



LEETON
SHIRE COUNCIL

ORDINARY COUNCIL MEETING
AGENDA

14 DECEMBER 2022
7.00PM

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

Authorised for release: Jackie Kruger General Manager

LEETON SHIRE COUNCIL

AGENDA

ORDINARY COUNCIL MEETING

14 December 2022

7.00PM

1. CIVIC PRAYER
 2. ACKNOWLEDGEMENT OF COUNTRY
 3. APOLOGIES AND APPLICATIONS FOR LEAVE OF ABSENCE BY COUNCILLORS
 4. CONFIRMATION OF MINUTES AND ANY MATTERS ARISING
- RECOMMENDATION**
- THAT the Minutes of the Ordinary Council Meeting held on Wednesday 23 November 2022, as circulated, be taken as read and CONFIRMED.
5. DISCLOSURES OF INTERESTS
 6. MAYORAL MINUTES
 7. REPORTS TO COUNCIL
- GENERAL MANAGER'S MATTERS**
- | | | |
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- CORPORATE MATTERS**
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OPERATIONAL MATTERS

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ACTIVATION MATTERS

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8. NOTICES OF MOTIONS

9. CONFIDENTIAL MATTERS

9.1 CHELMSFORD TOWN SQUARE TENDER

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

9.2 SEWER MAIN EXTENSION - ALMOND RD

It is recommended that the Council resolve into Closed Council with the press and public excluded to allow consideration of this item, as provided for under Section 10A(2) (b) of the *Local Government Act 1993*, on the grounds that the report contains a discussion in relation to the personal hardship of a resident or ratepayer.

9.3 OFFER TO PURCHASE LAND VANCE INDUSTRIAL ESTATE STAGE 3

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

10. COUNCILLOR ACTIVITY REPORTS

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11. CONCLUSION OF THE MEETING

Councillors' obligations under the Oath or Affirmation of Office are as follows:

OATH OF OFFICE

I swear that I will undertake the duties of the office of Councillor in the best interests of the people of Leeton and the Leeton Shire Council and that I will faithfully and impartially carry out the functions, powers, authorities and discretions vested in me under the *Local Government Act 1993* or any other Act to the best of my ability and judgment.

AFFIRMATION OF OFFICE

I solemnly and sincerely declare and affirm that I will undertake the duties of the office of councillor in the best interests of the people of Leeton Shire and the Leeton Shire Council and that I will faithfully and impartially carry out the functions, powers, authorities and discretions vested in me under the *Local Government Act 1993* or any other Act to the best of my ability and judgment.

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

ETHICAL DECISION MAKING AND CONFLICTS OF INTEREST

A GUIDING CHECKLIST FOR COUNCILLORS,
OFFICERS AND COMMUNITY COMMITTEES

ETHICAL DECISION MAKING

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

CONFLICT OF INTEREST

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

THE TEST FOR CONFLICT OF INTEREST

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

IDENTIFYING PROBLEMS

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

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

AGENCY ADVICE

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

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

GENERAL MANAGER'S MATTERS

ITEM 7.1 MINUTES OF RAMJO MEETING - 12 AUGUST 2022

RECORD NUMBER	22/393
RELATED FILE NUMBER	EF21/128
AUTHOR/S	Executive Assistant to the General Manager and Mayor
APPROVER/S	General Manager

SUMMARY/PURPOSE

The purpose of this report is to provide Council with the minutes of the RAMJO meeting held on Friday 12 August 2022 (**Attachment 1**).

RECOMMENDATION

THAT Council receives for information the minutes of the RAMJO meeting held on Friday 12 August 2022.

REPORT

(a) Background

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

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

(b) Discussion

RAMJO held a Board Meeting on Friday 12 August 2022.

Presentations included:

- Mr Haydon Murdoch, Manager Local and Regional Planning, DPE – Update of Riverina Murray Regional Plan.
-

- Mr Andrew McConville, Chief Executive of the Murray-Darling Basin Authority (MDBA) – Update on the stages of the Basin Plan Outlook and on the outstanding 17 of the 20 required NSW Water Resource Plans.
- Mr Cameron Templeton, Office of Local Government (OLG) - Update on OLG and its progress of the JO Review Action Group.

Discussions also took place regarding several matters including:

- Governance, Finance and Advocacy – Quarterly Budget versus spend review Q4 2021-22 and requirement of Audit, Risk and Improvement Committee (ARIC).
- Strategic Priorities – Water sub-committee, Digital Connectivity sub-committee, Energy Security sub-committee and Health sub-committee updates as well as updates on Regional Freight Transport Priorities and revised Statement of Strategic Priorities.
- Advocacy updates – e-planning Portal, RFS Assets, MDBA Advocacy and JO Overview.
- Project Updates – Contaminated Lands Management, Riverina Waste Group & Murray Waste Group, Regional Waste Strategy and Shared Services.
- Forums – Planning and Engineers.

(c) Options

Nil – this report is for information purposes only.

IMPLICATIONS TO BE ADDRESSED

(a) Financial

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

(b) Policy

Nil

(c) Legislative/Statutory

Local Government Act 1993, s400(O-Z, ZA-ZH)

(d) Risk

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

CONSULTATION

(a) External

Members of RAMJO Councils

(b) Internal

The RAMJO meeting on Friday 12 August 2022 was attended by the Mayor and General Manager.

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

CSP FOCUS AREA 5 - Strong leadership and civic participation – DELIVERY PROGRAM
FUNCTIONAL AREA 9 - Governance and Administration - DELIVERY PROGRAM
ACTIVITY 9.4 - Nurture strong partnerships with Murray Darling Association, RAMJO, MI Ltd, NSW Government, Commonwealth – Participate in RAMJO.

ATTACHMENTS

1 [2022.08.12 - MINUTES RAMJO BOARD MEETING](#)

BOARD MEETING



12 August 2022

MEETING:	RAMJO Board Meeting		
DATE:	Friday 12 th August 2022		
TIME:	9:30am – 12:30pm		
LOCATION:	Deniliquin		
CHAIR:	Cr. Matthew Hannan		
ZOOM:	https://us06web.zoom.us/j/85913765927?pwd=cnJuV0hPZ0F5anQ0RU5CdzlWSktldz09 Meeting ID: 859 1376 5927 Passcode: 220012		
ATTENDEES:	Council / Organisation	Voting Member	Non-Voting Member
	Albury City Council	Cr. Kylie King	Mr. Frank Zaknich
	Berrigan Shire Council	Cr. Matthew Hannan	Ms. Karina Ewer
	Carrathool Shire Council	Cr. Darryl Jardine	Mr. Rick Warren
	Edward River Council	Cr. Peta Betts	Mr. Philip Stone
	Federation Council	Cr. Pat Bourke	Mr. Adrian Butler
	Griffith City Council	Cr. Doug Curran	Mr. Brett Stonestreet
	Hay Shire Council	Cr. Carol Oataway	Mr. David Webb
	Leeton Shire Council	Cr. Tony Reneker	Ms. Jackie Kruger
	Murray River Council	Cr. Chris Bilkey	Mr. Terry Dodds
	Murrumbidgee Council	Cr. Ruth McRae	Mr. John Scarce
	Narrandera Shire Council	Cr. Neville Kschenka	Mr. George Cowan
	Regional NSW		Mr. Giles Butler
Office of Local Government		Mr. Cameron Templeton	
RAMJO STAFF	Ms Nicola Gleeson – Executive Officer E: Nicola.GleesonCoopes@alburycity.nsw.gov.au M: 0408 498 534		
	Ms. Carolyn Clancy – Office Manager E: carolyn.clancy@alburycity.nsw.gov.au		
	Mr Matthew Dudley – Project Manager Contaminated Land Capacity Building E: contaminatedlands@ramjo.nsw.gov.au M: 0419 181 014		
	Mr. Christian Malins - Resource Recovery Project Lead christian.malins@alburycity.nsw.gov.au M: 0439 630 612		
OTHER ATTENDEES	Name	Organisation	Role
	Mr Jonathan Wheaton	Regional NSW	Executive Director, Regional Development
	Ms Kirstyn Thronder	Hay Shire Council	Executive Officer



BOARD MEETING



12 August 2022

	Mr Andrew McConville	Murray–Darling Basin Authority	Chief Executive
	Mr. Haydon Murdoch	Department of Planning and Environment	Manager, Local and Regional Planning
	Ms Dianna Somerville	Regional Development Australia Riverina	Board Chair

MINUTES



BOARD MEETING MINUTES



12 August 2022

MEETING AGENDA

Item	Topic	Time
	OPENING	9:30
1	Welcome <ul style="list-style-type: none"> Acknowledgement of traditional custodians 	9:35
2	Apologies and Leave of Absence	9:36
3	Declaration of Items of Pecuniary or Other Interest – Board Members / Designated Persons	9:37
4	Minutes from previous Board meeting: <ul style="list-style-type: none"> 13 May 2022 – Attachment A 	9:38
5	Matters arising from previous Board meetings	9:39
6	Correspondence - Attachment B	9:40
	GOVERNANCE AND FINANCE	
7	7.1 Ms Nicola Gleeson: Q4 2021-2022 Budget Report – Attachment C 7.2 Ms Nicola Gleeson: End of Financial Year 2021-2022 7.3 Ms Nicola Gleeson: Audit, Risk and Improvement Committee – Attachment D, Attachment E, Attachment F	9:45
	UPDATE ON STRATEGIC PRIORITIES	
8	8.1 Cr. Chris Bilkey: Water Sub-Committee Update 8.2 Mr Phil Stone: Digital Connectivity Sub-Committee Update 8.3 Mr George Cowan: Energy Security Sub-Committee 8.4 Mr David Webb: Transport Sub-Committee 8.5 Mr John Scarce: Health Sub-Committee Update 8.6 Ms Nicola Gleeson : Revised Statement of Strategic Regional Priorities	9:55
9	OFFICE OF LOCAL GOVERNMENT UPDATE Mr. Cameron Templeton: Office of Local Government Update	10:15
10	Update - Regional NSW Mr Jonathan Wheaton: Regional NSW Update	10:30
	BREAK	10:45
	PROJECT UPDATES	
11	11.1 Mr. Matthew Dudley: Contaminated Land Management – Attachment G 11.2 Ms Andrea Baldwin, Mr Christian Malins: Waste Groups – Attachment H 11.3 Mr Christian Malins: Regional Waste Strategy update 11.4 Ms Karina Ewer: Shared Services	11:00
	ADVOCACY	
12	12.1 ePlanning portal– Attachment I 12.2 RFS Assets – letter for support from Wagga council / AG's Report to Parliament - Rural Firefighting Equipment - Attachment J 12.3 Murray Darling Basin Plan advocacy 12.4 JO Review - Attachment K, Attachment L	11:30



BOARD MEETING MINUTES



12 August 2022

Item	Topic	Time
13	Guest presenter: Murray–Darling Basin Authority Mr Andrew McConville, Chief Executive Murray–Darling Basin Authority	12.00
14	Guest presenter: Riverina Murray Regional Plan Mr Haydon Murdoch Manager, Local and Regional Planning, DPE	12.15
15	OPERATIONAL MATTERS 15.1 General Managers’ meeting 22 July 2022 – <i>Attachment M</i> 15.2 Murray Regional Tourism report - <i>Attachment N, Attachment O, Attachment P</i> 15.3 Southern Lights - <i>Attachment Q</i> 15.4 Working Groups: 15.4.1 JO Chairs’ Forum - 28 March 2022 - <i>Attachment R</i> 15.4.2 RAMJO Engineers’ Forum - 5 May 2022 - <i>Attachment S</i> 15.5 Digital Restart Fund 15.6 Date of the next RAMJO Board meeting 15.7 RAMJO grant application - DRRF	12:30
16	GENERAL BUSINESS • Call for general business	12:40
Meeting Close		1:00pm

MINUTES



BOARD MEETING MINUTES

12 August 2022

RAMJO BOARD MEETING AGENDA

AGENDA ITEM 1 – WELCOME AND ACKNOWLEDGEMENT OF COUNTRY

The Chair welcomed attendees and acknowledged the Traditional Custodians of the region and welcomed meeting guests.

- Ms Kristyn Thronder who is here on behalf of Mr David Webb
- Mr Jonathan Wheaton, Executive Director, Regional Development from Regional NSW, who will give the update from Regional NSW usually presented by Mr Giles Butler.
- Mr Christian Malins, from RAMJO Waste team.

AGENDA ITEM 2 – APOLOGIES AND LEAVE OF ABSENCE

Apologies: Mr David Webb, Cr. Patrick Bourke, Cr Chris Bilkey.

Ms Dianna Somerville, Chair of RDA Riverina was joining as an observer in the agenda and was an apology.

Recommendation:

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

Moved Narrandera / Seconded Murrumbidgee

Carried

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

AGENDA ITEM 4 – MINUTES OF 13 MAY 2022

- Draft Minutes of 13 May 2022 – **Attachment A**

Recommendation:

- That the minutes of the RAMJO Board Meeting held 13 May 2022 be received and the recommendations therein be adopted.

