



LEETON
SHIRE COUNCIL

ORDINARY COUNCIL MEETING
AGENDA
25 AUGUST 2021
7.00PM

TO BE HELD BY
VIDEO LINK

Authorised for release: Jackie Kruger General Manager

LEETON SHIRE COUNCIL

AGENDA

ORDINARY COUNCIL MEETING

25 August 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 28 July 2021, as circulated, be taken as read and CONFIRMED.
5. DISCLOSURES OF INTERESTS
 6. PUBLIC REPRESENTATIONS
 7. MAYORAL MINUTES
 8. REPORTS TO COUNCIL
- GENERAL MANAGER'S MATTERS**
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OPERATIONAL MATTERS

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8.9 MINUTES OF THE LEETON LOCAL AREA TRAFFIC COMMITTEE MEETING - 10 AUGUST 2021 131

9. NOTICES OF MOTIONS

10. COUNCILLOR ACTIVITY REPORTS

10.1 COUNCILLOR ACTIVITY REPORT 173

11. CONFIDENTIAL MATTERS

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 Kate Weston – 6953 0903 or katew@leeton.nsw.gov.au

Public Attendance

Due to current Public Health Orders and COVID-19 restrictions, Council will meet via video link. Members of the public who give proper notice will be provided video link details to address the meeting at 7pm.

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 LEETON MEN'S SHED MINUTES - WEDNESDAY 11 AUGUST 2021

| | |
|---------------------|--|
| RECORD NUMBER | 21/129 |
| RELATED FILE NUMBER | EF10/165 |
| AUTHOR/S | Corporate and Community Planning Officer |
| APPROVER/S | Executive Manager IPR, Governance and Engagement |

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 11 August 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 11 August 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 11 August 2021 and resolved to:

- Form an informal sub-committee to reposition work benches to enhance the safety of members
- Ensure all members are reaccredited in the use of equipment on an annual or bi-annual basis. Members who do not undertake accreditation/reaccreditation will not be permitted to use the equipment
- Invite a representative of the Bidgee Classic Committee to present to the Leeton Men's Shed Committee on the process of becoming incorporated
- Ensure all members complete the Council Volunteer Application Form which is required under Council's Volunteering Policy
- Investigate the status of the sale of the block of land in Pendula Street.

(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.

(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. This 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 on 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

Nil

(b) Internal

Property Coordinator and Native Title 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 – 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 Shire Men's Shed - Meeting Minutes - Wednesday 11 August 2021

LEETON SHIRE MEN'S SHED

MINUTES OF MEETING Wednesday 11th August 2021

Meeting Date: Wednesday
Time opened 9.35 am
Meeting Venue: Leeton Shire Men's Shed
Present: G Reynolds, D Carn, T Knagge, E Wardman, T Organ, D Pittotino, J Hamilton,
B Salafia, L Marsh, R Hutton, B Gordon, D Graham, C Hillier, C Attree, I Errey,
M Smith, J Milne, I Flanigan, J Thurgate
LSC S Collis, K Hare
Apologies: C Kefford, E Collins
Apologies accepted: D Carne, T Organ

WELCOME: Chairman George Reynolds welcomed all present.

WELCOME NEW MEMBERS:

WELCOME GUEST SPEAKER:

PREVIOUS MINUTES Minutes of the meeting held on were read and confirmed as a true and accurate record of proceedings.

BUSINESS ARISING FROM PREVIOUS MINUTES HELD IN JUNE 2021

1. Standing motion of a storeroom cabinet to display old tools discussed & motion remains standing. Members are encouraged to donate any interesting tools. George R to coordinate.
2. LMS members will need accreditation to operate new machinery. George R & Tom K to coordinate.
3. Cleaning by members of the Shed kitchen/meeting area & workshop floor. Necessity to clean up after yourself especially cups & teaspoons.
4. George reminds members to use timber from old timber store. See George R, Ron H, Tom K if members need timber from container.
5. George reported security/locking up by members has improved.
6. Router used for dovetailing not working & needs to be investigated. Action-temporary set up for router & table undertaken. Pending grant money to purchase a new machine.
7. Motion That Don Graham be reimbursed for the cost of the wreath ordered for ANZAC Day. Moved Terry O/ E. Wardman. Motion moved. Action paid.
8. Motion That the committee do a stock take of surplus equipment from our shed & distribute items to disposed of to Men's Sheds in our area. John T/ M Smith. Moved. Action-Stocktake completed.
9. Don G stated the Leeton Visitor's Centre has requested some items are needed for sale such as trays.
10. Motion moved that the LMS purchase a sheet of 4mm plywood to make trays for sale subject to this material not being in shed. Moved Don G/ J Milne. No action as yet.

11. Members using thicknesser to see George. Please note-Clyde K only to sharpen blades on thicknesser. Tom to assist Clyde when required.
12. Motor in big thicknesser needs to be looked at by electrician. Action new motor bought & installed.
13. John J spoke about David Dowling returning to assess electrical connections required for new machinery. Action quote received.
14. Motion to respace work benches to single benches & to relocate small thicknesser to more suitable position. John J/ Tom K. Action benches moved. Not enough room between benches. General workshop user members to discuss.
15. Sarah Collis LSC requested members names & contact numbers for council records. Action completed.
16. Kerrie Hare LSC updated our members on planning details update for the sale of Pendula St block. Action for the sale of the block in progress. Action- Sale through Real estate agent.
17. Letter of appreciation to MI for the equipment & wood to MI Manager Brett Jones & staff, Griffith. Action completed.

18. Email from John Collins Leeton Band & Jazz Combo Blues requesting we construct some music stands. A sample music stand will be provided by Greg Hannon & John agreed to provide all materials. Acton music stands to be constructed by a Leeton business.

19. Request from Sarah Collis for LSC website records-Just a quick email to remind you to check your listing on the Leeton Services Directory
> <https://directory.leeton.nsw.gov.au/community-services-directory/> and ensure all of the information is up to date. Action updated.
20. Request from Regina- LSC for quote to construct a painted steel war memorial cross H 110cm W 70cm B 5cm on behalf of visitor to go on grave in cemetery. Action cross fabricated, powder coated & delivered to LSC.

TREASURER'S REPORT

| | |
|------------------------|--------------------|
| OPENING BALANCE | \$ 35748.23 |
| Receipts | \$ 2241.08 |
| Expenditure | \$ 424.11 |

CLOSING BALANCE **\$ 37,565.20**

Accounts Due Home improvements, Mitre 10, Telstra

Moved/Seconded: That the Treasurer's report be accepted and the accounts as presented be passed for payment and those paid be ratified. Moved Ron H/ J Milne

CORRESPONDENCE To be dealt with as read

Inward: Letter from Calvery Hospital thanking LMS for outdoor setting for patients.

Email from Mandy Walsh from Anglican Church re annual fete, pending the fete going ahead. Action Dave C to discuss with Tim Eurell.

Outward: Nil

GENERAL BUSINESS

1. Positioning of work benches & machinery. Members stated concerns regarding space between benches. Sub-Committee to discuss John T, Ian E, Don G, Jock H & to report to committee & executive. Further discussion as to electrical work wiring up new machines when placement of machines decided.
2. Kerrie Hare LSC spoke about the need for accreditation for shed members to be assessed yearly but this could be extended being bi-annual.
3. Kerrie Hare spoke regarding lack of meeting procedures & arguing during meetings.
4. Kerry Hare stated further information regarding the sale of the land will be forth coming at the next meeting.
5. Paul Smith from Leeton Fishing Club to address the shed in the future regarding their administration changes from Section 355 to being an incorporated club. This will be be organised by the Shire.
6. Discussion on disposal of surplus machinery pending decision by the LMS. These items will be offered to other Men's Sheds in the future.
7. Speaker to our shed at future meeting after the AGM about road rules. Lindsay to contact Tony Reneker.
8. Don G spoke & questioned the time to reimburse him for the secretary's order he changed from sheath to wreath for ANZAC Day & the purchase of the ply. Action-Don to fill out our job sheet with material requirements & measurements.
9. Sarah Collis LSC requested LSC members to fill out Volunteer application form for return to council by Lindsay M.
10. The treasurer spoke about the funding situation to the membership & explained that we need to hold a reserve for future shed requirements.

NEXT MEETING AGM followed by General meeting on the 8th September 2020

MEETING CLOSED 11.00 am

ITEM 8.2 QUICK RESPONSE GRANT APPLICATIONS

| | |
|----------------------------|--|
| RECORD NUMBER | 21/302 |
| RELATED FILE NUMBER | EF10/128 |
| AUTHOR/S | Corporate and Community Planning Officer |
| APPROVER/S | Executive Manager IPR, Governance and Engagement |

SUMMARY/PURPOSE

The purpose of this report is to advise Council of two applications received for funding assistance (**Attachments 1 and 2**) through Council's Community Strengthening Grants under the Quick Response Grant Category.

RECOMMENDATION

THAT Council awards:

1. Leeton JumpStart Fund Inc a \$1,923 Quick Response Grant to assist with purchasing a laptop and an accounting software program.
 2. Riverina Riding Club a \$2,000 Quick Response Grant to assist with purchasing yards for their club venue.
-

REPORT

(a) Background

Council's Community Strengthening Grants includes a 'Quick Response' Grant Category which aims to support activities that arise unexpectedly, with limited notice, outside the window of the twice-yearly Community Grants Scheme. Applications within this category are capped at a maximum of \$2,000.

Leeton JumpStart Fund Inc

A request has been received from the newly elected Leeton JumpStart Fund Inc committee for funds to help them with buying a laptop and financial accounting software program.

The application was lodged with Council on Friday 6 August 2021.

Riverina Riding Club

A request has been received from the Riverina Riding Club to assist with purchasing yards for their local club venue.

The application was lodged with Council on Tuesday 10 August 2021.

(b) Discussion

Leeton JumpStart Fund Inc

Leeton JumpStart Fund raises funds to support local residents and families in times of crisis and need. Formed in 2003, the Leeton JumpStart Fund has raised \$650,000 and helped more than 700 local residents and their families.

Last month, a new Committee was elected to head the Fund. During the handover from the previous Committee to the new Committee it was determined that the existing 12-year-old laptop and accounting software program are inadequate to meet the demands of the new committee.

Therefore, the Fund is requesting financial assistance in order to replace the laptop and the software package. This will allow the Committee to operate more efficiently and manage the community funds accurately and with transparency.

Riverina Riding Club

The Riverina Riding Club hosts a minimum of three events per year.

The fencing around the venue is in poor condition in some places and there are no yards so horses must be tied to the sides of floats.

The purchase and installation of yards in which to secure horses would enhance the safety of horses, riders and community members. The provision of yards would also increase the incidence of overnight stays in the area during the events.

The Riverina Riding Club has applied for a Quick Response Grant because it recently received a co-contribution from another source.

Options

Leeton JumpStart Fund Inc

Council has the following options available:

1. Approve the Leeton JumpStart Fund Inc Quick Response Grant application for \$1,923. ***This is the recommended option.***
2. Reject the Leeton JumpStart Fund Inc Quick Response Grant application for \$1,923.

Riverina Riding Club

Council has the following options available:

1. Approve the Riverina Riding Club Quick Response Grant application for \$2,000.
This is the recommended option.
2. Reject the Riverina Riding Club Quick Response Grant application for \$2,000.

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 \$1,250 is allocated to each school in the Shire for end-of-year presentations. To date, \$750 of the allocation has been utilised for Youth Development Grants. This leaves \$6,000 in the budget for Quick Response and Youth Development Grants.

(b) Policy

Leeton Shire Council's Grants Policy.
Community Grants Program Guidelines.

(c) Legislative/Statutory

Section 356 of the *Local Government Act 1993* (the Act) states the following:

Can a Council financially assist others?

1. A Council may, in accordance with a resolution of the Council, contribute money or otherwise grant financial assistance to persons for the purpose of exercising its functions.
2. A proposed recipient who acts for private gain is not ineligible to be granted financial assistance but must not receive any benefit under this section until at least 28 days' public notice of the Council proposal to pass the necessary resolution has been given.

(d) Risk

Nil

CONSULTATION

(a) External

Staff have consulted with 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 "Strive to deliver the aspirations of the community through community leadership - Support the community by offering a Community Grants Program.

ATTACHMENTS

- 1 [↓](#) Quick Response Grant Application - Leeton JumpStart Fund
- 2 [↓](#) Quick Response Grant Application - Riverina Riding Club



QUICK GRANT APPLICATION

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

ORGANISATION DETAILS

| | |
|--|---------------------------|
| Name of community group or organisation: | Leeton JumpStart Fund Inc |
| Contact Name: | Sue Gavel |
| Postal Address: | |
| Email: | |
| Phone: | |

- Incorporated non-profit organisation* Yes No
 Certificate of Currency* Yes No
 Public Liability Insurance* Yes No

*please attach copies

AUSPICE DETAILS (ONLY IF APPLICABLE)

| | |
|---|--|
| Auspice organisation applying on behalf of group: | |
| Contact Name: | |
| Postal address: | |
| Email: | |
| Phone: | |

- Incorporated non-profit organisation* Yes No
 Certificate of Currency* Yes No
 Public Liability Insurance* Yes No

*please attach copies

REASON FOR QUICK RESPONSE

REMEMBER: POOR PLANNING DOES NOT JUSTIFY A QUICK RESPONSE

Reason:

Last month, Leeton JumpStart Fund held their AGM. It was motioned to wind up the Fund from the previous meeting due to fatigue and low funds. Without community support, the Leeton JumpStart Fund would cease assisting residents affected by sickness, accident, tragedy or death.

Thankfully, the community came together and stepped in to form a whole new committee so JumpStart could continue to support those in crisis or need.

This new committee took up the challenge to give 'JumpStart a jump start' and committed to continue fundraising and investigate ways to ensure the sustainability and development of the Fund.

The past committee is keen to support the new committee, but it became apparent while doing a handover that the outdated technology and software that had been used in the past would not serve the needs of the new team. The 12-year old laptop and financial software package are well past their use-by date and there are no available funds in the kitty to replace them.

PROJECT DESCRIPTION

Project Title:

JumpStart needs a jump start

Project Summary: *(Describe the event, service, activity for which you seek support)*

The Leeton JumpStart Fund raises funds to support local residents and families in times of crisis and need. Formed in 2003, the Leeton JumpStart Fund has raised \$650,000 and helped over 700 local residents and their families in times of crisis or need.

But now JumpStart needs a jump start! The past committee are in the process of doing a handover to the new and enthusiastic JumpStart Executive who are really keen and committed to fundraising to rebuild the coffers and implement ways to ensure the sustainability and development of the Fund.

Unfortunately, the laptop used by the committee is approximately twelve years old and doesn't have the digital capacity required by the new committee. It is not only old but extremely slow and has minimum memory. Totally inadequate to meet the demands and the vision of the new JumpStart executive.

Also, the financial accounting software package is of the same era as the laptop and hasn't been updated since it was purchased back in 2009. The new executive are keen to replace this with an updated online financial software package such as MYOB or Xero. The purchase of a new package will save time, money, stress and increase productivity. Financial transparency is pivotal when an organisation such as JumpStart is responsible for community funds.

Community Benefit: (How will it benefit the Community and specifically which target group/s will it benefit)

The whole community of Leeton and district will benefit if the new Leeton JumpStart Fund executive have the correct tools and resources to carry out their roles on the committee. This will mean the committee can continue to assist local residents and their families affected by sickness, accident, tragedy or death.

Partner Organisation:

| Partner Organisation | Roles and Responsibilities | Contribution \$ | Contribution In -Kind |
|----------------------|----------------------------|-----------------|-----------------------|
| Leeton Connect Inc. | Support and guidance | | \$3,500 |
| | | | |
| | | | |

| | |
|---|---------------------------|
| Project start date: (Keeping in mind projects cannot begin before payment is approved and processed – see guidelines for more information) | |
| Project end date | 1 September, then ongoing |

I have contacted a Council Officer to discuss my initiative

Staff Name: Sarah Collis
 Date Spoken to: 30/7/2021

Link to Community Strategic Plan:
A community that is friendly and inclusive

PROJECT BUDGET

Outline your project budget and include your own organisations cash and/or in kind contribution. Also include any confirmed/unconfirmed and in kind contributions from partner organisations and other funding bodies. (C= Confirmed; NC =Not Confirmed, IK = In Kind).

| Income | C/NC | \$ | Expenditure | IK | \$ |
|--|------|------|--------------------------------------|----|------|
| Amount requested from the Leeton Shire Community Grant | | 1923 | Leader Companion 515 Notebook Laptop | | 1299 |
| | | | Xero Accounting Software Package | | 624 |
| | | | | | |

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. The application has been submitted with the full knowledge and agreement of the management of the community group, organisation or auspice body. I have read the accompanying guidelines and information to applicants provided with this application form.

| | |
|--|----------------------|
| Group Organisation: Leeton JumpStart Fund Inc | Auspice Organisation |
| Name: Sue Gavel | Name: |
| Title: Vice Chairperson | Title: |
| Date: 1/8/2021 | Date: |
| Signature:  | Signature: |

The CEO or equivalent of your community group or organisation is required to read and sign this form. When using an auspice organisation, then both the CEO of your organisation and the auspice organisation needs to read and sign this form.

SUBMITTING YOUR APPLICATION

Complete the checklist on the following page 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

- Public liability insurance certificate.
- Certificate of currency.
- Quotes for any services or products required for the project.
- Emails or letters of support from partner organisations.

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 contacted a Council Officer either by telephone or email to discuss my eligibility and project idea.
- My organisation has acquitted any previous Council grants.
- I have completed every question in the application form.
- My community group or organisation has made a financial and/or in-kind contribution to the project.
- The income and expenditure totals are the same.
- I have proof read my application and kept a copy for myself.
- I have attached with my application all required supporting material including proof of public liability insurance, certificate of currency, quotes for any services, equipment or products.
- My project partners have read the application and have approved their role and contribution to the project.



QUICK GRANT APPLICATION

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

ORGANISATION DETAILS

| | |
|--|----------------------|
| Name of community group or organisation: | Riverina Riding Club |
| Contact Name: | Natalie O'Leary |
| Postal Address: | |
| Email: | |
| Phone: | |

- Incorporated non-profit organisation* Yes No
 Certificate of Currency* Yes No
 Public Liability Insurance* Yes No
 *please attach copies

AUSPICE DETAILS (ONLY IF APPLICABLE)

| | |
|---|--|
| Auspice organisation applying on behalf of group: | |
| Contact Name: | |
| Postal address: | |
| Email: | |
| Phone: | |

- Incorporated non-profit organisation* Yes No
 Certificate of Currency* Yes No
 Public Liability Insurance* Yes No
 *please attach copies

REASON FOR QUICK RESPONSE

REMEMBER: POOR PLANNING DOES NOT JUSTIFY A QUICK RESPONSE

Co-contribution became available outside of community grants program.

PROJECT DESCRIPTION

Project Title:

Yards - Riverina Riding Club

Project Summary: *(Describe the event, service, activity for which you seek support)*

Currently Riverina Riding Club has no yards to secure horses at the grounds. Horses are tied to the side of floats. The fencing at the grounds is poor in areas and providing yards would increase the safety of both club members and community members.

Community Benefit: *(How will it benefit the Community and specifically which target group/s will it benefit)*

The yards would provide somewhere secure for horses minimising risk and providing a safer environment for both club members and the community. The yards will also allow the club to run a greater number of events and increase overnight stay in the area as competitors would be able to leave horses secure overnight providing a positive economic impact for the Leeton Shire.

Partner Organisation:

| Partner Organisation | Roles and Responsibilities | Contribution \$ | Contribution In -Kind |
|----------------------|----------------------------|-----------------|-----------------------|
| Family Trust | Sponsorship | 2000 | |
| | | | |
| | | | |
| | | | |

| | |
|---|-------------------|
| Project start date: (Keeping in mind projects cannot begin before payment is approved and processed – see guidelines for more information) | 01.09.2021 |
| Project end date | 01.10.2021 |

I have contacted a Council Officer to discuss my initiative (Please note: this is a requirement of the application process)

Staff Name: Josh Clyne

Date Spoken to: 9.8.2021

Link to Community Strategic Plan:
 Choose an item.

PROJECT BUDGET

Outline your project budget and include your own organisations cash and/or in kind contribution. Also include any confirmed/unconfirmed and in kind contributions from partner organisations and other funding bodies. (C= Confirmed; NC =Not Confirmed, IK = In Kind).

| Income | C/NC | \$ | Expenditure | IK | \$ |
|--|------|--------|-----------------------------|------|------|
| Amount requested from the Leeton Shire Community Grant | NC | 2000 | Materials and project costs | 1000 | 4200 |
| Other Grants (name of funding body) | | | Fees and wages | | |
| | | | Promotion and publicity | | |
| Entry/participant fees | | | Venue costs | | |
| Cash from own organisation | C | \$200 | Administration | | |
| In-kind from own organisation | C | \$1000 | Other | | |
| Cash from own partner organisation | C | \$2000 | | | |
| In-kind from partner organisation | | | | | |
| Other | | | | | |
| Total* | | 5200 | Total* | | 5200 |

*Total income should equal project expenditure

What items will be funded by the Leeton Shire Community Grant?

Purchase of Yard Panels.

Please attach a copy of all quotes

NOTES:

- Your budget needs to reflect all the costs associated with the project excluding GST.
- Include a statement outlining the items which will be funded by the Quick Response Grant.
- In-kind contributions must appear in both the Income and Expenditure columns. Indicate with a tick if the expenditure is in-kind (IK).
- Mark any other grants or contributions with C = Confirmed or NC = Not Confirmed.
- Include any costs for equipment, services, venue hire or permits based on quotes

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. The application has been submitted with the full knowledge and agreement of the management of the community group, organisation or auspice body. I have read the accompanying guidelines and information to applicants provided with this application form.

| | |
|---|----------------------|
| Group Organisation Riverina Riding Club | Auspice Organisation |
| Name: Natalie O'Leary | Name: |
| Title: Club President | Title: |
| Date: 03.08.2021 | Date: |
| Signature: N. O'Leary | Signature: |

The CEO or equivalent of your community group or organisation is required to read and sign this form. When using an auspice organisation, then both the CEO of your organisation and the auspice organisation needs to read and sign this form.

SUBMITTING YOUR APPLICATION

Complete the checklist on the following page 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

- Public liability insurance certificate.
- Certificate of currency.
- Quotes for any services or products required for the project.
- Emails or letters of support from partner organisations.

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 contacted a Council Officer either by telephone or email to discuss my eligibility and project idea.
- My organisation has acquitted any previous Council grants.
- I have completed every question in the application form.
- My community group or organisation has made a financial and/or in-kind contribution to the project.
- The income and expenditure totals are the same.
- I have proof read my application and kept a copy for myself.
- I have attached with my application all required supporting material including proof of public liability insurance, certificate of currency, quotes for any services, equipment or products.
- My project partners have read the application and have approved their role and contribution to the project.

ITEM 8.3 WR CONNECT PATHWAY FORWARD

| | |
|----------------------------|--------------------------|
| RECORD NUMBER | 21/307 |
| RELATED FILE NUMBER | |
| AUTHOR/S | Group Manager Activation |
| APPROVER/S | General Manager |

SUMMARY/PURPOSE

The Western Riverina Intermodal Terminal (WR Connect) Project received Gateway 3 (Investment Decision) approval on 19 July 2021 with the Department of Infrastructure, Transport, Regional Development and Communications (the Department). The purpose of this report is to outline the scope and timelines for the project to progress to Gateway 4 (Strategic Business Case) approval by the Department.

RECOMMENDATION

THAT Council receives the report on WR Connect pathway forward.

REPORT

(a) Background

The Australian Government's Inland Rail Interface Improvement Program (IRII Program) assists industry, local communities and government to identify and assess proposals that could maximise the long-term benefit of Inland Rail's connections to the national freight rail network. Under the IRII Program, proposal analysis is funded through the Productivity Enhancement Program (PEP) and the Country Lines Improvement Program (CLIP). Leeton Shire Council was successful in its application to be a participant in the program in 2020.

Ernst and Young (EY) are contracted by the Department as the delivery partner for the WR Connect gateway assessment process. Leeton Shire Council has assumed a leading role in the Steering Committee for WR Connect to ensure that the assessments present the best business case possible to secure approval.

(b) Discussion

Key focus areas for the Gateway 4 Project Plan include:

- **Topic Area 4 (Stakeholders)** – the activities for this topic area have been refined to focus on a discrete set of industry consultations (including with LINX and Pacific National) to focus on the Proposal's deliverability as well as ongoing
-

discussions with Proposal Steering Committee members (Transport for NSW (TfNSW) and Regional NSW). This is consistent with the Stakeholder Engagement Plan developed during Gate 3.

- **Topic Area 5 (Options Identification and Assessment) and 7 (Costs)** – as outlined in the final Gate 3 report, these topic areas will be subject to value management activities (where possible) and a review of key assumptions to refine the scope and cost estimates for this Proposal.
- **Topic Area 8 (Benefits) and 9 (Cost-benefit analysis and wider economic benefits)** – minor addition to the workplan in response to feedback on the Gate 3 final lodgement. This will involve refinements to land use and site benefits (where updated information is available). As the scope of the Proposal is contained to Stage 1 works at the WR Connect site, wider economic benefits are not considered to be applicable and therefore will not be quantified at Gate 4. A qualitative assessment, however, will be undertaken for wider economic benefits associated with the broader program of initiatives.
- **Topic Area 11 (Regional Economic Impact Assessment)** – a quantitative regional economic impact assessment will be undertaken using computable general equilibrium modelling. This was presented as a possible course of action in the initial Project Plan (albeit forming part of the core scope) and it has now been confirmed for inclusion in the Gate 4 Strategic Business Case.
- **Topic Area 14 (Property Strategy)** – minor addition to the workplan in response to feedback on the Gate 3 final gate lodgement. This comprises consultation with the Griffith CBD site owner (Pacific National) to provide updated commentary relevant to the Property Strategy and the Proposal's deliverability.

Project timeline

- The EY workplan has a targeted date for Gateway 4 assessment completion by late October 2021 (circa 10 weeks).
- Final lodgement is targeted to be during November 2021, following technical reviews with the Department's Assurance and Technical Advisor and the Assurance and Governance Committee.

In addition to the gateway assessment process, Council has also engaged with Griffith Shire Council. It has been agreed to coordinate messages and utilise joint opportunities to promote and inform relevant politicians, government departments, advisors and stakeholders of the merits of supporting the WR Connect project. The timing of the upcoming federal election will provide numerous opportunities to strategically seek support and discuss the project.

Actions include:

- Collaboration on promotional banners for the project for display at The Daily Telegraph's Bush Summit in Griffith on 15 October 2021. The summit will be

- attended by the Prime Minister and NSW Premier, as well as other Federal and State ministers and business leaders.
- Scheduled meeting and site visit, 8 September 2021, coordinated by Investment NSW with:
 - Andrew Metcalf – Secretary, Federal Department of Agriculture, Water and the Environment.
 - Xavier Simonet – CEO Austrade.

(c) Options

That Council receives the report on the WR Connect pathway forward. **This is the recommended option.**

IMPLICATIONS TO BE ADDRESSED

(a) Financial

Nil direct costs. As noted above EY are contracted under the Australian Government's Inland Rail Improvement Program.

Council will make contributions to promotion, marketing and land-use planning using the approved economic development and consulting budget for the 2021/22 financial year.

(b) Policy

Nil impact on policies and procedures. The gateway approval of WR Connect is a key strategic initiative.

(c) Legislative/Statutory

Nil

(d) Risk

Business case completed, but no State or Federal funding identified to implement:

- NSW Government is strongly focussed on special Activation Precincts
- Government departments may be waiting for each other to act first
- The Stockinbingal to Griffith rail line has also been added to the IRII Program.

Proposed action to manage this risk:

- Increased promotion and advocacy around WR Connect, commencing with Bush Cabinet meeting in Griffith.

CONSULTATION

(a) External

Ernst & Young (Contracted by the Department)

Steering Committee Members:

- Griffith City Council
- Transport for NSW
- Regional NSW

Key site stakeholders (LINX and Pacific National)

(b) Internal

Senior Management Team
Economic and Strategic Development Manager
Communications Coordinator

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

Under the Key Priority Area Outcome Four: A THRIVING ECONOMY AND GOOD JOBS within Council's adopted Delivery Program/Operational Plan – 12 - A community that is strong in business and employment – 12 a - Seek, promote and facilitate business opportunities – Support and facilitate potential new business, industry of government services in the Leeton Shire.

ATTACHMENTS

There are no attachments for this report.

ITEM 8.4 NARRANDERA-LEETON AIRPORT

| | |
|----------------------------|--------------------------------|
| RECORD NUMBER | 21/310 |
| RELATED FILE NUMBER | EF21/541/01 |
| AUTHOR/S | Group Manager Shire Activation |
| APPROVER/S | General Manager |

SUMMARY/PURPOSE

The Australian Government, via the Department of Infrastructure Transport, Regional Development and Communications, has recently announced the successful projects under the Regional Airports Program – Round Two. The Narrandera–Leeton Airport has been granted \$1.1M (50%) funding for a taxiway and associated works. Leeton Shire Council (LSC) and Narrandera Shire Council (NSC) now need to determine their respective contributions towards the remaining 50% contribution.

RECOMMENDATION

THAT Council receives the report and determines a capital contribution towards the taxiway project.

REPORT

(a) Background

The Narrandera–Leeton Airport is currently operated under the Memorandum of Understanding between Narrandera and Leeton Shire Councils dated 6 June 2017. In summary the key details are:

- Operational costs less operating revenue divided by 3 (NSC pay 66% and LSC 33%).
- Capital works program for regular passenger transport only based on NSC paying 50% and LSC paying 50%. A proposed list of works was included. It does not include a taxiway.
- If a potential development would assist both Councils through employment, tourism, trade or other sources the executives from each Council may consider formulating a financial assistance package that would assist in establishing and growing the development.

The memorandum is due to be renewed within the first 12 months of the newly elected Council.

GHD Group Pty Ltd was commissioned by NSC to provide a Master Plan for the airport in August 2011. The Master Plan was based upon REX utilising Saab 340

aircraft (Code C size aircraft). The Master Plan is silent on the requirements to allow the operation of larger aircraft or the need for an additional taxiway for passenger services.

In 2019 a proposal to establish a pilot academy at the Narrandera–Leeton Airport was assessed by Oz Airports (airport safety and operations consultants). It was advised that a parallel taxiway for exclusive use by pilots in training would be ideal. It was noted that this would significantly add safety and efficiency factors to the operation. The taxiway would provide the academy with access to the main runway (RWY 14/32) for multiple aircraft at a time, while having little effect on the existing passenger and private plane operations at the airport.

The Australian Airline Pilot Academy (AAPA) currently operates pilot training academies in Wagga and Ballarat. AAPA is managed by its parent company Regional Express (REX). In addition to training pilots for REX, AAPA targets their programs to student pilots from a variety of Asian countries. The combined capacity of its commercial pilot licence program is 400 cadets per year.

Due to the number international cadet pilots, there is potential to attract international tourists to the region if the Narrandera–Leeton Airport Academy were to proceed.

AAPA currently has groups of 6–8 pilots per day undertaking landing and take-off training at the airport. A building at the Narrandera–Leeton Airport site is utilised by AAPA for lectures, etc while the cadets are at the facility.

It is proposed to upgrade the airport with a taxiway, with the intention of AAPA establishing a new campus at the facility. Initially a class of 50 cadets would be established, with the hope that a full campus of 200 cadets would be developed over the longer term.

Milestone events in the development of the proposal include:

- February 2020 – Following expressions of interest, the Chairman of REX confirmed that the Narrandera–Leeton Airport expression of interest is their preferred choice. The potential for an academy of 200 students and 50 staff was highlighted.
- April 2021 – The CEO of AAPA confirmed that it had submitted a detailed proposal for the academy to the Department of Regional Development NSW. Signoff from NSW Health for the entry and quarantine of 25 Vietnamese students had also been provided.
- August 2021 – It was announced that Narrandera–Leeton Airport had been granted \$1.1M in funding for a taxiway and associated works under the Regional Airports Program – Round 2. Acceptance of the grant is required by the end of August 2021, with works required to be completed within 2 years.

