



**LEETON**  
SHIRE COUNCIL

**ORDINARY COUNCIL MEETING**  
**AGENDA**

**26 MAY 2021**  
**7.00PM**

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

Authorised for release: Jackie Kruger General Manager

**LEETON SHIRE COUNCIL**

**AGENDA**

**ORDINARY COUNCIL MEETING**

**26 May 2021**

**7.00PM**

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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 April 2021, as circulated, be taken as read and CONFIRMED.

THAT the Minutes of the Extraordinary Council Meeting held on Wednesday 12 May 2021, as circulated, be taken as read and CONFIRMED.

5. DISCLOSURES OF INTERESTS
6. PUBLIC REPRESENTATIONS
7. MAYORAL MINUTES
8. REPORTS TO COUNCIL

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

**PUBLIC REPRESENTATION**

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

Contact Regina Butler – 6953 0938

## 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

- 1<sup>st</sup> Do I have private interest affected by a matter I am officially involved in?
- 2<sup>nd</sup> Is my official role one of influence or perceived influence over the matter?
- 3<sup>rd</sup> 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	<a href="mailto:council@leeton.nsw.gov.au">council@leeton.nsw.gov.au</a>	<a href="http://www.leeton.nsw.gov.au">www.leeton.nsw.gov.au</a>
ICAC	8281 5999 Toll Free 1800 463 909	<a href="mailto:icac@icac.nsw.gov.au">icac@icac.nsw.gov.au</a>	<a href="http://www.icac.nsw.gov.au">www.icac.nsw.gov.au</a>
Office of Local Government	4428 4100	<a href="mailto:olg@olg.nsw.gov.au">olg@olg.nsw.gov.au</a>	<a href="http://www.olg.nsw.gov.au">www.olg.nsw.gov.au</a>
NSW Ombudsman	9286 1000 Toll Free 1800 451 524	<a href="mailto:nswombo@ombo.nsw.gov.au">nswombo@ombo.nsw.gov.au</a>	<a href="http://www.ombo.nsw.gov.au">www.ombo.nsw.gov.au</a>



## GENERAL MANAGER'S MATTERS

### ITEM 8.1 LOCAL GOVERNMENT REMUNERATION TRIBUNAL ANNUAL REPORT AND DETERMINATION

RECORD NUMBER	21/182
RELATED FILE NUMBER	EF10/491
AUTHOR/S	Executive Manager IPR, Governance and Engagement
APPROVER/S	General Manager

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### SUMMARY/PURPOSE

The purpose of this report is to allow Council to fix the fees payable to both Councillors and the Mayor for the 2021/22 financial year.

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### RECOMMENDATION

THAT Council fixes the annual fees for the 2021/22 financial year at the maximum amount allowable, being \$12,400 per Councillor and \$27,060 for the Mayor.

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### REPORT

#### **(a) Background**

The Local Government Remuneration Tribunal (LGRT) released its 2021/22 Annual Report and Determination (**Attachment 1**) on 23 April 2021. The report details the minimum and maximum fees to be paid to Councillors and Mayors in New South Wales (NSW), for each category of Council, from 1 July 2021 to 30 June 2022.

The LGRT is required to report to the Minister for Planning and Public Spaces by 1 May each year as to its determination of categories of councils and the maximum and minimum amounts of fees to be paid to mayors, councillors, and chairpersons and members of county councils.

Section 239 of the *Local Government Act 1993* (the Act) requires the LGRT at least once every 3 years to determine categories for councils and mayoral offices and place each council and mayoral office into one of the categories it has determined.

The Tribunal undertook a significant review of the categories and the allocation of councils into each of those categories in 2020. No changes were made to the category allocation in 2021 and Leeton Shire Council continues to be allocated to the "Rural" category.

The LGRT will next consider the model, the criteria applicable to each category and the allocation of councils in detail in 2023. The current criteria applicable to each of the categories and councils allocated to each category are outlined in the 2021/22 Annual Report and Determination (**Attachment 1**).

In accordance with Section 241 of the Act, the LGRT is also required to make an annual determination on the amount of fees payable to Mayors and Councillors. The LGRT determines the maximum and minimum amount of fees to be paid to Councillors and Mayors in each category of council.

All Councils in NSW are required to annually set their level of fees for both Councillors and the Mayor based upon the outcome of the Tribunal's Determination.

## **(b) Discussion**

The following table details the categories and the determinations for minimum and maximum Councillor and Mayoral Fees for the 2021/22 Financial Year, for all General Purpose Councils in NSW (as at 23 April 2021). Rural fees payable are highlighted in yellow:

Category	Councillor Fees (\$)		Mayoral Fees* (\$)	
	Minimum	Maximum	Minimum	Maximum
Principal CBD (1)	28,190	41,340	172,480	226,960
Major CBD (1)	18,800	34,820	39,930	112,520
Metropolitan Large (12)	18,800	31,020	39,940	90,370
Metropolitan Medium (8)	14,100	26,310	29,950	69,900
Metropolitan Small (8)	9,370	20,690	19,970	45,110
Major Regional City (2)	18,800	32,680	39,940	101,800
Regional Strategic Area (1)	18,800	32,680	39,940	101,800
Regional Centre (24)	14,100	24,810	29,330	61,280
Regional Rural (13)	9,370	20,690	19,970	45,140
<b>Rural (57)</b>	<b>9,370</b>	<b>12,400</b>	<b>9,980</b>	<b>27,060</b>

\* This fee must be paid in addition to the fee paid to the Mayor as a Councillor (Section 249(2) of the Act).

Sections 248 and 249 of the Act require Councils to fix the annual fees paid to Councillors (including the Mayor) and the Mayor as separate allowances. The fees fixed by the Council must be in the range determined by the LGRT and it is mandatory for the fees to be paid to the Mayor and Councillors.

Should Council not fix an annual fee, then in accordance with Section 248 (4) and 249 (4) of the Act the minimum remuneration levels as determined by the LGRT will apply.

A Council may pay the Deputy Mayor (if there is one) a fee determined by the Council for such time as the Deputy Mayor acts in the Office of the Mayor. The amount of the fee so paid must be deducted from the Mayor's annual fee (Section 249 (5) of the Act).

The LGRT advises that pursuant to Section 242A (1) of the Act, in determining the fees for Councillors and the Mayors, it is required to give effect to the same policies on increases to remuneration as those that the Industrial Relations Commission is required to give effect to under Section 146C of the *Industrial Relations Act 1996* (IRA), when making or varying awards or orders relating to the conditions of employment of public sector employees.

The current policy on wages is that public sector wages cannot increase by more than 2.5% and this includes the minimum and maximum fees payable to Councillors and Mayors. As part of its findings the Tribunal recommended a 2% increase in fees allocated to Councillors and Mayors from 1 July 2021. This is consistent with the Government's policy on wages.

The Tribunal report recommends the following minimum and maximum Councillor/Mayoral fees for a Council of our size (Category – Rural):

Fee	Minimum (\$)	Maximum (\$)
Councillors	9,370	12,400
Mayoral (additional to Councillor fee)	9,980	27,060

In recent years Council has accepted the maximum increase of the LGRT as follows:

Financial Year	Tribunal Increase (%)	Council Increase (%)
2020/21	2%	2%
2019/20	0%	0%
2018/19	2.5	2.5
2017/18	2.5	2.5
2016/17	2.5	2.5

The following table details the maximum fees for Councillors and the Mayor over the past four years and for the 2021/22 financial year.

Fee	2017/18	2018/19	2019/20	2020/21	2020/22
Councillors	\$11,570	\$11,860	\$12,160	\$12,160	\$12,400
Mayoral (additional to Councillor fee)	\$25,250	\$25,880	\$26,530	\$26,530	\$27,060

To assist in the determination of what annual fee to fix for Councillors and the Mayor for the period 1 July 2021 to 30 June 2022, Councillors may wish to take the following into consideration during their deliberations:

- The time required to attend and prepare for Wednesday night meetings.

- The time required to attend other meetings, community consultation meetings and other reference groups.
- The time taken to attend individual representations made by members of the community.
- The additional benefits provided (reimbursements) to Councillors in the Payment of Expenses and Provision of Facilities to the Mayor and Councillors Policy.

Consideration should also be given to the limited facilities provided to Councillors. Although Leeton Shire Council provides Councillors with an iPad, it does not provide Councillors (other than the Mayor) with items such as motor vehicles and mobile telephones.

In conclusion, Council is required to set the annual fee to be paid to the Mayor and Councillors and to determine whether a separate fee or allowance is to be paid to the Deputy Mayor. The annual fee must be within the range determined by the LGRT.

### **(c) Options**

1. THAT Council fixes the annual fees for the 2021/22 financial year at the maximum amount allowable, being \$12,400 per Councillor and \$27,060 for the Mayor. **This is the recommended option.**
2. THAT Council fixes the annual fees for the 2021/22 financial year at the minimum amount allowable, being \$9,370 per Councillor and \$9,980 for the Mayor. Should Council select this option, Councillors would receive \$2,790 per year less than they do at present with the Mayor receiving a further reduction of \$16,550.
3. THAT Council fixes the annual fees for the 2021/22 financial year at the current amount being paid, being \$12,160 per Councillor and \$26,530 for the Mayor. Should Council select this option, Councillors would maintain their current level of remuneration.

## **IMPLICATIONS TO BE ADDRESSED**

### **(a) Financial**

Council's Draft Budget for the 2021/22 Financial Year includes a budget allocation that allows for the payment of the maximum fee level as determined by the Tribunal (\$12,400 per Councillor or a total of \$111,600 for 9 Councillors for the 2021/22 Financial Year and \$27,060 for the Mayor for the 2021/22 Financial Year). The Draft Budget has a total allocation of \$141,684 for Councillor Fees and the Mayoral Fee for the 2021/22 Financial Year.

### **(b) Policy**

Payment of Expenses and Provision of Facilities to Mayor and Councillors

### **(c) Legislative/Statutory**

*Local Government Act 1993* (Sections 239, 241, 242A 248 and 249)  
Local Government Remuneration Tribunal Annual Report and Determination

*Industrial Relations Act 1996*

**(d) Risk**

Nil

**CONSULTATION**

**(a) External**

Nil

**(b) Internal**

Manager Finance  
General Manager

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

Under the Key Priority Area THEME 6 - "STRONG LEADERSHIP" within Council's adopted Delivery Program/Operational Plan – 20 - A community that is always on the front foot – 20a is to "Ensure the aspirations of the community are delivered – Operate an efficient and effective Local Government Administration."

**ATTACHMENTS**

- 1 [↓](#) Annual Report and Determination - Local Government Remuneration Tribunal 2021

# Local Government Remuneration Tribunal

Annual Report and  
Determination

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*Annual report and determination under sections  
239 and 241 of the Local Government Act 1993*

**23 April  
2021**

[NSW Remuneration Tribunals website](#)

## Local Government Remuneration Tribunal

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## **Local Government Remuneration Tribunal**

### **Executive Summary**

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The *Local Government Act 1993* (the LG Act) requires the Local Government Remuneration Tribunal (the Tribunal) to report to the Minister for Local Government by 1 May each year on its determination of categories of councils and the maximum and minimum amounts of fees to be paid to mayors, councillors, and chairpersons and members of county councils.

#### **Categories**

The Tribunal found the allocation of councils into the current categories appropriate. Criteria for each category is published in Appendix 1. These categories have not changed further to the extensive review undertaken as part of the 2020 review.

#### **Fees**

The Tribunal determined a 2 per cent increase in the minimum and maximum fees applicable to each category.



## Local Government Remuneration Tribunal

### Section 1 Introduction

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1. Section 239 of the LG Act provides that the Tribunal determine the categories of councils and mayoral offices and to place each council and mayoral office into one of those categories.
2. Section 241 of the LG Act provides that the Tribunal determine the maximum and minimum amount of fees to be paid to mayors and councillors of councils, as well as chairpersons and members of county councils for each of the categories determined under section 239.
3. Section 242A (1) of the LG Act, requires the Tribunal to give effect to the same policies on increases in remuneration as those of the Industrial Relations Commission.
4. However, the Tribunal can determine that a council be placed in another existing or a new category with a higher range of fees without breaching the Government's wage policy as per section 242A (3) of the LG Act.
5. The Tribunal's determinations take effect from 1 July in each year.

### Section 2 2020 Determination

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6. Section 239 of the LG Act requires the Tribunal to determine the categories of councils and mayoral offices at least once every 3 years.
7. The Tribunal undertook an extensive review of the categories and allocation of councils into each of those categories as part of the 2020 review.
8. Like the review undertaken in 2017, the Tribunal examined a range of statistical and demographic data and considered the submissions of councils, Local Government NSW (LGNSW) and Regional Cities NSW.
9. The Tribunal determined to retain a categorisation model which differentiates councils primarily based on their geographic location and the other factors including population, the sphere of the council's economic influence and the degree of regional servicing.
10. The categories of general purpose councils were determined as follows:

<b>Metropolitan</b>	<b>Non-Metropolitan</b>
<ul style="list-style-type: none"><li>• Principal CBD</li><li>• Major CBD</li><li>• Metropolitan Large</li><li>• Metropolitan Medium</li><li>• Metropolitan Small</li></ul>	<ul style="list-style-type: none"><li>• Major Regional City</li><li>• Major Strategic Area</li><li>• Regional Strategic Area</li><li>• Regional Centre</li><li>• Regional Rural</li><li>• Rural</li></ul>

11. Given the impact of the bushfires and the COVID-19 pandemic on the state and federal economies and wellbeing of communities, the Tribunal determined no increase in the minimum and maximum fees applicable to each existing category.
12. The Determination was made on 10 June 2020 in accordance with the Local Government (General) Amendment (COVID-19) Regulation 2020 which extended the

## Local Government Remuneration Tribunal

time for making of the determination to no later than 1 July 2020.

13. On 10 August 2020 the Tribunal received a direction from the Minister for Local Government, the Hon Shelley Hancock MP, to review the categorisation of Bayside Council. The Tribunal found that Bayside met the criteria to be classified as Metropolitan Large – having both a resident and non-resident working population (minimum 50,000) exceeding 200,000.
14. The Tribunal's 2020 determination was amended by the special determination on 17 August 2020 for Bayside Council be re-categorised as Metropolitan Large for remuneration purposes with effect from 1 July 2020.

## Section 3 2021 Review

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### 2021 Process

15. The Tribunal wrote to all mayors or general managers and LGNSW in February 2021 to advise of the commencement of the 2021 review and invite submissions. This correspondence advised that the Tribunal completed an extensive review of categories in 2020 and as this is only required every three years, consideration would be next be given in 2023. Submissions received requesting to be moved into a different category as part of the 2021 review would only be considered were there was a strong, evidence-based case.
16. Eighteen submissions were received – seventeen from individual councils and a submission from LGNSW. It was not possible from some submissions to ascertain if they had been council endorsed. The Tribunal also met with the President and Chief Executive of LGNSW.
17. The Tribunal discussed the submissions at length with the assessors.
18. The Tribunal acknowledged difficulties imposed by COVID19 and, on some councils the bushfires and floods.
19. Submissions from councils in regional and remote locations that raised the unique challenges experienced by mayors and councillors which included difficulties with connectivity and the travel required in sometimes very difficult circumstances were also acknowledged.
20. A summary of the matters raised in the received submissions and the Tribunal's consideration of those matters is outlined below.

### Categorisation

21. Nine council submissions requested recategorisation. Four of these requests sought the creation new categories.
22. The Tribunal found that the current categories and allocation of councils to these categories remained appropriate. The Tribunal's finding had regard to the 2020 review, the current category model and criteria and the evidence put forward in the received submissions.
23. A summary of the individual council submissions that sought recategorisation is below.

### Metropolitan Large Councils

24. Blacktown City Council requested the creation of a new category of Metropolitan Large – Growth Area.
25. Penrith City Council requested the creation of a new category Metropolitan Large –

## Local Government Remuneration Tribunal

Growth Centre.

26. Liverpool City Council requested recategorisation to Major CBD.
27. The Tribunal noted that an extensive review of the current category model was completed in 2020 and would be next considered in 2023. The Tribunal noted that the criteria required for recategorisation was not yet met and that current council allocations remained appropriate.

### Metropolitan Small Councils

28. The City of Canada Bay sought recategorisation to Metropolitan Medium. The Tribunal noted that the criteria required for recategorisation was not yet met.

### Major Regional City Councils

29. The City of Newcastle requested review and creation of a new category of "Gateway City" with comparable characteristics to the Major CBD category and a similar fee structure. The Tribunal noted that an extensive review of the current category model was completed in 2020 and would be next considered in 2023.

### Regional Centre

30. Tweed Shire Council requested recategorisation to Regional Strategic Area. The Tribunal noted that the criteria required for recategorisation was not yet met.

### Rural Councils

31. Federation Council requested recategorisation into a new category of Regional.
32. Narromine Shire Council sought recategorisation but did not specify a category for consideration.
33. Yass Valley Council sought recategorisation to Regional Rural.
34. The Tribunal noted that an extensive review of the current category model was completed in 2020 and would be next considered in 2023. The Tribunal noted that the criteria required for recategorisation was not yet met and that current council allocations remained appropriate.

### Fees

35. The Tribunal determined a 2.0 per cent increase in the minimum and maximum fees applicable to each category. A summary of the matters the Tribunal considered when making this determination is outlined below.
36. Submissions that addressed fees sought an increase of 2.5 per cent or greater. These submissions raised similar issues to warrant an increase which included the significant workload, responsibilities, capabilities, duties and expanding nature of mayor and councillor roles. Some submissions also suggested that an increase in remuneration may assist in improving the diversity of potential candidates.
37. The 2021-22 rate peg for NSW Councils was set at 2.0 per cent by the Independent Pricing and Regulatory Tribunal (IPART). The rate peg is the maximum percentage amount by which a council may increase its general income for the year.
38. Employees under the *Local Government (State) Award 2020* will receive a 2.0 per cent increase in rates of pay from the first full pay period to commence on or after 1 July 2021.
39. Section 242A of the LG Act provides that when determining the fees payable in each of the categories, the Tribunal is required to give effect to the same policies on increases in remuneration as the Industrial Relations Commission is required to give effect to under section 146C of the *Industrial Relations Act 1996* (IR Act), when making or


### **Local Government Remuneration Tribunal**

varying awards or orders relating to the conditions of employment of public sector employees.

40. The current government policy on wages pursuant to section 146C(1)(a) of the IR Act is articulated in *the Industrial Relations (Public Sector Conditions of Employment) Regulation 2014* (IR Regulation 2014). The IR Regulation provides that public sector wages cannot increase by more than 2.5 per cent. As such, the Tribunal has discretion to determine an increase of up to 2.5 per cent.
41. On 31 March 2021, Premiers Memorandum M2021-09 issued the *NSW Public Sector Wages Policy 2021* reflecting the Government's decision to provide annual wage increases of up to 1.5 per cent. The IR Regulation has not been amended to reflect this position.

### **Conclusion**

42. The Tribunal's determinations have been made with the assistance of Assessors Ms Kylie Yates and Mr Tim Hurst.
43. It is the expectation of the Tribunal that in the future all submissions have council endorsement.
44. Determination 1 outlines the allocation of councils into each of the categories as per section 239 of the LG Act.
45. Determination 2 outlines the maximum and minimum fees paid to councillors and mayors and members and chairpersons of county councils as per section 241 of the LG Act.



Viv May PSM

**Local Government Remuneration Tribunal**

Dated: 23 April 2021

## Local Government Remuneration Tribunal

### Section 4 2021 Determinations

**Determination No. 1 - Allocation of councils into each of the categories as per section 239 of the LG Act effective from 1 July 2021**

**Table 1: General Purpose Councils - Metropolitan**

Principal CBD (1)	Major CBD (1)
Sydney	Parramatta

Metropolitan Large (12)	Metropolitan Medium (8)
Bayside	Campbelltown
Blacktown	Camden
Canterbury-Bankstown	Georges River
Cumberland	Hornsby
Fairfield	Ku-ring-gai
Inner West	North Sydney
Liverpool	Randwick
Northern Beaches	Willoughby
Penrith	
Ryde	
Sutherland	
The Hills	

Metropolitan Small (8)
Burwood
Canada Bay
Hunters Hill
Lane Cove
Mosman
Strathfield
Waverley
Woollahra



## Local Government Remuneration Tribunal

**Table 2: General Purpose Councils - Non-Metropolitan**

Major Regional City (2)	Major Strategic Area (1)	Regional Strategic Area (1)
Newcastle	Central Coast	Lake Macquarie
Wollongong		

Regional Centre (24)		Regional Rural (13)
Albury	Mid-Coast	Bega
Armidale	Orange	Broken Hill
Ballina	Port Macquarie-Hastings	Byron
Bathurst	Port Stephens	Eurobodalla
Blue Mountains	Queanbeyan-Palerang	Goulburn Mulwaree
Cessnock	Shellharbour	Griffith
Clarence Valley	Shoalhaven	Kempsey
Coffs Harbour	Tamworth	Kiama
Dubbo	Tweed	Lithgow
Hawkesbury	Wagga Wagga	Mid-Western
Lismore	Wingecarribee	Richmond Valley Council
Maitland	Wollondilly	Singleton
		Snowy Monaro

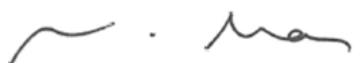
Rural (57)			
Balranald	Cootamundra-Gundagai	Junee	Oberon
Bellingen	Cowra	Kyogle	Parkes
Berrigan	Dungog	Lachlan	Snowy Valleys
Bland	Edward River	Leeton	Temora
Blayney	Federation	Liverpool Plains	Tenterfield
Bogan	Forbes	Lockhart	Upper Hunter
Bourke	Gilgandra	Moree Plains	Upper Lachlan
Brewarrina	Glen Innes Severn	Murray River	Uralla
Cabonne	Greater Hume	Murrumbidgee	Walcha
Carrathool	Gunnedah	Muswellbrook	Walgett
Central Darling	Gwydir	Nambucca	Warren
Cobar	Hay	Narrabri	Warrumbungle
Coolamon	Hilltops	Narrandera	Weddin
Coonamble	Inverell	Narromine	Wentworth

### Local Government Remuneration Tribunal

Rural (57)	
	Yass

**Table 3: County Councils**

Water (4)	Other (6)
Central Tablelands	Castlereagh-Macquarie
Goldenfields Water	Central Murray
Riverina Water	Hawkesbury River
Rous	New England Tablelands
	Upper Hunter
	Upper Macquarie



Viv May PSM

**Local Government Remuneration Tribunal**

Dated: 23 April 2021

### Local Government Remuneration Tribunal


#### Determination No. 2 - Fees for Councillors and Mayors as per section 241 of the LG Act effective from 1 July 2021

The annual fees to be paid in each of the categories to Councillors, Mayors, Members and Chairpersons of County Councils effective on and from 1 July 2021 as per section 241 of the *Local Government Act 1993* are determined as follows:

**Table 4: Fees for General Purpose and County Councils**

Category		Councillor/Member Annual Fee (\$) effective 1 July 2021		Mayor/Chairperson Additional Fee* (\$) effective 1 July 2021	
		Minimum	Maximum	Minimum	Maximum
General Purpose Councils - Metropolitan	Principal CBD	28,190	41,340	172,480	226,960
	Major CBD	18,800	34,820	39,940	112,520
	Metropolitan Large	18,800	31,020	39,940	90,370
	Metropolitan Medium	14,100	26,310	29,950	69,900
	Metropolitan Small	9,370	20,690	19,970	45,110
General Purpose Councils - Non-Metropolitan	Major Regional City	18,800	32,680	39,940	101,800
	Major Strategic Area	18,800	32,680	39,940	101,800
	Regional Strategic Area	18,800	31,020	39,940	90,370
	Regional Centre	14,100	24,810	29,330	61,280
	Regional Rural	9,370	20,690	19,970	45,140
	Rural	9,370	12,400	9,980	27,060
County Councils	Water	1,860	10,340	4,000	16,990
	Other	1,860	6,180	4,000	11,280

\*This fee must be paid in addition to the fee paid to the Mayor/Chairperson as a Councillor/Member (s.249(2)).



Viv May PSM

**Local Government Remuneration Tribunal**

Dated: 23 April 2021



## Local Government Remuneration Tribunal

### Appendices

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#### Appendix 1 Criteria that apply to categories

##### Principal CBD

The Council of the City of Sydney (the City of Sydney) is the principal central business district (CBD) in the Sydney Metropolitan area. The City of Sydney is home to Sydney's primary commercial office district with the largest concentration of businesses and retailers in Sydney. The City of Sydney's sphere of economic influence is the greatest of any local government area in Australia.

The CBD is also host to some of the city's most significant transport infrastructure including Central Station, Circular Quay and International Overseas Passenger Terminal. Sydney is recognised globally with its iconic harbour setting and the City of Sydney is host to the city's historical, cultural and ceremonial precincts. The City of Sydney attracts significant visitor numbers and is home to 60 per cent of metropolitan Sydney's hotels.

The role of Lord Mayor of the City of Sydney has significant prominence reflecting the CBD's importance as home to the country's major business centres and public facilities of state and national importance. The Lord Mayor's responsibilities in developing and maintaining relationships with stakeholders, including other councils, state and federal governments, community and business groups, and the media are considered greater than other mayoral roles in NSW.

##### Major CBD

The Council of the City of Parramatta (City of Parramatta) is the economic capital of Greater Western Sydney and the geographic and demographic centre of Greater Sydney. Parramatta is the second largest economy in NSW (after Sydney CBD) and the sixth largest in Australia.

As a secondary CBD to metropolitan Sydney the Parramatta local government area is a major provider of business and government services with a significant number of organisations relocating their head offices to Parramatta. Public administration and safety have been a growth sector for Parramatta as the State Government has promoted a policy of moving government agencies westward to support economic development beyond the Sydney CBD.

The City of Parramatta provides a broad range of regional services across the Sydney Metropolitan area with a significant transport hub and hospital and educational facilities. The City of Parramatta is home to the Westmead Health and Medical Research precinct which represents the largest concentration of hospital and health services in Australia, servicing Western Sydney and providing other specialised services for the rest of NSW.

The City of Parramatta is also home to a significant number of cultural and sporting facilities (including Sydney Olympic Park) which draw significant domestic and international visitors to the region.

## Local Government Remuneration Tribunal

### Metropolitan Large

Councils categorised as Metropolitan Large will typically have a minimum residential population of 200,000.