Moved Leeton / Seconded Hay

Carried

AGENDA ITEM 5 – MATTERS ARISING FROM PREVIOUS RAMJO BOARD MEETINGS

ITEM	STATUS
Executive Officer to consider releasing joint media release with other JOs regarding Best Practice in Aggregated Procurement	IN PROGRESS
Invite Water NSW Director Vince Kelly to RAMJO Water Security Sub Committee meeting to seek clarity on planned infrastructure changes	IN PROGRESS
RAMJO to host a cross border workshop with the Murray Group of Councils to consider matters in common and seek opportunities for collaboration	IN PROGRESS
RAMJO to write in support of a feasibility study for Lake Coolah / Lake Mejum, to be sent to: <ul style="list-style-type: none"> • Deputy Prime Minister, Barnaby Joyce • Deputy Premier NSW, Paul Toole • Minister for the Environment, Sussan Ley, 	COMPLETED



BOARD MEETING MINUTES



12 August 2022

<ul style="list-style-type: none"> • Chair National Water Grid Authority, Christopher Lynch • NSW Water Minister, Melinda Pavey • Federal Water Minister, Keith Pitt • Commonwealth Water Holder, Jody Swirepik • Chair of the Murray Darling Basin Authority, Air Chief Marshal Sir Angus Houston <p>With a copy to any other agencies that emerge as relevant stakeholders.</p>	
EO to review Digital Restart Funding to see if there are RAMJO projects that would be appropriate. Refer agenda item 15.5 for a summary.	COMPLETED
A regular agenda item as an update by Mr Cameron Templeton on progress of the JO Review action group.	COMPLETED
Board consider coordinating a regional list of events so councils are not competing with each other for attendances.	NOT STARTED
General Managers to send Mr Giles Butler a list of any grants that have had issues.	COMPLETED
The EO urgently seek a meeting with the Local Government Minister and the Planning Minister. The EO seek support from other affected JOs.	COMPLETED
The MDBA has offered to run Water Management training for RAMJO member councils' councillors. The EO will send out the invitation to Mayors and GMs, please circulate to your councillors.	COMPLETED

Recommendation:

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

Moved Edward River / Seconded Narrandera

Carried





BOARD MEETING MINUTES

AGENDA ITEM 6 – CORRESPONDENCE REGISTER – ATTACHMENT B

CORRESPONDENCE SENT

Date	To	Subject	Action
16 May 2022	The Hon. Wendy Tuckerman The Hon. Anthony Roberts	NSW Planning portal concerns, request for meeting	None, meeting held with Local Government Minister and Planning Minister 9 th June 2022
17 May 2022	<ul style="list-style-type: none"> The Hon Richard Marles MP, Deputy PM The Hon Tanya Plibersek MP, Minister for Environment and Water The Hon. Paul Toole MP, Deputy Premier NSW The Hon Kevin Anderson MP, NSW Minister or Lands and Water Air Chief Marshall Sir Angus Houston, MDBA Chair Jody Swirepik, Commonwealth Environmental Water Holder 	Lake Coolah project, per Board resolution	No further action recommended
10 June 2022	<ul style="list-style-type: none"> Helen Dalton MP, Member for Murray Justin Clancy MP, Member for Albury The Hon Paul Toole MP, Minister for Regional NSW The Hon Sam Faraway MLC, Minister for Regional Transport and Roads The Hon Steph Cooke MP, Member for Cootamundra The Hon Sussan Ley MP, Member for Farrer The Hon Catherine King MP, Minister for Infrastructure, Transport Regional Development and Local Government 	Freight Priorities	No further action recommended



BOARD MEETING MINUTES



12 August 2022

CORRESPONDENCE RECEIVED

Date	From	Subject	Action
1 June 2022	Lou-Anne Lind, Education and Programs, NSW Environment Protection Authority	Extension of the Council Regional Capacity Building (CRCB) Program	No action, contract will come in July, grant invoiced upon receipt of purchase order.
14 June 2022	Cr Dallas Tout, Mayor Wagga Wagga City Council	Performance Audit on the Planning and Managing of Bushfire Equipment – Rural Fire Services Assets	For consideration at Agenda item 11.2.
5 July 2022	Hon Kevin Anderson, Minister for Lands and Water (NSW)	Lake Coolah project	No action recommended.

Recommendation:

- That the Board **note** the Correspondence update.

**Moved Murrumbidgee / Seconded Edward River
 Carried**



BOARD MEETING MINUTES



12 August 2022

AGENDA ITEM 7 – GOVERNANCE AND FINANCE

7.1 Quarterly Budget vs Spend Review Q4 2021-2022

Note that this is an interim finance report, further year-end adjustments and processing will be completed before the financial statements are audited.

Please find at **Attachment C** a spreadsheet documenting Q4 spend to date against budgeted items for FY2021-2022. As noted above, year-end processing for the financial statements has not been completed.

Relating to income:

- RAMJO budgeted to receive \$ 353,210 year to date, and \$285,563 has been received. This predominantly due to the program admin fees for the EPA grants not being processed for the 2021-2022 yet.
- RAMJO has not recognised the \$150k from OLG NSW received in late June 2021 for capacity building funds, it is currently on the balance sheet as unearned income in advance.

Relating to expenses:

- RAMJO budgeted to spend \$601,076 year to date, and spent \$367,451 at the end of Q4.
- This variance is due to:
 - Salary and wages are \$204,140 less than budget, due to the resignation of the Executive Officer, and the office manager acting in this role at a lower rate, part time. The Governance officer and Media officer roles were budgeted for the full year but were not renewed when contracts concluded. Year-end salary accruals have not yet been posted, but there will be an overall underspend in salaries.
 - Travel and meeting costs lower than budget due to COVID impacts on travel and meetings have been predominantly online.
 - Provision for consultancy is higher than budget, due to \$17k profile.ID and economy.ID subscription.

Recommendation:

- That the RAMJO Board **note** the 2021-2022 Q4 budget versus spend report.

Moved Leeton, Seconded Griffith

Carried

7.2 End of Year Financial Reporting: GPFS & Audit

The audit of RAMJO's financial statements is booked the week 13th September. As in 2020-2021 RAMJO will be preparing the financial statements in house, and liaising directly with the auditor. The Executive Officer is a chartered accountant with experience in local government audit and it is not expected this will pose any issues.

Recommendation:

- That the RAMJO Board **note** the end of financial year status.

Moved Murrumbidgee, Seconded Edward River

Carried

7.3 Audit, Risk and Improvement Committee

At **Attachment D** and **Attachment E**, RAMJO has received a service proposal from Albury City Council for the shared Audit, Risk and Improvement Committee.

As previously noted RAMJO as an entity must have an ARIC from 4 June 2022, but this does not have to comply with the guidelines until 2027. JOs have until 2025 to establish a risk management framework and internal function. All



BOARD MEETING MINUTES



12 August 2022

correspondence with OLG by RAMJO, other JOs, and the JO network as a whole has suggested that no further revision to the guidelines for JOs is likely. Additionally at **Attachment F** is a letter shared from Central NSW JO reiterating the Minister does not intend to weaken or further delay ARIC requirements for Jos.

This proposal will ensure RAMJO is operating within the ARIC guidelines, but does not currently include further guideline changes, such as the internal audit framework. This proposal is in line with the budget estimate approved at prior board meetings.

The RAMJO Board continues to believe there is insufficient risk within the joint organisation to require a separate ARIC.

Recommendation:

- That the RAMJO Board **accept** the proposal from Albury City regarding a shared Audit, Risk and Improvement Committee.

**Moved Griffith, Seconded Edward River
Carried**

AGENDA ITEM 8 –STRATEGIC PRIORITIES UPDATE

8.1 Cr. Chris Bilkey: Water

The water subcommittee continues to review and update the Water position paper.

8.2 Phil Stone: Digital Connectivity

Met with FSG to discuss RAMJO grants.

8.3 George Cowan: Energy Security

The RAMJO Regional Energy Strategy Project Manager has been hired, and is working on progressing the regional strategy, and identifying key priorities.

8.4 David Webb: Transport

The RAMJO Regional Freight Priorities has been sent to various local members and ministers at both State and Federal level, with an acknowledgement been received for most (see outgoing correspondence).

A brief discussion was had with Sussan Ley, as well as, met with Catherine King at ALGA Conference with Cr's Hannan and Oataway, and Karina Ewer. These discussions were positive and felt like we were able to get our main points across and was understood.

It is suggested that the RAMJO Regional Freight Priorities are included in the REDs refresh currently being undertaken, and ask all Councils to provide this feedback to Regional NSW staff during the consultant phase.

8.5 John Scarce: Health

The Health Sub Committee has met since last Board meeting. The EO and Health Committee Chair met with MP Justin Clancy in July to discuss RAMJO's Health paper. Work continues on the position paper. The Rural Health Enquiry findings have been recommended to be implemented in full, and the Country Mayors have been working on Health additionally.

8.6 Revised Statement of Strategic Regional Priorities

The SSRP working group continues to meet in line with the project plan, and has undertaken a review of all RAMJO councils' CSPs, as well as other JO's existing SSRPs. The workshop held Thursday 11th August will form the basis of the work on the revised pillars.

Recommendation:

- That the RAMJO Board **note** the strategic priorities updates.

Moved Murrumbidgee, Seconded Leeton



BOARD MEETING MINUTES



12 August 2022

Carried

AGENDA ITEM 9 – OFFICE OF LOCAL GOVERNMENT UPDATE

Mr Cameron Templeton gave an update of the work of the OLG, including an update on the progress of the JO Review action group. At **Attachment K, Attachment L** the draft JO Review committee is attached, and the Review is considered at Agenda item 12.4.

There was discussion of the Rural Fire Services assets. Cameron recommended that councils concerned about the Rural Fire Service assets make representation directly to the Hon Steph Cooke.

Cameron discussed the ARIC costs, discussion continues with the Auditor-General on those costs for Joint Organisations.

Recommendation:

- That the Board **note** the briefing from the Office of Local Government, and update on the JO Review.

Moved Hay, Seconded Narrandera

Carried

AGENDA ITEM 10 –REGIONAL NSW UPDATE

Mr Jonathan Wheaton, Executive Director, Regional Development - Regional NSW gave an update on Regional NSW and the relevant funds administered by his team :

- Regional Growth Fund
- Stronger Country Communities
- Regional Tourism Activation Fund
- Business Case and Strategy Development Fund
- Activation of assets – Growth fund
- Regional Jobs Creation Fund

The Regional Leadership Executive ('RLE')-The Riverina Murray RLE is Chaired by Giles Butler and RAMJO's EO is a member. Functions as a peak body. There will be a review of the Shared Strategic Priorities, instead of each RLE having their own.

Senior Leader's tour will come through our region in September, bringing cluster departmental secretaries to see the region.

Recommendation:

- That the Board **note** the presentation by Mr Jonathan Wheaton.

Moved Edward River, Seconded Murrumbidgee

Carried

AGENDA ITEM 11 – PROJECT UPDATES

Written updates on each project currently being managed by RAMJO provided as attachments.

11.1 Contaminated Lands Management – Attachment G

Mr Matthew Dudley gave an update on the project extension from the original close of 30 June 2022. The project team is :

- Looking for another RAMJO Council to work with to finalise their model policy, please get in touch with CLM or the EO to nominate your council.
- Would like to workshop the model policy with councils before completion.



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12 August 2022

11.2 Riverina Waste Group & Murray Waste Group – Attachment H
Update is in attachment.

11.3 Regional Waste Strategy update

Mr Christian Malins gave a presentation updating the Board on the Regional Waste Strategy. The proposed timeline is below:

No	Task	Timeframe
1	Internal peer review	Current
2	Representatives from Member Councils review Draft	15 th August – 29 th August
3	NSW EPA provided resource to produce and review Draft Strategy.	1 st September – 15 th September
4	Presentation to GMs and Mayors	October
5	Seeking endorsement	November board meeting
6	On endorsement	Develop Action Implementation Plan (AIP)

11.4 Karina Ewer: Shared Services

Mapping of demand is in progress, as below:

Council	Contact	Mapping scheduled / completed	Progress
Albury	Kate de Hennin, Service Leader Engagement Tracey Squires, Deputy CEO Business, Growth & Community	Mapping template completed and returned to RAMJO.	Green
Berrigan	Karina Ewer, GM	Mapping template completed and returned to RAMJO.	Green
Carrathool	Rick Warren, GM	Mapping template completed and returned to RAMJO.	Green
Edward River	Belinda Perrett, Executive Assistant	Template sent, initial meeting held, mapping being completed.	Yellow
Federation	Susan Appleyard, Director	Template sent, initial meeting held, mapping being completed.	Yellow
Griffith	Nick DeMartin, Workforce Planning Manager	Template sent, initial meeting held, mapping being completed.	Yellow
Hay	David Webb, GM.	Mapping template completed and returned to RAMJO.	Green
Leeton	Gary Taylor, Manager People & Organisation Development	Mapping template completed and returned to RAMJO.	Green
Murray River	Stephen Fernando, Director Corporate Services Sandy Paterson, Manager of Business Intelligence	Template sent, initial meeting held, mapping being completed.	Yellow
Murrumbidgee	Sarah Gurciullo, People and Culture Officer	Template sent and has been completed, being reviewed by GM.	Yellow
Narrandera	Michael Pieper, HR Manager	Template sent, initial meeting held, mapping being completed.	Yellow



BOARD MEETING MINUTES



12 August 2022

Additionally, this has been discussed at the Planning forum and the Engineers forum. The Northern Rivers JO is working on a business case for shared services for Planners specifically, and will share this.

Recommendation:

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

Moved Murrumbidgee, Seconded Hay
Carried

AGENDA ITEM 12 – ADVOCACY

12.1 ePlanning Portal

Ms Karina Ewer gave a verbal update on the meetings held with the Planning and Local Government Ministers, the meeting with the Planning Department, and the project plan going forward.

The intention is to have a joint RAMJO project to complete the integration work funded by the recent \$80k API grants. The draft EOI is at Attachment I. The councils included in this are: Berrigan, Hay, Federation, Edward River, Murray River and Murrumbidgee, with in kind support provided by Albury City.