(b) Discussion

To date a full business case for the establishment of a pilot academy at the Narrandera–Leeton Airport has not been prepared. That said, Council should consider the following:

- **Will the academy proceed?**
 - AAPA's proposal submitted to Regional Development NSW indicates that additional funding may be required for the academy to proceed.
 - The business conditions for commercial airlines following the COVID-19 pandemic may also have a bearing on the decision to proceed.
 - There are no formal agreements or memorandum of understanding from either REX or AAPA that the academy will proceed at this point.
- **Economic development opportunities**
 - Any business opportunities with regards to the accommodation and services provided for cadets could be split between NSC and LSC. Given the proximity of the airport to Narrandera township compared to Leeton, combined with the suggested purchase or rental of the Bio Ag building in Twyman Street Narrandera concede that any business opportunities may be more focused on NSC than LSC.
- **Tourism**
 - The commercial pilot's licence is currently a two-year course. There is potential for cadets and family to utilise tourism facilities in the immediate region that would generate economic activity, particularly for international cadet pilots and their families. Graduation ceremonies from the course are usually well attended. While difficult to quantify, LSC tourism business are likely to benefit.
- **Facility operations and safety**
 - The addition of a taxiway would improve the operational efficiency and safety of the airport. It should however be noted that Griffith airport has been able to successfully operate five commercial flights per day (pre COVID-19) compared to Narrandera–Leeton with three commercial flights per day, without a taxiway.
 - Additional passenger utilisation of the airport may be developed in the future with increased capacity, but when compared to the population base of Griffith this is likely to be due to the development of other opportunities rather than from the passenger airline needs of the combined population for Narrandera and Leeton.
- **NSC is proceeding regardless**
 - NSC views the potential development of a local pilot academy as a key strategic goal. NSC have indicated that the project is likely to proceed, even without a financial contribution from LSC.
 - NSC resolved to accept the grant at their August 2021 Council meeting.

(c) Options

1. Council endorses the acceptance of the Regional Airports Program – Round 2 grant for the taxiway project and approves its financial contribution to the project based on:
 - a. *The principles of the Narrandera/Leeton Airport Memorandum of Understanding, being a 50% contribution by both Councils towards agreed capital works. (\$555K less any achieved savings that result in a reduced operating co-contribution)*
or
 - b. *A revised capital contribution to the project (both contribution share and timing of payment), based on a projected share of economic benefits that a flight school would contribute to the Leeton Shire economy. This would be in accordance with the financial assistance package opportunity allowed for in the current Memorandum of Understanding between LSC and NSC.*
or
 - c. *An initial contribution of 25% as a capital contribution towards the project. With a further 25% contribution dependent on confirmation of the flight school being established at the Narrandera–Leeton Airport. This would be in accordance with the financial assistance package provisions allowed for by the current Memorandum of Understanding between LSC and NSC.*
or
 - d. *Nil initial contribution but offer to revisit this decision once a business case is developed and/or confirmation of the pilot academy proceeding to be established at the airport is provided such that the potential benefits to Leeton Shire are understood.*
2. Council does not endorse the acceptance of the Regional Airports Program – Round 2 grant for the taxiway project.

IMPLICATIONS TO BE ADDRESSED

(a) Financial

Works are planned to commence in October 2021 and be completed by May 2022.

| | |
|--|-----------------|
| Airport Restriction Reserve 1 July 2021 | \$315K |
| Add budgeted expense 2021/22 | \$400K |
| Less 2021/22 operating contribution (estimate) | (\$200K) |
| Less capital contribution delayed fence (estimate) | <u>(\$100K)</u> |
| Estimated Restriction balance | \$415K |
| Less Full LSC taxiway contribution | <u>(\$555K)</u> |
| Nett Restriction balance (estimate) | (\$140K) |

Note: if the full taxiway contribution is required to be paid in 2021/22 an additional charge of approximately \$140K would need to be allocated this financial year. If due to delays in the program or the payment terms to NSC, the balance is not

payable until the 2022/23 financial year the additional charges could be accounted for at that time.

(b) Policy

Nil

(c) Legislative/Statutory

Nil in regard to the approval of the project.

The delivery of the project will need to comply with Civil Aviation Authority regulations, which have been considered with regards to the standard of the proposed taxiway and would also affect the site traffic management plan and safety requirements during construction.

(d) Risk

1. Reputational/Political – Leeton and Narrandera Shire Councils have a long history of co-operating on and funding the airport. A reduced contribution to the project may affect future inter-council support for strategic Leeton Shire Council projects.
2. Financial – the investment may be made with little direct return to the Leeton economy. Accessing the funds from reserves may impact Council's ability to deliver capital projects considered to be of a higher priority by the ratepayers of Leeton.
3. Community – the airport taxiway project is not a strategic project identified in LSC's Delivery Program and Operational Plan (DPOP). If the flight school was to be located at the airport, there would be economic benefit achieved for Leeton Shire via the students and associated visiting families' tourism, as well as potential for support services businesses.
4. COVID-19 – the negative effects of the COVID-19 pandemic on the operations of the airline industry have been well documented. Any effect on the timing or viability of the pilot academy has not been determined at this point.
5. Grant funding – if the Regional Airports Program – Round 2 funding (\$1.1M) is not accepted, it is considered unlikely that a similar grant would be successful in the short to medium term. This would be a lost opportunity.

CONSULTATION

(a) External

Narrandera–Leeton Shire Councils Joint Airport Management Committee
There has been no opportunity to consult Leeton ratepayers at this point in time.

(b) Internal

Senior Management Team

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

Under the Key Priority Area Outcome Five: A QUALITY BUILT ENVIRONMENT within Council's adopted Delivery Program/Operational Plan – 16 - A community that has good road, rail and air transport – 16 a - Provide access to regional passenger air services – Collaborate with Narrandera Shire Council to strategically plan for the growth and sustainability of the Narrandera/Leeton Airport.

ATTACHMENTS

- 1 [↓](#) Minutes - Narrandera-Leeton Airport Committee Meeting - 12 August 2021
- 2 [↓](#) Expression of Interest - Pilot Training Academy
- 3 [↓](#) Narrandera-Leeton Airport Taxiway Project Plan

Narrandera - Leeton Shire Councils Joint Airport Management Committee Minutes 12 August 2021

**MINUTES OF NARRANDERA SHIRE COUNCIL
NARRANDERA - LEETON SHIRE COUNCILS JOINT AIRPORT MANAGEMENT
COMMITTEE
HELD AT THE COUNCIL CHAMBERS
ON THURSDAY, 12 AUGUST 2021 AT 2:00PM**

1 PRESENT

Mayor Cr Neville Kschenka (via Zoom), Cr David Fahey OAM (via Zoom), Cr Jenny Clarke OAM, GM George Cowan, DGMI Shane Wilson (chairperson), EDM Peter Dale, Leeton - Mayor Cr Maytom Paul, Leeton - GMSA Andrew Reilly, Leeton - Cr Paul Smith, Leeton - Cr Tony Reneker, Minute Taker Andrew Pearson (observer)

The chairperson welcomed Leeton Shire Council's Group Manager Shire Activation Andrew Reilly to the committee who was attending his first meeting.

2 APOLOGIES

Leeton GM – Jackie Kruger

3 DECLARATIONS OF PECUNIARY INTEREST

Nil

4 CONFIRMATION OF PREVIOUS MEETING MINUTES

COMMITTEE RESOLUTION

Moved: Leeton - Cr Tony Reneker

Seconded: Mayor Cr Neville Kschenka

That the minutes of the Narrandera - Leeton Shire Councils Joint Airport Management Committee held on 1 December 2020 be confirmed.

CARRIED

5 BUSINESS ARISING FROM PREVIOUS MINUTES

Nil

Narrandera - Leeton Shire Councils Joint Airport Management Committee Minutes 12 August 2021

6 REPORTS

6.1 REVIEW OF AIRPORT OPERATIONAL AND CAPITAL WORKS 2020/21.

COMMITTEE RESOLUTION

Moved: Leeton - Cr Paul Smith

Seconded: Cr Jenny Clarke OAM

That this item is received, and the information noted.

CARRIED

The chairperson presented a report of the operational and capital works for the 2020/21 financial year with a summary as follows:

Operational Expenses

Original budget \$210,860 (As of 30 June 2021) \$184,739 or 88% expended of original budget allocation. The biggest impact has been loss of income from regular RPT services due to ongoing COVID 19 travel restrictions.

Capital Expenses

The 2020/21 capital works program was adopted by the Narrandera – Leeton Airport Management Committee at its meeting of 20 January 2020 and focussed on three projects from the Regional Airports Grant Program Round 1 being:

1. Reseal of the Runway, Taxiway and Apron Areas

These works occurred during the week 16 – 20 November 2020 and are now completed aside from sealing an extension of the GA parking area which will occur during September this year.

2. Installation of (3) Apron Flood Lights over the main apron parking area

These works were completed during February 2021 and have received positive comments from pilots.

3. Perimeter Fencing Wildlife and Security Improvements

Currently in the tender preparation phase with works expected to commence during October this year.

A more detailed summary will be provided at the next meeting as all works near completion. With Council elections later this year it was suggested by the chairperson that both Councils schedule an onsite inspection prior to the next meeting, tentatively this is proposed for November this year.

Narrandera - Leeton Shire Councils Joint Airport Management Committee Minutes 12 August 2021

6.2 NARRANDER/LEETON AIRPORT PARALLEL TAXIWAY

COMMITTEE RESOLUTION

Moved: Cr Jenny Clarke OAM

Seconded: Leeton - Cr Paul Smith

That the Narrandera – Leeton Airport Management Committee:

1. Endorse the acceptance of the Regional Airports Program Round 2 for the parallel taxiway by Narrandera Shire Council.
 2. Recommends that Leeton Shire Council further consider making a contribution to the project upon receipt of additional information including a more defined business case outlining the economic benefits of the project and evidence of the ongoing commitment by AAPA and Regional Express
- CARRIED**

The chairperson commenced discussion with an outline of the proposed parallel taxiway and then invited Narrandera Shire Council's General Manager to outline a more indepth summary of the project to date which was as follows:

December 2019 – NSC Mayor, General Manager and Economic Development Manager attend the graduation of AAPA trainees in Wagga. At this graduation Council receives an invitation to submit an EOI to house a new pilot training academy at the Narrandera / Leeton Airport.

January 2020 – Narrandera Leeton Airport Committee was advised that the request for an EOI had been received and resolves to support the preparation of a profesional application.

February 2020 – The EOI was prepared in house utilising consultants to develop the technical specifictaion material.

February 2020 – Mayor, GM and EDM meet with key Regional Express executives in Sydney. During this meeting Regional Express executives indicate that Narrandera's bid is ' sincere and genuine' and is the preferred EOI. Discussion about posisble academy for 200 studnets and 50 staff.

July 2020 – AAPA gains CASA approval for training operations at Narrandera Leeton Airport.

August 2020 – AAPA provide operational details for inclusion in taxiway proposals.

September 2020 – NSC engages consultants to prepare deisgns and estimates for the taxiway.

October 2020 – AAPA lease building at the Airport.

November 2020 – Runway, existing taxiway and apron resealed and re-marked.

December 2020 – Narrandera Leeton Airport Committee resolves to support grant application under Round Two of the Regional Airports Program for the taxiway.

Narrandera - Leeton Shire Councils Joint Airport Management Committee Minutes 12 August 2021

December 2020 – Application lodged together with letters of support from AAPA, Regional Express and LSC.

April 2021 – Zoom meeting with AAPA confirmation AAPA had been invited to submit detailed proposal for the academy to Department of Regional Development NSW.

August 2020 – NSC included in list of successful grant applications and has been asked to accept the grant by end of August 2021 and has two years to complete the works.

The chairperson then advised the committee that through efficiencies in other projects at the airport has resulted in savings of \$175,000 which are proposed to be contributed as co-funding toward the Regional Airports Program Round 2 grant, thus an additional \$936,158 needs to be identified and allocation made.

Open discussion then took place regarding the proposal among the committee and whilst both Councils remain positive towards the development there was concern regarding a more defined business case outlining the economic benefits of the project and evidence of the ongoing commitment by AAPA and Regional Express.

7 GENERAL BUSINESS

Nil

8 CORRESPONDENCE

Nil

9 NEXT MEETING

TBC tentative March 2022

10 MEETING CLOSE

The Meeting closed at 3.10pm.

The minutes of this meeting were confirmed at the Narrandera - Leeton Shire Councils Joint Airport Management Committee held on.

.....
CHAIRPERSON



**Response to Invitation
For Expression of Interest
in
Establishing an Additional Pilot Training
Academy
For
Australian Airline Pilot Academy
and the Rex Group**

Introduction

Narrandera-Leeton Airport has a long and distinguished career as a location for the conduct of flying training dating back to 1940 when the RAAF established the No.8 Elementary Flying School under the Commonwealth's Empire Training Scheme for the war effort.

The airport has since progressed to be a very valuable contributor to the economic advancement of both Narrandera and Leeton as a Civil Aviation Authority (CASA) certified facility and as a security controlled airport.

The airport is currently supported by 23 flights per week provided by Rex and in 2019 Rex introduced its community fare program to the airport which has seen excellent level of take-up by commuters. This RPT service is fundamental to the integrity of business and leisure travel across the two Shires and a major contributor to their economic advancement.

Narrandera Shire Council and the Narrandera-Leeton Airport Advisory Committee enthusiastically support the utilization of the airport for use as a pilot training academy and strongly support the development of infrastructure required at the airport to ensure that the quality of training at the airport is of the highest standards educationally, operationally and with highest standards of safety.

The airport precincts and flying operational standards were assessed on Friday 10 January 2020, for the purpose of response to this EOI, by experienced representatives of Oz Airports Pty Ltd, Mr Rod Cecchini and Mr David Dean.

The following responses outline the numerous and compelling details of the benefits to AAPA and the Rex Group in establishing the new pilot training facility at the Narrandera-Leeton Airport.



Incentives available to AAPA/Rex Group for the development of the academy

- a) **Development assistance for the construction of a new training campus similar to that currently at Wagga Wagga campus.**
- i) The Narrandera-Leeton Airport comprises land contained in Lot 1 DP 111141 and Lot 1 DP 187882 as Torrens Title described in Certificate of Title that identifies the owner as the Narrandera Shire Council.

The Council understands that the footprint of the training campus at Wagga Wagga is 2.3 ha. Accordingly, subject to detailed negotiations, the Council is prepared to offer the AAPA/Rex Group a parcel of land of approximately 2.3 ha (or greater if required) at the South Eastern Corner of the airport precinct adjacent to the existing terminal and main hangar (See Appendix item 1).

In recognition of the strategic and economic importance of the establishment of a Pilot Training Academy at Narrandera-Leeton Airport, Council is prepared to offer to AAPA/Rex Group a parcel of land of size and general location previously described, for \$0 (nil) consideration.

Council will meet the cost of excision of an agreed parcel of land from the airside land and subdivide this at no cost to AAPA/Rex.

Additionally, subject to detailed negotiations in relation to cost responsibility, Council will provide to AAPA/Rex all necessary infrastructure, such as sewer, power, communications etc, to support AAPA/Rex development of the Academy campus.

These offers are contingent upon AAPA/Rex entering into an appropriately worded legal agreement committing to the development of a Pilot Training Academy as described in the EOI.

This parcel of land would have an attractive entry point from an established sealed entry way to the main airport precinct with lawns and large established trees to the West.

The Council will, subject to detailed negotiations, offer the main hangar space adjacent to said parcel of land to AAPA/Rex Group for utilization for AAPA/Rex Group training fleet of single and twin engine aircraft. The hangar measures 30m x

35m (1050 square metres) and is 7 metres high. It is capable of accommodating at least 12 small aircraft.

- ii) The structure of your training facility would have a frontage to the airfield with direct access to sealed aprons and to the hangar described above.

The establishment of a secure tenure on airport land through ownership will ensure that AAPA/Rex Group can establish its training facility with confidence for the future operations of the pilot training academy.

- iii) Detailed assessment of the airfield configuration by experts from Oz Airports has determined that it would be ideal to have a parallel taxiway for exclusive use by pilots in training. Accordingly the Council will construct a sealed taxiway with complying specifications parallel to the main sealed runway to enable circuit movements by training pilots obviating the need to back-track on the main runway. This will add significant safety and efficiency factors to your operation.

b) Landing Charges

Council has maintained a low level of landing charges to ensure the ongoing viability and affordability of RPT services as provided by Rex into Narrandera. Council is prepared to negotiate the quantum of any landing charges to ensure the viability of the pilot training operation.

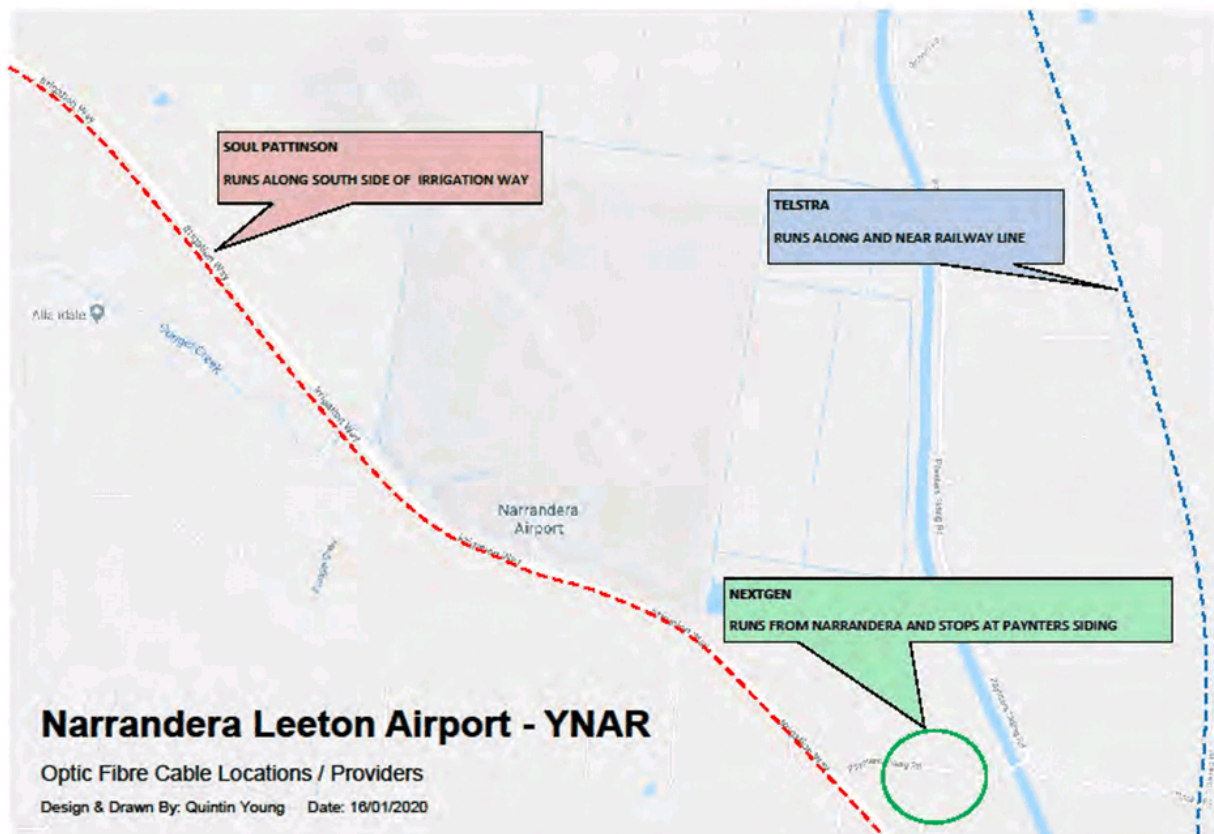
c) Existing leasing opportunities.

Council is currently investigating the availability of additional hangar space and will advise details of such when it becomes available.

d) Others

- i) Existing refueling facilities at the airport for Avgas would be available to AAPA/Rex on arrangement with the re-fueler who is prepared to upgrade the existing capability to service your training aircraft fleet.
- ii) Existing 11,000 volt power lines across the airport frontage are believed to have sufficient capacity to cater to AAPA training academy needs. Confirmation of this can easily be obtained from Essential Energy at the appropriate time.
- iii) Existing communications services within the airport precinct include: fixed wireless NBN, Mobile phone reception. Free Wi-Fi at the airport terminal and there is a payphone at the airport.

- iv) Fibre optics in the general vicinity of the airport. Ability to access unknown at this stage. (see plan below)



2) Land availability, both on and or nearby the airport, for the development of an academy campus and accommodation complex for up to 200 students.

As described at 1(a) i, Council is prepared to offer AAPA/Rex Group a large parcel of land for \$0 (nil) consideration to develop an academy and accommodation complex for up to 200 students.

This will provide AAPA/Rex Group with a consolidated development with airfield frontage and aircraft apron and hangar frontage to offer maximum utility across all measurements for financial, safety, efficiency, utility and educational excellence.

As an option, Council owns an unoccupied brick home on the Western side (landside) of the airport entry way with adjoining land that would be sufficient to develop a component of the campus with the balance to be located across the road on the airport land previously described.

3) Existing aerodrome detail and benefits to pilot training

a) Runway configuration

Narrandera airport has a dual crossing runway configuration. The main (sealed) runway is RWY 14/23 (actual bearing 133 degrees). RWY 14/32 is 1616m long and 30m wide with additional width provided via 3 x turning nodes at the RWY 14 THR, RWY 32 THR and at about the mid-point of RWY 14/32. The current RWY Distance Supplement and ERS-A (Narrandera FAC) page are attached to this EOI response. Council plans to conduct an overlay of RWY 14/32 and the funding process has commenced as follows:

Narrandera Shire recently submitted three separate submissions for projects under the first round of the Regional Airports Program. This is a grant program that provides funding to improve the safety and accessibility of airports or aerodromes in regional areas of Australia. The first submission was to reseal the existing runway, taxiway and apron areas. The second submission was to fence the entire perimeter of the site and the final submission was to upgrade the apron lighting to meet current standards and improve night time operations. The combined total of works within the submissions total just over \$1.5 million and would be completed within the next 18 months.

RWY 05/23 is a secondary unsealed (gravel runway) at Narrandera with a length of 1020m and a 30m width. A displaced threshold reduces the LDA on RWY 05 (See attached RWY Distance Supplement).

The Runway lighting to RWY 14/32 has recently been upgraded with new LED lighting.

Narrandera also has pilot activated lighting and an aerodrome frequency response unit.

NARRANDERA
AVFAX CODE 2204

ELEV 474



NSW 344208S 1463044E UTC +10 VAR 11 DEG E YNAR CERT
AD OPR Narrandera Shire Council, 141 East Street, Narrandera, NSW, 2700. PH 02 6959 5560. ARO 0428 690 518 (H24). Fax 6959 1884.

REMARKS

1. AD Charges: Landing fees apply all ACFT. For details contact Narrandera Shire Council.
2. Displaying of the restricted operations (dumb-bell) signal indicates that ACFT are to restrict OPS to the sealed SFC.
3. This AD is a Security Controlled Airport.

HANDLING SERVICES AND FACILITIES

AERO REFUELLERS - 24HR AVGAS bowser accepts Aero Refuellers Card, V and MC. Phone 0413 003 808. 24HR JET A1 tanker, fuel over and under wing ACFT. 1HR PN Phone 0428 690 518 or 0413 003 808. Aero Refuellers Card, V and MC. AH call out fees apply.

PASSENGER FACILITIES

PT/TX/LG/WC

METEOROLOGICAL INFORMATION PROVIDED

1. TAF CAT D, METAR/SPECI.
2. AWIS Phone 02 9353 6442 - Report faults to BoM.
3. AWIS FREQ 133.45 (requires one-second pulse to activate) - Report faults to AD OPR.

PHYSICAL CHARACTERISTICS

| | | | | | | |
|-------|-----|-----|-------------------------------|-----------------------------|--------|---------|
| 05/23 | 042 | 33c | 5700/450 (65PSI) | Central 30(98) brown gravel | WID 30 | RWS 90 |
| 14/32 | 133 | 53a | PCN 17 /F /B /700 (102PSI) /T | | WID 30 | RWS 150 |

AERODROME AND APPROACH LIGHTING

RWY 14/32 LIRL(1) PAL+AFRU 132.85

(1) PAL + AFRU requires three one-second pulses to activate. (See INTRO para 23.5).

RWY edge light spacing: 14/32: 59M.

OTHER LIGHTING

TWY LGT: Blue edge between RWY 32 THR and RPT Apron.

ATS COMMUNICATIONS FACILITIES

FIA MELBOURNE CENTRE 134.65 Circuit Area

LOCAL TRAFFIC REGULATIONS

Turning nodes at both ends and 540M from THR RWY 14. WID 45.

CTAF - AFRU 132.85

ADDITIONAL INFORMATION

Bird hazard exists - Increased concentrations early morning and late afternoons.

CHARTS RELATED TO THE AERODROME

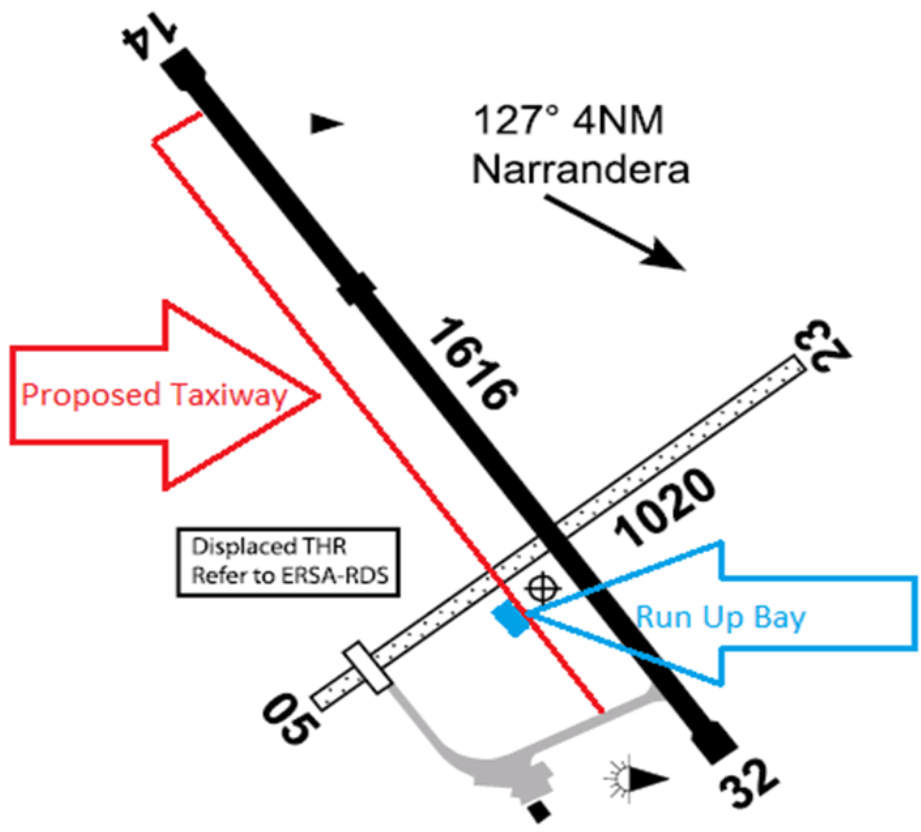
1. WAC 3457.
2. Also refer to AIP Departure and Approach Procedures.

Information may be continued on the next page: PTO

b) Taxiway configuration

Narrandera airport currently has a single sealed (un-named/no TWY designator) taxiway that links the main apron area to RWY 14/32 in the vicinity of the RWY 32 THR and also from the apron to the vicinity of the THR of RWY 05/23.

Narrandera Shire Council (NSC) acknowledges that the current taxiway(s) are insufficient to effectively accommodate a flying school and the higher traffic numbers that AAPA is proposing. Clearly considerations such as multiple AAPA training aircraft conducting circuits to RWY 32 would see aircraft going around should a preceding aircraft conduct a full stop and require a lengthy backtrack. Council would be prepared to construct a new taxiway parallel to RWY 14/32 between the THR RWY 14 and the existing taxiway that links the apron to RWY 14/32 in the vicinity of the RWY 32 THR. This proposed (sealed – stone chip) taxiway with a 5700KG MTOW limitation would be unlit, however serve to vastly improve circuit traffic flow for AAPA ACFT. NSC would also be willing to discuss preferred locations of a potential runup bay(s) with AAPA, that once agreed to, could be constructed as part of the taxiway build.



c) Aircraft apron /parking configuration

The current apron is in essence divided into 3 areas, being the RPT apron, apron areas adjacent to hangars to the immediate NW of the terminal building, and a 3rd (newly constructed aircraft parking and tie down apron in the vicinity of the Bellman hangar to the immediate SE of the terminal building. This new Light aircraft parking apron could potentially park around 12 light training aircraft and dependent on AAPA requirements extend and/or incorporate additional apron and hangar access to any proposed AAPA flight line areas. NSC could also make available the Bellman hangar for AAPA use, be it as an interim solution prior to the AAPA facility being constructed or on an ongoing nature. The Bellman hangar is structurally sound, is fitted with modern internal hangar lighting and has a concrete floor and doors to access both the NW and SE ends of the hangar. Beyond a general clean out of the Bellman hangar, NSC would be willing to discuss general concrete repairs (including spall and crack repairs, expansion joint route and seal and the painting of the hangars internal concrete floors should AAPA desire a longer term tenancy of the Hangar beyond any initial/interim use prior to a new facility being commissioned.



Fig 1 – Bellman Hangar as viewed from the Narrandera Terminal Building



Fig 2 – Bellman Hangar and refueling services. The start of the proposed AAPA apron parking can be seen as the new (darker) pavement on the left hand side of the photo, the Narrandera Terminal Building to the right of the photo.



Fig 3 – The current available AAPA parking apron as viewed from adjacent the refueling point. While not shown in the photo, the apron is floodlit.



Fig 4 – The Proposed AAPA Apron area showing tie down points (sufficient for an estimated 12 ACFT) and the area to the rear of the Bellman hangar that is proposed for the siting of the AAPA school.



Fig 5 – the View to the SE of the Parking apron showing additional room for apron extension and apron edge lighting.



Fig 6 – Inside picture of the Bellman Hangar

d) Navigation and Instrument Approach Aids

Narrandera was previously serviced by a VOR and NDB, however both navigation aids have been decommissioned. Narrandera has two instrument approaches listed in AIP DAP being RNAV-Z (GNSS) RWY 14 and RNAV-Z (GNSS) RWY 32. The nearest navigation aids with published aid based approaches would be Wagga Wagga (VOR, NDB, ILS, DME) and Albury (VOR, DME).

RUNWAY DISTANCE SUPPLEMENT

27 FEB 2020

RDS YNAR - 1

NARRANDERA

| RWY | (CN) | TORA | TODA | ASDA | LDA |
|--|------|-------------|---------------------|-------------|-------------|
| 05 | (2) | 1020 (3346) | 1190 (3904) (2.58%) | 1130 (3707) | 900 (2953) |
| RWY 05 DTHR 120M. | | | | | |
| 23 | (2) | 1020 (3346) | 1080 (3543) (4.99%) | 1020 (3346) | 1020 (3346) |
| Slope 0.1% down to NE. RWY WID 30 RWS WID 90 | | | | | |
| 14 | (3) | 1616 (5302) | 1832 (6010) (5.11%) | 1772 (5814) | 1616 (5302) |
| 32 | (3) | 1616 (5302) | 1676 (5499) (1.35%) | 1616 (5302) | 1616 (5302) |
| Turning nodes at both ends and 540M from THR RWY 14. WID 45. | | | | | |
| Slope 0.1% down to NW. RWY WID 30 RWS WID 150 Graded 90 | | | | | |

SUPPLEMENTARY TAKEOFF DISTANCES

| | | | | | |
|--------|-----------------|-----------------|-----------------|-----------------|-----------------|
| RWY05- | 889(2917)(1.9) | 1046(3432)(2.2) | 1163(3816)(2.5) | | |
| RWY23- | 875(2871)(3.3) | | | | |
| RWY14- | 1065(3494)(1.6) | 1273(4176)(1.9) | 1418(4652)(2.2) | 1529(5016)(2.5) | 1731(5679)(3.3) |
| | 1829(6001)(5.0) | | | | |

e)Refueling facilities and services

Narrandera aerodrome has 24HR services for both AVGAS and JetA1 refueling. The AVGAS refueling bowser can accept a private carnet card or credit card. The facility would enable student pilots to refuel their own aircraft.



