



LEETON
SHIRE COUNCIL

ORDINARY COUNCIL MEETING
AGENDA

24 MARCH 2021
7.00PM

TO BE HELD IN THE
COUNCIL CHAMBERS
23-25 CHELMSFORD PLACE
LEETON NSW 2705

Authorised for release: Jackie Kruger General Manager

LEETON SHIRE COUNCIL

AGENDA

ORDINARY COUNCIL MEETING

24 March 2021

7.00PM

1. CIVIC PRAYER
2. ACKNOWLEDGEMENT OF COUNTRY
3. APOLOGIES AND APPLICATIONS FOR LEAVE OF ABSENCE BY COUNCILLORS
4. CONFIRMATION OF MINUTES AND ANY MATTERS ARISING

RECOMMENDATION

THAT the Minutes of the Ordinary Council Meeting held on Wednesday 24 February 2021, as circulated, be taken as read and CONFIRMED.
5. DISCLOSURES OF INTERESTS
6. PUBLIC REPRESENTATIONS
7. MAYORAL MINUTES
8. REPORTS TO COUNCIL

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It is recommended that the Council resolve into Closed Council with the press and public excluded to allow consideration of this item, as provided for under Section 10A(2) (c) of the Local Government Act, 1993, on the grounds that the report contains information that would, if disclosed, confer a commercial advantage on a person with whom the Council is conducting (or proposes to conduct) business.

12. CONCLUSION OF THE MEETING

Council meetings are now video recorded. Members of the public are advised that their voice and/or image may form part of that recording.

PUBLIC REPRESENTATION

If any member of the public wishes to formally address the Council in relation to a matter in this agenda they are to register to speak for a maximum of three (3) minutes by Tuesday 12 noon preceding the meeting.

Contact Regina Butler – 6953 0938

Public Attendance Restrictions

Due to COVID-19 there are limits on numbers of people in the Council Chambers.

Residents and ratepayers wishing to address Council will need to register in advance so that Council has time to arrange presentation schedules and options.

ETHICAL DECISION MAKING AND CONFLICTS OF INTEREST

A GUIDING CHECKLIST FOR COUNCILLORS,
OFFICERS AND COMMUNITY COMMITTEES

ETHICAL DECISION MAKING

- Is the decision or conduct legal?
- Is it consistent with Government policy, Council's objectives and Code of Conduct?
- What will the outcome be for you, your colleagues, the Council, anyone else?
- Does it raise a conflict of interest?
- Could your possible conflict of interest lead to private gain or loss at public expense?
- Can the decision be justified in terms of public interest?
- Would it withstand public scrutiny?

CONFLICT OF INTEREST

- A conflict of interest is a clash between private interest and public duty. There are two types of conflict: Pecuniary – regulated by the Local Government Act and Division of Local Government and, Non-pecuniary – regulated by Codes of Conduct and policy. ICAC, Ombudsman, Division of Local Government (advice only).

THE TEST FOR CONFLICT OF INTEREST

- Is it likely I could be influenced by personal interest in carrying out my public duty?
- Would a fair and reasonable person believe I could be so influenced?
- Conflict of interest is closely tied to the layperson's definition of "corruption" – using public office for private gain.
- Important to consider public perceptions of whether you have a conflict of interest

IDENTIFYING PROBLEMS

- 1st Do I have private interest affected by a matter I am officially involved in?
- 2nd Is my official role one of influence or perceived influence over the matter?
- 3rd Do my private interest conflict with my official role?

Whilst seeking advice is generally useful, the ultimate decision rests with the person concerned.

AGENCY ADVICE

Officers of the following agencies are available during office hours to discuss the obligations placed on Councillors, Officers and Community Committee members by various pieces of legislation, regulation and Codes.

Contact	Phone	Email	Website
Leeton Shire Council	6953 0911	council@leeton.nsw.gov.au	www.leeton.nsw.gov.au
ICAC	8281 5999 Toll Free 1800 463 909	icac@icac.nsw.gov.au	www.icac.nsw.gov.au
Office of Local Government	4428 4100	olg@olg.nsw.gov.au	www.olg.nsw.gov.au
NSW Ombudsman	9286 1000 Toll Free 1800 451 524	nswombo@ombo.nsw.gov.au	www.ombo.nsw.gov.au

GENERAL MANAGER'S MATTERS

ITEM 8.1 MINUTES OF COUNTRY MAYORS MEETING - 5 MARCH 2021

RECORD NUMBER	21/90
RELATED FILE NUMBER	EF14/77
AUTHOR/S	Executive Assistant to the General Manager and Mayor
APPROVER/S	General Manager

SUMMARY/PURPOSE

The purpose of this report is to provide Council with the Minutes of the Country Mayors Association meeting held on Friday 5 March 2021 (**Attachment 1**).

RECOMMENDATION

THAT Council receives for information the Minutes of the Country Mayors Association meeting held on Friday 5 March 2021.

REPORT

(a) Background

The Country Mayors Association (CMA) allows Local Government (LG) from rural and regional NSW to come together to discuss issues of specific interest to areas outside the major metropolitan centres as well as looking at the bigger picture of the whole LG sector within the State. The CMA represents about three quarters of the state in land mass.

(b) Discussion

The Country Mayors Association held an Ordinary Meeting on Friday 5 March 2021.

Presentations included:

- Cr Linda Scott, President LGNSW – as per **Attachment 2**
- Hon Brad Hazzard MP, Minister for Health and Medical Research – who acknowledged the issues faced in rural NSW with the availability of doctors. The Mayor had the opportunity to present that allocating more funds for Emergency Departments and Ambulance Services will not help unless the underpinning system issues are addressed.

Discussions also took place regarding several matters including:

- Solar Farms – concern about solar farms occupying valuable agricultural lands.
- Town Planning Zones – concern that number of zones is being reduced without adequate consultation with rural Councils.
- Relocating COVID Isolation to Rural Areas – vote against COVID isolation centres being extended into regional and rural NSW.
- RFS Contributions and Emergency Services Levy impacts on Councils – vote for CMA and LGNSW to advocate ways for government to collect funds or, at least, represent them separately on rates notices.

(c) Options

Nil – This report is for information purposes only.

IMPLICATIONS TO BE ADDRESSED

(a) Financial

Costs of membership of CMA and attendance at CMA meetings are budgeted annually.

(b) Policy

Nil

(c) Legislative/Statutory

Nil

(d) Risk

Attending CMA ensures that Leeton Shire Council is able to present key community issues in and to a forum and network whose collective voice is held in high regard and that has ready access to NSW Government Ministers and industry leaders.

CONSULTATION

(a) External

Members of the Country Mayors Association

(b) Internal

The DMA meeting on Friday 5 March 2021 was attended by the Mayor and General Manager.

[LINK/S TO THE DELIVERY PROGRAM/OPERATIONAL PLAN \(DPOP\)](#)

Under the Key Priority Area Outcome Six: STRONG LEADERSHIP within Council's adopted Delivery Program/Operational Plan – 18 - A community that has politicians who act and listen - 18 a - Forge and maintain strong regional relationships – Participate in Country Mayors Association.

ATTACHMENTS

- 1 [↓](#) Country Mayors Association Minutes 5 March 2021
- 2 [↓](#) Country Mayors Association LGNSW Update 5 March 2021



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, 5 MARCH 2021 CLUB YORK, SYDNEY

The meeting opened at 9.04 a.m.

1. ATTENDANCE:

Albury City Council, Cr Kevin Mack, Mayor
Armidale Regional Council, Mr James Roncon, General Manager
Bega Valley Shire Council, Cr Russell Fitzpatrick, Mayor
Bellingen Shire Council, Cr Dominic King, Mayor
Bland Shire Council, Cr Brian Monaghan, Mayor
Bland Shire Council, Mr Ray Smith, General Manager
Blayney Shire Council, Cr Scott Ferguson, Mayor
Broken Hill City Council, Cr Darriea Turley, Mayor
Broken Hill City Council, Mr Jay Nankivell, Acting General Manager
Cabonne Shire Council, Cr Kevin Beatty, Mayor
Cabonne Shire Council, Mr Brad Burns, General Manager
Coolamon Shire Council, Cr Bruce Hutcheon, Deputy Mayor
Coolamon Shire Council, Mr Tony Donoghue, General Manager
Cootamundra-Gundagai Regional Council, Cr Abb McAlister
Cootamundra-Gundagai Regional Council, Mr Phil McMurray, General Manager
Dubbo Regional Council, Cr Ben Shields, Mayor
Dubbo Regional Council, Mr Michael McMahon, CEO
Dungog Shire Council, Cr John Connors, Mayor
Dungog Shire Council, Mr Gareth Curtis, General Manager
Forbes Shire Council, Cr Jenny Webb, Deputy Mayor
Forbes Shire Council, Mr Steve Loane, General Manager
Glen Innes Shire Council, Cr Carol Sparkes, Mayor
Goulburn Mulwaree Council, Cr Bob Kirk, Mayor
Goulburn Mulwaree Council, Mr Warrick Bennett, 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
Hilltops Council, Cr Brian Ingram, Mayor
Kempsey Shire Council, Cr Liz Campbell, Mayor
Kempsey Shire Council, Mr Craig Milburn, General Manager

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Kiama Municipal Council, Cr Mark Honey, Mayor
Kiama Municipal Council, Ms Jessica Rippon, Acting General Manager
Kyogle Council, Cr Danielle Mulholland, Mayor
Lachlan Shire Council, Cr John Metcalf, Mayor
Lachlan Shire Council, Mr Greg Tory, General Manager
Leeton Shire Council, Cr Paul Maytom, Mayor
Leeton Shire Council, Ms Jackie Kruger, General Manager
Lithgow City Council, Cr Ray Thompson, Mayor
Lithgow City Council, Mr Craig Butler, General Manager
Liverpool Plains Shire Council, Cr Doug Hawkins, Mayor
Liverpool Plains Shire Council, Ms Joanna Sangster, General Manager
Mid-Western/Mudgee Regional Council, Cr Des Kennedy, Mayor
Moree Plains Shire Council, Cr Katrina Humphries, Mayor
Moree Plains Shire Council, Mr Lester Rodgers, General Manager
Narrabri Shire Council, Cr Ron Campbell, Mayor
Narrabri Shire Council, Mr Stewart Todd, General Manager
Narromine Shire Council, Cr Craig Davies, Mayor
Narromine Shire Council, Ms Jane Redden, General Manager
Oberon Council, Cr Kathy Sajowitz, Mayor
Oberon Council, Mr Gary Wallace, General Manager
Orange City Council, Cr Reg Kidd, Mayor
Parkes Shire Council, Cr Ken Keith, Mayor
Port Stephens Council, Cr Ryan Palmer, Mayor
Port Stephens Council, Mr Wayne Wallace, General Manager
Queanbeyan-Palerang Regional Council, Mr Tim Overall, Mayor
Singleton Council, Cr Sue Moore, Mayor
Snowy Valleys Council, Cr James Hayes, Mayor
Temora Shire Council, Cr Rick Firman, Mayor
Temora Shire Council, Mr Gary Lavelle, General Manager
Tenterfield Shire Council, Cr Peter Petty, Mayor
Upper Lachlan Shire Council, Cr John Stafford, Mayor
Uralla Shire Council, Cr Michael Pearce, Mayor
Uralla Shire Council, Ms Kate Jessep, General Manager
Walcha Council, Cr Eric Noakes, Mayor
Walcha Council, Mr Chris Weber, Acting General Manager
Warren Shire Council, Cr Milton Quigley, Mayor
Warren Shire Council, Mr Stephen Glenn, General Manager
Warrumbungle Shire Council, Cr Ambrose Doolan, Mayor
Yass Valley Council, Cr Rowena Abbey, Mayor
LGNSW, Cr Linda Scott, President
LGNSW, Mr Scott Phillips, CEO

APOLOGIES:

As submitted

SPECIAL GUESTS:

Hon Brad Hazzard MP, Minister for Health and Medical Research
Mr David Salisbury, Executive Manager Engineering and Mr Geoff Burgess, Head
of Strategic Council Partnerships, Essential Energy

2. Welcome

Chairman Cr Ken Keith welcomed Cr John Medcalf OAM, Mayor and Mr Greg Troy, General Manager, Lachlan Shire Council and Mr Don Murray from the former Premiers team to the meeting

3. ADOPTION OF MINUTES OF PREVIOUS MEETING:

RESOLVED that the minutes of the General Meeting held on 6 November 2020 be accepted as a true and accurate record (Tenterfield Shire Council / Kyogle Council).

4. Matters Arising from the Minutes

The Road Classification Review final report is due in July 2021 and Country Mayors needs to follow up at that time

5. Membership

RESOLVED that Lachlan Shire Council be admitted as a member of the Association (Forbes Shire Council / Broken Hill City Council)

6. CORRESPONDENCE

Outward

(a) Insurance Council of Australia, requesting its members to extend the 12 month period of rental assistance to those residents who have lost their primary dwelling

(b) The Hon David Littleproud MP, Minister for Agriculture, Drought and Emergency Management, asking that the Commonwealth extend rental relief to bushfire affected individuals and families who lost their primary dwelling

(c) The Hon Dr Annabelle Bennett AC SC, Commissioner of the Royal Commission National Natural Disaster Arrangements, regarding the development of emergency management structures, for the future management of natural disasters

(d) The Secretariat of the Electoral Districts Redistribution Panel, requesting that they distinguish between the needs of metropolitan and country electorates when making decisions regarding electoral boundaries

(e) Cr Robert Mustow, Mayor, Richmond Valley Council, advising that Richmond Valley has been admitted as a member of the Association

(f) The Hon Scott Morrison MP, Prime Minister of Australia, requesting that Local Government be represented on the National Cabinet with membership from ALGA

(g) Mr Peter Duncan AM, Independent Panel for the Road Classification Review and Transfer, thanking for his presentation to the 6 November meeting

(h) The Hon Melinda Pavey MP, Minister for Water, Property and Housing, requesting that in respect to essential water security infrastructure such as dams that consideration be given by the State Government to providing respite from NSW Government costs

(i) The Hon Shelley Hancock MP, requesting that when considering the recommendations of the IPART Review that recommendation 34 regarding mining rates not be adopted

(j) The Hon Mick Veitch MLC, Shadow Minister for Industry and Trade, Rural Roads, Rural Affairs and Western Sydney, thanking him for his presentation to the 6 November meeting

(k) Ms Mary O'Kane, NSW Independent Bushfire Inquiry, thanking her for her presentation to the 6 November meeting

(I)The Hon Keith Pitt MP, Minister for Resources, Water and Northern Australia, requesting improved engagement and involvement for projects to be funded under the National Water Infrastructure

NOTED

7. FINANCIAL REPORT

RESOLVED That the financial reports for the last quarter were tabled and accepted (Kyogle Council / Coolamon Shire Council)

8. LGNSW Update Cr Linda Scott, President

The update outlined Advocacy Wins December 2020 to February 2021, Work Undertaken and Opportunities for Collaboration (Copy Attached)

9. Issues of Importance to Country Mayors

The Chairman outlined the process of each items responsibility for implementation he had undertaken with LGNSW which was reviewed by the Executive Committee on Thursday 4 March 2021. A number of implementation alterations had been made which will be conveyed to LGNSW. It is recommended that the areas to receive immediate attention by Country Mayors be Water Security, Access to Health Services and Financial Assistance Grants and Country Mayors will endeavor to invite guest speakers relating to those areas to future meetings

RESOLVED That the Executive Committee continue with the agreed process (Orange City Council / Moree Plains Shire Council)

10. Financial Assistance Grants

RESOLVED That the Country Mayors;

1. Call on the Federal Minister for Regional Health, Regional Communications and Local Government the Hon Mark Coulton MP, to repeal Part 1 Sec 6 2b of the Local Government Financial Assistance Act 1995 to avoid the mandatory minimum per capita grant amount, as per the resolution passed at the Australian Local Government Associations National General Assembly in 2019.

2. Call on LGNSW and ALGA to review their policy positions on the Federal Governments Financial Assistance Grants to reflect the resolution passed at the ALGA 2019 National General Assembly and remove the pre-requisite of additional FAGs funding for any changes in the formula at present.

3. Call on the NSW Local Government Grants Commission to do everything within its power to ensure that no Council receives less than their 2020 FAGs allocation in the future, and that there be transitional arrangements put in place to ensure that the FAGs are distributed in accordance with the principles of horizontal fiscal equalisation as outlined in the Local Government Financial Assistance Act, should the Australian Government make the proposed changes to remove the minimum per capita grant amount. (Kyogle Council / Moree Plains Shire Council)

11. Solar Farms

Solar Farms and their affect on agricultural land was discussed

12. Town Planning Zones

The State Government proposes to reduce Town Planning zones to three and the criteria will not be released until June

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- 13. Forced Amalgamations**
The fact that a number of councils want to de-amalgamate was noted but councils need to wait for a review to be able to put their case
- 14. Relocating COVID Isolation to Rural Areas**
RESOLVED That Country Mayors oppose the establishment of COVID quarantine accommodation in rural areas (Dubbo Regional Council / Moree Plains Shire Council)
- 14. Future Meetings of Country Mayors Association**
RESOLVED That CMA General Meetings commence at 8.30am and conclude at 1.00pm, that guest speakers at General Meetings be limited to two, that additional time be allocated for General Business items, that the President of LGNSW be allocated time at each meeting for updates, and that General Business items be submitted by members in advance with the Chairman having the discretion to accept motions from the floor in an emergency (Tenterfield Shire Council / Kyogle Council)
- 15. Hon Brad Hazzard MP, Minister for Health and Medical Research**
The last twelve months have been grueling with severe restrictions. The State is trying to strike a balance between Regions and the City during a 100 year event. Shutdowns or limitation of movement in areas were required and overall the NSW community has respected the concerns and interests. Dealing with the other States in border areas has been stressful to some. The number of General Practitioners has dropped by 15% in regional areas in Australia as doctors do not want to work 24/7 as they want a balance in life and they need to be able to talk medically with others. The State has introduced generalist programs for generalist rural doctors and the additional money allocated to regional hospitals has attracted specialists. An additional \$121million has been allocated for ambulance stations and \$100 million for better ambulance facilities. Another 8,300 staff across the system are being employed. More is being done through virtual health which saves appointments for minor matters.
- 16. Increases in RFS Contributions and Emergency Services Levy**
RESOLVED that Country Mayors calls on the State Government to work with Country Mayors and LGNSW to develop and implement an Emergency Services Levy (Blayney Shire Council / Cabonne Shire Council)
- 16. Mr David Salisbury, Executive Manager Engineering and Mr Geoff Burgess, Head of Strategic Council Partnerships, Essential Energy**
Essential Energy covers 86 Local Government areas and is regulated by the Australian Regulator which sets distribution charges. A major challenge is a contestable service. If Essential Energy is unable to provide a service another provider is appointed and that provider has to be supplied with design services etc. Essential Energy is working strategically with Councils regarding energy needs and subdivisions. Renewal Energy Zones have been established to plan for when coal mines close and other energy sources need to be found. During the bushfires Essential Energy lost 3,200 poles and they are trying to transition from timber poles to composite poles but unfortunately at the present time there are few providers

There being no further business the meeting closed at 12.55pm.



Country Mayors Meeting 5 March 2021

Local Government NSW update

This report seeks to brief the Country Mayors on the work of LGNSW since the last meeting and indicate opportunities for further collaboration where they might exist.

Lilliane Brady

It was with great sorrow that local government recently marked the passing of Cobar Mayor Lilliane Brady OAM – NSW’s longest-serving female mayor, and a councillor with an unwavering commitment to the community she loved. Her advocacy on behalf of her community was legendary and continued right until her death, as she sought a new hospital, better infrastructure, and a fairer return of mining royalties. We welcomed the State Government agreeing to a State Funeral, and I was grateful to join many councillors, dignitaries, and community members from across NSW in Cobar on 19 February to mourn her passing and celebrate her magnificent life.

ADVOCACY WINS (December 2020 – February 2021)

- **Training for women in local government** – LGNSW welcomes the \$50,000 in NSW Government funding to the Australian Local Government Women’s Association (ALGWA) to provide training that will equip more women to run for council, in line with our calls for government at all levels to better reflect the communities they represent. ALGWA’s membership includes many experienced NSW councillors, including LGNSW board members, and this funding will support workshops in regional and metropolitan areas.
- **Dine & Discover NSW Voucher Scheme** - following LGNSW advocacy, the NSW Government has confirmed that council-run venues will be eligible to participate in the Dine and Discover NSW voucher scheme, which will provide each NSW resident aged 18 and over with four \$25 vouchers. Two of the four vouchers can be used for entertainment and recreation at cultural institutions, live music, and arts venues. With councils running so many of NSW’s theatres, galleries and arts and cultural venues, this is terrific news for councils and their communities and will support artists, performers, and creatives across the state.
- **24-Hour Economy Commissioner** - this is a great outcome after a great deal of hard advocacy work by LGNSW and the NTECC, established in late 2016 by LGNSW and a range of Sydney councils. With everyone in our sector focused on rebuilding local economies in the wake of 2020’s drought, bushfires and pandemic, it’s especially terrific to get a win in this area – and LGNSW is committed to continuing our advocacy to extend the benefits to regional NSW as part of our push to support a locally led recovery.
- **Remanufacture NSW** – the NSW Government has committed \$35 million in funding to match Commonwealth and industry to support waste and recycling improvements, especially outcomes that see waste turned into re-usable product. This is in line with our Save Our Recycling Campaign.
- **Waste management funding** – the NSW EPA also announced a \$4 million investment to keep household and general waste out of landfill and reduce greenhouse gas emissions. The money will go to commercial waste operators for R & D into alternative waste treatments. The Federal Government also announced a further \$4 million *Stop Food Waste Australia*, an initiative that will bring together the brightest minds in supply chain management, food waste NGOs and all tiers of government to tackle the problem.
- **Crown Land** – the NSW Government will provide a record \$51.7 million from its Crown Reserves Improvement Fund (CRIF) to maintain and upgrade Crown reserves and support about 345 projects across NSW and this year’s stimulus boost will more than double the number of projects to 705.
- **Building Better Regions Round 5** - applications are now open for local communities across regional Australia for the fifth round (\$200 million) of the successful Building Better Regions Fund (BBRF).
- **Term of County Council Chairs** - the term of County Council Chairs will be changed to be on par with mayors, in line with our 2018 Conference resolution from Riverina Water County Council. Subsequently, the LG Minister wrote to County Councils on 13 January 2021 advising the NSW Government would address this matter in an amendment to the Act.
- **Campaign to encourage more Aboriginal and Torres Strait Islander people to run for council** - a plan to launch a campaign to encourage more Aboriginal and Torres Strait Islander people to run for council at next



year's council elections, in addition to the campaign to attract more women, following representations from LGNSW, Reconciliation NSW and the Local Government Aboriginal Network.

LGNSW WORK UNDERTAKEN

Rates reform

LGNSW has been meeting with the NSW Government, opposition and cross bench on the Local Government Amendment (Rates) Bill 2021. There are a range of amendments that we'd like to see as part of the Bill to ensure it provides greater rating flexibility for councils, helps councils deliver more equitable and efficient rating outcomes to their communities, facilitates rate harmonisation for the 17 amalgamated councils and relieves councils from the cost pressures of the Emergency Services Levy by decoupling the ESL from the rate peg. LGNSW also continues to oppose any changes to mining rates arrangements.

Remote meetings extension

In March last year the NSW Parliament passed the COVID-19 Legislation Amendment Bill 2020 which temporarily allow councils to meet remotely. This temporary amendment is due to expire on 25 March 2021 and the NSW Government is currently undertaking a review to assess if it should be extended or maintained permanently.

At the 2020 LGNSW annual conference in November, councils resolved to call on the NSW Government to amend the Model Code of Meeting practice for councils in NSW to permit attendance and participation of councillors at council and committee meetings by audio-visual link. LGNSW has written and discussed with the Minister, urging the Government to make these remote meeting provisions permanent.

Road Maintenance Council Contracts and Regional Roads Transfer and Road Classification Review

I recently met with Minister Toole to reiterate the importance of RMCCs to councils across NSW and seek assurances that RMCCs will continue to be retained by councils and that all other general road maintenance works also be offered to councils in the first instance. We know that over many years, councils have demonstrated the ability to deliver these types of road works efficiently and effectively. We also discussed the road classification review and the need to ensure that councils will be better off financially at the conclusion of the review and transfer process.

Dividing Fences Amendment Bill

I recently met with Robert Borsak and Michael Banasiak from the Shooters, Fishers and Farmers Party to reaffirm our opposition to their proposed Dividing Fences Amendment Bill. If this Bill were to pass Parliament, councils would become liable to pay for dividing fencing work along road corridors, reserves and parks and this would result in a significant unfunded financial exposure for councils.

Rural, regional and remote health inquiry

LGNSW has made a [draft submission](#) to the Parliamentary inquiry into health outcomes and access to health and hospital services in rural, regional and remote New South Wales.

LGNSW received feedback from more than 20 councils in developing this submission, building on positions supported by councils across NSW through resolutions of the LGNSW Annual Conference.

Our submission highlights multiple examples of the tireless work of councils in supporting the health and wellbeing of their communities when state and federal governments do not meet their healthcare responsibilities.

LGNSW's submission includes 22 recommendations and notes the need for the NSW Government to involve local government in finding locally relevant solutions to improving the provision of medical services in rural, regional and remote NSW, and calls for urgent action from the NSW and Australian Governments to adequately and fairly fund the provision of healthcare across NSW. Hearings are expected to take place in the coming months.

Local Land Service Bill Inquiry

The Local Land Services Amendment (Miscellaneous) Bill ('LLS Bill') was introduced to Parliament in mid October 2020 as "an Act to amend the Local Land Services Act 2013 in relation to native vegetation land management, allowable activities, private native forestry and core koala habitats; and for other purposes". There was no public consultation or consultation with local government preceding the Bill's introduction. The Bill was passed by the Legislative Assembly on 21 October.



LGNSW wrote to key MPs, MLCs and cross-benchers expressing our concerns with the lack of consultation and the Bill's contents, seeking a delay in the Bill's progression. On 19 November 2020 the Bill was referred to Upper House Portfolio Committee 7 for inquiry and report. Public feedback was sought by 5 February 2021, and LGNSW lodged a submission. Hearings are expected to occur in late March 2021.

LGNSW's submission outlines that the Bill pre-empts the outcomes and recommendations of a number of key reviews undertaken in recent years that should inform changes to both the Koala SEPP and any required amendments to the LLS Act 2013, and therefore is not supported in its current form. LGNSW notes that the development of a revised Koala SEPP needs to be comprehensive, based on scientific evidence and be consistent with the findings of the 2019 NSW Upper House inquiry into koalas and koala habitat, 2019 findings of the NSW Audit Office, the independent review of the land management framework conducted by the Natural Resources Commission in 2019 and the Private Native Forestry Review.

Registration of Engineers

LGNSW made a [submission](#) on building regulation reforms in January 2021 which contains three recommendations in relation to the registration of professional engineers. LGNSW has indicated in principle support for the registration of professional engineers but is advocating a phased transition and a range of options to ensure councils have flexibility to attract, retain and share the employment of engineering professionals. The new legislation will commence in July 2021. LGNSW consulted councils and JOs for input to this submission.

Infrastructure Contributions System Review

In 2020, two reviews of the infrastructure contributions system were undertaken:

1. The Department of Planning, Industry and Environment (DPIE) exhibited proposed changes to five specific aspects of infrastructure contributions; and
2. The NSW Productivity Commissioner undertook a comprehensive review of the infrastructure contributions system, delivering its final report to NSW Government in December 2020.

LGNSW made [submissions](#) to both these reviews. One of LGNSW's recommendations to the Productivity Commissioner was to increase the current s. 7.12 contributions levy of 1%. LGNSW welcomed the Productivity Commissioner's recommendation to increase baseline s7.12 charges to 3%. LGNSW wrote to the Minister for Planning and Public Places in December in response to the Productivity Commissioner's final report, and we are anticipating the government's response to the report in coming weeks.

Research and Innovation Fund

The Research and Innovation Fund supports new areas of research, policy development and innovation for the advancement of local government in NSW.

For Round 3 of the Fund, LGNSW has partnered with the Department of Planning, Industry and Environment to allocate a total of \$52,350 in seed funding for applied research that drives innovation in the transition to net zero emissions. LGNSW member councils, Regional Organisations of Councils and Joint Organisations were eligible to apply for this funding to support applied research projects that will help drive actions to transition to net zero emissions and meet NSW's emission reduction targets. Three (3) projects from Bathurst Regional Council, Campbelltown City Council and Lake Macquarie City Council were awarded in December 2020.

Further information is available on the Innovation page of [LGNSW's website](#).

OPPORTUNITIES FOR COLLABORATION

Local Water Utilities and Water Policy

LGNSW has now formed a Local Water Utility and Water Policy network with JO Executive Officers. The network facilitates information sharing and provides a conduit for council and JO input into LGNSW policy and advocacy. For more information contact Shaun McBride (shaun.mcbride@lgnsw.org.au) or Sanjiv Sathiah (sanjiv.sathiah@lgnsw.org.au).

LGNSW supports the position of the CMA on the Government providing respite from NSW Government imposed costs. For example, LGNSW has made representations to the Minister and Department strongly objecting to the imposition of a Dam Safety Levy on councils.



LGNSW also agrees that it is critical that councils are closely engaged in State and Federal Government infrastructure investment programs. Consultation with councils is particularly important with investment in water security.

Emergency Management Funding and Reform

LGNSW fully supports the CMA's call for the extension of rental support for those who lost their primary dwelling to bushfire. It is evident that a great many people who lost their homes to the fires are still displaced.

LGNSW has responded to the Royal Commission National Natural Disaster Arrangements supporting the key recommendations, particularly in relation to supporting local government and the development of emergency management structures, for the future management of natural disasters.

The 2020 LGNSW Annual Conference adopted a resolution that Local Government NSW advocates to the NSW Government, specifically Resilience NSW to transfer responsibility for emergency management (from local government) to the NSW Government.

Significant Increases in RFS Contributions

LGNSW recognises the seriousness of the problem with the ESL and it remains one of our top advocacy priorities and we have ramped up our advocacy on this issue over the past year. While LGNSW appreciates the \$33 million provided by the State Government to partially offset the ESL increases for the 2020/21 financial year, this temporary relief does not address the fundamental problem of the ever-escalating ESL burden on councils, particularly rural and regional councils with small rate bases and a large RFS component.

LGNSW has long advocated that the ESL on both councils and insurance policies be replaced by a broad-based property tax, as is the case in other States. As part of the rate reform bill we are calling on the Government to relieve councils from the cost pressures of the ESL by decoupling the ESL from the rate peg. We have also called on the Auditor General to conduct a performance review of the financial impacts of the ESL on councils.

Electoral Districts Redistribution

Resolution 20 of the 2020 LGNSW Annual Conference calls for the NSW Government to undertake a formal review of the electoral district redistribution process in NSW, seeking to ensure that regional/rural areas west of the Great Dividing Range are represented adequately into the future.

LGNSW has written to the Special Minister of State, the Hon. Don Harwin MLC on this matter. LGNSW is also updating its Policy Platform to reflect this and other resolutions of the 2020 Annual Conference. The revised Policy Platform is scheduled to be considered by the LGNSW Board at its April 2021 meeting.