Albury City, Leeton, Griffith, Carrathool and Narrandera are not participating financially in the joint project but will keep abreast of the outcomes of this and their own works.

Recommendation:

- That the Board **note** the joint API project using council's grant funds.

Moved Murrumbidgee, Seconded Hay
Carried

12.2 RFSS Assets – letter for support from Wagga Council / Auditor General's Report to Parliament regarding Rural Firefighting Equipment

The Board received a letter from Wagga Wagga council (included in **Attachment B**) and all affected councils will have received correspondence related to Rural Firefighting Equipment (**Attachment J**).

Link to the Auditor General's detailed report is here: [Local Government 2021 | Audit Office of New South Wales \(nsw.gov.au\)](https://www.nsw.gov.au/local-government/2021-audit)

This is an issue for many RAMJO councils, Board were happy to approve a RAMJO response to Wagga's letter.

Recommendation:

- That the Board support the request by Wagga Wagga council to write in support to the AONSW.

Moved Griffith, Seconded Leeton
Carried

12.3 Murray Darling Basin Plan advocacy

The GMs moved the motion below, regarding writing to the Hon Tanya Plibersek MP, Minister for the Environment and Water and Hon Kristy McBain MP, Minister for Regional Development, Local Government and Territories, with a copy to Hon Kevin Anderson, MP, NSW Minister for Lands and Water. RAMJO Board was happy to approve the recommendation.



BOARD MEETING MINUTES



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Recommendation:

- That the RAMJO Chair writes to the Hon Tanya Plibersek MP, Minister for the Environment and Water and Hon Kristy McBain MP, Minister for Regional Development, Local Government and Territories, with a copy to Hon Kevin Anderson, MP, NSW Minister for Lands and Water, requesting:
 1. A commitment to the existing settings within the Murray Darling Basin plan
 2. A commitment not to re-introduce water buy-backs
 3. Confirmation from Murray–Darling Basin Ministerial Council that the 450GL ‘upwater’ will not be recovered without robust application of the neutrality test – no acquisition of water for South Australia from other states, including NSW, without ensuring there is no negative economic and social impact on local communities.

**Moved Edward River, Seconded Leeton
Carried**

12.4 JO Review

The JO Review Inter-Agency Working Group, which includes representatives of all the key State Government agencies regularly interacting with JOs. Since finalising the terms of reference (**Attachment K**), the group has expanded to include:

- Aboriginal Strategy and Outcome, Department of Planning and Environment
- Regional NSW
- Department of Planning and Environment
- Stakeholder Engagement, Department of Planning and Environment
- Crown Lands, Department of Planning and Environment
- Local and Regional Planning, Department of Planning and Environment
- Regional Water Strategies, Department of Planning and Environment RWS
- Destination NSW
- Water Sector Reform, Department of Planning and Environment
- Transport for NSW.

Draft Implementation plan at **Attachment L**.

There was discussion about representation of the joint organisations on the Inter-Agency Group, and seeking this representation on the group. There was frustration that RAMJO is functioning well, and a sense of being penalised regardless.

Mr Jonathan Wheaton committed to take this issue back to Regional NSW, to advocate for a JO voice, and seek a meeting between the JOs and the Inter-Agency Working Group.

There was a query about the Partnership Officer role, and how it was in compared to Mr Cameron Templeton’s role.

Recommendation:

- That the Board **note** the progress of the JO Review Inter-Agency Group.
- That the Board **write** to Ms Ally Dench requesting RAMJO be a member of the Inter-Agency Group.

**Moved Carrathool, Seconded Murrumbidgee
Carried**

AGENDA ITEM 15.1 -15.2 MOVED TO BEFORE ITEM 13.



BOARD MEETING MINUTES



12 August 2022

AGENDA ITEM 13 – MURRAY–DARLING BASIN AUTHORITY

Mr Andrew McConville has been the Chief Executive of the Murray–Darling Basin Authority since June 2022. He gave an introduction to his work with the MDBA and the stages of the Basin Plan outlook, an update on the outstanding 17 of the 20 required NSW Water Resource Plans.

There was a question of Yanko Creek project, which was taken on notice. The update subsequent to the meeting was to circulate:

Publicly available Information on the funding arrangements with NSW to support projects at Yanko Creek are available online.

- Yanko creek Offtake <https://federalfinancialrelations.gov.au/agreements/stage-1-funding-sustainable-diversion-limits-sdl-adjustment-supply-and-constraints>
- Yanko creek modernisation <https://federalfinancialrelations.gov.au/agreements/accelerated-funding-nsw-supply-and-constraints-projects>

Recommendation:

- That the Board **note** the update from Mr Andrew McConville.

Moved Griffith, Seconded Leeton

Carried

Recommendation:

- That RAMJO writes to the NSW Water Minister, the Honourable Kevin Anderson, to remind him of the region's significant contribution to drought proofing and feeding the nation, and to seek his support and commitment to :
 1. Re-affirm the Murray Darling Basin Ministerial Council's commitment to socio-economic neutrality testing prior to commencing any recovery of the 450GL 'upwater'
 2. Promote more realistic timing for the delivery of the full 605GL 'downwater' having regard to new science and improved opportunities and avoiding any further buybacks
 3. Ensure Water NSW and DPE Water provide comprehensive and timely updates to RAMJO on the SDLAM projects associated with the Murrumbidgee and Murray River systems between the dams and the RAMJO footprint, and allow for full and proper engagement with us.
- That RAMJO copies the above correspondence to the NSW Shadow Minister for Water, the Honourable Rose Jackson.

Moved Leeton, Seconded Griffith

Carried

AGENDA ITEM 14 – RIVERINA MURRAY REGIONAL PLAN

Mr Haydon Murdoch Manager, Local and Regional Planning, DPE gave an update of Riverina Murray Regional Plan, and input in the rest of the process. The presentation is included in the minutes.

Recommendation:

- That the Board **note** the update from Mr Haydon Murdoch.

Moved Leeton, Seconded Edward River

Carried



BOARD MEETING MINUTES



12 August 2022

AGENDA ITEM 15– OPERATIONAL MATTERS

15.1 General Managers Group Meeting Minutes

The General Managers met on Friday 22 July 2022, minutes can be found at **Attachment M**

15.2 Murray Regional Tourism

Attachment N has the report from Ms Karina Ewer on the latest meeting of MRT, to be taken as read. **Attachment O** and **Attachment P** are the PowerPoints referred to in the report. An interim CEO has been appointed, and recruitment will begin soon for the next CEO.

15.3 Southern Lights

Attachment Q has a project update and forecast for Southern Lights.

Recommendation:

- That the RAMJO Board **acknowledge** the change of budgeted cost from \$5,000 pa to \$12,000 pa.

Moved Edward River, Seconded Murrumbidgee

Carried

15.4 Working Groups

15.4.1 JO Chairs' Forum - 28 March 2022

Minutes attached at **Attachment R**. Meeting held in Sydney, Chair Matt Hannan was able to attend remotely. The forum was addressed by Minister Wendy Tuckerman, and had a workshop with OLG to review JO functionality and the outcomes of the JO Review.

15.4.2 Engineers Forum 5 May 2022

The RAMJO Engineers forum last met 5 May 2022, and minutes are **Attachment S**, they were not available to be circulated as a late paper to the last meeting.

15.5 Digital Restart Fund

The Digital Restart Fund is aimed at supporting NSW government digital, information and communication technology initiatives. It permits Local Government projects only where they are involved integration with the state.

Funded project must:

- contribute to the delivery of the Premier's Priorities,
- contribute to outcome budgeting plans (based on the 10 Clusters and 39 State Outcomes),
- be aligned with the NSW Customer & Digital strategy,
- be in cluster ten and three-year plans.

RAMJO reviewed project payments in 2020-2021 and only state departments were funded. A logical partnership might be with Dept of Planning, in the instance that the integration project requires additional funding, or projects are identified that would improve the portal in a way that benefited the state as well as councils. The Digital Restart fund doesn't cover where a project is fully funded, but shortfalls and additions may be included.

15.6 Next RAMJO Board meeting

The calendar adopted at the first RAMJO Board meeting of the year had the fourth meeting on Friday 11th November in Leeton. This has subsequently been identified as an inappropriate choice as it falls on Remembrance Day and many Mayors have commitments in their own LGAs. A survey was sent to the RAMJO board to identify an appropriate change of date, which has been identified as Friday 18th November, with the Christmas dinner held the night before, Thursday



BOARD MEETING MINUTES

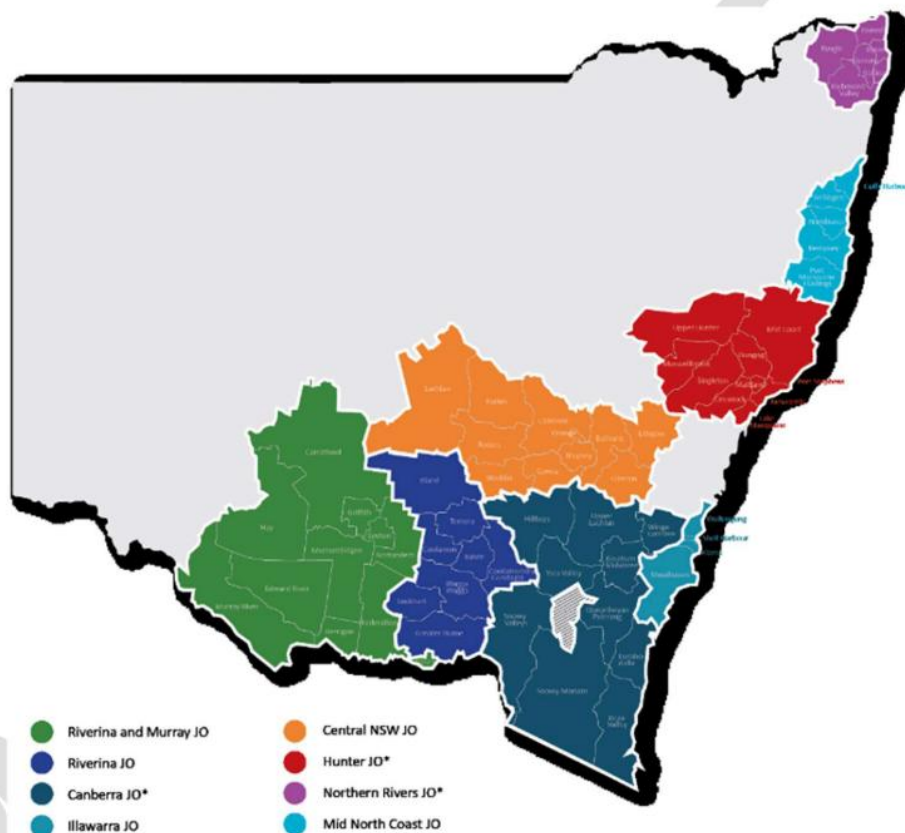


12 August 2022

17th November. It is not proposed to change the location from Leeton. As the Country Mayors' has changed to Friday 18th November, the EO needs to go back out to consult members. This was decided to be moved offline to find a new date.

15.7 RAMJO grant application - DRRF

RAMJO has one grant application currently open, with Resilience NSW's Disaster Risk Reduction Fund's Local and Regional Risk Reduction stream. The application is for a Regional Capability Officer – similar to the Contaminated Land project – that works across RAMJO councils to do a risk assessment / needs analysis to improve council and community risk preparedness. These priorities would be used to adapt and embed policy, systems and practices that are drawn from the work that have already been done by the Canberra and Hunter JO IP+R Disaster Resilience Projects. There is further opportunity to use the 4 Simtables at Hunter, Canberra and Mid North Coast JOs for modelling and use of the expertise of Simtable officers in these JOs. Lastly, work in strategic regional disaster risk / vulnerability analysis, in conjunction with the other JOs. This was an application in conjunction with the JOs below:



Recommendation:

- That the RAMJO Board **note** the operational updates.
- That the RAMJO Board **approve** the change of date by circular resolution out of session.

**Moved Murrumbidgee, Seconded Edward River
Carried**

AGENDA ITEM 16 – GENERAL BUSINESS

A call for General Business items will be made by the Chair.



BOARD MEETING MINUTES



12 August 2022

Action item : EO to see if there's a reference research document behind the Riverina Murray Regional Plan.

MEETING CLOSE AT 1.10PM

MINUTES



ITEM 7.2 MINUTES OF COUNTRY MAYORS MEETING - 18 NOVEMBER 2022

RECORD NUMBER	22/476
RELATED FILE NUMBER	EF21/129
AUTHOR/S	Executive Assistant to the General Manager and Mayor
APPROVER/S	General Manager

SUMMARY/PURPOSE

The purpose of this report is to provide Council with the minutes of the Country Mayors Association Meeting (**Attachment 1**) and the minutes of the Country Mayors Association Annual General Meeting held on 18 November 2022 (**Attachment 2**).

RECOMMENDATION

THAT Council receives for information the minutes of the Country Mayors Association Meeting and Annual General Meeting held on 18 November 2022.

REPORT

(a) Background

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

(b) Discussion

The Country Mayors Association held an Ordinary Meeting on Friday 18 November 2022.

