



LEETON
SHIRE COUNCIL

SEPARATE ATTACHMENTS FOR
ORDINARY COUNCIL MEETING
26 May 2021
7.00PM

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8.8. DELIVERY PROGRAM AND OPERATIONAL PLAN PROGRESS REPORT FOR QUARTER 3, 2020/21	2
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LEETON
SHIRE COUNCIL



Quarterly Report




Q3, 2020

Progress in achieving community goals

CSP THEME 1: A HEALTHY AND CARING COMMUNITY

1: A community that focuses on being healthy

1a: Provide exercise opportunities to increase fitness and wellbeing

Code	Action	Measures	Annual Target	Progress Year to Date	Q3 Update	Responsibility	Status
1a.01	Maintain and enhance an outdoor gym in Leeton at Rotary Park	Proportion of 2020/21 planned Outdoor Gym Maintenance and Renewal programs completed	90+%	75%	Monthly inspections of equipment have been completed and recorded as per the Parks, Playgrounds and Recreational Facilities Maintenance Management Policy. No unplanned maintenance was required.	Manager Open Space and Recreation	
		Number of unplanned maintenance activities completed	100%	N/A			
		% safety checks completed	100%	75%			
1a.02	Enhance skate park facilities at Rotary Park Leeton – Complete Stage 2 of skate park	% of project delivered	100%	85%	Extension has been completed and is now open for use. Additional finishing works will be completed during Q4 which will include seating and landscaping.	Manager Open Space and Recreation	
1a.03	Maintain Skate Parks in Leeton and Whitton	% of 2020/21 planned Skate Parks Maintenance and Renewal programs completed	90+%	N/A	Inspections of equipment have been completed and recorded as per the Parks, Playgrounds and Recreational Facilities Maintenance Management Policy. No unplanned maintenance was required.	Manager Open Space and Recreation	
		Number of unplanned maintenance activities completed	100%	N/A			
		% safety checks completed	100%	75%			



2	LEGEND:	Critical Concerns	On Track	Needs Attention	Not Due to Start	Achieved	Completed
							

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1b: Advocate for the availability of appropriate health and social services



Code	Action	Measures	Annual Target	Progress Year to Date	Q3 Update	Responsibility	Status
1b.01	Participate in the Local Health Advisory Committee (LHAC) and use all avenues to advocate for quality health services for the Leeton community	Number of LHAC meetings attended	At least 4 meetings	2	Provided information and support to incoming chairperson. Supported the consultants employed by the Murrumbidgee Primary Health Network in promoting consultation for the development of the Murrumbidgee After Hours Regional Plan for primary health care.	Manager Community Services	
1b.02	Advocate for accessible and quality mental health and drug and alcohol rehabilitation services	Number of meetings attended	At least 4 meetings	3	No Community Drug Action Team meetings held. Liaised with regional Good Sports Coordinator re introducing the program to more Leeton sports clubs. GoodSports is an initiative of the Australian Drug Foundation. The program works with community-based sporting clubs to promote responsible management of alcohol, to increase viability of sporting clubs and assist in creating a welcoming and friendly environment.	Manager Community Services	
		Number of projects undertaken	2	2			

3	LEGEND:	Critical Concerns 	On Track 	Needs Attention 	Not Due to Start 	Achieved 	Completed 
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Leeton Shire Council

DP Progress Report



Q3

Code	Action	Measures	Annual Target	Progress Year to Date	Q3 Update	Responsibility	Status
1b.03.i	Support programs that enhance opportunities to increase doctor numbers in Leeton Shire	Number of student doctors practicing in Leeton LGA in 2020/21	Accommodation provided for at least 2 student doctors	2	Two student Doctors are residing in 3 Brobenah Road from June 2020-June 2021. Two medical staff were in Henry Lawson Cottage from September 2020-March 2021. Both are Council-subsidised accommodation. Henry Lawson Cottage has been rented on a temporary basis until July 2021 to a medical worker at a rental of \$260 per week.	Property Coordinator and Native Title Manager	
1b.03.ii	Support programs that enhance opportunities to increase doctor numbers in Leeton Shire	The nature of Council's support for those placed in Leeton Shire through the Student Doctor and Bush Bursary programs, including orientation to the Shire and pastoral care	At least 3 interactions per student	11	Only one student was able to participate in the Bush Bursary program because of COVID-19 restrictions placed on the other. The first-year nursing student spent one week at Leeton Hospital, and the next week shared between Narrandera Hospital, Marathon Health and two Leeton general practices. Positive feedback was received, both from the student and the Rural Doctors Network Coordinator.	Manager Community Services	

4	LEGEND:	Critical Concerns 	On Track 	Needs Attention 	Not Due to Start 	Achieved 	Completed 
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2: A community that embraces life-long learning

2a: Provide a range of quality and affordable education opportunities from early childhood to adult learning




Code	Action	Measures	Annual Target	Progress Year to Date	Q3 Update	Responsibility	Status
02a.01.i	Operate Leeton Early Learning Centre (LELC), including investigating options for expansion	Number of children attending the facility relative to available places	100% occupancy	Q1 93.68% Q2 96.58%	<p>The scheduled utilisation was 90.05% (6.53% decrease from Q2). It should be noted that the service is closed for two weeks at the beginning of January).</p> <p>Scheduled capacity utilisation:</p> <p>Nursery (0-2 years) – 87.95% (4.88% decrease from Q2).</p> <p>Toddler room (2 – 3 years) – 83.63% (14.57% decrease from Q2).</p> <p>Preschool 1 (2.5 – 4 years) – 94.36% (3.93% decrease from Q2).</p> <p>Preschool 2 (4 – 5 years) – 89.36% (6.05% decrease from Q2).</p> <p>Centre is now licensed for 68 children – still waiting on an Early Childhood Teacher waiver for the increase.</p>	Manager / Nominated Supervisor LELC	
2a.01.ii	Operate Leeton Early Learning Centre (LELC), including investigating options for expansion	% compliance recorded from audits	100%	100%	No audits – Centre continues to operate as meeting the National Quality Standard.	Manager Community Services	
		% of required corrective actions completed	90+%				

5	LEGEND:	Critical Concerns 	On Track 	Needs Attention 	Not Due to Start 	Achieved 	Completed 
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Code	Action	Measures	Annual Target	Progress Year to Date	Q3 Update	Responsibility	Status
2a.01.iii	Operate Leeton Early Learning Centre (LELC), including investigating options for expansion	Status of business case and funding strategy	100% completed and one funding application	50%	A Business Case was prepared and presented to Council at a workshop briefing. The recommendation was for Council to pursue expanding the service by a further 20-40 places (current waiting list of 118 children) with a demountable classroom structure. A \$500,000 expansion upgrade (\$300k from grant funding and \$200k from Childcare Reserve) will be included in the DRAFT 2021/22 budget.	Director Business and Investment	
2a.02	Operate Leeton Out of School Hours and Vacation Care Program	Number of children attending services relative to available places	90% occupancy	Q3 ASC – 40%, Q3 VAC – 66%	Vacation Care – attendances were 497 out of a possible 750 (66% occupancy compared to 69.3% in Q3 last year). After School Care – attendances were 800 out of a possible 1,960 places (40% occupancy compared to 62.3% in Q3 last year).	Manager Visitor Services and Local Activation	
		% of required corrective actions completed	90+%	N/A			
2a.03	Provide local apprenticeship, traineeship and work experience opportunities at Council	Number of promotional activities undertaken	At least 1 promotion	Nil	There was one work experience student at Leeton Early Learning Centre and two trainees employed (Customer Service Trainees), no new apprentice.	Manager People and Organisational Development	
		Number of apprenticeships/traineeships/work experience	At least 3 new work experience, at least 1	Q1/Q2 – 13 work experience, 4			

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LEGEND:

Critical Concerns

On Track

Needs Attention

Not Due to Start

Achieved


Completed



Leeton Shire Council

DP Progress Report

Q3

Code	Action	Measures	Annual Target	Progress Year to Date	Q3 Update	Responsibility	Status
		students placed in Leeton Shire Council in the 2020/21 period	trainee, at least 1 apprentice placements	trainees and 1 apprentice Q3 – 1 work experience, 2 trainees	Careers Expo being arranged for Q4.		
		Amount of alternative external/State funding secured to support these	Dependent on grant availability	Q1 Nil Q2 \$35,793 Q3 \$28,793			
2a.04	Provide a Library service with quality programming and events, including programmed sessions for children, young people and adults; school holiday sessions; and special events that support community interests	Number of programmed sessions per week	At least 3 programmed sessions per week	161	Sessions included: <ul style="list-style-type: none"> • 25 Storytime with 155 preschoolers • 12 Baby Rhyme Time with 196 babies and their parents • 2 LEGO with only 2 young people • 24 Knitters Group with 143 attendees • 1 Bridge Club with 10 attendees • 2 Book Club with 15 attendees • 8 Brain Games with 101 attendees • 7 Tech Savvy Seniors with 69 attendees • 9 Special events with over 300 attendees Special events included the launch of the Little Bang Discovery Club and International Women's Day Breakfast.	Manager Library	
	Number of school holiday sessions	A least 2 sessions with at least 20 participants per school holiday	5				
	Number of special events	At least 2 special events per year with a at least 40 participants	17 with 933 attendees				

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LEGEND:

Critical Concerns

On Track

Needs Attention

Not Due to Start

Achieved



Completed



Leeton Shire Council

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Code	Action	Measures	Annual Target	Progress Year to Date	Q3 Update	Responsibility	Status
2a.05	Provide a Library service with a quality collection that promotes borrowing, and monitor trends to guide collection development and purchase planning	Number of items borrowed	At least 2,800 items borrowed	28,066	There were 9,330 loans in this quarter (a 32% increase from compared to Q3 last year). This is due to the increase in the permitted number of items that customers can borrow (from 10 items to 35 items) and has received very positive feedback from the community. Implementation of the Purchasing Plan continues on track with new titles including filling Community Purchase Suggestions (The Bridgerton series has been popularly requested); a selection of English language pronunciation books for the Multicultural Collection; and a large purchase of Children's Book Week award long listed titles.	Manager Library	
		Status of Purchasing Plan	Purchasing Plan developed and implemented	100%			
		Number of items purchased in line with Plan	At least 1,800 new items	1,426			
2a.06	Provide a quality Library service which attracts and maintains membership and visitation: <ul style="list-style-type: none"> Promote Library services Promote membership Monitor membership 	Number of Library visitations	At least 40,000	21,733	There were 8,363 visitors to the library (21% decrease compared to Q3 last year). There were 75 new members and 927 active library members. This figure was influenced by the extended loan period offered over the January school holidays.	Manager Library	
		Number of new members	At least 250	263			
		Number of active Library members	At least 3,000	2,263			

8	LEGEND:	Critical Concerns 	On Track 	Needs Attention 	Not Due to Start 	Achieved 	Completed 
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Leeton Shire Council

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Code	Action	Measures	Annual Target	Progress Year to Date	Q3 Update	Responsibility	Status
2a.07	Maintain a lease agreement with the Country University Centre, and promote the service to local residents	Number of registered students utilising the Leeton CUC	At least 15 registered students	20	20 students accessed the centre on 103 occasions. The library continues to support the CUC by assisting students using the centre when the Centre Manager is off-site.	Manager Library	


2b: Provide access to Information Technology Networks

Code	Action	Measures	Annual Target	Progress Year to Date	Q3 Update	Responsibility	Status
2b.01	Provide free Wifi services in Leeton CBD and key Council facilities	Number of people accessing free WiFi services	At least 300	700	One access point on the roof of Microtech DPS is offline. Parts have been ordered and are due to arrive in Q4. 450 users accessed the Free WiFi Services. This is an 80% increase compared to Q2.	Manager ICT	
		Percentage of return users per quarter	No target	90%			



9	LEGEND:	Critical Concerns 	On Track 	Needs Attention 	Not Due to Start 	Achieved 	Completed 
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3: A community that is friendly and inclusive

3a: Help community to access community services




Code	Action	Measures	Annual Target	Progress Year to Date	Q3 Update	Responsibility	Status
3a.01	Develop, maintain and promote a Community Directory: allow for self-editing of Community organisation information	Number of page views of online directory	At least 500	4,021	549 users viewed the website on 1,497 occasions. There are currently 166 listings on the directory.	Corporate and Community Planning Officer	
		Number of self-service updates undertaken	At least 10	50			
		Average length of time since service content was updated	Not more than 12 months	Not due			

3b: Provide opportunities and support for the youth of Leeton Shire

Code	Action	Measures	Annual Target	Progress Year to Date	Q3 Update	Responsibility	Status
3b.01	Facilitate activities and events for young people	Number of community-run youth events and activities	At least 2	4	Youth Week application was lodged. All activities will be coordinated by, and conducted in, the Library.	Manager Community Services	
		Total number of participants	At least 100 (depending on nature of activity)	65			
3b.02	Facilitate youth engagement with Council through youth leadership development initiatives	Number of initiatives to engage and introduce young people to local government	At least 2 initiatives	0	Nil action. The establishment of a Youth Advisory Council will be investigated in Q4, with the aim of holding the first meeting in Q1 of 2021/22.	Manager Community Services	
		Number of young people involved in leadership activities	At least 8	0			

10	LEGEND:	Critical Concerns 	On Track 	Needs Attention 	Not Due to Start 	Achieved 	Completed 
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3c: Advance the wellbeing of Leeton Shire's elderly residents and residents living with a disability

Code	Action	Measures	Annual Target	Progress Year to Date	Q3 Update	Responsibility	Status
3c.01	Update and implement the Ageing Strategy 2014 – 2024 Action Plan	% of scheduled 2020/21 actions completed	90+%	Not due to commence	Feedback from Public Exhibition incorporated into the Ageing Well Strategy 2020-2025, which was adopted at the February Council meeting. Supported the School of Medicine and Public Health, The University of Newcastle, in identifying community groups to assist with a research study on increasing participation in advanced personal planning by older people in the community.	Manager Community Services	
3c.02	Implement the Disability Inclusion Action Plan (DIAP) for Leeton Shire	Proportion of scheduled 2020/21 actions completed	90+%	30%	Disability meeting held 22 March, with the group agreeing on aims and draft Terms of Reference.	Manager Community Services	
3c.03	Enforce Disability Car Park restrictions and undertake local education campaigns on accessible parking provision	Number of enforcement activities	At least 50 per annum	39 YTD	One penalty notice issued. Public awareness advertisement promoted on Council Facebook	Regulatory Services Coordinator	
		Number of enforcement actions undertaken	No Annual Target – report by occurrence	4 PINS issued YTD			
		Number of local campaigns	At least 2 per annum	1			





11	LEGEND:	Critical Concerns 	On Track 	Needs Attention 	Not Due to Start 	Achieved 	Completed 
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Leeton Shire Council

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3d: Foster a cohesive community that welcomes new residents and values cultural diversity

Code	Action	Measures	Annual Target	Progress Year to Date	Q3 Update	Responsibility	Status
3d.01	Maintain and build Leeton's reputation as a "migrant and refugee friendly" Shire through participation in the NSW Regional Settlement Program (RSP)	Number of Council-supported events/activities held	2 events or activities	0	The wider Migrant Settlement project overseen by Multicultural NSW, has designated Leeton Shire as a Pilot. Strategies deployed will mirror the provisions of this deliverable.	Multicultural Program Coordinator	
		Total number of participants	More than 100				
		Number of RSP activities conducted	1 RSP activity, 3 RSP meetings attended	1 meeting attended			
3d.02	Participate in Multicultural Forums at the local and regional level	Number of meetings attended	At least 5	1	There are test events being planned for Q4 that will be sign-posting in nature, to help position Leeton Shire as an attractive location for settlement including versatile lifestyle options.	Multicultural Program Coordinator	
3d.03	Host Citizenship Ceremonies	Number of Citizenship Ceremonies held	Minimum of 2 per year	1	A Citizenship Ceremony took place at the 2021 Leeton Shire Australia Day celebrations where 15 new citizens were naturalised.	Events and Cultural Services Coordinator	
		Number of residents naturalised (by country of origin)	No Annual Target	15			
3d.04	Maintain and provide a New Residents' Kit	Currency of content of kits	Updated once per year	Adopted in June 2020	The New Residents Kit was adopted in June 2020. A review is not due yet.	Manager Community Services	
		Number of kits issued or downloaded	At least 10	50			

12	LEGEND:	Critical Concerns 	On Track 	Needs Attention 	Not Due to Start 	Achieved 	Completed 
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3e: Acknowledge the Wiradjuri people and strengthen relationships with the Indigenous Community of Leeton Shire