Councils may also be categorised as Metropolitan Large if their residential population combined with their non-resident working population exceeds 200,000. To satisfy this criteria the non-resident working population must exceed 50,000.

Other features may include:

- total operating revenue exceeding \$200M per annum
- the provision of significant regional services to greater Sydney including, but not limited to, major education, health, retail, sports, other recreation and cultural facilities
- significant industrial, commercial and residential centres and development corridors
- high population growth.

Councils categorised as Metropolitan Large will have a sphere of economic influence and provide regional services considered to be greater than those of other metropolitan councils.

### Metropolitan Medium

Councils categorised as Metropolitan Medium will typically have a minimum residential population of 100,000.

Councils may also be categorised as Metropolitan Medium if their residential population combined with their non-resident working population exceeds 100,000. To satisfy this criteria the non-resident working population must exceed 50,000

Other features may include:

- total operating revenue exceeding \$100M per annum
- services to greater Sydney including, but not limited to, major education, health, retail, sports, other recreation and cultural facilities
- industrial, commercial and residential centres and development corridors
- high population growth.

The sphere of economic influence, the scale of council operations and the extent of regional servicing would be below that of Metropolitan Large councils.

## Local Government Remuneration Tribunal

### Metropolitan Small

Councils categorised as Metropolitan Small will typically have a residential population less than 100,000.

Other features which distinguish them from other metropolitan councils include:

- total operating revenue less than \$150M per annum.

While these councils may include some of the facilities and characteristics of both Metropolitan Large and Metropolitan Medium councils the overall sphere of economic influence, the scale of council operations and the extent of regional servicing would be below that of Metropolitan Medium councils.

### Major Regional City

Newcastle City Council and Wollongong City Councils are categorised as Major Regional City. These councils:

- are metropolitan in nature with major residential, commercial and industrial areas
- typically host government departments, major tertiary education and health facilities and incorporate high density commercial and residential development
- provide a full range of higher order services and activities along with arts, culture, recreation, sporting and entertainment facilities to service the wider community and broader region
- have significant transport and freight infrastructure servicing international markets, the capital city and regional areas
- have significant natural and man-made assets to support diverse economic activity, trade and future investment
- typically contain ventures which have a broader State and national focus which impact upon the operations of the council.

### Major Strategic Area

Councils categorised as Major Strategic Area will have a minimum population of 300,000.

Other features may include:

- health services, tertiary education services and major regional airports which service the surrounding and wider regional community
- a full range of high-order services including business, office and retail uses with arts, culture, recreation and entertainment centres
- total operating revenue exceeding \$250M per annum
- significant visitor numbers to established tourism ventures and major events that attract state and national attention
- a proximity to Sydney which generates economic opportunities.

Currently, only Central Coast Council meets the criteria to be categorised as a Major Strategic Area. Its population, predicted population growth, and scale of the Council's operations warrant that it be differentiated from other non-metropolitan councils. Central Coast Council is also a

## Local Government Remuneration Tribunal

significant contributor to the regional economy associated with proximity to and connections with Sydney and the Hunter Region.

### Regional Strategic Area

Councils categorised as Regional Strategic Area are differentiated from councils in the Regional Centre category on the basis of their significant population and will typically have a residential population above 200,000.

Other features may include:

- health services, tertiary education services and major regional airports which service the surrounding and wider regional community
- a full range of high-order services including business, office and retail uses with arts, culture, recreation and entertainment centres
- total operating revenue exceeding \$250M per annum
- significant visitor numbers to established tourism ventures and major events that attract state and national attention
- a proximity to Sydney which generates economic opportunities.

Currently, only Lake Macquarie Council meets the criteria to be categorised as a Regional Strategic Area. Its population and overall scale of council operations will be greater than Regional Centre councils.

### Regional Centre

Councils categorised as Regional Centre will typically have a minimum residential population of 40,000.

Other features may include:

- a large city or town providing a significant proportion of the region's housing and employment
- health services, tertiary education services and major regional airports which service the surrounding and wider regional community
- a full range of high-order services including business, office and retail uses with arts, culture, recreation and entertainment centres
- total operating revenue exceeding \$100M per annum
- the highest rates of population growth in regional NSW
- significant visitor numbers to established tourism ventures and major events that attract state and national attention
- a proximity to Sydney which generates economic opportunities.

Councils in the category of Regional Centre are often considered the geographic centre of the region providing services to their immediate and wider catchment communities.

## Local Government Remuneration Tribunal

### Regional Rural

Councils categorised as Regional Rural will typically have a minimum residential population of 20,000.

Other features may include:

- a large urban population existing alongside a traditional farming sector, and are surrounded by smaller towns and villages
- health services, tertiary education services and regional airports which service a regional community
- a broad range of industries including agricultural, educational, health, professional, government and retail services
- large visitor numbers to established tourism ventures and events.

Councils in the category of Regional Rural provide a degree of regional servicing below that of a Regional Centre.

### Rural

Councils categorised as Rural will typically have a residential population less than 20,000.

Other features may include:

- one or two significant townships combined with a considerable dispersed population spread over a large area and a long distance from a major regional centre
- a limited range of services, facilities and employment opportunities compared to Regional Rural councils
- local economies based on agricultural/resource industries.

### County Councils - Water

County councils that provide water and/or sewerage functions with a joint approach in planning and installing large water reticulation and sewerage systems.

### County Councils - Other

County councils that administer, control and eradicate declared noxious weeds as a specified Local Control Authority under the *Biosecurity Act 2015*.



**ITEM 8.2 YOUTH DEVELOPMENT GRANT APPLICATION - SARI LEIGHTON**

<b>RECORD NUMBER</b>	21/148
<b>RELATED FILE NUMBER</b>	EF10/292
<b>AUTHOR/S</b>	Corporate and Community Planning Officer
<b>APPROVER/S</b>	Executive Manager IPR, Governance and Engagement

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**SUMMARY/PURPOSE**

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

---

**RECOMMENDATION**

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

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**REPORT**

**(a) Background**

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

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

The request for funding assistance was lodged with Council on Monday 26 April 2021.

**(b) Discussion**

Sari was selected as one of the members of the Riverina team as result of competing in and placing in the 14 years female 50m Freestyle at the Riverina Secondary Swimming Championships held in Leeton on 1 March 2021.

**(c) Options**

Council has the following options available:

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

2. Reject the application.

### **IMPLICATIONS TO BE ADDRESSED**

#### **(a) Financial**

The Quick Response and Youth Development Category of the Community Strengthening Grants program has an annual budget of \$10,000. Each year \$1,175 is allocated for annual donations to each school in the Shire for end-of-year presentations. To date, \$1,000 of the allocation has been utilised for Quick Response and Youth Development Grants. This leaves \$7,825 in the budget for Quick Response and Youth Development Grants. If the two applications being tabled at this Council meeting are approved by Council, there will be \$7,325 remaining in the account.

#### **(b) Policy**

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

#### **(c) Legislative/Statutory**

Nil

#### **(d) Risk**

Nil

### **CONSULTATION**

#### **(a) External**

Staff have consulted with the parent of the applicant.

#### **(b) Internal**

Accountant

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

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

### **ATTACHMENTS**

- 1 [Sari Leighton - Youth Development Grant Application](#)

YOUTH DEVELOPMENT GRANT



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

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

Has the event occurred already?

Yes  No

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

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

INDIVIDUAL APPLICANT DETAILS

Name of Applicant	SARI LEIGHTON
Postal Address:	
Email:	
Phone:	

EVENT/ACTIVITY

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

2021 NSWCHS Swimming & Diving State Championships

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

State Swimming Championships to be held at Sydney Olympic Park and Aquatic Centre

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

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

What date/will the activity/event occur:

Wednesday 28th - Friday 30th April



**SUPPORTING EVIDENCE**

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

1. Riverina Representative concert form
2. LHS Forebook post

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

Contact Name: Kellie Goman Contact Number: 0269532 122

**OTHER SUPPORT**

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

Anticipated expenses

Travel:	\$ 150
Accommodation:	\$250
Living expenses:	\$150
Other (please list):	\$65
Total expenditure:	\$ 615

Anticipated income

Funding from third parties:	\$
Personal financial contribution: <u>Parents</u>	<u>fulman.unt</u>
Other (please list):	\$
Total income:	\$615

**CERTIFICATION**

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

Name:	<u>Sari Leighton</u>
Date:	<u>20.4.21</u>
Signature:	<u>Sari Leighton</u>



LeetonHigh School

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Our 2021 Riverina Swimming Representatives off the the NSW CHS Swimming Championships in Term 2.

Individual Competitors - Tamika Rourke, Sebastian Crelley, Sari Leighton, Jack Miller, Raith Henman and Samantha Wharely

Boys 13 Years Relay - Conner Holden, Vula Wate, Kian Henman and Tennyson Sales

All-Age Girls Relay - Madeline Irvin, Madeleine Glenn, Tamika Rourke, Amelia Irvin, Samantha Wharely and Brooke Eglinton

All-Age Boys Relay - Sebastian Crelley, Conner Holden, Jhi Grundy, Thomas Heins, Luca Deaton and Taj Lepper.



**ITEM 8.3      YOUTH DEVELOPMENT GRANT APPLICATION - CONNOR HOLDEN**

<b>RECORD NUMBER</b>	21/149
<b>RELATED FILE NUMBER</b>	EF10/292
<b>AUTHOR/S</b>	Corporate and Community Planning Officer
<b>APPROVER/S</b>	Executive Manager IPR, Governance and Engagement

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**SUMMARY/PURPOSE**

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

---

**RECOMMENDATION**

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

---

**REPORT**

**(a) Background**

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

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

The request was lodged with Council on Monday 26 April 2021.

**(b) Discussion**

Connor was selected as one of the members of the Riverina team as result of competing in and placing in the 12–19 years boys 6x50m freestyle relay and the 13 years boys 200m freestyle relay at the Riverina Secondary Swimming Championships held in Leeton on 1 March 2021.

**(c) Options**

Council has the following options available:

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

2. Reject the application.

### **IMPLICATIONS TO BE ADDRESSED**

#### **(a) Financial**

The Quick Response and Youth Development Category of the Community Strengthening Grants program has an annual budget of \$10,000. Each year \$1,175 is allocated for annual donations to each school in the Shire for end-of-year presentations. To date, \$1,000 of the allocation has been utilised for Quick Response and Youth Development Grants. This leaves \$7,825 in the budget for Quick Response and Youth Development Grants. If the two applications being tabled at this Council meeting are approved by Council, there will be \$7,325 remaining in the account.

#### **(b) Policy**

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

#### **(c) Legislative/Statutory**

Nil

#### **(d) Risk**

Nil

### **CONSULTATION**

#### **(a) External**

Staff have consulted with the parent of the applicant.

#### **(b) Internal**

Accountant

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

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

### **ATTACHMENTS**

- 1 [Connor Holden - Youth Development Grant Application](#)

## YOUTH DEVELOPMENT GRANT



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

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

Has the event occurred already?

Yes  No

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

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

### INDIVIDUAL APPLICANT DETAILS

Name of Applicant	CONNOR HOLDEN
Postal Address:	
Email:	
Phone:	

### EVENT/ACTIVITY

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

NSWCHSSA SWIMMING CHAMPIONSHIPS

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

State swimming

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

BOYS 12-19 6x 50 FREESTYLE RELAY

BOYS 13+ 200 FREESTYLE RELAY

What date/s will the activity/event occur: Thursday 29th April 2021



**SUPPORTING EVIDENCE**

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

Please list evidence below.

1. consent form
2. program

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

Contact Name: Kellie Coman

Contact Number: 02 69532122

**OTHER SUPPORT**

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

Anticipated expenses

Travel:	\$ 200
Accommodation:	\$ 203
Living expenses:	\$ 100
Other (please list): <u>Levy</u>	\$ 65
Total expenditure:	\$ 568

Anticipated income

Funding from third parties:	\$ 50
Personal financial contribution:	\$ 500
Other (please list):	\$ -
Total income:	\$ 550

**CERTIFICATION**

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

Name:	<u>Rachael White</u>
Date:	<u>18/04/21</u>
Signature:	<u>[Signature]</u>

Day 2 - Thursday, 29 April 2021. Starting time 8:30am  
Session 3  
41.04  
38.96  
19.10

Round	Event no.	Event	Starts at
Prelims	45	Girls 12 Year Old 50 Freestyle	8:30 AM
Prelims	46	Boys 12 Year Old 50 Freestyle	8:34 AM
Prelims	47	Girls 13 Year Old 50 Freestyle	8:38 AM
Prelims	48	Boys 13 Year Old 50 Freestyle	8:42 AM
Prelims	49	Girls 14 Year Old 50 Freestyle	8:46 AM
Prelims	50	Boys 14 Year Old 50 Freestyle	8:49 AM
Prelims	51	Girls 15 Year Old 50 Freestyle	8:52 AM
Prelims	52	Boys 15 Year Old 50 Freestyle	8:57 AM
Prelims	53	Girls 16 Year Old 50 Freestyle	9:01 AM
Prelims	54	Boys 16 Year Old 50 Freestyle	9:05 AM
Prelims	55	Girls 17-19 50 Freestyle	9:08 AM
Prelims	56	Boys 17-19 50 Freestyle	9:12 AM
Finals	57	Girls 12-15 50 Freestyle Multi-Class	9:15 AM
Finals	58	Boys 12-15 50 Freestyle Multi-Class	9:18 AM
Finals	59	Girls 16-19 50 Freestyle Multi-Class	9:23 AM
Finals	60	Boys 16-19 50 Freestyle Multi-Class	9:25 AM
Prelims	61	Girls Open 200 4x50 Medley Relay	9:28 AM
Prelims	62	Boys Open 200 4x50 Medley Relay	9:39 AM
Prelims	63	Girls 12 Year Old 4x50 Freestyle Relay	9:50 AM
Prelims	64	Boys 12 Year Old 4x50 Freestyle Relay	10:01 AM
Prelims	65	Girls 13 Year Old 4x50 Freestyle Relay	10:09 AM
Prelims	66	Boys 13 Year Old 4x50 Freestyle Relay	10:19 AM
Prelims	67	Girls 14 Year Old 4x50 Freestyle Relay	10:28 AM
Prelims	68	Boys 14 Year Old 4x50 Freestyle Relay	10:37 AM
Prelims	69	Girls 15 Year Old 4x50 Freestyle Relay	10:46 AM
Prelims	70	Boys 15 Year Old 4x50 Freestyle Relay	10:56 AM
Prelims	71	Girls 16 Year Old 4x50 Freestyle Relay	11:05 AM
Prelims	72	Boys 16 Year Old 4x50 Freestyle Relay	11:14 AM
Prelims	73	Girls 17-19 4x50 Freestyle Relay	11:22 AM
Prelims	74	Boys 17-19 4x50 Freestyle Relay	11:31 AM
Prelims	75	Girls 12 Year Old 100 Breaststroke	11:39 AM
Prelims	76	Boys 12 Year Old 100 Breaststroke	11:46 AM
Prelims	77	Girls 13 Year Old 100 Breaststroke	11:55 AM
Prelims	78	Boys 13 Year Old 100 Breaststroke	12:01 PM
Prelims	79	Girls 14 Year Old 100 Breaststroke	12:10 PM
Prelims	80	Boys 14 Year Old 100 Breaststroke	12:17 PM

Prelims	81	Girls 15 Year Old 100 Breaststroke	12:23 PM
Prelims	82	Boys 15 Year Old 100 Breaststroke	12:30 PM
Prelims	83	Girls 16 Year Old 100 Breaststroke	12:39 PM
Prelims	84	Boys 16 Year Old 100 Breaststroke	12:45 PM
Prelims	85	Girls 17-19 100 Breaststroke	12:52 PM
Prelims	86	Boys 17-19 100 Breaststroke	12:58 PM
Finals	87	Mixed Open 12x50 Freestyle Relay	1:05 PM
Finals	88	Girls Open 4x50 Freestyle Invitational Relay	1:12 PM
Finals	89	Boys Open 4x50 Freestyle Invitational Relay	1:16 PM

Day 2 - Thursday, 29 April 2021. Starting time 1:45pm

Session 4

Round	Event no.	Event	Starts at
Finals	90	Girls 12-15 50 Breaststroke Multi-Class	1:45 PM
Finals	91	Boys 12-15 50 Breaststroke Multi-Class	1:47 PM
Finals	92	Girls 16-19 50 Breaststroke Multi-Class	1:49 PM
Finals	93	Boys 16-19 50 Breaststroke Multi-Class	1:51 PM
Prelims	94	Girls 12-19 6x50 Freestyle Relay	1:54 PM
Prelims	95	Boys 12-19 6x50 Freestyle Relay	2:08 PM
Finals	96	Mixed Open 4x50 Freestyle Central Schools Relay	2:20 PM
Finals	97	Girls 12 Year Old 4x50 Freestyle Relay	2:20 PM
Finals	98	Boys 12 Year Old 4x50 Freestyle Relay	2:24 PM
Finals	99	Girls 13 Year Old 4x50 Freestyle Relay	2:27 PM
Finals	100	Boys 13 Year Old 4x50 Freestyle Relay	2:30 PM
Finals	101	Girls 14 Year Old 4x50 Freestyle Relay	2:33 PM
Finals	102	Boys 14 Year Old 4x50 Freestyle Relay	2:35 PM
Finals	103	Girls 15 Year Old 4x50 Freestyle Relay	2:38 PM
Finals	104	Boys 15 Year Old 4x50 Freestyle Relay	2:41 PM
Finals	105	Girls 16 Year Old 4x50 Freestyle Relay	2:43 PM
Finals	106	Boys 16 Year Old 4x50 Freestyle Relay	2:46 PM
Finals	107	Girls 17-19 4x50 Freestyle Relay	2:48 PM
Finals	108	Boys 17-19 4x50 Freestyle Relay	2:51 PM
Finals	109	Girls 12 Year Old 100 Breaststroke	2:53 PM
Finals	110	Boys 12 Year Old 100 Breaststroke	2:56 PM
Finals	111	Girls 13 Year Old 100 Breaststroke	2:58 PM
Finals	112	Boys 13 Year Old 100 Breaststroke	3:00 PM
Finals	113	Girls 14 Year Old 100 Breaststroke	3:02 PM
Finals	114	Boys 14 Year Old 100 Breaststroke	3:04 PM
Finals	115	Girls 15 Year Old 100 Breaststroke	3:06 PM

**ITEM 8.4      ROUND TWO OF THE 2020/21 COMMUNITY STRENGTHENING GRANTS PROGRAM ALLOCATIONS**

<b>RECORD NUMBER</b>	21/171
<b>RELATED FILE NUMBER</b>	EF10/292
<b>AUTHOR/S</b>	Corporate and Community Planning Officer
<b>APPROVER/S</b>	Executive Manager IPR, Governance and Engagement

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**SUMMARY/PURPOSE**

The purpose of this report is to advise Council of applications received under Round Two of the 2020/21 Community Strengthening Grants program, and to seek Council's approval to allocate the funds as recommended by the Grants Committee.

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**RECOMMENDATION**

THAT Council approves the following applications for assistance under Round Two of the 2020/21 Community Strengthening Grants program:

1st Leeton Scout Group	\$620
Kurrajong	\$2,000
Leeton Aviators Club	\$1,750
Leeton Rainbow Pride Collective Inc.	\$749
Leeton Shire Men's Shed	\$828
Leeton Show Society	\$2,000
Riverina Vintage Machinery Club	\$1,000
Yanco Agricultural High School Parents and Citizens Assoc.	\$1,000
Yanco Wamoon Ladies Auxiliary	\$1,000
<b>TOTAL</b>	<b><u>\$10,947</u></b>

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**REPORT**

**(a) Background**

In August 2018, Council adopted the revised Donations, Assistance, Sponsorships and Grants Policy which included improved processes for receipt and assessment of requests for assistance. Under this policy, requests can be made for financial assistance, resources and/or covering the costs of hiring Council facilities.

Round Two of the 'Community Strengthening Grants' program was advertised in March 2021 with a closing date of 30 April 2021.

**(b) Discussion**



Nine eligible applications for financial assistance were received in this round, with a total value of \$13,347.

As per the policy, the applications were first assessed by Council staff in order to determine their eligibility. Staff then met with Councillors Reneker, Smith and Morris, in their role as members of the Community Grant Funding Committee, to review the applications according to the assessment criteria.

The following recommendations were made by the Committee:

Name	Purpose	Alignment with Community Strategic Plan	Amount Requested \$	Amount Allocated \$
1st Leeton Scout Group	To purchase small appliances and bushwalking compasses	Theme 2 – An active and enriched community	\$620	\$620
Kurrajong	To cover costs associated with coordinating a new musical production 'Mamma Mia'	Theme 1 – Healthy and caring environment	\$2,000	\$2,000
Leeton Aviators Club	To cover costs associated with repainting the clubhouse	Theme 2 – An active and enriched community	\$3,500	\$1,750
Leeton Rainbow Pride Collective Inc.	To purchase a coffee machine which is to be utilised at the Yanco Markets and other community events	Theme 2 – An active and enriched community	\$749	\$749
Leeton Shire Men's Shed	To cover the cost of an electrician to install the electrical connections required for four woodworking machines	Theme 1 – Healthy and caring environment	\$828	\$828
Leeton Show Society	To build a permanent display cabinet in the Arts and Crafts Pavilion replacing the outdated and unsafe portable display unit	Theme 4 – A thriving economy and good jobs	\$2,000	\$2,000
Riverina Vintage Machinery Club	To purchase a new public address system for events	Theme 2 – An active and enriched community	\$1,000	\$1,000
Yanco Agricultural High School P&C	To cover the costs associated with coordinating intergenerational activities at the 100 <sup>th</sup> Centenary Gala Day	Theme 1 – Healthy and caring environment	\$1,000	\$1,000
Yanco Wamoon Ladies Auxiliary	To purchase an industrial deep fryer for the canteen to replace the broken deep fryer	Theme 2 – An active and enriched community	\$1,650	\$1,000
<b>TOTALS</b>			<b>\$13,347</b>	<b>\$10,947</b>

### **(c) Options**

1. Endorse the recommendations of the Community Grant Funding Committee.  
**This is the recommended option.**
2. Amend all or some of the recommendations of the Community Grant Funding Committee.

### **IMPLICATIONS TO BE ADDRESSED**

#### **(a) Financial**

There is \$20,000 allocated to the Community Strengthening Grants program for the financial year. There is currently \$7,700 available for Round Two.

An additional \$5,775 has been rolled over from the previous financial year and placed into a restricted account.

The total available funds for distribution are \$13,475.

#### **(b) Policy**

Leeton Shire Council's Donations, Assistance, Sponsorships and Grants Policy  
Community Strengthening Grant Program Guidelines

#### **(c) Legislative/Statutory**

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

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**

There is a low risk that successful applicants may utilise the funds in a way that is not agreed upon. A funding agreement and acquittal process aims to mitigate this risk.

### **CONSULTATION**

#### **(a) External**

Staff have consulted with each organisation that has requested financial assistance.

**(b) Internal**

Accountant  
Councillors on the Community Grant Funding Committee

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

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

**ATTACHMENTS**

There are no attachments for this report

**ITEM 8.5      LEETON MEN'S SHED MINUTES - WEDNESDAY 12 MAY 2021**

<b>RECORD NUMBER</b>	21/177
<b>RELATED FILE NUMBER</b>	EF10/165
<b>AUTHOR/S</b>	Corporate and Community Planning Officer
<b>APPROVER/S</b>	Executive Manager IPR, Governance and Engagement

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**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 12 May 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 12 May 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 12 May and resolved to:

- Ensure all members are accredited in the new machinery.
- Provide Council with a full list of members names and contact details.

- Send a letter of appreciation to Murrumbidgee Irrigation for the donation of equipment and wood.
- Continue promoting the Biggest Morning Tea event which is being held at 10am on Wednesday 26 May at the shed.
- Note the presentation of a community grant from the Commonwealth Bank for \$500.

### **(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, which is an unusual situation for Men's Sheds in Australia.

### **(d) Risk**

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

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

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

## **CONSULTATION**

### **(a) External**

Members of the Committee

### **(b) Internal**

Nil

## **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 [!\[\]\(73002692dd5e7a64e60946be3158e719\_img.jpg\)](#) Leeton Shire Men's Shed - Meeting Minutes - 12 May 2021

## LEETON SHIRE MEN'S SHED

### MINUTES OF MEETING Wednesday 12<sup>th</sup> May 2020

Meeting Date: Wednesday 12<sup>th</sup> May 2021

Time opened 9.35am

Meeting Venue: Leeton Shire Men's Shed

Present: G Reynolds, C Kefford, T Knagge, E Wardman, D Pirrottina, J Milne, T Organ, L Marsh, J Johnson, B Salafia, D Graham, J Thurgate, B Gordon, M Smith, N Smith, L Flanigan

Apologies: R Hutton, J Hamilton, D carne, C Attree

Apologies accepted: L Marsh/ M Smith

**WELCOME:** Chairman G Reynolds welcomed LSC representatives.

**WELCOME NEW MEMBERS:**

**WELCOME COUNCIL REPRESENTATIVES:** K Hare, S Collis.

**PREVIOUS MINUTES** Minutes of the meeting held on were read and confirmed as a true and accurate record of proceedings. Terry O/ J Milne

### **BUSINESS ARISING FROM PREVIOUS MINUTES**

1. . Motion "That LMS order a wreath from Starfish Florist for ANZAC Day". Don G/ Elton C. The order price at discretion of committee. Don G agreed to collect & attend the 10.00am service on behalf of our members.
2. Motion "That LMS supports 'The Biggest Morning Tea' by holding a morning tea & inviting guest. Lindsay M to coordinate & register. Members requested to provide a plate. Proposed date 26<sup>th</sup> May. Awaiting pack. Lindsay M to send details to Sarah Collis LSC to publish in council newsletter & irrigator.
3. Griffith Shed for Men to visit 14<sup>th</sup> April Sausage sizzle @ \$5.00 per head. Lyn Sparks GSM suggested 19 attending. A successful visit & meet & greet.
4. Narrandera Probus to visit. 22<sup>nd</sup> April. 37-40 people. 9.30-10.30 Due to numbers restricted to visitors. Members requested to bring a plate.
5. The 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.
6. Discussed that members support each other & check if they need support.
7. Motion 'Ian E to approach Leeton Shire Council to request more land be donated to LMS'. John J/ Col A. No action to date. Awaiting response from LSC. Awaiting council meeting.
8. Application for Volunteer 2021 grant EOI to be made through Susan Ley's office by 19<sup>th</sup> April. LMS will be applying with the support of Leeton Shire Council as our auspicing body as we are a section 355 sub- committee of Leeton Shire Council. We will seek LSC letter of approval.
9. Gifted machinery has been relocated from MI to LMS. Machinery to be wired up. Thanks to MI & for their assistance. Two truckloads of gifted timber have been moved into our shed containers. More loads of timber to be moved in the near future. Thanks to LMS members for their hard labour.
10. LMS members will need accreditation to operate new machinery. George R to coordinate.
11. Security when leaving the shed at the end of the day.