Presentations included:

- Cr Darriea Turley, President LGNSW – who provided a report on the work of LGNSW since the last meeting including the Annual Conference 2022, the Severe Flooding in NSW, advocacy update on Statewide Roads Emergency, the Federal Budget, IPART Rate Peg 2023/24 and review of Methodology, RFS Assets, and Agritourism Reforms. The Association had advocacy wins with Pothole Funding, IPART Review of Domestic Waste Management Charges, Standard Conditions of Consent Implementation, New Cemetery Licensing Scheme and Unlocking Homes Program.
-

- Hon Wendy Tuckerman MP, Minister for Local Government – advised that major efforts were going into advocacy for the rural roads emergency, but current funding is not touching the surface. Approaches are being made to the Commonwealth Government for assistance. Legislation has passed for a Reconstruction Authority and there has been a focus on sustainability and input into the IPART rate increase.
- Ms Carmel Donnelly PSM, Chair, Independent Pricing and Regulatory Tribunal (IPART) NSW – IPART have been asked to investigate and make recommendations on:
 - options to set the rate peg methodology to ensure it is reflective of inflation and costs of providing local government goods and services
 - options to stabilise volatility in the rate peg and options for capturing more timely changes in council costs and inflation
 - alternate data sources to measure changes in councils' costs
 - options for capturing changes in councils' costs caused by external factors outside councils' control
 - the effectiveness of current Local Govt Cost index approach
 - the effectiveness of the population growth factor in achieving its intended purpose.

Workshops will be held in person and online for regional, rural and metropolitan areas and final report will be available in May 2023.

Discussions also took place regarding several other matters, with motions passed on:

- **CMA State Election Priority – March 2023** - NSW Country Mayors Association to endorse a discussion paper on the March 2023 State Election Priorities to put to political leaders in the leadup to the State election in respect to:
 - Skills and Education
 - Health Services
 - Roads and Transport
 - Water Security
 - Housing
 - Crime, Law and Order
 - Telecommunications Blackspot Coverage
 - Disaster Preparedness and Funding.
- **Use of Building Better Regions Fund Round 6** – Due to the removal of the Federal Building Better Regions Fund and the criteria for the new Growing Region Program (yet to be released), NSW Country Mayors Association will lobby the Federal Government to establish a supplementary round of the Local Roads and Community Infrastructure Fund to assist Local Councils to fund the renewal and replacement of roads and community infrastructure damaged by weather events over the past two years.

The Country Mayors Association also held an Annual General Meeting for members on Friday 18 November 2022.

Election of Office Bearers included:

- Chairperson 2022/23 and 2023/24 years – Cr Jamie Chaffey, Gunnedah Shire Council.
- Vice Chairperson 2022/23 years – Cr Rick Firman Mayor, Temora Shire Council.
- Secretary/Public Officer – Mr Eric Groth General Manager Gunnedah Shire Council.
- Executive – 8 Executive positions were filled from 11 nominations with Immediate Past President Cr Ken Keith of Parkes Shire a committee member.
- Returning Officer and Secretariat – Mr Allan Burgess.

(c) Options

Nil – this report is for information purposes only.

IMPLICATIONS TO BE ADDRESSED

(a) Financial

Cost of membership of the CMA and attendance at CMA meetings are budgeted annually.

(b) Policy

Nil

(c) Legislative/Statutory

Nil

(d) Risk

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

CONSULTATION

(a) External

Members of the Country Mayors Association

(b) Internal

The CMA Annual General Meeting and General Meeting was attended by the General Manager.

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

Under the Key Priority Area FOCUS AREA 5. Strong leadership and civic participation within Council's adopted Delivery Program/Operational Plan – 3 - We work together

to achieve our goals - 3.1 - Develop and maintain relationships and partnerships for the benefit of the community – Participate in Country Mayors Association.

ATTACHMENTS

- 1** [↓](#) CMA MINUTES - GENERAL MEETING - 18 NOVEMBER 2022
- 2** [↓](#) CMA MINUTES - ANNUAL GENERAL MEETING - 18 NOVEMBER 2022



Country Mayors Association Inc of NEW SOUTH WALES

Chairperson: Cr Ken Keith OAM
PO Box 337 Parkes NSW 2870
02 6861 2333
ABN 92 803 490 533

MINUTES

GENERAL MEETING

FRIDAY, 18 NOVEMBER 2022 THEATRETTE, PARLIAMENT HOUSE, SYDNEY

The meeting opened at 8.32 a.m.

1. ATTENDANCE:

Armidale Regional Council, Mayor, Cr Sam Coupland, Mayor
Ballina Shire Council, Cr Sharon Cadwallader, Mayor
Bathurst Regional Council, Cr Robert Taylor, Mayor
Bega Valley Shire Council, Cr Russell Fitzpatrick, Mayor
Bellingen Shire Council, Cr Steve Allan, Mayor
Berrigan Shire Council, Cr Matthew Hannan, Mayor
Bland Shire Council, Cr Brian Monaghan, Mayor
Bland Shire Council, Mr Grant Baker General Manager
Blayney Shire Council, Cr Scott Ferguson, Mayor
Blayney Shire Council, Mr Mark Dicker, General Manager
Byron Shire Council, Cr Michael Lyon, Mayor
Byron Shire Council, Mr Mark Arnold, General Manager
Coolamon Shire Council, Cr David McCann, Mayor
Coolamon Shire Council, Mr Tony Donoghue, General Manager
Coonamble Shire Council, Cr Tim Horan, Mayor
Coonamble Shire Council, Mr Ross Earl, Acting General Manager
Dubbo Regional Council, Cr Mathew Dickerson, Mayor
Dungog Shire Council, Cr John Connors, Mayor
Gilgandra Shire Council, Cr Doug Batten, Mayor
Gilgandra Shire Council, Mr David Neeves, General Manager
Glen Innes Shire Council, Cr Rod Banham, Mayor
Glen Innes Shire Council, Cr Troy Arandale, Deputy Mayor
Goulburn Mulwaree Council, Cr Bob Peter Walker, Mayor
Goulburn Mulwaree Council, Mr Aaron Johansson, CEO
Gunnedah Shire Council, Cr Jamie Chaffey, Mayor
Gunnedah Shire Council, Mr Eric Growth, General Manager
Gwydir Shire Council, Cr John Coulton, Mayor
Hilltops Council, Cr Margaret Roles, Mayor
Inverell Shire Council, Cr Paul Harmon, Mayor

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Kempsey Shire Council, Cr Leo Hauville, Mayor
Kempsey Shire Council, Mr Craig Milburn, General Manager
Kiama Municipal Council, Cr Neil Reilly, Mayor
Kiama Municipal Council, Ms Jane Stroud, General Manager
Kyogle Council, Cr Kylie Thomas, Mayor
Lachlan Shire Council, Cr John Medcalf, Mayor
Liverpool Plains Shire Council, Cr Doug Hawkins, Mayor
Liverpool Plains Shire Council, Ms Joanna Sangster, General Manager
Lockhart Shire Council, Cr Greg Verdon, Mayor
Lockhart Shire Council, Mr Peter Veneris, General Manager
Mid-Western/Mudgee Regional Council, Cr Des Kennedy, Mayor
Mid-Western/Mudgee Regional Council, Mr Brad Cam, General Manager
Murray River Council, Cr Christopher Bilkey, Mayor
Murray River Council, Mr Terry Dodds, General Manager
Narrabri Shire Council, Cr Ron Campbell, Mayor
Narrandera Shire Council, Mr George Cowan, General Manager
Narromine Shire Council, Cr Craig Davies, Mayor
Parkes Shire Council, Cr Ken Keith, Mayor
Port Stephens Council, Cr Ryan Palmer, Mayor
Port Stephens Council, Mr Tim Crosdale, General Manager
Shoalhaven City Council, Cr Paul Ell, Deputy Mayor
Singleton Council, Cr Sue Moore, Mayor
Snowy Valleys Council, Cr Ian Chaffey, Mayor
Tamworth Regional Council, Cr Russell Webb, Mayor
Temora Shire Council, Cr Rick Firman, Mayor
Temora Shire Council, Mr Gary Lavelle, General Manager
Tenterfield Shire Council, Cr Bronwyn Petrie, Mayor
Upper Lachlan Shire Council, Cr Pam Kensit, Mayor
Uralla Shire Council, Cr Bob Crouch, Deputy Mayor
Uralla Shire Council, Ms Christine Valencius,, Director Corporate and Community
Wagga Wagga City Council, Cr Dallas Tout, Mayor
Walcha Council, Cr Eric Noakes, Mayor
Walcha Council, Mr Barry Omundson, General Manager
Warren Shire Council, Cr Milton Quigley, Mayor
Warrumbungle Shire Council, Cr Ambrose Doolan, Mayor
Warrumbungle Shire Council, Mr Roger Bailey, General Manager
Weddin Shire Council, Cr Craig Bembrick, Mayor
Weddin Shire Council, Ms Noreen Vu, General Manager
Wingecarribee Shire Council, Mr Viv May, Interim Administrator
Wingecarribee Shire Council, Ms Lisa Miscamble, General Manager
LGNSW, Cr Darriea Turley, President
ALGA, Cr Linda Scott, President
Office of Local Government, Ms Ally Dench, Executive Director
Office of Local Government, Ms Karen Purser, Manager Engagement

APOLOGIES:

As submitted

SPECIAL GUESTS

(a) Cr Linda Scott, President, ALGA

- (b) Clr Darriea Turley Am, President, LGNSW
- (c) Mr Craig Carmody, CEO, Port of Newcastle
- (d) Hon Wendy Tuckerman MP, Minister for Local Government
- (e) Ms Carmel Donnelly PSM, Chair, Independent Pricing and Regulatory Tribunal (IPART) NSW

2. ADOPTION OF MINUTES OF PREVIOUS MEETING:

RESOLVED that the minutes of the General Meeting held on 5 August 2022 be accepted as a true and accurate record (Lachlan Shire Council / Kiama Municipal Council).

3. Matters Arising from the Minutes

NIL

4. Mr Craig Carmody, CEO, Port of Newcastle

Mr Carmody thanked councils for their support which made a historic difference in seeking the removal of the financial penalty to build the container terminal. Newcastle is the largest port on the east side of Australia and the only port to access inland rail. The port currently is only being 50% utilized. Coal is 70% of the ports income and by 2030 50% of income will come from non coal. Special mention was given to the support from the member of Northern Tablelands, Lake Macquarie, Upper Hunter and the Treasurer Matt Kean. The Bill has passed parliament and is awaiting the Governors assent. The container terminal will cost \$2.4billion to build and will be fully automated on 90 hectares and will take 5 years to get to operational status. The northwest and central west are the ports catchment areas and intermodals are planned for Moree, Narrabri, Gunnedah and Tamworth which will result in lower freight costs, use direct rail to the port, an opportunity to establish storage and packing facilities and be a rail heavy port.

5. Clr Linda Scott, President, ALGA, Update

Clr Scott reported on wins from the Federal Budget, the replacement of the building Better Regions Fund with Growing Regions Program and the Precincts Partnership Program, the new Housing Accord, the Independent Inquiry into Australia's Response to COVID 19, Regional Banking Closures and new Childcare Legislation, the National State of the Assets Report and the Final Report-SGS-Local Government -Productivity-Research Report

6. Clr Darriea Turley Am, President, LGNSW, Update

Clr Turley AM provided a report on the work of LGNSW since the last meeting including the Annual Conference 2022, and Severe Flooding in NSW and gave an advocacy update on Statewide Roads Emergency, the Federal Budget, IPART Rate

Peg 2023/24 and review of Methodology, RFS Assets, and Agritourism Reforms The Association had advocacy wins with Pothole Funding, IPART Review of Domestic Waste Management Charges, Standard Conditions of Consent Implementation, New Cemetery Licensing Scheme and Unlocking Homes Program

4. Membership

RESOLVED that Byron Shire Council and Lismore City Council be admitted as members of the Association (Gunnedah Shire Council / Singleton Council)

5. Immediate Past President

RESOLVED that notice of 2 months be given to members to change the Associations Constitution to provide for the position of Immediate Past President to be a member of the Executive (Gunnedah Shire Council / Goulburn Mulwaree Council)

6. CORRESPONDENCE

Outward

- (a) Mr Tom O’Dea, Head of NBN Local NSW, thanking him for his presentation at our meeting held on the 5 August 2022
- (b) Cr Jacob Cass, Centre Manager, Parkes Country Universities Centre, thanking him for his presentation at our Skills Forum on the 4 August 2022
- (c) Cr Rick Firman thanking him for his participation in the Skills Forum held on the 4 August 2022
- (d) The Hon Fiona Hash, National Commissioner for Rural Education, thanking her for her presentation at our Skills Forum held on the 4 August 2022
- (e) The Hon Alister Henskens MP, Minister for Skills and Training, Minister for Science, Innovation and Technology, thanking him for his presentation to our Skills Forum held on the 4 August 2022
- (f) Mr Edward Cavanough, Executive Director and Director Policy, McKell Institute, thanking him for his presentation at our Skills Forum held on the 4 August 2022
- (g) Mr Tim Crakanthorp MP, Shadow Minister for Skills and TAFE and Shadow Minister for Tertiary Education, thanking him for his presentation at our Skills Forum held on the 4 August 2022
- (h) The Hon Anthony Roberts MP, Minister for Planning and Minister for Homes, thanking him for his presentation at our meeting held on the 5 August 2022
- (i) Ms Amy Dumbrell, Acting Director, Biodiversity Offsets Scheme and Dr Louisa Mamouny, Acting Executive Director, Biodiversity Credit Supply Fund and Taskforce, thanking them for their presentation at our meeting held on the 5 August 2022
- (j) Mr Justin Clancy MP, Parliamentary Secretary for Health, thanking him for his presentation at our meeting held on the 5 August 2022
- (k) The Hon Paul Toole MP, Deputy Premier, Minister for Regional NSW and Minister for Police, requesting a meeting to discuss regional and rural policing
- (l) The Hon Dominic Perrottet MP, Premier, extending an invitation to attend and present at our meeting to be held on the 18 November 2022
- (m) Mr Chris Minns MP, Leader of the Opposition, extending an invitation to attend and present at our meeting to be held on the 18 November 2022