Fig 7 – The Refueling area at Narrandera Airport

4) Future aerodrome plans and benefits including in relation to any of the above

Narrandera Shire Council has considered the long term utilization of the airport including the upgrade of the main sealed runway to accommodate current and emerging generations of commuter aircraft. It is understood that Rex will not be considering an upgrade of its SAAB 340 fleet for 10 to 15 year' s time from now and in those circumstances Council will proceed with plans to reseal the runway (ref. clause 3 Runway Configuration.).

Long term, Council, in consultation with Leeton Shire Council, will address the need to upgrade the main runway to accommodate larger and heavier aircraft.

Future planning for the Narrandera-Leeton aerodrome includes a measure, at high level of importance, to upgrade the existing flood protection levy. This strategy is contained the Narrandera Shire Council Review of the Narrandera Floodplain Risk Management Study and Plan of March 2019 (Ref Table S1 Measure 6). The current levee has been in place for several decades and sections of the levee surrounding the airport have recently been upgraded. This current levee has afforded protection for the aerodrome during record flood events in 1974 and 2012. In these events the aerodrome was not compromised.

Council believes that the successful attraction of the Pilot Training Academy to Narrandera will herald an era of value-added activity at the airport and in Narrandera and Leeton townships as the need for a wide range of goods and services becomes apparent with the development of the Academy and its future operational needs.

5) Aerodrome and surrounding airspace architecture and benefits to pilot training

and

6) Proximity to other airport and approach locations and benefits to navigational and instrument flight training

Surrounding Airspace

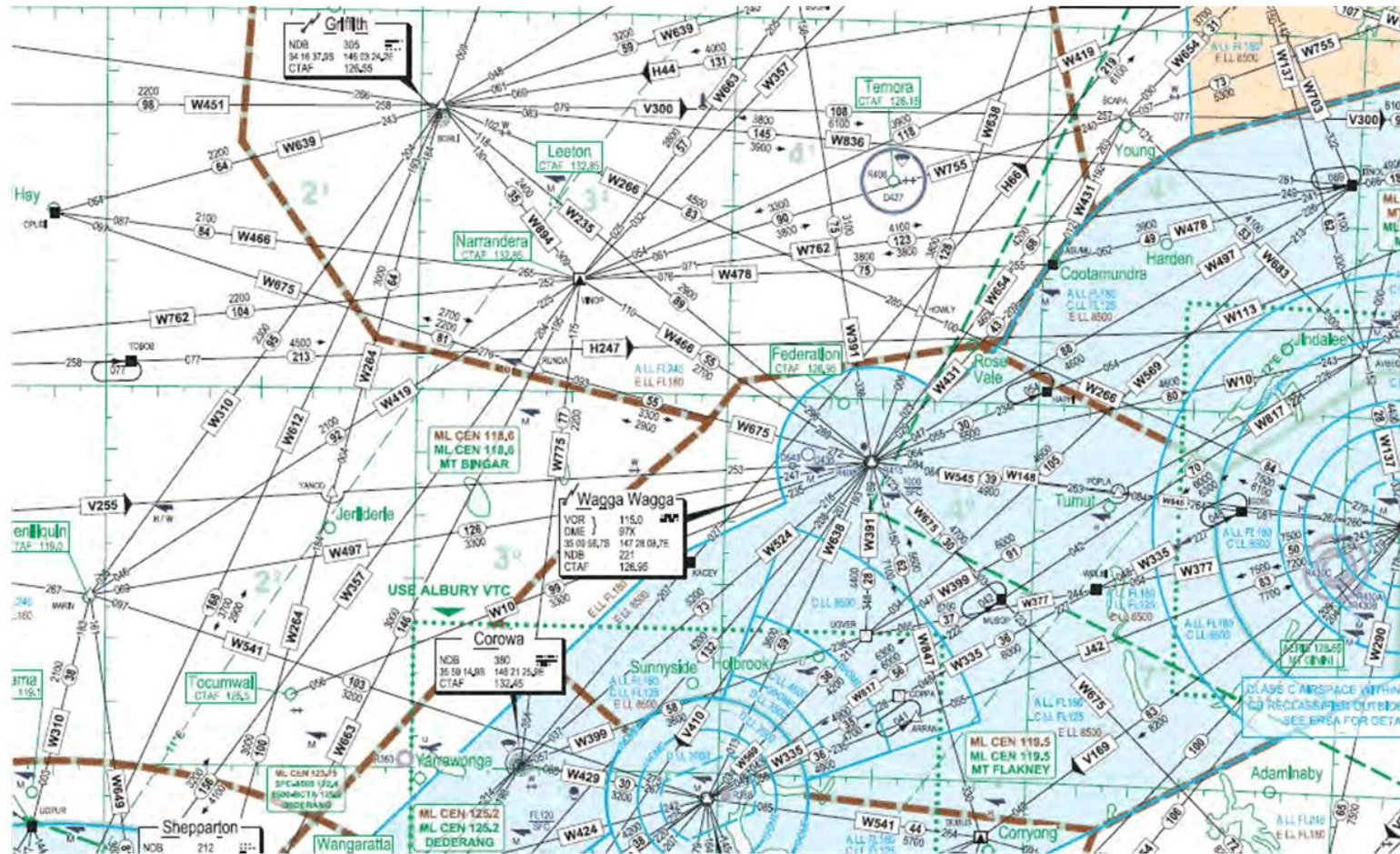
Narrandera Aerodrome is a moderate sized regional aerodrome with one main sealed and one secondary gravel runway. The details of the aerodrome layout are contained in EOI question 3.

The airspace surrounding Narrandera Aerodrome is Class G (uncontrolled) airspace. Above Narrandera Aerodrome Class E airspace commences above Flight Level (FL) 180 (18,000 Ft on standard altimeter pressure setting). A portion of the Enroute Chart Low 2 (ERC2) below shows the airspace surrounds, the nearest portions of controlled airspace (Class E) surrounds Wagga Wagga aerodrome out to 15 Nautical Miles (NM) above 8,500 Ft Above Mean Sea level (AMSL) and then extends between Sydney and Melbourne comprising a high capacity air route corridor with Albury Aerodrome controlled within ATC hours.

A small Special Use Airspace (SUA) Danger Area D427 and Restricted Area R406, surface to 5,000 Ft AMSL surrounds Temora Aerodrome to 5 NM. During activation of these SUA, Temora air traffic becomes very busy.

Other Airports

Surrounding Narrandera are a range of regional aerodromes useful for flying training navigation, instrument approach and circuit training. There are, to the West, 85 NM to Hay aerodrome, To the NW, 35 NM to Griffith Aerodrome with Leeton ALA a slight right of track diversion, to the North East, 107 NM to Parkes, to the East, 50 NM to Temora, 90 NM to Young and 118 NM to Cowra, to the SE, 55 NM to Wagga Wagga and 93 NM to Albury with the additional Air Traffic Control experience in hours and to the South, 92 NM to Deniliquin with Jerilderie ALA an off track diversion on the way and 77 NM to Corowa.



Instrument Approach Training

Instrument Approach Training is generally available all around Narrandera as required at the following aerodromes;

- Hay – RNAV-Z (GNSS) RWYs 04 and 22
- Griffith – GNSS ARRIVAL, RNAV-Z (GNSS) RWYs 06 and 24 and NDB-A
- Parkes – DME or GNSS ARRIVAL, [NDB-A OR VOR-A](#), [RNAV \(GNSS\) RWYs 04 and 22](#)
- Temora - [RNAV-Z \(GNSS\) RWYs 05](#) and 23
- Cowra - [GNSS ARRIVAL](#), [NDB RWY 15](#), [RNAV-Z \(GNSS\) RWYs 15](#) and 33
- Wagga Wagga - [DME OR GNSS ARRIVAL](#), [VOR RWY 05](#), [ILS-Y OR LOC-Y RWY 23](#), [ILS-Z OR LOC-Z RWY 23](#), [VOR RWY 23](#), [NDB-A OR VOR-A](#), [RNAV-Z \(GNSS\) RWYs 05](#) and 23
- Albury - [DME OR GNSS ARRIVAL](#), [VOR RWYs 07](#) and 25, [VOR-A](#), [RNAV-Z \(GNSS\) RWYs 07](#) and 25
- Deniliquin - [RNAV-Z \(GNSS\) RWYs 06](#) and 24
- Corowa - [NDB RWY 14](#) and [RNAV-E \(GNSS\)](#)

General Local Flying Training

There are obvious local airspace areas (depicted as a suggestion below) which may be suitable for general handling flying training commencing outwards from the Narrandera Common Traffic Advisory Frequency (CTAF) area to the NE and SW of Narrandera Aerodrome.

These areas can be established as locally recognized flying training areas for AAPA and Narrandera Shire Council would undertake to facilitate consultation with landowners beneath these areas as well as local flying operators and regular visitors to Narrandera airport.

There are published air routes through these suggested areas however, it is estimated that the air traffic following these routes below 10,000 Ft AMSL would be light.

Suggested General Flying Training Areas



7) Existing traffic densities and conduciveness to pilot training

Narrandera Aerodrome sits on the Eastern extremity of the Hay Plains, close beside the South West Slopes of the NSW portion of the Great Divide 7Km North West of the township of Narrandera. The physical airport facility, aircraft movements at Narrandera and the uncontrolled airspace around Narrandera is suggested as being prime for the operation of a large flight training school.

1. **Narrandera Airport Facility.** The main runway is 30 metres wide, 1,616 metres long with a 150 metre wide runway strip. The runway is lit with modern LED lighting to CASA MOS139 standard. While explained in greater detail in the response to Question 3 of NSC's response (EOI 3), the airport facility would seem a prime location for the establishment and operation of a large flying school.
2. **Airport circuit area traffic.** The air traffic density at Narrandera Aerodrome is very light, with generally long periods of no air traffic activity. The aerodrome receives four REX RPT (SAAB 340B) aircraft weekdays and between 2 and 3 REX RPT flights on Saturday and Sunday. There is a light twin freight plane in and out of Narrandera early in the morning and again early evenings. It is also estimated that Air Ambulance and similar movements would be around 1 per day. The other significant source of traffic is AAPA training aircraft from Wagga Wagga. A handful of local aircraft are hangared at Narrandera Aerodrome and contribute a few movements daily, although mostly on weekends.

Given the light traffic density, Narrandera airport is very conducive to the addition of pilot training facility. Circuit training movements could easily reach 50 per hour by day and a somewhat lesser number at night whilst still accommodating priority to RPT operations. This "circuit area capacity" is available for AAPA's use and there is no foreseeable reason why aircraft movements at Narrandera would increase dramatically into the future (beyond the AAPA School).

3. **Airspace Surrounding Narrandera.** In general, the airspace around Narrandera is predominately unutilized. To the South West and West of Narrandera (around Coleambally, and Leeton there are some seasonal crop dusting/aerial rice sowing activities and further to the West and beyond Darlington Point more crop dusting for cotton plantations. These crop dusting activities are seen as having little to no effect of a flying facility based at Narrandera given that the crop dusting operations are predominately at low level.

Other airspace that would warrant a mention would be the direct flight paths between Wagga/Narrandera/Griffith (REX RPT operations) and also the direct Sydney/Griffith and potentially the direct Melbourne/Griffith tracks for REX RPT.

YNAR - Airport Weekly Flights and Movements

Scheduled Flights

| Flight | Departure | Arrival | Time | Mon | Tue | Wed | Thu | Fri | Sat | Sun | Movements |
|--------------|-------------|------------|-------|-----|-----|-----|-----|-----|-----|--------------|-----------|
| Rex ZL 456 | Griffith | Narrandera | 6:45 | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | | 6 |
| Rex ZL 456 | Narrandera | Sydney | 7:05 | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | | 6 |
| Toll Freight | Wagga Wagga | Narrandera | 9:30 | ✓ | ✓ | ✓ | ✓ | ✓ | | | 5 |
| Toll Freight | Narrandera | Griffith | 9:45 | ✓ | ✓ | ✓ | ✓ | ✓ | | | 5 |
| Rex ZL 464 | Griffith | Narrandera | 10:45 | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | 7 |
| Rex ZL 464 | Narrandera | Sydney | 11:05 | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | 7 |
| Rex ZL 469 | Sydney | Narrandera | 15:35 | ✓ | ✓ | ✓ | ✓ | ✓ | | ✓ | 6 |
| Rex ZL 472 | Narrandera | Griffith | 15:55 | ✓ | ✓ | ✓ | ✓ | ✓ | | ✓ | 6 |
| Toll Freight | Griffith | Narrandera | 17:00 | ✓ | ✓ | ✓ | ✓ | ✓ | | | 5 |
| Toll Freight | Narrandera | Sydney | 17:15 | ✓ | ✓ | ✓ | ✓ | ✓ | | | 5 |
| Rex ZL 473 | Sydney | Narrandera | 18:25 | ✓ | ✓ | ✓ | ✓ | ✓ | | ✓ | 6 |
| Rex ZL 473 | Narrandera | Griffith | 18:40 | ✓ | ✓ | ✓ | ✓ | ✓ | | ✓ | 6 |
| | | | | | | | | | | Total | 70 |

Note: Toll Freight arrival and departure time approximate only.

Charter Flight

Narrandera based Aircraft 1 -5 flights per week

Other charters 1 - 2 flights per week

Training Flight Schools

Narrandera based Airwing Flight Centre 10 - 15 movements and 40 - 60 touch-and-go mainly weekend only.

Wagga Flying School (AAPA) varies with approximate 10 - 20 movements and 30 - 40 touch-and-go per week including weekend.

Ballarat Flying School (AAPA) varies with approximate 5 -10 movements and 10 -20 touch-and-go per week including weekend.

Emergency Aircrafts

Air Ambulance, Toll Rescue and Care Flight 3 -5 flights per week.

Other Flights

Recreation aircraft 5 -10 fights per week days Mon -Fri

Recreation aircraft 5 -10 flights per weekend

Seasonal Flights

Crop dusting Air Tractors use airport.

8) Weather details and data and conduciveness to pilot training

Narrandera Aerodrome sits on the Eastern extremity of the Hay Plains, close beside the South West Slopes of the NSW portion of the Great Divide 7Km North West of the township of Narrandera.

Climate for the Narrandera region is mild and livable. The best description for the climate is dry Mediterranean with hot dry summers and cold mildly wet winters. The table below is drawn from the Bureau of Meteorology's climate data at;

http://www.bom.gov.au/climate/averages/tables/cw_074148.shtm

This data is generally assembled from 50 years of aerodrome meteorological observations from 1970 to 2019.

| Statistics | Jan | Feb | Mar | Apr | May | Jun | Jul | Aug | Sep | Oct | Nov | Dec | Annual | Years | Plot | Map | |
|------------------------------------|------|------|------|------|------|------|------|------|------|------|------|------|--------|-------|--------------|-----|--|
| Temperature | | | | | | | | | | | | | | | | | |
| Mean maximum temperature (°C) | 33.6 | 32.2 | 28.8 | 23.9 | 19.0 | 15.1 | 14.4 | 16.1 | 20.0 | 24.5 | 28.2 | 31.0 | 23.9 | 24 | 1970 2019 | | |
| Mean minimum temperature (°C) | 17.8 | 17.4 | 14.2 | 9.7 | 6.5 | 3.9 | 3.2 | 3.6 | 5.7 | 9.2 | 12.6 | 15.0 | 9.9 | 24 | 1970 2019 | | |
| Rainfall | | | | | | | | | | | | | | | | | |
| Mean rainfall (mm) | 34.2 | 34.6 | 30.2 | 33.4 | 39.4 | 38.6 | 38.4 | 38.8 | 35.0 | 39.1 | 35.3 | 36.7 | 429.5 | 48 | 1967 2019 | | |
| Decile 5 (median) rainfall (mm) | 25.2 | 24.8 | 22.2 | 24.5 | 31.3 | 34.0 | 34.4 | 37.4 | 29.4 | 30.2 | 31.2 | 30.2 | 418.0 | 51 | 1967 2019 | | |
| Mean number of days of rain ≥ 1 mm | 3.8 | 3.2 | 3.3 | 3.9 | 5.3 | 6.4 | 6.9 | 7.1 | 5.6 | 5.2 | 4.5 | 4.1 | 59.3 | 51 | 1967 2020 | | |
| Other daily elements | | | | | | | | | | | | | | | | | |
| Mean daily sunshine (hours) | | | | | | | | | | | | | | | | | |
| Mean number of clear days | | | | | | | | | | | | | | | | | |
| Mean number of cloudy days | | | | | | | | | | | | | | | | | |
| 9 am conditions | | | | | | | | | | | | | | | | | |
| Mean 9am temperature (°C) | 24.0 | 23.1 | 20.9 | 16.5 | 11.7 | 8.1 | 7.1 | 9.3 | 13.0 | 17.3 | 20.2 | 22.4 | 16.1 | 17 | 1968 2010 | | |
| Mean 9am relative humidity (%) | 54 | 61 | 61 | 70 | 80 | 88 | 89 | 82 | 72 | 65 | 59 | 55 | 70 | 11 | 1970 2010 | | |
| Mean 9am wind speed (km/h) | 16.3 | 15.2 | 12.6 | 10.3 | 8.8 | 7.2 | 8.0 | 10.3 | 12.2 | 13.4 | 15.0 | 15.0 | 12.0 | 16 | 1968 2010 | | |
| 9am wind speed vs direction plot | | | | | | | | | | | | | | | | | |
| 3 pm conditions | | | | | | | | | | | | | | | | | |
| Mean 3pm temperature (°C) | | | | | | | | | | | | | | 3 | 2007 2010 | | |
| Mean 3pm relative humidity (%) | | | | | | | | | | | | | | 3 | 2007 2010 | | |
| Mean 3pm wind speed (km/h) | | | | | | | | | | | | | | 3 | 2007 2010 | | |
| 3pm wind speed vs direction plot | | | | | | | | | | | | | | | | | |

red = highest value blue = lowest value

Of particular note from the climate data from the perspective of flying training are the following;

- Narrandera has a mid to low average annual rainfall of 429.5 mm which suggests that flying training would receive minimum interruption to inclement weather.
- The highest average rainfall days per month is 7.1 for the month of August tapering in either direction throughout the year to 3.2 in February.
- The mean wind speed throughout the year is 16 km/H (8.6 Knots). The predominant wind direction is Easterly however winds generally favor the main runway. An all years Wind Rose is depicted below.

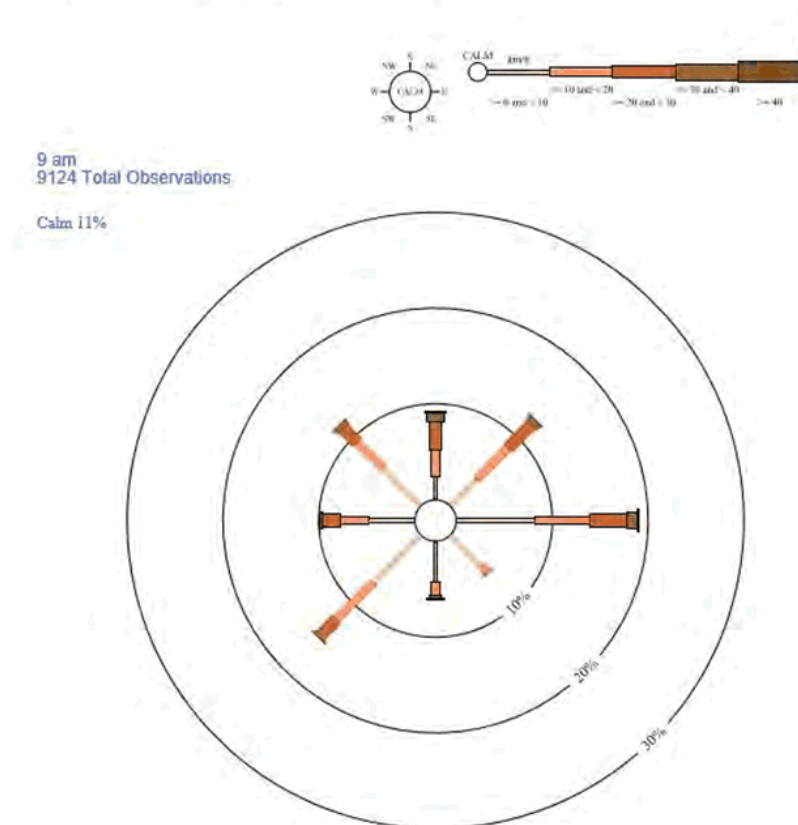
Rose of Wind direction versus Wind speed in km/h (01 Feb 1968 to 11 Aug 2019)

Custom times selected, refer to attached note for details

NARRANDERA AIRPORT AWS

Site No. 074143 • Opened Jan 1967 • Still Open • Latitude: -34.705° • Longitude: 148.514° • Elevation: 145m

An asterisk (*) indicates that calm is less than 0.5%.
Other important info about this analysis is available in the accompanying notes.



In summary, the climate and day to day weather of Narrandera Aerodrome is very conducive to the operation of a flying training organisation with minimal loss of available training time due to adverse weather

9) Access to existing hangarage and or existing opportunities for development

Council will negotiate with AAPA/Rex Group to enable direct access to and use of main hangar adjacent to proposed land site for the Training Academy development (ref point 1(a) (i). This hangar is 30m x 35m (1015 sq m) and is 7 metres high. It is expected that this hangar could accommodate at least 12 small single and twin engine aircraft.

Additional hangar space is possible and enquiries have been lodged with other hangar owners on the airport site. Additionally, there would be further land available for potential development as required.

10) Existing infrastructure such as airport training/administrative facilities and accommodation facilities that would support an initial operation prior to and during further development.

There are several options that are available to AAPA/Rex Group.

- 1) A substantial two storey brick building at 22-26 Twynam Street Narrandera, previously used as Government offices and currently occupied by local firm Bio Ag as its administrative HQ. Bio Ag uses most of the ground floor but the whole of the top floor, comprising 14 large offices and toilet facilities would be available for lease. Additionally a large boardroom on the ground floor (8mx6m approx.) would be available as a training room. It is believed that some of the upstairs space could be converted temporarily to dormitory accommodation(see Appendix item 2,3 and 4)
- 2) TAFE NSW has a large Campus at Narrandera and this is complemented by a recently developed TAFE Connected Learning Centre with the latest in technologically advanced training aids. Local TAFE management has indicated its willingness to cooperate fully in accommodating your initial training requirements for operations at Narrandera-Leeton airport.
- 3) Yanco Agricultural Institute .This extensive training and accommodation precinct is only 19km from the airport and approximately 16 minute drive time. This extensive facility provides ample opportunity to negotiate AAPA training and accommodation needs during initial operation and further development. Narrandera and Leeton Shire Councils would facilitate any negotiations as required. Refer website for details:
<https://www.dpi.nsw.gov.au/about-us/science-and-research/centres/yanco>
- 4) Local motels and other accommodation providers are available for consideration to meet temporary accommodation needs during initial operations.
- 5) AAPA aircraft currently use the Narrandera-Leeton aerodrome facilities and infrastructure for pilot training. This usage can continue as is or increase according to demand during a development period that would provide tailor-made facilities in due course.

11) Benefits of living in the community including shopping, recreation and medical services etc.

Perched beside the Murrumbidgee River and its corridor of red gum, Narrandera blends elegance, environment and history, bringing you an oasis of tree lined streets, shady parks and gardens. Narrandera and its villages sit at the heart of the agricultural hub known as the Riverina, and at the gateway to the productive Murrumbidgee Irrigation Area.

Narrandera offers a break from the hustle and bustle providing regional living at its best. 5 minutes from the town centre discover fresh water spots, natural environments to enjoy life. The latest (2018) estimated residential population for Narrandera Shire is 5,931 people.

Narrandera Shire is a wonderful place to live, boasting all the advantages of a country lifestyle with easy access to great services and facilities, and offering an array of business and employment opportunities. Real estate prices are well below those of major centres, while quality education, health care and numerous sporting and cultural facilities combine to make Narrandera Shire the ideal lifestyle choice.

Narrandera Shire has a diverse agricultural and industry presence with livestock, grain, cotton, almonds and flour production, Poultry, Sawmill, Engineering, and organic cropping systems, piggery, citrus, hazelnut farm, honey, Barellan Beer and Narrandera Fisheries research facility. Looking to the future, Narrandera is on the cusp of becoming a major solar power house with three solar farms approved for development.

Shire Villages

Narrandera Shire encompasses the villages of Binya, Barellan and Grong Grong. These communities are family friendly towns featuring local shop/cafes, sporting clubs, events and regional living. Grong Grong features an Earth Park; it's a wild playground with natural, re-cycled fun playscapes, picnic tables and food gardens. Barellan is the home town of Australian Tennis Champion Evonne Goolagong- Cawley and Australia's biggest tennis racquet, The Dunlop racquet is a scale wooden replica with Evonne's autograph.

Affordable Housing

The average house prices are considerably lower than those of major centres, and the average size is larger with urban and semi-rural lifestyle blocks and established homes available. There is also the option to reside in one of the Shire's villages where our active and caring communities can meet all your needs.

Strong Connections

Narrandera is a popular meeting place for regional and city travellers to explore the region. With the NBN, daily flights, a daily coach-rail service it's easy to stay connected with the rest of the world.

- Narrandera is situated between the two major regional cities of Wagga Wagga (99km) and Griffith (98km) and neighbouring town Leeton (28km).
- Ideally situated at the junction of the Newell and Sturt highways, locals regularly travel to Melbourne (434km), Canberra (314km) and Sydney (530km) for cultural and sporting events and our town hosts many global travellers throughout the year.
- The airport, located on the outskirts of Narrandera (6km from town centre) is serviced by Regional Express Airlines with return flights to Sydney and Griffith up to three times per day (23flights/week). Flights to other major regions are accessible from neighbouring Wagga Wagga and Griffith airports.
- NSW Trainlink/ coach operates daily services connecting to Sydney, Adelaide, Canberra and Melbourne.

Narrandera has a strong service industry, with major components being retail, food and beverage, visitor services / recreation and health services.

Retail

Narrandera offers many convenient retail outlets including;

- Commonwealth and Bendigo bank branches as well as ATM's for ANZ St George/ Westpac
- 4 Service Stations (including Shell, Mobil, Caltex (24hrs) and an Independent)
- 9 Hair and Beauty Services (Hair/ Massage/ Nails)
- Boutique shopping (Clothing, homewares, haberdashery, crafts)
- Shopping (Clothing, electrical, homewares, hardware, op shops)
- Post Office
- Narrandera Visitor Information Centre

Eat and Drink

- Supermarket – Coles, Butcher, Fruit and Vegetable shop, Bakery
- 21 eateries (including Bakery, Cafes, Take-away, Restaurants and Clubs)
- Regular Farmers Market

Medical/ Wellness Needs

- Narrandera Hospital and Community Health Centre
- Narrandera Medical Super Clinic (encompassing General Practice, Physio, Dietician, Podiatry, Diabetes consultant)
- Two pathology collection services
- Dental clinic
- Chiropractor
- 2 Gyms (Bidgee Boxing, Studio 9 Fitness Narrandera)
- Two Chemists (Amcal and Terry White)
- Caring Koala Wellness Centre (Massage Therapist, Medicinal Herbalist, Dietitian, Yoga, Speech Pathologist, Physiotherapy)
- Original skin (Massage)
- Council Community Health Services (home care, community transport)
- 2 Aged Care facilities (RSL Life Care and Opal Nursing Home)

Education and Research Facilities

- Narrandera East Infants Kindergarten to Year 2
- Narrandera Public School
- Narrandera High School
- St Joseph's Primary School
- Barellan Primary School
- Narrandera TAFE campus – TAFE Connected Learning Centre
- Narrandera Fisheries and John Lake Centre
- 6 Childcare Centres/ Family Day Care
- Narrandera Library
- Creative industries – The Cad Factory

Natural Attractions

- The Murrumbidgee and its waterways and surrounding bushland
- Flora and Fauna Reserve
- Koala Regeneration Reserve - experience the excitement of spotting a koala in its natural habitat
- Narrandera Wetlands (Bird watching, walking track)
- Lake Talbot (Water Skiing or tubing on a biscuit, Kayaking, canoe , boat access)
- Rocky Water Hole (Boat access, Fishing, kayaking, bush walking, canoe, camping)
- Brewery Flat (Boat Access, Camping, Fishing)
- Bike and hike trails

Attractions and Cultural Experience

- Heritage Walks - Discover beautiful heritage buildings
- Michael Lyons Sandhill's Artefacts - Wiradjuri Culture experience
- Arts and Community Centre
- Narrandera Fisheries and John Lake Centre
- Glendale Citrus and Hazelnut Orchard
- Narrandera Water Tower Art Trail (Part of the Riverina Outdoor Art Trail)
- Tiger Moth Memorial
- Big Playable Guitar

Open Space and Recreation

- Parks (including; Marie Bashir Park – adventure playground, exercise equipment, running track, basketball pit, skate park, Hankinson Park, Joe Babbs Park)
- Memorial Garden (featuring Royal Daulton Fountain)
- Lake Talbot Water Park (featuring three slides, variety of pools for agers including 50metre, grass and BBQ areas, kiosk, mobility/pram access, change rooms and amenities)

Sporting Opportunities

Narrandera is home to many sporting clubs and associations including;

- Narrandera Golf Club (Golf, Volleyball)
- Narrandera Bowling Club
- Narrandera Race Club
- Narrandera Sports Stadium (Senior and Junior Basketball, Senior and Junior Netball, badminton)
- Narrandera Sportsground (Senior and Junior Riverina Football Club – Women's and Men's)
- Henry Mathieson Oval (Senior and Junior Rugby League, League Tag, Little Athletics, Junior Cricket)
- Narrandera Park Oval (Senior Cricket)
- Dance (Classical, hip hop)
- Karate, Tennis, Cycling and Pony Clubs
- Lake Talbot Water Park (Swim Club)

Leeton

Leeton is situated 22kms north-west of Narrandera. The Leeton Shire encompasses the villages Yanco, Whitton and Murrami.

Major attractions within Leeton Shire include; The Murrumbidgee River, Gogeldrie Weir, the art deco Roxy Theatre and the Ramsar-listed Fivebough and Tuckerbil Wetlands.

Activities and opportunities to have in the Leeton Shire include;

- Camping
- Cycling
- Hiking
- Fishing
- Visiting wineries
- Art Deco building and museums
- Canoeing and kayaking
- Leeton Swimming complex
- Parks (including Mountford Park)
- Art installations around the Shire
- Leeton Visitor Information Centre

Leeton shire has many supermarkets, restaurants, takeaway, cafes, specialty boutique stores and retail outlets these include Aldi, Woolworths, Golden Apple - Super IGA, Target, McDonalds and Mitre 10.

Leeton has 6 primary schools and three high schools including two large boarding schools (Yanco Agricultural High School and St Francis de Sales Regional College).

Leeton has a District Hospital, 8 medical/ wellness centres (including General Practice, Radiology, Pathology, Physiotherapy, mental health etc)

Leeton Shire has several large industries including SunRice, Coprice, Pacific Fresh, JBS Swift, Freedom Foods, Webster Ltd and Southern Cotton.