Code	Action	Measures	Annual Target	Progress Year to Date	Q3 Update	Responsibility	Status
3e.01	Inform land-use planning through regular liaison with the Leeton Aboriginal community (through the Leeton and District Aboriginal Land Council)	Number of meetings attended	At least 2 per annum	1	A meeting was held on 11 February with Leeton and District Aboriginal Land Council to discuss Local Strategic Planning Statement and proposed Development Control Plan (DCP) for Leeton. Further meetings will be held once contractor is appointed for DCP project.	Manager Planning, Building and Health	
3e.02	Promote wellbeing for our indigenous community through regular liaison with the Aboriginal Interagency	Number of meetings attended	At least 2 meetings per annum	0	<p>Attended Police Aboriginal Consultative Committee meeting. Forwarded information on various topics relating to the Aboriginal community from National Indigenous Australians Agency to all contacts.</p> <p>Met with the Leeton and District Local Aboriginal Land Council (LDLALC) to establish a proactive working relationship to better coordinate programs. LDLALC have been contributing to Council's advocacy for improved health services in Leeton.</p> <p>The Mayor supported the fortnightly community event that occurs in Gossamer Park.</p>	Manager Community Services	



13	LEGEND:	Critical Concerns 	On Track 	Needs Attention 	Not Due to Start 	Achieved 	Completed 
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Leeton Shire Council

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3f: Provide cemetery services at Leeton and Whitton

Code	Action	Measures	Annual Target	Progress Year to Date	Q3 Update	Responsibility	Status
3f.01	Maintain cemetery grounds in Leeton and Whitton	% of scheduled 2020/21 maintenance and upgrades at Leeton and Whitton Cemeteries completed	90+%	75%	<p>Leeton and Whitton Cemeteries have been routinely inspected and maintained as per the scheduled maintenance programs.</p> <p>Site visit undertaken to Whitton to consider options for beautification and tidying broken graves.</p> <p>No capital works were completed.</p> <p>Additional plinths will be constructed during Q4.</p>	Manager Open Space and Recreation	
3f.02	Expand and develop cemetery grounds in Leeton	Outcomes of planning for cemetery expansion at Leeton	Land tenure secured and master plan developed	2	The land tenure process has received Crown Land approval and is currently with the Minister for final signature. Once approved the land will be added to the existing Cemetery reserve and dedicated for the purpose of a Cemetery.	Manager Open Space and Recreation	



14	LEGEND:	Critical Concerns 	On Track 	Needs Attention 	Not Due to Start 	Achieved 	Completed 
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Leeton Shire Council

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3g: Provide a Multipurpose Community Hub to support local Community Groups and the residents they serve

Code	Action	Measures	Annual Target	Progress Year to Date	Q3 Update	Responsibility	Status
3g.01	Operate a Multipurpose Community Centre	Current number of tenancies in place relative to availability	100%	95%	One small office vacancy still to be filled. Office tenancies have been renewed and documentation completed and returned to Council. One office is kept for overflow needs and short-term rental to accommodate all aspects of not-for-profit community needs.	Property Coordinator and Native Title Manager	
3g.02	Promote and maximise the use of the Multipurpose Community Centre meeting rooms	Number of hirers	At least 30 hirers	Q1 10 Q2 10 Q3 11	There were eleven hirers – most of them regulars – who hired various rooms on 79 occasions (14% decrease compared to Q3 last year) generating \$1,164 income. Those hirers with a Hire Agreement and use the rooms weekly are charged an agreed fee for the year.	Manager Visitor Services and Local Activation	
		Occasions of hire	300	Q1 92 Q2 90 Q3 79			
		Amount of income generated from short-term hire of non-tenanted meeting and training rooms	At least \$10,000	Q1 \$4,257 Q2 \$4,018 Q3 \$1,164			

15	LEGEND:	Critical Concerns 	On Track 	Needs Attention 	Not Due to Start 	Achieved 	Completed 
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4: A community that is safe to live in and move about

4a: Advocate and support initiatives to reduce crime

Code	Action	Measures	Annual Target	Progress Year to Date	Q3 Update	Responsibility	Status
4a.01	Support initiatives to stop domestic violence	Number of initiatives supported	At least 1 initiative supported	2	The Police Crime Prevention Officer has been successful in obtaining funding to work with young people on building positive relationships. The incoming chair of the LHAC has become a Community Partner with White Ribbon Australia and is keen for the LHAC to be proactive in raising awareness regarding domestic and family violence.	Manager Community Services	
4a.02	Reduce, prevent and mitigate graffiti and vandalism across Leeton Shire and make available a reward for information leading to a conviction for offences	Number of reported incidences	Not more than 12 incidences	3	Nil graffiti incidents.	Regulatory Services Coordinator	
		Average time taken to address incidents occurring on public property	Not more than 2 working days	One day			
		Number of rewards issued	No Annual Target	Nil			
4a.03	Complete development of a Leeton Community Safety Strategy	% of scheduled 2020/21 actions completed	90+%	Yet to be developed	No Progress. Council is going to review the need for a safety plan.	Manager Community Services	




16	LEGEND:	Critical Concerns 	On Track 	Needs Attention 	Not Due to Start 	Achieved 	Completed 
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4b: Advocate and support road safety initiatives

Code	Action	Measures	Annual Target	Progress Year to Date	Q3 Update	Responsibility	Status
4b.01	Implement programs that foster and promote road safety	Number of road safety campaigns undertaken	At least 4 campaigns	9	Rotary Youth Driver Awareness (RYDA) was held in February involving 355 students from 15 different schools across the MIA. Four Swags were handed out to the winners of the Plan B Campaign ran in Q2.	Road Safety Officer	
4b.02	Promote road safety through design and appropriate regulation	Number of Traffic Committee meetings held	At least 4 per year	3	One Traffic Committee meeting held was held. Proposed signage for Research Road was tabled which included a speed zone review of Research Road. Other Road Safety works undertaken included: <ul style="list-style-type: none"> • Intersection audits along Merungle Hill Road to improve site distance at the intersection • A request was submitted to Transport for NSW for enhanced signage to be installed on Vance Road on the approach to Koonadan Rd. 	Road Safety Officer	




17	LEGEND:	Critical Concerns 	On Track 	Needs Attention 	Not Due to Start 	Achieved 	Completed 
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4c: Monitor and maintain Leeton Shire's Street Lighting and CCTV networks

Code	Action	Measures	Annual Target	Progress Year to Date	Q3 Update	Responsibility	Status
4c.01	Maintain Leeton Shire Council's CCTV network	Number of changes/additions to CCTV network	100% of network are in working order	95%, 5 new cameras	No new cameras were installed. Work is planned as part of the drought community's funding however the cameras have not yet been commissioned.	Manager ICT	
		Increased coverage by CCTV cameras	At least 5% coverage increase per annum	5%			
4c.02	Utilise Leeton Shire Council's CCTV network footage to promote community safety	Number of occasions Police access Council's CCTV footage to investigate crime	No Annual Target – report by occurrence	47	Police made 12 requests for footage.	Manager ICT	
4c.03	Monitor Leeton Shire's Street Lighting network (including services delivered by Council and Essential Energy)	Total repair count	No Annual Target	8	A streetlight and floodlight are planned for Seville Street. Delays in the availability of contractors have deferred this installation of the lighting on Seville Street to Q4.	Manager Roads & Drainage	
		Number of lighting outage repairs completed within Annual Target period	90% repaired within 8 days	7 completed within 8 days			



18	LEGEND:	Critical Concerns	On Track	Needs Attention	Not Due to Start	Achieved	Completed
							

4d: Reduce Leeton Shire's risk from natural disasters

Code	Action	Measures	Annual Target	Progress Year to Date	Q3 Update	Responsibility	Status
4d.01	Commence delivery of the Floodplain Risk Management Plan	Progress of identified actions	Funding secured for at least one action item	0	The Floodplain Management Grant application was unsuccessful. The committee will reconvene to discuss a way forward with either further applications or Council-funded studies.	Manager Roads & Drainage	
4d.02	Participate in Local Emergency Management Committee (LEMC)	Number of meetings held	100%	1	One meeting held in February 2021. No major actions for Council or Action Groups. Continue liaison regarding COVID-19 with the Regional Emergency Management Officer (REMO) and Local Emergency Operations Controller (LEOCON).	Manager Roads & Drainage	
4d.03	Enhance understanding of the impacts of climate change in MIA: Engage RAMJO to develop an Adverse Events Plan (utilising drought funding)	Status of development Adverse Events Plan	100% complete Plan adopted	90%	A Draft Adverse Event plan has been developed in conjunction with RAMJO by Manager Risk. Awaiting SMT and Council endorsement.	Group Manager Operations	

19	LEGEND:	Critical Concerns 	On Track 	Needs Attention 	Not Due to Start 	Achieved 	Completed 
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4e: Provide animal control services across Leeton Shire

Code	Action	Measures	Annual Target	Progress Year to Date	Q3 Update	Responsibility	Status
4e.01	Provide a response to call outs for wandering/ loose animals and dog attacks in accordance with Council's Companion Animals Policy	Response time to call outs	Less than 2 hours	Less than one hour	Response time for all callouts was less than one hour.	Regulatory Services Coordinator	
		Number of animals impounded and % returned or rehomed	More than 75% returned or rehomed	200 animals impounded and 91 returned/re homed	There were: <ul style="list-style-type: none"> • 59 dogs impounded (69 in Q3 last year) • 54 dogs rehomed/returned to owner (61 in Q3 last year) • 5 dogs euthanised (8 in Q3 last year) • Nil parvo virus outbreaks at the pound • 3 dog attack incidents with 2 dogs being seized and penalty notices issued. In one instance the offending dogs had departed the scene. In another instance the attack was self-reported and surrendered. 		
4e.02	Promote and foster responsible pet ownership, including: <ul style="list-style-type: none"> • Annual free microchipping day • All-year-round subsidised microchipping 	Number of education and microchipping programs undertaken	At least 12	9	Council offers low-cost micro chipping all year round at \$29 for the first pet and \$20 for subsequent pets. All dogs that are re homed are micro chipped for free. A second free microchip day is planned for Q4.	Regulatory Services Coordinator	
		Number of animals microchipped	200	86			
		Number of free microchipping days held	At least one	1			

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LEGEND:

Critical Concerns

On Track

Needs Attention

Not Due to Start

Achieved


Completed




Leeton Shire Council

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Q3

Code	Action	Measures	Annual Target	Progress Year to Date	Q3 Update	Responsibility	Status
4e.03	Provide Ranger Services to address: Abandoned vehicles, illegal dumping, noise complaints, overgrown properties	Response time to call outs	Within 2 working days	Within one hour	There were: <ul style="list-style-type: none"> • 9 overgrown vegetation complaints • 5 dumped rubbish complaints – 4 were cleaned up by rangers and 1 was identified and issued a penalty notice • 5 Livestock on roads matters – 4 matters removed by owners and 1 was identified and issued a penalty notice • 6 abandoned motor vehicles – 3 removed by owners, 4 impounded and 2 penalty notices issued • 2 notice of Intentions issued • 1 order issued for unsightly property • 38 footpath permit applications 	Regulatory Services Coordinator	
		Total number of reports and % resolved through voluntary compliance	75% successfully resolved without proceeding to a PIN (fine)	A total 273 CRMs were actioned with 24 penalty notices issued			

4f: Public health is maintained across Leeton Shire

Code	Action	Measures	Annual Target	Progress Year to Date	Q3 Update	Responsibility	Status
4f.01	Undertake food premises inspection programs	Number of education activities	Two	3	Inspections take place twice per year – Q1 and Q4.	Regulatory Services Coordinator	
		Proportion of inspection regime completed	100%	50% (Q1 – 55 sites)			
		Number of breaches recorded	No target	0			

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LEGEND:

Critical Concerns

On Track




Needs Attention

Not Due to Start

Achieved

Completed




Code	Action	Measures	Annual Target	Progress Year to Date	Q3 Update	Responsibility	Status
4f.02	Undertake skin penetration establishment inspection programs	Number of education activities	2	1	Second round of inspections to take place in May 2021 by Environment Health officer contractor.	Regulatory Services Coordinator	
		Proportion of inspection regime completed	100%	50%			
		Number of breaches recorded	No target	0			
4f.03	Undertake On-Site Sewer Management (OSSM) Inspection Programs	Number of education activities	2	1	Nil OSSM inspections. A contractor has previously been used for inspections. There were 5 inspections conducted of new Aerated Wastewater Treatment System (AWTS) installations under section 68 approval. An OSSM inspection program is being implemented. Inspections will be undertaken by a Council authorised officer commencing mid-year.	Building and Health Surveyor	
		Proportion of inspection regime completed	100%	0%			
		Number of breaches recorded	No annual target	Q1 4 Q2 Nil Q3 Nil			
4f.04	Undertake Backyard Swimming Pool Inspection Programs	Number of education activities	2	1	Eleven backyard swimming pool inspections completed – six were non-compliant. Council is working on invoicing for fees associated with these inspections. Staff completed swimming pool compliance and assessment awareness training.	Building and Health Surveyor	
		Proportion of inspection regime completed	100%	21%			
		Number of breaches recorded	No Target	6			




Leeton Shire Council

DP Progress Report

Q3

Code	Action	Measures	Annual Target	Progress Year to Date	Q3 Update	Responsibility	Status
4f.05	Undertake Mosquito Monitoring Program from October to April	Number of monitoring activities	Twenty-six monitoring activities	21	Weekly mosquito trapping and sentinel chicken flock blood samples sent to NSW Health Westmead Hospital Dept of Entomology with nil arbovirus detected. Mosquito control chemical applied weekly to drains in the vicinity of Valencia Street childcare services.	Regulatory Services Coordinator	
		Number of diseases detected	Zero	0			

4g: Facilitate pedestrians and cyclists to get around safely

Code	Action	Measures	Annual Target	Progress Year to Date	Q3 Update	Responsibility	Status
4g.01	Improve Council's footpath and cycleway network through the implementation of the Pedestrian Access Mobility Plan (PAMP).	Progress against PAMP program	90% complete	75% through grant funding	Works on the Corbie Hill Road shared pathway from Elledon Place to Petersham Road commenced. This project is being funded through the Drought Communities Program.	Manager Roads & Drainage	
		Number of Council-funded priority projects completed from the PAMP	At least \$200,000 worth of projects	Projects have been funded through grant funding			
		Number of externally funded priority works completed from the PAMP	At least \$20,000 worth of projects	1	Identifying and labelling public utility mains commenced for Corbie Hill Road from Petersham Road to Yanco Avenue (MR80). Shared pathway from Almond Road to Grevillia Street was completed.		

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LEGEND:

Critical Concerns

On Track

Needs Attention

Not Due to Start

Achieved


Completed



Leeton Shire Council


DP Progress Report

Q3

Code	Action	Measures	Annual Target	Progress Year to Date	Q3 Update	Responsibility	Status
4g.02	Implement the Footpath and Cycleways Maintenance and Renewal Program	% of scheduled 2020/21 actions completed	90% completed	50%	Works were completed on shared cycleway along Canal Street (opposite Yenda Producers).	Manager Roads & Drainage	
		Number of unplanned maintenance works	90% completed within Annual Target timeframe	18 accomplishments all completed within Annual Target timeframes	Sweeping of shared pathway around Leeton CBD area was completed. Planning commenced for resealing the path adjacent TAFE carpark.		