12. Cleaning by members of the shed Kitchen/meeting area & workshop floor. Necessity to clean up after yourself especially cups & teaspoons.
13. Awaiting LSC response to LMS request from previous minutes for more land.
14. George reminds members to use timber from old timber store.
15. George spoke about security at the end of the day, check doors locked, hot water urn emptied & switched off & lights off in all building, containers secured.
16. Lyn Sparks Griffith Men's Shed. Griffith men's Shed has asked me to let you know they would like the bandsaw and in return will bring across power tools. I guess you discussed your needs when the boys were there. Please pass on to your members our appreciation for having hosted them and letting them see what other sheds do.

#### **TREASURER'S REPORT:**

<b>OPENING TOTAL BALANCE</b>	<b>\$ 28,510.93</b>
<b>Receipts</b>	<b>\$ 4,403.40</b>
<b>Expenditure</b>	<b>\$ 456.72</b>

**CLOSING TOTAL BALANCE**      **\$ 32,457.61**

**Accounts Due:** Pending- Pending- David Dowling invoice \$827.92, Mitre 10, Home Improvements,

**Accounts Paid:** Telstra. David Boots \$108 rapid set,

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

**CORRESPONDENCE**      To be dealt with as read

Moved Lindsay M/ Tom K

**Inward:** Australia's Biggest Morning Tea packs. Apology from Susan Ley Morning Tea, Acceptance from Josha Bergamin from Helen Dalton's office & Leeton Connect accepting invite to Morning Tea.

**Outward:** Nil

#### **GENERAL BUSINESS**

1. Email from Ian Tooke calling for nominations for the 2021 AMSA NSW Zone 15 position of Zone coordinator. No interest from floor.
  2. Australia's Biggest Morning Tea arrangements. Advertising posters in Leeton businesses. I have approached Mick's Bakehouse, GA, WW, Aldi, Mitre10 for sponsorship. Leeton Connect, LSC, Leeton Soldiers Club, Josha Bergamin senior staffer Helen Dalton's office, indicated their attendance.
  3. Applied for grant from LSC to pay outstanding account from David Dowling of \$827.92 To be discussed at Council meeting & know by end of May.
  4. Commonwealth Community Grant to LMS of \$500 presented 10/5/21 by Suzanne Limbrick. Our thanks to the CBA bank.
  5. LMS members use of equipment. Accreditation update for all members in the use of equipment.
-



6. Tuesday's edition of the Irrigator news item about our recent visits from community groups & upcoming Biggest Morning Tea. Not in this week's Tuesday's Irrigator, could be next week's edition.
7. NAVIGATE trial, a website for low-risk prostate cancer. See brochure near sign on book.
8. A thank you to members who cleaned up kitchen toilet areas this week. Well done. Members share the load.
9. Dovetail machine not working needing to be looked up.
10. Motion That Don Graham be reimbursed for the cost of the wreath ordered for ANZAC Day. Moved Terry O/ E Wardman. Moved.
11. Request that Jim M & Dave C & members help executive over the next two weeks.
12. Motion That the committee do a stock take of surplus equipment from our shed & distribute to Men's Sheds in our area. John T/ M Smith. Moved
13. Don G stated the Leeton Visitor's Centre has requested some items are needed for sale such as trays.
14. Motion moved that the LMS purchase a sheet of 4mm plywood to make trays for sale subject to this material not being at hand in shed. Don G/ J Milne.
15. Elton C spoke about concern regarding the dangers of members using equipment incorrectly & the need for members to have accreditation updated for new machinery in the shed.
16. Members using thicknesser to see George. Please note-Clyde K only to sharpen blades on thicknesser.
17. Motor in big thicknesser needs to be looked at by electrician.
18. John J spoke about David Dowling returning to assess electrical connections to new machinery.
19. Motion To respace work benches to single benches & to relocate small thicknesser to more suitable position. John J/ Tom K
20. Sarah Collis LSC requested members names & contact numbers for council records.
21. 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.
22. Letter of appreciation to MI for the equipment & wood to MI Manager Brett Jones, Griffith.

**NEXT MEETING** Wednesday 9<sup>th</sup> June 2020

**MEETING CLOSED** 10.10 am

**ITEM 8.6            MINUTES OF THE YANCO COMMUNITY HALL COMMITTEE MEETING - 12  
APRIL 2021**

<b>RECORD NUMBER</b>	21/187
<b>RELATED FILE NUMBER</b>	EF10/165
<b>AUTHOR/S</b>	Corporate and Community Planning Officer
<b>APPROVER/S</b>	Executive Manager IPR, Governance and Engagement

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**SUMMARY/PURPOSE**

The purpose of this report is to provide Council with the Minutes of the Yanco Community Hall Committee meeting held on Monday 12 April (**Attachment 1**).

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

---

**RECOMMENDATION**

THAT Council receives for information the Minutes of the Yanco Community Hall Committee meeting held on Monday 12 April 2021.

---

**REPORT**

**(a) Background**

The purpose of the Yanco Community Hall Committee is to:

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

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

**(b) Discussion**

The Yanco Community Hall Committee met on Monday 12 April 2021 for its Ordinary Meeting. Discussions were held in relation to several matters including:

- Roof leak identified near the front door – a CRM has been submitted to Council's Maintenance Team.
- Installation of a new gas port near the stage has been completed.
- Sign for the front wall to be quoted by Narrandera Signs.

### **(c) Options**

Nil – This report is for information purposes only.

## **IMPLICATIONS TO BE ADDRESSED**

### **(a) Financial**

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

### **(b) Policy**

Nil

### **(c) Legislative/Statutory**

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

### **(d) Risk**

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

## **CONSULTATION**

### **(a) External**

Committee members

### **(b) Internal**

Procurement and Building Services Coordinator

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

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

## **ATTACHMENTS**

[1](#)  Yanco Community Hall - Meeting Minutes - 12 April 2021

**MINUTES OF MEETING OF THE YANCO HALL MANAGEMENT COMMITTEE  
 HELD IN YANCO HALL 12<sup>TH</sup> APRIL 2021**

**PRESENT:** Hugh Milvain, Yvonne Milvain, Melissa Shephard, Mary Stevenson, Beryl Coeil, Terry Coeil, Tony and Josie Bagiante, Pam Bonfield

**APOLOGIES:** Bob Hermes, Sandra Nardi, Kerrie - Anne Hare

**MEETING OPENED:** 12:35pm

**1. APPROVAL OF MINUTES FROM LAST MEETING:**

Motion: The minutes from the 8<sup>th</sup> March 2021 are true and accurate.

**Moved:** Mel  
**Second:** Terry  
**Approved**

**2. BUSINESS ARISING FROM LAST MEETING:**

- Roof leaks –new leak near front door.
- Cleaner – Committee Continue to clean.
- Tony to purchase vacuum for the hall from Bunnings for \$319 – Cheque given

**Moved:** Josie  
**Second:** Tony  
**Approved**

**3. CORRESPONDENCE:**

- ACM advertising bill - \$100.99 — continue to advertise in newspaper

**Moved:** Beryl  
**Second:** Mary

**4. TREASURE REPORT.**

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

**Financial Statement  
 Jan, Feb, March 2021**

<u>Income</u>	<u>January</u>	<u>February</u>	<u>March</u>	<u>Total</u>
Market Stalls		\$295	\$372	\$667
Market door		\$299.45	\$310.45	\$609.9
G.S.T		\$33	\$3	\$36
<b>Total</b>		<b>\$627.45</b>	<b>\$685.45</b>	<b>\$1312.90</b>
<b>Balance Brought Forward</b>				<b>\$7908.80</b>
<b>Total</b>				<b>\$9,221.70</b>

<u>Expenses</u>	<u>Total</u>
Gas	\$72.06
Elect	\$331.85
advertising	\$90.09
P.O. Box	\$136
Repairs Elec	\$196.90
New tables	\$590
Gst	\$40
<b>Total</b>	<b>\$1456.90</b>

<b><i>Income – Expenses = Balance 30th September 2020</i></b>	<b><i>\$7764.80</i></b>
<b><i>Total</i></b>	<b><i>\$7764.80</i></b>

**Moved: Beryl**  
**Second: Yvonne**

**5. GENERAL BUSINESS**

- New Gas port near the stage. Fitted \$698 paid
- Selling old black tables \$20 each or 2 for \$30
- Sign for the front wall. Mel to contact Narrandera signs for a quote on a. Sign for the front wall and the roof sign. Need 2 sets of magnetic numbers from 1-10 as well as the sign. (Contacted and waiting for response)

<p><b><u>Yanco Community Market</u></b></p> <p>Date: / /</p> <p>Find us on Facebook</p> <hr/> <p>Events</p>
---

**Moved: Mel**  
**Second: Hugh**

Meeting closed at: 1:45pm  
Next Meeting is 12:30pm on the 10<sup>th</sup> May 2021

**ITEM 8.7            MINUTES OF THE AUDIT, RISK AND IMPROVEMENT COMMITTEE MEETING -  
4 MAY 2021**

<b>RECORD NUMBER</b>	21/183
<b>RELATED FILE NUMBER</b>	EF18/46
<b>AUTHOR/S</b>	Executive Manager IPR, Governance and Engagement
<b>APPROVER/S</b>	General Manager

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**SUMMARY/PURPOSE**

The purpose of this report is to submit the Minutes of the Audit, Risk and Improvement Committee (ARIC) meeting held on Tuesday 4 May 2021.

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**RECOMMENDATION**

THAT Council endorses the Minutes of the Audit, Risk and Improvement Committee meeting held on 4 May 2021 and notes the information contained in the Chairperson's Report on the meeting and the DRAFT Budget 2021/22.

---

**REPORT**

**(a) Background**

Leeton Shire Council's ARIC met on Tuesday 4 May 2021. The Minutes of the meeting (**Attachment 1**) and the Chairperson's Report on the meeting (**Attachment 2**) are now presented for Council's information.

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

**(b) Discussion**

At the meeting of 4 May 2021, ARIC reviewed the draft budget for 2021/22.

Former Finance Manager Jackie Hawkins, who prepared the draft Budget, presented the budget to ARIC members via Zoom and joined the General Manager and current Finance Manager in responding to follow-up questions.

As per the Chairperson's Report to Council, the ARIC made a number of recommendations in relation to the DRAFT Budget 2021/22. These recommendations were provided to Council at the Extraordinary Council Meeting of 12 May 2021 at which Council considered the DRAFT Operational Plan, Budget and Revenue Policy (including Fees and Charges) for 2021/22.

Other matters on the Agenda for the ARIC Meeting of 4 May 2021 included a Records Management Audit Update, Council's Cyber Security Framework and the internal audit program for 2021/22.

The ARIC resolved that the following internal audits be undertaken in 2021/22:

1. Delivery of Projects and Contract Management – to proceed directly.
2. Water Licences – subject to scoping details being considered/endorsed at the next meeting of the Audit, Risk and Improvement Committee.
3. Accounting for the sale of real estate - subject to scoping details being considered/endorsed at the next meeting of the Audit, Risk and Improvement Committee.

ARIC now seeks Council's endorsement of its resolutions as recorded within the Minutes of the 4 May 2021 meeting.

### **(c) Options**

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

## **IMPLICATIONS TO BE ADDRESSED**

### **(a) Financial**

All audits and improvement plan actions are being undertaken within existing operational budgets. The proposed audits for 2021/22 have been allowed for in the draft Budget 2021/22.

### **(b) Policy**

There are no policy implications arising from this report.

### **(c) Legislative/Statutory**

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

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

### **(d) Risk**

Leeton Shire Council's exposure to risk would increase if it failed to undertake internal audits.

## **CONSULTATION**

### **(a) External**



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

**(b) Internal**

ARIC Councillor members  
Group Manager Corporate  
Manager Finance  
Former Manager Finance  
Manager ICT  
Records Officer

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

Under the Key Priority Area THEME 6 - "STRONG LEADERSHIP" within Council's adopted Delivery Program/Operational Plan – 20 - A community that is always on the front foot – 20c is to: Strive to deliver the aspirations of the community through sound governance practice – Continue to hold Audit, Risk and Improvement Committee meetings.

**ATTACHMENTS**

- 1 [↓](#) Audit, Risk and Improvement Committee - ARIC - Meeting Minutes - 4 May 2021
- 2 [↓](#) ARIC Chairman's Report to Council - May 2021



**MINUTES OF THE  
AUDIT, RISK AND IMPROVEMENT COMMITTEE**

**LEETON SHIRE COUNCIL**

**TUESDAY 4 MAY 2021**

**COMMENCING AT 6.30pm**

**COUNCIL CHAMBERS**

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LEETON SHIRE COUNCIL  
Audit, Risk and Improvement Committee – Tuesday 4 May 2021

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1. **PRESENT (Voting Members):** Graham Bradley (Chair), Cr Tracey Morris, Bill Robertson, Emerson Doig, Cr Tony Reneker

**(Non-Voting Attendees):** Jackie Kruger (General Manager), Mandy Rogers (Group Manager Corporate), Lawrence Amato (Manager Finance) and Kerrie-Anne Hare (Executive Manager, IPR, Governance and Engagement), Gerard Simms (Manager ICT), Angela Stevens (Records Officer)

**Others:** By phone/video conference – Jackie Hawkins (former Manager Finance).

2. **APOLOGIES**

Nil

3. **CONFIRMATION OF THE MINUTES**

**Resolved**

THAT the Minutes of the Audit, Risk and Improvement Committee held on Thursday 25 February 2021, as circulated, be taken as read and CONFIRMED.

**(Moved Mr Doig, seconded Cr Morris)**

4. **DECLARATION OF INTEREST**

Mr Bill Robertson declared a less than significant non-pecuniary conflict of interest in Item 5.3 The Cyber Security Framework at Leeton Shire Council.

The reason for this declaration is that Council's ITC Manager is his son-in-law.

Although Mr Roberson has a close personal relationship with the ITC Manager, he identified the conflict of interest as being less than significant because the matter under consideration in Item 5.1 is for 'Noting for information only' and the ICT Manager will not be affected by the decision.

Having made the declaration, Mr Robertson advised of his intent to remain in the meeting, participate in the debate and vote on this matter.

5. **OFFICER'S REPORT**

**Item 5.1 MATTERS ARISING FROM PREVIOUS MINUTES**

**Resolved**

THAT the updates regarding matters arising from previous meetings contained within this Agenda be received and noted.

**(Moved Cr Reneker, seconded Mr Doig)**

LEETON SHIRE COUNCIL  
Audit, Risk and Improvement Committee – Tuesday 4 May 2021

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**Item 5.2 RECORDS MANAGEMENT AUDIT UPDATE**

**Resolved**

THAT the Audit, Risk and Improvement Committee notes the information contained in the Records Management Audit Update Report and requests a further update on the improvement process at the next ARIC Meeting.

**(Moved Cr Reneker, seconded Cr Morris)**

**Item 5.3 THE CYBER SECURITY FRAMEWORK AT LEETON SHIRE COUNCIL**

**Resolved**

That the Audit, Risk and Improvement Committee notes for information the tabled Cyber Security Framework and requests further information on the implementation of the framework in 6 month's time.

**(Moved Mr Robertson, seconded Cr Morris)**

**Item 5.5 2021/22 DRAFT ANNUAL BUDGET**

**Resolved**

THAT the Audit, Risk and Improvement Committee notes the draft budget and:

1. Expresses concern with the financial position of the general fund and considers that in our opinion the employee costs require review of allocation between capital and operating expenses.
2. Requests that Council notes that the budgeted transfers to restrictions exceeds \$3.2 million.

**(Moved Cr Morris, seconded Mr Doig)**

**Item 5.4 LEETON SHIRE COUNCIL INTERNAL AUDIT PROGRAM FOR 2021/22**

**Resolved**

THAT the Audit, Risk and Improvement Committee identifies three Internal Audits for inclusion in Leeton Shire Council's Internal Audit Program 2021/22.

1. Delivery of Projects and Contract Management – to proceed directly
2. Water Licences – subject to scoping details being considered/endorsed at the next meeting of the Audit, Risk and Improvement Committee
3. Accounting for the sale of real estate – bring back draft scope for next meeting – subject to scoping details being considered/endorsed at the next meeting of the Audit, Risk and Improvement Committee.

**(Moved Mr Robertson, seconded Cr Morris)**

LEETON SHIRE COUNCIL  
Audit, Risk and Improvement Committee – Tuesday 4 May 2021

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The next meeting of the Audit, Risk and Improvement Committee will take place in the Council Chambers at 6.30PM ON 9 SEPTEMBER 2021.

There being no further business, the meeting closed at 9.39PM.

..... signed by  
the Chairman of the meeting held on  
09 Sep 2021 at which meeting the  
signature hereon was subscribed.

**AUDIT, RISK AND IMPROVEMENT COMMITTEE**

**CHAIRMAN'S REPORT TO COUNCIL**

**Attention Paul Maytom - Mayor**

I advise that the Leeton Shire Council Audit, Risk and Improvement Committee met on Tuesday 4<sup>th</sup> May, 2021.

I'm pleased to report that the Agenda and Business Papers were prepared and forwarded to all members in the week preceding our meeting which allowed members to be sufficiently informed and prepared. All members of the ARIC were present along with staff members including Jackie Kruger, Gerard Simms, Mandy Rogers, Angela Stevens, Lawrence Amato and Kerrie Anne Hare.

During our meeting Jackie Hawkins joined our meeting via "Zoom" to partake in our draft budget discussions.

Our principal item of business was to receive and review the draft LSC Budget for 2021/22.

**Draft Budget**

Although the draft budget has been prepared in much the same manner as previous years it remains in our opinion a difficult document to easily understand and not conducive for decision making.

In particular, we note that the budget is always prepared based on a consolidated net operating result of \$Nil for the year (before grants and contributions provided for capital purposes). An analysis of the budgeted consolidated operating result for 2021/2022 reveals the following:

General Fund	Deficit	\$1,194,269
Water Fund	Surplus	\$ 760,727
Sewerage Fund	Surplus	\$ 433,542
		\$ Nil

Whilst the budget results for Water and Sewerage Funds are within expectations we would be most concerned if the budgeted deficit in the General Fund came to fruition. The ARIC has recommended that management examine the budgeted employee costs (\$14,051,000) to determine whether allocations between expenses and capital have been properly addressed. Given Council's significant capital expenditure program for 2021/2022 (\$25.67 million) it would be our expectations that operating employee costs may decrease and conversely capitalised employee costs would increase. This is also borne out in the fact that material and contract operating expenses have decreased – presumably in response to the increased capital works program.

Further we note:

- Depreciation expenses have risen approx. \$639,000 (10.1%) to \$6.94 million primarily resulting from the revaluation of assets in previous years.
- Other expenses have risen approx. \$948,000 (45%) to \$3.06 million.
- Council remains heavily reliant on investment interest earnings and sales of excess water (both non core activities and subject to volatility).
- Council is giving consideration to borrowing from internal restrictions to fund its anticipated loan program of \$2.4 million.

2

To assist Councillors in gaining a better understanding of the budget process we recommend that future budgets be prepared on both a fund and activity basis.

Other Matters

Our meeting also addressed:

- Outstanding matters from previous minutes
- Records Management Audit Update
- The Cyber Security Framework at LSC
- LSC Internal Audit Program for 2021/22

All action in relation to the abovementioned matters appeared satisfactory. Our proposed internal audits to be undertaken in 2021/2022 are:

- \* Delivery of Projects and Contract Management (immediate)
- \* Accounting for the sale of Real Estate assets (subject to scope preparation and ARIC further review)
- \* LSC Water Licences (subject to scope preparation and ARIC further review).

As always we invite Councillors to submit suggestions for future internal audits.

In addition to the above I updated the meeting on our recent discussions with the NSW Treasury and Audit Office re: accounting for Rural Fire Service Plant & Equipment. We remain hopeful that this matter will be resolved prior to the 30<sup>th</sup> June, 2021.

Yours faithfully



Graham Bradley  
Chairman  
5/5/2021



**ITEM 8.8 DELIVERY PROGRAM AND OPERATIONAL PLAN PROGRESS REPORT FOR QUARTER 3, 2020/21**

<b>RECORD NUMBER</b>	21/114
<b>RELATED FILE NUMBER</b>	EF19/34
<b>AUTHOR/S</b>	Corporate and Community Planning Officer
<b>APPROVER/S</b>	Executive Manager IPR, Governance and Engagement

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**SUMMARY/PURPOSE**

The purpose of this report is to present to Council the Quarter 3 (January to March 2021) update on progress in implementing the commitments outlined in Leeton Shire Council's Delivery Program and Operational Plan 2017–2021 (DPOP) and to seek Council approval for the cessation of efforts to carry out a number of Actions for the remainder of 2020/21.

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**RECOMMENDATION**

THAT Council:

1. Notes for information the Leeton Shire Council Delivery Program and Operational Plan Quarter 3 Progress Report (January to March 2021).
  2. Approves the cessation of further efforts for the remainder of 2020/21 on the following Actions:
    - 7b.04 – Support the annual Leeton Eisteddfod
    - 13b.01 – Convene a tourism leadership group for Leeton Shire and implement the Visitor Economy Activation Plan to develop a local tourism strategy which includes investigation of agri-tourism opportunities
    - 16a.02 – Collaborate with Narrandera Shire Council to strategically plan for the growth and sustainability of the Narrandera/Leeton Airport
    - 17d.12 – Plan and prepare for a review of the Leeton Local Environmental Plan (LEP), including preparation of a Rural Land Use Study
    - 17d.13 – Investigate the feasibility of expanding raw water availability in Leeton Shire through the review of the LEP and development of the DCP
    - 20b.03 – Complete a rates review.
- 

**REPORT**

**(a) Background**

Under the Integrated Planning and Reporting framework of the *Local Government Act 1993*, the General Manager must ensure that progress reports are provided to Council with respect to the principal activities detailed in the Delivery Program and Operational Plan at least every six months. Reports will be provided to Council on a quarterly basis during the 2021 financial year.

**(b) Discussion**

The quarterly progress reports sit within a hierarchy of reporting that enables Council's Executive, managers and elected representatives to monitor the progress of implementing key plans, including the Delivery Program and Operational Plan.

The attached report provides the second quarterly update on the progress and performance of Leeton Shire Council in delivering on the commitments articulated in the Delivery Program 2017–2021 and Operational Plan 2020/21.

This report includes some trend data (primarily comparing this reporting period's results with the same period of the previous year) which will enable Council to track progress over time, particularly in relation to the desired outcomes.

Each of the actions outlined in the Delivery Program and Operational Plan has been allocated a status:

- Critical Concerns – there are major issues associated with this activity
- On Track – the activity is progressing as expected
- Needs Attention – the activity needs some additional input or focus to get it back on track
- Not Due to Start – the activity is not scheduled to start in this quarter
- Achieved – an action or program has achieved its annual targets (this is applied annually only and is not used for quarterly reports)
- Completed – a project has been completed (this is applied to projects only and is not to be used for other activities).

Leeton Shire Council oversaw a total of 199 actions in Quarter 3.

Status of activity	●	●	●	●	●	●
Number of activities	2	173	14	5	0	5

The following tables provide further details of the Actions that have been classified as 'Critical Concerns' or 'Needs Attention'.