Appendix to EOI Response-AAPA Pilot Training Academy

1) Narrandera- Leeton Airport



Shaded area is parcel of land 2.48 ha proposed for Pilot Training Academy
Outside the shaded area but included in the EOI is the existing light aircraft hangar

2) 22-26 Twynam Street. Bio Ag HQ in Narrandera



14 large offices/potential accommodation upstairs and training room downstairs. Whole of premises could be purchased.

3) Bio Ag Board Room/Training room 6mx8m



4) Bio Ag Board room/Training room 6mx8m



NARRANDERA/LEETON AIRPORT TAXIWAY



PROJECT MANAGEMENT PLAN

November 2020

Narrandera Airport Parallel Taxiway

1 INTRODUCTION

1.1 PURPOSE OF PROJECT MANAGEMENT PLAN

The purpose of the Narrandera/Leeton Airport parallel taxiway, Project Management Plan (PMP) is to provide a clear and concise plan for the project methodology that shall be used in the design, tender and construction of the taxiway and associated infrastructure.

The intended audience of the Narrandera/Leeton Airport Taxiway PMP is all project stakeholders including the project sponsors, Councils, and the project team.

2 EXECUTIVE SUMMARY OF PROJECT CHARTER

The Narrandera Shire Council will be responsible for the project management of the project, managing the tendering and construction of the Narrandera/Leeton Airport Taxiway parallel to the existing Runway 14/32 being registered CASA.ADCERT.0120.

Narrandera-Leeton Airport has a long and distinguished career as a location for the conduct of flying training dating back to 1940 when the RAAF established the No.8 Elementary Flying School under the Commonwealth's Empire Training Scheme for the war effort.

The airport has since progressed to be a very valuable contributor to the economic advancement of both Narrandera and Leeton as a Civil Aviation Authority (CASA) certified facility and as a security-controlled airport.

The airport is currently supported by 23 flights per week provided by Rex and in 2019 Rex introduced its community fare program to the airport which has seen excellent level of take-up by commuters. This RPT service is fundamental to the integrity of business and leisure travel across the two Shires and a major contributor to their economic advancement. The Narrandera-Leeton Airport has recently become the new satellite briefing facility for Australian Airline Pilot Academy (AAPA).

The project will be administered under the provisions of the Deed of Funding and the NSW Local Government Act, associated Regulations and Narrandera Shire Council Plans and Policies.

Narrandera Shire Council has reviewed the proposed development and found that it aligns with the Community Strategic Plan, by providing improved infrastructure to improve safety to all airport users, including REX, AAPA training aircraft, Royal Flying Doctor Service, RFS and several couriers and private passenger services.

The parallel taxiway and associated infrastructure will also ensure that the quality of training at the airport is of the highest standards educationally, operationally and with highest standards of safety.

Narrandera Airport Parallel Taxiway

3 SCOPE MANAGEMENT

The scope of the project is to design, construct and commission a new parallel taxiway and associated infrastructure at the Narrandera/Leeton Airport that will consist of the following:

- construction of approximately 35,000m² of new pavement for taxiways.
- Construction of Code A run-up area
- upgrades to airfield lighting including conduits, pits, cables, commissioning and testing of new apron/taxiway and runway holding position lights.
- line marking.
- landscaping of the construction area.

Designs have been prepared by Council for the proposed project and accompany this PMP. The project will be progressed by ways of a full detailed design and specification, prior to a construction tender process.



Narrandera Airport Parallel Taxiway

3.1 CHANGE CONTROL MANAGEMENT

Should there be a need for change of the project scope or any part of the design throughout the project, then a meeting with the relevant parties will be called and an agreed outcome found. The nominated Project Manager is authorised to make the final decision on any minor issues or items of technical nature.

4 SCHEDULE/TIME MANAGEMENT

Establish a baseline within one month of the project being successfully funded and monitor progress against the baseline on a fortnightly basis. The Project Manager will be responsible for ensuring the project schedule is updated with the latest information and never more than 10 business days out of date.

4.1 MILESTONES

The table below lists the milestones for this project, along with their estimated completion timeframe. The dates specified will be dependant of notification periods for the grant, contractor availability and weather, with a detailed to be prepared once funding is available.

| Milestones | Estimated Completion Timeframe |
|--|---------------------------------------|
| Notification of funding approval (RAP Rd2) | April 2021 |
| Prepare detailed design and tender documents | July 2021 |
| Approval Tender Documentation | July 2021 |
| Call Tenders Construct | August 2021 |
| Award Tender | October 2021 |
| Preparation and approval of Method of Working Plan for the Airport activities. | October 2021 |
| Commence Onsite Works | November 2021 |
| Practical completion | March 2022 |
| Project Documentation Completion & Close | May 2022 |

4.2 PROJECT SCHEDULE

A detailed project schedule will be prepared within one month of the establishment of the project team and will be based around the milestones as detailed above.

5 COST/BUDGET MANAGEMENT

A total project budget of \$2,220,315 ex GST has been established for this project being new parallel taxiway and associated infrastructure, with the breakdown shown as attached as schedule A.

Council will undertake the financial management for this project though our current financial management systems, with a specific project ledger created to track and report on all expenditure within the project.

Narrandera Airport Parallel Taxiway

6 QUALITY MANAGEMENT

Quality will be ensured through assessing compliance against all approved plans and contractual documentation, inspections, audits, formal testing and/or certification of materials and construction stages. All construction must comply with the CASA design requirements and the relevant Australian Standards.

7 COMMUNICATIONS MANAGEMENT

Given the scale of the project, communication will be limited and will include the following:

| Type | Purpose/audience | When |
|----------------------------|--|--|
| Meetings | Key stakeholders to approve and progress the project | As required throughout the project |
| Applications Notifications | Provide notification and approvals for all works as required. | prior to the construction works. |
| NOTAMs | Notice to Airmen (NOTAM) notifications alert pilots to any potential safety hazards along a flight route or in a specified location. | Prior and during any works at the facility. |
| Letters and emails | These will be used to liaise with all regular airport users, to seek input into the project and advise of works programs. | As required throughout the project |
| Electronic media | Project announcements and updates | Once grant is announced and throughout the project |
| Print media | Project announcements and updates | Once grant is announced and throughout the project |

8 KEY STAKEHOLDERS

A Project Management Committee (PMC) comprising relevant stakeholders will be established and will oversee the progress and completion on this project. Regular meetings will manage all stages of the project and financial administration for the project will be presented to Narrandera Shire Council for approval.

| Name | Title and/or Role | Interest or Context |
|--------------------------|---|---|
| Australian Government | Department of Industry, Science, Energy & Resources | Project sponsor |
| Narrandera Shire Council | Project collaborator and partner | PMC member and co-ordinator and manager airport development |

Narrandera Airport Parallel Taxiway

| Name | Title and/or Role | Interest or Context |
|--|---|---------------------------------|
| Narrandera & Leeton Council' Airport Committee | Property manager | Project proponent |
| Aviation industry | Facility major user. | Project advisor |
| CASA | Regulator | Sets compliance requirements. |
| Media Outlets | Local print, radio, television, and community radio | Project promoters and advocate. |

9 RISK MANAGEMENT

A Risk management assessment has been prepared as pre the table below. The day-to-day risk management of the project will be conducted in accordance with the Narrandera Shire's risk management plan and policies.

A risk analysis of the construction processes will not be undertaken until the project will go ahead. However, it is possible to identify the possible threats and consequences to the project going ahead, and to provide control measures available. This consideration is set out below:

| Nature of Risk | Likelihood | Consequence | Rating | Mitigation Strategy |
|---------------------------------------|------------|--|--------|--|
| Insufficient funding for the project. | Unlikely | Project will not commence until all required funds are available. | Medium | Experienced airport designers have prepared the cost estimates. |
| Unable to meet project timelines. | Possible | The project delivery is delayed, requiring variation to any deed of agreement. | Low | Project planning has considered suitable timings; however, any delay would be managed to ensure that the project delivery would remain in scope and on budget. |
| Inability to obtain funding | Possible | Project cannot proceed. | Medium | Project will remain as a shovel ready project. |

Narrandera Airport Parallel Taxiway

| Nature of Risk | Likelihood | Consequence | Rating | Mitigation Strategy |
|--|------------|---------------------------|--------|---|
| Taxiway is not suitable for the future use of the airport. | Unlikely | Further upgrades required | Low | The design has allowed for the largest possible aircraft that would be able to the existing runway being a code C aircraft. |

10 CAPACITY STATEMENT

Narrandera Shire Council will act as the Project collaborator and partner throughout the process, while allowing the nominated groups the involvement and training. Council has a large amount of experience in delivering capital projects, with a verity of trained and skilled project management staff on hand.

All procurement will be undertaken in accordance with the NSW Local Government Act 1993 and the Narrandera Shire Council Procurement requirements. The Project Manager is responsible for ensuring that all procedures are met and reporting undertaking.

11 PROJECT MANAGEMENT PLAN APPROVAL

The undersigned acknowledge they have reviewed the Narrandera/Leeton Airport parallel taxiway Project Management Plan and agree with the approach it presents. Changes to this Project Management Plan will be coordinated with and approved by the undersigned or their designated representatives.

Signature:



Date: November 2020

Print Name: Shane Wilson – Narrandera Shire Council

Title: Deputy General Manager - Infrastructure

Role: Project Manager

Narrandera Airport Parallel Taxiway

Appendix A:

| Narrandera Leeton Airport Parallel Taxiway and Run-Up Bays Indicative Budget Cost Estimate | | |
|---|---|-----------------------|
| Section | Description | Estimated Cost |
| Section A | Preliminaries | \$24,500 |
| Section B | Earthworks and Demolition | \$119,600 |
| Section C | Pavements (Incl. Options Cost Comparison) | \$1,443,490 |
| Section D | Drainage Infrastructure | \$233,500 |
| Section E | Line Marking | \$36,225 |
| Section F | Airside Infrastructure | \$58,000 |
| Section G | Provisional Quantities | \$145,000 |
| Section H | Lighting & electrical | \$160,000 |
| Subtotal | | \$2,220,315 |
| GST | | \$222,032 |
| Total including GST | | \$2,442,347 |

| Preliminaries | | | | | |
|--|--------------|-----------------|------------------|-----------------------|--|
| Description | Units | Quantity | Rate (\$) | Estimated Cost | |
| Surveying of proposed area of Works and setout of Works during construction | Item | 1 | \$10,000.00 | \$10,000 | |
| Site Establishment including mobilisation and demobilisation of materials and equipment, establishment of basic site offices and amenities, security fencing and site clearing | Item | 1 | \$5,000.00 | \$5,000 | |
| Preparation and maintenance of Project Quality Plan | Item | 1 | \$1,000.00 | \$1,000 | |
| Preparation and maintenance of Safety Plan | Item | 1 | \$1,000.00 | \$1,000 | |
| Preparation and maintenance of Site Environmental Management Plan | Item | 1 | \$1,000.00 | \$1,000 | |
| Preparation and maintenance of Program | Item | 1 | \$1,000.00 | \$1,000 | |
| Submission of asphalt mix design and materials test results | Item | 1 | \$5,000.00 | \$5,000 | |
| Provision of "As Constructed" Drawings | Item | 1 | \$500.00 | \$500 | |
| Section A | | | | \$24,500 | |

| |
|------------------------------------|
| Earthworks & Demolition |
|------------------------------------|

Narrandera Airport Parallel Taxiway

| Description | Units | Quantity | Rate (\$) | Estimated Cost |
|--|-------|----------|------------|------------------|
| Earthworks | | | | |
| Strip existing topsoil (100mm minimum) and cart to stockpile on site during the work period as directed and to the approval of the Superintendent | m3 | 4,070 | \$1.50 | \$6,105 |
| Supply and place existing topsoil from existing stockpiles on site (100mm minimum) to finished surface levels as directed and to the approval of the Superintendent | m3 | 4,070 | \$3.00 | \$12,210 |
| Excavate existing unclassified drainage channel material (Nominal 150mm) and cart to stockpile on site during the work period as directed and to the approval of the Superintendent | m2 | 810 | \$20.00 | \$16,200 |
| Excavate (cut) insitu Select Fill material and cart to stockpile on site during the work period as directed and to the approval of the Superintendent | m3 | 22,470 | \$1.50 | \$33,705 |
| Place (fill) Select Fill material from stockpiles on site to finished surface levels as directed and to the approval of the Superintendent | m3 | 8,100 | \$3.00 | \$24,300 |
| Management of the stockpiles | Item | 1 | \$5,000.00 | \$5,000 |
| Miscellaneous | | | | |
| Demolish and Remove existing illuminated wind direction indicator and store on site | Item | 1 | \$500.00 | \$500 |
| Demolish and remove existing decommissioned structure and any related redundant services | Item | 1 | \$5,000.00 | \$5,000 |
| Pavements | | | | |
| Demolish existing pavement (550mm minimum) to design subgrade levels and cart to stockpile on site during the work period as directed and to the approval of the Superintendent | m2 | 2,560 | \$3.00 | \$7,680 |
| Demolish existing gravel hardstand pavement (550mm minimum) to design subgrade levels and cart to stockpile on site during the work period as directed and to the approval of the Superintendent | m2 | 1,000 | \$3.00 | \$3,000 |
| Electrical infrastructure | | | | |
| Demolish and remove existing electrical conduits and cabling | m | 550 | \$10.00 | \$5,500 |
| Demolish and remove existing AGL fittings | No. | 8 | \$50.00 | \$400 |
| Section B | | | | \$119,600 |

Pavements

| Description | Units | Quantity | Rate (\$) | Estimated Cost |
|--|-------|----------|-----------|----------------|
| Supply, deliver and place Two Coat Bituminous Spray Seal Supply, deliver and place Prime Coat (on base course surface) | m2 | 35,000 | \$7.00 | \$245,000 |

Narrandera Airport Parallel Taxiway

| | | | | |
|--|------|--------|-----------|--------------------|
| Supply, deliver and place Fine Crushed Rock Base Course (250mm, Class 1) Supply, deliver and place Crushed Rock Base Course (300mm, Class 2) | m2 | 35,000 | \$34.00 | \$1,190,000 |
| Supply, deliver and place Topsoil, grassing, hydromulch and spray with bitumen emulsion | m2 | 18,750 | \$15.00 | \$281,250 |
| In Situ Stabilisation of existing subgrade to minimum 10% CBR (PROVISIONAL QUANTITY) | m2 | 4080 | \$3.00 | \$1,050,000 |
| Seal pavement joints with Samifilla HM (or approved equivalent) Management of the stockpiles | item | 1 | \$100,000 | \$100,000 |
| Section C | | | | \$1,443,490 |

Drainage Infrastructure

| Description | Units | Quantity | Rate (\$) | Estimated Cost |
|---|-------|----------|------------|------------------|
| <u>Drainage Box Culverts (RCBC)</u> | | | | |
| Supply, deliver and install new 600mm Wide, 450mm High Reinforced Concrete Box Culvert. Inclusive of all excavation, laying, bedding and backfill. | M | 40 | \$250.00 | \$10,000 |
| Supply, deliver and install new 900mm Wide, 300mm High Reinforced Concrete Box Culvert. Inclusive of all excavation, laying, bedding and backfill. | M | 68 | \$300.00 | \$20,400 |
| Supply, deliver and install new 900mm Wide, 600mm High Reinforced Concrete Box Culvert. Inclusive of all excavation, laying, bedding and backfill. | M | 170 | \$350.00 | \$59,500 |
| Supply, deliver and install new 1200mm Wide, 300mm High Reinforced Concrete Box Culvert. Inclusive of all excavation, laying, bedding and backfill. | M | 70 | \$500.00 | \$35,000 |
| Supply, deliver and install new 1200mm Wide, 600mm High Reinforced Concrete Box Culvert. Inclusive of all excavation, laying, bedding and backfill. | M | 40 | \$550.00 | \$22,000 |
| Supply, deliver and install new Headwall structures to suit 600 x 450 RCBC | No. | 2 | \$2,500.00 | \$5,000 |
| Supply, deliver and install new Headwall structures to suit 900 x 300 RCBC | No. | 2 | \$3,500.00 | \$7,000 |
| Supply, deliver and install new Headwall structures to suit 900 x 600 RCBC | No. | 4 | \$4,000.00 | \$16,000 |
| Supply, deliver and install new Headwall structures to suit 1200 x 300 RCBC | No. | 2 | \$4,500.00 | \$9,000 |
| Supply, deliver and install new Headwall structures to suit 1200 x 600 RCBC | No. | 2 | \$5,000.00 | \$10,000 |
| Supply, deliver and install D ₅₀ 300 mm rock beaching for RCBC Headwall structures as directed and to the approval of the Superintendent | m2 | 1,320 | \$30.00 | \$39,600 |
| Section D | | | | \$233,500 |

Line Marking

| Description | Units | Quantity | Rate (\$) | Estimated Cost |
|---|-------|----------|-----------|----------------|
| <u>Taxiway Line Marking</u> | | | | |
| Taxiway edge marking (yellow; continuous, 2 x 150mm wide) | m | 3,985 | \$5.00 | \$19,925 |

Narrandera Airport Parallel Taxiway

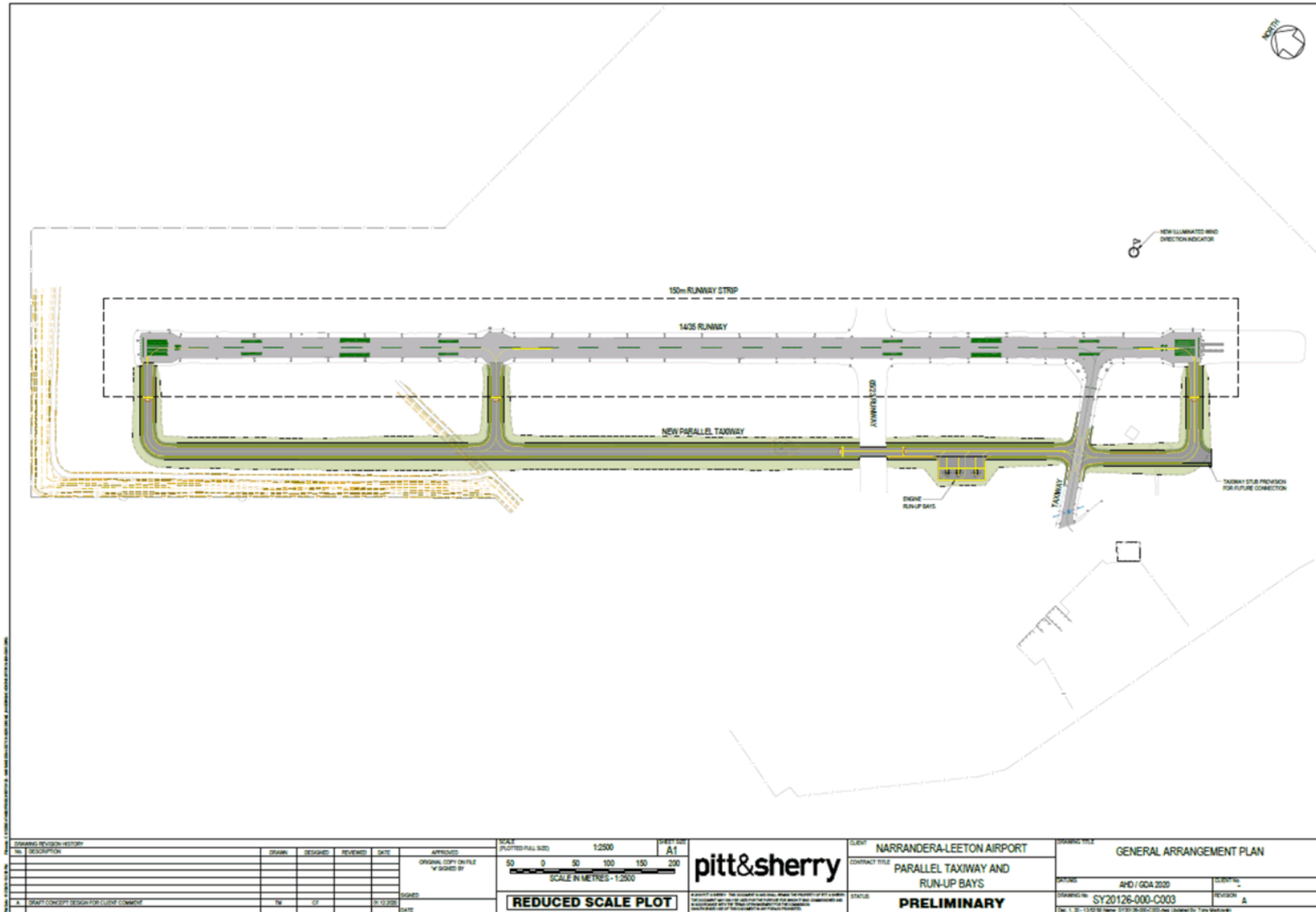
| | | | | |
|--|----------|-------|------------|-----------------|
| Taxiway guideline (yellow; continuous; 150mm wide) | m | 2,560 | \$4.00 | \$10,240 |
| Runway holding position (yellow; 1m mark 1m gap; 150mm wide) | No. | 5 | \$200.00 | \$1,000 |
| Parking clearance line (yellow/red/yellow; 150/150/150mm wide) | m | 72 | \$15.00 | \$1,080 |
| Taxiway lead in line (yellow; continuous; 150mm wide) | m | 185 | \$4.00 | \$740 |
| Taxiway lead out line (yellow; dashed; 150mm wide) | m | 60 | \$4.00 | \$240 |
| Mandatory Instruction markings (white, red) | No. | 5 | \$300.00 | \$1,500 |
| Taxiway Reference Chainage Markings (PROVISIONAL QUANTITY) | lte m | 1 | \$1,500.00 | \$1,500 |
| Section E | | | | \$36,225 |

| Airside Infrastructure | | | | |
|--|-------|----------|-------------|-----------------|
| Description | Units | Quantity | Rate (\$) | Estimated Cost |
| Supply, deliver and install Illuminated Direction Wind Indicator (IWDI). (including all associated circuitry, concrete pavement, earthing point and pit, asphalt pavement, line marking and other fittings) | No. | 1 | \$10,000.00 | \$10,000 |
| Supply, deliver and install new 900x900 electrical pit for relocated BOM infrastructure connection points | No. | 2 | \$2,000.00 | \$4,000 |
| Supply, deliver and install Duct Bank suitable for Min. 2 x 100mm Dia conduits | m | 220 | \$200.00 | \$44,000 |
| Section F | | | | \$58,000 |

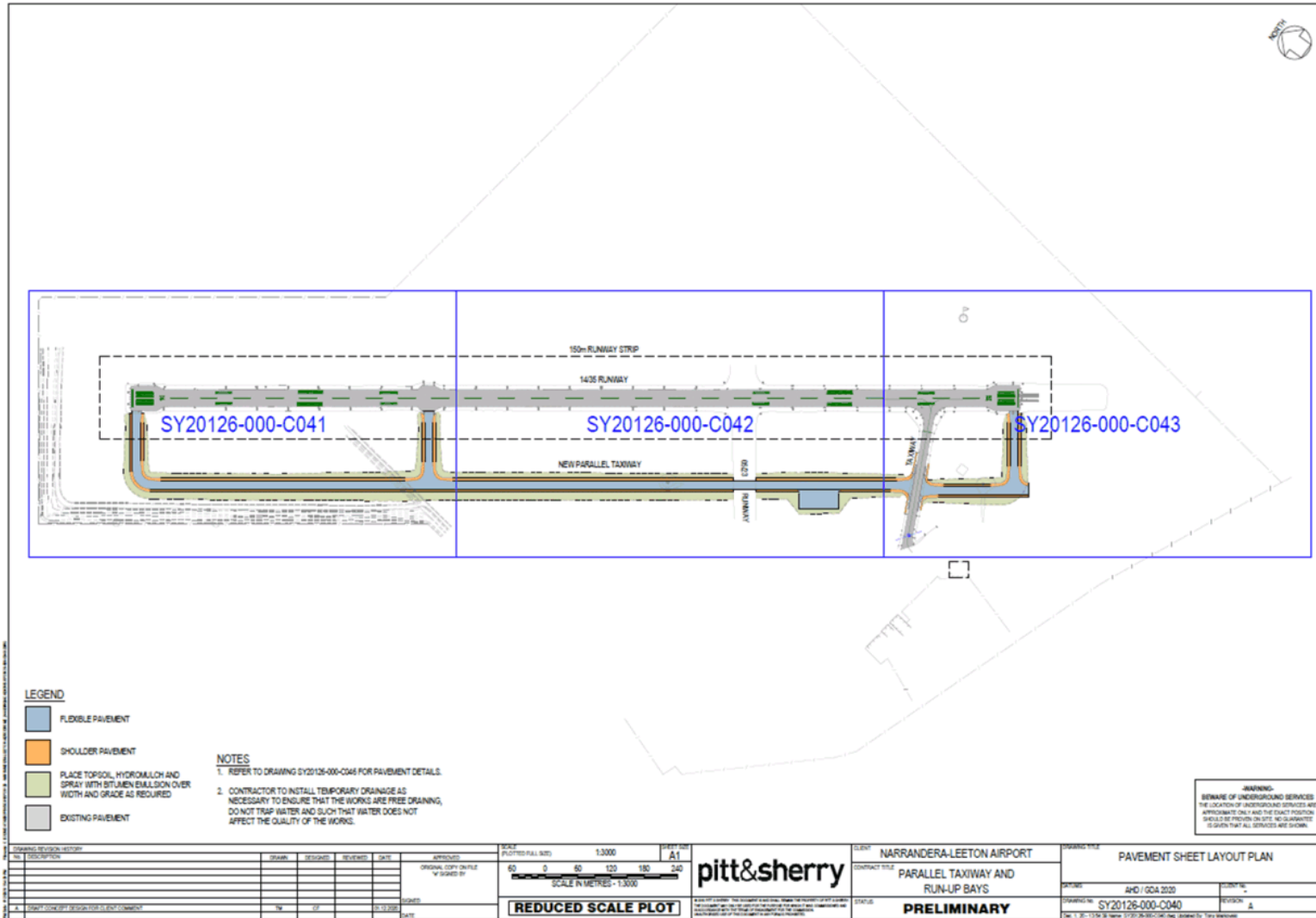
| Provisional Quantities | | | | |
|--|-------|----------|------------|------------------|
| Description | Units | Quantity | Rate (\$) | Estimated Cost |
| Regrade existing OUD to finished surface levels as directed and to the approval of the Superintendent (PROVISIONAL QUANTITY) | m2 | 5,600 | \$25.00 | \$140,000 |
| Proposed lowering of existing culvert crossing (PROVISIONAL QUANTITY) | Item | 1 | \$5,000.00 | \$5,000 |
| Section G | | | | \$145,000 |

| Lighting & Electrical | |
|--|------------------|
| Description | Estimated Cost |
| Aeronautical Ground Lighting and Floodlighting | \$85,000 |
| Electrical | \$75,000 |
| Section H | \$160,000 |

