Services	STWRIS Stage 2 Reuse Irrigation Scheme	Contract Asset Extinguished		0	-900,923	-900,923	
Vaste Water Services	DSP Review - Waste Water	Contracts - Tendered		0	30,000	30,000	IA.51 Make provision for DSP Review



**15.12 2022-2026 DELIVERY PROGRAM AND 2022-2023 OPERATIONAL PLAN ADOPTION - EXTERNAL SUBMISSIONS**

**Author:** Director Corporate & Community Services

**Authoriser:** Matt O'Rourke, Acting General Manager

- Attachments:**
1. External Submission (ES.01) - Maan Beydoun  
  2. External Submission (ES.02) - Name Withheld  
  3. External Submission (ES.03) - Destination NSW  
  4. External Submission (ES.04) - Stewart Thompson  

<b>Link to Community Strategic Plan:</b>	Delivery Plan Action CL1.2 - Ensure the long term financial sustainability of Council through effective and prudent financial management (CSP Strategy CL1 - Effect resourceful and respectful leadership and attentive representation of the community)
<b>Cost to Council:</b>	Refer comments in previous item
<b>Use of Reserve Funds:</b>	Not applicable

**RECOMMENDATION**

That

1. The report by the Director Business Services on the 2022-2026 Delivery Program and 2022-2023 Operational Plan Adoption – External Submissions be received.
2. In relation to the submission from Mr Maan Baydoun in relation to the state of Caoura Road
  - (a) No changes be made to the draft budget
  - (b) Mr Baydoun be advised of the upcoming works scheduled on Caoura Road in September 2022
3. In relation to the submission in relation to the Reconciliation Action Plan and review of the Goulburn Mulwaree LGA Aboriginal Heritage Study
  - (a) No changes be made to the draft budget
  - (b) Council reaffirm its commitment to the development of the Reconciliation Action Plan
  - (c) The strategic planning program be reviewed in anticipation of the review of the Goulburn Mulwaree LGA Aboriginal Heritage Study being undertaken in 2023/24
4. In relation to the submission from Destination Southern NSW in relation to strengthening Council’s commitment to growth and development of the visitor economy:
  - (a) Strategy B3 (Delivery Program page 15) be reworded as follows:
 

*Market the region as a tourist destination, highlighting the regions unique rural character, natural environment, heritage and culture in consideration of the directions of the Tablelands Destination Development Plan 2020 to 2025, Southern Tablelands Brand Strategy and Destination Southern NSW Destination Management Plan 2022 to 2030.*
  - (b) Activity B.3.1 (Operational Plan page 14) be reworded as follows:
 

*Focussed marketing activity to promote Goulburn Mulwaree area as a desirable destination to visit, live, work and invest, that considers the directions of the Southern Tablelands Brand Strategy.*

- (c) A new activity (B.1.3) be added on page 13 of the Operational Plan as follows:

*Activity*

*Ensure economic priorities for the area are considered as part of the preparation of the region's new Regional Economic Development Strategy*

*Measure*

*Priorities for Goulburn-Mulwarees economic development are identified in updates of the region's Regional Economic Development Strategy.*

5. In relation to the submission from Mr Stewart Thompson in relation to the proposed fees and charges for planning proposals, no changes be made to the draft budget
6. The above submitters be thanked for their submissions and be notified of the outcomes of their submissions
7. The 2022-2026 Delivery Program and 2022-2023 Operational Plan be adopted with the approved budget amendments and the amendments approved as a result of the external submissions received.

## **BACKGROUND**

At its meeting on 3 May 2022 Council was presented with its Draft Delivery Program 2022-2026 and Draft Operational Plan 2022-2023 for consideration.

In accordance with the provisions of the Local Government Act 1993, Council resolved to place the Draft Delivery Program and Operational Plan on public exhibition for wider community comments and submissions. The submission period closed on 2 June 2022. Council is required to consider these submissions before adopting the Delivery Program 2022-2026 and Operational Plan 2022-23.

## **REPORT**

Four submissions were received from the public during the public exhibition period. The submissions received were from

- Mr Maan Baydoun
- Name requested to be withheld
- Destination Southern NSW
- Mr Stewart Thompson

### *ES.01 – Mr Maan Baydoun*

Mr Baydoun's submission requests that funding be included in the budget for upgrade and repair works to be carried out on Caoura Road, Tallong. Please note that the email trail provided with the submission has not been included with the attachment.

The Council officer's response is as follows:

Significant works are scheduled on Caoura Road under the natural disaster funding program in September. In fact, another item on this agenda is to accept a RFQ for these works. It is expected that the works undertaken will address most of the submitters concerns.

### *ES.02 – Name Withheld*

This submission praises the inclusion of a Reconciliation Action Plan (RAP). It also requests that the budget for the Operational Plan 2022-2023 include funding for an updated Goulburn Mulwaree LGA Aboriginal Heritage Study.

The Council officer's response is as follows:

As mentioned, contained within the draft Operational Plan is a planned activity to reactivate the Reconciliation Action Plan working party with a view to the development of a Reconciliation Action Plan. This process is proposed to occur during the 2022/23 Financial Year. It would be expected that one of the first outcomes of this plan would be to review Goulburn Mulwaree LGA Aboriginal Heritage Study.

It is recommended that the Strategic Planning team review their program for the next 2-3 years in anticipation of this review to be undertaken sometime during the 2023/24 Financial Year.

#### ES.03 – Destination Southern NSW

This submission proposes the following changes:

Amend Strategy B3 in Council's Delivery Program to strengthen Council's commitment to the growth and development of the visitor economy:

- Change Strategy B3 to read:

*Market the region as a tourist destination, highlighting the regions unique rural character, natural environment, heritage and culture that aligns to the directions of the Tablelands Destination Development Plan 2020 to 2025, Southern Tablelands Brand Strategy and Destination Southern NSW Destination Management Plan 2022 to 2030.*

#### **Comment**

This change is agreed to with a slight adjustment – replacing the words “that aligns to” with “in consideration of”

The suggested strategy change should also be recognised in Council's Operational Plan 2022 to 2023 as follows:

- B3.1: Changed to read:

*Focussed marketing activity to promote Goulburn Mulwaree area as a desirable destination to visit, live, work and invest that is aligned to directions of the Southern Tablelands Brand Strategy.*

#### **Comment**

This change is agreed to with a slight adjustment – replacing the words “that aligns to” with “that considers the”

The following additional activity be included as part of Council's Operational Plan 2022 to 2023 as follows:

*B.1.3: Ensure economic priorities for the area are considered as part of the preparation of the region's new Regional Economic Development Strategy o Measure – Priorities for Goulburn-Mulwarees economic development are identified in updates of the region's Regional Economic Development Strategy.*

#### **Comment**

It is considered reasonable to add this activity and association measure.

#### ES.04 – Mr Stewart Thompson

Mr Thompson's submission raises a number of concerns in relation to the fees and charges for planning proposals. The concerns and Council officers' responses are as follows:

- a. *The proposed fees and charges for Planning Proposals for 2022 – 2023 continue to be relatively high when compared to adjoining Councils. The proposed fees don't discriminate between planning proposals that reflect the strategic intent of the Urban Fringe Housing Strategy (UFHS) and those not included in any Council Strategic Planning policy.*

**Comment**

Council is unlikely to consider any planning proposals for residential development outside of an approved strategy. Where the Urban and Fringe Housing Strategy applies there will be a significant uplift in property value as a result of both the strategy and a successful planning proposal. Strategic planning fees and charges should not be subsidising such large windfall gains which are largely intended to facilitate housing supply not individual profit.

- b. *Resolution 2020/168 included a provision that The General Manager prepare a Policy for Council's consideration which sets out the criteria that Council will consider for reviewing planning proposal /rezoning fees. This policy would appear not to have been developed.*

**Comment**

Council considered a post exhibition report on a Draft Strategic Planning Fees and Charges Policy on 6 October 2020 following the public exhibition of the policy from 19 August – 19 September that year. Council resolved (Resolution 2020/400) that it not adopt the policy as the existing "Waiver of Council Fees and Charges Policy" provides an adequate mechanism for assessment of any fee waivers or reductions.

- c. *Opportunities for residential land that have been identified within the adopted Urban Fringe Housing Strategy, could be lost, because owners might choose to develop under existing planning standards, and significantly reduce future housing supply and the infrastructure that supports it. High planning proposal /rezoning fees, and no criteria for Council to review these charges on a case-by-case basis, will stall development.*

**Comment**

This assertion is strongly refuted. Since the adoption of the new fees and charges several planning proposals have been submitted under this fee structure. Currently there are four planning proposals for the Brisbane Grove/Mt Ash Precinct, one planning proposal for the Sooley Precinct and another recently completed for the Teneriffe site. Additionally, Council has been offering free pre lodgement meetings and at least another four proposals are in the pipeline. There is land that is already zoned residential in the Marys Mount area that has yet to be developed which would suggest that other factors outside planning proposal fees contribute to delays for some sites.

- d. *Proposed fees include a Planning Proposal Commencement Fee for -Major/Land Release of \$4,500. The commencement fee pays for the lodgement and assessment of the planning proposal up until it is presented to Council for consideration. A minimum \$42,000 Additional Assessment & Processing Fee - is payable after a Council meeting where Council has resolved to support the planning proposal, on a Land Release on greenfield sites (more than 10ha of land where a residential, rural residential or business/industrial zoning or other intensification is proposed). \$46,500 for assessment and additional assessment, is considerably more in some cases than the cost of engaging consultants and thoroughly preparing a planning proposal.*

**Comment**

Goulburn Mulwaree Council is identified as a high growth regional centre for the State. Council is currently processing a relatively large number of planning proposals. Comparing fees for this Council to neighbouring councils is not particularly helpful. The commencement fee basically covers pre-lodgement meetings which are uncapped i.e. as many meetings as necessary with relevant staff in order to facilitate a smooth assessment process. Goulburn Mulwaree Council actually prepares the planning proposal and undertakes negotiation with

the State agencies in addition to general administration/project management of the process once submitted. This, in addition to the no fee for pre-lodgement meetings, differs to other councils but has had a certain degree of success as our planning proposals generally processed quite quickly post Gateway determination (which is also a saving for the owners/proponent).

When the above is factored in, Council's fees are not that different to the examples provided for Queanbeyan Palerang and Yass. Wingecarribee's fees do not appear to have been reviewed for some time and are not reflective of council fees generally where high growth is forecast.

It should be noted that fees for planning proposals are scaled in relation to the size/scope of the proposal with fees for smaller scale matters being considerably cheaper. Council's minor fee is actually less than Wingecarribee's despite staff preparing the proposal. It is considered that the existing fees are proportionate to the gains involved and the level of time and effort by a range of staff in more complex matters (including utilities and operations staff), Heritage Advisor, Biodiversity Officer, etc.

Additionally, Council is funding major studies to facilitate development such as the Goulburn and Marulan Floodplain Risk Management Studies which also effectively subsidises work those private proponents would otherwise be required to undertake.

- e. *The 2nd Run-o-Waters access / Western Ring Road (appendix B page B8) has no budget allocated in the 4 Year Capital Works Program 2022/23 - 2025/25. Being an example of needed capital works being stalled because master planning within a precinct is lead by individual proponents rather than Council leading strategic master planning & implementation.*

#### **Comment**

The issue of a second access into Run-O-Waters is long standing and dates back to the time of the original subdivision of this area (pre Council amalgamation). However, aside from this, initial planning has occurred for other access into the west Goulburn area by identifying link roads in the Local Infrastructure Contributions Plan 2021 (LICP). It would be premature to build every road identified in the LICP before the funds come in for development or the populations are there to use the roads.

There may be an argument or requirement to separately consider the existing access to Run-O-Waters regardless of the Urban and Fringe Housing Strategy and this is something that is under review. Investigation works will commence during 2022/23 to identify a preferred option for a second access into Run-O-Waters. Similarly, grant funding opportunities will be pursued when applicable and available for this road.

In identifying a preferred option consideration will be given to align with future development opportunities to the west. Regardless, it needs to be weighed up as a priority against other Council projects in order to put together an operational plan and budget allocation moving forward.

## ES.01

**From:** Maan Beydoun  
**Sent:** Thursday, 12 May 2022 5:10 PM  
**To:** [debbie.mccarthy@goulburn.nsw.au](mailto:debbie.mccarthy@goulburn.nsw.au)  
**Cc:** [peter.walker@goulburn.nsw.gov.au](mailto:peter.walker@goulburn.nsw.gov.au)  
**Subject:** Goulburn draft delivery program

Dear Debbie

This is a submission in response to the Goulburn draft delivery program.

It is extremely disappointing that the program does not include any planned funding to upgrade or repair Caoura Road, Tallong. Section of this road has been in a state of disrepair for more than 12 months. The council has only recently spent some money fixing about 4km of it. But many sections remain almost unpassable for small passenger cars and unsafe for all vehicles.

I have been corresponding with the council about this matter since October 2021, please see attached.

Maan Beydoun

## ES.02

Please accept this submission to Goulburn Mulwaree Council's Draft Operational Plan 2022-2023.

### **Reconciliation Action Plan**

It is pleasing to see the Draft Operational Plan includes activities and measures relating to a Reconciliation Action Plan (RAP). I understand from an article in The Goulburn Post a resolution of Council was made in 2017 for Council to develop a RAP and it is great to see Council moving forward with this process.

As one of very few active Gundungurra residents living in Goulburn Mulwaree, I would like to be included in the working party and request that working party membership be widely advertised to ensure broad engagement with Aboriginal people living in Goulburn Mulwaree and descended from local Aboriginal people.

Reconciliation Action Plans are positive processes with clear frameworks in place developed by Reconciliation Australia that will guide Goulburn Mulwaree Council through the process.

### **Request for updated Goulburn Mulwaree LGA Aboriginal Heritage Study**

It is requested that Goulburn Mulwaree Council add to the Operational Plan 2022-2023 funds for a thorough and updated Goulburn Mulwaree LGA Aboriginal Heritage Study to be undertaken in a timely manner. This would involve engaging an appropriately qualified consultant to undertake the study, which should include engagement with Aboriginal people and a chronology of recorded information about the Aboriginal history of the Goulburn Mulwaree area.

The current Goulburn Mulwaree LGA Aboriginal Heritage Study was finalised in January 2012 and the Executive Summary of the document states "This Aboriginal Heritage Study should be reviewed and updated, as appropriate, within ten years".

The entire Goulburn Mulwaree community is looking to Council to take a leadership role in Closing the Gap and matters affecting our Aboriginal community. Having a current and up to date Aboriginal Heritage Study is an important first step in this process. It is stated in the 2012 Aboriginal Heritage Study that the document should inform Council's Local Environmental Plan (LEP) and Development Control Plan (DCP). A Council report of 3 May 2022 regarding consequential amendments to the DCP 2009 noted that "a new comprehensive development control plan is being prepared and will review other outdated content". It is therefore important that a comprehensive and updated Aboriginal Heritage Study is developed in a timely manner to enable such related processes to proceed with accuracy.

It may be possible for Goulburn Mulwaree Council to undertake this study in partnership with Upper Lachlan Shire Council to achieve efficiencies for both organisations as many resources would apply across both Local Government Areas.

Warm Regards



Destination  
Southern NSW

PO Box 1025, Goulburn NSW 2580

M: 0400 697 555

**ES.03**

E: [info@dsnsw.com.au](mailto:info@dsnsw.com.au)

ABN: 65 617 944 662 ACN: 65 617 944 662

[www.dsnsw.com.au](http://www.dsnsw.com.au)

30 May 2022

Mr. Matt O'Rourke  
A/General Manager  
Goulburn Mulwaree Council

Dear Matt,

**Re: Destination Southern New South Wales Feedback – Goulburn Mulwaree Council Draft Delivery Program 2022 to 2026 and Draft Operational Plan 2022 to 2023**

Thank you for the opportunity to submit feedback on Goulburn Mulwaree Council's Draft Delivery Program 2022 to 2026 and Draft Operational Plan 2022 to 2023.

It is pleasing to see that the acknowledgment of the Tablelands Destination Development Plan as a key strategy to help drive the area's visitor economy growth. This Plan establishes a roadmap to guide the collaborative work of local, regional and state tourism stakeholders to grow, develop and promote the Southern Tablelands region and its towns and villages as a distinct new, appealing and competitive tourism region in NSW. We are also pleased that Goulburn Mulwaree Council has agreed to cooperate and contribute resources to implement the TDDP and the integrated Goulburn Mulwaree Destination Action Plan to 2025.

An important outcome of this project has been its recognition as a stand-alone tourism region by Destination New South Wales. The five participating LGAs worked with DSNSW and consultants to create the Southern Tablelands Brand Strategy to guide cooperative marketing across the region will further drive awareness of the region and its key destinations and experiences.

It is also important that Councils' Delivery and Operational Plans consider and align with the Destination Southern NSW Destination Management Plan 2022 to 2030 and consequent directions of the NSW Government's Visitor Economy Strategy 2030.

Given the importance of these plans and strategies, we propose the following change to Strategy B3 in Council's Delivery Program to strengthen Council's commitment to the growth and development of the visitor economy:

- Change Strategy B3 to read: Market the region as a tourist destination, highlighting the regions unique rural character, natural environment, heritage and culture that aligns to the directions of the Tablelands Destination Development Plan 2020 to 2025, Southern Tablelands Brand Strategy and Destination Southern NSW Destination Management Plan 2022 to 2030

This suggested strategy change should also be recognised in Council's Operational Plan 2022 to 2023 as follows:

- B3.1: Change to read - Focussed marketing activity to promote Goulburn Mulwaree area as a desirable destination to visit, live, work and invest that is aligned to directions of the Southern Tablelands Brand Strategy

In addition, the NSW Government is currently in the process of updating the Regional Economic Development Strategies (REDS). Destination Southern NSW has been working with Regional NSW to ensure the alignment of the priorities for the Southern NSW visitor economy are represented in the new REDS updates (2022).

1





## Destination Southern NSW

PO Box 1025, Goulburn NSW 2580

M: 0400 697 555

**ES.03**

E: [info@dsnsw.com.au](mailto:info@dsnsw.com.au)

ABN: 65 617 944 662 ACN: 65 617 944 662

[www.dsnsw.com.au](http://www.dsnsw.com.au)

We suggest including an additional activity as part of Council's Operational Plan 2022 to 2023 as follows:

- B1.1.3: Ensure economic priorities for the area are considered as part of the preparation of the region's new Regional Economic Development Strategy
  - Measure – Priorities for Goulburn-Mulwarees economic development are identified in updates of the region's Regional Economic Development Strategy

Please contact me if you or your staff wish to discuss these suggestions.

Yours sincerely,

Sean Haylan  
General Manager  
Destination Southern New South Wales

## ES.04

**From:** Stewart Thompson

**Date:** 27 May 2022 at 8:46:18 am GMT+1

**Subject:** Submission Council Draft Delivery Program 2022-2026

**Submission Goulburn Mulwaree Council Draft Delivery Program 2022 – 2026 and Draft Operational Plan 2022 – 2023 (D2; 2022/23 Fees and Charges: Version Draft Budget Pages D26-D28)**

The proposed fees and charges for Planning Proposals for 2022 – 2023 continue to be relatively high when compared to adjoining Councils. The proposed fees don't discriminate between planning proposals that reflect the strategic intent of the Urban Fringe Housing Strategy (UFHS) and those not included in any Council Strategic Planning policy.

Resolution 2020/168 included a provision that The General Manager prepare a Policy for Council's consideration which sets out the criteria that Council will consider for reviewing planning proposal /rezoning fees. This policy would appear not to have been developed.

Opportunities for residential land that have been identified within the adopted Urban Fringe Housing Strategy, could be lost, because owners might choose to develop under existing planning standards, and significantly reduce future housing supply and the infrastructure that supports it.

High planning proposal /rezoning fees, and no criteria for Council to review these charges on a case-by-case basis, will stall development.

Proposed fees include a Planning Proposal Commencement Fee for -Major/Land Release of \$4,500. The commencement fee pays for the lodgement and assessment of the planning proposal up until it is presented to Council for consideration.

A minimum \$42,000 Additional Assessment & Processing Fee - is payable after a Council meeting where Council has resolved to support the planning proposal, on a Land Release on greenfield sites (more than 10ha of land where a residential, rural residential or business/industrial zoning or other intensification is proposed).

\$46,500 for assessment and additional assessment, is considerably more in some cases than the cost of engaging consultants and thoroughly preparing a planning proposal.

The 2<sup>nd</sup> Run-o-Waters access / Western Ring Road (appendix B page B8) has no budget allocated in the 4 Year Capital Works Program [2022/23 - 2025/25](#). Being an example of needed capital works being stalled because master planning within a precinct is lead by individual proponents rather than Council

lead strategic master planning & implementation.

Stewart Thompson

**15.13 MAKING OF RATES AND CHARGES**

**Author:** Director Corporate & Community Services

**Authoriser:** Matt O'Rourke, Acting General Manager

**Attachments:** Nil

<b>Link to Community Strategic Plan:</b>	Delivery Plan Action CL1.2 - Ensure the long term financial sustainability of Council through effective and prudent financial management (CSP Strategy CL1 - Effect resourceful and respectful leadership and attentive representation of the community)
<b>Cost to Council:</b>	Nil
<b>Use of Reserve Funds:</b>	N/A

**RECOMMENDATION**

1. The report from the Director Corporate & Community Services on Making of Rates and Charges be received.
2. Rates and charges in the 2022/23 Operational Plan commencing 1 July 2022 be made as detailed in the following tables:

**Ordinary Rates - s493 Local Government Act – Pending successful ASV application**

Sub-Category	Ad Valorem Rate (c/\$)	Base Rate	Minimum Rate
Residential - General	\$0.00193	\$307.00	
Residential - Goulburn	\$0.00432	\$384.00	
Residential - Marulan	\$0.00260	\$292.00	
Business - General	\$0.00940		\$569.00
Business - Goulburn	\$0.00940		\$569.00
Business - Goulburn Town Centre	\$0.01692		\$569.00
Business - Marulan	\$0.00940		\$569.00
Mining	\$0.01843		\$569.00
Farmland	\$0.00167	\$620.00	

**Ordinary Rates - s493 Local Government Act – Should ASV application be unsuccessful**

Sub-Category	Ad Valorem Rate (c/\$)	Base Rate	Minimum Rate
Residential - General	\$0.00193	\$292.00	
Residential - Goulburn	\$0.00432	\$363.00	
Residential - Marulan	\$0.00260	\$277.00	
Business - General	\$0.00919		\$569.00
Business - Goulburn	\$0.00919		\$569.00
Business - Goulburn Town Centre	\$0.01675		\$569.00
Business - Marulan	\$0.00919		\$569.00
Mining	\$0.01800		\$569.00
Farmland	\$0.00167	\$588.00	

**Domestic Waste Management - s496 Local Government Act**

<b>Category</b>	<b>Charge</b>
Occupied – First Service (3 Bins)	\$402.00
Occupied – Subsequent Service (3 Bins)	\$402.00
Occupied – Subsequent Service (Red Bin)	\$272.00
Occupied – Subsequent Service (Yellow Bin)	\$131.00
Occupied – Subsequent Service (Green Bin)	\$131.00
Unoccupied	\$40.50

**Tarago**

<b>Category</b>	<b>Charge</b>
Occupied (Recycling Only)	\$213.00

**Other Waste Management Charges (Marulan) - s501 Local Government Act**

<b>Category</b>	<b>Charge</b>
1 Service	\$341.00
2 Services	\$635.00
3 Services	\$969.00
4 Services	\$1,244.00
5 Services	\$1,530.00
6 Services	\$1,841.00
7 Services	\$2,137.00

**Rural Waste Charge - s501 Local Government Act**

<b>Category</b>	<b>Charge</b>
Rural Waste Charge	\$156.00

**Water Availability Charges (Goulburn/Run-O-Waters) - s501 Local Government Act**

<b>Category</b>	<b>Meter Size</b>	<b>Annual Charge</b>
Water Availability - Vacant		\$182.00
Occupied	20mm	\$182.00
	25mm	\$286.00
	32mm	\$443.00
	40mm	\$723.00
	50mm	\$1,128.00
	65mm	\$2,204.00
	80mm	\$2,874.00
	100mm	\$4,511.00
	150mm	\$10,156.00

**Water Availability Charges (Marulan) - s501 Local Government Act**

Category	Meter Size	Annual Charge
Water Availability - Vacant		\$261.00
Occupied	20mm	\$261.00
	25mm	\$407.00
	32mm	\$644.00
	40mm	\$1,035.00
	50mm	\$1,612.00
	65mm	\$3,162.00
	80mm	\$4,120.00
	100mm	\$6,458.00
	150mm	\$14,564.00

**Water Consumption Charges (Goulburn/Run-o-Waters) - s502 Local Government Act**

Category	Meter Size	Tariff 1 (per kl)	Tariff 2 (per kl)	Tariff 2 Trigger (kl per day)
Occupied	20mm	\$2.99	\$4.05	Over 0.80
	25mm	\$2.99	\$4.05	Over 1.30
	32mm	\$2.99	\$4.05	Over 2.00
	40mm	\$2.99	\$4.05	Over 3.30
	50mm	\$2.99	\$4.05	Over 5.15
	65mm	\$2.99	\$4.05	Over 9.15
	80mm	\$2.99	\$4.05	Over 13.15
	100mm	\$2.99	\$4.05	Over 20.55
	150mm	\$2.99	\$4.05	Over 46.23

**Water Consumption Charges (Marulan) - s502 Local Government Act**

Category	Meter Size	Tariff 1 (per kl)	Tariff 2 (per kl)	Tariff 2 Trigger (kl per day)
Occupied	20mm	\$2.99	\$4.05	Over 0.80
	25mm	\$2.99	\$4.05	Over 1.30
	32mm	\$2.99	\$4.05	Over 2.00
	40mm	\$2.99	\$4.05	Over 3.30
	50mm	\$2.99	\$4.05	Over 5.15
	65mm	\$2.99	\$4.05	Over 9.15
	80mm	\$2.99	\$4.05	Over 13.15
	100mm	\$2.99	\$4.05	Over 20.55
	150mm	\$2.99	\$4.05	Over 46.23

**Backflow Device Charges - s501 Local Government Act**

Category	Annual Charge
First Device Per Property	\$70.00
Subsequent Device Per Property	\$36.00

**Sewerage Charges (Goulburn) – s501 Local Government Act**

Category	Meter Size	Annual Charge
Residential Occupied		\$802.00
Residential Vacant		\$442.00
Flats & Unit (Per Unit)		\$802.00
Business	20mm	\$442.00
	25mm	\$695.00
	32mm	\$1,137.00
	40mm	\$1,776.00
	50mm	\$2,741.00
	65mm	\$4,679.00
	80mm	\$7,100.00
	100mm	\$11,038.00
	150mm	\$16,433.00

**Sewerage Charges (Marulan) – s501 Local Government Act**

Category	Meter Size	Annual Charge
Residential Occupied		\$969.00
Residential Vacant		\$716.00
Flats & Unit (Per Unit)		\$969.00
Business	20mm	\$716.00
	25mm	\$1,091.00
	32mm	\$1,685.00
	40mm	\$2,609.00
	50mm	\$4,065.00
	65mm	\$6,912.00
	80mm	\$10,500.00
	100mm	\$16,387.00

**Sewerage Consumption Charges (Goulburn) – s502 Local Government Act**

Category	Meter Size	Charge (per kl)
Residential Occupied*		N/A
Flats & Unit (Per Unit)*		N/A
Business	20mm	\$3.13
	25mm	\$3.13
	32mm	\$3.13
	40mm	\$3.13
	50mm	\$3.13
	65mm	\$3.13
	80mm	\$3.13
	100mm	\$3.13
	150mm	\$3.13
* Usage Component included in Annual Charge		

**Sewerage Consumption Charges (Marulan) - s502 Local Government Act**

Category	Meter Size	Charge (per kl)
Residential Occupied*		N/A
Flats & Unit (Per Unit)*		N/A
Business	20mm	\$3.13
	25mm	\$3.13
	32mm	\$3.13
	40mm	\$3.13
	50mm	\$3.13
	65mm	\$3.13
	75mm	\$3.13
	80mm	\$3.13
	100mm	\$3.13
	150mm	\$3.13
* Usage Component included in Annual Charge		

**Liquid Trade Waste Charge – s501 Local Government Act 1993**

Category	Annual Charge
Category 1	\$126.00
Category 2	\$136.00
Category 3	\$492.00

**BACKGROUND**

To make the ordinary rates, special rates and annual charges so that the rates and annual charges can be levied.

**REPORT**

The ordinary rates, special rates and their respective categories and sub-categories, which will be levied in accordance with the 2022/23 Operational Plan (Appendix C) that will take effect from 1 July 2022 are presented for adoption.

Also listed are the annual charges that will be levied in accordance with the 2022/23 Operational Plan. The increases are as follows

- General Fund by rate cap with additional special variation (if approved) – 2.5%
- General Fund by rate cap if additional special variation not approved – 0.7%
- Water Charges (availability and usage) – 3.0%
- Waste water charges – 1.5%
- Waste – 2.0%
- Rural waste card – 4.0%
- Liquid trade waste charges – 1.5%
- Backflow devices – 3.0%





**15.14 MONTHLY FINANCIAL REPORT**

**Author:** Director Corporate & Community Services

**Authoriser:** Matt O'Rourke, Acting General Manager

- Attachments:**
1. **Monthly Financial Report** [↓](#) 
  2. **Budget Adjustments - to Carry Projects over to 2022/23 budget** [↓](#) 
  3. **Budget Adjustments - 2021/22 Budget Only** [↓](#) 

<b>Link to Community Strategic Plan:</b>	25. Our Civic Leadership CL1 Effect resourceful and respectful leadership and attentive representation of the community.
<b>Cost to Council:</b>	<p>Recommended budget variations have the following impact on the projected unrestricted cash balances at 30 June 2022 for each fund as follows:</p> <p>General Fund – a decrease of \$77,430 due to a reduction in capitalised wages and internal plant hire as part of capital works projects to be carried forward.</p> <p>DWM – No Change</p> <p>Water Fund – a decrease of \$179,874 (contract asset creation that will be reversed in 2022/23)</p> <p>Sewer Fund – a decrease of \$1,173,517 (contract asset creation that will be reversed in 2022/23)</p>
<b>Use of Reserve Funds:</b>	All variations involve a transfer to reserves so that the works can be funded in the 2022/23 budget. Variations contained in attachment 3 lead to a transfer to reserves (Technology, Plant, Events, Strategic Planning and Asset Management) for future use when the need arises.

**RECOMMENDATION**

That

1. The report by the Director Corporate & Community Services on the Monthly Financial Report be received.
2. The Budget variations contained within the attachments be approved.

**BACKGROUND**

To provide details on Council's actual income and expenditure compared to the estimate of Council's income and expenditure.

This report is made in compliance with the requirements of the *Local Government (General) Regulation 2005 – Reg 202 (a)*, relating to Council's responsible accounting officer to maintain a system for budgetary control.

**REPORT**

The Attachment includes the Capital Expenditure Year-to-Date Reports by Directorate along with Directorate reports comparing Council's year-to-date income and expenditure against the annual budget.

There are also several budget adjustments required to the 2021/22 Budget to enable projects to be included for completion in the 2022/23 budget (attachment 2). These projects have been included in the 2022-2026 Delivery Program and 2022-23 Operational Plan Adoption – Internal Review

report later in this agenda. The unspent amounts of these projects will be transferred to a reserve from which they will be funded in the 2022/23 Budget.

In summary, the unspent portion of the following projects are being recommended to be removed from the 2021/22 budget so that they can be included in the 2022/23 budget:

Environmental Improvement Works – Goulburn WMC	50,000
Environmental Improvement Works – Marulan WMC	75,000
Replacement Bins & Lifters	36,000
Goulburn WMC Drilling Mud Facilities	1,430,595
Goulburn WMC Improvements	3,775,754
Clinton St IT Upgrade	71,000
Blues Festival	62,857
Pictures & Popcorn	23,100
Events Development Fund	40,150
Visitor Guide & Maps	9,000
Library Programs (to fund 2022/23 Trainee & finalise lighting upgrade)	29,000
Art Gallery – General Operations	25,000
Rocky Hill – Display Materials	5,150
Art Gallery – Plant & Equipment Renewals	3,000
The Good Initiative	32,214
Copford Reach Improvements	83,000
Belmore Park Improvements	19,750
Strategy Implementation (Strategic Bushfire Study)	40,000
Gravel Resheeting	50,000
Urban Resealing	56,976
Street Lighting & Traffic Facilities	25,500
RHL South Marulan Rd – Boral	80,000
Compactor “Wrapping”	4,650
Domestic Waste Management (Waste Audit)	75,000
Goulburn WTP Raw Water Augmentation	2,500,000
Marulan Pump Station Improvements	984,845
Growing Local Economies – Common Street (Sewer)	880,000
STWRIS Stage 2 Reuse Irrigation Scheme	4,300,000

The following project has been added funded from the Events Reserve (an amount for the finalisation of the project in 2022/23 has also been recommended in the Internal Review report):

Sports Marketing Australia Capacity & Capability Review	7,000
---	-------

The following Contract Asset has been created due to works completed (yet to be funded):

Growing Local Economies – Common Street (Water)	179,874
---	---------

Attachment 3 contains a list of adjustments that transfer or return identified savings into reserves. Reserves such as the Technology, Events and Asset Management reserves to which these savings are being transferred are strategically created to hold funds so that Council can respond to urgent purchase requirements or new event opportunities without needing to impact on the current year's (at the time) budget.

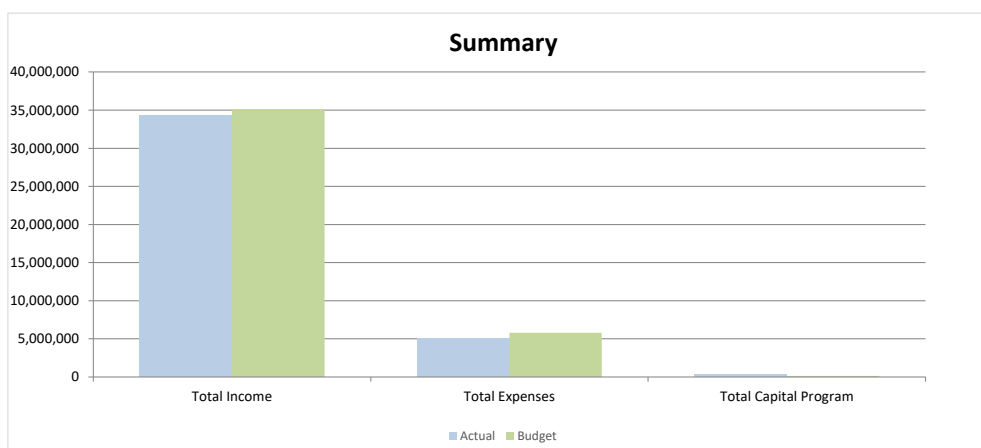




**Council Directorate Summary Report for 2021/22**  
for YTD Period Ending May

Date Report Run: 30-May-2022

Description	Original Budget 22PJOB	Actual YTD	PJ Commit	Works Commit	Total Actual YTD	Current Budget 22PJQ3	\$ Variance	% of Time: 91%	
								% of Budget	% of Budget
<b>Income</b>									
Rates & Annual Charges	21,915,000	22,019,135	0	0	22,019,135	21,995,000	-24,135		100%
User Charges & Fees	154,500	104,380	0	0	104,380	154,500	50,120		68%
Interest & Investment Revenue	250,000	-3,400	0	0	-3,400	150,000	153,400		-2%
Other Revenues	176,864	99,674	0	0	99,674	178,722	79,048		56%
Operating Grants & Contributions	6,125,985	7,887,048	0	0	7,887,048	8,080,610	193,562		98%
Internal Income	4,570,162	4,174,694	0	0	4,174,694	4,570,162	395,468		91%
<b>Total Income</b>	<b>33,192,511</b>	<b>34,281,531</b>	<b>0</b>	<b>0</b>	<b>34,281,531</b>	<b>35,128,994</b>	<b>847,463</b>		<b>98%</b>
<b>Expense</b>									
Employee costs	3,851,946	3,387,860	112,961	0	3,500,821	3,771,522	270,701		93%
Materials & Contracts	718,450	516,846	336,290	13,325	866,462	718,450	-148,012		121%
Borrowing Costs	76,953	17,955	0	0	17,955	76,953	58,998		23%
Depreciation & Impairment	6,231	88,199	0	0	88,199	6,231	-81,968		1415%
Other Expenses	646,340	555,965	42,446	0	598,411	667,890	69,480		90%
Internal Expenses	555,956	517,892	0	0	517,892	564,972	47,080		92%
<b>Total Expense</b>	<b>5,855,876</b>	<b>5,084,717</b>	<b>491,696</b>	<b>13,325</b>	<b>5,589,739</b>	<b>5,806,017</b>	<b>216,279</b>		<b>96%</b>
<b>Operating Surplus/(Deficit) before Capita</b>	<b>27,336,635</b>	<b>29,196,814</b>	<b>-491,696</b>	<b>-13,325</b>	<b>28,691,792</b>	<b>29,322,977</b>	<b>631,185</b>		<b>98%</b>
<b>Capital Income</b>									
Capital Grants & Contributions	0	48,980	0	0	48,980	0	-48,980		0%
<b>Operating Surplus/(Deficit) after Capita</b>	<b>27,336,635</b>	<b>29,245,793</b>	<b>-491,696</b>	<b>-13,325</b>	<b>28,740,772</b>	<b>29,322,977</b>	<b>582,205</b>		<b>98%</b>
<b>Non Cash</b>									
Depreciation & Impairment	6,231	88,199	0	0	88,199	6,231	-81,968		1415%
<b>Total Non Cash</b>	<b>6,231</b>	<b>88,199</b>	<b>0</b>	<b>0</b>	<b>88,199</b>	<b>6,231</b>	<b>0</b>		<b>1415%</b>
<b>Investing Fund Flows</b>									
Capital Works	-20,000	-296,557	-1	-66,035	-362,593	-125,000	237,593		290%
Asset Sales	0	0	0	0	0	0	0		0%
<b>Total Investing Fund Flows</b>	<b>-20,000</b>	<b>-296,557</b>	<b>-1</b>	<b>-66,035</b>	<b>-362,593</b>	<b>-125,000</b>	<b>237,593</b>		<b>290%</b>
<b>Financing Fund Flows</b>									
Loan Principal	-384,305	-96,427	0	0	-96,427	-384,305	-287,878		25%
<b>Total Financing Fund Flows</b>	<b>-384,305</b>	<b>-96,427</b>	<b>0</b>	<b>0</b>	<b>-96,427</b>	<b>-384,305</b>	<b>-287,878</b>		<b>25%</b>
<b>Net Inc/(Dec) in Funds before Transfers</b>	<b>26,938,561</b>	<b>28,941,008</b>	<b>-491,697</b>	<b>-79,360</b>	<b>28,369,951</b>	<b>28,819,903</b>	<b>449,952</b>		<b>98%</b>
<b>Reserve Movements</b>									
Transfers to Internal Reserves	-806,690	-572,782	0	0	-572,782	-2,529,691	-1,956,909		23%
Transfers from Internal Reserves	621,259	0	0	0	0	621,259	621,259		0%
Transfers from Other External Reserves	0	2,619	0	0	2,619	2,619	0		100%
<b>Total Reserve Movements</b>	<b>-185,431</b>	<b>-570,163</b>	<b>0</b>	<b>0</b>	<b>-570,163</b>	<b>-1,905,813</b>	<b>-1,335,650</b>		<b>30%</b>
<b>Net Inc/(Dec) in Unrestricted Funds</b>	<b>26,753,130</b>	<b>28,370,845</b>	<b>-491,697</b>	<b>-79,360</b>	<b>27,799,788</b>	<b>26,914,090</b>	<b>-885,698</b>		<b>103%</b>

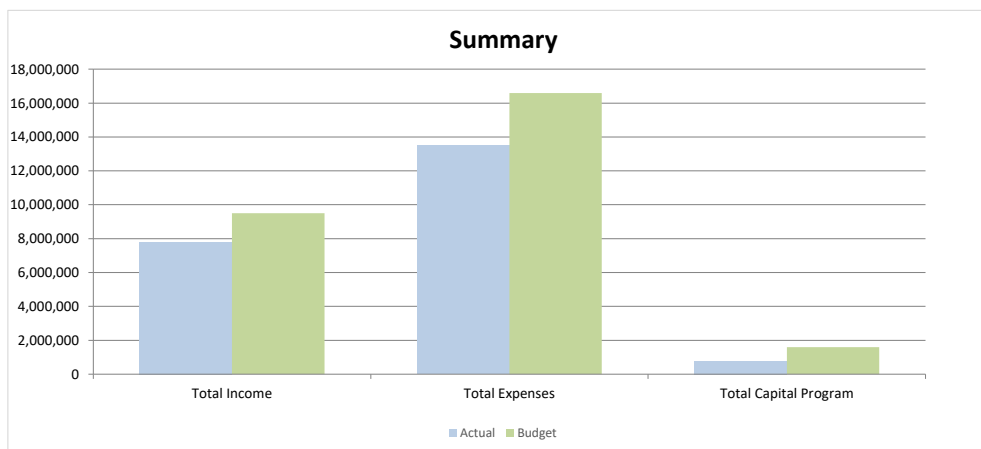




**Council Directorate Summary Report for 2021/22**  
for YTD Period Ending May

Date Report Run: 30-May-2022

Corporate and Community Services								% of Time: 91%
Description	Original Budget 22PJOB	Actual YTD	PJ Commit	Works Commit	Total Actual YTD	Current Budget 22PJQ3	\$ Variance	% of Budget
<b>Income</b>								
User Charges & Fees	391,632	<u>308,942</u>	0	0	308,942	406,632	97,690	76%
Interest & Investment Revenue	30,000	<u>34,996</u>	0	0	34,996	40,000	5,004	87%
Other Revenues	725,070	<u>574,268</u>	0	0	574,268	670,735	96,467	86%
Operating Grants & Contributions	558,853	<u>724,948</u>	0	0	724,948	628,611	-96,337	115%
Internal Income	6,506,807	<u>5,964,573</u>	0	0	5,964,573	6,506,807	542,234	92%
<b>Total Income</b>	<b>8,212,361</b>	<b>7,607,726</b>	<b>0</b>	<b>0</b>	<b>7,607,726</b>	<b>8,252,784</b>	<b>645,058</b>	<b>92%</b>
<b>Expense</b>								
Employee costs	6,742,512	<u>5,250,454</u>	16,053	0	5,266,508	6,695,004	1,428,496	79%
Materials & Contracts	3,013,142	<u>2,244,613</u>	409,030	0	2,653,643	3,234,069	580,426	82%
Borrowing Costs	17,217	<u>6,567</u>	0	0	6,567	17,217	10,650	38%
Depreciation & Impairment	1,244,762	<u>1,143,304</u>	0	0	1,143,304	1,244,762	101,458	92%
Other Expenses	2,475,605	<u>2,274,027</u>	113,926	0	2,387,954	2,554,405	166,452	93%
Internal Expenses	2,883,843	<u>2,590,011</u>	0	0	2,590,011	2,851,830	261,819	91%
<b>Total Expense</b>	<b>16,377,080</b>	<b>13,508,976</b>	<b>539,010</b>	<b>0</b>	<b>14,047,986</b>	<b>16,597,287</b>	<b>2,549,301</b>	<b>85%</b>
<b>Operating Surplus/(Deficit) before Capi</b>	<b>-8,164,719</b>	<b>-5,901,250</b>	<b>-539,010</b>	<b>0</b>	<b>-6,440,260</b>	<b>-8,344,503</b>	<b>-1,904,243</b>	<b>77%</b>
<b>Capital Income</b>								
Capital Grants & Contributions	100,000	195,506	0	0	195,506	340,274	144,768	57%
<b>Operating Surplus/(Deficit) after Capita</b>	<b>-8,064,719</b>	<b>-5,705,745</b>	<b>-539,010</b>	<b>0</b>	<b>-6,244,755</b>	<b>-8,004,229</b>	<b>-1,759,474</b>	<b>78%</b>
<b>Non Cash</b>								
Depreciation & Impairment	1,244,762	1,143,304	0	0	1,143,304	1,244,762	101,458	92%
WDV of Asset Disposals	0	945,254	0	0	945,254	0	-945,254	0%
<b>Total Non Cash</b>	<b>1,244,762</b>	<b>2,088,558</b>	<b>0</b>	<b>0</b>	<b>2,088,558</b>	<b>1,244,762</b>	<b>0</b>	<b>168%</b>
<b>Investing Fund Flows</b>								
Capital Works	-1,121,000	<u>-785,310</u>	-61,895	-341,388	-1,188,592	-1,593,076	-404,484	75%
Asset Sales	1,500	<u>5,080,018</u>	0	0	5,080,018	5,081,500	1,482	100%
<b>Total Investing Fund Flows</b>	<b>-1,119,500</b>	<b>4,294,708</b>	<b>-61,895</b>	<b>-341,388</b>	<b>3,891,426</b>	<b>3,488,424</b>	<b>-403,002</b>	<b>112%</b>
<b>Financing Fund Flows</b>								
Loan Principal	-60,114	<u>-14,916</u>	0	0	-14,916	-60,114	-45,198	25%
<b>Total Financing Fund Flows</b>	<b>-60,114</b>	<b>-14,916</b>	<b>0</b>	<b>0</b>	<b>-14,916</b>	<b>-60,114</b>	<b>-45,198</b>	<b>25%</b>
<b>Net Inc/(Dec) in Funds before Transfers</b>	<b>-7,999,571</b>	<b>662,605</b>	<b>-600,904</b>	<b>-341,388</b>	<b>-279,687</b>	<b>-3,331,157</b>	<b>-3,051,470</b>	<b>8%</b>
<b>Reserve Movements</b>								
Transfers to Internal Reserves	0	<u>-4,839,210</u>	0	0	-4,839,210	-4,839,210	0	100%
Transfers to Developer Contributions	0	<u>-8,400</u>	0	0	-8,400	0	8,400	0%
Transfers to Other External Reserves	-80,000	<u>0</u>	0	0	0	-90,000	-90,000	0%
Transfers from Internal Reserves	141,000	<u>0</u>	0	0	0	485,787	485,787	0%
Transfers from Other External Reserves	90,000	<u>5,918</u>	0	0	5,918	152,800	146,883	4%
<b>Total Reserve Movements</b>	<b>151,000</b>	<b>-4,841,693</b>	<b>0</b>	<b>0</b>	<b>-4,841,693</b>	<b>-4,290,623</b>	<b>551,070</b>	<b>113%</b>
<b>Net Inc/(Dec) in Unrestricted Funds</b>	<b>-7,848,571</b>	<b>-4,179,087</b>	<b>-600,904</b>	<b>-341,388</b>	<b>-5,121,380</b>	<b>-7,621,780</b>	<b>-2,500,401</b>	<b>67%</b>

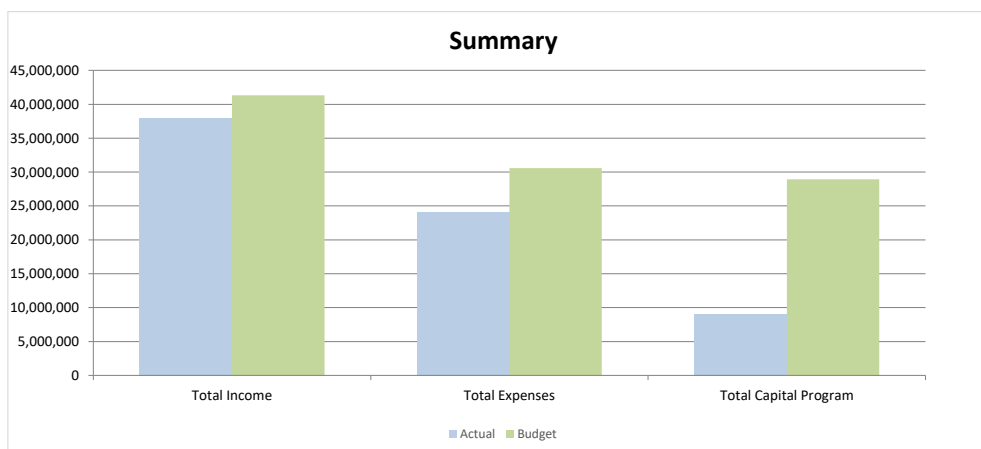




**Council Directorate Summary Report for 2021/22**  
for YTD Period Ending May

Date Report Run: 30-May-2022

Utilities								% of Time:	92%
Description	Original Budget 22PJOB	Actual YTD	PJ Commit	Works Commit	Total Actual YTD	Current Budget 22PJQ3	\$ Variance	% of Budget	
<b>Income</b>									
Rates & Annual Charges	16,935,354	<u>17,621,892</u>	0	0	17,621,892	16,935,354	-686,538	104%	
User Charges & Fees	13,714,849	<u>11,794,332</u>	0	0	11,794,332	13,839,849	2,045,517	85%	
Interest & Investment Revenue	754,670	<u>264,041</u>	0	0	264,041	754,670	490,629	35%	
Other Revenues	171,377	<u>242,659</u>	0	0	242,659	171,377	-71,282	142%	
Operating Grants & Contributions	43,500	<u>372,824</u>	0	0	372,824	102,271	-270,553	365%	
Internal Income	3,463,549	<u>2,612,573</u>	0	0	2,612,573	3,864,549	1,251,976	68%	
<b>Total Income</b>	<b>35,083,299</b>	<b>32,908,321</b>	<b>0</b>	<b>0</b>	<b>32,908,321</b>	<b>35,668,070</b>	<b>2,759,749</b>	<b>92%</b>	
<b>Expense</b>									
Employee costs	6,704,823	<u>5,251,993</u>	0	0	5,251,993	6,732,053	1,480,061	78%	
Materials & Contracts	6,342,037	<u>3,352,853</u>	0	843,579	4,196,433	6,516,844	2,320,411	64%	
Borrowing Costs	1,047,233	<u>1,289,640</u>	0	0	1,289,640	1,047,233	-242,407	123%	
Depreciation & Impairment	5,645,039	<u>5,227,834</u>	0	0	5,227,834	5,645,039	417,205	93%	
Other Expenses	1,073,960	<u>711,335</u>	0	0	711,335	1,073,960	362,625	66%	
Internal Expenses	9,219,444	<u>8,318,289</u>	0	0	8,318,289	9,553,645	1,235,356	87%	
<b>Total Expense</b>	<b>30,032,536</b>	<b>24,151,944</b>	<b>0</b>	<b>843,579</b>	<b>24,995,523</b>	<b>30,568,773</b>	<b>5,573,251</b>	<b>82%</b>	
<b>Operating Surplus/(Deficit) before Capita</b>	<b>5,050,763</b>	<b>8,756,377</b>	<b>0</b>	<b>-843,579</b>	<b>7,912,798</b>	<b>5,099,296</b>	<b>-2,813,502</b>	<b>155%</b>	
<b>Capital Income</b>									
Capital Grants & Contributions	5,467,834	5,090,361	0	0	5,090,361	7,434,698	2,344,337	68%	
<b>Operating Surplus/(Deficit) after Capita</b>	<b>10,518,597</b>	<b>13,846,739</b>	<b>0</b>	<b>-843,579</b>	<b>13,003,160</b>	<b>12,533,994</b>	<b>-469,165</b>	<b>104%</b>	
<b>Non Cash</b>									
Depreciation & Impairment	5,645,039	5,227,834	0	0	5,227,834	5,645,039	417,205	93%	
WDV of Asset Disposals	0	9,504	0	0	9,504	0	-9,504	0%	
<b>Total Non Cash</b>	<b>5,645,039</b>	<b>5,237,338</b>	<b>0</b>	<b>0</b>	<b>5,237,338</b>	<b>5,645,039</b>	<b>0</b>	<b>93%</b>	
<b>Investing Fund Flows</b>									
Capital Works	-36,352,220	<u>-9,075,847</u>	0	-11,467,406	-20,543,253	-28,928,914	-8,385,661	71%	
Asset Sales	0	<u>33,162</u>	0	0	33,162	0	-33,162	0%	
<b>Total Investing Fund Flows</b>	<b>-36,352,220</b>	<b>-9,042,685</b>	<b>0</b>	<b>-11,467,406</b>	<b>-20,510,091</b>	<b>-28,928,914</b>	<b>-8,418,823</b>	<b>71%</b>	
<b>Financing Fund Flows</b>									
Loan Principal	-465,867	<u>-783,608</u>	0	0	-783,608	-465,867	317,741	168%	
Proceeds from Borrowings	4,280,000	<u>4,280,000</u>	0	0	4,280,000	4,280,000	0	100%	
<b>Total Financing Fund Flows</b>	<b>3,814,133</b>	<b>3,496,392</b>	<b>0</b>	<b>0</b>	<b>3,496,392</b>	<b>3,814,133</b>	<b>317,741</b>	<b>92%</b>	
<b>Net Inc/(Dec) in Funds before Transfers</b>	<b>-16,374,451</b>	<b>13,537,784</b>	<b>0</b>	<b>-12,310,985</b>	<b>1,226,799</b>	<b>-6,935,748</b>	<b>-8,162,547</b>	<b>-18%</b>	
<b>Reserve Movements</b>									
Transfers to Developer Contributions	-1,000,000	<u>-2,687,563</u>	0	0	-2,687,563	-1,000,000	1,687,562	269%	
Transfers to Other External Reserves	0	<u>0</u>	0	0	0	-4,685,427	-4,685,427	0%	
Transfers from Internal Reserves	1,024,240	<u>0</u>	0	0	0	2,544,473	2,544,473	0%	
Transfers from Developer Contributions	5,052,380	<u>0</u>	0	0	0	4,099,599	4,099,599	0%	
Transfers from Other External Reserves	10,508,876	<u>517,476</u>	0	0	517,476	4,864,435	4,346,959	11%	
<b>Total Reserve Movements</b>	<b>15,585,496</b>	<b>-2,170,087</b>	<b>0</b>	<b>0</b>	<b>-2,170,087</b>	<b>5,823,080</b>	<b>7,993,166</b>	<b>-37%</b>	
<b>Net Inc/(Dec) in Unrestricted Funds</b>	<b>-788,955</b>	<b>11,367,698</b>	<b>0</b>	<b>-12,310,985</b>	<b>-943,287</b>	<b>-1,112,668</b>	<b>-169,381</b>	<b>85%</b>	

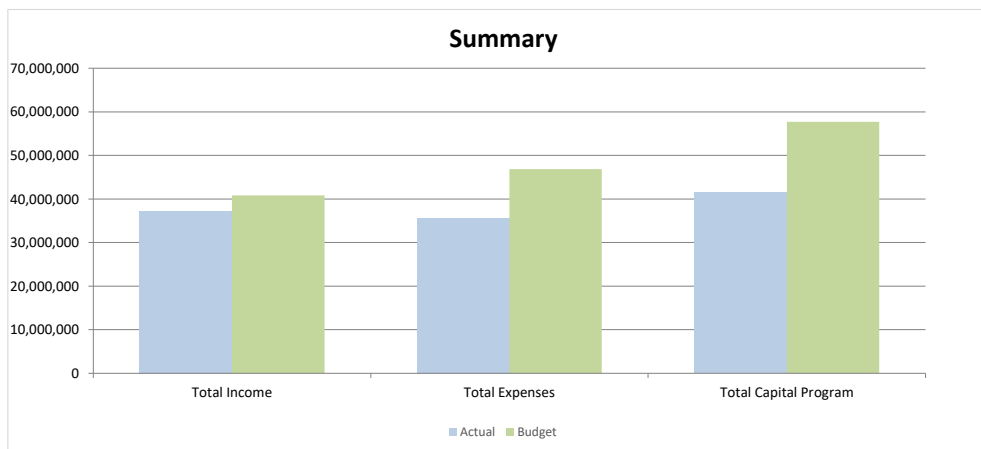




**Council Directorate Summary Report for 2021/22**  
for YTD Period Ending May

Date Report Run: 30-May-2022

Operations								% of Time:	94%
Description	Original Budget 22PJOB	Actual YTD	PJ Commit	Works Commit	Total Actual YTD	Current Budget 22PJQ3	\$ Variance	% of Budget	
<b>Income</b>									
User Charges & Fees	717,900	854,730	0	0	854,730	807,900	-46,830	106%	
Other Revenues	300,206	587,412	0	0	587,412	615,206	27,794	95%	
Operating Grants & Contributions	5,264,899	10,465,072	0	0	10,465,072	17,706,986	7,241,914	59%	
Internal Income	5,561,950	5,111,199	0	0	5,111,199	5,923,563	812,364	86%	
<b>Total Income</b>	<b>11,844,954</b>	<b>17,018,412</b>	<b>0</b>	<b>0</b>	<b>17,018,412</b>	<b>25,053,655</b>	<b>8,035,243</b>	<b>68%</b>	
<b>Expense</b>									
Employee costs	7,202,575	6,088,823	0	12,568	6,101,391	6,677,075	575,685	91%	
Materials & Contracts	5,359,176	10,348,486	0	2,464,920	12,813,407	16,716,462	3,903,055	77%	
Borrowing Costs	449,265	332,187	0	0	332,187	449,265	117,078	74%	
Depreciation & Impairment	15,752,480	12,933,977	0	0	12,933,977	15,752,480	2,818,503	82%	
Other Expenses	2,103,727	1,449,828	2,273	0	1,452,101	1,914,527	462,425	76%	
Internal Expenses	5,389,248	4,489,549	0	0	4,489,549	5,355,890	866,341	84%	
<b>Total Expense</b>	<b>36,256,470</b>	<b>35,642,850</b>	<b>2,273</b>	<b>2,477,488</b>	<b>38,122,611</b>	<b>46,865,699</b>	<b>8,743,088</b>	<b>81%</b>	
<b>Operating Surplus/(Deficit) before Capi</b>	<b>-24,411,516</b>	<b>-18,624,438</b>	<b>-2,273</b>	<b>-2,477,488</b>	<b>-21,104,199</b>	<b>-21,812,044</b>	<b>-707,845</b>	<b>97%</b>	
<b>Capital Income</b>									
Capital Grants & Contributions	21,370,929	20,245,828	0	0	20,245,828	25,342,997	5,097,169	80%	
<b>Operating Surplus/(Deficit) after Capite</b>	<b>-3,040,587</b>	<b>1,621,390</b>	<b>-2,273</b>	<b>-2,477,488</b>	<b>-858,371</b>	<b>3,530,953</b>	<b>4,389,324</b>	<b>-24%</b>	
<b>Non Cash</b>									
Depreciation & Impairment	15,752,480	12,933,977	0	0	12,933,977	15,752,480	2,818,503	82%	
WDV of Asset Disposals	0	160,062	0	0	160,062	0	-160,062	0%	
<b>Total Non Cash</b>	<b>15,752,480</b>	<b>13,094,038</b>	<b>0</b>	<b>0</b>	<b>13,094,038</b>	<b>15,752,480</b>	<b>0</b>	<b>83%</b>	
<b>Investing Fund Flows</b>									
Capital Works	-45,284,394	-41,462,731	0	-11,242,011	-52,704,742	-57,736,706	-5,031,964	91%	
Asset Sales	348,500	324,643	0	0	324,643	443,500	118,857	73%	
<b>Total Investing Fund Flows</b>	<b>-44,935,894</b>	<b>-41,138,088</b>	<b>0</b>	<b>-11,242,011</b>	<b>-52,380,099</b>	<b>-57,293,206</b>	<b>-4,913,107</b>	<b>91%</b>	
<b>Financing Fund Flows</b>									
Loan Principal	-1,425,957	-1,105,970	0	0	-1,105,970	-1,425,957	-319,987	78%	
Proceeds from Borrowings	4,500,000	4,000,000	0	0	4,000,000	4,000,000	0	100%	
<b>Total Financing Fund Flows</b>	<b>3,074,043</b>	<b>2,894,030</b>	<b>0</b>	<b>0</b>	<b>2,894,030</b>	<b>2,574,043</b>	<b>-319,987</b>	<b>112%</b>	
<b>Net Inc/(Dec) in Funds before Transfers</b>	<b>-29,149,958</b>	<b>-23,528,629</b>	<b>-2,273</b>	<b>-13,719,499</b>	<b>-37,250,402</b>	<b>-35,435,730</b>	<b>1,814,671</b>	<b>105%</b>	
<b>Reserve Movements</b>									
Transfers to Internal Reserves	0	0	0	0	0	-635,567	-635,567	0%	
Transfers to Developer Contributions	-1,933,500	-3,751,571	0	0	-3,751,571	-1,933,500	1,818,071	194%	
Transfers to Other External Reserves	0	0	0	0	0	-591,984	-591,984	0%	
Transfers from Internal Reserves	7,804,795	0	0	0	0	10,560,705	10,560,705	0%	
Transfers from Developer Contributions	3,652,924	0	0	0	0	4,398,709	4,398,709	0%	
Transfers from Other External Reserves	2,007,155	2,218,705	0	0	2,218,705	5,738,448	3,519,743	39%	
<b>Total Reserve Movements</b>	<b>11,531,374</b>	<b>-1,532,866</b>	<b>0</b>	<b>0</b>	<b>-1,532,866</b>	<b>17,536,811</b>	<b>19,069,677</b>	<b>-9%</b>	
<b>Net Inc/(Dec) in Unrestricted Funds</b>	<b>-17,618,583</b>	<b>-25,061,495</b>	<b>-2,273</b>	<b>-13,719,499</b>	<b>-38,783,268</b>	<b>-17,898,919</b>	<b>20,884,348</b>	<b>217%</b>	

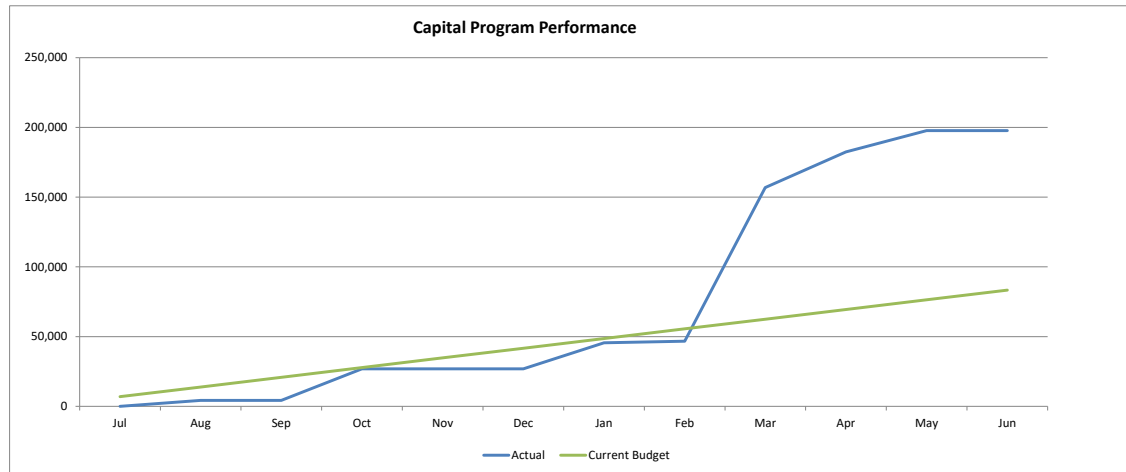




**Executive Services Capital Report by Business Unit for 2021/22**  
for YTD Period Ending May

Date Report Run: 30-May-2022

Description	Renewal %	Original Budget 22PJ0B	Actual YTD	PJ Commit	Works Commit	Total Actual YTD	Current Budget 22PJQ3	\$ Variance	% of Time: 91%		Status	Comments
									% of Budget	% of Budget		
<b>100 - Executive</b>												
GPAC Capital Upgrades/Plant & Equipment	Renewal 0%	20,000	101,255	1	18,217	119,473	125,000	5,527		96%	On time, on budget	Minor overspend to be covered by savings in operations
Creative Capital Funding - GPAC (G)	Renewal 0%	0	195,302	0	39,434	234,736	0	-234,736		0%	Quarterly review, carryover required	Budget to be allocated for grant funded project
		20,000	296,557	1	57,651	354,209	125,000	-229,209		283%		
<b>Total Capital Program</b>		<b>20,000</b>	<b>296,557</b>	<b>1</b>	<b>57,651</b>	<b>354,209</b>	<b>125,000</b>	<b>-229,209</b>		<b>0%</b>		







Corporate and Community Services Capital Report by Business Unit for 2021/22  
for YTD Period Ending May

Date Report Run: 30-May-2022

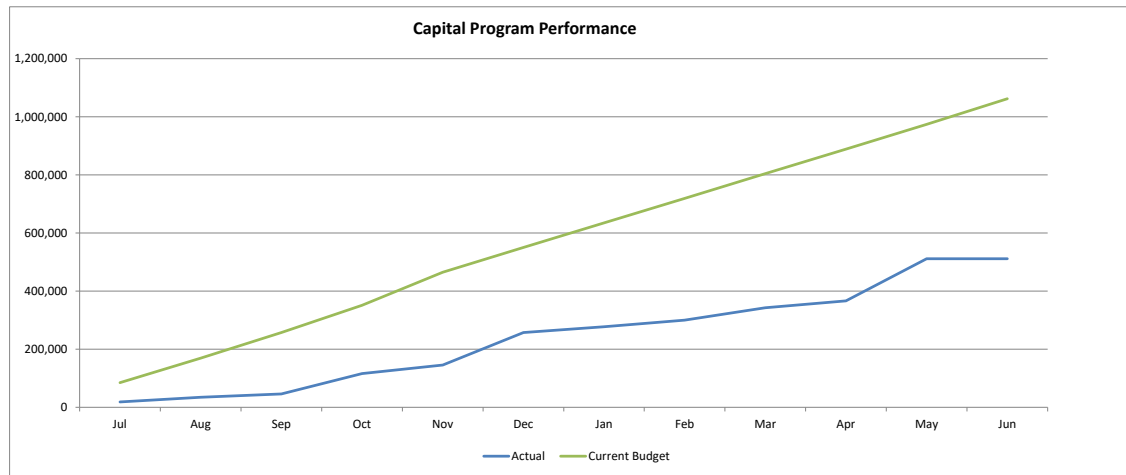
Description	Renewal %	Original Budget 22PJ0B	Actual YTD	PJ Commit	Works Commit	Total Actual YTD	Current Budget 22PJQ3	\$ Variance	% of Time: 91%		Status	Comments
									% of Budget	% of Budget		
<b>140 - Innovation &amp; Technology</b>												
IT Renewal Assets	Renewal 100%	450,000	219,410	0	71,806	291,215	450,000	158,785	65%	Late, not expected to be completed this year	Some purchases delayed but also some savings made. Part of savings to be carried over into 2022/23 budget, the remainder to be returned to the technology reserve	
Techone Upgrade	Renewal 100%	100,000	0	0	0	0	0	0	0%			
Contingency	Renewal 0%	50,000	0	0	0	0	34,500	34,500	0%	Completed	Underspend to be returned to technology reserve	
56 Clinton St IT Upgrade	Renewal 100%	0	0	0	0	0	71,000	71,000	0%	Late, not expected to be completed this year	Project to be included in 2022/23 Budget as part of June 21 Council report	
Microwave Facilities - New Buildings	Renewal 0%	100,000	112,263	0	0	112,263	115,500	3,237	97%	Completed		
BCRRF - WIFI Rec A GBN CL S1 (G)	Renewal 0%	0	4,522	0	0	4,522	10,168	5,646	44%	Completed		
Chambers- Emergency Operations Centre (G)	Renewal 0%	0	150,401	0	19,272	169,673	250,106	80,434	68%	Completed	Works came in under budget - surplus funds to be returned to the technology reserve	
Printer Replacements	Renewal 100%	0	21,495	0	7,165	28,660	0	-28,660	0%	Quarterly review, carryover required	Printer purchases to be funded from Printer replacement reserve	
		700,000	508,090	0	98,243	606,333	931,274	324,941	65%			
<b>180 - Marketing &amp; Culture</b>												
VIC New Assets	Renewal 0%	5,000	0	0	0	0	5,000	5,000	0%	Not due to commence		
Book Resources Gbn Library	Renewal 100%	122,000	95,812	0	38,891	134,703	122,000	-12,703	110%	On time, on budget	Annual allocation of resources	
Art Gallery Acquisitions	Renewal 0%	10,000	7,000	0	0	7,000	10,000	3,000	70%	Not due to commence		
Art Gallery - P&E Renewal	Renewal 100%	9,000	7,906	0	0	7,906	9,000	1,094	88%	On time, on budget		
Gallery Renewal Works	Renewal 100%	10,000	4,741	5,903	0	10,644	10,000	-644	106%	On time, on budget		
Museum Capital Works - Renewal	Renewal 100%	15,000	2,484	0	0	2,484	17,080	14,596	15%	On time, on budget		
St Clair Museum Restoration Works (G)	Renewal 100%	200,000	102,659	0	62,263	164,922	317,262	152,340	52%	Late, not expected to be completed this year	Conservation works nearing completion. Awaiting stair installation.	
Waterworks Upgrades	Renewal 100%	0	300	0	21,352	21,652	44,470	22,818	49%	On time, on budget		
Rocky Hill Beacon Light Replacement (G)	Renewal 100%	0	2,313	1,222	8,376	11,912	10,000	-1,912	119%	On time, expected to be overspent	Slightly over budget, to be offset by savings in others areas at RHWM	
Events Furniture	Renewal 0%	0	5,198	0	0	5,198	5,200	2	100%	Completed		
Rocky Hill Public Research Room	Renewal 100%	0	3,149	0	0	3,149	0	-3,149	0%	Quarterly review, carryover required		
Rocky Hill Memorial Remediation Works	Renewal 0%	0	13,444	16,944	0	30,387	0	-30,387	0%	Quarterly review, carryover required		
		371,000	245,006	24,069	130,883	399,957	550,012	150,055	73%			
<b>270 - Property &amp; Community Services</b>												
Clinton St Offices Upgrade	Renewal 100%	50,000	9,031	41,326	0	50,357	50,000	-357	101%	On time, on budget		
Sale of Land - 2C Sloane St, Goulburn	Renewal 0%	0	0	0	0	0	14,920	14,920	0%	Completed		
Sale of Land - 49 - 61 Howell St, Goulburn	Renewal 0%	0	0	0	0	0	46,870	46,870	0%	Completed		
2 Bourke St Property Development	Renewal 0%	0	5,000	0	0	5,000	0	-5,000	0%	Quarterly review, carryover required		
		50,000	14,031	41,326	0	55,357	111,790	56,433	50%			
<b>Total Capital Program</b>		<b>1,121,000</b>	<b>767,127</b>	<b>65,395</b>	<b>229,125</b>	<b>1,061,647</b>	<b>1,593,076</b>	<b>531,429</b>	<b>0%</b>			



**Corporate and Community Services Capital Report by Business Unit for 2021/22**  
for YTD Period Ending May

Date Report Run: 30-May-2022

Description	Renewal %	Original Budget 22PJOB	Actual YTD	PJ Commit	Works Commit	Total Actual YTD	Current Budget 22PJQ3	\$ Variance	% of Time: 91%	% of Budget	Status	Comments
-------------	-----------	---------------------------	------------	-----------	--------------	------------------	--------------------------	-------------	----------------	-------------	--------	----------





Utilities Capital Report by Business Unit for 2021/22  
for YTD Period Ending May