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- (n) The Hon Kristy McBain MP, Minister for Regional Development, Local Government and Territories, extending an invitation to attend and present at our meeting to be held on the 18 November 2022
- (o) The Hon Anthony Roberts MP, Minister for Planning and Minister for Homes, requesting a review of the Biodiversity Offset Scheme to overcome current difficulties being experienced in regional and rural NSW
- (p) The Hon James Griffin MP, Minister for Environment and Heritage, requesting a review of the Biodiversity Offset Scheme to overcome current difficulties being experienced in regional and rural NSW
- (q) Mr Vik Naidoo, Chief Strategy and Commercial Officer, TAFE NSW, outlining the Skills Forum suggestions for positive change and as the officer responsible for emerging market opportunities seeking ways to work together to improve skills acquisition in regional and rural NSW
- (r) The Chief Executive Officer, Australian Local Government Association, seeking a meeting to discuss the overturning by the Board of the adopted resolution to conduct a review of the Financial Assistance Grant Act 1995
- (s) The Hon Alister Henskens MP, Minister for Skills and Training, Minister for Science, Innovation and Technology, seeking a meeting with him to discuss skills issues that affect regional and rural NSW
- (t) The Hon Kristy McBain MP, Minister for Regional Development, Local Government and Territories requesting a review of the FAD's ACT
- (u) The Hon Andrew Gee MP, Shadow Minister for Regional Development, local Government and Territories requesting support for a review of the FAG's Act
- (v) The Hon Wendy Tuckerman MP, Minister for Local Government advising that the Association does not believe that councils are owners of RFS assets and that councils should maintain their position not to include them in their accounts if they wish to do so
- (w) Cllr Linda Scott, President, ALGA forwarding copy of the letter to Minister McBain regarding a review of the FAG's Act

Inward

- (a) The Hon Mark Butler MP, Minister for Health and Aged Care regarding the Distribution Priority Area (DPA) changes
- (b) The Hon Bronnie Taylor MLC, Minister for Women, Minister for Regional Health, and Minister for Mental Health regarding regional and rural health initiatives
- (c) Cr Darriea Turley AM, President LGNSW, regarding The Building Better Regions Fund
- (d) Craig Carmody, CEO, Port of Newcastle, regarding the development of Newcastle Deepwater Container Terminal
- (e) Julie Briggs, CEO, Riverina JO, forwarding copy of correspondence sent to the Premier regarding construction times for major infrastructure works
- (f) Julie Briggs, CEO, Riverina JO, forwarding correspondence to Minister Roberts regarding introduction of Local Activation Precincts
- (g) Gwydir Shire Council thanking Country Mayors for our continuing efforts in respect of RFS Asset ownership
- (h) Cr Darriea Turley AM, President LGNSW to Cllr Ken Keith OAM, on behalf of the LGNSW Board, Executive, our staff and members, thank you for your dedicated and highly respected service leading the CMA, and we look forward to continuing our strong alliance with the association.

NOTED

7. FINANCIAL REPORT

RESOLVED That the financial reports for the last quarter were tabled and accepted (Inverell Shire Council / Kiama Municipal Council)

8. Hon Wendy Tuckerman MP, Minister for Local Government

The Minister thanked the Association for the opportunity to speak to members and advised that major efforts were going into advocacy for the rural roads emergency but current funding is not touching the surface. Approaches are being made to the Commonwealth Government for assistance. Legislation has passed for a Reconstruction Authority and there has been a focus on sustainability and input into the IPART rate increase. Legislation is to be enacted on misconduct after a consultancy period. The Emergency Services Levy will need to be increased

The General Meeting adjourned at 10.45am for the Annual General Meeting and resumed at 11.07am

9. Ms Carmel Donnelly PSM, Chair, Independent Pricing and Regulatory Tribunal (IPART) NSW

IPART have been asked to investigate and make recommendations on:

1. options to set the rate peg methodology to ensure it is reflective of inflation and costs of providing local government goods and services
2. options to stabilise volatility in the rate peg and options for capturing more timely changes in council costs and inflation
3. alternate data sources to measure changes in councils' costs
4. options for capturing changes in councils' costs caused by external factors outside councils' control
5. the effectiveness of current Local Govt Cost index approach
6. the effectiveness of the population growth factor in achieving its intended purpose.

The current rate components are Rate Peg, Change in LGCI, Population Factor, Productivity Factor and Other Adjustments

Key issues so far are reflecting changes in inflation and costs, accuracy and predictability, accounting for new services and responsibilities, is the population factor working as intended, is climate change driving up costs and reducing complexity. The final report is expected to be available in May 2023. Workshops will be held at Wagga Wagga, Sydney, and Tamworth as well as online specifically for regional and rural and metropolitan

The General Meeting was adjourned at 11.52am for Annual General Meeting election results and resumed at 11.54

10. Presentation

Clr Jamie Chaffey Chairman, thanked outgoing Chairman Clr Ken Keith for his contribution to the Association and to the Executive Committee and for his leadership

over the past two years and Clr Rick Firman Vice Chairman, presented a gift to Clr Keith on behalf of the members of the Association

11. CMA State Election Priority – March 2023

The Executive have endorsed a discussion paper on the March 2023 State Election Priorities and Clr Chaffey Chairman outlined the “Asks” that the Association proposes to put to political leaders in the leadup to the State election in respect to

Skills and Education

Health Services

Roads and Transport

Water Security

Housing

Crime, Law and Order

Telecommunications Blackspot Coverage

Disaster Preparedness and Funding

A number of suggestions were received by members such as comparing Bocsar crime statistics with other states with more police, reviewing why police are not coming to Regional and Rural NSW and to add the Red Fleet

It is important that Country Mayors get the Governments and Oppositions responses to the “Asks”

RESOLVED that the Country Mayors Association adopt the discussion paper in principle and members be asked for feedback to be received by the Secretariat by the 2 December 2022 (Gunnedah Shire Council / Gilgandra Shire Council)

12. Hon Adam Marshall MP

Mr Marshall thanked members for their efforts in supporting the Port of Newcastle container terminal. The change was made in a bipartisan way. He stressed that Country Mayors will have a lot of influence in getting changes for the benefit of Regional and Rural NSW. There are a lot of opportunities to get commitment from political parties. Speak to parliamentarians and get change

13. Bland Shire Council RFS Assets

A motion was moved by Bland Shire Council / Inverell Shire Council that Country Mayors forward a letter to all NSW MP’s asking for their position on the RFS assets and how the depreciation should be handled

An amendment was moved by Gunnedah Shire Council / Lachlan Shire Council that a letter be written to all political parties asking their position on the RFS assets and how the depreciation should be handled

The amendment was put and was lost. The motion was put and was carried

RESOLVED that a media release be prepared on the RFS assets (Goulburn Mulwaree Council / Bland Shire Council)

14. Scholarships Sub Committee Report

RESOLVED that the Scholarships Sub Committee Report on providing a scholarship to an existing CMA member staff be adopted (Temora Shire Council / Gunnedah Shire Council)

15. Use of Building Better Regions Fund Round 6

RESOLVED that Due to the removal of the Federal Building Better Regions Fund and the criteria for the new Growing Region Program (yet to be released) members of the Country Mayors Association call on the Federal Government to establish a supplementary round of the Local Roads and Community Infrastructure Fund. This supplementary funding will assist Local Councils to fund the renewal and replacement of roads and community infrastructure damaged by weather events over the past two years.(Goulburn Mulwaree Council / Bland Shire Council)

There being no further business the meeting closed at 1.05pm.

Cr Ken Keith OAM
Chairman Country Mayor's Association of NSW



Country Mayors Association of NEW SOUTH WALES Inc

Chairperson: Cr Ken Keith
PO Box 337 Parkes NSW 2870
02 6861 2333
ABN 92 803 490 533

AGM MINUTES

ANNUAL GENERAL MEETING

FRIDAY, 18 NOVEMBER 2022, THEATRETTE, PARLIAMENT HOUSE, SYDNEY

The meeting opened at 10.45 a.m.

1. ATTENDANCE:

Armidale Regional Council, Mayor, Cr Sam Coupland, Mayor
Ballina Shire Council, Cr Sharon Cadwallader, Mayor
Bathurst Regional Council, Cr Robert Taylor, Mayor
Bega Valley Shire Council, Cr Russell Fitzpatrick, Mayor
Bellingen Shire Council, Cr Steve Allan, Mayor
Berrigan Shire Council, Cr Matthew Hannan, Mayor
Bland Shire Council, Cr Brian Monaghan, Mayor
Bland Shire Council, Mr Grant Baker General Manager
Blayney Shire Council, Cr Scott Ferguson, Mayor
Blayney Shire Council, Mr Mark Dicker, General Manager
Byron Shire Council, Cr Michael Lyon, Mayor
Byron Shire Council, Mr Mark Arnold, General Manager
Coolamon Shire Council, Cr David McCann, Mayor
Coolamon Shire Council, Mr Tony Donoghue, General Manager
Coonamble Shire Council, Cr Tim Horan, Mayor
Coonamble Shire Council, Mr Ross Earl, Acting General Manager
Dubbo Regional Council, Cr Mathew Dickerson, Mayor
Dungog Shire Council, Cr John Connors, Mayor
Gilgandra Shire Council, Cr Doug Batten, Mayor
Gilgandra Shire Council, Mr David Neeves, General Manager
Glen Innes Shire Council, Cr Rod Banham, Mayor
Glen Innes Shire Council, Cr Troy Arandale, Deputy Mayor
Goulburn Mulwaree Council, Cr Bob Peter Walker, Mayor
Goulburn Mulwaree Council, Mr Aaron Johansson, CEO
Gunnedah Shire Council, Cr Jamie Chaffey, Mayor
Gunnedah Shire Council, Mr Eric Growth, General Manager
Gwydir Shire Council, Cr John Coulton, Mayor
Hilltops Council, Cr Margaret Roles, Mayor
Inverell Shire Council, Cr Paul Harmon, Mayor
Kempsey Shire Council, Cr Leo Hauville, Mayor
Kempsey Shire Council, Mr Craig Milburn, General Manager
Kiama Municipal Council, Cr Neil Reilly, Mayor

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Kiama Municipal Council, Ms Jane Stroud, General Manager
Kyogle Council, Cr Kylie Thomas, Mayor
Lachlan Shire Council, Cr John Medcalf, Mayor
Liverpool Plains Shire Council, Cr Doug Hawkins, Mayor
Liverpool Plains Shire Council, Ms Joanna Sangster, General Manager
Lockhart Shire Council, Cr Greg Verdon, Mayor
Lockhart Shire Council, Mr Peter Veneris, General Manager
Mid-Western/Mudgee Regional Council, Cr Des Kennedy, Mayor
Mid-Western/Mudgee Regional Council, Mr Brad Cam, General Manager
Murray River Council, Cr Christopher Bilkey, Mayor
Murray River Council, Mr Terry Dodds, General Manager
Narrabri Shire Council, Cr Ron Campbell, Mayor
Narrandera Shire Council, Mr George Cowan, General Manager
Narromine Shire Council, Cr Craig Davies, Mayor
Parkes Shire Council, Cr Ken Keith, Mayor
Port Stephens Council, Cr Ryan Palmer, Mayor
Port Stephens Council, Mr Tim Crosdale, General Manager
Shoalhaven City Council, Cr Paul Ell, Deputy Mayor
Singleton Council, Cr Sue Moore, Mayor
Snowy Valleys Council, Cr Ian Chaffey, Mayor
Tamworth Regional Council, Cr Russell Webb, Mayor
Temora Shire Council, Cr Rick Firman, Mayor
Temora Shire Council, Mr Gary Lavelle, General Manager
Tenterfield Shire Council, Cr Bronwyn Petrie, Mayor
Upper Lachlan Shire Council, Cr Pam Kensit, Mayor
Uralla Shire Council, Cr Bob Crouch, Deputy Mayor
Uralla Shire Council, Ms Christine Valencius,, Director Corporate and Community
Wagga Wagga City Council, Cr Dallas Tout, Mayor
Walcha Council, Cr Eric Noakes, Mayor
Walcha Council, Mr Barry Omundson, General Manager
Warren Shire Council, Cr Milton Quigley, Mayor
Warrumbungle Shire Council, Cr Ambrose Doolan, Mayor
Warrumbungle Shire Council, Mr Roger Bailey, General Manager
Weddin Shire Council, Cr Craig Bembrick, Mayor
Weddin Shire Council, Ms Noreen Vu, General Manager
Wingecarribee Shire Council, Mr Viv May, Interim Administrator
Wingecarribee Shire Council, Ms Lisa Miscamble, General Manager
ALGA, Cr Linda Scott, President
Office of Local Government, Ms Ally Dench, Executive Director
Office of Local Government, Ms Karen Purser, Manager Engagement

APOLOGIES

AS READ

2. ADOPTION OF MINUTES OF PREVIOUS MEETING:

RESOLVED that the minutes of the Adjourned Annual General Meeting held on 11 March 202 be accepted as a true and accurate record (Temora Shire Council / Bathurst Regional Shire Council).