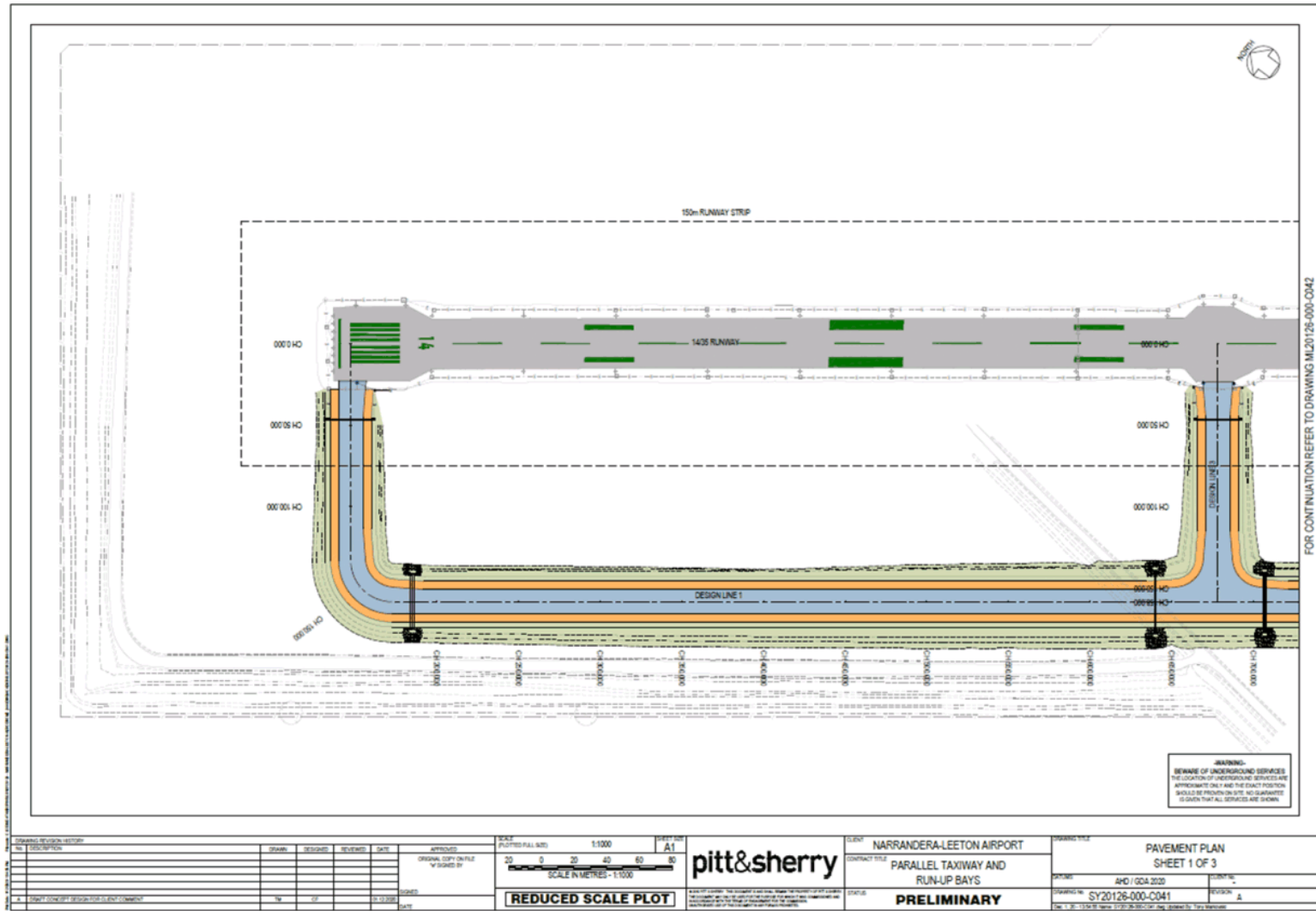
Narrandera Airport Parallel Taxiway



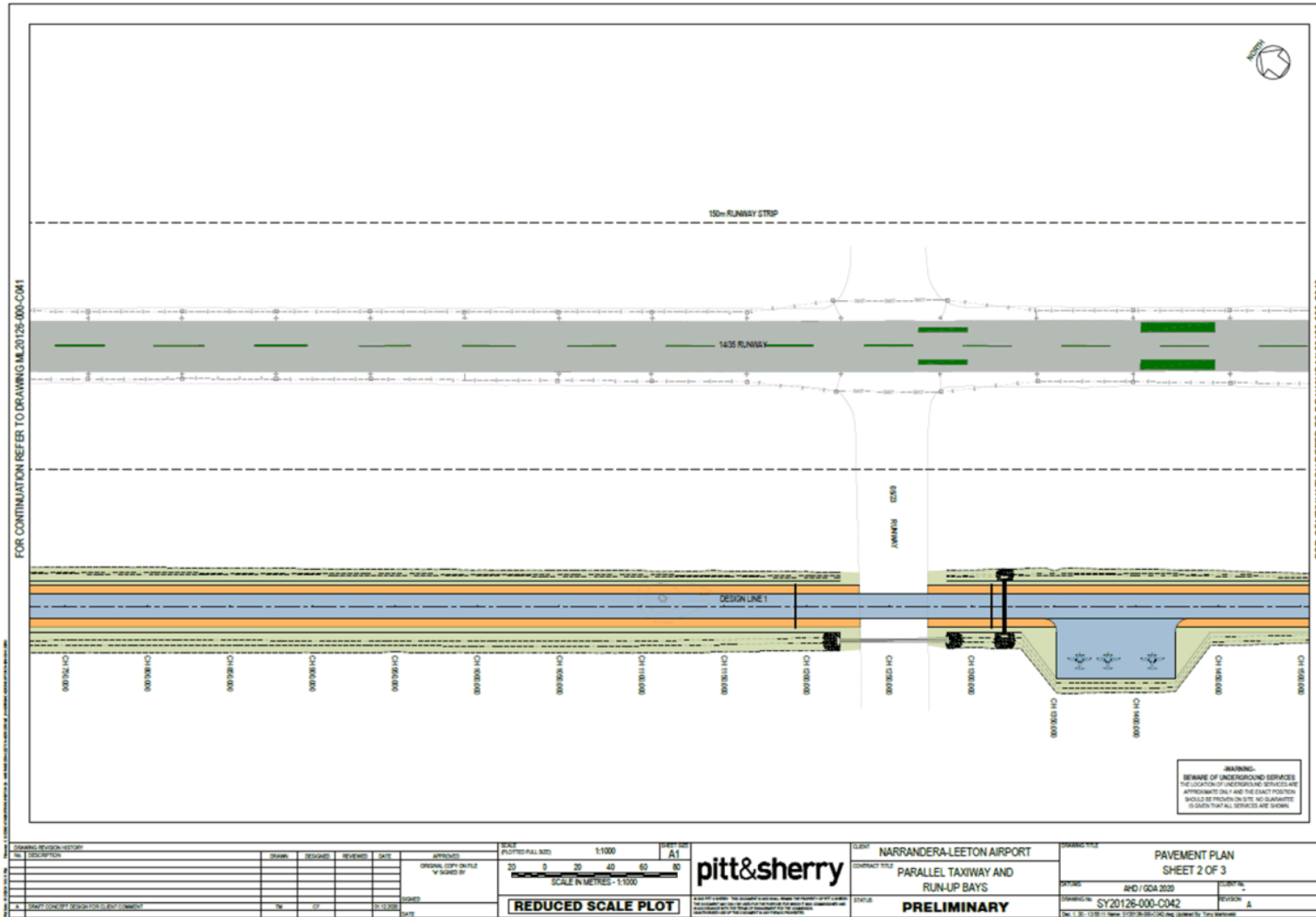
Narrandera Airport Parallel Taxiway



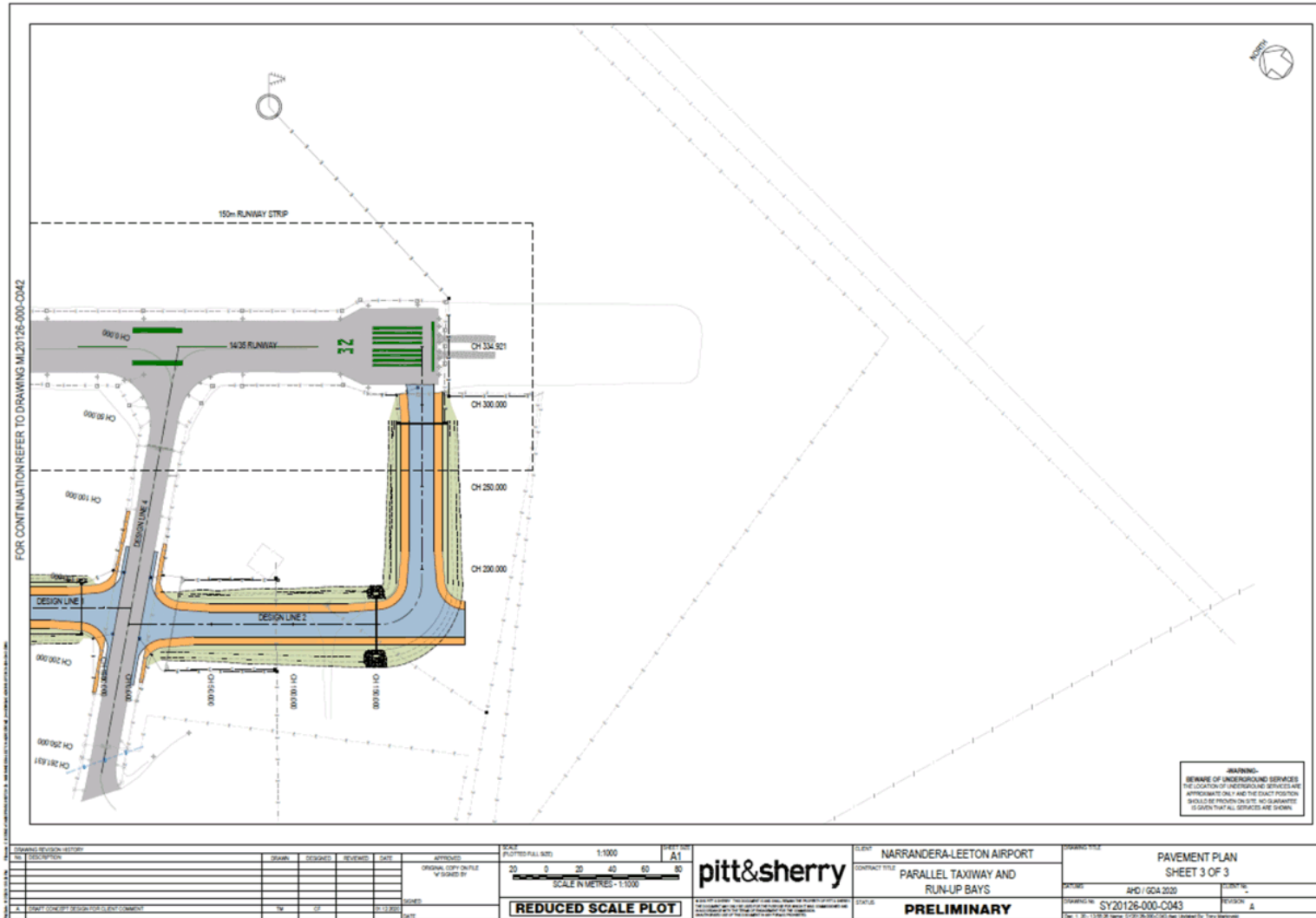
Narrandera Airport Parallel Taxiway



Narrandera Airport Parallel Taxiway



Narrandera Airport Parallel Taxiway



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|--|------|----|----------|-----|------|----|----------|--|--|--|--|--|--|--|--|--|--|--|--|
| NO. | DATE | BY | REVISION | | | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | | | | | | |

| | |
|---|--------|
| Celi Family | \$400K |
| NSW Regional Sports Grant | \$425K |
| Local Roads & Community Infrastructure Grant – Round 2 (via Council) | \$115K |

The Leeton Golf Club Benevolent Trust has undertaken to meet any shortfall.

Council staff have approached the Leeton Golf Club to formalise the arrangement, so that everyone is clear about their obligations and commitments going forward.

The following proposal has been put to Council by the Golf Club Committee:

From: Mark Del Gigante <mdelg@tdlaw.com.au>
Sent: Wednesday, 4 August 2021 9:34 AM
To: Jackie Kruger <jackiek@leeton.nsw.gov.au>
Subject: Proposed Leeton Golf Clubhouse

Hi Jackie,

The Leeton Golf Club committee met on Monday night and have authorised me to propose a lease for the Acacia Avenue property (Lot742 DP 751745) from Leeton Shire Council to the Leeton Golf Club. Through generous donations and grants, we now have secured sufficient funding to build a clubhouse facility on the property for the benefit of the Leeton community.

The Club is taking responsibility for a significant financial project with the intention of providing a viable and enjoyable asset that the whole of the Leeton community can be proud of and the committee appreciates Council's ongoing support.

Accordingly, we propose the following terms for the lease:-

1. a 99 year term
2. a nominal \$1.00 rental
3. the lessee pay the usual usage charges such as water, electricity, public liability and golf insurances
4. the lessor pay usual property outgoings such as land and sewerage rates, building insurance
5. the lessee be responsible for all maintenance and repairs of the improvements and landscaping
6. the lessee is able to sublet part of the premises with lessor consent

Regards,

Mark Del Gigante
Vice President
Leeton Golf Club

(b) Discussion

The Golf Course is a popular sporting facility in Leeton Shire. It is also a highly valued green space in the centre of the town. Having a thriving Golf Club is important to our community and a Clubhouse will help strengthen the Club and further build a sense of community.

Council has actively supported the Golf Club Committee in realising its vision for a new Clubhouse, including it in the Delivery Program and Operation Plan for the past 3 years. In September 2019 Council engaged SGL Consulting Group to undertake a Business Case for the Leeton Golf Club Clubhouse proposal which satisfied all concerned that the project was viable and could operate successfully at nil cost to Council. Council also endeavoured to raise funds for a Golf Club building, applying for at least three grants. Council was also prepared to project manage the build, although this is no longer required.

Except for the \$115K grant that Council has raised to contribute to the project, and possibly some minor landscaping and site preparation from the existing open space and recreation budget, the Golf Club Committee has confirmed that it will be fully responsible for all development costs and that it will project manage the

development themselves, including procuring all services. A build sub-committee has been established by the Golf Club Committee and the members have extensive experience developing major projects.

Given the history of the site and its proximity to the Leeton Golf Course it makes sense for Lot 742 DP 751745 to be the long-term location of a Golf Clubhouse. A 99-year ground lease gives the Golf Club security of tenure for their investment while at the same time ensuring its strategic location – as a community facility next to a significant green space in town – is protected for future generations. If the Golf Club was to fold, a lease would ensure the use of the site comes back under Council control.

The Golf Club Committee has requested to enter into a Ground Lease for a nominal sum of \$1 per annum. With a ground lease, it is usual for the owner of the land to charge a lower rent for a longer period in return for the upkeep and development of the land. Staff are recommending this be supported.

The Golf Club Committee has undertaken to pay the costs of all maintenance, utilities and all golf-related insurances, including public liability insurance. Staff are recommending this be supported.

The Golf Club Committee has also proposed that the lessor should be responsible for rates and charges and building insurance. Staff do not support this proposal as part of the lease given the nominal fee of only \$1 per annum. Council does not wish to have the Golf Clubhouse recognised as an asset on its books, and considers that the facility needs to be fully owned and insured by the Golf Club themselves. Staff therefore recommend that the Golf Club should be responsible for all outgoings, including rates, charges and building insurances for the 99-year term of the lease.

If any future elected Council is of a mind to afford the Golf Club relief from rates in the form of a subsidy, that can be determined separately by each term of Council and be included in Council's revenue policy, having regard to the Club's financial performance at the time.

Council staff propose that the Golf Club Committee should cover 50% of the costs for the drawing up of the lease.

Council has sought legal advice and audit advice as to the relevant terms to be included in a ground lease that would reflect the arrangement being proposed, while protecting Council's interest in the land. The Proposed Terms are at **Attachment 3**.

The proposed terms give Council as landowner some control over the type of construction made on the land and its regular use. Importantly, the land, which is strategically placed alongside the Golf Course, will be protected for future community use.

The terms also provide for a 'Sunset Date' for the completion of the Golf Club building, being 31 December 2023. If construction is not completed by this date, then Council can terminate the Lease and the Committee will be required to remove what they have installed to date or Council will be able to take over what has been erected to date.

(c) Options

1. Agree to the negotiation and the grant of a ground lease to the Leeton Golf Club Committee over the whole of Lot 742 DP 751745 for a term of 99 years for a peppercorn rent of \$1 per annum. **This is the preferred option.**
2. Agree to the negotiation and the grant of a ground lease to the Leeton Golf Club Committee over the whole of Lot 742 DP 751745 for a lesser term and a rent to be determined.
3. Decline to enter into a lease over Lot 742 DP 751745 with the Leeton Golf Club Committee.

IMPLICATIONS TO BE ADDRESSED

(a) Financial

If the recommendation is adopted as presented, Council's costs will be half the legal fees to draw up the lease. This will be covered from legal funds in the voted 2021/22 budget. The estimated cost for Council's share is in the vicinity of \$3K.

Council is making \$115K available to the project – being already approved grant funds from the Federal Government's Local Roads and Community Infrastructure Round 2.

There may be some minor assistance towards landscaping and site preparation that will be covered from available open space and recreation funds in the voted 2021/22 budget. If funds are used for this purpose it will be reported to Council in the following quarterly budget review.

Council staff will participate on the build committee in an advisory capacity at no cost to the Golf Club Committee. This may also include assisting the Club with the preparation of maintenance schedules and planning their operational budgets for the facility.

In terms of long-term operational costs, the lease as proposed sees the Leeton Golf Club paying all outgoings, including maintenance, renewals, insurances, utilities, rates and charges. There will be no cost impost on Council. *(It should be noted that the running costs of the Golf Course itself is distinct from the running of the Golf Clubhouse and is not part of this report to Council).*

(b) Policy

Council records indicate that the land is classified as operational land and in this regard Council is not bound by the conditions contained in s.47 of the *Local Government Act 1993* and therefore can deal with the land without restriction.

(c) Legislative/Statutory

Local Government Act 1993

Division 1 – Classification and Reclassification of Public Land s.26.

(d) Risk

- What if the Golf Club Committee folds?
The terms of the lease will see the land and the facility revert to Council.
- What if the Golf Club Committee does not complete the development?
The terms of the lease will see the land revert back to the Council if the build is not completed by 31 December 2023.
- Who will check that the Golf Club is appropriately maintaining the building?
Council has the right to check the building every year. The lease also requires the entire building to be refurbished every 20 years.

CONSULTATION

(a) External

Matthews Follbigg Lawyers

Golf Club Vice President

The Golf Club Committee will formally consider the terms on 6 September 2021. Initial feedback is that the terms look generally acceptable. The Club has suggested Council should pay 100% of costs of drawing up the lease and has signalled that they are likely to ask for concessions from Council rates and charges during the initial years to assist with their efforts to get onto a financially viable footing.

(b) Internal

Manager Finance

Manager Open Space & Recreation

Group Manager Operations

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 – 20 c - Strive to deliver the aspirations of the community through sound governance practice – Manage leases and licences for Council properties in line with Council's objectives.


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 participates in sports and active leisure – 20 c - Strive to deliver the aspirations of the community through sound governance practice – Support development of a new golf clubhouse by providing project management services.

ATTACHMENTS

- [1](#)  Map of Lot 742 DP 751745 Former Golf Club Land
- 2** Leeton Golf Club Plans - June 2021 - *Attached separately* - **Confidential**
- [3](#)  Draft Heads of Agreement - Leeton Golf Club Committee

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| | | | |
|---|---|---------------|------------------------|
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| | Scale: | 1:1820 | |
| | Date: | 18/08/2021 | |
| | Created By: | Donna O'Bryan | |



HEADS OF AGREEMENT

PROPOSED LEASE - LEETON GOLF CLUB COMMITTEE

This Heads of Agreement dated 2021 is between:

| | | |
|-----|------------------------------------|--|
| 1. | Lessor | Leeton Shire Council ABN 59 217 957 665 (Lessor) of 23-25 Chelmsford Place, Leeton NSW 2705 |
| 2. | Lessee | Leeton Golf Club Committee ABN (TBC) (insert correct details) of (TBC) (Lessee) |
| 3. | Land/Leased Premises | Unsubordinated Ground Lease of Lot 742 DP 751745 being land contained in Certificate of Title Folio Identifier 742/751745 (" Premises ") |
| 4. | Permitted Use | Use and operation of a club house, subject to plan to be approved by Council in its capacity as Lessor. |
| 5. | Term | 99 year Lease Term |
| 6. | Rent | Peppercorn rent of \$1.00 per annum (excludes GST) |
| 7. | Lessee Works | Subject to DA (insert DA number), permission for Lessee to develop a Club House upon the Premises. Draft Plan is attached. Refer to Annexure A. |
| 8. | Sunset Date | The Sunset Date for the completion of the Club House is 31 December 2023. The completion of the Lessee Works will need to be finalised by this date. If construction is not completed by this date, then Council can terminate the Lease. The Lessee will be required to remove what they have installed to date or Council will be able to take over what has been erected to date. |
| 9. | Development Costs | Lessee to pay all development costs including statutory fees and charges relating to the development. |
| 10. | Annual Reporting to Council | The Lessee shall forward to the Council annually the Lessee's audited financial statements. |
| 11. | Other Fees and Charges | Lessee to pay half of legal costs in relation to drafting of lease. Lessee to pay stamp duty (if any), valuation and registration fees on lease. (This may include a |

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| | | |
|-----|--------------------------|---|
| | | valuation fee as the lease will need to be registered and the rent is nominal). |
| 12. | Utilities | Lessee to pay all utilities such as water, electricity, telephone, wi-fi etc (including connection fees if applicable). Land Tax. A reference to section 21C of the Land Tax Management Act will be included. |
| 13. | Services | The Lessee is responsible for the cost of the infrastructure costs of bringing services needed to the Golf Club. All Services to be installed and paid for direct by the Lessee. |
| 14. | Statutory Charges | Lessee to pay all statutory charges such as land and water/sewerage rates. Basically, Lessee pays all outgoings attributable to the land. |
| 15. | End of Lease | Lease to provide a clause that allows Council to either retain the building (free of encumbrances) at the end of the Lease or require the Lessee to remediate the land on expiry, this being Council's decision upon 12 months' notice of expiry, or if the Golf Club ceases to exist or goes into liquidation, in which case the land and buildings revert to Council. |
| 16. | Insurance | <p>Lessee to pay and provide to Council on an annual basis all insurances relating to the development on the property and the use of the clubhouse, including but not limited to public liability for at least \$20m, building insurances, workers comp, fire safety inspections, the provision of fire safety equipment and relevant licences.</p> <p>Lessee to maintain Building insurance for the term of the lease, workers compensation insurance, and replacement value of all internal fixtures and fittings and its equipment.</p> |
| 17. | Maintenance | <p>Lessee to be responsible for the maintenance and repairs of the improvements (<i>includes structural and capital</i>) and landscaping, Lessee to keep the improvements in a satisfactory condition. Council to inspect on a regular basis and have the ability to direct the Lessee to undertake any repairs and maintenance that Council deems necessary.</p> <p>As this is a Ground lease, the Lessee is to be responsible for all capital and structural works. The Lessee must undertake its own essential services compliance annually.</p> <p>The Lessee must still seek approval from the Council to undertake the structural work to the Club House.</p> |
| 18. | Subletting | Lease to provide provisions to allow Lessee to sub-lease part of the developed premises with Council approval only. |

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| | | |
|-----|---------------------------------|---|
| 19. | Assignment | With Council approval. |
| 20. | Redecorate | Every 20 years minimum by the lessee to Council's satisfaction. |
| 21. | Initial Condition Report | This should be undertaken at commencement of the lease as detailed as practically possible and be kept on file as evidence. The redecoration obligations will reference back to this. |
| 22. | Essential terms | Breach of essential provisions to allow Council to terminate. This include: 1. Lessee works; 2. Redecoration; 3. Unauthorised change of control (ie. assignment/sublease/sublicence etc); 4. Failure to keep open and operate the Premises for its Permitted Use for a period of 3 months or more (unless specifically prevented by a Federal or State health order); 5. Environment clause; 6. Termination of the agreement for the golf course 7. Golf Club ceases to exist or goes into liquidation/receivership etc. |
| 23. | Non-binding | Prior to a formal submission and execution of the lease documents by Council, no binding offer, agreement or relationship shall exist between the parties with respect to this proposal. Council reserves all rights. The formal Lease document to be prepared by Council or Council's lawyers shall contain further commercial terms required by Council. This HOA is not an exhaustive list of the terms. |
| | | |

Dated: 2021

Signed on behalf of **Leeton Shire Council ABN 59 217 957 665**

.....
 Witness

.....
 Authorised Officer - Signature

.....
 Jackie Kruger

.....
 General Manager

- 4 -

Signed on behalf of **Leeton Golf Club ABN (TBA)**

.....
Witness

.....
Authorised Officer - Signature

.....
Name of Authorised Officer

.....
Title of Authorised Officer

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ITEM 8.6 MINUTES OF RAMJO MEETING - 12 MAY 2021

| | |
|----------------------------|--|
| RECORD NUMBER | 21/315 |
| RELATED FILE NUMBER | EF21/128 |
| 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 RAMJO meeting held on Wednesday 12 May 2021 (**Attachment 1**).

RECOMMENDATION

THAT Council receives for information the Minutes of the RAMJO meeting held on Wednesday 12 May 2021.

REPORT

(a) Background

The Riverina and Murray Joint Organisation (RAMJO) comprises 13 Member Councils. The governing board comprises the Mayors and the General Managers of those member councils and is supported by an Executive Officer. RAMJO comes together to consider common concerns of our communities and to find solutions to address these matters. RAMJO's current strategic regional priorities include:

- Water Security
- Energy Security and Affordability
- Transport Connectivity
- Digital Connectivity
- Better Health Services
- Industry, Workforce and Jobs
- Waste Management

(b) Discussion

RAMJO held a Board Meeting on Wednesday 12 May 2021.

Presentations included:

- Mr Russell Tait, Chairman of Play on the Plains Festival Ltd (includes Deni Ute Muster) – Presentation on a proposal to recycle disused railway line opportunities for local fundraising, subject to NSW government approval
-

- Mr Cameron Templeton – Office of Local Government (OLG) update
- Ms Kirstie Muntz, Waste Manager Albury City Council – Presentation on possible legislative standardisation of domestic, kerbside waste bins.

Discussions also took place regarding several matters including:

- Governance, Finance and Advocacy – Joint Organisation (JO) Financial Sustainability and OLG JO Review
- Strategic Priorities – Water sub-committee, Digital Connectivity sub-committee and Energy Security sub-committee updates as well as updates on Infrastructure Mapping, Regional Freight Transport Plan and Best Practice Aggregated Procurement
- Project updates – Contaminated Land Management, Regional Waste Groups and Southern Lights.

(c) Options

Nil – this report is for information only

IMPLICATIONS TO BE ADDRESSED

(a) Financial

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

(b) Policy

Nil

(c) Legislative/Statutory

Nil

(d) Risk

Attending RAMJO 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 RAMJO Councils

(b) Internal

The RAMJO meeting on Wednesday 12 May 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 RAMJO.

ATTACHMENTS

1 [↓](#) RAMJO Board Meeting Minutes Draft - 12 May 2021

BOARD MEETING MINUTES

12 May 2021

| | | | |
|------------------------|--|-----------------------|--------------------------|
| MEETING: | RAMJO Board Meeting | | |
| DATE: | Wednesday 12 th May 2021 | | |
| TIME: | 10:00am – 1:00pm (arrive at 9:30am for coffee) | | |
| LOCATION: | Deniliquin Ute Muster Museum, Conargo Road, Deniliquin | | |
| CHAIR: | Cr. Kevin Mack | | |
| ATTENDEES: | Council / Organisation | Voting Member | Non-Voting Member |
| | Albury City Council | Cr. Kevin Mack | Mr. Frank Zaknich |
| | Berrigan Shire Council | Cr. Matthew Hannan | Mr. Rowan Perkins |
| | Carrathool Shire Council | Cr. Darryl Jardine | Mr. Rick Warren |
| | Edward River Council | Cr. Norm Brennan | Mr. Philip Stone |
| | Federation Council | Cr. Pat Bourke | Mr. Adrian Butler |
| | Griffith City Council | Cr. John Dal Broi | Mr. Brett Stonestreet |
| | Hay Shire Council | Cr. Jenny Dwyer | Mr. David Webb |
| | Leeton Shire Council | Cr. Paul Maytom | Ms. Jackie Kruger |
| | Murray River Council | Cr. Chris Bilkey | Mr. Terry Dodds |
| | Murrumbidgee Council | Cr. Ruth McRae | Mr. John Scarce |
| | Narrandera Shire Council | Cr. Neville Kschenka | Mr. George Cowan |
| | Regional NSW | | Mr. Giles Butler |
| | Office of Local Government | | Mr. Cameron Templeton |
| RAMJO STAFF: | Ms Bridgett Leopold – Executive Officer E: bleopold@alburycity.nsw.gov.au M: 0408 498 534 | | |
| | Ms Nicola Gleeson Coopes – Office Manager E: Nicola.GleesonCooopes@alburycity.nsw.gov.au M: 0436 370 772 | | |
| | Ms Rosie O’Keeffe – Media and Grants Administration Officer E: ROkeeffe@alburycity.nsw.gov.au | | |
| | Ms Bella Thomas – Governance and Administration Officer E: BThomas@alburycity.nsw.gov.au | | |
| OTHER ATTENDEES | Name | Organisation | Role |
| | Andrea Baldwin | Albury City / RAMJO | Team Leader Waste |
| | Kirstie Muntz | Albury City / RAMJO | Resource Recovery Lead |
| | Russell Tait & Vicki Lowry | Deniliquin Ute Muster | Chairman and GM |



BOARD MEETING

12 May 2021

| MEETING AGENDA | | |
|----------------|---|-------|
| ITEM | TOPIC | TIME |
| 1 | Chair Welcome <ul style="list-style-type: none"> Acknowledgement of traditional custodians Welcome: Terry Dodds General Manager Murray River Council | 9:01 |
| 2 | Apologies and Leave of Absence | 10:02 |
| 3 | Declaration of Items of Pecuniary or Other Interest – Board Members / Designated Persons | 10:03 |
| 4 | Matters arising from the last meetings: <ul style="list-style-type: none"> 10th February 2021 | 10:04 |
| 5 | Minutes from previous Board meetings: <ul style="list-style-type: none"> 10th February 2021 | 10:05 |
| 6 | Russell Tait: Chairman of Play on the Plains Festival Ltd & Deni Ute Muster Museum Presentation on disused railway line opportunities for local fundraising | 10:06 |
| 7 | SERVICE DELIVERY MODEL Bridgett Leopold: Update on FWJO Cost Sharing Model - CONFIDENTIAL | 10:25 |
| 8 | GOVERNANCE AND FINANCE <ul style="list-style-type: none"> 9.1 Bridgett Leopold: Q3 2020-2021 Budget Report 9.2 Bridgett Leopold: 2021-2022 Draft Budget 9.3 Bridgett Leopold: Statement of Revenue Policy 9.4 Bridgett Leopold: Code of Conduct Panel of Reviewers | 10:35 |
| 9 | OFFICE OF LOCAL GOVERNMENT UPDATE <ul style="list-style-type: none"> 10.1 Mr. Cameron Templeton: Office of Local Government Update | 11:00 |
| 10 | ADVOCACY <ul style="list-style-type: none"> 11.1 OLG Review of Joint Organisations 11.2 ACCC Final Report: Murray Darling Basin Water Markets Inquiry 11.3 Legislative Assembly Committee on Investment, Industry and Regional Development: Final Report into support for drought affected communities | 11:15 |
| BREAK | | 11:30 |
| 11 | STRATEGIC PRIORITIES <ul style="list-style-type: none"> 5.1 Cr. Chris Bilkey: Water Sub-Committee Update 5.2 John Scarce: Digital Connectivity Sub-Committee Update 5.3 George Cowan: Energy Security Sub-Committee 5.4 David Webb: Infrastructure Mapping 5.5 David Webb: Regional Freight Transport Plan 5.6 Bridgett Leopold: Best Practice Aggregated Procurement 5.7 John Scarce: Health Committee Update | 11:45 |





BOARD MEETING

12 May 2021

| ITEM | TOPIC | TIME |
|------|---|-------|
| 12 | PROJECT UPDATES 6.1 Matthew Dudley: Contaminated Land Management (written update only) 6.2 Kirstie Muntz and Andrea Baldwin: Regional Waste Kerbside Contract & Waste Groups 6.3 Bridgett Leopold: Southern Lights (written update only) | 12:00 |
| 14 | OPERATIONAL MATTERS 7.1 Executive Officer Performance Review 7.2 Office of the Children’s Guardian – opportunity for collaboration 7.3 General Managers Group Minutes 7.4 NSW JO Chairs Meeting Minutes | 12:20 |
| 15 | GENERAL BUSINESS <ul style="list-style-type: none"> Housing affordability and availability | 12:40 |
| | Meeting Close & Lunch | 13:00 |





BOARD MEETING

12 May 2021

RAMJO BOARD MEETING MINUTES

AGENDA ITEM 1 - WELCOME

Meeting was moved forward to 9am.

Deni Ute Muster Museum Chairman Russell Tait and General Manager Vicki Lowry welcomed the Board, and spoke about the Deni Ute Muster's history, financing, and the COVID impacts on the 2021 planning.

Agenda order amendment: Item 6 Russell Tait presentation directly after Item 1. See detail below at Item 6.

The Chairperson Cr Kevin Mack welcomed the Board Members and guests to the meeting and acknowledged the Traditional Custodians of the region. Cr Mack welcomed Terry Dodds the newly appointed General Manager of Murray River Council.

AGENDA ITEM 2 – APOLOGIES AND LEAVE OF ABSENCE

Apologies:

- Cr John Dal Broi – Griffith City
- Cr Neville Kschenka – Narrandera
- Mr Cameron Templeton - Office of Local Government
- Mr Adrian Butler – General Manager of Federation Council
- Mr Giles Butler – Director Regional NSW

Acknowledgement of Mr Rowan Perkins retirement from Berrigan Shire Council after 22 years' service, and from the RAMJO Board as a non-voting member.

Recommendation:

- That apologies be accepted and that leave of absence be granted.

Carried.

Moved Federation, seconded Edward River

AGENDA ITEM 3 – DECLARATION OF ITEMS OF PECUNIARY OR OTHER INTEREST – BOARD MEMBERS / DESIGNATED PERSONS

None.

AGENDA ITEM 4 – MATTERS ARISING FROM PREVIOUS RAMJO BOARD MEETINGS

| ITEM | STATUS |
|--|-------------|
| Executive Officer to consider releasing joint media release with other JOs regarding Best Practice in Aggregated Procurement | IN PROGRESS |
| Invite Water NSW Director Vince Kelly to RAMJO Water Security Sub Committee meeting to seek clarity on planned infrastructure changes | IN PROGRESS |
| RAMJO to host a cross border workshop with the Murray Group of Councils to consider matters in common and seek opportunities for collaboration | IN PROGRESS |
| Executive Officer and General Managers' Advisory Committee to prepare a detailed report indicating the financial sustainability position of the JO for the May 2021 Board meeting. | COMPLETE |
| RAMJO undertake Code of Conduct EOI process via LGP on behalf of Member Councils | IN PROGRESS |



BOARD MEETING



12 May 2021

Recommendation:

- That the RAMJO Board **note** the status of matters arising from previous Board meetings.

Noted.

AGENDA ITEM 5 – MINUTES OF 10TH FEBRUARY 2021

- Draft Minutes of 10th February 2021 – **Attachment A**

Recommendation:

- That the RAMJO Board **approve** the minutes from the Board meeting of 10th February 2021, and the recommendations therein be adopted.

Carried.

Moved Leeton, seconded Federation.

AGENDA ITEM 6 – RUSSELL TAIT PRESENTATION

Agenda item 6 was moved forward - Russell Tait, Chairman of the Deniliquin Ute Muster Museum and Event, provided a short presentation regarding revenue raising opportunities across the region via repurposing disused railway materials.

Recommendation:

That the Board **note** the presentation from Russell Tait.

Noted.

Agenda order amendment: Item 12.2 NSW Kerbside services directly after Item 6. See detail below at Item 12.2.

AGENDA ITEM 7 – COST SHARING UPDATE – RAMJO AND THE FWJO – CONFIDENTIAL

The Board moved into confidential.

This matter is considered to be confidential under Section 10A(2) - a of the Local Government Act 1993, and the Board is satisfied that discussion of this matter in an open meeting would, on balance, be contrary to the public interest.

Moved Federation, seconded Murrumbidgee.