Date Report Run: 30-May-2022

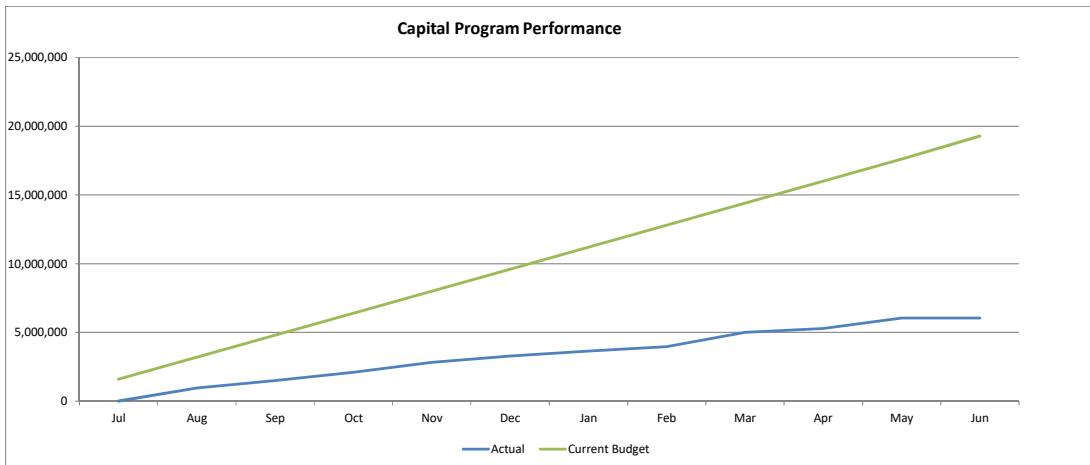
Description	Renewal %	Original Budget 22PJOB	Actual YTD	PJ Commit	Works Commit	Total Actual YTD	Current Budget 22PJQ3	% of Time: \$ Variance	% of Budget		Status	Comments
									94%	% of Budget		
<b>240 - Waste Management</b>												
Environmental Improvement Works Goulburn	Renewal 100%	100,000	56,035	0	1,521	57,556	147,009	89,453	39%	0%	On time, underspent	Remaining funds to be carried over for ongoing works in 2022/23
Environmental Improvement Works Marulan	Renewal 100%	75,000	0	0	0	0	75,000	75,000	0%	0%	Late, not expected to be completed this year	Requires dry weather for stormwater works. Funds to be carried over to 22/23.
Replacement Bins & Lifters	Renewal 100%	30,000	4,864	0	29,900	34,764	70,860	36,096	49%	0%	Late, not expected to be completed this year	Bin lifters ordered. Funds will need to be carried over if order does not arrive by June 30.
Organics Infrastructure (G)	Renewal 0%	0	66,259	0	0	66,259	0	-66,259	0%	0%	On time, on budget	Grant funds allocated to trommel following a successful grant variation
Tarago WMC Improvements - Power CO	Renewal 0%	0	0	0	0	0	14,505	14,505	0%	0%	On time, underspent	
Goulburn WMC Drilling Mud Facilities	Renewal 0%	0	0	0	0	0	1,430,595	1,430,595	0%	0%	Late, expected to be overspent	To be tendered in June 2022.
Goulburn WMC Improvements - New	Renewal 0%	6,750,000	1,047,645	0	7,040,288	8,087,934	7,275,754	-812,180	111%	0%	Late, not expected to be completed this year	Not completed this Financial Year
Commercial Waste Tubs - Renew	Renewal 100%	40,000	27,032	0	0	27,032	40,000	12,968	68%	0%	On time, on budget	\$4462 overspent across renewal and new. This is offset by commercial waste income as bins required for customers paving a hire fee.
Commercial Waste Tubs - New	Renewal 0%	5,000	22,430	0	0	22,430	5,000	-17,430	449%	0%	On time, expected to be overspent	\$4462 overspent across renewal and new. This is offset by commercial waste income as bins required for customers paving a hire fee.
Tarago WMC Improvements	Renewal 100%	10,000	0	0	0	0	10,000	10,000	0%	0%	On time, underspent	
Truck Cameras/Software	Renewal 0%	20,000	1,382	0	22,994	24,376	20,000	-4,376	122%	0%	On time, expected to be overspent	Funds available in domestic waste for carry over if required
Compactor "Wrapping"	Renewal 0%	0	0	0	11,136	11,136	6,650	-4,486	167%	0%	On time, underspent	Truck delays mean only one wrap will be printed this year. Remaining funds to be carried over to 22/23 for application to new vehicles.
		<b>7,030,000</b>	<b>1,225,647</b>	<b>0</b>	<b>7,105,840</b>	<b>8,331,487</b>	<b>9,095,373</b>	<b>763,886</b>		<b>92%</b>		
<b>250 - Water Services</b>												
Goulburn WTP Raw Water Augmentation	Renewal 0%	3,000,000	69,307	0	81,283	150,590	3,000,000	2,849,410	5%	0%	Late, not expected to be completed this year	
Goulburn Reticulation Renewal	Renewal 100%	2,500,000	1,972,418	0	533,182	2,505,600	2,500,000	-5,600	100%	0%	On time, on budget	
Water Connections - Private Works	Renewal 100%	227,986	168,961	0	2,727	171,688	250,039	78,351	69%	0%	On time, on budget	
Water Meter Replacement	Renewal 100%	60,000	0	0	0	0	60,000	60,000	0%	0%	On time, on budget	
Marulan WTP Renewal	Renewal 100%	450,000	84,460	0	25,306	109,766	104,179	-5,587	105%	0%	Quarterly review, carryover required	Project progressing. Funds carried over to next financial year
Marulan PS Pontoon Design & Replacement/Sandbagging of Bank	Renewal 100%	344,000	5,132	0	0	5,132	5,132	0	100%	0%	Quarterly review, carryover required	High water levels have prevented this work from being completed.
Lab Equipment Renewal	Renewal 100%	20,000	22,852	0	0	22,852	23,400	548	98%	0%	Completed	
Gbn WTP Mechanical/Electrical Renewal	Renewal 100%	40,000	16,928	0	27,986	44,914	40,000	-4,914	112%	0%	On time, on budget	
Water Treatment Security	Renewal 100%	45,000	0	0	0	0	0	0	0%	0%	Quarterly review, carryover required	Funds carried over to next financial year
WSN Growing Local Economies Common St (G)	Renewal 0%	269,934	91,353	0	269,934	361,287	269,934	-91,353	134%	0%	Late, not expected to be completed this year	
Water Distribution Plant & Equipment	Renewal 0%	30,000	15,298	0	240	15,538	30,000	14,462	52%	0%	On time, on budget	
		<b>6,986,920</b>	<b>2,446,709</b>	<b>0</b>	<b>940,659</b>	<b>3,387,367</b>	<b>6,282,684</b>	<b>2,895,317</b>		<b>54%</b>		
<b>260 - Waste Water Services</b>												
Marulan Pump Station Improvements	Renewal 100%	993,332	7,519	0	0	7,519	992,364	984,845	1%	0%	Quarterly review, carryover required	
Pump Replacements	Renewal 100%	45,000	10,382	0	0	10,382	45,000	34,618	23%	0%	On time, on budget	
Goulburn Mains Rehabilitation	Renewal 100%	2,000,000	1,528,035	0	487,110	2,015,145	2,000,000	-15,145	101%	0%	On time, on budget	
Sewer Connections - Private Works	Renewal 100%	90,000	14,674	0	2,727	17,401	90,000	72,599	19%	0%	On time, on budget	
Marulan WWTP - Renewal	Renewal 100%	9,848,898	80,712	0	9,551	90,262	90,262	0	100%	0%	On time, on budget	Project progressing. Funds carried over to next financial year
STWRIS Stage 2 Reuse Irrigation Scheme (G)	Renewal 0%	6,200,000	3,339,526	0	2,920,640	6,260,166	8,754,477	2,494,311	72%	0%	Late, expected to be on budget	
Nth Gbn PS Rising Main-Capacity & Storage	Renewal 100%	500,000	0	0	0	0	0	0	0%	0%	Quarterly review, carryover required	
Hume St - Finlay to Ducks Ln New Sewer Line	Renewal 0%	0	0	0	0	0	0	0	0%	0%	Not due to commence	Not in budget
Gbn WWTP Electrical/Mechanical Renewals	Renewal 100%	0	69,038	0	0	69,038	0	-69,038	0%	0%	On time, on budget	
SN Growing Local Economies Common St (G)	Renewal 0%	1,289,054	0	0	0	0	1,289,054	1,289,054	0%	0%	Late, expected to be on budget	
Rec Area Sewer Pump Station Construction	Renewal 100%	389,016	0	0	0	0	0	0	0%	0%	On time, on budget	
Vent Replacement	Renewal 100%	60,000	460	0	0	460	60,000	59,540	1%	0%	On time, on budget	
Sewer Distribution Plant & Equipment	Renewal 0%	10,000	9,436	0	1,017	10,453	10,000	-453	105%	0%	On time, on budget	
Goulburn WWTP Step Screen Replacement	Renewal 100%	0	50,450	0	0	50,450	49,700	-750	102%	0%	Completed	
Goulburn WWTP Security	Renewal 0%	50,000	0	0	0	0	0	0	0%	0%	On time, on budget	
WWTP Lab Equipment	Renewal 100%	10,000	13,758	0	0	13,758	10,000	-3,758	138%	0%	Completed	
MOS Tank Pump Replacement	Renewal 100%	100,000	92,680	0	0	92,680	100,000	7,320	93%	0%	Completed	



**Utilities Capital Report by Business Unit for 2021/22**  
for YTD Period Ending May

Date Report Run: 30-May-2022

Description	Renewal %	Original Budget 22PJOB	Actual YTD	PJ Commit	Works Commit	Total Actual YTD	Current Budget 22PJQ3	\$ Variance	% of Time: 94%		Status	Comments
									% of Budget	% of Budget		
Dewatering Processing Equipment Goulburn	Renewal 0%	750,000	0	0	0	0	60,000	60,000	0%	0%	Quarterly review, carryover required	Investigations underway, expected to be completed this financial year.
<b>Total Capital Program</b>		<b>36,352,220</b>	<b>8,889,023</b>	<b>0</b>	<b>11,467,544</b>	<b>20,356,567</b>	<b>28,928,914</b>	<b>8,572,347</b>	<b>64%</b>	<b>0%</b>		





**Operations Capital Report by Business Unit for 2021/22**  
for YTD Period Ending May

Date Report Run: 30-May-2022

Description	Renewal %	Original Budget 22PJ0B	Actual YTD	PJ Commit	Works Commit	Total Actual YTD	Current Budget 22PJQ3	\$ Variance	% of Time: 94%		Status	Comments
									% of Budget	% of Budget		
<b>200 - Projects</b>												
Performing Arts Centre (G)	Renewal 0%	4,252,557	5,942,858	0	791,332	6,734,190	5,347,447	-1,386,743	126%	Completed	Financial closure currently being undertaken, budget to be reviewed	
Growing Local Economies (G) 2018-2022	Renewal 0%	5,242,372	76,053	0	22,631	98,684	2,052,570	1,953,886	5%	On time, on budget		
Aquatic Centre Upgrade (G)	Renewal 0%	11,972,335	10,620,544	0	4,268,725	14,889,269	11,986,236	-2,903,033	124%	Completed	Financial closure currently being undertaken, budget to be reviewed	
Hockey Facility Purchase	Renewal 0%	0	3,001,881	0	0	3,001,881	3,000,000	-1,881	100%	Completed		
Towrang Road Bridge Replacement	Renewal 100%	4,000,000	2,601,419	0	849,880	3,451,299	4,022,965	571,666	86%	Late, expected to be on budget	Wet weather delays	
Japanese Garden - Victoria Park	Renewal 0%	295,000	0	0	0	0	515,211	515,211	0%	Not due to commence		
Riverside Pk Playspace	Renewal 0%	0	887	0	0	887	0	-887	0%	Completed	Completed 21-22	
Wollondilly Walking Track - Lower Sterne St (G)	Renewal 0%	0	90,016	0	0	90,016	113,610	23,594	79%	Completed		
Hockey Redevelopment - West Field Refurb (G)	Renewal 50%	600,000	994,862	0	264,963	1,259,825	1,032,167	-227,658	122%	Completed	Financial closure currently being undertaken, budget to be reviewed	
Hockey Redevelopment - Car Park (G)	Renewal 0%	450,000	631,127	0	22,714	653,841	599,860	-53,981	109%	Completed	Financial closure currently being undertaken, budget to be reviewed	
Hockey Redevelopment - New Amenities (G)	Renewal 0%	685,000	28,794	0	0	28,794	785,719	756,925	4%	Late, not expected to be completed this year	Project delays due to budget constraints, Budget review required once RFT has been finalised.	
Hockey Redevelopment - Existing Amenities Refurb (G)	Renewal 100%	240,000	96,620	0	19,142	115,762	240,000	124,238	48%	Late, not expected to be completed this year	Project delays due to budget constraints, Budget review required once RFT has been finalised.	
Hockey Redevelopment - Lighting Upgrade (G)	Renewal 25%	225,000	171,743	0	0	171,743	167,842	-3,901	102%	Completed	Quarterly review required to update budget underspend to the Amenities project	
Wollondilly Walking Track - Cemetery St (G)	Renewal 0%	1,850,000	891,409	0	687,029	1,578,438	1,318,588	-259,850	120%	On time, on budget	Wet weather delays	
Hockey Redevelopment - Power Upgrade (G)	Renewal 0%	200,000	225,418	0	0	225,418	225,418	0	100%	Completed	Quarterly review required to update budget underspend to the Amenities project	
Carrick Road Bridge Upgrade (G)	Renewal 100%	817,612	539,638	0	299,690	839,328	887,419	48,091	95%	Late, expected to be on budget	Wet weather delays	
LRCI - Tallong Village Project Capital (G)	Renewal 0%	0	45,612	0	26,655	72,266	59,950	-12,316	121%	Late, expected to be on budget	Wet weather delays	
Shared Path - Mulwaree High to Middle Arm (G)	Renewal 0%	0	1,481,492	0	32,918	1,514,411	1,512,000	-2,411	100%	On time, on budget		
Pedestrian Refuge - Newton St (G)	Renewal 0%	0	19,486	0	0	19,486	140,000	120,514	14%	Late, expected to be on budget	Wet weather delays	
Upgrade Zebra Crossing - Fitzroy St (G)	Renewal 0%	0	79,241	0	13,958	93,199	180,000	86,801	52%	Completed	Financial closure currently being undertaken	
Upgrade Zebra Crossing - Deccan St (G)	Renewal 0%	0	57,578	0	11,400	68,978	160,000	91,022	43%	Completed	Financial closure currently being undertaken	
Raised Crossing - Clinton St (G)	Renewal 0%	0	74,922	0	0	74,922	120,000	45,078	62%	Completed	Financial closure currently being undertaken	
West and St Peter & Pauls Footpaths (G)	Renewal 0%	0	222,976	0	10,909	233,886	375,000	141,114	62%	Completed	Financial closure currently being undertaken	
Gbn High & Trinity Footpaths (G)	Renewal 0%	0	179,816	0	5,455	185,270	190,200	4,930	97%	Completed	Financial closure currently being undertaken	
Bradfordville School Footpaths (G)	Renewal 0%	0	451,410	0	104,468	555,878	924,300	368,422	60%	Late, expected to be on budget	Wet weather delays	
Shared Path - Hume St (G)	Renewal 0%	0	275,699	0	19,777	295,475	336,000	40,525	88%	Completed	Financial closure currently being undertaken	
Kinghorn/Albert Roundabout - Blackspot (G)	Renewal 50%	0	7,800	0	0	7,800	40,000	32,200	20%	On time, on budget		
Deccan Street Rehabilitation - FLR (G)	Renewal 100%	0	82,332	0	9,091	91,423	110,000	18,577	83%	Not due to commence	Preliminary works commenced	
BLER - Tallong Village Project - Capital	Renewal 0%	0	31,363	0	13,645	45,008	35,000	-10,008	129%	On time, on budget		
BLER - Tarago Village Projects - Capital	Renewal 0%	0	41,003	0	455	41,458	142,800	101,342	29%	Quarterly review, carryover required		
North Park Pavillion - LRCI/RSFF (G)	Renewal 0%	0	0	0	0	0	50,000	50,000	0%	Not due to commence		
Bourke St Wombat Crossing (G)	Renewal 0%	0	42,451	0	3,800	46,251	50,000	3,749	93%	On time, on budget		
School Zone Patches & Dragon Teeth (G)	Renewal 100%	0	0	0	106,099	106,099	182,745	76,646	58%	Late, expected to be on budget	Wet weather delays	
Playground - Tony Onions Park - Everyone Can Play (G)	Renewal 10%	0	1,405	0	0	1,405	10,000	8,595	14%	Not due to commence	Procurement underway	
		<b>30,829,876</b>	<b>29,007,855</b>	<b>0</b>	<b>7,584,737</b>	<b>36,592,592</b>	<b>36,913,047</b>	<b>320,455</b>	<b>99%</b>			
<b>210 - Operations</b>												
RRBG - Highland Way (G) - Rural	Renewal 100%	0	37,668	0	0	37,668	160,000	122,332	24%	On time, on budget		
RRBG - Taralga Road - Rural (G)	Renewal 100%	0	154,642	0	40,636	195,279	170,000	-25,279	115%	Completed		
RRBG - Taralga Road - Urban (G)	Renewal 100%	200,000	1,813	0	12,218	14,030	75,000	60,970	19%	On time, on budget		
Drainage General Urban	Renewal 100%	350,000	45,352	0	119,202	164,553	142,000	-22,553	116%	Not due to commence		
Gravel Resheeting	Renewal 100%	395,000	48,456	0	70,854	119,310	297,485	178,175	40%	Late, expected to be on budget	Weather delays	
Guardrails - Sealed Rural - Local	Renewal 100%	160,000	112,056	0	36,152	148,208	112,056	-36,152	132%	On time, on budget		
RHL Collector Rd - Veolia Sec94	Renewal 100%	300,000	114,774	0	2,039	116,813	115,600	-1,213	101%	Completed		
RHL Bungendore Rd - Veolia Sec 94	Renewal 100%	0	76,420	0	1,690	78,110	153,122	75,012	51%	On time, on budget		
Rural Resealing	Renewal 100%	560,000	1,184,421	0	17,163	1,201,585	1,158,847	-42,738	104%	Completed		
Urban Resealing	Renewal 100%	580,000	278,251	0	140,945	419,196	347,504	-71,692	121%	On time, on budget		
St Lighting and Traffic facilities	Renewal 0%	25,500	0	0	0	0	25,500	25,500	0%	Quarterly review, carryover required		



Operations Capital Report by Business Unit for 2021/22  
for YTD Period Ending May

Date Report Run: 30-May-2022

Description	Renewal %	Original Budget	Actual YTD	PJ Commit	Works Commit	Total Actual YTD	Current Budget	\$ Variance	% of Time: 94%		Status	Comments
									22PJQB	22PQ3		
Light Fleet Replacements	Renewal 0%	530,000	397,350	0	162,956	560,305	573,230	12,925	98%	On time, on budget		
Minor Plant Replacements	Renewal 0%	45,000	5,260	0	5,260	10,520	0	-10,520	0%	Not commenced		
Heavy Fleet Replacements	Renewal 0%	1,639,930	1,243,583	0	819,637	2,063,220	1,800,763	-262,457	115%	On time, on budget		
CPTIGS Bus Shelters (G)	Renewal 70%	0	0	0	0	0	0	0	0%	Completed	Completed in 20-21	
Footpath Replacement	Renewal 100%	200,000	69,529	0	0	69,529	69,530	1	100%	Completed		
REGIONAL ROAD BLOCK GRANT - Future years (G)	Renewal 100%	225,000	0	0	0	0	0	0	0%			
URBAN ROAD REHABILITATION Future Years	Renewal 100%	461,500	0	0	0	0	0	0	0%			
Hetherington St Depot Workshop Renewal	Renewal 100%	415,368	822,802	0	123,734	946,536	865,368	-81,168	109%	Completed		
RHL - Hi Quality Sec94	Renewal 100%	500,000	91,389	0	242,243	333,631	226,000	-107,631	148%	On time, on budget		
RHL Brayton Rd - Gunlake Sec 94	Renewal 100%	150,000	157,724	0	131,434	289,158	443,045	153,887	65%	On time, on budget		
RHL Ambrose Rd - Gunlake Sec 94	Renewal 100%	150,000	0	0	0	0	590	590	0%	Completed		
RHL - MultiQuip Sec94	Renewal 100%	200,000	82,283	0	40,277	122,560	200,000	77,440	61%	On time, on budget		
UR Con Pockley/Shannon Drive Link	Renewal 0%	1,500,000	0	0	0	0	1,500,000	1,500,000	0%	Not commenced		
RHL Cullulla Rd - Hi Quality Sec 94	Renewal 0%	0	46,627	0	0	46,627	200,000	153,374	23%	On time, on budget		
RHL Sth Marulan - Boral Sec 94	Renewal 100%	75,000	14,311	0	0	14,311	95,600	81,289	15%	On time, on budget		
Drainage Fitzroy St (near Lamarra Pl)	Renewal 0%	90,000	0	0	0	0	0	0	0%			
Blackspot Mountain Ash (G)	Renewal 90%	0	491	0	0	491	0	-491	0%	Completed		
Urban Road Rehabilitation	Renewal 100%	160,000	413,698	0	14,507	428,205	447,908	19,703	96%	Completed		
Gravel Pit Rehab/Improvements	Renewal 50%	20,000	20,596	0	0	20,596	20,000	-596	103%	Completed		
Kerb & Gutter Replacement	Renewal 100%	250,000	62,594	0	17,019	79,613	313,165	233,552	25%	On time, on budget		
Drainage-Tarago Roseberry St	Renewal 0%	200,000	3,229	0	0	3,229	200,000	196,771	2%	On time, on budget		
R2R Windellama Road Rehabilitation (G)	Renewal 100%	1,000,000	484	0	0	484	0	-484	0%	Completed		
R2R Bourke Street Rehabilitation (G)	Renewal 100%	0	64,656	0	0	64,656	64,656	0	100%	Completed		
Victoria Park Precinct Parking Alterations	Renewal 70%	0	3,300	0	0	3,300	3,300	0	100%	Quarterly review, carryover required	Project deferred to 22-23	
Blackspot - Bourke/Addison Roundabout (G)	Renewal 0%	367,380	365,205	0	0	365,205	382,765	17,560	95%	Completed		
Blackspot Taralga Road Upgrade (G)	Renewal 100%	0	325,841	0	34,072	359,913	334,343	-25,570	108%	Late, expected to be on budget	Wet weather delays	
20-21 Footpath Stimulus Program LRAcIGP (G)	Renewal 60%	0	16,095	0	0	16,095	17,421	1,326	92%	Completed	Commitments to be reviewed and closed	
Mountain Ash Road - Pavement Renewal (G)	Renewal 100%	1,258,665	1,409,170	0	145,502	1,554,672	1,864,895	310,223	83%	Quarterly review, carryover required		
Carrick Road - Sealing (G)	Renewal 0%	225,775	996,384	0	0	996,384	992,586	-3,798	100%	Completed		
SRP Windfarthing Road Marulan (G)	Renewal 100%	0	0	0	0	0	0	0	0%			
SRP Auburn St Pedestrian Safety (G)	Renewal 0%	0	0	0	0	0	15,205	15,205	0%	Completed	Completed in 20-21	
RHL Mogo Road - Hi Quality S94	Renewal 100%	400,000	29,146	0	24,282	53,428	414,990	361,562	13%	Late, expected to be on budget	Resourcing Issue	
CPTIGS 2019-21 Bus Shelters	Renewal 50%	105,000	76,255	0	13,636	89,891	105,000	15,109	86%	On time, on budget		
Windellama Road - Fixing Local Rds (G)	Renewal 90%	0	1,784,614	0	466,318	2,250,931	3,659,786	1,408,855	62%	Late, expected to be on budget	Wet weather delays, carryover budget	
Jerrara Road Upgrade - Blackspot (G)	Renewal 50%	0	30,006	0	0	30,006	170,819	140,813	18%	On time, on budget		
Middle Arm Road Rehabilitation 22/23	Renewal 100%	0	19,900	0	19,900	39,800	19,900	-19,810	199%	On time, on budget		
Cullulla Road Causeway Renewal S 94	Renewal 100%	0	96,654	0	10,796	107,450	620,000	512,550	17%	On time, on budget		
Currawang Road Stabilisation (Prov)	Renewal 100%	0	135,694	0	135,694	271,388	139,000	-132,388	195%	On time, on budget		
21-22 Jerrara-Gallen Ford Road Rehabilitation	Renewal 100%	0	18,400	0	589,774	608,174	0	-608,174	0%	On time, on budget	Quarterly review required to bring forward budget fro 22-24	
21-22 Brayton Road Cutting	Renewal 75%	0	0	0	49,522	49,522	0	-49,522	0%	Not due to commence	Quarterly review required to bring forward budget fro 22-25	
Clinton Street Upgrades (Hume St to Deccan St)	Renewal 100%	0	0	0	0	0	120,000	120,000	0%	Not due to commence		
		12,739,118	10,857,712	0	3,487,462	14,345,175	18,636,479	4,291,304	77%			
<b>220 - Community Facilities</b>												
Outdoor/Indoor Ancillary Area Renewals	Renewal 100%	30,000	8,720	0	16,190	24,910	30,000	5,090	83%	On time, on budget	Reactive project, expenditure occurs as required	
Plant & Equipment - Aquatic Centre	Renewal 100%	35,000	27,525	0	0	27,525	35,000	7,475	79%	On time, on budget	Reactive project, expenditure occurs as required	
Recreation Area Improvements	Renewal 100%	50,000	10,217	0	3,986	14,203	25,000	10,797	57%	On time, on budget	Reactive project, expenditure occurs as required	
Belmore Park Improvements	Renewal 100%	25,000	5,248	0	0	5,248	25,000	19,752	21%	On time, on budget	Reactive project, expenditure occurs as required	
CBD Asset Renewals	Renewal 100%	20,000	11,629	0	1,864	13,493	20,000	6,507	67%	On time, on budget	Reactive project, expenditure occurs as required	
Playground Facility Renewals	Renewal 100%	170,000	0	0	0	0	0	0	0%			
Memorial Gardens Beams	Renewal 0%	30,000	8,364	0	0	8,364	30,000	21,636	28%	On time, on budget	Reactive project, expenditure occurs as required	
Building Asset Replacement	Renewal 100%	40,000	39,942	0	1,318	41,260	35,950	-5,310	115%	Completed	Awaiting IS project code to transfer non scope expenditure	



Operations Capital Report by Business Unit for 2021/22  
for YTD Period Ending May

Date Report Run: 30-May-2022

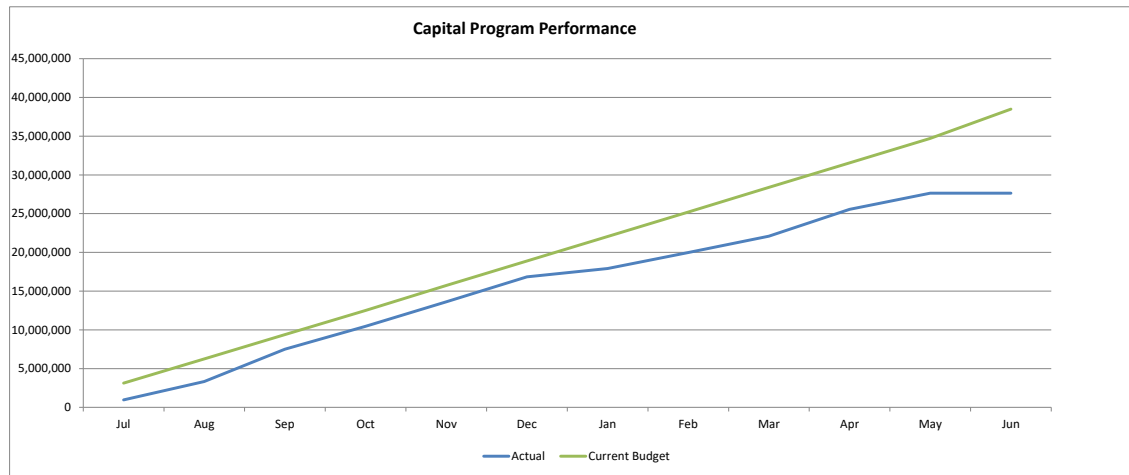
Description	Renewal %	Original Budget	Actual YTD	PJ Commit	Works Commit	Total Actual YTD	Current Budget	\$ Variance	% of Time: 94%		Status	Comments
									22PJQ3	% of Budget		
Civic Centre Furniture & Fittings	Renewal 100%	30,000	19,673	0	427	20,100	30,000	9,900	67%	On time, on budget	Reactive project, expenditure occurs as required	
Hetherington St Depot Amenities Block	Renewal 0%	0	26,580	0	699	27,279	0	-27,279	0%	Completed	Quarterly review required to allocate budget	
CBD Masterplan Implementation	Renewal 0%	250,000	356,134	0	0	356,134	356,747	613	100%	Completed	Incorrect costings being journalled to correct project (maintenance charged to capital in error)	
Other Parks/Reserves Replacements	Renewal 100%	20,000	24,270	0	3,253	27,524	56,678	29,154	49%	Late, expected to be on budget	Delays due to inclement weather	
City Wide Creek Bed Improvements	Renewal 100%	40,000	677	0	0	677	22,276	21,599	3%	Late, expected to be on budget	Delays due to inclement weather	
Public Conveniences Renewal	Renewal 100%	90,000	0	0	0	0	90,000	90,000	0%	Quarterly review, carryover required	Budget to be transferred to Seiffert Oval Amenities	
Civic Centre Renewal - Air Conditioner	Renewal 100%	120,000	217,507	0	54,084	271,592	270,760	-832	100%	Late, expected to be on budget	Delays due to inclement weather	
City Entrances	Renewal 100%	20,000	6,360	0	0	6,360	20,000	13,640	32%	On time, on budget		
Active Recreation Facilities Renewal Future Years	Renewal 100%	50,000	15,074	0	27,253	42,326	50,000	7,674	85%	Quarterly review, carryover required	Money to be transferred from Reserve for North Park shelter	
Wollondilly Walking Track - Eastgrove (G)	Renewal 0%	0	66	0	0	66	0	-66	0%	Completed	Project completed last financial year, carryover expenditure	
Climate Change Mitigation Rec Area (G)	Renewal 0%	0	12,266	0	0	12,266	13,380	1,114	92%	On time, on budget		
Cookbundoon Amenities Building (G)	Renewal 0%	0	229,979	0	1,134	231,113	239,554	8,441	96%	Completed		
Goulburn Showground Rec Area NSW Stimulus (G)	Renewal 65%	0	50,241	0	0	50,241	52,119	1,878	96%	Completed		
Tallong Toilet Block Renewal (G)	Renewal 100%	0	99,873	0	0	99,873	100,000	127	100%	Completed		
Heth St Amenities/Training Rm	Renewal 100%	0	0	0	0	0	30,000	30,000	0%	Not due to commence		
Copford Reach Improvements	Renewal 0%	100,000	16,273	0	56,763	73,035	100,000	26,965	73%	Late, expected to be on budget	Delays due to inclement weather	
Irrigation - Marulan Soccer Fields	Renewal 0%	70,000	62,366	0	114	62,480	70,000	7,520	89%	Completed		
LRCI - Roberts Park Landscaping	Renewal 0%	100,000	38,160	0	2,727	40,887	100,000	59,113	41%	Late, expected to be on budget	Delays due to inclement weather	
LRCI - Wollondilly Walking Track Amenities Block (G)	Renewal 0%	100,000	70,856	0	0	70,856	100,000	29,144	71%	Late, expected to be on budget	Delays due to inclement weather	
LRCI - Village Projects Capital (G)	Renewal 0%	265,400	1,005	0	0	1,005	1,005	0	100%	Completed		
BCRRF S2 - Rec Area Power Bollards & Supply (G)	Renewal 0%	0	11,530	0	0	11,530	22,811	11,281	51%	Quarterly review, carryover required	Awaiting variation from funding body, additional budget to be allocated	
<b>230 - Asset &amp; Design</b>		<b>1,655,400</b>	<b>1,370,536</b>	<b>0</b>	<b>169,812</b>	<b>1,540,348</b>	<b>1,926,280</b>	<b>385,932</b>	<b>80%</b>			
Survey Equipment	Renewal 100%	60,000	26,360	0	0	26,360	60,000	33,640	44%	On time, on budget	Reactive project, expenditure occurs as required	
On-Road Cycleways in CBD (G)	Renewal 0%	0	0	0	0	0	0	0	0%	Completed	Completed 20-21	
LRCI - Marulan Village Project Capital (G)	Renewal 0%	0	143,091	0	0	143,091	144,000	909	99%	Completed		
LRCI - Tarago Village Projects Capital (G)	Renewal 0%	0	56,500	0	0	56,500	56,900	400	99%	Completed		
LRCI - Towrang Village Projects Capital (G)	Renewal 0%	0	677	0	0	677	0	-677	0%	Completed	Completed 20-21	
		<b>60,000</b>	<b>226,628</b>	<b>0</b>	<b>0</b>	<b>226,628</b>	<b>260,900</b>	<b>34,272</b>	<b>87%</b>			
<b>Total Capital Program</b>		<b>45,284,394</b>	<b>41,462,731</b>	<b>0</b>	<b>11,242,011</b>	<b>52,704,742</b>	<b>57,736,706</b>	<b>5,031,964</b>	<b>0%</b>			



**Operations Capital Report by Business Unit for 2021/22**  
for YTD Period Ending May

Date Report Run: 30-May-2022

Description	Renewal %	Original Budget 22PJ0B	Actual YTD	PJ Commit	Works Commit	Total Actual YTD	Current Budget 22PJQ3	\$ Variance	% of Time: 94%	% of Budget	Status	Comments
-------------	-----------	---------------------------	------------	-----------	--------------	------------------	--------------------------	-------------	----------------	-------------	--------	----------





**Budget Adjustment - 2021/22 - Carry forward works for completion in 2022/23**

**General Fund**

Business Unit	Cost Centre	Account	Project	Description	Reserve No	Current Budget	Proposed Budget	Adjustment	Comment
Waste Management	1911	190033-8015-60302	Environmental Improvement Works Gln	Contracts - Tendered		131,809	81,809	-50,000	
Waste Management	1911	190033-1390-74000	Environmental Improvement Works Gln	Transfer from Internal Reserves	38212	-50,000	0	50,000	Q4.JN.CO.01 Transfer unspent funds from 2021/22 budget to enable completion in 2022/23
Waste Management	1911	190034-8015-60302	Environmental Improvement Works Mln	Contracts - Tendered		75,000	0	-75,000	
Waste Management	1911	190034-1390-74001	Environmental Improvement Works Mln	Transfer from Developer Conts	38124	-75,000	0	75,000	
Waste Management	1911	190037-8025-60205	Replacement Bins & Lifters	Materials - General		65,860	29,860	-36,000	Q4.JN.CO.02 Transfer unspent funds from 2021/22 budget to enable completion in 2022/23
Waste Management	1911	190037-1390-74000	Replacement Bins & Lifters	Transfer from Internal Reserves	38170	-40,860	-4,860	36,000	
Waste Management	1911	190044-8015-60302	GMC Drilling Mud Facilities	Contracts - Tendered		1,430,595	0	-1,430,595	Q4.JN.CO.03 Transfer unspent funds from 2021/22 budget to enable completion in 2022/23
Waste Management	1911	190044-1390-74000	GMC Drilling Mud Facilities	Transfer from Internal Reserves	38170	-455,595		455,595	
Waste Management	1911	190044-1390-74000	GMC Drilling Mud Facilities	Transfer from Internal Reserves	38259	-450,000		450,000	
Waste Management	1911	190044-1390-76000	GMC Drilling Mud Facilities	Transfer to Internal Reserves	38170	0	525,000	525,000	
Waste Management	1911	190046-1001-41556	Goulburn WMC Improvements	Goulburn WMC Improvements		-1,214,951	-497,863	717,088	Q4.JN.CO.04 Transfer unspent funds from 2021/22 budget to enable completion in 2022/23
Waste Management	1911	190046-1390-74000	Goulburn WMC Improvements	Transfer from Internal Reserves	38191	-455,607	-172,694	282,913	
Waste Management	1911	190046-1390-74000	Goulburn WMC Improvements	Transfer from Internal Reserves	38212	-123,633	-59,474	64,159	
Waste Management	1911	190046-1390-74000	Goulburn WMC Improvements	Transfer from Internal Reserves	38257	-907,264	-436,439	470,825	
Waste Management	1911	190046-1390-74000	Goulburn WMC Improvements	Transfer from Internal Reserves	38281	0	-18,675	-18,675	
Waste Management	1911	190046-1390-74001	Goulburn WMC Improvements	Transfer from Developer Conts	38102	-37,888	-18,226	19,662	
Waste Management	1911	190046-1390-74002	Goulburn WMC Improvements	Transfer from Unexp Grants	38281	-18,675	0	18,675	
Waste Management	1911	190046-1390-76002	Goulburn WMC Improvements	Transfer to Unexp Grants	38322	0	19,613	19,613	
Waste Management	1911	190046-1390-76003	Goulburn WMC Improvements	Transfer to Unexp Loans	38402	0	2,221,107	2,221,107	
Waste Management	1911	190046-8015-60302	Goulburn WMC Improvements	Contracts - Tendered		7,275,754	3,500,000	-3,775,754	
Waste Management	1911	190046-8060-24351	Goulburn WMC Improvements	CLC - Capital Commonwealth		0	-19,613	-19,613	
Innovation & Technology	1901	190256-1390-74000	Clinton Street IT Upgrade	Transfers from Internal Reserves	38164	-71,000	0	71,000	Q4.JN.CO.05 Transfer unspent funds from 2021/22 budget to enable completion in 2022/23
Innovation & Technology	1901	190256-8025-60205	Clinton Street IT Upgrade	Materials - General		71,000	0	-71,000	
Marketing & Culture	1032	100091-1015-41512	Blues Festival	Create NSW Grant		-30,000	0	30,000	Q4.JN.CO.06 Account for postponement of 2022 Blues Festival from February 2022 to November 2022
Marketing & Culture	1032	100091-1015-60302	Blues Festival	Contracts - Tendered		62,857	0	-62,857	
Marketing & Culture	1032	100091-1390-76000	Blues Festival	Transfer to Internal Reserves	38310	0	32,857	32,857	
Marketing & Culture	1032	100096-1015-41123	Pictures & Popcorn	Event Sales		-4,160	0	4,160	Q4.JN.CO.07 Transfer unspent funds from 2021/22 budget to enable completion in 2022/23
Marketing & Culture	1032	100096-1015-60205	Pictures & Popcorn	Materials - General		8,130	0	-8,130	
Marketing & Culture	1032	100096-1015-60302	Pictures & Popcorn	Contracts - Tendered Work		18,830	0	-18,830	
Marketing & Culture	1032	100096-1015-60306	Pictures & Popcorn	Contracts - Freight		300	0	-300	
Marketing & Culture	1032	100096-1390-74000	Pictures & Popcorn	Transfer from Internal Reserves	38310	-7,500	0	7,500	
Marketing & Culture	1032	100096-1390-76000	Pictures & Popcorn	Transfer to Internal Reserves	38310	0	15,600	15,600	
Marketing & Culture	1030	100429-1001-60302	SMA Capacity & Capability Review	Contracts - Tendered Work		0	7,000	7,000	Q4.JN.CO.08 Transfer unspent funds from 2021/22 budget to enable completion in 2022/23
Marketing & Culture	1030	100429-1390-74000	SMA Capacity & Capability Review	Transfer from Internal Reserves	38310	0	-7,000	-7,000	
Marketing & Culture	1031	100090-1015-60205	Events Development Fund	Materials - General		12,000	350	-11,650	Q4.JN.CO.09 Transfer unspent funds from 2021/22 budget to enable completion in 2022/23
Marketing & Culture	1031	100090-1015-60302	Events Development Fund	Contracts - Tendered Work		56,000	27,500	-28,500	
Marketing & Culture	1031	100090-1390-74000	Events Development Fund	Transfer from Internal Reserves	38310	-13,000	0	13,000	
Marketing & Culture	1031	100090-1390-76000	Events Development Fund	Transfer to Internal Reserves	38310	0	27,150	27,150	
Marketing & Culture	1028	100085-1001-60205	Visitor Guide & Maps	Materials - General		9,000	0	-9,000	Q4.JN.CO.10 Transfer unspent funds from 2021/22 budget to enable completion in 2022/23
Marketing & Culture	1028	100085-1390-76000	Visitor Guide & Maps	Transfer to Internal Reserves	38167	0	9,000	9,000	

**Budget Adjustment - 2021/22 - Carry forward works for completion in 2022/23**

Marketing & Culture	1033	100098-1001-60302	Library Programs	Contracts - Tendered Work		29,870	16,870	-13,000	
Marketing & Culture	1033	100098-1001-60205	Library Programs	Materials - General		49,590	23,590	-26,000	Q4.JN.CO.11 Transfer unspent funds from 2021/22 budget to enable completion in 2022/23
Marketing & Culture	1033	100098-1390-76000	Library Programs	Transfer to Internal Reserves	38162	0	13,000	13,000	
Marketing & Culture	1033	100098-1390-76000	Library Programs	Transfer to Internal Reserves	38159	0	26,000	26,000	
Marketing & Culture	1034	100102-1001-60205	Art Gallery	Materials - General		35,000	10,000	-25,000	Q4.JN.CO.12 Transfer unspent funds from 2021/22 budget to enable completion in 2022/23
Marketing & Culture	1034	100102-1390-76000	Art Gallery	Transfer to Internal Reserves	38159	0	25,000	25,000	
Marketing & Culture	1037	100115-1001-60206	Rocky Hill Precinct	Materials - Display		5,150	0	-5,150	Q4.JN.CO.13 Transfer unspent funds from 2021/22 budget to enable completion in 2022/23
Marketing & Culture	1037	100115-1390-76000	Rocky Hill Precinct	Transfer to Internal Reserves	38167	0	5,150	5,150	
Marketing & Culture	1906	190017-8025-60205	Art Gallery P&E Renewal	Materials - General		10,000	7,000	-3,000	Q4.JN.CO.14 Transfer unspent funds from 2021/22 budget to enable completion in 2022/23
Marketing & Culture	1903	190017-1390-76000	Art Gallery P&E Renewal	Transfer to Internal Reserves	38159	0	3,000	3,000	
Marketing & Culture	1034	100245-1001-41790	The Good Initiative	Donations		-10,000	0	10,000	Q4.JN.CO.15 Transfer unspent funds from 2021/22 budget to enable completion in 2022/23
Marketing & Culture	1034	100245-1001-60205	The Good Initiative	Materials - General		20,000	0	-20,000	
Marketing & Culture	1034	100245-1001-60302	The Good Initiative	Contracts - Tendered Work		22,214	9,900	-12,314	
Marketing & Culture	1034	100245-1390-74002	The Good Initiative	Transfer from Unexp Grants	38277	-32,214	0	32,214	
Marketing & Culture	1034	100245-1390-76000	The Good Initiative	Transfer from Internal Reserves	38277	0	-9,900	-9,900	
Community Facilities	1935	190312-8015-60302	Copford Reach Improvements	Contracts - Tendered Work		100,000	17,000	-83,000	Q4.JN.CO.16 Transfer unspent funds from 2021/22 budget to enable completion in 2022/23
Community Facilities	1935	190312-1390-76000	Copford Reach Improvements	Transfer to Internal Reserves	38169	0	83,000	83,000	
Community Facilities	1914	190056-8015-60302	Belmore Park Improvements	Contracts - Tendered Work		25,000	5,250	-19,750	Q4.JN.CO.17 Transfer unspent funds from 2021/22 budget to enable completion in 2022/23
Community Facilities	1914	190056-1390-76000	Belmore Park Improvements	Transfer to Internal Reserves	38169	0	19,750	19,750	
Strategic Planning	1023	100064-1001-60302	Strategy Implementation	Contracts - Tendered Work		40,000	0	-40,000	Q4.JN.CO.18 Transfer unspent funds from 2021/22 budget to enable completion in 2022/23
Strategic Planning	1023	100064-1390-74000	Strategy Implementation	Transfer from Internal Reserves	38165	-25,000	0	25,000	
Strategic Planning	1023	100064-1390-76000	Strategy Implementation	Transfer to Internal Reserves	38165	0	15,000	15,000	
Operations	1922	190101-8015-60205	Gravel Resheeting	Mat-General		24,616	16,400	-8,216	Q4.JN.CO.19 Transfer unspent funds from 2021/22 budget to enable completion in 2022/23
Operations	1922	190101-8015-60302	Gravel Resheeting	Contract-Tend w		99,410	66,500	-32,910	
Operations	1922	190101-8015-76200	Gravel Resheeting	Plant Hire Chg		89,995	60,500	-29,495	
Operations	1922	190101-8015-76500	Gravel Resheeting	Job Cost Expens		83,464	54,085	-29,379	
Operations	1922	190101-1390-74000	Gravel Resheeting	Transfer from Internal Reserves	38179	0	50,000	50,000	
Operations	1920	190330-8015-60205	Windellama Road - FCR	Mat-General		728,610	732,718	4,108	
Operations	1920	190330-8015-60302	Windellama Road - FCR	Contract-Tend W		1,023,445	1,039,900	16,455	
Operations	1920	190330-8015-76200	Windellama Road - FCR	Plant Hire Chg		553,707	568,454	14,747	
Operations	1920	190330-8015-76500	Windellama Road - FCR	Job Cost Expens		890,506	905,196	14,690	
Operations	1918	190114-8015-60302	Urban Resealing	Contract-Tend W		318,104	261,128	-56,976	Q4.JN.CO.20 Transfer unspent funds from 2021/22 budget to enable completion in 2022/23
Operations	1918	190114-1390-76000	Urban Resealing	Transfer to Internal Reserves	38179	0	56,976	56,976	
Operations	1918	190128-8015-60302	St Lighting and Traffic Facilities	Contract-Tend W		17,706	0	-17,706	Q4.JN.CO.21 Transfer unspent funds from 2021/22 budget to enable completion in 2022/23
Operations	1918	190128-8015-76200	St Lighting and Traffic Facilities	Plant Hire Chg		2,059	0	-2,059	
Operations	1918	190128-8015-76500	St Lighting and Traffic Facilities	Job Cost Expens		5,735	0	-5,735	
Operations	1918	190128-1390-76000	St Lighting and Traffic Facilities	Transfer to Internal Reserves	38179	0	25,500	25,500	
Operations	1920	190221-1390-74001	RHL Sth Marulan - Boral Sec 94	TfrFrom DevCont	38148	-95,600	-15,600	80,000	Q4.JN.CO.22 Transfer unspent funds from 2021/22 budget to enable completion in 2022/23
Operations	1920	190221-8015-60302	RHL Sth Marulan - Boral Sec 94	Contract-Tend W		47,800	8,000	-39,800	
Operations	1920	190221-8015-76200	RHL Sth Marulan - Boral Sec 94	Plant Hire Chg		19,120	782	-18,338	
Operations	1920	190221-8015-76500	RHL Sth Marulan - Boral Sec 94	Job Cost Expens		28,680	6,818	-21,862	

**Budget Adjustment - 2021/22 - Carry forward works for completion in 2022/23**

**WWM**

Business Unit	Cost Centre	Account	Project	Description	Reserve No	Current Budget	Proposed Budget	Adjustment	Comment
Waste Management	2901	290002-8025-60302	Compactor "Wrapping"	Contracts - Tendered		6,650	2,000	-4,650	Q4.JN.CO.23 Transfer unspent portion of funds to "wrap" garbage compactors for completion in
Waste Management	2901	290002-1390-74009	Compactor "Wrapping"	Transfer from Other Ext Reserves	38309	-6,650	-2,000	4,650	
Waste Management	2001	200001-1001-60302	Domestic Waste Management	Contracts - Tendered		75,000	0	-75,000	Q4.JN.CO.24 Transfer unspent portion of funds to undertake waste audit 2022/23 after completion of
Waste Management	2001	200001-1390-76009	Domestic Waste Management	Transfer to Other Ext Reserves	38309	0	75,000	75,000	

**Water Fund**

Business Unit	Cost Centre	Account	Project	Description	Reserve No	Current Budget	Proposed Budget	Adjustment	Comment
Water Services	3902	390006-1390-74001	Goulburn WTP Raw Water Augmentation	Transfer from Dev Conts	38127	-1,000,000	-250,000	750,000	Q4.JN.CO.25 Transfer unspent portion of funds to enable completion of project in 2022/23
Water Services	3902	390006-1390-74001	Goulburn WTP Raw Water Augmentation	Transfer from Dev Conts	38129	-1,000,000	-250,000	750,000	
Water Services	3902	390006-1390-74009	Goulburn WTP Raw Water Augmentation	Transfer from Other Ext Reserves	38185	-1,000,000		1,000,000	
Water Services	3902	390006-8015-60302	Goulburn WTP Raw Water Augmentation	Contracts - Tendered		3,000,000	500,000	-2,500,000	
Water Services	3904	390260-8055-15206	WNS Growing Local Economies Common St	Contract Asset Created		0	179,874	179,874	Q4.JN.CO.26 Account for the creation of contract asset in 2021/22

**Sewer Fund**

Business Unit	Cost Centre	Account	Project	Description	Reserve No	Current Budget	Proposed Budget	Adjustment	Comment
Waste Water Services	4901	490003-1390-74009	Marulan Pump Station Improvements	Transfer from Other Ext Reserves	38186	-992,364	-7,519	984,845	Q4.JN.CO.27 Transfer unspent portion of funds to enable completion of project in 2022/23
Waste Water Services	4901	490003-8015-60302	Marulan Pump Station Improvements	Contracts - Tendered		992,364	7,519	-984,845	
Waste Water Services	4901	490026-1001-41601	SN Growing Local Economies Common St	Capital Grants - Sewer		-859,009	-272,594	586,415	Q4.JN.CO.28 Transfer unspent portion of funds to enable completion of project in 2022/23
Waste Water Services	4901	490026-1390-74001	SN Growing Local Economies Common St	Transfer from Dev Conts	38128	-430,045	-136,460	293,585	
Waste Water Services	4901	490026-8015-60302	SN Growing Local Economies Common St	Contracts - Tendered		1,289,054	409,054	-880,000	
Waste Water Services	4901	490026-8055-15206	SN Growing Local Economies Common St	Contract Asset Created		0	272,594	272,594	
Waste Water Services	4903	490011-1001-41601	STWRIS Stage 2 Reuse Irrigation Scheme	Capital Grants - Sewer		-3,966,864	0	3,966,864	Q4.JN.CO.29 Transfer unspent portion of funds to enable completion of project in 2022/23
Waste Water Services	4903	490011-1001-41545	STWRIS Stage 2 Reuse Irrigation Scheme	BBRF Reuse Irri		0	-2,376,310	-2,376,310	
Waste Water Services	4903	490011-1390-74001	STWRIS Stage 2 Reuse Irrigation Scheme	Transfer from Dev Conts	38128	-1,000,000	-277,021	722,979	
Waste Water Services	4903	490011-1390-74009	STWRIS Stage 2 Reuse Irrigation Scheme	Transfer from Other Ext Reserves	38175	-1,781,363	-317,376	1,463,987	
Waste Water Services	4903	490011-1390-76009	STWRIS Stage 2 Reuse Irrigation Scheme	Transfer to Other Ext Reserves	38175	0	522,480	522,480	
Waste Water Services	4903	490011-8015-60302	STWRIS Stage 2 Reuse Irrigation Scheme	Contracts - Tendered		8,754,477	4,454,477	-4,300,000	
Waste Water Services	4903	49011-8055-15206	STWRIS Stage 2 Reuse Irrigation Scheme	Contract Asset Created		0	900,923	900,923	

**Budget Adjustment - 2021/22 - No Impact on 2022/23 Budget**

**General Fund**

Business Unit	Project	Description	Reserve No	Current Budget	Proposed Budget	Adjustment	Comment
nnovation & Technology	IT Renewal Assets	Materials - General		450,000	300,000	-150,000	Q4.JN.01 Transfer savings from IT Renewals budget into Technology Reserve
nnovation & Technology	IT Renewal Assets	Transfer from Internal Reserves	38166	-20,000	0	20,000	
nnovation & Technology	IT Renewal Assets	Transfer to Internal Reserves	38166	0	130,000	130,000	
nnovation & Technology	IT Contingency	Materials - General		34,500	1,500	-33,000	Q4.JN.02 Transfer savings from IT Contingency budget into Technology Reserve
nnovation & Technology	IT Contingency	Transfer to Internal Reserves		0	33,000	33,000	
nnovation & Technology	Emergency Operations Centre	NSW RFS Capital		-150,106	0	150,106	Q4.JN.03 Adjust budget for EOC (Council Chambers) project to reflect final outcomes and return savings to the plant reserve
nnovation & Technology	Emergency Operations Centre	Chamber - EOC Upgrade		0	-150,106	-150,106	
nnovation & Technology	Emergency Operations Centre	Materials - General		100,000	3,000	-97,000	
nnovation & Technology	Emergency Operations Centre	Contracts - IT Support		0	167,106	167,106	
nnovation & Technology	Emergency Operations Centre	Contracts - Tendered Work		150,106	0	-150,106	
nnovation & Technology	Emergency Operations Centre	Transfer from Internal Reserves	38164	-100,000	-20,000	80,000	
nnovation & Technology	TechnologyOne SAAS/AMS	Contracts - SaaS		100,000	40,000	-60,000	Q4.JN.04 Transfer savings from TechnologyOne/SaaS budget into Technology Reserve
nnovation & Technology	TechnologyOne SAAS/AMS	Transfer to Internal Reserves	38166	0	60,000	60,000	
Marketing & Culture	Hockey NSW Opportunities	Materials - General		24,720	14,720	-10,000	Q4.JN.05 Place unspent funds on Hockey opportunities into events reserve for funding of future event opportunities
Marketing & Culture	Hockey NSW Opportunities	Transfer to Internal Reserves	38310	0	10,000	10,000	
Marketing & Culture	Hockey Australia	Materials - General		36,050	0	-36,050	
Marketing & Culture	Hockey Australia	Contracts - Tendered Work		24,720	0	-24,720	
Marketing & Culture	Hockey Australia	Transfer to Internal Reserves	38310	0	60,770	60,770	
Strategic Planning	Strategies & Policies Operations	Salaries & Wages		319,416	278,522	-40,894	Q4.JN.06 Savings in salaries due to vacancy placed in reserves to fund potential need for additional resource in 2022/23 for backlog works
Strategic Planning	Strategies & Policies Operations	On-Cost Expenses		125,330	109,285	-16,045	
Strategic Planning	Strategies & Policies Operations	Transfer to Internal Reserves	38165	0	56,938	56,938	
Asset & Design	Manager Asset & Design	Salaries & Wages		150,834	89,234	-61,600	Q4.JN.07 Savings in salaries due to vacancy placed in Asset Management reserve
Asset & Design	Manager Asset & Design	Other Allowances		4,981	2,050	-2,931	
Asset & Design	Manager Asset & Design	On-Cost Expenses		59,184	35,013	-24,170	
Asset & Design	Manager Asset & Design	Transfer to Internal Reserves	38171	0	88,701	88,701	



**15.15 STATEMENT OF INVESTMENTS & BANK BALANCES**

**Author:** Director Corporate & Community Services

**Authoriser:** Matt O'Rourke, Acting General Manager

**Attachments:** 1. **Statement of Investments & Bank Balances** [↓](#) 

<b>Link to Community Strategic Plan:</b>	25. Our Civic Leadership CL1 Effect resourceful and respectful leadership and attentive representation of the community.
<b>Cost to Council:</b>	Nil
<b>Use of Reserve Funds:</b>	Nil

**RECOMMENDATION**

That the report by the Director Corporate & Community Services on the Statement of Investments and Bank Balances be received.

**BACKGROUND**

To report on the Investment Performance and Bank Balances as at 31 May 2022.

**REPORT**

**1. Monthly Investment Performance Indicators**

Attached are the Investment Performance Indicators which compares Council’s portfolio against the Investment Policies Term Mix and Benchmark Interest Rates Performance indicators. Also attached is Council’s Investment Portfolio. Please note all interest rates and market values quoted in the Investment Portfolio Attachment are based on the latest available data.

Please note there remains one area where Council’s portfolio is outside of policy:

**AMP** – AMP has recently had their credit rating downgraded twice. They currently hold a BBB long term rating. Maturing investments with AMP were rolled in November and December under the incorrect understanding that AMP were still rated at BBB+. Under Council’s current Investment Policy, a maximum of 10% of Council’s portfolio can be invested in BBB rated investments. Council currently has 10.48% of its portfolio invested in BBB rated investments (8.7% with AMP)

**2. Statement of Investments and Bank Balances**

The amount of investments and bank balances reported to Council as at the end of April 2022 was \$115,259,412 meaning that this month’s balance of \$118,021,086 equates to an increase of \$2,761,674 in investments and cash held.,

The following table outlines the reasons for this increase.

<b><u>Receipts</u></b>		
Rates & Water Receipts	5,289,522	
Financial Assistance Grant (Advanced Payment 22/23)	723,198	
Sundry Debtors	3,368,065	
Grants & Contributions Received	1,915,342	
Loan borrowing received	0	
Other Income (including interest)	939,115	
<b>Total Receipts</b>		<b>12,235,242</b>
<b><u>Payments</u></b>		
Salaries and Wages	2,022,699	
Payments to Creditors	7,450,869	
<b>Total Payments</b>		<b>9,473,568</b>
<b>Increase/(Decrease) in Cash &amp; Investments</b>		<b>2,761,674</b>

Performance Indicators - Investments and Interest Earned - As at 2 June 2022

Rating	Diversification & Credit Risk		Long Term	Short Term	Total	Total %	Max
	Long Term Ratings	Short Term Rating					
Scale	(Standard & Poors)	(Standard & Poors)	Actual	Actual	Actual	Actual	
1	AA+ to AA-	A1+	0	78,641,959	78,641,959	68.58%	100%
2	A+ to A	A1	0	14,000,000	14,000,000	12.21%	100%
3	BBB+ to BBB	A2	0	22,022,500	22,022,500	19.21%	30%
4	Hourglass		0	0	0	0.00%	0%
5	Other		0	0	0	0.00%	5%
			0	114,664,459	114,664,459	100.00%	
1	Within Policy Guidelines						
2	Within Policy Guidelines						
3	Outside of Policy - In excess of 10% in BBB rated investment, counterparty limit exceeded						
4	Within Policy Guidelines						
5	Within Policy Guidelines						

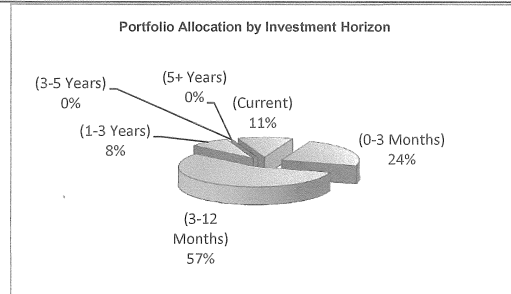
  

Portfolio - Term Mix					
			Actual	Actual %	Maximum
A	At Call	(Current)	14,641,959.30	12.77%	100.00%
B	Working Capital	(0-3 Months)	45,000,000.00	39.24%	90.00%
C	Short Term	(3-12 Months)	49,022,500.00	42.75%	80.00%
D	Medium Term	(1-3 Years)	6,000,000.00	5.23%	30.00%
E	Medium To Long Term	(3-5 Years)	-	0.00%	30.00%
F	Long Term	(5+ Years)	-	0.00%	0.00%
			114,664,459		

A Within Policy Guidelines  
 B Within Policy Guidelines  
 C Within Policy Guidelines  
 D Within Policy Guidelines  
 E Within Policy Guidelines  
 F Within Policy Guidelines

Benchmark Interest Rates Performance				
1	<b>Benchmark Rate - Average for 2021/22</b>			
	Benchmark Rate -Average for 2021/2022			0.1584%
	Portfolio Over Benchmark		100,022,500	100.00%
	Portfolio under Benchmark		-	0.00%
	Total		100,022,500	
	Excludes At Call		14,641,959	
	Total including At Call		114,664,459	
2	<b>Average Benchmark Rate for Financial Year</b>			
	Benchmark - 90 Day BBSW Average for July 2021			0.0174%
	Benchmark - 90 Day BBSW Average for August 2021			0.0131%
	Benchmark - 90 Day BBSW Average for September 2021			0.0196%
	Benchmark - 90 Day BBSW Average for October 2021			0.0335%
	Benchmark - 90 Day BBSW Average for November 2021			0.0470%
	Benchmark - 90 Day BBSW Average for December 2021			0.0623%
	Benchmark - 90 Day BBSW Average for January 2022			0.0682%
	Benchmark - 90 Day BBSW Average for February 2022			0.0742%
	Benchmark - 90 Day BBSW Average for March 2022			0.1634%
	Benchmark - 90 Day BBSW Average for April 2022			0.3864%
	Benchmark - 90 Day BBSW Average for May 2022			0.9895%
	Benchmark - 90 Day BBSW Average for June 2021			0.0267%
	<b>Average Benchmark Rate for Financial Year to Date</b>			<b>0.1584%</b>



## Statement of Investment and Bank Balances as at 2 June 2022

Description	Maturity Date	Investment Type	Rating	Current Interest Rate	Amount Invested
Comm Bank - Cash Management Account		AC	A1+	0.10%	14,641,959
Westpac 731 Day TD	27/06/2022	TD	A1+	1.01%	5,000,000
NAB 365 Day TD - NAB 9295 1144	2/06/2022	TD	A1+	0.35%	10,000,000
Commonwealth Bank of Australia 365 Day TD - CBA	8/06/2022	TD	A1+	0.45%	15,000,000
ME Bank 364 Day TD - Curve	23/06/2022	TD	A2	0.53%	2,000,000
Commonwealth Bank of Australia 365 Day TD - CBA	29/06/2022	TD	A1+	0.44%	10,000,000
AMP 365 Day TD - Curve	16/11/2022	TD	A2	1.00%	5,000,000
Bank of Queensland 242 Day TD - Curve	25/07/2022	TD	A2	0.60%	3,000,000
AMP 365 Day Term Deposit - IAM	1/12/2022	TD	A2	1.00%	3,022,500
AMP 365 Day TD - Income AM	9/12/2022	TD	A2	1.00%	2,000,000
MyState Bank 364 Day Term Deposit - Curve	23/01/2023	TD	A2	0.75%	1,000,000
Bank of Queensland 365D TD Rolled over from IN0784	2/02/2023	TD	A2	0.85%	2,000,000
Police & Nurses Ltd 365D TD - Curve	14/02/2023	TD	A2	0.90%	1,000,000
Commonwealth Bank of Australia 365 Day TD - CBA Rolled from INV0757	17/02/2023	TD	A1+	0.80%	10,000,000
ING Bank Australia 365 Day TD - IAM Rolled from INV0740	22/02/2023	TD	A1	0.70%	2,000,000
National Australia Bank 732 Day Term Deposit - Curve Rolled From Inv0790	26/02/2024	TD	A1+	1.70%	4,000,000
Macquarie Bank 365 Day Term Deposit - Curve Rolled from INV0758	3/03/2023	TD	A1	0.95%	1,000,000
Commonwealth Bank of Australia 365D TD Rolled from INV0759	7/03/2023	TD	A1+	1.00%	10,000,000
Bank of Queensland 365 TD Rolled over from IN0786	16/03/2023	TD	A2	1.15%	3,000,000
ING Bank Australia 733 Day TD - Curve	19/03/2024	TD	A1	2.02%	2,000,000
ING Bank Australia 365 Day TD - Curve	29/03/2023	TD	A1	1.62%	3,000,000
ING Bank Australia 365 Day TD - Curve	19/04/2023	TD	A1	2.21%	3,000,000
ING Bank of Australia 365 Day TD - Curve	19/05/2023	TD	A1	3.11%	3,000,000
<b>Total Investments Held</b>				\$	<b>114,664,459</b>



<b>Total Investments Held</b>		114,664,459
Balance as per Passbook-Commonwealth Bank	2,448,771.75	
Add: Outstanding deposits	163,245.29	
Less: Unpresented cheques	14,612.14	
<b>Balance as per Cash Book-Commonwealth Bank</b>		<b>2,597,404.90</b>
<b>Add- Trust Fund</b>		<b>759,222.74</b>
<b>Total Cash &amp; Investments @ 02/06/2021</b>		<b>118,021,086.94</b>

**15.16 CODE OF MEETING PRACTICE**

**Author:** Business Manager Governance  
 Director Corporate & Community Services

**Authoriser:** Matt O'Rourke, Acting General Manager

- Attachments:**
1. Model Code of Meeting Practice [↓](#) 
  2. Details of Mandatory & Optional Provisions [↓](#) 

<b>Link to Community Strategic Plan:</b>	CL1 Civic Leadership
<b>Cost to Council:</b>	Cost of conducting meetings is part of Council's operational budget
<b>Use of Reserve Funds:</b>	Nil

**RECOMMENDATION**

That:

1. The report from the Business Manager Governance on the Model Code of Meeting Practice be received.
2. Council endorses the attached draft Model Code of Meeting Practice and places it on public exhibition for 42 days with the following changes to the optional clauses:
  - Clauses 4.1 & 4.3-4.24 – Change wording to comply with Model Code.
  - Clauses 14.13 & 14.16 - limit the number of speakers in relation to matters referred to Closed Committee to ten (10)
  - Clauses 18.1-18.5 - include in code and set times within clauses around an 11.00pm closing time
3. If no submissions are received at the completion of the exhibition period the Model Code of Meeting Practice is adopted with any submissions received to be reported to Council for their consideration.

**BACKGROUND**

The Model Code of Meeting Practice for Local Councils in NSW (the Model Meeting Code) is made under section 360 of the Local Government Act 1993 (the Act) and the Local Government (General) Regulation 2021. This code applies to all meetings of Council and Committees of Council of which the members are Councillors. Councils must adopt a code of meeting practice that incorporates the mandatory provisions of the Model Meeting Code within 12 months of the local government elections and must not contain provisions that are inconsistent with the mandatory provisions.

**REPORT**

The Office of Local Government (OLG) has issued a new Model Meeting Code which contains new provisions in relation to attendance at and webcasting of Council meetings, and an amendment that requires Council business papers to include a reminder to Councillors of their oath or affirmation of office, and their conflict of interest disclosure obligations. In addition to the mandatory provisions, the Model Meeting Code has optional provisions for Council to consider including in the Model Meeting code.

Attached to this report is the draft Model Code of Meeting Practice. The new mandatory provisions are written in blue and the optional provisions are written in red. The attached draft reflects the

optional provisions that are included in the current Model Code of Meeting Practice which are written in red.

For ease of reference, a table is attached to this report which lists the new mandatory provisions and the optional provisions with a recommendation for inclusion in the Model Meeting Code. Note that some of the number referencing in the attached draft is not consistent with the numbering in the current code due to the new mandatory provisions.

**MODEL CODE OF MEETING PRACTICE  
FOR LOCAL COUNCILS IN NSW**

Goulburn Mulwaree Council

**2022**

**Table of Contents**

1 INTRODUCTION ..... 3

2 MEETING PRINCIPLES ..... 3

3 BEFORE THE MEETING..... 3

4 PUBLIC FORUMS..... 8

5 COMING TOGETHER..... 10

6 THE CHAIRPERSON..... 14

7 MODES OF ADDRESS..... 15

8 ORDER OF BUSINESS FOR ORDINARY COUNCIL MEETINGS ..... 15

9 CONSIDERATION OF BUSINESS AT COUNCIL MEETINGS..... 16

10 RULES OF DEBATE..... 18

11 VOTING..... 21

12 COMMITTEE OF THE WHOLE..... 22

13 DEALING WITH ITEMS BY EXCEPTION..... 22

14 CLOSURE OF COUNCIL MEETINGS TO THE PUBLIC ..... 23

15 KEEPING ORDER AT MEETINGS..... 26

16 CONFLICTS OF INTEREST..... 29

17 DECISIONS OF THE COUNCIL ..... 29

18 TIME LIMITS ON COUNCIL MEETINGS ..... 31

19 AFTER THE MEETING..... 32

20 COUNCIL COMMITTEES..... 33

21 IRREGULARITIES ..... 36

22 DEFINITIONS ..... 37

## 1 INTRODUCTION

This Model Code of Meeting Practice for Local Councils in NSW (the Model Meeting Code) is prescribed under section 360 of the *Local Government Act 1993* (the Act) and the *Local Government (General) Regulation 2021* (the Regulation).

The Model Meeting Code applies to all meetings of councils and committees of councils of which all the members are councillors (committees of council). Council committees whose members include persons other than councillors may adopt their own rules for meetings unless the council determines otherwise.

Councils must adopt a code of meeting practice that incorporates the mandatory provisions of the Model Meeting Code.

A council's adopted code of meeting practice may also incorporate the non-mandatory provisions of the Model Meeting Code and other supplementary provisions. However, a code of meeting practice adopted by a council must not contain provisions that are inconsistent with the mandatory provisions of this Model Meeting Code.

A council and a committee of the council of which all the members are councillors must conduct its meetings in accordance with the code of meeting practice adopted by the council.

## 2 MEETING PRINCIPLES

2.1 Council and committee meetings should be:

*Transparent:* Decisions are made in a way that is open and accountable.

*Informed:* Decisions are made based on relevant, quality information.

*Inclusive:* Decisions respect the diverse needs and interests of the local community.

*Principled:* Decisions are informed by the principles prescribed under Chapter 3 of the Act.

*Trusted:* The community has confidence that councillors and staff act ethically and make decisions in the interests of the whole community.

*Respectful:* Councillors, staff and meeting attendees treat each other with respect.

*Effective:* Meetings are well organised, effectively run and skilfully chaired.

*Orderly:* Councillors, staff and meeting attendees behave in a way that contributes to the orderly conduct of the meeting.

## 3 BEFORE THE MEETING

### Timing of ordinary council meetings

3.1 Ordinary meetings of the council will be held on the following occasions:  
The first and third Tuesday of every month with the exception of January where no ordinary meetings will be held and July when an ordinary meeting will only be held on the third Tuesday. All meetings will commence at 6.00pm.

**Note: Under section 365 of the Act, councils are required to meet at least ten (10) times each year, each time in a different month unless the Minister for Local Government has approved a reduction in the number of times that a council is required to meet each year under section 365A.**

**Note: Under section 396 of the Act, county councils are required to meet at least four (4) times each year.**

**Note: Under section 400T of the Act, boards of joint organisations are required to meet at least four (4) times each year, each in a different quarter of the year.**

#### Extraordinary meetings

- 3.2 If the mayor receives a request in writing, signed by at least two (2) councillors, the mayor must call an extraordinary meeting of the council to be held as soon as practicable, but in any event, no more than fourteen (14) days after receipt of the request. The mayor can be one of the two councillors requesting the meeting.

**Note: Clause 3.3 reflects section 366 of the Act.**

#### Notice to the public of council meetings

- 3.3 The council must give notice to the public of the time, date and place of each of its meetings, including extraordinary meetings and of each meeting of committees of the council.

**Note: Clause 3.4 reflects section 9(1) of the Act.**

- 3.4 For the purposes of clause 3.4, notice of a meeting of the council and of a committee of council is to be published before the meeting takes place. The notice must be published on the council's website, and in such other manner that the council is satisfied is likely to bring notice of the meeting to the attention of as many people as possible.
- 3.5 For the purposes of clause 3.4, notice of more than one (1) meeting may be given in the same notice.

#### Notice to councillors of ordinary council meetings

- 3.6 The general manager must send to each councillor, at least three (3) days before each meeting of the council, a notice specifying the time, date and place at which the meeting is to be held, and the business proposed to be considered at the meeting.