Financial Assistance Grants

LGNSW's current policy position is that the Federal Government increase Financial Assistance Grants (FAGs) funding to 1% of Commonwealth tax revenue, prior to any changes to the formula. This was reaffirmed by resolution of the 2020 LGNSW Annual Conference. A further resolution at the 2021 Annual Conference would be required to change this policy position.

Agricultural Land Use Strategy Discussion Paper

The recently appointed NSW Agriculture Commissioner (and Department of Primary Industries) is consulting on an agricultural land use strategy (largely around land use conflict, right to farm etc). LGNSW and councils have participated in a series of webinars in February 2021. LGNSW made 7 recommendations in a preliminary submission on an Issues Paper in September 2020 and is consulting councils for input to a further submission due in late February. To provide input please contact Susy Cenedese (Susy.Cenedese@lgnsw.org.au) or Jane Partridge (Jane.Partridge@lgnsw.org.au).

Waste & resource recovery

LGNSW continues to advocate for reinvestment of the waste levy to fund regional waste planning and infrastructure, education and support for procurement, as outlined in the [Save Our Recycling campaign](#). LGNSW is part of the EPA's Local Government Advisory Group (along with reps from JOs and councils), which has been consulted on elements of the Government's upcoming 20-year waste strategy. A draft strategy is anticipated to be released for consultation in March/April.



The next meeting of LGAG is on 19 March, and LGNSW will work more closely with other local government representatives to represent the sector's concerns and communicate back to the sector on LGAG's discussions (which go beyond waste and across all aspects of EPA activities). To provide feedback please contact Susy Cenedese (Susy.Cenedese@lgnsw.org.au).

LG representation on the National Cabinet

LGNSW, ALGA and our interstate Associations continue to advocate for a seat at the National Cabinet. We are receiving great support so far from a range of councils and other stakeholders across the state and country and welcome any additional support that Country Mayors and their councils can offer.

Industrial Relations

The new Local Government (State) Award 2020 was made by consent for a three year term and commenced operation on the first pay period to commence on after 1 July 2020. The Award variations included an agreement to commence a thorough review of a range of adverse working and conditions related allowances during the term of the Award and consultation with members in this regard will commence shortly.

LGNSW Destination and Visitor Economy Conference in Port Macquarie

Plans are now underway for the LGNSW Destination and Visitor Economy Conference, formerly known as the LGNSW Tourism Conference. The conference will be co-hosted by Port Macquarie-Hastings Regional Council and we are pleased to announce a new and exciting program with many changes based on feedback from previous attendees and stakeholders. Registration will open in early March and accommodation options and travel information will shortly be available on our website.

LGNSW have a number of rooms blocked for the conference and has arranged special rates at Sails Resort so we encourage you to book as soon as possible so as not to miss out.

Where: Sails Resort, Port Macquarie

When: 26-28 May 2021

For further information, email the [LGNSW Events Team](#) or call 02 9242 4000

LGNSW Water Management Conference 2021

After 2020's Water Management Conference went online due to covid-19, LGNSW worked closely with Narrabri Shire Council to secure new dates and remain with them for 2021. The program is in a draft form with speaker call for presentation proposals open until 26 February, 2021.

The conference and dinner will be held at The Crossing Theatre in Narrabri. Accommodation throughout hotels and motels within the town will be utilised and are currently posted on the LGNSW website. LGNSW have all rooms booked at The Adelong Motel for speakers and staff.

Registration will open early May.

Where: The Crossing Theatre, Narrabri

When: 7-9 July 2021

For further information, email the [LGNSW Events Team](#) or call 02 9242 4000



Submissions (December 2020 – February 2021)

Topic	Submitted to	Date
Right to Repair Inquiry	Productivity Commission	February 2021
Local Land Services Amendment (Miscellaneous) Bill Inquiry	Parliament of NSW	February 2021
Rapid Assessment Framework	Department of Planning, Industry and Environment	February 2021
Design and Building Practitioners Regulation 2020	NSW Department of Customer Service	January 2021
Draft Local Character Clause and Overlay	Department of Planning, Industry and Environment	January 2021
Children's Guardian Amendment Bill	Office of the Children's Guardian	January 2021
Parliamentary inquiry into health outcomes and access to health and hospital services in rural, regional and remote NSW	Draft submission to the Parliamentary Inquiry Portfolio Committee No.2 - Health	December 2020
Inquiry on Climate Change Bills 2020	Draft submission to the House of Representatives, Standing Committee, Environment and Energy	December 2020
Review of the Education SEPP	Draft submission to Department of Planning Industry and Environment	December 2020
Review of the Infrastructure SEPP – health services facilities	Draft submission to Department of Planning Industry and Environment	December 2020
Dendrobium Extension Project	Submission to the Independent Planning Commission NSW	December 2020
Draft Social Impact Assessment Guideline for State Significant Projects (PDF, 207KB)	Draft submission to the Department of Planning, Industry and Environment	December 2020

All LGNSW submissions are available on the LGNSW website at <https://www.lgnsw.org.au/>.



Local Government Management Solutions – New Service Offerings

1. Workplace Analytics: Finance and Economic Metrics

Local Government Management Solutions' (LGMS') suite of workplace analytics which includes council staff and general manager remuneration and HR metrics has been expanded to offer an additional two data sets; finance and economic metrics.

2. Service Level Reviews

LGMS has investigated opportunities to expand its executive management services to include offering members a 'service level review' service. LGMS is now able to offer a series of interactive online 'service review' workshops in order to reduce delivery costs to councils and make the training as accessible as possible.

3. Remote Skills Service

Many members, particularly rural and regional councils at times find it difficult to attract specialised skills to their organisation. This creates additional workloads on existing staff which in turn can create burn out and low staff morale, and potentially lower or compromised service levels for local communities.

To link organisations in need with employees possessing specialist skills, LGMS will be offering a service recruiting a number of highly qualified technical and professional persons to provide short-term services to members during the times when internal resources or suitable skills are not available. These industry professionals work predominantly from the metropolitan region or large regional centres where the skills are readily available.

4. Careers at Council website

Careers at Council is a website designed to attract, inform and connect candidates to jobs in local government. After launching 12 months ago, Careers at Council now features the jobs of 127 councils nationally (24% of all councils), including 52 in NSW, 6 subscriber councils in the NT, Qld and WA and all SA councils. Jobs from LGNSW Management Solutions and LGAQ's Peak Services are also advertised on Careers at Council. The website also promotes sector employment opportunities to retiring veterans.

For more information on these services visit the [LGMS webpage](#).

ITEM 8.2 UPDATE ON MOTIONS SUBMITTED TO THE NATIONAL GENERAL ASSEMBLY OF LOCAL GOVERNMENT 2020 AND THE LGNSW ANNUAL CONFERENCE 2020

RECORD NUMBER	21/77
RELATED FILE NUMBER	EF10/497
AUTHOR/S	Manager IPR and Governance
APPROVER/S	General Manager

SUMMARY/PURPOSE

The purpose of this report is to update Councillors in the outcomes of motions submitted to the National General Assembly of Local Government 2020 and the Local Government NSW Annual Conference 2020.

RECOMMENDATION

THAT Council notes for information the update on the outcomes of the motions submitted by Leeton Shire Council to the National General Assembly of Local Government 2020 and the Local Government NSW Annual Conference 2020.

REPORT

(a) Background

National General Assembly of Local Government

Leeton Shire Council submitted five motions to the Australian Local Government Association (ALGA) National General Assembly of Local Government, which was to be held in June 2020.

1. Water/Food Security

This National General Assembly calls on the Australian Government to protect national food security and the sustainability of regional irrigation communities by:

- acknowledging irrigation communities were purposefully built by governments to feed and drought proof the nation
- acknowledging the unintended adverse impacts on regional communities as a result of certain water policy decisions and the operation of water trading markets
- acknowledging that the nation's primary producers are adept at using water efficiently and responsibly through on-farm practices and infrastructure
- providing enhanced water access for general security water holders in regional communities who depend on the availability of this water for their livelihoods and employment

- ensuring decisions foster diversity in agriculture and value adding industries as diversity is our strength and builds resilience in our communities and economies
- reviewing and adjusting timelines for the completion of Murray-Darling Basin projects and plans such as the Murray-Darling Basin Plan Sustainable Diversion Limit Adjustment Measures (SDLAM) Projects and Water Sharing Plans to be more realistic, achievable and prevent any adverse third-party impacts
- ensuring better water transparency on environmental water holdings, the trading of environmental water and the outcomes of efficiency projects
- ensuring water conveyance losses are recognised and are properly costed and accounted for
- acknowledging that annual crops grown close to the source of our water supplies are key to maintaining resilience in our relatively dry and inconsistent climate.

2. Constitutional Recognition of Local Government

This National General Assembly calls on the Australian Government to hold a referendum to amend the Constitution to recognise local government as an important, legitimate and essential element in Australia's system of government.

3. National Agricultural Strategy

This National General Assembly calls on the Australian Government to support the goals of 2030 Roadmap Australian Agriculture's Plan for a \$100 billion industry but make a principle-based commitment nationally to ensure the plan is realistic, optimises water use and supports existing regional and rural communities and industries by maintaining agricultural diversity that builds resilience into our economies and helps rural communities thrive.

4. Ice Inquiry Findings

This National General Assembly calls on the Australian Government to dedicate funds to increase drug and alcohol treatment and rehabilitation options in rural and regional areas, as a matter of priority.

5. Weed Management – Fleabane (*Conyza species*)

This National General Assembly calls on the Australian Government to develop and implement a weed management plan to protect agricultural land from this well established and widespread weed species incursion in order to maintain the productivity of agricultural land and ensure the sustainability of regional communities by:

- acknowledging that Fleabane (*Conyza spp.*) is widespread across agricultural land and is having a negative impact on the productivity of agricultural land
- acknowledging that the Fleabane (*Conyza spp.*) is resistant to standard and registered herbicides including Glyphosate
- acknowledging that limited state or federal funding is provided for the control of the Fleabane *Conyza species*, under the Biosecurity Act through the General Biosecurity Duty.

- acknowledging that the NSW Government Weed Action plan is focused on new and emerging weed varieties. The Fleabane (*Conyza spp.*) does not meet these criteria and therefore attracts no state or federal funding for its management as a species.

LGNSW Annual Conference 2020

Leeton Shire Council submitted five motions to the Local Government NSW (LGNSW) Annual Conference, which was to be held in November 2020.

1. Treatment of Rural Fire Service (RFS) Plant and Equipment in Council Financial Statements

That LGNSW lobbies the Auditor General and the NSW Government to:

- a. Acknowledge that the Rural Fire Service (RFS) is the Controlling Authority for rural fire service plant and equipment assets and that these assets should be recognised in the RFS Financial Statements and not local council General Purpose Financial Statements
- b. Cease the current practice of labelling the financial statements of Councils that do not recognise RFS Plant and Equipment as an "Uncorrected monetary misstatement" in the Auditors' Engagement Closing Report.

2. Local communities to have a greater say in the delivery of health services

That LGNSW advocates for the Local Area Health Committee (LHAC) model to be revised to give local residents a far greater say in the scope and delivery of health services in their local communities.

3. NSW Health to retain public ownership of Aged Care Facilities

That LGNSW calls for NSW Health to retain ownership of its National Disability Insurance Scheme (NDIS) and State owned Aged Care Facilities.

4. Review of NSW Electoral District Boundaries

That LGNSW advocates for rural and regional state electoral districts to more accurately reflect Local Government Area 'communities of Interest' and for larger districts to be reduced in area.

5. Support for NSW Parliamentary Inquiry into healthcare services in rural, regional and remote NSW

That LGNSW supports the Inquiry into health outcomes and access to health and hospital services in rural, regional and remote NSW.

(b) Discussion

National General Assembly of Local Government

The National General Assembly of Local Government 2020 was cancelled due to the Coronavirus pandemic. However, the ALGA Board considered the 153 motions submitted by councils in late July.

ALGA subsequently referred most motions to the relevant Federal Ministers for their consideration and advice. Some motions were forwarded to state and territory local government associations for their action as they related to state government rather than Australian Government issues. A small number were not progressed as they did not meet the criteria set by ALGA.

The ALGA draws upon motions referred to a Minister in its general advocacy work to support policy principles and give additional weight to local government positions.

As per the correspondence from the ALGA (**Attachment 1**) Leeton Shire Council's motions were actioned as follows:

No.	Motion	Action: Referred to
1.	Water/Food Security	<ul style="list-style-type: none"> the Hon David Littleproud MP, Minister for Agriculture the Hon Keith Pitt MP, Minister for Resources, Water and Northern Australia, as Minister responsible for the Murray Darling Basin <p>Note: The Board also suggested that, given the importance of this issue, the Council resubmit the Motion for debate at the 2021 National General Assembly.</p>
2.	Constitutional Recognition of Local Government	<ul style="list-style-type: none"> the Hon Mark Coulton MP, Minister for Local Government
3.	National Agricultural Strategy	<ul style="list-style-type: none"> the Hon David Littleproud MP, Minister for Agriculture
4.	Ice Inquiry Findings	<ul style="list-style-type: none"> the Hon Mark Coulton MP, Minister for Regional Health
5.	Weed Management – Fleabane (<i>Conyza species</i>)	<ul style="list-style-type: none"> the Hon Sussan Ley MP, Minister for the Environment

Ministers' responses were uploaded to the ALGA website.

The Hon Mark Coulton MP, Minister for Regional Health, Regional Communications and Local Government, wrote a letter (**Attachment 2**) in response to the Motions referred to him. In his letter, Minister Coulton addressed water security when he wrote:

Also announced as part of the 2020–21 Budget is an additional \$2 billion in funding for water infrastructure investments through the National Water Infrastructure Development Fund (the Fund). The new investment will support the next generation of water infrastructure, helping to grow agriculture, increase water security and build resilience. Our commitment is also to the

operation of the Fund as a 10-year rolling program, enabling a planning horizon that helps provide for Australia's regional economies for the long term.

Minister Coulton's letter did not address the issue of the Ice Inquiry Findings or Constitutional Recognition of Local Government.

The Hon David Littleproud MP, Minister for Agriculture, Drought and Emergency Management, also responded by letter (**Attachment 3**). He addressed motions related to agriculture, motions related to drought and motions related to emergency management.

In his letter, Minister Littleproud specifically referenced the Leeton Shire Council motion on weed control, saying:

State and territory governments and landholders are primarily responsible for the on-ground management of flaxleaf fleabane, and the Australian Local Government Association should raise its concerns regarding the control of the weed in relation to the New South Wales Biosecurity Act and Weed Action program directly with the New South Wales Government.

The government provides leadership and coordination, and invests in research and development, to improve established weed management where it is in the national interest, including through the Established Pest Animals and Weeds Management Pipeline Program.

There were no letters of response from the Hon Sussan Ley MP, Minister for the Environment, or the Hon Keith Pitt MP, Minister for Resources, Water and Northern Australia.

LGNSW Annual Conference 2020

The LGNSW Annual Conference was held in 2020 but, rather than the three-day on-site event initially planned, the conference was held as one-day on-line event on Monday 23 November 2020.

All of the five motions submitted by Leeton Shire Council were included in the agenda for the event, however, Motions 2 and 5 were combined with a motion submitted by Gilgandra Shire Council (see Motion 83 on page 27 of **Appendix 4**) and Motion 4 was combined with a similar motion put forward by Narrandera Shire Council (see Motion 20 on page 8 of **Appendix 4**).

The revised one-day on-line format of the Conference did not allow sufficient time for a delegate vote on all the motions included in the agenda. The remaining motions were referred the Board of LGNSW. A record of the decisions made in relation to each motion is included in **Appendix 4**.

All the motions submitted by Leeton Shire Council or into which Leeton Shire Council had input – which are highlighted in yellow on pages 6, 8 and 27 of **Appendix 4** – were adopted. After each LGNSW Annual Conference, LGNSW reviews the resolutions and identifies key areas of focus to guide LGNSW's advocacy for the following year. This process feeds into the development of LGNSW's Advocacy Priorities for the following year.

The LGNSW advocacy priorities and policy platform have not yet been updated in line with the resolutions of the 2020 Annual Conference.

As LGNSW undertakes advocacy actions on each of the Conference resolutions throughout the year, these actions and their outcomes will be published on the LGNSW website in an Action Report.

(c) Options

Nil – this report is for information.

IMPLICATIONS TO BE ADDRESSED

(a) Financial

Nil

(b) Policy

Relevant local and regional policy positions in relation to each topic area were reflected in the motions submitted to the National General Assembly of Local Government 2020 and the Local Government NSW Annual Conference 2020.

(c) Legislative/Statutory

Nil

(d) Risk

The motions submitted by Leeton Shire Council were intended to address policy gaps that negatively impact on the wellbeing of residents of Leeton Shire, with joint advisory by the state and national collectives of Councils via LGNSW and ALGA.

CONSULTATION

(a) External

Leeton Shire Council's motions were reviewed and adopted by conference delegates and/or Board members of the ALGA and LGNSW.

(b) Internal

The motions Leeton Shire Council submitted to the National General Assembly of Local Government 2020 and the Local Government NSW Annual Conference 2020 were prepared with the guidance of Councillors and Council staff with expertise in the five topic areas.

LINK/S TO THE DELIVERY PROGRAM/OPERATIONAL PLAN (DPOP)

Under the Key Priority Area Outcome Six: STRONG LEADERSHIP within Council's adopted Delivery Program/Operational Plan – 18 - A community that has politicians who act and listen – 18 c - Develop and maintain strong working relationships at a Federal and State level – Continue advocacy with Federal and Local MPs and government agencies on key issues for the region.

ATTACHMENTS

- 1⇒ 2020 National General Assembly motions forwarded to relevant Ministers - PDF of text of email - *Attached separately*
- 2⇒ Letter from the Hon Mark Coulton MP in response to motions submitted to the ALGA National General Assembly 2020 - *Attached separately*
- 3⇒ Letter from the Hon David Littleproud MP in response to motions submitted to the ALGA National General Assembly 2020 - *Attached separately*
- 4⇒ Record of Conference/Board Decisions regarding motions put to the LGNSW Annual Conference 2020 - *Attached separately*

ITEM 8.3 MINUTES OF AND CHAIRPERSON'S REPORT ON THE AUDIT, RISK AND IMPROVEMENT COMMITTEE MEETING HELD ON 25 FEBRUARY 2021

RECORD NUMBER	21/79
RELATED FILE NUMBER	EF18/46
AUTHOR/S	Manager IPR and Governance
APPROVER/S	General Manager

SUMMARY/PURPOSE

The purpose of this report is to submit the Minutes of and Chairperson's Report on the Audit, Risk and Improvement Committee (ARIC) meeting held on Thursday 25 February 2021.

RECOMMENDATION

THAT Council endorses the Minutes of the Audit, Risk and Improvement Committee meeting held on 25 February 2021 and notes the information contained in the Chairperson's Report on the meeting.

REPORT

(a) Background

Leeton Shire Council's ARIC met on Thursday 25 February 2021. The Minutes of and Chairperson's Report on that meeting are now presented for Council's information and endorsement.

The ARIC is charged with providing independent assurance and assistance to Council on risk management, control, governance and external accountability responsibilities, as well as for the purposes of quality assurance and quality improvement.

(b) Discussion

At the meeting of 25 February 2021, ARIC reviewed the Annual Audit Engagement Plan (AEP) for the audit of Leeton Shire Council's financial statements for the year ending 30 June 2021 and set the dates of the ARIC meetings at which the draft and audited financial statements will be reviewed.

Auditor Brad Bohun of Crowe Australasia attended the meeting, via Zoom, to present the engagement plan and answer questions regarding the document.

As per the Chairperson's Report to Council (**Attachment 2**), the ARIC were "generally satisfied with the draft AEP although it was agreed that Leeton Shire Council would not be preparing proforma financial statements before 30 June 2021. Brad Bohun

(contract auditor) agreed with our position and the AEP will be amended accordingly".

ARIC now seeks Council's endorsement of its resolutions as recorded within the Minutes of the 25 February 2021 meeting (**Attachment 1**). No new actions are triggered by the resolutions other scheduling and organising ARIC meetings for 9 September and 11 November 2021.

(c) Options

The attached documents are provided for Council's information and endorsement. Council may choose not to endorse the ARIC's recommendations.

IMPLICATIONS TO BE ADDRESSED

(a) Financial

All audits and improvement plan actions are being undertaken within existing operational budgets, as are actions associated with the Annual Audit Engagement Plan.

(b) Policy

There are no policy implications arising from this report.

(c) Legislative/Statutory

The Audit, Risk and Improvement Committee is established under the *Local Government Act 1993*.

The ARIC is bound by Council's Code of Conduct and Code of Meeting Practice.

(d) Risk

There are no direct risk implications arising from this report.

CONSULTATION

(a) External

The ARIC membership includes three independent external members, including the Chair.

(b) Internal

ARIC Councillor members
Manager Finance

LINK/S TO THE DELIVERY PROGRAM/OPERATIONAL PLAN (DPOP)

Under the Key Priority Area THEME 6 - "STRONG LEADERSHIP" within Council's adopted Delivery Program/Operational Plan – 20 - A community that is always on

the front foot – 20c is to: Strive to deliver the aspirations of the community through sound governance practice – Continue to hold Audit, Risk and Improvement Committee meetings.

ATTACHMENTS

- 1** ➡ Audit, Risk and Improvement Committee Meeting Minutes - 25 February 2021 -
Attached separately

- 2** ➡ ARIC Chairperson's Report to Council on the Meeting of 25 February 2021 -
Attached separately

- 3** ➡ Audit, Risk and Improvement Committee Meeting Agenda - 25 February 2021 -
Attached separately

**ITEM 8.4 MINUTES OF THE YANCO TOWN IMPROVEMENT COMMITTEE MEETING - 8
FEBRUARY 2021**

RECORD NUMBER	21/33
RELATED FILE NUMBER	EF12/68
AUTHOR/S	Corporate and Community Planning Officer
APPROVER/S	Manager IPR and Governance

SUMMARY/PURPOSE

The purpose of this report is to provide Council with the Minutes of the Yanco Town Improvement Committee meeting held on Monday 8 February 2021 (**Attachment 1**).

RECOMMENDATION

THAT Council receives for information the Minutes of the Yanco Town Improvement Committee meeting held on Monday 8 February 2021.

REPORT

(a) Background

The former Yanco Progress Committee folded into the Yanco Town Hall Committee nearly a decade ago. It was recently resolved by the Yanco Hall Committee on Council's recommendation to re-establish a separate committee to ensure a stronger focus on town improvement.

The purpose of the Committee is to be a forum for engagement between the community of Yanco and Leeton Shire Council. To facilitate this purpose, the Committee holds meetings on a quarterly basis to discuss priorities for the Yanco community, and develop/implement a Yanco Town Improvement Plan.

(b) Discussion

The Yanco Town Improvement Committee held an Ordinary Meeting on Monday 8 February 2021. Discussions took place regarding several matters including:

- Horse trough - works for the horse trough have been booked for March 2021
- Middle Beach - the track to Middle Beach has been improved to allow for all vehicle access. Facilities have also been improved with the addition of new picnic tables and seating
- Action Plan - an action plan is to be developed which includes short- and long-term community priorities. The 'Place Creation – Community Feedback Report' will be used as the basis of the plan. Suggestions for actions included:
 - additional kerb and guttering along the Main Avenue service road
 - promotion of the Yanco Powerhouse Museum
 - signage for McCaughey Bicentennial Park
 - installation of a clock tower

- o a mural for the water tower or smokestack.

(c) Options

Nil – This report is for information purposes only.

IMPLICATIONS TO BE ADDRESSED

(a) Financial

As an Advisory Committee, the committee has no financial responsibility.

(b) Policy

Nil

(c) Legislative/Statutory

Under Section 355 (b) of the *Local Government Act 1993* a council may exercise its functions by a Committee of Council.

(d) Risk

Financial (ensuring community knows identified projects are subject to budget bids).
Representative (ensuring voice of community is heard, not just Committee).
Steps to keep general Yanco Community informed about Committee/
plans/progress.

CONSULTATION

(a) External

Committee members

(b) Internal

Manager Open Space & Recreation
Manager Special Projects

LINK/S TO THE DELIVERY PROGRAM/OPERATIONAL PLAN (DPOP)

Under the Key Priority Area Outcome Six: STRONG LEADERSHIP within Council's adopted Delivery Program/Operational Plan – 19 - A community that speaks up and gets involved - 19 c - Provide a framework for inclusive decision-making – Support and report on Council's Section 355 Committees".

ATTACHMENTS

- [1](#) Yanco Village Improvement Committee Minutes - 8 February 2021



YANCO VILLAGE IMPROVEMENT COMMITTEE MINUTES

12.30pm, Monday 8 February 2021
Yanco Community Hall

1. Present:

Sarah Collis (Corporate & Community Planning Officer, Leeton Shire Council), Kerrie-Anne Hare (Manager IP&R and Governance, Leeton Shire Council), Paul Maytom (Mayor, Leeton Shire Council), Sandra Nardi (Councillor, Leeton Shire Council), Hugh Milvain, Yvonne Milvain, Mary Stevenson, Beryl Coeli, Terry Coeli, Pam Bonfield, Barb Mansell

2. Apologies

Bob Hermes

3. General Business

Purpose of the Committee

Purpose of the committee is to:

- Be a forum for engagement between the community of Yanco and Leeton Shire Council
- Assist Council with determining priorities for Yanco

Membership of the Committee shall comprise of:

- Councillors as determined by Leeton Shire Council
- Council staff as determined by Leeton Shire Council (Council staff not eligible to vote at meetings)
- Community representatives as the Committee deems fit

Membership shall be appointed by resolution of Council.

Application forms were provided to those in attendance, and it was requested that they are returned prior to the meeting in May. Once received, the applications will be submitted to Council for endorsement.

Horse Trough

A quote has been requested from Southern Central and is due to be received this week.

Works for the trough have been booked for March.

Middle Beach



Track has been improved for all vehicle access.

Facilities have been improved including new picnic tables and seating.

Post Office

Owner of the building successfully applied for and received Heritage Grant funding to complete external paintwork.

Community Ideas - Improvements

Copies of the 'Place Creation in Yanco – Community Feedback Reports' were handed out. The aim is to update this document. The Mayor suggested that a short/long term action plan be developed.

Members of the committee suggested the following be investigated:

- Installation of kerbing on both sides of the centre islands (particularly in front of the shop) Currently there is only kerbing on one side which is subsequently allowing vehicles to park on the lawn.
- Improved promotion of the Yanco Powerhouse Museum and Miniature Trains. Investigate grant funding to support the facilities. *The facility is owned and managed by the Yanco Powerhouse Museum Association Inc*
- Signage in the village for McCaughey Bicentennial Park
- Clock tower – was costed out at \$15,000 with no further action taken. Last advice provided was to hold a public community meeting
- Identifying potential use for the tennis courts - *The reserve (69176) is Crown Land managed by Leeton Shire. The reserve purpose is public recreation, so any future use of the land MUST be in accordance with that purpose. A Plan of Management is to be developed for the land.*
- Housing Strategy
- Opportunity for mural art on the water tower or smokestack

4. Date of Next Meeting

Meetings will be held quarterly:

- 12.30pm Monday 10 May 2021
- 12.30pm Monday 9 August 2021
- 12.30pm Monday 8 November 2021

**ITEM 8.5 MINUTES OF THE YANCO COMMUNITY HALL COMMITTEE MEETING - 8
 FEBRUARY 2021**

RECORD NUMBER	21/41
RELATED FILE NUMBER	EF10/165
AUTHOR/S	Corporate and Community Planning Officer
APPROVER/S	Manager IPR and Governance

SUMMARY/PURPOSE

The purpose of this report is to provide Council with the Minutes of the Yanco Community Hall Committee meeting held on Monday 8 February (**Attachment 1**).

The Minutes are prepared by volunteers who sit on the Committee and are presented as supplied to Council.

RECOMMENDATION

THAT Council receives for information the Minutes of the Yanco Community Hall Committee meeting held on Monday 8 February 2021.

REPORT

(a) Background

The purpose of the Yanco Community Hall Committee is to:

- oversee the day-to-day operations of the Yanco Community Hall as per the delegation issued by Leeton Shire Council.
- overview the strategic direction of the Yanco Community Hall.
- provide reports and recommendations to the Council as considered appropriate
- promote optimum usage of the hall.
- care for and maintain the facility through responsible day-to-day management
- ensure the safety of the patrons of the hall.

To facilitate this purpose, the Committee holds meetings on a monthly basis to discuss issues relating to the upkeep and management of the facility.

(b) Discussion

The Yanco Community Hall Committee met on Monday 8 February 2021 for its Ordinary Meeting. Discussions were held in relation to several matters including:

- Replacement of the ceiling panels on which mould is growing in the main hall – a CRM has been submitted to Council's Maintenance Team.
- Removal of heaters in the supper room – completed.
- Advertising on social media for the cleaner position, which remains unfilled

- Installation a new gas port near the stage.
- Vandals on the roof of the hall – damage has been assessed and the incident has been reported to the police. (*Council assessed the roof and no damage was identified.*)
- Replacement of outdoor tables.

(c) Options

Nil – This report is for information purposes only.

IMPLICATIONS TO BE ADDRESSED

(a) Financial

As the Yanco Community Hall Committee is a Section 355 Committee, any identified maintenance issues are met through Council's annual maintenance program. Any enhancements are required to be funded by the Committee.

(b) Policy

Nil

(c) Legislative/Statutory

Under Section 355 (b) of the *Local Government Act 1993* a council may exercise its functions by a Committee of Council.

(d) Risk

The legislative non-compliance of a Section 355 Committee could have legal, reputational, political and financial impacts. Note that Council is in the process of reviewing all Section 355 Committees to check for legislative compliance.

CONSULTATION

(a) External

Committee members

(b) Internal

Manager Open Space & Recreation
Building Services Coordinator

LINK/S TO THE DELIVERY PROGRAM/OPERATIONAL PLAN (DPOP)

Under the Key Priority Area Outcome Six: STRONG LEADERSHIP within Council's adopted Delivery Program/Operational Plan – 19 - A community that speaks up and gets involved - 19 c - Provide a framework for inclusive decision-making – Support and report on Council's Section 355 Committees".

ATTACHMENTS

- 1 [↓](#) Yanco Community Hall Committee - Minutes - 8 Feb 2021

**MINUTES OF MEETING OF THE YANCO HALL MANAGEMENT COMMITTEE
 HELD IN YANCO HALL 8th February 2021**

PRESENT: Hugh Milvain, Yvonne Milvain, Melissa Shephard, Mary Stevenson, Pam Bonfield, Bob Hermes, Barb Mansell, Beryl Coeli, Sarah Collis, Kerrie-Anne Hare, Sandra Nardi, Terry Coeil

APOLOGIES: Tony and Josie Bagiante,

MEETING OPENED: 1:35pm

1. APPROVAL OF MINUTES FROM LAST MEETING:

Motion: The minutes from the 14th December 2020 are True and accurate.