3. Chairman's Report

Chairman Cr Ken Keith outlined the years highlights and thanked everybody for their support during his terms

RESOLVED That the Chairman's report be received and noted (Parkes Shire Council /Bathurst Regional Council)

4. Secretaries Report – Financial Report

RESOLVED That the financial reports for the 2021/22 year as tabled be accepted (Narromine Shire Council Council/ Bland Shire Council)

5. Position of Immediate Past President

RESOLVED that notice of 2 months be given to members to change the Associations Constitution to provide for the position of Immediate Past President to be a member of the Executive (Singleton Council / Goulburn Mulwaree Council)

6. Returning Officer

RESOLVED That the Returning Officer for the conduct of the elections be Mr Allan Burgess (Inverell Shire Council / Bland Shire Council)

7. Election of Office Bearers

7.1 Chairperson

The Returning Officer advised that nominations closed on the 15 November 2022 and that he had received one nomination in writing for Cr Jamie Chaffey, Gunnedah Shire Council, who was nominated by Temora Shire Council and Narromine Shire Council. As there was only one nomination the Returning Officer declared Cr Jamie Chaffey elected Chairman for the 2022/23 and 2023/24 years

7.2 Vice Chairperson

The Returning Officer advised that nominations closed on the 15 November 2022 and that he had received one nomination in writing. for Cr Rick Firman, Mayor, Temora Shire Council who was nominated by Gunnedah Shire Council and Narromine Shire Council As there was only one nomination the Returning Officer declared Cr Rick Firman elected as Vice Chairperson for the 2022/23 years

7.3 Secretary/Public Officer

RESOLVED That Mr Eric Growth General Manager Gunnedah Shire Council, be appointed Secretary/Public Officer (Parkes Shire Council / Uralla Shire Council)

7.4 Executive

Twelve nominations were received for the eight ordinary members of the Executive Committee. Nominations were received for Clr Sam Coupland Armidale Regional Council, Clr Craig Davies, Narromine Shire Council, Clr Russell Fitzpatrick, Bega Valley Shire Council, Clr Matthew Hannan, Berrigan Shire Council, Clr Paul Harmon, Inverell Shire Council, Clr Pam Kensit, Upper Lachlan Shire Council, Cr Ken Keith, Parkes Shire Council, Clr John Medcalf, Lachlan Shire Council, Clr

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Phyllis Miller, Forbes Shire Council, Clr Sue Moore, Singleton Council, Clr Kylie Thomas, Kyogle Council and Clr Russell Webb, Tamworth Regional Council As it was resolved earlier in the meeting that the Immediate Past President shall be a committee member when the constitution is changed Cr Ken Keith withdrew his nomination from the ballot leaving eleven nominations for eight positions. Ballot papers were distributed and a count of the ballot papers was conducted by Clr Linda Scott and Ms Ally Dench. The meeting continued

8. Signatories to CMA Bank Accounts

RESOLVED that the signatories to the CMA Bank Accounts No 260210575727 and No 250210246625 be the General Manager, CFO (Accountant), and Director Corporate Services of Gunnedah Shire Council (Gwydir Shire Council / Upper Lachlan Shire Council)

9. SETTING OF ANNUAL MEMBERSHIP FEES

RESOLVED That the fees for the 2022/23 year remain at \$750 for Councils with a population of 10,000 and over, and Councils with a population of less than 10,000 paying 75% \$562.50 (Lockhart Shire Council / Inverell Shire Council)

8. Secretariat

RESOLVED That Allan Burgess trading as Alkanat Consulting be appointed the Secretariat (Gwydir Shire Council / Dubbo Lachlan Council)

9. Meeting dates for 2021

RESOLVED that the meeting dates for 2023 be 10 March, 26 May, 4 August and 3 November (Coonamble Shire Council / Inverell Shire Council)

10. Executive

To allow the counting of votes to continue the AGM was adjourned at 11.07am and resumed at 11.52am

Following the count of the votes the Returning Officer declared the following delegates elected to the Executive for the 2022/23 and 2023/24 years

- Clr Russell Webb Tamworth Regional Council
- Clr Sam Coupland Armidale Regional Council
- Clr Craig Davies Narromine Shire Council
- Clr Russell Fitzpatrick Bega Valley Shire Council
- Cr Kylie Thomas Kyogle Council
- Clr Sue Moore Singleton Council
- Clr John Medcalf Lachlan Shire Council

- Clr Phyllis Miller Forbes Shire Council

There being no further business the meeting closed at 11.54 am.

Cr Ken Keith
Chairman Country Mayor's Association of NSW

**ITEM 7.3 NOMINATION OF LEETON SHIRE COUNCIL REPRESENTATIVE ON THE
WESTERN RIVERINA ARTS BOARD**

RECORD NUMBER	22/472
RELATED FILE NUMBER	EF21/336
AUTHOR/S	General Manager
APPROVER/S	General Manager

SUMMARY/PURPOSE

The purpose of this report is to confirm Council's representative on the Western Riverina Arts Board.

RECOMMENDATION

THAT Council endorses Museum, Gallery and Heritage Officer Karen Barrett to serve as the Leeton Shire Council representative on the Western Riverina Arts Board for the remainder of the 2021-2024 term of Council.

REPORT

(a) Background

Western Riverina Arts (WRA) is a not-for-profit organisation dedicated to supporting the development and promotion of the arts in Griffith, Leeton, and Narrandera. Western Riverina Arts ensures the vitality and sustainability of the community's diverse and rich culture by developing audiences, encouraging community capacity, developing pathways for artists and encouraging cultural/artistic events. Leeton Shire Council has been a long-term member of WRA.

The endorsed Leeton Council representative must display a genuine interest in art and culture, be committed to furthering cultural engagement and promote cultural education within the local shires. The representative is also required to attend 4 meetings annually.

Leeton Shire Council has advised WRA that Suesann Vos (former Manager of Cultural Services) is no longer Council's representative to their Board following her recent resignation, and a replacement will be advised shortly.

(b) Discussion

Museum, Gallery and Heritage Officer, Karen Barrett, commenced working at the Leeton Museum and Gallery (LMAG) in June 2021 and is interested in representing Council on the Board of Western Riverina Arts. Karen has over 20 years' experience

in cultural services, including as Manager and Cultural Curator. Her governance roles have included serving as Deputy Chair of the Toowoomba Regional Arts Development Fund; Board Member of Museums Australia (Qld); President Cultural Heritage Network, Toowoomba; and Committee Member of the Oral History Association of Australia (QLD).

(c) Options

1. That Council endorses the Museum, Gallery & Heritage Officer to fill the Council vacancy on the Western Riverina Arts Board, for the remainder of this Council term. **This is the recommended option.**
2. That Council nominates a councillor to serve on the Western Riverina Arts Board.
3. That Council declines to fill the vacant seat on the Western Riverina Arts Board.

IMPLICATIONS TO BE ADDRESSED

(a) Financial

Council's annual contribution to Western Riverina Arts is \$12,500. There are no additional costs as a result of this report.

(b) Policy

Council has a Memorandum of Understanding with Western Riverina Arts.

(c) Legislative/Statutory

Nil

(d) Risk

Having a representative on Western Riverina Arts, Council can ensure advocacy of skills development and opportunities for the Leeton community, in the wider arts sector.

CONSULTATION

(a) External

CEO Western Riverina Arts

(b) Internal

Museum, Gallery and Heritage Officer

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

CSP FOCUS AREA 1 - A connected, inclusive and enriched community within Council's adopted Delivery Program/Operational Plan – DELIVERY PROGRAM
FUNCTIONAL AREA 2 - Museum, Arts and Cultural Services - DELIVERY PROGRAM
ACTIVITY 2.3 - Maintain strong working relationships with: Western Riverina Arts, including being an active member of the Board; Leeton Family and Local History Society, including systems support for collection management - OPERATIONAL PLAN
ACTIVITY 2.3.1 - Host and collaborate with Western Riverina Regional Arts to successfully deliver events, public art projects and programs in Leeton Shire, including providing opportunities to promote local artistic endeavour".

ATTACHMENTS

There are no attachments for this report.

CORPORATE MATTERS

ITEM 7.4 INVESTMENTS REPORT FOR NOVEMBER 2022

RECORD NUMBER	22/471
RELATED FILE NUMBER	EF21/312
AUTHOR/S	Accountant
APPROVER/S	Manager Finance Group Manager Corporate

SUMMARY/PURPOSE

This report provides details of the performance of Council's investment portfolio for the period ending 30 November 2022.

RECOMMENDATION

THAT Council notes the information contained in the Investments Report for November 2022.

REPORT

(a) Background

This report is required to be prepared monthly and presented at the next available Ordinary Council meeting in accordance with Clause 212 of the Local Government (General) Regulation 2021.

(b) Discussion

Council's cash and investment holdings total \$49,702,095.

As at 30 November 2022, Leeton Shire Council has \$48,340,437 invested in Approved Deposit Institutions (ADIs) of which \$7,134,214 (14.76%) is invested with local bank branches.

Attached to this report is a Statement of Bank Reconciliation (**Attachment 1**) and a Summary of Investments (**Attachment 2**) as at 30 November 2022.

The Statement of Bank Reconciliation reconciles the Bank Statement balances to the General Ledger at 30 November 2022 by taking into account unrepresented cheques, unrepresented deposits, and unrepresented debits.

The Summary of Investments details all the investments held by Leeton Shire Council as at 30 November 2022.

The following table details the total Cash, Cash Equivalents and Investment holdings:

Cash in Transaction Account	\$ 1,361,658
Deposits At Call Accounts	\$14,340,437
Investments	\$34,000,000
TOTAL	\$49,702,095

The table below details the monthly movements of investments for November 2022.

Opening Investments Balance	\$ 47,305,732
Less:	
Maturities	\$
Transfer to CBA Current Account	\$
Subtotal	\$ 47,305,732
Plus:	
Roll-overs	\$
New Investments (1)	\$ 1,000,000
CBA Business Online Saver (BOS) movements	\$ 11,232
AMP Business Saver Account	\$
AMP 31 Day Notice Account	\$ 16,342
Macquarie Cash Management Accelerator Account	\$ 7,131
Closing Investments Balance	\$ 48,340,437
Add back Cash in Transaction accounts	1,361,658
Total Cash and Investments	\$ 49,702,095

The following table details the break-up of investments according to the restrictions which are placed on them. As reported in the September 2022 QBRS (subject to daily movements).

Total Cash and Investments	\$ 49,702,095
Less restrictions	
Water Supply (Excl. Unfinished Works)	\$ 15,411,907
Sewerage Services (Excl. Unfinished Works)	\$ 4,464,163
Domestic Waste Management	\$ 4,347,176
*Other external restrictions	\$ 1,847,524
External Restrictions (Excl. Unfinished Works) - Sub Total	\$ 26,070,770
Internal restrictions	\$ 5,696,060
Total restrictions	\$ 31,766,830
Operating Capital	\$ 17,935,265

**Includes - Unspent Grants Restrictions, Stormwater Levy Restriction, Deposits, Retentions and Bonds*

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

Internally restricted funds are set aside through Council resolution for specific purposes such as plant replacement, infrastructure renewal or funded provisions. Internal restrictions are considered as part of the Budget adoption or the Quarterly Budget Review process.

Operating Capital is used to provide working capital for Council to fund short-term operations, current Capital works program, and fluctuations in payables and receivables.

Water Investments Summary

In accordance with Murrumbidgee Irrigation (MI) records, the total Water Licenses currently held are 5,584 ML. As at 1 December 2022, there was 100% allocation for town water, 95% for high security and 60% for general security water.

Table of Water Sales as at the end of November 2022:

Date	Qty	Price/ML	Total Water Sale	Brokerage	Net Total
21/07/2022	300	\$70	\$21,000	-\$ 930	\$20,070
10/08/2022	600	\$70	\$42,000	-\$1,310	\$40,690
General Fund Sales	900		\$63,000	-\$2,240	\$60,760

There were no water sales during this reporting month, with both demand and prices low. As at 15 November 2022, Council has undertaken temporary trade of 900 ML for \$60,760 (net of sale brokerage fees). The annualised return on investment for the sale is 2.00%. It is worth noting that water sales pricing is unreliable and as such the ROI may not be sustained.

In accordance with the Temporary Trade of Water Allocation Policy October 2022, as endorsed by Council on 27 October 2022, the safety margin has been set at 10% of forecast.