**Note: Clause 3.7 reflects section 367(1) of the Act.**

- 3.7 The notice and the agenda for, and the business papers relating to, the meeting may be given to councillors in electronic form, but only if all councillors have facilities to access the notice, agenda and business papers in that form.

**Note: Clause 3.8 reflects section 367(3) of the Act.**

#### Notice to councillors of extraordinary meetings

- 3.8 Notice of less than three (3) days may be given to councillors of an extraordinary meeting of the council in cases of emergency.

**Note: Clause 3.9 reflects section 367(2) of the Act.**

Giving notice of business to be considered at council meetings

- 3.9 A councillor may give notice of any business they wish to be considered by the council at its next ordinary meeting by way of a notice of motion. To be included on the agenda of the meeting, the notice of motion must be in writing and must be submitted **five (5)** business days before the meeting is to be held.
- 3.10 A councillor may, in writing to the general manager, request the withdrawal of a notice of motion submitted by them prior to its inclusion in the agenda and business paper for the meeting at which it is to be considered.
- 3.11 **If the general manager considers that a notice of motion submitted by a councillor for consideration at an ordinary meeting of the council has legal, strategic, financial or policy implications which should be taken into consideration by the meeting, the general manager may prepare a report in relation to the notice of motion for inclusion with the business papers for the meeting at which the notice of motion is to be considered by the council.**
- 3.12 **A notice of motion for the expenditure of funds on works and/or services other than those already provided for in the council's current adopted operational plan must identify the source of funding for the expenditure that is the subject of the notice of motion. If the notice of motion does not identify a funding source, the general manager must either:**
- (a) prepare a report on the availability of funds for implementing the motion if adopted for inclusion in the business papers for the meeting at which the notice of motion is to be considered by the council, or**
  - (b) by written notice sent to all councillors with the business papers for the meeting for which the notice of motion has been submitted, defer consideration of the matter by the council to such a date specified in the notice, pending the preparation of such a report.**

Questions with notice

- 3.13 A councillor may, by way of a notice submitted under clause 3.10, ask a question for response by the general manager about the performance or operations of the council.
- 3.14 A councillor is not permitted to ask a question with notice under clause 3.14 that comprises a complaint against the general manager or a member of staff of the council, or a question that implies wrongdoing by the general manager or a member of staff of the council.
- 3.15 The general manager or their nominee may respond to a question with notice submitted under clause 3.14 by way of a report included in the business papers for the relevant meeting of the council or orally at the meeting.

Agenda and business papers for ordinary meetings

- 3.16 The general manager must cause the agenda for a meeting of the council or a committee of the council to be prepared as soon as practicable before the meeting.
- 3.17 The general manager must ensure that the agenda for an ordinary meeting of the council states:
- (a) all matters to be dealt with arising out of the proceedings of previous meetings of the council, and
  - (b) if the mayor is the chairperson – any matter or topic that the chairperson proposes, at the time when the agenda is prepared, to put to the meeting, and



- (c) all matters, including matters that are the subject of staff reports and reports of committees, to be considered at the meeting, and
  - (d) any business of which due notice has been given under clause 3.10.
- 3.18 Nothing in clause 3.18 limits the powers of the mayor to put a mayoral minute to a meeting under clause 9.6.
- 3.19 The general manager must not include in the agenda for a meeting of the council any business of which due notice has been given if, in the opinion of the general manager, the business is, or the implementation of the business would be, unlawful. The general manager must report, without giving details of the item of business, any such exclusion to the next meeting of the council.
- 3.20 Where the agenda includes the receipt of information or discussion of other matters that, in the opinion of the general manager, is likely to take place when the meeting is closed to the public, the general manager must ensure that the agenda of the meeting:
- (a) identifies the relevant item of business and indicates that it is of such a nature (without disclosing details of the information to be considered when the meeting is closed to the public), and
  - (b) states the grounds under section 10A(2) of the Act relevant to the item of business.

**Note: Clause 3.21 reflects section 9(2A)(a) of the Act.**

- 3.21 The general manager must ensure that the details of any item of business which, in the opinion of the general manager, is likely to be considered when the meeting is closed to the public, are included in a business paper provided to councillors for the meeting concerned. Such details must not be included in the business papers made available to the public and must not be disclosed by a councillor or by any other person to another person who is not authorised to have that information.

#### Statement of ethical obligations

- 3.22 [Business papers for all ordinary and extraordinary meetings of the council and committees of the council must contain a statement reminding councillors of their oath or affirmation of office made under section 233A of the Act and their obligations under the council's code of conduct to disclose and appropriately manage conflicts of interest.](#)

#### Availability of the agenda and business papers to the public

- 3.23 Copies of the agenda and the associated business papers, such as correspondence and reports for meetings of the council and committees of council, are to be published on the council's website, and must be made available to the public for inspection, or for taking away by any person free of charge at the offices of the council, at the relevant meeting and at such other venues determined by the council.

**Note: Clause 3.24 reflects section 9(2) and (4) of the Act.**

- 3.24 Clause 3.24 does not apply to the business papers for items of business that the general manager has identified under clause 3.21 as being likely to be considered when the meeting is closed to the public.

**Note: Clause 3.25 reflects section 9(2A)(b) of the Act.**

- 3.25 For the purposes of clause 3.24, copies of agendas and business papers must be published on the council's website and made available to the public at a time that is as close as possible to the time they are available to councillors.

**Note: Clause 3.26 reflects section 9(3) of the Act.**

- 3.26 A copy of an agenda, or of an associated business paper made available under clause 3.24, may in addition be given or made available in electronic form.

**Note: Clause 3.27 reflects section 9(5) of the Act.**

Agenda and business papers for extraordinary meetings

- 3.27 The general manager must ensure that the agenda for an extraordinary meeting of the council deals only with the matters stated in the notice of the meeting.
- 3.28 Despite clause 3.28, business may be considered at an extraordinary meeting of the council, even though due notice of the business has not been given, if:
- (a) a motion is passed to have the business considered at the meeting, and
  - (b) the business to be considered is ruled by the chairperson to be of great urgency on the grounds that it requires a decision by the council before the next scheduled ordinary meeting of the council.
- 3.29 A motion moved under clause 3.29(a) can be moved without notice but only after the business notified in the agenda for the extraordinary meeting has been dealt with.
- 3.30 Despite clauses 10.20–10.30, only the mover of a motion moved under clause 3.29(a) can speak to the motion before it is put.
- 3.31 A motion of dissent cannot be moved against a ruling of the chairperson under clause 3.29(b) on whether a matter is of great urgency.

Pre-meeting briefing sessions

- 3.32 Prior to each ordinary meeting of the council, the general manager may arrange a pre-meeting briefing session to brief councillors on business to be considered at the meeting. Pre-meeting briefing sessions may also be held for extraordinary meetings of the council and meetings of committees of the council.
- 3.33 Pre-meeting briefing sessions are to be held in the absence of the public.
- 3.34 Pre-meeting briefing sessions may be held by audio-visual link.
- 3.35 The general manager or a member of staff nominated by the general manager is to preside at pre-meeting briefing sessions.
- 3.36 Councillors must not use pre-meeting briefing sessions to debate or make preliminary decisions on items of business they are being briefed on, and any debate and decision-making must be left to the formal council or committee meeting at which the item of business is to be considered.
- 3.37 Councillors (including the mayor) must declare and manage any conflicts of interest they may have in relation to any item of business that is the subject of a briefing at a pre-meeting briefing session, in the same way that they are required to do so at a council or committee meeting. The council is to maintain a written record of all conflict of interest declarations made at pre-meeting briefing sessions and how the conflict of interest was managed by the councillor who made the declaration.

#### 4 PUBLIC FORUMS

- 4.1 The council may hold a public forum prior to each ordinary meeting of the council for the purpose of hearing oral submissions from members of the public on items of business to be considered at the meeting. Public forums may also be held prior to extraordinary council meetings and meetings of committees of the council.
- 4.2 Public forums may be held by audio-visual link.
- 4.3 Public forums are to be chaired by the mayor or their nominee.
- 4.4 To speak at a public forum, a person must first make an application in writing (email or letter) or phone call to Council's Executive Office. Applications to speak at the public forum must be received by **5.00pm on the day of the meeting** on which the public forum is to be held, and must identify the item of business on the agenda of the council meeting the person wishes to speak on, and whether they wish to speak 'for' or 'against' the item.
- 4.5 A person may apply to speak on a number of issues but will be restricted to five (5) minutes unless an extension is granted by resolution of Council.
- 4.6 Legal representatives acting on behalf of others are not to be permitted to speak at a public forum unless they identify their status as a legal representative when applying to speak at the public forum.
- 4.7 The general manager or their delegate may refuse an application to speak at a public forum. The general manager or their delegate must give reasons in writing for a decision to refuse an application.
- 4.8 No more than **five (5)** speakers are to be permitted to speak 'for' or 'against' each item of business on the agenda for the council meeting.
- 4.9 If more than the permitted number of speakers apply to speak 'for' or 'against' any item of business, the general manager or their delegate may request the speakers to nominate from among themselves the persons who are to address the council on the item of business. If the speakers are not able to agree on whom to nominate to address the council, the general manager or their delegate is to determine who will address the council at the public forum.
- 4.10 If more than the permitted number of speakers apply to speak 'for' or 'against' any item of business, the general manager or their delegate may, in consultation with the mayor or the mayor's nominated chairperson, increase the number of speakers permitted to speak on an item of business, where they are satisfied that it is necessary to do so to allow the council to hear a fuller range of views on the relevant item of business.
- 4.11 Approved speakers at the public forum are to register with the council any written, visual or audio material to be presented in support of their address to the council at the public forum, and to identify any equipment needs no more than **one (1) business** days before the public forum. The general manager or their delegate may refuse to allow such material to be presented.
- 4.12 The general manager or their delegate is to determine the order of speakers at the public forum.
- 4.13 Each speaker will be allowed five (5) minutes to address the council. This time is to be strictly enforced by the chairperson.

- 4.14 Speakers at public forums must not digress from the item on the agenda of the council meeting they have applied to address the council on. If a speaker digresses to irrelevant matters, the chairperson is to direct the speaker not to do so. If a speaker fails to observe a direction from the chairperson, the speaker will not be further heard.
- 4.15 A councillor (including the chairperson) may, through the chairperson, ask questions of a speaker following their address at a public forum. Questions put to a speaker must be direct, succinct and without argument.
- 4.16 Speakers are under no obligation to answer a question put under clause 4.15. Answers by the speaker, to each question are to be limited to one (1) minute.
- 4.17 Speakers at public forums cannot ask questions of the council, councillors, or council staff.
- 4.18 The general manager or their nominee may, with the concurrence of the chairperson, address the council for up to **two (2)** minutes in response to an address to the council at a public forum after the address and any subsequent questions and answers have been finalised.
- 4.19 Where an address made at a public forum raises matters that require further consideration by council staff, the general manager may recommend that the council defer consideration of the matter pending the preparation of a further report on the matters.
- 4.20 When addressing the council, speakers at public forums must comply with this code and all other relevant council codes, policies, and procedures. Speakers must refrain from engaging in disorderly conduct, publicly alleging breaches of the council's code of conduct or making other potentially defamatory statements.
- 4.21 If the chairperson considers that a speaker at a public forum has engaged in conduct of the type referred to in clause 4.20, the chairperson may request the person to refrain from the inappropriate behaviour and to withdraw and unreservedly apologise for any inappropriate comments. Where the speaker fails to comply with the chairperson's request, the chairperson may immediately require the person to stop speaking.
- 4.22 Clause 4.21 does not limit the ability of the chairperson to deal with disorderly conduct by speakers at public forums in accordance with the provisions of Part 15 of this code.
- 4.23 Where a speaker engages in conduct of the type referred to in clause 4.20, the general manager or their delegate may refuse further applications from that person to speak at public forums for such a period as the general manager or their delegate considers appropriate.
- 4.24 Councillors (including the mayor) must declare and manage any conflicts of interest they may have in relation to any item of business that is the subject of an address at a public forum, in the same way that they are required to do so at a council or committee meeting. The council is to maintain a written record of all conflict of interest declarations made at public forums and how the conflict of interest was managed by the councillor who made the declaration.

**Note: Public forums should not be held as part of a council or committee meeting. Council or committee meetings should be reserved for decision-making by the council or committee of council. Where a public forum is held as part of a council or committee meeting, it must be conducted in accordance**

**with the other requirements of this code relating to the conduct of council and committee meetings.**

## 5 COMING TOGETHER

### Attendance by councillors at meetings

- 5.1 All councillors must make reasonable efforts to attend meetings of the council and of committees of the council of which they are members.

**Note: A councillor may not attend a meeting as a councillor (other than the first meeting of the council after the councillor is elected or a meeting at which the councillor takes an oath or makes an affirmation of office) until they have taken an oath or made an affirmation of office in the form prescribed under section 233A of the Act.**

- 5.2 A councillor cannot participate in a meeting of the council or of a committee of the council unless personally present at the meeting, [unless permitted to attend the meeting by audio-visual link under this code](#).
- 5.3 Where a councillor is unable to attend one or more ordinary meetings of the council, the councillor should request that the council grant them a leave of absence from those meetings. This clause does not prevent a councillor from making an apology if they are unable to attend a meeting. However, the acceptance of such an apology does not constitute the granting of a leave of absence for the purposes of this code and the Act.
- 5.4 A councillor's request for leave of absence from council meetings should, if practicable, identify (by date) the meetings from which the councillor intends to be absent and the grounds upon which the leave of absence is being sought.
- 5.5 The council must act reasonably when considering whether to grant a councillor's request for a leave of absence.
- 5.6 A councillor's civic office will become vacant if the councillor is absent from three (3) consecutive ordinary meetings of the council without prior leave of the council, or leave granted by the council at any of the meetings concerned, unless the holder is absent because they have been suspended from office under the Act, or because the council has been suspended under the Act, or as a consequence of a compliance order under section 438HA.
- Note: Clause 5.6 reflects section 234(1)(d) of the Act.**
- 5.7 A councillor who intends to attend a meeting of the council despite having been granted a leave of absence should, if practicable, give the general manager at least two (2) days' notice of their intention to attend.

### The quorum for a meeting

- 5.8 The quorum for a meeting of the council is a majority of the councillors of the council who hold office at that time and are not suspended from office.
- Note: Clause 5.8 reflects section 368(1) of the Act.**
- 5.9 Clause 5.9 does not apply if the quorum is required to be determined in accordance with directions of the Minister in a performance improvement order issued in respect of the council.

**Note: Clause 5.9 reflects section 368(2) of the Act.**

- 5.10 A meeting of the council must be adjourned if a quorum is not present:
- (a) at the commencement of the meeting where the number of apologies received for the meeting indicates that there will not be a quorum for the meeting, or
  - (b) within half an hour after the time designated for the holding of the meeting, or
  - (c) at any time during the meeting.
- 5.11 In either case, the meeting must be adjourned to a time, date, and place fixed:
- (a) by the chairperson, or
  - (b) in the chairperson's absence, by the majority of the councillors present, or
  - (c) failing that, by the general manager.
- 5.12 The general manager must record in the council's minutes the circumstances relating to the absence of a quorum (including the reasons for the absence of a quorum) at or arising during a meeting of the council, together with the names of the councillors present.
- 5.13 Where, prior to the commencement of a meeting, it becomes apparent that a quorum may not be present at the meeting, or that the health, safety or welfare of councillors, council staff and members of the public may be put at risk by attending the meeting because of a natural disaster or a public health emergency, the mayor may, in consultation with the general manager and, as far as is practicable, with each councillor, cancel the meeting. Where a meeting is cancelled, notice of the cancellation must be published on the council's website and in such other manner that the council is satisfied is likely to bring notice of the cancellation to the attention of as many people as possible.
- 5.14 Where a meeting is cancelled under clause 5.13, the business to be considered at the meeting may instead be considered, where practicable, at the next ordinary meeting of the council or at an extraordinary meeting called under clause 3.3.

Meetings held by audio-visual link

- 5.15 A meeting of the council or a committee of the council may be held by audio-visual link where the mayor determines that the meeting should be held by audio-visual link because of a natural disaster or a public health emergency. The mayor may only make a determination under this clause where they are satisfied that attendance at the meeting may put the health and safety of councillors and staff at risk. The mayor must make a determination under this clause in consultation with the general manager and, as far as is practicable, with each councillor.
- 5.16 Where the mayor determines under clause 5.16 that a meeting is to be held by audio-visual link, the general manager must:
- (a) give written notice to all councillors that the meeting is to be held by audio-visual link, and
  - (b) take all reasonable steps to ensure that all councillors can participate in the meeting by audio-visual link, and
  - (c) cause a notice to be published on the council's website and in such other manner the general manager is satisfied will bring it to the attention of as many people as possible, advising that the meeting is to be held by audio-visual link and providing information about where members of the public may view the meeting.
- 5.17 This code applies to a meeting held by audio-visual link under clause 5.16 in the same Model Code of Meeting Practice for Local Councils in NSW

way it would if the meeting was held in person.

**Note: Where a council holds a meeting by audio-visual link under clause 5.15, it is still required under section 10 of the Act to provide a physical venue for members of the public to attend in person and observe the meeting.**

Attendance by councillors at meetings by audio-visual link

- 5.18 Councillors may attend and participate in meetings of the council and committees of the council by audio-visual link with the approval of the council or the relevant committee.
- 5.19 A request by a councillor for approval to attend a meeting by audio-visual link must be made in writing to the general manager prior to the meeting in question and must provide reasons why the councillor will be prevented from attending the meeting in person.
- 5.20 Councillors may request approval to attend more than one meeting by audio-visual link. Where a councillor requests approval to attend more than one meeting by audio-visual link, the request must specify the meetings the request relates to in addition to the information required under clause 5.19.
- 5.21 The council must comply with the Health Privacy Principles prescribed under the *Health Records and Information Privacy Act 2002* when collecting, holding, using and disclosing health information in connection with a request by a councillor to attend a meeting by audio-visual link.
- 5.22 A councillor who has requested approval to attend a meeting of the council or a committee of the council by audio-visual link may participate in the meeting by audio-visual link until the council or committee determines whether to approve their request and is to be taken as present at the meeting. The councillor may participate in a decision in relation to their request to attend the meeting by audio-visual link.
- 5.23 A decision whether to approve a request by a councillor to attend a meeting of the council or a committee of the council by audio-visual link must be made by a resolution of the council or the committee concerned. The resolution must state:
- (a) the meetings the resolution applies to, and
  - (b) the reason why the councillor is being permitted to attend the meetings by audio-visual link where it is on grounds other than illness, disability, or caring responsibilities.
- 5.24 If the council or committee refuses a councillor's request to attend a meeting by audio-visual link, their link to the meeting is to be terminated.
- 5.25 A decision whether to approve a councillor's request to attend a meeting by audio-visual link is at the council's or the relevant committee's discretion. The council and committees of the council must act reasonably when considering requests by councillors to attend meetings by audio-visual link. However, the council and committees of the council are under no obligation to approve a councillor's request to attend a meeting by audio-visual link where the technical capacity does not exist to allow the councillor to attend the meeting by these means.
- 5.26 The council and committees of the council may refuse a councillor's request to attend a meeting by audio-visual link where the council or committee is satisfied that the councillor has failed to appropriately declare and manage conflicts of interest, observe confidentiality or to comply with this code on one or more previous occasions they have attended a meeting of the council or a committee of the council by audio-visual link.

- 5.27 This code applies to a councillor attending a meeting by audio-visual link in the same way it would if the councillor was attending the meeting in person. Where a councillor is permitted to attend a meeting by audio-visual link under this code, they are to be taken as attending the meeting in person for the purposes of the code and will have the same voting rights as if they were attending the meeting in person.
- 5.28 A councillor must give their full attention to the business and proceedings of the meeting when attending a meeting by audio-visual link. The councillor's camera must be on at all times during the meeting except as may be otherwise provided for under this code.
- 5.29 A councillor must be appropriately dressed when attending a meeting by audio-visual link and must ensure that no items are within sight of the meeting that are inconsistent with the maintenance of order at the meeting or that are likely to bring the council or the committee into disrepute.

#### Entitlement of the public to attend council meetings

- 5.30 Everyone is entitled to attend a meeting of the council and committees of the council. The council must ensure that all meetings of the council and committees of the council are open to the public.

**Note: Clause 5.30 reflects section 10(1) of the Act.**

- 5.31 Clause 5.30 does not apply to parts of meetings that have been closed to the public under section 10A of the Act.

- 5.32 A person (whether a councillor or another person) is not entitled to be present at a meeting of the council or a committee of the council if expelled from the meeting:

- (a) by a resolution of the meeting, or
- (b) by the person presiding at the meeting if the council has, by resolution, authorised the person presiding to exercise the power of expulsion.

**Note: Clause 5.32 reflects section 10(2) of the Act.**

**Note: If adopted, clauses 15.13 and 15.14 confer a standing authorisation on all chairpersons of meetings of the council and committees of the council to expel persons from meetings. If adopted, clause 15.13 authorises chairpersons to expel any person, including a councillor, from a council or committee meeting. Alternatively, if adopted, clause 15.14 authorises chairpersons to expel persons other than councillors from a council or committee meeting.**

#### Webcasting of meetings

- 5.33 Each meeting of the council or a committee of the council is to be recorded by means of an audio or audio-visual device.

- 5.34 At the start of each meeting of the council or a committee of the council, the chairperson must inform the persons attending the meeting that:

- (a) the meeting is being recorded and made publicly available on the council's website, and
- (b) persons attending the meeting should refrain from making any defamatory statements.

- 5.35 The recording of a meeting is to be made publicly available on the council's website:



- (a) at the same time as the meeting is taking place, or
- (b) as soon as practicable after the meeting.

- 5.36 The recording of a meeting is to be made publicly available on the council's website for at least 12 months after the meeting.
- 5.37 Clauses 5.36 and 5.37 do not apply to any part of a meeting that has been closed to the public in accordance with section 10A of the Act.

**Note: Clauses 5.33 – 5.37 reflect section 236 of the Regulation.**

- 5.38 Recordings of meetings may be disposed of in accordance with the *State Records Act 1998*.

#### Attendance of the general manager and other staff at meetings

- 5.39 The general manager is entitled to attend, but not to vote at, a meeting of the council or a meeting of a committee of the council of which all of the members are councillors.

**Note: Clause 5.39 reflects section 376(1) of the Act.**

- 5.40 The general manager is entitled to attend a meeting of any other committee of the council and may, if a member of the committee, exercise a vote.

**Note: Clause 5.40 reflects section 376(2) of the Act.**

- 5.41 The general manager may be excluded from a meeting of the council or a committee while the council or committee deals with a matter relating to the standard of performance of the general manager or the terms of employment of the general manager.

**Note: Clause 5.41 reflects section 376(3) of the Act.**

- 5.42 The attendance of other council staff at a meeting, (other than as members of the public) shall be with the approval of the general manager.

- 5.43 The general manager and other council staff may attend meetings of the council and committees of the council by audio-visual-link. Attendance by council staff at meetings by audio-visual link (other than as members of the public) shall be with the approval of the general manager.

## **6 THE CHAIRPERSON**

#### The chairperson at meetings

- 6.1 The mayor, or at the request of or in the absence of the mayor, the deputy mayor (if any) presides at meetings of the council.

**Note: Clause 6.1 reflects section 369(1) of the Act.**

- 6.2 If the mayor and the deputy mayor (if any) are absent, a councillor elected to chair the meeting by the councillors present presides at a meeting of the council.

**Note: Clause 6.2 reflects section 369(2) of the Act.**

Election of the chairperson in the absence of the mayor and deputy mayor

- 6.3 If no chairperson is present at a meeting of the council at the time designated for the holding of the meeting, the first business of the meeting must be the election of a chairperson to preside at the meeting.
- 6.4 The election of a chairperson must be conducted:
- (a) by the general manager or, in their absence, an employee of the council designated by the general manager to conduct the election, or
  - (b) by the person who called the meeting or a person acting on their behalf if neither the general manager nor a designated employee is present at the meeting, or if there is no general manager or designated employee.
- 6.5 If, at an election of a chairperson, two (2) or more candidates receive the same number of votes and no other candidate receives a greater number of votes, the chairperson is to be the candidate whose name is chosen by lot.
- 6.6 For the purposes of clause 6.5, the person conducting the election must:
- (a) arrange for the names of the candidates who have equal numbers of votes to be written on similar slips, and
  - (b) then fold the slips so as to prevent the names from being seen, mix the slips and draw one of the slips at random.
- 6.7 The candidate whose name is on the drawn slip is the candidate who is to be the chairperson.
- 6.8 Any election conducted under clause 6.3, and the outcome of the vote, are to be recorded in the minutes of the meeting.

Chairperson to have precedence

- 6.9 When the chairperson rises or speaks during a meeting of the council:
- (a) any councillor then speaking or seeking to speak must cease speaking and, if standing, immediately resume their seat, and
  - (b) every councillor present must be silent to enable the chairperson to be heard without interruption.

**7 MODES OF ADDRESS**

- 7.1 If the chairperson is the mayor, they are to be addressed as 'Mr Mayor' or 'Madam Mayor'.
- 7.2 Where the chairperson is not the mayor, they are to be addressed as either 'Mr Chairperson' or 'Madam Chairperson'.
- 7.3 A councillor is to be addressed as 'Councillor [surname]'.
- 7.4 A council officer is to be addressed by their official designation or as Mr/Ms [surname].

**8 ORDER OF BUSINESS FOR ORDINARY COUNCIL MEETINGS**

- 8.1 The general order of business for an ordinary meeting of the council shall be:

**01 Opening meeting**

Model Code of Meeting Practice for Local Councils in NSW

15

- 02 Acknowledgement of country
- 03 Councillor Prayer or Declaration
- 04 Apologies and applications for a leave of absence or attendance by audio-visual link by councillors
- 05 Late Item/Urgent Business
- 06 Disclosure of Interest
- 07 Confirmation of minutes
- 08 Matter Arising and Outstanding Task List
- 09 Mayoral minute(s)
- 10 Notice(s) of Motion
- 11 Notice of Rescission(s)
- 12 Reports to council for Determination
- 13 Confidential matters
- 14 Conclusion of the meeting

- 8.2 The order of business as fixed under clause 8.1 may be altered for a particular meeting of the council if a motion to that effect is passed at that meeting. Such a motion can be moved without notice.

**Note: If adopted, Part 13 allows council to deal with items of business by exception.**

- 8.3 Despite clauses 10.20–10.30, only the mover of a motion referred to in clause 8.2 may speak to the motion before it is put.

- 8.4 In accordance with 8.1 item 03 Councillor Prayer or Declaration, the Mayor will ask at each meeting a Councillor to read either the following Declaration or Prayer on behalf of the Councillors present:

Declaration

*“On behalf of the elected Councillors present here tonight, I solemnly and sincerely declare and affirm that we will undertake the duties of the office of Councillor in the best interests of the people of Goulburn Mulwaree and that we will faithfully and impartially carry out the functions, powers, authorities and discretions vested in us to the best of our ability and judgement.”*

Prayer

*“We thank thee, Lord, for this position of honour and trust. Give us the courage to serve our Council and community with honesty and integrity; And to discharge the duties entrusted to us for the common good of all mankind.”*

## 9 CONSIDERATION OF BUSINESS AT COUNCIL MEETINGS

### Business that can be dealt with at a council meeting

- 9.1 The council must not consider business at a meeting of the council:
- (a) unless a councillor has given notice of the business, as required by clause 3.10, and
  - (b) unless notice of the business has been sent to the councillors in accordance with clause 3.7 in the case of an ordinary meeting or clause 3.9 in the case of an extraordinary meeting called in an emergency.
- 9.2 Clause 9.1 does not apply to the consideration of business at a meeting, if the business:

- (a) is already before, or directly relates to, a matter that is already before the council, or
  - (b) is the election of a chairperson to preside at the meeting, or
  - (c) subject to clause 9.9, is a matter or topic put to the meeting by way of a mayoral minute, or
  - (d) is a motion for the adoption of recommendations of a committee, including, but not limited to, a committee of the council.
- 9.3 Despite clause 9.1, business may be considered at a meeting of the council even though due notice of the business has not been given to the councillors if:
- (a) a motion is passed to have the business considered at the meeting, and
  - (b) the business to be considered is ruled by the chairperson to be of great urgency on the grounds that it requires a decision by the council before the next scheduled ordinary meeting of the council.
- 9.4 A motion moved under clause 9.3(a) can be moved without notice. Despite clauses 10.20–10.30, only the mover of a motion referred to in clause 9.3(a) can speak to the motion before it is put.
- 9.5 A motion of dissent cannot be moved against a ruling by the chairperson under clause 9.3(b).

#### Mayoral minutes

- 9.6 Subject to clause 9.9, if the mayor is the chairperson at a meeting of the council, the mayor may, by minute signed by the mayor, put to the meeting without notice any matter or topic that is within the jurisdiction of the council, or of which the council has official knowledge.
- 9.7 A mayoral minute, when put to a meeting, takes precedence over all business on the council's agenda for the meeting. The chairperson (but only if the chairperson is the mayor) may move the adoption of a mayoral minute without the motion being seconded.
- 9.8 A recommendation made in a mayoral minute put by the mayor is, so far as it is adopted by the council, a resolution of the council.
- 9.9 A mayoral minute must not be used to put without notice matters that are routine and not urgent or matters for which proper notice should be given because of their complexity. For the purpose of this clause, a matter will be urgent where it requires a decision by the council before the next scheduled ordinary meeting of the council.
- 9.10 Where a mayoral minute makes a recommendation which, if adopted, would require the expenditure of funds on works and/or services other than those already provided for in the council's current adopted operational plan, it must identify the source of funding for the expenditure that is the subject of the recommendation. If the mayoral minute does not identify a funding source, the council must defer consideration of the matter, pending a report from the general manager on the availability of funds for implementing the recommendation if adopted.

#### Staff reports

- 9.11 A recommendation made in a staff report is, so far as it is adopted by the council, a resolution of the council.

#### Reports of committees of council

- 9.12 The recommendations of a committee of the council are, so far as they are adopted by the council, resolutions of the council.
- 9.13 If in a report of a committee of the council distinct recommendations are made, the council may make separate decisions on each recommendation.

#### Questions

- 9.14 A question must not be asked at a meeting of the council unless it concerns a matter on the agenda of the meeting or notice has been given of the question in accordance with clauses 3.10 and 3.14.
- 9.15 A councillor may, through the chairperson, put a question to another councillor about a matter on the agenda.
- 9.16 A councillor may, through the general manager, put a question to a council employee about a matter on the agenda. Council employees are only obliged to answer a question put to them through the general manager at the direction of the general manager.
- 9.17 A councillor or council employee to whom a question is put is entitled to be given reasonable notice of the question and, in particular, sufficient notice to enable reference to be made to other persons or to information. Where a councillor or council employee to whom a question is put is unable to respond to the question at the meeting at which it is put, they may take it on notice and report the response to the next meeting of the council.
- 9.18 Councillors must put questions directly, succinctly, respectfully and without argument.
- 9.19 The chairperson must not permit discussion on any reply to, or refusal to reply to, a question put to a councillor or council employee.

### **10 RULES OF DEBATE**

#### Motions to be seconded

- 10.1 Unless otherwise specified in this code, a motion or an amendment cannot be debated unless or until it has been seconded.

#### Notices of motion

- 10.2 A councillor who has submitted a notice of motion under clause 3.10 is to move the motion the subject of the notice of motion at the meeting at which it is to be considered.
- 10.3 If a councillor who has submitted a notice of motion under clause 3.10 wishes to withdraw it after the agenda and business paper for the meeting at which it is to be considered have been sent to councillors, the councillor may request the withdrawal of the motion when it is before the council.
- 10.4 In the absence of a councillor who has placed a notice of motion on the agenda for a meeting of the council:
- (a) any other councillor may, with the leave of the chairperson, move the motion at the meeting, or
  - (b) the chairperson may defer consideration of the motion until the next meeting of the council.

#### Chairperson's duties with respect to motions

Model Code of Meeting Practice for Local Councils in NSW

18

- 10.5 It is the duty of the chairperson at a meeting of the council to receive and put to the meeting any lawful motion that is brought before the meeting.
- 10.6 The chairperson must rule out of order any motion or amendment to a motion that is unlawful or the implementation of which would be unlawful.
- 10.7 Before ruling out of order a motion or an amendment to a motion under clause 10.6, the chairperson is to give the mover an opportunity to clarify or amend the motion or amendment.
- 10.8 Any motion, amendment, or other matter that the chairperson has ruled out of order is taken to have been lost.

#### Motions requiring the expenditure of funds

- 10.9 A motion or an amendment to a motion which if passed would require the expenditure of funds on works and/or services other than those already provided for in the council's current adopted operational plan must identify the source of funding for the expenditure that is the subject of the motion. If the motion does not identify a funding source, the council must defer consideration of the matter, pending a report from the general manager on the availability of funds for implementing the motion if adopted.

#### Amendments to motions

- 10.10 An amendment to a motion must be moved and seconded before it can be debated.
- 10.11 An amendment to a motion must relate to the matter being dealt with in the original motion before the council and must not be a direct negative of the original motion. An amendment to a motion which does not relate to the matter being dealt with in the original motion, or which is a direct negative of the original motion, must be ruled out of order by the chairperson.
- 10.12 The mover of an amendment is to be given the opportunity to explain any uncertainties in the proposed amendment before a seconder is called for.
- 10.13 If an amendment has been lost, a further amendment can be moved to the motion to which the lost amendment was moved, and so on, but no more than one (1) motion and one (1) proposed amendment can be before council at any one time.
- 10.14 While an amendment is being considered, debate must only occur in relation to the amendment and not the original motion. Debate on the original motion is to be suspended while the amendment to the original motion is being debated.
- 10.15 If the amendment is carried, it becomes the motion and is to be debated. If the amendment is lost, debate is to resume on the original motion.
- 10.16 An amendment may become the motion without debate or a vote where it is accepted by the councillor who moved the original motion.

#### Foreshadowed motions

- 10.17 A councillor may propose a foreshadowed motion in relation to the matter the subject of the original motion before the council, without a seconder during debate on the original motion. The foreshadowed motion is only to be considered if the original motion is lost or withdrawn and the foreshadowed motion is then moved and seconded. If the original motion is carried, the foreshadowed motion lapses.

- 10.18 Where an amendment has been moved and seconded, a councillor may, without a seconder, foreshadow a further amendment that they propose to move after the first amendment has been dealt with. There is no limit to the number of foreshadowed amendments that may be put before the council at any time. However, no discussion can take place on foreshadowed amendments until the previous amendment has been dealt with and the foreshadowed amendment has been moved and seconded.
- 10.19 Foreshadowed motions and foreshadowed amendments are to be considered in the order in which they are proposed. However, foreshadowed motions cannot be considered until all foreshadowed amendments have been dealt with.

Limitations on the number and duration of speeches

- 10.20 A councillor who, during a debate at a meeting of the council, moves an original motion, has the right to speak on each amendment to the motion and a right of general reply to all observations that are made during the debate in relation to the motion, and any amendment to it at the conclusion of the debate before the motion (whether amended or not) is finally put.
- 10.21 A councillor, other than the mover of an original motion, has the right to speak once on the motion and once on each amendment to it.
- 10.22 A councillor must not, without the consent of the council, speak more than once on a motion or an amendment, or for longer than five (5) minutes at any one time.
- 10.23 Despite clause 10.22, the chairperson may permit a councillor who claims to have been misrepresented or misunderstood to speak more than once on a motion or an amendment, and for longer than five (5) minutes on that motion or amendment to enable the councillor to make a statement limited to explaining the misrepresentation or misunderstanding.
- 10.24 Despite clause 10.22, the council may resolve to shorten the duration of speeches to expedite the consideration of business at a meeting.
- 10.25 Despite clauses 10.20 and 10.21, a councillor may move that a motion or an amendment be now put:
- (a) if the mover of the motion or amendment has spoken in favour of it and no councillor expresses an intention to speak against it, or
  - (b) if at least two (2) councillors have spoken in favour of the motion or amendment and at least two (2) councillors have spoken against it.
- 10.26 The chairperson must immediately put to the vote, without debate, a motion moved under clause 10.25. A seconder is not required for such a motion.
- 10.27 If a motion that the original motion or an amendment be now put is passed, the chairperson must, without further debate, put the original motion or amendment to the vote immediately after the mover of the original motion has exercised their right of reply under clause 10.20.
- 10.28 If a motion that the original motion or an amendment be now put is lost, the chairperson must allow the debate on the original motion or the amendment to be resumed.
- 10.29 All councillors must be heard without interruption and all other councillors must, unless otherwise permitted under this code, remain silent while another councillor is speaking.

- 10.30 Once the debate on a matter has concluded and a matter has been dealt with, the chairperson must not allow further debate on the matter.

## 11 VOTING

### Voting entitlements of councillors

- 11.1 Each councillor is entitled to one (1) vote.

**Note: Clause 11.1 reflects section 370(1) of the Act.**

- 11.2 The person presiding at a meeting of the council has, in the event of an equality of votes, a second or casting vote.

**Note: Clause 11.2 reflects section 370(2) of the Act.**

- 11.3 Where the chairperson declines to exercise, or fails to exercise, their second or casting vote, in the event of an equality of votes, the motion being voted upon is lost.

### Voting at council meetings

- 11.4 A councillor who is present at a meeting of the council but who fails to vote on a motion put to the meeting is taken to have voted against the motion.

- 11.5 If a councillor who has voted against a motion put at a council meeting so requests, the general manager must ensure that the councillor's dissenting vote is recorded in the council's minutes.

- 11.6 The decision of the chairperson as to the result of a vote is final unless the decision is immediately challenged and not fewer than two (2) councillors rise and call for a division.

- 11.7 When a division on a motion is called, the chairperson must ensure that the division takes place immediately. The general manager must ensure that the names of those who vote for the motion and those who vote against it are recorded in the council's minutes for the meeting.

- 11.8 When a division on a motion is called, any councillor who fails to vote will be recorded as having voted against the motion in accordance with clause 11.5 of this code.

- 11.9 Voting at a meeting, including voting in an election at a meeting, is to be by open means (such as on the voices, by show of hands or by a visible electronic voting system). However, the council may resolve that the voting in any election by councillors for mayor or deputy mayor is to be by secret ballot.

- 11.10 All voting at council meetings, (including meetings that are closed to the public), must be recorded in the minutes of meetings with the names of councillors who voted for and against each motion or amendment, (including the use of the casting vote), being recorded.

**Note: If clause 11.10 is adopted, clauses 11.5 – 11.9 and clause 11.12 may be omitted.**

### Voting on planning decisions

- 11.11 The general manager must keep a register containing, for each planning decision

Model Code of Meeting Practice for Local Councils in NSW

21



made at a meeting of the council or a council committee (including, but not limited to a committee of the council), the names of the councillors who supported the decision and the names of any councillors who opposed (or are taken to have opposed) the decision.

- 11.12 For the purpose of maintaining the register, a division is taken to have been called whenever a motion for a planning decision is put at a meeting of the council or a council committee.
- 11.13 Each decision recorded in the register is to be described in the register or identified in a manner that enables the description to be obtained from another publicly available document.
- 11.14 Clauses 11.12–11.14 apply also to meetings that are closed to the public.

**Note: Clauses 11.12–11.15 reflect section 375A of the Act.**

**Note: The requirements of clause 11.12 may be satisfied by maintaining a register of the minutes of each planning decision.**

## 12 COMMITTEE OF THE WHOLE

- 12.1 The council may resolve itself into a committee to consider any matter before the council.

**Note: Clause 12.1 reflects section 373 of the Act.**

- 12.2 All the provisions of this code relating to meetings of the council, so far as they are applicable, extend to and govern the proceedings of the council when in committee of the whole, except the provisions limiting the number and duration of speeches.

**Note: Clauses 10.20–10.30 limit the number and duration of speeches.**

- 12.3 The general manager or, in the absence of the general manager, an employee of the council designated by the general manager, is responsible for reporting to the council the proceedings of the committee of the whole. It is not necessary to report the proceedings in full, but any recommendations of the committee must be reported.
- 12.4 The council must ensure that a report of the proceedings (including any recommendations of the committee) is recorded in the council's minutes. However, the council is not taken to have adopted the report until a motion for adoption has been made and passed.

## 13 DEALING WITH ITEMS BY EXCEPTION

- 13.1 The council or a committee of council may, at any time, resolve to adopt multiple items of business on the agenda together by way of a single resolution.
- 13.2 Before the council or committee resolves to adopt multiple items of business on the agenda together under clause 13.1, the chairperson must list the items of business to be adopted and ask councillors to identify any individual items of business listed by the chairperson that they intend to vote against the recommendation made in the business paper or that they wish to speak on.
- 13.3 The council or committee must not resolve to adopt any item of business under clause 13.1 that a councillor has identified as being one they intend to vote against the recommendation made in the business paper or to speak on.

- 13.4 Where the consideration of multiple items of business together under clause 13.1 involves a variation to the order of business for the meeting, the council or committee must resolve to alter the order of business in accordance with clause 8.2.
- 13.5 A motion to adopt multiple items of business together under clause 13.1 must identify each of the items of business to be adopted and state that they are to be adopted as recommended in the business paper.
- 13.6 Items of business adopted under clause 13.1 are to be taken to have been adopted unanimously.
- 13.7 Councillors must ensure that they declare and manage any conflicts of interest they may have in relation to items of business considered together under clause 13.1 in accordance with the requirements of the council's code of conduct.

#### 14 CLOSURE OF COUNCIL MEETINGS TO THE PUBLIC

##### Grounds on which meetings can be closed to the public

- 14.1 The council or a committee of the council may close to the public so much of its meeting as comprises the discussion or the receipt of any of the following types of matters:
- (a) personnel matters concerning particular individuals (other than councillors),
  - (b) the personal hardship of any resident or ratepayer,
  - (c) information that would, if disclosed, confer a commercial advantage on a person with whom the council is conducting (or proposes to conduct) business,
  - (d) commercial information of a confidential nature that would, if disclosed:
    - (i) prejudice the commercial position of the person who supplied it, or
    - (ii) confer a commercial advantage on a competitor of the council, or
    - (iii) reveal a trade secret,
  - (e) information that would, if disclosed, prejudice the maintenance of law,
  - (f) matters affecting the security of the council, councillors, council staff or council property,
  - (g) advice concerning litigation, or advice that would otherwise be privileged from production in legal proceedings on the ground of legal professional privilege,
  - (h) information concerning the nature and location of a place or an item of Aboriginal significance on community land,
  - (i) alleged contraventions of the council's code of conduct.

**Note: Clause 14.1 reflects section 10A(1) and (2) of the Act.**

- 14.2 The council or a committee of the council may also close to the public so much of its meeting as comprises a motion to close another part of the meeting to the public.

**Note: Clause 14.2 reflects section 10A(3) of the Act.**

##### Matters to be considered when closing meetings to the public

- 14.3 A meeting is not to remain closed during the discussion of anything referred to in clause 14.1:
- (a) except for so much of the discussion as is necessary to preserve the relevant confidentiality, privilege or security, and
  - (b) if the matter concerned is a matter other than a personnel matter concerning particular individuals, the personal hardship of a resident or ratepayer or a trade secret – unless the council or committee concerned is satisfied that discussion of the matter in an open meeting would, on balance, be contrary to the public

interest.

**Note: Clause 14.3 reflects section 10B(1) of the Act.**

- 14.4 A meeting is not to be closed during the receipt and consideration of information or advice referred to in clause 14.1(g) unless the advice concerns legal matters that:
- (a) are substantial issues relating to a matter in which the council or committee is involved, and
  - (b) are clearly identified in the advice, and
  - (c) are fully discussed in that advice.

**Note: Clause 14.4 reflects section 10B(2) of the Act.**

- 14.5 If a meeting is closed during the discussion of a motion to close another part of the meeting to the public (as referred to in clause 14.2), the consideration of the motion must not include any consideration of the matter or information to be discussed in that other part of the meeting other than consideration of whether the matter concerned is a matter referred to in clause 14.1.

**Note: Clause 14.5 reflects section 10B(3) of the Act.**

- 14.6 For the purpose of determining whether the discussion of a matter in an open meeting would be contrary to the public interest, it is irrelevant that:
- (a) a person may misinterpret or misunderstand the discussion, or
  - (b) the discussion of the matter may:
    - (i) cause embarrassment to the council or committee concerned, or to councillors or to employees of the council, or
    - (ii) cause a loss of confidence in the council or committee.

**Note: Clause 14.6 reflects section 10B(4) of the Act.**

- 14.7 In deciding whether part of a meeting is to be closed to the public, the council or committee concerned must consider any relevant guidelines issued by the Departmental Chief Executive of the Office of Local Government.

**Note: Clause 14.7 reflects section 10B(5) of the Act.**

Notice of likelihood of closure not required in urgent cases

- 14.8 Part of a meeting of the council, or of a committee of the council, may be closed to the public while the council or committee considers a matter that has not been identified in the agenda for the meeting under clause 3.21 as a matter that is likely to be considered when the meeting is closed, but only if:
- (a) it becomes apparent during the discussion of a particular matter that the matter is a matter referred to in clause 14.1, and
  - (b) the council or committee, after considering any representations made under clause 14.9, resolves that further discussion of the matter:
    - (i) should not be deferred (because of the urgency of the matter), and
    - (ii) should take place in a part of the meeting that is closed to the public.

**Note: Clause 14.8 reflects section 10C of the Act.**

Representations by members of the public

- 14.9 The council, or a committee of the council, may allow members of the public to make Model Code of Meeting Practice for Local Councils in NSW

24

representations to or at a meeting, before any part of the meeting is closed to the public, as to whether that part of the meeting should be closed.

**Note: Clause 14.9 reflects section 10A(4) of the Act.**

- 14.10 A representation under clause 14.9 is to be made after the motion to close the part of the meeting is moved and seconded.
- 14.11 Where the matter has been identified in the agenda of the meeting under clause 3.21 as a matter that is likely to be considered when the meeting is closed to the public, in order to make representations under clause 14.9, members of the public must first make an application to the council in the approved form. Applications must be received by **5.00pm on the day of the meeting** before the meeting at which the matter is to be considered.
- 14.12 The general manager (or their delegate) may refuse an application made under clause 14.11. The general manager or their delegate must give reasons in writing for a decision to refuse an application.
- 14.13 No more than **[number to be specified by the council]** speakers are to be permitted to make representations under clause 14.9.
- 14.14 If more than the permitted number of speakers apply to make representations under clause 14.9, the general manager or their delegate may request the speakers to nominate from among themselves the persons who are to make representations to the council. If the speakers are not able to agree on whom to nominate to make representations under clause 14.9, the general manager or their delegate is to determine who will make representations to the council.
- 14.15 The general manager (or their delegate) is to determine the order of speakers.
- 14.16 Where the council or a committee of the council proposes to close a meeting or part of a meeting to the public in circumstances where the matter has not been identified in the agenda for the meeting under clause 3.21 as a matter that is likely to be considered when the meeting is closed to the public, the chairperson is to invite representations from the public under clause 14.9 after the motion to close the part of the meeting is moved and seconded. The chairperson is to permit no more than **[number to be specified by the council]** speakers to make representations in such order as determined by the chairperson.
- 14.17 Each speaker will be allowed **five (5)** minutes to make representations, and this time limit is to be strictly enforced by the chairperson. Speakers must confine their representations to whether the meeting should be closed to the public. If a speaker digresses to irrelevant matters, the chairperson is to direct the speaker not to do so. If a speaker fails to observe a direction from the chairperson, the speaker will not be further heard.

#### Expulsion of non-councillors from meetings closed to the public

- 14.18 If a meeting or part of a meeting of the council or a committee of the council is closed to the public in accordance with section 10A of the Act and this code, any person who is not a councillor and who fails to leave the meeting when requested, may be expelled from the meeting as provided by section 10(2)(a) or (b) of the Act.
- 14.19 If any such person, after being notified of a resolution or direction expelling them from the meeting, fails to leave the place where the meeting is being held, a police officer, or any person authorised for the purpose by the council or person presiding, may, by using only such force as is necessary, remove the first-mentioned person from that

place and, if necessary restrain that person from re-entering that place for the remainder of the meeting.

Obligations of councillors attending meetings by audio-visual link

- 14.20 Councillors attending a meeting by audio-visual link must ensure that no other person is within sight or hearing of the meeting at any time that the meeting is closed to the public under section 10A of the Act.

Information to be disclosed in resolutions closing meetings to the public

- 14.21 The grounds on which part of a meeting is closed must be stated in the decision to close that part of the meeting and must be recorded in the minutes of the meeting. The grounds must specify the following:
- (a) the relevant provision of section 10A(2) of the Act,
  - (b) the matter that is to be discussed during the closed part of the meeting,
  - (c) the reasons why the part of the meeting is being closed, including (if the matter concerned is a matter other than a personnel matter concerning particular individuals, the personal hardship of a resident or ratepayer or a trade secret) an explanation of the way in which discussion of the matter in an open meeting would be, on balance, contrary to the public interest.

**Note: Clause 14.21 reflects section 10D of the Act.**

Resolutions passed at closed meetings to be made public

- 14.22 If the council passes a resolution during a meeting, or a part of a meeting, that is closed to the public, the chairperson must make the resolution public as soon as practicable after the meeting, or the relevant part of the meeting, has ended, and the resolution must be recorded in the publicly available minutes of the meeting.
- 14.23 Resolutions passed during a meeting, or a part of a meeting, that is closed to the public must be made public by the chairperson under clause 14.22 during a part of the meeting that is webcast.

## 15 KEEPING ORDER AT MEETINGS

Points of order

- 15.1 A councillor may draw the attention of the chairperson to an alleged breach of this code by raising a point of order. A point of order does not require a seconder.
- 15.2 A point of order cannot be made with respect to adherence to the principles contained in clause 2.1.
- 15.3 A point of order must be taken immediately it is raised. The chairperson must suspend the business before the meeting and permit the councillor raising the point of order to state the provision of this code they believe has been breached. The chairperson must then rule on the point of order – either by upholding it or by overruling it.

Questions of order

- 15.4 The chairperson, without the intervention of any other councillor, may call any councillor to order whenever, in the opinion of the chairperson, it is necessary to do so.

- 15.5 A councillor who claims that another councillor has committed an act of disorder, or is out of order, may call the attention of the chairperson to the matter.
- 15.6 The chairperson must rule on a question of order immediately after it is raised but, before doing so, may invite the opinion of the council.
- 15.7 The chairperson's ruling must be obeyed unless a motion dissenting from the ruling is passed.

#### Motions of dissent

- 15.8 A councillor can, without notice, move to dissent from a ruling of the chairperson on a point of order or a question of order. If that happens, the chairperson must suspend the business before the meeting until a decision is made on the motion of dissent.
- 15.9 If a motion of dissent is passed, the chairperson must proceed with the suspended business as though the ruling dissented from had not been given. If, as a result of the ruling, any motion or business has been rejected as out of order, the chairperson must restore the motion or business to the agenda and proceed with it in due course.
- 15.10 Despite any other provision of this code, only the mover of a motion of dissent and the chairperson can speak to the motion before it is put. The mover of the motion does not have a right of general reply.

#### Acts of disorder

- 15.11 A councillor commits an act of disorder if the councillor, at a meeting of the council or a committee of the council:
- (a) contravenes the Act, [the Regulation](#) or this code, or
  - (b) assaults or threatens to assault another councillor or person present at the meeting, or
  - (c) moves or attempts to move a motion or an amendment that has an unlawful purpose or that deals with a matter that is outside the jurisdiction of the council or the committee, or addresses or attempts to address the council or the committee on such a motion, amendment or matter, or
  - (d) insults, makes [unfavourable personal remarks about](#), or imputes improper motives to any other council official, or alleges a breach of the council's code of conduct, or
  - (e) says or does anything that is inconsistent with maintaining order at the meeting or is likely to bring the council or the committee into disrepute.

**Note: Clause 15.11 reflects section 182 of the Regulation.**

- 15.12 The chairperson may require a councillor:
- (a) to apologise without reservation for an act of disorder referred to in clauses 15.11(a), (b), or (e), or
  - (b) to withdraw a motion or an amendment referred to in clause 15.11(c) and, where appropriate, to apologise without reservation, or
  - (c) to retract and apologise without reservation [for any statement that constitutes](#) an act of disorder referred to in clauses 15.11(d) and (e).

**Note: Clause 15.12 reflects section 233 of the Regulation.**

How disorder at a meeting may be dealt with

- 15.13 If disorder occurs at a meeting of the council, the chairperson may adjourn the meeting for a period of not more than fifteen (15) minutes and leave the chair. The council, on reassembling, must, on a question put from the chairperson, decide without debate whether the business is to be proceeded with or not. This clause applies to disorder arising from the conduct of members of the public as well as disorder arising from the conduct of councillors.

Expulsion from meetings

- 15.14 All chairpersons of meetings of the council and committees of the council are authorised under this code to expel any person, including any councillor, from a council or committee meeting, for the purposes of section 10(2)(b) of the Act.
- 15.15 All chairpersons of meetings of the council and committees of the council are authorised under this code to expel any person other than a councillor, from a council or committee meeting, for the purposes of section 10(2)(b) of the Act. Councillors may only be expelled by resolution of the council or the committee of the council.

**Note: Councils may use either clause 15.14 or clause 15.15.**

- 15.16 Clause [15.14/15.15] **[delete whichever is not applicable]**, does not limit the ability of the council or a committee of the council to resolve to expel a person, including a councillor, from a council or committee meeting, under section 10(2)(a) of the Act.
- 15.17 A councillor may, as provided by section 10(2)(a) or (b) of the Act, be expelled from a meeting of the council for having failed to comply with a requirement under clause 15.12. The expulsion of a councillor from the meeting for that reason does not prevent any other action from being taken against the councillor for the act of disorder concerned.

**Note: Clause 15.16 reflects section 233(2) of the Regulation.**

- 15.18 A member of the public may, as provided by section 10(2)(a) or (b) of the Act, be expelled from a meeting of the council for engaging in or having engaged in disorderly conduct at the meeting.
- 15.19 Where a councillor or a member of the public is expelled from a meeting, the expulsion and the name of the person expelled, if known, are to be recorded in the minutes of the meeting.
- 15.20 If a councillor or a member of the public fails to leave the place where a meeting of the council is being held immediately after they have been expelled, a police officer, or any person authorised for the purpose by the council or person presiding, may, by using only such force as is necessary, remove the councillor or member of the public from that place and, if necessary, restrain the councillor or member of the public from re-entering that place for the remainder of the meeting.

How disorder by councillors attending meetings by audio-visual link may be dealt with

- 15.21 Where a councillor is attending a meeting by audio-visual link, the chairperson or a person authorised by the chairperson may mute the councillor's audio link to the meeting for the purposes of enforcing compliance with this code.
- 15.22 If a councillor attending a meeting by audio-visual link is expelled from a meeting for an act of disorder, the chairperson of the meeting or a person authorised by the chairperson, may terminate the councillor's audio-visual link to the meeting.

Use of mobile phones and the unauthorised recording of meetings

- 15.23 Councillors, council staff and members of the public must ensure that mobile phones are turned to silent during meetings of the council and committees of the council.
- 15.24 A person must not live stream or use an audio recorder, video camera, mobile phone or any other device to make a recording of the proceedings of a meeting of the council or a committee of the council without the prior authorisation of the council or the committee.
- 15.25 [Without limiting clause 15.18, a contravention of clause 15.24 or an attempt to contravene that clause, constitutes disorderly conduct for the purposes of clause 15.17.](#) Any person who contravenes or attempts to contravene clause 15.24 may be expelled from the meeting as provided for under section 10(2) of the Act.
- 15.26 If any such person, after being notified of a resolution or direction expelling them from the meeting, fails to leave the place where the meeting is being held, a police officer, or any person authorised for the purpose by the council or person presiding, may, by using only such force as is necessary, remove the first-mentioned person from that place and, if necessary, restrain that person from re-entering that place for the remainder of the meeting.

**16 CONFLICTS OF INTEREST**

- 16.1 All councillors and, where applicable, all other persons, must declare and manage any conflicts of interest they may have in matters being considered at meetings of the council and committees of the council in accordance with the council's code of conduct. All declarations of conflicts of interest and how the conflict of interest was managed by the person who made the declaration must be recorded in the minutes of the meeting at which the declaration was made.
- 16.2 [Councillors attending a meeting by audio-visual link must declare and manage any conflicts of interest they may have in matters being considered at the meeting in accordance with the council's code of conduct. Where a councillor has declared a pecuniary or significant non-pecuniary conflict of interest in a matter being discussed at the meeting, the councillor's audio-visual link to the meeting must be suspended or terminated and the councillor must not be in sight or hearing of the meeting at any time during which the matter is being considered or discussed by the council or committee, or at any time during which the council or committee is voting on the matter.](#)

**17 DECISIONS OF THE COUNCIL**Council decisions

- 17.1 A decision supported by a majority of the votes at a meeting of the council at which a quorum is present is a decision of the council.

**Note: Clause 17.1 reflects section 371 of the Act in the case of councils and section 400T(8) in the case of joint organisations.**

- 17.2 Decisions made by the council must be accurately recorded in the minutes of the meeting at which the decision is made.

Rescinding or altering council decisions

- 17.3 A resolution passed by the council may not be altered or rescinded except by a motion



to that effect of which notice has been given under clause 3.10.

**Note: Clause 17.3 reflects section 372(1) of the Act.**

- 17.4 If a notice of motion to rescind a resolution is given at the meeting at which the resolution is carried, the resolution must not be carried into effect until the motion of rescission has been dealt with.

**Note: Clause 17.4 reflects section 372(2) of the Act.**

- 17.5 If a motion has been lost, a motion having the same effect must not be considered unless notice of it has been duly given in accordance with clause 3.10.

**Note: Clause 17.5 reflects section 372(3) of the Act.**

- 17.6 A notice of motion to alter or rescind a resolution, and a notice of motion which has the same effect as a motion which has been lost, must be signed by three (3) councillors if less than three (3) months has elapsed since the resolution was passed, or the motion was lost.

**Note: Clause 17.6 reflects section 372(4) of the Act.**

- 17.7 If a motion to alter or rescind a resolution has been lost, or if a motion which has the same effect as a previously lost motion is lost, no similar motion may be brought forward within three (3) months of the meeting at which it was lost. This clause may not be evaded by substituting a motion differently worded, but in principle the same.

**Note: Clause 17.7 reflects section 372(5) of the Act.**

- 17.8 The provisions of clauses 17.5–17.7 concerning lost motions do not apply to motions of adjournment.

**Note: Clause 17.8 reflects section 372(7) of the Act.**

- 17.9 A notice of motion submitted in accordance with clause 17.6 may only be withdrawn under clause 3.11 with the consent of all signatories to the notice of motion.

- 17.10 A notice of motion to alter or rescind a resolution relating to a development application must be submitted to the general manager no later than **24 Hours** after the meeting at which the resolution was adopted.

- 17.11 A motion to alter or rescind a resolution of the council may be moved on the report of a committee of the council and any such report must be recorded in the minutes of the meeting of the council.

**Note: Clause 17.11 reflects section 372(6) of the Act.**

- 17.12 Subject to clause 17.7, in cases of urgency, a motion to alter or rescind a resolution of the council may be moved at the same meeting at which the resolution was adopted, where:

- (a) a notice of motion signed by three councillors is submitted to the chairperson, and
- (b) a motion to have the motion considered at the meeting is passed, and
- (c) the chairperson rules the business that is the subject of the motion is of great urgency on the grounds that it requires a decision by the council before the next scheduled ordinary meeting of the council.

17.13 A motion moved under clause 17.12(b) can be moved without notice. Despite clauses 10.20–10.30, only the mover of a motion referred to in clause 17.12(b) can speak to the motion before it is put.

17.14 A motion of dissent cannot be moved against a ruling by the chairperson under clause 17.12(c).

#### Recommitting resolutions to correct an error

17.15 Despite the provisions of this Part, a councillor may, with the leave of the chairperson, move to recommit a resolution adopted at the same meeting:

- (a) to correct any error, ambiguity or imprecision in the council's resolution, or
- (b) to confirm the voting on the resolution.

17.16 In seeking the leave of the chairperson to move to recommit a resolution for the purposes of clause 17.15(a), the councillor is to propose alternative wording for the resolution.

17.17 The chairperson must not grant leave to recommit a resolution for the purposes of clause 17.15(a), unless they are satisfied that the proposed alternative wording of the resolution would not alter the substance of the resolution previously adopted at the meeting.

17.18 A motion moved under clause 17.15 can be moved without notice. Despite clauses 10.20–10.30, only the mover of a motion referred to in clause 17.15 can speak to the motion before it is put.

17.19 A motion of dissent cannot be moved against a ruling by the chairperson under clause 17.15.

17.20 A motion moved under clause 17.15 with the leave of the chairperson cannot be voted on unless or until it has been seconded.

#### **18 TIME LIMITS ON COUNCIL MEETINGS**

18.1 Meetings of the council and committees of the council are to conclude no later than **[council to specify the time]**.

18.2 If the business of the meeting is unfinished at **[council to specify the time]** the council or the committee may, by resolution, extend the time of the meeting.

18.3 If the business of the meeting is unfinished at **[council to specify the time]** and the council does not resolve to extend the meeting, the chairperson must either:

- (a) defer consideration of the remaining items of business on the agenda to the next ordinary meeting of the council, or
- (b) adjourn the meeting to a time, date and place fixed by the chairperson.

18.4 Clause 18.3 does not limit the ability of the council or a committee of the council to resolve to adjourn a meeting at any time. The resolution adjourning the meeting must fix the time, date and place that the meeting is to be adjourned to.

18.5 Where a meeting is adjourned under clause 18.3 or 18.4, the general manager must:

- (a) individually notify each councillor of the time, date and place at which the meeting will reconvene, and
- (b) publish the time, date and place at which the meeting will reconvene on the

council's website and in such other manner that the general manager is satisfied is likely to bring notice of the time, date and place of the reconvened meeting to the attention of as many people as possible.

## 19 AFTER THE MEETING

### Minutes of meetings

19.1 The council is to keep full and accurate minutes of the proceedings of meetings of the council.

**Note: Clause 19.1 reflects section 375(1) of the Act.**

19.2 At a minimum, the general manager must ensure that the following matters are recorded in the council's minutes:

- (a) the names of councillors attending a council meeting and whether they attended the meeting in person or by audio-visual link,
- (b) details of each motion moved at a council meeting and of any amendments moved to it,
- (c) the names of the mover and seconder of the motion or amendment,
- (d) whether the motion or amendment was passed or lost, and
- (e) such other matters specifically required under this code.

19.3 The minutes of a council meeting must be confirmed at a subsequent meeting of the council.

**Note: Clause 19.3 reflects section 375(2) of the Act.**

19.4 Any debate on the confirmation of the minutes is to be confined to whether the minutes are a full and accurate record of the meeting they relate to.

19.5 When the minutes have been confirmed, they are to be signed by the person presiding at the subsequent meeting.

**Note: Clause 19.5 reflects section 375(2) of the Act.**

19.6 The confirmed minutes of a meeting may be amended to correct typographical or administrative errors after they have been confirmed. Any amendment made under this clause must not alter the substance of any decision made at the meeting.

19.7 The confirmed minutes of a council meeting must be published on the council's website. This clause does not prevent the council from also publishing unconfirmed minutes of its meetings on its website prior to their confirmation.

### Access to correspondence and reports laid on the table at, or submitted to, a meeting

19.8 The council and committees of the council must, during or at the close of a meeting, or during the business day following the meeting, give reasonable access to any person to inspect correspondence and reports laid on the table at, or submitted to, the meeting.

**Note: Clause 19.8 reflects section 11(1) of the Act.**

19.9 Clause 19.8 does not apply if the correspondence or reports relate to a matter that was received or discussed or laid on the table at, or submitted to, the meeting when the meeting was closed to the public.

**Note: Clause 19.9 reflects section 11(2) of the Act.**

- 19.10 Clause 19.8 does not apply if the council or the committee resolves at the meeting, when open to the public, that the correspondence or reports are to be treated as confidential because they relate to a matter specified in section 10A(2) of the Act.

**Note: Clause 19.10 reflects section 11(3) of the Act.**

- 19.11 Correspondence or reports to which clauses 19.9 and 19.10 apply are to be marked with the relevant provision of section 10A(2) of the Act that applies to the correspondence or report.

Implementation of decisions of the council

- 19.12 The general manager is to implement, without undue delay, lawful decisions of the council.

**Note: Clause 19.12 reflects section 335(b) of the Act.**

**20 COUNCIL COMMITTEES**

Application of this Part

- 20.1 This Part only applies to committees of the council whose members are all councillors.

Council committees whose members are all councillors

- 20.2 The council may, by resolution, establish such committees as it considers necessary.
- 20.3 A committee of the council is to consist of the mayor and such other councillors as are elected by the councillors or appointed by the council.
- 20.4 The quorum for a meeting of a committee of the council is to be:
- (a) such number of members as the council decides, or
  - (b) if the council has not decided a number – a majority of the members of the committee.

Functions of committees

- 20.5 The council must specify the functions of each of its committees when the committee is established but may from time to time amend those functions.

Notice of committee meetings

- 20.6 The general manager must send to each councillor, regardless of whether they are a committee member, at least three (3) days before each meeting of the committee, a notice specifying:
- (a) the time, date and place of the meeting, and
  - (b) the business proposed to be considered at the meeting.
- 20.7 Notice of less than three (3) days may be given of a committee meeting called in an emergency.

Attendance at committee meetings

- 20.8 A committee member (other than the mayor) ceases to be a member of a committee if the committee member:
- (a) has been absent from three (3) consecutive meetings of the committee without having given reasons acceptable to the committee for the member's absences, or
  - (b) has been absent from at least half of the meetings of the committee held during the immediately preceding year without having given to the committee acceptable reasons for the member's absences.
- 20.9 Clause 20.8 does not apply if all of the members of the council are members of the committee.

#### Non-members entitled to attend committee meetings

- 20.10 A councillor who is not a member of a committee of the council is entitled to attend, and to speak at a meeting of the committee. However, the councillor is not entitled:
- (a) to give notice of business for inclusion in the agenda for the meeting, or
  - (b) to move or second a motion at the meeting, or
  - (c) to vote at the meeting.

#### Chairperson and deputy chairperson of council committees

- 20.11 The chairperson of each committee of the council must be:
- (a) the mayor, or
  - (b) if the mayor does not wish to be the chairperson of a committee, a member of the committee elected by the council, or
  - (c) if the council does not elect such a member, a member of the committee elected by the committee.
- 20.12 The council may elect a member of a committee of the council as deputy chairperson of the committee. If the council does not elect a deputy chairperson of such a committee, the committee may elect a deputy chairperson.
- 20.13 If neither the chairperson nor the deputy chairperson of a committee of the council is able or willing to preside at a meeting of the committee, the committee must elect a member of the committee to be acting chairperson of the committee.
- 20.14 The chairperson is to preside at a meeting of a committee of the council. If the chairperson is unable or unwilling to preside, the deputy chairperson (if any) is to preside at the meeting, but if neither the chairperson nor the deputy chairperson is able or willing to preside, the acting chairperson is to preside at the meeting.

#### Procedure in committee meetings

- 20.15 Subject to any specific requirements of this code, each committee of the council may regulate its own procedure. The provisions of this code are to be taken to apply to all committees of the council unless the council or the committee determines otherwise in accordance with this clause.
- 20.16 Whenever the voting on a motion put to a meeting of the committee is equal, the chairperson of the committee is to have a casting vote as well as an original vote unless the council or the committee determines otherwise in accordance with clause 20.15.
- 20.17 Voting at a council committee meeting is to be by open means (such as on the voices, Model Code of Meeting Practice for Local Councils in NSW

by show of hands or by a visible electronic voting system).

#### Closure of committee meetings to the public

- 20.18 The provisions of the Act and Part 14 of this code apply to the closure of meetings of committees of the council to the public in the same way they apply to the closure of meetings of the council to the public.
- 20.19 If a committee of the council passes a resolution, or makes a recommendation, during a meeting, or a part of a meeting that is closed to the public, the chairperson must make the resolution or recommendation public as soon as practicable after the meeting or part of the meeting has ended, and report the resolution or recommendation to the next meeting of the council. The resolution or recommendation must also be recorded in the publicly available minutes of the meeting.
- 20.20 Resolutions passed during a meeting, or a part of a meeting that is closed to the public must be made public by the chairperson under clause 20.20 during a part of the meeting that is webcast.

#### Disorder in committee meetings

- 20.21 The provisions of the Act and this code relating to the maintenance of order in council meetings apply to meetings of committees of the council in the same way as they apply to meetings of the council.

#### Minutes of council committee meetings

- 20.22 Each committee of the council is to keep full and accurate minutes of the proceedings of its meetings. At a minimum, a committee must ensure that the following matters are recorded in the committee's minutes:
- (a) the names of councillors attending a meeting and whether they attended the meeting in person or by audio-visual link,
  - (b) details of each motion moved at a meeting and of any amendments moved to it,
  - (c) the names of the mover and seconder of the motion or amendment,
  - (d) whether the motion or amendment was passed or lost, and
  - (e) such other matters specifically required under this code.
- 20.23 All voting at meetings of committees of the council (including meetings that are closed to the public), must be recorded in the minutes of meetings with the names of councillors who voted for and against each motion or amendment, (including the use of the casting vote), being recorded.
- 20.24 The minutes of meetings of each committee of the council must be confirmed at a subsequent meeting of the committee.
- 20.25 Any debate on the confirmation of the minutes is to be confined to whether the minutes are a full and accurate record of the meeting they relate to.
- 20.26 When the minutes have been confirmed, they are to be signed by the person presiding at that subsequent meeting.
- 20.27 The confirmed minutes of a meeting may be amended to correct typographical or administrative errors after they have been confirmed. Any amendment made under this clause must not alter the substance of any decision made at the meeting.

- 20.28 The confirmed minutes of a meeting of a committee of the council must be published on the council's website. This clause does not prevent the council from also publishing unconfirmed minutes of meetings of committees of the council on its website prior to their confirmation.

## 21 IRREGULARITIES

- 21.1 Proceedings at a meeting of a council or a council committee are not invalidated because of:
- (a) a vacancy in a civic office, or
  - (b) a failure to give notice of the meeting to any councillor or committee member, or
  - (c) any defect in the election or appointment of a councillor or committee member, or
  - (d) a failure of a councillor or a committee member to declare a conflict of interest, or to refrain from the consideration or discussion of, or vote on, the relevant matter, at a council or committee meeting in accordance with the council's code of conduct, or
  - (e) a failure to comply with this code.