Moved: Pam
Second: Sandra
Approved

2. BUSINESS ARISED FROM LAST MEETING:

- Roof leaks are appearing on the room in the main hall and storage room. **Josh Clyne informed that the mould on the roof is growing**
- Heaters in Supper Room have been removed by David Dowling.
- Cleaner – Mel to advertise on Facebook for a cleaner.
 Committee will clean until cleaner found.
 Hall committee to buy a vacuum

Moved: Beryl
Second: Mary
Approved

3. CORRESPONDENCE:

- Account statement for your term deposit received. Balance on 31st December 2021 is \$32,459.75

Moved: Sandra
Second: Terry

4. TREASURE REPORT.

Melissa Shephard needs to be added as a signature of the bank account.

**Financial Statement
 October, November, December, January 2021**

<u>Income</u>	<u>October</u>	<u>November</u>	<u>December</u>	<u>January</u>
Market Stalls	\$378	\$405	\$465	
Market door	\$419.75	\$317.35	\$435.45	
Donations	\$36.60			
Nominations			\$24	
Coffee Sales			\$13	
Total	\$834.35	\$722.35	\$937.45	
Balance Brought Forward	\$6,125.14			
Total	\$8,619.29			

<u>Expenses</u>	<u>October</u>	<u>November</u>	<u>December</u>	<u>January</u>
Advertising			\$20.02	\$90.09
Cleaning		\$45		
Gas and Elect	\$67.72	\$292.25		\$72.06
Member dinner			\$223.90	
Print & Post				
Committee Dinner	\$265.00			

G.S.T	\$28	\$28	\$6	\$40
David Dowling				\$196.90
Total	\$907.82			
Income - Expenses	\$7509.75			
Term Deposit	\$32,454.42			
Total	\$39,964.17			

Moved: Hugh
Second: Mel

5. GENERAL BUSINESS

- New Gas port near the stage. The committee can organise this if a registered person fits it.
- 3 people were on the roof of the hall, this has been reported to the police and damage has been assessed.
- Black table for outside need replacing with 10 plastic tables – Hugh to approach Mitre 10 for a quote.

Moved: Mel
Second: Hugh

Meeting closed at:
Next Meeting is 12:30pm on the 8th March 2021

**ITEM 8.6 MINUTES OF THE WHITTON TOWN IMPROVEMENT COMMITTEE MEETING -
2 MARCH 2021**

RECORD NUMBER	21/44
RELATED FILE NUMBER	EF16/12
AUTHOR/S	Corporate and Community Planning Officer
APPROVER/S	Manager IPR and Governance

SUMMARY/PURPOSE

The purpose of this report is to provide Council with the Minutes of the Whitton Town Improvement Committee meeting held on Tuesday 2 March 2021 (**Attachment 1**).

The Minutes are prepared by volunteers who sit on the Committee and are presented as supplied to Council.

RECOMMENDATION

THAT Council receives for information the Minutes of the Whitton Town Improvement Committee meeting held on Tuesday 2 March 2021.

REPORT

(a) Background

The purpose of the Whitton Town Improvement Committee is to be a forum for engagement between the community of Whitton and Leeton Shire Council. To facilitate this purpose, the Committee holds meetings on a quarterly basis to discuss priorities for the Whitton community, including those identified in the Whitton Town Improvement Plan.

(b) Discussion

The Whitton Town Improvement Committee met on Tuesday 2 March 2021 for its Ordinary Meeting. Discussions were held in relation to several matters including the:

- Increased presence of khaki weed across the community – A CRM has been submitted to the relevant team at Council.
- Location of the “Oldest Town in the MIA” sign at the entranceway of Whitton – It was removed in 2018 and is to be gifted to the Whitton Courthouse and Historical Museum.
- Sunken graves – Graves are to be backfilled mid-March to rectify the issue of water pooling.
- Whitton Swimming Pool water temperature – Investigation into the cost of a pool cover and/or gas heating for the Whitton Pool requested.
- Whitton Mural Project – A preferred artist has been selected following Expressions of Interest. Negotiations are underway regarding a contract.

- Bill Jansen Senior's artwork in Red's Butcher Shop – *the artwork has been collected with the intention of it being presented to the Whitton Courthouse and Historical Museum Committee.*

(c) Options

Nil – This report is for information purposes only.

IMPLICATIONS TO BE ADDRESSED

(a) Financial

As an Advisory Committee, the committee has no financial responsibility. The Mural and Water Tower artwork is being funded from grant monies (Drought Funding and Stronger Country Communities). All other actions will be funded from operations or, in the case of the pool, will be subject to budget bids for the 2021/22 budget.

(b) Policy

Nil

(c) Legislative/Statutory

Under Section 355 (b) of the *Local Government Act 1993* a council may exercise its functions by a Committee of Council.

(d) Risk

Financial (ensuring community knows identified projects are subject to budget bids).
Representative (ensuring voice of community is heard, not just Committee).

Steps to keep general Yanco Community informed about Committee/ plans/progress.

CONSULTATION

(a) External

Committee members

(b) Internal

Manager Open Space & Recreation
Events & Cultural Services Coordinator
Regulatory Services Coordinator
Manager Special Projects
Road Safety Officer

LINK/S TO THE DELIVERY PROGRAM/OPERATIONAL PLAN (DPOP)

Under the Key Priority Area Outcome Six: STRONG LEADERSHIP within Council's adopted Delivery Program/Operational Plan – 19 - A community that speaks up and gets involved - 19 c - Provide a framework for inclusive decision-making – Support and report on Council's Section 355 Committees".

ATTACHMENTS

1 [!\[\]\(d3fb9f94af8b26d1c844efa9a98805b0_img.jpg\) Whitton Town Improvement Committee - Meeting Minutes - 2 March 2021](#)

WHITTON TOWN IMPROVEMENT COMMITTEE

Minutes of Meeting held at Whitton Hall on 02/03/2021

Agenda

1. Apologies
2. Minutes of previous meeting
3. Business arising from those minutes
4. Correspondence inward & outward
5. General Business
 - a. Community Noticeboard
 - b. Mural
 - c. Weeds – Khaki
 - d. Whitton Cemetery
 - e. Reds Butcher Shop
 - f. Shade- playground
 - g. Pool Covers
 - h. Draft Housing Strategy
6. Date of next meeting – **Meetings will be held Quarterly 6pm Tue 1 June, Tue 7 Sept, Tue 7 Dec.**

Meeting Commenced at 6.05pm

Present: Tracy Catlin, Lorraine & Craig Kefford, Margaret Strong, Sarah Collis, Andrew Creek, Ron DeMamiel, Cr George Weston, Cr Tracey Morris

Apologies: Mayor Paul Maytom, Sue Pearce, Barb Smith, Shannon Morriss, Lexi Hone, Cathy Kefford, Cr Paul Smith, Susie Bevan

Confirmation of Minutes of meeting held 08/12/2020 by L Kefford & M Strong.

Correspondence:

Matters Arising & General Business:

- The temporary bridge on Darlington Point road has been dismantled and removed.
- Collection of cars at Benerembah Street property. This issue was raised with Council. The property owner was notified that additional vehicles could not be accumulated on the property.
- There is still a shortfall for the Community Noticeboard. Sarah and Tracy have been investigating grant options with no luck yet. Tracy is hoping to purchase the noticeboard and then get reimbursed.
- Murals – Following the Expression of Interest a preferred artist has been selected. Council and the artist are currently in the process of agreeing the contract, including the milestones and their timing. Once the negotiations are concluded, which is expected to be in the next week or so, the arrangements and timing will be finalised, and we will keep the community informed.
- Christmas craft building and decorating activity day was a success. Decorations are being stored at the RFS shed for Christmas in 2021.
- The 'Oldest Town in the MIA' sign has been located. It is being stored for the purpose of being displayed at the Museum.

- A CRM is to be submitted regarding the increased presence of khaki weed across the township.
- It was advised that some of the grave sites have sunken with water pooling. Council advised that the plots will be back filled by the 12th March with slashing to occur at the grounds.
- Tracy requested that an update is sought on Red's Butcher Shop and whether Council was still seeking expressions of interest for the blocks. If EOI's are still an option, it was suggested that Council display signage at the front of the building advertising it. It was also suggested that a similar activity was conducted for the residential blocks.
- There are currently no shade sails at the playground/skatepark. The trees which were planted appear to be slow growing and it was questioned if shade sails could be an option.
- It has been noted that the Whitton Pool water is colder than other pools in the area and users are preferencing the Griffith and Leeton Pool due to the warmer temperature. It was requested to investigate the cost of operating gas heating, or other suitable solutions and the purchase of a 6x lane 25 metre pool cover as potential options for the Whitton facility. With the costings done, should a suitable grant funding opportunity come up then that could be taken advantage of. Could a check also be done to see if Leeton Pool covers are still in use after the pool upgrade with the size of the pool changing. If no longer being used could they be adapted for use at Whitton.
- Bill Jansen senior artwork in Reds Butcher shop has been collected and provided to the Events and Cultural Services team at Council with the intention of it being presented to the Whitton Museum Committee.
- Council has developed a Draft Housing Strategy which will soon be on exhibition. Copies of the strategy will be on display at the Whitton Post Office including instructions on how to provide feedback.
- Approval has been received for signage for the Whitton Malthouse and it should be installed within a few months – a firm date has not been notified. Tracy was advising the need for signs for Malthouse/Cotton Gin due to the large number of people requesting directions. Many are heading in the right direction but then have doubts and come back to Whitton as they feel that it would be found closer to the township.

Meeting Closed: Next Meeting Tuesday 1 June 6pm at Whitton Community Hall

ITEM 8.7 YOUTH DEVELOPMENT GRANT APPLICATION - RAITH HENMAN

RECORD NUMBER	21/80
RELATED FILE NUMBER	EF10/292
AUTHOR/S	Corporate and Community Planning Officer
APPROVER/S	Manager IPR and Governance

SUMMARY/PURPOSE

The purpose of this report is to advise Council of an application received for funding assistance (**Attachment 1**) through Council's Community Strengthening Grants under the Youth Development Category.

RECOMMENDATION

THAT Council awards Raith Henman a \$250 Youth Development Grant to assist with the costs associated with representing Leeton and the Riverina at the New South Wales Combined High Schools Sports Association Swimming and Diving State Championships in Sydney, NSW.

REPORT

(a) Background

Council's Community Strengthening Grants includes a 'Youth Development' Grant Category which is offered at a set amount of \$250 per applicant and is available to support high achievement in a cultural, academic or sporting activity that requires attendance at a State, National or International level event.

A request has been received from Raith Henman for financial assistance to attend the New South Wales Combined High Schools Sports Association Swimming and Diving State Championships in Sydney, NSW from 28–30 April 2021.

The request for financial assistance was lodged with Council on Monday 8 March 2021.

(b) Discussion

Raith was selected as one of the members of the Riverina team as result of competing in and placing in the Boys 100m Butterfly at the Riverina Secondary Swimming Championships held in Leeton on 1 March 2021.

(c) Options

Council has the following options available:

1. Approve the application for a grant of \$250. ***This is the recommended option.***

2. Reject the application.

IMPLICATIONS TO BE ADDRESSED

(a) Financial

The Quick Response and Youth Development Category of the Community Strengthening Grants program has an annual budget of \$10,000. Each year \$1,175 is allocated for annual donations to each school in the Shire for end-of-year presentations. This year, because of COVID-19, only \$925 of the allocation was utilised. This leaves \$9,075 in the budget for Quick Response and Youth Development Grants. If the two applications being tabled at this Council meeting are approved by Council, there will be \$8,525 remaining in the account.

(b) Policy

This application meets the eligibility criteria stated in Leeton Shire Council's Grants Program Guidelines and Application Instructions for 2020/21.

(c) Legislative/Statutory

Nil

(d) Risk

Nil

CONSULTATION

(a) External

Staff have consulted with the parent of the applicant.

(b) Internal

Accountant

LINK/S TO THE DELIVERY PROGRAM/OPERATIONAL PLAN (DPOP)

Under the Key Priority Area THEME 6 - "STRONG LEADERSHIP" within Council's adopted Delivery Program/Operational Plan – 20 - A community that is always on the front foot - 20a is to "Ensure the aspirations of the community are delivered - Support the community by offering a Community Grants Program".

ATTACHMENTS

- 1 [Youth Development Grant Application - Raith Henman](#)

YOUTH DEVELOPMENT GRANT



PLEASE ENSURE THAT YOU HAVE READ A COPY OF THE
GUIDELINES BEFORE COMPLETING THIS APPLICATION

Youth Development Grants are offered at a set amount of \$250 and are available to support high achievement in a cultural, academic or sporting activity that requires attendance at a State, National or International level event.

Has the event occurred already?

Yes No

Have you received a Leeton Shire Council Youth Development Grant this financial year? Yes No

If you ticked no for both of these questions, please proceed. If you ticked yes for either questions your application is NOT eligible.

INDIVIDUAL APPLICANT DETAILS

Name of Applicant	Raith Henman
Postal Address:	
Email:	
Phone:	

EVENT/ACTIVITY

Title: *(Name of the event/activity for which the grant is sought)*

2021 NSWCHS Swimming and Diving State Championships

Event/Activity Summary: *(Describe the event or activity for which you seek support)*

State swimming championships to be held at Sydney Olympic Park Aquatic Centre

Describe the achievements that have made you eligible for this event/activity:

Placing at the Leeton High School Carnival, South West School Zone Carnival and Riverina Carnival.

What date/s will the activity/event occur:

Wednesday 28-Friday 30 April 2021

SUPPORTING EVIDENCE

You must provide at least one piece of evidence such as an invitation, letter or program.

Please list evidence below.

1. Representative Consent Form
2. LHS Facebook post

Please provide one reference to be contacted regarding your application, eg sporting club, teacher, coach (it cannot be a parent/guardian):

Contact Name: **Kellie Goman**

Contact Number:

OTHER SUPPORT

Please provide a detailed breakdown of your anticipated expenditure and income, indicating the item of expenditure and what the grant will be used for – please include all support from other organisations such as school or sporting club.

Anticipated expenses

Travel: Own Vehicle & Tolls	\$ 125.00
Accommodation: Parramatta	\$ 250.00
Living expenses: Food etc	\$ 150.00
Other (please list): <small>Championship Costs</small>	\$ 65.00
Total expenditure:	\$ 590.00

Anticipated income

Funding from third parties:	\$ 0.00
Personal financial contribution: <small>Parents to cover costs</small>	\$ Full amount
Other (please list):	\$ 0.00
Total income:	\$ 590.00

CERTIFICATION

I, the applicant, certify that all details supplied in this application form and in any attached documents are true and correct to the best of my knowledge. I have read the accompanying Guidelines and Application Instructions provided with this application form. I am aware that, if successful, I may be invited to attend a Council Meeting or Workshop to speak about the activity/event I attended.

Name:	Raith Henman
Date:	08/03/2021
Signature:	<i>Raith Henman</i>

SUBMITTING YOUR APPLICATION

Complete the checklist below before you submit your application using one of these methods:

By email

Email an electronic copy of your application form and electronic copies of all supporting material to council@leeton.nsw.gov.au

By mail

Post one printed copy of your application form and copies of your supporting material to:

Community Services Team
Leeton Shire Council
23-25 Chelmsford Place
LEETON NSW 2705

In person

Deliver one printed copy of your application form and copies of your supporting material to Customer Service between 9am and 5pm, Monday to Friday:

Leeton Shire Council
23-25 Chelmsford Place
LEETON NSW 2705

CHECKLIST

To ensure your application is considered, it is essential that you complete all sections of this application form and provide all supporting documentation as requested.

Required supporting material

- Letter, invitation or program which provides evidence of your required attendance
- Reference from relevant coach, tutor, etc

Please ensure you have ticked all of the below prior to submitting:

- I have read the guidelines and application form.
- The project satisfies the grant criteria.
- I have not received a Youth Development Grant within the current financial year.
- I have completed every question in the application form.
- I have proof read my application and kept a copy for myself.
- I have included evidence of my attendance being required

ITEM 8.8 YOUTH DEVELOPMENT GRANT APPLICATION - KIAN HENMAN

RECORD NUMBER	21/81
RELATED FILE NUMBER	EF10/292
AUTHOR/S	Corporate and Community Planning Officer
APPROVER/S	Manager IPR and Governance

SUMMARY/PURPOSE

The purpose of this report is to advise Council of an application received for funding assistance (**Attachment 1**) through Council's Community Strengthening Grants under the Youth Development Category.

RECOMMENDATION

THAT Council awards Kian Henman a \$250 Youth Development Grant to assist with the costs associated with representing Leeton and the Riverina at the New South Wales Combined High Schools Sports Association Swimming and Diving State Championships in Sydney, NSW.

REPORT

(a) Background

Council's Community Strengthening Grants program includes a 'Youth Development' Grant Category which is offered at a set amount of \$250 per applicant and is available to support high achievement in a cultural, academic or sporting activity that requires attendance at a State, National or International level event.

A request has been received from Kian Henman for financial assistance to attend the New South Wales Combined High Schools Sports Association Swimming and Diving State Championships in Sydney, NSW from 28–30 April 2021.

The request for financial assistance was lodged with Council on Monday 8 March 2021.

(b) Discussion

Kian was selected as one of the members of the Riverina team as result of competing in and placing in the Boys Under 13 4x50m Freestyle Relay at the Riverina Secondary Swimming Championships held in Leeton on 1 March 2021.

(c) Options

Council has the following options available:

1. Approve the application for a grant of \$250. ***This is the recommended option.***
2. Reject the application.

IMPLICATIONS TO BE ADDRESSED

(a) Financial

The Quick Response and Youth Development Category of the Community Strengthening Grants program has an annual budget of \$10,000. Each year \$1,175 is allocated for annual donations to each school in the Shire for end-of-year presentations. This year, because of COVID-19, only \$925 of the allocation was utilised. This leaves \$9,075 in the budget for Quick Response and Youth Development Grants. If the two applications being tabled at this Council meeting are approved by Council, there will be \$8,525 remaining in the account.

(b) Policy

This application meets the eligibility criteria stated in Leeton Shire Council's Grants Program Guidelines and Application Instructions for 2020/21.

(c) Legislative/Statutory

Nil

(d) Risk

Nil

CONSULTATION

(a) External

Staff have consulted with the parent of the applicant.

(b) Internal

Accountant

LINK/S TO THE DELIVERY PROGRAM/OPERATIONAL PLAN (DPOP)

Under the Key Priority Area THEME 6 - "STRONG LEADERSHIP" within Council's adopted Delivery Program/Operational Plan – 20 - A community that is always on the front foot - 20a is to "Ensure the aspirations of the community are delivered - Support the community by offering a Community Grants Program".

ATTACHMENTS

- 1 [↕](#) KIAN HENMAN - YOUTH DEVELOPMENT GRANT APPLICATION

YOUTH DEVELOPMENT GRANT



PLEASE ENSURE THAT YOU HAVE READ A COPY OF THE
GUIDELINES BEFORE COMPLETING THIS APPLICATION

Youth Development Grants are offered at a set amount of \$250 and are available to support high achievement in a cultural, academic or sporting activity that requires attendance at a State, National or International level event.

Has the event occurred already?

Yes No

Have you received a Leeton Shire Council Youth Development Grant this financial year? Yes No

If you ticked no for both of these questions, please proceed. If you ticked yes for either questions your application is NOT eligible.

INDIVIDUAL APPLICANT DETAILS

Name of Applicant	Kian Henman
Postal Address:	
Email:	
Phone:	

EVENT/ACTIVITY

Title: *(Name of the event/activity for which the grant is sought)*

2021 NSWCHS Swimming and Diving State Championships

Event/Activity Summary: *(Describe the event or activity for which you seek support)*

State swimming championships to be held at Sydney Olympic Park Aquatic Centre

Describe the achievements that have made you eligible for this event/activity:

Placing at the Leeton High School Carnival, South West School Zone Carnival and Riverina Carnival.

What date/s will the activity/event occur:

Wednesday 28-Friday 30 April 2021

SUPPORTING EVIDENCE

You must provide at least one piece of evidence such as an invitation, letter or program.
 Please list evidence below.

1. Riverina Representative Consent Form
2. LHS Facebook post

Please provide one reference to be contacted regarding your application, eg sporting club, teacher, coach (it cannot be a parent/guardian):

Contact Name: **Kellie Goman**

Contact Number:

OTHER SUPPORT

Please provide a detailed breakdown of your anticipated expenditure and income, indicating the item of expenditure and what the grant will be used for – please include all support from other organisations such as school or sporting club.

Anticipated expenses

Travel: Own Vehicle & Tolls	\$ 125.00
Accommodation: Parramatta	\$ 250.00
Living expenses: Food etc	\$ 150.00
Other (please list): Championship Costs	\$ 65.00
Total expenditure:	\$ 590.00

Anticipated income

Funding from third parties:	\$ 0.00
Personal financial contribution: Parents to cover costs	\$ Full amount
Other (please list):	\$ 0.00
Total income:	\$ 590.00

CERTIFICATION

I, the applicant, certify that all details supplied in this application form and in any attached documents are true and correct to the best of my knowledge. I have read the accompanying Guidelines and Application Instructions provided with this application form. I am aware that, if successful, I may be invited to attend a Council Meeting or Workshop to speak about the activity/event I attended.

Name:	Kian Henman
Date:	08/03/2021
Signature:	<i>Kian Henman</i>

SUBMITTING YOUR APPLICATION

Complete the checklist below before you submit your application using one of these methods:

By email

Email an electronic copy of your application form and electronic copies of all supporting material to council@leeton.nsw.gov.au

By mail

Post one printed copy of your application form and copies of your supporting material to:

Community Services Team
Leeton Shire Council
23-25 Chelmsford Place
LEETON NSW 2705

In person

Deliver one printed copy of your application form and copies of your supporting material to Customer Service between 9am and 5pm, Monday to Friday:

Leeton Shire Council
23-25 Chelmsford Place
LEETON NSW 2705

CHECKLIST

To ensure your application is considered, it is essential that you complete all sections of this application form and provide all supporting documentation as requested.

Required supporting material

- Letter, invitation or program which provides evidence of your required attendance
- Reference from relevant coach, tutor, etc

Please ensure you have ticked all of the below prior to submitting:

- I have read the guidelines and application form.
- The project satisfies the grant criteria.
- I have not received a Youth Development Grant within the current financial year.
- I have completed every question in the application form.
- I have proof read my application and kept a copy for myself.
- I have included evidence of my attendance being required

ITEM 8.9 BUSH BURSARY PROGRAM 2021 - FEEDBACK

RECORD NUMBER	21/89
RELATED FILE NUMBER	EF10/373
AUTHOR/S	Manager Community Services
APPROVER/S	General Manager

SUMMARY/PURPOSE

The purpose of this report is to provide Council with feedback regarding its participation in the 2021 Bush Bursary/Country Women's Association (CWA) (NSW) Scholarship Program as a host Council.

RECOMMENDATION

THAT Council notes the information contained within the report.

REPORT

(a) Background

Leeton Shire Council has supported the Bush Bursary Program for student doctors and nurses for over nine years. Council has provided funding, accommodation, and support in organising the program of a two week stay in Leeton for the students, providing a valuable experience of medicine and lifestyle in a rural setting in their pre-clinical years.

Leeton Shire Council continued to support the program in 2021, agreeing to host two nursing students. Unfortunately, one student was unable to attend due to COVID-19 restrictions.

(b) Discussion

Phoebe Kinsey, a first year Nursing Student at the University of Technology, Sydney, commenced her placement on Monday 11 January and during her two week stay resided at Kindred Studio Apartments in Boree Street as Henry Lawson Cottage is being occupied by a MLHD staff member.

Phoebe spent her first week in the Emergency Department of the Leeton District Hospital, which gave her the opportunity to get to know the staff and get first-hand experience of the great variety of medical experiences presenting in a country hospital. Her second week was spent at Leeton Medical Centre, Narrandera District Hospital, Marathon Health, and Murrumbidgee Medical and Primary Care. During her stay she gained valuable experience in emergency care, community nursing, general practice nursing, childhood immunisation, and post-surgery physiotherapy.

Phoebe really enjoyed her time in Leeton and reported that she had gained valuable learnings from her experience. The Rural Doctors Network also gave Council very positive feedback:

“We thank you for facilitating such an engaging, educational and memorable experience for Phoebe. Based on Phoebe's feedback this placement was incredible – from authentic and engaging clinical exposure to the social and community activities including being so warmly welcomed into the community - this placement was obviously a huge success. It is because of you, and the Leeton Council that we are actively working to make positive sustainable change in the rural health space. “

(c) Options

Nil – This report is for information purposes only.

IMPLICATIONS TO BE ADDRESSED

(a) Financial

The total cost of Council investment for two students is \$3,000 (plus GST).

Leeton Shire Council has an annual allocated budget of \$3,000 (plus GST) to participate in the Bush Bursary Scholarship program.

Leeton Shire Council also commits to providing subsidised accommodation and coordination support from a staff member. In the past this has been equivalent to approximately \$1,000 per student in value.

(b) Policy

Nil

(c) Legislative/Statutory

Nil

(d) Risk

Not participating as a host Council will reduce Leeton's exposure as a good centre for practicing rural medicine.

CONSULTATION

(a) External

NSW Rural Doctors Network.

(b) Internal

General Admin Officer – Community Services

LINK/S TO THE DELIVERY PROGRAM/OPERATIONAL PLAN (DPOP)

Under the Key Priority Area THEME 1 - "A HEALTHY AND CARING COMMUNITY" within Council's adopted Delivery Program/Operational Plan – 01 - "A community that focuses on being healthy - 1b is to "Ensure the availability of appropriate health and social services - Support programs that enhance opportunities to increase doctor numbers in Leeton Shire".

ATTACHMENTS

There are no attachments for this report

ITEM 8.10 FINANCIAL SUSTAINABILITY OF ANNUAL SKATE CHAMPIONSHIPS

RECORD NUMBER	21/92
RELATED FILE NUMBER	EF10/167
AUTHOR/S	Manager Community Services
APPROVER/S	General Manager

SUMMARY/PURPOSE

The purpose of this report is to provide Councillors with details of the income and expenditure associated with hosting the annual Riggz Cup Skate Championships to enable them to make an informed decision about the future of the competition.

RECOMMENDATION

THAT Council resolves to continue to host the annual Riggz Cup Skate Championships at the Leeton Skate Park, noting an anticipated budget bid of \$7,000 for the 2021/22 financial year.

REPORT

(a) Background

The annual skate competition originated as a project of the Youth Action Committee, whose members advocated for the skate park to be built and who ran the competition as a voluntary activity.

The competition was run as a Council and volunteer-led event for many years, until some of the leading young people who had contributed so much to the event moved out of the area and established themselves as Totem Skateboarding, a skateboarding education and event business. As a business, they now require payment to bring their considerable expertise to the event.

In recent years the members of the Youth Action Committee have had little interest in skateboarding, so Council staff have had to take on a larger role in running the event.

Food and water for the event is provided free by a volunteer organisation, the Rapid Relief team. This support is very much appreciated.

(b) Discussion

The Riggz Cup Skate Championship is generally scheduled for Easter, although in 2020 COVID-19 restrictions meant that the event had to be postponed until October. Should it proceed in 2021, the event would have to be held in the second half of the calendar year because the skate park expansion project is currently underway. This

project, which will see the skate park being expanded by an additional 370m², is not expected to be completed until the end of June 2021.

The 2020 event attracted 29 competitors, a significantly lower number than in previous years - presumably as a result of COVID-19. The competitors came from a variety of locations including Wagga Wagga, Leeton, Hunters Hill, Yenda, Fairy Meadow, Flynn, Nichols and Wollongong. The average age of competitors was 14 and all but one were male. Past competitions have attracted 40-50 competitors with an average of 500 or more spectators during a SunRice Festival and an average of 300 spectators attending in a non-festival year.

In 2020, three competitors competed in the skateboard session, 21 competed in the scooter session, and five competed in the BMX session. The lone female competitor, who was from Wollongong, won outright champion. The three other prize winners were from Leeton.

The Rapid Relief Team provided free sausage sandwiches and water at the event. They reported that they had given out 200 sandwiches - an indication of the total number of people present on the day - and said that they had observed a very convivial atmosphere between spectators. Totem Skateboarding staff were also very pleased with the atmosphere, although they were disappointed with the low number of competitors.

Only five event feedback surveys were completed but all were extremely positive.

The total cost of organising, promoting and running the 2020 Riggz Cup Skate Championships was \$8,814. This figure does not include the Council staff wages. This figure is made up of:

Totem Skateboarding -	\$4,865
TV and print advertising -	\$2,368
Prize money -	\$1,200
Trophies -	\$218
Miscellaneous	<u>\$163</u>
	\$8,814

The total income from the event was \$86 in entry fees.

The total budget allocation for the 2020 event was \$5,500.

Totem Skateboarding's quote for running the 2021 competition is \$5,826, an additional \$961, making the minimum cost for a 2021 competition \$9,775 if all other costs remain the same. There is a strong view from staff that the advertising could be reduced down to \$500, with extensive use of social media which is more cost effective than TV advertising. Also sponsorship could be sourced for prizes.

(c) Options

1. Continue to host the Riggz Cup Skate Championships as a stand-alone annual event at the Leeton Skate Park with a budget of \$7,000. **Preferred option**
2. Continue to host the Riggz Cup Skate Championships as a stand-alone annual event at the Leeton Skate Park with a budget of \$10,000.
3. Host the Riggz Cup Skate Championships every 2nd year and, in the intervening years, run other youth-related activities that might attract a different audience with different interests.
4. Cease hosting the Riggz Cup Skate Championships and suggest to Totem Skateboarding that they run a private event.

IMPLICATIONS TO BE ADDRESSED

(a) Financial

If approved, the budget for 2021/22 would need to be at least \$7,000 with a further \$3,000 to be secured through sponsorship.

Grant money could be sought but cannot be relied on.

(b) Policy

Nil

(c) Legislative/Statutory

Nil

(d) Risk

Skateboarding is a high-risk activity – public liability insurance is required.

Sponsorship may be difficult to secure, especially in SunRice year – seek sponsorship from clothing and skateboards if local business is unable to support.

Acceptable Economic Return on Investment – undertake a complete event analysis at the conclusion of 2021/22 competition.

CONSULTATION

(a) External

The event facilitator, the volunteer group providing catering and participants.

(b) Internal

Community Services staff coordinating and attending the event.

LINK/S TO THE DELIVERY PROGRAM/OPERATIONAL PLAN (DPOP)

Under the Key Priority Area Outcome One: A HEALTHY AND CARING COMMUNITY within Council's adopted Delivery Program/Operational Plan – 3 - A community that is friendly and inclusive - 3b - Provide opportunities and support for young people in Leeton Shire - Facilitate activities and events for young people".

ATTACHMENTS

There are no attachments for this report.

ITEM 8.11 LEETON MEN'S SHED MINUTES - WEDNESDAY 10 FEBRUARY 2021

RECORD NUMBER	21/71
RELATED FILE NUMBER	EF10/165
AUTHOR/S	Manager Community Services
APPROVER/S	General Manager

SUMMARY/PURPOSE

The Leeton Men's Shed is a Section 355 Committee of Council.

The purpose of this report is to provide Council with the Minutes of the Leeton Men's Shed meeting held on Wednesday 10 February 2021 (**Attachment 1**).