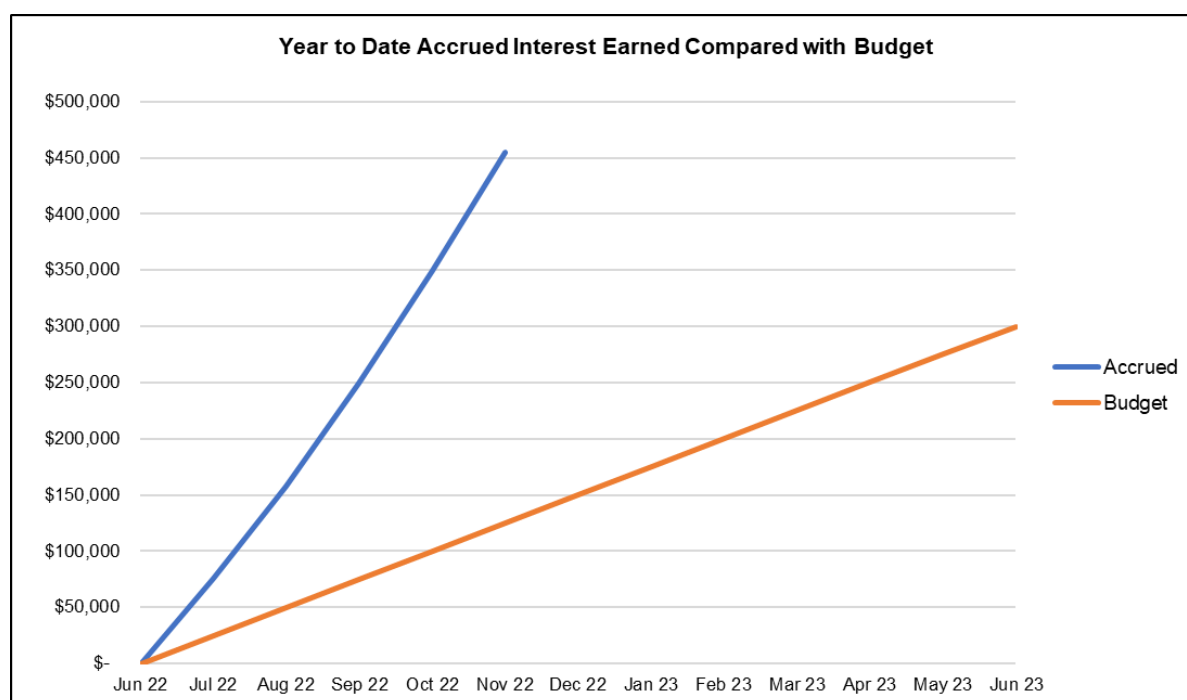
Water Entitlements	Allocation (%)	Total Allocation (ML)	F'cast + Usage (ML)	Sales this month	Total Volume Sold (ML)	Safety Margin (ML)	Remaining Allocation (Saleable)	Market rate 4.11.22	Potential Income from Sales
Town Water High Security (C7) - 4,097ML	100%	4,097	2,403	-	-	148	1,546	\$20.00	\$30,920
Investment Water									
*General Security (C1) - 516 ML	60%	310		-	-		310	\$20.00	\$6,192
High Security (C3) - 971ML	95%	922		-	900		22	\$20.00	\$449
General Security Carry over and Surplus (new items)	100%	239					239	\$20.00	\$4,780
Total		5,568	2,403	-	900	148	2,117		42,341

On 2 December 2022, Council sold 500ML of investment water at \$22 per ML. This will be incorporated in the December 2022 Investment Report.

IMPLICATIONS TO BE ADDRESSED

(a) Financial

For November 2022 the annualised rate of return across the investment portfolio is 3.16% which is well above the annual budgeted return of 0.85%. The actual \$105,381 in interest earned is higher than the original budgeted amount of \$25,000 by \$80,381. The following graph compares year-to-date interest with the original budgeted interest for the period. This shows that Council's actual investment income is higher than the original budget as at 30 November 2022.



Original Budgeted Interest for FY22-23 is \$300,000.00. The consolidated actual investment income from 1 July 2022 to 30 November 2022 compared to the original budgeted investment interest is detailed below. While it is obvious that Council will easily do better than budget, a revision has been delayed pending further analysis of the timing of the capital program and required borrowings. The revision is currently forecast for the December QBR.

Actual versus budgeted interest and earnings	Nov-22	Year To Date
Investments - Interest earned	\$ 66,496	\$ 315,941
Deposits at call	\$ 34,705	\$ 121,397
Rebates and Other earnings	\$ 4,180	\$ 17,529
Total Earnings	\$ 105,381	\$ 454,867
Budgeted Interest	\$ 25,000	\$ 125,000
Variance – Positive	\$ 80,381	\$329,867

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

Performance Measures	Year to Date	Last Year (Nov)
Portfolio Average Interest Rate (year to date inc. Cash)	2.56%	0.74%
Investment Balances	Year to Date	Last Year
Opening Balance as at 1 November	\$47,305,732	\$44,531,458
Current Balance as at 30 November	\$48,340,437	\$44,835,435

For the month of November 2022, the portfolio (excluding cash) provided a solid return of +0.26% (actual) or +3.16% p.a. (annualised), marginally outperforming the benchmark AusBond Bank Bill Index return of +0.25% (actual) or +3.07% p.a. (annualised). The outperformance continues to be driven by a combination of those deposits originally invested between 1-3 years, as well as the introduction of FRNs and fixed bonds into the portfolio, which have been locked-in at attractive margins.

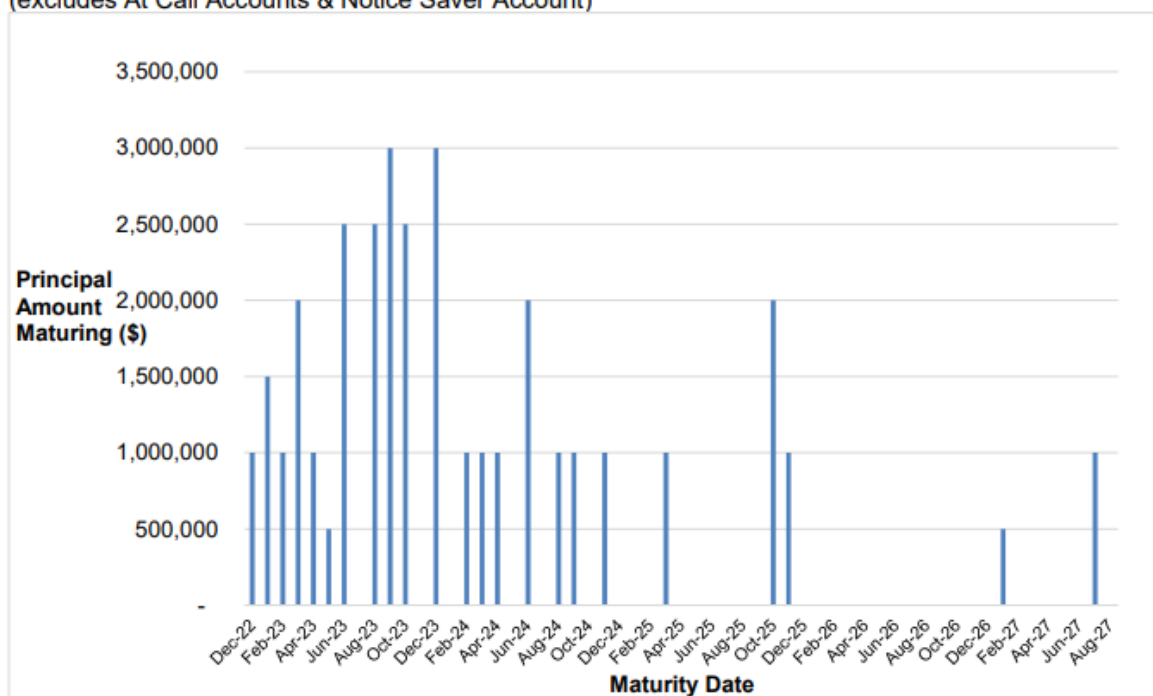
Council Portfolio Compliance

Investment Maturing Profile

The portfolio remains lightly diversified from a maturity perspective with deposits maturing out to 5 years. The graph below shows when Council's current investments mature and the related values.

Portfolio Cash Flows

(excludes At Call Accounts & Notice Saver Account)



Financial Asset Allocation

Council's financial assets are invested as per the table below:

Investment Type	Risk Assessment		Investment Face Value	% of Portfolio
	Capital	Interest		
Term Deposits	Low	Low	24,500,000	50.68%
Cash/At Call Deposits	Low	Low	14,340,437	29.67%
Floating Rate Notes	Low	Low	6,000,000	12.41%
Bonds	Low	Low	3,500,000	7.24%
TOTAL			48,340,437	100%

Counterparty

At 30 November 2022, Council did not have an overweight position to any single Authorised Deposit Taking Institution. The portfolio is well-diversified across the entire credit spectrum.

All aggregate ratings categories are within the Investment Policy limits.

Compliant	Issuer	Rating	Invested (\$) ^	Invested (%)	Max. Limit (%)	Available (\$)
✓	RBC Covered	AAA	\$994,124	2.06%	45%	\$20,711,766
✓	Suncorp Covered	AAA	\$499,959	1.04%	45%	\$21,205,931
✓	ANZ Bank	AA-	\$1,002,122	2.08%	45%	\$20,703,768
✓	CBA	AA-	\$9,145,082	18.96%	45%	\$12,560,808
✓	NAB	AA-	\$5,000,000	10.37%	45%	\$16,705,890
✓	NTTC	AA-	\$1,000,000	2.07%	45%	\$20,705,890
✓	WBC	AA-	\$6,500,000	13.48%	45%	\$15,205,890
✓	Macquarie	A+	\$4,037,031	8.37%	35%	\$12,845,328
✓	Aus. Military	BBB+	\$1,000,000	2.07%	30%	\$13,470,593
✓	Bendigo (Rural)	BBB+	\$964,111	2.00%	30%	\$13,506,483
✓	BoQ	BBB+	\$3,980,964	8.25%	30%	\$10,489,629
✓	QBank	BBB+	\$996,795	2.07%	30%	\$13,473,798
✓	AMP Bank	BBB	\$10,618,385	22.01%	30%	\$3,852,208
✓	Auswide Bank	BBB	\$999,745	2.07%	30%	\$13,470,848
✓	Bank Australia	BBB	\$997,213	2.07%	30%	\$13,473,380
✓	MyState Bank	BBB	\$499,780	1.04%	30%	\$13,970,813
			\$48,235,311	100.00%		

Credit Quality

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

Compliant	Credit Rating	Invested (\$)	Invested %	Max. Limit (%)
Yes	AAA Category	\$1,494,082	3.10%	100.00%
Yes	AA Category	\$22,647,204	46.95%	100.00%
Yes	A Category	\$4,037,031	8.37%	80.00%
Yes	BBB Category	\$20,056,993	41.58%	70.00%

Yes	Unrated ADI's	\$0	0.00%	30.00%
		\$48,235,311	100.00%	

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

Maximum Limit Percentage is based on the Revised Investment Policy for 2022.

(b) Legislative/Statutory

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

CONSULTATION

(a) External

Council's investment advisors are Amicus Advisory and Imperium Markets. Both investment advisors were contacted by staff for advice during the month of November 2022.

Council is currently seeking strategic advice from Marsden Jacobs on water trading.

(b) Internal

For Water Trading:
General Manager
Group Manager Operations

LINK/S TO THE DELIVERY PROGRAM/OPERATIONAL PLAN

CSP FOCUS AREA 5 - Strong leadership and civic participation – DELIVERY PROGRAM
FUNCTIONAL AREA 9 - Governance and Administration - DELIVERY PROGRAM
ACTIVITY 9.7 - Deploy reliable and efficient corporate management - financial, asset, property, records, information technology, buildings and plant/fleet - OPERATIONAL
PLAN ACTIVITY 9.7.3 - Foster Council's financial sustainability through maximising investment returns, including cash and water sales".

ATTACHMENTS

- 1** [↓](#) BANK RECONCILIATION NOV 22
- 2** [↓](#) SUMMARY OF INVESTMENTS OF NOV 22

MONTH END BANK RECONCILIATION REPORT

Prepared by the Accountant

INTRODUCTION

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

BACKGROUND

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

BANK RECONCILIATION STATEMENT

as at 30 November 2022

BALANCE AS PER GENERAL LEDGER

Opening Balance:	1/11/2022	\$	2,263,374.59
November Movements:		-\$	831,428.56
Closing Balance:	30/11/2022	\$	1,431,946.03
Less Unprocessed Bank Statement Transactions:		-\$	70,288.13
Total:		\$	1,361,657.90

BALANCE AS PER BANK STATEMENTS

		\$	1,327,244.34
Less Unpresented Cheques		-\$	764.65
Less Unpresented Debits			
Plus Unpresented Deposits		\$	35,178.21
Total		\$	1,361,657.90