**Note: Clause 21.1 reflects section 374 of the Act.**

**22 DEFINITIONS**

the Act	means the <i>Local Government Act 1993</i>
act of disorder	means an act of disorder as defined in clause 15.11 of this code
amendment	in relation to an original motion, means a motion moving an amendment to that motion
audio recorder	any device capable of recording speech
audio-visual link	means a facility that enables audio and visual communication between persons at different places
business day	means any day except Saturday or Sunday or any other day the whole or part of which is observed as a public holiday throughout New South Wales
chairperson	in relation to a meeting of the council – means the person presiding at the meeting as provided by section 369 of the Act and clauses 6.1 and 6.2 of this code, and in relation to a meeting of a committee – means the person presiding at the meeting as provided by clause 20.11 of this code
this code	means the council’s adopted code of meeting practice
committee of the council	means a committee established by the council in accordance with clause 20.2 of this code (being a committee consisting only of councillors) or the council when it has resolved itself into committee of the whole under clause 12.1
council official	has the same meaning it has in the Model Code of Conduct for Local Councils in NSW
day	means calendar day
division	means a request by two councillors under clause 11.7 of this code requiring the recording of the names of the councillors who voted both for and against a motion
foreshadowed amendment	means a proposed amendment foreshadowed by a councillor under clause 10.18 of this code during debate on the first amendment
foreshadowed motion	means a motion foreshadowed by a councillor under clause 10.17 of this code during debate on an original motion
open voting	means voting on the voices or by a show of hands or by a visible electronic voting system or similar means
planning decision	means a decision made in the exercise of a function of a council under the <i>Environmental Planning and Assessment Act 1979</i> including any decision relating to a development application, an environmental planning instrument, a development control plan or a development contribution plan under that Act, but not including the making of an order under Division 9.3 of Part 9 of that Act
performance improvement order	means an order issued under section 438A of the Act
quorum	means the minimum number of councillors or committee members necessary to conduct a meeting
the Regulation	means the <i>Local Government (General) Regulation 2021</i>
webcast	a video or audio broadcast of a meeting transmitted across the internet either concurrently with the meeting or at a later time



year	means the period beginning 1 July and ending the following 30 June
------	--

## Details of Mandatory / Optional Provisions

Clause	Summary of Clause	Included in Current Code	Recommendation to include in adopted Model Code of Meeting Practice
3.1	Specific time, date and place of meetings	Yes	Yes – no changes
3.9	Councillors to give notice of any new business and specify notice period required	Yes	Yes – no changes
3.11 & 3.12	Notice of Motion with legal, strategic, financial or policy implications	Yes	Yes – no changes
3.22	Statement of ethical obligations	New Mandatory Provision	Yes - must be included
3.32-3.33 & 3.35-3.37	Pre-meeting briefing sessions	Yes	Yes – no changes
3.34	Pre-meeting briefing by audio-visual link	New Provision	Yes – if 3.32-3.37 included
4.1 & 4.3-4.24	Public Forums	Yes - but with modification to model code	Yes – as per model code
4.2	Public Forums by audio visual link	New Provision	Yes – if 4.1-4.24 included
5.2	Coming Together regarding attendance by audio-visual link	New Mandatory Provision	Yes - must be included
5.13-5.14	Cancellation of meeting	Yes	Yes – no changes
5.15-5.29	Meetings held by audio-visual link	New Mandatory Provision	Yes - must be included
5.33-5.37	Webcasting of meetings	New Mandatory Provision	Yes - must be included
5.43	Attendance of General Manager and staff by audio-visual link	New Mandatory Provision	Yes - must be included
7.1-7.4	Modes of Address	Yes	Yes – no changes

## Details of Mandatory / Optional Provisions

Clause	Summary of Clause	Included in Current Code	Recommendation to include in adopted Model Code of Meeting Practice
8.1	Order of Business	Yes	Yes – no changes
8.4	Reading of Declaration or Prayer – (this is an addition, not part of the optional provisions issued by OLG)	Yes	Yes – no changes
9.10	Mayoral Minute to identify sources of funding for expenditure	Yes	Yes – no changes
10.9	Motions requiring the expenditure of funds	Yes	Yes – no changes
11.10	All voting at Council meetings	No	No
13.1 to 13.7	Dealing with items by exception	Yes	Yes – no changes
14.11	Representations by members of the public as to whether part of meeting should be closed - (Council to set time and date only Currently 5pm on day of meeting))	Yes – current mandatory provision	Yes – no changes
14.13 & 14.16	Representations by members of the public as to whether part of meeting should be closed – (Council to set number of speakers only)	Yes – current mandatory provision – set at unlimited speakers	Cannot be unlimited. Number must be specified. Recommend set a limit of 10 speakers
14.17	Representations by members of the public as to whether part of meeting should be closed - (Council to set number of minutes for each speaker only (Currently 5 minutes))	Yes – current mandatory provision	Yes – no changes
14.20	Obligations of Councillors attending meetings by audio-visual link	New Mandatory Provision	Yes – must be included
15.11-15.12	Acts of disorder	New Mandatory Provision	Yes – must be included






## Details of Mandatory / Optional Provisions

Clause	Summary of Clause	Included in Current Code	Recommendation to include in adopted Model Code of Meeting Practice
15.14-15.16	Expulsion from meetings – option of clause 15.14 or 15.15	Yes - Clause 15.15 included	Yes – no changes
15.21-15.22 & 15.25	Disorder by Councillors attending meetings by audio-visual link	New Mandatory Provision	Yes – must be included
16.2	Conflicts of Interest when attending by audio-visual link	New Mandatory Provision	Yes – must be included
17.10	Rescission motion in regard to a development application	Yes – time period set (24 hours post resolution)	Yes – no changes
17.12-17.14	Rescind a resolution of Council at the same meeting	Yes	Yes – no changes
17.15-17.20	Recommitting resolutions to correct an error	Yes	Yes – no changes
18.1-18.5	Time limits on Council Meetings	No	Yes - Council to specify time limits – Recommend 11pm
19.2(a) & 20.22(a)	Minutes of meetings - names of Councillors attending by audio-visual link	New Mandatory Provision	Yes – must be included
20.23	Voting at meetings of committees of Council recorded in the minutes	No	No

**15.17 OPERATIONS POLICY REVIEW**

**Author:** Acting Director Operations

**Authoriser:** Matt O'Rourke, Acting General Manager

- Attachments:**
1. **Public Gates and Bypass Grid Policy** [↓](#) 
  2. **Subsidy for Sealing Rural Roads Policy** [↓](#) 
  3. **Cost Recovery for Kerb & Gutter and Paved Footpath Policy** [↓](#) 
  4. **Private Lanes Policy** [↓](#) 
  5. **Plant and Fleet Replacement Policy** [↓](#) 

<b>Link to Community Strategic Plan:</b>	25. Our Civic Leadership CL1 Effect resourceful and respectful leadership and attentive representation of the community.
<b>Cost to Council:</b>	Nil
<b>Use of Reserve Funds:</b>	Nil

**RECOMMENDATION**

That:

1. That the report from the Acting Director Operations on the Operations Policy Review be received.
2. Council places the following revised policies on public exhibition for 28 days and if no comments are received, they be adopted as Council's policies:
  - (a) Public Gates & Bypass Policy
  - (b) Subsidy for Sealing Rural Roads Policy
  - (c) Cost Recovery for Kerb and Gutter and Paved Footpath Policy
  - (d) Private Lanes Policy
  - (e) Plant and Fleet Replacement Policy
3. Any submissions received will be considered and reported to Council for final adoption of the policy

**BACKGROUND**

This report presents five of the Operations Directorate policies that have been reviewed in terms of regulatory requirement, relevance and content following the recent Council elections. These policies include the Public Gates & Bypass Policy, Subsidy for Sealing Rural Roads Policy, Cost Recovery for Kerb and Gutter and Paved Footpath Policy, Private Lanes Policy and Plant and Fleet Replacement Policy.

The contents of the revised policies have been discussed at Council briefing on 24 May 2022.

**REPORT**

The following policies have been reviewed and are ready to be placed on public exhibition.

**Public Gates & Bypass**

The aim of this policy is to improve the safety of users of Council's road network by setting out the responsibilities of landowners/occupiers and Council, in the installation, maintenance and removal of public gates and bypass grids.

The reviewed policy (refer attachment) has the following changes:

- Update terminology to ensure consistency throughout the policy

### **Subsidy for Sealing Rural Roads Policy**

The aim of this policy is to set standards and conditions for the provision of a subsidy towards the sealing of rural roads.

The reviewed policy (refer attachment) has the following changes:

- Change to the appropriate Business Unit, Operations - Works

### **Cost Recovery for Kerb & Gutter and Paved Footpath Policy**

To enable Council to recover up to half the cost of new kerb & gutter and paved footpath construction.

The reviewed policy (refer attachment) has the following changes:

- Added 'paved footpath' where required to align with policy intent
- Added an exclusion – Does not apply to land that forms part of a Development Application

### **Private Lanes Policy**

The purpose of this policy is to clarify Council's position in relation to private lanes

The reviewed policy (refer attachment) has the following changes:

- Updated Directorate from Planning to Operations.
- Updated Business Unit to Design & Assets Management.
- Updated Goulburn CBD map for private lanes.

### **Plant and Fleet Replacement Policy**

The purpose of this policy is to provide guidance and consistency around the purchase and replacement of Goulburn Mulwaree Council items of plant and fleet, including light vehicles.

The reviewed policy (refer attachment) has the following changes:

- Updated policy title from 'Plant replacement Policy' to 'Plant and Fleet Replacement Policy'.
- New responsibilities for Operations Centre Manager – not previously included.
- Additional responsibilities for staff to ensure timely maintenance of plant & fleet.

Additional criteria for plant and fleet selection and changes:

- Council's changing operational needs and works planning.
- The continued safe, effective and efficient operation of each item.
- The condition of the plant or fleet item.
- Ongoing and/or unexpected maintenance costs of an item.
- Changes in industry and commercial priorities, which may provide unexpected opportunities for purchase, replacement, or disposal.

These policies will be placed on public exhibition for a period of 28 days. If no submissions are received during this period, they will be adopted as the newly revised policies. Any submissions on any of these policies will be presented back to Council for consideration before adoption takes place.





## **Public Gates and Bypass Grid Policy**





## GOULBURN MULWAREE COUNCIL PUBLIC GATES & BYPASS GRID POLICY

### POLICY OBJECTIVE

This policy enacts and complies with the [Road Act 1993](#), *Road Regulations 2018* and the *Work Health & Safety Regulation 2017*. The purpose of this policy is to improve the safety of users of Council's road network by setting out the responsibilities of landowners/occupiers and Council, in the installation, maintenance and removal of public gates and bypass (grids).

To achieve this, Council has developed a Public Gates and Bypass Grid Inspection and Maintenance Procedure that identifies:

- A system for the approval, registration and recording of public gates and bypass grids
- Minimum standards for the construction and maintenance of public gates and bypass grids
- Council and permit holder's responsibilities for public gates and bypass grids.
- The legal framework to enforce this Policy; and
- Ensure that the location of public gates and bypass grids do not adversely affect users of Council's Road Network.

### Legislative provisions

*Roads Act 1993*

*Roads (General) Regulation 2018*

*Work Health & Safety Act 2017*

*Work Health & Safety Regulation 2011*

### Scope

*This policy applies to all Council controlled roads within the Goulburn Mulwaree Council Local Government area.*

### Policy Statement

Public gates and bypass grids are structures on a road for the primary purpose of controlling stock movements for the benefit of landowners/occupiers. The structures serve no other purpose other than to control stock between boundaries of neighbouring properties, but have the potential to impact road users in the Council's Local Government area.

These structures come under the regulatory control of Council as deemed in the *Roads Act 1993*. Therefore public gates and bypass grids installed and erected within Council's designated area need to ensure compliance with Council and legislative standards.

In accordance with section 73 to 76 of the *Roads Regulation 2008* and part 9 Division 2 of the *Roads Act 1993*, ownership and responsibility of these structures and all associated items, including 20m approaches to the structure and signage, shall be vested in the landowner/occupier or their successor in title.

Therefore, Council aims to provide a managed approach to the provision of Public Gates and Bypass Grid Permits by minimising the number of impediments to the free flow of traffic, risk to landowners/occupiers and users of the road network; and minimise the risk to Council in the provision of maintenance.

**Note:** Whilst gates are to remain closed they are not to be locked as they are public gates rather than private gates.



## GOULBURN MULWAREE COUNCIL PUBLIC GATES & BYPASS GRID POLICY

### Permits

The Roads Act 1993, requires that any public gate or bypass grid on a public road must have a permit from Council.

Permits are issued on an annual basis and will require renewal on an annual basis. Renewal of the permit is the responsibility of the landowner/occupier and is to be renewed within fourteen (14) days of the permit expiring.

In the transition period of two (2) years from March 2021 to March 2023 Council will waive permit fees. Fees costs shall be set in future revision of this document.

All new and renewal permits must be accompanied by a Public Liability Insurance Certificate of currency to a value of \$20 million naming Goulburn Mulwaree Council as an interested party.

Where a public gate and bypass grid is situated on a boundary between two neighbouring properties and the road reserve is unfenced on both sides of the boundary, a joint application may be made by the landowners/occupiers of the two properties, with only one standard permit application fee applying. Existing gates and grids will only be reapproved if they are on a 'no through road' and only one property owner is affected.

Where Council does not grant a permit for an existing public gate and bypass grid due to refusal of a permit application or no application being submitted Council has the right to remove the structure.

Council will maintain a register of Public Gates and Bypass Grid Permits granted and their locations. The register will be available for inquiries from the public as to ownership details of the gates and grids.

The landowner/occupier must clearly erect and display the permit number on a notice on or near the public gate and/or bypass grid.

Any existing structures determined by Council to be substandard will require repairs or upgrades to comply with Council's specifications prior to the granting of a permit if one is not already in the landowners/occupiers possession. Any gates not brought up to the required standard within the notified time period may be removed by Council at the cost of the landowner.

Where Council grants a permit to an existing structure without requiring an upgrade, it is the landowners/occupiers responsibility to ensure the public gate and bypass (grid) comply with Council's standards.

When Council grants a new Public Gates and Bypass Grid Permit, the landowner/occupier will also need to apply for and comply with an s138 Road Occupation application, as work is being performed on a Council road reserve.

A 'Public road' as referred to in this policy covers Council maintained roads as defined in the Road Act 1993.

Gates and grids will not be permitted on through roads, or where the road services more than one property past the gate or grid.

### New Gates or Grids

Applications for new gates and grids may be made to Council. Any new gates or bypass grids will be granted in line with the *Roads Act 1993* only if no reasonably practical alternative exists, and the road services only one property past the suggested location of the gate.

An application for a public gate permit that is made by a person who owns land on one side only of the road across which the proposed public gate is to be erected, must be accompanied by the written



## GOULBURN MULWAREE COUNCIL PUBLIC GATES & BYPASS GRID POLICY

consent of the owner or owners of the land on the other side of the road (*Road Regulation 2008, Part 6, C73*).

Proposals for new gates or bypass grids will be published in a local newspaper, and responses considered for 28 days prior to consideration of the permit. All submissions made in that time frame will be considered prior to a decision being made on granting the permit (*Road Regulation 2008, Part 6, C74*).

### Repairs and replacements

In accordance with the *Roads Act 1993* and the *Roads Regulation 2008* the landowner/occupier is the party responsible for the state of repair of the public gate, bypass grid and 20 metres each side of the structure.

**Note:** If Council determines that repairs and maintenance are required, landowners/occupiers will be required to apply to Council for a Permit under Section 138 of the *Roads Act 1993* to undertake this work if the work is to be carried out in or on the road reserve. This also includes any persons contracted to perform the work.

The landowner may request Council to undertake repairs and /or replacement of a public gate and bypass grid subject to an agreement being entered into by the Applicant and Council. Arrangements will be on the basis of costs being repaid to Council by agreement, acceptance to carry out the works is at Councils discretion.

If a road inspection conducted by Council identifies that works are required to a structure, Council will notify the owner in writing and the owner shall rectify the problem immediately. If the works are not carried out within thirty (30) days of the date of the letter then Council may perform the works or remove the structure at the cost of the landowner/occupier.

### Council road work

In the event of Council performing road construction at a public gate and bypass grid location, the public gate and bypass grid will be upgraded to meet Council specifications. The responsibilities in such a case are as follows:

The Owner will:

- Either pay Council for the purchase of a gate or grid and associated items required, meeting Councils specifications.
- Pay for the installation of the upgrading works to Councils standards
- Be responsible for ongoing maintenance of the public gates and or bypass grids

The Council will:

- Where applicable remove the existing structures and abutments and deliver to a mutually agreeable location on the owner's property.
- Transport public gates/bypass grid to site
- Install public gates/bypass grids and appropriate signage.
- Construct temporary side-track with appropriate signage for the duration of the works if required
- Complete associated road works.

Under the terms of this policy a structure relocated by Council shall remain the responsibility of the landowner/occupier to maintain and keep in compliance with Councils standards.



## GOULBURN MULWAREE COUNCIL PUBLIC GATES & BYPASS GRID POLICY

### Warning signs

Council requires warning signs to be erected to increase the visibility of structures across public roads on both sides and to be positioned as to be readily seen from a vehicle approaching the structure. Warning signs will be in accordance with AS1742.2.

**Note:** Warning signs and the maintenance costs will be the responsibility of the landowner/s.

### Indemnity

The landowner/occupier shall at all times maintain public liability insurance cover over each public gate and bypass grid in an amount of not less than \$20 million. The land owner must provide evidence of this cover on an annual or renewal basis to Council.

Therefore the landowner/occupier shall indemnify and keep indemnified the Council from and against all claims and demands, however and whenever arising through an act or omission on the part of the occupant in and about the construction, reconstruction, repairs or failure to repair the public gate and bypass grid, fencing, or other associated items, whether arising out of any action or direction of the Council, or its agents or otherwise.

### Revoke permit permission

Council may at any time revoke a permit granted by it under this policy for public gates and bypasses grids on public roads. The landowner/occupier or his successor in title shall within the specified timeframe as noted on the notice of revocation served on him by the Council, remove the structure and warning signs displayed in connection with the structure and take such steps as the Council may require, to ensure the safety of persons using the road.

**Note:** It is the landowner/occupier's responsibility to take appropriate measures to ensure the safety of road users once Council has revoked a permit.

### Working on Public Roads

To comply with the *Work Health and Safety Act 2011* and the *Work Health and Safety Regulations 2011* and maintenance and or construction works at public gates and bypass grids on public roads shall be performed by contractors and or landowners/occupiers working with a valid Section 138 permit issued by Council.

### Subdivision

Where additional lots are created through the subdivision of existing rural properties, whether or not they contain dwellings, it will be Council's requirement to remove any existing public gates or bypass grids within the land being subdivided. Road reserves within these lots must be fenced to control livestock.

If significant development is proposed Council may require the developers to arrange the removal of existing public gates and bypass grids on roads leading to the new subdivision to ensure suitable access is provided. This work is to be undertaken at the expense of the developer.

### Minimum Acceptable standards

All works are to be undertaken in line with Council's Engineering Standards, NSW Work Health & Safety requirements, the Road Act 1993, Roads Regulation 2008, industry standards, and applicable Australian Standards. The applicant must provide design plans for any proposed structures for acceptance by Council as part of the permit application process.

Grids must conform to HS20-T44 loading and be certified by a structural engineer.



**GOULBURN MULWAREE COUNCIL  
PUBLIC GATES & BYPASS GRID POLICY**

**Appendix A** shows the required standards for a Public gate, and **Appendix B** shows a diagrammatic representation of the construction of a public gate and bypass (grid)

**Trafficable Width**

The trafficable width of any public gate and bypass (grid) shall be the greater of the minimum standard trafficable width of the road class and the existing formation width, and not less than 5 metres wide. Where an existing public gate and bypass grid has been constructed with a width less than this, the signage provided should include a NO OVERTAKING OR PASSING warning sign on the approach.

**Public Gate**

The public gate shall be made of resilient material of minimum width of 3500mm and should be arranged to be free swinging and shall remain unlocked. The gate and any support structure and fencing within the road reserve must be erected in accordance with the *Road Act 1993*. In addition, the gate must have reflectors on each side of the gate, with red on the left hand side and white on the right hand side.

**Public Gate signage**

Public gates are required to have appropriate signage (reflective class 1) that is adequately positioned so that all approaching vehicles / road users have a visual of the sign as they approach. Signage is required on both sides of the gates and or bypass and should bear the words "PUBLIC GATE" with the letters being at least 75mm high.

**Bypass (Grid) Existing**

Existing bypass (grid) shall have a minimum clear width of 4.0 metres. The length (in direction of travel) of the existing bypass (grid) shall be between 1.7m to 2.1m.

Where existing grids are required by Council to be upgraded because of their poor condition, these grids shall be replaced with grids having a minimum clear width of 4.0 metres and fitting into the original foundation on road length not less than 1.7m.

The grid shall be located on a straight length of road with adequate sight distance available along each direction of approach. The level of the top of the grid shall match the level of the adjacent road pavement. The cavity under the grid shall be drained.

**Related Documents**

Goulburn Mulwaree Council Gates & Grids Procedure document needs to be followed to ensure the principles of this Policy are adhered to.

Version	Council Meeting Date	Resolution	Adoption Date	Effective From
1	6 April 2021	2021/141	6 April 2021	6 April 2021
<b>All policies can be reviewed or revoked by resolution of Council at anytime.</b>				

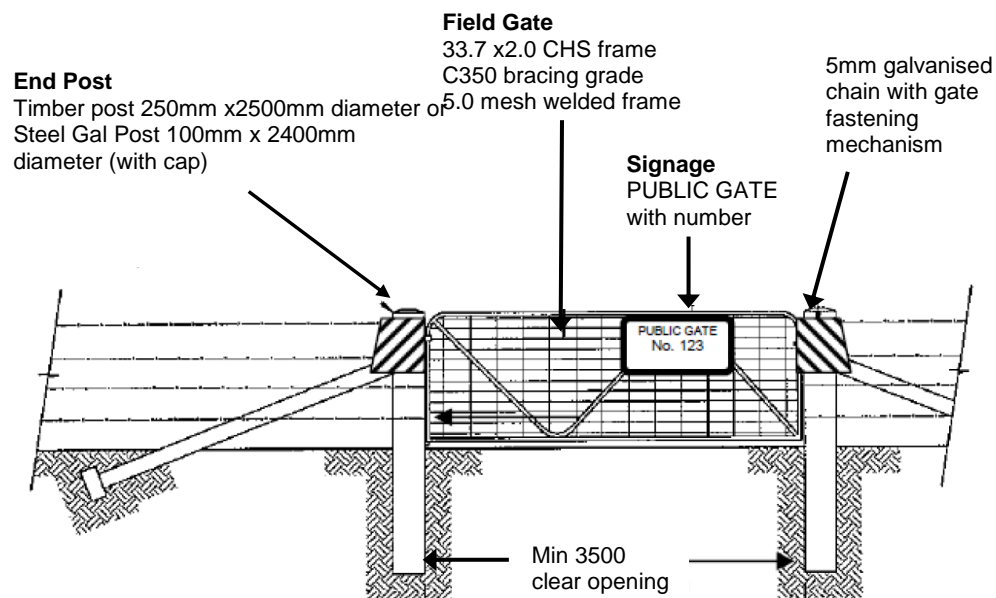
**DIRECTORATE:** Operations

**BUSINESS UNIT:** Design and Asset Management



**GOULBURN MULWAREE COUNCIL  
PUBLIC GATES & BYPASS GRID POLICY**

**Appendix A – Public Gate Construction Specification**



**W5-14 Warning Sign**

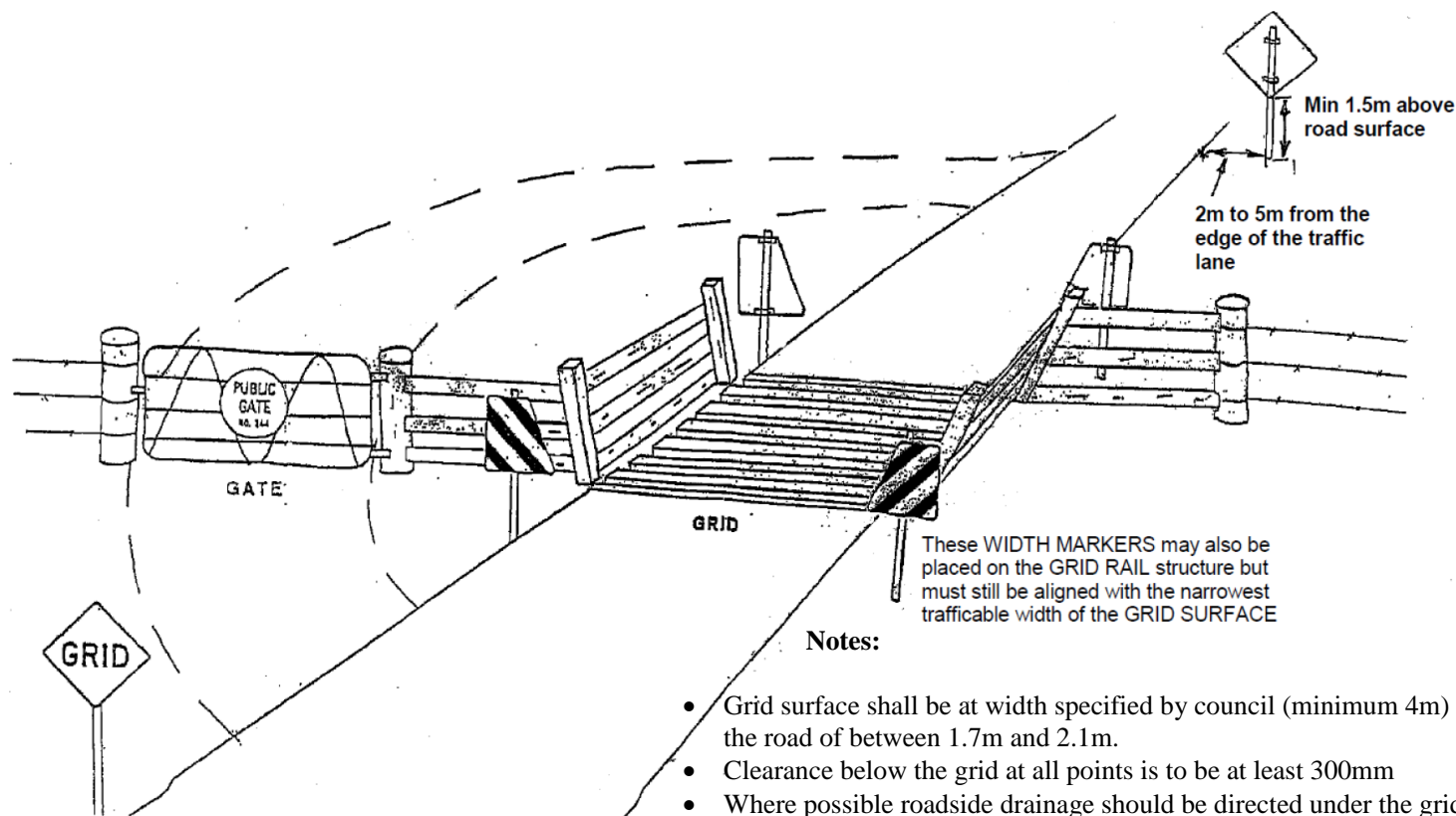
**Notes:**

- Timber to be approved hardwood
- Field gate CHS to be grade C130 to AS1163 and gate hinges to manufacturers specifications
- Nuts, bolts and washers to be hot dip galvanised to AS/NZ 4680
- Galvanised fencing wire to AS 2423
- All dimensions are in millimetres unless others shown
- Signage to erected to AS 1742.2, including W5-14 warning sign on either side of the Public gate between 50m and 200m from the structure. A 'PUBLIC GATE' sign displayed on the gate showing the permit number. A set of G9-206 (L) and G9-206 (R) chevrons are required on either side of the structure.



GOULBURN MULWAREE COUNCIL  
PUBLIC GATES & BYPASS GRID POLICY

Appendix B - Public gate and Bypass Grid combination construction specification



Notes:

- Grid surface shall be at width specified by council (minimum 4m) and have a length along the road of between 1.7m and 2.1m.
- Clearance below the grid at all points is to be at least 300mm
- Where possible roadside drainage should be directed under the grid
- The public gate permit holder is responsible for maintenance of the road 20m either side of the grid
- 'Grid' (W5-16) 750mm x 750mm signs to be erected on both approaches to the grid, between 50m and 200m from the grid.
- Width marker G9-206 (L) and G9-206 (R) chevrons are required on either side of the structure to indicate the narrowest part of the structure.
- The side track is to be of 2 wheel drive all weather standard subject to Council approval.



## **Subsidy for Sealing Rural Roads Policy**





**GOULBURN MULWAREE COUNCIL  
SUBSIDY FOR SEALING RURAL ROADS POLICY**

**POLICY OBJECTIVE**

To set standards and conditions for the provision of a subsidy towards the sealing of rural roads.

**LEGISLATIVE PROVISIONS**

Nil

**POLICY STATEMENT**

Owners of private dwellings experiencing issues such as dust nuisance, noise and access difficulties due to the proximity of an unsealed road may request Council seal the road. Any such requests should consider bringing the road to a standard equal to new road standards. The owner’s contribution would reflect provision of a seal only.

These requests will be considered on a case by case basis and in conjunction with Council’s annual works programme. The following conditions apply:

1. An application must be made in writing to Council. Applications will only be accepted from the owner of adjacent land and not form part of a Development Application.
2. Council will provide a quotation and timeframe (that may extend to future budget cycles) that must be accepted in writing prior to any works commencing. Full payment must be made in advance.
3. The minimum length of road considered is 500m.
4. Council reserves the right to alter the timeframe for undertaking the work.

Version	Council Meeting Date	Resolution	Adoption Date	Effective From
1	19 May 2009	09/264	6 July 2009	6 July 2009
2	16 April 2013	13/136	7 June 2013	7 June 2013
3	6 June 2017	17/199	6 June 2017	7 July 2017
<b>All policies can be reviewed or revoked by resolution of Council at anytime</b>				

**DIRECTORATE:** Operations

**BUSINESS UNIT:** Works



## **Cost Recovery for Kerb & Gutter and Paved Footpath Policy**



**GOULBURN MULWAREE COUNCIL  
COST RECOVERY FOR KERB &  
GUTTER AND PAVED FOOTPATH POLICY**

**POLICY OBJECTIVE**

To enable Council to recover up to half cost of new kerb & gutter and paved footpath construction.

**LEGISLATIVE PROVISIONS**

*Roads Act 1993 Section 217*

**POLICY STATEMENT**

**Cost Recovery for New Kerb and Gutter**

Council will make a charge on owners requesting the construction of new kerb & gutter and paved footpath adjacent to their properties. This also includes the replacement of footpaths and kerb & gutter that is damaged as the result of construction work on private properties.

New kerb & gutter and paved footpath requests will be charged on the basis of half the cost of the kerb & gutter and paved footpath. The replacement of damaged kerb & gutters and paved footpaths will be on the basis of full cost recovery.

Where a charge is to be made on the owners of the property, the owners will be provided notification, including an estimated cost, prior to work commencing. Following the completion of the work, the owner will be liable to the pay the agreed amount determined.

Exceptions to the above are:

- For properties located on a corner, only the front and side lengths of kerb & gutter will be applicable for cost recovery i.e. the cost of kerb & gutter around the corner will not be included.
- Where kerb & gutter is constructed on three sides of a single property, the shortest of the three sides will not be subject to cost recovery.
- Applications will only be accepted from the owner of adjoining land and not form part of a Development Application

Version	Council Meeting Date	Resolution	Adoption Date	Effective From
1	17 July 2007	07/365	17 July 2007	17 July 2007
2	19 May 2009	09/264	6 July 2009	6 July 2009
3	16 April 2013	13/136	7 June 2013	7 June 2013
4	6 June 2017	17/199	6 June 2017	7 July 2017
<b>All policies can be reviewed or revoked by resolution of Council at anytime.</b>				

**DIRECTORATE:** Operations

**BUSINESS UNIT:** Design and Asset Management



## **Private Lanes Policy**



**GOULBURN MULWAREE COUNCIL  
PRIVATE LANES POLICY**

**POLICY OBJECTIVE**

To clarify Council’s position in relation to private lanes.

**LEGISLATIVE PROVISIONS**

Nil

**POLICY STATEMENT**

**Nature and History of Private Lanes**

Private Lanes are access lanes which are usually located at the rear of properties known in the older parts of Goulburn, many having been created prior to 1920. They are private rights-of-way created by Deed at the time of registration of subdivisions. The attached maps indicate the private lanes in Goulburn.

At the time, the land was Old System Title and often the subdivider retained ownership and granted rights-of-way to those parties who were purchasing parcels of land from that subdivider. Many of the parcels of land have been re-subdivided and some have been fenced into private property. Some parts of the private lanes have been in the possession of other owners and the precise definition of those lanes might be the subject of dispute.

Due to the above, it is difficult to identify the owner of the land. Searches to establish ownership are expensive and time-consuming and often do not provide conclusive results. Further, records of land ownership are the responsibility of the Land & Property Information (LPI), not Council.

**Council Responsibility**

Council is liable to maintain those public roads which are under its control. Council does not own the private lanes and cannot unilaterally decide to maintain the lanes without the consent of those persons who might be affected. Council has no legal obligation or power to carry out work on private land which it does not own. This is the case whether traffic or other safety issues arise or not.

**Requests for Work in Private Lanes**

It is Council’s policy not to carry out work in private lanes because of difficulties arising from the matters set out above.

Version	Council Meeting Date	Resolution	Adoption Date	Effective From
1	15 May 2007	07/230	15 May 2007	15 May 2007
2	19 May 2009	09/264	6 July 2009	6 July 2009
3	15 March 2011	11/73		
4	16 April 2013	13/136	7 June 2013	7 June 2013
5	6 June 2017	17/189	6 June 2017	7 July 2017
<b>All policies can be reviewed or revoked by resolution of Council at anytime.</b>				

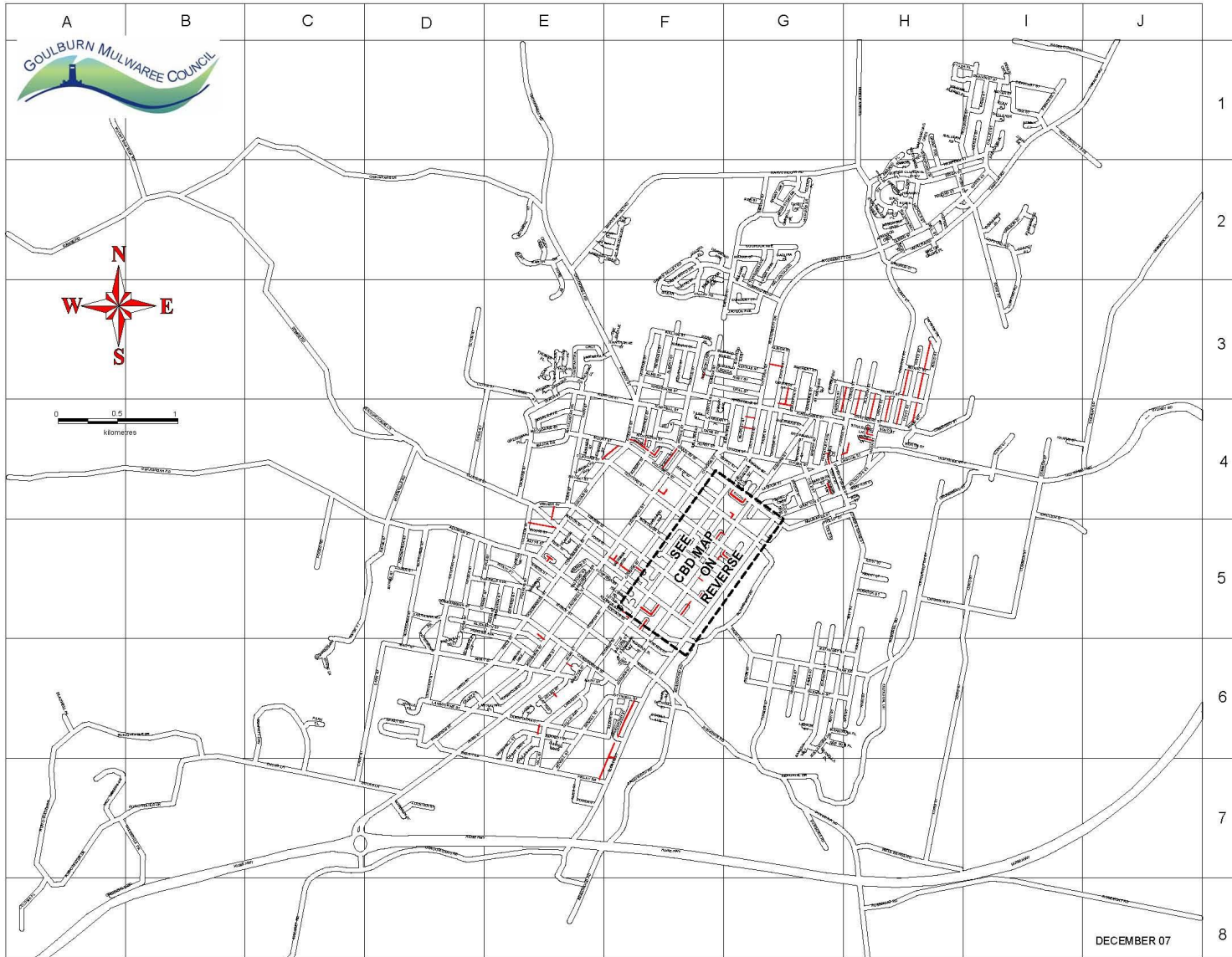
**DIRECTORATE:** Operations

**BUSINESS UNIT:** Design & Asset Management



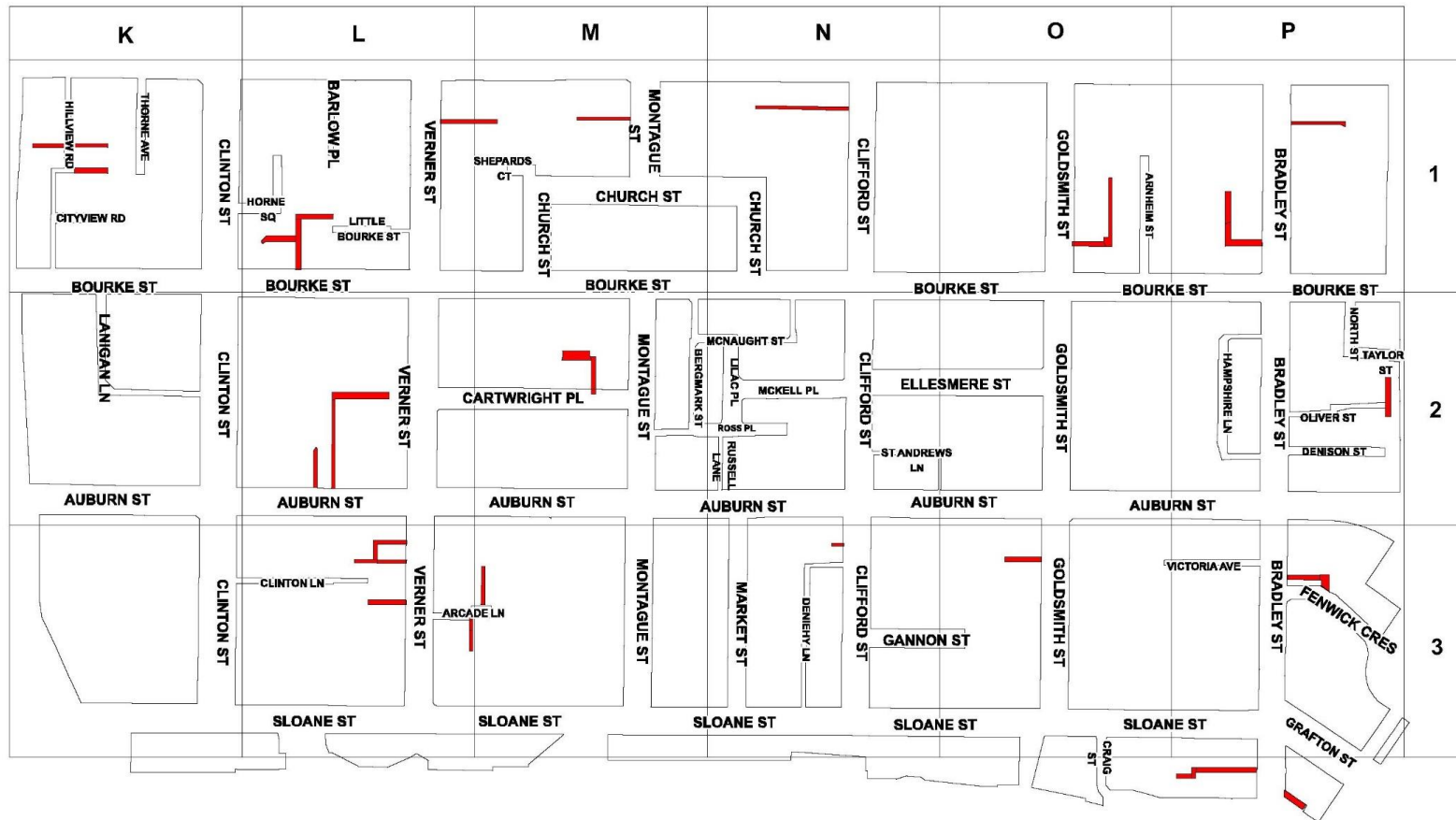
GOULBURN MULWAREE COUNCIL  
ATTACHMENT 1

GOULBURN  
STREET  
MAP





GOULBURN MULWAREE COUNCIL  
ATTACHMENT 2





## **Plant and Fleet Replacement Policy**





**GOULBURN MULWAREE COUNCIL  
PLANT AND FLEET REPLACEMENT POLICY**

**POLICY OBJECTIVE**

The purpose of this policy is to provide guidance and consistency around the purchase and replacement of Goulburn Mulwaree Council items of plant and fleet, including light vehicles

**LEGISLATIVE PROVISIONS**

*Work Health & Safety Act 2011*  
*Work Health & Safety Regulation 2011*  
 National Standard for Plant [NOHSC:1010(1994)]  
 SafeWork NSW Codes of Practice

**POLICY STATEMENT**

Goulburn Mulwaree Council will maintain the appropriate plant and fleet, sufficient to carry out its operations efficiently and effectively and to ensure such plant and fleet items are fit for purpose. All purchase, replacement and disposal of plant and fleet will be in accordance with Council’s Procurement Policy and the guidelines for replacement.

Annual budget allocations will be made, consistent with the optimal replacement period for plant and fleet types.

Procurement will be carried out according to annual budget allocations, based on identification of those items which it is estimated will reach the optimal replacement within the financial year.

Consideration will be given to purchase, replacement and/or disposal outside these guidelines, with the approval of the General Manager via a report outlining which of the following criteria are the reason/s for the change:

- Council’s changing operational needs and works planning.
- The continued safe, effective and efficient operation of each item.
- The condition of the plant or fleet item.
- Ongoing and/or unexpected maintenance costs of an item.
- Changes in industry and commercial priorities, which may provide unexpected opportunities for purchase, replacement, or disposal.

To achieve this policy the following key roles and responsibilities are identified:

1. Council
  - a. To approve Council’s annual Plant and Fleet Replacement Program relative to Council’s Operational Plan.
  - b. To ensure appropriate resources for plant and fleet equipment are made available.
  - c. To endorse the Plant and Fleet Replacement Policy.
2. General Manager
  - a. To approve the sale and acquisition of plant and fleet equipment.
  - b. To ensure that reliable and accurate information is presented to Council for decision making.
3. Directors
  - a. To present information to the Council and/or General Manager in terms of lifecycle, risks and costs.
  - b. To provide the co-ordination for the implementation of the Plant and Fleet Replacement Policy across Council Directorates.



**GOULBURN MULWAREE COUNCIL  
PLANT AND FLEET REPLACEMENT POLICY**

- 4. Operations Centre Manager
  - a. To work with the relevant Business Managers and Directors to develop a Plant and Fleet Replacement Program, using the optimum utilisation criteria evidenced in the Plant and Fleet Replacement Procedure and other fleet management documents.
  - b. Ensure maintenance and repairs to plant and fleet equipment are completed in accordance with Council procedures.
  
- 5. Staff
  - a. To implement the Plant and Fleet Replacement Program within the boundaries of individual responsibilities.
  - b. To ensure that scheduled and unscheduled maintenance intervals are notified to the Workshop and any faults are reported in a timely manner.





Version	Council Meeting Date	Resolution	Adoption Date	Effective From
1	19 May 2009	09/264	19 May 2009	19 May 2009
2	18 July 2017	2017/313	18 July 2017	18 August 2017
<b>All policies can be reviewed or revoked by resolution of Council at anytime.</b>				

**DIRECTORATE:** Operations  
**BUSINESS UNIT:** Works

**15.18 CORPORATE & COMMUNITY SERVICES POLICY REVIEW**

**Author:** Director Corporate & Community Services

**Authoriser:** Matt O'Rourke, Acting General Manager

- Attachments:**
1. **Child Safe Policy** [↓](#) 
  2. **Debt Recovery Policy** [↓](#) 
  3. **Financial Assistance & Reduction or Waiver of Council Fees & Charges Policy** [↓](#) 
  4. **Procurement Policy** [↓](#) 

<b>Link to Community Strategic Plan:</b>	25. Our Civic Leadership CL1 Effect resourceful and respectful leadership and attentive representation of the community.
<b>Cost to Council:</b>	Nil
<b>Use of Reserve Funds:</b>	Nil

**RECOMMENDATION**

That

1. That the report from the Director Corporate & Community Services on the Corporate & Community Services Policy Review be received.
2. Council places the following revised policies on public exhibition for 28 days and, if no comments are received, they be adopted as Council's policies:
  - (i) Child Safe Policy
  - (ii) Debt Recovery Policy
  - (iii) Financial Assistance and Reduction or Waiver of Council Fees & Charges Policy
  - (iv) Procurement Policy
3. Any submissions received are to be considered and reported to Council for final adoption of the policy.

**BACKGROUND**

This report presents five of the Corporate & Community Services Directorate policies that have been reviewed in terms of regulatory requirement, relevance and content following the recent Council elections. These policies include the Child Safe Policy (new), Debt Recovery Policy, Financial Assistance Policy, Procurement Policy and Reduction or Waiver of Council Fees and Charges.

The contents of the revised policies have been discussed at Council briefing on 10 May 2022.

**REPORT**

The following policies have been reviewed and are ready to be placed on public exhibition.

**Child Safe Policy**

The aim of this policy is to outline Council's commitment to creating and maintaining a child safe organisation. The policy forms part of a framework to meet Council's obligations in relation to the National Principles for Child Safe Organisations.

- This is a new policy. A copy is attached to this report.

## Debt Recovery Policy

The aim of this policy is to ensure that money owed to Council is collected as soon as possible through an efficient and effective process.

The reviewed policy (refer attachment) has the following changes:

### Rates and Charges

- Change accumulated debt (trigger for legal proceedings to commence) from \$800 to \$950
- Remove “(including Fire and Emergency Services Levy)”
- Change amount outstanding is \$800 to amount outstanding is \$950

### Water and Sewer Charges

- Change of word from removal to installation (in relation to restrictor devices)
- Changing of time frames for the debt recovery process
- Changing of phone calls to a letter of intent

### Debtors

- No change

## Financial Assistance Policy

Council may exercise a function by financial provision (s355 *Local Government Act 1993*) and Council may by resolution, contribute money or otherwise grant financial assistance to persons for the purpose of exercising its functions (s356 *Local Government Act 1993*).

The reviewed policy (refer attachment) has the following changes:

- Remove references to “Deputy Mayor” from Mayor’s Discretionary Fund.
- Change “General Manager” to “Chief Executive Officer”.
- Add a new funding principle: *Reduction or Waiver of Council Fees & Charges*
- Change Policy title to *Financial Assistance & Reduction or Waiver of Council Fees & Charges Policy*.

## Reduction or Waiver of Council Fees & Charges

The aim of this policy is to provide a framework for the consistent and equitable assessment of requests for the reduction or waiver of Council fees and charges for the use of Council facilities and/or services provided by Council.

The reviewed policy (refer attachment) has the following changes:

- To be rescinded.
- Funding principles to be incorporated into revised Financial Assistance & Reduction or Waiver of Council Fees & Charges Policy.

## Procurement Policy

The aim of this policy is to ensure transparent, accountable and compliant processes for the procurement of goods, services and expertise, required to support the implementation of Council plans and objectives.

The reviewed policy (refer attachment) has the following changes:

- Update legislation references.
- Add section on Delegation Authority.

- Add principles of Sustainable Procurement.
- Develop Local Preference from a pseudo-discount to Local Benefit via Local Business and Industry Participation Plan.

These policies will be placed on public exhibition for a period of 28 days. If no submissions are received during this period, they will be adopted as the newly revised policies. Any submissions on any of these policies will be presented back to Council for consideration before adoption takes place.



## **Child Safe Policy**



## GOULBURN MULWAREE COUNCIL CHILD SAFE POLICY

### POLICY OBJECTIVE

The purpose of this policy is to outline Goulburn Mulwaree Council's (Council) commitment to creating and maintaining a child safe organisation.

### LEGISLATIVE PROVISIONS

*Advocate for Children and Young People Act 2014*  
*Child Protection (Offenders Prohibition Orders) Act 2004*  
*Child Protection (Offenders Registration) Act 2000*  
*Child Protection (Working with Children) Act 2012*  
*Child Protection (Working with Children) Amendment (Statutory Review) Act 2018*  
*Child Protection (Working with Children) Regulation 2013*  
*Children and Young Persons (Care and Protection) Act 1998*  
*Children and Young Persons (Care and Protection) Regulation 2012*  
*Children's Guardian Act 2019*  
*Environmental Planning and Assessment (EPA) Act 1979*  
*Government Information (Public Access) Act 2009*  
*Ombudsman Act 1974*  
*Privacy and Personal Information Protection Act 1998*  
*State Records Act 1998*  
*Local Government Act 1993*  
*Young Offenders Act 1997*

### POLICY STATEMENT

The policy applies to and informs all Council employees, Councillors, contractors and volunteers of their obligations in keeping children safe.

The policy will inform Council policies, procedures, strategies and actions that align with the continual enhancement of child safety in all Council activities.

#### **Commitment to child safety**

Children and young people have the right to be respected, empowered and safe. We are dedicated to listening to their views and committed to our responsibilities in keeping them safe.

#### **Background**

In December 2017, The Royal Commission into Institutional Responses to Child Sexual Abuse recommended taking action to make organisations across Australia safe for children. The Office of the Children's Guardian introduced the Child Safe Standards to improve the way organisations provide services for children and young people to prevent and respond to child abuse that may occur within organisations. Additionally, the development of the National Principles for Child Safe Organisations is a key national reform.

The 10 National Principles have been endorsed by all Commonwealth, State and Territory Governments. They provide a nationally consistent approach to embedding child safe cultures within organisations that engage children, and act as a vehicle to give effect to all Royal Commission recommendations related to child safe standards. The National Principles are:

- Principle 1: Child safety and wellbeing is embedded in organisations leadership, governance and culture
- Principle 2: Children and young people are informed about their rights, participate in decisions affecting them and are taken seriously
- Principle 3: Families and communities are informed and involved in promoting child safety and wellbeing
- Principle 4: Equity is upheld and diverse needs respected in policy and practice
- Principle 5: People working with children and young people are suitable and supported to reflect child safety and wellbeing values in practice
- Principle 6: Processes to respond to complaints of child abuse are child focused
- Principle 7: Staff and volunteers are equipped with the knowledge, skills and awareness to keep children and young people safe through ongoing education and training



## GOULBURN MULWAREE COUNCIL CHILD SAFE POLICY

- Principle 8: Physical and online environments promote safety and wellbeing while minimising the opportunity for children and young people to be harmed
- Principle 9: Implementation of the national child safe principles is regularly reviewed and improved
- Principle 10: Policies and procedures document how the organisation is safe for children and young people

### **Involving children in decision-making**

Council supports the active participation of children in our services, programs and events. Council will provide accessible opportunities and encourage children to take part in decisions that affect them now and in the future. This is to:

- Help us better meet their needs and interests
- Involve them in their community
- Encourage them to share their ideas and opinions
- Teach them a new skill.

Wherever applicable, we inform children and young people about what they can do if they feel unsafe.

### **Recruitment and selection**

Council employs a fit for purpose recruitment and selection process for all direct contact work with a child or young person where contact is a usual part of and more than incidental to the work as defined by the *Child Protection (Working with Children) Act 2012*. A current Working with Children Check (WWCC) is required for all child-related work.

### **Training and induction**

Council will meet its training and induction obligations by ensuring that all Councillors, employees, volunteers and contractors are inducted in child safety and understand that child safety is everyone's responsibility. Councillors, employees, volunteers and contractors will be provided with training to support their understanding of Council's commitment to child safety and that everyone has a role to play in safeguarding children.

### **Reporting a child safety concern or complaint**

A reportable allegation is made where a child, young person, or adult makes an allegation, based on a reasonable belief that a Councillor, employee, contractor, or volunteer of Council has been, or allegedly been, involved in the harm or abuse of a child or young person

All reportable allegations of child abuse must be reported to Council's Child Protection Officer (Business Manager Governance). Allegations can be reported by children or young people, families, Councillors, Council employees, contractors or volunteers. Council must immediately take the appropriate steps to assess and minimise any further risk of harm, as well as report the matter to the relevant oversight agencies and/or Police. Council will support relevant authorities' investigations into allegations of abuse or risk of harm to children and young people.

Concerns that a child or young person is suspected to be at risk of significant harm that does not involve Council must be reported to the relevant agency.

Council will meet its mandatory reporting obligations and will take action to protect children and young people at risk of significant harm.

For the purposes of this policy a child is a person under the age of 16 years and a young person is over the age of 16 years but under the age of 18 years.

### **Privacy and confidentiality**

Council is committed to protecting an individual's right to privacy. All personal information considered during the process of reporting or investigation will be collected and managed in accordance with Council's Privacy Management Policy. Personal information will only be disclosed to another party if there is a legislative requirement for such disclosure.





## GOULBURN MULWAREE COUNCIL CHILD SAFE POLICY

### **Risk management**

Council recognises the importance of a risk management approach to minimising the potential for child abuse or harm to occur and this informs all associated policies, strategies and actions.

To ensure Council maintains a child safe culture, all Councillors, employees, contractors and volunteers will be informed, resourced and supported to understand their role in providing a child safe environment.

### **REPORTING**

The Child Protection Officer (Business Manager Governance) will report to the General Manager and the relevant agencies in accordance with child protection reporting obligations.

### **ROLES AND RESPONSIBILITIES**

#### **Council**

Publicly commits to child safety and embeds a child safe culture.

#### **General Manager**

The General Manager as Head of Agency is responsible for ensuring that Council fulfils its responding and reporting obligations and to notify the Office of the Children's Guardian (NSW) when an allegation of child abuse is made against a Councillor, employee, volunteer or contractor. The General Manager is responsible for ensuring compliance with this policy and that all employees, contractors and volunteers are informed, resourced and supported to understand their role in providing a child safe environment.

#### **Child Protection Officer**

Council's Public Officer has been appointed as the Child Protection Officer and their responsibilities are:

- provide ongoing support and respond to concerns about the safety and wellbeing of children while engaged in services, programs or events delivered by council.
- to notify the Office of the Children's Guardian (NSW) when an allegation (of which they are aware) of child abuse is made against a Councillor, employee, volunteer or contractor.

#### **Child Safe Advocate**

Child Safe Advocates have been appointed across the organisation, and their responsibilities are to:

- Assist and provide advice to all employees on the Child Safe Policy and Procedure
- Provide guidance on child safe practices across Council

#### **Council employees, contractors and volunteers**

Council employees, contractors and volunteers shall adhere to the requirements of this policy, reportable conduct and responding and reporting obligations, and be able to demonstrate their awareness of their child safety responsibilities.

All Council employees, contractors and volunteers should be aware that the appointment by Council of a Child Protection Officer does not remove mandatory reporting obligations that other Officers of Council may have under s27 of the *Children and Young Persons (Care and Protection) Act 1998*.

All staff shall adhere to their responding and reporting and reportable conduct obligations and take action when a child or young person is at risk of harm.



**GOULBURN MULWAREE COUNCIL**  
CHILD SAFE POLICY

Version	Council Meeting Date	Resolution	Adoption Date	Effective From
1	7 June 2022			
<b>All policies can be reviewed or revoked by resolution of Council at anytime.</b>				

**DIRECTORATE:** Corporate & Community Services

**BUSINESS UNIT:** Governance



## **Debt Recovery Policy**



## GOULBURN MULWAREE COUNCIL DEBT RECOVERY POLICY

### POLICY OBJECTIVE

The objective of this policy is to ensure that money owed to Council is collected as soon as possible through efficient and effective debt recovery procedures.

### LEGISLATIVE PROVISIONS

*Local Government Act 1993*  
*Local Government (General) Regulation 2005*  
*Division of Local Government Rating and Revenue Raising Manual*  
*Residential Tenancies Act 2010*  
*Bankruptcy Act 1966*  
*NSW Uniform Civil Procedures Rules 2005*  
*Commercial Agents and Private Inquiry Agents Act 2004*  
*Corporations Act 2001*

### POLICY STATEMENT

Council may combine arrears of Rates, Water and Sewer / or Debtor accounts to take the accumulated debt to \$950 for legal action to commence.

#### Rates and Charges

1. Any request for an arrangement from a ratepayer to pay rates and charges arrears must be made in writing, for consideration

The period for re-payment of any arrangement is to be within 12 months. Any arrangement exceeding 12 months will need to be reviewed under Council's *Hardship Policy*.

#### **Interest will continue to accrue on all outstanding balances.**

2. Where a ratepayer having made an arrangement to pay the outstanding debt has further difficulty meeting the repayment and requests Council to be more lenient, a further extension should be sought by lodging a Hardship Application.
3. In the event of a ratepayer defaulting on any arrangement Council may make attempts to contact the ratepayer. If the ratepayer does not make provisions to bring the arrangement up to date within the agreeable timeframe, legal action may be initiated without any further correspondence from Council. Where a ratepayer defaults on their arrangement and does not contact Council no further arrangement will be entered into and legal action may commence and continue until the debt is paid in full.
4. In line with Council's Time Table of Debt Recovery Processes (attached) legal action that will incur legal and court costs will commence when the amount outstanding is \$950 or three (3) instalments in arrears and will continue as required until the debt has been paid in full. Council's Debt Recovery Provider/s will be engaged to conduct the necessary steps to ensure the prompt collection of these arrears. Letters of demand will be sent out where the amount outstanding is \$500 or two (2) instalments in arrears.
5. A report providing outstanding rates and charges is presented to Council at the end of each quarter with outstanding arrears over \$500. The report will also contain details of the action which has been taken by Council to recover those debts.



## GOULBURN MULWAREE COUNCIL DEBT RECOVERY POLICY

6. All requests by a ratepayer to write off rates and charges including legal fees and interest must be submitted in writing for the consideration of Council at a closed meeting.
7. Interest will be charged in accordance with *s566 Local Government Act 1993*. Interest will be calculated daily on a simple basis applying the per annum rate specified by the Minister and approved by Council. Interest will apply to all overdue rates and charges.
8. In the case of winding up a company or bankruptcy proceedings for unpaid rates and charges a report shall be submitted to Council for consideration at a closed meeting.
9. Any property becoming eligible to be sold for recovery of rates and charges in accordance with *s713 Local Government Act 1993* shall be submitted to Council for consideration.
10. Any information collected by Council Officers regarding the financial circumstances of a ratepayer shall be maintained in the strictest confidence and shall not be made public under any circumstance.

### **Water and Sewer Charges**

1. A water flow limiting device (restrictor) shall be installed on meters where the account has not been paid or a suitable arrangement been entered into. Such a device shall restrict the flow of water to the property in accordance with Clause 144 *Local Government (General) Regulation 2005*.
2. The installation of the water flow limiting device (restrictor) will incur a fee. This fee will be charged as per Council's current year's Operational Plan. This fee will be added to the water account at the time of installation of the water flow limiting device (restrictor).
3. A water flow limiting device (restrictor) will only be removed once the outstanding balance on the water account has been paid in full.
4. In the event that the device is removed or tampered with (not by Council), Council will disconnect the property from Council's water system in accordance with Clause 144 *Local Government (General) Regulation 2005*, if the water account is not paid in full within a 3 week timeframe. The property owner will be advised in writing of the date the payment is due and the current cost to reconnect to Council's water system if disconnection occurs. This fee will need to be paid to Council prior to the service being reconnected.
5. In the instance where a property is unmetered or the property is vacant land with a meter Council will initiate legal action in line with Rates and Charges point 4 of this policy.
6. Arrangements can be entered into by an owner or authorised agent that is having difficulty in paying their water account by the due date. All arrangements will be considered based on the history of the account.

The preferred time frame for repayment is 3 to 6 months. However, 12 months may be considered on an individual basis. Any arrangement exceeding 12 months will need to be reviewed under Council's Hardship Policy.

### **Interest will continue to accrue on all outstanding balances.**

7. In the event that an owner or authorised agent defaults on an arrangement, Council will issue a 'cancellation of arrangement' letter stating that if the account is not paid in full within 3 weeks, a water flow limiting device (restrictor) will be installed without further notice.



## GOULBURN MULWAREE COUNCIL DEBT RECOVERY POLICY

8. Where an owner or authorised agent, after having made an arrangement, has difficulty meeting the repayments and requests Council to be more lenient, a request for a further extension should be submitted in writing and forwarded to Council for consideration. This will not apply if the above point (4) has already been issued.
9. If the water account has not been paid after the installation of the water flow limiting device (restrictor), legal action is to commence with Council's Debt Recovery Provider.
10. A report providing outstanding balances over \$500 is presented to Council at the end of each quarter. The report will also contain details of the action which has been taken to recover those debts.
11. Any requests to write off charges including legal fees and interest must be submitted in writing for the consideration of Council at a closed meeting.
12. Interest will be charged in accordance with s566 *Local Government Act 1993*. Interest will be calculated daily on a simple basis applying the per annum rate specified by the Minister and approved by Council. Interest will apply to all overdue water and sewer charges.
13. Any information collected by Council Officers regarding the financial circumstances of a ratepayer shall be maintained in the strictest confidence and shall not be made public under any circumstance.

### Debtors

1. Any request from a debtor to pay the arrears must be made in writing or over the telephone. This will be considered by nominated Council staff. Arrangements exceeding a 3 month period must be made in writing to Council for consideration.  
  
The preferred period for re-payment of all debtor accounts in arrears is to be within 6 months. Any arrangement exceeding 6 months will need to be submitted in writing for Council's consideration at a closed Council meeting.
2. In the event of a debtor defaulting on any arrangement Council may contact the debtor. If the debtor does not make provisions to bring the arrangement up to date within the agreed timeframe, legal action may be initiated without any further correspondence from Council. All amounts exceeding 90 days may also have Council services cancelled until the debt is paid in full. In the event of a second default future credit and or service may be refused permanently.
3. A report providing outstanding debtors over 90 days is presented to Council at the end of each quarter. The report will also contain details of actions taken by Council to recover the debt.
4. All requests to write off debts must be submitted in writing to the General Manager. The General Manager is authorised to write off debts (other than property related charges which remain a charge upon the property) up to and including \$1,000. All requests by a debtor to write off debts over \$1,000 must be submitted to Council for consideration at a closed Council meeting.
5. Any information collected by Council Officers regarding the financial circumstances of a debtor shall be maintained in the strictest confidence and shall not be made public under any circumstances.



**GOULBURN MULWAREE COUNCIL  
DEBT RECOVERY POLICY**

Version	Council Meeting Date	Resolution	Adoption Date	Effective From
1	19 June 2007	07/297	19 June 2007	19 June 2007
2	21 May 2013	13/179	21 May 2013	5 July 2013
3	15 July 2014	14/287	15 July 2014	22 August 2014
4	1 September 2015	15/402	7 October 2015	7 October 2015
5	16 May 2017	17/159	16 May 2017	16 June 2017
6	21 June 2022			
<b>All policies can be reviewed or revoked by resolution of Council at anytime</b>				

**DIRECTORATE:** Corporate & Community Services

**BUSINESS UNIT:** Finance



**GOULBURN MULWAREE COUNCIL  
ATTACHMENT TO DEBT RECOVERY POLICY**

**Time table of Debt Recovery processes following initial account**

**Water**

Account Raised	Day 1
Due Date	4 weeks from account being raised
Overdue Notices	2 weeks from original due date
14 day letter	2 weeks from overdue notices being sent
Final Letter – gives 2 weeks to pay Tenant Letter - where properties have different mailing address to property	2 weeks from 14 day letter being sent
Letter of Intent– gives 1 week to pay	After date listed in Final Letter
Water Flow Restrictors	After date listed in Letter of Intent

**Rates**

Rates / Instalment Notice	Day 1
Due Date	4 to 5 weeks from date of file extraction
Overdue Notice	3 – 7 days after due date
Letter of Demand (LOD)	15-20 days after due date
Statement of Liquidated Claims (SLC)	14- 18 days after letter of demand is mailed
Subsequent legal action will follow 28 days after the service of the Statement of Liquidated Claims.	





## **Financial Assistance & Reduction or Waiver of Council Fees & Charges Policy**



## GOULBURN MULWAREE COUNCIL FINANCIAL ASSISTANCE POLICY

### POLICY OBJECTIVE

Council may exercise a function by financial provision (s355 *Local Government Act 1993*) and may by resolution, contribute money or otherwise grant financial assistance to persons for the purpose of exercising its functions (s356 *Local Government Act 1993*).

The objective of the Policy is to establish, improve, or enhance the resources, services and/or facilities for all residents of Goulburn Mulwaree in relation to the funding categories identified by the Policy. By providing funds for events, capital works, equipment, services or facilities Council will meet these objectives.

### LEGISLATIVE PROVISIONS

*Local Government Act 1993*

### POLICY STATEMENT

#### **Funding Principles**

Funding under this Policy will be made available under the following funding streams.

- **Financial Assistance for Community Events, Projects and Representation**  
*Financial contribution to assist with the cost of a community event and/or project or to assist individuals/groups representing their community.*
- **Mayor's Discretionary Fund**  
*Financial assistance available at the discretion of the Mayor and to assist with small projects and community initiatives.*
- **Reduction or Waiver of Council Fees & Charges**  
*Consistent and equitable assessment of requests for the reduction or waiver of Council fees and charges for the use of Council facilities and / or services provided by Council.*

Implementation of this policy is dependent upon Delivery Program and Operational Plan resource allocation. Each year, Council may make general budgetary provisions to enable funding to be made available for each of the streams.

#### **Financial Assistance for Community Events, Projects and Representation**

##### Funding Eligibility

This stream is to be made available for:

- Funding requested by community and/or charitable organisations for events that do not satisfy the criteria under the *Event Development Funding Policy*.
- Funding requested by community and/or charitable organisations for projects that add value to the community
- Financial support requested by members of the community to represent or participate in events (both sporting and cultural) at a national or international level.

Funding under this stream will be capped at \$10,000 and may be in the form of:

- Financial contribution/sponsorship
- In-kind support
- Up to 50% fee waiver for Council venue hire



## GOULBURN MULWAREE COUNCIL FINANCIAL ASSISTANCE POLICY

So that funding is allocated in the most equitable and effective way possible, the following criteria will apply –

1. Applications for funding must be for a defined purpose.
2. Priority will be given to –
  - 2.1 Projects/events which support welfare activities
  - 2.2 Projects/events which support the priorities of the various plans adopted by Council
  - 2.3 Projects/events which have not previously received funding.
  - 2.4 Areas where there is an obvious and documented community/local need.
  - 2.5 Areas where the need is considered greatest.
3. Grant funds must be expended within 12 months unless otherwise resolved by Council. No funds will be granted for goods, services or works carried out or purchased in previous year.
4. Where previous funding has been granted under this Policy, the applicant must have fully satisfied the conditions of the previous Grants funding agreement.
5. Contribution from the applicant to the project/event in cash and/or in-kind (voluntary labour and/or materials, etc.) will be highly favoured, as will their efforts to seek funding from other sources.
6. All financial assistance awarded by Council is made on the assumption of honest and full disclosure of information. Evidence of any breach of this trust will make the financial assistance null and void in which case any funds paid under the Policy must be returned to Council.
7. Council grants are made directly to the community organisation or nominated individual therefore Council cannot pay the supplier directly for goods or services purchased with grant funds. To ensure accountability, all grant funds (cash) must go through the organisation's bank account.

Applications are to include details of any other grant funding source for the proposed project (approved or pending).

### Funding Assessment

Requests for funding up to \$1,000 can be authorised by the Chief Executive Officer and Mayor.

Requests exceeding \$1,000 will be approved by a resolution of Council.

To ensure continuing objectivity in the funding evaluation process the following procedure will be strictly adhered to –

- All applications/requests will be considered on their merits, taking into account the circumstances of each case, the availability of funds and the relevant provisions of the *Local Government Act 1993*, or any other Act(s) authorising Council to provide grants, subsidies or donations.
- Applications will then be assessed on their eligibility and, where required, will be reported to Council for consideration and resolution.



## GOULBURN MULWAREE COUNCIL FINANCIAL ASSISTANCE POLICY

### Funding Applications

Any request for financial assistance under this stream must be made in writing. Such a request can be made at any time during the financial year and must include a completed application form. The form will be made available on Council's website.

For applications for funding of \$5,000 and above, the Application must be accompanied with Financial Statements.

### **Mayor's Discretionary Fund**

#### Funding Eligibility

The Mayor's Donation Funding Stream will be reserved for donations to charitable and "not for profit" organisations.

#### Funding Assessment

The Mayor will have discretion to make donations up within the annual allocated budget.

#### Funding Applications

Any request for a donation under the Mayor's Discretionary Fund must be made in writing. Such a request can be made at any time during the financial year.

### **Reduction or Waiver of Council Fees & Charges**

#### Eligibility

To be eligible for a reduction or waiver the applicant must be considered in at least one of the following categories:

- Charitable organisation
- Be a non-profit organisation and dependent upon amount requested, may be asked to provide audited financial accounts
- Pensioner groups
- Community groups
- Schools and any group/organisation as determined from time to time by Council
- Demonstrate special circumstances as determined by the Chief Executive Officer or Council's delegated staff

Council **will not** consider applications to waive fees and charges for:

- Any profit-making ventures for commercial entities
- Any activity, event or program that contravenes Council's existing policies
- The bond associated with the use of Council facilities, (only the waiver of fees for an activity, event or function will be considered)
- Retrospective applications, including refunds

#### Funding Assessment

- All requests to waive or reduce Council fees must be in writing and addressed to the Chief Executive Officer or delegated staff
- Eligibility and assessment criteria must be provided to applicants upon request or on receipt of applications
- A written assessment should be provided to the applicant



**GOULBURN MULWAREE COUNCIL  
FINANCIAL ASSISTANCE POLICY**

- Applications that do not exceed \$2,000 will be determined by the Chief Executive Officer in consultation with the Mayor.

Upon request the applicant may be asked to:

- Demonstrate a substantial degree of community support and representation
- Explain the nature of the event or activity
- Explain the perceived benefit of the event or activity to the local community
- Explain the ability of the event or activity to complement existing community services
- Detail alternative funding sources available and accessed by the organisation
- Detail previous funding assistance provided by the Council
- Detail information regarding the organisation to include:
  - a) Organisation profile
  - b) Membership information
  - c) Funding profile and non-profit status
  - d) Marketing intentions and acknowledgement of Council's contribution

Special Conditions

1. Recurrent requests to waive Council fees and charges will be assessed as per the criteria outlined in this policy.
2. Organisations receiving funding under other funding streams in this *Policy* **may be ineligible** for a further reduction or waiver of Council fees and charges. All requests will be assessed against this policy
3. A report of each application determined by the Chief Executive Officer will be forwarded to Council for information.
4. If an application for waiver does not meet the evaluation criteria but is assessed by the Chief Executive Officer as a case warranting further consideration, it will be forwarded to Council for determination.

**Approval to waive Council fees does not imply Council's endorsement of the applicant's event or project or of the applicant's philosophy or objectives.**

Goods & Services Tax

Any funding provided under the Policy will be the total amount (i.e. GST inclusive or not subject to GST). Recipients for funding should seek advice from financial consultants regarding any accounting requirements for GST and advise Council accordingly.