5: Support the community to access a range of quality and affordable housing options

5a: Support the community to access a range of quality housing options


Code	Action	Measures	Annual Target	Progress Year to Date	Q3 Update	Responsibility	Status
5a.01	Monitor provision of affordable housing service, Eventide Homes, Yanco (delivered by Argyle Homes)	Rate of occupancy	90%	100%	All units are occupied. Refurbishment program on track with the schedule provided by Argyle Housing who are undertaking the refurbishments.	Property Coordinator and Native Title Manager	
		Progress of refurbishment program	90+% of refurbishment complete	95%			
		Liaison meetings with Eventide Homes' service provider	At least 2 per annum	3			

24	LEGEND:	Critical Concerns 	On Track 	Needs Attention 	Not Due to Start 	Achieved 	Completed 
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5b: Expand the range of residential opportunities across the Shire

Code	Action	Measures	Annual Target	Progress Year to Date	Q3 Update	Responsibility	Status
5b.01	Undertake and promote housing development opportunities across Leeton Shire, including on Council-owned land	Number of investment proposals for housing development in Leeton Shire	At least 1 new housing project	Nil action	9 new residential Development Applications were approved.	Director Business and Investment	
		Number of new residential DAs approved	At least 30 per annum	Q1 9 Q2 7 Q3 9 YTD 25			
5b.02	Develop a Housing Strategy for Leeton Shire	Status of Strategy development	Strategy adopted by Council by June 2021	75%	The Draft Housing Strategy is nearing completion and will be presented to the community in Q4.	Director Business and Investment	

5c: Safeguard housing standards to promote healthy living and a healthy environment



Code	Action	Measures	Annual Target	Progress Year to Date	Q3 Update	Responsibility	Status
5c.01	Promote residential dwellings that are energy and water efficient through provision of information to support community choices	Number of education activities	At least 2	2	All new residential dwellings as well as additions to dwellings worth more than \$50K and swimming pools over 40KL, comply with Basix. New resources are available to guide applicants through the DA process and Basix requirements. More than 100 website visits.	Manager Planning, Building and Health	
		Number of website page views	At least 100 views	119			
		Number of DAs that comply with BASIX	100%	100%			

25	LEGEND:	Critical Concerns 	On Track 	Needs Attention 	Not Due to Start 	Achieved 	Completed 
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CSP THEME 2: AN ACTIVE AND ENRICHED COMMUNITY

6: A community that participates in sports and active leisure

6a: Offer access to a range of quality sporting facilities




Code	Action	Measures	Annual Target	Progress Year to Date	Q3 Update	Responsibility	Status
6a.01	Maintain and improve sporting ovals in Leeton and Yanco including a lighting upgrade for Leeton No.1 oval	% of scheduled 2020/21 Sports Fields Maintenance, Renewals and Capital Works programs completed	90+%	75%	All sports fields routinely maintained and inspected as per the Parks, Playgrounds and Recreational Facilities Maintenance Management Policy. Scheduled maintenance including spraying, fertilising and topdressing completed. Over sowing of No.1 Oval in preparation for the football season has been successfully completed. Continued to seek potential grant funding for the lighting upgrade project. Project is likely to continue into the 2021/22 financial year.	Manager Open Space and Recreation	
		Number of unplanned maintenance activities completed	100%	100%			
		Progress of lighting upgrade	100%	0			
6a.02	Promote usage of sporting ovals in Leeton and Yanco	Number of sporting codes utilising sports fields	At least 5	6	Sporting codes that utilised the ovals included: <ul style="list-style-type: none"> • Junior and Senior Soccer • Junior and Senior Rugby Union • Junior Cricket • Rugby League 	Manager Open Space and Recreation	



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Q3

Code	Action	Measures	Annual Target	Progress Year to Date	Q3 Update	Responsibility	Status
6a.03	Enhance sporting facilities at Leeton Showground through \$1.8 million improvement program	% of 2020/21 scheduled development completed	100%, with official opening	100%	The new Grandstand officially opened in Q2. Maintenance schedule under development by Council staff to support Showground Trust with management of facility. Due to be completed in Q4.	Manager Open Space and Recreation	
6a.04	Provide public swimming pools in Leeton and Whitton, and prepare a Renewal Options Report for Whitton Pool	% of 2020/21 Swimming Pools Maintenance and Renewal programs Leeton and Whitton completed	90+%	75%	Whitton Pool closed for the season on 28 March. A renewal options report is being developed for the Whitton Pool by the Facility Design Group. The Leeton Regional Aquatic Centre closed to the public on April 5.	Manager Open Space and Recreation	
		Number of unplanned maintenance activities completed	100%	100%			
		Status of Renewal Options Report	Report completed	25%			
6a.05	Promote usage of swimming pools in Leeton and Whitton	Number of carnivals at Pools	At least 8 carnivals	11	Patronage at the Whitton Pool has been significantly higher than previous years due to the Leeton Pool being closed for redevelopment. Free transport and entry to Whitton Pool was made available to Leeton Shire residents on days hotter than 38°C. Take up was minimal. Leeton Pool: <ul style="list-style-type: none"> • General Admission – 3,284 • Season Ticket Admission – 1628 	Manager Open Space and Recreation	
		Number of users	At least 6,000	10454			

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LEGEND:

Critical Concerns

On Track



Needs Attention

Not Due to Start

Achieved

Completed



Code	Action	Measures	Annual Target	Progress Year to Date	Q3 Update	Responsibility	Status
					<ul style="list-style-type: none"> Carnival entries – 984 Total attendance via kiosk entry – 4912 10 carnivals <p>Whitton Pool:</p> <ul style="list-style-type: none"> Total attendance – 5,542 1 carnival 		
6a.06	Enhance and upgrade facilities at Leeton Swimming Pool	% of scheduled 2020/21 works completed	100% completed	75%	<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>	Manager Open Space and Recreation	
6a.07	Undertake a feasibility study to determine options for a heated swimming pool facility in Leeton Shire	Status of feasibility study	Study completed by June 2021	90%	Draft feasibility study to be tabled at the April Council Meeting.	Group Manager Operations	

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LEGEND:

Critical Concerns

On Track

Needs Attention

Not Due to Start

Achieved



Completed



Leeton Shire Council

DP Progress Report

Q3

Code	Action	Measures	Annual Target	Progress Year to Date	Q3 Update	Responsibility	Status
6a.08	Promote usage and sustainability of the Leeton golf course	Number of events held at Leeton Golf Course	At least 6 events held	5	Competition Rounds Played 2,354 (up 916 compared to Q3 last year).	Manager Open Space and Recreation	
		Total number of participants utilising golf course facilities	At least 4,200 rounds played	14,760	Social Rounds Played 3,075 (up 14 compared to Q3 last year). Total Rounds Played 5,429 (up 930 compared to Q3 last year). Total green fees income – \$79,271 (up \$19,271 compared to Q3 last year). Events included SunRice Program and Riverina PSSA Schools Championships.		
6a.09	Support development of new golf clubhouse	Amount of external grant funding raised	\$300,000	0%	Application for funding of \$300,000 under ClubGRANTS Category 3 Infrastructure was unsuccessful. Further grant application was submitted to NSW Sports Regional Sports Facilities Fund for \$425,500. The project is estimated to cost \$900,000. This is an increase from the initial estimate of \$800,000.	Manager Open Space and Recreation	
		% of works completed	80% of build complete	5%			

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LEGEND:

Critical Concerns

On Track

Needs Attention

Not Due to Start

Achieved



Completed



Leeton Shire Council

DP Progress Report

Q3

Code	Action	Measures	Annual Target	Progress Year to Date	Q3 Update	Responsibility	Status
6a.10	Provide an Indoor Stadium and tennis facility in Leeton	% of scheduled 2020/21 Stadium Maintenance, Renewal and Capital Works programs completed	90+%	100%	Daily inspections were undertaken and recorded prior to use in accordance with the Parks, Playgrounds and Recreational Facilities Maintenance Management Policy. The annual floor resealing was completed in January. Council has now assumed responsibility for the operation and maintenance of the Leeton Tennis Courts. The facility is currently free for use with participation numbers remaining very low.	Manager Open Space and Recreation	
		Number of unplanned maintenance activities completed	100%	100%			
6a.11	Promote usage of the Indoor Stadium in Leeton	Number of sports using the Stadium	At least 4	5	There were 5,806 participants (2,752 in Q3 last year) across a range of sports including badminton, volleyball, basketball and netball. Junior netball competition, senior mixed netball and junior rep basketball. Two round of Western Junior League basketball were held which significantly increased the overall participation rate. Planning is underway for a futsal competition to commence in Q1/Q2 of 2021/22	Manager Open Space and Recreation	
		Total number of participants utilising the Stadium	At least 12,000	18,990			

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LEGEND:

Critical Concerns

On Track

Needs Attention

Not Due to Start

Achieved



Completed




Leeton Shire Council

DP Progress Report

Q3

Code	Action	Measures	Annual Target	Progress Year to Date	Q3 Update	Responsibility	Status
6a.12	Continue to provide Hydration Stations or other potable water options in key areas used for physical activity	Status of new installation at Waipukurau Park	Installation complete	50%	Hydration Station at Waipukurau Park is awaiting a water connection to be installed. Installation will be completed in Q4.	Manager Open Space and Recreation	
		Status of hydration station network	100% operational	100%			
6a.13	Establish a Sporting Walk of Fame	Progress towards establishment of a Sporting Walk of Fame	90% of Phase 1 completed	50%	Monthly meetings for the Sporting Walk of Fame have been held. Nominations have been determined. Pedestals for the display plaques are being manufactured. Launch date scheduled for October 2021 at the Leeton Soldiers Club.	Manager Open Space and Recreation	



6b: Support local sport and recreation clubs to remain viable

Code	Action	Measures	Annual Target	Progress Year to Date	Q3 Update	Responsibility	Status
6b.01	Provide support to local sports and recreation clubs: <ul style="list-style-type: none"> Respond to requests for advice and assistance Assist organisations to pursue funding for their activities 	Amount of funding received (by sport type)	No Annual Target – dependent on grant availability	\$0	Support provided in submitting an application to NSW Sports Regional Sports Facilities Fund for the Golf Clubhouse. Meeting held with the Basketball Association regarding future stadium expansion proposal.	Manager Open Space and Recreation	

31	LEGEND:	Critical Concerns 	On Track 	Needs Attention 	Not Due to Start 	Achieved 	Completed 
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7: A community that enjoys arts and culture

7a: Provide a local theatre for performing and cinematic arts and events

Code	Action	Measures	Annual Target	Progress Year to Date	Q3 Update	Responsibility	Status
7a.01	Continue refurbishment of the Roxy Theatre both internally and externally	Progress of refurbishment	50% of adopted program progressed	20%	Continuing to work with consultants on the design documentation for the theatre as well as preparation of tender documents. Development application has been submitted and is awaiting assessment/ determination. Funding application for \$2.7M submitted to Commonwealth Building Better Regions Fund. Expecting building contract for the project to be let by June 2021.	Manager Special Projects	
7a.02	Run an entertaining program of events for the community in alternative locations during the refurbishment of the Roxy Theatre	Number of events held	At least one per month	Weekly movie screenings, preparation of community production of Henry V	Film screenings ceased in late March to begin bumping in community driven production Henry V, being presented at the theatre between April 21 – 24.	Roxy Theatre Coordinator	
		Number of participants	At least 500 participants over the year	Q1 514 Q2 597 Q3 968 YTD 2,079	Henry V will be the final program presented at the Roxy before it closes for renovation. The current redevelopment program expects the renovation to be completed and the theatre open by May 2022.		

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LEGEND:

Critical Concerns

On Track

Needs Attention



Not Due to Start

Achieved

Completed



7b: Enhance artistic and cultural activity across Leeton Shire



Code	Action	Measures	Annual Target	Progress Year to Date	Q3 Update	Responsibility	Status
7b.01	Collaborate with and fund Western Riverina Regional Arts Board to successfully deliver events, public art projects and programs in Leeton Shire, including providing opportunities to promote local artistic endeavour	Number of activities undertaken to deliver events and programs in Leeton Shire	At least two exhibitions held in the gallery	0	Application to Foundation for Rural and Regional Renewal Funding for \$60,000 to employ a part-time Museum Development Officer was successful. The role aims to build the future sustainability of Leeton's six Museums. Veronica Collins: Reflections in Time exhibition will be held in Q4 in partnership with Western Riverina Arts.	Events and Cultural Services Coordinator	
		Number of local artist exhibitions	At least one	4			
		Council's role in and contribution to Western Riverina Arts activities, events and programs	100%	100%			
7b.02	Open and operate the Leeton Museum and Art Gallery, and promote the permanent exhibition: Water by design, the Leeton water story	Number of gallery events held	At least 1	Q1 Murrumbidgee Field Naturalists Exhibition Yanco Public School Exhibition Q2 Art in Oils, Rotary 80 th Birthday Camera Club Photographic Exhibition Q3 Partners in Paint Exhibition, Fire – Water – Land Exhibition	There were 728 visitors. Events Included: <ul style="list-style-type: none"> Partners in Paint and Pastel Exhibition and Launch Fire – Water – Land Exhibition and Launch event Planning is underway for the following exhibitions in Q4: <ul style="list-style-type: none"> Medieval Times of Henry V Penny Pariz Acquisitive Arts BEcoming Home: Stories of Leeton's Migrant Refugees Miss Fisher and the Crypt of Tears 	Events and Cultural Services Coordinator	
		Number of visitors to gallery and museum exhibits	1,000 visitors	2,603			



Leeton Shire Council

DP Progress Report



Q3

Code	Action	Measures	Annual Target	Progress Year to Date	Q3 Update	Responsibility	Status
7b.03	Support the annual Penny Paniz Memorial Art Competition, and add acquisitions to Council's art collection	Number of entries received for PPMAC	At least 100 entries	154	There are 154 entries into the exhibition. Exhibition will open in Q4. Council will acquire the artwork that wins the Penny Paniz Acquisitive Arts Prize. This occurs annually.	Events and Cultural Services Coordinator	
		Annual financial contribution by Council to the PPMAC sustained	\$1,500 Council contribution	\$1,500 1st prize as per usual			
		Number of new acquisitions to Council's art collection	At least one	1 in Q3			
7b.04	Support the annual Leeton Eisteddfod (2020 event CANCELLED due to COVID-19)				The Leeton Eisteddfod Society did not seek support and support was not provided by Council because the 2020 Leeton Eisteddfod event was cancelled due to COVID-19 It is expected that the Leeton Eisteddfod Society will request sponsorship and in-kind support during the next quarterly reporting period in preparation for their 2021 event taking place during August at various locations (still to be confirmed) around Leeton.	Manager Visitor Services and Local Activation	



34	LEGEND:	Critical Concerns	On Track	Needs Attention	Not Due to Start	Achieved	Completed
							

8: A community that values its heritage

8a: Support and showcase the history of our Shire

Code	Action	Measures	Annual Target	Progress Year to Date	Q3 Update	Responsibility	Status
8a.01	Support and enable public access to local history: <ul style="list-style-type: none"> Develop and catalogue Leeton Library's local studies collection (including monographs, pamphlets and photographs) Attend Leeton Family and Local History Society's meetings 	Number local history items catalogued	At least 40 items catalogued per year	32	7 items were added to the library catalogue. Participated in Leeton Family and Local History Society meetings through the Agenda and Minutes. Shared information advising of upcoming training sessions through the National Library and an article about the work at the National Library of Laos. Discussions have been held with the Society about a cooperative approach to cataloguing the Society's collection through the Library's software management system (Libero).	Manager Library	
		Number of Society meetings attended	100%	0%			
8a.02	Promote and update the 'Arts and Heritage Trail' (Lyrics, Lintels and Landscapes) for the Leeton Shire	Number of Heritage Trail activities undertaken	1 additional installation	No additional artworks	The Lyrics, Lintels and Landscapes audio tour was played 198 times. A professionally designed A4 flyer for in house printing was designed for the Leeton Visitor Information Centre.	Events and Cultural Services Coordinator	
		Number of promotional activities	At least 2	2 – Murrumbidgee Trails Magazine and front counter of the Museum			
		Number of Lyrics, Lintels and Landscapes app content views	At least 200	368			




Code	Action	Measures	Annual Target	Progress Year to Date	Q3 Update	Responsibility	Status
8a.03	Support Whitton and Yanco Museums, including <ul style="list-style-type: none"> building the skills capability of volunteers conducting a significance assessment for Yanco 	Training of volunteers	At least 1 event	0	Successfully received funding through the Foundation for Rural and Regional Renewal to contract a Museum Development Officer (MDO). Within this project, benchmarking against the National Standards will begin, as will a program of volunteer skills workshops, while developing sustainability plans for each Museum. A meeting was held to introduce the MDO to relevant stakeholders and introduce the project. The Courthouse and Gaol buildings of Whitton Museum have been closed to the public pending further structural assessment and rectification works. Quotes and a rectification plan are expected in Q4.	Events and Cultural Services Coordinator	
		Progress of significance assessment for Yanco	100% (dependent on external funding)	5%			
		Number of Whitton Museum meetings attended	100%	3 meetings with 100% attendance			
		Number marketing and promotions undertaken	At least 2 per annum	0			
8a.04	Undertake activities to support Council's archival responsibilities and develop an action plan to guide this work	Status of Heritage Archive review	100%.	50%	No progress.	Manager Library	
		Status of action plan development	Plan finalised	0%			
		Status of implementation of archiving actions	At least 5%	0%			