The minutes of the meetings are prepared by volunteers who sit on the Committee and are presented as supplied to Council.

RECOMMENDATION

THAT Council receives for information the Minutes of the Leeton Men's Committee meeting held on Wednesday 10 February 2021.

REPORT

(a) Background

The purpose of the Leeton Men's Shed Committee is to oversee the day-to-day operations of the Leeton Men's Shed as per the delegation issued by Leeton Shire Council:

- To develop the strategic direction of the Leeton Men's Shed
- To provide appropriate reports and recommendations to Council
- To care for and maintain the Men's Shed facility through responsible day-to-day management
- To ensure the safety of the patrons of the shed.

The Leeton Men's Shed Committee holds regular monthly meetings to which all members are invited.

(b) Discussion

The Men's Shed Committee met on 10 February and resolved to:

- Encourage members to get their Working with Children Checks
- Purchase two shipping containers for storage of wood and identify possible sources of funding

- Rescind the previous motion to move the baker's cart to Yanco museum and to keep the cart at the Men's Shed
- Get a quote for improved lighting in the Painting Shed
- Purchase a new compressor pump from the Men's Shed funds
- Source external contractors to test and tag the electrical equipment in the Shed, as they had been advised that Council uses external contractors itself and could not provide that service to the Shed in-house
- Seek clarification as to whether shed members would be covered by Council's insurance if participating in community activities outside the shed premises.

(c) Options

Nil – this report is for noting only.

IMPLICATIONS TO BE ADDRESSED

(a) Financial

The Leeton Men's Shed Committee is a Section 355 Committee. It currently manages its own finances. Any identified minor maintenance issues are met through Council's annual maintenance program. Any major enhancements are to be funded by the Leeton Men's Shed Committee. If applications for funding for the shipping containers are not successful, the Committee may approach Council for assistance in obtaining the \$12,500 purchase cost.

(b) Policy

Nil

(c) Legislative/Statutory

Under Section 355 (b) of the *Local Government Act 1993* a council may exercise its functions by a Committee of Council.

The Men's Shed is operated as a Section 355 Committee of Council, which is an unusual situation for Men's Sheds in Australia.

(d) Risk

The legislative non-compliance of a Section 355 Committee could have legal, reputational, political and financial impacts. Note that Council has commenced a review of all Section 355 Committees to check for legislative compliance.

Work Health and Safety – the Men's Shed abides by the Australian Men's Shed Association (AMSA) guidelines. Safety issues are addressed in the general Men's Shed meetings and there is a designated Safety Officer. A safety inspection was completed by Council's WHS Coordinator 4 September 2020. A defibrillator has been purchased and is available in the shed. Council's insurer has confirmed that Men's Shed members are only covered by Council's insurance if the activity they are engaged in can be regarded as "exclusively working for Council".

Working with young people – Council has adopted a Child Safe Policy, which has implications for all Council volunteers. Staff have provided the Committee with a comprehensive briefing. No programs are to be held with children below the age of 18 unless all members present on the day have a current Working With Children Check.

CONSULTATION

(a) External

JLT (broker to Statewide, Council's insurer)

(b) Internal

Manager WHS, QA and Risk

LINK/S TO THE DELIVERY PROGRAM/OPERATIONAL PLAN (DPOP)

Under the Key Priority Area Outcome Six: STRONG LEADERSHIP within Council's adopted Delivery Program/Operational Plan – 19 - A community that speaks up and gets involved - 19 c - Provide a framework for inclusive decision-making - Support and report on Council's Section 355 Committees".

ATTACHMENTS

1 [↓](#) Leeton Men's Shed Committee Meeting Minutes - 10 February 2021

LEETON SHIRE MEN'S SHED

MONTHLY MEETING AGENDA: Wednesday 10th February 2021

Meeting Opened: 9.35 am.

Present: D Carn, G Reynolds, C Kefford, D Pinottino, T Kruger, T Organ, J Hamilton, B Salafia, J Milne, R Hutton, J Johnson, C Attree, B Gordon, M Smith, L Marsh, L Flannigan, M Carter.

Apologies: Wendell Peacock LSC, D. Graham, J Thurgate, E Boardman, E Collins
L Marsh/ G Reynolds Moved /Seconded that apologies be accepted

Minutes: Moved /Seconded
That the Minutes of the last meeting be accepted as a true record of proceedings.
D carn/M Carter

Welcome New Members and Self Introductions:

Welcome Council Representatives:

Welcome Guest Speaker:

Business arising from previous minutes:

1. Testing & tagging R Hutton to follow up. Completed by Ron 185 items.
2. Moved- That all members be strongly encouraged to get Working with children accreditation. D Graham/R Hutton.
3. Two members, Tom & Don hold "Working with Children" certificates. As members of LMS accreditation free.
4. Moved- That two new drill sets, one wood, one metal & a dremel be purchased for the workshop. G Reynolds/J Milne. R Hutton to purchase.
5. Small items needed for sale in run up to Christmas.
6. J Hamilton to check up on Leeton Visitor's Centre inventory.
7. Moved- That six sets of brushes & pans be bought for work benches. D Graham/ J Milne. Ron has purchased.
8. Quote from electrician for lights in paint shed. Follow up in 2021.

Treasurer's Report: Approximate balances only

Opening Balance	\$	\$39963.47
Receipts	\$	\$989.82
Expenditure	\$	\$416.97
Closing Balance	\$	\$40536.32

Accounts Due:

Accounts Paid: Accounts paid up to end of January. Telstra, NSW trailer Rego, Rivelectric, Visa \$208.17

That the Treasurer's report be accepted and the accounts as presented be passed for payment and those accounts be paid and verified.

T Organ/ D Cam Moved/Seconded:

Lotto: S

Moved/Seconded

Correspondence: To be dealt with as read.

R Hutton/ J Milne Moved/Seconded

Inward:

Invoice BD &DA Dunstone \$96.80

Invoice Mitre 10 \$24.99

NSW Government Stimulus Men's Shed Shovel Ready Infrastructure Project

Outward:

Nil

General Business:

1. Repair/replacement shed compressor. Motion moved That a new compressor pump be purchased. J Johnson/R Hutton. Passed. Ron to investigate compressor pump from MI.
2. Reverse air-conditioning fault not resolved. Ron Resolved.
3. Reverse A/C problem not resolved yet. A/C needs new board. Account to come from Weston & Weston. Resolved
4. Motion- That the bakers cart presently housed at the Leeton Men's Shed be moved to Yanco Museum. J Hamilton/ G Reynolds moved.
Motion to rescind previous motion to move the baker's cart to Yanco museum. J Johnson/ R Hutton.
The baker's cart to remain at Leeton men's Shed.
5. Trees on common fence line with Mr Saffioti's property need to be trimmed back to fenceline. Resolved.
6. Letter to be written to Mr Saffioti to remedy tree problem. L marsh to correspond. Tree branches removed. Resolved.
7. George spoke regarding members not using equipment correctly & causing damage. Members reminded to ask if not sure.
8. Leeton men's Shed approached to help at off-site community event. Question to Wendell Peacock LSC regarding insurance cover. If LMS approached for community projects the organisation to apply through LSC.
- 9 Testing & tagging. Ron has purchased tags for 1 year & follow up the possibility of borrowing machine. No action. Ron has completed & T
11. Question to Wendell Peacock regarding LSC testing & tagging procedures. LSC uses outside contractors.
12. Motion to purchase new drill sets, one wood, one metal. Tom to liaise.
13. Ron ordered new disks for sanding discs & belts. Ron has bought new discs & belts. Resolved.
14. Items on sale at Op shop. Sold magpies, flowers & a tractor. L Marsh to speak to Gino Amato re 133A Pine Ave window.
15. Lighting for paint shed. Dave & Jim to get written quote from Shane Dryburgh.
16. NSW Government Stimulus Men's Shed Shovel Ready Infrastructure Project. Applying for grant closes 19th February 2021. Proposal to site 2 20' or 40' shipping containers adjacent to shed at front of shed to store timber gifted from MI. Cannot apply due to LSC site being free title.

17. Motion- That LMS purchase 2 shipping containers for storage. Jock/Jim. Ron to investigate site investigation for shipping containers.
18. Items for sale at proposed Leeton Show in September. Dave to coordinate items to be made for sale & members making of items.
19. LMS members to approach Tom & Don for accreditation for Working With Children certification.

Next General Meeting: Wednesday 10th March 2021

Meeting Closed: 10.30am

BUSINESS AND INVESTMENT MATTERS

ITEM 8.12 INVESTMENTS REPORT FOR FEBRUARY 2021

RECORD NUMBER	21/82
RELATED FILE NUMBER	EF10/137
AUTHOR/S	Finance and Customer Service Coordinator
APPROVER/S	General Manager

SUMMARY/PURPOSE

The purpose of this report is to provide details to the Councillors on the funds which have been invested during the month of February 2021.

RECOMMENDATION

THAT the information contained in the Investments Report for February 2021 be noted.

REPORT

(a) Background

This report is required to be prepared on a monthly basis and presented to the next available Ordinary Council Meeting in accordance with Clause 212 of the Local Government (General) Regulation 2005.

(b) Discussion

Leeton Shire Council has \$15,528,272 invested with local bank branches and credit unions. This equates to 38.91% of the total investment portfolio as at 28 February 2021. The total current investment portfolio of \$39,904,131 is invested in Approved Deposit Institutions (ADIs) which are regulated by the Australian Prudential Regulatory Authority (APRA).

Attached to this report is a Statement of Bank Reconciliation (**Attachment 1**) and a Summary of Investments (**Attachment 2**) as at 28 February 2021.

The Statement of Bank Reconciliation details what Council has in its bank account at 28 February 2021 (after taking into account unrepresented cheques, unrepresented deposits, and unrepresented debits) compared to what Council has in its general ledger as at 28 February 2021.

The Summary of Investments details all the investments held by Leeton Shire Council as at 28 February 2021 (including the on-call accounts). It also details the institutions where the investments are held, how long the investments have been held by

amount and percentage and differentiates the investments between current (12 months or less) and non-current (over one year).

The table below details the monthly movements of investments for February 2021.

Opening balance as at 1 February 2021	\$ 39,901,829
Less:	
Maturities (3)	\$ 2,000,000
Subtotal	\$ 37,901,829
Plus:	
Roll-overs (1)	\$ 2,000,000
New Investments (0)	\$ 0
CBA Business Online Saver (BOS) movements	\$ 87
AMP Business Saver Account	\$ 28
AMP 31 Day Notice Account	\$ 1,811
Macquarie	\$ 376
Closing balance as at 28 February 2021	\$ <u>\$39,904,131</u>

During February 2021, Council had three maturities. All investment maturities were rolled over with the financial institution they were currently with.

The following table details the investment holdings split between the Banks and Credit Unions.

Banks	\$37,404,131
Credit Unions	\$ 2,500,000
TOTAL	\$39,904,131

The following table details the break-up of investments according to the restrictions which are placed on them.

Total Investments	\$ 39,904,131
<i>Less restrictions</i>	
Water Supply	\$ 16,348,521
Sewerage Services	\$ 9,112,896
Other external restrictions	\$ 6,170,126
Internal restrictions	\$ 11,995,273
Total restrictions	\$ 43,626,816
Net unrestricted investments	\$ -3,722,685

Restricted funds are currently showing overdrawn due to major project expenditure. As at 19 March 2021, there is \$2,237,006 owing in grant funds for completed works, with all invoices issued in late 2020. The General Manager has contacted Regional NSW to ask for the payment of the funds to be expedited. The balance presenting as being overdrawn (\$1,485,679) is due to Council's own contributions from internal restrictions being transferred once at year end. The General Manager has asked Finance to develop a system that sees capital funds budgeted from restrictions

reconciled in the month payments are made so that future investment figures presented to Council are current.

Currently Council has \$2,000,000 sitting in the operating account (**Attachment 1**). This is higher than normal but due to delays in receiving outstanding grant funding the Manager Finance made the decision to hold the extra funds in the operating account to ensure that all expenses could be paid as they fall due.

Externally restricted funds can only be used for the purposes for which they were raised. These include water, sewer, domestic waste operations and unexpended specific purpose grants.

Internal restrictions are funds set aside by a Council resolution, usually through adoption of the Budget or as part of the Quarterly Budget Review process. Internally restricted funds can be set aside to fund specific items such as plant replacement, infrastructure renewal, unplanned building renewal or liabilities such as employee leave entitlements.

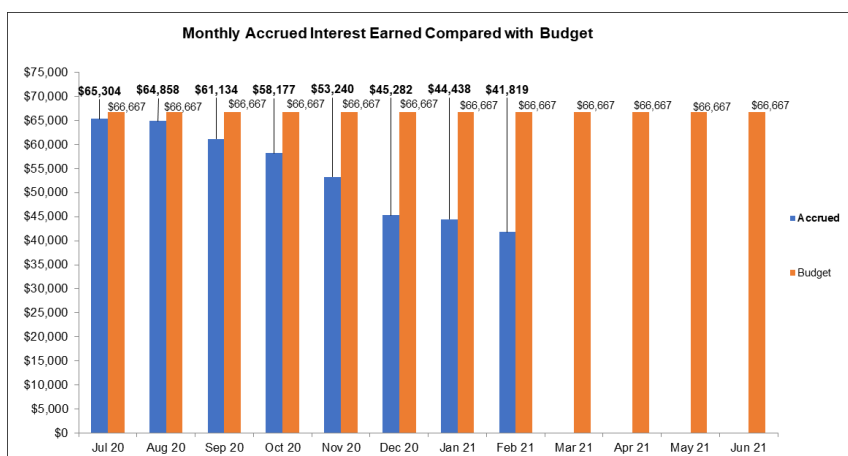
Unrestricted cash is used to provide working capital for Council to fund short-term operations and fluctuations in payables and receivables. The level of unrestricted cash can vary depending upon the level of outstanding creditors and debtors at month-end.

The Governor, Philip Lowe, made the following comments at the Australian Financial Review Business Summit on the 10 March 2021 "The full recovery of our economy requires a further lift in business investment. Stronger investment will also boost our productivity and provide a firm basis for stronger growth in nominal and real wages. Globally, higher levels of investment relative to savings are also one of the keys to a return to more normal levels of interest rates over the medium term."

At the March meeting of the Reserve Bank of Australia, the Board decided to maintain the targets of 10 basis points for the cash rate and the yield on the 3-year Australian Government bond, as well as the parameters of the Term Funding Facility.

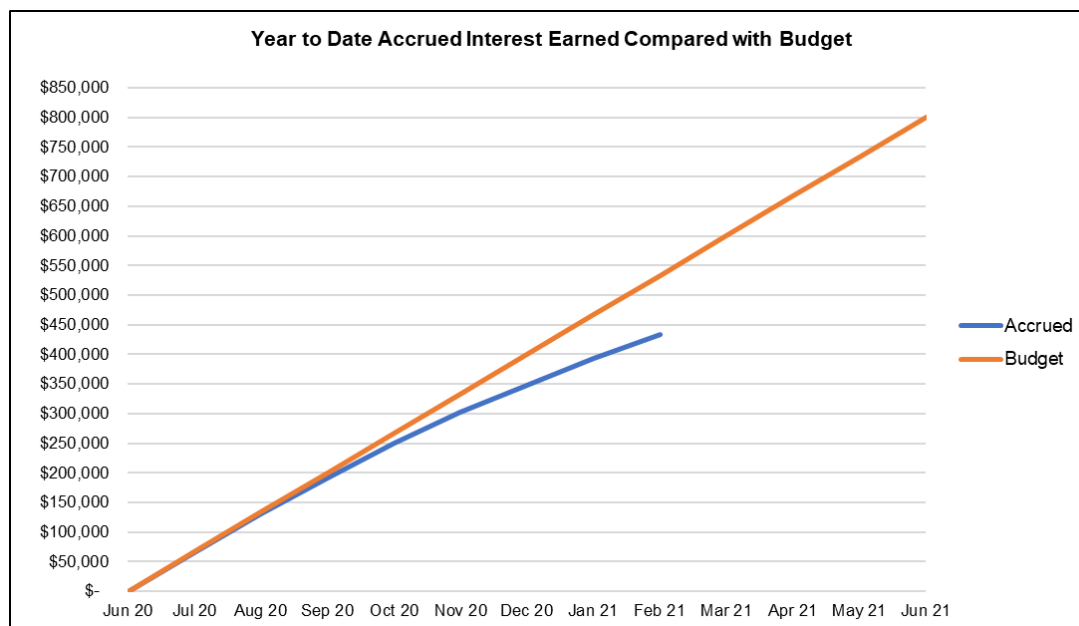
The average yield on Council investments for February 2021 fell slightly to 1.31%, a decrease of 0.03% from the 1.34% rate in January 2021.

The following column graph compares monthly accrued interest with the original budgeted interest for each month.



The actual interest accrued for February 2021 of \$41,819 is lower than the budgeted amount of \$66,667 by \$24,848.

The following line graph compares year-to-date interest with the original budgeted interest for the period. This shows that Council's actual investment income is tracking lower than the original budget as at 28 February 2021.



The following tables provide information on investment rates this year compared to last year, as well as a comparison of investment balances from this year to last year.

Performance Measures	This Year	Last Year
Portfolio Average Interest Rate (year to date)	1.48%	2.38%

Investment Balances	This Year	Last Year
Opening Balance as at 1 February	\$39,901,829	\$44,283,946
Current Balance as at 28 February	\$39,904,131	\$44,784,391

Lehman Brothers

Lehman Brothers Australia Dividend Payment Update:

No further information to report for February 2021.

(c) Options

Nil – this report is for information only.

IMPLICATIONS TO BE ADDRESSED

(a) Financial

The rate of return across the portfolio is 1.31% for February 2021. The budgeted percentage for the 2020/21 Financial Year is 2.0%.

The consolidated actual investment income from 1 July 2020 to 28 February 2021 compared to the budgeted annual investment interest from 1 July 2020 to 28 February 2021 is detailed below.

Actual Interest Earned from 1 July 2020 to 28 February 2021	\$434,252
Budgeted Interest – 1 July 2020 to 28 February 2021	\$533,333
Variance - Negative	<u>-\$99,081</u>

(b) Policy

All funds are invested in accordance with Leeton Shire Council's Investment Policy. Investments are to be considered in conjunction with the following key criteria:

- No Institution at any time shall hold more than 45% of Council's total investments. The maximum percentage will be determined by the short-term rating of the institution:
A1+ up to 45%, A1 up to 35%, and A2 up to 30%.
- The *Trustee Act 1925* provides for investments with building societies and credit unions. While they are not rated, they are now covered under Financial Prudential legislative controls.
- The maximum amount of funds invested with a building society/credit union will be 5% of Council's total investments at the time the investment was placed. Not more than 40% of Council's total portfolio should be held with building societies/credit unions at the time of placing each investment.
- Council's investments should be placed in an appropriate mixture of short-term (0–1 year) and medium term (1–5 years) categories according to Council's funding requirements and risk profile at the time of placing each investment.

Council's Portfolio Compliance

Asset Allocation

The majority of the portfolio is directed to Fixed-Term Deposits (73.93%), followed by the cash at call accounts with the Commonwealth Bank of Australia, AMP Bank and Macquarie Bank (12.66%). Floating Rate Notes held, equal 10.90% of the portfolio, and 2.51% is held in Bonds.

Term to Maturity

Overall, the portfolio remains lightly diversified from a maturity perspective with deposits maturing out to 5 years.

Counterparty

At 28 February 2021, Council did not have an overweight position to any single Authorised Deposit Taking Institution. The portfolio is well-diversified across the entire credit spectrum, including the unrated Authorised Deposit Taking Institution.

Credit Quality

The portfolio remains well-diversified from a credit ratings perspective, with the portfolio spread across the entire credit spectrum.

All aggregate ratings categories are within the Investment Policy limits.

The following table details the credit rating of each of the categories in which Council has money invested. All investments are compliant with Council's Investment Policy.

Compliant	Credit Rating	Invested (\$)	Invested %	Max. Limit (%)	Available (\$)
Yes	AA Category	\$8,757,639	21.92%	100.00%	\$31,189,612
Yes	A Category	\$2,001,197	5.01%	100.00%	\$37,946,054
Yes	BBB Category	\$26,688,415	66.81%	100.00%	\$13,258,836
Yes	Unrated ADI's	\$2,500,000	6.26%	40.00%	\$13,478,900
		\$39,947,251	100.00%		

Note: Valuations of Council's senior Floating Rate Notes on the Imperium Markets platform are marked-to-market and priced on a daily basis from an independent third-party provider. Council has recorded its FRNs internally at the purchase price or face value. As such, the total portfolio's balance is likely to differ as at the reporting date.

A **credit rating** is an evaluation of the credit risk of a prospective financial institution predicting their ability to pay back the investment and interest at maturity and an implicit forecast of the likelihood of the institution defaulting.

The credit ratings are an opinion based on the credit-worthiness of the company issuing the security and are assigned by Australian Ratings based on publicly available information at a point in time.

If a company is unrated, it does not necessarily mean that its interest rate securities are high risk, but it does mean that investors will have to turn to other means to evaluate its financial strength or the security's complexity. Council utilises its investment advisors to gather company research data to ensure that due diligence is performed for all its investments.

(c) Legislative/Statutory

All funds are invested in accordance with Section 625 of the *Local Government Act 1993* and the Ministerial Investment Order.

Clause 212 of the *Local Government (General) Regulation 2005* requires an Investment Report to be prepared monthly and presented to the next available Ordinary Council Meeting.

(d) Risk

The following table provides information on investment types, including a risk assessment and the amount and percentage invested compared to the total investment portfolio.

Investment Type	Risk Assessment		Amount \$'000	% of Portfolio
	Capital	Interest		
Term Deposits	Low	Low	29,500	73.93
Cash/At Call Deposits	Low	Low	5,054	12.66
Bond	Low	Low	1,000	2.51
Floating Rate Notes	Low	Low	4,350	10.90
TOTAL			39,904	100.00

CONSULTATION

(a) External

Council's investment advisors are Amicus Advisory and Imperium Markets. Both investment advisors were contacted by staff for advice during the month of February 2021.

(b) Internal

No additional internal consultation was undertaken.

LINK/S TO THE DELIVERY PROGRAM/OPERATIONAL PLAN (DPOP)

Under the Key Priority Area Outcome Six: STRONG LEADERSHIP within Council's adopted Delivery Program/Operational Plan – 20 - A community that is always on the front foot – 20b is to "Strive to deliver the aspirations of the community through sound financial and asset management – Maintain Council's financial sustainability through maximising investment returns".

ATTACHMENTS

[1](#) Statement of Bank Reconciliation - February 2021

[2](#) Summary of Investments - February 2021

MONTH END BANK RECONCILIATION REPORT

Prepared by the Finance and Customer Service Coordinator

INTRODUCTION

The purpose of this report is to inform Council of its position in respect of bank balances.

BACKGROUND

This report is prepared monthly and presents movements in the Council's bank account.

BANK RECONCILIATION STATEMENT

as at 26 February 2021

BALANCE AS PER GENERAL LEDGER

Opening Balance:	1/02/2021	\$	2,032,426.83
February Movements :		\$	192,874.66
Closing Balance:	28/02/2021	\$	2,225,301.49
Less Unprocessed Bank Statement Transactions:		-\$	6,669.85
Total:		\$	2,218,631.64

BALANCE AS PER BANK STATEMENTS

		\$	2,204,956.34
Less Unpresented Cheques		-\$	10,112.62
Less Unpresented Debits			
Plus Unpresented Deposits		\$	23,787.92
Total		\$	2,218,631.64



 Responsible Accounting Officer
 2 March 2021

Leeton Shire Council

Summary of Term Investments as at: 28/02/2021					BBSW 90: 0.03%	Average Yield: 1.31%					
Inv No	Financial Institution/Broker	Investment	Note	Ref No	Investment Date	Investment Term (months)	Remaining Term (months)	Principal	Yield %	Maturity	Type
10-00	Commonwealth Bank L	CBA Business Online Saver - Cash at Call (Cash flow account)		10206481	12/10/09	136	0	1,028,271.63	0.05%	02/03/21	DAC
20-00	AMP Bank	AMP Business Saver Account - Cash at Call		437864762	10/07/20	7	0	905.28	0.60%	02/03/21	DAC
21-00	AMP Bank	AMP 31 Day Notice Account		971165956	17/07/20	7	0	3,023,756.59	0.90%	02/03/21	DAC
22-00	Macquarie Bank	Macquarie Cash Management Accelerator Account		940367790	07/11/20	3	0	1,001,197.02	0.50%	02/03/21	DAC
18-27	Westpac Leeton	Westpac Bank Treasury		6751801	05/03/18	36	0	1,000,000.00	3.00%	05/03/21	LTD
18-39	Auswide Bank	Auswide Bank		5652782.16	27/06/18	36	3	1,000,000.00	3.16%	27/06/21	LTD
19-11	National Aust Bank	National Aust Bank		97-327-3005	27/09/18	36	6	1,000,000.00	3.03%	27/09/21	LTD
19-49	National Aust Bank	National Aust Bank		AU3FN00487	19/06/19	60	39	700,000.00	0.93%	19/06/24	FRN
20-04	National Aust Bank	Member Equity Bank		AU3FN00485	18/07/19	36	16	650,000.00	0.99%	18/07/22	FRN
20-08	AMP Bank	AMP Bank		TD13745815	15/08/19	24	5	1,000,000.00	2.20%	15/08/21	LTD
20-11	ANZ Bank	ANZ Bank		AU3FN00497	29/08/19	60	41	1,000,000.00	0.80%	29/08/24	FRN
20-12	Beyond Bank Leeton	Beyond Bank Leeton		123086194	06/09/19	24	6	1,000,000.00	1.95%	06/09/21	LTD
20-15	Auswide Bank	Auswide Bank		5652782	03/10/19	24	7	1,000,000.00	1.72%	05/10/21	LTD
20-16	AMP Bank	AMP Bank		TD86556078	04/10/19	18	1	500,000.00	1.90%	06/04/21	LTD
20-17	Beyond Bank Leeton	Beyond Bank Leeton		123074883	07/10/19	24	7	1,000,000.00	1.80%	07/10/21	LTD
20-31	National Aust Bank	RACQ Bank		AU3FN00531	24/02/20	36	23	1,000,000.00	0.94%	24/02/23	FRN
20-35	Laminar Capital	Auswide Bank		AU3FN00536	17/03/20	35	24	1,000,000.00	1.06%	17/03/23	FRN
20-36	Beyond Bank Leeton	Beyond Bank Leeton		123086423	16/03/20	12	0	1,000,000.00	1.60%	16/03/21	LTD
20-39	Laminar Capital	Macquarie Bank		241977826	24/04/20	12	1	1,000,000.00	1.70%	27/04/21	LTD
20-41	AMP Bank	AMP Bank		TD60160792	29/04/20	17	7	500,000.00	1.85%	29/10/21	LTD
20-42	Beyond Bank Leeton	Beyond Bank Leeton		123092627	11/05/20	9	0	1,000,000.00	1.70%	11/03/21	LTD
20-43	Beyond Bank Leeton	Beyond Bank Leeton		123087332	28/05/20	9	0	1,000,000.00	1.70%	28/03/21	LTD
20-44	Beyond Bank Leeton	Beyond Bank Leeton		174687370	28/05/20	9	0	500,000.00	1.70%	28/03/21	LTD
20-46	AMP Bank	AMP Bank		TD49419356	04/06/20	17	9	1,000,000.00	1.60%	01/12/21	LTD
20-47	Beyond Bank Leeton	Beyond Bank Leeton		123086240	08/06/20	12	3	500,000.00	1.40%	08/06/21	LTD
20-49	Beyond Bank Leeton	Beyond Bank Leeton		123074677	20/06/20	12	3	1,000,000.00	1.40%	20/06/21	LTD
20-50	Beyond Bank Leeton	Beyond Bank Leeton		123087796	21/06/20	8	0	1,000,000.00	1.40%	21/03/21	LTD
20-51	Bank of Queensland	Bank of Queensland		273798	23/06/20	12	3	1,000,000.00	1.15%	23/06/21	LTD
20-52	Beyond Bank Leeton	Beyond Bank Leeton		123080760	23/06/20	12	3	1,000,000.00	1.40%	23/06/21	LTD
21-01	National Aust Bank	National Aust Bank		10709375	06/07/20	12	4	500,000.00	0.95%	06/07/21	LTD

Leeton Shire Council

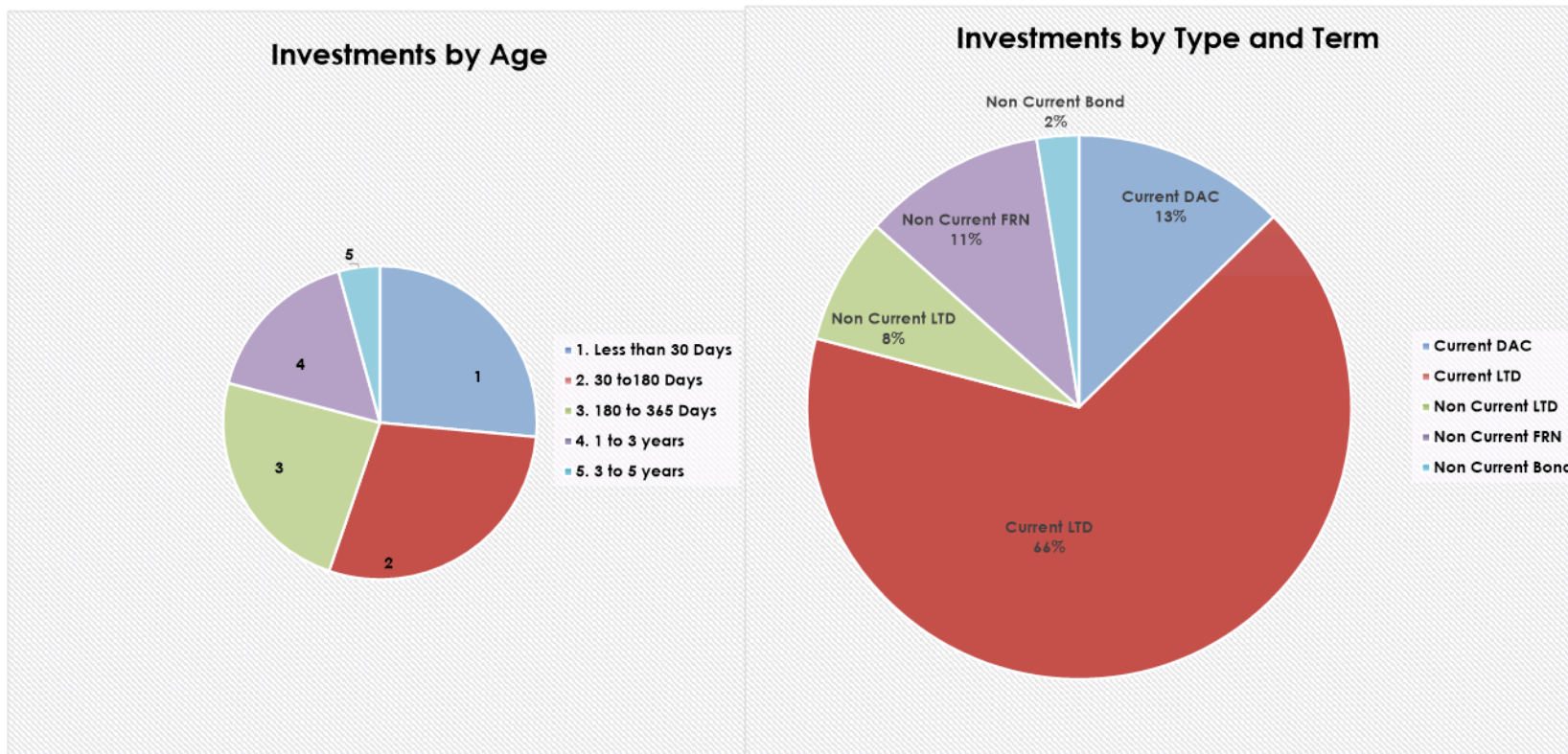
Summary of Term Investments as at: 28/02/2021						BBSW 90: 0.03%	Average Yield: 1.31%				
Inv No	Financial Institution/Broker	Investment	Note	Ref No	Investment Date	Investment Term (months)	Remaining Term (months)	Principal	Yield %	Maturity	Type
21-02	Westpac Leeton	Westpac Bank Treasury		8672230	09/07/20	12	4	500,000.00	0.95%	09/07/21	LTD
21-03	St George Bank	St George Bank		357200540	12/07/20	12	4	1,000,000.00	0.97%	12/07/21	LTD
21-08	Westpac Leeton	Westpac Bank Treasury		032-757 22-t	09/09/20	9	4	1,000,000.00	0.77%	08/07/21	LTD
21-09	Elders Narrandera	Rural Bank		302310859	22/09/20	11	6	1,000,000.00	0.90%	21/09/21	LTD
21-10	Northern Territory Treas	Territory Bond		AA-109-3B	14/09/20	38	33	1,000,000.00	1.25%	15/12/23	Bond
21-11	Elders Narrandera	Rural Bank		302312715	22/10/20	11	7	1,000,000.00	0.85%	21/10/21	LTD
21-12	Beyond Bank Leeton	Beyond Bank Leeton		123075182	28/10/20	23	19	1,000,000.00	0.95%	28/10/22	LTD
21-13	Curve Securities Pty Ltc	Wangaratta & Wodonga CU		22130	10/12/20	11	9	1,000,000.00	0.80%	09/12/21	LTD
21-14	AMP Bank	AMP Bank		TD14238487	14/12/20	17	15	890,000.00	0.95%	14/06/22	LTD
21-15	Curve Securities Pty Ltc	Wangaratta & Wodonga CU		9672	18/12/20	11	9	1,000,000.00	0.80%	17/12/21	LTD
21-16	AMP Bank	AMP Bank		TD03847931	27/01/21	17	16	610,000.00	0.95%	27/07/22	LTD
21-17	AMP Bank	AMP Bank		TD52801630	08/02/21	17	17	500,000.00	0.95%	08/08/22	LTD
21-18	Curve Securities Pty Ltc	Wangaratta & Wodonga CU		87795124.3	22/02/21	5	5	500,000.00	0.65%	23/08/21	LTD
21-19	Auswide Bank	Auswide Bank		56527819.2	25/02/21	5	5	1,000,000.00	0.50%	25/08/21	LTD
Total Investments:								\$ 39,904,130.52			

Leeton Shire Council

Summary of Term Investments as at: 28/02/2021

BBSW 90: 0.03%

Average Yield: 1.31%



Explanatory notes:

All investments noted above were made in accordance with the Act, the regulations and Council's Investment Policy

Responsible Accounting Officer
 2 March, 2021

OPERATIONAL MATTERS

ITEM 8.13 LEETON GOLF COURSE 1 JULY 2020 TO 31 DECEMBER 2020 UPDATE

RECORD NUMBER	21/28
RELATED FILE NUMBER	EF13/1
AUTHOR/S	Manager Open Space and Recreation
APPROVER/S	Acting Group Manager Operations

SUMMARY/PURPOSE

A report is provided to Council on a half-yearly basis on the operation of the Leeton Golf Course. This report covers the first six months of financial year from 1 July 2020 to 31 December 2020.