● **Quarter 3 Actions of Critical Concern**

CSP. Theme	Code	Action	Comment
<b>An Active and Enriched Community</b>	6a.06	Enhance and upgrade facilities at Leeton Swimming Pool	<p>The Pool Redevelopment Project has been divided into two staged portions due to delays in securing the water slide equipment from overseas.</p> <p>Stage 1 was completed in Q3 and included the 50m pool and small pool. Attendance to defects is underway.</p> <p>Stage 2 of the Leeton Pool Redevelopment includes the water slides and is progressing following delays in the arrival of equipment.</p>

<b>A Thriving Economy with Good Jobs</b>	13b.01	Convene a tourism leadership group for Leeton Shire and implement the Visitor Economy Activation Plan to develop a local tourism strategy which includes investigation of agri-tourism opportunities	Available tourism resourcing has been redirected to Murrumbidgee Trails, the Visit Riverina 'Love NSW' Media Campaign, Fivebough marketing and visitor experience improvements, the Gogeldrie Weir Master Plan/Plans for Precinct Development and a new "brown and white" signed tourism route titled The Art Deco Way. It is expected that the focus will remain on these activities for the remainder of 2021/22. It is recommended that no further work be carried out on Action 13b.01 during Q4.
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● **Quarter 2 Actions Needing Attention**

CSP. Theme	Code	Action	Comment
<b>A Healthy and Caring Community</b>	3b.02	Facilitate youth engagement with Council through youth leadership development initiatives	A new strategy involving setting up a Youth Advisory Committee is in development. It is anticipated that the Youth Advisory Committee will be established in Q4, with the aim of holding the first committee meeting in Q1 of 2021/22.
	4a.03	Complete development of a Leeton Community Safety Strategy	No progress has been made in developing the Leeton Community Safety Strategy. Council is planning to review the need for a safety plan.
	4d.01	Commence delivery of the Floodplain Risk Management Plan	The Floodplain Management Grant application was unsuccessful. The committee will reconvene to discuss a way forward with either further applications or Council-funded studies.
	4f.03	Undertake On-Site Sewer Management (OSSM) Inspection Programs	<p>No OSSM inspections have been undertaken. A contractor has previously been used for inspections. Five inspections were conducted of new Aerated Wastewater Treatment System (AWTS) installations under Section 68 approval.</p> <p>An OSSM inspection program is being implemented, starting mid-year. Inspections will be undertaken by a Council authorised officer during winter months when OSSM is prone to failure.</p>
	4f.04	Undertake Backyard Swimming Pool Inspection Programs	<p>Eleven backyard swimming pool inspections were completed – five were compliant and six were non-compliant.</p> <p>Council is working on invoicing for fees associated with these inspections.</p> <p>Staff completed swimming pool</p>

CSP. Theme	Code	Action	Comment
			compliance and assessment awareness training at University of Technology Sydney in March.
<b>An Active and Enriched Community</b>	6a.09	Support development of new golf clubhouse	An application for funding of \$300,000 under ClubGRANTS Category 3 Infrastructure was unsuccessful. A further grant application has since been submitted to the NSW Sports Regional Sports Facilities Fund for \$425,500. It is now estimated that the project will cost \$900,000. This is an increase on the initial estimate of \$800,000.
	8a.04	Undertake activities to support Council's archival responsibilities and develop an action plan to guide this work	No progress was made on this activity in Q3. With the position of Library Manager currently vacant, this activity will be reassigned to Council's Records Officer.
<b>A thriving economy with good jobs</b>	12a.01	Support and facilitate the retention and expansion of existing local business, industry and government services in the Leeton Shire	Consultation with real estate and property development stakeholders took place regarding the DRAFT Leeton Shire Housing Strategy. Council has resourced a dedicated Economic Development Manager position. Recruitment has been completed and the new staff member will commence in Q4.
	13a.01	Support the success of regional events including the Bidgee Classic Fishing Competition, the SunRice Festival and the Outback Band Spectacular	No regional events were held or supported due to COVID-19.
	15b.02	Complete installation of a sewage treatment and effluent discharge service at Wamoon.	Working with Restart NSW on progressing the project. A new design solution has been accepted by Restart and Council is now working on tender documentation.
<b>A quality built environment</b>	17d.06	Develop and commence implementation of Leeton Shire Development Services Plan – informed by the adopted Integrated Water Cycle Management Plan (IWCM)	Work on the Leeton Development Services Plan has not commenced as the IWCM strategy (which informs the DSP) is yet to be developed.
	17d.07	Finalise Engineering Guidelines for	Final draft Guidelines are undergoing internal review. It has been identified that

CSP. Theme	Code	Action	Comment
		Subdivisions and Development Standards for Leeton Shire	standard drawings will prove important to the introduction of the engineering guidelines. Due to this, the project may have some minor delays such that both can be completed in conjunction. The new Development and Drainage Engineer will commence in Q4.
<b>Strong Leadership</b>	18b.01	Implement individual training programs for each Councillor	Individual training plans for Councillors have not been developed. Eight of the nine Councillors attended a half-day training session on Effective and Ethical Use of Social Media by Councillors on Sunday 28 February.
	20c.02	Continuous review and update of Council policies and plans to appropriately support Council's operations	Work on reviewing priority policies is continuing. It is expected that the creation of a new Governance Officer position will improve the speed and efficacy of the policy review process.

### (c) Options

Nil – this report is for noting only.

## IMPLICATIONS TO BE ADDRESSED

### (a) Financial

Council's adopted and reviewed budget supports the implementation of the adopted Delivery Program.

### (b) Policy

The Delivery Program progress report provides Council with an opportunity to determine the effectiveness of each of its activities (services, programs, projects and so on) in achieving the goal at which it is directed.

Trend and comparative data allow Council to consider whether particular activities need to be reconsidered, re-prioritised or differently resourced in order to more effectively achieve the desired outcome.

### (c) Legislative/Statutory

The Integrated Planning and Reporting framework of the *Local Government Act 1993*.

**(d) Risk**

This report provides a tool for Council to monitor the progress and performance of its activities and take corrective action where necessary to address any risks identified through the reporting process.

**CONSULTATION**

**(a) External**

Nil

**(b) Internal**

All responsible officers identified in Council's Delivery Program 2017–2021 and Operational Plan 2020–2021.

**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 b - Seek input from our community on Council projects and programs – Run an active community engagement program

**ATTACHMENTS**

1 ➡ Quarter Three Progress Report - 21 May 2021 - *Attached separately*



**CORPORATE MATTERS**

**ITEM 8.9      2020/21 BUDGET REVIEW FOR THE QUARTER ENDING 31  
MARCH 2020**

<b>RECORD NUMBER</b>	21/184
<b>RELATED FILE NUMBER</b>	EF19/4
<b>AUTHOR/S</b>	Manager Finance
<b>APPROVER/S</b>	Group Manager Corporate General Manager

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**SUMMARY/PURPOSE**

The purpose of this report is for Council to review the budget estimates for the 2020/21 Financial Year as at the end of the third quarter (31 March 2021) and to revise the budget estimates for the Financial Year.

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**RECOMMENDATION**

THAT Council notes the review of Council's Budget as at 31 March 2021 and adopts the variations contained in the Quarterly Budget Review Statements (Budgeted Income Statement – Consolidated and Capital Expenditure Funding Source and Asset Classification included as part of **Attachment 1**).

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**REPORT**

**(a) Background**

The Quarterly Budget Review illustrates the revised budget result in both the Income Statement format (referred to as Operating Result) used in the Annual Financial Statements and by Function. The Quarterly Budget Review also includes a statement on Cash and Investments, which considers movements in cash restrictions.

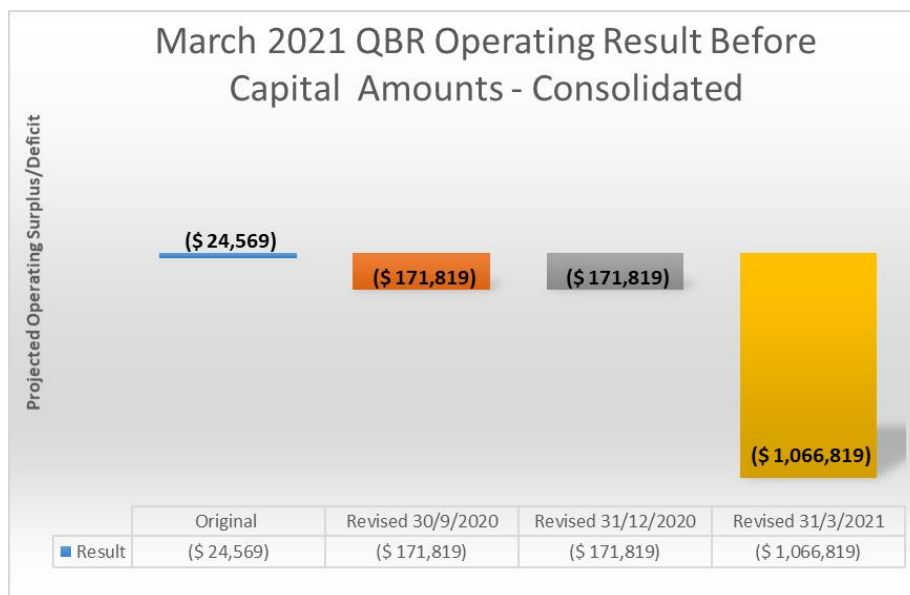
**(b) Discussion**

A copy of the detailed Quarterly Budget Review document is **attached** to this report. The document is in the form required by the Office of Local Government. The Quarterly Budget Review is a primary reporting document required to measure how Council is performing against the Budget for 2020/21.

**CONSOLIDATED RESULT**

The projected Consolidated Operating result before capital amount has declined from the December Budget Review of a deficit of \$171,819 to a deficit of \$1,066,819 as at 31 March 2021.

The movement in the Operating Result before Grants and Contributions provided for Capital Purposes over the quarter is shown in the table below:



The unfavourable shift in Operating Result of \$894k from (172K) to (\$1,066K) can primarily be explained by reductions in Income that are not connected to Reserve transfers.

These reductions in Income:

Interest and Investment Revenue	(545,000)
Sale of Water Revenue	(200,000)
Net Gains from Disposal of Assets	<u>(150,000)</u>
Total reduction in income	(895,000)

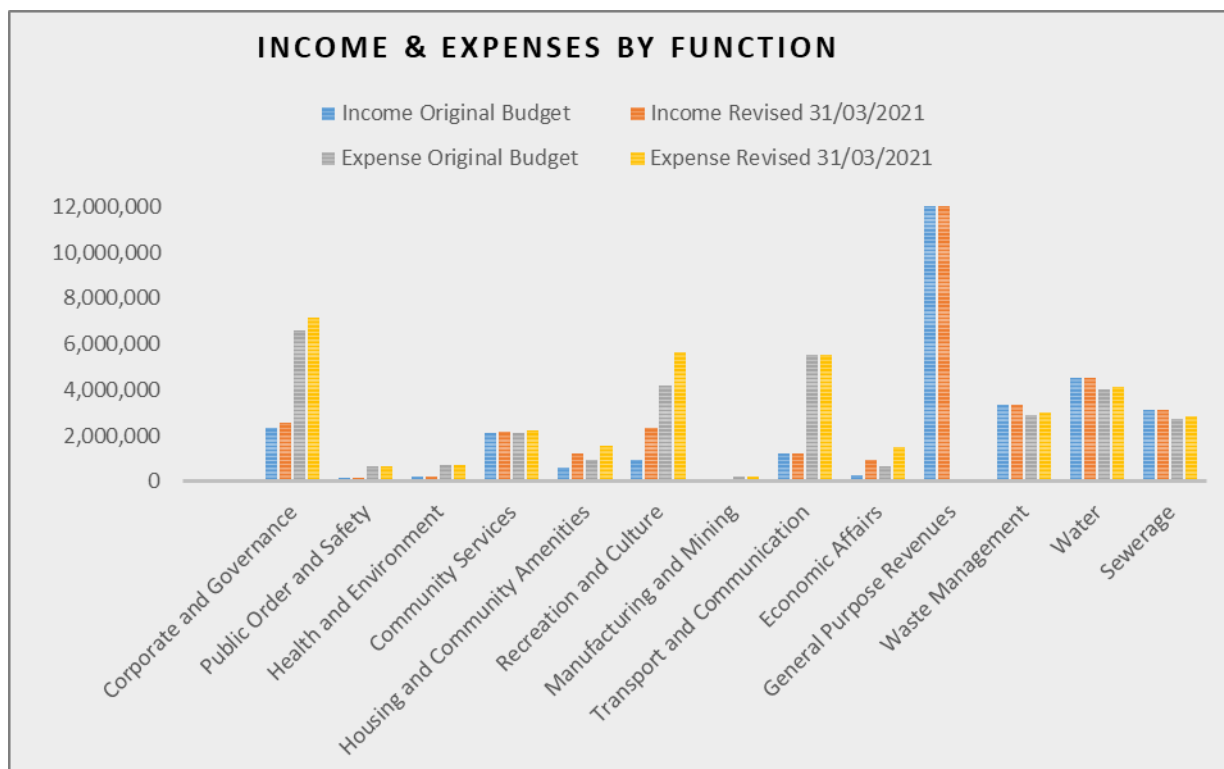
The Budget changes are summarised below and in **Attachment 1**:

- Net changes to income of \$628,788 with the major items consisting of:
  - Reserve transfers for:
    - Streetlights Upgrade \$511K
    - Traffic Classifiers \$103K
    - Whitton Malthouse entrance \$183K
  - Interest Income
    - Decrease on earnings (\$545K)
  - Grants and Contributions
    - Fixing Local Roads \$508K
    - Local Roads & Community \$531K
  - Other Revenues
    - Sale of Water (\$200K)
  - Gain on Sale of assets (\$150K)

- Increases in Operating Expenditure of \$516,144 with the major item being:
  - Streetlights Upgrade \$511K

### INCOME AND EXPENSES BY FUNCTION

The graph below compares the differences between the original operational budgeted income and expense by function against the March 2021. The functional areas run along the y-axis of the graph.



### CAPITAL BUDGET

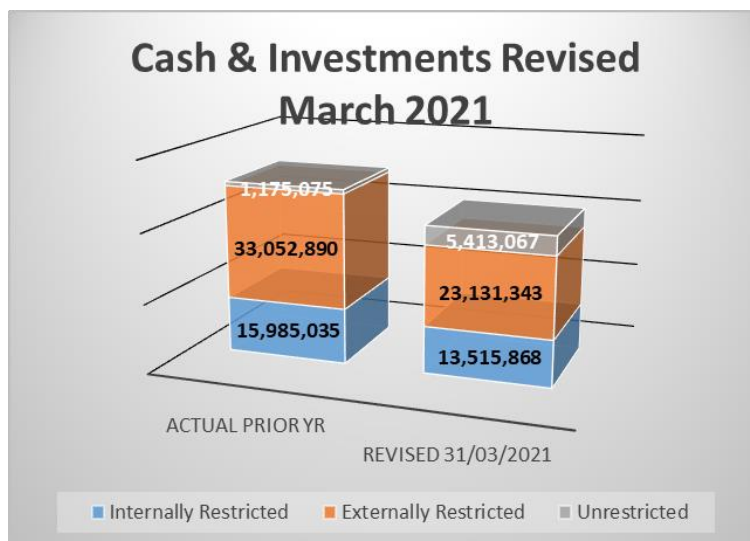
There have been some variations to the Capital Budget during the March 2021 Quarter that have increased the expenditure by \$1,467,109. The major items are:

- Traffic Classifiers \$103K
- Whitton Malthouse Entrance \$183K
- Fixing Local Roads \$508K
- Local Roads and Community \$531K

### CASH AND INVESTMENTS

Council's considerable capital program will have an impact of reducing the restricted funds held by Council as at 30 June 2021 by \$7.5m with the biggest decrease in Externally Restricted Funds of \$9.2M. This figure includes \$2.5M in Carry Over works as well as \$1.3M in Loan Funds and \$1.8M in Unexpended Grants. This change in budget should not be used to predict the end of year result as Council has a very large Capital Works program with the likelihood of a good portion of Grants received for incomplete works being restricted.

Council's Internally Restricted Reserves have also decreased by approximately \$2.5M with the two major items being \$1.5M reductions in Unfinished Works and Infrastructure Replacement.



### (c) Options

1. Adopt the Quarterly Budget Review as recommended.
2. Adopt the Quarterly Budget Review with amendments.

### IMPLICATIONS TO BE ADDRESSED

#### (a) Financial

##### OVERALL POSITION

The Responsible Accounting Officer Statement (**Page 2 of Attachment 1**) indicates that Council's budget position at 31 March 2021 is considered satisfactory compared to the original 2020/21 budget which was adopted by Council.

#### (b) Policy

The Quarterly Budget Review is required in accordance with clause 203 of the Local Government (General) Regulation 2005.

#### (c) Legislative/Statutory

Specifically, clause 203 of the Local Government (General) Regulation 2005 states the following:

1. Not later than 2 months after the end of each quarter (except the June quarter), the responsible accounting officer of a council must prepare and submit to the council a budget review statement that shows, by reference to the estimate of income and expenditure set out in the statement of the council's revenue policy included in the operational plan for the relevant year, a revised estimate of the income and expenditure for that year.

2. A budget review statement must include or be accompanied by:
  - (a) A report as to whether or not the responsible accounting officer believes that the statement indicates that the financial position of the council is satisfactory, having regard to the original estimate of income and expenditure, and
  - (b) If that position is unsatisfactory, recommendations for remedial action.
3. A budget review statement must also include any information required by the Code to be included in such a statement.

**(d) Risk**

If Council does not adopt the March 2021 Budget Review Statements, then Leeton Shire Council will not meet its compliance obligations.

**CONSULTATION**

**(a) External**

Nil

**(b) Internal**

All Officers Responsible for Budget Management  
Senior Management Team (SMT)

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

Under the Key Priority Area THEME 6 - "STRONG LEADERSHIP" within Council's adopted Delivery Program/Operational Plan – 20 - A community that is always on the front foot – 20a is to "Ensure the aspirations of the community are delivered – Operate an efficient and effective Local Government Administration."

**ATTACHMENTS**

- 1 [↓](#) March 2021 Quarterly Budget Review Summary



Leeton Shire Council  
July to March, 2021 Quarterly Budget Review Summary

<u>Page</u>	<u>Contents</u>
2	Responsible Accounting Officer Statement
4-5	Listing of Changes
6	Revised Income Statement with Variations
7	Revised Summary by Function
8-9	Revised Cash and Investments
10	Revised Capital Funding Statement with Variations
11	Contracts Awarded During Quarter
12	Legal and Consultants Expenditure
13	Tradeable Water Sales and Bad Debts

**Leeton Shire Council**  
**Operational Plan for year ended 30 June 2021**

The following statement is made in accordance with Clause 203(2) of the Local Government (General ) Regulation 2005.

It is my opinion that the Quarterly Budget Review Statement for Leeton Shire Council for the quarter ended 31 March, 2021 indicates that Council's projected financial position at 30 June 2021 will be satisfactory at year end, having regard to the projected estimates of income and expenditure and the original budgeted income and expenditure.

Signed:  \_\_\_\_\_ Date: 21/05/2021

Responsible Accounting Officer, Leeton Shire Council



**Recommended Changes to 2020/21 Original Budget**

	<b><u>Operating</u></b>	<b><u>Capital</u></b>	<b><u>Total</u></b>
	\$	\$	\$
<b><u>REVENUE</u></b>			
<b><u>Interest Income - Decreases</u></b>			
1	Interest Earned on Investments	(545,000)	(545,000)
	(545,000)	-	(545,000)
<b><u>Reserve Transfers</u></b>			
2	Upgrade Streetlights - Transfer from Infrastructure Reserve	510,916	510,916
3	Infrastructure Reserve - 4 Permanent Traffic Classifiers/Counters	103,000	103,000
4	Water Reserve - Myall St K&G And stormwater	73,250	73,250
5	Roads Reserve - Whitton Malthouse Entrance	183,215	183,215
	510,916	359,465	870,381
<b><u>Operating Grants and Contributions - Increases</u></b>			
6	Grant Funding-Country Art	5,228	5,228
	5,228	-	5,228
<b><u>Capital Grants and Contributions - Increases</u></b>			
7	Grant Funding-New Foothpaths for Bus Shelters	4,400	4,400
8	Information Technology - Grant Funding for Eplanning	50,000	50,000
9	Fixing Local Roads Round 1 - Calrose, Yarran & Acacia Streets	508,178	508,178
10	Local Roads-Almond Rd Pathway & Myall St K&G	531,388	531,388
11	RFS Grant - Shed upgrade	13,678	13,678
	-	1,107,644	1,107,644
<b><u>Other Revenue - Decreases</u></b>			
12	Sales of Water	(200,000)	(200,000)
	(200,000)	-	(200,000)
<b><u>Gain/Losses from Disposal of Assets - Decreases</u></b>			
13	Loss on Sale of Asset	(150,000)	(150,000)
	(150,000)	-	(150,000)
	<b>Total Income Increases</b>	<b>(378,856)</b>	<b>1,088,253</b>
	<b>Capital Reserves - Excluded from Income Statement</b>	<b>1,467,109</b>	<b>359,465</b>
	<b>Included in Income Statement</b>	<b>728,788</b>	<b>728,788</b>
<b><u>EXPENDITURE VARIATIONS</u></b>			
<b><u>Materials and Contracts</u></b>			
6	Country Art	5,228	5,228
	5,228	-	5,228
<b><u>Other Expenses - Increase</u></b>			
2	Street Lighting	510,916	510,916
14	Street Lighting	510,916	510,916
	<b>Total Expenditure Increases</b>	<b>516,144</b>	<b>516,144</b>
	<b>Net Variations</b>	<b>\$ (895,000)</b>	<b>\$ 1,467,109 \$ 572,109</b>

**Recommended Changes to 2020/21 Original Budget**

	<u>Operating</u>	<u>Capital</u>	<u>Total</u>
	\$	\$	\$
<b><u>Capital Projects Included</u></b>			
3		103,000	
7		4,400	
8		50,000	
11		13,678	
9		508,178	
10		531,388	
16		73,250	
		<u>\$ 1,467,109</u>	
 <b><u>Reserve Transfers - for Capital Projects not included in Income Statement</u></b>			
3		103,000	
16		73,250	
17		183,215	
		<u>\$ 359,465</u>	

LEETON SHIRE COUNCIL  
Budgeted Income Statement - Consolidated  
For Year Ending 30 June 2021

BUDGET REVIEWS FOR 2020/2021

Note	2020-2021		2020-2021		2020-2021		2020-2021		Item #	2020-2021		2020-2021		2020-2021		YTD%
	Original Budget Income	Original Budget Expense	Revolves & C/fwds Income	Revolves & C/fwds Expenses	1st Quarter Budget Income	1st Quarter Budget Expense	2nd Quarter Budget Income	2nd Quarter Budget Expense		3rd Quarter Budget Income	3rd Quarter Budget Expense	Revised Budget Income	Revised Budget Expense	Actual Income YTD	Actual Expense YTD	
	\$	\$	\$	\$	\$	\$	\$	\$		\$	\$	\$	\$	\$	\$	
	<b>Income from Continuing Operations</b>															
a	Rates and Annual Charges	13,623,906	-	-	-	-	-	-		-	13,623,906		13,395,681		98%	
b	User Fees and Charges	7,611,646	-	-	1,500	-	-	-		-	7,613,146		5,440,963		71%	
c	Interest and Investment Revenue	859,200	-	-	-	-	-	-	1	(545,000)	314,200		250,903		80%	
d	Grants & Contributions - Operating	5,103,671	-	-	1,466,264	-	26,135	-	6	5,228	6,601,298		4,337,789		66%	
e	Grants & Contributions - Capital	9,716,702	-	-	5,299,090	-	3,349,734	-		1,107,644	19,473,170		8,100,306		42%	
f	Other Income	2,651,025	-	-	30,500	-	-	-	12	(200,000)	2,481,525		1,377,753		56%	
g	Net Gains from Disposal of Assets	614,850	-	-	-	-	-	-	13	(150,000)	464,850		43,003		9%	
	Transfers from Reserves		1,636,492	-	-	-	-	-	2	510,916	2,147,408				0%	
	<b>Total Income</b>	<b>40,181,000</b>	<b>1,636,492</b>	<b>-</b>	<b>6,797,354</b>	<b>-</b>	<b>3,375,869</b>	<b>-</b>		<b>728,788</b>	<b>52,719,503</b>		<b>32,946,397</b>		<b>62%</b>	
	<b>Expenses from Continuing Operations</b>															
	Employee Costs	12,864,010	-	47,733	-	319,250	-	25,000		-	13,255,993		9,759,990		74%	
	Borrowing Costs	94,000	-	-	-	-	-	-		-	94,000		92,882		99%	
h	Materials and Contracts	9,181,103	-	1,368,905	-	1,323,264	-	(3,865)	6	5,228	11,874,635		5,919,927		50%	
i	Depreciation and Amortisation	6,300,500	-	-	-	-	-	-		-	6,300,500		5,362,710		85%	
	Other Expenses	2,049,254	-	219,854	-	3,000	-	5,000	2	510,916	2,788,024		2,147,699		77%	
	<b>Total Expenses</b>	<b>30,488,867</b>	<b>1,636,492</b>	<b>-</b>	<b>1,645,514</b>	<b>-</b>	<b>26,135</b>	<b>-</b>		<b>516,144</b>	<b>34,313,152</b>		<b>23,283,208</b>		<b>68%</b>	
	<b>Operating Result from Continuing Operations</b>	<b>9,692,133</b>	<b>-</b>	<b>-</b>	<b>5,151,840</b>	<b>-</b>	<b>3,349,734</b>	<b>-</b>		<b>212,644</b>	<b>18,406,351</b>		<b>9,663,189</b>			
	<b>Net Operating Result for the Year before Grants and Contributions Provided for Capital Purposes</b>	<b>(24,569)</b>	<b>-</b>	<b>-</b>	<b>(147,250)</b>	<b>-</b>	<b>-</b>	<b>-</b>		<b>(895,000)</b>	<b>(1,066,819)</b>		<b>1,562,883</b>			

A permanent difference means that the variance will remain for the rest of the year. A timing difference means that the overall amount is correct but the timing of the transaction makes the variance.

Notes

- a All Rates periods have been run and the result is an unfavourable permanent variance of \$228k or 2%.
- b The majority of Council's User Fees & Charges is from water consumption and is billed three times a year. The May Water Bill is still pending which is reflected in the actual to budget.
- c Interest rates have been well below budget all year and are not expected to rise any time soon. Council has requested a reduction in budgeted Interest income to better reflect this.
- d Council has recently been advised that it will be receiving 50% of the 2021/22 FAG's payment in advance (as per last year) as budgeted.
- e Capital Grants and contributions are well down on budget. Recognition of this income is dependant on works progress and invoicing. This is considered as a timing issue.
- f Other income includes water sales which are well down on budget. Council is requesting a \$500k reduction in Other Revenue to reflect this. This is a permanent and unfavourable change.
- g Trade in values on vehicles is well below expectations. Council seeks \$150k in the budget to reflect this. This is a permanent and unfavourable variance.
- h Materials and Contracts is well under budget. This is believed to be a favourable permanent difference brought about by an overestimation of costs.
- i Depreciation and amortisation is higher than budgeted. This may vary with the valuation of Water and Sewer Assets.