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Q3

Code	Action	Measures	Annual Target	Progress Year to Date	Q3 Update	Responsibility	Status
8a.05	Offer an annual Heritage Grants program with a focus on Leeton's CBD to promote its position as a regional Art Deco capital	Number of applications received Number and value of grants awarded	At least 2 At least \$19,500	6 7 awarded with a total value of \$17,100 <ul style="list-style-type: none"> • Reconstruct damaged fence • Hydro Hotel Front Entry Tiling • Restore led lighting to windows • External Paint Work to Heritage Item • Interpretive Signage proposal for Hydro Hotel • External painting of former Yanco post office • Restoration of shopfront display window, floors and ceiling 	No grant applications were invited or received. Council's Heritage Advisor made three visits.	Town Planner	

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LEGEND:

Critical Concerns

On Track

Needs Attention

Not Due to Start

Achieved




Completed



Leeton Shire Council

DP Progress Report

Q3

Code	Action	Measures	Annual Target	Progress Year to Date	Q3 Update	Responsibility	Status
8a.06	Oversee completion of façade painting for Leeton CBD (between Roxy Theatre and Tile Warehouse, and Wade Avenue)	Number of eligible property owners who take up painting offer	80%	70%	23 building facades will be painted by the end of Q4 in preparation for the 2021 Australian Art Deco Festival.	Manager Visitor Services and Local Activation	
		% of improvement program completed	100%	30%	Four buildings have been completed with the remaining nineteen buildings to be completed during Q4. Due to the positive response the initiative will continue into Stage 2 with further building owners in the Leeton CBD.		
8a.07.i	Operate Henry Lawson Cottage, including holding open days	Amount of rental use and income	Casual tenants/ users utilising the property 60% of the year	100%	Rental booking was extended to February 2021 at a fully subsidised rental. The cottage is currently being rented by a medical worker for a six-month period at a rent of \$260 per week. The agreement allows access to the Committee for works, events and open days during the tenancy. The rental proposal was put forward and approved by the Committee.	Property Coordinator and Native Title Manager	
		Progress of the review of governance, management and operation of the Cottage	100% complete	100%			
8a.07.ii	Operate Henry Lawson Cottage, including holding open days	Number of open days	At least one per annum	0	Henry Lawson Cottage is tenanted – and will be open to the Public in Q4 as part of the second Australian Art Deco Festival, Leeton.	Events and Cultural Services Coordinator	

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LEGEND:

Critical Concerns

On Track

Needs Attention

Not Due to Start

Achieved



Completed



CSP THEME 3: A HEALTHY NATURAL ENVIRONMENT

9: A community that respects the natural environment

9a: Provide waste management services

Code	Action	Measures	Annual Target	Progress Year to Date	Q3 Update	Responsibility	Status
9a.01	Operate Resource Recovery Facility (includes Landfill) and Transfer Stations to maximise landfill life	Tonnes of waste entering Resource Recovery Facility	< 20,000 tonnes	Q1 5,732.82T Q2 4,742.96T Q3 4206.80T YTD 14,682.58T	4206.80T of waste was disposed to landfill during Q3 (an 6.5% increase compared to Q3 last year).	Waste and Recycling Coordinator	
		Tonnes of waste disposed to landfill	< 16,000 tonnes	Q1 2,437.08T Q2 3,213.62T Q3 2,766.76T YTD 8,417.74T	Counted domestic loads: <ul style="list-style-type: none"> Mixed household – 3,262 Scrap metal – 703 Concrete and bricks – 172 Green waste – 1,624. 		
		Tonnes of waste generated from kerbside collection (red bins)	< 3,000 tonnes	Q1 761.08T Q2 859.92T Q3 757.96T YTD 2,378.96T	There were: <ul style="list-style-type: none"> Mattresses – 58 Car tyres – 4 		
9a.02	Promote recycling to divert waste from landfill	Tonnes diverted from landfill per waste category	At least 25% diverted	Q1 106.92T Q2 50.64T Q3 97.26T YTD 157.56T	Waste Recycling: <ul style="list-style-type: none"> Paper/Cardboard 4.86T, compared to 7.40T in Q3 last year (34% decrease) Landfill and Recycling Centre (Tip Shop) 11.0T, compared to 10.40T in Q3 last year (5.7% increase) Mattress 5.24T, compared to 3.5T in Q3 last year (49.7 % increase) Commingled Recycling – 1.7T, compared to 0.7T in Q3 last year (142.8 % increase) 	Waste and Recycling Coordinator	
		Tonnes of recycling collected from kerbside collection (yellow bins)	>400 tonnes	Q1 127.04T Q2 140.63T Q3 134.29T YTD 401.96T			
		Tonnes collected through Return and Earn scheme	No Annual Target – report actual volume	150.54T YTD (data is only available every 6 months)			

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LEGEND:

Critical Concerns

On Track

Needs Attention

Not Due to Start

Achieved



Completed



Leeton Shire Council

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Q3

Code	Action	Measures	Annual Target	Progress Year to Date	Q3 Update	Responsibility	Status
					<ul style="list-style-type: none"> Tyres – 2.80T no comparison in Q3 last year Grease Trap Waste – 70.08T, compared to 48.01T in Q3 last year (45.9% increase) Scrap Metal – 256.56 T no comparison in Q3 last year Batteries – 1.60 T compared to 1.58T in Q3 last year (1.2% increase) 		
9a.03	Operate Resource Recovery Facility and Transfer Stations in compliance with regulations	Compliance with EPA licence for Landfill Operations	100%	100%	Ground water testing was completed as per EPA requirements. No non-compliance issues were identified.	Waste and Recycling Coordinator	
9a.04	Appropriately maintain Resource Recovery Facility and Transfer Stations	% of scheduled 2020/21 Maintenance, Renewal and Capital Works program completed (including completion of the next required waste cell at the Leeton landfill)	90+%	80%	<p><u>Leeton Landfill:</u> The construction of the new waste cell was completed.</p> <p>Crushing concrete into gravel was completed.</p> <p><u>Brobenah Closed Landfill:</u> Capping and embankment works completed.</p> <p><u>Yanco Closed Landfill:</u> Work commenced on a closure plan for the site. The plan is set to be completed in Q4.</p>	Waste and Recycling Coordinator	

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LEGEND:

Critical Concerns

On Track



Needs Attention

Not Due to Start

Achieved

Completed




Code	Action	Measures	Annual Target	Progress Year to Date	Q3 Update	Responsibility	Status
9a.05	Conduct education activities to promote recycling in the community	Number education and promotion activities undertaken	At least 10	Q1 10 Q2 5 Q3 6 YTD 21	Advertisements were included in the Council Noticeboard and Facebook page providing information and regulations around kerbside recycling.	Waste and Recycling Coordinator	
		% of collected recycling that is contaminated	Less than 5%	Q1 4.5% Q2 4.5% Q3 4.5%	4.5% of the commingled recycling collection was contaminated.		
9a.06	Offer kerbside collection service including recycling (under contract)	Number of bins collected	4,500 bins collected 4,000 recycling bins collected	4,174 yellow recycling bins collected 4,727 red residual waste bins collected	<u>Recycling – Yellow Bins</u> <u>January:</u> 45.46T from 4,174 bins collected (50.79T from 4,103 bins in Q3 last year) <u>February:</u> 44.71T from 4,174 bins (32.33T from 4,107 bins in Q3 last year) <u>March:</u> 44.12T from 4,174 bins (27.91T from 4107 bins in Q3 last year)	Waste and Recycling Coordinator	
		Number of missed bins per collection	Less than 5	2	50 Contaminated yellow recycling bins (compared to 24 in Q3 last year). Non-compliance stickers were placed on all contaminated bins.		
		Proportion of missed bins resolved within 48 hours	100%	100%	<u>Waste Red Bins</u> <u>January:</u> 246.82T from 4,727 bins (245.72T from 4,659 bins in Q3 last year)		

41	LEGEND:	Critical Concerns 	On Track 	Needs Attention 	Not Due to Start 	Achieved 	Completed 
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Leeton Shire Council


DP Progress Report

Q3




Code	Action	Measures	Annual Target	Progress Year to Date	Q3 Update	Responsibility	Status
					<p>February: 263.18T from 4,727 bins (214.30T from 4,655 bins in Q3 last year)</p> <p>March: 267.42T from 4,727 (212.88T from 4,666 bins in Q3 last year)</p> <p><u>Customer complaints Q3</u></p> <p>30 damaged bins – all resolved within 48 hours (4 bins in Q3 last year)</p> <p>40 bins missed – all resolved within 48 hours (22 bins in Q3 last year)</p> <p>18 Stolen bins – all resolved within 48 hours (3 bins in Q3 last year)</p>		
9a.07	Implement Council's Waste Management Strategy	% of scheduled 2020/21 actions completed	90+%	100% – Waste Management Strategy completed November 2020	The Waste Management Strategy was endorsed by Council in November 2020. No further actions are scheduled for 2020/21.	Waste and Recycling Coordinator	

42	LEGEND:	Critical Concerns 	On Track 	Needs Attention 	Not Due to Start 	Achieved 	Completed 
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9b: Minimise the economic, environmental and social impact of weeds across Leeton Shire



Code	Action	Measures	Annual Target	Progress Year to Date	Q3 Update	Responsibility	Status
9b.01	Identify and manage high risk weeds in accordance with Leeton Shire Council's Weed Action Plan	% of annual Weeds Action Plan delivered Number of new noxious weed incursions reported	100% delivered No target – report by occurrence	75% Nil new weed incursions this quarter	No new weed incursions. Attended quarterly Regional weeds meeting in Coolamon. Next meeting is to be held in Q4 in Leeton. Weed's identification material was distributed to Council offices Yenda Producers, MIA Rural Supplies and Gogeldrie Weir. Chemical was applied for: <ul style="list-style-type: none"> Spiny Burr Grass on Cudgel Farms Road, Standard Rd, McCracken Rd and Innisvale Rd for Spiny Burr Grass Euphorbia on Murrami Rd Prickly pear at Corbie Hill – (\$10,000) from Crown lands Chemical weed control was also conducted on Racecourse Rd, MacQuillan Rd, Wamoon Ave, Almond Rd to Grevillia St and Whitton Road to Gossamer St. 86/120 property inspections carried out year to date.	Regulatory Services Coordinator	

43	LEGEND:	Critical Concerns 	On Track 	Needs Attention 	Not Due to Start 	Achieved 	Completed 
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Code	Action	Measures	Annual Target	Progress Year to Date	Q3 Update	Responsibility	Status
9b.02	Minimise nuisance weeds on urban Council land and roads	Number of customer requests relating to weeds on urban Council land	Less than 20 complaints received, all responded to within ten working days	23	There were 11 CRM requests for weed spraying. Persistent windy conditions and large rainfall have impacted spraying programs. Khaki Weed, Cat Heads and Fleabane have been the predominant targeted weeds.	Manager Open Space and Recreation	
		% of spraying program completed	100%	80%			
9b.03	Manage roadside vegetation on Council road reserves to increase road safety	Number of customer requests relating to roadside vegetation on Council rural road reserves	Less than 25 complaints received; all responded to within target timeframe	9	Council's slasher has been completing works as required. 52 hectares of slashing was completed along roadsides. Council's spray contractor has been programmed into high target areas and delegated works by Maintenance Superintendent as required.	Manager Roads & Drainage	
9b.04	Coordinate the Weeds Committee and engage with relevant stakeholders	Number of meetings held	At least 2 per year	1 meeting	No meetings were held. The next weed committee meeting due June 2021.	Regulatory Services Coordinator	

44	LEGEND:	Critical Concerns 	On Track 	Needs Attention 	Not Due to Start 	Achieved 	Completed 
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9c: Advance environmental sustainability by leading at the local level

Code	Action	Measures	Annual Target	Progress Year to Date	Q3 Update	Responsibility	Status
9c.01	Develop an Energy Savings Strategy for Council, track Council's energy production and consumption, and participate in RAMJO's Energy Audit	Status of Strategy development	Strategy adopted	90%	Draft Energy Masterplan presented to Council at March workshop. Draft to be finalised for Council endorsement. An annual estimation of efficiencies will be reported by year end.	Group Manager Operations	
		Total amount of energy generated	At least 200,000 KwHr/annum	Not available			
		Value of energy savings	At least 5% of total energy costs	Not available			
9c.02	Support external agencies to maintain key natural assets including Fivebough Wetlands and Murrumbidgee River	Number of activities to support biodiversity at Murrumbidgee River (National Park) and Fivebough Wetlands	At least 2 support activities	1	Activities Undertaken at Fivebough Wetlands include: <ul style="list-style-type: none"> • General weed control – sprayed just before Easter • Site visit by Murrumbidgee Environmental Water Advisory Group • Intensive pest trapping and baiting by Local Land Services • A section of track that was flooded for most of winter has been upgraded 	Manager Visitor Services and Local Activation	


45	LEGEND:	Critical Concerns 	On Track 	Needs Attention 	Not Due to Start 	Achieved 	Completed 
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Leeton Shire Council

DP Progress Report

Q3


9d: Promote Town Water conservation

Code	Action	Measures	Annual Target	Progress Year to Date	Q3 Update	Responsibility	Status
9d.01	Promote water saving measures across Leeton Shire	Household water use	Less than average 200 KL/household/ year	108.72 KL	Smart Water Meter project 90% complete, which includes systems and tools as well as education of consumers to promote water savings. The most recent billing period of 151 days (approx. average) had an average of 108.72 KL per connection. This is an average of 88.56 KL per connection (in a billing period of 123 days) in comparison to the same period in the previous year which was 163.59 KL per connection.	Manager Water & Wastewater	
		Number of educational activities	At least two per year	5			

46	LEGEND:	Critical Concerns 	On Track 	Needs Attention 	Not Due to Start 	Achieved 	Completed 
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10: A community that enjoys our natural environment

10a: Provide recreational facilities along the Murrumbidgee River within Leeton Shire

Code	Action	Measures	Annual Target	Progress Year to Date	Q3 Update	Responsibility	Status
10a.01	Monitor the provision of camping and recreational facilities at Gogeldrie Weir (delivered under lease) and develop a precinct masterplan	Status of masterplan development	Masterplan adopted and implementation commenced	25%	The work plan was presented to the Gogeldrie Weir Committee for the development of the Master Plan for the Gogeldrie Weir Public Recreation Area. Expression of Interest (EOI) documentation was sent to five potential suppliers for the development of the Gogeldrie Weir Master Plan. Four EOI submissions were received with Integrated Site Design awarded the successful supplier. An onsite visit will be undertaken from 12 to 14 April where they will meet with a range of key stakeholders.	Manager Visitor Services and Local Activation	
		Status of EOI process	EOI to market and at least two submissions received	Not scheduled to start this financial year – EOIs to be called for in early July 2021			
		Number of annual caravan park users	No Annual Target – report number of users	Not provided again by the current licensee			

47	LEGEND:	Critical Concerns 	On Track 	Needs Attention 	Not Due to Start 	Achieved 	Completed 
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10b: Attract more people to enjoy key natural areas such as Fivebough Wetlands and Murrumbidgee River

Code	Action	Measures	Annual Target	Progress Year to Date	Q3 Update	Responsibility	Status
10b.01	Promote nature-based recreational/tourism opportunities along the Murrumbidgee River	Number of promotional activities undertaken	At least 3	3	Maintenance work completed along Forest and River Drives.	Manager Visitor Services and Local Activation	
		Participation rates (where available)	At least 150	35,845	Fire pits were installed at Middle Beach and repairs were undertaken on the vandalised fencing around the parking area. Visitor numbers: Grahams Grave: 1,224 Brick Kiln: 2,441 Euroley Rd: 6,301 River Rd: 5,866 Cuba: 2,055		
10b.02	Promote nature-based recreational and tourism opportunities around Fivebough Wetlands, and report on outcomes of improvement programs undertaken in collaboration with NSW Crown Lands	Number of promotional activities undertaken	At least 2 promotional activities	3	There were 1,573 visitors (compared to 734 visitors in Q3 last year).	Manager Visitor Services and Local Activation	
		Participation rates (where available)	At least 1,000 participants	4,931	The Fivebough Wetlands Promotional Video had 622 views on YouTube. Information display boards were revamped. Promoted and sponsored a "Walk in the Wetlands" to celebrate the 50th anniversary of RAMSAR sites. Wetlands were featured in a media famil as part of the Love NSW campaign.		