Version	Council Meeting Date	Resolution	Adoption Date	Effective From
1	18 July 2017	2017/307	Submissions received	
2	19 September 2017	2017/396	19 September 2017	19 September 2017
3	21 June 2022			
<b>All policies can be reviewed or revoked by resolution of Council at anytime</b>				

**DIRECTORATE:** Executive Services

**BUSINESS UNIT:** Executive



## **Procurement Policy**

## POLICY OBJECTIVE

To ensure transparent, accountable and compliant processes for the procurement of goods, services and expertise, required to support the implementation of Council plans and objectives.

## LEGISLATIVE PROVISIONS

*Local Government Act, 1993 Section 55*  
*Local Government (General) Regulation 2005 Part 7*  
*Tendering Guidelines of NSW Local Government 2009*  
*State Records Act, 1998*  
*Government Information (Public Access) Act, 2009*  
*Work health & Safety Act, 2011*  
*Modern Slavery Act (Cth) 2018*

## POLICY STATEMENT

Council is responsible for the allocation of significant public funds to providers during the procurement of goods, services and expertise on behalf of ratepayers. This policy outlines the key principles which apply to staff in the execution of procurement activities, and should be read in conjunction with the procurement procedures.

### **Procurement Processes**

The relevant procurement process will be determined based on the estimated costs of the goods, services or expertise sought, the project risks, and the probable supplier type.

Where possible, existing agreements or prescribed panel contracts will be used. Based on the estimated costs, the procurement process may require selective quotations or a public tender.

The General Manager or a Director may waive selected process requirements in writing, provided the exceptional circumstances are justified. Public tender exemption is only permitted based on the legislation.

### **Key Principles**

Staff engaged in procurement activities will at all times pursue the following key procurement principles:

#### *Effective Competition*

Effective competition is the central operating principle in the pursuit of the best outcome. Council will establish effective competition by maximising the opportunities for businesses to engage with Council through the selection of procurement methods suited to market conditions.

These methods will include inviting submissions from various suppliers, requesting timely and accurate information. The use of publicly advertised tenders allows for ease of entry for new suppliers. Council will provide feedback to unsuccessful respondents, as requested.

#### *Value for Money*

Value for money does not mean accepting the lowest price. Factors considered as part of evaluating quotations and tenders may include specification compliance, experience and references, qualifications, and adequate WHS, environmental and quality processes.

These criteria along with price and whole of life costs will be used to determine best value. 'Whole of life' costs can include, purchase price, installation costs, maintenance and disposal costs.

*Sustainable Procurement*

Sustainable procurement is guided by four factors referred to as the Quadruple Bottom Line (QBL).

Sustainable procurement considers:

- cost and economic impact of the purchase;
- environmental impact of the growth, manufacture and transport of the product or service;
- social and ethical implications, including the impact of potential modern slavery in the supply chain; and
- application of good governance.

*Ethical Behaviour and Fair Dealing*

Council and staff will adhere to the Statement of Business Ethics. This includes not disclosing information which confers unfair advantage, financial benefit, or detriment to a supplier.

Council and staff will adopt an approach to procurement that ensures honesty, integrity, fairness and accountability, as core expectations of public sector procurement.

Council and staff will not engage in any private business or professional activity that would, or may be seen to, create conflict between personal interest and the interest of Council.

*Accountability and Transparency*

Accountability and transparency in procurement includes developing and storing evidence of the procurement activities and the unbiased decision making process. An independent, third party must be able to clearly see a fair and reasonable process has been followed.

*Delegated Authority*

Delegations define the limits within which Council employees are permitted to work. These ensure accountability and provide confidence to Council and the public that procurement activities and decisions are dealt with at the appropriate level.

**Local Preference**

Council recognises that local business is an integral part of the Goulburn Mulwaree community and is committed to encouraging the benefits of locally sourced goods, services and expertise.

Council will:

- Foster good relations with local industry bodies and suppliers
- Encourage local business to quote for the supply of goods, services and expertise to Council while ensuring quality deliverables, customer service, effective risk management, and best value.

For the purpose of evaluating Submissions, a Local Business and Industry Participation Plan may be requested. This will require the supplier to indicate how the submission will support local business and industry during the delivery of the proposed agreement.

This may include, but is not limited to, locally sourced:

- Design;
- Materials and/or components;
- Labour and/or subcontractors; and
- Plant & equipment hire.

When applicable, this will be clearly communicated in the RFx documents.



**Emergency Procurement**

In some circumstances, an urgent procurement may be required to meet Council obligations in regard to public safety, asset protection, environmental protection or critical service provision. If such a situation arises with insufficient time to comply with this policy, the General Manager or a Director must authorise an emergency procurement.

Version	Council Meeting Date	Resolution	Adoption Date	Effective From
1	20 December 2005			
2	18 November 2008	08/735	18 November 2008	18 November 2008
3	21 June 2011	11/220	17 August 2011	17 August 2011
4	21 May 2013	13/179	21 May 2013	5 July 2013
5	7 April 2015	15/127	22 May 2015	22 May 2015
6	18 July 2017	2017/308	18 July 2017	18 August 2017
7	21 June 2022			
<b>All policies can be reviewed or revoked by resolution of Council at any time.</b>				

**DIRECTORATE:** Corporate and Community Services

**BUSINESS UNIT:** Finance

**15.19 ST CLAIR CONSERVATION WORKS - STATUS REPORT**

**Author:** Business Manager Marketing Events & Culture  
 Director Corporate & Community Services

**Authoriser:** Matt O'Rourke, Acting General Manager

**Attachments:** Nil

<b>Link to Community Strategic Plan:</b>	7. Our Economy EC2 Jointly develop appropriate tourism opportunities and promote the region as a destination.
<b>Cost to Council:</b>	<p>The balance of funds from 2020/21 (\$113,932) were carried over to 21/22 to facilitate the completion of stage one works. Whilst this amount is overcommitted, the over-commitment is expected to be less than \$50,000 (currently \$41,592 over). The total budget for this project (including works undertaken in previous financial years) is \$1,174,300.</p> <p>An additional \$200,000 in expenditure, subject to receiving \$100,000 in grant funding, has been allocated in the 2021/22 budget to enable further conservation works at St Clair. The stage two works (currently unfunded and subject of grant applications) are for final rising damp and salt attack works.</p>
<b>Use of Reserve Funds:</b>	<p>The project is part-funded from a \$717,126 transfer from the St Clair Restoration Reserve (38209). This reserve is to be fully exhausted at the end of this project.</p> <p>There is also funding of \$270,915 transferred from the following unexpended grants:</p> <ul style="list-style-type: none"> <li>- Office Environment &amp; Heritage (38288) – \$80,085</li> <li>- Club Grants (38241) – \$190,830</li> </ul> <p>Again, both of these reserves will be fully exhausted at the end of this project.</p> <p>If the full \$100,000 contingency from the Special Projects Reserve is utilised, that reserve is expected to be fully exhausted by 30 June 2025 based on current budget allocations.</p>

**RECOMMENDATION**

That the report from the Business Manager Marketing, Events & Culture on the status of the St Clair Conservation Works be received.

**BACKGROUND**

To provide Council with an update on the current status of the St Clair Conservation Works.

**REPORT**

The Conservation Works at St Clair commenced in May 2020, following the appointment of Longstone Pty Ltd as a result of their successful tender.

This report provides an update of works completed on site, with an update to Council monthly.

**Program**

The major tasks and milestones are noted below.

<b>Task Description</b>	<b>Completion</b>	<b>Comment</b>
Preliminary work	100%	Complete
Site establishment	100%	Complete
Demolition & asbestos removal	100%	Complete
NW Drainage cell & excavation	100%	Complete
Mould & moisture remediation and sub-floor ventilation	100%	Complete
Roof & Guttering (Villa)	100%	Complete
Carpentry	100%	Complete
Brickwork	100%	Complete – aspects removed from scope due to budget limitations
Steel balcony & stair	100%	Complete
Electrical	100%	Complete
Plumbing	100%	Complete
Tiling	100%	Complete
Walkway to front verandah	100%	Complete
Rendering & internal linings	100%	Complete – aspects removed from scope due to budget limitations
Painting	98%	New timber stairs will require painting
Window & Door Treatments	100%	Complete – aspects removed from scope due to budget limitations
Floor Finishes	100%	Complete
Architectural + other joinery	90%	Stairs installed, awaiting balusters & non-slip tread
Verandah works	0%	Removed from scope due to budget constraints

Since the last status report to Council, the installation of four new sets of stairs has commenced, and is 90% complete, awaiting the installation of balusters and non-slip tread. New stairs were required after it was determined that the original timbers were too compromised to re-use. Whilst all attempts were made to re-use as much original material as possible, much of the material could not be re-used due to materiality and safety concerns.

The remaining works to be undertaken by the Contractor and Council include:

Contractor:

- Final works to stairs
- Repairs to flooring, plaster and surrounds following the installation of new stairs
- Oiling of the new stairs upon installation and any touch-ups as required

Council:

- Fire Engineering certification (awaiting date for final inspection)

- Finalising details to prepare for Occupation Certificate – nearing completion

### Budget and Expenditure

To date, progress claims have been received for \$1,066,861.00 (inclusive of GST). The total contract price is \$1,213,798.90 (inclusive of GST). Note, the contract price has been amended based on the below amendments to Variation-01.

### Contract Variation

Variation	Description	Amount
V-01	This variation is for additional works undertaken to satisfy current Building Code of Australia requirements. Further works were undertaken to ensure the structural integrity of load-bearing walls on the ground floor.	\$20,050.80
V-02	This variation is for the construction of three new staircases, and minor repairs to a smaller set of stairs to increase the height of the original handrail to ensure compliance with the National Construction Code.	\$35,090.00
<b>TOTAL</b>		<b>\$55,140.80</b>

V-01 was finalised during September 2020.

V-02 was finalised during February 2022.

**Contractual Issues** There are no contractual issues to report. The contract itself is running later than intended due to problems securing sub-contractors for specialised works. Material supply issues have been problematic in recent months, unable to source specialist timbers and other materials due to lack of supply, importation timeframes and lack of availability overall. We continue to identify appropriate solutions that address heritage requirements and to ensure compliance.

### Communications with History Goulburn

The Business Manager Marketing, Events & Culture (Project Manager), along with the Museums Coordinator, are in regular contact with the President and Vice President of History Goulburn. We also work closely with History Goulburn as a result of securing a Museum's Advisor to assist History Goulburn over the next 12 months, and met as recently as last week (1-3 June 2022) as part of the Museum's Advisor's most recent visit.

### Stage Two works

We were successful in securing \$100,000 from Heritage NSW for the stage two rising damp works which is only 15% of the anticipated budget required for this work. We are awaiting the outcome of our full application to the Creative Capital Fund, after progressing past the EOI stage. An announcement is expected late June.

If successful, this grant for \$530,000 will allow Council to proceed with the stage two works, with \$210,000 cash required from Council to contribute to this second stage. Should the stage two works proceed, this will impact the timeframe in which History Goulburn can return to St Clair, of which they are fully informed, and continue to be updated as information becomes available.

### Storm damage

The heavy rainfall events from November 2021 to March 2022 have caused some damage at St Clair and are in various stages of repair. We are awaiting the installation of a new ceiling, which was damaged during recent rain events. Unfortunately, sub-contractors cannot provide a firm date for these works.

### Grant applications

Numerous grant applications are underway or approved for St Clair. They are:

<b>Fund</b>	<b>For</b>	<b>Amount</b>	<b>Status</b>
Heritage NSW	Stage two rising damp works	\$100,000	Successful. Awaiting outcome of Creative Capital grant application.
Creative Capital	Stage two rising damp works	\$580,000	Awaiting outcome of full application
Heritage NSW	Emergency works – repair of the carriageway	\$10,000	Successful. Awaiting groundwater and overland flow investigations prior to commencement of works.
Culture, Heritage and Arts Regional Tourism program	Villa ground floor restoration – sand punch and oil original timber floors	\$3,000	Successful. Work to be completed during June

### Project photos

Some comparison photos of the central stair can be found on the following page.



Villa – Original unsafe and non-compliant stairs (note this is before the sub-floor excavation works took place)



Villa – stairs during sub-floor works. Note the bricks on clay, and the lack of sub-floor clearance, contributing to rising damp issues.



Villa – New compliant and structurally sound stairs in the process of being installed. Note re-build of wall, floors to be completed in June.



**15.20 REUSE SCHEME GOULBURN - MAY 2022 STATUS REPORT**

**Author:** Business Manager Infrastructure  
 Director Utilities  
**Authoriser:** Matt O'Rourke, Acting General Manager  
**Attachments:** Nil

<b>Link to Community Strategic Plan:</b>	20. Our Infrastructure IN5 Ensure high quality water supply options for the towns in the region.
<b>Cost to Council:</b>	\$10,800,000 total project cost. \$4,400,000 is funded through Building Better Regions Fund. Total Spent to Date: \$6,173,204.85
<b>Use of Reserve Funds:</b>	\$6,400,000 from Sewer Fund

**RECOMMENDATION**

That the report from the Business Manager Infrastructure on the Goulburn Reuse Scheme status update be received.

**BACKGROUND**

To provide Council with an update on the status of the Goulburn Reuse Scheme project.

**REPORT**

The project comprises of a distribution system incorporating, new and existing pipelines, new or upgraded irrigation systems at seven sites, including, pump stations, storage tanks, and telemetry system to allow central monitoring and control of the irrigation systems.

Irrigation sites included are Hudson Oval, North Park, Victoria Park, Carr Confoy, East Grove South, Goulburn Golf Club, Recreation Area, and Goulburn District Racetrack.

**Project Program**

<b>Task</b>	<b>Expected date of completion</b>	<b>Task Status</b>
<b>Construction</b>		
Reticulation pipeline construction	31 March 2022	Completed
Irrigation including pumping station, tanks	30 June 2022	Ongoing
WWTP Construction works	30 September 2022	Redesigning to retender
Telemetry and communications	31 December 2022	Not commenced
Commissioning	31 December 2022	Not commenced
<b>Approvals</b>		
Section 60 Approval	31 December 2022	Ongoing
Crown Waterway Approval	30 May 2022	Ongoing



**Construction Cost**

<b>Item</b>	<b>Value</b>
Estimated Contract Value	\$10,800,000.00
Variation Payments to date	Nil
Contract Payments to date	\$6,173,204.85 (58%)

**Project Status**

*Irrigation construction*

Both Irrigation Tenders have been approved by Council and Contracts are executed. Agreements for the Racecourse and Golf Course are drafted and will be executed after project is commissioned.

The below table shows the status of each site:

<b>Street</b>	<b>Status</b>
Hudson Park	Ongoing
North Park	Ongoing
Victoria Park	Ongoing
Carr Confoy	Ongoing
East grove South	Not Commenced
Recreation Area	Commenced

*WWTP Construction*

WWTP Construction was tendered and was rejected due to the cost being substantially over allocated budget. A rescope is underway and a D&C Tender will be advertised late June for a November completion.

*Communications*

Communications (telemetry control) will form part of the WWTP works. Communications on individual sites are incorporated within the Irrigation contracts.

Completed reticulation: overview 100% completed



— Completed Recycled Water Transfer pipeline

**Works Expected for Next Two Months**

- Continued construction works for recreation area irrigation
- Completion of irrigation works at Carr Confoy and Victoria Park
- Complete Tank and pump station works at all sites
- Commence works at Eastgrove South
- Re design and tender for works at WWTP
- Commence communications and Telemetry

**Project Issues**

Item	Status
Obtaining authorities approval	Finding difficulties with John Holland (JH) approval for crossing and working on JH reserve. Officers have been changed few times and unable to receive any response.
Wet Weather effects on Construction	There has been substantial amount of wet weather in the region There has been approximately 2.5 months of wet days that have delayed construction.
Covid 19 delays	Covid 19 has caused material delays that has affected the construction of this project including piping and sprinkler sourcing. Also due to Covid 19 the availability of trades has affected the construction timeframe.

**Project Variations**

Variation	Description	
001	This variation is for additional topsoil on Council request	Approved for additional 15K

•



**Progression photos**













**15.21 RUG - REUSE GOULBURN - MAY 2022 STATUS REPORT**

**Author:** Business Manager Infrastructure  
 Director Utilities

**Authoriser:** Matt O'Rourke, Acting General Manager

**Attachments:** Nil

<b>Link to Community Strategic Plan:</b>	21. Our Infrastructure IN6 Implement safe, accessible, and efficient management and recycling options for general waste, green waste, and sewage.
<b>Cost to Council:</b>	\$8,440,000 total project cost Total spent to date: \$930,717.49
<b>Use of Reserve Funds:</b>	The funding for the project is by grant funding from The Local Roads and Community Infrastructure Grant (LRCI) (\$1,034,951); funding from the Waste Less Recycle More Initiative for Improved Systems for Household Problem Waste – Community Recycling Centres (\$180,000); Waste Management centre reserves for WMC improvements, WMC Tip replacement and special projects; and Domestic Waste Reserves.

**RECOMMENDATION**

That the report from the Business Manager Infrastructure on the RUG Goulburn status update be received.

**BACKGROUND**

To provide Council with an update on the status of the RUG Goulburn project.

**REPORT**

Goulburn Mulwaree Council commenced construction works in November 2021 at the Waste Management Centre. This centre will facilitate greater waste education, segregation, recovery and recycling of materials. The Construction consists of the following elements:

- New Re-use Hub building
- New Resource Recovery Shed incorporating
  - New Community Recycling Centre
  - Bulky goods collection
  - Comingled recyclables
  - Steel, concrete, green waste and general waste
- New site office facilities & education centre
- Additional weighbridge
- New operational vehicle wash bay
- New rainwater and leachate management systems
- Upgraded site utilities
- Upgraded stormwater network



**Construction Program**

Task	Expected date of completion	Task Status
Stage A - Early Works	28/02/2022	Ongoing
Stage B – Main RUG Facilities	30/05/2022	Ongoing
Stage C – Re-Use Hub Facilities	29/05/2022	Commenced
Testing Commissioning	19/05/2022	Not Commenced
Defects Inspection and Rectification	06/06/2022	Not Commenced
Project Completion	20/06/2022	Not Commenced

**Construction Cost**

Item	Value
Contract Value	\$8,440,000
Variation Payments to date	\$24,722
Contract Payments to date	\$930,717

**Project Status**

Fill and Compaction to main area is ongoing, shaping of hardstand to reuse hub kerb and gutters has commenced, Bund works are ongoing, pipework from pumphouse and tanks are ongoing, and Concrete works on reuse hub have commenced. Due to ongoing wet weather the project is delayed significantly.

**Project Issues**

Item	Status
Weather- There has been a significant amount of rain since December that has affected the site.	The Contractor is maximising works during good/dry weather conditions to minimise delays in the program.
Delays	Seeking a program to clarify the work program

**Project Variations**

Variation	Description	
001	This variation is for delay in works	\$9,695
002	This variation is for additional clearing costs	\$15,908
003	This variation is for additional cutting and filling works	Negotiations with contractor continue

**Works Expected for Next Two Months**

- Fire pump shed and tanks to be installed
- Service Lines for power, Communications, and fire service
- Complete fill for main site and begin piles and slab
- Bulk earth works for roads

- Communications design
- Water and sewer connections

**Project Photos**







**15.22 MOUNTAIN ASH ROAD FIXING LOCAL ROADS PROJECT MAY 2022 STATUS REPORT**

**Author:** Business Manager Works  
 Director Operations  
**Authoriser:** Matt O'Rourke, Acting General Manager  
**Attachments:** Nil

<b>Link to Community Strategic Plan:</b>	18. Our Infrastructure IN3 Maintain and improve road infrastructure and connectivity.
<b>Cost to Council:</b>	Nil. Works funded through the TfNSW Fixing Local Roads program to the value of \$2,383,665 and 2020/21 + 2021/22 Roads to Recovery allocation of \$178,073 - \$2,561,738 The expenditure to date is \$2,045,946
<b>Use of Reserve Funds:</b>	Nil

**RECOMMENDATION**

That the report from the Business Manager of Works on the Mountain Ash Road Fixing Local Roads Project status updated be received.

**BACKGROUND**

To provide Council with an update on the status of the Mountain Ash Road Fixing Local Roads project, which stretches from Windellama Road through to Rural Address 1483. The project is extended over three major segments with road widening and pavement overlay being the major aspects of the road improvements.

**REPORT**

This is the May summary report for the Mountain Ash Road Fixing Local Roads project.

**Program**

The following table outlines the construction program.

Works in May were limited to line marking and winning of gravel for the final portion of pavement rehabilitation within Stage and asphaltting of the pavement shoulders has been undertaken within Stage 1 on the 300m section from Windellama Road, this area will be over sealed with bitumen once the weather warms up.

The remaining works on Stage 3 will be completed in September 2022 as the pavement will become too cold to allow the gravel to dry back and bitumen sealing temperatures will not be able to be achieved.

Stage 1 has been assessed for storm damage as part of the declared Natural Disaster with funding made available through Resilience NSW, these works will be delivered in conjunction with the other affected sites.

During February, 5 days were lost due to a COVID close contact. To date a total of 73 days have been lost due to inclement weather and COVID related issues having an adverse effect on progress. There were no inclement weather delays during May.

There were incorrect costs incurred on the project identified within Quarter 3 which have been transferred to the appropriate cost centre.

Stage	From	To	Budget	Expenditure to date	Start	Finish	Status
1	Windellama Road	18/19 works	\$900,000	\$949,182	March 21	September 21	Complete
2	2019/20 works	Korringaroo Road	\$534,165	\$539,366	September 21	November 21	Complete
3	Marianvale Road	20/21 works	\$1,127,573	\$557,398	December 21	April 22	In progress
<b>Total</b>			<b>\$2,561,738</b>	<b>\$2,045,946</b>			

**Scope Variations**

Council has been successful in having a scope variation approved during November 2021 which will concentrate the remaining works on Stage 2 (up to Korringaroo Road) and Stage 3 (from Marian vale Road).

**General Project Issues**

- Project budget overrun on Stage 1 – Overspend from Stage 1 will be managed via additional contingency now approved in the scope variation for stages 2 and 3
- Wet winter, spring, summer and autumn months making construction difficult to progress
- Poor subgrade on Stage 1 section
- Critically endangered Pomaderris vegetation found during REF process limiting Council’s ability to undertake rehabilitation works in this area
- Crown Land and Crown Reserve issues identified during the REF process limiting Council’s ability to undertake rehabilitation works in this area
- Total 73 days lost due wet weather and COVID related issues with 1,213mm of rain falling on site from June 2021 to the end of April 2022
- Crews have been required to attend to urgent repairs on surrounding sealed and unsealed roads in response to Natural Disaster storm events in December 2021, January 2022 and again in March 2022

**Priorities for next month**

- Crushing of gravel material

**Project Risks**

- Ongoing wet weather holding up works causing scope and budget creep
  - Monthly monitoring of project budget in accordance with project estimate
- Project interruptions due to COVID 19
  - Follow up to date government directives and site protocols – monitor
- Deterioration of Currawang Road and Brisbane Grove Road due to the increase in heavy vehicle movements hauling material to site
  - To be monitored during project and repairs undertaken when necessary



**Current Photos of Mountain Ash Road**



*Bitumen seal and line marking within Stage 3*



*Bitumen seal and line marking within Stage 3*

**15.23 WINDELLAMA ROAD FIXING LOCAL ROADS PROJECT MAY 2022 STATUS REPORT**

**Author:** Business Manager Works  
 Director Operations  
**Authoriser:** Matt O'Rourke, Acting General Manager  
**Attachments:** Nil

<b>Link to Community Strategic Plan:</b>	18. Our Infrastructure IN3 Maintain and improve road infrastructure and connectivity.
<b>Cost to Council:</b>	Works funded through the TfNSW Fixing Local Roads program to the value of \$4,564,860 and 2021/22 + 2022/23 Roads to Recovery allocation of \$1,052,766 Total Budget \$5,617,626 The expenditure to date is \$1,847,841
<b>Use of Reserve Funds:</b>	Nil

**RECOMMENDATION**

That the report from the Business Manager of Works on the Windellama Road Fixing Local Roads Project status updated be received

**BACKGROUND**

To provide Council with an update on the status of the Windellama Road Fixing Local Roads project, which commences at Oallen Ford Road towards Goulburn in five segments of work. The project includes pavement and drainage improvements as well as specific rehabilitation of identified areas.

**REPORT**

This is the May status update for the Windellama Road Fixing Local Roads project.

Works in May have been again affected by wet weather with 76mm of rain falling on site over 9 days. The ongoing wet weather has made progress extremely difficult with gravel stockpiles being waterlogged, making the placement of the gravel very difficult as the dry back process has been taking much longer than usual.

Works on Stage 1 have concentrated on the 1.7km section of pavement from Oallen Ford Road with the base material being trimmed to final height and bitumen sealed early May, as has the 200m section within Stage 2 over the new culvert near Hawks Lane.

Civil contractor Coopers Earthmoving has been awarded the Stage 2 pavement construction (Item 15.5 1st February 2022 Council Meeting) and will now commence works mid to late June on select drainage and batter works within Stage 2.

There will be no pavement works undertaken on this stage over winter due to the cooler temperatures and very wet on-site conditions.

Stage 4 drainage works have been completed in preparation of the commencement of pavement works scheduled for commencement November 2022.

The table below outlines the construction program.

Stage	From	To	Budget	Expenditure to date	Start	Finish	Status
1	Oallen Ford Road	Eloura Lane	\$1,396,157	\$1,123,173	Aug 21	April 22	In progress
2	Lumley Road	RA1897	\$993,630	\$439,224	Nov 21	April 22	In progress
3	RA1897	Muffets Road	\$819,573	\$57,786	Jan 22	April 22	In procurement
4	Bullamalita Road	Gundry Lane	\$1,157,064	\$114,799	March 22	Dec 22	In design
5	McGaw's Lane	Lumley Road	\$1,251,202	\$112,859	Sep 22	Feb 23	In design
<b>Total</b>			<b>\$5,617,626</b>	<b>\$1,847,841</b>			

### General Project Issues

- Total 59 days lost to inclement weather which has prompted the decision not to continue with pavement preparation works on Stage 1 and not to commence pavement works on Stage 2
- Since the project commenced in September 2021 a total of 1068mm has fallen on site over an 8-month period, this has had an adverse effect on progress with works taking longer than estimated with regard to pavement related activities. The Project Manager will continue to monitor the project budget and if required will submit a formal variation to the funding body TfNSW for a reduction of scope if necessary
- Poor sub grade identified in remaining stages which require further geotechnical investigation required as to how best to proceed
- Poor sub grade on remaining stages will affect project scope/time. Formal variation has been submitted to TfNSW regarding the issue, Council have been successful in having this variation approved

### Priorities for next month

- Crushing of gravel for remaining sections
- Complete gravel haulage for Stage 3 & 4

### Project Risks

- Project interruptions due to COVID 19
  - Follow up to date government directives and site protocols – monitor
- Deterioration of remaining sections of road due to the increase in heavy vehicle movements
  - To be monitored during project and repairs undertaken when necessary
- Project scope being delivered in full due to the low sub grade strength requiring a more substantial pavement. Whilst subgrade testing has been undertaken to inform the design, significant variations in the sub grade strength have detected throughout construction and could be expected.
-



**Current Photos of Windellama Road**



*Bitumen sealing Stage 1*



*Base preparation Stage 2*



Bitumen sealing Stage 2

**15.24 TOWRANG ROAD BRIDGE REPLACEMENT MAY 2022 STATUS REPORT**

**Author:** Project Engineer - Operations  
 Director Operations  
**Authoriser:** Matt O'Rourke, Acting General Manager  
**Attachments:** Nil

<b>Link to Community Strategic Plan:</b>	18. Our Infrastructure IN3 Maintain and improve road infrastructure and connectivity.
<b>Cost to Council:</b>	The approved construction budget for this project is \$4,000,000 consisting of: Grant funding - \$2,000,000 and Council Contribution - \$2,000,000 Expenditure to date is \$2,731,454
<b>Use of Reserve Funds:</b>	Nil

**RECOMMENDATION**

That the report from the Project Engineer – Operations on the Towrang Road Bridge Replacement May 2022 Status be received.

**BACKGROUND**

To provide Council with an update on the status of the Towrang Road Bridge Replacement project.

This project includes an upgrade on the following components:

- Replacement of existing 53m long, single lane reinforced concrete Slab bridge with a new two lane, 85m long road bridge, 4.5m higher than the existing bridge deck over Wollondilly River on Towrang Road.
- Construction of 9m wide, two-lane approach roads to the new bridge.

**REPORT**

This is the status report for May 2022 for the Towrang Road Bridge Replacement project.

**Program**

Following is the current program for the Towrang Road Bridge Replacement project.

Construction commenced in August 2021 with earthworks for the bridge followed by pile driving and pouring for the piers. Abutments have been constructed and the headstocks were completed in November 2021. At this stage, the bridge structural works have been completed including the installation of guard rails.

The approach roads construction is finished to the base level and the bridge is open to traffic.

The project has been delayed for 7 weeks due to inclement weather and the weather will be monitored in the coming months. The project is scheduled to be completed in August 2022 weather permitting.

**Land Acquisition**

There are two lots of land to be acquired i.e. owned privately and Crown Lands. The private land acquisition is complete and a "Licence to Occupy" was acquired from Crown Lands. Once the project is completed, a formal survey will be undertaken of the extent of acquisitions and finalised this financial year.

**Project Budget and Expenditure – May 2022**

<b>Expenditure Component</b>	<b>Budget Amount</b>	<b>Actual Expenditure</b>
• Preliminaries	\$288,980	\$336,909
• Land Acquisition	\$150,000	\$7,845
• Construction	\$3,345,000	\$2,386,700
• Contingency	\$216,020	\$0
<b>Total</b>	<b>\$4,000,000</b>	<b>\$2,731,454</b>

**Project Variations**

Design of Abutment A on the Hume Highway side has been amended to provide land access from either side of the bridge without crossing the road. Clear height for access track under Abutment A is now 3.2m. The total variation cost is \$119,500 ex. GST.

With the redesign of the Abutment A, it required extra backfill behind the new taller abutment A. The total increased volume of granular backfill behind the new abutment A is 200 m<sup>3</sup> which is approximately 5 times more than the original backfill. The total variation cost for extra backfill is \$52,800 ex. GST.

During excavation for approach roads, approximately 300m<sup>3</sup> of unsuitable material was encountered which will be completed on day rates.

**Contractual Issues**

Nil to report for May 2022.

**Works Completed in the reporting period**

- Bridge structural works completed
- Bridge kerb and railings completed
- Road works completed to base layer

**Priorities for next month**

- Road works to continue
- Existing bridge removal to commence
- Road construction progression
- Final site rehabilitation works to commence
- Land acquisition with Crown Lands to progress as usual.

**Project Risks**

The significant project risks for June 2022 are as follows:

- Wet weather and associated flooding could delay the program.



**Progress Photos of Towrang Bridge Replacement**





**15.25 GROWING LOCAL ECONOMIES COMMON STREET MAY 2022 STATUS REPORT**

**Author:** Project Engineer - Operations  
 Director Operations  
**Authoriser:** Matt O'Rourke, Acting General Manager  
**Attachments:** Nil

<b>Link to Community Strategic Plan:</b>	19. Our Infrastructure IN4 Maintain and update existing community facilities, and support the development of new community infrastructure as needed.
<b>Cost to Council:</b>	The approved construction budget for this project is \$7,788,082 consisting of: Grant funding - \$7,150,000 and Council Contribution - \$638,082 Additional Federal Funding - \$2,800,000 Expenditure to date is \$1,179,224
<b>Use of Reserve Funds:</b>	Nil

**RECOMMENDATION**

That the report from the Project Engineer – Operations on the status of the Growing Local Economies Common Street project be received.

**BACKGROUND**

To provide Council with an update on the status of the Growing Local Economies Common Street construction project.

This project includes an upgrade on the following components:

- Sydney Road and Common Street intersection.
- Common Street between Sydney Road and Chiswick Street.
- Sinclair Street between Common Street and the Waste Management Centre.
- Water and sewer infrastructure.

**REPORT**

This is May 2022 summary report for the Growing Local Economies Common Street construction project.

**Program**

At the Ordinary Council Meeting of Goulburn Mulwaree Council held on 1st March 2022, Council resolved to accept Cleary Bros (Bombo) Pty Ltd submission for the Growing Local Economies Common Street Construction Project. Following is the current program for the project and it will be expanded once the revised construction schedule has been received from the Contractor.

Task description	Start	Finish	Comment
• GMC Preliminary Works	01-01-19	30-09-22	Underway and ongoing.
• Site Establishment	26-09-22	10-10-22	Not started
• Preliminary works	26-09-22	14-10-22	Not started

Task description	Start	Finish	Comment
<ul style="list-style-type: none"> <li>Construction works</li> </ul>	10-10-22	30-04-23	Not started
<ul style="list-style-type: none"> <li>Commissioning and Handover</li> </ul>	01-05-23	01-06-23	Not started
<ul style="list-style-type: none"> <li>Completion</li> </ul>	02-06-23	30-06-23	Not started

Additional funding application from Council has been successful and \$2.8 million of Federal funding has been secured with a condition that it should be expended by end of financial year 2021-2022. Disbursement of \$2.8 million in such a short time span is a challenging task which is currently being addressed in collaboration with the Contractor using contractual options available under GC21 Contract. These options include contractor mobilisation advance, and prepayment for procurement of unfixed material.

A time and cost change request, will be submitted to the funding body to register changes related to the additional Federal funding, including time lost during the approval process of funding application.

Council preliminary works, which includes land acquisition and easement requirements, had a delay due to COVID and it is expected that this task will be completed by end of June 2022. This delay would not impact any other activities such as sewer and water works which have commenced in May-2022.

Vegetation removal at Common Street has been completed to allow installation of water-main works.

**Project Budget and Expenditure – May 2022**

Expenditure Component	Budget Amount	Actual Expenditure
Growing Local Economies Funding		
<ul style="list-style-type: none"> <li>Preliminaries</li> </ul>	\$993,438	\$656,988
<ul style="list-style-type: none"> <li>Land Acquisition</li> </ul>	\$230,000	\$168,600
<ul style="list-style-type: none"> <li>Utilities - Water and Sewer</li> </ul>	\$1,787,131	\$353,636
<ul style="list-style-type: none"> <li>Construction</li> </ul>	\$4,266,439	-
<ul style="list-style-type: none"> <li>Contingency</li> </ul>	\$511,074	-
Federal Funding	\$2,800,000	
<b>Total</b>	<b>\$10,588,082</b>	<b>\$1,179,224</b>

**Project Variations**

Preliminary discussion on scope, budget and time variation are completed internally within Council and further discussions will take place in next couple of months with the funding body before formal submission of change request.

**Contractual Issues**

Nil to report for May 2022.

**Priorities for next month**

- Preparation and submission of change request to the funding body to register cost and time changes.
- Completion of water and sewer network.
- Coordinate with contractor for relocation of communication pit, power poles on Common Street and Gas



- Finalise land acquisition and easement requirements.
- Finalisation of relocation of McDonalds sign
- Design approval of Essential Energy for power infrastructure.

**Project Control Group (PCG)**

A Project Control Group (PCG) report is sent to the funding body each month. The purpose of the PCG is to monitor and review the progress of the project every month. A monthly progress report was sent on 9 May 2022, and the next report is scheduled for 9 June 2022.

**Project Risks**

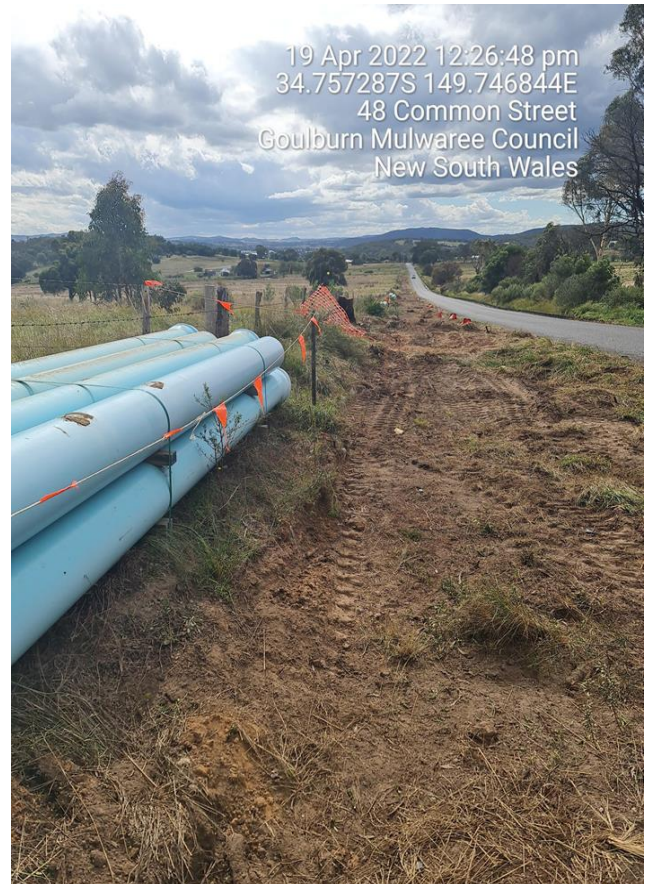
The significant project risks for June 2022 are as follows:

- Significant risk to the project is if \$2.8 million of additional Federal funding is not expended by end of 2021-2022 financial year, it will not be carried forward to the 2022-2023 financial year and any funding that is not disbursed will be lost.
- Delays due to relocation of the utilities in the vicinity of the proposed roundabout which needs to be coordinated with the asset owners. Services relocation activities for communication pit, gas and power poles on Common Street must commence in July-22 to avoid any delays in construction commencement.
- The unpredictability of COVID-19 and its new variants could delay the project further.
- Provision of access for the businesses and stakeholder management during construction phase.

**Recent Photos**



Vegetation Removal



Water Main Installation

**15.26 DESIGN, CONSTRUCTION AND UPGRADE OF AMENITIES AT SPORTING FACILITIES MAY 2022 STATUS REPORT**

**Author:** Project Engineer - Operations  
 Director Operations

**Authoriser:** Matt O'Rourke, Acting General Manager

**Attachments:** Nil

<b>Link to Community Strategic Plan:</b>	19. Our Infrastructure IN4 Maintain and update existing community facilities, and support the development of new community infrastructure as needed.												
<b>Cost to Council:</b>	<p>Approved budget for the North Park Sports Pavilion Upgrade is \$1,582,603.00 and is funded from the following sources:</p> <table data-bbox="560 685 1347 824"> <tr> <td>Regional Sport Facility</td> <td style="text-align: right;">\$967,603.00</td> </tr> <tr> <td>Local Roads &amp; Community Infrastructure</td> <td style="text-align: right;">\$600,000.00</td> </tr> <tr> <td>Junior Rugby League</td> <td style="text-align: right;">\$15,000.00</td> </tr> </table> <p>The approved budget for the Goulburn Regional Hockey Facility is \$7,081,000 and is funded from the following sources</p> <table data-bbox="560 920 1331 1059"> <tr> <td>Restart NSW</td> <td style="text-align: right;">\$ 3,872,000</td> </tr> <tr> <td>Goulburn Mulwaree Council</td> <td style="text-align: right;">\$ 3,009,000</td> </tr> <tr> <td>Goulburn District Hockey Association</td> <td style="text-align: right;">\$200,000</td> </tr> </table> <p>The Expenditure to date for the Goulburn Regional Hockey Facility is \$ 6,197,352 which leaves a balance of \$883,648 for project delivery.</p> <p>Additional funding will be sourced from the General unrestricted cash reserve to deliver the project. Any savings identified throughout the delivery of the project will be returned to the General unrestricted cash reserve.</p> <p>As previously discussed with the council, works have commenced to identify additional resources within the council to source construction of new amenities and upgrade of existing amenities in Hockey Field.</p>	Regional Sport Facility	\$967,603.00	Local Roads & Community Infrastructure	\$600,000.00	Junior Rugby League	\$15,000.00	Restart NSW	\$ 3,872,000	Goulburn Mulwaree Council	\$ 3,009,000	Goulburn District Hockey Association	\$200,000
Regional Sport Facility	\$967,603.00												
Local Roads & Community Infrastructure	\$600,000.00												
Junior Rugby League	\$15,000.00												
Restart NSW	\$ 3,872,000												
Goulburn Mulwaree Council	\$ 3,009,000												
Goulburn District Hockey Association	\$200,000												
<b>Use of Reserve Funds:</b>	<p>The Goulburn Mulwaree Council contribution is being partly funded from the following reserves:</p> <table data-bbox="560 1570 1321 1659"> <tr> <td>General unrestricted cash reserve</td> <td style="text-align: right;">\$300,000</td> </tr> <tr> <td>Veolia Host Fee Reserve</td> <td style="text-align: right;">\$2,709,000</td> </tr> </table>	General unrestricted cash reserve	\$300,000	Veolia Host Fee Reserve	\$2,709,000								
General unrestricted cash reserve	\$300,000												
Veolia Host Fee Reserve	\$2,709,000												

**RECOMMENDATION**

That the report from the Project Engineer – Operations on the status of the Design, Construction and Upgrade of Amenities at Sporting Facilities be received.

**BACKGROUND**

To provide Council with an update on the status of the Design, Construction and Upgrade of Amenities at Sporting Facilities.

**REPORT**

This is the May 2022 summary report for the Design, Construction and Upgrade of Amenities at Sporting Facilities.

**Program**

Following is the current construction program for the Design, Construction and Upgrade of Amenities at Sporting Facilities.

<b>New and Existing Amenities Upgrade</b>	<b>Start</b>	<b>Finish</b>	<b>Comment</b>
<b>Package 1 – Construction North Park Amenities</b>			
• Mobilisation	16-06-22	23-06-22	Not Started
• Demolition of existing facilities	23-06-22	14-07-22	Not Started
• Construction	14-07-22	28-02-23	Not Started
<b>Package 2A – Construction Hockey Field New Amenities</b>			
• Mobilisation	14-07-22	21-07-22	Not Started
• Construction	01-08-22	31-01-23	Not Started
<b>Package 2B – Upgrade Hockey Field Existing Amenities</b>			
• Mobilisation	27-09-22	04-10-22	Not Started
• Demolition of existing facilities	04-10-22	18-10-22	Not Started
• Construction	18-10-22	31-03-23	Not Started

**Project Update**

The contract has been awarded to ARW Multigroup Pty Ltd under the tender 2122T007 for a price of \$3,028,360 (excl GST). The initial inception meeting has occurred with ARW now preparing construction documentation prior to commencing mobilisation.

**Construction Phase Budget and Expenditure**

<b>Expenditure Component</b>	<b>Budget Amount</b>	<b>Actual Expenditure</b>
Package 1 – Design and Construction of New Amenities at North Park	\$1,582,603	
Package 2A & 2B – Design and Construction of New Amenities and Upgrade of Existing Amenities at Hockey Field	\$1,445,757	

**Project Variations**

There were no Project Variations to report during May 2022.

**Contractual Issues**

There were no contractual issues to report during May 2022.

**Priorities for next month**

- Stakeholder meetings
- Preparations for mobilisation
- Finalisation of design

- Submit construction certificate for Hockey amenities

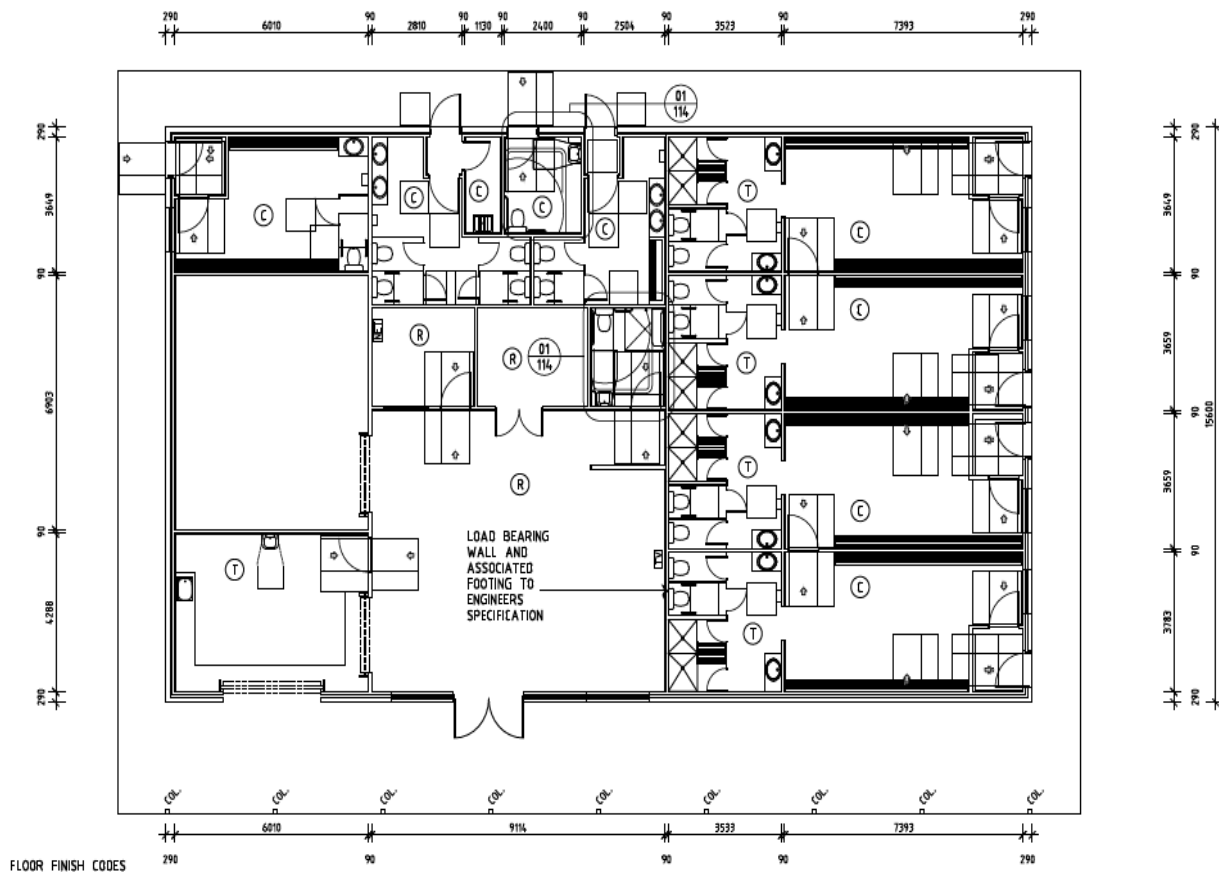
**Project Risks**

None to report for May 2022.

**Existing and New Amenities at Hockey Field Concept**



**North Park Pavilion Schematic Design**





**15.27 SCHOOL ZONE SAFETY INFRASTRUCTURE MAY 2022 STATUS REPORT**

**Author:** Project Engineer - Operations

Director Operations

**Authoriser:** Matt O'Rourke, Acting General Manager

**Attachments:** Nil

<b>Link to Community Strategic Plan:</b>	19. Our Infrastructure IN4 Maintain and update existing community facilities, and support the development of new community infrastructure as needed.
<b>Cost to Council:</b>	The approved budget for this project is \$3,937,500 (excl GST). Works are jointly funded by the Australian and NSW Government under The School Zone Infrastructure sub-program, which is part of the Federal Stimulus NSW Road Safety Program, announced on 4 March 2021. Expenditure to date is \$2,830,359
<b>Use of Reserve Funds:</b>	Nil

**RECOMMENDATION**

That the status report from the Project Engineer - Operations on the School Zone Safety Infrastructure Project be received.

**BACKGROUND**

The School Zone Infrastructure sub-program is part of the \$540 million Federal Stimulus NSW Road Safety Program, which was announced on 4 March 2021. The aim of the program is to deliver improvements to pedestrian facilities around schools such as raised pedestrian crossings, pedestrian refuges and signage.

The Road Safety Program funding will prioritise the development and delivery of road safety infrastructure projects across NSW, support jobs and stimulate local economies.

Transport for NSW confirmed on 13 July 2021 that the Council has been successful in securing funding for the following project(s) under The School Zone Infrastructure sub-program.

<b>TfNSW Project No.</b>	<b>Project Site</b>	<b>Project Description</b>	<b>Total Funding Offered</b>
P.0070581	- McDermott Dr - Middle Arm Rd - Mary's Mount Rd	- Construct shared path from Mulwaree High School to Marys Mount Road along Middle Arm Road, including pedestrian protection measures and 750m kerb and guttering and drainage adjustments.	\$1,512,000
P.0070431	- Newton Street	- Install pedestrian refuge and blisters to facilitate safe crossing and adjustments to adjacent kerb/gutter and footpath	\$140,000
P.0070652	- Fitzroy Street	- Construct wombat crossing on Fitzroy Street, Wollondilly High School along with adjustments to adjacent kerb/gutter and footpath	\$180,000

TfNSW Project No.	Project Site	Project Description	Total Funding Offered
P.0070653	- Deccan Street	- Upgrade existing zebra crossing to Wombat Crossing at Goulburn High School and adjustments to adjacent kerb/gutter and footpath where required.	\$160,000
P.0070654	- Clinton Street	- Construct wombat crossing adjustments to adjacent kerb/gutter and footpath where required	\$120,000
P.0070655	- Comber mere St - Cathcart St - Mary St	- New footpath on Combermere Street from Adam Street to Cathcart Street - New footpath on Cathcart Street from Combermere Street to Mary Street - New footpath on Mary Street to Knox Street	\$375,000
P.0070656	- Clinton Street	- New footpath on Clinton Street from Trinity gate to College Street - New footpath on Clinton Street from College Street to Deccan Street - New footpath on Clinton Street from Deccan Street to Coromandel Street	\$190,200
P.0070657	- Amaroo Place - Bradford Drive - Hampden Street - Reign Street - Progress Street - Dalley Street - Hudson Park	- New footpath on Amaroo Place from Middle Arm to Bradford Drive - New footpath on Bradford Drive from the Cul-de-sac end to Reign Street - New footpath on Hampden Street from Bradford Drive to Ross Street - New footpath on Reign Street from Bradford Drive to Ross Street - New footpath Progress Street -530m from Malvern Road to Ivy Lea Place - New footpath on Dalley Street from Dewhirst Street to Queen Street - New footpath in Hudson Park from Reign Street to Queen Street	\$924,300
P.0070658	- Hume Street	Remove existing bollards and construct a new shared path from Finlay Road to the Big Merino	\$336,000
<b>Total Funding</b>			<b>\$3,937,500</b>

Ongoing maintenance of any facilities installed or upgraded under this program remains the responsibility of Council on the local and regional road network.

**REPORT**

This is the May 2022 summary report for the School Zone Safety Infrastructure project.



**Program**

Following is the current delivery schedule The School Zone Safety Infrastructure Projects.

Project site	Preliminaries Complete	Start	Finish	Comments
- McDermott Dr - Middle Arm Rd - Marys Mount Rd	15-Aug-21	30-Aug-21	30-June-22	- Marys Mount Road shared path completed - Middle Arm Road shared path completed. Safety Guardrail installed. Property fence to be installed during June 2022. Land acquisition is in progress. - McDermott Drive Construction completed.
- Newton Street	15-Aug-21	18-Jan-22	30-June-22	- This project has been delayed due to the weather and will be completed in June-22.
- Fitzroy Street	04-Nov-21	18-Jan-22	30-June-22	- Wombat crossing construction completed. Asphalt works will be carried out during June-22
- Deccan Street	04-Nov-21	18-Jan-22	30-June-22	- Wombat crossing construction completed. Asphalt works will be carried out during June-22
- Clinton Street	04-Nov-21	18-Jan-22	30-Jun-22	- Construction of wombat crossing completed. Lighting will be installed in Jun-22
- Combermere St - Cathcart St - Mary St	15-Aug-21	30-Jan-22	30-Jun-22	- Original scope of works completed within budget and ahead of schedule. Balance is being used to do additional footpaths around the school
- Clinton Street	23-Sep-21	15-Nov-21	30-Jun-22	- Original scope of works completed within budget and ahead of schedule. Balance is being used to do additional footpaths around the school
- Amaroo Place - Bradford Drive - Hampden St - Reign St - Progress St - Dalley St - Hudson Park	15-Oct-21	15-Feb-22	30-Jun-22	- Amaroo place construction completed. - Bradford Dr, Hampden St. Reign St – works awarded and have commenced in May-22 to be completed in June-22. - Daley street construction completed - Hudson Park works completed - Progress St works undergoing to be completed June 22
- Hume Street	15-Aug-21	25-Oct-21	30-Jun-22	- Original scope of works completed within budget and ahead of schedule. Balance is being used to do additional



Project site	Preliminaries Complete	Start	Finish	Comments
				footpaths around the school

Land acquisition for Middle Arm is in progress and annual access fee for construction of remaining works has been finalised with the Department of Education.

Funding body signage installation has commenced and all signage for completed works will be installed by end of June-22.

**Project Budget and Expenditure – May 2022**

Project Site	Budget	Actual Expenditure	Commitment	Total Expenditure & Commitment	Balance	% Complete
- McDermott Dr - Middle Arm Rd - Marys Mount Rd	\$1,512,000	\$1,481,493	\$22,414	\$1,503,907	\$8,093	99%
- Newton Street	\$140,000	\$19,487	\$31,727	\$51,214	\$88,786	36%
- Fitzroy Street	\$180,000	\$66,283	\$13,958	\$80,241	\$99,759	45%
- Deccan Street	\$160,000	\$57,578	\$70,491	\$128,069	\$31,931	80%
- Clinton Street	\$120,000	\$74,922	\$-	\$74,922	\$45,078	62%
- Combermere St - Cathcart St - Mary St	\$375,000	\$222,977	\$10,434	\$233,411	\$141,589	62%
- Clinton Street	\$190,200	\$180,510	\$5,000	\$185,510	\$4,690	98%
- Amaroo Place - Bradford Drive - Hampden St - Reign St - Progress St - Dalley St - Hudson Park	\$924,300	\$451,410	\$238,815	\$690,224	\$234,076	75%
- Hume Street	\$336,000	\$275,699	\$9,839	\$285,537	\$50,463	85%
<b>Total</b>	<b>\$3,937,500</b>	<b>\$2,830,359</b>	<b>\$402,678</b>	<b>\$3,233,035</b>	<b>\$704,465</b>	<b>82%</b>

**Project Variations**

Nil to report for May 2022.

**Contractual Issues**

Nil to report for May 2022.

**Priorities for next month**

- Reinstatement of property fence at Middle Arm Road
- Final inspection of all works completed

**Reporting to Funding Body**

A Project status report for May 2022 was sent to the funding body on 27 May 2022, and the next report for June 2022 is scheduled for 10 June 2022.

**Project Risks**

The significant project risks for June 2022 are as follows:

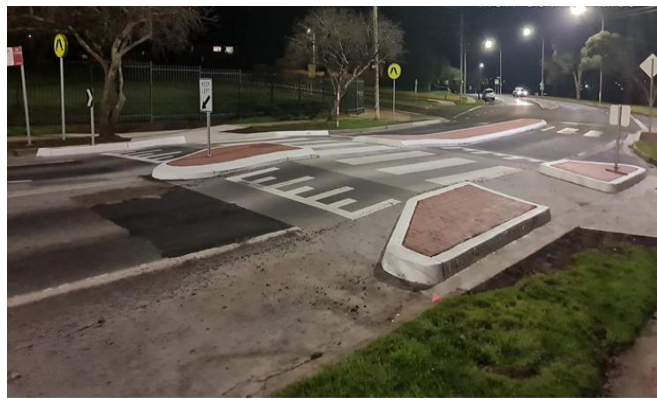
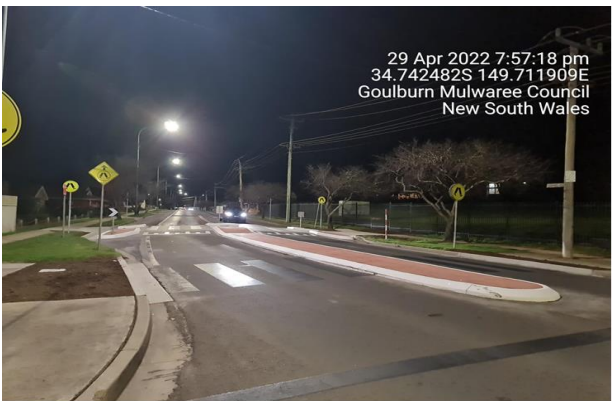
- Completion deadline for all projects is 30 June 2022 and if there are any restrictions imposed on the construction due the COVID, it may impact the delivery schedule.
- Contractor availability could be an issue as most of the local contractors are already busy.
- Substantial rains during May 2022 have affected the delivery schedule and there may be further delays in June 2022 due to weather conditions and will be closely monitored.

**Recent Photos**

*Hudson Park*



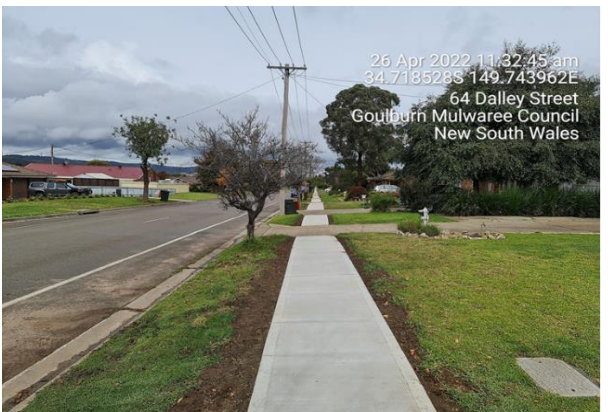
*Fitzroy Street Wombat Crossing*



*Deccan Street Wombat Crossing*



*Dalley Street*





**15.28 NATURAL DISTASTER- ESSENTIAL PUBLIC ASSET RESTORATION PROJECT MAY 2022 STATUS UPDATE**

**Author:** Natural Disaster Coordinator  
 Director Operations  
**Authoriser:** Matt O'Rourke, Acting General Manager  
**Attachments:** Nil

<b>Link to Community Strategic Plan:</b>	18. Our Infrastructure IN3 Maintain and improve road infrastructure and connectivity.
<b>Cost to Council:</b>	Natural Disaster Funding Arrangements enacted. Expenditure to date for all events is \$9,773,059.60 Funding approved for these arrangements to date total \$17,810,162.00
<b>Use of Reserve Funds:</b>	Nil

**RECOMMENDATION**

That the report on the status of the Natural Disaster Essential Public Asset Restoration Project from the Business Manager Projects be received.

**BACKGROUND**

Goulburn Mulwaree Council (GMC) has experienced seven (7) Natural Disaster (ND) events since the beginning of 2020. In order to be declared a ND the Council must meet a Two Hundred and Fifty Thousand Dollar (\$250,000.00) expenditure threshold. Being declared a ND entitles GMC to apply for funding under the Disaster Recovery Funding Arrangements (DRFA) which are administered by Transport NSW (TfNSW) and Managed by Resilience NSW.

Council to date has been approved for \$17 million in funding via these arrangements, with the first of these events occurring in December 2019, with the fires and then proceeded by six (6) flood events, with the last flood event occurring in the shire on 5<sup>th</sup> March 2022.

**REPORT**

This report summarises the progress of claims, activities, payments and the progress made with the project during May 2022 to manage the ND events.

This report also outlines the allocation of works for the project under 2021T0016 the Minor Civil Works Panel Agreement.

The works still progressing under the Minor Civil Work Panel for May 2022 are:

<b>ENTITY</b>	<b>PACKAGE</b>	<b>\$VALUE</b>
COOPERS	Lumley Road	\$ 60,060.00
JCF EARTHMOVING	Yarralaw Road	\$166,446.00
<b>TOTAL</b>		<b>\$226,506.00</b>



The project continues to make significant progress with the events status being:

AUSTRALIAN GOVERNMENT NUMBER (AGRN)	MONTH	STATUS
AGRN 871	December 2019	30% Complete
AGRN 898	February 2020	80% Complete
AGRN 923	August 2020	44% Complete
AGRN 960	March 2021	14% Complete
AGRN 987	December 2021	Schedule of works issued
AGRN 1001	January 2022	Emergency and Immediate Restoration Works lodged, with longer term restoration yet to be lodged.
AGRN 1012	March 2022	Lodged awaiting Schedule of works to be issued.

During May the Natural Disaster claim for March 2022 (AGRN 1012) was lodged with Transport NSW for a value of \$920,730.00. Council is now awaiting on the Schedule of works which is our authorisation to proceed with the works.

Furthermore the RFQ for Caoura Rd has been evaluated with a report prepared for council’s resolution.

The project continues to lodge reimbursement claims with TfNSW with the Council’s allocation, spend, commitments and amounts claimed to date listed below:

EVENT	Ndfa ALLOCATION	SPEND	COMMITMENTS	CLAIMED TO DATE
AGRN 871&898	\$7,445,727.00	\$5,153,707.00	\$ 505,734.00	\$5,081,230.00
AGRN 923	\$7,826,560.00	\$4,380,242.12	\$1,497,890.00	\$3,724,550.00
AGRN 960	\$1,021,890.00	\$ 239,110.00	\$ 64,435.00	\$ 186,710.00
AGRN 987	\$1,515,985.00	\$ 272,130.00		\$ 237,000.00
AGRN 1001				
AGRN 1012				
<b>TOTAL</b>	<b>\$17,810,162.00</b>	<b>\$9,773,059.12</b>	<b>\$2,068,059.00</b>	<b>\$9,229,490.00</b>

- Data correct as at 28 May 2022.
- \* Emergency and IRW minus Councils \$29,000.00 contribution.

The following chart depicts the projects progression over the life of the project to date indicating the accumulative claims now exceeding \$9.2 million.



**Project Variations**

Nil approved variations.

**Contractual Issues**

No contractual issues to report.

**Overall Project Timeframe**

Under the NSW ND Essential Public Asset Restoration Guidelines the ND declared on:

- AGRN 871 & 898 (Feb 2020) event must be completed within two (2) years after the end of the financial year in which the disaster occurred. GMC now has until March 2023 to finalise the project after being granted an extension.
- AGRN 923 (Aug 2020), has until 30<sup>th</sup> June 2023 to restore the roads impacted by this event.
- AGRN 960 (Mar 2021) has until 30<sup>th</sup> June 2023; and.
- The new events AGRN 987, 1001 and 1012 will have a completion date of 30<sup>th</sup> June 2024, with an option for an extension if warranted.

**Progress**

- Cullulla Rd Causeway Replacement project is progressing with work to commence in June.
- Claims for March 2022 (AGRN 1012) lodged with TfNSW
- Continue to allocate works under the Minor Civil Works Panel for prior events; and
- Submit and claim payment for works completed and/or in progress for Essential Public Asset Reconstruction Works.

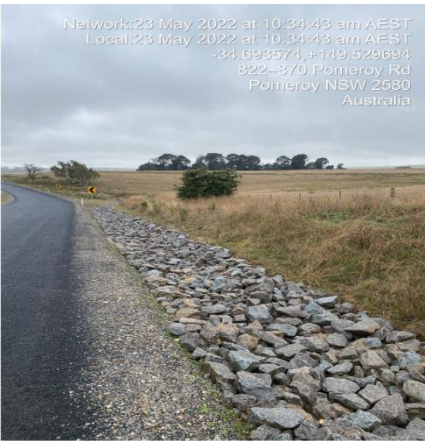
**Priorities for next month**

- Set up work processes for the new ND events.
- Set up a program of works for all events
- Induct new contractors into the ND fold
- Work on financials of project.

**COMPLETED WORKS**



**BRISBANE GROVE ROAD**



POMEROY ROAD



**15.29 PLANNING & ENVIRONMENT DIRECTORATE REPORT MAY 2022**

**Author:** Director Planning & Environment

**Authoriser:** Matt O'Rourke, Acting General Manager

**Attachments:** 1. **P\_E Departmental Report - May 2022.pdf**  

<b>Link to Community Strategic Plan:</b>	25. Our Civic Leadership CL1 Effect resourceful and respectful leadership and attentive representation of the community.
<b>Cost to Council:</b>	Nil
<b>Use of Reserve Funds:</b>	Nil

**RECOMMENDATION**

That the report from the Director Planning & Environment be received and noted for information.

**BACKGROUND**

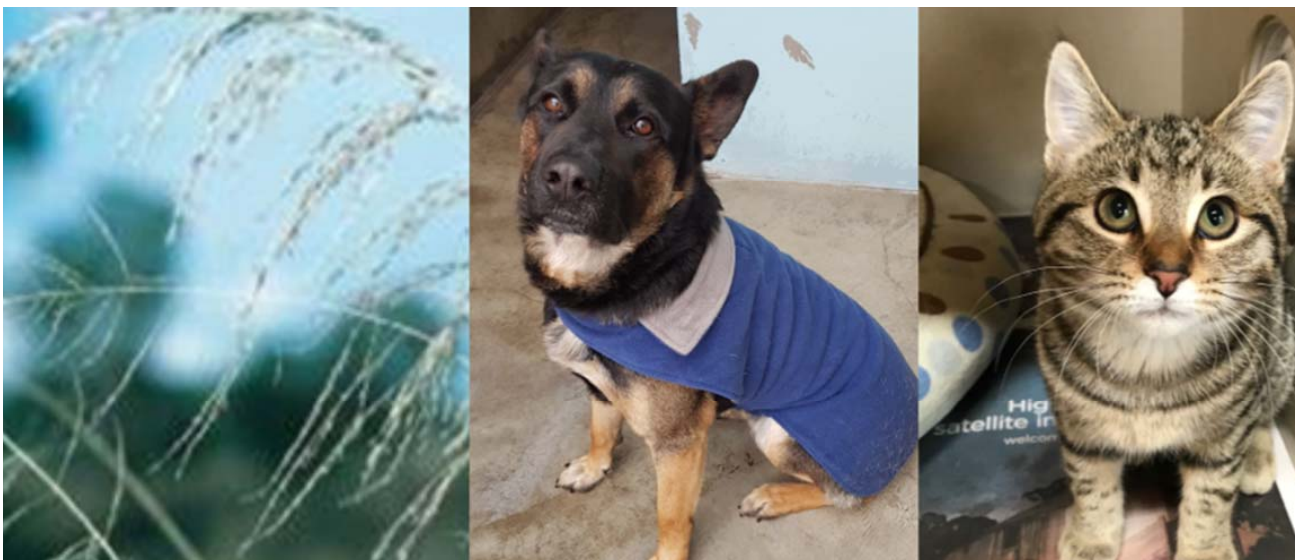
The purpose of this report is to provide an update on the monthly activities of the Planning & Environment Directorate.

**REPORT**

Please find the attached May 2022 report on the activities of the Planning & Environment Directorate.



## Planning & Environment – May 2022



## Contents

1	Development Assessment .....	3
1.1	Overview of Development Applications.....	3
1.2	Applications received and processing times .....	3
1.3	Progress of LEC Proceedings .....	4
1.4	Regional Projects requiring Southern Region Planning Panel (SRPP) approval .....	5
1.5	State Significant Development .....	5
2	Strategic Planning Program .....	6
2.1	Planning Proposals .....	9
2.2	Planning and Related Legislative Updates .....	10
3	Goulburn Mulwaree Animal Shelter.....	11
3.1	Adoptions for the month.....	11
3.2	Adoption updates.....	12
4	Environment and Compliance .....	13
4.1	Ranger Services .....	13
4.2	Environment & Health.....	13
4.3	Community Enforcement .....	13
4.4	Biosecurity Weeds .....	14

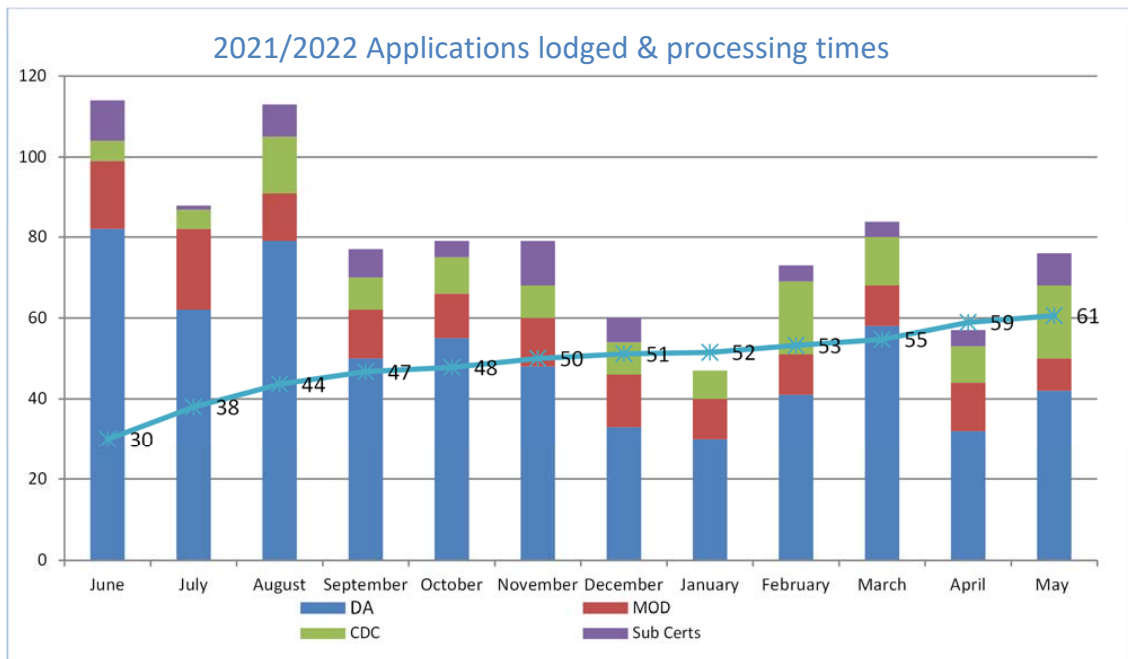
## 1 Development Assessment

### 1.1 Overview of Development Applications

	New Applications Lodged	Applications Determined
DA's	42	60
Modifications	8	12
Reviews	0	1
CDC's	18	12
Subdivision Certificates	8	8
<b>Total</b>	<b>76</b>	<b>93</b>
<b>Total cost of new development for the month:</b>	\$24,765,066.00	
<b>Cumulative total (Financial year):</b>	\$342,664,420.00	
<b>Of Note:</b>		
<ul style="list-style-type: none"> <li>DA/0689/2122 for the demolition of existing structures, removal of existing trees, construction of industrial units, and new vehicle crossover/ driveway located at 121-129 George Street Marulan. CIV \$6,999,520.00</li> </ul>		

In addition to the above, 9 applications submitted via on the online portal were returned/rejected as insufficient information was supplied for the application to be able to be formally accepted.

### 1.2 Applications received and processing times



**1.3 Progress of LEC Proceedings**

<p><b>Wakefield Park Raceway</b> Class 1 Application Appeal against the deemed refusal of DA/0117/2021</p>	<p>Recreation Facility (major) - Continued use of site for motor sport and ancillary activities</p>	<p>Council determined the DA by way of consent at its Extraordinary Meeting held 13 July 2021. A hearing was held in the LEC on 8, 9 &amp; 10 March 2022. The Court will hand down judgement in due course.</p>
<p><b>154 Wollumbi Road, Marulan</b> Class 4 Judicial Review Third Party Appeal against partial approval of DA/0288/2021</p>	<p>Three new buildings including a secondary dwelling, cellar door premises, farm building, studio; a swimming pool and outbuilding; demolition of existing structures; and non-native vegetation removal</p>	<p>Council is Second respondent. Discussions with the First respondent have commenced in relation to determining an appropriate course of action.</p>
<p><b>97 Corriedale Drive, Marulan</b> Class 4 Judicial Review Appeal against refusal of DA/0485/2021</p>	<p>Two lot subdivision</p>	<p>Council is Second respondent in this matter. The First respondent has withdrawn DA/0485/2021 the subject of the Appeal. A Notice of Discontinuance was filed with the Court on 26 May 2022. This matter is considered resolved.</p>
<p><b>555 Forest Siding Road, Middle Arm</b> Class 1 Applications Appeal against refusal of DA/0212/2122 and Appeal against refusal of MODDA/0038/2122</p>	<p>Two lot Torrens title subdivision, continued use of the structure as a shed and a principal dwelling and continued use of the garage as a secondary dwelling, both comprising alterations and additions Modification to Building Permit No. 38/81 approved by Council 8 April 1981 for a farm garage</p>	<p>The parties participated in a first directions hearing on 16 May 2022. Council’s Statement of Facts and Contentions to be lodged with the Court 1 June 2022. The parties are to meet on a without prejudice basis prior to 4 July 2022. A section 34 conciliation conference is scheduled for 1 September 2020.</p>

**1.4 Regional Projects requiring Southern Region Planning Panel (Panel) approval**

DA/0313/2122 seeks development consent for the establishment and operation of a temporary resource management facility that would recover and process up to 45,000 tonnes of excavated public road material (EPRM) for a maximum period of 18 months at Divalls Quarry, 282 Carrick Road, Carrick.