**LEETON SHIRE COUNCIL**  
**Summary by Function - Consolidated**  
**For Year Ending 30 June 2021**

**BUDGET REVIEWS FOR 2020/2021**

	2020-2021		2020-2021		2020-2021		2020-2021		2020-2021		2020-2021		
	Original Budget Income	Original Budget Expense	1st Quarter Budget Income	1st Quarter Budget Expense	2nd Quarter Budget Income	2nd Quarter Budget Expense	3rd Quarter Budget Income	3rd Quarter Budget Expense	Revised Budget Income	Revised Budget Expense	Actual Income YTD	Actual Expense YTD	
	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	
<b>Income</b>													
Corporate and Governance	2,353,580		496,473		25,000		(300,000)		2,575,053		1,361,441		
Public Order and Safety	188,050		4,000						192,050		191,908		
Health and Environment	221,939		-						221,939		168,786		
Community Services	2,101,911		77,544		5,572				2,185,027		1,483,679		
Housing and Community Amenities	595,650		98,300				510,916		1,204,866		636,552		
Recreation and Culture	927,990		1,443,678						2,371,668		1,850,711		
Manufacturing and Mining	94,230		1,500						95,730		71,282		
Transport and Communication	1,204,302		-						1,204,302		490,636		
Economic Affairs	257,983		722,238				(44,772)		935,449		284,572		
General Purpose Revenues	12,385,950		-				(245,000)		12,140,950		9,425,785		
Waste Management	3,343,609		65,000				(75,000)		3,333,609		2,457,341		
Water	4,534,467		140,910				(127,500)		4,547,877		3,756,443		
Sewerage	3,146,542		105,676				(97,500)		3,154,718		2,747,259		
<b>Total Income</b>	<b>31,356,203</b>		<b>3,155,319</b>		<b>30,572</b>		<b>(378,856)</b>		<b>34,163,239</b>		<b>24,926,395</b>		
<b>Expenses</b>													
Corporate and Governance		6,587,839		562,973		25,000				7,175,812		4,270,742	
Public Order and Safety		670,908		4,000						674,908		531,558	
Health and Environment		720,275		(7,672)					-	712,603		630,818	
Community Services		2,134,950		73,544		5,572				2,214,067		1,603,419	
Housing and Community Amenities		924,925		119,472				510,916		1,555,313		673,722	
Recreation and Culture		4,213,635		1,437,350						5,650,985		4,486,851	
Manufacturing and Mining		241,006		(5,945)						235,061		161,028	
Transport and Communication		5,522,475		-						5,522,475		4,001,291	
Economic Affairs		660,260		822,261				5,228		1,487,749		529,567	
Waste Management		2,924,092		65,000						2,989,092		1,476,216	
Water		4,024,988		100,910						4,125,898		2,945,613	
Sewerage		2,730,850		105,676						2,836,526		2,052,688	
<b>Total Expenses</b>		<b>31,356,203</b>		<b>3,277,569</b>		<b>30,572</b>			<b>516,144</b>		<b>35,180,489</b>		<b>23,363,512</b>
<b>Consolidated Net Surplus/(deficit):</b>		<b>(0)</b>		<b>(122,250)</b>		<b>-</b>			<b>(895,000)</b>		<b>(1,017,250)</b>		<b>1,562,883</b>

Leeton Shire Council  
 Year Ended 30 June 2021  
 Cash & Investments

	2020/2021								
	Original Annual Budget	Year End Adjustments & Budget Transactions	Revotes & C/Fwds	Sept Review	Dec Review	Revised Balance	Rec changes for Council Approval	Revised Annual Forecast	Actual YTD
<b>Externally Restricted</b>									
Unexpended Loans		1,281,322		(1,281,322)		-		-	-
Developer Contributions - General	445,653	13,921		(200,000)	(20,000)	259,574		259,574	478,849
Developer Contributions - Water	22,081	5,870			-	27,951	-	27,951	27,951
Developer Contributions - Sewer		-			-	-	-	-	-
Specific Purpose Unexpended Grants		2,469,743	(1,844,279)			625,464		625,464	625,464
Water Supply - carry over works		-	(622,990)			(622,990)	-	(622,990)	-
Water Supply	12,799,814	1,345,416			-	14,145,230	(73,250)	14,071,980	16,448,675
Sewerage Services - carry over works		1,890,632	(1,890,632)			-	-	-	-
Sewerage Services	5,171,669	831,243		(160,000)		5,842,912	-	5,842,912	9,102,898
Domestic Waste Management	2,664,304	(231,092)	(40,000)	(25,000)		2,368,212	-	2,368,212	3,980,684
Stormwater Management	265,554	(39,188)			-	226,366	-	226,366	226,334
Deposits, Bonds & Retentions	309,230	22,644			-	331,874	-	331,874	331,874
<b>Total Externally Restricted</b>	<b>21,678,305</b>	<b>7,590,511</b>	<b>(4,397,901)</b>	<b>(1,666,322)</b>	<b>(20,000)</b>	<b>23,204,593</b>	<b>(73,250)</b>	<b>23,131,343</b>	<b>31,222,729</b>
<b>Internally Restricted</b>									
Plant & Vehicle Replacement	2,407,120	6,145			-	2,413,265	-	2,413,265	1,770,468
Computer & Office Equipment	100,000	-				100,000		100,000	50,000
Infrastructure Replacement	1,336,451	535,883		(506,383)		1,365,951	(613,916)	752,035	1,194,683
Infrastructure Replacement (Special)	324,000	-			-	324,000	-	324,000	324,000
Employee Leave Entitlements	2,212,793	(50,000)			-	2,162,793	-	2,162,793	1,970,793
Fire and Emergency Services	30,000	-			-	30,000	-	30,000	30,000
Unfinished Works (General) Restriction		2,368,223	(1,446,947)		(159,568)	921,276	-	921,276	-
Community Services	16,050	-			-	16,050	-	16,050	16,050
Community Grant Schemes		5,775			-	5,775	-	5,775	5,775
Buildings	885,637	5,000			-	890,637	-	890,637	675,637
Eventide Homes	101,754	(65,993)			-	35,761	-	35,761	115,761
Roads General	2,405,437	(25,000)			-	2,380,437	(183,215)	2,197,222	2,097,222
Roxy Theatre	102,345	-			-	102,345	-	102,345	102,345
Stadium	12,064	-			-	12,064	-	12,064	12,064
Land Development	215,119	600,000			-	815,119	-	815,119	374,733
Insurance	41,374	-			-	41,374	-	41,374	41,374
Workers Compensation	396,487	-			-	396,487	-	396,487	396,487

Leeton Shire Council  
Year Ended 30 June 2021  
Cash & Investments

	2020/2021								
	Original Annual Budget	Year End Adjustments & Budget Transactions	Revotes & C/Fwds	Sept Review	Dec Review	Revised Balance	Rec changes for Council Approval	Revised Annual Forecast	Actual YTD
Renewable Energy Efficiencies	120,000	-			-	120,000	-	120,000	100,000
Golf Club Committee Donations	15,000	(15,000)			-	-	-	-	
Aerodrome	115,368	-			-	115,368	-	115,368	315,368
Swimming Pool	1,018,751	-		(135,000)	(25,000)	883,751	-	883,751	-
Sportsgrounds Improvements	315,147	-			-	315,147	-	315,147	265,147
Valuation Reserve	60,000	-			-	60,000	-	60,000	40,000
Election Reserve	150,000	-			-	150,000	-	150,000	110,000
Childcare Centre	56,105	-			-	56,105	-	56,105	231,105
Loan Repayment	100,000	-			-	100,000	-	100,000	
Landfill Remediation	50,000	-			-	50,000	-	50,000	
Cemetery Expansion	200,000	-			-	200,000	-	200,000	100,000
Leeton Museum & Art Gallery (WCIC)	249,294	-			-	249,294	-	249,294	150,000
<b>Total Internally Restricted</b>	<b>13,036,296</b>	<b>3,365,033</b>	<b>(1,446,947)</b>	<b>(641,383)</b>	<b>(184,568)</b>	<b>14,312,999</b>	<b>(797,131)</b>	<b>13,515,868</b>	<b>10,489,012</b>
<b>Total Restricted</b>	<b>34,714,601</b>	<b>10,955,544</b>	<b>(5,844,848)</b>	<b>(2,307,705)</b>	<b>(204,568)</b>	<b>37,517,592</b>	<b>(870,381)</b>	<b>36,647,211</b>	<b>41,711,741</b>
<b>Unrestricted</b>	<b>10,988,284</b>	<b>(6,445,598)</b>	<b>-</b>	<b>-</b>	<b>205,118</b>	<b>4,542,686</b>	<b>870,381</b>	<b>5,413,067</b>	<b>417,716</b>
<b>Total Restricted &amp; Unrestricted Cash &amp; Investments</b>	<b>45,702,885</b>	<b>4,509,946</b>	<b>(5,844,848)</b>	<b>(2,307,705)</b>	<b>550</b>	<b>42,060,278</b>	<b>-</b>	<b>42,060,278</b>	<b>42,129,457</b>
<b>Cash &amp; Investments</b>									
Cash floats	4,070	-			550	4,070	-	4,070	4,170
Cash floats LELC	400	-				400	-	400	400
Cash at Bank	723,251	1,462,776				2,186,027	-	2,186,027	1,737,896
Cash at Bank LELC	520,785	125,690				646,475	-	646,475	479,883
Investments & Deposits at Call	44,454,379	2,921,480	(5,844,848)	(2,307,705)		39,223,306	-	39,223,306	39,907,109
	<b>45,702,885</b>	<b>4,509,946</b>	<b>(5,844,848)</b>	<b>(2,307,705)</b>	<b>550</b>	<b>42,060,278</b>	<b>-</b>	<b>42,060,278</b>	<b>42,129,457</b>

This document forms part of Leeton Shire Council's Quarterly Budget Review Statement for the quarter ended 31/03/2021 and should be read in conjunction with other documents in the QBRs.

LEETON SHIRE COUNCIL  
 Capital Expenditure Funding Source and Asset Class  
 For Year Ending 30 June 2021

2020/2021							
Original Annual Budget	Revotes & C/Fwd's	Sept Review	Dec Review	Revised	Rec changes for Council Approval	Revised Annual Forecast	Actual YTD
<b>Capital Funding Source</b>							
Rates and other untied funding	-	650,789	(600,789)	4,167,438	-	4,167,438	4,662,262
Capital Grants & Contributions	-	5,299,090	3,349,734	15,015,792	1,107,644	16,123,436	8,100,306
Internal Restrictions	733,863	1,972,705	184,568	4,864,568	286,215	5,150,783	
External Restrictions							
- Section 94	19,275		20,000	39,275		39,275	
- Unexpended grants & contributions	1,171,894			1,171,894		1,171,894	367,464
- stormwater levy	162,000			162,000		162,000	51,432
- domestic waste management	805,000	150,000		955,000		955,000	258,654
- water supply	1,750,000	522,080		2,272,080	73,250	2,345,330	861,475
- sewerage services	500,000	1,784,956	160,000	2,444,956		2,444,956	285,322
Loans	2,531,100	-		2,531,100		2,531,100	
<b>Total Capital Funding</b>	<b>18,225,213</b>	<b>4,212,793</b>	<b>8,232,584</b>	<b>33,624,103</b>	<b>1,467,109</b>	<b>35,091,212</b>	<b>14,586,915</b>
<b>Capital Expenditure</b>							
<b>New assets</b>							
- office equipment	158,247		-	158,247	50,000	208,247	297,672
- plant & equipment	110,000		-	110,000	-	110,000	11,042
- land & buildings	5,282,500		29,141	5,311,641		5,311,641	57,913
- parks, gardens & recreation	101,000	30,000	250,000	381,000	13,678	394,678	123,911
- roads, bridges, Stormwater & footpaths	236,500		50,000	286,500	638,788	925,288	844,538
- waste	275,000	241,355		516,355		516,355	209,847
- water supply	1,100,000	316,990		1,416,990		1,416,990	586,347
- sewerage services	-	1,349,815	1,500,000	2,849,815		2,849,815	7,760
<b>Renewals (replacements)</b>							
- plant & equipment	1,165,500			1,165,500		1,165,500	695,104
- land & buildings	5,605,737	632,820	450,000	45,068	6,733,625	6,733,625	491,995
- parks, gardens & recreation	150,000	642,096	3,816,322		4,608,418	4,608,418	4,156,790
- roads, bridges, Stormwater & footpaths	3,098,976	201,239	2,056,262	2,829,304	8,185,781	691,393	8,877,174
- waste							48,807
- water supply	650,000	205,090		855,090	73,250	928,340	275,128
- sewerage services	450,000	435,141	160,000	1,045,141		1,045,141	285,322
Loan repayments (principal)	-						
<b>Total Capital Expenditure</b>	<b>18,225,213</b>	<b>4,212,793</b>	<b>8,232,584</b>	<b>33,624,103</b>	<b>1,467,109</b>	<b>35,091,212</b>	<b>14,586,915</b>



**Leeton Shire Council  
July to March , 2021 Quarterly Budget Review  
Contracts**

Contract No	Contractor	Contract detail & purpose	Contract value (excl GST)	Commenced	Duration of contract	Budgeted (Y/N)
LSC2019-111	Milbrae Quarries Pty Ltd	Supply Rock & Gravel Quarried Products	Unit rates dependant on quantity purchased	1/07/2020	1/07/2022	Y
LSC2019-110	EDI Downer	Spray Sealing	>\$1M	1/07/2019	2 years	Y
	EDI Downer	Emulsion	<\$100,000	1/07/2019	3 years	Y
	Omnistruct Building	Leeton Aquatic Centre	\$4,825,000	22/10/2019	Completion of Project	Y
	LG Civil	Intersection - Whitton Ale House	\$245,215	1/08/2020	31/10/2020	Y
	Williams and Boag	Roxy Theatre Redevelopment - Architects	\$355,919	1/07/2019	Completion of Project	Y
	JR & EG Richards	Garbage and Recyclables Collection	\$786,122	1/07/2018	30/11/2022	Y
	DCWC	Roxy Theatre Redevelopment - Project Management	\$152,720	1/07/2019	Completion of Project	Y
	Taggle Systems	Supply and Install Water Meters	\$1,264,738	1/03/2020	Completion of Project	Y
	Boots Construction	Refurbishment of Wade Ave	\$1,478,722	1/03/2020	Completion of Project	Y
	Bill Arnold Pty Ltd	Construction of Grandstand & Amenities Building	\$2,053,558	1/11/2019	Completion of Project	Y
LSC2020-101	Boots Construction	Whitton Transfer Station	\$395,633	11/03/2020	14 Weeks	Y
LSC2020-104	Lowes Petroleum	Bulk Fuel Supply	\$275,000	31/11/19	31/11/2021	Y
LSC2019-108	Murray Construction	Design & Construct Whitton Darlingon Point Road Bridge and road approaches	\$1,861,130	9/12/2019	Completion of Project	Y
	Precision Skate Parks	Construction of Leeton Regional Skate Park extension	\$158,804	1/10/2020	Completion of Project	Y
LSC2020-104	Lowes Petroleum	Bulk Fuel Supply	\$275,000	31/11/19	31/11/2021	Y
	ERM Power Retail	Retail Electricity Agreement	\$576,000	1/01/2020	31/12/2022	Y
	AGL	Retail Electricity Agreement	\$273,000	1/01/2020	31/12/2022	Y
	Origin Energy Electricity	Retail Electricity Agreement	\$576,000	1/01/2020	31/12/2022	Y
	Essential Energy	Streetlights Bulk Lamps	\$510,916	14/01/2021	Completion of Project	Y

This document forms part of Leeton Shire Council's Quarterly Budget Review Statement for the quarter ended 31/03/2021 and should be read in conjunction with other documents in the QBRs.

**Leeton Shire Council  
July to March , 2021 Quarterly Budget Review  
Consultancy & Legal Costs**

<b>Company</b>	<b>Details</b>	<b>Expenditure YTD</b>	<b>Budgeted Y/N</b>
<b>Consultancies</b>			
Noel Thompson Architecture	Heritage Advice	\$ 10,300	Y
Building & Environmental Services Today	Planning Proposals 26 Lake Paddock Drive & Acacia Ave	\$ 8,020	Y
NSW Public Works	Integrated Water Cycle Management	\$ 12,223	Y
Active Planning Consultants	Roxy Development DA Process	\$ 28,670	Y
Tails	Leeton Waste Management Strategy and Leeton Landfill Closure Plan	\$ 18,676	Y
Facility Design Group	Leeton Swimming Pool Redevelopment	\$ 50,000	Y
AES	Trade Waste Consulting	\$ 6,400	Y
BRT Consulting Pty Ltd	Building Services Consultants - Roxy Theatre Redevelopment	\$ 17,500	Y
RAMJO	Adverse Event Management Plan	\$ 25,000	Y
Amanda Spalding Consulting	Development of submission to the Rural Health Inquiry	\$ 5,000	Y
Donald Cant Watts Corke	Roxy Theatre Redevelopment, Project Management	\$ 68,706	Y
Williams Boag Pty Ltd	Roxy Theatre Redevelopment, Architect	\$ 47,658	Y
McKenzie Group	Roxy Theatre Redevelopment BCA/PCA, Planning services	\$ 4,000	Y
Lucas Stapilton	Roxy Theatre, Heritage Advice	\$ 7,132	Y
Stephen Grubits & Assoc	Roxy Theatre, Redevelopment	\$ 6,590	Y
Settling Line Theatre Consul	Roxy Theatre, Theatre Stage Consultancy	\$ 6,305	Y
Remplan	Roxy Theatre, Business Case for BBRF Funding app.	\$ 9,450	Y
Rob Gebert Arts Consultancy	Roxy Theatre, Consultant Fees - Roxy BBRF Application 2021	\$ 4,860	Y
Debby Maziarz Pty Ltd	Roxy Theatre, Grant writing support BBRF Sub	\$ 2,220	Y
Tommy Gun Pty Ltd	Roxy Theatre, BBRF Funding Submission Support	\$ 7,275	Y
Tilma Group Pty Ltd	Graphic design of Visitor Economy Strategy	\$ 2,000	Y
Godfrey Remuneration Group	Consulting Services 26 Oct 2020, Org. Structure	\$ 4,717	Y
Edge Land Planning	Review EIS Roaches Surge Reservoir	\$ 6,233	Y
Australis Asset Advisory	Completion of Roads Asset Valuation 2020	\$ 38,874	Y
<b>Legal Expenses</b>			
General		\$ 76,716	Y
Planning		\$ 825	Y
Debt recovery		\$ -	Y

This document forms part of Leeton Shire Council's Quarterly Budget Review Statement for the quarter ended 31/03/2021 and should be read in conjunction with other documents in the QBRs.

**Leeton Shire Council  
 July to March , 2021 Quarterly Budget Review  
 Water Trading & Bad Debts**

<b>Details</b>	<b>Original Budget</b>	<b>Expenditure YTD</b>	<b>Income Year to Date</b>	<b>Revised Budget</b>
<b>Trade Water Sales</b>				
Sale of Water	\$ 528,000	\$ 6,090	\$ 246,017	\$ 328,000
<b>Bad Debts Written Off Year to Date</b>				
General	\$ 3,650	Nil	Nil	\$ 3,650

This document forms part of Leeton Shire Council's Quarterly Budget Review Statement for the quarter ended 31/03/2021 and should be read in conjunction with other documents in the QBRs.

**ITEM 8.10 INVESTMENTS REPORT FOR APRIL 2021**

<b>RECORD NUMBER</b>	21/172
<b>RELATED FILE NUMBER</b>	EF10/137
<b>AUTHOR/S</b>	Finance and Coordinator
<b>APPROVER/S</b>	Manager Finance Group Manager Corporate

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**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 April 2021.

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**RECOMMENDATION**

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

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**REPORT**

**(a) Background**

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

**(b) Discussion**

Leeton Shire Council has \$15,528,438 invested with local bank branches and credit unions. This equates to 37.96% of the total investment portfolio as at 30 April 2021. The total current investment portfolio of \$40,910,046 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 30 April 2021.

The Statement of Bank Reconciliation details what Council has in its bank account at 30 April 2021 (after taking into account unrepresented cheques, unrepresented deposits, and unrepresented debits) compared to what Council has in its general ledger as at 30 April 2021.

The Summary of Investments details all the investments held by Leeton Shire Council as at 30 April 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 April 2021.

<b>Opening balance as at 1 April 2021</b>	<b>\$ 39,907,109</b>
<b>Less:</b>	
Maturities (2)	\$ 1,500,000
<b>Subtotal</b>	<b>\$ 38,407,109</b>
<b>Plus:</b>	
Roll-overs (1)	\$ 500,000
New Investments (1)	\$ 1,000,000
CBA Business Online Saver (BOS) movements	\$ 87
AMP Business Saver Account	\$ 0
AMP 31 Day Notice Account	\$ 2,510
Macquarie Cash Management Accelerator Account	\$ 1,000,340
<b>Closing balance as at 30 April 2021</b>	<b>\$ <u>\$40,910,046</u></b>

During April 2021, Council had two maturities. One investment was redeemed and placed in the Macquarie Cash Management Accelerator Account. The remaining investment maturity was rolled over with the financial institution it was currently with. A new Term Deposit was taken up with the Australian Military Bank. It was considered prudent to keep investments liquid (readily available) to ensure that adequate funding is available for end-of-financial-year payment of accounts.

The ANZ investment (20-11) under discussion at the last council meeting is not a Term Deposit. This investment is a Floating Rate Note.

Floating rate notes (FRNs) are bonds that have a variable coupon, equal to a money market reference rate, plus a quoted spread (also known as quoted margin). The spread is a rate that remains constant. The return on the ANZ FRN is – 3 month Bank Bill Swap Rate 90 day rate + 0.77%.

Floating rate funds are an attractive investment for the fixed income or conservative portion of any portfolio. If council were to attempt to sell the note on the open market, the result of the sale would be difficult to predict. The interest rate of 0.80% is a good rate in the current investment environment. If the investment was redeemed, council would only be able to secure a rate of approximately 0.50% on reinvestment in a Term Deposit.

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

Banks	\$38,410,046
Credit Unions	\$ 2,500,000
<b>TOTAL</b>	<b>\$40,910,046</b>

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

<b>Total Investments</b>	<b>\$</b>	<b>40,910,046</b>
<i>Less restrictions</i>		
Water Supply	\$	17,281,330
Sewerage Services	\$	9,373,921
Other external restrictions	\$	5,643,205
Internal restrictions	\$	10,489,012
<b>Total restrictions</b>	<b>\$</b>	<b>42,787,468</b>
<b>Net unrestricted investments</b>	<b>\$</b>	<b>-1,877,422</b>

As at 30 April Council had \$1,743,433 in the operating account (**Attachment 1**). Since that date council has received grant payments in excess of \$2 million, which brings councils Restricted Investments back into balance.

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

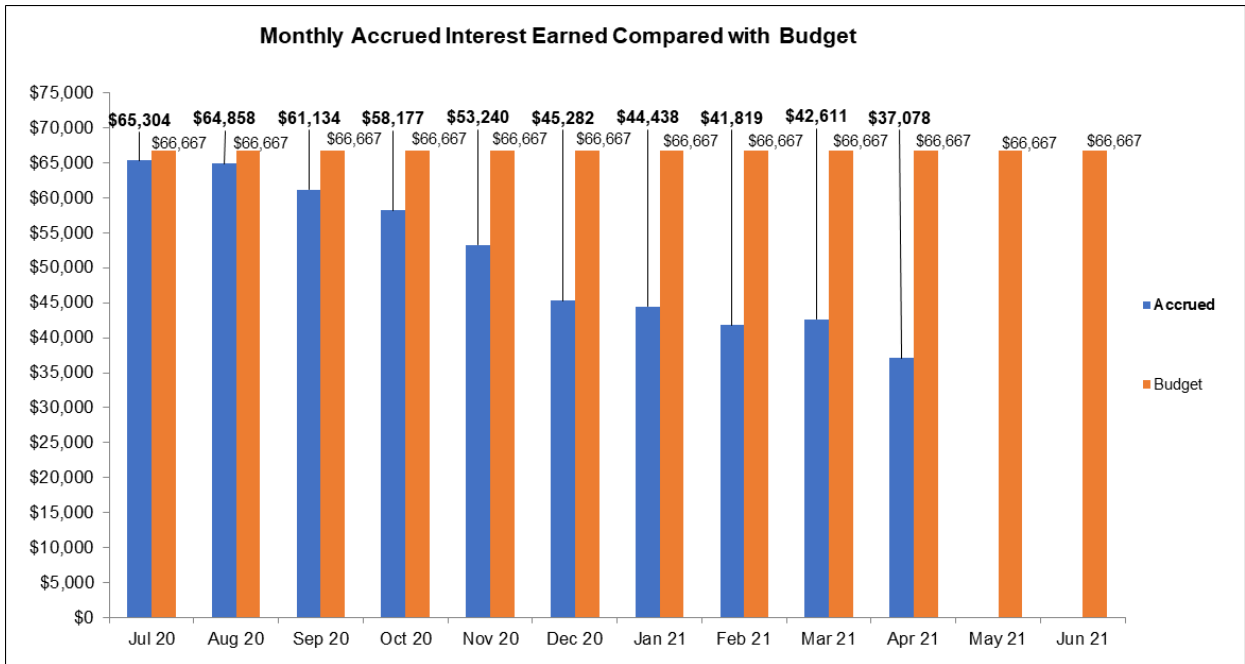
Internal restrictions are funds set aside by a Council resolution, usually through adoption of the Budget or as part of the Quarterly Budget Review process. Internally restricted funds can be set aside to fund specific items such as plant replacement, infrastructure renewal, unplanned building renewal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

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

The Reserve Bank of Australia kept its rates and guidance unchanged at its meeting in May, however it upgraded its baseline forecasts for economic growth and substantially reduced its unemployment forecasts. The RBA has lowered its unemployment rate forecasts to 4.5% by the end of 2022 (previously 5.5%).

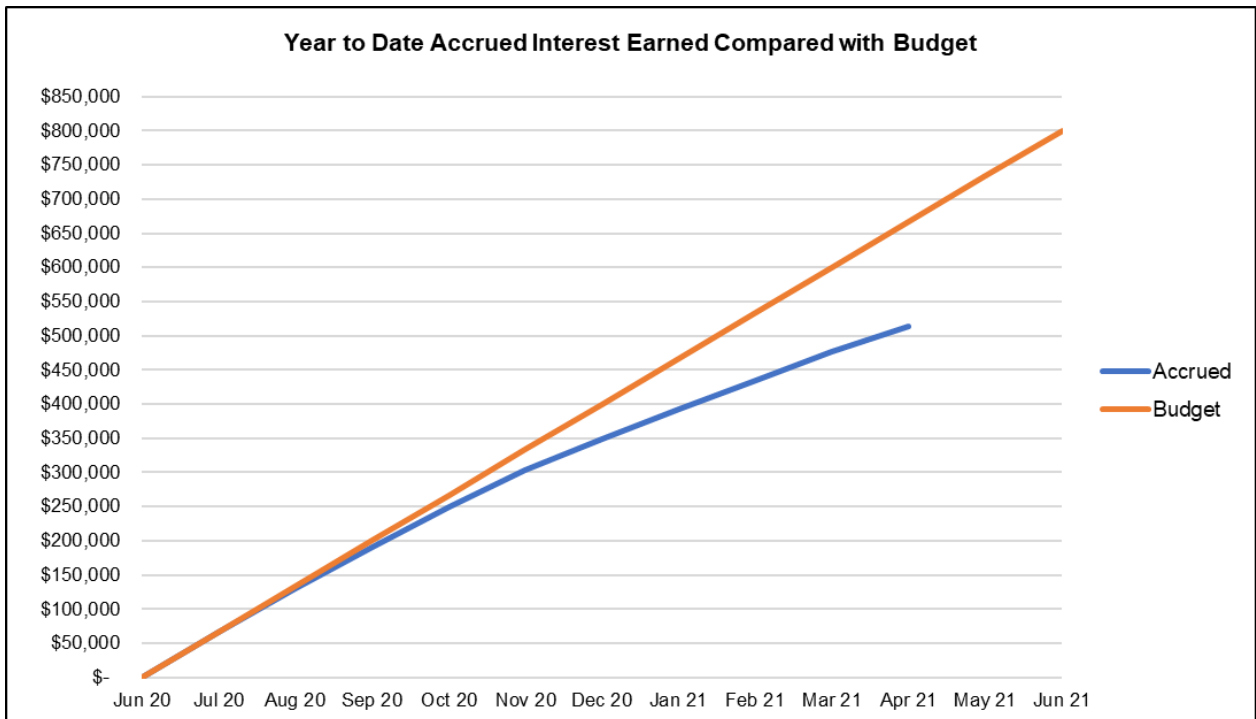
The average yield on Council investments for April 2021 fell to 1.08%, a decrease of 0.06% from the 1.14% rate in March 2021.