48

LEGEND:

Critical Concerns

On Track

Needs Attention

Not Due to Start

Achieved



Completed



CSP THEME 4: A THRIVING ECONOMY WITH GOOD JOBS

11: A community that thrives on irrigated agriculture

11a: Advocate for continued access to irrigation supply for our agricultural industries

Code	Action	Measures	Annual Target	Progress Year to Date	Q3 Update	Responsibility	Status
11a.01	Participate in MurrayDarling Association (Region 9 + MDA Board)	Number of meetings attended	100% attendance	Q1 4 meetings Q2 4 meetings Q3 3 meetings	The Mayor, General Manager and Procurement and Service Improvement Coordinator participated in the only Murray Darling Association (MDA) Region 9 held in Q3 on 17 February 2021. Topics of interest were Region 9 Motions to the National Conference, Lake Mejum/Coolah, Regional Boundary Review and MDA Regional Water Security Position Statements. The Mayor participated in one MDA board meeting on 22 February 2021 and participated in one meeting of the Committee of Regional Chairs (a newly formed committee of the MDA Board) on 15 March 2021.	General Manager	
11a.02	Participate in EWAG (Environmental Water Advisory Group) to observe and monitor environmental watering actions and outcomes	Number of meetings attended	100% attendance	Q1 0 meetings Q2 0 meetings Q3 0 meetings	The Mayor and General Manager were apologies for the 31 March 2021 meeting in Leeton.	General Manager	

49

LEGEND:

Critical Concerns

On Track

Needs Attention

Not Due to Start

Achieved

Completed



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Code	Action	Measures	Annual Target	Progress Year to Date	Q3 Update	Responsibility	Status
11a.03	Participate in NSW Water Customer Advisory Group (CAG)	Number of meetings attended	100% attendance	1	The Mayor attended one WaterNSW Customer Advisory Group (CAG) meeting in January. The meeting was called for further engagement on WaterNSW's proposed 4-year determination to the Independent Pricing and Regulatory Tribunal (FY21-FY25) with a focus on operational expenditure for valleys.	General Manager	●
11a.04.i	Collaborate with Murrumbidgee Irrigation to strengthen irrigated agriculture in the MIA	AGM attendance	100%	1	There were no executive MI meetings this quarter.	General Manager	●
		Number of senior executive meetings held	At least 2 per annum	0			
11a.04.ii	Collaborate with Murrumbidgee Irrigation (MI) to strengthen irrigated agriculture in the MIA	Number of operational meetings attended	At least 6 per annum	5	New Senior Management Team need to reestablish communication with MI.	Group Manager Operations	●

50	LEGEND:	Critical Concerns	On Track	Needs Attention	Not Due to Start	Achieved	Completed
		●	●	●	●	●	●

12: A community that is strong in business and employment

12a: Seek, promote and facilitate business opportunities

Code	Action	Measures	Annual Target	Progress Year to Date	Q3 Update	Responsibility	Status
12a.01	Support and facilitate the retention and expansion of existing local business, industry and government services in the Leeton Shire	Number of activities undertaken to support existing businesses	At least 4 activities	8	The following activities were undertaken: • Consultation with real estate and property development stakeholders 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.	Manager Visitor Services and Local Activation	
		Local Industry visits	At least 4 per annum	0			
		Number of development approvals for expanding businesses	No Annual Target – report by occurrence	0			
12a.02	Support and facilitate potential new business, industry or government services in the Leeton Shire	Number of activities undertaken to support new businesses	At least 2 activities	1	Mayor and General Manager attended the opening of the revamped SunRice Retort plant. Two letters of support were provided to SunRice for grant funding. Provided TyreDoctor with information about funding opportunities.	Director Business and Investment	
		Number of local industry visits	At least 4 per annum	3			
		Number of development approvals for new businesses	No Annual Target – report by occurrence	Q1 2 Q2 0 Q3 1			


51	LEGEND:	Critical Concerns	On Track	Needs Attention	Not Due to Start	Achieved	Completed
							

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12b: Grow a skilled workforce for Leeton Shire's future

Code	Action	Measures	Annual Target	Progress Year to Date	Q3 Update	Responsibility	Status
12b.01	Support local industry to identify and meet their current and future workforce needs in collaboration with RDA Riverina, TAFE Riverina, Skills NSW, schools, neighbouring councils and the Country University Centre in the Western Riverina	Number of activities undertaken to support the 'Grow Our Own' initiative	At least 1 activity undertaken	1 undertaken	Attended the first "Grow our Own" meeting for 2021 held in Griffith on Thursday 11 March.	Manager Visitor Services and Local Activation	
		Attendance at Committee meetings	100% of meetings attended	100% meetings attended (1)	Planning is underway for a stall at the annual Careers Expo at Leeton High School.		

52	LEGEND:	Critical Concerns 	On Track 	Needs Attention 	Not Due to Start 	Achieved 	Completed 
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13: A community that has great attractions and events

13a: Encourage a range of exciting and interesting events for the residents and visitors of Leeton Shire

Code	Action	Measures	Annual Target	Progress Year to Date	Q3 Update	Responsibility	Status
13a.01	Support the success of regional events including the Bidgee Classic Fishing Competition, the SunRice Festival and the Outback Band Spectacular	Number of participants at regional events	At least 1,000 participants	0	No regional events were held or supported due to COVID-19.	Events and Cultural Services Coordinator	
		% of participants drawn from outside the region	At least 25% from outside Leeton Shire	0			
13a.02	Support the celebration of Leeton's Art Deco history	Number of small events held in lieu of the Art Deco Festival	At least one	2	Draft program and budget completed. Graphic design work has begun on the marketing and promotional collateral. Tickets are expected to go on sale in Q4. Art Deco Walking Tour app was utilised on 110 occasions. Two media famils arranged by Destination NSW which covered Leeton's Art Deco History, the Leeton Museum and Gallery experience and promoting the upcoming Art Deco Festival.	Events and Cultural Services Coordinator	
		Number of participants	At least 500	0			
		% of participants drawn from outside the region	40%	0			
13a.03	Support the hosting of local community events across the Shire, including Chill 'n' Grill, Australia Day and Light Up Leeton	Number of events support by Council	At least 6 events	1	Due to inclement weather, the Australia Day event was successfully moved and held at the Leeton Roxy Community Theatre with approximately 200 attendees.	Events and Cultural Services Coordinator	
		Number of participants	At least 6,000 participants in total per annum.	200			

LEGEND:

Critical Concerns

On Track

Needs Attention



Not Due to Start

Achieved

Completed



13b: Attract visitors to Leeton Shire region



Code	Action	Measures	Annual Target	Progress Year to Date	Q3 Update	Responsibility	Status
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	Number of meetings held	At least 4 meetings	0	Tourism resourcing has been redirected to Murrumbidgee Trails, 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.	Manager Visitor Services and Local Activation	
		Status of tourism strategy development	Tourism Strategy drafted	0%			
		Number of agri-tourism opportunities identified	Agri-tourism incorporated in Strategy	0			
13b.02	Create a tourism trail in collaboration with Narrandera, Lockhart and Murrumbidgee Councils to encourage visitors into the area	Number of themed trails signposted	100% completed	Trail signage be completed by end December 2021	Approval was received from Destination NSW and Transport for NSW for highway directional signage for the Whitton Malt House. Installation to occur in Q4. An application is progressing for a touring route titled "The Art Deco Way". The themed touring route will commence in Narrandera and proceed along Irrigation Way to Yanco, through to Leeton, onto Whitton via Whitton Road and end in Darlington Point. It is anticipated that the touring route signage will be installed by the end of December 2021.	Manager Visitor Services and Local Activation	



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Code	Action	Measures	Annual Target	Progress Year to Date	Q3 Update	Responsibility	Status
13b.03	Develop a new regional visitor information guide (Murrumbidgee Trails) in collaboration with Narrandera, Lockhart and Murrumbidgee Councils	Number of visitor guides distributed	2,000	5,246	1,980 visitor guides were distributed (1,509 in Q3 last year). The increase in numbers is due to the completion of the Murrumbidgee Trails Visitor Guide, which was launched in mid-November. Murrumbidgee Trails social media platforms continued to be well received in their early stages of existence with 1,275 people having "liked" the Facebook page and 841 followers on the Instagram page since this marketing collective was launched on 17 November 2020.	Manager Visitor Services and Local Activation	
		Number of page views on tourism website	10,000	20,586			
		Number of social media activity	500 social media likes/followers /comments	1275 likes			
		Annual number of visitors for the LGA	At least 10,000	6,325			
13b.04	Operate an attractive Visitors Information Service, and complete a review of the customer service model	Number of visitors to the Leeton Visitor Information Centre	At least 5,000	3,234	There were: <ul style="list-style-type: none"> • 1134 visitors to the VIC (832 in Q3 last year – VIC was closed in March 2020 and reopened at the end of June 2020 due to COVID-19). • 6,589 Leeton Tourism Website Visitors (6,601 in Q3 last year) • 2,294 Leeton Tourism Facebook page likes (2,279 in Q3 last year). 	Manager Visitor Services and Local Activation	
		Status of review	Review completed	Yet to commence			

55	LEGEND:	Critical Concerns 	On Track 	Needs Attention 	Not Due to Start 	Achieved 	Completed 
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Leeton Shire Council

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Code	Action	Measures	Annual Target	Progress Year to Date	Q3 Update	Responsibility	Status
					Visitor Information Sales were: \$2,781.65 (\$2,289.45 in Q3 last year). 40% of visitors were looking for maps/directions, 22% for regional brochures and 38% for the Leeton Museum and Art Gallery. Accommodation operators recorded 57% of their visitors were business travelers, 35% visiting friends and relatives and 8% passing through/for leisure purposes. They stayed an average of 2 nights.		
13b.05	Participate in regional tourism forums and initiatives: <ul style="list-style-type: none"> • Thrive Riverina • Destination Riverina Murray • Promote investment in marketing and initiatives 	Attendance at tourism meetings Amount of investment	100% attendance At least \$5,000 investment in marketing and initiatives in the Western Riverina and Leeton	100% at one meeting held in Q3 \$7,000 formally committed to Love NSW Marketing Campaign	One Visit Riverina Inc (formerly Thrive Riverina Inc) meeting was held on 16 February 2021. The Visit Riverina led "Love NSW" media campaign commenced with famil trips being undertaken to all of the participating Councils from March through until June. Whitton Malt House and Leeton Museum and Gallery received media coverage through 'Traveller' magazine with a feature in the NRMA 'Open Road' Magazine to come.	Manager Visitor Services and Local Activation	

56

LEGEND:

Critical Concerns

On Track

Needs Attention

Not Due to Start



Achieved

Completed





14: A community that enjoys a vibrant town centre

14a: Maintain and improve the overall appearance of the main streets

Code	Action	Measures	Annual Target	Progress Year to Date	Q3 Update	Responsibility	Status
14a.01	Operate main street cleaning and maintenance in Leeton, Yanco and Whitton	% of scheduled street cleaning and maintenance activities completed	90+%	75%	100% of the Street Sweeping program was delivered. 100% of the Litter Bin maintenance schedule was completed.	Manager Open Space and Recreation	
14a.02	Continue to implement key recommendations of the Leeton CBD Enhancement Plan	% of scheduled 2020/21 Plan actions implemented	100%	60%	Phase 1 (Wade Ave) works are complete with the installation of posts and luminaires by Essential Energy. Phase 2 (Roxy Theatre forecourt footpath) works are on hold until Roxy surface levels are finalised. This will enable both projects to tie in together for a better outcome. Phase 3 (Chelmsford Place) design 90% complete. Funding of \$2M has been applied for from the NSW Public Legacy Fund.	Group Manager Operations	

57	LEGEND:	Critical Concerns 	On Track 	Needs Attention 	Not Due to Start 	Achieved 	Completed 
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14b: Promote activity and vibrancy in Leeton CBD


Code	Action	Measures	Annual Target	Progress Year to Date	Q3 Update	Responsibility	Status
14b.01	Encourage small-scale economic activity in the Leeton CBD, and Yanco and Whitton main streets such as markets and busking	Number of markets held	At least 20	12	The Leeton Farmers and Makers Market January – market not held February – 33 stallholders and approximately 1200 attendees March – 40 stallholders and approximately 1800 attendees The Yanco Village Markets January – 22 stallholders and 390 attendees February – 17 stallholders and approximately 450 attendees March – 25 stallholders and approximately 600 attendees	Manager Visitor Services and Local Activation	
		Number of market participants	At least 3,000	11,240			
		Number of busking approvals issued	At least 5 approvals	Nil			
14b.02	Develop an online Community Events Guideline to support community groups	Status of Guideline development	100% complete	100%	Completed in September 2020. Guide is available online for download by local event organisers.	Events and Cultural Services Coordinator	
		Number of downloads of Guidelines	At least 2	Not due to commence			

58	LEGEND:	Critical Concerns 	On Track 	Needs Attention 	Not Due to Start 	Achieved 	Completed 
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CSP THEME 5: A QUALITY BUILT ENVIRONMENT

15: A community that has reliable water and sewerage services in towns

15a: Supply treated water to urban centres



Code	Action	Measures	Annual Target	Progress Year to Date	Q3 Update	Responsibility	Status
15a.01	Operate water treatment services at Leeton, Whitton and Murrami	% of scheduled 2020/21 maintenance, renewal and capital works program actions completed	90+%	90%	Wamoon Avenue project is complete including service connection in full as planned.	Manager Water & Wastewater	
		Volume, quality and reliability of treated water produced	No Annual Target – report volume produced Good quality rating 99% of the time	Q1 Leeton 371.27ML Whitton 9.88ML Murrami 7.02ML Total 388.172ML Q2 Leeton 726.73ML Whitton 23.2ML Murrami 11.08ML Total 761.009 ML Q3 Leeton 672.64ML Whitton 22.51ML Murrami 4.82ML Total 699.97	Mains replacement in Coonong Avenue at Yanco has been identified as urgent due to the number of main bursts in recent years. Expected to be completed in Q4. One non-compliance reading at Murrami which was acted upon immediately and resolved.		
		Compliance with drinking water standard	100% of the time	99%			



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Code	Action	Measures	Annual Target	Progress Year to Date	Q3 Update	Responsibility	Status
15a.02	Provide and maintain water supply reticulation services in Leeton, Yanco, Wamoon, Whitton and Murrumbidgee, including completion of Automatic Meter Reading Project	Performance against response times for customer requests	90% responses provided within 2 days	95% 73 requests – majority were related to water meters (either leaks or low pressure)	Water supply reticulation services maintained to meet community demands. The contractors were not available in Q3 for smart meters installation. The final 288 meters are expected to be installed in Q4.	Manager Water & Wastewater	
		% of scheduled 2020/21 maintenance, renewal and capital works program actions completed	90+%	95%			
		Progress of automated meter roll-out	100%	95%			
15a.03	Finalise and commence implementation of the Integrated Water Cycle Management Plan	% of scheduled 2020/21 actions completed	100%	85%	Both the IWCM issues paper and Water Scoping Study are being finalised. Water Scoping Study has reached 90% completion (expect completion in Q4) and IWCM has reached 60% completion (expected completion with additional changes by the end of Q4).	Manager Water & Wastewater	

60	LEGEND:	Critical Concerns	On Track	Needs Attention	Not Due to Start	Achieved	Completed
							

15b: Supply sewer treatment services to urban centres

Code	Action	Measures	Annual Target	Progress Year to Date	Q3 Update	Responsibility	Status
15b.01	Provide and maintain sewage treatment and effluent discharge plants and reticulation services at Leeton, Yanco and Whitton	Number of non-compliances in relation to effluent discharge	Not more than 4 per annum	Q1 0 Q2 1 Q3 2	One of the water quality parameters (Coliforms) exceeded on two occasions. Further investigation will be carried out in Q4.	Manager Water & Wastewater	
		% of scheduled 2020/21 maintenance, renewal and capital works program actions completed	90+%	55%			
		Volume of sewage treated per plant	Average volume not to exceed 1000 ML per year	Q1 192 ML Q2 179.8 ML Q3 267.78 ML Volumes are recorded in Leeton only			
		Performance against response times for customer requests	90+% responses within 2 days	95+%			
15b.02	Complete installation of a sewage treatment and effluent discharge service at Wamoon	% of scheduled project complete	75%	25%	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.	Manager Special Projects	
15b.03	Continue implementation of Council's Liquid Trade Waste program	Number of businesses inspected	At least 30 per annum	Q1 12 Q2 13 Q3 15	15 Liquid Trade Waste inspections were completed. 91 out of 141 total discharging businesses have approval (Wastelink Data).	Engineer Water & Wastewater	
		% of all currently discharging businesses with approvals issued	At least 65%	66.9%			

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LEGEND:

Critical Concerns

On Track

Needs Attention

Not Due to Start



Achieved

Completed



16: A community that has good road, rail and air transport

16a: Provide access to Regional Passenger Air Services

Code	Action	Measures	Annual Target	Progress Year to Date	Q3 Update	Responsibility	Status
16a.01	Resource Narrandera Shire Council to operate and maintain the Narrandera/Leeton Airport	Annual number of passengers using service is maintained or increased (arrivals and departures)	At least 1,500 passenger arrivals. At least 1,500 departures	1444 total arrivals/departures	684 total passengers. This is a 76% decrease compared to Q3 last year (due to COVID-19). Rex is currently operating three daily weekday flights and two daily weekend flights.	Manager Visitor Services and Local Activation	
		Status of scheduled 2020/21 Capital Works program actions	90+% completed	50% completed			
		Capital works investment	\$200,000 invested	Apron floodlighting will be completed by end of April	Capital works/maintenance activities included: <ul style="list-style-type: none"> Runway, Taxiway and Apron Capital Works 90% complete Apron Floodlighting 90% complete – to be completed in Q4 Perimeter Fencing to commence in Q4 and carry over into 2021/22 Regional Airports Round 2 – Parallel taxiway – funding announcement yet to be made. 		
16a.02	Collaborate with Narrandera Shire Council to strategically plan for the growth and sustainability of the Narrandera/Leeton Airport	Proportion of 2020/21 scheduled Strategic Plan actions completed	75%	Not due to commence	Not due to commence.	Manager Visitor Services and Local Activation	

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LEGEND:

Critical Concerns

On Track

Needs Attention

Not Due to Start

Achieved

Completed





Leeton Shire Council

DP Progress Report



Q3

16b: Facilitate improved Freight Transport productivity

Code	Action	Measures	Annual Target	Progress Year to Date	Q3 Update	Responsibility	Status
16b.01	Develop a Program Business Case for WRConnect at the Wumbulgal site and other associated projects to support State and Federal funding decisions	% Program Business Case complete	100%	75%	Project has proceeded through Gateways of the Inland Rail Infrastructure Improvement Program. Gateway 3 business case is under development. An expression of interest has been submitted for NSW Snowy Legacy Funding.	Director Business and Investment	
		% of total PBC funding sourced from the region	100%	0%			
		Number of State/Federal Government funding decisions made in response to Program Business Case	2	0			
16b.02	Develop an action plan for the road linkages study for WRConnect	Status of Leeton Shire projects in RAMJO freight strategy	Projects implemented	Nil	The action plan has been developed and integrated into the final draft of the RAMJO Freight Strategy and is endorsed by RAMJO. Efforts to source funding to implement projects will begin.	Group Manager Operations	
		Number of funding applications made for Leeton Shire projects in RAMJO freight strategy	No Annual Target – report funding received	Nil			

63	LEGEND:	Critical Concerns 	On Track 	Needs Attention 	Not Due to Start 	Achieved 	Completed 
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16c: Provide an efficient road network for the movement of people and freight



Code	Action	Measures	Annual Target	Progress Year to Date	Q3 Update	Responsibility	Status
16c.01	Improve the Shire's road network in accordance with Leeton Shire Council's "Road Asset Management Plan"	Status of scheduled 2020/21 Capital Works program actions	90+% of works completed	85%	Rural road works were completed on Research Road from Gladman Road to Yate Road. Urban road works were completed on Whitton Road from Canal Street to Pendula Street. Urban road works commenced on Dooley Lane, Myall Street and Acacia Avenue (Fixing Local Roads). Urban kerb and gutter works commenced on Calrose Street and Myall Street.	Manager Roads & Drainage	
16c.02	Maintain the Shire's road network in accordance with Leeton Shire Council's "Road Asset Management Plan"	% of 2020/21 actions of the Scheduled Maintenance Program completed	90+% of scheduled maintenance	75%	Maintenance of the road network was completed and recorded as per the Road Asset Management Plan. Budget expenditure: General Unsealed Roads – 72% General Rural Sealed Roads – 80% General Urban Roads – 85% Gravel Roads Resheeting – 65% Road's resealing – 93%	Manager Roads & Drainage	
		Number of unplanned maintenance works identified through inspection regimes and public reporting	100%	100%			
		% remedied to agreed Annual Target timeframe	90+%	82%			
		Number of damaged road network signs replaced	100%	Q1 122 Q2 120 Q3 87			



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Code	Action	Measures	Annual Target	Progress Year to Date	Q3 Update	Responsibility	Status
16c.03	Trial alternative road treatment techniques to upgrade gravel roads (including otta seal technology)	Gravel road upgrades trialled	At least 2 sections of gravel road upgraded and performance monitored	2	Otta Seal complete on Tabain and Quodling Roads. Currently monitoring the effectiveness.	Manager Roads & Drainage	
16c.04	Construct and repair State roads under the Road Maintenance Council Contract for Transport for NSW	Annual number of ordered works entered into	At least 2	4	Ordered works entered into for Round 2 CAPEX and OPEX Heavy Patching works for Irrigation Way.	Manager Roads & Drainage	
		Total value of contracts	At least \$300,000	\$90,000			
		TfNSW annual maintenance RMAP meets quarterly projections	+/- 15% quarterly	15%	G Traffic Control accreditation (Transport for NSW accreditation) gained in Q3. Roads to Recovery application applied for – awaiting response from TfNSW.		


65	LEGEND:	Critical Concerns 	On Track 	Needs Attention 	Not Due to Start 	Achieved 	Completed 
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Leeton Shire Council

DP Progress Report

Q3



16d: Support the aged and people with disability to attend appointments and shop

Code	Action	Measures	Annual Target	Progress Year to Date	Q3 Update	Responsibility	Status
16d.01	Monitor community transport services to the residents of Leeton Shire (delivered by Narrandera Shire Council from Leeton Multipurpose Community Centre)	Number of clients being provided a service	Numbers maintained or enhanced compared to previous years	Q1 361 Q2 348 Q3 355 YTD 1,064	There was a total of 610 trips using the Leeton Community Transport vehicles. The average total number of clients within Leeton Shire was 355. There were 15 active drivers.	Corporate and Community Planning Officer	
		Number of occasions of service	Numbers maintained or enhanced compared to previous years	Q1 478 Q2 449 Q3 610 YTD 1,537			
		Number of volunteer drivers	Numbers maintained or enhanced compared to previous years	Q1 7 Q2 10 Q3 15			

66	LEGEND:	Critical Concerns	On Track	Needs Attention	Not Due to Start	Achieved	Completed
							



17: A community that enjoys attractive towns and parks

17a: Provide open spaces for active and passive leisure

Code	Action	Measures	Annual Target	Progress Year to Date	Q3 Update	Responsibility	Status
17a.01	Maintain and improve Council's park network	% of scheduled 2020/21 Parks Maintenance, Renewal and Capital Works program actions completed	90+%	50%	No park inspections were scheduled for Q3. No additional renewal works undertaken.	Manager Open Space and Recreation	
		Number of unplanned maintenance activities completed	100%	100%			
17a.02	Maintain and improve Council's playgrounds	% of scheduled 2020/21 Playgrounds Maintenance, Renewal and Capital Works program actions completed	90+%	60%	Monthly inspections of Council's playgrounds were completed and recorded as per the Parks, Playgrounds and Recreational Facilities Maintenance Management Policy. No major maintenance activities were required. Playground equipment for programmed renewals at Noel Pulbrook and Enticknap Parks has been ordered. A new half-court basketball court is nearing completion in Gossamer Park. This project is being driven by Creative Community Concepts in partnership with Council.	Manager Open Space and Recreation	
		Number of unplanned maintenance activities completed	100%	100%			

67	LEGEND:	Critical Concerns	On Track	Needs Attention	Not Due to Start	Achieved	Completed
							

17b: Provide attractive streetscapes and town entrances

Code	Action	Measures	Annual Target	Progress Year to Date	Q3 Update	Responsibility	Status
17b.01	Maintain and improve Leeton Shire's urban streetscapes	% of scheduled 2020/21 Streetscape and Tree Replacement Maintenance, Renewal and Capital Works program actions completed	90+%	50%	There were no tree plantings undertaken during Q3. Tree orders for the autumn and winter plantings have been placed.	Manager Open Space and Recreation	
		Number of unplanned maintenance activities completed	100%	100%	Additional tree plantings as part of the CBD enhancement will be undertaken in April. Annual autumn/winter flower plantings were completed in March. Landscaping works on the final corner of the traffic lights intersection has commenced. A separation fence along the railway line has been installed and plants have been ordered.		
17b.02	Commence public artwork mural projects for Leeton and Whitton: <ul style="list-style-type: none"> Leeton Water Tower Whitton Water Tower Whitton main street mural 	% of scheduled mural works completed	Water tower projects completed in line with funding agreement requirements; Main street mural 100% complete	35%	Contracts are finalised for Whitton Water Tower and Whitton Mural. Expression of Interest (EOI) for Leeton Water Tower is drafted for promotion in April.	Events and Cultural Services Coordinator	

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LEGEND:

Critical Concerns

On Track

Needs Attention

Not Due to Start

Achieved


Completed




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Q3

Code	Action	Measures	Annual Target	Progress Year to Date	Q3 Update	Responsibility	Status
17b.03	Maintain and improve Council's town and boundary entrances	% of scheduled 2020/21 Town Entrance Maintenance, Renewal and Capital Works program actions completed	90+%	75%	All scheduled maintenance activities including spraying, slashing and mowing have been undertaken in accordance with works programs. All entrance signs have been sprayed regularly. Significant rainfall has resulted in above average vegetation growth. Some sections of mowing/slashing have been delayed until table drains dry sufficiently.	Manager Open Space and Recreation	
		Number of unplanned maintenance activities completed	100%	100%			

17c: Provide public conveniences across Leeton Shire

Code	Action	Measures	Annual Target	Progress Year to Date	Q3 Update	Responsibility	Status
17c.01	Provide a network of public toilets to service busy public places, and upgrade the men's toilets in Mountford Park	% of scheduled 2020/21 Public Toilets Maintenance, Renewal and Capital Works program actions completed	90+%	100%	Maintenance and cleaning have been performed in line with cleaning contract and maintenance schedules. There were no renewal works carried out during Q3. There were 4 CRM complaints regarding toilets, all of which were responded to in a timely manner.	Manager Open Space and Recreation	
		Number of unplanned maintenance activities completed	100%	100%			
		Number of complaints received	Less than 20	6			
		Progress of Mountford Park toilets upgrade	100%	100%			

69

LEGEND:

Critical Concerns

On Track

Needs Attention


Not Due to Start

Achieved

Completed



17d: Deliver Development Planning services that signal Leeton as "open for business"





Code	Action	Measures	Annual Target	Progress Year to Date	Q3 Update	Responsibility	Status
17d.01	Receive and assess Development and Subdivision Applications	Number of Development Applications and Subdivision Applications received	No Annual Target – report by occurrence	Q1 – 36 DAs including 4 subdivisions Q2 – 30 DAs including 3 subdivisions Q3 – 46 DAs including 5 subdivisions YTD – 112 DAs including 12 subdivisions	46 development applications were received including 5 subdivision applications (compared to 30 development applications including 3 subdivision applications in Q3 last year). 41 development applications were approved including 4 subdivision applications (compared to 28 development applications including 1 subdivision application in Q3 last year). The total value of approved development applications was \$14,023,573 (compared to \$2,679,479 in Q3 last year). The average turnaround time was 16.29 days (compared to 78.32 days in Q3 last year). The team aims to maintain this low number of DA turnaround days to meet the 15% reduction in DA turnaround times as part of the acceleration program.	Town Planner	
		Number of approvals issued for Leeton Shire, including total value	No Annual Target – report by occurrence	Q1 – 51 DAs including 8 subdivisions Q2 – 30 DAs including 2 subdivisions Q3 – 41 DAs including 4 subdivisions YTD – 122 DAs including 14 subdivisions			
		Average turnaround times	Less than 5 weeks	Less than 3 weeks			

70	LEGEND:	Critical Concerns 	On Track 	Needs Attention 	Not Due to Start 	Achieved 	Completed 
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Leeton Shire Council

DP Progress Report

Q3


Code	Action	Measures	Annual Target	Progress Year to Date	Q3 Update	Responsibility	Status
17d.02.i	Prepare and issue Construction Certificates for buildings and subdivisions	Number of Construction Certificates issued	No Annual Targets – report by occurrence	Q1 25 Q2 46 Q3 36 YTD 107	36 Construction certificates were issued.	Building Surveyor	
		Average turnaround time	Less than 3 weeks	12 days			
17d.02.ii	Prepare and issue Subdivision Work Certificates for buildings and subdivisions	Number of Subdivision Work Certificates issued	Report by occurrence	Q1 0 Q2 0 Q3 0	One Subdivision Work Certificate was received, but nil were issued.	Development and Drainage Engineer	
		Average turnaround time	Less than 3 weeks	N/A			
17d.03	Receive and assess applications for Occupation Certificates	Number of Occupation Certificates issued for Leeton Shire	No Annual Target – report by occurrence	Q1 18 Q2 16 Q3 16	16 Occupation Certificates were issued.	Building Surveyor	
		Average turnaround time	Less than 2 weeks	3 days			
17d.04	Receive and assess applications for Complying Development Certificates	Number of Complying Development Certificate Applications received	No Annual Target – report by occurrence	Q1 1 Q2 0 Q3 0	No Complying Development Certificate Applications were lodged with Council.	Building Surveyor	
		Average turnaround times	Within 10 days	18	There were 6 Complying Development Certificate Applications assessed by private certifiers.		

71	LEGEND:	Critical Concerns	On Track	Needs Attention	Not Due to Start	Achieved	Completed
							

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DP Progress Report

Q3

Code	Action	Measures	Annual Target	Progress Year to Date	Q3 Update	Responsibility	Status
17d.05	Receive and assess applications for Planning Certificates	Number of Section 10.7(2) planning certificate applications received	Number issued with 95% of applications within 2 weeks	<p>Q1 – 294 s.10.7(2) Planning Certificates, 31 s.10.7(5) Planning Certificates.</p> <p>Q2 – 82 s.10.7(2) Planning Certificates, 31 s.10.7(5) Planning Certificates,</p> <p>Q3 – 87 s.10.7(2) Planning Certificates, 9 10.7(5) Planning Certificates.</p> <p>YTD 463 s10.7(2) Planning Certificates and 60 s10.7(5) Planning Certificates were issued within 4 days.</p>	<p>A total of 87 s. 10.7(2) Planning Certificates (79 in Q3 last year) and 9 s 10.7(5) Planning Certificates (14 in Q3 last year) were issued.</p> <p>Average time taken to issue Certificates was 4 days.</p> <p>There were no applications made through the NSW Planning Portal.</p> <p>A Section 10.7(2) certificate shows the zoning of the property, its relevant state, regional and local planning controls and other property constraints such as land contamination, level of flooding and bushfire prone land.</p> <p>A Section 10.7(2) and 10.7(5) certificate provides the same information as above but also includes other factors such as advice from <i>other authorities</i> and certain information that Council holds on a property that is relevant to the land but is not disclosed in a Section 10.7(2) certificate.</p>	Town Planner	

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LEGEND:

Critical Concerns

On Track

Needs Attention

Not Due to Start

Achieved




Completed



Leeton Shire Council

DP Progress Report

Q3

Code	Action	Measures	Annual Target	Progress Year to Date	Q3 Update	Responsibility	Status
17d.06	Develop and commence implementation of Leeton Shire Development Services Plan (informed by the adopted Integrated Water Cycle Management Plan)	Status of development and implementation of the 'Leeton Shire Council Development Services Plan'	Plan adopted	Nil	Work on the Leeton Development Services Plan has not commenced as the IWCM strategy is yet to be developed (which informs the DSP).	Manager Water & Wastewater	
17d.07	Finalise Engineering Guidelines for Subdivisions and Development Standards for Leeton Shire	Guidelines adopted and published	By September 2020	Not achieved	Draft Guidelines are undergoing review. 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.	Development and Drainage Engineer	
		Number of downloads of Guidelines	At least 5 downloads	0			
17d.08	Develop Leeton Shire Development Control Plan that includes consideration of: heritage preservation, housing standards, 'Safer by Design' principles, street trees, laneway development standards, vegetation clearing regulation in non-urban areas, and protecting local character	Status of the development of the 'Leeton Shire Council Development Control Plan'	DCP adopted by June 2021	30%	Council completed the EOI process for the development of a Leeton Shire DCP. Contractor will be appointed in April 2021. It is envisaged that the DCP will be completed and adopted by October/November 2021.	Manager Planning, Building and Health	

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LEGEND:

Critical Concerns

On Track

Needs Attention

Not Due to Start

Achieved






Completed



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DP Progress Report

Q3

Code	Action	Measures	Annual Target	Progress Year to Date	Q3 Update	Responsibility	Status
17d.09	Levy development contributions (under s7.12 of Environmental Planning and Assessment Act)	Value of contributions levied	No Annual Target – report by occurrence	Q1 \$52,168.64 Q2 \$36,009.12 Q3 \$88,177.76	Reporting mechanism is not working and will be rectified by Q4.	Town Planner	
		Value of contributions received	No target	Q1 \$800 Q2 \$21,254.62 Q3 \$22,054.62			
17d.10	Apply development contributions in line with adopted Section 94A plan: • Noel Pulbrook Park • Enticknap Park	Value of expenditure of accumulated development contributions	No Annual Target – report by occurrence	YTD receipts: \$163,290	The Section 94A reserve balance at 30 June 2020 was \$478,849. YTD receipts for 2020/21 are \$163,290.	Manager Finance	
		% of Section 94A plan implemented	100%	75% of initial budget			
17d.11	Levy and apply water and sewer headworks development contributions	Value of Section 64 fees levied and received	100% of relevant developments levied	\$193,000.50	Development contributions levied on two subdivisions to the value of \$7,992.	Development and Drainage Engineer	
17d.12	Plan and prepare for a review of the Leeton Local Environmental Plan (LEP), including preparation of a Rural Land Use Study	The LEP review responds to the adopted land use strategy	LEP review submitted to Dept of Planning by June 2023	0%	A budget submission for an LEP review was prepared for 2021/22. A Rural Land Use Study will follow the LEP review.	Manager Planning, Building and Health	
		The Rural Land Use Study informs the review of the LEP	Completed	0%	LEP review will be carried out in 2021/22 after the development of a DCP.		
17d.13	Investigate the feasibility of expanding raw water availability in Leeton Shire through the review of the LEP and development of the DCP	Consideration of raw water availability included in LEP and DCP	By June 2021 (deferred to June 2023)	0%	May be considered in 2021/22 as part of water servicing review if resources permit.	Group Manager Operations	

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LEGEND:

Critical Concerns

On Track

Needs Attention


Not Due to Start

Achieved

Completed



17e: Provide drainage networks in urban areas


Code	Action	Measures	Annual Target	Progress Year to Date	Q3 Update	Responsibility	Status
17e.01	Implement the Strategic Stormwater Management Plan	Value of accumulated charge	No Annual Target – report by occurrence	\$297,766 – forecast of \$162,000 in expenditure	Vance Estate Detention Basin augmentation completed.	Development and Drainage Engineer	
		% of adopted projects implemented	At least 90%	25%	Commenced works on Telopia/Boronia Estate Detention Basin augmentation. Works commenced on the Petersham Road pipe infill.		

75	LEGEND:	Critical Concerns 	On Track 	Needs Attention 	Not Due to Start 	Achieved 	Completed 
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CSP THEME 6: STRONG LEADERSHIP

18: A community that has politicians who act and listen

18a: Forge and maintain strong regional relationships

Code	Action	Measures	Annual Target	Progress Year to Date	Q3 Update	Responsibility	Status
18a.01	Participate on the Board of Riverina and Murray Joint Organisation (RAMJO)	Number of Meetings attended	100% attendance	100% attendance Q1 11 meetings Q2 4 meetings Q3 3 meetings	The General Manager and Mayor attended a RAMJO Board meeting at which the following was discussed: strategic priorities such as water, digital connectivity, energy security, infrastructure mapping, the regional freight transport plan, best practice aggregated procurement, health and management support for the Far West Joint Organisation. Updates were also provided on Regional NSW, Office of Local Government, NBN Co and RDA's pilot program on refugee resettlement in Riverina Murray. Additional meetings included a RAMJO Water Sub-Committee meeting and a General Managers meeting.	General Manager	
		Progress against the six strategic pillars	No Annual Target – report by occurrence	Water – Minister for Water, Property and Housing committed to no more buybacks from farmers Energy – Council benefitted from NSW Government funds to RAMJO for energy strategy development Master lists o RAMJO Council priority projects developed for advocacy purposes			

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LEGEND:

Critical Concerns

On Track

Needs Attention

Not Due to Start

Achieved


Completed





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DP Progress Report

Q3

Code	Action	Measures	Annual Target	Progress Year to Date	Q3 Update	Responsibility	Status
18a.02	Participate in Country Mayors Association	Number of meetings attended	100%	100%	The Mayor and General Manager participated in one Country Mayors Association meeting on 5 March in Sydney. Topics discussed included Solar Farms, Town Planning Zones, Relocating Covid-19 Isolation to Rural Areas and RFS Contributions and Emergency Services Levy Impacts on Councils. Hon Brad Hazzard MP, Minister for Health and Medical Research also presented.	General Manager	

18b: Strengthen Leeton Shire Council's Governance capabilities

Code	Action	Measures	Annual Target	Progress Year to Date	Q3 Update	Responsibility	Status
18b.01	Implement individual training programs for each Councillor	% of Councillors with a 2020/21 training program in place	100%	0%	A half day training session on Effective and Ethical Use of Social Media by Councillors was organised for Sunday 28 February. Eight of the nine Councillors were able to attend.	Executive Manager IPR, Governance and Engagement	
		% of scheduled 2020/21 training activities undertaken	90+%	10%			
18b.02	Attract a strong and diverse pool of candidates for Local Government elections in 2021	Number activities undertaken to encourage people to consider standing as a candidate	At least 2 activities	5	Councillors/Mayor encouraged the public to nominate as candidates via Council Noticeboard on 3 occasions and Facebook. An article was placed on Facebook encouraging women to nominate on	Business Support Officer – Corporate & Governance	
		Councillor Column in Council Noticeboard published in the Irrigator	At least 12 columns published	Q1 2 Q2 6 Q3 9			

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LEGEND:

Critical Concerns

On Track

Needs Attention

Not Due to Start

Achieved

Completed



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DP Progress Report

Q3

Code	Action	Measures	Annual Target	Progress Year to Date	Q3 Update	Responsibility	Status
					<p>3/2/2021. All items published on LSC Facebook page were shared to I Live in Leeton, Leeton News and Whitton Community News.</p> <p>Three Councillor columns were published in the Council Noticeboard, as well as the monthly Mayoral column. This gives us 9 Councillor columns for the year to date.</p>		

18c: Ensure strong working relationships at a Federal and State level

Code	Action	Measures	Annual Target	Progress Year to Date	Q3 Update	Responsibility	Status
18c.01	Continue advocacy with Federal and Local MPs and government agencies on key issues for the region	Number of advocacy activities undertaken	At least 5	Q1 2 Q2 5 Q3 1	The Mayor and General Manager met with the Shadow Minister Clayton Barr MP in conjunction with Rice Growers' Association (RGA) to inform him about the MIA and advocate for good water policies.	General Manager	●
18c.02	Participate in State and national Local Government Associations (LGNSW and ALGA)	Number of activities participated in	At least 2 activities	Q1 1 Q2 2 Q3 1	There were no LGNSW or ALGA meetings or conferences this quarter. Preparation has commenced for ALGA 2021 Motions for Annual Congress.	General Manager	●

78	LEGEND:	Critical Concerns	On Track	Needs Attention	Not Due to Start	Achieved	Completed
		●	●	●	●	●	●

19: A community that speaks up and gets involved

19a: Encourage volunteering throughout the Shire

Code	Action	Measures	Annual Target	Progress Year to Date	Q3 Update	Responsibility	Status
19a.01	Develop a volunteer program at Council	Trends in volunteering in each area of Council	At least 30 registered volunteers	Q1 77 Q2 87 Q3 176	Volunteer Program is currently being reviewed with the development of a volunteer handbook underway.	Corporate and Community Planning Officer	●
19a.02	Recognise the contribution of volunteers at Council	Number of volunteer recognition activities	At least 1 recognition activity 100% of all registered volunteers	Four activities, one of which included 100% of volunteers (letter of thanks)	Leeton Museum and Art Gallery are providing their volunteers with a monthly newsletter.	Corporate and Community Planning Officer	●
19a.03	Promote volunteering opportunities and their benefits across the Shire	Number of promotions and campaign outcomes	At least 2	1	No campaigns undertaken in Q3.	Manager Community Services	●

19b: Seek input from the Leeton community on Council projects/programs

Code	Action	Measures	Annual Target	Progress Year to Date	Q3 Update	Responsibility	Status
19b.01	Run an active community engagement program	Number of community engagement activities undertaken	At least 5 activities	30	Registered Have Your Say Users: 760 (672 in Q3 last year).	Communications Coordinator	●
		Number of participants engaged	At least 100 participants	Over 100	Council Website Visitors: 20,631 (22,079 in Q3 last year). Council Facebook page likes: 3,992 (3,868 in Q3 last year).		

79	LEGEND:	Critical Concerns	On Track	Needs Attention	Not Due to Start	Achieved	Completed
		●	●	●	●	●	●


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DP Progress Report

Q3

Code	Action	Measures	Annual Target	Progress Year to Date	Q3 Update	Responsibility	Status
					Media Releases: 12 (22 in Q3 last year). A number of social media posts were posted to communicate council news, works and project updates. There was one main engagement project: Draft Adverse Event Plan – via social media post, Council weekly newspaper column, media release and Have Your Say.		

19c: Provide a framework for inclusive decision making

Code	Action	Measures	Annual Target	Progress Year to Date	Q3 Update	Responsibility	Status
19c.01	Support and report on Council Advisory and Action Groups	Number of meetings held	At least 10 meetings	17	Leeton Local Traffic Committee – 1 meeting Leeton Roads and Infrastructure Working Group – 3 meetings Audit, Risk and Improvement Committee – 1 meeting. See 20c.04 Whitton Town Improvement Committee – 1 meeting. See 19c.05 Yanco Town Improvement Committee – 1 meeting. See 19c.05	Corporate and Community Planning Officer	

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LEGEND:

Critical Concerns

On Track

Needs Attention

Not Due to Start

Achieved

Completed



Leeton Shire Council

DP Progress Report

Q3

Code	Action	Measures	Annual Target	Progress Year to Date	Q3 Update	Responsibility	Status
19c.02	Support and report on Council's Section 355 Committees	Number of meetings held	At least 10 meetings	24	Leeton Shire Men's Shed – 3 meetings Yanco Community Hall Committee – 3 meetings	Corporate and Community Planning Officer	●
19c.03	Complete the review of Council's Section 355 Committees	% of s355 committees with an updated Terms of Reference in place	100%	30%	A draft Leeton Shire Council Section 355 Committee manual has been developed. The draft will be circulated to Section 355 Committees and relevant staff for input in Q4 before being tabled with Council.	Executive Manager IPR, Governance and Engagement	●
19c.04	Facilitate community capacity building across the Shire, including in partnership with other agencies	Number of programs delivered	At least 2 programs	2	Cricket Blast program commenced in Whitton in March. Council continues to support Leeton connect and promote their community capacity building programs.	Manager Community Services	●
19c.05	Update and support the delivery of town improvement plans in Yanco, Wattle Hill and Whitton	% of scheduled 2020/21 Town Improvement Plan actions completed	90+% of scheduled actions completed	50% – Whitton	Town Improvement Committee meetings were held in Yanco and Whitton. Cricket NSW ran a four-week program for young people in Whitton during March. No further progress has been made as per the Whitton Town Improvement Plan. A town improvement plan is being developed for Yanco.	Corporate and Community Planning Officer	●

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LEGEND:

Critical Concerns

On Track

Needs Attention

Not Due to Start


Achieved

Completed



20: A community that is always on the front foot

20a: Strive to deliver the aspirations of the community through community leadership

Code	Action	Measures	Annual Target	Progress Year to Date	Q3 Update	Responsibility	Status
20a.01	Engage with external agencies to collaborate on delivery and evaluation of the Leeton Shire Community Strategic Plan "Leeton On the Go"	Number of activities undertaken	At least 4	4+	Council has worked with a range of external agencies and groups to deliver on the outcomes of the Community Strategic Plan. These agencies and groups include: <ul style="list-style-type: none"> • Section 355 Committees such as the Yanco Community Hall Committee • state government departments and agencies such as the NSW Department of Planning, Industry and Environment • the federal government, which supports local government in providing services to the community through Financial Assistance Grants (FAGs) • contractors and suppliers, many of them local, who assist Council in delivering on services and major projects • associations, groups and organisations such as Local Government NSW, the Local Health Advisory Committee (LALC), the Murray Darling Association (MDA) and the Riverina 	Executive Manager IPR, Governance and Engagement	

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LEGEND:

Critical Concerns

On Track

Needs Attention

Not Due to Start

Achieved

Completed



Leeton Shire Council


DP Progress Report

Q3

Code	Action	Measures	Annual Target	Progress Year to Date	Q3 Update	Responsibility	Status
					and Murray Joint Organisation (RAMJO). Council works with and/or advocates through these organisations to deliver the community outcomes documented in the Community Strategic Plan.		
20a.02	Support the community by offering a Community Grants Program	Number and value of grants provided per category	At least 20 grants made with at least \$20,000 granted	Q1 Nil Q2 Total of 11 grants to the total value of \$12,800 Q3 Nil	Community Strengthening Grants – Round Two opened 1 March and closes 31 April. Two Youth Development Grants were approved to the total value of \$500.	Corporate and Community Planning Officer	●
20a.03	Undertake a bi-annual Customer Satisfaction Survey for Council (Note – next one due Spring 2021)	Survey results improved from previous years' results	At least 5% improvement	0%	Council's next Customer Satisfaction Survey will be conducted in Q4 by Micromex Research and Consulting. Micromex is the company that conducted the previous Community Satisfaction Survey. The survey will be heavily promoted to the Leeton Shire community prior to commencement.	Executive Manager IPR, Governance and Engagement	●
		% of recommendations actioned	20%	15%			

83	LEGEND:	Critical Concerns	On Track	Needs Attention	Not Due to Start	Achieved	Completed
		●	●	●	●	●	●

20b: Strive to deliver the aspirations of the community through sound financial and asset management

Code	Action	Measures	Annual Target	Progress Year to Date	Q3 Update	Responsibility	Status
20b.01	Make Annual Targeted grant applications to boost Council's revenue	Number of Grant Applications submitted	At least 12 submissions	Q1 10 Q2 6 Q3 3	ePlanning Digital Service for Development Applications, CBD enhancement project including Sycamore Street Toilet refurbishment Project value: \$2.2M Grant request: \$2M Fund: NSW Gov. – NSW Public Spaces Legacy Program Status: Pending International Women's Day Breakfast Project value: \$6.4K Grant request: \$3.1K Fund: NSW Government Women's Week Grant Status: Successful Funding for Youth Week Activities Project value: \$4.5K Grant request: \$2.3K Fund: NSW Government Department of Communities – Youth Week Funding 2021 Status: Successful Youth Wellbeing Activities Project value: \$10K Grant request: \$10K Fund: Murrumbidgee Primary Health Network (MPHN) – Youth Week Funding 2021 Status: Successful	Executive Assistant to the GM & Mayor	
		Value of funding received	At least \$2.5M received	\$8.1M			

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LEGEND:

Critical Concerns

On Track

Needs Attention

Not Due to Start

Achieved

Completed



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Q3

Code	Action	Measures	Annual Target	Progress Year to Date	Q3 Update	Responsibility	Status
					<p>Pathways, Storm Water and Lighting on Almond and Myall Streets Project value: \$730K Grant request: \$657K Fund: Federal Government – Local Roads and Community Infrastructure Round 1 Status: Successful</p> <p>Site Workshop for Hazaraghi Women's Social Enterprise - Weaving Production Project value: \$100K Grant request: \$20K Fund: Australian Government AusIndustry – Building Better Regions Fund Community Stream Status: Pending</p> <p>Additional Funding for Roxy Expansion Project value: \$7.2M Grant request: \$2.7M Fund: Federal Government Infrastructure – Building Better Regions Fund Round 5 Status: Pending</p> <p>Additional Funding for Roxy Expansion Project value: \$7.2M Grant request: \$3.9M Fund: NSW Regional Cultural Fund Status: Pending</p>		

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LEGEND:

Critical Concerns

On Track

Needs Attention

Not Due to Start

Achieved

Completed



Leeton Shire Council

DP Progress Report

Q3

Code	Action	Measures	Annual Target	Progress Year to Date	Q3 Update	Responsibility	Status
					<p>Footpath - Maiden Ave, Yanco Sports Ground Women's Change Rooms and Golf Clubhouse Project value: \$738,445 Grant request: \$738,445 Fund: Federal Government – Infrastructure Local Roads and Community Infrastructure Round 2 Status: Pending</p> <p>Yanco Microgrid Feasibility Study Project value: \$200K Grant request: \$200K Fund: Australian Government AusIndustry DIIS – Supporting Energy Needs of Regional and Remote Grants Program Status: Unsuccessful</p> <p>Replacement of Footpaths Pine Ave Project value: \$942K Grant request: \$942K Fund: NSW Government – Dept Planning, Industry and Environment – Your High Street Status: Unsuccessful</p> <p>Gossamer Park Wattle Hill Project value: \$25K Grant request: \$25K Fund: Royal Australian Showgrounds Fund Foundation</p>		

86	LEGEND:	Critical Concerns	On Track	Needs Attention	Not Due to Start	Achieved	Completed
							

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Code	Action	Measures	Annual Target	Progress Year to Date	Q3 Update	Responsibility	Status
					– Community Grant Program Status: Unsuccessful Amesbury Common Flora and Fauna Project value: \$7,238K Grant request: \$7,238K Fund: NSW Gov. DPIE – Crown Reserves Improvement Fund Program 2020/21 Status: Unsuccessful 'The Channel' Digital Studio in the Leeton Museum Project value: \$50K Grant request: \$49,463K Council Funded: \$11K Fund: NSW Gov. – Youth Opportunities Program 2020/21 Round 9 Status: Unsuccessful Funding for CBD Enhancement Project – Phase One Stage 1 & 2 Project value: \$1.2M Grant request: \$1.02M Council funded: \$400K Fund: NSW Gov. – Department of Industry – Stronger Country Communities Fund Status: Acquitted		

87	LEGEND:	Critical Concerns	On Track	Needs Attention	Not Due to Start	Achieved	Completed
							

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Q3

Code	Action	Measures	Annual Target	Progress Year to Date	Q3 Update	Responsibility	Status
20b.02	Investigate and propose Long-Term Financial Plan measures to support Council's ongoing financial sustainability	Value of revenue options identified	Revised LTFP incorporates additional revenue options	Trends over 10 years examined	Long Term Financial Plan strategic directions presented to Councillors in Q2. Formal report was presented at a Councillor Workshop.	Director Business and Investment	
		Value of expenditure savings identified		0			
20b.03	Complete a rates review	Progress of rates review	Review findings provided to Council by June 2021		The rates review has been postponed until the new Council has been elected. It will be carried out within the next 2 years. Quotes will be requested during 2020/21 so that it can be included in the 2021/22 budget.	Manager Finance	
20b.04	Maintain Council's financial sustainability through maximising investment returns	Value of investment earnings	At least \$700,000	\$476,863	Low interest rates have impacted earnings	Manager Finance	
		Earnings comparative to previous years	2% or more	Average 1.44%			
20b.05	Continue effective Asset Management Planning: revise Water and Waste Water plans to include revaluation and condition assessment	Status of comprehensive revaluations	100%	Water AMP – 80% Wastewater AMP – 20% Roads AMP – 80%	Draft Water Asset Management Plan (WAMP) review to be completed in Q4. A Draft Roads Asset Management Plan (RAMP) is ready for review. Draft Waste Water Asset Management Plan under review. A water and waste water revaluation is on track for completion in Q4.	Asset Management Coordinator	
		% asset condition rating completed	100%	100% – to be updated as part of the revaluation			
		Adoption of long-term planning for Water and Waste Water assets	2 AMPs revised	Underway			

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LEGEND:

Critical Concerns

On Track

Needs Attention

Not Due to Start

Achieved




Completed



Leeton Shire Council

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Code	Action	Measures	Annual Target	Progress Year to Date	Q3 Update	Responsibility	Status
20b.06	Monitor and manage Council's performance against local government industry benchmarks	Status of Council's performance against industry benchmarks	Improvements measured against key benchmark	100% positive financial ratio benchmarks	Performance Excellence Benchmark Report was issued in December 2020.	Executive Manager IPR, Governance and Engagement	
20b.07	Manage tenders and significant contracts so Council objectives are delivered	% of services procured in accordance with Council's Procurement Manual	100%	80%	Project Management Office has been established to improve governance on major projects.	Procurement & Building Services Coordinator	
		Number of new significant Council contracts and tenders	5 (dependent on funding availability)	5			
		% of completed and current contracts and tenders delivered in full, on time and to budget	90% (pandemic likely to impose industry restrictions)	50%			
20b.08	Maintain Council-owned buildings in order to meet agreed objectives: <ul style="list-style-type: none"> • Renew Library carpets • Paint the exterior of Henry Lawson Cottage • Complete Stage 2 of HVAC (heating, ventilation and air conditioning) upgrade in Council Administration building 	% of scheduled 2020/21 works completed	100%	50%	HVAC system 95% completed in Council Offices. Air curtain installation in foyer still to be completed. Grant application for new Library carpets was unsuccessful, so this project will not be completed in 2020/21. A deep clean is being investigated instead. Details around painting Henry Lawson Cottage are yet to be determined.	Procurement & Building Services Coordinator	
		Number of unplanned maintenance activities completed	100%	100%			

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LEGEND:

Critical Concerns

On Track

Needs Attention

Not Due to Start

Achieved


Completed






Leeton Shire Council

DP Progress Report

Q3

Code	Action	Measures	Annual Target	Progress Year to Date	Q3 Update	Responsibility	Status
20b.09	Administer Council's plant and fleet	% of light plant replacement program completed	100%	100%	Seven light vehicle replacements were completed.	Manager Open Space and Recreation	
		% of heavy plant replacement program completed	100%	0%	No heavy replacements were completed; however, delivery of several items is expected during Q4.		

20c: Strive to deliver the aspirations of the community through sound governance practice

Code	Action	Measures	Annual Target	Progress Year to Date	Q3 Update	Responsibility	Status
20c.01	Maintain a Compliance Register to track Council's compliance with all legislative and governance requirements	Status of Council compliance with relevant legislation, regulation and funding body requirements	100% compliance	100%	Council is compliant with all legislative and governance requirements.	Executive Manager IPR, Governance and Engagement	
		% of required remedial actions completed	100% within two months of notification	Not applicable			
20c.02	Continuous review and update of Council policies and plans to appropriately support Council's operations	Number of Council's Strategies, Policies and Plans overdue for review	Less than 10 %	20%	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.	Executive Manager IPR, Governance and Engagement	
		Number of reviews completed	At least 12	3			
20c.03	Deliver Council's Internal Audit program	Number of internal audits undertaken	3 internal audits undertaken	1 underway	The audit of Council's Fraud Prevention systems continued with Statewide conducting a	Executive Manager IPR, Governance	

go	LEGEND:	Critical Concerns	On Track	Needs Attention	Not Due to Start	Achieved	Completed
							

Leeton Shire Council

DP Progress Report

Q3

Code	Action	Measures	Annual Target	Progress Year to Date	Q3 Update	Responsibility	Status
		% of required improvement actions completed	80+%	55%	desktop review of Council's Fraud Prevention documentation. Council continued to implement improvement action plans developed as a result of past audits: <ul style="list-style-type: none"> IT Systems and Processes Procurement Processes Records Management. 	and Engagement	
20c.04	Continue to hold Audit, Risk and Improvement Committee meetings	Number of meetings held	At least 4 meetings	3	An Audit Risk and Improvement Committee (ARIC) meeting was held on 25 February 2021. The ARIC reviewed the Annual Audit Engagement Plan for the audit of Council's financial statements for the year ending 30 June 2021 and set the dates of the ARIC meetings at which the draft and audited financial statements will be reviewed.	Executive Manager IPR, Governance and Engagement	●
20c.05	Enhance and maintain an efficient Records Management System for Council	% of new staff who complete Records Management Induction in first week of employment	100%	66% of new starters trained within the first week	There were six new starters, all received training within the first month. 65 of the 86 TRIM users accessed TRIM.	Records Officer	●
		% of relevant staff routinely utilising Council's Records Management System	At least 50% by end of 2020/21	76.74	There are 328 actions outstanding. Staff are being reminded to check and close actions off.		

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LEGEND:

Critical Concerns

On Track

Needs Attention

Not Due to Start

Achieved

Completed



Leeton Shire Council

DP Progress Report

Q3

Code	Action	Measures	Annual Target	Progress Year to Date	Q3 Update	Responsibility	Status
20c.06	Deliver business improvements through Council's Service Review program	Number of service reviews undertaken	2 reviews	1 review	No service reviews were conducted. The focus was on the refresh of the organisation structure in Q3.	Executive Manager IPR, Governance and Engagement	●
20c.07	Deliver Council's Enterprise Risk Management program	% of new capital works programs that include a risk management plan	100%	90%	Enterprise Risk Management and Project Management and Control modules in Pulse are due to be delivered in Q4. This will link risk management with project management ensuring all capital works include risk management strategies that are visible with improved tracking as projects progress. The ERM module will also ensure risk management requirements are completed in full and on time.	Manager WHS, QA and Risk	●
		% departmental ERM reports completed in full and on time	100%	60%			
20c.08	Manage leases and licences for Council properties in line with Council's objectives	Number of leases issued or renewed	No Annual Target, report number	Q1 2 leases Q2 Nil Q3 Nil	All current Leases/Licences are in place with a short-term licence to Leeton Soldiers Club for the War Memorial being extended for another 12-month period.	Property Coordinator and Native Title Manager	●
		% of leases that are current	100%	100%			
		Number of licences issued or renewed	No Annual Target, report number	Q1 2 Q2 Nil Q3 1	Licences for regular users of Crown Land Reserves at Wamoon and Merungle Hill will be developed once Plans of Management for those areas are completed.		
		% of licences that are current	100%	100%			
		Leases and licences awaiting a Plan of Management	Number reducing	8 out of 10			

g2

LEGEND:

Critical Concerns

On Track

Needs Attention

Not Due to Start

Achieved


Completed



Leeton Shire Council



DP Progress Report

Q3

Code	Action	Measures	Annual Target	Progress Year to Date	Q3 Update	Responsibility	Status
					A Plan of Management and Leases and Licences for the Brobenah Airfield are unable to be completed due to an error made by Crown Lands in 2007. Crown Lands are looking at solutions and will work with Council to ensure tenure is in place going forward.		
20c.09	Prepare and implement Plans of Management (PoM) for Crown Lands properties, and user agreements for sports ovals on Crown Land	Number of PoM drafted	24	17	Seasonal Hire Agreements (sports oval users) have been completed and invoiced. One Plan of Management covering 12 reserves was completed. No further Plans of Management approved by the Minister.	Property Coordinator and Native Title Manager	
		Number of draft PoM approved by the Minister in reporting period	50%	0%			
		% of required sports oval user agreements in place	100%	100%			

93	LEGEND:	Critical Concerns 	On Track 	Needs Attention 	Not Due to Start 	Achieved 	Completed 
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20d: Strive to deliver the aspirations of the community through effective workforce and technology management


Code	Action	Measures	Annual Target	Progress Year to Date	Q3 Update	Responsibility	Status
20d.01	Effectively manage Council's workforce to support Council's objectives to be met	Number of participants in leadership development activities	100% of Managers have completed the Leadership Success Managerial Development Course	Q3 – 2 staff	Two staff participated in training including 'Leading Edge Online Program' and 'Leadership Beyond the Theory'.	Interim HR Coordinator	
		Staff turnover meets or is better than the NSW Local Government average – (14% at 31 June 2018)	Less than 12%	3.5% 5 resignations			
		Amount invested in staff training	Average investment of \$1000 per FTE	\$928			
		Staff absenteeism	Less than 5 days sick leave per FTE per annum	Forecast – 8 days sick leave per FTE per annum			
20d.02	Deliver Council's Work Health and Safety program	Number of major non-conformances and % of required remedial measures completed by Annual Target due date	At least 90% compliance	87%	There were nil major non-conformances. There is further opportunity to provide support to staff to ensure the 90% compliance target is met.	Manager WHS, QA and Risk	
		Regulating authority notices issued	Nil	100%			

94	LEGEND:	Critical Concerns	On Track	Needs Attention	Not Due to Start	Achieved	Completed
							

Leeton Shire Council

DP Progress Report

Q3

Code	Action	Measures	Annual Target	Progress Year to Date	Q3 Update	Responsibility	Status
		% of WHS area inspections completed in full and on time across departments	100% (2 per week)	95%	The WHS inspection process included area support to allow managers, superintendents, supervisors and team members to complete inspections. YTD there has been one Workers Compensation claim which resulted in 7 hours in lost time. Additionally, a further 3 days of lost time was incurred from an injury sustained in January 2020. This brings the premium impacting hours lost YTD to 31 which increased the days lost per 100 employees to 3 from 0.5. The maximum limit is 20 days per 100 employees. Homework on a Workforce Ageing Strategy has commenced.		
		Lost time to injuries	Less than 20 days per 100 employees per annum	3 days			
20d.03	Implement the Continuous Improvement Pathway program	% of scheduled audits completed	100%	100%	Scheduled audits completed: <ul style="list-style-type: none"> • Building assets – 82% • Event management – 83% • Footpaths – 90% • Zurich fleet – this audit had a scale rating of 0 to 200, where everything below 100 is considered good. LSC achieved 50-75, with a verbal rating of Good – Superior. 	Manager WHS, QA and Risk	

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LEGEND:

Critical Concerns

On Track

Needs Attention

Not Due to Start

Achieved


Completed



Leeton Shire Council

DP Progress Report

Q3

Code	Action	Measures	Annual Target	Progress Year to Date	Q3 Update	Responsibility	Status
					In general, results above 75% demonstrates that effective systems and processes are in place. Topics for Continuous Improvement Pathway are selected by JLT and relate to events which had impacted insurance payments made by the insurance company.		
20d.04	Support effective and efficient local government administration through Information and Communication Technology (ICT)	% of scheduled 2020/21 ICT Strategy actions completed	90+%	40%	Council has purchased a project management suite and is in the process of implementing this software. A new credit card management software is under development which will improve efficiency within the finance team. The planning portal integration project is complete. An updated cyber security framework is under development.	Manager ICT	
		Number of operational improvements achieved	No Annual Target – report by activity only	6			
		Number of notifiable cyber-attacks identified	Zero	0			

96	LEGEND:	Critical Concerns	On Track	Needs Attention	Not Due to Start	Achieved	Completed
							

Abbreviations, acronyms and units of measure

Abbreviation			
BASIX	Building Sustainability Index	MLHD	Murrumbidgee Health District
CALD	Culturally and Linguistically Diverse	MP	Member of Parliament
CBD	Central Business District	MPC	Multipurpose Centre
CCTV	Closed-Circuit Television	MVA	Motor Vehicle Accident
CDC	Complying Development Certificate	NPWS	National Parks and Wildlife Service
CUC	Country University Centre	OC	Occupation Certificate
DCP	Development Control Plan	OSSM	On Site Sewer Management
ERP	Enterprise Risk Planning	PAMP	Pedestrian Access and Mobility Plan
e-waste	Electronic Waste	Q1	Quarter 1 (July–September)
FRRR	Foundation for Rural and Regional Renewal	Q2	Quarter 2 (October–December)
GP	General Practitioner (Doctor)	Q3	Quarter 3 (January–March)
GDP	Gross Domestic Product	Q4	Quarter 4 (April–June)
HML	Higher Mass Limit	RAMJO	Riverina and Murray Joint Organisation
IWCM	Integrated Water Cycle Management	RDA	Regional Development Australia
LALC	Local Aboriginal Land Council	RMS	Roads and Maritime Services
LELC	Leeton Early Learning Centre	RSA	Responsible Service of Alcohol
LEMC	Local Emergency Management Committee	VAS	Vehicle Activated Signs
LEP	Local Environment Plan	VC	Vacation Care
LG	Local Government	VIC	Visitors Information Centre
LGNSW	Local Government NSW	WAP	Weeds Action Plan
LOOSC	Leeton Out of School Care	WAMP	Water Asset Management Plan
LTW	Liquid Trade Waste	WWAMP	Waste Water Asset Management Plan
M	Million	WCIC	Water Conservation and Irrigation Commission
MIA	Murrumbidgee Irrigation Area	WHS	Work Health and Safety
Symbol/Unit of Measure			
\$	Dollar	kWh	Kilowatt hour
%	Percent	ML	Megalitre
kL	Kilolitre	T	Tonnes
K	Thousand		

97	LEGEND:	Critical Concerns	On Track	Needs Attention	Not Due to Start	Achieved	Completed
							