RECOMMENDATION

THAT Council notes the Income and Expenses Report from 1 July 2020 to 31 December 2020 on the operation and events at the Leeton Golf Course.

REPORT

(a) Background

Council, at the Ordinary Meeting held on 22 March 2017, agreed to extend the management and responsibility for the operation of the Leeton Golf Course for a further four-year period commencing on 1 July 2017 and ending on 30 June 2021.

At the Ordinary Meeting of Council held on 13 December 2017, it was resolved that staff would provide Council with a report on the activities of the Leeton Golf Course on a six-monthly basis.

(b) Discussion

The following table details the membership numbers for the Golf Club for the past two financial years.

Membership Numbers

	ACTUAL	ACTUAL
	2020/21	2019/20
	(1 July 20 to 31 Dec 20)	(1 July 19 to 31 Dec 20)
Full Members	160	140
Sporting Members	23	37
Junior Members	15	16
Pensioners	42	43
18-29 Years Members	27	30

TOTAL MEMBERS	267	266
----------------------	------------	------------

The total number of Golf Club Members for 2020/21 has remained steady with an overall increase of one member.

The table below details the number of rounds played from 1 July to 31 December compared to the same time last year.

Rounds Played

	ACTUAL 2020/21	ACTUAL 2019/20
Competition Rounds Played	2200	1843
Social Rounds Played	4155	3512
TOTAL ROUNDS	6355	5355

There has been an increase in the rounds of golf played during the 1 July 2020 to 31 Dec 2020. The course is in excellent condition with a mild summer and above average rainfall assisting with course presentation. Council's new Golf Course Superintendent has overseen some operational changes and has presented the course in an exemplary condition.

1 July 2020 to 31 Dec 2020 Events Summary

There were three major events held during the period:

- Veterans Week of Golf
- MS Charity Golf Day
- Twilight Golf Competition

(c) Options

Nil - This report is for information only.

IMPLICATIONS TO BE ADDRESSED

(a) Financial

Council budgeted for an annual operating loss for the Leeton Golf Course of \$120,000 for the 2020/2021 Financial Year.

The table below is an Income and Expenses Statement for the period 1 July 2020 to 30 Dec 2020. The overall net result for the period was a net gain of **\$5097.66**. It should be noted that a 5% adjustment has been applied to oncosts for staff wages, representing a savings of \$60,000.

GOLF CLUB REPORT – SIX MONTHLY – AS AT 31 DEC 2020

Account Description	Annual Budget	Actuals YTD
Income		
Golf Course Members Fees	83,000.00	94,848.47
Golf Course Green Fees	217,640.00	113,639.98
Volunteers contribution - Golf Course	5,000.00	0

Total Income	305,640.00	208,488.45
Expenditure		
Golf Green Renewals	50,000	4,736.12
Building Maintenance	4,645.00	1,105.64
Ground Maintenance (includes wages)	223,500.00	126,705.74
Plant and Equipment Maintenance	5,600.00	93.14
Watering & System Repairs	9,150.00	8,208.81
Fertiliser Expenses	4,000.00	5,998.41
Leasing/Rental/Hire Expense	3,500.00	2,010.99
Chemical Expenses	7,000.00	3,802.43
Electricity	15,000.00	2,695.90
Telephone & Communication	1,500.00	265.08
Rates & Charges	5,790.00	6,295.35
Water Consumption	4,000.00	156.40
Sewerage Consumption Charges	2,000.00	618
Security	3,500.00	1,848.80
Water Purchases - Fixed	10,000.00	-
Water Purchases - Volumetric	10,000.00	-
Cleaning Expenses	3,700.00	2,001.58
Consultant	-	-
Golf Club Pro	48,500.00	23,583.20
Affiliation Fees - Golf	11,500.00	11,587.47
Licences & Permits	50.00	-
Postage & Freight	200.00	160.73
Advertising	2,000.00	1,520.00
Bad Debts Expense	50.00	-
Total Expenditure	425,640.00	203,390.79
Council's Contribution	120,000.00	5097.66

(b) Policy

Nil

(c) Legislative/Statutory

Nil

(d) Risk

- Greater than budget expenditure due to significant weather or unexpected events requiring additional spend or resources. A monthly review of expenditure against budget will be undertaken to manage resource utilisation.
- Lower than expected income via green fees due to unexpected events or circumstances preventing play. Continued promotion of the golf course and its events to raise the facility's profile in the wider community will help to mitigate this risk.

CONSULTATION

(a) External

Golf Course Professional

(b) Internal

Accountant
Manager Finance
Finance Coordinator
General Manager

LINK/S TO THE DELIVERY PROGRAM/OPERATIONAL PLAN (DPOP)

Under the Key Priority Area Outcome Two: AN ACTIVE AND ENRICHED COMMUNITY within Council's adopted Delivery Program/Operational Plan – 6 - A community that participates in sports and active leisure - 6 a - Offer access to a range of quality sporting facilities - Promote usage and sustainability of the Leeton golf course”.

ATTACHMENTS

There are no attachments for this report

ITEM 8.14 LEETON SHIRE COUNCIL LOCAL AREA TRAFFIC COMMITTEE MEETINGS HELD ON THURSDAY 18 FEBRUARY 2021 AND THURSDAY 4 MARCH 2021

RECORD NUMBER	21/74
RELATED FILE NUMBER	EF10/248
AUTHOR/S	Road Safety Officer
APPROVER/S	Acting Group Manager Operations

SUMMARY/PURPOSE

This report is to inform Council of the outcomes of the Local Area Traffic Committee (LATC) meeting held on Thursday 18 February 2021 and the electronic meeting held on Thursday 4 March 2021 with the recommendations from the LATC Meeting going to Council for Endorsement.

RECOMMENDATION

THAT Council resolves to note the Minutes and endorse the recommendations of the LATC meeting held on 18 February 2021 and the electronic LATC held on the 4 March 2021.

REPORT

(a) Background

The LATC is a technical review committee which advises on matters referred to it by Council. These matters are related to prescribed traffic control devices, signs and facilities for which Council has delegated authority. The Council must refer all traffic related matters to the LATC prior to exercising its delegated functions. All recommendations of the LATC must be referred back to Council for adoption prior to enactment.

(b) Discussion

A copy of the Minutes and Agenda of the meeting held on 18 February 2021 are included as attachments to this report (**Attachments 1 and 2**).

A copy of the Agenda and Minutes of the meeting held on 4 March 2021 is included as an attachments to this report (**Attachments 3 and 4**).

The meeting on the 19 February 2021 addressed the following matters:

1. Business Arising from previous Minutes
2. Research Road and Back Yanco Road Intersection

The meeting on the 4 March 2021 addressed the following matter:

1. ANZAC Day Road Closures 25 April 2021.

Options

1. Adopt recommendations.
2. Do not adopt all or some recommendations, noting there is a process to follow when such occasions occur.

IMPLICATIONS TO BE ADDRESSED

(a) Financial

The Research Road signage upgrade will be funded through the financial year 2020/21 Engineering Budget and the Vehicle Activated Signage (VAS) will be funded through a grant received from the Safer Roads Program.

The ANZAC Day Services will see the road closure advertising costs and associated traffic management wages expensed to Council. These costs will be expensed against the financial year 2020/21 ANZAC Day budget.

(b) Policy

Nil

(c) Legislative/Statutory

Delegation of Authority passed from Transport for NSW to Local Traffic Committees. Attached for Council's information is *A Guide to the Delegation to Councils for the Regulation of Traffic (Attachment 5)*.

(d) Risk

All risks have been addressed within the Traffic Committee Report prior to any endorsement from the Traffic Committee.

CONSULTATION

(a) External

The Traffic Committee has external representative from Transport for NSW, Police and a delegate of the Local Member for the Murray Electorate (NSW Government).

(b) Internal

Engineering Staff
Events
Work Health and Safety

[LINK/S TO THE DELIVERY PROGRAM/OPERATIONAL PLAN \(DPOP\)](#)

Under the Key Priority Area THEME 1 - "A HEALTHY AND CARING COMMUNITY" within Council's adopted Delivery Program/Operational Plan – 04 - A community that is safe to live in and move about - 4b is to "Advocate and support road safety initiatives - Promote road safety through design and appropriate regulation".

ATTACHMENTS

- 1** [↓](#) Traffic Committee Agenda Thursday 18 February 2021
- 2** [↓](#) Traffic Committee Minutes Thursday 18 February 2021
- 3** [↓](#) Traffic Committee Agenda Thursday 4 March 2021
- 4** [↓](#) Traffic Committee Minutes Thursday 4 March 2021
- 5** [↓](#) A Guide to the Delegation to Councils for the Regulation of Traffic



**LEETON SHIRE COUNCIL TRAFFIC
COMMITTEE**

THURSDAY 18 FEBRUARY 2021

10.00 AM

COUNCIL CHAMBERS

LEETON SHIRE COUNCIL
Traffic Committee - Thursday, 18 February 2021

LEETON SHIRE COUNCIL
AGENDA
TRAFFIC COMMITTEE
Thursday 18 February 2021
10.00 AM

1. APOLOGIES
2. CONFIRMATION OF THE MINUTES
RECOMMENDATION
THAT the Minutes of the Traffic Committee held on Thursday 19
November 2020, as circulated, be taken as read and CONFIRMED.
3. OFFICERS REPORTS
3.1. RESEARCH ROAD & BACK YANCO ROAD2

LEETON SHIRE COUNCIL
Traffic Committee - Thursday 18 February 2021

OFFICERS REPORTS

ITEM 1 **RESEARCH ROAD & BACK YANCO ROAD**

RECORD NUMBER	21/9
RELATED FILE NUMBER	EF10/248
AUTHOR/S	Road Safety Officer
APPROVER/S	Director Operations

INTRODUCTION

The purpose of the report is to seek the Committee's recommendation for the installation of intersection and advanced warning signage for Research Road and Back Yanco Road intersection.

RECOMMENDATION

THAT the Committee endorses Leeton Shire Council to install the proposed signage in accordance with the attached signage design for Research Road & Back Yanco Road intersection and approaches as follows:

1. Give Way signs for Research Road approaches to Back Yanco Road;
 2. Railway Crossing warning signage to current standards; and
 3. Vehicle Activated LED advanced warning signs on Research Road approaches to Back Yanco Road in advance of all other warning signs.
-

BACKGROUND

The intersection of Research Road and Back Yanco Road has had several traffic incidents in the past. The intersection is made more complicated with the adjacent railway crossing on Research Road just west of the intersection.

Council was successful in gaining funding for the installation of LED warning signs leading up to this intersection with the intent that additional signage would help reduce the occurrence of incidents at the location.

Council Engineering staff investigated the site prior to arranging the new LED signage as a due diligence measure. This review identified that many signs used on all approaches to this intersection were inappropriate for the situation, incorrectly installed sign faces, incorrect longitudinal location, or in poor condition. All of these can reduce the effect of these traffic devices. As a result of this investigation, multiple changes to the existing signage have been proposed detailed in this report.

LEETON SHIRE COUNCIL
Traffic Committee - Thursday 18 February 2021

Additional background on the site and its installed signs was difficult to find and matters such as the installation of STOP signs are assumed to have been a measure implemented in the past to try and reduce traffic incidents. The sign choices and installation appear to have been replaced over time incorrectly and therefore no longer meet their intended purpose.

COMMENT

The NSW Centre for Road Safety Crash Statistics show there was only two recorded crashes at the intersection between 2005 and 2019. The crash in 2013 was a non-injury crash. The crash in 2014 resulted in three injured persons.

No crashes have been recorded at this location in the last five years.

There is local knowledge of additional crashes occurring at this site but were prior to the available 2005 data or minor in nature which did not meet NSW crash reporting requirements.

In advance of the Railway Crossing on Research Road heading eastbound the existing custom green-backed advanced warning sign utilised W7-13 rotated 90 degrees, as did the next single warning sign. This sign is inappropriate for the location and must be removed as it can confuse drivers, making them think they may have right of way. The advanced warning signage is also located too close to the hazard they are warning about. The W7-13 sign rotated 90 degrees is also in use on the westbound approach to Back Yanco Road intersection and is inappropriate use of this sign as mentioned above.

Consultation with Transport for NSW (TfNSW) was conducted during the review and design process. This item was advised that it needs to be tabled at the next face-to-face meeting and should not be hurried through with electronic only. This would allow the site to be investigated by the Local Traffic Committee (LTC) with sign warrants and current standards to be discussed more thoroughly. Of particular importance during discussions was the warrants for STOP sign use and ensuring warning signage meets current standards.

TfNSW also mentioned they were going to conduct a Speed Zone Review of the location. In doing so the slight amendment of existing 60km/h and 80km/h signage was directed to be changed to be in alignment with current practices as detailed in the NSW Speed Zone Guidelines. This change has been included in the design.

Engineering staff undertook sight distance surveys of Research Road approaches to Back Yanco Road intersection and recorded the results in the attached intersection sight distance assessment summary. The findings are summarised below:

- Available sight distance was greater than AUSTROADS Guide to Traffic Management Part 6 Safe intersection Sight Distance (SISD) requirements.
- Available sight distance was greater than AUSTROADS Guide to Traffic Management Part 6 Stop Sign requirements.
- Available sight distance was greater than Australian Standard 1742.2 Stop Sign requirements.

LEETON SHIRE COUNCIL
Traffic Committee - Thursday 18 February 2021

Section 2.5.4 of Australian Standard 1742.2 details the requirements for the installation of Stop Signs. Of important note is the following excerpt:

"A STOP sign shall NOT be used if the sight distance is equal to or greater than shown in Figure 2.2.

NOTE: A history of crashes may prompt requests for STOP signs. Where intersection sight distance is adequate, it is most likely that crashes can be reduced more effectively by other means, e.g. by improved delineation of the conflict area. Furthermore, the use of STOP signs where poor sight distance is not a factor can lead to driver disobedience, and lack of credibility of STOP signs. For these reasons no crash warrant is given for the use of STOP signs."

As the intersection has sight distance greater than the STOP sign requirements it does not meet the warrants for the use of a STOP Sign. Therefore, a GIVE WAY controlled intersection needs to be reinstated at the location.

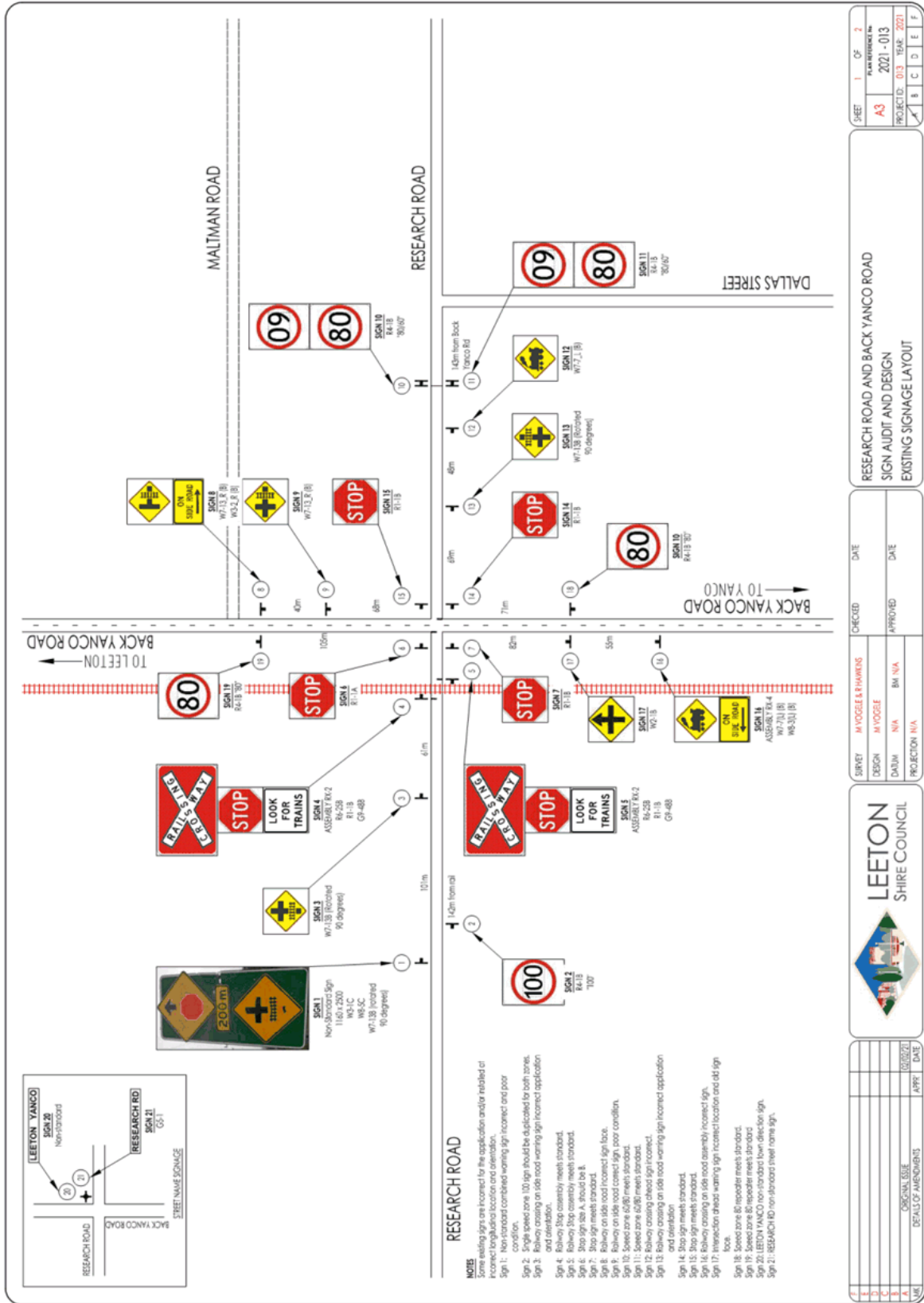
John Holland Group (JHG), the NSW Rail Authority were consulted during the design process. Their guidance was to follow Australian Standard AS1742.7 and that duplicating Assembly RX-2 is recommended to enhance the rail level crossing to help alert drivers to its presence. These recommendations were included in the design.

As a result of these investigations, Council Engineering staff have designed a new signage layout appropriate to the site which complies with current Australian Standards AS 1742.2 and AS 1742.7, with the addition of the LED warning signs. The existing and proposed layouts can be seen in the attachments.

It must be noted that advanced warning signage for intersections and railway crossings are delegated to Council but are NOT "Prescribed Traffic Control Devices". Due to this, installation of these signs does not require Council to seek Local Traffic Committee (LTC) or written approval from Transport for NSW. They have been included due to the complexity of the site and due to the proposed removal of a large custom green-backed sign which would normally require LTC input and Transport for NSW approval.

ATTACHMENTS

- 1 [📄](#) Back Yanco Road and Research Road - Current Signage
- 2 [📄](#) Back Yanco Road and Research Road - Proposed Signage
- 3 [📄](#) Sight Distance Summary
- 4 [📄](#) Proposed LED Signage



Item3.1 Attachment 1 - Back Yanco Road and Research Road - Current Signage

Leeton Shire Council

Intersection Sight Distance Assessment Summary

Intersection location	Back Yanco Road & Research Road
Through road	Back Yanco Road
Side road	Research Road
Date of survey	13 August 2020
Assessed By	Matthew Vogeles & Richard Hawkins
Latitude (-dd.ddddd)	-34.590838
Longitude (ddd.ddddd)	146.404575
Survey Method	On site observations and aerial mapping
Locality	Yanco
Speed of through road (km/h)	Northbound – 80 Southbound - 80
Speed of side road (km/h)	Eastbound – 100 Westbound – 80
Quadrant 1	Research Road eastbound approach to Back Yanco Road looking left (North)
Quadrant 2	Research Road westbound approach to Back Yanco Road looking right (North)
Quadrant 3	Research Road westbound approach to Back Yanco Road looking left (South)
Quadrant 4	Research Road eastbound approach to Back Yanco Road looking right (South)

Sight Distance (m)	Q1	Q2	Q3	Q4
At 5m offset (Actual)	520	530	1190	1190
At 10m offset (Actual)	510	520	1000	1180
SISD – AGTM Part 6 (Calculated)	248	181	181	248
STOP SIGN - AGTM Part 6 (Calculated)	95	65	65	95
STOP SIGN - AS1742.2 (Calculated)	95	65	65	95
Is available sight distance greater than SISD - AUSTRROADS	YES	YES	YES	YES
Reasons for non-compliance	N/A	N/A	N/A	N/A
Is available sight distance greater than STOP sign requirements - AUSTRROADS	YES	YES	YES	YES
Reasons for non-compliance	N/A	N/A	N/A	N/A
Is available sight distance greater than Stop Sign Requirements – AS1742.2	YES	YES	YES	YES
Reasons for non-compliance	N/A	N/A	N/A	N/A

Comments:

- Q1 had some minor vegetation which is easily removed to maintain sight distance.
- Q1 has a power pole close to the intersection however is assessed as not affecting sight distance as this only occurs at the 10m offset.





LEETON SHIRE COUNCIL

MINUTES OF THE TRAFFIC COMMITTEE

LEETON SHIRE COUNCIL

THURSDAY 18 FEBRUARY 2021

COMMENCING AT 10.00 AM

COUNCIL CHAMBERS

FORMAL MEMBERS

Leeton Shire Council:	Cr Tony Cicca Mayor Paul Maytom
NSW Police:	Acting Sergeant Mick Turek
Transport for NSW:	Greg Mineham Nicola Gentle
Local MP Nominee:	

INFORMAL MEMBERS

Leeton Shire RSO:	Stephanie Puntoriero (Richard Hawkins)
Leeton Shire MRD:	Chris Lashbrook

LEETON SHIRE COUNCIL
Traffic Committee - Thursday, 18 February 2021

APOLOGIES

Acting Sergeant Mick Turek – voted electronically

CONFIRMATION OF THE MINUTES

THAT the Minutes of the Traffic Committee held on Thursday 19 November 2020, as circulated, be taken as read and CONFIRMED.

(Moved Tony Ciccia/Seconded Richard Hawkins)

Transport for NSW requested their vote to be excluded from Minutes dated 19 November 2020 as they did not provide a formal vote.

Changes to recommendation for Minutes dated 19 November 2020: No

Representative	For	Against
Transport for NSW		
Police		
Member for Murrumbidgee		
Leeton Shire Council	Yes	

Noted that Council's subsequent resolutions related to the 19 November 2020 Traffic Committee proceed unchanged.

OFFICERS REPORTS

OFFICERS REPORTS

Item 3.1 Research Road & Back Yanco Road

RECOMMENDATION

THAT the Committee endorses Leeton Shire Council to install the proposed signage in accordance with the attached signage design for Research Road & Back Yanco Road intersection and approaches as follows:

1. Give Way signs for Research Road approaches to Back Yanco Road;
2. Railway Crossing warning signage to current standards; and
3. Vehicle Activated LED advanced warning signs on Research Road approaches to Back Yanco Road in advance of all other warning signs.

Changes to recommendation: Yes

LEETON SHIRE COUNCIL
Traffic Committee - Thursday, 18 February 2021

Item 3.1 Research Road & Back Yanco Road

RECOMMENDATION

THAT the Committee endorses Leeton Shire Council to install the proposed signage in accordance with the attached signage design for Research Road and Back Yanco Road intersection and approaches as follows:

1. Give Way signs for Research Road approaches to Back Yanco Road;
2. Railway Crossing warning signage to current standards; and
3. Vehicle Activated LED advanced warning signs on Research Road approaches to Back Yanco Road in advance of all other warning signs.
4. Change of the Give Way signs to C size.
5. Vegetation trimming to be investigated at the intersection.
6. Traffic Committee ask Transport for NSW to undertake a speed zone review.

Representative	For	Against
RMS	Yes	
Police	Yes - Electronic Vote	
Member for Murrumbidgee		
Leeton Shire Council	Yes	

NEXT MEETING - TBA

There being no further business the meeting closed at 10.51am.



LEETON
SHIRE COUNCIL

**LEETON SHIRE COUNCIL TRAFFIC
COMMITTEE**

THURSDAY 4 MARCH 2021

10.00AM

ELECTRONIC

LEETON SHIRE COUNCIL
Traffic Committee - Thursday, 4 March 2021

LEETON SHIRE COUNCIL

AGENDA

TRAFFIC COMMITTEE

Thursday 4 March 2021

10.00am

1. **APOLOGIES**
2. **OFFICERS REPORTS**
- 3.1. **ANZAC DAY DAWN SERVICE AND MORNING EVENT 2**

LEETON SHIRE COUNCIL
Traffic Committee - Thursday 4 March 2021

OFFICERS REPORTS

ITEM 1 ANZAC DAY DAWN SERVICE AND MORNING EVENT

RECORD NUMBER	21/72
RELATED FILE NUMBER	EF10/248
AUTHOR/S	Road Safety Officer
APPROVER/S	Director Operations

INTRODUCTION

The purpose of the report is to seek the Committee's approval to hold the ANZAC Day Dawn Service and Morning Event on 25 April 2021.

RECOMMENDATION

THAT the Committee recommends that Leeton Shire Council endorses to hold the Leeton ANZAC Parade on State and Local Roads subject to the schedule of conditions as outlined in the RMS Guide to Traffic and Transport Management for Special Events including the following conditions;

1. The event is conducted as per times, location of conditions and circumstances that are invoked in the application documents.
 2. A certified traffic control plan for the event is to be prepared, implemented, monitored and decommissioned by an accredited person.
 3. Event Organisers and participants immediately obey all directions given by Police.
 4. Event Organisers and participants immediately obey all direction by Leeton Shire Council Officers.
 5. Advertising of the event is to take place in local newspapers to ensure locals are aware of the event.
 6. Failure to comply with any of the above conditions will immediately void approval.
-

BACKGROUND

Leeton Shire Council has received the attached correspondence from the Returned and Services League of Australia, Leeton sub branch.

The ANZAC Day events consist of a Dawn Service at 6.00am and a morning service at 10.00am.

LEETON SHIRE COUNCIL
Traffic Committee - Thursday 4 March 2021

COMMENT

Correspondence has been received from the Returned and Services League (RSL) of Australia, Leeton Branch requesting permission to conduct the Anzac Dawn Service and Parade on 25 April 2021 (see attached).

The Dawn Service will be started from the corner of Church Street and Pine Avenue at 5.45am (TCP in place) and finished at 7.30am (TCP decommissioned) at the Cenotaph. The Anzac Parade will be started at 9.45am (TCP in place) with assembly at the Court House and a march from there to the Wade Hotel, along Pine Avenue to the Cenotaph. An hour long service will then be conducted and the march will then continue to the Soldiers Club at the corner of Acacia Avenue and Kurrajong Avenue. Finish time is approximately 11.30am (TCP decommissioned).

It is requested to allow elderly people to park their vehicles near the Cenotaph to attend the parade at the time of placing barricades at approximately 5.45am.

The TCP, insurance certification and the request from the Leeton RSL are attached for reference.