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



The actual \$37,078 in interest accrued for April 2021 is lower than the budgeted amount of \$66,667 by \$29,589.

The following line graph compares year-to-date interest with the original budgeted interest for the period. This shows that Council's actual investment income is tracking lower than the original budget as at 30 April 2021.





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

Performance Measures	This Year	Last Year
Portfolio Average Interest Rate (year to date)	1.41%	2.32%

Investment Balances	This Year	Last Year
Opening Balance as at 1 April	\$39,907,109	\$45,284,918
Current Balance as at 30 April	\$40,910,046	\$42,585,110

### **Lehman Brothers**

#### **Lehman Brothers Australia Dividend Payment Update:**

No further information to report for April 2021.

#### **(c) Options**

Nil – this report is for information only.

### **IMPLICATIONS TO BE ADDRESSED**

#### **(a) Financial**

The rate of return across the portfolio is 1.08% for April 2021. The budgeted percentage for the 2020/21 Financial Year is 2.0%.

The consolidated actual investment income from 1 July 2020 to 30 April 2021 compared to the budgeted annual investment interest from 1 July 2020 to 30 April 2021 is detailed below.

Actual Interest Earned from 1 July 2020 to 30 April 2021	\$513,941
Budgeted Interest – 1 July 2020 to 30 April 2021	\$666,667
<b>Variance – Negative</b>	<b><u>-\$152,726</u></b>

#### **(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 (69.67%), followed by the cash at call accounts with the Commonwealth Bank of Australia, AMP Bank and Macquarie Bank (17.26%). Floating Rate Notes are 10.63% of the portfolio, and 2.44% 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 30 April 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	\$7,757,983	18.95%	100.00%	\$33,195,388
Yes	A Category	\$2,001,887	4.89%	100.00%	\$38,951,494
Yes	BBB Category	\$28,693,511	70.06%	100.00%	\$12,259,860
Yes	Unrated ADI's	\$2,500,000	6.10%	40.00%	\$13,881,348
		<b>\$40,953,371</b>	<b>100.00%</b>		

**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	28,500	69.67
Cash/At Call Deposits	Low	Low	7,060	17.26
Bond	Low	Low	1,000	2.44
Floating Rate Notes	Low	Low	4,350	10.63
<b>TOTAL</b>			<b>40,910</b>	<b>100.00</b>

## **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 April 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 - 30 April 2021

**2** [↓](#) Summary of Investments - 30 April 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 April 2021

### BALANCE AS PER GENERAL LEDGER

Opening Balance:	1/04/2021	\$	1,704,784.42
April Movements:		\$	69,622.45
Closing Balance:	30/04/2021	\$	<u>1,774,406.87</u>
Less Unprocessed Bank Statement Transactions:		-\$	29,351.83
Total:		\$	<u><u>1,745,055.04</u></u>

### BALANCE AS PER BANK STATEMENTS

		\$	<u>1,743,432.80</u>
Less Unpresented Cheques		-\$	86.00
Less Unpresented Debits			
Plus Unpresented Deposits		\$	1,708.24
Total		\$	<u><u>1,745,055.04</u></u>



Responsible Accounting Officer  
11 May 2021

## Leeton Shire Council

Summary of Term Investments as at: 30/04/2021					BBSW 90: 0.04%	Average Yield: 1.08%					
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	138	0	1,028,437.85	0.10%	12/05/21	DAC
20-00	AMP Bank	AMP Business Saver Account - Cash at Call		437864762	10/07/20	10	0	906.03	0.60%	12/05/21	DAC
21-00	AMP Bank	AMP 31 Day Notice Account		971165956	17/07/20	9	0	4,028,824.75	0.90%	12/05/21	DAC
22-00	Macquarie Bank	Macquarie Cash Management Accelerator Account		940367790	07/11/20	6	0	2,001,877.43	0.40%	12/05/21	DAC
18-39	Auswide Bank	Auswide Bank		5652782.16	27/06/18	36	1	1,000,000.00	3.16%	27/06/21	LTD
19-11	National Aust Bank	National Aust Bank		97-327-3005	27/09/18	36	4	1,000,000.00	3.03%	27/09/21	LTD
19-49	National Aust Bank	National Aust Bank		AU3FN00487	19/06/19	60	37	700,000.00	0.95%	19/06/24	FRN
20-04	National Aust Bank	Member Equity Bank		AU3FN00485	18/07/19	36	14	650,000.00	1.02%	18/07/22	FRN
20-08	AMP Bank	AMP Bank		TD13745815	15/08/19	24	3	1,000,000.00	2.20%	15/08/21	LTD
20-11	ANZ Bank	ANZ Bank		AU3FN00497	29/08/19	60	39	1,000,000.00	0.80%	29/08/24	FRN
20-12	Beyond Bank Leeton	Beyond Bank Leeton		123086194	06/09/19	24	4	1,000,000.00	1.95%	06/09/21	LTD
20-15	Auswide Bank	Auswide Bank		5652782	03/10/19	24	5	1,000,000.00	1.72%	05/10/21	LTD
20-17	Beyond Bank Leeton	Beyond Bank Leeton		123074883	07/10/19	24	5	1,000,000.00	1.80%	07/10/21	LTD
20-31	National Aust Bank	RACQ Bank		AU3FN00531	24/02/20	36	21	1,000,000.00	0.94%	24/02/23	FRN
20-35	Laminar Capital	Auswide Bank		AU3FN00536	17/03/20	35	22	1,000,000.00	1.08%	17/03/23	FRN
20-41	AMP Bank	AMP Bank		TD60160792	29/04/20	17	5	500,000.00	1.85%	29/10/21	LTD
20-46	AMP Bank	AMP Bank		TD49419356	04/06/20	17	7	1,000,000.00	1.60%	01/12/21	LTD
20-47	Beyond Bank Leeton	Beyond Bank Leeton		123086240	08/06/20	12	1	500,000.00	1.40%	08/06/21	LTD
20-49	Beyond Bank Leeton	Beyond Bank Leeton		123074677	20/06/20	12	1	1,000,000.00	1.40%	20/06/21	LTD
20-51	Bank of Queensland	Bank of Queensland		273798	23/06/20	12	1	1,000,000.00	1.15%	23/06/21	LTD
20-52	Beyond Bank Leeton	Beyond Bank Leeton		123080760	23/06/20	12	1	1,000,000.00	1.40%	23/06/21	LTD
21-01	National Aust Bank	National Aust Bank		10709375	06/07/20	12	2	500,000.00	0.95%	06/07/21	LTD
21-02	Westpac Leeton	Westpac Bank Treasury		8672230	09/07/20	12	2	500,000.00	0.95%	09/07/21	LTD
21-03	St George Bank	St George Bank		357200540	12/07/20	12	2	1,000,000.00	0.97%	12/07/21	LTD
21-08	Westpac Leeton	Westpac Bank Treasury		032-757 22-6	09/09/20	9	2	1,000,000.00	0.77%	08/07/21	LTD
21-09	Elders Narrandera	Rural Bank		302310859	22/09/20	11	4	1,000,000.00	0.90%	21/09/21	LTD
21-10	Northern Territory Treas	Territory Bond		AA-109-3B	14/09/20	38	31	1,000,000.00	1.25%	15/12/23	Bond
21-11	Elders Narrandera	Rural Bank		302312715	22/10/20	11	5	1,000,000.00	0.85%	21/10/21	LTD
21-12	Beyond Bank Leeton	Beyond Bank Leeton		123075182	28/10/20	23	17	1,000,000.00	0.95%	28/10/22	LTD
21-13	Curve Securities Pty Ltc	Wangaratta & Wodonga CU		22130	10/12/20	11	7	1,000,000.00	0.80%	09/12/21	LTD

## Leeton Shire Council

Summary of Term Investments as at: <b>30/04/2021</b>						BBSW 90: <b>0.04%</b>	Average Yield: <b>1.08%</b>				
Inv No	Financial Institution/Broker	Investment	Note	Ref No	Investment Date	Investment Term (months)	Remaining Term (months)	Principal	Yield %	Maturity	Type
21-14	AMP Bank	AMP Bank		TD14238487	14/12/20	17	13	890,000.00	0.95%	14/06/22	LTD
21-15	Curve Securities Pty Ltc	Wangaratta & Wodonga CU		9672	18/12/20	11	7	1,000,000.00	0.80%	17/12/21	LTD
21-16	AMP Bank	AMP Bank		TD03847931	27/01/21	17	14	610,000.00	0.95%	27/07/22	LTD
21-17	AMP Bank	AMP Bank		TD52801630	08/02/21	17	15	500,000.00	0.95%	08/08/22	LTD
21-18	Curve Securities Pty Ltc	Wangaratta & Wodonga CU		87795124.3	22/02/21	5	3	500,000.00	0.65%	23/08/21	LTD
21-19	Auswide Bank	Auswide Bank		56527819.2	25/02/21	5	3	1,000,000.00	0.50%	25/08/21	LTD
21-20	Beyond Bank Leeton	Beyond Bank Leeton		123092627	11/03/21	6	4	1,000,000.00	0.60%	11/09/21	LTD
21-21	Beyond Bank Leeton	Beyond Bank Leeton		123086423	16/03/21	6	4	1,000,000.00	0.60%	16/09/21	LTD
21-22	Beyond Bank Leeton	Beyond Bank Leeton		123087796	21/03/21	12	10	1,000,000.00	0.60%	21/03/22	LTD
21-23	Beyond Bank Leeton	Beyond Bank Leeton		123087332	28/03/21	6	4	1,000,000.00	0.50%	28/09/21	LTD
21-24	Beyond Bank Leeton	Beyond Bank Leeton		174687370	28/03/21	12	10	500,000.00	0.60%	28/03/22	LTD
21-25	AMP Bank	AMP Bank		TD86556078	06/04/21	18	17	500,000.00	0.50%	06/10/22	LTD
21-26	Australian Military Bank	Australian Military Bank			13/04/21	36	35	1,000,000.00	0.76%	15/04/24	LTD
<b>Total Investments:</b>								<b>\$ 40,910,046.06</b>			



## Leeton Shire Council

**Summary of Term Investments as at: 30/04/2021**

<b>BBSW 90:</b>	<b>0.04%</b>	<b>Average Yield:</b>	<b>1.08%</b>
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Investment by Type		
Investment	Amount	%
Bank of Queensland	1,000,000	2.4%
Rural Bank	2,000,000	4.9%
Wangaratta & Wodong	2,500,000	6.1%
Beyond Bank Leeton	10,000,000	24.4%
Member Equity Bank	650,000	1.6%
AMP Bank	5,000,000	12.2%
Westpac Bank Treasury	1,500,000	3.7%
Auswide Bank	4,000,000	9.8%
National Aust Bank	2,200,000	5.4%
Australian Military Bank	1,000,000	2.4%
St George Bank	1,000,000	2.4%
ANZ Bank	1,000,000	2.4%
RACQ Bank	1,000,000	2.4%
Territory Bond	1,000,000	2.4%
CBA Business Online Sa	1,028,438	2.5%
AMP Business Saver Acc	906	0.0%
AMP 31 Day Notice Acc	4,028,825	9.8%
Macquarie Cash Mand	2,001,877	4.9%
<b>TOTAL</b>	<b>40,910,046</b>	<b>100.0%</b>

Investments by Age		
Age	Amount	%
1. Less than 30 Days	7,060,046	17%
2. 30 to 180 Days	19,500,000	48%
3. 180 to 365 Days	4,500,000	11%
4. 1 to 3 years	8,150,000	20%
5. 3 to 5 years	1,700,000	4%
<b>TOTAL</b>	<b>40,910,046</b>	<b>100%</b>

Investments by Age and Type		
Sum of Principal		
Ageing <sup>1</sup>	Type	Total
Current	DAC	7,060,046
	LTD	24,000,000
<b>Current Total</b>		<b>31,060,046</b>
Non Current	LTD	4,500,000
	FRN	4,350,000
	Bond	1,000,000
<b>Non Current Total</b>		<b>9,850,000</b>
<b>Grand Total</b>		<b>40,910,046</b>

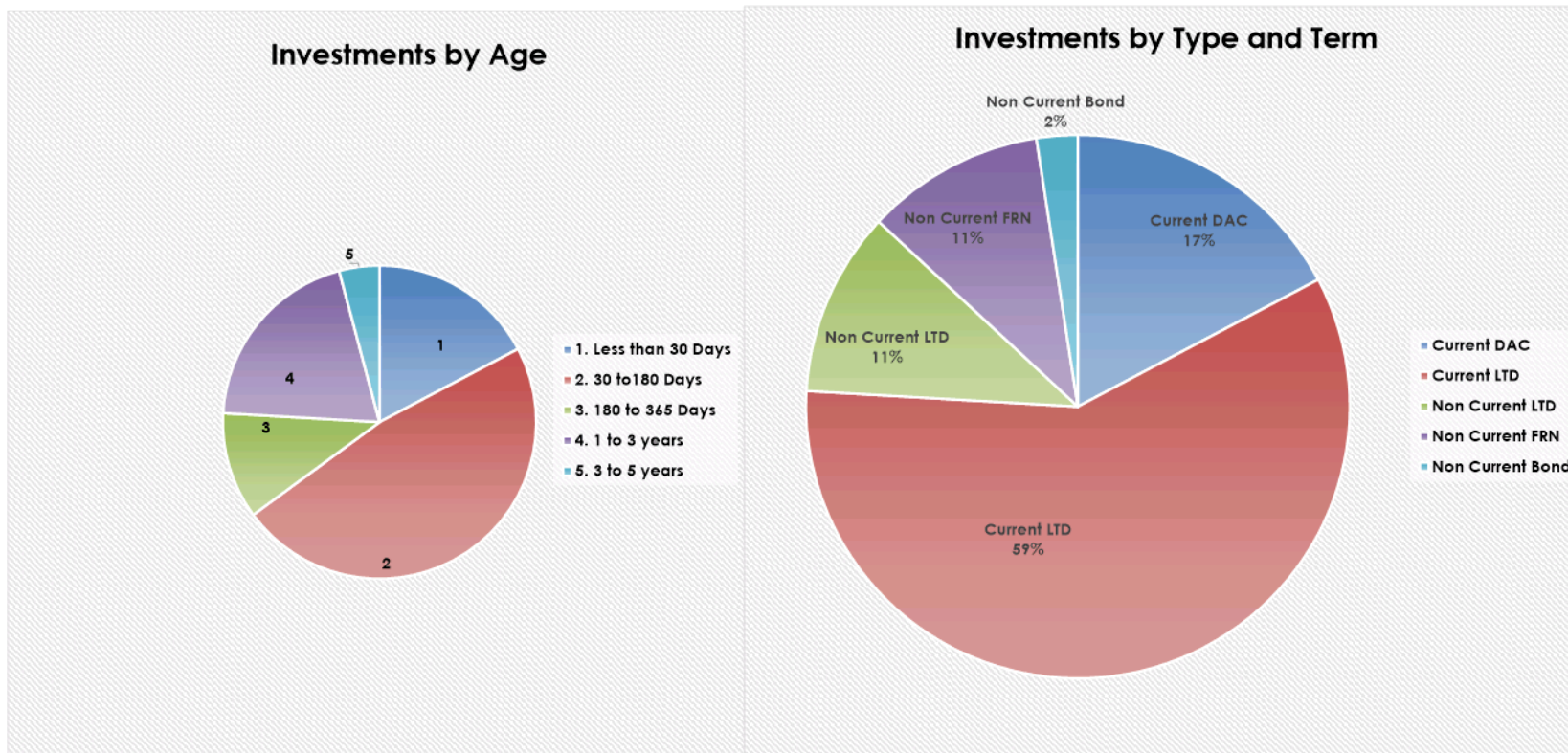
Index:	
DAC	Deposit at Call
FRN	Floating Rate Note
LTD	Long Term Deposit
STD	Short Term Deposit
Bond	Long Term Bond

## Leeton Shire Council

Summary of Term Investments as at: **30/04/2021**

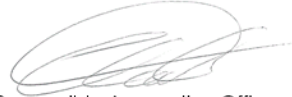
BBSW 90: 0.04%

Average Yield: 1.08%



Explanatory notes:

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

  
 Responsible Accounting Officer  
 12 May, 2021

## OPERATIONAL MATTERS

### **ITEM 8.11 MINUTES OF THE LEETON LOCAL AREA TRAFFIC COMMITTEE MEETING - 10 MAY 2021**

<b>RECORD NUMBER</b>	21/163
<b>RELATED FILE NUMBER</b>	EF10/248
<b>AUTHOR/S</b>	Road Safety Officer
<b>APPROVER/S</b>	Acting Group Manager Operations

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## SUMMARY/PURPOSE

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

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## RECOMMENDATION

THAT Council notes the Minutes and endorses the recommendations of the Local Area Traffic Committee meeting held on 10 May 2021.

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## 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 May 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. 2 x 15 Minute Parking Bays on Reservoir Lane
3. St Vincent De Paul Loading Zone, Jarrah Street
4. Art Deco Festival Traffic Management
5. Murrumbidgee Carriage Club Traffic Management
6. No Parking Zone outside 47–51 Pine Avenue (John Ryan Motors)

### **(c) Options**

1. Endorse the LATC recommendations. **This is the recommended option.**
2. Do 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 establishing parking restrictions in Reservoir Lane and Pine Avenue will be less than \$1000 as it will only be necessary to install new signage. The cost will be expensed to the 2020/21 Financial Year Traffic Committee Budget.

The costs associated with the Road Closures for the Art Deco Festival and Murrumbidgee Carriage Driving Club 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 [↓](#) Traffic Committee Agenda Monday 10 May 2021 including Supplementary Agendas
- 2 [↓](#) Minutes of Traffic Committee - Monday 10 May 2021



**LEETON SHIRE COUNCIL TRAFFIC  
COMMITTEE**

**MONDAY 10 MAY 2021**

**10.00AM**

**COUNCIL CHAMBERS**

LEETON SHIRE COUNCIL  
Traffic Committee - Thursday, 6 May 2021

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## LEETON SHIRE COUNCIL

### AGENDA

### TRAFFIC COMMITTEE

Monday 10 May 2021

10.00am

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1. APOLOGIES

2. CONFIRMATION OF THE MINUTES

RECOMMENDATION

THAT the Minutes of the Traffic Committee held on Thursday 4 March 2021, as circulated, be taken as read and CONFIRMED.

3. OFFICERS REPORTS

OFFICERS REPORTS

- 3.1. OUTSTANDING ACTION REPORT.....2
- 3.2. 2 X 15 MINUTE PARKING BAYS ON RESERVOIR LANE.....3
- 3.3. ST VINCENT DE PAUL LOADING ZONE JARRAH STREET.....6
- 3.4. ART DECO FESTIVAL TRAFFIC MANAGEMENT ..... 10
- 3.5. MURRUMBIDGEE CARRIAGE DRIVING CLUB.....23

4. CONFIDENTIAL ITEMS





LEETON SHIRE COUNCIL  
Traffic Committee - Thursday 6 May 2021

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**ITEM 2**      **2 X 15 MINUTE PARKING BAYS ON RESERVOIR LANE**

<b>RECORD NUMBER</b>	21/131
<b>RELATED FILE NUMBER</b>	EF10/248
<b>AUTHOR/S</b>	Road Safety Officer
<b>APPROVER/S</b>	Manager Roads and Drainage Acting Group Manager Operations

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**INTRODUCTION**

Leeton Shire Council has received a request to install 2 x 15 minute parking bays for residents and visitors to the Shire who are requiring access to the public toilets for a short period of time (**Attachment 1**). There are currently 22 parking bays on the southern side of Reservoir Lane directly behind Mountford Park, plus one disabled parking bay.

---

**RECOMMENDATION**

THAT the Committee endorses Leeton Shire Council to install 2 x 15 minute parking bays out the front of the public toilet block in Reservoir Lane.

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**COMMENT**

Council would like to endorse 15 minute timed parking restriction on the first 2 bays adjacent to the toilet block. This will still allow 20 bays to remain at the current timing of 2 hour parking. This will ensure that there is adequate parking still available for those requiring longer parking while using the surrounding facilities or businesses.

**Attachment 2** indicates the two proposed 15 minute parking bays, marked in yellow.

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**ATTACHMENTS**

- [1](#) Email from Bernie Mansell - Mountford Park Toilets
- [2](#) Reservoir Lane Site Map - Toilets

LEETON SHIRE COUNCIL  
Traffic Committee - Thursday, 6 May 2021

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**From:** [berniemansell@gmail.com](mailto:berniemansell@gmail.com)  
**Date:** 12 March 2021 at 7:17:37 pm AEDT  
**To:** Paul Maytom <[paulm@leeton.nsw.gov.au](mailto:paulm@leeton.nsw.gov.au)>  
**Subject:** Parking at Public Toilets

Good Evening Mr Mayor,

When working in and around Leeton I occasionally need to use the public toilets at Mountford Park. But I have never been able to find a parking spot. I find this very difficult when I have young kids in the car. The cars that park closest usually sit in the same spot all day. The only place to park is on the opposite side of the park. I would like to propose a 15min parking zone for at least 2 car spaces, This would save the kids from wetting their pants. This would also be a benefit for the elderly to save them having to walk a few hundred meters just to use a rest room.

Thankyou for your time.

*Bernie Mansell*



LEETON SHIRE COUNCIL  
Traffic Committee - Thursday 6 May 2021

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**ITEM 3**            **ST VINCENT DE PAUL LOADING ZONE JARRAH STREET**

<b>RECORD NUMBER</b>	21/125
<b>RELATED FILE NUMBER</b>	EF10/248
<b>AUTHOR/S</b>	Road Safety Officer
<b>APPROVER/S</b>	Manager Roads and Drainage Acting Group Manager Operations

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**INTRODUCTION**

The purpose of this report is to seek the Committee's recommendation for the establishment of a Loading Zone on Jarrah Street outside the St Vincent De Paul Driveway.

---

**RECOMMENDATION**

THAT the Committee endorses Leeton Shire Council to:

1. Install a No Parking Zone in the space between the two driveways on Jarrah Street with a timed restriction of Monday 9am-4pm.

OR

2. Do not install a No parking Zone on Jarrah Street and advise St Vincent De Paul that the movements of the reversing truck and loading of the truck be undertaken using 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, 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.

**COMMENT**

Council's Road Safety Officer has visited St Vincent De Paul on several occasions to discuss the reasoning for the loading bay and look at other possibilities rather than restricting already limited parking availability in Jarrah Street.

Jarrah Street is a narrow street and currently has No Parking on the western side of Jarrah Street (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 reverse into the driveway on Jarrah Street to allow it to be unloaded/loaded from the back of the truck. The collection truck only frequents the building once a week.

---

LEETON SHIRE COUNCIL  
Traffic Committee - Thursday 6 May 2021

---

While the driver is undertaking the reversing motion due to the street width being narrow he often pulls up adjacent to the driveway and requires the (highlighted area in **Attachment 1**) to enable him to reverse into the driveway.

The single carpark is often occupied by a resident of the unit block making it difficult for the truck to reverse in.

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 this is the only access available.

The installation of the Loading Zone would result in the loss of one carpark on Jarrah Street during a restricted time.

Council's Road Safety Officer recommends a No Parking Zone over the Loading Zone as hours of operation are able to be applied and make the park accessible to other vehicles to utilise outside the operating hours.

---

**ATTACHMENTS**

**1** [↓](#) Letter from Michelle Storrier St Vincent De Paul

**2** [↓](#) St Vincent De Paul Street View



LEETON SHIRE COUNCIL  
Traffic Committee - Thursday, 6 May 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](mailto:leetoncentre@vinnies.org.au)  
Website: [www.vinnies.org.au](http://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](mailto:michelle.storrier@vinnies.org.au) for all correspondence.

Regards,

A handwritten signature in black ink, appearing to read 'Michelle Storrier', with a horizontal line extending to the right.

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.





LEETON SHIRE COUNCIL  
Traffic Committee - Thursday 6 May 2021

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**ITEM 4**      **ART DECO FESTIVAL TRAFFIC MANAGEMENT**

<b>RECORD NUMBER</b>	21/132
<b>RELATED FILE NUMBER</b>	EF10/248
<b>AUTHOR/S</b>	Road Safety Officer
<b>APPROVER/S</b>	Manager Roads and Drainage Acting Group Manager Operations

---

**INTRODUCTION**

The purpose of this report is to seek the Committee's approval for road closures in Chelmsford Place and Sycamore Street connected to the Leeton Art Deco Festival to be held on Saturday the 3<sup>rd</sup> of July 2021.

---

**RECOMMENDATION**

THAT the Committee recommends that Leeton Shire Council endorses to hold the Leeton Art Deco Festival event on local roads 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 four weeks 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. The Leeton Taxi Rank to be relocated for the duration of the road closure to Wade Avenue Loading Zone.
  8. Any such approval of traffic management relating to the 2021 Art Deco Festival event be rescinded should the event not be able to meet NSW Public Health Orders of the day.
- 

**BACKGROUND**

The attached application (**Attachment 1**) has been received from the organisational committee of the event.

The event is to celebrate Leeton's Art Deco heritage. Several key events are to take place in Chelmsford Place in which there are several high profile Art Deco buildings.