That the RAMJO Board noted and agreed to the recommendation in the confidential paper.

- **Note** that currently, insufficient funds remain in the FWJO unrestricted cash to honour the RAMJO / FWJO MOU and cost sharing commitment moving forward
- **Note** that RAMJO has prepared invoices for the month of January to April seeking reimbursement from the FWJO, including direct costs incurred
- **Agree** to pause the MOU and cost sharing arrangements until a decision is made by NSW Government regarding increased administration percentages on existing grants for the FWJO.

Carried.



BOARD MEETING



12 May 2021

Moved Albury, seconded Murrumbidgee.

Agenda order amendment: Item 13.1 Executive Officer Performance Review – Confidential directly after Item 7. See detail below at Item 13.1.

Meeting moved back into open discussion. **Moved Edward River, seconded Federation.**

Agenda order amendment: Agenda Item 10 Advocacy directly after Item 13.1. See detail below at Item 10.

Agenda order amendment: Agenda Item 11 – strategic priorities 11.1, 11.2, 11.3, 11.4, 11.5, 11.6 directly after Item 10. See detail below at Item 11.

AGENDA ITEM 8 – GOVERNANCE AND FINANCE

8.1: Q3 2020-2021 BUDGET REPORT

The Executive Officer provided a quarterly report at **Attachment C**. As previously reported, of note is that RAMJO does not have quarterly budgets, rather an annual budget as spending (other than wages) is not on a regular basis. Therefore, there are some variances in the report, however spending remains on track with budgeted items.

The following matters relate to variances noted in this report:

- Relating to income, RAMJO budgeted to receive \$505,142, but rather \$518,070 has been received.
 - \$217,144 is from Membership Fees
 - \$55,000 from energy 'service delivery'
 - \$175,000 from 'service delivery' - Adverse Event Management Plans for 9 Councils (including Armidale)
 - \$61,000 from LGP and PA procurement rebate
 - \$17,499 from 5% Project Administration fee for the Waste Coordinator funds only
- Relating to expenses, RAMJO budgeted to spend \$420,950, rather we have spent \$336,070 by Q3 end.

Significant underspends relate to:

 - Website maintenance & social media of nearly \$9,000 (via employment of media officer with OLG grant)

Significant overspends appear as:

 - Water Committee Media and Marketing (\$9,500)
 - Provision for Consultancy (\$16,510) – these costs relate to FWJO support and will be recovered
 - Water committee – media / marketing
 - Rosie's position
 - Consultancy – recovery from FWJO
 - Office manager - overspend due to journal issue – will be rectified before EOFY

Executive Officer estimates \$70-100k further spend before EOFY and notes an adjustment of unrestricted cash at prior year end from \$84k to \$226k.

Recommendation:



BOARD MEETING



12 May 2021

- That the Board **receive** and **note** the Q3 Budget report.

Received and noted.

Moved Albury, seconded Edward River

8.2: 2021-2022 DRAFT BUDGET

Executive Officer provided a summary of the provided budget document, and noted:

- Move waste funding admin percentage from 5% to 15% based on calculation of EO and other staff time spent on this matter
- Current grant applications out for consideration – Energy \$2,500,000/ Water \$349,000/ Waste audit - \$427,000 total across RAMJO Councils (Albury & Narrandera not eligible under the grant funding conditions)
- Budget includes current staffing levels for 2021-2022, as this is a realistic staffing level to achieve RAMJO's priorities.
- Budget is 'worst case' scenario but reflects current position.

Following the Local Government general elections, the Executive Officer will provide a presentation to councils that demonstrates impact, including financial benefits for councils of RAMJO's work.

Recommendation:

The RAMJO Board:

- **adopt** the draft budget at Attachment D
- **note** an operational deficit of \$252,872 which is able to be managed by unrestricted cash in bank for the 2021-2022FY
- **note** additional outstanding matters including the JO review, FWJO cost sharing arrangements and grant funding applications remain outstanding.
- **Agree** that pending the outcomes of the JO review, the General Manager Executive Committee will work with the Executive Officer to formulate an alternative funding model that relates to alternative operational outcomes.

Noted.

Moved Leeton, seconded Murrumbidgee

8.3: STATEMENT OF REVENUE POLICY

A Statement of Revenue Policy has been prepared in accordance with legislative requirements at Attachment E.

Recommendation:

That the Board **adopt** the Statement of Revenue for 2021-2022FY

Moved Berrigan, seconded Murrumbidgee

8.4: CODE OF CONDUCT PANEL OF REVIEWERS

Following approval at the previous Board meeting, RAMJO developed an Expression of Interest (EOI) which was released to the LGP Legal Services Panel providers. The EOI closes on Tuesday 18th May 2021, following from which RAMJO will undertake an assessment of the submissions received. A list of providers will be informed of their suitability and corresponding information, briefings, and support documentation will be delivered to Councils for their upcoming Council meeting in late May to late June. A review of Council meeting dates is underway to ensure sufficient time remains for Councils to consider and adopt recommendations for select providers from the regional panel. Phil Stone volunteered to be on the RAMJO panel to review the EOI submissions.



BOARD MEETING



12 May 2021

Recommendation:

- That the Board **note** the timing for the Regional Panel of Reviewers to be provided to individual Councils for endorsement.

Noted.

Agenda order amendment : Item 12.3 Southern Lights, directly after 8.4. See detail below at Item 12.3.

Agenda order amendment : Item 13.2 Office of the Children’s Guardian, directly after 12.3. See detail below at Item 13.2

AGENDA ITEM 9 – OFFICE OF LOCAL GOVERNMENT UPDATE

Mr Cameron Templeton was an apology for the meeting.

ADVOCACY

10.1: OLG REVIEW OF JOINT ORGANISATIONS

Due for completion June 2021.

10.2: ACCC FINAL REPORT: MURRAY DARLING BASIN WATER MARKETS INQUIRY

Extensive (700 page) document has been received. Submission by NSW government has been rejected and should be reconsidered, after issues with floodplain harvesting.

10.3: LEGISLATIVE ASSEMBLY COMMITTEE ON INVESTMENT, INDUSTRY AND REGIONAL DEVELOPMENT: FINAL REPORT INTO SUPPORT FOR DROUGHT AFFECTED COMMUNITIES

Final report received.

Board noted these reports have been received.

AGENDA ITEM 11 – STRATEGIC PRIORITIES

The Board were provided the following updates.

11.1: WATER

Cr Kevin Mack gave an update of Troy Grant’s recent regional visit, attended by the water subcommittee.

Noted.

11.2: DIGITAL CONNECTIVITY

John Scarce gave an update of Digital Connectivity subcommittee. Investment in regional productivity. Regional priorities for connectivity are required.

Noted.

11.3: ENERGY SECURITY

George Cowan’s written report was accepted as written



BOARD MEETING

12 May 2021

Noted.

11.4: REGIONAL FREIGHT TRANSPORT PLAN

David Webb provided an update on the Freight Transport Plan, including the next steps whereby roads will be prioritised depending on criteria agreed to by the committee. David will work with the Executive Officer to complete this stage of work.

Noted.

11.5: BEST PRACTICE AGGREGATED PROCUREMENT

Bridgett Leopold. Nothing to add.

Noted.

11.6: HEALTH

Phil Stone / John Scarce - encourage other councils write to the Minister in relation to the inquiry into *Health outcomes and Access to Health and Hospital Services in Rural, Regional and Remote New South Wales*. Strategic priorities to be determined by subcommittee in June.

Subcommittee to consider a regional position paper and a short submission to be put forward to go to Minister Brad Hazzard and the Commissioner for the Ambulance Service. Subcommittee should meet in early June.

Noted.

Recommendation:

- That the Board **note** the updates from the strategic priority committees. (discussion recorded above).

Noted.

AGENDA ITEM 12 – PROJECT UPDATES

12.1 MATTHEW DUDLEY: CONTAMINATED LAND MANAGEMENT (WRITTEN UPDATE ONLY)

The written report was taken as read.

12.2 KIRSTIE MUNTZ AND ANDREA BALDWIN: REGIONAL WASTE KERBSIDE CONTRACT & WASTE GROUPS

Presentation about kerbside services in NSW, regional strategy, community procurement, appetite for further collaboration.

Noted EPA regulations around waste diversion, difference between RAMJO region diversion rates compared with EPA targets that have been signed up for.

Increase in costs for cells and impact of diversion – increased from \$500k / cell to \$3.3m / cell.

Discussion around the model contract, garbage trucks doing road analysis.

12.3 BRIDGETT LEOPOLD: SOUTHERN LIGHTS (WRITTEN UPDATE ONLY).

The written report was taken as read.



BOARD MEETING



12 May 2021

Recommendation:

- That the Board **receive** and **note** the project updates.

Received and noted.

AGENDA ITEM 13 – OPERATIONAL MATTERS

13.1 – EXECUTIVE OFFICER PERFORMANCE REVIEW

Executive Officer Performance review under the confidential section.

This matter is considered to be confidential under Section 10A(2) - a of the Local Government Act 1993, and the Board is satisfied that discussion of this matter in an open meeting would, on balance, be contrary to the public interest as it deals with personnel matters concerning particular individuals (other than councillors).

Recommendation:

- That the Board **receive** and **note** the hard copy of the Executive Officer's performance report.

Received and noted. Federation & Edward River

13.2 OFFICE OF THE CHILDREN'S GUARDIAN – OPPORTUNITY FOR COLLABORATION

Following detailed discussion, it was agreed that a working group will be formed consisting of Mr Terry Dodds, Ms Jackie Kruger, Mr Phillip Stone.

13.3 – GENERAL MANAGERS GROUP MINUTES

The Minutes of the General Manager's meeting were taken as read.

13.4 – NSW JO CHAIRS MEETING MINUTES

The Minutes of the JO Chairs meeting were taken as read.

Recommendation:

- That the Board Members **note** the minutes and updates from the various groups.

Noted

AGENDA ITEM 14 – GENERAL BUSINESS

HOUSING AFFORDABILITY AND AVAILABILITY

This item was not discussed.

HECS DEBT

Following a detailed discussion and advocacy opportunities, Mr Terry Dodds raised an opportunity around amortisation of HECS debts which could be applied to encourage people into regional areas. Cr Kevin Mack offered



BOARD MEETING



12 May 2021

to bring the position paper to the Minister via Regional Cities Australia agenda, who were already discussing this matter, and to Regional Development Australia given the Commonwealth context.

EMERGENCY SERVICES LEVY

Treasury paper– offset Emergency Services Levy (ESL) – paper to be circulated. Need a rep from Transport NSW to come to the next meeting.

POLICE NUMBERS

Craig Ireland discussion about police resourcing - Leeton / Griffith / Narrandera.

Next meeting is late July depending on the release of the OLG paper on JOs.

Alternatively, the meeting will be scheduled following council general elections.

Meeting closed : 12.26pm.



CORPORATE MATTERS

ITEM 8.7 INVESTMENTS REPORT FOR JULY 2021

| | |
|---------------------|--|
| RECORD NUMBER | 21/308 |
| RELATED FILE NUMBER | EF10/137 |
| AUTHOR/S | Finance Coordinator |
| APPROVER/S | Manager Finance Group Manager Corporate |

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 July 2021.

RECOMMENDATION

THAT Council notes the information contained in the Investments Report for July 2021.

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 \$13,628,698 invested with local bank branches and credit unions. This equates to 31.32% of the total investment portfolio as at 31 July 2021. The total current investment portfolio of \$43,519,517 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 31 July 2021.

The Statement of Bank Reconciliation details what Council has in its bank account at 31 July 2021 (after taking into account unrepresented cheques, unrepresented deposits, and unrepresented debits) compared to what Council has in its general ledger as at 31 July 2021.

The Summary of Investments details all the investments held by Leeton Shire Council as at 31 July 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 July 2021.

| | |
|---|------------------------|
| Opening Balance as at 1 July 2021 | \$ 45,415,590 |
| Less: | |
| Maturities (4) | \$ 3,000,000 |
| Subtotal | \$ 42,415,590 |
| Plus: | |
| Roll-overs (1) | \$ 500,000 |
| New Investments (2) | \$ 1,500,000 |
| CBA Business Online Saver (BOS) movements | \$ -899,911 |
| AMP Business Saver Account | \$ 0 |
| AMP 31 Day Notice Account | \$ 2,818 |
| Macquarie Cash Management Accelerator Account | \$ 1,020 |
| Closing balance as at 31 July 2021 | \$ \$43,519,517 |

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

| Institution | Investment Holdings |
|---------------|---------------------|
| Banks | \$41,019,517 |
| Credit Unions | \$ 2,500,000 |
| Total | \$43,519,517 |

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

| | |
|--|----------------------|
| Total Investments | \$ 43,519,517 |
| Less restrictions | |
| Water Supply | \$ 17,073,610 |
| Sewerage Services | \$ 9,356,448 |
| Other external restrictions | \$ 4,413,677 |
| Internal restrictions | \$ 17,384,722 |
| Total restrictions | \$ 48,228,457 |
| * Less payments for Current Works (estimated) | \$ -1,879,037 |
| Net Restrictions | \$ 46,349,420 |
| Net unrestricted investments | \$ -2,829,903 |

* Since 1 July payments have been made reducing the Total restrictions amount by an estimated \$1.9m. Management is conducting further work on the balance of Internal restrictions for Council's review through the QBRs.

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.

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

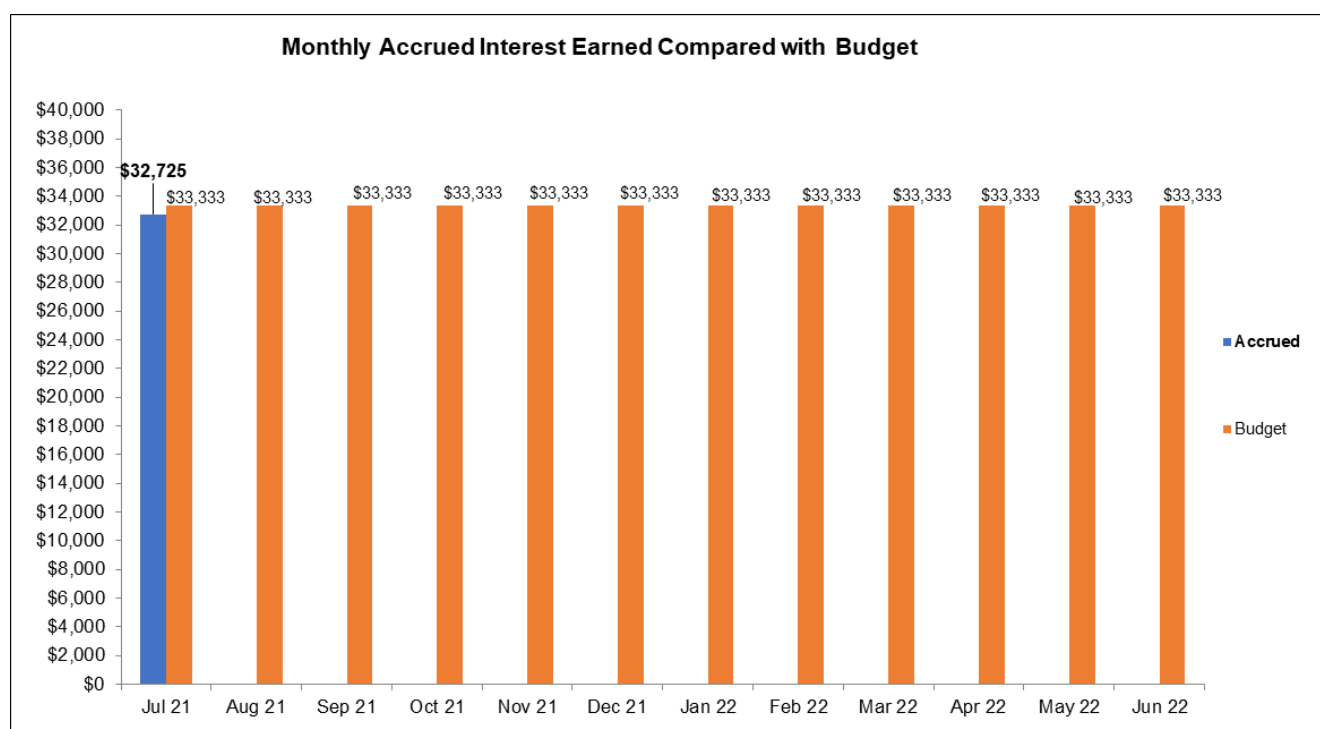
Unrestricted cash is used to provide working capital for Council to fund short-term operations and fluctuations in payables and receivables. The level of unrestricted cash will also vary depending upon the level of outstanding creditors and debtors at month-end.

The Reserve Bank of Australia kept its rates and guidance unchanged at its meeting in August 2021.

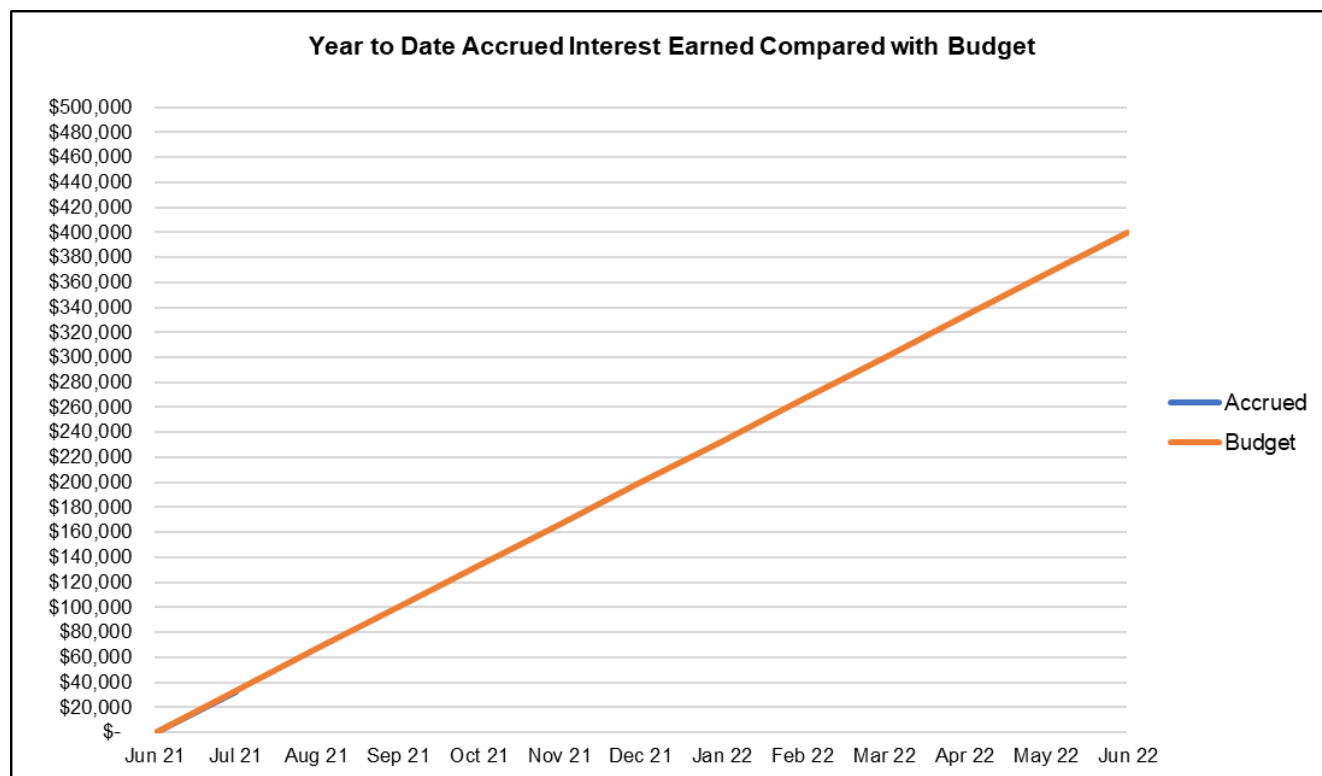
The average yield on Council investments for July fell from 0.88% in June to 0.87% in July. This is due to the fact that maturing Term Investments were reinvested at the lower interest rates now being offered by financial institutions.

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

The actual \$32,725 in interest accrued for July 2021 is lower than the original budgeted amount of \$33,333 by \$608.00.



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 has been lower than the original budget as at 31 July 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) | 0.87% | 1.67% |

| Investment Balances | This Year | Last Year |
|-------------------------------|--------------|--------------|
| Opening Balance as at 1 July | \$45,415,590 | \$47,375,859 |
| Current Balance as at 31 July | \$43,519,517 | \$46,779,888 |

Lehman Brothers

Lehman Brothers Australia Dividend Payment Update:

No further information to report for July 2021.

(c) Options

Nil – this report is for information only.

IMPLICATIONS TO BE ADDRESSED

(a) Financial

The annualised rate of return across the portfolio is 0.87% for July 2021. The budgeted percentage for the 2021/22 Financial Year equates to 1.30%.

The consolidated actual investment income from 1 July 2021 to 31 July 2021 compared to the original budgeted annual investment interest from 1 July 2021 to 31 July 2021 is detailed below.

| Actual versus budgeted interest | |
|--|----------------------|
| Actual Interest Accrued from 1 July 2021 to 31 July 2021 | \$32,725 |
| Original Budgeted Interest – 1 July 2021 to 31 July 2021 | \$33,333 |
| Variance – Negative | <u>-\$608</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 (63.19%), followed by the cash at call accounts with the Commonwealth Bank of Australia, AMP Bank and Macquarie Bank (24.52%). Floating Rate Notes are 9.99% of the portfolio, and 2.30% 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 31 July 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 | \$7,361,117 | 16.89% | 100.00% | \$36,209,463 |
| Yes | A Category | \$3,004,324 | 6.90% | 100.00% | \$40,566,256 |
| Yes | BBB Category | \$30,705,139 | 70.47% | 100.00% | \$12,865,441 |
| Yes | Unrated ADI's | \$2,500,000 | 5.74% | 40.00% | \$14,928 |
| | | \$43,570,580 | 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 | 27,500 | 63.19 |
| Cash/At Call Deposits | Low | Low | 10,670 | 24.52 |
| Bond | Low | Low | 1,000 | 2.30 |
| Floating Rate Notes | Low | Low | 4,350 | 9.99 |
| Total | | | 43,520 | 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 July 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 - 31 July 2021](#)
- 2** [Summary of Investments - 31 July 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 30 July 2021

BALANCE AS PER GENERAL LEDGER

| | | | |
|---|------------|-----|--------------|
| Opening Balance: | 1/07/2021 | \$ | 1,004,830.00 |
| July Movements: | | \$ | 117,771.04 |
| Closing Balance: | 30/07/2021 | \$ | 1,122,601.04 |
| Less Unprocessed Bank Statement Transactions: | | -\$ | 13,328.73 |
| Total: | | \$ | 1,109,272.31 |

BALANCE AS PER BANK STATEMENTS

| | | | |
|---------------------------|--|-----|--------------|
| | | \$ | 1,112,762.44 |
| Less Unpresented Cheques | | -\$ | 4,958.25 |
| Less Unpresented Debits | | | |
| Plus Unpresented Deposits | | \$ | 1,468.12 |
| Total | | \$ | 1,109,272.31 |



Responsible Accounting Officer
16 August 2021

Leeton Shire Council

| Summary of Term Investments as at: 31/07/2021 | | | | | BBSW 90: 0.02% | Average Yield: 0.87% | | | | | |
|---|------------------------------|--|------|-------------|-----------------|--------------------------|-------------------------|--------------|---------|----------|------|
| 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 | 142 | 0 | 1,628,698.38 | 0.10% | 16/08/21 | DAC |
| 20-00 | AMP Bank | AMP Business Saver Account - Cash at Call | | 437864762 | 10/07/20 | 13 | 0 | 907.17 | 0.60% | 16/08/21 | DAC |
| 21-00 | AMP Bank | AMP 31 Day Notice Account | | 971165956 | 17/07/20 | 12 | 0 | 6,035,587.96 | 0.65% | 16/08/21 | DAC |
| 22-00 | Macquarie Bank | Macquarie Cash Management Accelerator Account | | 940367790 | 07/11/20 | 9 | 0 | 3,004,323.91 | 0.40% | 16/08/21 | DAC |
| 19-11 | National Aust Bank | National Aust Bank | | 97-327-3005 | 27/09/18 | 36 | 1 | 1,000,000.00 | 3.03% | 27/09/21 | LTD |
| 19-49 | National Aust Bank | National Aust Bank | | AU3FN00487 | 19/06/19 | 60 | 34 | 700,000.00 | 0.94% | 19/06/24 | FRN |
| 20-04 | National Aust Bank | Member Equity Bank | | AU3FN00485 | 18/07/19 | 36 | 11 | 650,000.00 | 1.01% | 18/07/22 | FRN |
| 20-08 | AMP Bank | AMP Bank | | TD13745815 | 15/08/19 | 24 | 0 | 1,000,000.00 | 2.20% | 15/08/21 | LTD |
| 20-11 | ANZ Bank | ANZ Bank | | AU3FN00497 | 29/08/19 | 60 | 36 | 1,000,000.00 | 0.81% | 29/08/24 | FRN |
| 20-12 | Beyond Bank Leeton | Beyond Bank Leeton | | 123086194 | 06/09/19 | 24 | 1 | 1,000,000.00 | 1.95% | 06/09/21 | LTD |
| 20-15 | Auswide Bank | Auswide Bank | | 5652782 | 03/10/19 | 24 | 2 | 1,000,000.00 | 1.72% | 05/10/21 | LTD |
| 20-17 | Beyond Bank Leeton | Beyond Bank Leeton | | 123074883 | 07/10/19 | 24 | 2 | 1,000,000.00 | 1.80% | 07/10/21 | LTD |
| 20-31 | National Aust Bank | RACQ Bank | | AU3FN00531 | 24/02/20 | 36 | 18 | 1,000,000.00 | 0.97% | 24/02/23 | FRN |
| 20-35 | Laminar Capital | Auswide Bank | | AU3FN00535 | 17/03/20 | 35 | 19 | 1,000,000.00 | 1.07% | 17/03/23 | FRN |
| 20-41 | AMP Bank | AMP Bank | | TD60160792 | 29/04/20 | 17 | 2 | 500,000.00 | 1.85% | 29/10/21 | LTD |
| 20-46 | AMP Bank | AMP Bank | | TD49419356 | 04/06/20 | 17 | 4 | 1,000,000.00 | 1.60% | 01/12/21 | LTD |
| 21-09 | Elders Narrandera | Rural Bank | | 302310859 | 22/09/20 | 11 | 1 | 1,000,000.00 | 0.90% | 21/09/21 | LTD |
| 21-10 | Northern Territory Treas | Territory Bond | | AA-109-3B | 14/09/20 | 38 | 28 | 1,000,000.00 | 1.25% | 15/12/23 | Bond |
| 21-11 | Elders Narrandera | Rural Bank | | 302312715 | 22/10/20 | 11 | 2 | 1,000,000.00 | 0.85% | 21/10/21 | LTD |
| 21-12 | Beyond Bank Leeton | Beyond Bank Leeton | | 123075182 | 28/10/20 | 23 | 14 | 1,000,000.00 | 0.95% | 28/10/22 | LTD |
| 21-13 | Curve Securities Pty Ltc | Wangaratta & Wodonga CU | | 22130 | 10/12/20 | 11 | 4 | 1,000,000.00 | 0.80% | 09/12/21 | LTD |
| 21-14 | AMP Bank | AMP Bank | | TD14238487 | 14/12/20 | 17 | 10 | 890,000.00 | 0.95% | 14/06/22 | LTD |
| 21-15 | Curve Securities Pty Ltc | Wangaratta & Wodonga CU | | 9672 | 18/12/20 | 11 | 4 | 1,000,000.00 | 0.80% | 17/12/21 | LTD |
| 21-16 | AMP Bank | AMP Bank | | TD03847931 | 27/01/21 | 17 | 11 | 610,000.00 | 0.95% | 27/07/22 | LTD |
| 21-17 | AMP Bank | AMP Bank | | TD52801630 | 08/02/21 | 17 | 12 | 500,000.00 | 0.95% | 08/08/22 | LTD |
| 21-18 | Curve Securities Pty Ltc | Wangaratta & Wodonga CU | | 87795124.3 | 22/02/21 | 5 | 0 | 500,000.00 | 0.65% | 23/08/21 | LTD |
| 21-19 | Auswide Bank | Auswide Bank | | 56527819.2 | 25/02/21 | 5 | 0 | 1,000,000.00 | 0.50% | 25/08/21 | LTD |
| 21-20 | Beyond Bank Leeton | Beyond Bank Leeton | | 123092627 | 11/03/21 | 6 | 1 | 1,000,000.00 | 0.60% | 11/09/21 | LTD |
| 21-21 | Beyond Bank Leeton | Beyond Bank Leeton | | 123086423 | 16/03/21 | 6 | 1 | 1,000,000.00 | 0.60% | 16/09/21 | LTD |
| 21-22 | Beyond Bank Leeton | Beyond Bank Leeton | | 123087796 | 21/03/21 | 12 | 7 | 1,000,000.00 | 0.60% | 21/03/22 | LTD |

Leeton Shire Council

| Summary of Term Investments as at: 31/07/2021 | | | | | | BBSW 90: 0.02% | Average Yield: 0.87% | | | | |
|--|------------------------------|--------------------------|------|-------------|-----------------|--------------------------|-----------------------------|-------------------------|---------|----------|------|
| Inv No | Financial Institution/Broker | Investment | Note | Ref No | Investment Date | Investment Term (months) | Remaining Term (months) | Principal | Yield % | Maturity | Type |
| 21-23 | Beyond Bank Leeton | Beyond Bank Leeton | | 123087332 | 28/03/21 | 6 | 1 | 1,000,000.00 | 0.50% | 28/09/21 | LTD |
| 21-24 | Beyond Bank Leeton | Beyond Bank Leeton | | 174687370 | 28/03/21 | 12 | 7 | 500,000.00 | 0.60% | 28/03/22 | LTD |
| 21-25 | AMP Bank | AMP Bank | | TD86556078 | 06/04/21 | 18 | 14 | 500,000.00 | 0.50% | 06/10/22 | LTD |
| 21-26 | Australian Military Bank | Australian Military Bank | | | 13/04/21 | 36 | 32 | 1,000,000.00 | 0.76% | 15/04/24 | LTD |
| 21-28 | Beyond Bank Leeton | Beyond Bank Leeton | | 123086240 | 08/06/21 | 12 | 10 | 500,000.00 | 0.60% | 08/06/22 | LTD |
| 21-29 | Beyond Bank Leeton | Beyond Bank Leeton | | 123074677 | 20/06/21 | 12 | 10 | 1,000,000.00 | 0.60% | 20/06/22 | LTD |
| 21-30 | Members Equity Bank | Member Equity Bank | | 293470 | 23/06/21 | 12 | 10 | 1,000,000.00 | 0.50% | 23/06/22 | LTD |
| 21-31 | Beyond Bank Leeton | Beyond Bank Leeton | | 123080760 | 23/06/21 | 12 | 10 | 1,000,000.00 | 0.60% | 23/06/22 | LTD |
| 21-32 | Members Equity Bank | Member Equity Bank | | 294089 | 28/06/21 | 12 | 10 | 1,000,000.00 | 0.50% | 28/06/22 | LTD |
| 22-01 | National Aust Bank | National Aust Bank | | 71-610-6193 | 06/07/21 | 6 | 5 | 500,000.00 | 0.28% | 06/01/22 | LTD |
| 22-02 | Commonwealth Bank L | Commonwealth Bank | | CDA3834471 | 09/07/21 | 11 | 11 | 1,000,000.00 | 0.41% | 08/07/22 | LTD |
| 22-03 | Commonwealth Bank L | Commonwealth Bank | | CDA3834471 | 09/07/21 | 6 | 6 | 500,000.00 | 0.35% | 04/02/22 | LTD |
| Total Investments: | | | | | | | | \$ 43,519,517.42 | | | |