The Applicant has been requested to provide additional information regarding, traffic and intersection safety and a revised Noise Report after receiving the Panel’s Briefing Minutes. Additional information is due on 10 June 2022 in anticipation for a 15 July 2022 Electronic Determination Meeting.

**1.5 State Significant Development**

Project	Description	Status
Gunlake Quarry Extension Project - Modification 1	Seeking to reduce the size of the “Biodiversity Areas” required under condition 32	More information required
Gunlake Quarry Continuation Project	Amendment to heavy vehicle movements	Assessment
Goulburn Poultry Processing	Mixed Use Development	Response to submissions
Marulan Quarry	Establish a hard rock quarry and progressive rehabilitation of the pits	Prepare EIS
Marulan Solar Farm	Development of a 150 MW solar farm and associated infrastructure	Prepare EIS
Woodlawn Advanced Energy Recovery Centre Project	Construction and operation of an energy recovery facility with a capacity to thermally treat up to 380,000 tpa of residual municipal solid waste and commercial & industrial waste and to generate approximately 39 MW of electrical energy	Prepare EIS



## 2 Strategic Planning Program

Priority	Project	Relationship to LSPS or Other Strategies	Progress
1.	Goulburn Mulwaree Development Control Plan (DCP) 2009 (Comprehensive Review to create Goulburn Mulwaree DCP 2020/21)	<ul style="list-style-type: none"> <li>• LSPS – short term action.</li> <li>• Urban and Fringe Housing Strategy – urban release areas.</li> <li>• CBD Renewal Strategy under preparation.</li> </ul>	A large body of work on the CBD has commenced with some general chapters prepared. Some delays being experienced due to staffing and addressing changes to local planning coming from the State.
2.	Goulburn Floodplain Risk Management Study and Plan Includes: LEP amendment (to remove flood mapping from LEP) Adopt flood policy and amend DCP	<ul style="list-style-type: none"> <li>• LSPS Short term action</li> <li>• NSW DPIE Grant funded (includes milestones for timing).</li> <li>• Legislated changes to flood planning necessitate updating LEP and DCP provisions.</li> </ul>	The Draft Floodplain Risk management Study and Plan was on exhibition from 1 April – 2 May, 2022. The associated Development Control Plan chapter as amended was also concurrently on public exhibition. Submissions are currently being assessed as a part of the post exhibition reporting process.
3.	CBD Renewal Study (incorporate Car Parking*, signage, FSR, height limits, residential provisions and relevant LEP/DCP amendments) <i>*UFHS Action, *CBD Car Parking Study &amp; Action Plan</i>	<ul style="list-style-type: none"> <li>• LSPS – short term action.</li> <li>• Urban and Fringe Housing Strategy – CBD actions and residential LEP/DCP provision review actions.</li> </ul>	CBD has commenced with the car parking survey completed, character assessments for precincts and testing of draft planning controls.
4.	Marulan Floodplain Management Study and Plan	<ul style="list-style-type: none"> <li>• LSPS – short term action.</li> <li>• Urban and Fringe Housing Strategy – urban release areas.</li> <li>• Organisational significance for infrastructure planning.</li> <li>• NSW DPIE Grant funded (includes milestones for timing).</li> </ul>	<ul style="list-style-type: none"> <li>• Community Survey undertaken</li> <li>• Data collection phase including structural survey, LiDAR data etc.</li> <li>• Initial meeting of the Floodplain Risk Working Party undertaken.</li> </ul>
5.	Biodiversity Strategy	<ul style="list-style-type: none"> <li>• LSPS – short term action.</li> </ul>	Yet to commence.

Priority	Project	Relationship to LSPS or Other Strategies	Progress
		<ul style="list-style-type: none"> <li>Urban and Fringe Housing Strategy – urban release areas.</li> <li>Required for Resource Lands Strategy</li> <li>Villages Strategy</li> </ul>	
6.	Bushfire Strategy	<ul style="list-style-type: none"> <li>LSPS – short term action.</li> <li>Grant application submitted with project brief.</li> <li>Urban and Fringe Housing Strategy – urban release areas.</li> <li>Required for Villages Strategy</li> </ul>	<p>Unsuccessful with grant application but provided for in budget.</p> <p>Appointment of a consultant (Ecological Australia) has been undertaken and an inception meeting is planned in May.</p>
7.	Recreational Needs Strategy	<ul style="list-style-type: none"> <li>LSPS – short term action.</li> </ul>	Review of previous draft has commenced.
8.	Villages Strategy	<ul style="list-style-type: none"> <li>LSPS – medium term action (as other work required before this strategy to provide baseline data).</li> <li>A Draft Tarago Strategy is on exhibition until 11 February 2022. Tarago is the least constrained in terms of bushfire and biodiversity and has therefore been brought forward ahead of the preparation of these studies. The approach to the Draft Tarago Strategy will be the pilot for the future Strategies for Tallong and Bungonia.</li> </ul>	The exhibition period for the Draft Tarago Strategy has concluded and a post exhibition report is being prepared for an upcoming meeting.
9.	South Goulburn Tree Management Plan - Review	<ul style="list-style-type: none"> <li>Council resolution to undertake a review of this Plan was adopted in late 2021 and a review is underway.</li> </ul>	The written part of the document is under review although updated mapping may need to wait until spring to be updated in accordance with biodiversity assessment method guidelines.
10.	Local Approvals Policy (LAP)	<ul style="list-style-type: none"> <li>Aspects of this Policy are considered to be more urgent so it may be rolled out in stages to reflect this. Currently there is a need to provide a policy direction on connection to water/sewer services where available which may be required as a first step.</li> </ul>	A LAP relating to water/sewer approval activities in urban areas that require approval and DCP amendment is on exhibition from 13 May – 13 June, 2022.



Priority	Project	Relationship to LSPS or Other Strategies	Progress
		<ul style="list-style-type: none"> <li>Other sections of the policy may require subsequent amendments based on staff resources.</li> </ul>	
11.	Resource Lands (Agriculture and Extractive Industries) Strategy	<ul style="list-style-type: none"> <li>LSPS – short term action.</li> <li>Pending State Significant Agricultural Land Mapping by NSW Department of Primary Industries being finalised.</li> </ul>	Council has made a submission to the Draft State Significant Agricultural Land Map and is awaiting the finalisation of this to inform Council’s Strategy
12.	Rural Living Handbook Update	<ul style="list-style-type: none"> <li>Council initiative.</li> </ul>	Initial review has commenced – review subject to staff availability.

## 2.1 Planning Proposals

Planning proposals are the mechanism by which *Goulburn Mulwaree LEP 2009* can be amended. Of the Planning Proposals listed below the majority are initiated by Council as a result of the recommendations of various strategies such as the Urban and Fringe Housing Strategy or the *Employment Lands Strategy*. Some Planning Proposals are initiated by a proponent such as a land holder or stakeholder.

Proposal No.	Location	Proposal	Progress
REZ/0001/1718	Mistful Park	Rezone land from E4 Environmental Living to R2 Low Density Residential	DPIE has advised that the Planning Proposal needs to be amended to incorporate further biodiversity assessment prior to re-submission for a Gateway determination. The proponent has been advised of this outcome. Biodiversity assessment for the site cannot commence until spring 2021. No assessment has been submitted as yet. <b>On hold.</b>
REZ/0002/1819	Goulburn Motorcycle and Speedway Club	Rezone land from RU6 Transition to RE2 Private Recreation	The Planning Proposal has been prepared and pre Gateway consultation has been undertaken with Water NSW. Water NSW has raised a number of issues with the suitability of the site in relation to water quality. These issues are being investigated by Council and the Motor Cycle Club. <b>On hold.</b>
REZ/0002/2021	Truck Stop Marulan and 159 Rifle Range Rd, Goulburn	Amend Schedule 1 of the GM LEP 2009 to permit additional uses in association with: <ul style="list-style-type: none"> <li>• 14 – 16 George St&lt; Marulan (food and drink premises/tourist and visitor accommodation).</li> <li>• 159 Rifle Range Road, dwelling and subdivision of E2 zoned portion from RU6 zoned portion (south of highway).</li> </ul>	<b>Completed 11 March 2022</b>
REZ/0001/2122	Marulan WTP	Rezone 189 Brayton Road, Marulan to SP2 - Infrastructure	The plan is in the finalisation stage with the mapping and Draft Instrument to be prepared by NSW DPE.
REZ/0002/2122	Goulburn WTP	Rezone to SP2 - Infrastructure	Utilities is still exploring options other than rezoning given the biodiversity present on the subject site.
REZ/0003/2122	Allfarthing 2 Brisbane Grove Road	Rezone land to R5 large Lot Residential with 2ha min lot size as per Urban and Fringe Housing Strategy	Preliminary consultation with Water NSW has been undertaken and the Water NSW submission under consideration prior to referral to NSW DPE for a Gateway determination.
REZ/0004/2122	137 Brisbane Grove Road	Rezone land to R5 large Lot Residential with 2ha min lot size as per Urban and Fringe Housing Strategy	Preliminary consultation with Water NSW has been undertaken and the Water NSW submission under consideration prior to referral to NSW DPE for a Gateway determination
REZ/0005/2122	Mountain Ash Road	Rezone land to R5 large Lot Residential	Pending submission of additional site specific technical studies for assessment prior to being reported to Council.

## 2.2 Planning and Related Legislative Updates

### 2.2.1 Amendments to Goulburn Mulwaree LEP 2009

No amendments to the Goulburn Mulwaree LEP 2009 have been made during April.

### 2.2.2 Environmental Planning and Assessment Act/Regulations and State Environmental Planning Policies

The following changes to the NSW Environmental Planning and Assessment Act or Regulations were made (where applicable to the Goulburn Mulwaree Local Government Area) in the period up to 10 May, 2022:

- Environmental Planning and Assessment Amendment (Emergency Accommodation) Regulation 2022

The object of this Regulation is to provide that development for the purposes of camping grounds or caravan parks that is permitted without development consent under State Environmental Planning Policy (Housing) 2021, Chapter 3, Part 10 is not an activity for which an environmental impact assessment may otherwise be required under the Environmental Planning and Assessment Act 1979.

- Environmental Planning and Assessment Amendment (Miscellaneous) Regulation 2022

The objects of this Regulation are as follows—

- (a) to make permanent the current temporary arrangements for the adjournments of public hearings of the Independent Planning Commission,
- (b) to extend savings and transitional arrangements applying to development applications and applications for complying development to applications to modify development consents and complying development,
- (c) to make a number of minor amendments of a law revision nature.

The following changes to State Environmental Planning Policies (SEPPs) or other environmental planning instruments have been made (where applicable to the Goulburn Mulwaree Local Government Area) between the previous report and up to 10 May, 2022:

- State Environmental Planning Policy Amendment (Disaster Recovery) 2022

This is a self-repealing SEPP which amends SEPP Housing and SEPP Exempt and Complying in relation to natural disasters and temporary emergency accommodation (Housing) and repairs/ installation of temporary shipping containers for storage purposes (Exempt and Complying). It generally changes referencing from bush fire to natural disaster.

### 3 Goulburn Mulwaree Animal Shelter



#### 3.1 Adoptions for the month

The Goulburn Mulwaree Animal Shelter had a very successful month during May with lots of dogs being adopted to their new homes. Kitten season has also meant that we have had lots of little kittens at the shelter and we have finally been able to nurture them up to size and have been successful in rehoming many of them to their new owners during May.



**3.2 Adoption updates**

Cat Neville update:

Neville has settled right in already. Took him a few hours to warm up but now he's content and purring away



Dog (Boss) now renamed Koda update:

We adore him he is the perfect fit for our family thank you



## 4 Environment and Compliance

### 4.1 Ranger Services

Number of Animals.....	Dogs	Cats
Impounded Some animals are able to be immediately returned to their owners without needing to be impounded. These numbers are not included in the above total.	21	23
Surrendered by Owner	6	0
Returned to Owner	16	0
Sold	10	9
Transferred to Animal Welfare Organisations	0	0
Euthanised	0	0
Remaining in the facility	5	14
Customer Requests		
Animals	Unkempt Land	Total CRM's Completed
50	7	57

### 4.2 Environment & Health

Customer Requests						
Development and Land Use		Health and Pollution				
Illegal Development	Non Compliance	Food Premises	Pollution	Unhealthy Conditions	Other	Total CRM's completed
15	15	0	8	3	17	58

### 4.3 Community Enforcement

Parking	Other	School Zone	Hospital Zone	CBD	GMC Car Parks	Total
Number of Parking Patrols	9	8	0	16	0	33
Total Infringements	3	1	0	31	0	35
Customer Requests						
Parking	Abandoned Vehicles/Articles			Total CRM's Completed		
12	9			21		



**4.4 Biosecurity Weeds**

**4.4.1 General Biosecurity Activities**

Draft Directions	Biosecurity Certificates	Customer Requests
0	2	0

This month, Councils Biosecurity Weeds Officers issued no Draft Biosecurity Directions to land holders.

**“Fireweed continues its march into the Goulburn Mulwaree Council area.”**

The ever vigilant Biosecurity Weeds Officer Robert Brooks has once again shown there is no substitute for experience and an eagle eye.

Robert spotted this new incursion of Fireweed whilst on his way to a conduct a routine property inspection on Bulls Pit Road.

This area will be now be programmed in for a blanket inspection on his return from annual leave.

This inspection program will minimise the negative impact to surrounding properties in the Norrong Parish.



**15.30 OPERATIONS DIRECTORATE REPORT MAY 2022**

**Author:** Acting Director Operations

**Authoriser:** Matt O'Rourke, Acting General Manager

**Attachments:** 1. Operations Departmental Report - May 2022 [↓](#) 

<b>Link to Community Strategic Plan:</b>	25. Our Civic Leadership CL1 Effect resourceful and respectful leadership and attentive representation of the community.
<b>Cost to Council:</b>	Nil
<b>Use of Reserve Funds:</b>	Nil

**RECOMMENDATION**

That the activities report from May 2022 by the Acting Director of Operations be received and noted for information

**BACKGROUND**

The purpose of this report is to provide an update on the monthly activities of the Operations Directorate.

**REPORT**

Attached is the monthly report of the activities of the Operations Directorate for the month of May 2022.





May 2022

# Operations



## Departmental Report

One team delivering with **Passion Respect Innovation Dedication Excellence**

## Contents

<b>1</b>	<b>Budget Status.....</b>	<b>3</b>
<b>2</b>	<b>Operations Service Response Status .....</b>	<b>3</b>
<b>3</b>	<b>Operations Maintenance Tasks.....</b>	<b>5</b>
<b>4</b>	<b>Operations Table of Planned Works.....</b>	<b>8</b>
<b>5</b>	<b>Community Facilities .....</b>	<b>9</b>
	<b>5.1 Operational .....</b>	<b>9</b>
	<b>5.2 Recreation Area.....</b>	<b>16</b>
<b>6</b>	<b>Works .....</b>	<b>22</b>
	<b>6.1 Maintenance Grading .....</b>	<b>22</b>
	<b>6.2 Operational .....</b>	<b>22</b>
<b>7</b>	<b>Asset Management &amp; Design.....</b>	<b>23</b>
	<b>7.1 Asset Management Planning.....</b>	<b>23</b>
	<b>7.2 Data or Condition Assessment.....</b>	<b>23</b>
	<b>7.3 Design Projects .....</b>	<b>23</b>
	<b>7.4 Application Status.....</b>	<b>23</b>
	<b>7.5 Road Safety – May 2022.....</b>	<b>24</b>
<b>8</b>	<b>Fleet .....</b>	<b>27</b>
<b>9</b>	<b>Capital Works.....</b>	<b>28</b>

## 1 Budget Status

The following table provides a list of current Goulburn Mulwaree Operations Job Numbers that required reporting in May 2022, that were over expended or under pressure to be over expended in the Works, Community Facilities or Projects, capital works programs.

Project	Work Order	Description of works
FA100187	NRS0065	Sealed Rural Roads Maintenance currently 99% spent due to the unseasonably wet year and the required response to 4 x Natural Disasters
FA100190	NAC0298	March 22 Natural Disaster - \$130,600
	NAC0297	January 22 Natural Disaster (1 <sup>st</sup> event) - \$25,500
	NAC0295	January 22 Natural Disaster (2 <sup>nd</sup> event) – \$315,500
	NAC0293	December 21 Natural Disaster - \$253,300
	NAC0256	COVID testing clinic works -\$24,000
		Emergency response to the natural disasters is claimable via the Natural Disaster assistance scheme, however this only applies to direct contract costs. Emergency Response claims are being finalised to determine the final cost of response works

## 2 Operations Service Response Status

Requests created and closed in May 2022. Over the month of May 2022, Operations received 310 new service response requests generated from customers. This is an average of 10 requests received each day of the month during May 2022.

Operations Service Response Status – May 2022					
Work Group	Primary Group	New Requests	Completed Requests	% Completed	YTD % Completed
Buildings	Facilities	8	7	88%	98%
Cemeteries	Cemetery	3	3	100%	100%
Facilities	Graffiti	2	1	50%	95%
Facilities	Parks Ovals	14	10	71%	97%
Facilities	Public Toilets	6	5	83%	98%
Facilities	Unspecified Damages	8	4	50%	94%
Facilities	Health Pollution	0	0	N/A	N/A
Parks	Bees Wasps	0	0	N/A	100%
Parks	Fallen Tree	22	22	100%	100%
Parks	Grass Mowing	5	5	100%	100%
Parks	Tree Inspection	4	4	100%	100%
Parks	New Tree	4	4	100%	100%
Parks	Noxious Weeds	4	4	100%	100%
Parks	Remove Tree	2	2	100%	100%
Parks	Verge Maintenance	3	3	100%	100%
Parks	Root Damage	1	1	100%	100%
Parks	Trim Branches	11	11	100%	100%

GOULBURN MULWAREE OPERATIONS – MAY 2022

Parks	Unspecified Damages	14	12	86%	99%
Works	Live Stock	3	3	100%	100%
Works	Dumped Rubbish	14	13	93%	99%
Works	Bridges	0	0	N/A	100%
Works	Corrugations	5	5	100%	100%
Works	Damaged Footpath	8	6	75%	98%
Works	Damaged Kerb	4	3	75%	89%
Works	Depth Gauges	0	0	N/A	100%
Works	Development Works	0	0	N/A	100%
Works	Edge Break	2	2	100%	100%
Works	Guard Rail	0	0	N/A	100%
Works	Guide Posts	0	0	N/A	100%
Works	Inspection	1	1	100%	100%
Works	Line Marking	6	4	67%	76%
Works	Loose Material	1	1	100%	100%
Works	Oil Spill	0	0	N/A	100%
Works	Pot Holes	46	38	83%	97%
Works	Seal Fail	3	3	100%	100%
Works	Shoving	0	0	N/A	100%
Works	Traffic Sign	27	25	93%	98%
Works	Road Unspecified	54	39	72%	93%
Works	Culvert Head	0	0	N/A	100%
Works	Flooding	4	4	100%	99%
Works	Grates & Lids	0	0	N/A	100%
Works	GPT	1	1	100%	100%
Works	SW Kerb & Gutter	1	0	0%	80%
Works	Storm Pipe	3	3	100%	92%
Works	Trench Subsidence	0	0	N/A	100%
Works	Stormwater Unspecified	16	12	75%	88%
<b>May 2022 Totals</b>		<b>310</b>	<b>261</b>	<b>84%</b>	<b>97%</b>

Incomplete tasks are those that have come in at the end of the month and placed on maintenance schedules. Some Service Responses require external resources to complete.

### 3 Operations Maintenance Tasks

General Maintenance Tasks (Works) – May 2022	
Location	Type of work
Goulburn	Major GPT cleaning
Ambrose Road	Pavement stabilization works
Windellama Road	Gravel patching of pavement
Lumley Road, Cullulla Road, Sandy Point Road	Emergency pavement stabilization works
Highland Way	Drainage improvements
Urban storm water	Responding to damage from the most recent storm events
Urban roads	Asphalt patching
Rural Roads	General pavement issues
Hetherington Street	Pavement replacement
Garroorigang Road	Pavement heavy patching

General Maintenance Tasks (Community Facilities) – May 2022	
Location	Type of work
CBD Paths	CBD footpath scrubbing occurred three times per week during the month of May due to wet weather and maintenance.
Belmore Park	Mowing was undertaken as required to address the wet weather and reduced growth due to the cooler weather.
	Bins were emptied daily, with afternoon checks of the bins and emptying as required.
	Gardens were checked daily and weeded as required.
Aquatic Centre Grounds	Mowing was undertaken as required to address the wet weather and reduced growth due to the cooler weather. The site is still a construction zone in the outdoor pool area, which is not open to the public.
Rose Garden Maintenance	Checked weekly and weeded as required.
CBD Garden Maintenance	Checked daily for litter and weeds.

Mowing Maintenance (Parks & Gardens) – May 2022		
Zone	Location	Type of Work
1	Apex Park, Clinton St Rose Garden Frontage verge, Cnr Clinton St & Bourke St North & South verge, Barlow Pl Lane, Fenwick Cr verge, Manfred Park	Mowing
2	Ardgowen Park, Bladwell Park, South Approach, Honour Park, Sloane St, Finlay Rd, Broughton St, Eldon St Park and verge, Hovell St Park and verge, Bennett St Park, Bladwell Park, Cnr Hume & Lansdowne St verge, James Pl drainage channel, Ardgowen Park, Kelso St	Mowing
3	Prell Oval, Seiffert Oval, Victoria Park, Adventure Playground/Park	Mowing
4	North Park, Goodhew Park, Hudson Park, Leggett Park, Riverside Park, Wollondilly Walking Track North & South, Gerathy Park, Hoskins St, Fitzroy St triangle, Albert St, Gibson St, Audubon Cres, North Park, Goodhew Park, Hudson Park, Marsden Weir, Knopp Park, Howard Park,	Mowing
5	Cookbundoon Sports Grounds, Racecourse Dr verge, Thoroughgood Park, Amaroo Pl laneway, Komungla Reserve, Middle Arm Rd verge,	Mowing

GOULBURN MULWAREE OPERATIONS – MAY 2022

	Middle Arm/Taralga Rd verge, Walsh Park, Kirke Pl Laneway, Grundswell Cres Laneway, Hudson Oval, Bradfordville Shop verge, White Park, Cnr Hampden/Dalley St verge, Progress St verge, Cookbundoon/Dewhirst frontage verge, Taralga Road entrance verge, Opp St Joseph's Gate verge, St Joseph's Gate	
6	Taralga Rd frontage verge, Vincent Ave median, Madeleine Dr Drainage Channel, Playground and verge, River Frontage Walking Track, Wastewater Treatment, Tarlo St Walking Track, Brewer St/Taralga Rd Drainage Channel Cnr block, Brewer St River Park, Maud St Jail verge, Walking Track, Copford Park, Brewer St River Park, St Michael's Close, PCYC, Gibson St	Tractor Mowing, Mowing
7	Grafton St median, O'Brien Park, Tenison Woods Reserve, Grafton St cul-de-sac, Reynolds St verge, Richardson Park, Honour Park, Carr Confoy Eastgrove South, Netball Courts, Blackshaw Rd, Lower Sterne St, Mulwaree St,	Mowing
9	Towrang Village, Marulan Village	Rural Mowing
10	Tallong Village, Tallong Cemetery	Rural Mowing
11	Bungonia Village	Rural Mowing
14	Lake Bathurst Village, Tarago Village	Rural Mowing

Urban Tree Planting – May 2022		
No of Trees	Location	Tree Type
5	Prell St opposite Goulburn Base Hospital	Cercus
7	29 Mary St, George St, 17 Melliodora Dr	Crepe Myrtle
24	14 Emma St, Hume St, 57 Eleanor St, Baxter Pl, 4 Kidd Cct, 46 Kidd Cct, Queen St, South Goulburn Caravan Park, Clinton St	Pear
1	56 Quiberon Way	Zelkova
14	Cnr Rivergum Pl & Sanctuary Dr	Acer Autumn Blaze
7	Thoroughfare St Marulan,	Zelkova
5	13 Wyatt St, Park St	Plum
1	27 Mary St	Ash
4	Morris Pl Marulan, 25 Ada St, 27 Auburn St	Bottle Brush
5	Queen St	Pistachios

Tree Stump Removal – May 2022		
Zone	Location	No of Stumps
2	Combermere St, Cathcart St, Knox St, Coromandel St	4
3	View St, Green Valley Rd	2
4	Crestwood Cr, Werriwa St, Joshua St, Bellevue St	6
5	Healey St, Reign St, Dalley St, Record St, Amaroo Pl,	6

Urban Leaf Collection – May 2022	
Location	Number of Bags
Coromandel St, Stalker St, Constantina Cct, Ruby St, Victoria St, View St, Lorne St, Kent St, Belmore St, Evans St, Citizen St, Faithfull St, Prince St, Auburn St, Lagoon St, Cowper St, Hurst St, Cathcart St, Kings Way, Lithgow St, Howard St, Shepherd St, Hollis Ave, Deccan St, Park Rd, Bradley St, Progress St, Caoura Cr, Komungla Cr, Chatsbury St, Eleanor St, Goldsmith St, Opal St, Addison St, Major Dr, King St, Clinton St, Johanna Pl, Montague St, Neville St, Nelson Pl, Eleanor St, Godfrey St, Coromandel St, Clifford St, Audubon Cr, Beverly Cl, Off Addison St, Murray St, Gilmore St, Park St, Greenaway Pl, Short St, Hoddle Ave, Macquarie St, Chisholm St, Boomerang Dr	425

Signs Installed May 2022			
Month	New Signs Request & Installed	Existing Sign Replaced with New	Existing Signs Reinstalled
May	3	3	10

Road Reserve Weed Control – May 2022		
Zone	Location	Weed Type
4	Jack White Park, Bradfordville, Mary’s Mount Rd	Grass
5	Racecourse Dr, Middle Arm Rd, Wollondilly Ave, Joseph’s Gate Reserve	Grass, Fire Weed, Blackberries
7	Richardson Park	Grass
9	Myuna Dr, Old Hume Highway, Wollombi Rd, Marulan	Serrated Tussock, African Love Grass
10	Badgerys Lookout Rd, Caoura Rd, Davenport Cl, Tallowood St, Bumballa Rd, Vinicombes Rd, Highlands Way, Warrima Dr, Bladwell Pl, Cemetery St & Railway area, Old Hume Hwy & George St Marulan, Bungonia village	Serrated Tussock, African Love Grass, Fire Weed, Blackberries

#### 4 Operations Table of Planned Works

The below table outlines all planned works which may impact the public/traffic for the month of June 2022 going forward.

Planned Works – June 2022			
Location	Date	Description of works	Business Unit
Robinson Street	All of June	Kerb and gutter replacement	Works
Painters Lane	All of June	Gravel re sheeting	Works
Ambrose/Brayton	Early June	Pavement stabilisation	Works
Highland Way	All of June	Pavement stabilisation/drainage works	Works
Lumley Roads /Cullulla Roads	Mid of June	Pavement stabilisation/drainage works	Works
Goulburn Aquatic & Leisure Centre	All of June	Landscaping at rear of building	Community Facilities
McDermott Drive/Taralga Road/Fitzory Street/Deccan Street	Mid June	Urban road asphaltting	Works
North Park	All of June	Installation of shelter, entrance ramp and seating.	Community Facilities
Roberts Park	All of June	Installation of shelter, BBQ and furniture	Community Facilities
Rotary Park (Marsden Weir)	All of June	Installation of shelter, BBQ and furniture	Community Facilities

\*Please note dates may vary due to weather, availability of crews and any urgent works requirements



**5 Community Facilities**

**5.1 Operational**

**Street Tree Maintenance (Storm Event)** – the cleanup from the April windstorm was wrapped up mid-May. As reported last month there was significant damage through Victoria Park, Verner Street, and the museums. Tree maintenance staff, along with contractors, were diverted away from programmed maintenance to tend to this work.

**Sport Field Maintenance** – the wet weather has had a major impact on the Council managed playing surfaces, with some fields being closed due to wet weather. The worst affected fields are Cookbundoon, Hudson Oval and Eastgrove South. The sporting organisations have been excellent to deal with as Council work around ensuring the playing surfaces are preserved for competition, this has had an impact on training with a lot of training being stopped to preserve the playing surfaces.



Cookbundoon Playing Surface

The reuse scheme has moved into Carr Confoy playing fields. The installation of irrigation lines will occur over the next few months. Goulburn Junior Rugby Union have been very accommodating, by re-aligning their fields so Council can progress the works with minimal to no impact on their competition





*Carr Confoy Sporting Fields – Reuse Scheme*

**Grass Maintenance** – as per the sport field maintenance above, there are areas within the LGA that are inaccessible due to the wet weather and the rising water table. Unfortunately, these have not been mown due to the ground conditions. The photo below shows the impact of the wet weather on the ground and has resulted in a horse training paddock being closed to the public. The wet weather is also affecting the surrounding trees, with early defoliation



*Eastgrove – corner of Forbes and Glenelg Street*

**Cemeteries** – staff undertook 14 interments during May 2022. This brings the total to 57 interments across Council managed sites for the calendar year. Staff program grounds maintenance activities around the funerals to ensure there is minimal disruption. Other activities undertaken during May, aside from funeral works, included topping up of graves and lawn maintenance activities due to the higher-than-average wet weather.

Cemetery	May 2022		YTD Interments	
	Body Interments	Ashes Interments	Body Interments	Ashes Interments
General	8	3	29	15
St Patrick's	3	0	12	0
Tarago	0	0	1	0
Tallong	0	0	0	0
<b>TOTAL</b>	11	3	42	15

The wet weather during May has had a major impact on delivering funerals. Cemetery staff have managed to deliver every funeral requested during the month on time, with only minimal relocation of funerals that have not been pre-allocated a location. The photos below show the obstacles faced by staff when preparing graves.



*St Patrick's Cemetery (Kenmore) – Wet weather impacts*



**Tallong Park** – the wet weather has also impacted Tallong, with the main park feeling the impact of prolonged wet weather. Community facilities staff have been working with the Project team to restore the landscape around the two new community driven projects in the park – a skatepark and a half-court basketball court. The photos below show the levelling off and clean up undertaken in the park.



*Tallong Skate Park*

**Victoria Park Wellness Garden** – additional seating was installed at the Wellness Garden to acknowledge the excellent work done by the Goulburn and District Cystic Fibrosis Organisation. The project was a joint effort between both the Council and the Goulburn and District Cystic Fibrosis Organisation and has added to the space. Through the project staff received positive feedback from park users and how they use this space.



*Victoria Park Cystic Fibrosis Seats & Plaques*

**Goulburn Regional Hockey Fields** – the Goulburn & District Hockey Association purchased two new scoreboards for the hockey fields, with a local engineering company providing the frames for the new scoreboards. Council installed the footing and earthworks for the project. The photo below was taken just after installation.



*Goulburn Hockey Centre – New Scoreboards Installation*

**Public amenities and playgrounds** – it was disappointing during the month of May that several sites were impacted by graffiti. Staff removed the graffiti as soon as we were made aware. Aside from the graffiti the amenities were cleaned regularly with minimal reported damage or issues to resolve for the remainder of the month.



*Increased Graffiti at Council Sites – Belmore Park and Marsden Weir*

**Event Work** – Community Facilities staff complete the setup for most events across Council. One of the main events during the month was the Road Safety Week event held in Belmore Park. The event was well received by the public, with staff not only setting up the event but aligning maintenance programs to ensure the park was presented in the best possible way.



*Rotunda for National Road Safety Week*

**Street Trees** - the focus during May was around street tree plantings. The photos below are of Park Street and George Street in Goulburn. Tree planting will occur in Towrang, Marulan, Bungonia and various streets around Goulburn over the next few weeks.



*Street Tree Planting – George Street and Park Street*



**Aquatic Centre** – the month of May was the first full month of operations at the Aquatic Centre (GALC) since opening at the end of April. It is also noted that this is also the first full month of operations at the GALC for several years, due to Covid shutdowns, storm damage and the redevelopment impacting the area.

Since opening we have noticed a lot of former members starting to come back to the Centre. This is particularly noticeable in the Aqua classes with a lot of former users of the pool coming back.

The warm water pool has been one of the most popular areas at the Centre. The demand for this pool has been overwhelming and has forced a change in rostering to keep this open to the public as long as possible. Learn to swim has also seen an increase with an influx of enrolments resulting in a waiting list. Recruitment has been ongoing in this area with the aim of continually increasing instructor numbers until such time the space is at capacity.

The table below outlines the attendance for the month of May 2022, and compares them against May 2019, the last month of full operation of the old facility.

<b>Attendance Report – May 2021</b>		
<b>Program</b>	<b>May 2019</b>	<b>May 2022</b>
Aquatic memberships	859	1,838
Visit passes (incl. Aquatics and Fitness Classes)	208	592
Squad Swimming (GMC no longer provides this service)	216	N/A
Recreational Swimming	1,014	3,699
Children under 2 years	18	303
Spectator (excl. Carnivals)	154	712
Swimming Lessons	1,193	1,812
Swimming student out of hours	110	127
Aqua Aerobics	209	331
Aquathon (does not run in Winter)	0	0
Fitness Passport- Aquatic	186	527
Fitness Passport- Fitness	6	542
NSW Police Academy	3	0
<b>TOTAL</b>	<b>4,176</b>	<b>10,483</b>

**Building Maintenance** – the roof replacement on the foyer of the Civic Centre was finalised during May. The project required the removal of the old tin and replacement with new tin and insulation. Whilst this work was undertaken maintenance was also undertaken on the library roof to address leaks, as well as upgrading of water intakes on the roof to disperse large volumes of water quickly. The photo below was taken during the installation of the new roofing.

**5.2 Recreation Area**

Activity at the Recreation Area slowed as expected with the onset of the colder weather and the end of the major events season.

There were seven irregular events held at the Recreation Area during May 2022, as well as many irregular events hosted by regular user groups.

Approximately 7,236 people attended activities at the Recreation Area during May 2022.

**Major and Irregular Events**

Seven (7) irregular events were held at the Recreation Area during May 2022, including the Swimming Club’s annual presentation, a Grandparent’s High Tea, Equestrian NSW meeting, a 21st birthday, NSW Multisport, a training workshop and a Karate training camp.

Approximately 546 people attended irregular events at the Recreation Area during May 2022.



*Swimming Club Presentation*



*Karate Training Camp*





Grandparents High Tea



NSW Multisport

**Regular Users**

All regular user groups conducted normal activities at the Recreation Area during May 2022

Irregular events hosted by user groups during May 2022 included a barrel racing day, dressage competition, waterfowl show, poultry auction and multiple rounds of NSW State League basketball.

Regular users attracted approximately 6,690 people to the facility for regular activities during May 2022.



State League Basketball

The tables below show the breakdown of events at the Recreation Area during May 2022.

Breakdown of Events – May 2022	
Event	Attendances
Greyhound Racing & trials	700
Harness trials	200
Badminton	250
Basketball	3,290
Netball	450
Dog Training & Kennel Club	130
Rodeo – barrel racing	150
Net Set Go	120
Dressage Competition	50
Youth League Basketball	900
Poultry Auction & Waterfowl show	450
Swimming Club presentation	110
High Tea	120
Equestrian NSW meeting	6
21 <sup>st</sup> birthday	120
NSW Multisport	90
Workshop	30
Karate training camp	70
<b>Total</b>	<b>7,236</b>

Breakdown of Event Facility Locations				
Facility	May 2022	May 2021	May 2020	May 2019
Veolia Arena	2,380	2,480	0	2,180
Grace-Milson Function Centre	776	905	0	1,305
Recreation Area	4,080	13,570	500	3,852
<b>Total Attendances</b>	<b>7,236</b>	<b>16,955</b>	<b>500</b>	<b>7,337</b>

#Aussie night markets & rotary swap meet 9,500 in 2021

**Upcoming Bookings**

The tables below show all major and irregular events currently booked for the remainder of 2022 and 2023. Events marked \* indicate there is expected to be over 200 people attending the event from outside of our LGA.

**2022**

Date	Location	Event Name
6/06/2022	Grace Millsom	Wake
7/06/2022 - 8/06/2022	Grace Millsom	First aid training
9/06/2022	Veolia	PSSA basketball
10/06/2022	Veolia	PSSA Basketball
11/06/2022	Grace Millsom	30th Birthday
11/06/2022	Veolia	Naming Day
14/06/2022	Grace Millsom	LEAP all staff workshops
17/06/2022	Veolia	EDGE job readiness workshop
19/06/2022	Veolia	Birthday party
25/06/2022 - 26/06/2022	Veolia & Basketball	Drilldance NSW State Titles *
2/07/2022 - 3/07/2022	Peden Pavilion & Skillion	Christmas Carnival of Colour Alpaca Show
2/07/2022	Veolia	Birthday party
6/07/2022	Grace Millsom	LEAP Workshops (casuals)
10/07/2022	Poultry Pavilion	Pure Breed Auction
12/07/2022	Grace Millsom	LEAP all staff workshops
16/07/2022	Grace Millsom	21st Birthday Party
21/07/2022	Grace Millsom	Leader LEAP Workshops
24/07/2022	Picnic Area & carpark	Aussie Night Markets
26/07/2022	Grace Millsom	LEAP all staff workshops
31/07/2022	Veolia	Birthday Party
5/08/2022	Veolia	Rotary Science & Engineering Challenge
6/08/2022 - 7/08/2022	Veolia, basketball & Grace Millsom	Physie Interclub *
9/08/2022	Grace Millsom	LEAP all staff workshops
18/08/2022 - 21/08/2022	Veolia, basketball, Peden pavilion & Grace Millsom	Sport & Education Event *
22/08/2022	Grace Millsom, Harness Track	Harness Race
23/08/2022	Grace Millsom	LEAP all staff workshops
3/09/2022	Grace Millsom	21st Birthday party
10/09/2022	Veolia	Birthday Party
10/09/2022	Dressage Arena	Dressage Training Day
11/09/2022 - 17/09/2022	Veolia, basketball, Peden pavilion & Grace Millsom	Model A Ford Club Rally *
19/09/2022	Grace Millsom, Harness Track	Harness Race
21/09/2022	Veolia	Trinity Graduation Dinner
23/09/2022	Rodeo Arena	Barrel racing
24/09/2022 - 25/09/2022	Peden Pavilion & Skillion	Charles ledger Alpaca Show
24/09/2022	Grace Millsom	School reunion
27/09/2022	Grace Millsom	LEAP all staff workshops

GOULBURN MULWAREE OPERATIONS – MAY 2022

30/09/2022 - 3/10/2022	Veolia, basketball, Peden pavilion & Grace Millsom	Sport & Education Event *
7/10/2022 - 9/10/2022	Veolia, basketball, Peden pavilion & Grace Millsom	Model Railway Convention *
8/10/2022 - 15/10/2022	Peden Pavilion	Rotary Book Fair
11/10/2022	Grace Millsom	LEAP all staff workshops
15/10/2022	Grace Millsom	School Reunion
16/10/2022	Grace Millsom, picnic area & carpark	Camel Racing Down Under
22/10/2022	Dressage Arena	Dressage Championship
22/10/2022	Veolia	Rugby dinner
23/10/2022	Picnic Area & carpark	Love Your Sister Family Fun Day
25/10/2022	Grace Millsom	LEAP all staff workshops
28/10/2022 - 30/10/2022	Veolia, basketball & Grace Millsom	NSW Indoor hockey Open Men *
29/10/2022 - 30/10/2022	Dog arena, Picnic area	Dog Training & Kennel Club Show *
31/10/2022	Grace Millsom, Harness Track	Harness Race
4/11/2022 6/11/2022	Veolia, basketball & Grace Millsom	NSW Indoor hockey Open Women *
9/11/2022	Grace Millsom	LEAP Workshops (casuals)
11/11/2022 - 13/11/2022	Veolia, basketball & Grace Millsom	AGOKF National Event 2022 *
12/11/2022	Dressage Arena	Dressage Training day
16/11/2022	Grace Millsom	Bullying & Harassment
19/11/2022	Picnic Area & carpark	Convoy 4 Kids
21/11/2022 - 22/11/2022	Veolia & Grace Millsom	Ag Day Conference
25/11/2022	Veolia, basketball & Grace Millsom	Hockey Australia Masters Indoor Challenge *
26/11/2022	Veolia, basketball & Grace Millsom	Hockey Australia Masters Indoor Challenge *
27/11/2022	Peden Pavilion	Mini Foxie event
28/11/2022	Grace Millsom, Harness Track	Harness Race
2/12/2022 - 4/12/2022	Veolia, basketball & Grace Millsom	NSW Indoor hockey U18 boys *
5/12/2022	Veolia, basketball, Peden pavilion & Grace Millsom	IDPwD
6/12/2022	Grace Millsom	Induction Workshops
7/12/2022	Grace Millsom	Induction Workshops
8/12/2022	Grace Millsom	Leader LEAP Workshops
9/12/2022 - 11/12/2022	Veolia, basketball & Grace Millsom	NSW Indoor Hockey U18 girls *
10/12/2022 - 11/12/2022	Rodeo Arena	Rodeo Roping Event
11/12/2022	Rodeo Arena	Rodeo Roping Event
19/12/2022	Grace Millsom, Harness Track	Harness Race
22/12/2022	Grace Millsom	Christmas party

2023

Date	Location	Event Name
3/02/2023 - 5/02/2023	Veolia, basketball, Grace Millsom	NSW indoor hockey Masters Men*
4/02/2023 - 5/02/2023	Rodeo Arena, carpark, picnic area	Annual Charity Rodeo *
10/02/2023 - 12/02/2023	Veolia, basketball, Grace Millsom	NSW Indoor hockey Masters *
11/02/2023 -12/02/2023	Rodeo Arena, carpark, picnic area	Annual Charity Rodeo *

GOULBURN MULWAREE OPERATIONS – MAY 2022

18/02/2023	Dressage arenas	Dressage Training Days 2023
20/02/2023	Grace Millsom, harness track	Harness Race Dates
4/03/2023 - 5/03/2023	Recreation Area	Goulburn Show
13/03/2023	Grace Millsom, harness track	Harness Race Dates 2
18/03/2023	Veolia, Grace Millsom, Basketball, picnic area, peden pavilion & skillion	Comic Con *
18/03/2023	Grace Millsom, harness track	Dressage Competition
2/04/2023	Recreation Area	Rotary Swap meet *
3/04/2023	Grace Millsom, harness track	Harness Race Dates
23/04/2023	Grace Millsom, harness track	Hewitt Memorial Race Day
30/04/2023	Grace Millsom, harness track	Harness Carnival of Cups
20/05/2023	Dressage arenas	Dressage Competition
27/05/2023 - 28/05/2023	Dog arena, picnic area	Dog Training & Kennel club show *
29/06/2023 - 2/07/2023	Picnic area & carpark, Veolia	Sydney Wanderers Chapter Weekend
8/09/2023 - 10/09/2023	Peden Pavilion & Skillion	Charles Ledger Alpaca Show
30/09/2023	Dressage arenas	Dressage Training Days
28/10/2023 - 29/10/2023	Dog arena, picnic area	Dog Training & Kennel club show
18/11/2023	Dressage arenas	Dressage Training Days

## 6 Works

The Works Section is currently focused on delivering a number of capital works projects while also meeting the demands of routine maintenance on Council infrastructure and attending to maintenance requests by the general public.

### 6.1 Maintenance Grading

The following roads were included in the maintenance grading program for May 2022. The focus of work is now on capital works.

Maintenance Grading May 2022	
Completed by Contractor in May 2022	Completed by Council in May 2022
<ul style="list-style-type: none"> <li>• Jacqua Rd</li> <li>• Lambs Lane</li> <li>• Sandy Point Rd</li> <li>• Covan Creek Rd</li> <li>• Stewarts Crossing Rd</li> <li>• Mount Baw Baw Rd</li> <li>• Spa Rd</li> <li>• Lumley Rd</li> </ul>	<ul style="list-style-type: none"> <li>• Parkesbourne Rd</li> <li>• Merilla Ln</li> <li>• Sandy Point Rd</li> </ul>

### 6.2 Operational

Works have been focused on responding to the large amount of Service Requests attributed to the ongoing wet weather which has continued through into May causing an enormousness amount of pavement related issues.

Capital Works were able to continue during May all be it, weather affected with Fixing Local Roads project Windellama Road Stage 1, being bitumen sealed as well as the Hawks Lane culvert. Works are now on hold until September 2022 with procurement and designs progressing on future stages.

Robinson Street kerb and gutter has continued in May with the section of road between Combermere and Mary Street being replaced.

Rosebery Street drainage works have been put on hold due to concrete pipe availability, hopefully contractors can commence on site during June.

Gravel re sheeting has occurred on Parkesbourne Road in May and works have commenced on Painters Lane in the form of drainage improvements in preparation of gravel re sheeting due to commence early June.

Asphalt patch works have occurred during May with follow up works occurring into June.

Maintenance crews have been attending to a very high amount of pavement failures mainly on the rural sealed network, Council reminds residents to please drive to the conditions and be mindful of traffic hazard and speed reduction signage that is in place around the LGA.

Throughout the reporting period Works have been attending to a large amount of Service Requests related to the December/January and now March Storm Events as such consultants are working with GMC staff in preparing disaster evidence claims to TfNSW.

Maintenance Grading was undertaken in Zone 12 and 17 by contract and Works crews.

## 7 Asset Management & Design

### 7.1 Asset Management Planning

For the month of May 2022, the Asset Management team undertook the following tasks:

- Section 138 permits, were up and running for the first month
- Survey works commenced for ground survey of projects for the 2022/23 capital works program
- Updated Standard Drawings

### 7.2 Data or Condition Assessment

For the months of May 2022, the Asset Management team undertook the following tasks:

#### Urban Transport Infrastructure Inspections

- GMC Local Urban Roads – 100% of scheduled Local Rural Road inspections were completed in May.
- RMCC State Roads – 100% of scheduled state road inspections were completed in May.

#### Rural Transport Infrastructure Inspections:

- GMC Local Roads – 100% of scheduled Local Rural Road inspections completed in May.

### 7.3 Design Projects

For the month of May 2022, the Design team undertook the following tasks:

- Kinghorne Street reconstruction design on going. Kinghorne– Albert Street Roundabout Design will integrate with the Kinghorne Street reconstruction design.
- Addison Street Drainage design updated for tendering.

### 7.4 Application Status

	S138/Road Opening Applications	S45 (Electrical) /(Gas)/LAAN (Telecom) Applications	NHVR (Heavy Vehicle) Applications
Number Received for May 2022	14	21	34
Number Processed within May 2022	11	21	34
Number of days to process (Timeframe)	10 (10 days)	15 (40 days)	4.6 (28 days)

**7.5 Road Safety – May 2022**

The following Road Safety programs/tasks were delivered during May 2022

Road Safety Program – May 2022			
Target group/issue	Project/Event	Date	Description
Young Road Users	Log Book Run	Ongoing	The Log Book Run is held four times a year with fantastic feedback from the learner drivers and their supervisors with people coming from Sydney, Canberra and Southern Highlands. The March Log Book Run was run with 13 drivers participating. The next is to run in June 2022 with 15 learner drivers booked in.
Safe Seats	Safe Seat Vouchers	Ongoing	RSTO received \$3,000 in funding for safe seat vouchers for the 2021/22 program. This program is promoted throughout Day-care facilities, foster carers, and medical centres. To date \$2500 has been spent
Speeding	Mobile Speed Sign	Ongoing	The speed trailers have been moved to Sloane Street to monitor the heavy vehicle traffic detour and Marys Mount Road because of a request from a concerned resident. To be discuss at Traffic Committee on where to move them to next
Younger Road User	Empower	Ongoing	The RSTO has been working with Empower, TfNSW, PCYC and the local police on a new program. Empower will supply a vehicle in which can be a communal vehicle in which learner drivers can use along with mentors to help them get their hours up. This targets the Learners in the situation where they can't get their hour up or don't have a vehicle to achieve this. The vehicle will stay at PPYC. This is a pilot program being conducted in NSW.
Heavy Vehicles	May	May 2022	RSTO has been working with NHVR to issue heavy vehicle permits on our local roads and SEWOL to enforce our roads with weight limits on them in particular Red Hills Road.
Child Safety	Grandparents Day	May 2022	RSTO held a stall at Grandparents day held at Grace Milson. Over 120 grandparents attended. Topics of discussion on the day ranged from safe seats, caravans, speeding, drug driving and the new wombat crossings.
Safety around school	Parking	May 2022	RSTO has been working with St Joseph's Primary school on their "Kiss and Drop Zone in Grafton Street. Council has been applying for grant funding to install a pedestrian safe facility to be installed to enable children and parents to cross Grafton Street safely.
Schools	Dragons Teeth and 40km patches	May 2022	GMC has received \$180,000 to replace all the 40km patches and dragon's teeth for all schools in the GMC LGA. The contract has



			been awarded and the company will start the second week of school during school holidays. RSTO will be managing this project. To date, there have been 45 installed with another 40 to go.
E-Scooters	NSW Trail	May 2022	RSTO attended a meeting with TfNSW on the proposal for an E-Scooter trail to be held in Goulburn. After discussions and research into the proposal a brief was taken to Council and it was decided not to go ahead with the trail.
National Road Safety Week	“Drive so others survive”	May 2022	During National Road Safety Week many icons were lit up in yellow to promote everyone to “Drive So others survive”, including the big merino, Visitors Information Centre, RSL Club and the Rotunda in Belmore Park. An activation was held in Belmore park on the Tuesday where Police, Councillor, Divals and the Mayor and GM attended. Everyone that attended were encouraged to take the pledge to drive so others survive. The Mayor and RSTO also produced a video promoting Goulburn’s support for the campaign and it was shown at the launch.
Parking	Hospital	May 2022	RSTO is working with the new project managers of the second stage of the hospital. Construction work will be taking place in Albert Street which will affect Goulburn High School bus operators.
National Road Safety Expo	New road safety initiatives	May 2022	RSTO attended the NRSE for 2 days in Sydney at the ICC. Presentations included how climate change affects road safety, new technology on traffic counter, new technology on VMS and the future of RBTs
Driveway Inspections	Section 138	Ongoing	RSTO has been conducting pre pour and bond refund driveway inspections helping out the assets team.



## 8 Fleet

For the month of April 2022 the following scheduled/unscheduled works occurred.

April 2022	Service (Scheduled)	Repairs (Unscheduled)	Total Cost
Light Vehicles	5	10	\$7,248.00
Heavy Plant	8	20	\$14,673.44
Minor Plant	-	4	\$843.77

### WHS Daily Maintenance Vehicle Inspection Departmental Returns

Daily Maintenance Inspections between 01/04/2022 to 30/04/2022	Department	Plant Items Requiring Operator Initiated Inspections	Potential Returns	Total Returns Received	% Returns
	Community Facilities	16	64	64	100%
	Fleet	2	8	8	100%
	Noxious Weeds	2	8	8	100%
	Parks & Gardens	13	52	52	100%
	Rangers	2	8	8	100%
	Store	1	4	4	100%
	Waste Management	21	84	84	100%
	Waste Water	6	24	24	100%
	Water & Sewer	14	56	53	94%
	Water Filtration	6	24	24	100%
	Works Construction	18	72	70	97%
	Works Maintenance	17	68	68	100%
	<b>Total</b>	<b>118</b>	<b>472</b>	<b>467</b>	<b>98%</b>

### Plant Purchases:

Plant No.	Date of Purchase	Description	Cost
NIL	NIL	NIL	NIL

**9 Capital Works**

**Capital Works Program 2021-2022  
Status Report for Operations  
As at 31 May 2022**

**Introduction**

The Operations Capital Works Program is derived from the Goulburn Mulwaree Council Operational Plan. The Plan was placed on public display and resolved by Council. Monthly progress is reported to the Executive and Council. Additional grant projects will be included in the program as funding is made available. Any urgent projects will also be added into the program at the direction of Council.

Separate status reports for the Goulburn Performing Arts Centre, Goulburn Aquatic Centre Redevelopment, Cookbundoon Pavilion, North Goulburn Employment Precinct, Mountain Ash Road (FLR), Windellama Road (FLR), Towrang Bridge, and the Schools Stimulus Footpath Program are prepared for these projects.

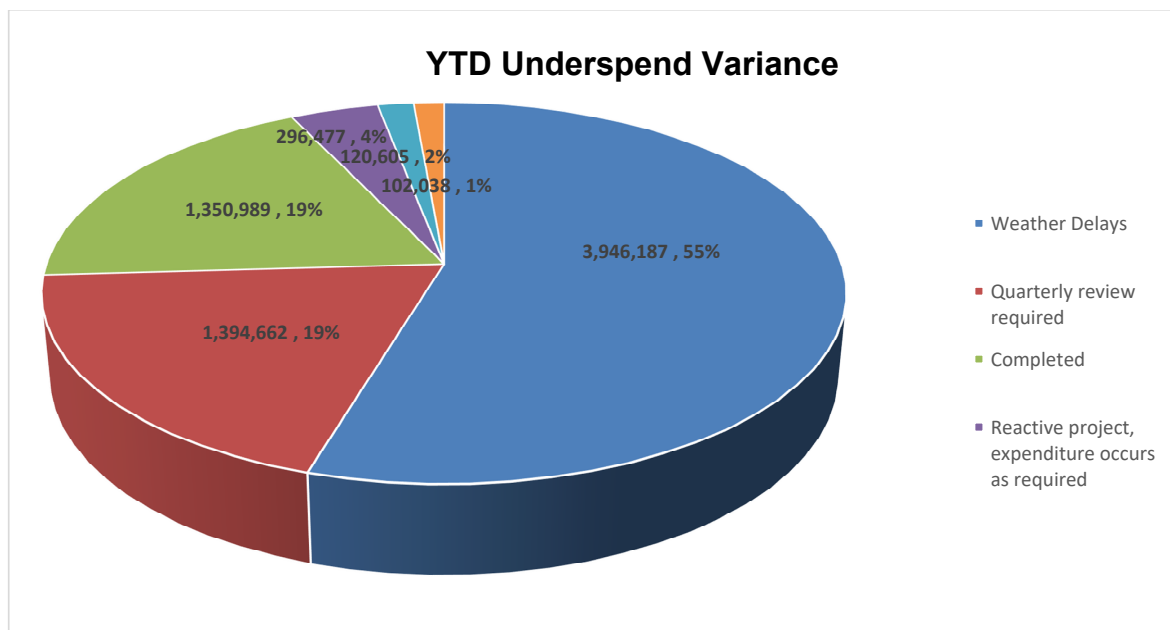
**Financial Performance**

**YTD performance in comparisons to baseline budget - \$7.2m variance**

The delivery of the Capital Works Program is currently tracking behind the baseline budget, the year to date expenditure on the Program was \$41.4m being \$7.2m or 15% behind the baseline budget. The year to date variation is driven by the following factors:

- Weather Delays (Project has been delayed due to inclement weather) – (Towrang Rd Bridge Upgrade, School Stimulus Footpath Program, Carrick Road Bridge, Cullulla Road Causeway, Windellama Road, Rosebery Street Tarago drainage, School Zones)
- Quarterly Review required (Project slippages or reduction/increase in budget) – (Hockey Redevelopment, Japanese Gardens)
- Completed (Projects have been completed, are either under budget or final claim has not been processed) – (Aquatic Centre)
- Reactive projects, expenditure occurs as required (Generally equipment replaced as required or available) - (Light Fleet Replacement)
- Delays due to Contractor (Project has experienced delays but expected to be within budget) – (Blackshaw Rd Boom Gates)

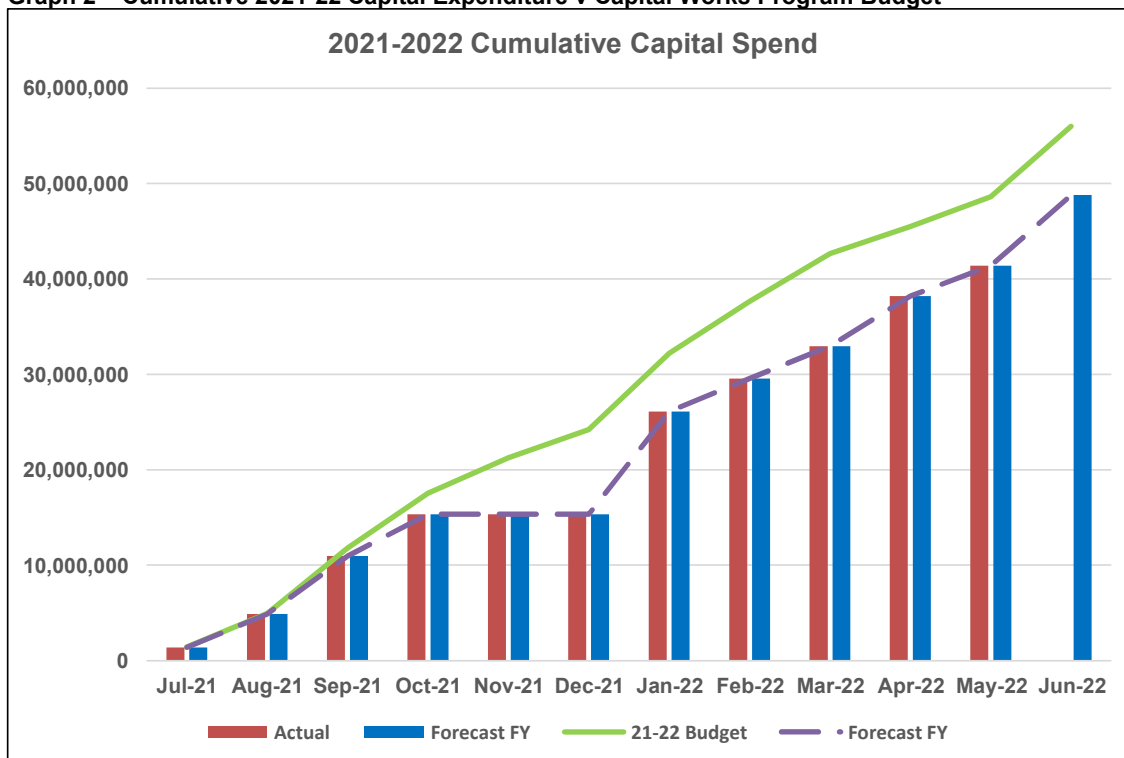
**Graph 1 – YTD Underspend variance** – highlights the driver behind the current overspend for the program



**Table 1 – Overall Financial Performance Summary – highlights performance via Business Unit**

Department	21-22 Project Budget	YTD Budget	YTD Actual	Forecast to end FY
Asset & Design	260,900	255,900	234,708	236,897
Community Facilities	2,068,139	2,029,175	1,392,541	1,881,110
Projects	38,997,597	35,510,966	29,759,812	30,220,588
Works	14,679,998	10,826,593	100,009,086	12,102,450
<b>Total Program</b>	<b>56,006,634</b>	<b>48,622,633</b>	<b>41,396,147</b>	<b>44,441,045</b>

**Graph 2 – Cumulative 2021-22 Capital Expenditure v Capital Works Program Budget**



**Forecast Performance**

The Capital Works Program for Operations was resolved to the value of \$42,080,154 for 2021-22. As a result of the allocation of carry-overs and recent grant approvals the Capital Works program for 2021-22 is \$56,006,634. This figure will change throughout the financial year as a result of Council resolutions and Quarterly Review processes. **Graph 2** indicates performance to date, giving a forecast spend of \$48,779,790.

Currently the forecast spend is lower than the budget due to predicted changes in the following projects:

- Windellama Road (Fixing Local Roads) – original forecast spend of \$3,659,786 is currently predicted to be \$1,784,614 as a result of recent storm events and the extremely wet pervious 6 month period;
- Towrang Road Bridge Upgrade – original forecast spend of \$4,153,000 is currently predicted to be \$3,051,419 as a result of recent storm events;
- Hockey Redevelopment (Existing and new Amenities) – original forecast spend of \$962,600 is currently predicted to be \$175,414 as a result of initial RFT process not proceeding;
- Cullulla Road Causeway Renewal – original forecast spend of \$620,000 is currently predicted to be \$96,654 as a result of recent storm events;
- Japanese Gardens – original forecast spend of \$515,211 is currently predicted to have no spend this financial year;

- Wollondilly Walking Track – Cemetery Street – original forecast spend of \$1,318,588,246 is currently predicted to be \$891,409 as a result of recent storm events; and,
- RHL Mogo Rd - original forecast spend of \$414,990 is currently predicted to be \$29,146 due to delays in design.

#### **Weather Events**

The Lanena weather forecast is predicting a wet autumn, current projects may be under stress to be completed due to sealing temperatures being compromised with the onset of cooler temperatures. There is a risk that these projects will be carried into next financial year.

- Mountain Ash Road (Fixing Local Roads) - original forecast to complete works in April however works have now been re scheduled for completion in October 2022
- Rural Re-sealing – Program originally forecast to be completed during March however there is a possibility that all roads within the program may not be completed due to the wet March and onset of cooler weather in April/May
- Urban Re-sealing - Program originally forecast to be completed during March however there is a possibility that all roads within the program may not be completed due to the wet March and onset of cooler weather in April/May
- Robinson Street Kerb and Gutter – Progress difficult on site due to the ongoing wet conditions
- Roseberry Street Drainage – Commencement difficult due to the onsite access being water logged
- Cullulla Road Culvert upgrade – Ongoing wet weather events have caused the area to become water logged making any progress very difficult



**APPENDIX**

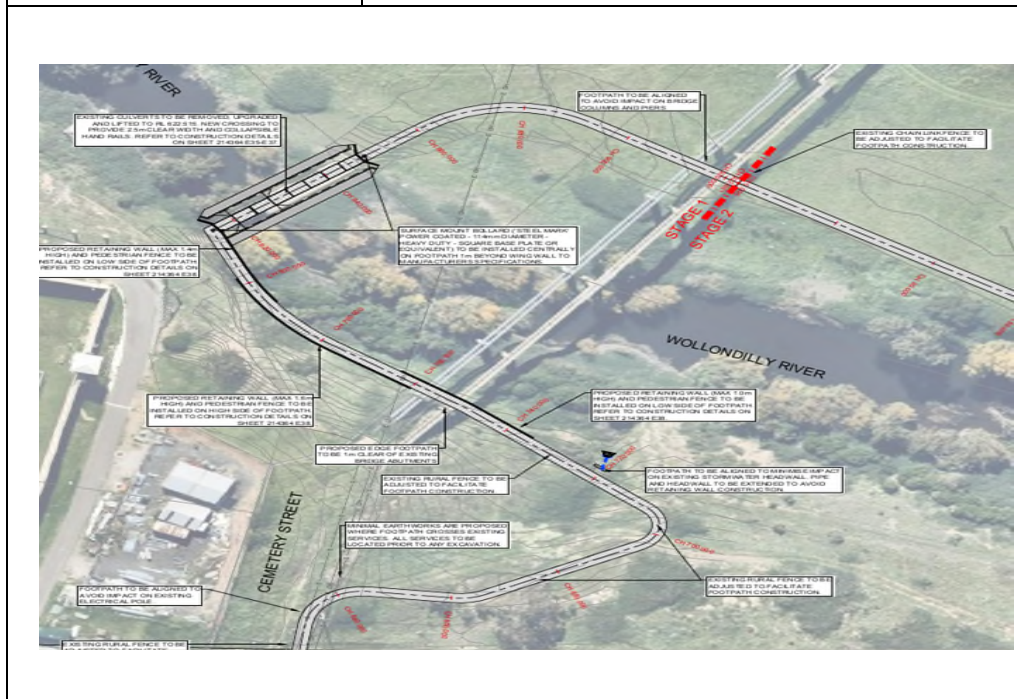
**Table 3 - Major Projects**

**Table 3** indicates the individual performance of Operations Major Capital Works Projects and Programs. The traffic lights indication the status of the project. An individual report for each of the above active projects follows in this report.