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LEETON SHIRE COUNCIL  
Traffic Committee - Thursday 6 May 2021

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The events in Chelmsford Place will take place on Saturday 3 July 2021 and result in road closures from 5.00am to 5.00pm that day. There will be street stalls, displays of vintage vehicles and entertainment in the closed of streets during the day (Traffic Control Plan **Attachment 2**).

This is the fourth event of this type to be held in Leeton with the festival held in 2012, 2014 and 2018 and 2019.

The road closures will see Chelmsford Place closed from Pine Avenue to Grevillia Street and Sycamore Street between Chelmsford Place and Dooley Lane will also be closed for pedestrian safety.

#### **COMMENT**

The events being undertaken in Chelmsford Place will require the closure of traffic in both directions. However, entrances to the Ambulance Station and the Fire Station will be available at all times and emergency services will be informed of the event.

This will also require the Taxi Rank to be relocated temporarily for the day to the loading zone in Wade Avenue (outside the Roxy). Taxi Operators have been notified of this and Council's Event Coordinator will liaise with them.

---

#### **ATTACHMENTS**

**1** [📄](#) Art Deco Special Event Form

**2** [📄](#) Art Deco Site Map

---

## Special Event Resources

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### 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

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##### I.1 Event summary

Event Name: Australian Art Deco Festival - Leeton  
Event Location: Chelmsford Place, Leeton  
Event Date: 03/07/2021 Event Start Time: 10am Event Finish Time: 2pm  
Event Setup Start Time: 5am Event Packdown Finish Time: 5pm  
Event is  off-street  on-street moving  on-street non-moving  
 held regularly throughout the year (calendar attached)

##### I.2 Contact names

Event Organiser \*Suesann Vos  
Phone:..... Fax:..... Mobile: 0407 712 800 E-mail: suesannv@leetonshire.nsw.gov.au  
Event Management Company (if applicable).....  
Phone:..... Fax:..... Mobile:..... E-mail:.....  
Police .....  
Phone:..... Fax:..... Mobile:..... E-mail:.....  
Council.....  
Phone:..... Fax:..... Mobile:..... E-mail:.....  
Roads & Traffic Authority (if Class 1).....  
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)

The Australian Art Deco Festival Leeton features a street event on July 3 encompassing exhibitions, performances, workshops, food and market stalls based on theme & culture of the 1920s, 30s & 40s.



---

**2 RISK MANAGEMENT - TRAFFIC**

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

---

**3 TRAFFIC AND TRANSPORT MANAGEMENT**

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

Class 1	Class 2	<b>3.9 Heavy vehicle impacts</b>
		<input type="checkbox"/> Impacts heavy vehicles - RTA to manage <input checked="" type="checkbox"/> Does not impact heavy vehicles
Class 1	Class 2	<b>3.10 Special event clearways</b>
		<input type="checkbox"/> Special event clearways required - RTA to arrange <input checked="" type="checkbox"/> Special event clearways not required
<b>4 MINIMISING IMPACT ON NON-EVENT COMMUNITY &amp; EMERGENCY SERVICES</b>		
Class 1	Class 3	<b>4.1 Access for local residents, businesses, hospitals and emergency vehicles</b>
		<input type="checkbox"/> Plans to minimise impact on non-event community attached <input checked="" 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	<b>4.2 Advertise traffic management arrangements</b>
		<input checked="" 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	<b>4.3 Special event warning signs</b>
		<input type="checkbox"/> Special event information signs are described in the Traffic Control Plan/s <input checked="" type="checkbox"/> This event does not require special event warning signs
Class 1	Class 2	<b>4.4 Permanent Variable Message Signs</b>
		<input type="checkbox"/> Messages, locations and times attached <input checked="" type="checkbox"/> This event does not use permanent Variable Message Signs
Class 1	Class 2	<b>4.5 Portable Variable Message Signs</b>
		<input type="checkbox"/> The proposed messages and locations for portable VMS are attached <input checked="" type="checkbox"/> This event does not use portable VMS
<b>5 PRIVACY NOTICE</b>		

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 Organiser ..... Date

**7 AUTHORISATION TO \*REGULATE TRAFFIC**

---

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

Regulation of traffic authorised by: ..... Council ..... Date

The 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: ..... RTA ..... Date

---

\* "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.









LEETON SHIRE COUNCIL  
Traffic Committee - Thursday, 6 May 2021

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EF 10/550

16 April 2021

Ms Angela Clark  
Station Officer  
Leeton Ambulance Station  
Chelmsford Place  
LEETON NSW 2705

Dear Ms Clark,

**Re: NOTIFICATION OF EVENT Australian Art Deco Festival Leeton – 2-4 July 2021**


On behalf of the Leeton Shire Council I would like to notify you that the Australian Art Deco Festival Leeton 2021 will be taking place this year on July 2-4, 2021.

On July 3 our Saturday Program features an open street festival in Chelmsford Place with market stalls and performers bumping in from 6am, and out from 2.30pm – festival is open to the public between the hours of 10am and 2pm.

Chelmsford Place will be closed from Pine Avenue to Grevillea Street, with detours and access to be in place from Sycamore Street along Dooley and Anderson Lane – access to the Ambulance Station is to be unimpeded.

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 Suesann Vos, on 0407 712 800.

Regards,



Fran Macdonald  
Events Officer  
Leeton Shire Council

LEETON SHIRE COUNCIL T. (02) 6953 0911 F. (02) 6953 0977 23-25 Chelmsford Place Leeton NSW 2705  
council@leeton.nsw.gov.au www.leeton.nsw.gov.au 



LEETON SHIRE COUNCIL  
Traffic Committee - Thursday, 6 May 2021

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EF 10/550

16 April 2021

Mr Graham Parks  
Station Officer  
Leeton Fire Brigade  
Chelmsford Place  
LEETON NSW 2705

Dear Mr Parks,

**Re: NOTIFICATION OF EVENT Australian Art Deco Festival Leeton – 2-4 July 2021**

On behalf of the Leeton Shire Council I would like to notify you that the Australian Art Deco Festival Leeton 2021 will be taking place this year on July 2-4, 2021.

On July 3 our Saturday Program features an open street festival in Chelmsford Place with market stalls and performers bumping in from 6am, and out from 2.30pm – festival is open to the public between the hours of 10am and 2pm.

It is intended for Chelmsford Place to be closed from Pine Avenue to Grevillea Street, with detours and access to be in place from Sycamore Street along Dooley and Anderson Lane. The Fire Station will have rear access via Dooley Lane and in the temporary barricades on Sycamore Street can be removed in the event of emergency activation.

We welcome your support of this event, as per the 2019 event, with the display of your heritage vehicles and support from your volunteers in period dress.

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 Suesann Vos, on 0407 712 800.

Regards,

Fran Macdonald  
Events Officer  
Leeton Shire Council

LEETON SHIRE COUNCIL T. (02) 6953 0911 F. (02) 6953 0977 23-25 Chelmsford Place Leeton NSW 2705  
council@leeton.nsw.gov.au www.leeton.nsw.gov.au

LEETON SHIRE COUNCIL  
Traffic Committee - Thursday, 6 May 2021

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EF 10/550

16 April 2021

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

Dear Sgt Johnson,

**Re: NOTIFICATION OF EVENT Australian Art Deco Festival Leeton – 2-4 July 2021**

On behalf of the Leeton Shire Council I would like to notify you that the Australian Art Deco Festival Leeton 2021 will be taking place this year on July 2-4, 2021.

On July 3 our Saturday Program features an open street festival in Chelmsford Place with market stalls and performers bumping in from 6am, and out from 2.30pm – festival is open to the public between the hours of 10am and 2pm.

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 Suesann Vos, on 0407 712 800.

Regards,

Fran Macdonald  
Events Officer  
Leeton Shire Council

LEETON SHIRE COUNCIL  
Traffic Committee - Thursday, 6 May 2021

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**Stephanie Puntoriero**

---

**From:** Fran Macdonald  
**Sent:** Thursday, 22 April 2021 1:49 PM  
**To:** Stephanie Puntoriero  
**Subject:** FW: Taxi rank

Here's our confirmation from the taxi mob! 😊

Fran Macdonald | Events and Cultural Services Officer (Casual) | Leeton Shire Council  
P: | E: franm@leeton.nsw.gov.au | www.leeton.nsw.gov.au  
23-25 Chelmsford Place, Leeton NSW 2705

-----Original Message-----


From: Graeme Ahern <graeme.ahern58@gmail.com>  
Sent: Thursday, 22 April 2021 1:44 PM  
To: Fran Macdonald <franm@leeton.nsw.gov.au>  
Subject: Taxi rank

Hullo Fran replying from your email today .I have discussed it with the other taxi owners and they have no problems with moving for the day as we don't use it much at all and if we're back there in the evening it will no effect on us .Best of luck with your event.

Cheers Graeme





 <p>Leeton Shire Council                  23 Chelmsford Place                  LEETON NSW 2705                  Ph: (02) 6953 0911                  Fax: (02) 6953 3337  <a href="http://www.leeton.nsw.gov.au">www.leeton.nsw.gov.au</a></p>	<p>© Leeton Shire Council.                  © LPI Department of Finance and Services, Panorama Avenue,                  Bathurst, 2795. <a href="http://www.lpi.nsw.gov.au">www.lpi.nsw.gov.au</a>.                  While every care is taken to ensure the accuracy of this product,                  Leeton Shire Council and the Local / State / Federal Government                  departments and Non-Government organisations whom supply                  datasets, make no representations or warranties about its accuracy,                  reliability, completeness or suitability for any particular purpose                  and disclaims all responsibility and all liability (including without                  limitation, liability in negligence) for all expenses, losses, damages                  (including indirect or consequential damage) and costs which you                  might incur as a result of the product being inaccurate or                  incomplete in any way and for any reason.</p>	<p>Projection: GDA94 / MGA zone                  55</p>	
	<p>Scale: 1:1659</p>		
	<p>Date: 15/04/2021</p>		
	<p>Created By: Fran Macdonald</p>		

LEETON SHIRE COUNCIL  
Traffic Committee - Thursday 6 May 2021

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**ITEM 5**            **MURRUMBIDGEE CARRIAGE DRIVING CLUB**

<b>RECORD NUMBER</b>	21/133
<b>RELATED FILE NUMBER</b>	EF10/248
<b>AUTHOR/S</b>	Road Safety Officer
<b>APPROVER/S</b>	Manager Roads and Drainage Acting Group Manager Operations

---

**INTRODUCTION**

The purpose of this report is to seek the Committee's approval for the Murrumbidgee Carriage Club to run an event on Leeton Shire Council roads on 18 and 19 September 2021.

---

**RECOMMENDATION**

THAT the Committee:

1. Approves to hold the Murrumbidgee Carriage Club event on local roads subject to the schedule of conditions as outlined in the RMS Guide to Traffic and Transport Management for Special Events including the following conditions:
  2. The event is conducted as per times, location of conditions and circumstances that are indicated in the application documents.
  3. The event organiser will supply a copy of a certificate of currency referring to a current public liability insurance policy noting Transport for NSW, Leeton Shire Council and NSW Police as interested parties.
  4. Event organisers and participants immediately obey all directions by police.
  5. Event organisers and participants immediately obey all direction by Leeton Shire Council Officers.
  6. Advertising of the event is to take place in local newspapers to ensure locals are aware of the event.
  7. Failure to comply with any of the above conditions will immediately void this approval.
  8. Any such approval of traffic management relating to the 2021 Murrumbidgee Carriage Club event be rescinded should the event not be able to meet NSW Public Health Orders of the day.
- 

**BACKGROUND**

The application was received from the Murrumbidgee Carriage Driving Club to run an Australian Carriage driving society Combined Driving Event on Leeton Shire roads.

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LEETON SHIRE COUNCIL  
Traffic Committee - Thursday 6 May 2021

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The event will be held from 8am Saturday 18 September 2021 to 4pm Sunday 19 September 2021. The event is to be held on the roads around Murrami Sportsground and will encompass approximately 20 horses and carriages.

The proposed route is for the carriages and horses to travel down Yarmwal Road, Ryan Road, Anderson Road and Malcom Road returning to the sportsground.

However, in the event of wet weather the following route will be used Yarmwal Road, Contour Road, Lyne Road and back onto Yarmwal Road.

Both these routes are outline in the Special Event Management Application can be seen in **Attachment 1**.

The event is an onroad moving event and signs will be displayed to alert drivers of the event.

#### COMMENT

The Committee have not submitted a Traffic Control Plan due to the event not stopping traffic.

---

#### ATTACHMENTS

- [1](#) Murrumbidgee Carriage Club Special Event Form



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## Special Event Resources

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### 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

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##### I.1 Event summary

Event Name: Murrumbidgee Carriage Driving Club Inc  
Event Location: Murrumbidgee Sport & Recreation grounds  
Event Date: 18/19th Sep Event Start Time: 8am Sat Event Finish Time: 5pm Sun  
Event Setup Start Time: ..... Event Packdown Finish Time: .....  
Event is  off-street  on-street moving  on-street non-moving  
 held regularly throughout the year (calendar attached)

##### I.2 Contact names

Event Organiser \* Murrumbidgee Carriage Club Inc  
Phone: ..... Fax: ..... Mobile: 0458552331 E-mail: robyn\_schmet  
robyn\_schmetzer@yahoo.com  
Event Management Company (if applicable).....  
Phone: ..... Fax: ..... Mobile: ..... E-mail: .....  
Police Griffith  
Phone: 69694200 Fax: ..... Mobile: ..... E-mail: .....  
Council Leeton Shire Council  
Phone: 69530911 Fax: ..... Mobile: ..... E-mail: .....  
Roads & Traffic Authority (if Class 1).....  
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)

Competitors driving horses in carriages along the roads.

2 RISK MANAGEMENT - TRAFFIC	
CLASS 1 CLASS 2 CLASS 3	<b>2.1 Occupational Health &amp; Safety - Traffic Control</b> <input checked="" type="checkbox"/> Risk assessment plan (or plans) attached
	<b>2.2 Public Liability Insurance</b> <input checked="" type="checkbox"/> Public liability insurance arranged. Certificate of currency attached.
	<b>2.3 Police</b> <input checked="" type="checkbox"/> Police written approval obtained
	<b>2.4 Fire Brigades and Ambulance</b> <input checked="" type="checkbox"/> Fire brigades notified <input checked="" type="checkbox"/> Ambulance notified
3 TRAFFIC AND TRANSPORT MANAGEMENT	
CLASS 1 CLASS 2 CLASS 3	<b>3.1 The route or location</b> <input checked="" type="checkbox"/> Map attached
	<b>3.2 Parking</b> <input type="checkbox"/> Parking organised - details attached <input checked="" type="checkbox"/> Parking not required
	<b>3.3 Construction, traffic calming and traffic generating developments</b> <input type="checkbox"/> Plans to minimise impact of construction activities, traffic calming devices or traffic-generating developments attached <input checked="" type="checkbox"/> There are no construction activities, traffic calming devices or traffic-generating developments at the location/route or on the detour routes
	<b>3.4 Trusts, authorities or Government enterprises</b> <input checked="" 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
	<b>3.5 Impact on/of Public transport</b> <input type="checkbox"/> Public transport plans created - details attached <input checked="" type="checkbox"/> Public transport not impacted or will not impact event
	<b>3.6 Reopening roads after moving events</b> <input checked="" type="checkbox"/> This is a moving event - details attached. <input type="checkbox"/> This is a non-moving event.
	<b>3.7 Traffic management requirements unique to this event</b> <input type="checkbox"/> Description of unique traffic management requirements attached <input checked="" type="checkbox"/> There are no unique traffic requirements for this event
	<b>3.8 Contingency plans</b> <input checked="" type="checkbox"/> Contingency plans attached

Class 1	Class 2	<b>3.9 Heavy vehicle impacts</b>	
		<input type="checkbox"/> Impacts heavy vehicles - RTA to manage <input checked="" type="checkbox"/> Does not impact heavy vehicles	
Class 1	Class 2	<b>3.10 Special event clearways</b>	
		<input type="checkbox"/> Special event clearways required - RTA to arrange <input checked="" type="checkbox"/> Special event clearways not required	
<b>4 MINIMISING IMPACT ON NON-EVENT COMMUNITY &amp; EMERGENCY SERVICES</b>			
Class 1	Class 2	Class 3	<b>4.1 Access for local residents, businesses, hospitals and emergency vehicles</b>
			<input type="checkbox"/> Plans to minimise impact on non-event community attached <input checked="" 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	Class 3	<b>4.2 Advertise traffic management arrangements</b>
			<input type="checkbox"/> Road closures or restrictions - advertising medium and copy of proposed advertisements attached <input checked="" 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	Class 3	<b>4.3 Special event warning signs</b>
			<input type="checkbox"/> Special event information signs are described in the Traffic Control Plan/s <input checked="" type="checkbox"/> This event does not require special event warning signs <i>"Carriage Signage in place"</i>
Class 1	Class 2	Class 3	<b>4.4 Permanent Variable Message Signs</b>
			<input type="checkbox"/> Messages, locations and times attached <input checked="" type="checkbox"/> This event does not use permanent Variable Message Signs
Class 1	Class 2	Class 3	<b>4.5 Portable Variable Message Signs</b>
			<input type="checkbox"/> The proposed messages and locations for portable VMS are attached <input checked="" 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 Organiser ..... Date

**7 AUTHORISATION TO REGULATE TRAFFIC**

---

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

Regulation of traffic authorised by: ..... Council ..... Date

The 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: ..... RTA ..... Date

---

\* "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.

SPECIAL EVENT GUIDE

[Return to Table of Content](#)

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

Taken from NSW Police website:

[https://www.police.nsw.gov.au/data/assets/pdf\\_file/0007/275560/Notice\\_of\\_Intention\\_to\\_Hold\\_a\\_Public\\_Assembly.pdf](https://www.police.nsw.gov.au/data/assets/pdf_file/0007/275560/Notice_of_Intention_to_Hold_a_Public_Assembly.pdf)

**Summary Offences Act 1988**

To the Commissioner of Police

1 I, ROBIN SCHMETZER  
Name  
of 290 Lodge Road Murrumbidgee NSW 2705  
Address  
on behalf of Murrumbidgee Carriage Driving Club Inc  
Organisation  
notify the Commissioner of Police that on the 17th + 19th  
Day  
of September 2021  
Month/Year

it is intended to hold:

either:

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

35 persons which will assemble  
Number

at Corner Murrumbidgee Road + Murrumbidgee Road Murrumbidgee  
Place

at approximate 8:30 am/pm  
Time

and disperse at approximately 5 am/pm  
Time

or

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

persons which will assemble at  
Place

at approximately .....am/pm  
Time

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.

SPECIAL EVENT GUIDE

[Return to Table of Content](#)

2 The purpose of the proposed assembly is.....

Combined driving Event  
Horses and carriages

State purpose

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

\* (i) There will be .....(number) of vehicles and/or\* floats involved and their type and dimensions are as follows:

.....  
.....

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

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

Approx 30 horses pulling carriages with 5 minute intervals between competitors

\* (iv) Other special characteristics of the proposed assembly are as follows:

letter drop to locals + ads in Area News + Leeton Irrigator. Signage on roads

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

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

Address: 290 Lodge Road

MURRUMBIDGEE, NSW

2705 Post Code

Telephone: 0458 55 2331

Signed: [Signature]

Capacity/Title: Event Secretary

Date: 10/14/21

Delete as applicable





**Risk Management Checklist**

ACDS Club: Murrumbidgee Carriage Driving club inc  
 Activity: Level 3 CDE Date: 18th + 19th Sept 21

Item	✓	x	Reason	✓
<b>Venue</b>				
Horse Security	✓		Camping Area closed gate	
Emergency vehicle access	✓		All area Access	
First Aid and Emergency Services	✓		Notified	
Spectator areas clear of horse areas	✓		Signs	
Safe ablution facilities	✓		Shower / toilet disabled	
Hygienic catering arrangements	✓		Kitchen	
Venue special requirements	✓		N/A	
Marshalling and rest areas adequate	✓		Quiet area	
Paths from camping to competition areas	✓		Adequate	
Controlled motor vehicle movement	✓		car not permitted in horse area	
Separate horse-free motor vehicle site	✓		Parking on grounds	
Power supply / electrical hazards	✓		Supply to buildings	
Fire / flood risk and evacuation	✓		Emergency Service instruction	
<b>Course</b>				
Permits obtained	✓		In process Leeton shire	
ACDS control of activity	✓		ACDS informed & approved	
External controls identified	✓		Council Roads	
Course and obstacles sites checked	✓		TD Approved	
Alternative routes checked	✓		Wet & dry nap supplied	
Assembly and dispersal areas adequate	✓		At club house	
Safe spacing of participants in marathon	✓		5 minute intervals	
Spectator barriers adequate	✓		Bunting	
<b>Competitors</b>				
Entries sufficiently competent	✓		check on arrival	
Advised of any hazards (water/bridges etc)	✓		Advised	
Briefing scheduled	✓		18th Sept 8am	
Marathon harness/vehicle/equipment	✓		Mobile phones	
Treating Veterinarian available	✓		Local Vet	
<b>Officials</b>				
Sufficient numbers	✓		15 entries Murrumbidgee	
Briefing scheduled	✓		18th Sept 3pm	
Communications from course to office	✓		Mobile phones	
<b>Miscellaneous</b>				
Dogs - Yes/No/Controlled	✓		Dogs on lead	
Incident Reports available	✓			
Debriefing scheduled	✓			
<b>Other Concerns</b>				

Name: ROBIN SCHMIDT Signature: [Signature] Date: 15/4/21  
 Technical Delegate or Risk Management Officer

Checklist to be retained by the Organizing Club.

A copy to be supplied to the Federal Secretary with any forwarded Incident Report Form.



## Emergency Response Plan

Emergency Response Plan for: MURLAN

### ACCIDENT, SERIOUS INJURY OR FIRE

In the event of an accident, serious injury or fire:

1. Do not rush into unsafe situations – you are of no help if you get injured as well.
2. Mobilise emergency services by telephoning 000

It is important to remain on the line and advise the operator of the following:

- Incident Location:
  - Nature of incident
  - Assistance required
  - Any other relevant information the operator may request
3. Emergency Veterinary Services are contactable on: 02 69641999
  4. Provide first aid if possible – do not attempt to move injured person/s or animals unless they are at immediate further risk by remaining where they are.
  5. First Aid Kit is located at: club house
  6. If the incident is a fire, take steps to fight the fire if it is safe to do so and you are appropriately trained
  7. Inform the Event Director or Technical Delegate of the situation.
  8. If possible, send someone familiar with the venue to meet emergency services at the entrance and escort them to the site of the emergency.
  9. Keep all non-essential personnel clear of the incident area.
  10. Once Emergency Services arrive, provide any additional assistance they may request.
  11. Once injured person/s or animals have been treated and removed from site, secure and preserve the incident scene for subsequent investigation.





### EVACUATION

In the event of an incident requiring the evacuation of part or all of the venue, the following process shall be adopted:

1. Event Director shall notify all personnel that an evacuation is required.
2. The means of notification shall be: Mobile phones, PA system, stewards
3. Personnel shall move to designated Emergency Assembly Point (EAP) at club house or alternative nominated point in the event that the EAP is not accessible.
4. Event Director shall ascertain the presence of all personnel known to be on site by visual confirmation.
5. Personnel will be given further instructions by the Event Director



## CERTIFICATE OF CURRENCY

This Certificate:

- Is issued as a matter of information only and confers no rights upon the holder.
- Does not amend, extend or alter the coverage afforded by the Policy(ies) listed.
- Is only a summary of the cover provided.
- Reference must be made to the current Policy wording for full details.
- Is current at the date of issue only.

This Certificate confirms that the undermentioned Policy is effective in accordance with the details shown:

Policy Number:	441837
Insured:	Australian Carriage Driving Society Incorporated including members, volunteers, coaches/instructors, officials/directors and associated carriage clubs/committees.
Period of Insurance:	From: 29/05/2020 at 4.00pm local standard time To: 29/05/2021 at 4.00pm local standard time
Insured's Business:	Sanctioned activities of the Australian Carriage Driving Society. 24x7 Public Liability cover for financial members of the Insured only whilst engaged in personal non-income earning carriage driving activities. This cover does not extend to members whilst they are participating in carriage driving or any other activities organised by any other person or entity or for their personal liability as a property owner and/or horse owner. In circumstances where there are two or more insurance policies covering the same liability, this Policy is excess over and above any other valid and collectable insurance and shall not respond to any loss until such times as the limit of liability under such other primary and valid insurance has been completely exhausted.
Limit of Indemnity:	AUD 20,000,000 any one Occurrence in respect of Public liability and in the aggregate during the Period of Insurance in respect of Product Liability
Remarks:	The indemnity granted by this Policy extends to Leeton Shire Council, NSW Police, Transport for NSW as principal, in respect of that principal's vicarious liability for the negligent acts or omissions of the Insured pursuant to Definition 2.5 and arising out of the Insured's Business, but this policy does not extend to the liability of the principal howsoever arising out of the negligence, breach of contract, or breach of duty of such principal.

We trust you find the above in order, however, should you have any questions, please do not hesitate to contact the undersigned.

Yours faithfully,

A handwritten signature in black ink, appearing to read 'G Shallard', is written over a horizontal line.

Greg Shallard

Affinity Insurance Brokers Pty Ltd  
as an agent of Liberty Specialty Markets

21 April 2021

Date:

Liberty Specialty Markets is a trading name of Liberty Mutual Insurance Company, Australia Branch  
(ABN 61 086 083 605) incorporated in Massachusetts, USA (the liability of members is limited)  
AFFLIBERTY: COC-GEN-200128  
OT714471

LEETON SHIRE COUNCIL  
Traffic Committee - Thursday, 6 May 2021

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LEETON  
SHIRE COUNCIL

16 April 2021

Attention: Stephanie Puntotiero  
Road Safety Officer  
Via Email to: [stephaniep@leeton.nsw.gov.au](mailto:stephaniep@leeton.nsw.gov.au)

**PERMISSIBILITY OF A SPECIAL EVENT  
MURRAMI RECREATION RESERVE NO. 77492**

Leeton Shire Council is the appointed Crown Land Manager of the Murrami Recreation Reserve situated on Crown Reserve 77492.