Leeton Shire Council

Summary of Term Investments as at:

31/07/2021

BBSW 90: 0.02% Average Yield: 0.87%

| Investment by Type | | |
|--------------------------|-------------------|---------------|
| Investment | Amount | % |
| Rural Bank | 2,000,000 | 4.6% |
| Wangaratta & Wodong | 2,500,000 | 5.7% |
| Beyond Bank Leeton | 10,000,000 | 23.0% |
| Member Equity Bank | 2,650,000 | 6.1% |
| AMP Bank | 5,000,000 | 11.5% |
| Auswide Bank | 3,000,000 | 6.9% |
| National Aust Bank | 2,200,000 | 5.1% |
| Australian Military Bank | 1,000,000 | 2.3% |
| ANZ Bank | 1,000,000 | 2.3% |
| RACQ Bank | 1,000,000 | 2.3% |
| Territory Bond | 1,000,000 | 2.3% |
| CBA Business Online Sa | 1,628,698 | 3.7% |
| AMP Business Saver Acc | 907 | 0.0% |
| AMP 31 Day Notice Acc | 6,035,588 | 13.9% |
| Macquarie Cash Mand | 3,004,324 | 6.9% |
| Commonwealth Bank | 1,500,000 | 3.4% |
| TOTAL | 43,519,517 | 100.0% |

| Investments by Age | | |
|----------------------|-------------------|-------------|
| Age | Amount | % |
| 1. Less than 30 Days | 13,169,517 | 30% |
| 2. 30 to 180 Days | 13,000,000 | 30% |
| 3. 180 to 365 Days | 9,650,000 | 22% |
| 4. 1 to 3 years | 7,700,000 | 18% |
| | 0 | 0% |
| TOTAL | 43,519,517 | 100% |

| Investments by Age and Type | | |
|-----------------------------|--------------------|-------------------|
| Sum of Principal | | |
| Ageing1 | Type | Total |
| Current | DAC | 10,669,517 |
| | LTD | 24,500,000 |
| | FRN | 650,000 |
| Current Total | | 35,819,517 |
| Non Current | LTD | 3,000,000 |
| | FRN | 3,700,000 |
| | Bond | 1,000,000 |
| Non Current Total | | 7,700,000 |
| Grand Total | | 43,519,517 |
| Index: | | |
| DAC | Deposit at Call | |
| FRN | Floating Rate Note | |
| LTD | Long Term Deposit | |
| STD | Short Term Deposit | |
| Bond | Long Term Bond | |

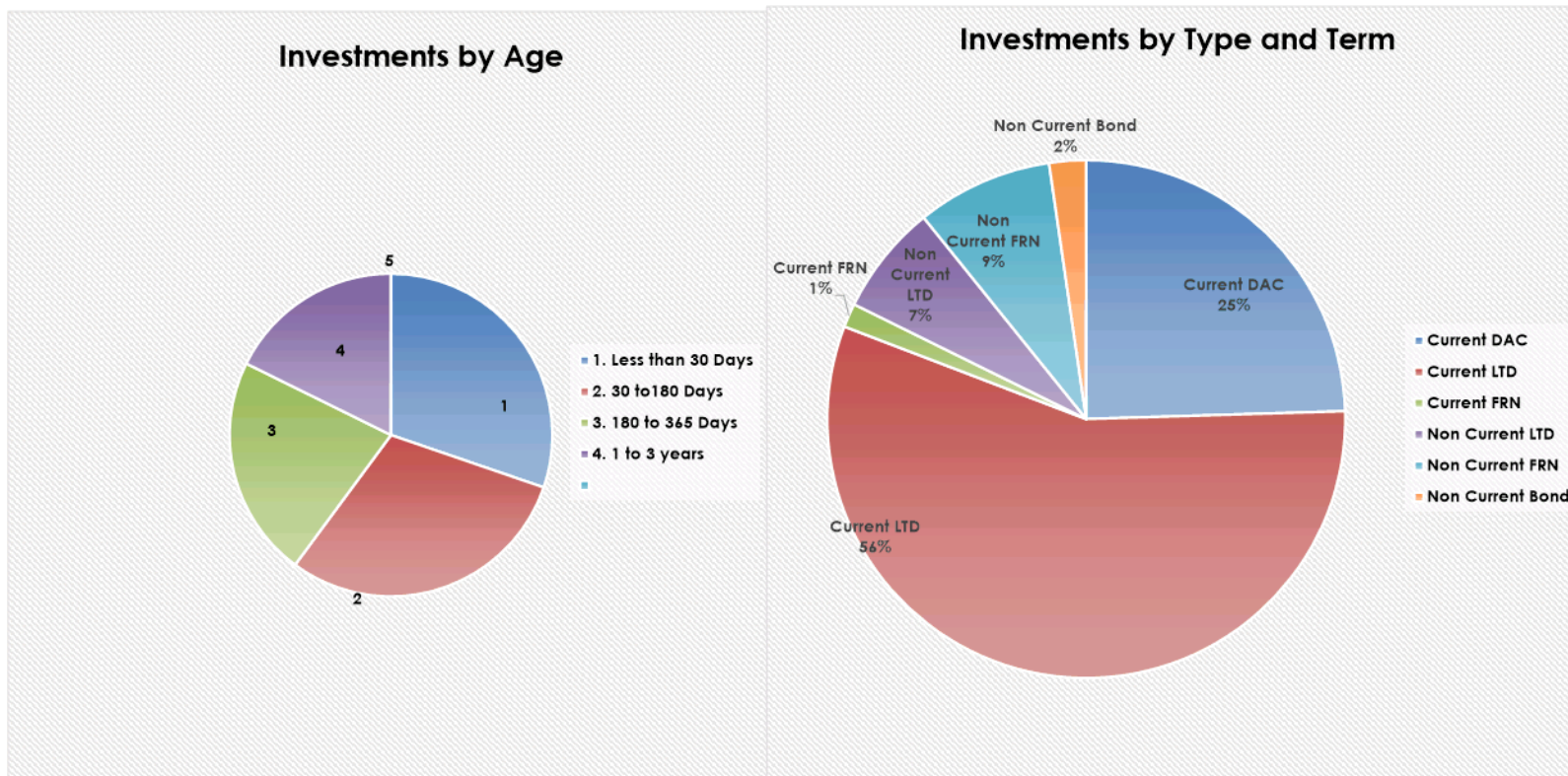
Leeton Shire Council

Summary of Term Investments as at:

31/07/2021

BBSW 90: 0.02%

Average Yield: 0.87%



Explanatory notes:

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

Responsible Accounting Officer
 16 August, 2021

OPERATIONAL MATTERS

ITEM 8.8 LEETON GOLF COURSE UPDATE - 1 JULY 2020 TO 30 JUNE 2021

| | |
|----------------------------|--|
| RECORD NUMBER | 21/289 |
| RELATED FILE NUMBER | EF13/1 |
| AUTHOR/S | Manager Open Space and Recreation Manager Finance |
| APPROVER/S | Group Manager Operations |

SUMMARY/PURPOSE

The purpose of this report is to provide Council with a report on the operation of the Leeton Golf Course for the 2020/21 financial year.

RECOMMENDATION

THAT Council notes for information the update on the operation of the Leeton Golf Course, including the Income and Expenses Report, for the period 1 July 2020 to 30 June 2021.

REPORT

(a) Background

At the Ordinary Meeting held on 22 March 2017, Council 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.

While Council has not formally resolved to extend the management beyond 2020/21, it has adopted an operations budget for the Golf Course for the 2021/22 financial year.

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.

The new Council will determine its ongoing support for the Golf Course when it prepares its Delivery Program in 2022.

(b) Discussion

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

Membership Numbers

| Memberships | Membership numbers 2021/22 (1 July 2020–30 June 2021) | Membership Numbers 2019/20 (1 July 2019–30 June 2020) |
|----------------------|--|--|
| Full Members | 161 | 140 |
| Sporting Members | 32 | 37 |
| Junior Members | 16 | 16 |
| Pensioners | 42 | 43 |
| 18–29 Years Members | 23 | 30 |
| Total Members | 274 | 266 |

The total number of Golf Club Members for 2020/21 has increased compared to 2019/20, which is a pleasing result and reflective of the quality of the course in general.

The table below details the number of rounds played from 1 July to 31 December for each of the past two years.

Rounds Played

| Rounds | Numbers in 2020/21 | Numbers in 2019/20 |
|---------------------------|---------------------------|---------------------------|
| Competition Rounds Played | 8207 | 6913 |
| Social Rounds Played | 9537 | 8620 |
| Total Rounds | 17,744 | 15,533 |

There has been an increase in the rounds of golf played during the 1 July 2020–30 June 2021 period compared to the previous year. This is in line with an increase in membership and players' satisfaction with the overall condition of the course.

1 January 2021 to 30 June 2021 Events Summary

A number of events went ahead during the period including:

- Twilight Golf Finals Series
- PSSA Schools Championship
- Celi Group Charity Golf Day
- Can Assist Charity Golf Day
- Ladies Open Tournament
- IronPlan Charity Golf Day
- SunRice Pro-Am
- Ladies Open Tournament.

(c) Options

Nil – This report is for information only.

IMPLICATIONS TO BE ADDRESSED

(a) Financial

Council budgeted for an annual operating deficit for the Leeton Golf Course of \$120,000 for the 2020/21 Financial Year.

The report for the period ended 31 December 2020 incorporated an adjustment of 5% to reverse oncosts for staff wages, representing an amount of \$60,000. Management have further considered this adjustment and is of the view that ***all*** staff oncosts should be recognised in relation to the Golf Club. Accordingly, the adjustment has been reversed in this report for the period ended 30 June 2021.

This treatment is reflected in the following table. The full oncost amount is included as part of Ground Maintenance (includes wages). The treatment results in deficits for the Golf Course of \$54,903 and \$175,794 for the periods ending 31 December 2020 and 30 June 2021, respectively.

For ease of reference an additional line item has been added to the bottom of the table to demonstrate the situation if the adjustment had not been reversed.

Golf Club Income and Expenses Report for the period 1 July 2020 to 30 June 2021

| Account Description | Annual Budget 2020/21 | Actuals at 31/12/2020 | Actuals at 30/06/2021 | Actual/ Budget |
|--|-----------------------|-----------------------|-----------------------|----------------|
| Income | | | | |
| Golf Course Members Fees | 83,000 | 94,848 | 96,516 | 116% |
| Golf Course Green Fees | 217,640 | 113,640 | 236,066 | 108% |
| Volunteers' contribution – Golf Course | 5,000 | | | 0% |
| Total Income | 305,640 | 208,488 | 332,582 | 109% |
| Expenditure | | | | |
| Golf Green Renewals | 50,000 | 4,736 | 6,739 | 13% |
| Licences and Permits | 50 | | | |
| Advertising | 2,000 | 1,520 | 1,760 | 88% |
| Affiliation Fees – Golf | 11,500 | 11,587 | 11,587 | 101% |
| Bad Debts Expense | 50 | | | |
| Building Maintenance | 4,645 | 1,106 | 1,547 | 33% |
| Chemical Expenses | 7,000 | 3,802 | 7,864 | 112% |
| Cleaning Expenses | 3,700 | 2,002 | 3,886 | 105% |
| Electricity | 15,000 | 2,696 | 13,015 | 87% |
| Fertiliser Expenses | 4,000 | 5,998 | 7,381 | 185% |
| Golf Club Pro | 48,500 | 23,583 | 51,263 | 106% |
| Ground Maintenance (includes | 223,500 | 186,703 | 376,691 | 169% |

| | | | | |
|--|-----------------|----------------|-----------------|-------------|
| wages) | | | | |
| Leasing/Rental/Hire Expense | 3,500 | 2,011 | 4,637 | 132% |
| Plant and Equipment Maintenance | 5,600 | 93 | 320 | 6% |
| Postage and Freight | 200 | 161 | 161 | 80% |
| Rates and Charges | 5,790 | 6,295 | 6,295 | 109% |
| Security | 3,500 | 1,849 | 3,183 | 91% |
| Sewerage Consumption Charges | 2,000 | 618 | 1,854 | 93% |
| Telephone and Communication | 1,500 | 265 | 688 | 46% |
| Water Consumption | 4,000 | 156 | 701 | 18% |
| Water Purchases – Fixed | 10,000 | | | 0% |
| Water Purchases – Volumetric | 10,000 | | | 0% |
| Watering and System Repairs | 9,150 | 8,209 | 8,804 | 96% |
| Total Expenditure | 425,640 | 263,391 | 508,376 | 119% |
| Council's Gross Contribution Surplus/-Deficit | -120,000 | -54,903 | -175,794 | 146% |
| <i>Oncost adjustment</i> | | 60,000 | 60,000 | |
| Impact on Council's Gross Contribution Surplus/-Deficit if the oncost adjustment is not reversed | -120,000 | 5,098 | -115,794 | 96% |

(b) Policy

Nil

(c) Legislative/Statutory

Nil

(d) Risk

There is a risk of 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.

There is also a risk of 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
Finance Coordinator
Manager Finance
Golf Course Superintendent

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 8.9 MINUTES OF THE LEETON LOCAL AREA TRAFFIC COMMITTEE MEETING -
10 AUGUST 2021**

| | |
|----------------------------|--------------------------|
| RECORD NUMBER | 21/303 |
| RELATED FILE NUMBER | EF21/430/02 |
| AUTHOR/S | Road Safety Officer |
| APPROVER/S | Group Manager Operations |

SUMMARY/PURPOSE

The purpose of this report is to inform Council of the outcomes of the Local Area Traffic Committee (LATC) meeting held on Tuesday 10 August 2021 and to seek Council's endorsement of the recommendations made by the LATC.

RECOMMENDATION

THAT Council notes the Minutes and endorses the recommendations of the Local Area Traffic Committee meeting held on 10 August 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 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 Agenda and Minutes of the meeting held on 10 August 2021 are included as attachments to this report (**Attachments 1 and 2**).

The meeting addressed the following matters:

1. Business Arising/Outstanding Action Report
 2. St Joseph's, Ash Street – changing the No Parking Zone to a No Stopping Zone
 3. Wade Avenue – installation of No U Turn and No Right Turn Signage
 4. St Vincent De Paul Loading Zone, Jarrah Street
 5. Pine Avenue Pedestrian Crossing options
 6. Leeton Town Band Moving Parade
-

(c) Options

1. Council endorses the LATC recommendations. **This is the recommended option.**
2. Council does not endorse the LATC recommendations, noting there is a process that should be followed when such occasions occur.

IMPLICATIONS TO BE ADDRESSED

(a) Financial

The cost of installing the relevant signage in Ash Street and Wade Avenue will be less than \$1,000 as it will only be necessary to install new signage. No road marking will be required. The cost will be expensed to the 2020/21 Financial Year Traffic Committee Budget.

The costs associated with the Road Closures for the Town band Spectacular will be expensed to the event.

(b) Policy

Nil

(c) Legislative/Statutory

Delegation of Authority passed from Roads and Maritime Services to Local Traffic Committees.

(d) Risk

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

CONSULTATION

(a) External

Roads and Maritime Services
Local Police
Delegate for the Local Member of the Murray Electorate (NSW Government)

(b) Internal

Environment and Engineering staff

[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** [↓](#) Agenda of the Leeton Local Area Traffic Committee Meeting - Tuesday, 10 August 2021
- 2** [↓](#) Minutes of the Leeton Local Area Traffic Committee Meeting - Tuesday, 10 August 2021



**LEETON SHIRE COUNCIL TRAFFIC
COMMITTEE**

TUESDAY 10 AUGUST 2021

10.30AM

COUNCIL CHAMBERS

LEETON SHIRE COUNCIL
Traffic Committee - Tuesday, 10 August 2021

LEETON SHIRE COUNCIL
AGENDA
TRAFFIC COMMITTEE
Tuesday 10 August 2021
10.30am

1. APOLOGIES

2. CONFIRMATION OF THE MINUTES

RECOMMENDATION

THAT the Minutes of the Traffic Committee held on Thursday 6 May 2021, as circulated, be taken as read and CONFIRMED.

3. OFFICERS REPORTS

- 3.1. OUTSTANDING ACTION REPORT.....2
- 3.2. ST JOSEPHS ASH STREET NO PARKING ZONE CHANGED TO NO STOPPING ZONE3
- 3.3. WADE AVENUE - NO U TURN AND NO RIGHT TURN SIGNAGE REQUEST7
- 3.4. ST VINCENT DE PAUL LOADING BAY - JARRAH STREET..... 10
- 3.5. PINE AVENUE PEDESTRIAN CROSSING 15
- 3.6. LEETON TOWN BAND MOVING PARADE..... 17

LEETON SHIRE COUNCIL
Traffic Committee - Tuesday 10 August 2021

OFFICERS REPORTS

ITEM 1 OUTSTANDING ACTION REPORT

RECORD NUMBER 21/270

RELATED FILE NUMBER EF21/430

AUTHOR/S Road Safety Officer

APPROVER/S Manager Roads and Drainage
Acting Group Manager Operations

INTRODUCTION

Matters arising from previous Minutes.

| Traffic Committee Outstanding Actions | | | | |
|--|---|--|---------------------|---|
| Date of Meeting | Item | Action/Recommendation | Responsible Officer | Status |
| February 2021 | Research Road Vehicle Activated Signage (VAS) | A speed zone review will be conducted assessing the road environment and TfNSW will advise LSC of the outcome. | TfNSW | Awaiting VAS to arrive. Have been delays due to COVID. ETA has now been pushed back to September. |
| May 2021 | St Vincent De Paul | LSC has requested for further inspection | RSO | Report in August 2021 LATC Meeting |
| May 2021 | Wade Avenue | Inclusion of no Right Hand Turn out of Roxy Lane | RSO | Report in August 2021 LATC Meeting |

RECOMMENDATION

THAT the information regarding matters arising from former meetings contained within the Agenda be received and noted.

ATTACHMENTS

There are no attachments for this report.

LEETON SHIRE COUNCIL
Traffic Committee - Tuesday 10 August 2021

ITEM 2 ST JOSEPHS ASH STREET NO PARKING ZONE CHANGED TO NO STOPPING ZONE

| | |
|----------------------------|--|
| RECORD NUMBER | 21/267 |
| RELATED FILE NUMBER | EF21/430 |
| AUTHOR/S | Road Safety Officer |
| APPROVER/S | Manager Roads and Drainage Group Manager Operations |

INTRODUCTION

The purpose of this report is to seek the Committee's recommendation that the eastern side of Ash Street (St Joseph's Driveway) that is currently zoned as No Parking be changed to a No Stopping zone as per a request from St Joseph's School.

RECOMMENDATION

THAT the Committee endorse Leeton Shire Council to endorse a No Stopping Zone outside the driveway to St Joseph's School on Ash Street.

BACKGROUND

Leeton Shire Council was contacted by the Principal of St Joseph's School in May (*Attachment 1*) as an issue had been raised by parents about vehicles who were legally stopping to drop children off in the No Parking Area. The area has recently seen more parents using this legal drop off area causing cars to queue on Ash Street resulting in congestion for the buses unable to access the bus zone.

A site map of the area is attached for reference (*Attachment 2*).

Leeton Shire Council's Road Safety Officer has met on site to discuss options with St Joseph's School and they would like to see the area changed to a No Stopping Zone to prevent the congestion build up at drop off and pick up times.

COMMENT

Leeton Shire Council's Road Safety Officer has met on site with the Principal to discuss the No Stopping and No Parking issues and regular enforcement checks are undertaken to ensure all parking signs are obeyed around the school.

Banners are also displayed on school fences to remind parents of the differences between the No Stopping and No Parking Zones, with regular reminders put in the school newsletter and on Council Facebook page.

LEETON SHIRE COUNCIL
Traffic Committee - Tuesday 10 August 2021

ATTACHMENTS

- 1 [↓](#) Email from Principal St Joseph Ash Street
- 2 [↓](#) Ash Street Site Map No Parking

LEETON SHIRE COUNCIL
Traffic Committee - Tuesday, 10 August 2021

Issues with bus area



Mary-Jane <simmsm@ww.catholic.edu.au>

To ● Stephanie Puntoriero

📧 You replied to this message on 25/05/2021 11:02 AM.

i Stephanie

Don't know if you saw the post on I live in Leeton this week from Rod Steedman.

pparently the area at the front of the school on Ash St(where the sliding gate is) is an area where parents can legally pause to drop off students.

I would like to stop this practice. Our reason being that it is fine for one car to pause there but if cars started to queue, it would cause congestion as buses would not be able to get past.

Can you possibly meet with us next week to discuss this?

MaryJane

St Joseph's Primary School sits upon the lands of Australia's first peoples. As we work together, we acknowledge this and pay our respects to the ever present spirituality of Elders both past and present.



MaryJane Simms | Principal
St Joseph's Primary
School - Leeton
Ash Street, Leeton, NSW
2705
T: (02) 6953 3248



LEETON SHIRE COUNCIL
Traffic Committee - Tuesday 10 August 2021

ITEM 3 WADE AVENUE - NO U TURN AND NO RIGHT TURN SIGNAGE REQUEST

| | |
|----------------------------|--|
| RECORD NUMBER | 21/268 |
| RELATED FILE NUMBER | EF21/430 |
| AUTHOR/S | Road Safety Officer |
| APPROVER/S | Manager Roads and Drainage Group Manager Operations |

INTRODUCTION

Council's Road Safety Officer has identified and witnessed a road safety hazard of northbound and southbound drivers executing U-Turns along Wade Avenue South from Pine Avenue to Jarrah Street. See *Attachment 1* for proposed locations of No U Turn signage and No Right Turn signage to be installed.

RECOMMENDATION

THAT the Committee endorses Leeton Shire Council to:

1. Install five No U Turn (R2-5N) signs on Wade Avenue between Pine Avenue and Jarrah Street facing northbound (two signs) and southbound (three signs).
 2. Install a No Right turn sign (R2-6N_R) on the exit approach from Roxy Lane.
-

BACKGROUND

Works were completed in 2020 to upgrade Wade Avenue and a new median strip was installed from Pine Avenue to Jarrah Street with several breaks in the median allowing for pedestrians to cross and vehicles to egress from Roxy Lane.

Council has had it brought to their attention that vehicles are performing extremely tight U-Turns in the vicinity of Wade Avenue causing congestion and near misses with other vehicles.

The matter was taken to the May Traffic Committee meeting and discussed that it would be also beneficial to see a No Right turn sign installed on the egress of Roxy Lane, to prevent drivers getting stuck in the centre median trying to turn right to travel up Wade Avenue.

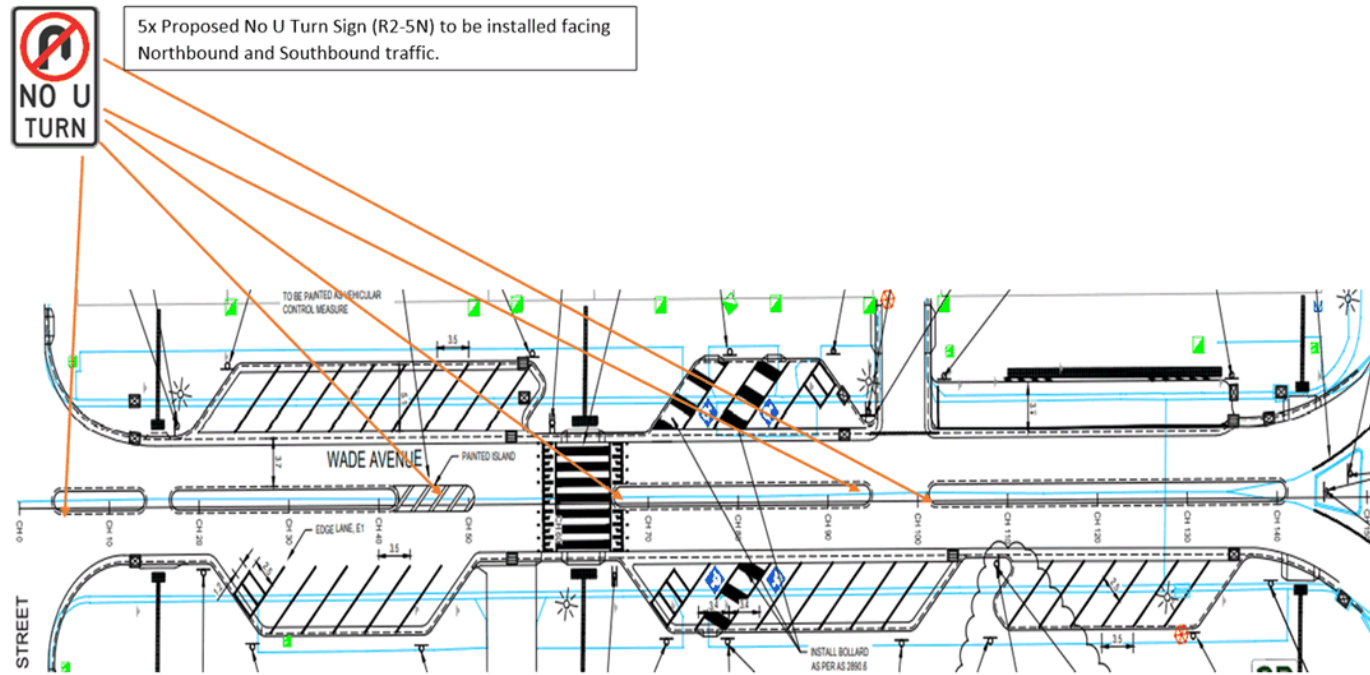
COMMENT

Council's Road Safety Officer has witnessed on several occasions vehicles performing U-Turns at the intersection of Wade Avenue South and Jarrah Street and along Wade Avenue causing traffic congestion, confusion and near misses at the intersection.

LEETON SHIRE COUNCIL
Traffic Committee - Tuesday 10 August 2021

ATTACHMENTS

1 [↓](#) Wade Avenue Site Map



LEETON SHIRE COUNCIL
Traffic Committee - Tuesday 10 August 2021

ITEM 4 ST VINCENT DE PAUL LOADING BAY - JARRAH STREET

| | |
|----------------------------|--|
| RECORD NUMBER | 21/269 |
| RELATED FILE NUMBER | EF21/430 |
| AUTHOR/S | Road Safety Officer |
| APPROVER/S | Manager Roads and Drainage Group Manager Operations |

INTRODUCTION

The purpose of the report is to seek the Committees recommendation that St Vincent De Paul undertake all loading and unloading movements of the delivery truck on the carpark adjacent to the St Vincent De Paul building.

RECOMMENDATION

THAT the Committee endorses Leeton Shire Council to advise St Vincent De Paul that they undertake all loading and unloading of the truck on the carpark adjacent to the building.

BACKGROUND

In January 2021 St Vincent De Paul approached Council to install a loading zone on the eastern side of Jarrah Street (*Attachment 1*) to improve access and manoeuvrability for the truck requiring access to the loading bay on the western side of the St Vincent De Paul building.

The paper was deferred until the next meeting so further information could be obtained.

Please see *Attachment 2* for the size of the truck and *Attachment 3* outlines the loading bay Council propose for St Vincent's to use.

COMMENT

Jarrah Street is a narrow street and currently has No Parking on the western side (opposite St Vincent De Paul Building).

It contains a block of units that have an overflow of vehicles that often park along the kerbside outside the St Vincent's De Paul building.

The collection vehicle for St Vincent De Paul is required to pull up on Jarrah Street to allow it to be unloaded/loaded from the back of the truck, reducing the street to a one-way street.

The collection truck only frequents the building once a week, sometimes once a fortnight.

LEETON SHIRE COUNCIL
Traffic Committee - Tuesday 10 August 2021

When this park is unavailable the driver often blocks the road for the vehicle to be loaded/unloaded.

Council's Road Safety Officer has asked if the movements are able to be undertaken on site but due to the location of the roller door St Vincent De Paul believe this is the only access point.

Council's Road Safety Officer believes that the vehicle will be able to use the carpark adjacent to the building and St Vincent DE Paul would be able to complete a private works form with Council to allow for a ramp to be concreted on the road reserve improving the overall unloading/loading movements of the truck. St Vincent De Paul would be responsible for all costs incurred in the building of the ramp.

ATTACHMENTS

- 1 [↓](#) Letter from Michelle Storrier St Vincent De Paul
- 2 [↓](#) Truck Size St Vincents
- 3 [↓](#) Loading Bay Truck St Vincents

LEETON SHIRE COUNCIL
Traffic Committee - Tuesday, 10 August 2021



St Vincent de Paul Society
NSW South Region
good works

St Vincent de Paul Society NSW
South Region

ABN 91 161 127 340

42 Kurrajong Avenue
LEETON NSW 2706

PO Box 917
LEETON NSW 2705

Telephone: (02) 6953 3608
Facsimile: (02) 6953 3608

Email: leetoncentre@vinnies.org.au
Website: www.vinnies.org.au

February 5 2021

Leeton Shire Council
23-25 Chelmsford Place
Leeton NSW 2705

Stephanie Punteriero

Dear Stephanie,

I am writing to you after your recent discussion with Gaye Pietrie, Supervisor of Leeton Vinnies, in regard to a loading zone at the side of the Leeton Vinnies building in Jarrah St.

If Vinnies had a loading zone area outside of the roller door at the side of the building in Jarrah St, it would make it easier for trucks to pick up and manoeuvre from the driveway to the street. Currently it is an accident waiting to happen and high risk WHS issues.

Currently cars park along the side of Jarrah St who are not Vinnies volunteers and so make it difficult to find out who owns them before the truck arrives.

The truck usually arrives Monday mornings between 9:30 am and 3.00 pm, however this can vary from week to week.

I ask if the Council can consider our request to make the area near our roller door a loading zone.

If you require further information, my contact number is [0459 326 283](tel:0459326283) and email address is michelle.storrier@vinnies.org.au for all correspondence.

Regards,

A handwritten signature in black ink, appearing to read 'Michelle Storrier', written over a horizontal line.

Michelle Storrier
Retail Area Manger – South Region
Vinnies

Every day in NSW the Society helps thousands of people through home visitation, hospital visitation, prison visitation, homeless services for men, women and families, migrant & refugee assistance, support for those living with a mental illness, supported employment services for people with intellectual and other disabilities, Vinnies Shops, overseas relief, budget counselling and youth programs.





Item3.4 Attachment 3 - Loading Bay Truck St Vincents

LEETON SHIRE COUNCIL
Traffic Committee - Tuesday 10 August 2021

ITEM 5 PINE AVENUE PEDESTRIAN CROSSING

| | |
|----------------------------|--|
| RECORD NUMBER | 21/271 |
| RELATED FILE NUMBER | EF21/430 |
| AUTHOR/S | Road Safety Officer |
| APPROVER/S | Manager Roads and Drainage Group Manager Operations |

INTRODUCTION

Leeton residents have recently spoken to the media about their concerns for the pedestrian crossing on Pine Avenue, making the front page of The Irrigator on Friday 28 May 2021 (see Attachment 1).

RECOMMENDATION

THAT the Committee request for Transport for NSW to investigate options to convert the current pedestrian crossing on Pine Avenue to a raised pedestrian crossing.

BACKGROUND

Leeton Shire Council has been made aware of two accidents on the pedestrian crossing in 2019 and one more recently in 2021.

Several near misses have also been reported verbally to Council about the pedestrian crossing.

Currently there is signage on both sides of the road to make drivers aware of the pedestrian crossing and advanced warning signage for the pedestrian crossing.

COMMENT

Leeton Shire Council would like to know if the crossing would meet the requirements for funding under the current Road Safety Infrastructure Around NSW Schools Program.

ATTACHMENTS

- [1](#) The Irrigator Front Page Pedestrian Crossing



SPEED BUMPS NEEDED: Luke Mahalm with his son Zayn Mahalm at the crossing where Zayn was almost hit by a car. PHOTO: Elizabeth Gracie

TAKING IT SLOW

BY ELIZABETH GRACIE

AFTER a series of near misses on both Wade and Pine Avenue, Leeton residents are asking council why no speed bumps have been installed to slow drivers down.