ATTACHMENTS

1 [↓](#) ANZAC Day Documents 2021



[Return to Table of Content](#)

Special Event Resources

Special Event Transport Management Plan

Refer to [Chapter 7](#) of the Guide for a complete description of the Transport Management Plan

1. EVENT DETAIL

1.1. Event Summary

Event Name: Anzac Day Commemorations
Event Location: Pine Ave & Kurrajong Ave, Leeton
Event Date: 25/4/21 Event Start Time: 5:45am Event Finish Time: 11:30am
Event Setup Time: 5:30am Event Pack down Finish Time: 1:30am
Event is off-street on-street moving on-street non-moving
Event is held regularly throughout the year (calendar attached)

1.2. Event Summary

Event Organiser*: Leeton Sub Branch, Returned & Services League of Aust (NSW Branch)
Phone: _____ Fax: _____ Mobile: 0428 230 781
Email: rs.leeton@gmail.com
Event Management Company (if applicable): _____
Phone: _____ Fax: _____ Mobile: _____
Email: _____
Police: Leeton Police, 24 Oak Street
Phone: 69 531 399 Fax: _____ Mobile: _____
Email: _____
Council: Leeton Shire Council
Phone: 69530911 Fax: _____ Mobile: _____
Email: _____
Transport Management Centre
(if Class 1 – Sydney Metropolitan Area): _____
Phone: _____ Fax: _____ Mobile: _____
Email: _____
Roads & Maritime Service
(if Class 1 – regional NSW and Class 2 event): Roads & Maritime Services
Phone: _____ Fax: _____ Mobile: _____
Email: _____

*Note: The Event Organiser is the person or organisation in whose name the Public Liability Insurance is taken out.

SPECIAL EVENT GUIDE [Return to Table of Content](#)

1.3. Brief description of the event (one paragraph)

2. RISK MANAGEMENT TRAFFIC

Class 1	Class 2	Class 3	2.1. Occupational Health & Safety – Traffic Control
			<input checked="" type="checkbox"/> Risk assessment plan (or plans) attached
			2.2. Public Liability Insurance
			<input checked="" type="checkbox"/> Public liability insurance arranged. Certificate of currency attached.
			2.3. Police
			<input type="checkbox"/> Police written approval obtained
			2.4. Fire Brigades and Ambulance
			<input checked="" type="checkbox"/> Fire brigades notified
			<input checked="" type="checkbox"/> Ambulance notified

3. TRAFFIC & TRANSPORT MANAGEMENT

Class 1	Class 2	Class 3	3.1. The route or location		
			<input checked="" type="checkbox"/> Map attached		
			3.2. Parking		
					<input type="checkbox"/> Parking organised – details attached
					<input checked="" type="checkbox"/> Parking not required
					3.3. Construction, traffic calming and traffic generating developments
					<input type="checkbox"/> Plans to minimise impact of construction activities, traffic calming devices or traffic-generating developments attached
					<input checked="" type="checkbox"/> There are no construction activities, traffic calming devices or traffic-generating developments at the location/route or on the detour routes
					3.4. Trusts, authorities or Government enterprises
					<input type="checkbox"/> This event uses a facility managed by a trust, authority or enterprise; written approval attached
					<input checked="" type="checkbox"/> This event does not use a facility managed by a trust, authority or enterprise
					3.5. Impact on/or Public Transport
					<input type="checkbox"/> Public transport plans created - details attached
			<input checked="" type="checkbox"/> Public transport not impacted or will not impact event		
			3.6. Reopening roads after moving events		
			<input checked="" type="checkbox"/> This is a moving event - details attached.		
			<input type="checkbox"/> This is a non-moving event.		
			3.7. Traffic management requirements unique to this event		
			<input type="checkbox"/> Description of unique traffic management requirements attached		
			<input checked="" type="checkbox"/> There are no unique traffic requirements for this event		
			3.8. Contingency plans		
			<input type="checkbox"/> Contingency plans attached		

Traffic & Transport Management of Special Events | Version 3.5 July 1, 2018 Page 92 of 98

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3.9. Heavy vehicle impacts

- Impacts heavy vehicles – RMS/TMC to manage
- Does not impact heavy vehicles

3.10. Special event clearways

- Special event clearways required - RMSTMC to arrange
- Special event clearways not required

4. MINIMISING IMPACT ON NON-EVENT COMMUNITY & EMERGENCY SERVICES



4.1. Access for local residents, businesses, hospitals and emergency vehicles

- Plans to minimise impact on non-event community attached
- This event does not impact the non-event community either on the main route (or location) or detour routes

4.2. Advertise traffic management arrangement

- Road closures or restrictions - advertising medium and copy of proposed advertisements attached
- No road closures or restrictions but special event clearways in place - advertising medium and copy of proposed advertisements attached
- No road closures, restrictions or special event clearways - advertising not required

4.3. Special event warning signs

- Special event information signs are described in the Traffic Control Plan/s
- This event does not require special event warning signs

4.4. Permanent Variable Message Signs

- Messages, locations and times attached
- This event does not use permanent Variable Message Signs

4.5. Portable Variable Message Signs

- The proposed messages and locations for portable VMS are attached
- This event does not use portable VMS

5. PRIVACY NOTICE

The "Personal Information" contained in the completed Transport Management Plan may be collected and held by the NSW Police, the NSW Roads & Maritime Services (RMS), Transport Management Centre (TMC) or Local Government.

I declare that the details in this application are true and complete. I understand that:

- The "personal information" is being collected for submission of the Transport Management Plan for the event described in Section 1 of this document.
- I must supply the information under the Road Transport Legislation (as defined in the *Road Transport (General) Act 1999*) and the *Roads Act 1993*.
- Failure to supply full details and to sign or confirm this declaration can result in the event not proceeding.
- The "personal information" being supplied is either my own or I have the approval of the person concerned to provide his/her "personal information".
- The "personal information" held by the Police, RMS/TMC or Local Government may be disclosed inside and outside of NSW to event managers or any other person or organisation required to manage or provide resources required to conduct the event or to any business, road user or resident who may be impacted by the event.
- The person to whom the "personal information" relates has a right to access or correct it in accordance with the provisions of the relevant privacy legislation.
-

6. APPROVAL

TMP Approved by: _____ Event Organiser _____ Date _____

7. AUTHORISATION TO *REGULATE TRAFFIC

Council's traffic management requirements have been met. Regulation of traffic is therefore authorised for all non-classified roads described in the risk management plans attached to this TMP.

Regulation of traffic authorised by: _____ Council _____ Date _____

The RMS/TMC's traffic management requirements have been met. Regulation of traffic is therefore authorised for all classified roads described in the risk management plans attached to this TMP.

Regulation of traffic authorised by: _____ RMS/TMC _____ Date _____

** "Regulate traffic" means restrict or prohibit the passage along a road of persons, vehicles or animals (Roads Act, 1993). Council and RMS/TMC require traffic to be regulated as described in the risk management plans with the layouts installed under the direction of a qualified person.*

SPECIAL EVENT GUIDE

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Schedule 1 Form – Notice of Intention to Hold a Public Assembly

Taken from NSW Police website:

[https://www.police.nsw.gov.au/data/assets/pdf_file/0007/275560/Notice of Intention to Hold a Public Assembly.pdf](https://www.police.nsw.gov.au/data/assets/pdf_file/0007/275560/Notice_of_Intention_to_Hold_a_Public_Assembly.pdf)

Summary Offences Act 1988

To the Commissioner of Police

1 I, Peter Williams
Name
of ST RAILWAY AVE LEETON 2705
Address
on behalf of Leeton Sub Branch RSL
Organisation
notify the Commissioner of Police that on the 25th
Day
of April 2021
Month/Year

it is intended to hold:

either:

(a) a public assembly, not being a procession, of approximately

500 persons which will assemble

Number
at Leeton Centotaph
Place

at approximate 5:45 ..am/pm
Time

and disperse at approximately 6:30 ..am/pm
Time

or

(b) a public assembly, being a procession of approximately 500
Number

persons which will assemble at Wade Avenue / Church St
Place

at approximately 9:55 ..am/pm
Time

and at approximately 11:45 ..am/pm the procession will

commence and shall proceed from the intersection of Church St & Pine Ave to the intersection of Pine Ave & Kurrajong for the ANZAC Dawn Service. Another procession will commence @ 9:55 and proceed from Church St into Pine Ave to the Centotaph

Specify route, any stopping places and the approximate duration of any stop; and the approximate time of termination. A diagram may be attached.

& procession will continue down Kurrajong Ave to the intersect of Palm Ave & disperse @ 11:45am.

2 The purpose of the proposed assembly is... commemorate
Anzac Day.
.....
State purpose

3 The following special characteristics associated with the assembly would be useful for the Commissioner of Police to be aware of in regulating the flow of traffic or in regulating the assembly:

* (i) There will be 1 (number) of vehicles and/or* floats involved and their type and dimensions are as follows:
The Lions Train is a 2 piece vehicle approx 10m in length carrying vetrans who are unable to march.

* (ii) There will be 3 (number) of bands, musicians, entertainers etc entertaining or addressing the assembly

* (iii) The following number and type of animals will be involved in the assembly
NIL

* (iv) Other special characteristics of the proposed assembly are as follows:
There will be assemblies

4 I take responsibility for organising and conducting the proposed public assembly.

5 Notices for the purposes of the *Summary Offences Act 1988* may be served on me at the following:

Address: 54 RAILWAY AVE
LEETON
..... Post Code 2705

Telephone: 0429 640 506

Signed: 

Capacity/Title PRESIDENT

Date 4/3/21

Delete as applicable

Risk Assessment

Name of Event	Anzac Day Dawn Service & Morning Service			
Date	25 th April 2021	Prepared By	Peter Williams	
Location of Event	Leeton CBD	Reviewed By	Steph Punterovic	
Risk Related Issues (eg. hazards)	Likelihood	Consequence	Rating	Control Measures
• Crowd Control	D	3	M	Committee to monitor crowd numbers
• Injured Participants (Crowd and Performers)	C	4	M	Committee to have First Aid Kit on hand. Emergency Services have been notified. Emergency contact phone list available at various locations
• Weather	C	1	E	Watch long range weather forecast Committee member to make decision four hours before event is due to start
• Traffic Management Plan	D	2	H	Traffic Management Plan Complete. Police and ambulance informed of the event. Businesses also informed of the event

Likelihood A = Almost Certain: Expected to occur B = Likely: Will probably occur C = Possible: Might occur at sometime D = Unlikely: Not likely to occur E = Rare: Exceptional circumstances	Consequence 1 = Catastrophic: Extreme pollution; Death or permanent disability; > \$500,000 2 = Major: Severe pollution; Long term illness or serious injury; \$50,000 to \$500,000 3 = Moderate: Significant pollution; Medical attention & off work; \$10,000 to \$50,000 4 = Minor: Low level pollution, First aid treatment; \$1,000 to \$10,000 5 = Insignificant: Minimal pollution, No injuries; Loss < \$1,000	Rating E = Extreme H = High M = Moderate L = Low	Likelihood					
			Consequence	A	B	C	D	E
			1	E	E	E	E	H
			2	E	E	E	H	H
			3	E	H	H	M	M
			4	H	H	M	L	L
5	H	M	L	L	L			



Certificate of Currency

The policy referred to is current as at the date of this certificate and whilst a due date has been indicated it should be noted that the policy may be cancelled in the future. Accordingly, reliance should not be placed on the expiry date.

Policy Number: 10M 7431902

Insured: RSL of Australia Sub Branches and Women's Auxiliaries including Leeton RSL Sub Branch

Period of Insurance: (From) 31/05/2020 at 4:00pm local time at the place of issue
(To) 31/05/2021 at 4:00pm local time at the place of issue

Policy Type: General and Products Liability

Limit of Liability:

Public Liability	\$20,000,000	any one Occurrence
Advertising Liability	\$20,000,000	any one Occurrence
Products Liability	\$20,000,000	any one Occurrence and in the aggregate for any one Period of Insurance

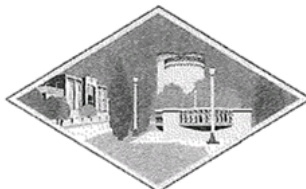
Interest Noted: It is noted and agreed that this Policy is endorsed to include the interests of: Leeton Shire Council, Roads & Maritime Services, NSW Police, NSW Ambulance, NSW Fire Brigade in respect of the ANZAC Day services held by Leeton RSL Sub Branch as per definition 1.29.5 of the Policy wording.

Remarks: The above is subject always to the terms, conditions, exclusions, and endorsements of the Policy.

Signed for and on behalf of Insurance Australia Limited trading as CGU Insurance



3RD March 2021



PROPOSED TEMPORARY ROAD CLOSURE

Notice is hereby given under Roads Act 1993 Number 33 Part 9 Division 4 for the temporary closing of the following roads:

Road: **Kurrajong Avenue, Pine Avenue, Wade Avenue South, Chelmsford Place Leeton**

Duration: 5.30am to 7.30am; and
9.30am to 11.30am

Date: Sunday 25 April 2021

Reason: Anzac Day Celebrations

Detours: Road closures will be clearly sign posted.
Parking available at Sycamore Street carpark.

Please advertise in The Irrigator on:

Dates to appear in Irrigator Friday 16 April 2021, Tuesday 20 April 2021 and Friday 23 April 2021.

LEETON SHIRE COUNCIL
Traffic Committee - Thursday, 4 March 2021

THE RETURNED AND  SERVICES LEAGUE

President Peter Williams
HON. TREAS. Una Williams
HON. SEC. Luke Mahalm

OF AUSTRALIA
(NEW SOUTH WALES BRANCH)
"The Price of Liberty is Eternal Vigilance"

LEETON SUB BRANCH
PO Box 912
LEETON NSW 2705

Email leetonsb@rslnsw.org.au

The Officer in Charge
Leeton Police Station
24 Oak Street
LEETON NSW 2705

NOTIFICATION OF EVENT

11/02/2021

Dear Sir/Madam

On behalf of the Leeton RSL Sub Branch I wish to notify you that the annual ANZAC Day commemoration services will once again take place 25th April 2020.

Our Dawn Service will commence with a short march comprising the Sub Branch and members of the public at 0545am. The march will start at the intersection of Pine Avenue and Church Street and end at the Leeton Cenotaph at the intersection of Wade Avenue and Pine Avenue. The Dawn service will end at approximately 0645.

The assembly point for the main march will be at the intersection of Church Street and Oak Street and extend along Church Street to accommodate all marchers. Assembly will commence at 0945 and step off will be at 1000am. The march will proceed into Pine Avenue and then terminate at the Cenotaph. A commemorative service will then be held and it is anticipated that a large number of people will attend. The service will end at approximately 1130. Leeton RSL Sub Branch members will march from there to the Leeton Soldiers Club where a short service will be held at the Vietnam War Memorial in front of the Shrine Of Remembrance, dispersal on completion.

Should you have any queries regarding this event or if you would like to discuss this further, please do not hesitate to contact the Honorary Secretary, on ~~0423 203 287~~.

0422 460 074



Regards
Luke Mahalm
Hon Secretary

LEETON SHIRE COUNCIL
Traffic Committee - Thursday, 4 March 2021



President Peter Williams
HON. TREAS. Una Williams
HON. SEC. Luke Mahalm

LEETON SUB BRANCH
PO Box 912
LEETON NSW 2705

Email leetonsb@rslnsw.org.au

Mr Chris Bailey
Station Officer
Leeton Ambulance Station
Chelmsford Place
LEETON NSW 2705

NOTIFICATION OF EVENT

11th February 2021

Dear Sir/Madam

On behalf of the Leeton RSL Sub Branch I wish to notify you that the annual ANZAC Day commemoration services will once again take place 25th April 2021.

Our Dawn Service will commence with a short march comprising the Sub Branch and members of the public at 0545am. The march will start at the intersection of Pine Avenue and Church Street and end at the Leeton Cenotaph at the intersection of Wade Avenue and Pine Avenue. The Dawn service will end at approximately 0645.

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Should you have any queries regarding this event or if you would like to discuss this further, please do not hesitate to contact the Honorary Secretary, on ~~0423 203 287~~

0422 460 074

Regards



Luke Mahalm
Hon. Secretary

LEETON SHIRE COUNCIL
Traffic Committee - Thursday, 4 March 2021

THE RETURNED AND SERVICES LEAGUE



PRESIDENT John Power
HON. TREAS. Ian Page
HON. SEC. Peter Williams

OF AUSTRALIA
(NEW SOUTH WALES BRANCH)
"The Price of Liberty is Eternal Vigilance"

LEETON SUB BRANCH
PO Box 912
LEETON NSW 2705

Station Officer
Leeton Fire Brigade
Chelmsford Place
LEETON NSW 2705

NOTIFICATION OF EVENT

Dear Mr Parks

On behalf of the Leeton RSL Sub Branch I wish to notify you that the annual ANZAC Day commemoration services will once again take place 25th April 2021

Our Dawn Service will commence with a short march comprising the Sub Branch and members of the public at 0545am. The march will start at the intersection of Pine Avenue and Church Street and end at the Leeton Cenotaph at the intersection of Wade Avenue and Pine Avenue. The Dawn service will end at approximately 0645.

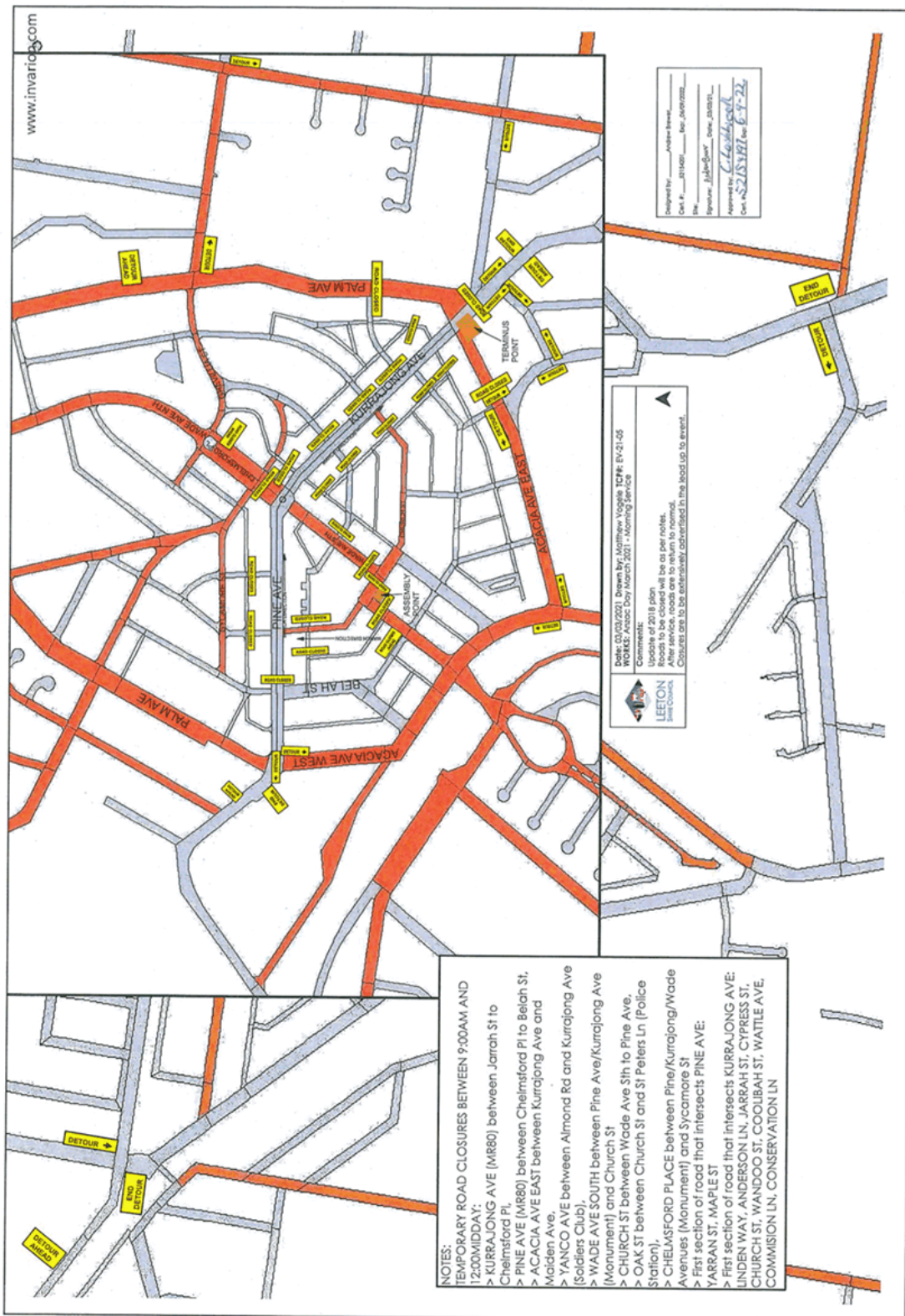
The assembly point for the main march will be at the intersection of Church Street and Oak Street and extend along Church Street to accommodate all marchers. Assembly will commence at 0945 and step off will be at 1000am. The march will proceed into Pine Avenue and then terminate at the Cenotaph. A commemorative service will then be held and it is anticipated that a large number of people will attend. The service will end at approximately 1130. Leeton RSL Sub Branch members will march from there to the Leeton Soldiers Club where a short service will be held at the Vietnam War Memorial in front of the Shrine Of Remembrance, dispersal on completion.

Should you have any queries regarding this event or if you would like to discuss this further, please do not hesitate to contact the Honorary Secretary, on 0422 460 074

Regards

Luke Mahalm
Honorary Secretary







LEETON SHIRE COUNCIL

MINUTES OF THE TRAFFIC COMMITTEE

LEETON SHIRE COUNCIL

THURSDAY 4 MARCH 2021

COMMENCING AT 10.00AM

ELECTRONIC

FORMAL MEMBERS

Leeton Shire Council:	Cr Tony Cicca Mayor Paul Maytom
NSW Police:	Acting Sgt Brett Jameson
RMS:	Zoe Turner
Local MP Nominee:	

INFORMAL MEMBERS

Leeton Shire RSO:	Stephanie Puntoriero
Leeton Shire DETS::	
Leeton Shire MRD:	Chris Lashbrook

LEETON SHIRE COUNCIL
Traffic Committee - Thursday, 4 March 2021

APOLOGIES

Nil

OFFICERS REPORTS

Item 1.1 ANZAC DAY DAWN SERVICE AND MORNING EVENT

RECOMMENDATION

THAT the Committee recommends that Leeton Shire Council endorses to hold the Leeton ANZAC Parade on State and Local Roads subject to the schedule of conditions as outlined in the RMS Guide to Traffic and Transport Management for Special Events including the following conditions;

1. The event is conducted as per times, location of conditions and circumstances that are invoked in the application documents.
2. A certified traffic control plan for the event is to be prepared, implemented, monitored and decommissioned by an accredited person.
3. Event Organisers and participants immediately obey all directions given by Police.
4. Event Organisers and participants immediately obey all direction by Leeton Shire Council Officers.
5. Advertising of the event is to take place in local newspapers to ensure locals are aware of the event.
6. Failure to comply with any of the above conditions will immediately void approval.

Changes to recommendation: No

<u>Representative</u>	<u>For</u>	<u>Against</u>
RMS	Yes	
Police	Yes	
Member for Murrumbidgee	-	-
Leeton Shire Council	Yes	

NEXT MEETING

TBA



A guide to the delegation to councils for the regulation of traffic

Including the operation of Traffic Committees



[Inside front cover
– provided for double sided printing purposes only]

A Guide to the Delegation to Councils for the Regulation of Traffic

**(including the operation of
Traffic Committees)**





Roads and Traffic Authority
www.nsw.rta.gov.au

VERSION: 1.3
ISSUED: March 2009

APPROVED BY:

SIGNED

Phil Margison
General Manager
Traffic Management

AUTHORISED FOR USE BY:

SIGNED

Michael Bushby
Director
Network Management

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For policy and technical enquiries regarding these guidelines please contact:

Traffic Management Branch
Email: technical_directions_publication@rta.nsw.gov.au
Phone: (02) 8588 5621
Fax: (02) 8588 4164

To access the latest electronic copies of these and other guidelines go to:

www.rta.nsw.gov.au/trafficinformation/downloads/technicalmanuals_dll.html

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Amendment record

Please note that the following updates have been made to this document.

Version Number	Page(s)	Description	Issued
1.1	8-11	Sections 5.3, 5.3.2, 5.3.4 & 5.3.5 amended to introduce optional public galleries	December 2007
1.2	Various	Hyperlink to Council Delegation Reference document updated	February 2009
1.3	Various	Sections 1.0, 2.0, 3.1, 5.1, 7.1, 7.2 & Flowcharts amended to reflect release of a new Delegation	March 2009



1. Introduction

The Roads and Traffic Authority is legislated as the organisation responsible for the control of traffic on all roads in New South Wales. Traffic is controlled by the installation of prescribed traffic control devices, such as regulatory signs, or traffic control facilities, such as medians.

New South Wales has many roads, which range from freeways to local streets. All these roads require the control of traffic. The RTA believes that the most effective means of dealing with the number and range of traffic related matters, particularly those which arise on regional and local roads, is to deal with them at the local level. The RTA has therefore delegated certain aspects of the control of traffic on regional and local roads to the Councils of Local Government areas.

The RTA continues to manage NSW's State road network. However, local government continues to also play an important role in the management of this road network by providing traffic input and advice when necessary.

These guidelines provide the policy and framework for Councils to exercise the traffic functions delegated to them by the RTA. They outline the delegated functions, the limitations that apply to Councils when exercising their delegated functions, the responsibilities of the various parties involved in the process, and the roles of the local and regional traffic committees.

Note: These guidelines do not cover B-double route approvals as they are the subject of a separate delegation.

These guidelines have been prepared by the RTA:

- (i) in accordance with current NSW legislation; and
- (ii) in consultation with RTA's Legal Branch, the NSW Police, LGSA, and representatives from a number of metropolitan Councils.

It is important to note that the legislative power to control traffic through the authorisation of traffic control devices, lies with the RTA and the delegation of this power does not remove the RTA's ability to exercise those delegated functions should circumstances warrant action.

2. Definitions and abbreviations

classified road – any of the following: a main road, a State highway, a freeway, a controlled access road, a secondary road, a tourist road, a tollway, a State work. See *Roads Act 1993, Part 5* for further details.

Council – the council of a local government area and includes an Administrator.

Delegation – 'Delegation to Councils – Regulation of Traffic' document.

LGSA – Local Government Association of NSW and the Shires Association of NSW.

LTC – Local Traffic Committee.



prescribed traffic control device - a sign, signal, marking, structure or other device to direct or warn traffic on a road or road related area (or part of a road or road related area) that is prescribed by the regulations for the purposes of this definition.

regulate traffic – for the purposes of the *Roads Act* means to restrict or prohibit the passage along a road of persons, vehicles or animals.

Roads Act – *Roads Act 1993*.

roads and road related areas – have the same meaning as in *ARR Rules 12 and 13*. Each reference to a road includes reference to a road-related area unless otherwise expressly stated.

Regional Road – a road shown to be a Regional road in the RTA's *Schedule of Classified Roads and State and Regional Roads*.

RR – NSW Road Rules 2008.

RTA – Roads and Traffic Authority, NSW.

RTC – Regional Traffic Committee.

State Road – a road declared to be a State Road under the *Roads Act 1993* and documented in the RTA's *Schedule of Classified Roads and State and Regional Roads*.

STMA – *Road Transport (Safety and Traffic Management) Act 1999*.

STMR – *Road Transport (Safety and Traffic Management) Regulation 1999*.

Sub-delegate – any Councillor, the General Manager or an employee of the Council who has been formally delegated by the Council.

TMP – Traffic Management Plan.

Traffic control facility – means:

- (a) traffic control lights and equipment used in connection with traffic control lights; or
- (b) any sign, marking, structure or device containing or relating to a requirement or direction, contravention of which is an offence arising under:
 - (i) the *Transport Administration Act, 1988* or the regulations; or
 - (ii) any other Act, regulation or by-law prescribed for the purposes of Section 45E of the *Transport Administration Act, 1988*; or
- (c) any sign, marking, structure or device that is intended to promote safe and orderly traffic movement on roads or road related areas or to warn, advise or inform the drivers of vehicles or pedestrians of any matter or thing in relation to vehicular or pedestrian traffic or road conditions or hazards; or
- (d) any bridge or subway or other facility for use by pedestrians over, across, under or alongside a road or road related area; or
- (e) any other thing prescribed as a traffic control facility by the Regulations under the *Transport Administration Act, 1988*.



3. Delegation of functions

Traffic control facilities and prescribed traffic control devices may be authorised for use on a road or road related area, whether a public road or on private land, only by the RTA or Councils. In addition, traffic may be regulated for various purposes by means of notices or barriers erected by a roads authority.

The *Transport Administration Act, 1988* confers the following powers to the RTA:

- to exercise the functions relating to safety and traffic management set out in Section 52A;
- to delegate its functions to other public agencies such as councils (Section 50);
- to give directions to public authorities in relation to RTA functions under Part 6 (Section 53A).

The *Road Transport (Safety & Traffic Management) Act, 1999* provides for a system of traffic laws relating to all vehicles (motorised and non-motorised) and pedestrians found in subordinate legislation made under the Act. Principally, these are:

- *Road Transport (Safety and Traffic Management) Regulation 1999*, and
- *Road Rules 2008*.

Part 8 (Sections 114 to 124) of the *Roads Act, 1993* deals with the regulation of traffic on public roads by erecting notices or barriers or taking any other action which may be necessary in order to manage traffic. The reference to regulating traffic in Part 8 should not be confused with the authorisation of prescribed traffic control devices under Division 1 of Part 4 (Sections 50 to 55) of the *Road Transport (Safety and Traffic Management) Act, 1999*. For the purposes of Part 8, regulating traffic includes such things as implementing road closures and other physical restrictions. Road closures effected by this part of the legislation remain as public roads after the road closure.

Note: Road closures effected under Part 4 of the *Roads Act, 1993* do not remain as a public road.

A Council can regulate traffic for the specific reasons set out in Division 1 of Part 8 (Section 115) of the *Roads Act, 1993* such as carrying out work on a road, etc. whereas the RTA can regulate traffic for any purpose.

If a Council wishes to regulate traffic for purposes other than those specified in Division 1 of Part 8 (Section 115) of the *Roads Act, 1993*, (e.g. for amenity reasons) it must seek the advice of its Local Traffic Committee. The procedures for regulating traffic covering road closures, traffic calming, etc. are detailed in Division 2 of Part 8 (Sections 116 to 119) of the *Roads Act, 1993*.

The delegation of these functions is carried out by the RTA, issuing Councils the RTA document, [Delegation to Councils – Regulation of Traffic](#).



The functions delegated to Council in the *Delegation* are:

1. authorisation of prescribed traffic control devices covered under Division 1 of Part 4 (Sections 50 to 55) of the *STMA*;
2. regulation of traffic under Division 2 of Part 8 (Sections 116 to 119) of the *Roads Act*;
3. authorisation of special event parking schemes under Division 2 of Part 5 (Clauses 122 and 123) of the *STMR* on public roads other than classified roads.

The Council may sub-delegate their powers to Councillors, the General Manager or an employee of the Council for Items 1 and 3 above.

The Council **may not** sub-delegate Item 2.

Note: There is a separate delegation for B-double route approvals.