The Carriage Driving Club has advised of an event to be held over the period 18th, 19th and 21st September 2021.

The event is permissible within the reserve purpose of Public Recreation and is in accordance with the permissible uses for the reserve under the approved categorisation of Park under the Local Government Act, 1993.

A Native Title Report will not be necessary for this event.

Yours Sincerely

Donna O'Bryan

Donna O'Bryan  
Property Coordinator and Native Title Manager

LEETON SHIRE COUNCIL  
Traffic Committee - Thursday, 6 May 2021

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10 April 2021

Graham Parks  
Station Officer  
Leeton Fire Brigade,  
C/- 9 Belah Street,  
Leeton NSW 2705

NOTIFICATION OF EVENT

Dear Graham

On behalf of the Murrumbidgee Carriage Driving Club I wish to notify you of our next event that is to take place on 18<sup>th</sup> & 19<sup>th</sup> September 2021 at the Murrumbidgee Sport & Recreation ground.

This event will start from approx. 8 am on Saturday the 18<sup>th</sup> Sept and is expected to finish at 5pm on Sunday the 19<sup>th</sup> Sept at 5pm.

The Murrumbidgee Carriage Driving Club is hosting a Combined Driving Event with horses and carriages.

Should you have any questions please do not hesitate to contact Robyn Schmetzer on 0458552331 or email [robyn\\_schmetzer@yahoo.com](mailto:robyn_schmetzer@yahoo.com).

Kind Regards



Robyn Schmetzer  
Event Secretary

LEETON SHIRE COUNCIL  
Traffic Committee - Thursday, 6 May 2021

---

10 April 2021

Mr Chris Bailey  
Station officer  
Leeton Ambulance Station  
Chelmsford Place  
Leeton NSW 2705

NOTIFICATION OF EVENT

Dear Chris

On behalf of the Murrumbidgee Carriage Driving Club I wish to notify you of our next event that is to take place on 18<sup>th</sup> & 19<sup>th</sup> September 2021 at the Murrumbidgee Sport & Recreation ground.

This event will start from approx. 8 am on Saturday the 18<sup>th</sup> Sept and is expected to finish at 5pm on Sunday the 19<sup>th</sup> Sept at 5pm.

The Murrumbidgee Carriage Driving Club is hosting a Combined Driving Event with horses and carriages.

Should you have any questions please do not hesitate to contact Robyn Schmetzer on 0458552331 or email [robyn\\_schmetzer@yahoo.com](mailto:robyn_schmetzer@yahoo.com).

Kind Regards



Robyn Schmetzer  
Event Secretary

LEETON SHIRE COUNCIL  
Traffic Committee - Thursday, 6 May 2021

---

10 April 2021

Mr Craig Bradshaw  
NSW Rural Fire Brigade  
alishaandcraig@gmail.com

NOTIFICATION OF EVENT

Dear Criag

On behalf of the Murrumbidgee Carriage Driving Club I wish to notify you of our next event that is to take place on 18<sup>th</sup> & 19<sup>th</sup> September 2021 at the Murrami Sport & Recreation ground.

This event will start from approx. 8 am on Saturday the 18<sup>th</sup> Sept and is expected to finish at 5pm on SundaY the 19<sup>th</sup> Sept at 5pm.

The Murrumbidgee Carriage Driving Club is hosting a Combined Driving Event with horses and carriages.

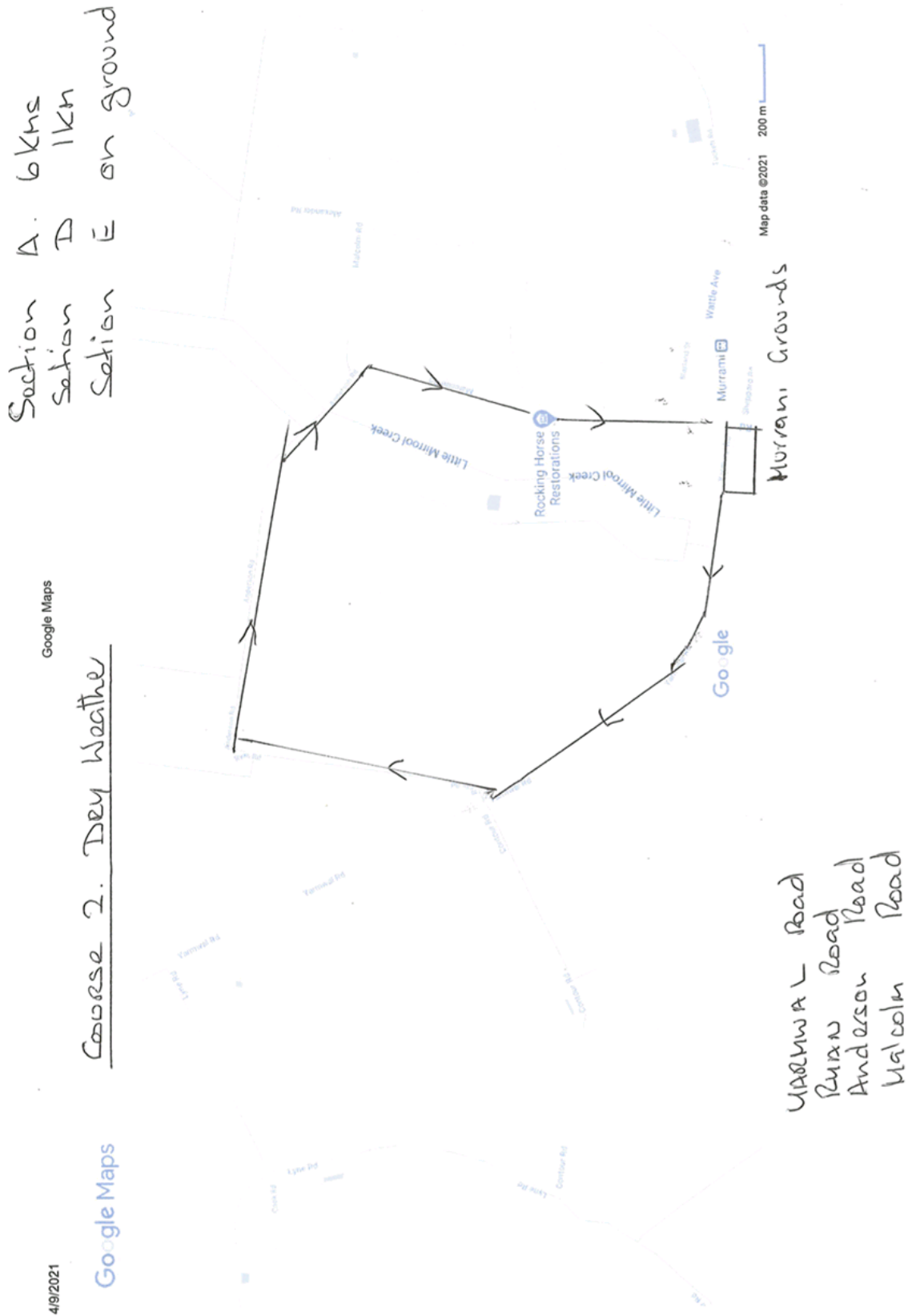
Should you have any questions please do not hesitate to contact Robyn Schmetzer on 0458552331 or email robyn\_schmetzer@yahoo.com.

Kind Regards

Robyn Schmetzer  
Event Secretary







1/1

LEETON SHIRE COUNCIL  
Traffic Committee - Thursday, 6 May 2021

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special event notice

From: robyn schmetzer (robyn\_schmetzer@yahoo.com)

To: mbderecords@police.nsw.gov.au

Date: Friday, 9 April 2021, 1:58 pm AEST

Please find attached the notice of special event to be held at Murrumbidgee on the 18/19th Sept by the The Murrumbidgee Carriage Driving Club Inc. Any further questions please contact me on 0458552331.  
Kind Regards Robyn

 MDCDC notice to griffith police cde.pdf  
1.5MB

9/04/2021, 1:58 pm



**SUPPLEMENTARY (LATE)**  
**LEETON SHIRE COUNCIL TRAFFIC**  
**COMMITTEE**  
**MONDAY 10 MAY 2021**  
**10.00AM**  
**COUNCIL CHAMBERS**

LEETON SHIRE COUNCIL  
Traffic Committee - Thursday, 6 May 2021

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## LEETON SHIRE COUNCIL

### AGENDA

### TRAFFIC COMMITTEE

Monday 10 May 2021

10.00am

---

3. OFFICERS REPORTS

- 3.6. NO PARKING ZONE OUTSIDE 47-51 PINE AVEUNE (JOHN RYAN).....2

LEETON SHIRE COUNCIL  
Traffic Committee - Thursday 6 May 2021

---

### OFFICERS REPORTS

#### **ITEM 3.6 NO PARKING ZONE OUTSIDE 47-51 PINE AVEUNE (JOHN RYAN)**

<b>RECORD NUMBER</b>	21/152
<b>RELATED FILE NUMBER</b>	EF10/248
<b>AUTHOR/S</b>	Road Safety Officer
<b>APPROVER/S</b>	Manager Roads and Drainage Acting Group Manager Operations

---

### **INTRODUCTION**

Leeton Shire Council has received a request (**Attachment 1**) from John Ryan Motors to re-install the No Stopping Zone located directly outside John Ryan, 47-51 Pine Avenue (MR80), Leeton.

---

### RECOMMENDATION

THAT the Committee endorses Leeton Shire Council to:

1. Install a timed No Parking Zone at 47-51 Pine Avenue (MR80) outside John Ryan between the hours of Monday to Friday 9am-5pm.  
or
  2. Install No Stopping Zone Zone at 47-51 Pine Avenue (MR80) outside John Ryan with no timed parking on it (enforced 7 days a week).  
or
  3. Leave the current 45 degree angle parking and advise John Ryan Motors.
- 

### **BACKGROUND**

In February 2015 a recommendation from the Local Area Traffic Committee was adopted at the February Council meeting to remove the crossing point on MR80 due to complaints received about the non-alignment of the ramps outside John Ryan and Leeton Steel (**Attachment 2**, site map) and reinstate 45 degree angle parking in the No Stopping Zones.

John Ryan was also using the ramp/driveway to move vehicles in and out of their showroom and were notified that they would need to obtain a Traffic Control Plan to do maintain this access once parking had been reinstated in this area.

The 45 degree angle parking was re-instated in the area in 2015 and no issues had arisen until the email attached was received.

---

LEETON SHIRE COUNCIL  
Traffic Committee - Thursday 6 May 2021

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### **COMMENT**

Leeton Shire Council Road Safety Officer has visited John Ryan Motors on site and explained why the No Stopping Zone was removed in 2015 and also asked how many vehicles movements were conducted per week with no responses obtained from the business's owner.

Leeton Shire Council Staff believe that the loss of two full time carparks in Pine Avenue would be at a loss to the community, for vehicle movements that could only occur once a week.

---

### **ATTACHMENTS**

- 1 [↓](#) Email from John Ryan Motors
- 2 [↓](#) John Ryan Site Map



LEETON SHIRE COUNCIL  
Traffic Committee - Thursday, 6 May 2021

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Hi,

Back when we were a Holden dealership, there was a no car parking spot in front of the dealership to allow us to move our vehicles in and out of the showroom. Currently, there is no sign or anything to stop anyone from parking in that spot and as a result, we have been unable to move our vehicles in and out of the showroom for customers.

I was wondering who can I speak to regarding the parking spot in front of John Ryan Motors? We would like to discuss options to perhaps prevent people from parking in front of the doors of John Ryan Motors.

Thank you.

Kind regards,  
Thilani

**Accounts**

**John Ryan Motors Pty Ltd / Leeton Haval & Great Wall**

Ph: 02 – 6953 2466 | E: [accounts@johnryanmotors.com.au](mailto:accounts@johnryanmotors.com.au)

Address: 47-51 Pine Avenue, LEETON, NSW 2705

ABN: 99 003 138 538







LEETON  
SHIRE COUNCIL

**SUPPLEMENTARY AGENDA (2)**  
**LEETON SHIRE COUNCIL TRAFFIC  
COMMITTEE**  
**MONDAY 10 MAY 2021**  
**10.00AM**  
**COUNCIL CHAMBERS**

LEETON SHIRE COUNCIL  
Traffic Committee - Thursday, 6 May 2021

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## LEETON SHIRE COUNCIL

### AGENDA

### TRAFFIC COMMITTEE

Monday 10 May 2021

10.00am

---

- 1.
3. OFFICERS REPORTS
  - 3.7 INSTALLATION OF NO U TURN SIGNS ON WADE AVENUE .....2

LEETON SHIRE COUNCIL  
Traffic Committee - Thursday 6 May 2021

---

### OFFICERS REPORTS

#### ITEM 3.7      **INSTALLATION OF NO U TURN SIGNS ON WADE AVENUE**

<b>RECORD NUMBER</b>	21/164
<b>RELATED FILE NUMBER</b>	EF10/248
<b>AUTHOR/S</b>	Road Safety Officer
<b>APPROVER/S</b>	Manager Roads and Drainage Acting Group Manager

---

### **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 to be installed.

---

### RECOMMENDATION

THAT the Committee endorses Leeton Shire Council to 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).

---

### **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.

### **COMMENT**

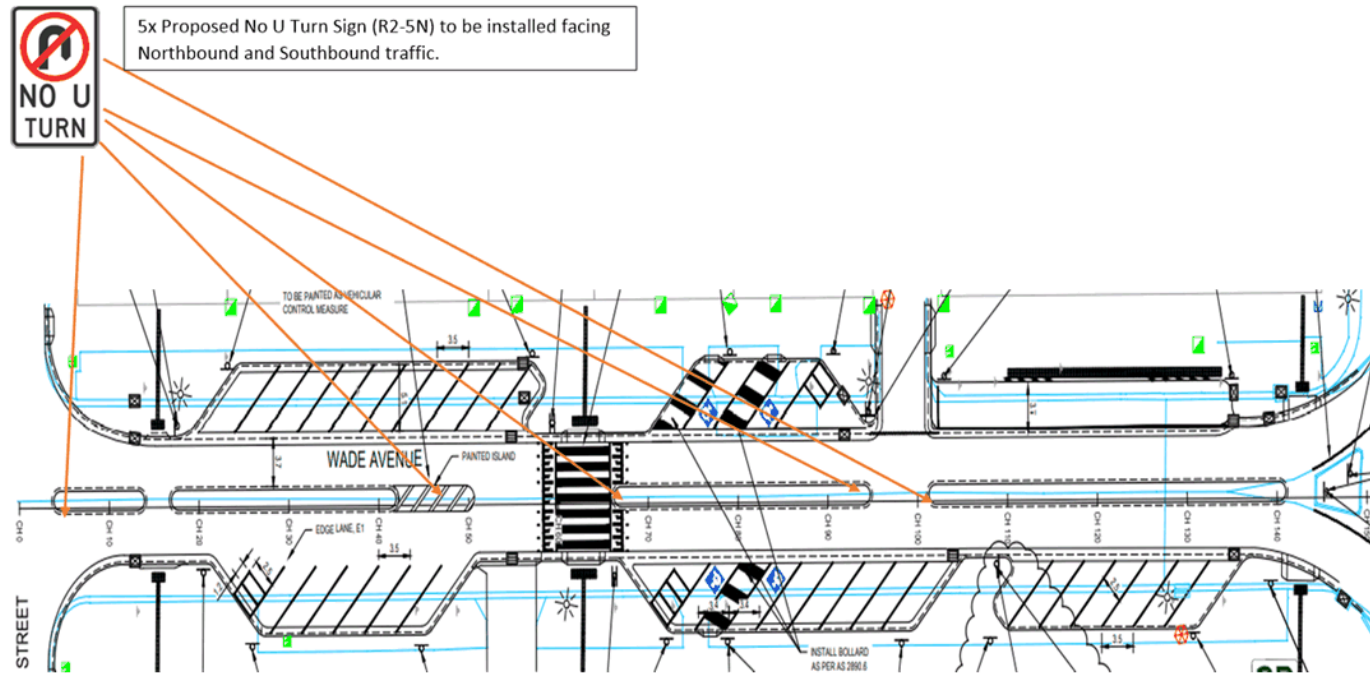
Council's Road Safety Officer has witnessed on several occasion vehicles performing U-Turns at the intersection of Wade Avenue South and Jarrah Street and along Wade Avenue causing traffic congestion, confusion and near misses at the intersection.

Attached are site photos of the proposed locations (**Attachment 2**).

### ATTACHMENTS

**1** [Wade Avenue Site Map - Proposed No U Turn Sign Locations](#)

**2** [Photos Wade Avenue South](#)





**PHOTOS – WADE AVENUE SOUTH**





# LEETON SHIRE COUNCIL

## MINUTES OF THE TRAFFIC COMMITTEE

LEETON SHIRE COUNCIL

MONDAY 10 MAY 2021

COMMENCING AT 10.00AM

COUNCIL CHAMBERS

---

### **FORMAL MEMBERS**

Leeton Shire Council:	Cr Tony Cicca Mayor Paul Maytom
NSW Police:	Sgt Steve Mallam
RMS:	Greg Mineham
Local MP Nominee:	Apology

### **INFORMAL MEMBERS**

Leeton Shire RSO:	Stephanie Puntoriero
Leeton Shire AGMO	Apology
Leeton Shire MRD:	Apology
Leeton Shire S&D Eng	Andrew Brewer

LEETON SHIRE COUNCIL  
Traffic Committee - Thursday, 6 May 2021

---

### **APOLOGIES**

Shane O'Connell, Chris Lashbrook and Tom Steele

### **CONFIRMATION OF THE MINUTES**

THAT the Minutes of the Traffic Committee held on Thursday 4 March 2021, as circulated, be taken as read and CONFIRMED.

Moved Tony Ciccio/Seconded Greg Minehan

### **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: Yes

THAT the Committee endorses Leeton Shire Council to install signage in accordance with the Australian Standard on Research Road including vehicle activated signage (VAS) and give way signage on the approach to Back Yanco Road.

<b>Representative</b>	<b>For</b>	<b>Against</b>
RMS	Yes	
Police	Yes	
Member for Murray	-	
Leeton Shire Council	Yes	

#### **Item 3.2 2 X 15 MINUTE PARKING BAYS ON RESERVOIR LANE**

##### **RECOMMENDATION**

THAT the Committee endorses Leeton Shire Council to install 2 x 15 minute parking bays out the front of the public toilet block in Reservoir Lane.

Changes to recommendation: No

<b>Representative</b>	<b>For</b>	<b>Against</b>
RMS	Yes	
Police	Yes	
Member for Murray	-	
Leeton Shire Council	Yes	

LEETON SHIRE COUNCIL  
Traffic Committee - Thursday, 6 May 2021

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**Item 3.3 ST VINCENT DE PAUL LOADING ZONE JARRAH STREET**

**RECOMMENDATION**

THAT the Committee endorses Leeton Shire Council to:

1. Install a No Parking Zone in the space between the two driveways on Jarrah Street with a timed restriction of Monday 9am-4pm.

OR

2. Do not install a No parking Zone on Jarrah Street and advise St Vincent De Paul that the movements of the reversing truck and loading of the truck be undertaken using the carpark adjacent to the building.

Changes to recommendation: Yes

Leeton Shire Council are to investigate the truck size and sweeping paths to resolve the loading issue.

<b>Representative</b>	<b>For</b>	<b>Against</b>
RMS	Yes	
Police	Yes	
Member for Murray	-	
Leeton Shire Council	Yes	

**Item 3.4 ART DECO FESTIVAL TRAFFIC MANAGEMENT**

**RECOMMENDATION**

THAT the Committee recommends that Leeton Shire Council endorses to hold the Leeton Art Deco Festival event on local roads 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 four weeks 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. The Leeton Taxi Rank to be relocated for the duration of the road closure to Wade Avenue Loading Zone.

LEETON SHIRE COUNCIL  
Traffic Committee - Thursday, 6 May 2021

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8. Any such approval of traffic management relating to the 2021 Art Deco Festival event be rescinded should the event not be able to meet NSW Public Health Orders of the day.

Changes to recommendation: No

<b>Representative</b>	<b>For</b>	<b>Against</b>
RMS	Yes	
Police	Yes	
Member for Murray	-	
Leeton Shire Council	Yes	

### **Item 3.5 MURRUMBIDGEE CARRIAGE DRIVING CLUB**

#### **RECOMMENDATION**

THAT the Committee:

1. Approves to hold the Murrumbidgee Carriage Club event on local roads subject to the schedule of conditions as outlined in the RMS Guide to Traffic and Transport Management for Special Events including the following conditions:
2. The event is conducted as per times, location of conditions and circumstances that are indicated in the application documents.
3. The event organiser will supply a copy of a certificate of currency referring to a current public liability insurance policy noting Transport for NSW, Leeton Shire Council and NSW Police as interested parties.
4. Event organisers and participants immediately obey all directions by police.
5. Event organisers and participants immediately obey all direction by Leeton Shire Council Officers.
6. Advertising of the event is to take place in local newspapers to ensure locals are aware of the event.
7. Failure to comply with any of the above conditions will immediately void this approval.
8. Any such approval of traffic management relating to the 2021 Murrumbidgee Carriage Club event be rescinded should the event not be able to meet NSW Public Health Orders of the day.

Changes to recommendation: No

<b>Representative</b>	<b>For</b>	<b>Against</b>
RMS	Yes	
Police	Yes	
Member for Murray	-	
Leeton Shire Council	Yes	



LEETON SHIRE COUNCIL  
Traffic Committee - Thursday, 6 May 2021

---

**Item 3.6 NO PARKING ZONE OUTSIDE 47-51 PINE AVEUNE (JOHN RYAN)**

**RECOMMENDATION**

THAT the Committee endorses Leeton Shire Council to:

1. Install a timed No Parking Zone at 47-51 Pine Avenue (MR80) outside John Ryan between the hours of Monday to Friday 9am-5pm.
- or
2. Install No Stopping Zone Zone at 47-51 Pine Avenue (MR80) outside John Ryan with no timed parking on it (enforced 7 days a week).
- or
3. Leave the current 45 degree angle parking and advise John Ryan Motors.

Changes to recommendation: Yes

THAT the Committee endorses Leeton Shire Council to install a timed No Parking Zone at 47-51 Pine Avenue (MR80) outside John Ryan between the hours of Monday to Friday 9am-5pm. Council's Road Safety Officer is to liaise with John Ryan regarding risk mitigation strategies when entering and exiting the premises over a high pedestrian footpath.

<b>Representative</b>	<b>For</b>	<b>Against</b>
RMS	Yes	
Police	Yes	
Member for Murray	-	
Leeton Shire Council	Yes	

**Item 3.7 INSTALLATION OF NO U TURN SIGNS ON WADE AVENUE**

**RECOMMENDATION**

THAT the Committee endorses Leeton Shire Council to 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).

Changes to recommendation: Yes

THAT the Committee endorses Leeton Shire Council to defer this matter to the next Traffic Committee meeting and investigate a no right turn from Roxy Lane as well as the no U turn signage.

<b>Representative</b>	<b>For</b>	<b>Against</b>
RMS	Yes	
Police	Yes	
Member for Murray	-	
Leeton Shire Council	Yes	

**NEXT MEETING - TBA**

There being no further business the meeting closed at 11.15am.

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## **COUNCILLOR ACTIVITY REPORTS**

### **ITEM 10.1 COUNCILLOR ACTIVITY REPORT**

<b>RECORD NUMBER</b>	21/186
<b>RELATED FILE NUMBER</b>	EF10/130
<b>AUTHOR</b>	Executive Assistant to the General Manager and Mayor

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### **RECOMMENDATION**

THAT Council notes the Councillor Activity Reports for the period 29 April 2021 to 26 May 2021.

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#### **Cr Paul Maytom**

29 April 2021	Murrumbidgee Customer Advisory Group Meeting and Leeton Connect Grant Writing Workshop
4 May 2021	Commonwealth Environmental Water Holder Mid-Murrumbidgee Wetlands Tour and Friends of Luro Meeting
5 May 2021	Sporting Walk of Fame Meeting
6 May 2021	Meeting with Murrumbidgee Local Health District (MLHD) Board Chair and Chief Executive
10 May 2021	Local Traffic Committee Meeting and Yanco Village Improvement Committee Meeting
11 May 2021	Multicultural Interagency Meeting and RAMJO Financial Sustainability Workshop
12 May 2021	RAMJO Board Meeting
13 May 2021	Veronica Collins Art Exhibition Opening
14 May 2021	RAMJO Water Sub-Committee Meeting
16–19 May 2021	Murray Darling Association 77 <sup>th</sup> Annual Conference and AGM
20 May 2021	Leeton Family and Local History Society – Presentation of Local Maps and Local Health Advisory Committee (LHAC) Meeting
25 May 2021	Fivebough Tuckerbil Wetlands Meeting and Leeton Connect Meeting and AGM
26 May 2021	Men's Shed Biggest Morning Tea

#### **Cr George Weston**

29–30 April 2021	Western Regional Planning Panel Site Visit and Briefing
4 May 2021	Friends of Luro Meeting
16–19 May 2021	Murray Darling Association 77 <sup>th</sup> Annual Conference and AGM
20 May 2021	Leeton Hospital Upgrade Project Briefing with Council and SunRice Festival Committee Meeting
21 May 2021	Chamber of Commerce Meeting



**Cr Tracey Morris**

29–30 April 2021	Western Regional Planning Panel Site Visit and Briefing
4 May 2021	Audit, Risk and Improvement Committee Meeting
11 May 2021	Community Strengthening Grants Assessment Panel –Round 2 Grants 2020/21

**Cr Sandra Nardi**

10 May 2021	Yanco Village Improvement Committee Meeting and Yanco Hall Meeting
17 May 2021	Yanco Potential Murals Site Visit

**Cr Tony Ciccio**

10 May 2021	Traffic Committee Meeting
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**Cr Paul Smith**

11 May 2021	Community Strengthening Grants Assessment Panel – Round 2 Grants 2020/21
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**Cr Tony Reneker**

4 May 2021	Audit, Risk and Improvement Committee Meeting
5 May 2021	Sporting Walk of Fame Meeting
20 May 2021	Leeton Family and Local History Society – Presentation of Local Maps and Leeton Hospital Upgrade Project Briefing with Council
25 May 2021	Leeton Connect Meeting and AGM
26 May 2021	Sporting Walk of Fame Meeting and Men's Shed Biggest Morning Tea