Project Name	Phase	21-22 Budget	YTD Budget	YTD Actual	Budget	Schedule	Comments
Aquatic Centre Upgrade	Construction	12,054,081	12,054,081	10,620,544	●	●	Completed, financial closure to be finalized
Hockey Redevelopment	Construction	5,987,887	5,868,879	5,150,445	●	●	Amenities are not proceeding this financial year, slippage of \$787k for this financial year Additional budget to be allocated once RFT responses are evaluated
Performing Arts Centre	Construction	5,347,447	5,347,447	5,942,858	●	●	Completed, financial closure to be finalized
Growing Local Economies	Design	2,052,570	76,053	76,053	●	●	Carryover
Windellama Road - Fixing Local Roads	Construction	3,659,786	2,035,187	1,784,614	●	●	Project delayed due to recent storm events, project slippage of \$1.9m for this financial year
Towrang Road Bridge Upgrade	Construction	4,022,364	4,022,364	2,601,419	●	●	Project delayed due to recent storm events, project slippage of \$371k for this financial year Project will slip into next financial year
Schools Stimulus Footpath Program	Construction	3,937,500	3,937,500	2,842,620	●	●	
Heavy Fleet Replacements	Construction	1,800,763	1,243,583	1,243,583	●	●	Carryover
Mountain Ash Road - Pavement Renewal	Construction	1,864,895	1,409,170	1,409,170	●	●	Carryover
WWT - Cemetery St	Construction	1,318,588	891,409	891,409	●	●	Project delayed due to recent storm events, project slippage of \$427k for this financial year Project will slip into next financial year
RHL Program	Design	1,433,367	476,976	584,118	●	●	
Rural Resealing	Construction	1,158,846	1,158,846	1,184,421	●	●	
Carrick Road Bridge Upgrade	Construction	887,419	887,419	539,638	●	●	Carryover
Carrick Road - Sealing	Construction	392,586	392,586	396,384	●	●	Completed
Urban Resealing	Construction	347,504	278,251	278,251	●	●	
Light Fleet Replacements	Construction	573,230	573,230	397,350	●	●	
Gravel Resheeting	Construction	297,485	297,485	48,456	●	●	
Hetherington St Depot Workshop Renewal	Construction	865,368	865,368	822,802	●	●	
RHL Mogo Road - Hi Quality Sec34	Design	414,390	29,146	29,146	●	●	
Kerb & Gutter Replacement	Design	313,165	62,534	62,534	●	●	
Blackspot - Bourke/Addison Roundabout	Construction	382,765	382,765	365,205	●	●	Completed
Urban Road Rehabilitation	Design	447,908	447,908	413,638	●	●	
CBD Masterplan Implementation	Construction	356,747	356,747	356,134	●	●	
Open Space	Construction	298,354	284,231	85,740	●	●	
Blackspot - Taralga Road Upgrade	Construction	334,344	334,344	325,841	●	●	
Japanese Garden - Victoria Park	Design	515,211	515,211	-	●	●	Carryover
Public Conveniences	Construction	289,859	289,859	170,729	●	●	
Civic Centre Renewal - Air Conditioning	Construction	270,760	270,760	217,507	●	●	
Cookbundoon Amenities Building (G)	Construction	239,554	229,979	229,979	●	●	Completed
Cullulla Road Causeway Renewal	Construction	620,000	420,000	36,654	●	●	Project delayed due to recent storm events, project slippage of \$523k for this financial year
					● No action required	● Escalate issue to Director	● Escalate issue to Council

The information provided in the following reports provides ITD budgets and expenditure for those projects that run over financial years

Project:	Wollondilly River Walking Track-Cemetery Street to Josephs Gate	
Project Manager	Adeel Khan	
Contractor	Various	
Budget:	\$ 2,000,000	
Expenditure to date:	\$ 1,105,162	
Funding Partners	Bushfire Local Economic Recovery Fund	
Key Dates	Commence Design	February 2021
	Complete Design	November 2021
	Handover to Projects	February 2021
	Construction Commenced	May 2021
	Construction Completed	September 2022
Project forecast to be completed within budget?	Yes	
Project forecast to be completed on time?	Yes	
Delays experienced during the month	Nil	
Issues to report	Nil	
Works Completed last month	<ul style="list-style-type: none"> <li>Awaiting Goulburn gaol approval of the plans. Due to the delays from gaol and the wet weather, construction could not commence</li> </ul>	
Priorities for the next month	<ul style="list-style-type: none"> <li>Land acquisition with the gaol to progress</li> <li>Construction commencement of Phase 3</li> </ul>	









Project	RHL Program	
Project Manager	Andrew Cartwright	
Contractor	Divall's Earthmoving	
Budget	\$1,433,367	
Expenditure to date	\$584,118	
Funding Partners	Funded by s94 Contributions	
Key Dates	Commence Design	October 2021
	Complete Design	November 2021
	Handover to Works	November 2021
	Construction Commenced	March 2022
	Construction Completed	May/June 2022
Project forecast to be completed within budget	Yes	
Project forecast to be completed on time	No, depending on geotechnical outcomes on Collector Road budget may have to be carried over into 2022/23 F/Y dependant on the work involved.	
Delays experienced during the month	Wet weather causing issues with the return of contractors on the Cullulla/Lumley haulage route	
Issues to report	<p>Rainfall over the past 11 month period now totalling 1,206mm causing surface of existing Cullulla, Lumley and Sandy Point Roads deteriorate faster than expected as well as presenting pavement issues on Brayton/Ambrose, Collector/Bungendore routes.</p> <p>Brayton and Ambrose Roads suffering from extensive sub soil problems causing issues with the road pavement</p>	
Works Completed last Month	<ul style="list-style-type: none"> <li>• Emergency stabilisation works of Lumley, Cullulla, Sandy Point roads</li> <li>• Completion of stabilisation on Ambrose Road and Brayton Roads</li> </ul>	
Priorities for the next month	<ul style="list-style-type: none"> <li>• Continue scoping of Veolia s94 funded Bungendore Road</li> <li>• Geotechnical investigations of sub soil issues on Brayton/Ambrose roads</li> </ul>	
		

Project	Urban/Rural Resealing	
Project Manager	Andy Cartwright	
Contractor	Roadworx	
Budget	\$1,506,350	
Expenditure to date	\$1,462,672	
Funding Partners	General Fund/Roads to Recovery	
Key Dates	Construction Commence	November 2021
	Construction Complete	April 2022
Project forecast to be completed within budget	Yes	
Project forecast to be completed on time	Yes	
Delays experienced during the month	Nil	
Issues to report	Program currently behind schedule due to ongoing wet weather	
Works Completed last Month	<ul style="list-style-type: none"> <li>Line marking of remaining roads</li> </ul>	
Priorities for the next month	<ul style="list-style-type: none"> <li>Nil</li> </ul>	

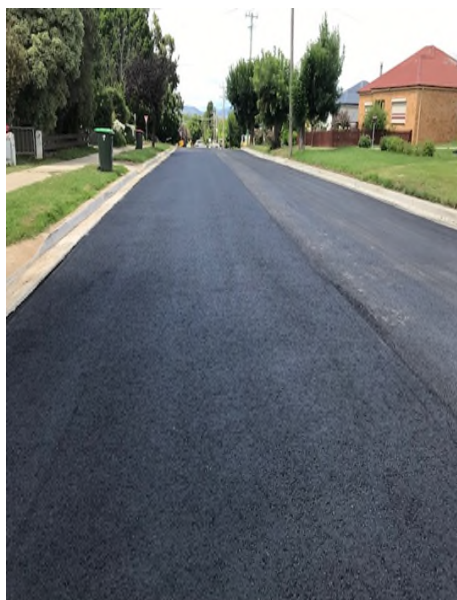


Project: Carrick Road Bridge Replacement		
Project Manager	Adeel Khan	
Contractor	GC Civil Pty Ltd	
Budget:	\$ 917,615	
Expenditure to date:	\$ 569,834	
Funding Partners	Bridges Renewal Program (50%) Fixing Country Bridges (50%)	
Key Dates	RFT released	30 March 2021
	Design approved	October 2021
	Construction Commenced	January 2022
	Construction Completed	August 022
Project forecast to be completed within budget?	Yes	
Project forecast to be completed on time?	Yes	
Delays experienced during the month	Nil	
Issues to report	Nil	
Works Completed last month	<ul style="list-style-type: none"> <li>Bridge Structure completed.</li> <li>Approach roads completed to sub grade level</li> <li>Some delays caused due to wet weather</li> </ul>	
Priorities for the next month	<ul style="list-style-type: none"> <li>Approach roads construction to continue</li> </ul>	
<div style="display: flex; justify-content: space-around;">   </div>		

Project		Kerb & Gutter Replacement	
Project Manager	Andy Cartwright		
Contractor	South Sydney Concrete		
Budget:	\$313,165		
Expenditure to date	\$62,594		
Funding Partners	Goulburn Mulwaree Council		
Key Dates:	Construction Commenced	November 2021	
	Construction Completion	June 2022	
Project forecast to be completed within budget?	Yes		
Project forecast to be completed on time?	Yes		
Delays experienced	7 x days to inclement weather		
Issues to report	Nil		
Works Completed last month	<ul style="list-style-type: none"> <li>Robinson Street Kerb and Gutter continuation</li> </ul>		
Priorities for the next month	<ul style="list-style-type: none"> <li>Continuation of Robinson Street project</li> <li>Commencement of Kerb and gutter at water works</li> </ul>		
			



Project		Urban Road Rehabilitation	
Project Manager	Andy Cartwright		
Contractor	Downer		
Budget:	\$447,908		
Expenditure to date	\$413,698		
Funding Partners	Goulburn Mulwaree Council		
Key Dates:	Construction Commenced	September 2021	
	Construction Completion	April 2022	
Project forecast to be completed within budget?	Yes		
Project forecast to be completed on time?	Yes		
Delays experienced during the month	Nil		
Issues to report	Nil		
Works Completed last month	<ul style="list-style-type: none"> <li>• Nil</li> </ul>		
Priorities for the next month	<ul style="list-style-type: none"> <li>• Nil</li> </ul>		



CBD Master Plan Implementation		
Project Manager	Rob Hughes	
Contractor	Various	
Budget	\$1,378,548	
Expenditure to date	\$1,377,935	
Funding Partners	General Fund	
Key Dates	Construction Commenced	August 2021
	Construction Completed	March 2022
Project forecast to be completed within budget	Yes	
Project forecast to be completed on time	Yes	
Delays experienced during the month	Nil	
Issues to report	Nil.	
Works Completed last month	<ul style="list-style-type: none"> <li>Finalisation of budget review and close out of accounts</li> </ul>	
Priorities for the next month	<ul style="list-style-type: none"> <li>Finalise project closure.</li> </ul>	



Goulburn Performing Arts Centre

Project	Black Spot Taralga Road	
Project Manager	Andrew Cartwright	
Contractor	Roadworx/Divall's Earthmoving/GMC	
Budget	\$804,403	
Expenditure to date	\$795,901	
Funding Partners	TfNSW	
Key Dates	Construction Commence	February 2021
	Construction Complete	May 2022
Project forecast to be completed within budget	Yes	
Project forecast to be completed on time	Yes	
Delays experienced during the month	Nil	
Issues to report	Nil	
Works Completed last Month	<ul style="list-style-type: none"> <li>• Completion report submitted</li> </ul>	
Priorities for the next month	<ul style="list-style-type: none"> <li>• Nil</li> </ul>	



<b>Project</b>		<b>Hetherington St Depot Workshop Renewal</b>	
Project Manager	Andrew Cartwright		
Contractor	Cercol Constructions		
Budget	\$1,119,968		
Expenditure to date	\$1,077,402		
Funding Partners	Nil		
Key Dates	Construction Commence	September 2021	
	Construction Complete	May 2022	
Project forecast to be completed within budget	No, additional budget allocated from under expenditure from Heavy Fleet Replacement Program to supplement the required electrical upgrade which was unknown at the time of Tender		
Project forecast to be completed on time	No, works delayed one month due to COVID related issues and supply shortage of materials. Notification of delay approved by Council		
Delays experienced during the month	Nil		
Issues to report	Nil		
Works Completed last Month	<ul style="list-style-type: none"> <li>• Obtained Occupation Certificate</li> <li>• Working through contractor defects</li> <li>• Installation of FOB system</li> <li>• Moving furniture back into the office</li> </ul>		
Priorities for the next month	<ul style="list-style-type: none"> <li>• Completion</li> <li>• Handover</li> </ul>		





Project	Public Conveniences	
Project Manager	Robbie Hughes	
Contractor	Tallong Amenities – Landmark Pro Roberts Park Amenities – not allocated Seiffert Oval Amenities – not allocated	
Budget	\$289,859	
Expenditure to date	\$170,729	
Funding Partners	Tallong Amenities – Local Roads Community Infrastructure Round 1 Roberts Park Amenities – Local Roads Community Infrastructure Round 2 Seiffert Oval – Crown Reserve Improvement Fund (Grant Funding Pending)	
Key Dates	Construction Commenced	September 2021
	Construction Completed	February 2021
Project forecast to be completed within budget	Yes	
Project forecast to be completed on time	Yes	
Delays experienced during the month	Nil	
Issues to report	Nil	
Works Completed last Month	<ul style="list-style-type: none"> <li>• Tree planting and signage installation</li> </ul>	
Priorities for the next month	<ul style="list-style-type: none"> <li>• Finalisation of finance and commence grant close out</li> </ul>	



*Roberts Park Tree Planting*

Project	Civic Centre Renewal - Air Conditioning	
Project Manager	Rob Hughes	
Contractor	Stage 1 – Carrier Services Stage 2 - TBD	
Budget	\$280,000	
Expenditure to date	\$226,747	
Funding Partners	General Fund	
Key Dates	Construction Commence	August 2021
	Construction Complete	May 2022
Project forecast to be completed within budget	Yes	
Project forecast to be completed on time	Yes	
Delays experienced during the month	Wet weather has delayed the start of the project by several weeks, including recent wind event.	
Issues to report	Nil	
Works Completed last month	<ul style="list-style-type: none"> <li>• Roof installation completed</li> </ul>	
Priorities for the next month	<ul style="list-style-type: none"> <li>• Finalisation of finance and close defect checks</li> </ul>	



*New roofing over foyer*

Project	Light Fleet
Project Manager	Carina Smith
Contractor	Various
Budget	\$573,230
Expenditure to date	\$397,350
Funding Partners	Nil
Key Dates	Nil
Project forecast to be completed within budget	Yes
Project forecast to be completed on time	Yes
Delays experienced during the month	Nil
Issues to report	Nil
Works Completed last Month	<ul style="list-style-type: none"> <li>• Delivery of Plant # 1242 replacement</li> <li>• Delivery of Plant # 9328 replacement</li> <li>• Delivery of Plant # 9062 replacement</li> </ul>
Priorities for the next month	<ul style="list-style-type: none"> <li>• Preparation for 2022/23 Budgets and Replacement Program</li> </ul>

Project	Heavy Fleet
Project Manager	Carina Smith
Contractor	Various
Budget	\$2,240,763
Expenditure to date	\$1,243,583
Funding Partners	Nil
Key Dates	Nil
Project forecast to be completed within budget	Yes
Project forecast to be completed on time	Yes
Delays experienced during the month	Nil
Issues to report	Nil
Works Completed last Month	<ul style="list-style-type: none"> <li>• Delivery of Plant # 9071 replacement</li> <li>• Delivery of Plant # 0975 replacement</li> <li>• PO raised for Plant # 9136 Footpath Sweeper/Scrubber</li> </ul>
Priorities for the next month	<ul style="list-style-type: none"> <li>• Preparation for 2022/23 Budgets and Replacement Program</li> <li>• RFQ for Plant # 0087 Water Cart replacement</li> <li>• RFQ for Plant # 9931/9073 Garbage Truck replacements</li> <li>• RFQ for Plant # 9131 Street Sweeper replacement</li> </ul>

## Projects in Design

**Table 4** identifies the major projects currently in design phase and how they are tracking against the program. These designs could pose a major risk to the delivery of the Capital Works Program if they are not completed on time.

**Table 4 – Projects in Design**

Project	Planned start investigation, design & Procurement	Actual start investigation, design & Procurement	Planned end investigation, design & Procurement	Actual end investigation, design & Procurement	Comments
RHL Mogo Road Upgrade	Oct-21	Oct-21	Dec-21	Dec-21	
Kinghorne/Albert St Roundabout	Sep-21	Sep-21	Jun-22		
Jerrara Rd (Black spot)					
Kinghorne St Reconstruction (between Albert & Prince)	Nov-21	Nov-21	Jun-22		
Windellama Rd (FLR) Stage 1	Aug-21	Aug-21	Dec-21		
Windellama Rd (FLR) Stage 2	Sep-21	Sep-21	Nov-21		
Windellama Rd (FLR) Stage 3	Sep-21	Nov-21	March-22		Delivery 2022/23
Windellama Rd (FLR) Stage 4	Sep-21	Sep-21	Nov-21		Delivery 2022/23
Brayton/Ambrose Intersection	Nov-21		March-22		
Bungendore Rd Overlay			Jun-22		Delivery 2022/23
Highland Way Rehab			Jun-22		Delivery 2022/23
Addison Street drainage					Delivery 2022/23
Garroorigang Road drainage					Delivery 2022/23
Bradley Street drainage					Delivery 2022/23

## Pending Grant Applications

**Table 5** identifies projects with current grant applications submitted, if successful these projects will be added to the program. If the projects are successful they may require current projects to be carried over into the next financial year, if this is the case it will be identified in the below table.

**Table 5 – Pending Grant Projects**

Project	Budget	Fund	Decision Date	Status	Risk to current Program/Comment
North Park Pavilion Upgrade	657,773	CRIF	Feb-22	Unsuccessful	
Goulburn Crookwell Rail Trail	14,660,000	Regional Tourism	Mar-22	Unsuccessful	
Mayfield Road Bridge Upgrade	734,333	Bridges Renewal	Jun- 22	Successful	
Mayfield Road Bridge Upgrade	1,468,667	Fixing Country Bridges	May-22	Pending	
Bus Stops Marulan and Lake Bathurst	40,000	TfNSW	Jun-22	Successful	
Windellama Road (Black spot)	1,446,126	CPTIG	Jan-22	Unsuccessful	
Copford Reach Amenities	117,379	Recreational Fishing Trust	Jun-22	Successful	
Shibetsu Japanese Garden Enhancement Stage 2	450,000	Cross Border Fund	Jun-22	Pending	
Stimulating & Safe Shared Street Spaces	488,210	Streets as Shared Spaces	Apr-22	Successful	
Carr Confoy Pavilion Upgrade	3,600,854	Multisport	May-22	Pending	
Carr Confoy Pavilion Upgrade	3,600,854	BBRF	Jun-22	Pending	
PAMP/Cycling Study	121,977	Active Transport	Jun-22	Pending	
Reynolds Street Footpath & Pedestrian Refuge	154,420	Active Transport	Jun-22	Pending	
Shared Path Blackshaw Road	2,015,000	Active Transport	Jun-22	Pending	
River Park Pump Track	455,200	Open Spaces	Apr-22	Successful	
Range Road Culvert	565,968	Bridge Renewal	Jun-22	Pending	
Wollondilly River Rejuvenation Project	40,000	Habitat Action Grants	Jul-22	Pending	
Cullula/Lumley Corner Rehab	473,466	Blackspot	Apr-22	Unsuccessful	
Copford Reach Boat Ramp Upgrade	256,788	Boating Now Program	Apr-22	Pending	
Riverside Park Avenue of Trees	20,000	Queen's Jubilee	Apr-22	Unsuccessful	
Riverside Park Green Space Amenities & Improvements	100,000	NSW Infrastructure	Jun-22	Pending	

### Projects Deferred

**Table 6** identifies projects with confirmed budgets in the 21-22 Capital Works Program that are required to be deferred. If there are any risks associated with their deferral they will be identified below.

**Table 6 – Projects Deferred**

Project	Budget	Reason for deferral	Risk
Urban Resealing – Finlay Road	81,902	Deteriorated condition, budget to top up Bourke/Addison Roundabout	
Urban Resealing – Faithful Street	98,500	Insufficient budget, budget to be used for Victoria Street	
Urban Resealing – Robinson Street	14,486	Money diverted to K&G – to be undertaken in 22-23	
Urban Resealing – Gorman Road	50,385	Not progressing – to be undertaken in 22-23	
Pockley/Shannon Drive	1,500,000	Grant funding not received	
Urban Drainage – Bradley St		Insufficient budget	
Bungendore Rd Reconstruction	800,000	Delays in design	Further pavement deterioration
Highland Way Reconstruction	350,000	Reallocation of funding	Further pavement deterioration
Footpath Replacement – Chantry St	88,400	Not progressing	

### Projects Completed

**Table 7** identifies the projects that have been physically completed during the financial year. The project has been financially completed if Finalisation Document ID has been populated.

**Table 7 – Projects Completed**

Project	Budget	Final Expenditure	Finalisation Document ID
Performing Arts Centre	18,950,000	19,558,883	
Aquatic Centre Upgrade	29,852,756	28,242,218	
Goulburn Showground Rec Area NSW Stimulus (G)	746,275	744,397	
Hockey Facility Purchase	3,000,000	3,001,881	
Hockey Redevelopment – West Field Refurb	1,800,000	1,687,348	
Hockey Redevelopment – Car Park	650,000	664,453	
Hockey Redevelopment – Lighting Upgrade	425,000	386,463	
Hockey Redevelopment – Power Upgrade	250,000	225,418	
Cookbundoon Amenities Building (G)	1,086,337	1,073,729	
Irrigation – Marulan Soccer Fields	70,000	62,366	
Building Asset Replacement	35,950	39,942	
Urban Resealing – Victoria St (North to Citizen)	175,389	164,167	
Urban Road Rehab – Knox St (Elizabeth to Combermere)	261,000	264,794	
Urban Road Rehab – Bennett St (Hill to Davies Cr)	71,000	61,615	
Urban Road Rehab – Sloane St patching	48,872	48,873	
Urban Road Rehab – Bungonia Rd – AC patching	42,014	31,328	
K&G – Knox Street – Elizabeth to Combermere	63,165	58,731	
Black spot – Bourke/Addison Roundabout	403,245	363,745	
RRBG – Taralga Rd Rural – Stab Heavy Patching	130,000	106,450	
RRBG – Taralga Rd Rural – Reseal Blackspot	40,000	46,214	
Guardrail – Range Road	22,198	21,946	
Guardrail – Carrick Road	30,000	25,325	
Rural Resealing – Look down Rd	57,400	55,783	
Rural Resealing – Forest Siding Rd	46,346	49,638	
Rural Resealing – Rhyanna Rd	30,594	28,563	
Rural Resealing – Middle Arm Rd	5,535	9,715	
Rural Resealing – Currawang Rd	57,400	58,723	
Rural Resealing – Parkesbourne Rd	70,143	59,478	
Rural Resealing – Prep Work	71,934	71,934	
Rural Resealing – Gap Rd	64,626	62,599	
Rural Resealing – Reader Rd	22,386	39,067	
Rural Resealing – Warrima Rd	64,173	109,640	
Rural Resealing – Cooper Lane	18,425	32,763	
Rural Resealing – Gurrundah Rd	205,758	154,280	
Rural Resealing – Mayfield Rd	47,250	48,431	
RHL Collector Road	115,600	110,321	
Carrick Road – Sealing	1,285,035	1,287,174	
Footpath Replacement – Faithful St	31,830	31,830	
Footpath Replacement – Addison St	37,700	37,699	
Footpath Stimulus Program – Faithful St	16,095	16,095	
LRCI – Village Projects	43,950	43,950	
LRCI – Marulan Village Projects	144,000	143,091	
LRCI – Tarago Village Projects	56,900	56,500	
Gravel Pit Rehab/Improvements	20,000	27,866	
Tallong Toilet Block Renewal	99,859	99,873	
WWT – Lower Sterne St	544,146	520,552	

**15.31 CORPORATE & COMMUNITY SERVICES DIRECTORATE REPORT MAY 2022**

**Author:** Director Corporate & Community Services

**Authoriser:** Matt O'Rourke, Acting General Manager

**Attachments:** 1. Corporate & Community Services Directorate Report May 2022 [↓](#) 

<b>Link to Community Strategic Plan:</b>	CSP Strategy CL1 - Effect resourceful and respectful leadership and attentive representation of the community.
<b>Cost to Council:</b>	Nil
<b>Use of Reserve Funds:</b>	Nil

**RECOMMENDATION**

That the activities report by the Director Corporate & Community Services be received and noted for information.

**BACKGROUND**

The purpose of this report is to provide an update on the monthly activities of the Corporate & Community Services Directorate.

**REPORT**

Please find attached the monthly report on the activities of the Corporate & Community Services Directorate for the month of May 2022.



# Corporate & Community Services

## Directorate Report

May 2022

**PRIDE**

*Passion Respect Innovation Dedication Excellence*

## Table of Contents

### Contents

1. Innovation & Technology .....	3
2. Finance .....	3
3. Governance .....	3
4. Customer Service .....	4
5. Property & Community Services .....	6
5.1 <i>Property Services</i> .....	6
5.2 <i>Community Services</i> .....	9
6. Marketing, Events & Culture .....	13
6.1 <i>Marketing &amp; Events</i> .....	13
6.2 <i>Museums</i> .....	17
6.3 <i>Library</i> .....	24
6.4 <i>Art Gallery</i> .....	28



---

**Corporate & Community Services**

---

**1. Innovation & Technology**

Listed below are some of the projects/activities currently underway in Innovation & Technology:

- Work has started on the upgrade the Council's record management system. The new server has been configured and the install process has started. The project is expected to be complete early July
- Work has also started on the upgrade of Technology One system. This is a significant upgrade and is expected to be complete towards the end of August.
- The rollout of Microsoft Office 365 continues.
- Cyber Security continues to be a major focus. There have been multiple significant events worldwide. These are being reviewed and action taken when required.

**2. Finance**

Finance activities currently underway include:

- Interim Audit to commence in June 2022.
- Submission report being prepared for budget adoption.
- Legal action and debt recovery processes are in progress as per Councils Debt Recovery and Hardship Policies.
- Procurement training continues for relevant Council staff members and the processes are being reviewed with regards to the changes to Legislation.

**3. Governance**

Governance Activities & Projects – May 2022:

- The review of all Council policies continues with several new polices to be presented to Council in the coming months.
- Council's insurance renewal process has been completed.
- The increase in the number of formal GIPA applications and other requests for information continues of which 69 are property file requests.
- Access to Information training sessions continues for new and existing staff.

Corporate & Community Services

**4. Customer Service**

Customer Service have had many staff away this month with Covid and flu virus. Sue, Suzie and Janelle have worked extra days to help cover workloads.

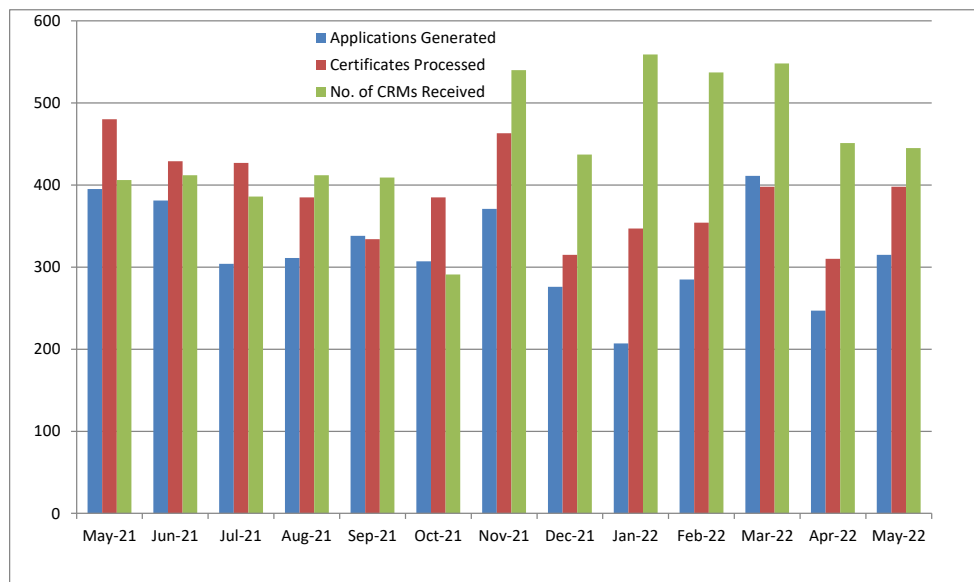
We have had an increase and processed an additional 215 applications compared to last month, and rates instalment were also due, we also had a few severe weather incidents which impacts volume of calls taken and counter transaction processed by the team.

We have noticed an increase in difficult enquiries and have requested a media release on acceptable behaviour.

On a positive note the team has been nominated for several awards with Suzie Bowel winning innovate category and the Team winning the Leap category

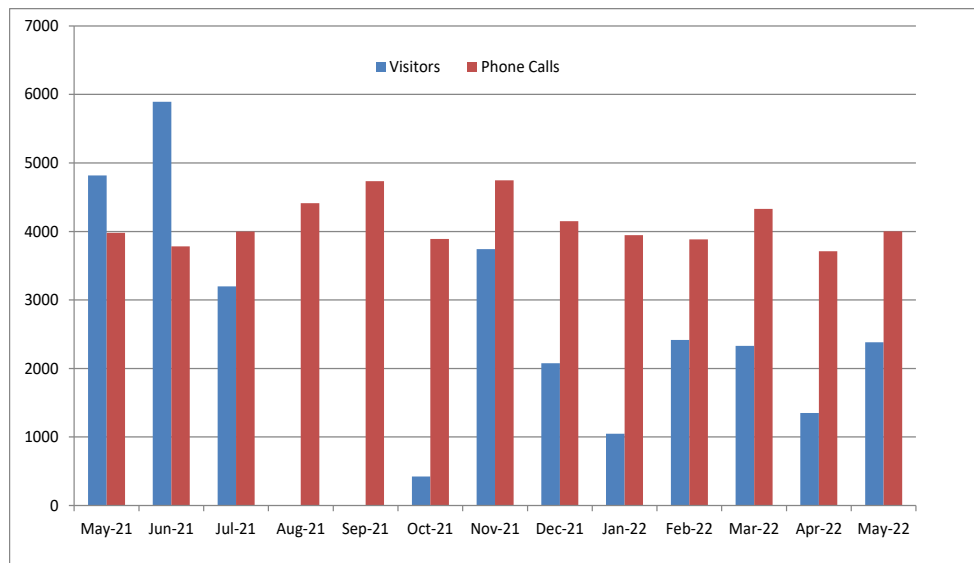
Refer to the Graphs Below for Statistical Information:

**Productivity – May 2022**



Corporate & Community Services

Visitors and Phone Calls – May 2022



Corporate & Community Services

**5. Property & Community Services**

The Property & Community Services Business Unit is responsible for providing a broad range of property and community related services. The following pages provide a summary on the status of various property dealings and community service programs and activities over May 2022.

**5.1 Property Services**

Property Services includes the provision of strategic advice, property management (including Managed Crown Land), conveyancing support, preparation of leases and licences, provision of legal support services for property matters and maintaining data integrity within Council’s property system. This unit also provides another central point of contact for major and minor investors to access information, support and assistance for investment and property related enquiries.

There was again limited availability of the 2 x part time Property Services support staff in May due to extended Sick Leave resulting in the Business Manager Property & Community Services continuing to work additional hours to keep up with workloads and ensure deadlines were met. The Business Manager Property & Community Services also continues to oversee the Finance section in the absence of the Business Manager Finance & Customer Service.

Property Acquisitions
<ul style="list-style-type: none"> <li>• <b><u>New Roundabout – Common Street &amp; Sydney Road</u></b> <ul style="list-style-type: none"> <li>- All land acquisitions finalised excluding McDonald’s land.</li> <li>- McDonald’s Plan of Subdivision for Road Widening lodged with Planning &amp; Development Business Unit and awaiting approval / release to enable registration with NSW LRS. Land acquisition to be finalised pending the Plan’s registration.</li> </ul> </li> </ul>
<ul style="list-style-type: none"> <li>• <b><u>Part 4 Montague Street, Goulburn (Goulburn Courthouse)</u></b> <ul style="list-style-type: none"> <li>- Documentation lodged with DPE – Crown Lands on 16 August 2021 for compulsory acquisition of 256.9m<sup>2</sup> to widen Post Office Lane to improve access to GPAC for service delivery vehicles and Department of Communities &amp; Justice transporting inmates to/from Goulburn Courthouse.</li> <li>- Confirmation of approval from NSW Governor and Minister for Local Government expected mid-August.</li> </ul> </li> </ul>
<ul style="list-style-type: none"> <li>• <b><u>Part Goulburn Street/Portland Avenue, Marulan</u></b> <ul style="list-style-type: none"> <li>- Documentation lodged with DPE – Crown Lands for compulsory acquisition of 433.1m<sup>2</sup> to construct a new sewer pumping station. Letter received confirming no objections.</li> <li>- Formal approval received from the NSW Governor and Minister for Local Government.</li> <li>- Notice of Determination for Compensation received and accepted from NSW Valuer General.</li> <li>- Awaiting tax invoice from DPE – Crown Lands to finalise payment of compensation.</li> </ul> </li> </ul>
<ul style="list-style-type: none"> <li>• <b><u>New Towrang Bridge Project</u></b> <ul style="list-style-type: none"> <li>- Acquisition of Part 49 Towrang Road, Towrang (privately owned land) on northern side of proposed bridge finalised.</li> <li>- Documentation lodged to compulsorily acquire Part Crown Reserves on southern side of proposed new bridge for new road. Acquisitions should be finalised within the next 6 months.</li> <li>- Crown Land Licence issued to complete new road works to avoid any delays.</li> <li>- Acknowledgement letter received from NSW OLG regarding proposed compulsory acquisition notification and Status Report on parcels of Crown Reserve forwarded to DPE – Crown Lands.</li> </ul> </li> </ul>
<ul style="list-style-type: none"> <li>• <b><u>Part 40 McDermott Drive, Goulburn</u></b> <ul style="list-style-type: none"> <li>- Acquisition of 452m<sup>2</sup> from Department of Education   School Infrastructure NSW (DoE) for shared pathway along Middle Arm Road still underway.</li> </ul> </li> </ul>

Corporate & Community Services

<ul style="list-style-type: none"> <li>- Documentation lodged with DoE and NSW OLG to compulsorily acquire land and still awaiting approval from the NSW Governor and Minister for Local Government to proceed.</li> </ul>
<p><b>Easement Acquisitions</b></p>
<ul style="list-style-type: none"> <li>- Nil.</li> </ul>
<p><b>Leases &amp; Licences</b></p>
<ul style="list-style-type: none"> <li>• <b><u>56 Clinton Street, Goulburn (Level 1 - Workspace Goulburn)</u></b> <ul style="list-style-type: none"> <li>- Number of bookings to hire Meeting Rooms, Events Space and Hot Desks continue.</li> <li>- Successful negotiations with 2 x new entities for a). Casual Hire arrangements and b). leasing exclusive office space.</li> </ul> </li> </ul>
<ul style="list-style-type: none"> <li>• <b><u>85 Deccan Street, Goulburn</u></b> <ul style="list-style-type: none"> <li>- Licence Renewal prepared for Waratah Tennis Club’s consideration for continued exclusive use of tennis facilities in Victoria Park.</li> </ul> </li> </ul>
<ul style="list-style-type: none"> <li>• <b><u>15 Mount Street, Goulburn</u></b> <ul style="list-style-type: none"> <li>- Review of existing Lease underway with Goulburn Pre-School Associations Inc’s Director and Management Committee.</li> </ul> </li> </ul>
<p><b>Road Closure Applications</b></p>
<ul style="list-style-type: none"> <li>• <b><u>Unformed Road Reserve off Braidwood Road, Tarago</u></b> <ul style="list-style-type: none"> <li>- Road Closure Application completed, and plan registered with NSW LRS. Road dedicated to Council following publication of notice in NSW Government Gazette on 3 September 2021.</li> <li>- Status Search completed by DPIE - Crown Lands (Newcastle) regarding an old, closed Crown Road and confirms privately owned land vested to ‘an adjoining property owner’. Further research undertaken by Council’s Property lawyer confirmed that Council is entitled to progress the transfer of this land into its name.</li> <li>- Consolidation of parcels of land referred to above with surplus Council strips of land will now proceed to place land on open market for sale.</li> </ul> </li> <li>• <b><u>Unformed Road Reserve adjoining Part 754 Taralga Road, Tarlo</u></b> <ul style="list-style-type: none"> <li>- Plan of Subdivision registered, and notice published in NSW Government Gazette.</li> <li>- Transfer prepared and lodged with LRS; matter close to being finalised.</li> </ul> </li> <li>• <b><u>Unformed Road Reserve between 31-37 Braidwood Road, Goulburn</u></b> <ul style="list-style-type: none"> <li>- Road Closure Application prepared and proposal off exhibition with no objections received.</li> <li>- Plan of Proposed Road Closure lodged with LRS for registration and new title creation.</li> <li>- Applicant’s solicitor still arranging a Status Search in response to a Requisition from LRS.</li> <li>- Market Valuation received to assist with finalising compensation payable to Council.</li> </ul> </li> <li>• <b><u>Unformed Road Reserve adjoining Lockyer Street, Goulburn</u></b> <ul style="list-style-type: none"> <li>- Proposed sale of 161.5m<sup>2</sup> of part road reserve to adjoining landowner.</li> <li>- Proposal off exhibition with no objections received.</li> <li>- Awaiting receipt of Plan of Road Closure to progress sale.</li> </ul> </li> <li>• <b><u>Encroachment of Part 2 Sloane Street at Cnr Sloane St / Finlay Road, Goulburn</u></b> <ul style="list-style-type: none"> <li>- Proposed Road Closure advertised, and notices sent to relevant government agencies, utility providers and adjoining property owner/s.</li> <li>- Awaiting receipt of draft Plan of Easement (for stormwater drainage) &amp; Road Closure under the <i>Roads Act 1993</i> to Create New Title.</li> </ul> </li> </ul>
<p><b>Plans of Management (PoM)</b></p>
<ul style="list-style-type: none"> <li>• <b><u>Victoria Park</u></b> <ul style="list-style-type: none"> <li>- Draft PoM endorsed by Council on 15 March and awaiting formal approval from Minister administering the <i>Crown Land Management Act 2016</i> to place on public exhibition. DPE – Crown Lands advised significant delays expected before approval is granted to Council.</li> </ul> </li> </ul>

**Corporate & Community Services**

- **Carr Confoy Sporting Fields/Park**
  - Draft PoM endorsed by Council on 15 March and still awaiting formal approval from Minister administering the *Crown Land Management Act 2016* to place on public exhibition.  
DPE – Crown Lands advised significant delays expected before approval is granted to Council.
- **Generic Sportsgrounds Plan of Management**
  - Preparations well underway to prepare a PoM that includes Hudson Park, Cookbundoon Sorting Fields, and 2 x sports grounds at Marulan.
- **Belmore Park PoM**
  - Preparations commenced to prepare a site-specific draft PoM.

**Property Addressing, Property Attributes and Integration of new Subdivisions in Property & Rating System**

- **Property Addressing**
  - The Part time Administration Officer - Property Services continues to work closely with the Design & Asset Management and Planning & Development Business Units to resolve Urban and Rural Addressing anomalies and streamline Addressing Procedures.
  - This position oversees the following functions;
    - Customer Service - attending to ongoing enquiries, anomalies and oversights (i.e. for new and old subdivision approvals)
    - Land Attribute Updates - attending to ongoing land attribute update requests and ensuring accuracy of s10.7 certificates for conveyancing and development applications etc.
    - Integration of New Subdivision Data - Information updated to Council’s Property & Rating System and feeding into GIS updates
    - Gazette Notification of Roads - Publishing notices in NSW Government Gazette for several old and new roads identified on registered Plans of Subdivision.

**Building Maintenance Items**

- **56 Clinton Street, Goulburn (i.e. Workspace Goulburn)**  
Significant roof repairs continue; aiming to complete by 30 June 2022, weather permitting.
- **Girl Guides Hall – Victoria Park**  
Small section of roof repaired.

**Corporate & Community Services**

**5.2 Community Services**

Community Services include Neighbour Aid, Respite Programs, Leisure Link and Youth Services. The delivery of these services would not be humanly possible without the wonderful assistance received from our volunteers.

A summary of activities undertaken by the Neighbour Aid Coordinator, Youth Services Coordinator and Leisure Link Coordinator in May 2022 is included in this report.

This month has been a great month for our team and our many clients. It's been full steam ahead as we have continued to re-engage in activities locally and further afield. Many of our Neighbour Aid clients attended the Goulburn Grandparents High Tea event held at the Grace Millsom Centre on 10 May and they had a fabulous time. Our Marulan seniors enjoyed a day out in Canberra, travelling to the Burns Club for a lovely buffet lunch. In addition to the fellowship, many who have reduced confidence in driving really appreciated the opportunity to travel out of town for recreation.

Regular opportunities to meet at the Community Centre and the Brewer Centre have occurred weekly and these keep our Neighbour Aid clients connected and well supported; Kim and Fiona have continued to plan nutritious and tasty meals for these client groups while also meeting individual dietary needs. Our men's 'Menz Biz' and ladies 'Meaningful Meanderings' groups have been meeting on alternate Tuesdays and our Community Garden plots have been tendered to by a small group of committed clients who've been busy with winter plantings as well as mulching to protect from the frost. As always we've provided ongoing valuable one-on-one support to clients needing assistance to attend medical appointments and to maintain their independence with shopping and other daily living activities.



*Enjoying the Grandparents High Tea Event*

Corporate & Community Services



*Meaningful Meanderings*



*Preparing our plots for winter*

Our Youth Services team has been extremely busy and has continued to support the PCYC Fit 4 Life program each Tuesday morning. This support is very much appreciated as the number of participants has now grown to 25 each week. We are seeing some amazing outcomes from this program as these vulnerable young people build their support networks and engage in fitness and healthy eating.

Luke and Caitlin are also partnering with other local services to deliver a Goulburn High School lunchtime activity program. This is run each Monday and Wednesday and aims to build relationships with vulnerable and at risk students, with a view to providing further supports.

Our Mentoring Program youth participants are counting down to the Northern Territory, Larapinta Trek in early July and have been working out weekly. The exciting news is that we were successful in our application for large grant funding, receiving \$44,887 for this program; we are overjoyed that our time spent grant writing has paid off. We were also successful in our application for Winter School Holiday Grant funding receiving \$7,000. As a result of the later grant, we have planned two separate excursions for the upcoming holidays - a snow trip and an ice-skating session which will no doubt be huge hits with our local youth. The Paperback Café is going well; there are two new participants, and one young person has recently gained employment. We are waiting on the outcome of a large grant application that, if successful, will support the continuation of the Café next financial year.

Our 'Skills on Screen' job readiness program delivered in partnership with 'Right to Work' has commenced with 19 participants. This runs each Friday morning from the Community Centre and is an amazing project aimed at empowering young people with disabilities to thrive in the workplace.

With funding from the Community Drug Action Team, planning is underway for another Rolling Disco event to be held on Saturday 2 July. Luke has delivered Youth Mental Health First Aid training to regional Youth Service staff through the South Eastern Regional Youth Network, and Caitlin is currently working on the 'How to Adult' program to commence in term 3. Wow, that really is a lot to fit into one month!



Corporate & Community Services



*Training hard for the Larapinta Trek*



Our Leisure Link participants have had a great month doing a range of activities. The Wednesday evening Mateship and Thursday evening Girls Groups have enjoyed Charades, a movie and popcorn night, Mother’s Day card making, and jewellery making fun. To mark the change in temperature the evening meals have taken a turn to include tummy warming beef stroganoff, hot dogs and enchiladas, which everyone has enjoyed. Shaun and a small group braved the elements for a very cold day out at Wakefield Park watching some great racing and afterwards they warmed up with a meal at MacDonald’s before heading home. On 21 May, 27 participants went on a bus trip to the Burns Club in Canberra where they enjoyed an all you can eat Star Buffet lunch. Everyone had a great time sampling the many different foods available. By the time they left, stomachs were definitely full and they were all ready to sit back, relax and watch ‘Sister Act’ on the bus ride home. That same weekend

**Corporate & Community Services**

a group of 10 participants and 2 volunteers travelled to the Leon Burwell basketball competition in Gosford. They were split into different teams allowing everyone to meet new friends and practice their basketball skills with others. In addition to all these fun activities, Shaun and our volunteers are continuing to support participants to attend appointments, do their shopping and to get to valuable recreational activities.



*Basketball in Gosford*



In addition to welcoming our usual community group users to the Centre, this month we were pleased to support the Volunteer Expo held on Friday 20 May. The Community Centre certainly is a wonderful space and one that benefits many.

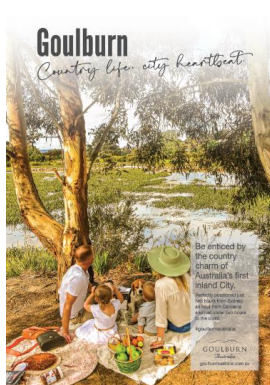
## Corporate &amp; Community Services

**6. Marketing, Events & Culture****6.1 Marketing & Events****Marketing & Public Relations**

- Published 10 posts to the Goulburn Australia Facebook page, reaching 28,647 people as of 31 May.
- Published 7 posts to the Goulburn Australia Instagram page, reaching 4,510 people as of 31 May.
- Designed and distributed 5 x 'Weekly What's On' EDMs (Electronic Direct Mail) to 516 subscribers, receiving an average open rate of 44.7% during May.
- Designed and distributed a 'Monthly What's On' EDM for May to 1,418 subscribers, receiving an open rate of 40.1%
- Designed and distributed the printed monthly Calendar of Events for June. These calendars are distributed to local businesses and Council sites for display, and handed out to customers at the Visitor Information Centre.
- Designed and distributed the May edition of Goulburn Australia Industry e-News. This was distributed to all Goulburn Australia Marketing Members and received a 40.1% open rate.
- Distributed 1 x Media Release which was picked up by various media outlets – Goulburn Visitor Information Centre Lights up for a Cause
- Updated the Goulburn Australia Marketing Membership Prospectus and initiated the renewal process for 2022-2023. As at 31 May 2022, 78 of 165 Members have renewed their Membership.
- Designed and published 6 x paid Facebook advertisements promoting the various segments within the Groups pillar of the Goulburn Australia marketing campaign. The advertisements went live on Friday 13 May and will run until mid-June. The advertisements focus on the following:
  - Car and motorcycle clubs
  - Group day tours
  - Weekend group stays
  - Guided City Tour
  - Weddings
  - Filming
- The ongoing digital campaign running with News Corp Australia, focussing on the Live, Work and Invest pillars of the Goulburn Australia campaign continues to receive excellent results. Campaign performance from 1 May – 31 May is below:
  - Programmatic (online display) advertisements have received 112,603 impressions, a click-through rate (CTR) of 0.10% and 113 people have clicked on our advertisements during this period.
  - Social Media advertisements have received 73,387 impressions, CTR of 2.79% and 2,045 people have clicked on our advertisements during this period.
- Marketing staff are continuing to work behind the scenes to research consumer insights in preparation for a new look and feel marketing campaign to run over the next two financial years.
- Worked on a Tourism Australia photo and video shoot at Rocky Hill War Memorial & Museum, including sourcing talent to feature in the shoot. The content will be provided to Council for use, along with being used by Tourism Australia as part of their National Experience Content Initiative.
- Assisted with marketing activities for the Goulburn Performing Arts Centre (GPAC), including obtaining quotes for television commercial production, Facebook videos and various other assistance as required.

**Corporate & Community Services**

- Worked with our Graphic Designer on the creation of:
  - A Frostival Logo
  - A full-page Goulburn Australia brand ad to feature in The Canberra Times
  - A full-page co-branded ad, including The Southern Tablelands and Goulburn Australia brands, to feature in The Canberra Times
  - Street flag artwork for Pictures & Popcorn



*The Canberra Times Goulburn Australia, and Southern Tablelands Co-Branded Advertisements*

*Frostival Logo*

**Groups Liaison**

- Submitted Expressions of Interest to host the 2024 LGNSW Water Management Conference and the 2024 LGNSW Destination and Visitor Economy Conference in Goulburn Australia.
- Issued a Filming Permit for the SmARTs Program. The Smith Family’s SmARTs Enrichment Program supports students’ engagement with school by increasing their creative skills, self-confidence and knowledge of post-school options. The Goulburn Historic Waterworks will be the location and students will utilise the historic backdrop to capture content for the program.
- Issued a Filming Permit for Tourism Australia’s National Experience Content Initiative which will provide a suite of new imagery and footage for up to 1,500 tourism experiences from 57 regions across Australia. The Rocky Hill War Memorial & Museum was successful in securing a place in the initiative.
- Hosted a Guide to Goulburn Tour on Monday 23 May 2022.
- Met with Regional Development Australia regarding a conference they are looking at bringing to Goulburn at the end of November 2022. All elements of the conference will be held at the Recreation Area.
- The table below is a summary of all Guided City Tours and Guide to Goulburn Tours booked for the remainder of 2022, to date:

Date	Group Name	Tour Type
Wed. 3 August	Sylvania Retirement Village	A Guide to Goulburn (full day tour)
Wed. 14 September	Model A Ford Club Tour 1	Guided City Tour (90 min. tour)
Wed. 14 September	Model A Ford Club Tour 2	Guided City Tour (90 min. tour)
Fri. 16 September	Castle Hill Probus	A Guide to Goulburn (full day tour)
Fri. 23 September	Narwee Baptist Church Prime Time	Guided City Tour (90 min. tour)
Thu. 29 September	Cardwell’s Coach Travel	Guided City Tour (90 min. tour)
Sat. 12 November	Tuncurry Coach Tours	Guided City Tour (90 min. tour)
Fri. 25 November	Castle Hill Probus	A Guide to Goulburn (full day tour)

---

**Corporate & Community Services**

---

**Events**

- **Regional Sports Event Fund** – Liaised with Southern Tablelands Football Association regarding elements of their event – The Southern NSW Soccer Championships, including providing merchandise and passes to the Goulburn Aquatic & Leisure Centre as part of the successful grant application.
- **Reconnecting Regional NSW – Community Events Program** – Met with Grants, Events and GPAC staff regarding the grant application and which local events to support under this funding program. Completed a year-round table of events in preparation for the meeting and pitched the idea for 'Frostival Goulburn' (a new winter-themed festival). The Events Officer has also commenced working on the budget breakdown for several events under this program.
- **National Australia Day Council** – Completed the acquittal for the grant funding we received and received confirmation that all approved.
- **Event Development Fund** – Received confirmation that we were successful in our bid to host the 2023 Swimming NSW Country Regional Meet (ACT Region) on 21-22 January, 2023. Confirmed booking with Goulburn Amateur Swim Club and Goulburn Aquatic & Leisure Centre, as well as Swimming ACT Competitions Committee.
- **Hockey Australia Indoor Masters Challenge** – Confirmation of hosting and booking venue for the event in November 2022 after being postponed in 2021 due to COVID-19.
- **Sports Tourism Events** – Completed a spreadsheet quantifying the economic impact of Sports Tourism Events. Also reviewed the Sports Marketing Australia Capacity and Capability Assessment from 2016 and sent changes to facilities that have since been upgraded in preparation for an update of this assessment.
- **LGNSW RH Dougherty Award** – Made a recommendation that the 2022 NSW Youth Council Conference be nominated for the Innovation in Special Events award. Met with Community Services staff to assist with the application.
- **Goulburn Duathlon** – Liaising with Event Organiser regarding logistics for this event and will have another site inspection later in June.
- **Frostival Goulburn** – Set date for event from 26-28 August, 2022. Liaised with Marketing staff on logo and marketing budget. Commenced getting quotations for activities and entertainment as well as organising logistics of the event including booking forms, insurance, road closure, liquor licence requirements, etc.

Corporate & Community Services

Visitor Services

- Continuing to put together the next series of local ‘Famil’ tours for staff that will include all of our towns and villages, and the short drives we offer throughout the region. These tours will take place during June and July.
- Created more than 60 new event listings for the Goulburn Australia website in May, for events happening in 2022.
- Assisting Destination Southern NSW with an audit of ATDW listings for local operators as part of the Tablelands Trails project.
- The Goulburn Australia website has witnessed a slight drop when comparing sessions from May 2022 (as of 30 May 2022) to April 2022, with a decrease of 16.88% representing a drop of 2,482 sessions (a session being the period of time a user is actively engaged with any page on the website). This can be directly attributed to the School Holidays falling within April and children since returning to school. For context, the website had 12,222 sessions throughout May 2022.
- Year on year for the same period a marginal increase of 2.09% was witnessed with an additional 250 sessions when comparing May 2022 to May 2021. When compared to May 2020, though, the increase was substantial with an increase of 96.59% or an additional 6,005 sessions. This point displays that despite COVID-19 impacts, interest in Goulburn is continuing to grow and stabilise year on year since 2020.

POSTCODES COLLECTED AT VIC			
	MAY 2022		
<b>Total postcodes collected</b>	1009		
<b>Local Residents</b>	130		
<b>New South Wales</b>	661		
<b>Victoria</b>	69		
<b>Queensland</b>	63		
<b>South Australia</b>	9		
<b>Northern Territory</b>	2		
<b>Australian Capital Territory</b>	35		
<b>Western Australia</b>	16		
<b>Tasmania</b>	4		
<b>Overseas/International</b>	20		
DOOR STATISTICS COLLECTED			
	2021	2022	Variance
<b>May Walk-in Visitors</b>	2,376	2,496	120 5.1%
<b>Yearly Total Walk-in Visitors (until end of May)</b>	12,764	12,862	98 0.8%

Within the Visitor Information Centre (VIC), we are continuing to see a general increase in visitation from all over the country except the Northern Territory. Visitors tend to be first-time visitors to Goulburn, with many commenting that they are amazed by what there is to see and do here in Goulburn.



Corporate & Community Services

6.2 Museums

Volunteer News

**Volunteer Morning Tea**

Rocky Hill, Waterworks and I Love Goulburn Volunteers attended a thank you morning tea as part of National Volunteer week on Monday 16<sup>th</sup> of May. Sarah Ruberto, Kerry Ross and Matt O'Rourke were among the staff who attended, with councillors including Mayor Peter Walker, Deputy Mayor Bob Kirk, Councillors Strickland, James, Shepherd and Ruddell in attendance. Mayor Peter Walker thanked the volunteers on behalf of Council and acknowledged the invaluable contributions they make to the wider community through their volunteer service.



**Annual Volunteer Expo**

Community groups came together to inform the community of the services they provide and to recruit volunteers on Friday the 20<sup>th</sup> of May. Julianne Salway organised the day, as part of GMC volunteer referral service. Bryan Mulquiney and Kathy Rowe attended on the day setting up and packing up the expo space and passing on information for GMC volunteering opportunities.



**Volunteers continue clean-up at the Waterworks**

Waterworks volunteers continued to clean up the site after April's storm damage. A huge thank you to our long-standing volunteers, Tom, Richard, Bryan, Mark, Murray, Pete and Alex for all their efforts in getting the Waterworks looking its best.



Corporate & Community Services

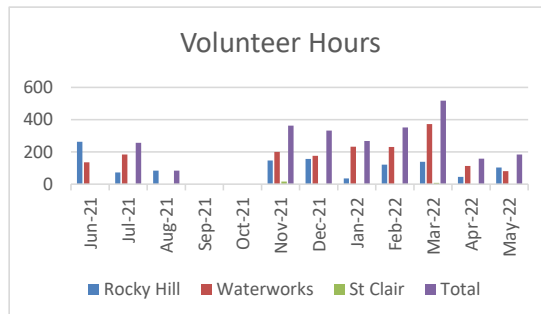
**Museums Volunteer Day Out**

Another very enjoyable annual day out was had by our volunteers and staff on Thursday the 5<sup>th</sup> of May. This year we went to Fairground Follies in Bowral, followed by lunch at the Mittagong RSL and to close off a relaxing visit to the Sturt Gallery & Studio at Mittagong.



**Museum Volunteer hours**

Unfortunately the Waterworks remained closed through much of May due to the April storm damage. We're very pleased to have the volunteers back on board.



**Rocky Hill**

**Grant Success**

Rocky Hill War Memorial & Museum was awarded grant funding from the Community War Memorial Fund - NSW Department of Veterans Affairs in late May. The grant will partly fund an urgent assessment and report recommendations from specialist engineering firm, Jones Nicholson (JN). The recommendations will support future works to remediate the water ingress issues that have plagued the tower for decades, coming to the fore again in recent years due to the severe weather patterns across the region. Sarah Ruberto and Kerry Ross met with consultant Mark Williams on the 30<sup>th</sup> of May to undertake the initial site assessment and provide relevant documents.



Corporate & Community Services

**Substantial local donation**

We were very pleased to accept a substantial donation from Steve Ayling of Mandelsons in Goulburn on Wednesday the 11<sup>th</sup> of May. Steve began his training at Duntroon in 1972 and graduated in 1975 with peers including the current Governor General, the head of ASIO and the King of Thailand. Steve is a highly decorated serviceman having served in the Regular Army and in various governmental roles until 2002 when he retired with the rank of Brigadier. He went on to serve in the Australian Army Reserve from 2002 to 2018. The collection is vast consisting of more than 100 objects including rare textiles from his Duntroon and service days, badges and awards, photographs and a couple of full army kits. Steve generously spoke about the collection to staff and volunteers on the 11<sup>th</sup> and the 25<sup>th</sup> of May to provide background information – his talks were recorded and provide detailed insight into the objects and officer life in the 1970s and 1980s. We look forward to highlighting the collection in an appropriate exhibition.



**Planting Flanders Poppy Seeds**

Many thanks to Lois Wood who donated Flanders Poppy seeds to Rocky Hill War Memorial – and to Bryan Mulquiney and Kathy Rowe who undertook the initial planting in front of the carpark rockface. Further plantings will take place under the Lone Pine that sits beyond the entrance ramp to the museum. We hope to have them in flower for Remembrance Day in November this year.

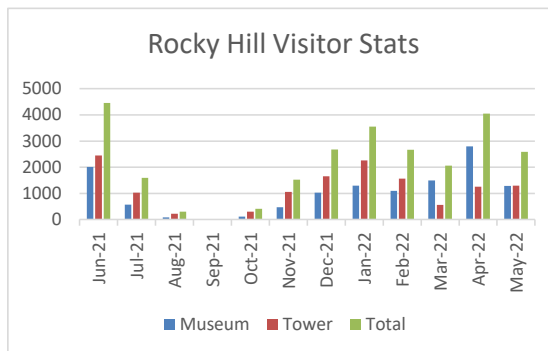


Corporate & Community Services

Visitor Numbers

Rocky Hill again saw good numbers with visitors from all states, and international visitors from the UK and USA, Germany and Hong Kong.

The tower remained open and dry for most of the month, only being closed for two days due to wet weather. Staff have done a wonderful job of managing the tower in difficult circumstances



Rocky Hill Visitor Book Comments May 2022

QLD	Very nice place!! <i>Love Heart</i>
NSW	Beautiful building. Great collection memorable!
NSW	Fantastically presented, most engaging - Thank you
NSW	Very impressive collection
Hawaii	Very good
Hawaii	Very nice
VIC	Very good, presentation excellent
QLD	Very impressive and well-organised exhibit. Many thanks.
NSW	Very good <i>Smiley Face</i>
NSW	Very good Thank you
VIC	Good
	Very impressive
	We love this exhibition thank you for all your volunteers for allowing us to share these stories
	A very impressive & extremely moving display
NSW	Wonderful!
NSW	Excellent display
NSW	Interesting display - well presented emotional - presented so well
NSW	Thoughtfully arranged and informative
QLD	Well done
	Very informative
	Respectfully well done - for all sides
	Very good display
	Wonderful
	Wow
	Thank you for the memory
	Very nicely done
	Wonderful and amazing collection
	Amazing
	Fantastic
	Amazing
	Amazing <i>Smiley Face</i>

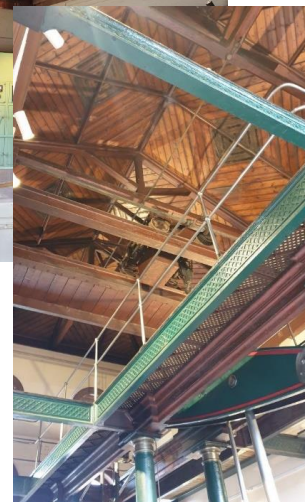
Corporate & Community Services

	"Wonderful"
QLD	Very well done
WA	Amazing collection Thank you.
QLD	Very well presented. History and our brave soldiers & nurses. Never to be forgotten.
NSW	Thank you for keeping the history
QLD	Just wonderful thank you.
	Thank you for the memory of history
NSW	Wonderful thankyou
NSW	Amazingly done
NSW	Amazing!
NSW	Very nice
NSW	Great Place
NSW	Very Good
NSW	It is very nice to see about ANZAC stuff
NSW	Very nice and interesting
NSW	Something to be proud of!!
NSW	Very Nice

**Goulburn Historic Waterworks**

**CHART grant success**

Goulburn Historic Waterworks was successful in a recent grant application to *Culture, Heritage and Arts Regional Tourism (CHART) Program* to partly fund track lighting of the Appleby steam engine and room and the electric engine room. Staff are very happy with the outcome with the lighting highlighting both the engines and the surrounding infrastructure such as the gantry, the upper walkway and the ceilings.





Corporate & Community Services

**Waterworks steaming**

The final steaming before winter sets in was held on Sunday the 29<sup>th</sup> of May. Despite the inclement weather we had a successful steaming day with 191 visitors in the Pumphouse and many more on the grounds. The CWA again offered their Devonshire Teas and sandwiches which proved popular with the car and bike clubs that visited. The CWA reported a very good profit which all goes towards their fundraising.

Local band, Frippery, entertained visitors in the Hick Hargreaves room. And we had a visit from a local with his tractor in tow!



**VIC Guide to Goulburn Tour**

Bryan Mulquiney undertook a tour of the Pumphouse Museum for a large booked tour group on Monday the 23<sup>rd</sup> of May. Visitors were spellbound by Bryan's knowledge and later enjoyed morning tea in the onsite Café provided by the VIC. Kathy Rowe from Museums and Jacki Weatherstone from the VIC were also in attendance.



Corporate & Community Services

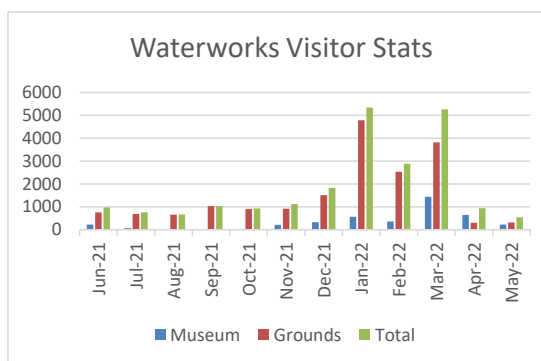
**Waterworks Visitor Book Comments May 2022**

Unknown	Mark is amazing - such phenomenal knowledge. Made everything so `real`. Thank you so much.
NSW	This is such an important and inspiring museum. The tour was excellent. We would love to have seen the Fireman`s Cottage. A credit to the volunteers and the Council.
Sri Lanka	Wonderful tour. Thank you so much Mr Brian
NSW	Excellent to see working - music good too
Unknown	Wonderful, beautiful, old machinery. Great information. Lovely grounds. Thank you
NSW	Mark gave a fabulous and insightful tour. We learnt a lot and would love to come back and see things up and running. We discovered the Waterworks via Google and have been very impressed. Thank you.
Unknown	What an amazing piece of machinery. Mark is very knowledgeable and we learnt a lot. Fabulous.
Unknown	Excellent information from Mark. A glass area would be awesome to look at what is down the hole.

**Visitor Numbers**

The Waterworks remained closed from the 20<sup>th</sup> of April until the 21<sup>st</sup> of May while work was undertaken to remove fallen trees and branches and repair other damage done by the severe storm.

This had numbers down, but the steaming day on the 29<sup>th</sup> was well attended with 191 visitors through the pumphouse despite a cold start to the day weather-wise.



We welcomed two visitors from Sri Lanka during May.

**St Clair Villa**

**Conservation update**

Reported under separate cover.

## Corporate &amp; Community Services

## 6.3 Library

## Monthly Statistics

Activity	March 2022	April 2022	May 2022
Loans and renewals main library and web	9654	8650	9807
Loans and renewals mobile library	95	111	97
Loans and renewals eBook, eAudio, eMagazine	2679	2441	2447
<b>TOTAL loans and renewals</b>	<b>12428</b>	<b>11202</b>	<b>12351</b>
New physical collection items received	655	341	481
New electronic collection items received	4749	2145	2174
<b>TOTAL new collection items received</b>	<b>5404</b>	<b>2486</b>	<b>2655</b>
Visitors	5849	5558	5636
Internet sessions	680	552	644
New members	90	89	88
Local studies enquiries	36	25	14
Children's programs attendance	856	599	979
Adult's programs attendance	138	677	134
Social media engagement (Facebook & Instagram)	2433	3197	3909

## Thanks and Feedback

*"My grandkids had a great time at Star Wars Day – great work, ladies; thank you!"*

*"Thank you for an amazing afternoon"*

*"Congratulations to all concerned on a fabulous result for the Cancer Council"*

*"Thank you for the splendid effort you all put in"*

*"Was a good morning tea with excellent coffee. Thanks for putting it all together. Very fun"*

*"These are beautiful children's books. It's exciting to see more Australian stories"*

## Library Activities

- Steady increases in Library visitation and usage continue to be seen as the COVID pandemic loosens its grip on the community. Throughout May the Library saw increases in visitation, internet use, participation in programs and events, and borrowing rates.
- The Library team have been busy with industry liaison in May, providing a training session on workshop on how to use Spydus as a website, hosting a visit from the State Library of NSW and Queanbeyan-Palerang Library, attending the NSW Public Libraries Association strategic network committee meeting, and attending the South East Zone AGM and quarterly meeting. Industry networking and skill sharing is important to the success and ongoing relevance of public libraries throughout NSW, and Goulburn Mulwaree Library is proud to participate.
- The Library was the successful recipient of \$11,100 from the Children and Young People Wellbeing Initiative, jointly funded by the Commonwealth and the NSW Government under the Disaster Recovery Funding Arrangements. The funding will be used to increase community involvement in this year's Mighty Playwrights project, including inviting students from Hume Conservatorium and the Goulburn Regional Art Gallery to provide music scores and illustrations to accompany the performances and published book of this year's works.



Corporate & Community Services

Programs and Events

The Library was very busy in May, with a variety of events for young people and adults.

Young people enjoyed the excitement and fun of Star Wars Day with a range of games and activities, a display of movie memorabilia provided by Back to the Arcade, and a gaming and costume competition.

National Simultaneous Story Time, an initiative of the Australian Library and Information Association, is held across the country at the same time every year. This year, the Library welcomed students from Trinity Catholic College, who gave a wonderful live performance of this year's story book.



Star Wars Day and National Simultaneous Story Time at the Library.

Adults were treated to a candle making workshop, and special Law Week presentation conducted in association with Legal Aid NSW to discuss the best ways to work with Government agencies like Centrelink and Medicare. The Library's regular computer basics course for seniors also ran in May.



Law Week discussion and candle-making workshop in the Library.

Corporate & Community Services

**Australia's Biggest Morning Tea**

The Library hosted Australia's Biggest Morning Tea in May, raising funds for the Cancer Council. The morning tea included a raffle, cookie decorating, bookmark making, a decoupage workshop provided by Goulburn Regional Art Gallery, tabletop games, our second hand book sale, and of course lots of scones and delicious drinks provided by Paperback Café. Over 100 people attended the morning tea, with \$1527 in donations received.



*Australia's Biggest Morning Tea in the Library.*



---

**Corporate & Community Services**

---

**Local Studies**

- The Library's local studies team have added two new interviews to our local oral history collection. The collection comprises long-form interviews with members of our community, recalling their childhood or discussion particular aspects of our culture and society. They are a wonderful way to capture the stories and memories of our community first-hand. The new interviews are with Dr. Paul Paviour, OAM and Pat Alford.

Dr. Paviour is a Goulburn-based composer, organist, and conductor. Order of Australia Medallist and recipient of the Fellowship and Harding Prize by the Royal College of Organists, Dr. Paviour was the first director of the Goulburn Regional Conservatorium of Music, now Hume Conservatorium. His life and career takes him from Birmingham, England in 1931, to Bathurst, and eventually to Goulburn. He has performed and conducted all over the World and taught countless local musicians along the way.

Pat Alford grew up at Rossiville, and is a direct descendant of the MacDonald family who undertook Australia's longest recorded overland cattle drive from Clifford's Creek near Goulburn to Fossil Downs in the Kimberley, Western Australia. Pat recalls a wonderful adventurous life growing up in the Goulburn region in the 1930s and 40s, supplying peacocks to the Queen, undertaking a nursing career in hospitals and with the Royal Flying Doctor Service, and making a visit to the iconic Fossil Downs.

Their interviews, along with the rest of the Library's oral history collection are available on the Library website: <https://gmlib.co/oralhistory>



*Dr. Paul Paviour, OAM and Pat Alford being interviewed for the Library's oral history collection.*

6.4 Art Gallery



Installation view 2022 Goulburn Art Award featuring Lily Cummins, *Among the stars*, 2022, Lauren McCartney *Peel*, 2022, Kate Vella *Orchids, fruit and oysters*, 2022, Jodie Munday *Flight or fight*, 2022, Michelle England, *Golden wattle song in an exotic garden* 2021, Julie Bradley, *Finding my way*, 2021, Mez Breeze, *Post Glee[son] outside [R]*, 2022, Ian Jones, *Dante's walk*, 2021, Slavica Zivkovic, *Deep in the heart of stillness*, 2021, Hilary Warren, *Still life*, 2021, Harry Merriman, *Sign*, 2021, Sally Clarke, *The gardener of other worlds*, 2022. Photograph: Silversalt Photography.

**HIGHLIGHTS**

- The Gallery has supported 106 artists in 2022 to date.
- Instagram is now at 4,241 followers.
- The Gallery is currently exhibiting 72 local artists, both in the 2022 Goulburn Art Award and in Gallery 2.
- The Gallery hosted one of its best-attended exhibition openings with 199 people registered through Eventbrite. The evening was a success, celebrating the many talented and active artists and arts appreciators in the broader community.
- Judged by Danny Lacy, Director of Mornington Peninsular Regional Gallery, the 2022 Goulburn Art Award was won by Canberra based artist Emma Beer, Award for Highly Commended won by Saskia Morris, and Nolan O'Flynn was awarded the Young Artist Award.
- Voting for the 2022 Goulburn Art Award people's choice has been open since the exhibition opening and continues until the 18<sup>th</sup> of June.
- The Gallery is hosting a variety of innovative and interesting programs for all ages and interests to enliven the Goulburn Art Award including a zine making workshop with finalist Saskia Haalebos, a kids Q & A with artist Heath Nock, an artist talk with Emma Beer and an evening of jazz with local musician Keva Abotomey.
- Schools have resumed exhibition tours with Education Officer, Sally O'Neill, conducting mediated school tours through the 2022 Goulburn Art Award, Heath Nock's *Tablelands* and The

**Corporate & Community Services**

Window curated by Tina Milson. Tours have been extremely popular with students and teachers alike enjoying the works on display.

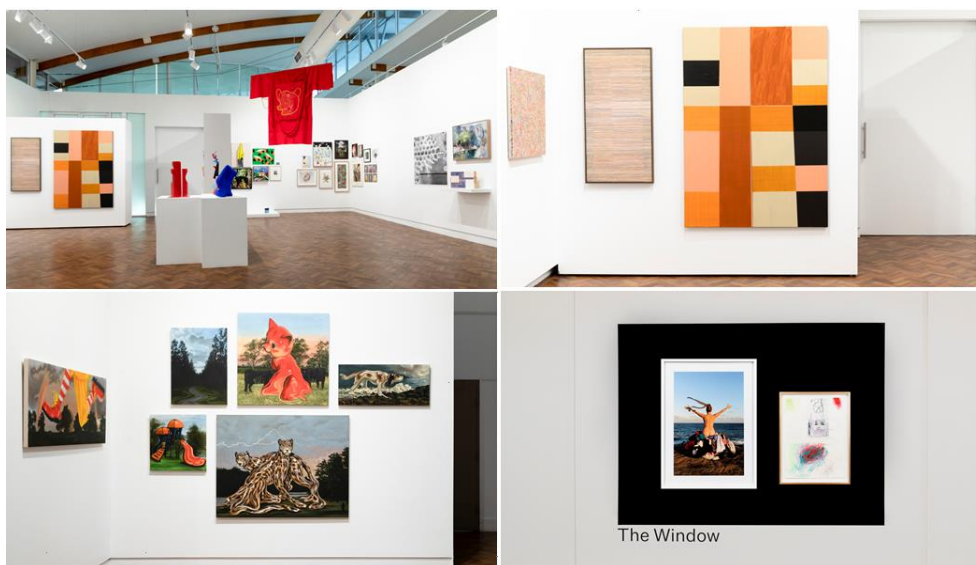
- The Workshop floor has been refurbished, the first stage in transforming the space from a thoroughfare/workspace into a potential new exhibition space. Further work is intended for the walls, the lighting, and skirting boards of this space to ensure that it can be used safely, adequately and effectively to showcase more work than has ever been possible with the Gallery’s previous total linear meters.

**EXHIBITIONS ON TOUR**

The Gallery’s exhibition Barbara Cleveland *Thinking Business* will tour from July 2021 – September 2023 through Museums and Galleries NSW to the following venues:

- Penrith Regional Gallery, Home of the Lewers Bequest, NSW
- Redland Art Gallery, QLD
- Pine Rivers Art Gallery, QLD
- Gosford Regional Gallery, NSW
- Bank Art Museum Moree, NSW
- Somerset Regional Art Gallery – The Condensery, QLD
- Goldfields Arts Centre, WA

This tour has been funded by the Australia Council for the Arts, and has acquired further funding to create a digital web version of the tour for each venue impacted by COVID 19 restrictions.



**Corporate & Community Services**

**EXHIBITIONS**

13 May 2022 – 18 June 2022

- The 2022 Goulburn Art Award opened to the public on the 13<sup>th</sup> of May. The exhibition includes finalists selected by Danny Lacy Director of Mornington Peninsula Regional Gallery. The exhibition includes 72 artists residing in a 120km radius of the Gallery, and highlights a multitude of contemporary art practices nuanced in their approaches to materiality and thought.
- Heath Knock’s exhibition in Gallery 2 titled *Tablelands* also opened to the public on the 13<sup>th</sup> of May. The Tallong-based artist’s show presented large, figurative oil paintings that hint at Knock’s concurrent practice as a tattoo artist, as well as landscape to be found within our locale.
- The Window, curated by local photographer and arts and community advocate Tina Milson, opened to the public on 13 May. Her choice of works include works from Kathy Cavaliere and Del Kathryn Barton – to extraordinary women artists whose practices have been extremely formative to many practices in Australian contemporary art.

**UPCOMING EXHIBITIONS 1 JULY 2022 – 8 OCTOBER 2022:**

All light, all air, all space

Gallery 2 Julie Monro-Allison

The Window curated by Lily Cummins

**PUBLIC PROGRAMS:**

12/05/2022	Volunteers exhibition walkthrough
13/05/2022	Opening 2022 Goulburn Art Award, Gallery 2 Heath Nock and The Window curated by Tina Milson
26/05/2022	Goulburn visitor Information Centre staff exhibition tours x 2 groups
31/05/2022	Ink and watercolour workshop with Sally
7/06/2022	Zoom chat with Emma Beer
8/06/2022	Video Q&A with Heath Nock
15/06/2022	Library team tour of the Goulburn Art Award
15/06/2022	Curators Talk with Tina Milson
17/06/2022	Closing with Jazz
18/06/2022	Small books, big stories: zines with Saskia Haalebos

**PERMANENT COLLECTION**

The Gallery is in conversation with select artists and collectors about forthcoming donations and cultural gifts to add to the collection.

Cultural Gifts Program donation from Dean Cross, *Cataclysm*, 2021, inkjet print on canvas has been submitted for approval.

Corporate & Community Services

**EDUCATION**

4 may	Afternoon Art Club continues for term 2
17 may	Art Teenies Goulburn West 1/2R visit
18 may	Goulburn West 1/2G visit
19 may	Biggest Morning Tea, Goulburn Mulwaree Library
20 may	Goulburn West 1/2P visit
23 may	Goulburn West 5/6M visit
24 may	Art Teenies Goulburn West 5/6N visit
25 may	Goulburn West 5/6K visit
27 may	Goulburn West 5/6C visit
30 may	Studio News, upcoming education programs open for bookings
31 may	Art Teenies Goulburn West KM visit Ink and watercolour workshop for adults with Sally

**Afternoon Art Club**

Afternoon Art Club is a nine-week program and is delivered Wednesday, Thursday and Friday each school term. Term two continued into May with projects designed to connect students to the works of art in the *2022 Goulburn Art Award*. Projects this month have included a vast range of art making disciplines including photography, painting, drawing, sculpture and printmaking.

Afternoon Art Club for term three was announced and open for bookings on Monday 30 May in the Studio News.

**Art Teenies**

Art Teenies is a free Gallery based program for children under 5 and their parent or carer, every Tuesday morning during exhibitions. Art Teenies for *2022 Goulburn Art Award* commenced on Tuesday 17 May, with three workshops conducted in the month. Participants were led through the current exhibitions for a brief tour, before enjoying a story time and practical activity in the Education Studio. Activities this month included still life photography, abstract sculpture and surreal collage/montage.

Seven upcoming Art Teenies sessions for *All light, all air, all space* were released for bookings on 30 May and were completely booked within a couple of hours.

**School visits**

This school term the Gallery has welcomed back Goulburn West Public after nine months due to Covid related restrictions. Eight classes from the school visited the Gallery in May. These classes were treated to a mediated tour through exhibitions *2022 Goulburn Art Award*, Heath Nock *Tablelands* and *The Window*. Each tour concluded with a Gallery based sketching activity in which the children were asked to be the 'judge' of the art award and select the best work to respond to in drawing and writing.

Corporate & Community Services



**Biggest Morning Tea, Goulburn Mulwaree Library**

The Gallery was invited by the Library to deliver an activity at this year's Biggest Morning Tea fundraiser. Education Officer, Sally O'Neill conducted a decoupage workshop for the event, working with a number of adults, seniors and children across the morning. The Gallery thanks the Library for their inclusion in the program and looks forward to future opportunities to collaborate.