3.1 Limitations

The exercise of functions delegated to Council is subject to a number of conditions or limitations as documented in Schedule 4 (Limitations) of the [Delegation](#).

Councils:

- are only permitted to authorise the implementation of certain traffic control facilities / prescribed traffic control devices on roads and road related areas within their area of operations. Council cannot exercise a function on a State Road as defined in the RTA document [Schedule of Classified Roads and State and Regional Roads](#).
- may only authorise prescribed traffic control devices as nominated in the RTA's online [Traffic Signs Database](#) indicated as "*Delegated to Council for Authorisation – Yes*".
- listed in Schedule 1 of the *Delegation*, must not exercise delegated functions listed in Schedule 4 of the *Delegation* including referral of issues for formal advice until a TMP has been assessed by the RTA. Refer to Section 3.1.1 TRAFFIC MANAGEMENT PLANS.
- must not exercise a function in respect of the following signs:

Permissive parking signs
No Parking signs
No Stopping signs

on any public road or road or road related area (or any part thereof), which falls within a 1 km radius of any train station listed in the RTA's document [Nominated Train Stations with Commuter Parking](#), and which has current unrestricted parking, without the approval of the RTA.

- are not empowered to authorise traffic control lights.
- are not empowered to interfere with traffic control lights, including the addition of any signs.



Delegation to Councils for the Regulation of Traffic

- may authorise portable traffic control lights for roadworks, see RTA's document, *Portable Traffic Signals Guide to Use*.
- cannot authorise an internally illuminated traffic control device.
- must obtain the advice of the NSW Police and the RTA prior to exercising their delegated powers.
- must establish an LTC. Refer to Section 5 LOCAL TRAFFIC COMMITTEE.
- may authorise "Roadwork Speed Limit" signs under the conditions outlined in the [Delegation](#).
- may sub-delegate traffic management powers (delegated functions), in respect of Division 1 of Part 4 (Traffic control devices) of the *STMA*, and Division 2 of Part 5 (Special Event parking schemes) of the *STMR*.
- **may not** sub-delegate traffic management powers (delegated functions), in respect of Division 2 of Part 8 (Sections 116 to 119) of the *Roads Act*.

3.1.1 Traffic Management Plans

A Council, listed in Schedule 1 (*Delegates*) of the RTA's [Delegation](#), must develop and submit to the RTA, a TMP if it intends to do any of the following:

- prohibit the passage of pedestrian, vehicle or motor vehicle traffic on a road or road related area by physical means or regulatory signs or both;
- install or display any road sign, marking or physical device that prohibits or compels a vehicle with respect to a turning movement;
- change a two-way street into a one-way street or reversing the direction of a one-way street; and
- reduce the number of traffic lanes on a road or road related area by physical means or regulatory signs or both.

A TMP is not required if a council certifies to the RTA in writing that a NO TRUCKS or NO BUSES traffic control sign is to be erected solely for the purposes of protecting a road from damage by the passage of motor vehicles.

Where a Council seeks to exercise its delegated powers in respect of a function that requires a TMP, the Council must submit the TMP to the RTA for review prior to the matter being referred to the LTC for formal advice.

The TMP must outline the scope of the traffic management changes proposed. It must also include an assessment of the impact of those changes and proposed measures to ameliorate any potential impact arising from the proposal.



See the RTA document, [Procedures for use in the preparation of a Traffic Management Plan](#).

Note: The RTA's acceptance of the TMP merely indicates that due process has been followed and does not indicate its position on the proposal when it is referred to the LTC for consideration.

4. Exercising delegated functions

Councils may only exercise their delegated functions in accordance with the [Delegation](#). Councils may sub-delegate certain powers to Councillors, the General Manager or an employee of the Council. Refer to Section 3 DELEGATION OF FUNCTIONS.

The *Delegation* requires Council to seek the advice of the NSW Police and the RTA prior to exercising their delegated functions. This is usually done via the LTC.

In cases where the LTC advice is unanimous, and Council intends to follow that advice, Council may authorise the implementation of the facility or device without further notifying the RTA or the NSW Police.

If the elected Council wishes to exercise a delegated function when the LTC advice is not unanimous, or the elected Council wishes to act contrary to unanimous LTC advice, then Council must notify in writing, both the NSW Police and the RTA representatives on the LTC.

Note: Council does not need to notify the NSW Police or the RTA if Council decides not to proceed with any proposal for any reason.

Council then must refrain from taking any action for 14 days so that the NSW Police or the RTA is given an opportunity to appeal to the Chairperson, Regional Traffic Committee should they wish.

In the case of an appeal, the decision of the Chairperson, Regional Traffic Committee is binding and final for matters under the STMA. For matters under the Roads Act, further appeals may be made to the Minister for Roads. Refer to Section 6 REGIONAL TRAFFIC COMMITTEE, for more details.

5. Local Traffic Committee

5.1 General

The LTC has no decision-making powers. The LTC is primarily a technical review committee, which is required to advise the Council on matters referred to it by Council. These matters must be related to prescribed traffic control devices and traffic control facilities for which Council has delegated authority.

The LTC should consider the technical merits of the proposal and ensure that the proposal meets current technical guidelines.



Delegation to Councils for the Regulation of Traffic

The Council must refer all traffic related matters to the LTC prior to exercising its delegated functions. Matters related to State Roads or functions that have not been delegated to the elected Council must be referred directly to the RTA or relevant organisation. Such matters must not be referred to the LTC. However, the RTA will generally seek the views of the Council on State Road traffic issues via the informal items process.

A Council is not bound by the advice of its LTC. Refer to Section 4 EXERCISING DELEGATED FUNCTIONS.

Where required, a TMP must be submitted to, and reviewed by, the RTA before that matter can be referred to the LTC. Refer to Section 3.1.1 TRAFFIC MANAGEMENT PLANS.

The LTC should not consider any proposal requiring a TMP prior to the review of the TMP by the RTA.

Similarly, the LTC should not consider any proposal to alter unrestricted parking to permissive or restricted parking on roads within a 1 km radius of any train station nominated in the RTA's document [Nominated Train Stations with Commuter Parking](#), without the prior approval of the RTA.

Note: The LTC should not be confused with a separate Council Traffic Committee, formed by Council under the Local Government Act. The establishment of which is a Council prerogative.
Refer to Section 8 TRAFFIC ENGINEERING ADVICE.

5.2 Members

The LTC is to be made up of four formal members. The members are as follows:

- one representative of Council
- one representative of the NSW Police
- one representative of the RTA
- the local State Member of Parliament (MP) or their nominee.

The Council's representative may be any Councillor or Council officer. The Council representative may be a sub-delegate if Council has formally approved this.

Where a Council LGA is represented by more than one MP, or covered by more than one NSW Police LAC, MPs or NSW Police officers representing the relevant electorate or LAC are entitled to be members of the LTC. However they are only permitted to vote on matters, which effect their electorate or LAC. Refer to Section 5.3.6 VOTING.

The Council (in consultation with the formal members of the LTC) may also decide to have additional informal (non-voting) advisors to the LTC who can provide input into the process. These additional advisors can include a:

- Road Safety Officer



- Ministry of Transport representative
- Fire Brigade representative
- Ambulance Service representative
- Bus operator representative
- Transport Workers Union representative
- Chamber of Commerce representative

Generally, informal advisors are not required to attend every LTC meeting. Their attendance is only required when items appear on the Agenda which effect their area of expertise or responsibility.

The informal advisors of the committee are not entitled to a vote. Refer to Section 5.3.6 VOTING.

5.3 Meetings

The LTC is not a committee within the meaning of the *Local Government Act, 1993*. The operating arrangements for the LTC are contained in these guidelines.

At LTC meetings the following are at the discretion of Council:

- conduct at meeting
- frequency of meetings
- format of meetings. [Within the following guidelines.]
- provision for a public gallery.

5.3.1 Meeting Formats

The most common format for LTC meetings is a monthly face to face meeting held in the offices of the Council.

The meeting is to be convened by a Council representative. The convenor may be the Council's voting member or may be an additional non-voting member of the LTC.

While there is no need for a specific quorum to allow an LTC meeting to proceed, it must be remembered that any advice can only be returned to the elected Council by the LTC if the views of the RTA and the NSW Police have been obtained.

Acceptable alternative meeting formats include:

- Electronic meetings – where the advice of the members is sought via facsimile or email. This allows items to be considered as they arise and may reduce response time.
- A combination of electronic (for minor issues) and face-to-face meetings. This allows minor issues to be addressed between meetings. The response time for minor issues may be reduced using this format and this format can result in shorter face to face meetings. It may even be possible to increase the interval between meetings.



Delegation to Councils for the Regulation of Traffic

Note: Should Council wish to adopt these (or any other) alternate formats then they should seek the advice of the RTA prior to making a final decision.”

It is strongly recommended that any format where the LTC and the normal Council meeting are held concurrently is to be avoided. The LTC is principally a technical review committee, and due consideration and debate is required when considering a proposal. This particular meeting format does not lend itself to this process.

Note: Any change to the meeting format must be agreed to by the formal members of the LTC. When proposing to discuss a format change, reasonable advanced notice must be provided.

5.3.2 Agendas, minutes and reports

All LTC meetings require the preparation of an agenda.

An LTC agenda must be prepared by Council and circulated to all formal members and informal advisors of the committee a minimum of one week prior to the meeting. This will allow members to fully consider the issues and determine their response on each item. This period will also allow a site visit if necessary.

For each agenda item, Council must prepare a report which must contain a brief summary of the issue, details of the proposed solution including a plan if the proposal involves signs, lines or structures, details of the policies / guidelines / standards used (if any) and the proposed recommendation to the elected Council. This report must be sent to the members of the LTC with the Agenda.

Note: For the information of the members of the LTC, the meeting papers should also include a summary of the final decisions made by the elected Council (or their sub-delegate) on items addressed at the previous meeting or on any items addressed since the last meeting.

The LTC agenda should only contain items, which require the elected Council to exercise its delegated functions. If no action is required, or advice only is being sought, or the issue does not require the exercise of delegated functions then the issue should not appear on the LTC agenda. Such issues should be dealt with as general traffic advice. Refer to Section 8 TRAFFIC ENGINEERING ADVICE.

Items, which do not appear on the agenda (i.e. items without notice), must only be considered if the elected Council has referred the issue and Council officers have been able to prepare a report on the proposal in the normal manner. Items raised without notice must be referred to the next meeting (or dealt with separately between meetings) if any member of the committee requests time to consider the issue.

All LTC meetings require the preparation of minutes.



Council must prepare the minutes of the meeting. Copies of the LTC minutes must be forwarded to all LTC members for their concurrence prior to the recommendations either being presented to the elected Council or acted on by the Council's sub-delegate.

Note: B-double routes are the subject of a separate delegation and should have a separate agenda and minutes.

Note: The RTA members of the LTC must keep a copy of all minutes for the future reference of the RTA.

Councils may also need to prepare a report to the elected Council. This report must indicate the type of support from the LTC (i.e. unanimous or not unanimous). Where the advice is not unanimous, dissenting votes should be noted. Refer to Section 5.3.6 VOTING.

Note: All proposals recommended by the LTC must still be formally approved by the elected Council (or their sub-delegate), subject to certain limitations. Refer to Section 3.1.

5.3.3 Site visits

It is recommended that each member of the LTC undertake a site visit prior to considering any proposal. This site visit may be undertaken individually by LTC members, or may be organised by Council as a joint visit of all members of the LTC.

Where this is not practical due to issues such as time or distance, then it is recommended that modern electronic alternative methods be used.

5.3.4 Public participation

The role of the LTC is to consider the technical aspects of any proposal and make a recommendation to the Council. The merits of the scheme, from a public perspective, is the responsibility of the Council and thus residents views should be taken into account by the Council rather than the LTC.

However, there is nothing preventing the LTC members from agreeing to allow residents, or other interested stakeholders, to address the committee, if it so chooses. In addition, the LTC members may agree to limit the number of public presenters on any particular item and/or place time limits on them. Any such constraints should be conveyed to the presenters at the time they are notified of the LTC's agreement for them to address the committee.

The LTC's advice to Council is not binding upon the Council therefore ideally this advice should not be released to the public until the Council has decided whether or not to exercise its delegated authority. However, where Council has decided to allow the public to be in attendance at the LTC meetings, the convenor must make it clear to the public gallery that the Council is still required to accept the recommendation of the LTC to finalise the issue. This should be done after each item to cater for members of the public who may only attend the meeting for a specific item.



5.3.5 Media participation

The role of the LTC is to consider the technical aspects of proposals and provide their advice to Council. Media involvement, or interest, in the process should be addressed through the normal Council meeting process.

However, should the media be interested in a proposal, they can attend the LTC meeting if the Council has decided to allow a public gallery. Again as with the general public, the convenor must make it clear that the Council is still required to accept the recommendation of the LTC to finalise the issue. This should be done after each item to cater for the media who may only attend for a single item. The media is not permitted to address the LTC.

5.3.6 Voting

While an organisation, which is a voting member, may choose to send more than one representative, that organisation is still limited to one vote only. For example:

- Where the LTC is chaired by a convenor who is a member of the elected Council and the LTC also has a Council staff member on the committee, the Council as an organisation is still only entitled to one vote [i.e. the Council representatives are not entitled to a vote each]
- Where the Council representative is also the convenor, the Council is still only entitled to one vote. There is no casting vote available to the convenor in the case of a tied vote.
- Where a Council LGA is represented by more than one State MP, only the MP representing the State electorate containing the proposal is permitted to vote. However, if the proposal is actually contained in more than one State electorate, then each State MP for those electorates may vote.
- Where a Council LGA has more than one NSW Police LAC, only the NSW Police officer representing the LAC containing the proposal is permitted to vote. However, if the proposal is actually contained in more than one LAC, then each NSW Police officer for those LACs may vote.

Council must consult with the Ministry of Transport where public passenger transport matters are affected.

LTC advice to Council on a proposal referred to it by Council must be one of the following:

- 1) unanimous support;
- 2) majority support;
- 3) split vote;
- 4) minority support; or
- 5) unanimous decline.



A Council's action on the above LTC advice will be:

- (a) If Council is in agreement with the LTC unanimous support then the proposal may be approved. In these cases there is no conflict between Council and the advice of the LTC, consequently there is no need for Council to inform the RTA or the NSW Police representatives of the decision.
- (b) If Council is in agreement with the LTC unanimous support, but no longer wants to proceed, the proposal may still be rejected.
- (c) If Council is in agreement with the LTC unanimous decline then the proposal may be rejected. Again there is no conflict between Council and the advice of the LTC. Consequently there is no need for Council to inform the RTA or the NSW Police representatives of the decision.
- (d) If Council decides to proceed with a proposal where the advice of the LTC is not unanimous support, then the Council must first advise the RTA and the NSW Police representatives in writing of their intention to approve the proposal. The RTA or the NSW Police may then lodge an appeal to the RTC. Refer to Section 5.4, APPEALS.
- (e) If Council decides to proceed with a proposal where the advice of the LTC is a unanimous decline, then the Council must first advise the RTA and NSW Police representatives in writing of their intention to approve the proposal. The RTA or the NSW Police may then lodge an appeal to the RTC. See Section 5.4, APPEALS.

Flowcharts have been provided to assist with the understanding of this process.

Refer to the relevant flowcharts in Appendix A for:

- the *Road Transport (Safety and Traffic Management) Act, 1999*; or
- the *Roads Act, 1993*.

Due to the fact that the RTA and the NSW Police have the power to appeal certain decisions of the Council, the LTC cannot provide its advice to Council until both the RTA and the NSW Police have provided their vote on the issue.

5.4 Appeals

5.4.1 Road Transport (Safety and Traffic Management) Act 1999

Where a determination of Council to proceed is contrary to a unanimous decline or is based on the non-unanimous advice of the LTC, then Council must notify both the NSW Police and the RTA representatives of its decision. Council must not exercise any of the functions, in relation to the subject proposal, for a period of 14 days from the date of notification in writing.

An appeal, may only be lodged by either the NSW Police or the RTA. The appeal is made to the Chairperson, RTC and must be lodged within the 14 day period. As a matter of courtesy, it is expected that the appellant informs Council in the initial stages of their intention to lodge an appeal.



Delegation to Councils for the Regulation of Traffic

To assist with the process the appeal should be lodged using RTC Form 1 Regional Traffic Committee – Appeal. A copy of this form can be found in Appendix A of this document.

The RTA provides secretarial services to the RTC and appeals must be forwarded to:

Secretariat
Office of the Chairperson
Regional Traffic Committees
Level 16 101 Miller Street
Locked Bag 928
NORTH SYDNEY NSW 2059

Facsimile: 8588 4164
Email: regional_traffic_committee@rta.nsw.gov.au

The Secretary will then notify all parties in writing that an appeal has been lodged.

The Chairperson, RTC notifies Council regarding the outcome of the appeal hearing. It is important that Council does not act until further advice has been received from the Chairperson, RTC about the issue under appeal.

The Chairperson's decision may:

- (i) uphold the appeal, i.e. not support the Council's decision, or
- (ii) reject the appeal. Rejection of the appeal could either support the Council's decision unconditionally or apply conditions.

Refer to Appendix A of this document for the Terms of Reference for the RTC and flowcharts indicating the process involved in the implementation or rejection of a proposal.

5.4.2 Roads Act 1993 – Division 2 of Part 8

The appeal process is similar to that specified above for *Road Transport (Safety and Traffic Management) Act, 1999* matters. However, in cases where Council is not satisfied with the determination by the Chairperson, RTC, Council may further appeal to the Minister for Roads.

The Minister's decision may be:

- (i) rejection of the Council appeal, or
- (ii) approval of the Council proposal either unconditionally or with conditions.

See the flowcharts in Appendix A which indicate the process involved in the implementation or rejection of a Council proposal.



6. Regional Traffic Committee

The RTC operates across the state. Meetings are generally held in the offices of the local Council.

The purpose of the RTC is to deal with appeals from the RTA or the NSW Police members of the LTC on matters delegated to Councils.

The members of the RTC are:

- Independent Chairperson (appointed by the RTA with concurrence from the LGSA)
- LGSA nominee (usually a Local Government Engineer from the region)
- RTA representative (usually the Regional Traffic Manager)

It should be noted the LGSA and RTA representatives merely provide advice as required by the Chairman.

In addition, nominees of the NSW Police, Council and the local State MP may attend as observers.

When a notice of appeal and relevant information is lodged with the RTC, the Chairperson will convene a meeting and the appeal matter is discussed. The Chairman shall determine who, if anyone, shall be permitted to address the appeal based on the documented evidence presented by each party prior to the Appeal. Generally the members of the RTC and each party to the appeal attend the meeting only.

The decision of the Chairperson, RTC in regard to such matters is final, except in matters relating to the *Roads Act, 1993*, wherein Council may further appeal to the Minister for Roads. Refer to Section 5.4.2.

Note: The RTC should not be confused with the Regional Development Committee, which deals with SEPP11 issues under the *Environmental Planning and Assessment Act 1979*.

7. Responsibilities

7.1 Council

The Council has responsibility for:

- exercising the delegated functions related to the *Roads Act 1993*
- documenting the sub-delegation of Council powers

Note: Councils cannot sub-delegate their Roads Act powers.

- seeking the advice of the NSW Police and the RTA prior to exercising delegated functions.
- obtaining the views of local residents affected by any proposal, if necessary. [This is to be done outside the LTC process]
- preparing any TMP required under Schedule 4 of the [Delegation](#) or when considered necessary by Council.



Delegation to Councils for the Regulation of Traffic

- seeking the approval of the RTA to any proposal to alter unrestricted parking to permissive or restricted parking on any road within a 1 km radius of any train station nominated in the RTA's document [Nominated Train Stations with Commuter Parking](#). [This is to be done outside the LTC process]
- convening meetings of the LTC.
- referring items to the LTC.
- providing secretarial services to the LTC.
- preparing the LTC meeting agenda.
- preparing a technical report on each issue.
- documenting the LTC advice (including providing a report to the elected Council)
- providing minutes of meetings to all LTC members
- providing a summary of the final decisions made by Council on items addressed at previous LTC meetings or any addressed since the last meeting.
- notifying the RTA and the NSW Police if the elected Council intends to exercise its delegated functions contrary to the advice of the LTC.

Note: Deciding not to proceed does not constitute exercising a function and therefore does not require notification.

7.2 RTA

The RTA has responsibility for:

- reviewing any TMP submitted to it.
- approving any proposal to alter unrestricted parking to permissive or restricted parking on any road within a 1 km radius of any train station nominated in the RTA's document [Nominated Train Stations with Commuter Parking](#).
- providing advice on Council proposals referred to the LTC.
- appointing the Chairperson of the RTC (with the concurrence of LGSA)
- providing secretarial services to the RTC.

7.3 NSW Police

The NSW Police have responsibility for:

- providing advice on Council proposals referred to the LTC.

7.4 Local State Member of Parliament

The local State Member of Parliament has responsibility for:

- providing advice on Council proposals referred to the LTC.
- nominating someone to represent them if necessary.



8. Traffic engineering advice

Councils often require advice on, or investigation of options for, difficult traffic problems. Council may also wish to consider traffic issues, which are outside the *Delegation* (e.g. installation of speed limits or traffic control signals). As these problems or issues do not require the exercise of delegated functions at that point in time (though they may or may not require it in the future) they should not be dealt with as formal items by the LTC.

Council may take advantage of the knowledge and experience of the LTC members to help them to resolve or clarify an issue. When wishing to utilise the expertise of the LTC members in this manner, Council could either include items on the agenda under a separate Informal Items section or produce a separate agenda.

Informal items should be dealt with following the completion of formal LTC items where Council intends to exercise a delegated function. Any outcomes from discussions on informal items cannot be included in the LTC report to the Council. However, Council can use any outcomes from these discussions in their deliberations on such issues.



Delegation to Councils for the Regulation of Traffic

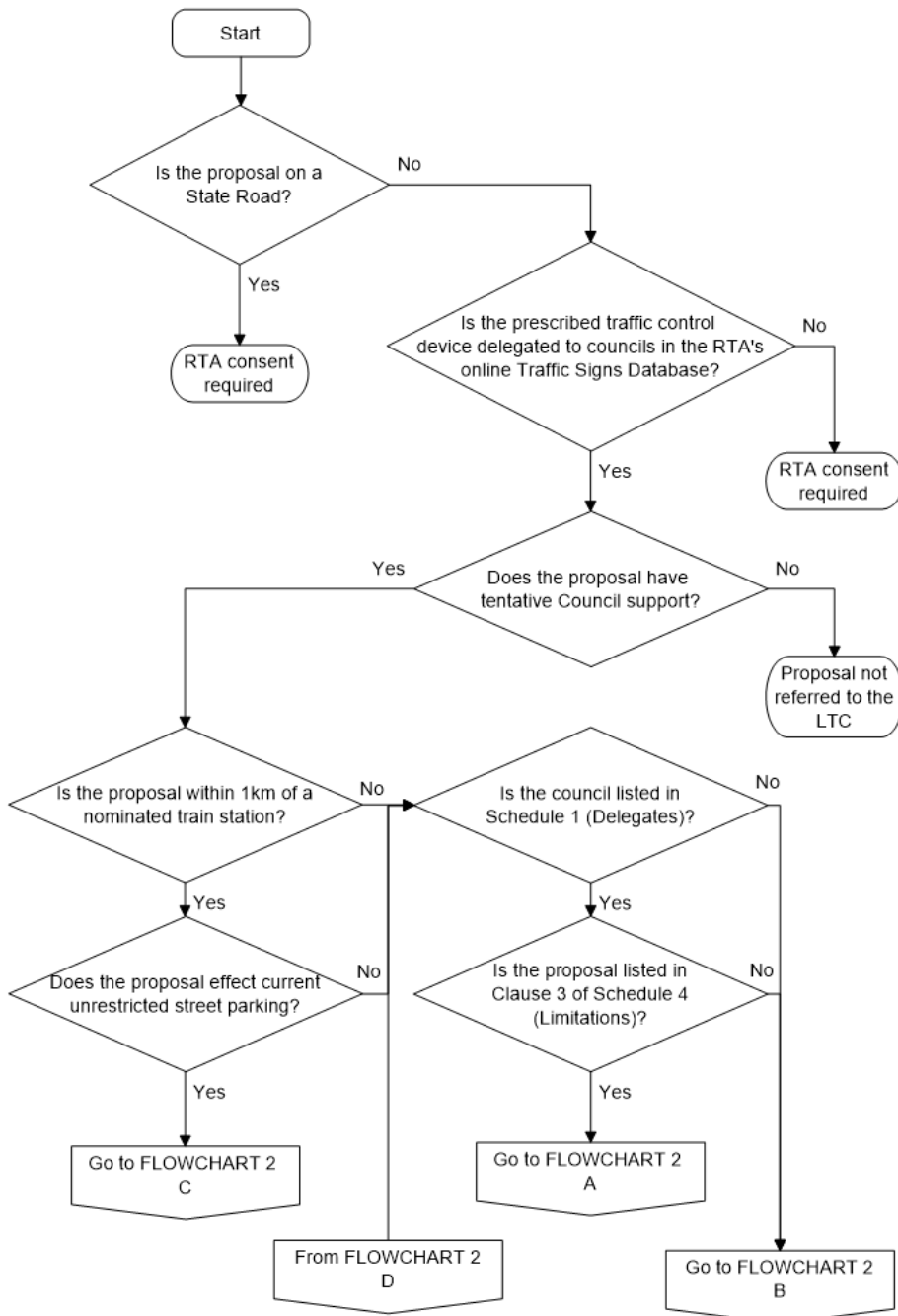
APPENDIX A



Process for Exercising Delegated Road Transport Powers

FLOWCHART I

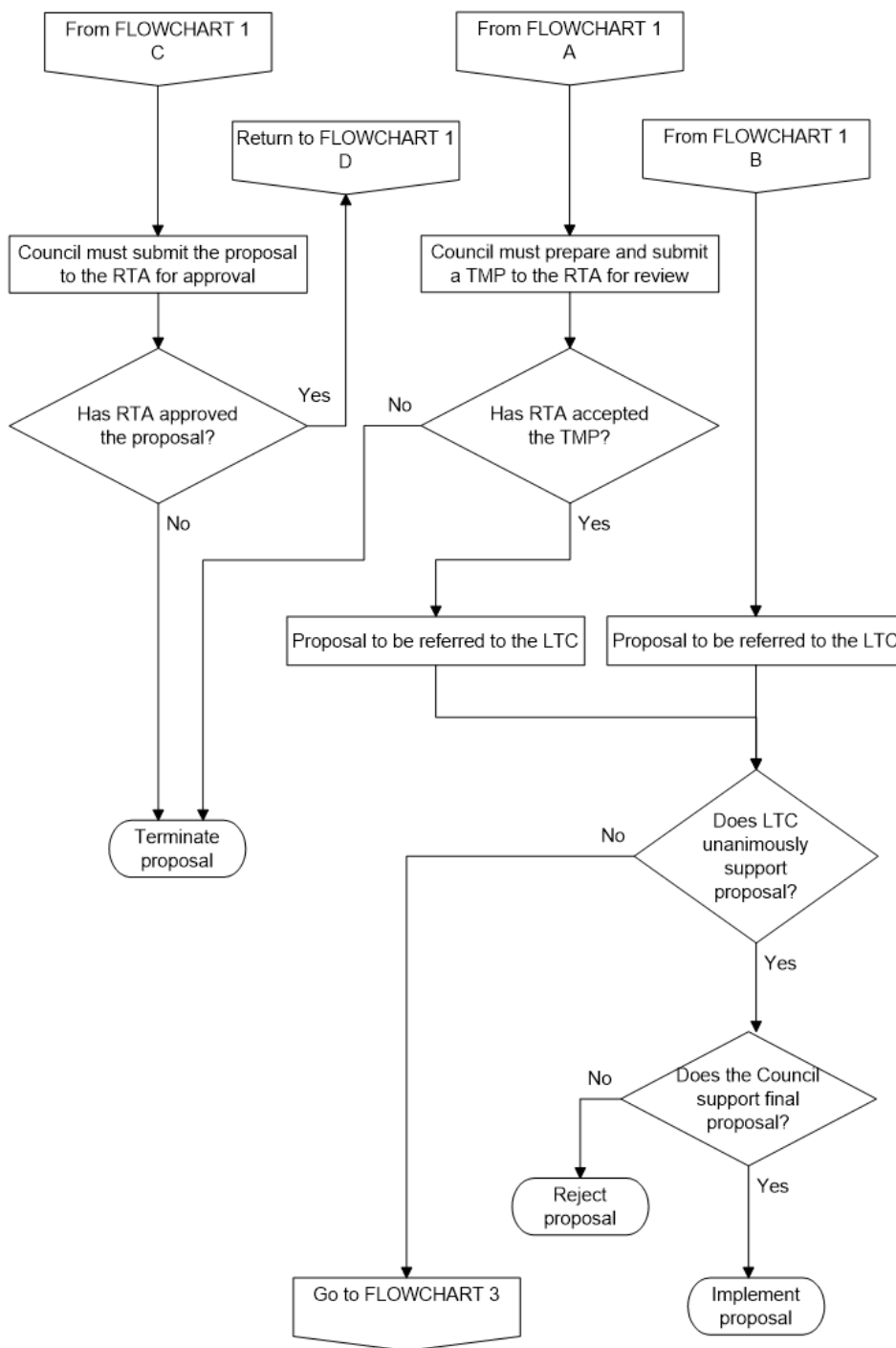
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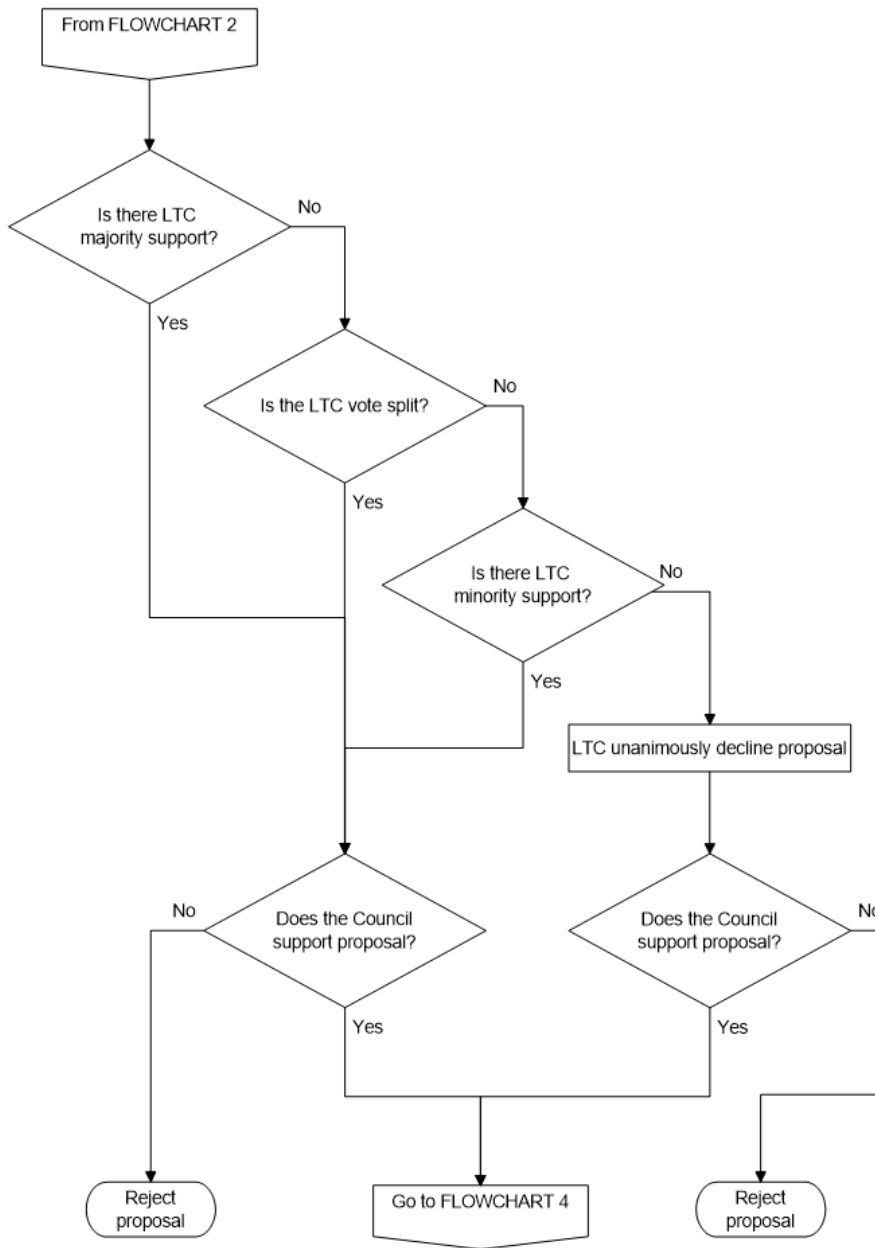
Delegation to Councils for the Regulation of Traffic