Both streets experience heavy pedestrian traffic, and have clearly marked pedestrian crossings to enable safe passage to other side.

Mother of six, Belinda

Mahalm said that she has often had scary, near miss experiences from drivers who have not slowed down for the pedestrian crossings without looking or attempting to brake and appeared to be getting worse.

"Just recently I was walking across with my five year old and a ute didn't slow down at all whilst we were crossing the road, if I wasn't holding his hand he would

have been hit as I wouldn't have been able to pull him out of the way in time," Mrs Mahalm said.

"We teach our kids that these pedestrian crossings are a safe place to cross the road and they just aren't.

"It is an accident waiting to happen and unfortunately I feel like something won't be done until something tragic happens," Mrs Mahalm said. Belinda's husband, Luke

shares her concerns about the crossing and has witnessed pedestrians being hit by cars flying down the strip.

"It was only a couple of months ago that an elderly person was struck by a speeding car, by a driver who wasn't paying attention," Mr Mahalm said.

The Mahalm's, like many members of the community believe that raised speed bumps, like the ones in-

stalled along Banca Avenue in Griffith would be a perfect solution, and would drastically slow cars down.

Leeton Shire Mayor, Paul Maytom said that he expressed concerns many years ago about the need for raised speed bumps, however the then NSW Road and Traffic Authority said speed bumps would impede large vehicles.

Councillor Maytom said few trucks now used Pine

Avenue and the issue put on the agenda for the council's traffic committee meeting.

"It is important that the community understands that council has always wanted a raised crossing to better protect the community, especially children and the elderly," Cr Maytom said.

"We have been pushing for raised speed bumps for many years and now hopefully we have an opportunity."

LEETON SHIRE COUNCIL
Traffic Committee - Tuesday 10 August 2021

ITEM 6 LEETON TOWN BAND MOVING PARADE

RECORD NUMBER 21/281

RELATED FILE NUMBER

AUTHOR/S Road Safety Officer

APPROVER/S Manager Roads and Drainage
Group Manager Operations

INTRODUCTION

The purpose of this report is to seek the Committee's approval to run the Leeton Town Band Outback Spectacular moving parade on Saturday 6 November 2021 on Pine Avenue/MR80.

RECOMMENDATION

THAT the Committee endorses Leeton Shire Council to hold the Leeton Town Band Outback Spectacular moving parade on Saturday 6 November 2021 on Pine Avenue/MR80 as per the Traffic Control Plan, 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 indicated in the application documents.
 2. The event organiser will supply a copy of a certificate of currency referring to a current public liability insurance policy noting Transport for NSW and NSW Police as interested parties.
 3. Event organisers and participants immediately obey all directions 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 prior to the event, to ensure locals are aware of the event.
 6. Failure to comply with any of the above conditions will immediately void this approval.
 7. Any such approval of traffic management relating to the 2021 Leeton Town Band Festival event be rescinded should the event not be able to meet NSW Public Health Orders of the day.
-

LEETON SHIRE COUNCIL
Traffic Committee - Tuesday 10 August 2021

BACKGROUND

The Leeton Town Band Spectacular is an annual event that takes place in November but has not been held since 2018. Local, regional and interstate bands come together and play throughout the weekend.

The attached application has been received from the organisational committee of the Outback Band Spectacular. The application can be seen in *Attachment 1*.

The event will take place on Friday 5, Saturday 6 and Sunday 7 November 2021.

COMMENT

The Committee have requested an on street moving parade be held on Saturday 6 November on Pine Avenue/MR80. The group will assemble in Jarrah Mall, egressing from Jarrah Mall onto the pedestrian crossing march to the end of the median at the Church Street intersection turning around and heading back to Jarrah Mall (see TCP *Attachment 2*).

There will be minimal impact to traffic and the marching parade will march in the traffic but will have appropriate traffic control to ensure a safe distance between the marching band and traffic.

ATTACHMENTS

1 [u](#) Town Band Special Event Management Plan

Special Event Resources

Special Event Transport Management Plan Template

Refer to Chapter 7 of the Guide for a complete description of the Transport Management Plan

I EVENT DETAILS

I.1 Event summary

Event Name: Leeton Outback Band Spectacular - Marching Band display
Event Location: Pine Avenue (Jarrah Mall/Maple Street - Yarran/Church Streets)
Event Date: 06/11/21 Event Start Time: 11.30am Event Finish Time: 12.15pm
Event Setup Start Time: 11am Event Packdown Finish Time: 12.30pm
Event is off-street on-street moving on-street non-moving
 held regularly throughout the year (calendar attached)

I.2 Contact names

Event Organiser * Leeton Town Band
Phone:..... Fax:..... Mobile: 0427188693 E-mail: ruthmtait@gn
Event Management Company (if applicable) Leeton Shire Council
Phone: 603 Fax:..... Mobile: 0438954045 E-mail: franm@leeton
Police Leeton Police Station
Phone: 6953 1399 Fax:..... Mobile:..... E-mail:.....
Council Leeton Shire Council
Phone: 603 Fax:..... Mobile:..... E-mail:.....
Roads & Traffic Authority (if Class I).....
Phone:..... Fax:..... Mobile:..... E-mail:.....

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

I.3 Brief description of the event (one paragraph)

A marching band display as part of the program to advertise the Leeton Outback Band Spectacular weekend - forming up at Jarrah Mall for a single performance, marching down to Yarran/Church Street and back up to Maple Street/Jarrah Mall.

2 RISK MANAGEMENT - TRAFFIC

| | | |
|-------------------------------|---|---|
| CLASS 1 CLASS 2 CLASS 3 | 2.1 Occupational Health & Safety - Traffic Control | <input type="checkbox"/> Risk assessment plan (or plans) attached |
| | 2.2 Public Liability Insurance | <input 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 type="checkbox"/> Fire brigades notified <input type="checkbox"/> Ambulance notified |

3 TRAFFIC AND TRANSPORT MANAGEMENT

| | | |
|-------------------------------|--|--|
| CLASS 1 CLASS 2 CLASS 3 | 3.1 The route or location | <input type="checkbox"/> Map attached |
| | 3.2 Parking | <input type="checkbox"/> Parking organised - details attached <input 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 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 type="checkbox"/> This event does not use a facility managed by a trust, authority or enterprise |
| | 3.5 Impact on/of Public transport | <input type="checkbox"/> Public transport plans created - details attached <input type="checkbox"/> Public transport not impacted or will not impact event |
| | 3.6 Reopening roads after moving events | <input 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 type="checkbox"/> There are no unique traffic requirements for this event |
| | 3.8 Contingency plans | <input type="checkbox"/> Contingency plans attached |

| | | |
|--|---------|---|
| Class 1 | Class 2 | 3.9 Heavy vehicle impacts |
| | | <input type="checkbox"/> Impacts heavy vehicles - RTA to manage <input type="checkbox"/> Does not impact heavy vehicles |
| Class 1 | Class 2 | 3.10 Special event clearways |
| | | <input type="checkbox"/> Special event clearways required - RTA to arrange <input type="checkbox"/> Special event clearways not required |
| 4 MINIMISING IMPACT ON NON-EVENT COMMUNITY & EMERGENCY SERVICES | | |
| Class 1 | Class 3 | 4.1 Access for local residents, businesses, hospitals and emergency vehicles |
| | | <input type="checkbox"/> Plans to minimise impact on non-event community attached <input type="checkbox"/> This event does not impact the non-event community either on the main route (or location) or detour routes |
| Class 1 | Class 2 | 4.2 Advertise traffic management arrangements |
| | | <input type="checkbox"/> Road closures or restrictions - advertising medium and copy of proposed advertisements attached <input type="checkbox"/> No road closures or restrictions but special event clearways in place - advertising medium and copy of proposed advertisements attached <input type="checkbox"/> No road closures, restrictions or special event clearways - advertising not required |
| Class 1 | Class 2 | 4.3 Special event warning signs |
| | | <input type="checkbox"/> Special event information signs are described in the Traffic Control Plan/s <input type="checkbox"/> This event does not require special event warning signs |
| Class 1 | Class 2 | 4.4 Permanent Variable Message Signs |
| | | <input type="checkbox"/> Messages, locations and times attached <input type="checkbox"/> This event does not use permanent Variable Message Signs |
| Class 1 | Class 2 | 4.5 Portable Variable Message Signs |
| | | <input type="checkbox"/> The proposed messages and locations for portable VMS are attached <input type="checkbox"/> 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 and Traffic Authority (RTA), 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, RTA 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 OrganiserDate

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: CouncilDate

The RTA'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: RTADate

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

Schedule I Form - Notice of Intention to Hold a Public Assembly

SUMMARY OFFENCES ACT 1988 - Sec 23

To the Commissioner of Police

| | |
|---|--|
| 1 | <p>I (name) of (address) on behalf of (organisation) notify the Commissioner of Police that on the (day) of (month), (year), it is intended to hold</p> <p>either:</p> <p>(a) a public assembly, not being a procession, of approximately (number) persons, which will assemble at..... (Place) at approximately am/pm, and disperse at approximately am/pm.</p> <p>or</p> <p>(b) a public assembly, being a procession of approximately (number) persons, which will assemble at approximately am/pm, and at approximately am/pm the procession will commence and shall proceed (Specify route, any stopping places and the approximate duration of any stop; and the approximate time of termination. A diagram may be attached.)</p> |
| 2 | <p>The purpose of the proposed assembly is.....</p> |

| | |
|---|---|
| 3 | <p>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>(strike out whichever is not applicable)</i>:</p> <p>(i) There will be (number) of vehicles and/or..... (number) of floats involved.</p> <p>The type and dimensions are as follows:</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>(ii) There will be (number) of bands, musicians, entertainers, etc. which will entertain or address the assembly.</p> <p>(iii) The following number and type of animals will be involved in the assembly:</p> <p>.....</p> <p>.....</p> <p>(iv) Other special characteristics of the proposed assembly are as follows:</p> <p>.....</p> <p>.....</p> |
| 4 | <p>I take responsibility for organising and conducting the proposed assembly.</p> |
| 5 | <p>Notices for the purposes of the <i>Summary Offences Act 1988</i> may be served upon me at the following address:</p> <p>.....</p> <p>.....</p> <p>..... Postcode.</p> <p>Telephone No.</p> |
| 6 | <p>Signed</p> <p>Capacity/Title</p> <p>Date</p> |

Special Event Planning & Resource Matrix

| Event Class | Description | Features | Examples | Lead Times for Agency Approvals | Police Fees | Council Fees | RTA Fees | Transport Mgt Plan | Risk Management Plans (Traffic Control) under OH&S ACT 2000 | Advertise Transport Management Arrangements | Liability Insurance | Special Event Clearance: Heavy Vehicle Detours | Public Transport | Emergency Vehicle & Local Access | Parking | Contingency planning |
|-------------|---|--|---|--|---|---|---|-------------------------|---|---|--|---|----------------------------|----------------------------------|--|----------------------|
| 1 | A Class 1 event: <ul style="list-style-type: none"> impacts major traffic and transport systems disrupts the non-event community over a wide area requires the involvement of Police, one or more Councils and the RTA requires a detailed Transport Management Plan requires advertising the event's traffic aspects to a wide audience. | A Class 1 event may: <ul style="list-style-type: none"> be conducted on-road or in its own venue involve trusts and authorities when using facilities managed by them involve TransportNSW involve the State Rail and State Transit Authorities involve private bus and coach organisations impact the road transport industry require RTA to provide special event clearways require RTA to provide heavy vehicle detour routes require the RTA to adjust traffic signals require RTA to manage Variable Message Signs depending on the nature of the event, involve the Police "User Pays" policy. | For example: <ul style="list-style-type: none"> an event that affects a principal transport route in Sydney, or an event that reduces the capacity of the main highway through a country town, or a bicycle race that involves the Sydney Harbour Bridge. | Minimum 4 months from first approach to Council to proposed start date. 6 months for vehicle races. | Charges apply where: "It is deemed the services are specifically for the benefit of those organising and/or attending the event and not for the benefit of the public at large." | As described in Council's Special Events Policy. Asset rentals: refer to Council. RTA provides quote. Asset rentals: refer to RTA. | Marginal costs apply where services are provided above those normally provided to the community. RTA provides quote. Asset rentals: refer to RTA. | TMP model recommended | Traffic Control layouts drawn up by a qualified person and installed under the guidance of a qualified person recommended. Need to consider access for disabled persons. | 28 days for all events that require regulation of traffic or where special event clearways in operation. Not required where there is no regulation of traffic. | Required with Council & Police (If Police User Pays in force) named on policy. Also RTA if using RTA asset. Certificate of currency required. | RTA arranges if required. RTA provides quote | Promoted where practicable | Required. Refer to TMP. | May be required. Need to consider parking for disabled persons. | Recommended |
| 2 | A Class 2 event: <ul style="list-style-type: none"> impacts local traffic and transport systems but does not impact major traffic and transport systems disrupts the non-event community in the area around the event but not over a wide area requires the involvement of Police and Local Council requires a detailed Transport Management Plan requires advertising the event's traffic aspects to the local community. | A Class 2 event may: <ul style="list-style-type: none"> be conducted on-road or in its own venue involve trusts and authorities when using facilities managed by them involve State Rail and the State Transit Authority involve private bus and coach organisations. depending on the nature of the event, involve the Police "User Pays" policy. | For example: <ul style="list-style-type: none"> an event that blocks off the main street of a town or shopping centre but does not impact a principal transport route or a highway a motor rally on local country roads. | Minimum 3 months. 3 months for vehicle races. | Charges apply where: "It is deemed the services are specifically for the benefit of those organising and/or attending the event and not for the benefit of the public at large." | As described in Council's Special Events Policy Asset rentals: refer to Council | | TMP model recommended | Traffic Control layouts drawn up by a qualified person and installed under the guidance of a qualified person recommended. Need to consider access for disabled persons. | 28 days for all events that require regulation of traffic or where special event clearways in operation. Not required where there is no regulation of traffic. | Required with Council & Police (If Police User Pays in force) named on policy. Certificate of currency required. | | Promoted where practicable | Required. Refer to TMP. | May be required. Need to consider parking for disabled persons. | Recommended |
| 3 | A Class 3 event: <ul style="list-style-type: none"> does not impact local or major traffic and transport systems disrupts the non-event community in the immediate area only requires Local Council and Police consent is conducted on-street in a very low traffic area such as a dead-end or cul-de-sac requires Police agreement that event qualifies as Class 3 is never used for vehicle races. | A Class 3 event, depending on Local Council policy, may: <ul style="list-style-type: none"> require a simplified Transport Management Plan not be available in all Council areas. depending on the nature of the event, involve the Police "User Pays" policy. require advertising the event's traffic aspects to the community. | For example: <ul style="list-style-type: none"> an on-street neighbourhood Christmas party. | Minimum 6 weeks | Charges apply where: "It is deemed the services are specifically for the benefit of those organising and/or attending the event and not for the benefit of the public at large." | As described in Council's Special Events Policy Asset rentals: refer to Council | | Council may require TMP | Traffic Control layouts drawn up by a qualified person and installed under the guidance of a qualified person recommended. Need to consider access for disabled persons. | 28 days for all events that require regulation of traffic. Not required where there is no regulation of traffic. | Required with Council & Police (If Police User Pays in force) named on policy. Certificate of currency required. | | | Required. Refer to TMP. | | |
| 4 | A Class 4 event is intended for small on street events and: <ul style="list-style-type: none"> requires Police consent only is within the capacity of the Police to manage on their own is not a protest or demonstration is always an on-street event does not require RTA or Council consent does not require advertising the event's traffic aspects to the community does not require a TMP does not require the involvement of other Government agencies. | A Class 4 event may: <ul style="list-style-type: none"> be conducted on classified or unclassified roads cause zero to considerable disruption to the non-event community cross Police Local Area Commands (LACs) cross Local Government Areas (LGAs) require Council and RTA to assist when requested by Police depending on the nature of the event, involve the Police "User Pays" policy. | For example: <ul style="list-style-type: none"> a small ANZAC Day march in a country town a small parade conducted under Police escort | Minimum 1 month | Charges apply where: "It is deemed the services are specifically for the benefit of those organising and/or attending the event and not for the benefit of the public at large." | | | | | | Required if User Pays policy in force. Police named on policy. Certificate of currency required. | | | | | |



LEETON SHIRE COUNCIL
Traffic Committee - Tuesday, 10 August 2021



EF 10/550

21 July 2021

Sgt Craig Johnson
Station Officer
Leeton Police Station
24 Oak Street
LEETON NSW 2705

Dear Sgt Johnson,

Re: NOTIFICATION OF EVENT Leeton Outback Band Spectacular – 5-7 November 2021

On behalf of the Leeton Town Band I would like to notify you that the musical event Leeton Outback Band Spectacular will be taking place this year on November 5-7, 2021.

On November 6 the Saturday Program features a marching band performance along Pine Avenue, doing a loop from Jarrah Mall to Yarran/Church Streets and back to raise the profile and advertise the Band Spectacular event that is on at the Ovals complex.

Attached is the proposed Traffic Management Plans for your information.

The Spectacular runs over three days and, with the exception of the aforementioned marching band display, is confined to the No.1 Oval complex.

The program features workshops and a meet-and-greet for musicians on the Friday and a "recovery" breakfast and performances on Sunday. Saturday is the main day of the event – open to the public from 9am to 11.30pm with market stalls on site and performances throughout the day culminating in a massed band performance (potentially up to 200 performers) in the evening.

Should you have any queries regarding this event or if you would like to discuss this further, please do not hesitate to contact the event coordinator Ruth Tait (Leeton Town Band) on 0427 188 693, or myself on 02 6953 0911.

Regards,

Fran Macdonald
Events Officer
Leeton Shire Council



Operational Risk Assessment

| | | |
|--------------------------|--|--|
| Workgroup: | Visitor Services & Local Activation | Employees involved in Risk Assessment: Fran Macdonald – LSC Events Officer Steven Hill – Leeton Town Band |
| Division / Area: | Shire Activation – Events | |
| Task Description: | Leeton Outback Band Spectacular – November 5-7, 2021 | |
| Date: | 21 July 2021 | |
| Version: | 1 | |

Background

A longstanding Council supported event in an altered format at a new location. Leeton Outback Band Spectacular brings together musicians from around the state to engage in public performance and private workshops.

Purpose

To ensure risks are managed to mitigate possibility of injury to members of the public, participants, council employees and volunteers, while also controlling possibility of damage occurring to Council facilities.

Scope of Risk Assessment

- Workshops for small groups (Friday)
- Meet & Greet for band members (Friday)
- Public performances (Saturday & Sunday)
- Market stalls (Saturday)
- Marching Band display on Pine Avenue (Saturday, Nov 6 at 11.30am)

Methodology

| RISK LEVEL RATING | | Likelihood | | | | |
|-------------------|-----------------|------------|--------------|--------------|-------------|--------------------|
| | | 1 - Rare | 2 - Unlikely | 3 - Possible | 4 - Likely | 5 - Almost Certain |
| Consequence | 5 -Catastrophic | 5-Moderate | 10 -High | 15 -High | 20 -Extreme | 25 -Extreme |
| | 4 -Major | 4 -Low | 8 -Moderate | 12 -High | 16 -High | 20 -Extreme |
| | 3 -Medium | 3 -Low | 6 -Moderate | 9 -Moderate | 12 -High | 15 -High |

| | | | |
|---|--|---|-------------|
| Issued By: WHS Coordinator | LSC-F-WHS-0007 Issue Date: 14/03/2019 | Version:1 Last Review Date: 14/03/2019 | Page 1 of 3 |
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Operational Risk Assessment

| | | | | | | |
|--|------------------|--------|--------|-------------|-------------|-------------|
| | 2 -Minor | 2- Low | 4 -Low | 6 -Moderate | 8 -Moderate | 10 -High |
| | 1 -Insignificant | 1 -Low | 2 -Low | 3 -Low | 4 -Low | 5 -Moderate |

Operational WHS Hazard and Risk Register

| Task / Activity | Hazard/ Source of Hazard / Risk | Initial Risk Rating | Control Measures | Residual Risk Rating |
|--------------------------------------|---|---------------------|---|----------------------|
| Marching band display on Pine Avenue | Band members being impacted by moving vehicles | 20 | Traffic controller to stop all traffic prior to pilot vehicles for band to enter roadway. Front pilot vehicle to lead band along route. Traffic controller to stop all oncoming traffic at turn-around point to allow band procession to safely make change of direction until rear pilot vehicle is clear. Front pilot vehicle to stop just past pedestrian crossing to allow band to cross road and disperse into Jarrah Mall. Rear pilot vehicle to stay behind band until the road is clear. Signage placed according to TCP, clearly visible to traffic. Emergency services informed of event. | 2 |
| | Weather – exposure to elements resulting in dehydration/band members fainting | 9 | Band organisers to ensure all members are wearing appropriate uniform clothing and are sufficiently hydrated prior to activity. | 3 |
| | | | | |
| | | | | |

| | | | |
|--|--|---|-------------|
| Issued By: WHS Coordinator | LSC-F-WHS-0007 Issue Date: 14/03/2019 | Version:1 Last Review Date: 14/03/2019 | Page 2 of 3 |
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Operational Risk Assessment

| | | | |
|-------------------------------|--|--|-------------|
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Page 3 of 3

Certificate of Currency



Locked Bag 2138
North Sydney NSW 2059
Australia
Telephone: 1800 426 021
Fax: 02 9995 1034
www.zurich.com.au

This is to certify that the undermentioned contracts of insurance are current at the time of issue. Subject to the limitations, exclusions, definitions and conditions of the policy wording or product disclosure statement applying to each contract of insurance.

Policy Number

387316PZBI

Insured Name

Leeton Town Band

Period of Insurance

From 02/03/2021 at 4.00pm to 02/03/2022 at 4.00pm

Date of Issue

21/07/2021

Location of Issue

BRISBANE QLD 4000

The information above relates to each contract of insurance.

Zurich Austbrokers Business Insurance

Situation

At and from 23 CHELMSFORD PLACE LEETON NSW 2705

Interest Insured/Policy Limit(s)

Liability Section

General Liability

Limit of Liability

\$20,000,000

Any one occurrence

Products Liability

Limit of Liability

\$20,000,000

Any one occurrence and in the
Aggregate any one Period of Insurance
and in the Aggregate for all Situations

Property in Physical/Legal control

\$250,000

General Page Notes

Cover shall extend to at and from the situation noted, and Australia Wide



LEETON
SHIRE COUNCIL

TRAFFIC DELAYS DUE TO MOVING EVENT

Notice is hereby given under Roads Act 1993 for the temporary disruption of traffic of the following:

- Road:** Pine Avenue (from Jarrah Mall/Maple Street to Yarran/Church Streets)
- Duration:** 11.30am to 12noon
- Date:** Saturday 6 November 2021
- Reason:** Leeton Outback Band Spectacular marching band display
- Detours:** Carpark closures will be clearly sign-posted – parking is available at either end of the Palm Avenue carpark.



LEETON SHIRE COUNCIL

MINUTES OF THE TRAFFIC COMMITTEE

LEETON SHIRE COUNCIL

TUESDAY 10 AUGUST 2021

COMMENCING AT 2.40PM

COUNCIL CHAMBERS

FORMAL MEMBERS

| | |
|-----------------------|------------------------------------|
| Leeton Shire Council: | Cr Tony Cicca Mayor Paul Maytom |
| NSW Police: | Sgt Adam Cooper |
| TfNSW: | Greg Minehan |
| Local MP Nominee: | Shane O'Connell |

INFORMAL MEMBERS

| | |
|---------------------|----------------------|
| Leeton Shire RSO: | Stephanie Puntoriero |
| Leeton Shire DETS:: | Apology |
| Leeton Shire MRD: | Apology |

LEETON SHIRE COUNCIL
Traffic Committee - Tuesday, 10 August 2021

APOLOGIES

Chris Lashbrook and Tom Steele

CONFIRMATION OF THE MINUTES

THAT the Minutes of the Traffic Committee held on Thursday 6 May 2021, as circulated, be taken as read and CONFIRMED.

Moved Greg Minehan/Seconded Tony Ciccia

OFFICERS REPORTS

Item 3.1 OUTSTANDING ACTION REPORT

RECOMMENDATION

THAT the information regarding matters arising from former meetings contained within the Agenda be received and noted.

Changes to recommendation: No

| Representative | For | Against |
|-----------------------|------------|----------------|
| TfNSW | Yes | |
| Police | Yes | |
| Member for Murray | Yes | |
| Leeton Shire Council | Yes | |

Item 3.2 ST JOSEPHS ASH STREET NO PARKING ZONE CHANGED TO NO STOPPING ZONE

RECOMMENDATION

THAT the Committee endorse Leeton Shire Council to endorse a No Stopping Zone outside the driveway to St Joseph's School on Ash Street.

Changes to recommendation: No

| Representative | For | Against |
|-----------------------|------------|----------------|
| TfNSW | Yes | |
| Police | Yes | |
| Member for Murray | Yes | |
| Leeton Shire Council | Yes | |

LEETON SHIRE COUNCIL
Traffic Committee - Tuesday, 10 August 2021

**Item 3.3 WADE AVENUE - NO U TURN AND NO RIGHT TURN SIGNAGE REQUEST
RECOMMENDATION**

THAT the Committee endorses Leeton Shire Council to:

1. Install five No U Turn (R2-5N) signs on Wade Avenue between Pine Avenue and Jarrah Street facing northbound (two signs) and southbound (three signs).
2. Install a No Right turn sign (R2-6N_R) on the exit approach from Roxy Lane.

Changes to recommendation: Yes

THAT the Committee endorses Leeton Shire Council to:

1. Install four No U Turn (R2-5N) signs on Wade Avenue between Pine Avenue and Jarrah Street facing northbound (two signs) and southbound (two signs). A No U Turn sign will not be installed at the southern end of Wade Avenue (outside 16-18 Wade Avenue) and this will be monitored for 90 days.
2. Install a No Right turn sign (R2-6N_R) on the exit approach from Roxy Lane.

| Representative | For | Against |
|-----------------------|------------|----------------|
| TfNSW | Yes | |
| Police | Yes | |
| Member for Murray | Yes | |
| Leeton Shire Council | Yes | |

**Item 3.4 ST VINCENT DE PAUL LOADING BAY - JARRAH STREET
RECOMMENDATION**

THAT the Committee endorses Leeton Shire Council to advise St Vincent De Paul that they undertake all loading and unloading of the truck on the carpark adjacent to the building.

Changes to recommendation: No

| Representative | For | Against |
|-----------------------|------------|----------------|
| TfNSW | Yes | |
| Police | Yes | |
| Member for Murray | Yes | |
| Leeton Shire Council | Yes | |

LEETON SHIRE COUNCIL
Traffic Committee - Tuesday, 10 August 2021

Item 3.5 PINE AVENUE PEDESTRIAN CROSSING

RECOMMENDATION

THAT the Committee request for Transport for NSW to investigate options to convert the current pedestrian crossing on Pine Avenue to a raised pedestrian crossing.

Changes to recommendation: Yes

THAT the Committee endorses Leeton Shire Council to investigate options for the pedestrian crossing moving forward.

| Representative | For | Against |
|-----------------------|------------|----------------|
| TfNSW | Yes | |
| Police | Yes | |
| Member for Murray | Yes | |
| Leeton Shire Council | Yes | |

Item 3.6 LEETON TOWN BAND MOVING PARADE

RECOMMENDATION

THAT the Committee endorses Leeton Shire Council to hold the Leeton Town Band Outback Spectacular moving parade on Saturday 6 November 2021 on Pine Avenue/MR80 as per the Traffic Control Plan, 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 indicated in the application documents.
2. The event organiser will supply a copy of a certificate of currency referring to a current public liability insurance policy noting Transport for NSW and NSW Police as interested parties.
3. Event organisers and participants immediately obey all directions 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 prior to the event, to ensure locals are aware of the event.
6. Failure to comply with any of the above conditions will immediately void this approval.

LEETON SHIRE COUNCIL
Traffic Committee - Tuesday, 10 August 2021

7. Any such approval of traffic management relating to the 2021 Leeton Town Band Festival event be rescinded should the event not be able to meet NSW Public Health Orders of the day.

Changes to recommendation: No

| Representative | For | Against |
|-----------------------|------------|----------------|
| TfNSW | Yes | |
| Police | Yes | |
| Member for Murray | Yes | |
| Leeton Shire Council | Yes | |

NEXT MEETING – TUESDAY 9 NOVEMBER 2.30PM

There being no further business the meeting closed at 3.15pm.

COUNCILLOR ACTIVITY REPORTS

ITEM 10.1 COUNCILLOR ACTIVITY REPORT

| | |
|----------------------------|--|
| RECORD NUMBER | 21/306 |
| RELATED FILE NUMBER | EF21/508 |
| AUTHOR | Executive Assistant to the General Manager and Mayor |

RECOMMENDATION

THAT Council notes the Councillor Activity Reports for the period 29 July 2021 to 25 August 2021.

Cr Paul Maytom

| | |
|----------------|---|
| 29 July 2021 | Griffith City Council Water Forum |
| 30 July 2021 | Photo with the Irrigator regarding the Roxy Theatre and Rotary Club of Leeton – 69 th Rotary Deb of the Ball |
| 3 August 2021 | Infrastructure Working Group Meeting and Additional Councillor Workshop |
| 4 August 2021 | Hospital Meeting with General Manager and <i>The Irrigator</i> |
| 5 August 2021 | Roxy Theatre Forecourt Revision Meeting |
| 6 August 2021 | Local Writer in Residence Book Launch |
| 9 August 2021 | Yanco Town Improvement Committee Meeting |
| 10 August 2021 | Photo with Irrigator regarding Gogeldrie Weir, Multicultural Interagency Meeting and Traffic Committee Meeting |
| 11 August 2021 | Sporting Walk of Fame Meeting and Wattle Hill Drummond Street Design Meeting |
| 12 August 2021 | Meeting with Linking Communities Network Ltd, Airport Committee Meeting |
| 17 August 2021 | Leeton Connect Board Meeting |
| 20 August 2021 | RAMJO Board Meeting and Water NSW Murrumbidgee ROSCCo Meeting |
| 25 August 2021 | Sporting Walk of Fame Meeting |

Cr George Weston

| | |
|----------------|--|
| 3 August 2021 | Additional Councillor Workshop |
| 5 August 2021 | Roxy Theatre Forecourt Revision Meeting |
| 10 August 2021 | Photo with <i>The Irrigator</i> and interview with Prime Television regarding Gogeldrie Weir |
| 12 August 2021 | Community Consultation on Draft Gogeldrie Weir Master Plan |
| 13 August 2021 | Business Chamber Breakfast |

| | |
|----------------|--|
| 14 August 2021 | Community Consultation on Draft Gogeldrie Weir Master Plan |
| 19 August 2021 | SunRice Festival Committee Meeting |

Cr Tracey Morris

| | |
|---------------|---|
| 31 July 2021 | Leeton Parkrun |
| 3 August 2021 | Additional Councillor Workshop |
| 5 August 2021 | Roxy Theatre Forecourt Revision Meeting |

Cr Sandra Nardi

| | |
|---------------|--|
| 30 July 2021 | Photo with <i>The Irrigator</i> regarding the Roxy Theatre |
| 3 August 2021 | Additional Councillor Workshop |
| 9 August 2021 | Yanco Town Improvement and Yanco Community Hall Committee Meetings |

Cr Tony Ciccia

| | |
|----------------|---|
| 3 August 2021 | Infrastructure Working Group Meeting and Additional Councillor Workshop |
| 10 August 2021 | Leeton Local Area Traffic Committee Meeting |

Cr Tony Reneker

| | |
|----------------|---|
| 3 August 2021 | Additional Councillor Workshop |
| 11 August 2021 | Sporting Walk of Fame Meeting |
| 12 August 2021 | Narrandera and Leeton Councils' Airport Committee Meeting |
| 17 August 2021 | Leeton Connect Board Meeting |
| 25 August 2021 | Sporting Walk of Fame Meeting |