**Ink and watercolour workshop with Sally**

Education Officer, Sally O'Neill recently delivered an Ink and watercolour workshop in the April school holidays. The Gallery noted considerable interest for this workshop from adults in the community so planned for another iteration for this audience.

Ink and watercolour workshop was delivered on 31 May with ten participants. The class began with a demonstration on technique and colour theory before participants created a painting of butterflies or a subject of their choosing using permanent marker and water colour paint.

**Schools as Community Centres (SaCC) Outreach**

This month Janet Gordon, Outreach officer, has run playgroups to Dalton, East Goulburn, Taralga, Tallong, Marulan, Tarago, Goulburn Public and started a Tiny Tots playgroup for families with children aged 0 - 18months. Gordon and the children have explored the important ladies in our lives for Mother's Day, threaded pond animals in paper plate ponds, created car track paintings for Road Safety Week, and used oil pastel crayons to draw cats.

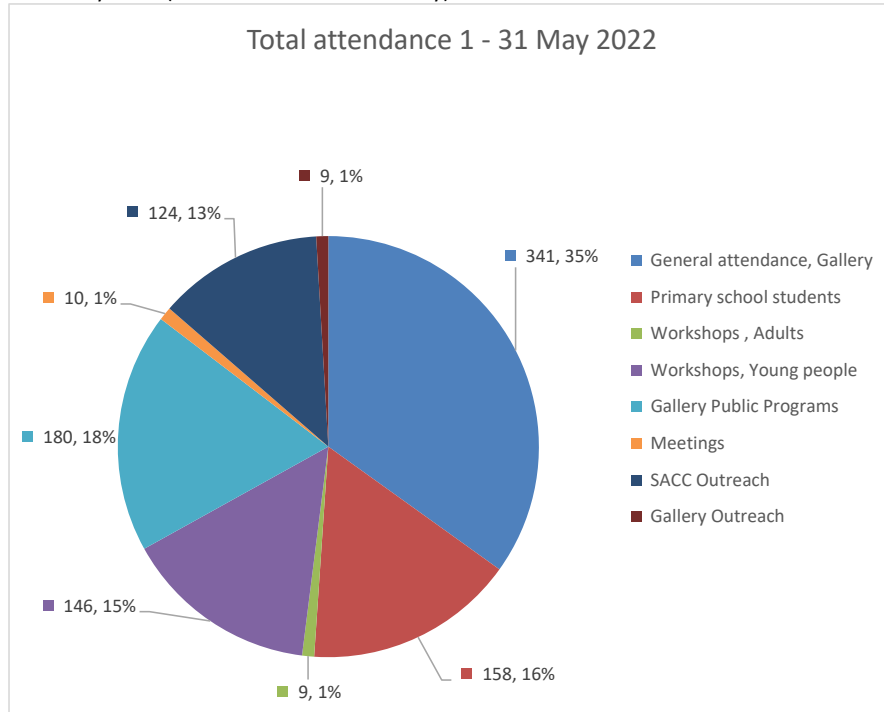
During this month Gordon had families away due to illness, travelling, teachers strike and extremely wet windy weather.



Corporate & Community Services

**AUDIENCES AND REACH**

1- 31 May 2022 (closed for install 1 – 12 May)



**FEEDBACK**

*'A lovely exhibition from local artists'*

*'The region has talent! A lovely exhibition. Many thanks'*

*'Fantastic, worth the trip from Mornington, Victoria'*

*'Fantastic exhibition – so many great local artists! Who knew Goulburn and its neighbours had such talent''*

*'Very interesting – diverse. Great stuff'*

*'Great to see local artists'*

*'Great place to relax, staff helped me charge my earphones. A cosy place to warm up'*

*'Stop point trip to Melbourne'*

*'Varied and intriguing'*

*'This is an impressive group of peeps. And I know so many of you'*

*'Well done on a wonderful event'*

Corporate & Community Services

*'Congratulations! Such a brilliant piece!!!'*

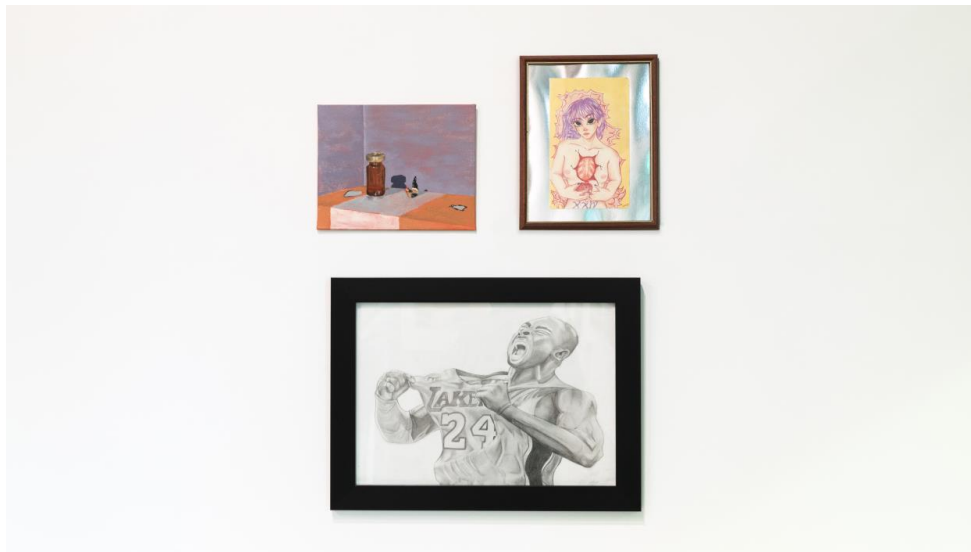
*'Fantastic! Congratulations, Nolan!!! Brilliant work!!'*

*'Am coming! Can't wait!'*

*'I'm sorry I can't be there in person but I'll make sure the video is good'*

*'Congratulations Emma! Brilliant news.'*

*'Congratulations Nolan.'*



2022 Young Artist Award finalists exhibited alongside 2022 Goulburn Art Award, featuring Nolan O'Flynn, *Man*, 2022, Jessika Morris, *The illusion of free will*, 2022 and Joshua Cassa *R.I.P Kobe*, 2022, courtesy Goulburn Regional Art Gallery. Photography: Silversalt Photography.



**15.32 UTILITIES DIRECTORATE REPORT MAY 2022**

**Author:** Director Utilities

**Authoriser:** Matt O'Rourke, Acting General Manager

**Attachments:** 1. Utilities Directorate Report May 2022 [↓](#) 

<b>Link to Community Strategic Plan:</b>	25. Our Civic Leadership CL1 Effect resourceful and respectful leadership and attentive representation of the community.
<b>Cost to Council:</b>	Nil
<b>Use of Reserve Funds:</b>	Nil

**RECOMMENDATION**

That the report from the Director Utilities be received and noted for information.

**BACKGROUND**

The purpose of this report is to provide an update on the monthly activities of the Utilities Directorate.

**REPORT**

Please find the attached May 2022 report on the activities of the Utilities Directorate.

# Goulburn Mulwaree Utilities

---

May  
2022

---

## Directorate Report



One team delivering with **Passion Respect Innovation Dedication Excellence**

**Contents**

1.0 Utilities Performance ..... 3

1.1 Outstanding SRPs ..... 3

1.2 Water Revenue..... 3

2.0 Water Services Operational Performance ..... 4

2.1 Water Performance ..... 4

    2.1.1 Goulburn Storages ..... 4

    2.1.2 Consumption ..... 4

    2.1.3 Source of Water Treated/Dam Releases ..... 4

    2.1.4 Estimated Losses ..... 4

    2.1.5 Rainfall..... 4

    2.1.6 Water Quality ..... 4

2.2 Wastewater Performance ..... 5

    2.2.1 Wastewater Volume Treated Goulburn..... 5

    2.2.2 Effluent Quality ..... 5

3.0 Water and Sewer Projects ..... 6

4.0 Waste and Recycling Initiatives ..... 11

4.1 Waste Projects..... 11

4.2 Goulburn Waste Management Centre Streams Received ..... 11

4.3 Education Initiatives ..... 12

4.4 Household Chemical CleanOut ..... 12

4.5 May Free Disposal Weekend for Bulky Household Recyclables ..... 12

4.6 Plastic Free July ..... 12

4.7 Scrap Together ..... 12

4.8 Polystyrene Recycling Initiative Waste Centres ..... 12

4.9 Interesting News and Facts ..... 13

Goulburn Mulwaree Utilities

**1.0 Utilities Performance**

**1.1 Outstanding SRPs**

21 April 2022 to 20 May 2022:

Work Group	Primary Category	New Request	Completed Request	% Completed
Water Services	Water Quality	32	32	100%
Water Services	Minor Water Leak	30	30	100%
Water Services	Major Water Break	2	2	100%
Water Services	Water Maintenance	15	15	100%
Water Services	Sewer Blockage	24	24	100%
Water Services	Sewer Overflow	3	3	100%
Water Services	Sewer Odour	3	3	100%
Water Services	Sewer Maintenance	3	3	100%
Waste & Recycling	Missed Bins	73	71	97%
Waste & Recycling	Bin Maintenance	43	25	59%
Waste & Recycling	New or Replacement Bins	40	39	98%
Waste & Recycling	Extra Commercial Pickup	25	25	100%
Waste & Recycling	Street Sweeping	31	24	77%

**1.2 Water Revenue**

Income Raised from 1 July 2021 to 1 June 2022:

Water	
Water Usage	\$ 5,856,616.66
Water Availability	\$ 2,712,460.03
Backflow	\$ 21,733.57
Water Total	\$ 8,590,810.26
Sewer	
Sewer Usage	\$ 1,642,354.21
Sewer Availability	\$10,157,019.44
Liquid Trade Waste Usage	\$ 450,181.84
Liquid Trade Waste Availability	\$ 26,812.58
Sewer Total	\$12,276,368.07
Total	
Income Total	<b>\$20,867,178.33</b>

Total income raised from 01/07/2021 to 30/06/2021 was \$20,033,082.15  
 Total water balance as at 30/06/2021 is \$510,107.01  
 Total water balance as at 1/6/2022 is \$3,101,359.69

Currently there are:  
 21 properties that have a restrictor in place  
 1 property has been disconnected from Council's water supply  
 0 accounts that are in bankruptcy/receivership  
 1 account had legal action started  
 1 account for deceased estates

**2.0 Water Services Operational Performance**

**2.1 Water Performance**

**2.1.1 Goulburn Storages**

The following table shows the status of the water storages as at 31 May 2022:

Storage	Capacity (ML)	Depth (m) TWL	Volume		Estimated Dead Storage		Usable Storage	
			(ML)	(%)	(ML)	(%)	(ML)	(%)
Pejar	9000	0.089	9129	100.0	90	1	9039	99.0
Sooley	6250	0.45	6391	100.0	300	4.8	6091	95.3
Rossi	330	0.085	414	100.0	100	30	314	75.9
<b>Total</b>	<b>15580</b>		<b>15934</b>	<b>100.0</b>	<b>490</b>	<b>3.1</b>	<b>15444</b>	<b>96.9</b>

**2.1.2 Consumption**

May 2022:

Location	Total Consumption (ML)	Daily Average (ML)
Goulburn	228	7.60
Marulan	8.0	0.27

**2.1.3 Source of Water Treated/Dam Releases**

During May 2022 water was sourced from Rossi Weir for supply in Goulburn.

In Marulan water was drawn directly from the Wollondilly River.

**2.1.4 Estimated Losses**

Total estimated evaporation losses were calculated using the daily data for the Class A Pan evaporation at Goulburn TAFE, rainfall and the surface areas of the Sooley and Pejar storages.

May 2022:

Location	Total Estimated Evaporation Loss (ML)
Sooley Dam	8.58
Pejar Dam	0.24
<b>Total</b>	<b>8.83</b>

**2.1.5 Rainfall**

Goulburn received 78 mm of rainfall during May 2022.

**2.1.6 Water Quality**

**Raw Water Quality**

Raw water quality remained relatively unchanged from April in both Goulburn and Marulan during May 2022

An increase in Blue Green algae in the Marulan onsite storage dam required the source location to be changed over to the Wollondilly River and Coptrol is applied in onsite storage dam on 6<sup>th</sup> May 2022 and 9<sup>th</sup> May 2022 in two shift.

**Reticulated Water Quality**

Some critical aesthetic drinking water results taken from samples in the reticulation system in May 2022 are shown below:

Parameter	Unit	Guideline Value Aesthetic	Guideline Value Health	Goulburn Drinking Water Quality	Marulan Drinking Water Quality
Colour (true)	HU	15	N/A	1	6
Iron	mg/L	0.3	N/A	0	0.02
Manganese	mg/L	0.1	0.5	0.028	0.002
pH		6.5-8.5	N/A	7.73	7.76
Turbidity	NTU	5	N/A	0.5	1.5
Hardness	mg/L	200	N/A	123	135
Aluminum	mg/L	0.2	N/A	0.02	*

\*As coagulant is not used at Marulan, Aluminium is not tested

**2.2 Wastewater Performance**

**2.2.1 Wastewater Volume Treated Goulburn**

May 2022:

Treated Effluent	Volume (ML)
Total wastewater inflow	276
Irrigation and onsite reuse	10
River discharge (Full treatment)	266

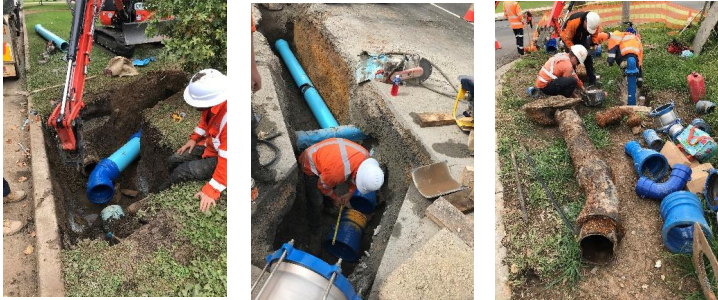
**2.2.2 Effluent Quality**


May 2022:

Parameter	Unit	90 Percentile Concentration Licence Limit	Goulburn Effluent Quality
pH		6.5-8.5	8.13
Suspended solids	mg/L	15	2
Ammonia	mg/L	2	0
Total nitrogen	mg/L	10	2.6
Total phosphorus	mg/L	0.3	0.09
Oil and Grease	mg/L	10	0







**3.0 Water and Sewer Projects**

<b>Project</b>	
<b>Title</b>	Capital Works – Water Infrastructure
<b>Project Description</b>	Renewal of Existing Water Mains
<b>Budget</b>	\$2,500,000.00
<b>Project Update</b>	Killard Infrastructure have completed Taralga Rd, Maud St, Taylor St, North St, Ellesmere St, and Auburn St. Final restoration is rescheduled due to weather and is due to be completed by end of June. Common St water main is completed, and final restoration is to be completed by end of June.
<b>Project Images</b>	

<b>Project</b>	
<b>Title</b>	Capital Works – Reuse Water Scheme (Transfer Pipeline)
<b>Project Description</b>	Design and construction of new infrastructure for the irrigation for parks and fields within the Goulburn region.
<b>Budget</b>	\$8,800,000.00
<b>Project Update</b>	Killard Infrastructure have completed the reticulation main installation and currently working to close the defects related to restoration, meter connections and commissioning.
<b>Project Images</b>	


Goulburn Mulwaree Utilities

Project									
<b>Title</b>	Capital Works – Sewer Infrastructure								
<b>Project Description</b>	Rehabilitation of Existing Sewer mains								
<b>Budget</b>	\$2,000,000.00								
<b>Project Update</b>	Interflow have continued relining works as per the CCTV inspection reports. The sealing team is working together with the relining crew to complete junction sealing. Cleaning and excavation works are ongoing.								
	<table border="1"> <tr> <td>Cleaning</td> <td>26,868 linear metres</td> </tr> <tr> <td>Lining</td> <td>7,987 linear metres</td> </tr> <tr> <td>Sealing</td> <td>280 junctions</td> </tr> <tr> <td>Excavation Repairs</td> <td>76</td> </tr> </table>	Cleaning	26,868 linear metres	Lining	7,987 linear metres	Sealing	280 junctions	Excavation Repairs	76
	Cleaning	26,868 linear metres							
	Lining	7,987 linear metres							
	Sealing	280 junctions							
Excavation Repairs	76								
<div style="display: flex; justify-content: space-around;">   </div>									
<b>Project Images</b>									


Project	
<b>Title</b>	Re-Use Scheme Irrigation Construction
<b>Project Description</b>	Construction of New Irrigation System at Various Parks & Sports Field
<b>Budget</b>	\$3,470,995.10
<b>Project Update</b>	Killard Infrastructure have completed irrigation lines at North Park and Hudson Oval, Tanks and Pumpstations and restoration are ongoing. Irrigation lines, tanks, pump stations work at Victoria Park, Carr Confoy & Eastgrove South Victoria Park is underway.
<div style="display: flex; justify-content: space-around;">   </div>	

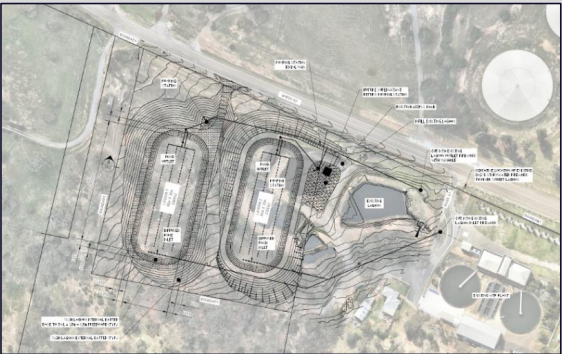


Goulburn Mulwaree Utilities

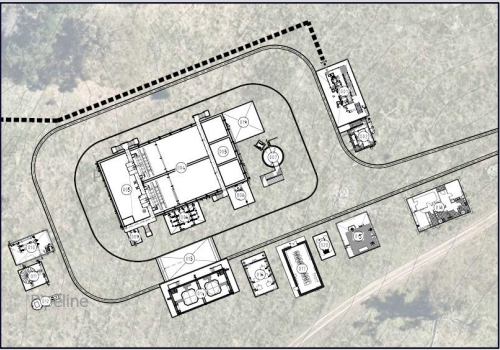
Project	
<b>Title</b>	Re-Use Goulburn Upgrade
<b>Project Description</b>	<p>Construction commenced in November 2021 at the Waste Management Centre. This centre will facilitate greater waste education, segregation, recovery and recycling of materials. The Construction consists of the following elements:</p> <ul style="list-style-type: none"> <li>• New Re-use Hub building</li> <li>• New Resource Recovery Shed</li> <li>• New site office facilities &amp; education Centre</li> <li>• Additional weighbridge</li> <li>• New operational vehicle wash bay</li> <li>• New rainwater and leachate management systems</li> <li>• Upgraded site utilities</li> <li>• Upgraded stormwater network</li> </ul>
<b>Budget</b>	\$8,440,000
<b>Key Dates</b>	Construction   June 2022
<b>Project Update</b>	Fill and Compaction to main area is ongoing, shaping of hardstand to reuse hub kerb and gutters has commenced, Bund works are ongoing, pipework from pumphoom and tanks are ongoing, and Concrete works on reuse hub have commenced. Due to ongoing wet weather the project is delayed significantly.
<b>Project Images`:</b>	

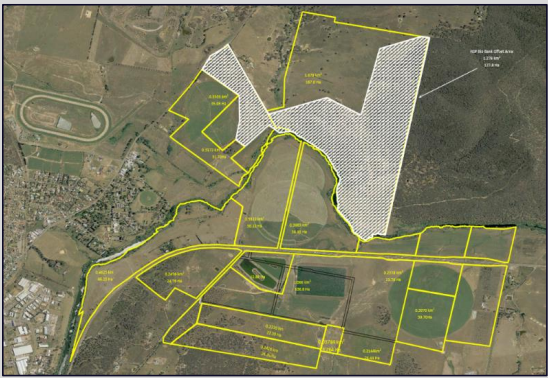
Goulburn Mulwaree Utilities

Project		
<b>Title</b>	Capital Works – Marulan WFP Options Study	
<b>Project Description</b>	Options Study for the upgrade of the Marulan Water Filtration Plant.	
<b>Budget</b>	\$50,000	
<b>Key Dates</b>	Contract Awarded	March 2021
	Works commencing	March 2021
<b>Project Update</b>	Options Study has been completed. Council has advertised the tender for the Concept Design (and associated works), with tenders closing 21 <sup>st</sup> June 2022.	
<b>Project Images</b>		

Project		
<b>Title</b>	Capital Works – Goulburn WFP Sludge Handling	
<b>Project Description</b>	Construction of associated infrastructure to allow backwash sludge to accumulate and dry.	
<b>Budget</b>	\$TBD	
<b>Key Dates</b>	Start of Scope Update	May 2022
	Options have been assessed regarding sludge handling, with sludge lagoons now considered unfeasible. Council is liaising with DPE to consider options moving forward, including sludge drying beds.	
<b>Project Images</b>		

Goulburn Mulwaree Utilities

Project	
<b>Title</b>	Capital Works – Marulan WWTP Design
<b>Project Description</b>	Detailed design of the new Marulan Wastewater Treatment Plant to facilitate construction.
<b>Budget</b>	TBC
<b>Key Dates</b>	Start of Detailed Design August 2021
<b>Project Update</b>	Council currently working with Boral to determine conditions of MOU. Once this is completed, Council can work towards advertising a tender for the detailed design of the new treatment plant.
<b>Project Images</b>	

Project	
<b>Title</b>	Former Council Irrigation Farm Development
<b>Project Description</b>	Subdivision and rezoning of the former irrigation farm for future uses resolved by Council.
<b>Project Update</b>	Specialist reports to support the boundary adjustment DA are almost complete. We are awaiting the completion of the draft contamination report due early June for review prior to submission of the DA for the boundary adjustments at the site.
<b>Project Image</b>	

**4.0 Waste and Recycling Initiatives**

**4.1 Waste Projects**

Project	
<b>Title</b>	Drilling Mud Facility
<b>Project Description</b>	Construction of a purpose-built drilling mud processing facility at Goulburn Waste Management Centre.
<b>Budget</b>	Funds identified from income sources and existing allocation.
<b>Key Dates</b>	Tender documents being updated for advertising in June 2022
<b>Project Update</b>	Project to be re-tendered

Project	
<b>Title</b>	Environmental Improvement Works Goulburn and Marulan
<b>Project Description</b>	Ongoing environmental improvement works at Goulburn and Marulan sites.
<b>Budget</b>	\$100,000 Goulburn and \$75,000 Marulan.
<b>Key Dates</b>	Ongoing <span style="float: right;">30 June 2022 or transferred to 22/23 due to wet weather</span>
<b>Project Update</b>	The Marulan Waste Management Centre requires a period of dry weather for stormwater improvements to be undertaken so funds will be transferred to 2022/23. Goulburn Environmental Improvement Works involve improving accessibility due to consistent wet weather and to ensure effective waste disposal during the construction upgrade. Clean ups in the bushland surrounding the waste centre are also required on an ongoing basis to manage wind blown litter.

**4.2 Goulburn Waste Management Centre Streams Received**

May 2022

Product	Number/Tonnes
<b>Mattress</b>	82
<b>Clean Fill</b>	4077.98
<b>Food / Garden Organics (self-haul to centre)</b>	85.81
<b>Mixed Waste</b>	776.74
<b>Asbestos</b>	33.30
<b>Metal</b>	19.42
<b>Green Waste Collections (Council)</b>	267.40
<b>Commercial Waste Collections (Council)</b>	304.70
<b>Domestic Waste Collections (Council)</b>	471.29
<b>Large Street Sweeper (Council)</b>	55.10
<b>Residual Waste from Endeavour Industries (waste collected in recycling bins and not recycled)</b>	68.30



**4.3 Education Initiatives**

Some local primary schools participated in the EnviroMentors education program in May. An environmental educator from Keep Australia Beautiful NSW visited the schools where they learnt about reducing waste to landfill to help protect the environment, composting and worm farming.

This program is partially funded by the CRJO Regional Waste Group.

**4.4 Household Chemical CleanOut**

The annual Household Chemical CleanOut was held in Goulburn and Tarago on Saturday 30 April 2022; 8am-12pm at the Goulburn Recreation Area and 2pm-4pm at the Tarago Waste Management Centre. The events were popular and well attended. Over 9000kgs of household chemicals and hazardous problem wastes was collected at the two sites.

This program is partially funded by the EPA through the CRJO Regional Waste Group.

**4.5 May Free Disposal Weekend for Bulky Household Recyclables**

The annual free disposal weekend for fridges/freezers, air-conditioners, mattresses, clean steel and e-waste was held on Saturday 7 and Sunday 8 May 2022 at all three waste centres from 7am to 4pm both days. Over 580 customers utilised the event, with 550 mattresses, over 120 fridges/freezers, 15 air-conditioners and a considerable amount of clean steel and e-waste being brought to the centers over the weekend.

**4.6 Plastic Free July**

Council will participate in the Plastic Free July campaign this year, with funding provided by the Canberra Region Joint Organisation of Councils Regional Waste Group. Participating Councils in the region will have access to educational campaign materials to encourage our communities to take action and help end plastic waste. The campaign will take place throughout July 2022. The CRJO Regional Waste Group is funded by the EPA.

**4.7 Scrap Together**

The CRJO Regional Waste Group was successful in receiving a grant to roll out the NSW EPA's Scrap Together FOGO education campaign across the region. The Scrap Together campaign will remind households of the environmental benefits of turning food waste into compost. The campaign is expected to increase recycling of food waste while reducing what goes into landfill. This campaign will take place from June to November 2022.

**4.8 Polystyrene Recycling Initiative Waste Centres**

Goulburn Mulwaree Council Waste Centre's now offer recycling of Expanded Polystyrene (EPS). A trial with an innovative company called 'Foam Muncher' is offering residents the opportunity to recycle EPS, at Goulburn, Marulan and Tarago Waste Management Centre's.

The EPS needs to be clean and free from stickers or tape and placed in the supplied bags, the material is then stored onsite in a dry container until such time where the 'Foam Muncher' is called to process the material into compressed bricks of EPS for re-use in products such as picture frames.



**4.9 Interesting News and Facts**



In 2022, NSW is banning certain single-use plastics. On 16 November 2021, the NSW Government passed the Plastic Reduction and Circular Economy Act 2021. This legislation delivers on the government’s commitment to ban certain problematic plastics, such as single-use plastics and address the problem of plastic waste.

Input from over 16,000 people helped develop this legislation and the related NSW Plastics Action Plan. Support for action on plastic waste was widespread with 98% supporting a phase out of single-use plastics.

This legislation provides a comprehensive framework that will help transition NSW towards a circular economy where materials and resources are valued and kept in the productive economy while creating jobs and protecting the environment and the community.

From **1 June 2022** the following will be banned:

- **The supply of lightweight plastic bags**

A lightweight plastic bag is one with handles that is 35 microns or less in thickness at any part of the bag. Lightweight bags made from biodegradable, compostable, or bio-plastics will also be banned, including those made from Australian certified compostable plastic.

The ban does not apply to:

- barrier bags such as bin liners, human or animal waste bags
- produce bags and deli bags
- bags used to contain medical items (excluding bags provided by a retailer to a consumer used to transport medical items from the retailer).

From **1 November 2022** the following will be banned:

- **Single-use plastics straws, stirrers and cutlery**

The ban applies to single-use plastic straws\*, stirrers and swizzle sticks, and cutlery, including forks, spoons, knives, sporks, splayds, chopsticks, and food picks. The ban applies even if these items are made from biodegradable, compostable, or bio-plastics. This includes those made from Australian certified compostable plastic.

The ban does not apply to:

- serving utensils such as salad servers or tongs
- items that are an integrated part of the packaging used to seal or contain food or beverages, or are included within or attached to that packaging, through an automated process (such as a straw attached to a juice box).

\*Exemptions will apply in certain settings for people with a disability or medical need so they can continue using straws. The detail of the exemption will be developed in consultation with the disability sector and other impacted stakeholders.

---

- **Single-use plastic bowls and plates**

The ban applies even if these items are made from biodegradable, compostable, or bio-plastics. This includes those made from Australian certified compostable plastic.

The ban does not apply to:

- single-use plastic bowls designed or intended to have a spill-proof lid, such as those used for a takeaway soup.

- **Expanded polystyrene (EPS) food service items**

The ban applies to EPS takeaway food service items, such as clamshells, cups, plates and bowls.

The ban does not apply to EPS:

- meat or produce trays
- packaging, including consumer and business-to-business packaging and transport containers
- food service items that are an integrated part of the packaging used to seal or contain food or beverages, or are included within or attached to that packaging, through an automated process (such as an EPS noodle cup).

- **Single-use plastic cotton buds and microbeads in certain personal care products**

The ban applies to single-use plastic cotton buds and rinse-off personal care products containing plastic microbeads, such as face and body cleansers, exfoliants and masks, shampoo, conditioner and hair dyes, and toothpaste.

If you are concerned about microbeads in products, look for the following commonly used ingredients:

- polyethylene (PE)
- polypropylene (PP)
- polyethylene terephthalate (PET)
- polymethyl methacrylate (PMMA)
- nylon (PA).

**Who does the ban apply to?**

A person must not supply a prohibited item in NSW while carrying on a business.

This includes supplying the item while:

- carrying on an activity for commercial purposes. For example:
- retail businesses like a restaurant, cafe, bar, takeaway food shop, party supply store, discount store, supermarket, market stall, online store, and packaging supplier and distributor, and any other retailer that provides these items to consumers.
- a manufacturer, supplier, distributor or wholesaler of a prohibited item
- carrying on an activity for charitable, sporting, education or community purposes. For example, a community group, not-for-profit organisation or charity, including those that use a banned item as part of a service, for daily activities or during fundraising events.

[www.dpie.nsw.gov.au/our-work/environment-energy-and-science/plastics-action-plan/phasing-out-single-use-plastics-in-nsw](http://www.dpie.nsw.gov.au/our-work/environment-energy-and-science/plastics-action-plan/phasing-out-single-use-plastics-in-nsw)



**15.33 GOULBURN MULWAREE YOUTH COUNCIL MEETING NOTES - 27 MAY 2022**

**Author:** Councillor

**Authoriser:** Matt O'Rourke, Acting General Manager

**Attachments:** 1. Youth Council Meeting Minutes 27 May 2022  

<b>Link to Community Strategic Plan:</b>	Our Civic Leadership
<b>Cost to Council:</b>	Nil
<b>Use of Reserve Funds:</b>	Nil

**RECOMMENDATION**

That the report from Cr Carol James in relation to the Goulburn Mulwaree Youth Council Meeting Notes held on the 27 May 2022

**BACKGROUND**

A meeting of the Goulburn Mulwaree Youth Council Meeting Notes held on the 27 May 2022.

Please find attached the notes from this meeting. There are no recommendations from this meeting that require a resolution from Council.



**Goulburn Mulwaree Youth Council  
Discussion Items & Action List**

**Meeting Details**

Friday, 27<sup>th</sup> May 2022  
Council Chambers

**Attendees**

Blake, Zoe, Sophie, Leah, Holly, Millie, Marley and Dana

**Apology**

Max, Cole and Ben

**Discussion Items**

- Any new members
- Game: 2 Truths and a lie
- First Aid Certificates
- Defibs
- Soroptimist Environment Dinner – 20<sup>th</sup> June 2022- Representative
- Roller Skate Event – 2<sup>nd</sup> July 2022 – PCYC
- Frostible Festival
- Game: Reporter
- Mayoral Election next month – Prepare a speech if you want to stand

Next Meeting – 25<sup>th</sup> June 2022

**Action List**

## Goulburn Mulwaree Youth Council May Meeting

Meeting held – 27<sup>th</sup> May 2022

### First Aid

- Those who attended the first aid course held earlier in the month for the youth council collected their first aid certificates. Well done to everyone who did.

### Defibrillators

- Around 5 years ago our council mapped out all the defibs accessible in Goulburn using an app called 'PulsePoint AED'. While at our first aid course, it was mentioned that defibs need to have their pads checked every 12 months, and the actual machine to be serviced every 2 years.
- Carol had called the council to check if the defibs kept there are maintained, which they are.
- We are asking that if you are at an establishment where they keep an AED, to let them know you are from the GMYC and to check if they regularly service their defib.

### Soroptimist Environment Dinner

- We have been asked that one of our youth councillors attend the inaugural environment dinner as a panellist for the topic 'Conserve, Preserve, Recycle and Renew'. Holly will be representing us at this event.
- There will be tickets available throughout June for anyone that is interested in attending the event as a guest.

### NSW Environment Youth Advisory Committee

- Nominations are open (closing 8<sup>th</sup> June) for the NSW Environment YAC and are a great opportunity for anyone who is interested in learning more about the environment.
- This would be a wonderful chance to work with other youth members across the state and would look good on any resume!
- You can find the application here:
- If you would like any help with putting together your application, please contact Luke Wallace (luke.wallace@goulburn.nsw.gov.au)

### Rolling Disco

- There will be another roller skating event being held on 2<sup>nd</sup> July – following the extremely popular roller skating event held earlier in the year.
- We received the CDAT funding that was mentioned in the previous meeting.
- There will be two sessions, an all ages and a youth session (12 – 24).
- We would love to have some of our members there to help out on the day.

HOLLY CAFFERY

#### Frostible festival (Frostival)

- Booked in for last weekend in august
- Lots of exciting activities planned including a real ice skating rink and tobogganing!
- This idea originally started at a meeting last year where we all were discussing our hopes for a winter wonderland themed night – Go team!

#### Mission Australia's Youth Survey

- Mission Australia's Youth Survey is currently out. You can access the survey using the following link: [Annual Youth Survey | Mission Australia](#)
- When you fill this out please enter the unique code **18001**. This allows Goulburn to receive a report after this youth survey is conducted for specialised for the Goulburn area.
- Please get as many as your friends as you can to also fill out the survey.

#### Mayoral election

- The election is coming up fast and will be held during the June meeting.
- If you would like to run for a position, please come with a speech ready about you, why you deserve the position, and what you would do in that role. Please keep the speeches limited to 5 minutes.
- On the night, we will decide whether we vote by a show of hands or slips of paper.

#### Other points of discussion

- The GMYC has been nominated for a local government award for the NSW Youth Conference held earlier this year – yay!

HOLLY CAFFERY





**PROUDLY BROUGHT TO YOU BY  
GOULBURN COMMUNITY DRUG ACTION  
TEAM. CANTEEN AVAILABLE  
BYO HELMETS AND SKATES.  
LIMITED NUMBER OF SKATES AND  
OTHER SAFETY GEAR AVAILABLE TO  
HIRE AT NO COST**

**SATURDAY 2ND JULY  
COMMUNITY SESSION - 3PM - 5PM  
YOUTH SESSION (12-24) - 6PM - 8PM  
GOULBURN PCYC**

**SCAN QR CODE TO BOOK NOW!  
CAITLIN.MUDDIMAN@GOULBURN.NSW.GOV.AU**





**goulburn mulwaree library**

*Goulburn Mulwaree  
Model Group*

**Fortnightly on Saturdays from  
10.30am-12.30pm**

**Commencing Saturday 4 June**

**Join a friendly group of model  
makers in the Library every  
fortnight to work on models, learn  
new skills, and make new friends**

**BYO model kits and materials**

**12years and over**

**For more information email:  
blakerobertson911@gmail.com**

 Goulburn Mulwaree Library  @GoulburnLibrary

**15.34 EXTERNAL MEETING MINUTES**

**Author:** Acting General Manager

**Authoriser:** Matt O'Rourke, Acting General Manager

- Attachments:**
1. **Goulburn Liquor Accord Minutes - 4 May 2022**  
  2. **Club Grants Committee Minutes - 17 May 2022**  
  3. **Country Mayors Meeting Minutes 27 May 2022**  

<b>Link to Community Strategic Plan:</b>	27. Our Civic Leadership CL3 Collaborate and cooperate to achieve efficiencies and a greater voice in regional decision-making, and encourage similar cooperation across other sectors and community groups.
<b>Cost to Council:</b>	There are no financial implications for this report
<b>Use of Reserve Funds:</b>	Nil

**RECOMMENDATION**

That the report from the Acting General Manager on the following external Committee meetings minutes be received:

1. Goulburn Liquor Accord meeting held 4 May 2022
2. Club Grants Committee held 17 May 2022
3. Country Mayors Meeting held 27 May 2022

**REPORT**

Please find attached the minutes from the:

1. Goulburn Liquor Accord meeting held 4 May 2022
2. Club Grants Committee held 17 May 2022
3. Country Mayors Meeting held 27 May 2022

These minutes are attached for your information and no Council decision is required other than noting the minutes.



**GOULBURN**  
**LIQUOR**  
**ACCORD**  
LOCAL IDEAS. REAL SOLUTIONS.

Minutes of the Goulburn Liquor Accord Meeting held on  
Wednesday 4 May 2022 at 10:00am in the Goulburn Mulwaree  
Council Chambers



Minutes of the Goulburn Liquor Accord Meeting held on Wednesday 4<sup>th</sup> May 2022 at 10:00am in the Goulburn Mulwaree Council Chambers

---

**Contents**

Attendance: .....	2
Minutes of last meeting .....	3
Business this meeting.....	3
Treasurers Report .....	3
Correspondence.....	3
Police Report .....	3
General Business:.....	4
Meeting Closed.....	5
Tasks from this meeting .....	5



Minutes of the Goulburn Liquor Accord Meeting held on Wednesday 4<sup>th</sup> May 2022 at 10:00am in the Goulburn Mulwaree Council Chambers

**Chairman:** Senior Constable Morgan Carey (Goulburn Police)

**Meeting Opened:** 10:04am

**Attendance:**

**Present:**

Anna McCormack – Goulburn Club	Scott Cooper – Goulburn Bowling Club
Matthew Hinton – NSWPF (via Zoom Link)	Mark White – Goulburn Soldiers Club
Karen Apps- First Choice Liquor	Lauren Hunt – BWS Goulburn
Jessica Young - Liquorland	Morgan Carey - NSWPF
Tracey Norberg - GMC	Catherine Bourke – Hibernian Hotel
Cr Steven Ruddell - GMC	Adrian Guest – Empire Hotel
Chantelle Haynes – Missions Australia	Jack Whalan – BWS Goulburn
Amanda Sasse – Goulburn Race Club	

**Also present:**

Amanda Brown - GMC (via Zoom link)	

**Apologies:**

Anthony Hogan – Goulburn Workers Club	John Ferrara – Goulburn Airport
---------------------------------------	---------------------------------

Moved: Trcaey Norberg

Seconded: Scott Cooper



Minutes of the Goulburn Liquor Accord Meeting held on Wednesday 4<sup>th</sup> May 2022 at 10:00am in the Goulburn Mulwaree Council Chambers

---

### **Minutes of last meeting**

Moved: Cr Steven Ruddell

Seconded: Jack Whalan

True and correct record of that meeting.

### **Business this meeting**

#### **Treasurers Report**

- Balance of Account \$5450.36

#### **Correspondence.**

- Funding request letter to Wendy Tuckerman for RSA training for youth
- Wendy Tuckerman response to funding request letter – request rejected as there has already been funding allocated by NSW Government for 5000 fee free RSA courses.

#### **Police Report**

- Attached are two pdf slideshows on the new required Gaming and Liquor Signage. The grace period regarding these has passed. Old stickers need to be removed, they are hard to get off.

#### **Speaker's additional information:**

- Alcohol violence – ANZAC day there were a few issues with patrons leaving premises, and incidents after. Dealt with promptly by Police. Easter period was very good, there was a lack of incidents. There has been 6 incidents of violence since last meeting, all of which were dealt with promptly. Matt Hinton thanked Licensees and staff, well done to everyone being on top of RSA.
- RSA's – spot checks are occurring for staff to ensure they have current RSA, as some are missing them.
- Banned from one banned from all list has had no additions. Fraser Kerr matter is now going through court. Once this happens a decision will be made regarding him

~ 3 ~



Minutes of the Goulburn Liquor Accord Meeting held on Wednesday 4<sup>th</sup> May 2022 at  
10:00am in the Goulburn Mulwaree Council Chambers

---

**General Business:**

- Cr Ruddell noted that the Night Time Economic Strategy is being developed for Goulburn CBD. Aim is to create a blanket over certain areas to protect against sound complaints re music and djs to prevent issues such as have arisen in Sydney. Committee meeting 18<sup>th</sup> May, there will be a report from that Committee.
- Discussion around other ways to access government funding – an advertising campaign would be useful to let community know that there are the 5000 RSA courses available. Query as to how many of the 5000 are still available? The Youth Command have been doing a lot. A Goulburn course for 30 people has been allocated- Tracey noted these places are allocated to people who are unemployed, not at school or Tafe.
- Scott Cooper suggested using some of our own funding to run our own RSA courses, we can spend our own money.
- Cr Ruddell suggested we could ask Training providers to provide package deals for us, and ask Wendy Tuckerman for funding to advertise the courses.
- Scott Cooper noted that it is ideal to get into schools and teach youth responsible alcohol use. Teaching RSA can be a double edge sword as youth can be an employee as well as a drunk person - it can help reduce binge drinking.
- Cr Ruddell suggested seeing how many spots were left in the funded training Wendy Tuckerman spoke of, and if there were other way to spend our funds.
- Senior Constable Morgan suggested stepping into hospitality classes in schools- COVID raised as an issue and that this could be looked at in future.
- Tracey Norberg stated U Turn the Wheel is being run 27<sup>th</sup> and 28<sup>th</sup> June. U Turn the Wheel has been run for 22 years, and brings 450 Year 11 students from Goulburn, Yass, Crookwell to a 2 day event with 6 presenters from various areas. This includes Drug and Alcohol from Headspace, Police Licensee, Rescue Police and Ambulance, Amcap car safety, Volunteers in Policing, and Crime Prevention who hold role plays around notifying people a family member has died.  
Rotary usually funds buses and cost of hire of Tafe space, however are unable to this year.  
If Liquor Accord could contribute to cover these costs it would be very beneficial.  
Senior Constable Morgan said he is also happy to attend.  
CR Steven Ruddell suggested inviting a Publican to attend with Senior Constable Morgan to talk about expectations in a licenced venue and when leaving a venue etc

~ 4 ~



Minutes of the Goulburn Liquor Accord Meeting held on Wednesday 4<sup>th</sup> May 2022 at 10:00am in the Goulburn Mulwaree Council Chambers

- Motion raised to donate \$1500 to u Turn the Wheel to assist in cost of buses and Tafe room hire.  
Mover: Scott Cooper  
Seconded: Amanda Sasse
- Chantelle Haynes from Mission Australia shared information about Gamble Aware Care and Connect Roadshow. This is a free open to the public information session to educate the community on gambling harm minimisation. Flyers will be forwarded when released via the Liquor Accord Network.  
This event is a first in the area, please let all networks know. Booking will be via eventbrite, or just turn up during the day.
- Inspector Matt Hinton – be mindful of illicit drugs and report conduct to Police. There is a rise in cocaine use, have staff and security be aware.  
Cr Ruddell asked if Police sniffer dogs could be walked through venues to combat this. Inspector Hinton noted its aimed to do this semi regularly but it is labour intensive- 6 police officers are required to do this.  
Please watch out for patrons leaving and walking with alcohol, or sitting out the front of venues.

**Meeting Closed**

Being no more business, the meeting was declared finished at 10:34am.

The next meeting is to be held on **Wednesday 3<sup>rd</sup> August 2022** at the Civic Centre in the Council Chambers, 184-194 Bourke Street, Goulburn starting at **10:00am**.

**Tasks from this meeting**

Task	Responsibility
Nil	

**Contact detail**

Senior Constable Morgan Carey - Chairman  
Email: [care1mor@police.nsw.gov.au](mailto:care1mor@police.nsw.gov.au)

~ 5 ~



## **Minutes ClubGRANTS Committee**

**Tuesday 17 May 2022  
10am**

**Council Chambers, Civic Centre  
184 - 194 Bourke Street, Goulburn**

### **COMMITTEE MEMBERS:**

Mayor Cr Peter Walker (Chair)  
Cr Carol James  
Ms Hannah Wanless - FACS  
Ms Sonia Moodie – NCOSS  
Mr Brett Gorham - Goulburn Workers Club  
Ms Toni Mitchell - Goulburn Soldiers Club

Director Corporate & Community Services – Brendan Hollands (Non-voting)  
Business Manager Property & Community Services – Ken Wheeldon (Non-voting)  
Scott Cooper – Goulburn Railway Bowling Club (For Information - Non-voting)

### **Agenda and Minutes Distribution List:**

Councillors, Executive Staff



**Minutes of the ClubGRANTS Committee Meeting held 17 May 2022**

**Item 1 Ongoing Task List**

Director Corporate & Community Services – Brendan Hollands.

**Purpose of Report**

To advise the Committee of progress in the completion of agreed tasks.

**Report**

<b>Responsible Officer</b>	<b>Task</b>	<b>Progress</b>
Clubs	Arrange for distribution of funds (2021)	Completed
Director Corporate & Community Services	Notify unsuccessful applicants (2021)	Completed

**Recommendation**

That the report on the progress of agreed tasks be noted.

**Committee Decision**

**B Gorham/T Mitchell**

That the report on the progress of agreed tasks be noted.

**Minutes of the ClubGRANTS Committee Meeting held 17 May 2022**

**Item 3 ClubGRANTS Applications (Separate Enclosure)**

**Reporting Officer**

Director Corporate & Community Services – Brendan Hollands

**Purpose of Report**

To advise of applications received from public notice of available ClubGRANTS Funding.

**Report**

Applications for funding under the ClubGRANTS Scheme closed on Friday 6 May 2022.

Projects are required to address the following areas to be eligible:

- Community Welfare and Social Services
- Community Health Services
- Employment Assistance Activities

In addition the proposals need to meet the following priorities for the local district:

- Access to a range of respite options for all sections of the community
- Support for special needs groups to access appropriate housing
- Access to opportunities for learning to promote living skills and social well being
- Social impact of unemployment
- Increase community building capacity in isolated and disadvantaged sectors to facilitate social interaction
- Access to services for people with dual and complex needs

A total of 2 applications were received from the following organisations:

Organisation	Amount	Purpose/Project
Little Wings Limited	\$9,661.64	Provide free, safe and professional flight and ground transport service for seriously ill children and their families located in regional NSW.
The Shepherd Centre	\$2,619.00	Funding to assist with the “Talk Together Connection”. This is a program to educate and support parents of children recently diagnosed with hearing loss.

A copy of the Applications was included with the Agenda as a Separate Enclosure, financial information and Annual Reports (where provided) were made available at the Meeting.

**Recommendation**

That the applications for grant funding be assessed and considered against the ClubGRANTS eligibility and priority criteria.

**Minutes of the ClubGRANTS Committee Meeting held 17 May 2022**

---

**Next Meeting**

The next meeting of the ClubGRANTS Committee will be held in 2023 on a date to be determined and is subject to the issue of a formal Agenda.

**Business Manager Property & Community Services Comments**

Report and recommendations are noted.



Ken Wheeldon  
**Business Manager Property & Community Services**

**Confirmation**

The report and recommendations were confirmed at the ClubGRANTS Committee meeting held on \_\_\_\_\_ at which this signature was endorsed.

Mayor Cr Peter Walker  
**Chairperson**



# Country Mayors Association of NEW SOUTH WALES

Chairperson: Cr Ken Keith OAM  
PO Box 337 Parkes NSW 2870  
02 6861 2333  
ABN 92 803 490 533

## MINUTES

### GENERAL MEETING

FRIDAY, 27 MAY 2022 AUDITORIUM, CLUB YORK, SYDNEY

The meeting opened at 8.35 a.m.

#### 1. ATTENDANCE:

Armidale Regional Council, Mayor, Cr Sam Coupland, Mayor  
 Armidale Regional Council, Mr James Roncon, General Manager  
 Ballina Shire Council, Cr Sharon Cadwallader, Mayor  
 Bathurst Regional Council, Cr Robert Taylor, Mayor  
 Bathurst Regional Council, Mr David Sherley, General Manager  
 Bega Valley Shire Council, Cr Russell Fitzpatrick, Mayor  
 Bega Valley Shire Council, Mr Anthony McMahon, CEO  
 Berrigan Shire Council, Cr Matthew Hannan, Mayor  
 Berrigan Shire Council, Mr Matt Hansen, Deputy CEO  
 Bland Shire Council, Mr Ray Smith, General Manager  
 Cabonne Shire Council, Cr Kevin Beatty, Mayor  
 Cabonne Shire Council, Mr Brad Burns, General Manager  
 Coolamon Shire Council, Cr David McCann, Mayor  
 Coolamon Shire Council, Mr Tony Donoghue, General Manager  
 Cootamundra-Gundagai Regional Council, Cr Charlie Sheahan, Mayor  
 Cootamundra-Gundagai Regional Council, Mr Glen Atear, Acting Deputy General  
 Manager  
 Cowra Shire Council, Cr Bill West, Mayor  
 Cowra Shire Council, Mr Paul Devery, General Manager  
 Dubbo Regional Council, Cr Mathew Dickerson, Mayor  
 Dubbo Regional Council, Mr Murray Wood, General Manager  
 Edward River Council, Cr Peta Betts, Mayor  
 Edward River Council, Mr Phil Stone, General Manager  
 Federation Council, Cr Patrick Bourke, Mayor  
 Forbes Shire Council, Cr Phyllis Miller, Mayor  
 Forbes Shire Council, Mr Steve Loane, General Manager  
 Glen Innes Shire Council, Cr Rod Banham, Mayor  
 Glen Innes Shire Council, Mr Craig Bennett, General Manager  
 Goulburn Mulwaree Council, Cr Peter Walker, Mayor

Page 2

Goulburn Mulwaree Council, Mr Matt O'Rourke, Acting General Manager  
Griffith City Council, Cr John Doug Curran, Mayor  
Griffith City Council, Mr Brett Stonestreet, General Manager  
Gunnedah Shire Council, Cr Jamie Chaffey, Mayor  
Gunnedah Shire Council, Mr Eric Growth, General Manager  
Gwydir Shire Council, Cr John Coulton, Mayor  
Gwydir Shire Council, Mr Max Eastcott, General Manager  
Gwydir Shire Council, Cr Catherine Egan, Deputy Mayor  
Hay Shire Council, Cr Carol Oataway, Mayor  
Hay Shire Council, Mr David Webb, General Manager  
Inverell Shire Council, Cr Paul Harmon, Mayor  
Kempsey Shire Council, Cr Leo Hauville, Mayor  
Kempsey Shire Council, Mr Craig Milburn, General Manager  
Kiama Municipal Council, Cr Neil Reilly, Mayor  
Kiama Municipal Council, Ms Jane Stroud, CEO  
Leeton Shire Council, Cr Tony Reneker, Mayor  
Leeton Shire Council, Ms Jackie Kruger, General Manager  
Liverpool Plains Shire Council, Cr Doug Hawkins, Mayor  
Liverpool Plains Shire Council, Ms Joanna Sangster, General Manager  
Mid-Western/Mudgee Regional Council, Mr Brad Cam, General Manager  
Moree Plains Shire Council, Cr Mark Johnson, Mayor  
Moree Plains Shire Council, Mr Nick Tobin, Acting General Manager  
Murray River Council, Mr Terry Dodds, General Manager  
Narrabri Shire Council, Cr Ron Campbell, Mayor  
Narrandera Shire Council, Cr Neville Schenka, Mayor  
Narrandera Shire Council, Mr George Cowan, General Manager  
Oberon Council, Cr Mark Kellam, Mayor  
Oberon Council, Mr Gary Wallace, General Manager  
Orange City Council, Cr Jason Hamling, Mayor  
Orange City Council, Mr Dave Waddell, General Manager  
Parkes Shire Council, Cr Ken Keith, Mayor  
Singleton Council, Cr Sue Moore, Mayor  
Singleton Council, Jason Linnane, General Manager  
Temora Shire Council, Mr Gary Lavelle, General Manager  
Tenterfield Shire Council, Cr Bronwyn Petrie, Mayor  
Upper Lachlan Shire Council, Cr Pam Kensit, Mayor  
Uralla Shire Council, Bob Crouch, Deputy Mayor  
Uralla Shire Council, Ms Kate Jessep, General Manager  
Warren Shire Council, Cr Milton Quigley, Mayor  
Warrumbungle Shire Council, Cr Ambrose Doolan, Mayor  
Warrumbungle Shire Council, Mr Roger Bailey, General Manager  
LGNSW, Mr Scott Phillips, CEO  
ALGA Cr Linda Scott, President  
Office of Local Government, Melissa Gibbs, Director Policy and Sector Development

**APOLOGIES:**

As submitted

**SPECIAL GUESTS:**

*Page 3*

Cr Linda Scott, President, ALGA  
The Hon Wendy Tuckerman MP, Minister for Local Government  
The Hon Paul Toole MP, Deputy Premier, Minister for Regional New South Wales,  
Minister for Police  
The Hon Kevin Anderson MP, Minister for Lands and Water, Minister for Hospitality  
and Racing  
Mr Scott Phillips, CEO, LGNSW  
Ms Anna Bowen, Head of Social Impact, Royal Far West

**2. ADOPTION OF MINUTES OF PREVIOUS MEETING:**

RESOLVED that the minutes of the General Meeting held on 11 March 2022 be accepted as a true and accurate record (Inverell Shire Council / Warrumbungle Shire Council).

**3. Matters Arising from the Minutes**

Nil

**4. Cr Linda Scott, President, ALGA**

Cr Scott thanked councils for campaigning Local Government issues in the recent Federal election. The change in government is working to ensure commitments are met and that Labor Party policy is implemented. ALGA has secured commitments for fair funding of Federal Assistance Grants, the Commonwealth Government will match the \$500 million coalition extension to the \$2.5billion Local Roads and Community Infrastructure program and invest a further \$250million, it will provide \$200million for disaster mitigation funding which will be based on application, will provide \$400million for mobile phone coverage in rural and regional areas and to return Local Government to the National Cabinet. ALGA's advocacy priorities are a climate change partnership, affordable housing partnership and circular economy waste innovation and reduction.

**5. Health Forum**

RESOLVED

1. That following the Country Mayors Health Forum, Country Mayors write to the Premier and Opposition leader thanking them for their representation at the forum through the Minister for Regional Health the Hon Bronnie Taylor MLC and the Shadow Minister for Health Ryan Park and recognise their bipartisan commitment to agreeing to address the rural and regional health issue across regional NSW

2. That Country Mayors seek commitment from the Premier and the leader of the Opposition to implement the recommendations of the Legislative Council Inquiry into the Health Outcomes and Access to Health and Hospital Services in Rural, Regional and Remote New South Wales

3. That the Country Mayors Executive Committee develop a further set of targeted health related priorities to advocate to both State and Federal Governments to address ( Bega Valley Shire Council / Gunnedah Shire Council)

**6. The Hon Wendy Tuckerman MP, Minister for Local Government**

The Minister is pleased to have been appointed and wants to be a strong advocate for Local Government. She has discussed the 2022/23 rate variation with IPART and was able to get the variation resolved. There are challenges with the Environmental Services Levy but additional resources have been provided and additional funding has been pushed through for increased costs incurred by councils. The government has supported flood affected communities in northern NSW and has introduced a support program for skills for councils most in need. The OLG priorities are Sustainability and an IPART review. Some councils are not sustainable and there is a need to get those councils to be able to provide services to their communities. The Minister does not want the Office of Local Government reduced down to small numbers. A conduct review is to take place as there are a number of issues around the State. Joint Organisations are calling for more resourcing and a consultation process is to commence shortly.

**7. The Hon Paul Toole MP, Deputy Premier, Minister for Regional New South Wales, Minister for Police**

If regional NSW is going well then NSW is going well. The Minister wants to knock on the doors of the new Commonwealth Ministers to make sure regional and rural NSW is not forgotten. He will stand up for rural NSW. The Minister wants communities first and wants a government that responds to emergencies. Regional NSW has become a great place to live and government investment has transformed communities. Lots of projects are being undertaken not only large but also small such as overtaking lanes and the replacement of timber bridges. Regional Growth is funding 2700 projects across the State. Improved facilities support other services such as tourism and recreation opportunities. The Regional Job Creation Fund is creating 7,000 jobs in regional NSW, and Resources for Regions is supporting communities affected by mining, while connectivity for phone coverage although not a State responsibility is being supported by the government. Policing was a role he took on because additional police are required in rural NSW and he wants to ensure that it gets its fair share of police resources. The State government wants to work with Local Government and wants to do projects in partnership with Local Government

**8. The Hon Kevin Anderson MP, Minister for Lands and Water, Minister for Hospitality and Racing**

The Minister can understand the frustration with dealing with government departments and invites us to contact his office if there is frustration in cutting through the red tape. There are 233 Safe and Secure water projects that are being undertaken. The State has gone from running out of water to a plentiful supply causing different challenging issues. The Water Efficiency Program fixes leaks. The Crown Reserve Improvement Fund has an additional \$7million. There is \$29million available for improvements to racetracks and \$72million for showground maintenance upgrades. Crown land needs to be unlocked for social and affordable housing. The Department can work with land claims at a local level and it is open to working with them.



**9. Mr Scott Phillips, CEO, LGNSW**

Mr Phillips provided a report on the work of LGNSW since the last meeting on advocacy priorities and updates including Domestic Waste Management Charges Review, Emergency Services Levy and Rural fire Service Assets, ePlanning and NSW Planning Survey, and Housing and outlined advocacy wins such as the 2022-2023 rate peg determination, extra finance to cover the ESL increase for 2022-23, the new report on rural, regional and remote health crisis, the parliamentary inquiry into the conduct of elections held under COVID-19 conditions, flood relief for councils and funding for modular housing package for flood affected communities

**10. CORRESPONDENCE**

## Outward

- (a) The Hon Sam Farraway MP, Minister for Regional Transport and Roads thanking him for his presentation to the 11 March 2022 meeting
- (b) Mr Simon Hunter, Executive Director Strategy and innovation, NSW Department of Planning and Environment, thanking him for his presentation to the 11 March meeting 2022
- (c) The Hon Dominic Perrottet MP, Premier, inviting him to present at the 27 May 2022 meeting
- (d) The Hon Wendy Tuckerman MP, Minister for Local Government, regarding the inclusion of RFS Assets in a council balance sheet
- (e) The Hon Kevin Anderson MP, Minister for Lands and Water, and Minister for Hospitality and Racing inviting him to present at the 27 May 2022 meeting
- (f) The Hon Anthony Roberts MP, Minister for Planning and Minister for Homes, following up the Associations letter to Minister Stokes regarding employment zones
- (g) The Hon Paul Toole MP, Deputy Premier, Minister for Regional NSW and Minister for Police, inviting him to present at the 27 May 2022 meeting
- (h) The Hon James Griffin MP, Minister for Environment and Heritage regarding impacts on rural NSW by the Bio Diversity Offset Scheme
- (i) The Hon Bronnie Taylor MLC, Minister for Women, Minister for Regional Health and Minister for Mental Health, regarding the holding of a Rural Health Forum

## Inward

- (a) Ms Ally Dench, Executive Director, Local Government, Office of Local Government NSW, regarding Joint Organisations and the Rural Council Model
- (b) Cr Rick Firman OAM, Chairman, Riverina JO, regarding the IPART Peg Methodology
- (c) El Smith, Director of Administration and Finance, Temora Shire Council, regarding the IPART Peg Methodology

NOTED

**11. FINANCIAL REPORT**

RESOLVED That the financial reports for the last quarter were tabled and accepted (Gunnedah Shire Council / Leeton Shire Council)

*Page 6*

**12. Ms Anna Bowen, Head of Social Impact, Royal Far West**

Royal Far West has a long history with rural NSW and although based in Sydney many staff are from country areas. Rural communities are doing it tough and rural children are worse off developmentally than their city counterparts due to environmental and social reasons. Royal Far West provides 750 children with pediatric services, it has a bushfire program and a flood intervention program. They are getting smarter and more effective in recognizing what works. The royal far west is affected by the workforce shortage so are backing that up with telehealth.

**13 Environmental Planning and Assessment (Development Certification and Fire Safety) Regulation 2021**

RESOLVED that Country Mayors seek to meet with the NSW Minister for Local Government and the Minister for Planning to seek an urgent amendment to the Environmental Planning and Assess (Development Certification and Fire Safety) Regulation 2021 (Murray River Council / Tenterfield Shire Council)

**14. New Commonwealth Government Programs**

RESOLVED That Country Mayors requests that the new Commonwealth Government commit to or enhance the Local Governments programs of the previous government (Armidale Regional Council /Bega Valley Shire Council )

There being no further business the meeting closed at 12.05pm.

Cr Ken Keith OAM  
Chairman Country Mayor's Association of NSW



# Country Mayors Association of NEW SOUTH WALES

Chairperson: Cr Ken Keith OAM  
PO Box 337 Parkes NSW 2870  
02 6861 2333  
ABN 92 803 490 533

## MINUTES

### RURAL HEALTH FORUM

FRIDAY, 26 MAY 2022 AUDITORIUM, CLUB YORK, SYDNEY

The meeting opened at 1.06 p.m.

#### 1. ATTENDANCE:

Armidale Regional Council, Mayor, Cr Sam Coupland, Mayor  
Armidale Regional Council, Mr James Roncon, General Manager  
Bathurst Regional Council, Cr Robert Taylor, Mayor  
Bathurst Regional Council, Mr David Sherley, General Manager  
Bega Valley Shire Council, Cr Russell Fitzpatrick, Mayor  
Bega Valley Shire Council, Mr Anthony McMahon, Acting CEO  
Berrigan Shire Council, Cr Matthew Hannan, Mayor  
Bland Shire Council, Mr Ray Smith, General Manager  
Cabonne Shire Council, Cr Kevin Beatty, Mayor  
Cabonne Shire Council, Mr Brad Burns, General Manager  
Coolamon Shire Council, Cr David McCann, Mayor  
Coolamon Shire Council, Mr Tony Donoghue, General Manager  
Cootamundra-Gundagai Regional Council, Cr Charlie Sheahan, Mayor  
Cootamundra-Gundagai Regional Council, Mr Glen McAtear, Acting Deputy General Manager  
Cowra Shire Council, Cr Bill West, Mayor  
Cowra Shire Council, Cr Ruth Fagan  
Cowra Shire Council, Mr Paul Devery, General Manager  
Edward River Council, Cr Peta Betts, Mayor  
Edward River Council, Mr Phil Stone, General Manager  
Federation Council, Cr Patrick Bourke, Mayor  
Forbes Shire Council, Cr Phyllis Miller, Mayor  
Forbes Shire Council, Mr Steve Loane, General Manager  
Goulburn Mulwaree Council, Cr Peter Walker, Mayor  
Goulburn Mulwaree Council, Mr Matt O'Rourke, Acting General Manager  
Griffith City Council, Cr John Doug Curran, Mayor  
Gunnedah Shire Council, Cr Jamie Chaffey, Mayor  
Gunnedah Shire Council, Mr Eric Growth, General Manager  
Gwydir Shire Council, Cr John Coulton, Mayor  
Gwydir Shire Council, Mr Max Eastcott, General Manager

Page 2

Gwydir Shire Council, Cr Catherine Egan, Deputy Mayor  
Gwydir Shire Council, Cr Tiffany Galvin  
Gwydir Shire Council, Mrs Leeah Daley  
Gwydir Shire Council, Mrs Carmen Southwell  
Hay Shire Council, Cr Carol Oataway, Mayor  
Hay Shire Council, Mr David Webb, General Manager  
Inverell Shire Council, Cr Paul Harmon, Mayor  
Kempsey Shire Council, Cr Leo Hauville, Mayor  
Kempsey Shire Council, Mr Craig Milburn, General Manager  
Kiama Municipal Council, Cr Neil Reilly, Mayor  
Leeton Shire Council, Cr Tony Reneker, Mayor  
Leeton Shire Council, Ms Jackie Kruger, General Manager  
Liverpool Plains Shire Council, Cr Doug Hawkins, Mayor  
Liverpool Plains Shire Council, Ms Joanna Sangster, General Manager  
Mid Western/Mudgee Regional Council, Mr Brad Cam, General Manager  
Moree Plains Shire Council, Mr Nick Tobin, Acting General Manager  
Narrandera Shire Council, Cr Neville Kschenka, Mayor  
Narrandera Shire Council, Mr George Cowan, General Manager  
Oberon Council, Cr Mark Kellam, Mayor  
Oberon Council, Mr Gary Wallace, General Manager  
Orange City Council, Cr Jason Hamling, Mayor  
Orange City Council, Mr Dave Wadell, General Manager  
Parkes Shire Council, Cr Ken Keith, Mayor  
Tamworth Regional Council, Cr Judy Coates  
Temora Shire Council, Mr Gary Lavelle, General Manager  
Tenterfield Shire Council, Cr Bronwyn Petrie, Mayor  
Upper Lachlan Shire Council, Cr Pam Kensit, Mayor  
Uralla Shire Council, Cr Bob Crouch, Deputy Mayor  
Uralla Shire Council, Ms Kate Jessop, General Manager  
Warren Shire Council, Mr Gary Woodman, General Manager  
Warrumbungle Shire Council, Cr Ambrose Doolan, Mayor  
LGNSW, Mr Scott Phillips, CEO  
ALGA, Cr Linda Scott, President

**APOLOGIES:**

As submitted

**To consider the recommendations of the Legislative Council report into “Health outcomes and access to health and hospital services in rural, regional and remote New South Wales”**

**Welcome and Introduction of Proceedings, Cr Ken Keith OAM, Chairman, Country Mayors Association of NSW**

The Chairman welcomed members of CMA which advocates, for health services in rural NSW. It was Country Mayors that lobbied the State Government to establish a Ministry of Regional Health. The purpose of the forum is to guide a discussion and solutions for rural health in NSW. We need to get both Commonwealth and State Governments to pursue a new policy direction.

*Page 3*

**Cr Jamie Chaffey, Deputy Chairman, Country Mayors Association of NSW, Rural Health a Local Government Perspective**

The Country Mayors Association is demanding change and acknowledges the Inquiry and all those that participated in it. Politics has to be removed from the equation. There should be no divide between metropolitan and rural NSW. The Ministry of Regional Health has been established because of Country Mayors. The Inquiry is the first to identify the shortcomings of rural health in NSW. There is an election due in NSW in the next 10 months and swift action is required. There were 720 submissions to the Inquiry which identified poorer health outcomes in rural NSW compared to metropolitan areas. There are significant poorer outcomes and poorer substandard and levels of care. It is a complicated issue but action will save lives. Country Mayors call on the implementation of all recommendations. Cr Chaffey outlined the issues affecting the Gunnedah community.

**The Hon Bronnie Taylor MLC, Minister for women, Minister for Regional Health, Minister for Mental Health**

The Minister is a registered nurse who practiced in rural NSW. The Minister thanked those that had the courage to come forward. 95% of patients admitted to rural hospitals had a good experience. That is not to say there aren't problems. We need to concentrate on those concerns. The best outcomes for mental health is to keep the patients in their communities. We haven't included Local Government in our conversations. Aged care support is a commitment of the new Federal Government. Driving hundreds of kilometers to see their loved ones is unacceptable. The State Government has established a Division of Regional Health and a Coordinator. There will be designated staff to consider problems as they arise. In respect of Telehealth and visual care the Minister does not believe virtual care should replace face to face consultation. There are benefits of Telehealth such as of lesser driving to appointments. The Government will not impose models of care that the communities do not want. Different levels of salaries to staff doing the same job causes discontent. 5,000 nurses per year are coming through the system. The doctors issue is a big issue. We are losing a lot of doctors as they are not supported as much as they should. A new medical school has been established at CSU. The Government has to address the recommendations of the Inquiry and the Government will respond before the six months timeline. We face enormous challenges and we will not walk away from them.

**Mr Ryan Park MP, Shadow Minister for Health and Mental Health**

The Shadow Minister plans to approach the new National Cabinet with the outcomes of the Inquiry. He became Shadow minister for Health 3 years ago and after meeting practitioners from Far Western NSW he has tried to initiate change. The Inquiry had 720 submissions had 22 findings and 44 recommendations. There are a lot of good things that have happened but the Government needs to acknowledge a lot more needs to be done. The recommendations have not missed the mark and having a Minister for Regional Health is a good thing. There has not been a focus in the past at a bureaucratic level. We have agreed to implement the recommendations and there needs to be a report to each session of parliament on the implementation of the recommendations. Some people who made submissions took a risk to come forward. There needs to be more State responsibility for rural health and there needs to be regular input from the National Council. NSW needs to get better as there is a bureaucratic culture of secrecy. Boards are distant from their communities. There needs to be an opportunity for health workers to come forward with their concerns.

**Mr Richard Colbran, Chief Executive Officer, Rural Doctors Network NSW**

The Network was established in 1988 and accesses communities, workforce organisations and the sector. Focuses and challenges are access service models, chronic disease

*Page 4*

prevention, available hospitals preservations, workforce retention, recruitment, future workforce pathways and immersion, regions of choice campaigns, practice and NGO viability, remuneration advocacy, education, and engagement in workforce planning. What's working is well planned and tracked long term localized health models, workforce acknowledgement, rural health advocacy, practice and service system standards, future workforce programs, coordination of natural disaster responses and multi agency recruitment. What we can do together is joint rural health advocacy, LGA or town based health system and workforce plans, rural workforce campaigns, immersion programs and recruitment

**Adjunct Professor, Ruth Stewart, National Rural Health Commissioner for Australia**

Ruth Stewart has spent 30 years as a rural GP. At the time of the Medicare freeze GP's were the predominant provider for primary health care but now it is specialist providers. Rural communities need rural generalists. There are far fewer doctors per head of population in remote and rural communities. GP's in these communities are not doing General Practice work. Patient experience is that there are improved numbers in specialists but declining numbers in GP's. The economic drivers of medical care are financial incentives, Medicare indexation freeze, and ineffective retention grants. To rural proof the workforce metropolitan students with metropolitan internship only 12% become rural doctors. Non metro students with non metropolitan internship significant numbers stay in a non metropolitan practice.

**Where to from here for Regional and Rural Health – Suggestions for positive change**

Issues that need to be considered by Country Mayors are

- (1) Local Health Districts need to introduce measures to hold on to internees
- (2) Develop a system to get overseas doctors into are communities (Leeton)
- (3) Support UNE, CSU, and SCU to establish new medical schools (Uralla)
- (4) Investigate administration and boundaries of Health Districts (Tenterfield)
- (5) Have Primary Care nurses connected to hospitals (Tamworth)
- (6) Indigenous Training of indigenous people for their communities (Parkes)
- (7) Advocacy approach and strategy to be developed by Country Mayors (Richard Colbran)
- (8) Ensure the State Government reports on the progress of the Inquiry (Richard Colbran)
- (9) The Commonwealth Government to explain what they are doing in respect of the Inquiry (Richard Colbran)
- (10) Thank those that have worked hard under a difficult situation (Richard Colbran)
- (11) Councils build health plans (Richard Colbran)
- (12) The issue is workforce. Where is the workforce and where do you get it (Richard Colbran)
- (13) Travel allowances to be simplified (Richard Colbran)
- (14) Need bipartisan support of the 44 recommendations and continuation of Minister for Regional Health
- (15) Reestablish Hospital Boards (Hay)

There being no further business the Forum closed at 5.17pm.

Cr Ken Keith OAM  
Chairman Country Mayor's Association of NSW

**16 CLOSED SESSION**

Council must resolve to move into Closed Session to deal with any items under s10 *Local Government Act 1993*.

There were no closed session reports for determination.

**17 CONCLUSION OF THE MEETING**

The Mayor will close the meeting.