FLOWCHART 2
(Road Transport (Safety and Traffic Management) Act, 1999)





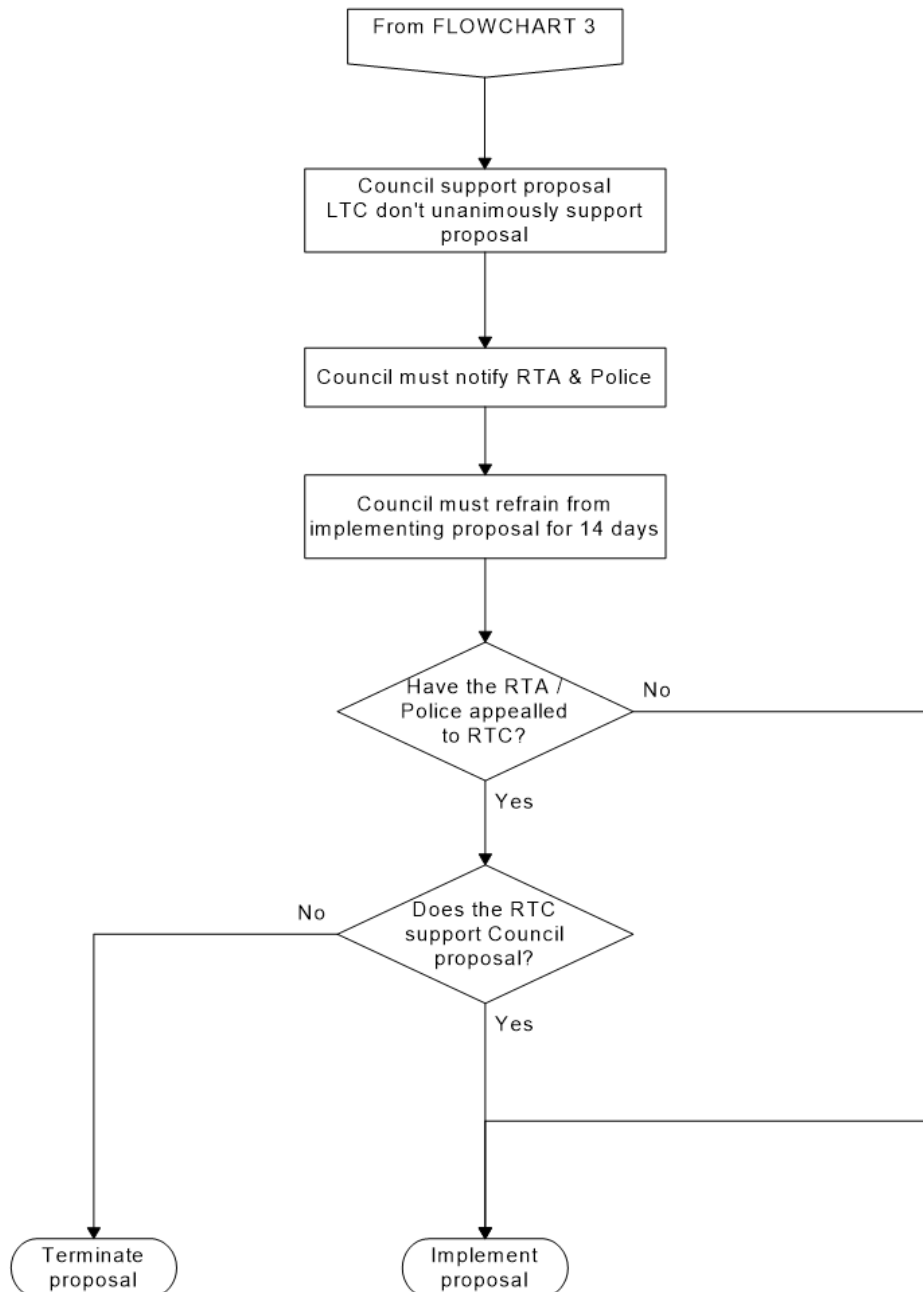
FLOWCHART 3
(Road Transport (Safety and Traffic Management) Act, 1999)





Delegation to Councils for the Regulation of Traffic

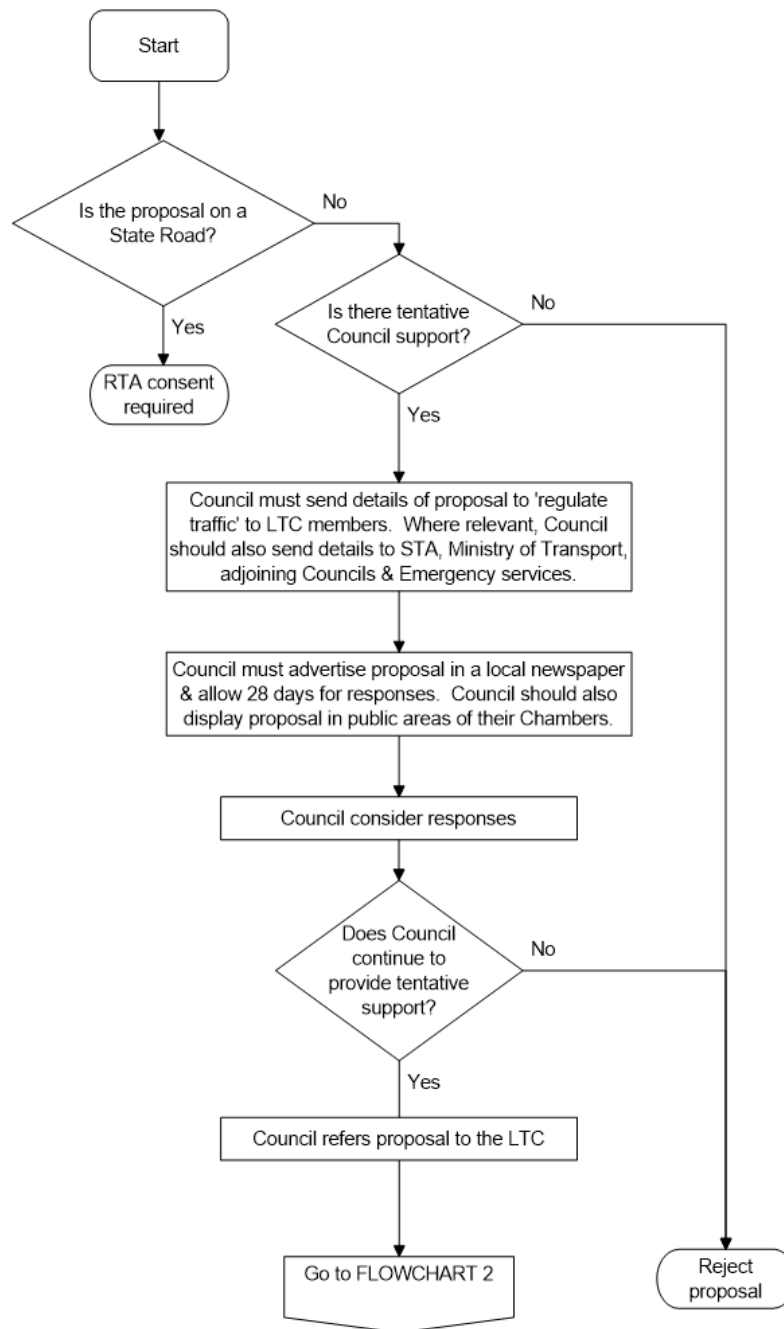
FLOWCHART 4
(Road Transport (Safety and Traffic Management) Act, 1999)





Process for Exercising Delegated Roads Act Powers

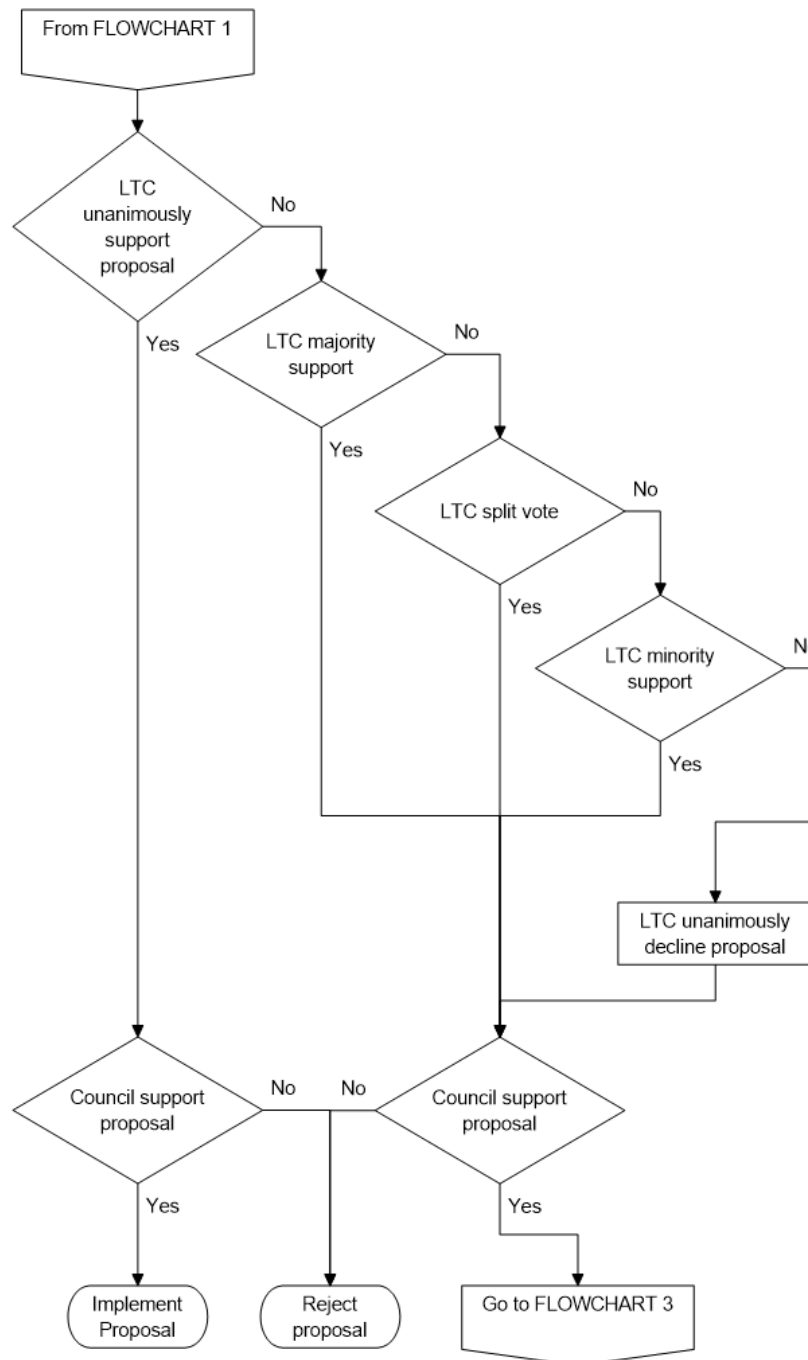
FLOWCHART I (Roads Act, 1993)





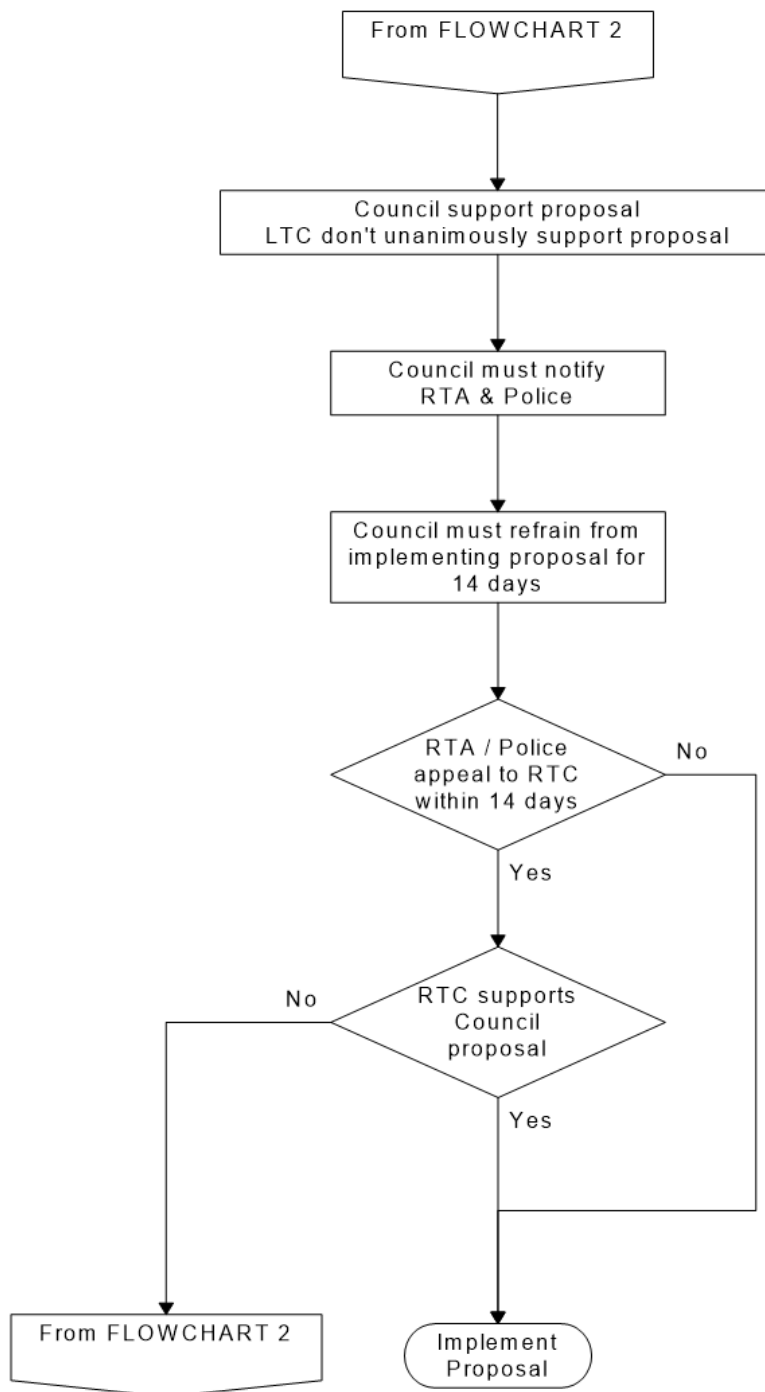
Delegation to Councils for the Regulation of Traffic

FLOWCHART 2
(Roads Act, 1993)





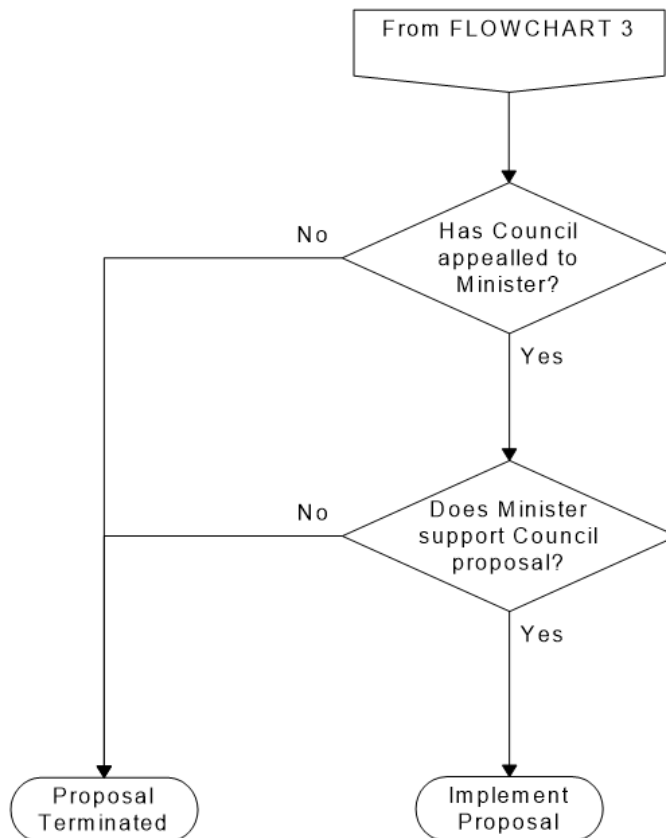
FLOWCHART 3
(Roads Act, 1993)





Delegation to Councils for the Regulation of Traffic

FLOWCHART 4
(Roads Act, 1993)





RTC TERMS OF REFERENCE

SCOPE	The Regional Traffic Committee deals with appeals from members of the Local Traffic Committees (RTA and NSW Police only) on matters delegated to Councils by the Roads and Traffic Authority.
ROLES	<ul style="list-style-type: none">• The Roads and Traffic Authority (hereinafter called "the Authority") pursuant to Section 50 of the Transport Administration Act 1988 and all other enabling powers hereby delegates to the chairperson of a Regional Traffic Committee appointed by the Authority.<ul style="list-style-type: none">-- The exercise of all those functions of the Authority necessary to determine appeals by a member of the Local Traffic Committee in connection with the exercise of any of the functions delegated by the Authority to a council, or any of the functions sub-delegated by it, in respect of:<ol style="list-style-type: none">1. Division 2 of Part 8 (Regulation of traffic by roads authorities) of the Roads Act 1993.2. Division 1 of Part 4 (Traffic control devices) of the Road Transport (Safety and Traffic Management) Act 1999.3. Division 2 of Part 5 (Special event parking schemes) of the Road Transport (Safety and Traffic Management) (Road Rules) Regulation 1999.
MEMBERSHIP	<ul style="list-style-type: none">• Independent Chairperson, Regional Traffic Committees• Local Government and Shires Associations for each RTA Region• Roads and Traffic Authority for each RTA Region
ENQUIRIES	Should you have any further enquires please do not hesitate to contact the Secretary, Regional Traffic Committees by Facsimile on 8588 4164 or Email: regional_traffic_committee@rta.nsw.gov.au



Delegation to Councils for the Regulation of Traffic

REGIONAL TRAFFIC COMMITTEE APPEAL FORM

SUBJECT OF APPEAL:		
APPELLANT (APPEAL) CONTACT:	Title: Name: Organisation: Phone: Fax: E-mail:	
DATE APPEAL SUBMITTED:	•	
REASON FOR APPEAL:	•	
RELEVANT HISTORY:	• • • •	
SUPPORTING DOCUMENTS:	• • (Please attach documents)	
PARTIES TO APPEAL:	• • •	
DATE RECEIVED		
RTC use only		

Forward to:

Secretariat
Office of the Chairperson
Regional Traffic Committees
Level 16 101 Miller Street
Locked Bag 928
NORTH SYDNEY NSW 2059

Facsimile: 8588 4164
Email: regional_traffic_committee@rta.nsw.gov.au

[Inside rear cover
– provided for double sided printing purposes only]

→ For further enquiries:



www.rta.nsw.gov.au/trafficinformation/guidelines



technical_directions_publication@rta.nsw.gov.au

ITEM 8.15 ALCOHOL FREE ZONES

RECORD NUMBER	21/76
RELATED FILE NUMBER	EF10/563
AUTHOR/S	Manager Planning, Building and Health
APPROVER/S	General Manager

SUMMARY/PURPOSE

Council resolved at the December 2020 Council meeting to notify the community of its intention to re-establish alcohol free zones in Leeton and Yanco Central Business Areas for another 4 year term.

No objections were received during the 30 day public consultation period.

Council is requested to confirm the establishment of Alcohol Free Zones (AFZ) for another 4 year term.

RECOMMENDATION

THAT Council resolves to:

1. Re-establish Alcohol Free Zones in the Leeton and Yanco business areas for a four (4) year term.
 2. Notify the public of the adoption of the Alcohol Free Zones.
 3. Install appropriate signage for the Alcohol Free Zones.
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REPORT

(a) Background

On 16 December 2020 Council resolved to:

1. Undertake public notification for a minimum period of thirty (30) days of Council's intention to re-establish existing Alcohol Free Zones in the Leeton and Yanco central business districts.
2. Notify the proposal to interested parties including:
 - Liquor licensees and secretaries of registered clubs whose premises border, adjoint or are adjacent to the proposed zones.
 - Leeton Multicultural Support Group
 - Leeton and District Local Aboriginal Land Council

3. Seek NSW Police advice on:
 - The success of the previous Alcohol Free Zone in achieving a reduction in unacceptable street drinking
 - The value of re-establishing Alcohol Free Zones in Leeton and Yanco, as indicated by police statistics
 - The location and extent of the Alcohol Free Zones to be re-established and the location of signage for the zones
 - Other measure that may need to be considered if unacceptable street drinking is still of concern in the central business district of Leeton and Yanco.
4. Seek NSW Police advise and/or support for the re-establishment of the Alcohol Free Zones for another 4 year term.
5. Require a further report on the feedback received from the public, police and other interested parties to be submitted prior to the re-establishment of Alcohol Free Zones in Leeton and Yanco.

(b) Discussion

Council has undertaken the following in relation to Council's intention to re-establish Alcohol Free Zones in the Leeton and Yanco central business districts.

- public notification for a period of thirty (30) days
- notified interested parties
- consulted with the NSW Police

No objections were received from the public, licensees, Leeton Multi-cultural support group, Leeton and District Local Aboriginal Land Council or NSW Police Force.

A letter of support was received from the NSW Police Force (Police) for the re-establishment of the alcohol-free zones. The Police stated that alcohol-free zones promote the use of roads, footpaths, and car parks in safety and without interference from irresponsible street drinkers.

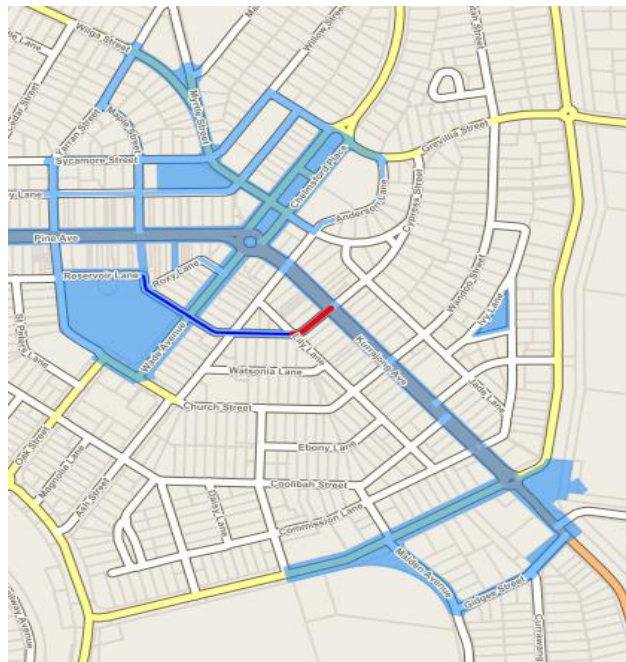
The Police further stated that from November 2019 to October 2020, there were 6 incidents of assault involving persons who last consumed alcohol in a public place prior to the incident. One of these assaults resulted in grievous bodily harm injuries. Police also recorded 11 alcohol related street offences in 2019.

Council followed the prescribed consultation procedures for the re-establishment of alcohol-free zones in Leeton and Yanco. After complying with the procedures council may, by resolution, adopt a proposal to establish an alcohol-free zone. The resolution itself will establish the zone.

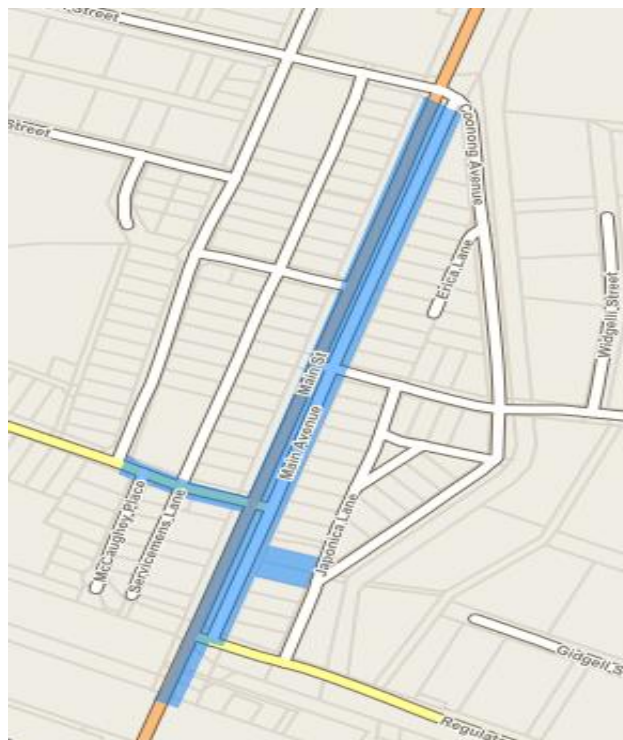
Section 644B (3) and (4) states that Council must publicly advise the establishment of an alcohol-free zone by notice published in a newspaper circulating in the area that includes the zone.

An alcohol-free zone will not operate until 7 days after publication of the notice AND until the roads, footpaths and public carparks affected are adequately signposted.

The maps below depict the proposed alcohol free zones.



Alcohol free zones in Leeton



Alcohol free zones in Yanco

(c) Options

Option 1 – Re-establish alcohol-free zones as proposed (**preferred option**)

Option 2 – Not re-establish alcohol free zones.

IMPLICATIONS TO BE ADDRESSED

(a) Financial

Modification of existing alcohol-free zone signage is a minor expense that will be covered by Council's current budget for road sign maintenance.

(b) Policy

Nil

(c) Legislative/Statutory

Local Government Act 1993, as amended
Ministerial Guidelines on Alcohol-free zones – February 2009

(d) Risk

The declaration of alcohol-free zones is an initiative to combat crime associated with irresponsible street drinking. Street drinking can only be managed under these provisions if current alcohol-free zones are established by Council.

CONSULTATION

(a) External

Consultation with Justin Cornes, Inspector, Officer in Charge of Murrumbidgee Police District and a written response dated 10 December 2020 received.

A letter of intention to re-establish alcohol-free zones was sent to Liquor licensees and secretaries of registered clubs whose premises border, adjoin or are adjacent to the proposed zones, Leeton Multicultural Support Group and Leeton and District Local Aboriginal Land Council.

(b) Internal

Also notified the proposal to Council's Multicultural Program Co-ordinator, Ken Dachì.

LINK/S TO THE DELIVERY PROGRAM/OPERATIONAL PLAN (DPOP)

Under the Key Priority Area Outcome One: A HEALTHY AND CARING COMMUNITY within Council's adopted Delivery Program/Operational Plan – 4 - A community that is safe to live in and move about - 4 a - Advocate for and support initiatives to reduce crime - Implement the Leeton Community Safety Strategy".

ATTACHMENTS

There are no attachments for this report.

COUNCILLOR ACTIVITY REPORTS ITEM 1

COUNCILLOR ACTIVITY REPORT

RECORD NUMBER	21/85
RELATED FILE NUMBER	10/130
AUTHOR	Executive Assistant to the General Manager and Mayor

RECOMMENDATION

THAT Council notes the Councillor Activity Reports 25 February 2021 to 24 March 2021

Cr Paul Maytom

25 February 2021	Henry V Sponsors Launch
28 February 2021	Councillor Social Media Training
4 March 2021	Roach's Reservoir DA Site Visit
5 March 2021	Country Mayor's Meeting Sydney
8 March 2021	International Women's Day Breakfast Leeton Library
11 March 2021	Leeton Connect Board Meeting
15 March 2021	Murray Darling Association Committee of Regional Chairs Meeting and Corbie Hill Road Path Walkthrough
16 March 2021	Leeton Emergency Department Concept Plan Presentation
17 March 2021	Infrastructure Committee Meeting
18 March 2021	Leeton LHAC Meeting
23 March 2021	Murrumbidgee Police District Medal and Awards Ceremony
24 March 2021	Weeds Committee Meeting, Councillor Workshop and Council Meeting

Cr George Weston

25 February 2021	Henry V Sponsors Launch
28 February 2021	Councillor Social Media Training
2 March 2021	Whitton Town Improvement Meeting

Cr Paul Smith

28 February 2021	Councillor Social Media Training
4 March 2021	Roach's Reservoir DA Site Visit
7 March 2021	Clean Up Australia Day

Cr Sandra Nardi

8 March 2021	Yanco Hall Committee Meeting
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Cr Tracey Morris

25 February 2021	Audit Risk Improvement Committee Meeting and Henry V Sponsors Launch
28 February 2021	Councillor Social Media Training
2 March 2021	Whitton Town Improvement Meeting
4 March 2021	Leeton Parkrun Meeting
8 March 2021	International Women's Day Breakfast Leeton Library
13 March 2021	Griffith Parkrun
15 March 2021	Leeton Parkrun Meeting

Cr Tony Reneker

25 February 2021	Police and Aboriginal Community Meeting, Leeton Connect Interview Panel New Coordinator and Audit Risk Improvement Committee Meeting
26 February 2021	Leeton Connect Interview Panel New Coordinator
27 February 2021	Volunteer Duty at Leeton Museum and Gallery
4 March 2021	Leeton Shire Sporting Walk of Fame Resident Meeting
8 March 2021	Leeton Connect FRRR Review
9 March 2021	Leeton Connect Evaluation with FRRR
11 March 2021	Leeton Soldiers Club Meeting Regarding Leeton Sporting Walk of Fame and Leeton Connect Board Meeting
16 March 2021	Leeton Connect Meeting WHS Review