Responsible Accounting Officer
1 December 2022

Leeton Shire Council

Summary of Term Investments as at: 30/11/2022

BBSW 90: 3.09% Average Yield: 3.16%

Inv No	Financial Institution/Broker	Investment	Note	Ref No	Investment Date	Investment Term (months)	Remaining Term (months)	Principal	Yield %	Maturity	Type
10-00	Commonwealth Bank L	CBA Business Online Saver - Cash		10206481	12/10/09	157	0	5,161,547.98	2.85%	01/12/22	DAC
		AMP Business Saver Account									
20-00	AMP Bank	AMP 31 Day Notice Account		437864762	10/07/20	28	0	513.75	0.70%	01/12/22	DAC
21-00	AMP Bank	Macquarie Cash Management Account		971165956	17/07/20	28	0	6,134,213.74	3.50%	01/12/22	DAC
22-00	Macquarie Bank	Accelerator Account		940367790	07/11/20	24	0	3,044,161.95	3.05%	01/12/22	DAC
20-11	ANZ Bank	ANZ Bank		AU3FN00497	29/08/19	60	20	1,000,000.00	3.85%	29/08/24	FRN
20-31	National Aust Bank	RACQ Bank		AU3FN00531	24/02/20	36	2	1,000,000.00	4.03%	24/02/23	FRN
20-35	Laminar Capital	Auswide Bank		AU3FN00535	17/03/20	35	3	1,000,000.00	3.89%	17/03/23	FRN
22-21	Commonwealth Bank L	Commonwealth Bank		AU3FN00655	14/01/22	60	49	500,000.00	3.63%	14/01/27	FRN
23-01	Commonwealth Bank L	Royal Bank of Canada		AU3FN00700	13/07/22	60	55	500,000.00	3.95%	13/07/27	FRN
23-10	Laminar Capital	MyState Bank Ltd		AU3FN00725	13/10/22	36	34	500,000.00	4.15%	13/10/25	FRN
23-11	Commonwealth Bank L	Suncorp-Metway Ltd		AU3FN00725	17/10/22	36	34	500,000.00	3.73%	17/10/25	FRN
23-13	Curve Securities Pty Ltd	Bank Australia		AU3FN00737	24/11/22	36	35	1,000,000.00	4.70%	24/11/25	FRN
22-23	National Aust Bank	Bendigo and Adelaide Bank		8156149	17/03/22	36	27	1,000,000.00	3.00%	17/03/25	Bond
22-27	Commonwealth Bank L	Bank of Queensland		AU3CB02888	29/04/22	42	34	1,000,000.00	4.00%	29/10/25	Bond
21-10	Northern Territory	Territory Bond		AA-109-3B	14/09/20	38	12	1,000,000.00	1.25%	15/12/23	Bond
23-02	Commonwealth Bank L	Royal Bank of Canada		AU3CB02900	13/07/22	60	55	500,000.00	4.50%	13/07/27	Bond
21-26	Australian Military Bank	Australian Military Bank		301037038	13/04/21	36	16	1,000,000.00	0.76%	15/04/24	LTD
22-06	National Aust Bank	National Aust Bank		33-718-2858	25/08/21	24	8	1,000,000.00	0.65%	25/08/23	LTD
22-15	Westpac Bank	Westpac Bank		9514165	21/10/21	24	10	1,000,000.00	0.87%	23/10/23	LTD
22-16	AMP Bank	AMP Bank		TD60160792	29/10/21	18	4	500,000.00	1.20%	01/05/23	LTD
22-17	Westpac Bank	Westpac Bank		9563400	11/11/21	36	23	1,000,000.00	1.60%	11/11/24	LTD
22-19	Westpac Bank	Westpac Bank		9620456	09/12/21	24	12	1,000,000.00	1.21%	11/12/23	LTD
22-20	AMP Bank	AMP Bank		TD34064791	21/12/21	24	12	1,000,000.00	1.55%	21/12/23	LTD
22-22	National Aust Bank	National Aust Bank		88-293-8040	23/02/22	24	14	1,000,000.00	1.80%	24/02/24	LTD
22-24	Westpac Bank	Westpac Bank		9806557	22/03/22	24	15	1,000,000.00	2.21%	22/03/24	LTD
22-25	Westpac Bank	Westpac Bank		9486425	23/03/22	12	3	1,000,000.00	1.38%	23/03/23	LTD
22-26	Bank of Queensland	Bank of Queensland		486112	07/04/22	12	4	1,000,000.00	1.85%	11/04/23	LTD
22-28	Westpac Bank	Westpac Bank		9653246	08/06/22	12	6	500,000.00	3.50%	08/06/23	LTD
22-29	Commonwealth Bank L	Commonwealth Bank		38344709	14/06/22	6	0	1,000,000.00	3.16%	14/12/22	LTD
22-30	Commonwealth Bank L	Commonwealth Bank		38344709	21/06/22	12	6	1,000,000.00	4.30%	21/06/23	LTD
22-31	Bank of Queensland	Bank of Queensland		508507	23/06/22	24	18	1,000,000.00	4.40%	24/06/24	LTD
22-32	Macquarie Bank	Macquarie Bank		232613257	24/06/22	24	18	1,000,000.00	4.43%	24/06/24	LTD
22-33	Commonwealth Bank L	Commonwealth Bank		38344709	27/06/22	6	1	1,500,000.00	3.06%	09/01/23	LTD
22-34	Members Equity Bank	Member Equity Bank		416264	28/06/22	12	6	1,000,000.00	4.00%	28/06/23	LTD
23-03	AMP Bank	AMP Bank		TD52801630	08/08/22	12	8	500,000.00	4.35%	08/08/23	LTD
23-04	National Aust Bank	National Aust Bank		71-990-2283	16/08/22	12	8	1,000,000.00	4.00%	16/08/23	LTD

Leeton Shire Council

Summary of Term Investments as at: 30/11/2022		BBSW 90:	3.09%	Average Yield:	3.16%					
23-05	National Aust Bank	88-085-5591	09/09/22	12	9	1,000,000.00	4.10%	11/09/23	LTD	
23-06	AMP Bank	TD06515165	14/09/22	12	9	1,000,000.00	4.65%	14/09/23	LTD	
23-07	National Aust Bank	97-327-3005	27/09/22	24	21	1,000,000.00	4.90%	27/09/24	LTD	
23-08	Westpac Bank	9929030	30/09/22	11	9	1,000,000.00	4.59%	29/09/23	LTD	
23-09	AMP Bank	TD35113463	06/10/22	12	10	500,000.00	4.55%	06/10/23	LTD	
23-12	AMP Bank	TD11296728	27/10/22	12	10	1,000,000.00	5.00%	27/10/23	LTD	
				Total Investments:		\$ 48,340,437.42				

Leeton Shire Council

30/11/2022

Summary of Term Investments as at:

BBSW 90: 3.09% Average Yield: 3.16%

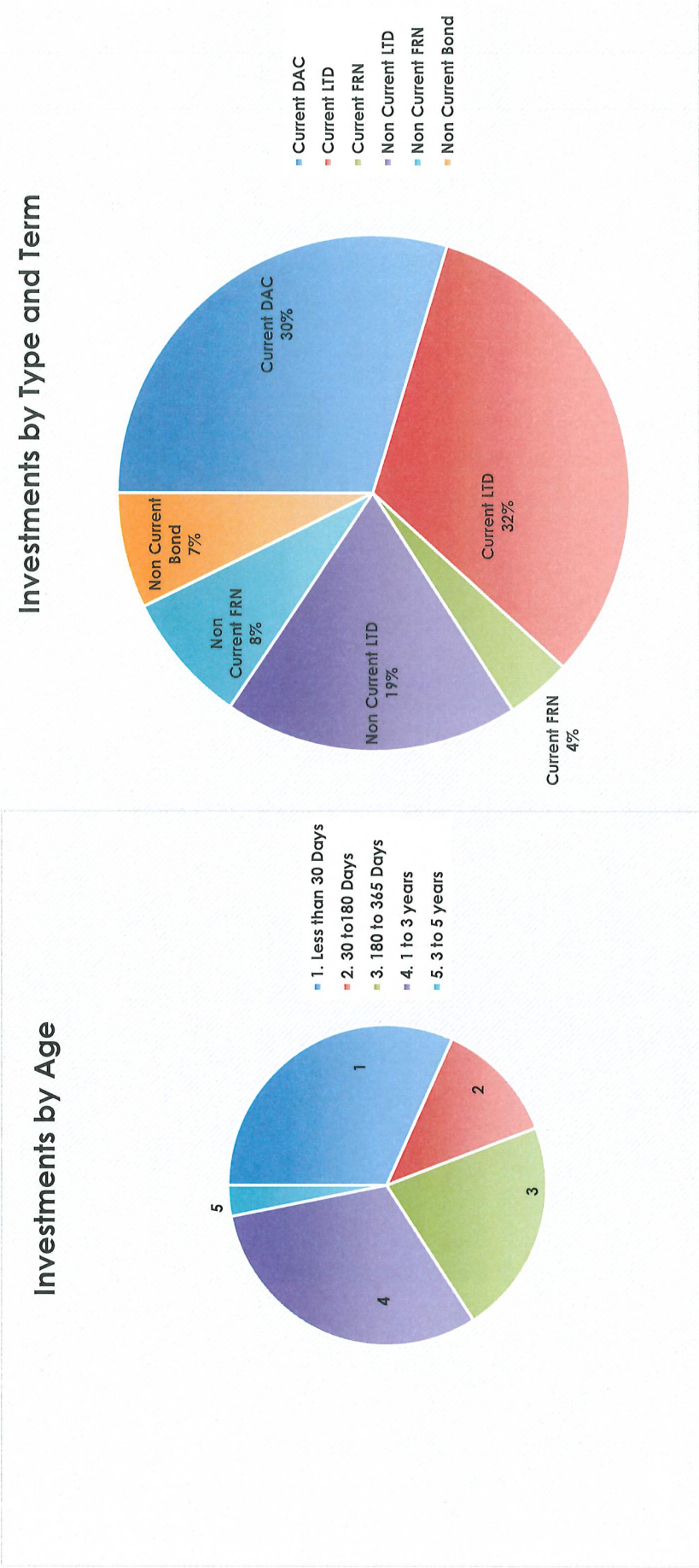
Investment by Type		
Investment	Amount	%
Member Equity Bank	1,000,000	2.1%
AMP Bank	4,500,000	9.3%
Auswide Bank	1,000,000	2.1%
National Aust Bank	5,000,000	10.3%
Australian Military Bank	1,000,000	2.1%
ANZ Bank	1,000,000	2.1%
RACQ Bank	1,000,000	2.1%
Territory Bond	1,000,000	2.1%
CBA Business Online Sa	5,161,548	10.7%
AMP 31 Day Notice Acc	6,134,214	12.7%
Macquarie Cash Manag	3,044,162	6.3%
Commonwealth Bank	4,000,000	8.3%
Westpac Bank	6,500,000	13.4%
Bendigo and Adelaide	1,000,000	2.1%
Bank of Queensland	3,000,000	6.2%
Macquarie Bank	1,000,000	2.1%
AMP Business Saver Acc	514	0.0%
Royal Bank of Canada	1,000,000	2.1%
MyState Bank Ltd	500,000	1.0%
Suncorp-Metway Ltd	500,000	1.0%
Bank Australia	1,000,000	2.1%
TOTAL	48,340,437	100.0%
Local	7,134,214	14.76%
Non-Local	41,206,224	85.24%

Investments by Age		
Age	Amount	%
1. Less than 30 Days	15,340,437	32%
2. 30 to 180 Days	6,000,000	12%
3. 180 to 365 Days	10,500,000	22%
4. 1 to 3 years	15,000,000	31%
5. 3 to 5 years	1,500,000	3%
TOTAL	48,340,437	100%

Investments by Age and Type		
Sum of Principal	Type	Total
Current	DAC	14,340,437
	LTD	15,500,000
	FRN	2,000,000
Current Total		31,840,437
Non Current	LTD	9,000,000
	FRN	4,000,000
	Bond	3,500,000
Non Current Total		16,500,000
Grand Total		48,340,437
DAC	Deposit at Call	
FRN	Floating Rate Note	
LTD	Long Term Deposit	
Bond	Long Term Bond	

Leeton Shire Council

Summary of Term Investments as at:	30/11/2022	BBSW 90:	3.09%	Average Yield:	3.16%
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Explanatory notes:
 All investments noted above were made in accordance with the Act, the regulations and Council's Investment Policy

Responsible Accounting Officer
 1 December, 2022

ITEM 7.5 POLICY, PLAN AND STRATEGY REVIEW - 2022

RECORD NUMBER	22/479
RELATED FILE NUMBER	EF20/62
AUTHOR/S	Customer Service and Governance Coordinator
APPROVER/S	Group Manager Corporate

SUMMARY/PURPOSE

The purpose of this report is to present the below policies, plans and strategies to Council for endorsement and public exhibition. These are existing policies, plans and strategies that have been reviewed.

RECOMMENDATION

THAT Council endorses the following policies, plans and strategies for public exhibition for 35 days and, if no substantive feedback is received, the policies, plans and strategies will be considered adopted after the exhibition period:

- Media / Social Media Policy
- Community Engagement Strategy 2022-2025 (incorporating Land Use Participation Plan).

REPORT

(a) Background

Each new Council is required to adopt certain Council policies, plans and strategies within twelve months of the Local Government elections including the Councillor Expenses and Facilities Policy, Code of Meeting Practice, the Delivery Program and Operational Plan and the Community Strategic Plan. These documents were all adopted by Council within the required 12 months.

Council staff have also commenced updating other policies, plans and strategies that are due for review.

(b) Discussion

Council staff have reviewed the Media Policy and Social Media Policy, as well the Community Engagement Strategy and Community Participation Plan. The required policies, plans and strategies are presented to Council for consideration and endorsement for public exhibition. If no substantive feedback is received, the documents will be considered adopted after the exhibition period.

Draft Policy	Comments on Changes
Media / Social Media Policy	The Media and Social Media Policies have been combined into one policy. New guidelines have been added for staff to ensure consistency across all media and platforms, and Councillor responsibilities in relation to Council's social media presence have been defined. The list of Council's official social media sites (Appendix 1) and their administrators has been updated.
Community Engagement Strategy 2022-2025 (incorporating Land Use Participation Plan)	The Community Engagement Strategy and Community Participation Plan have been combined into one document, as they both relate to public engagement and exhibition activities.

It should also be noted that the policies, plans and strategies adopted by the previous Council remain current and Councillors, staff, volunteers and contractors must continue to adhere to these policies until they are superseded or made obsolete.

All Council's current policies, plans and strategies can be viewed on Council's website under the heading 'Your Council/About Council/Policies'.

(c) Options

1. THAT Council endorses the above draft policies, plans and strategies for public exhibition for 35 days. **This is the recommended option.**
2. THAT Council seeks amendments to the policies, plans and strategies prior to endorsement and adoption.

IMPLICATIONS TO BE ADDRESSED

(a) Financial

Nil

(b) Policy

Revised policies, plans and strategies once adopted, will supersede previous versions of these documents.

(c) Legislative/Statutory

Each new Council must adopt certain policies, plans and strategies within twelve months of its election according to the following sections of the *NSW Local Government Act 1993*:

- Section 160

- Section 165
- Section 252
- Section 253
- Section 402
- Clause 403
- Section 404

(d) Risk

Not reviewing, updating and adopting policies, plans and strategies leaves Council exposed to being legislatively out of date and not fit for purpose. Further, without clear policies, plans and strategies there are insufficient accountability and responsibility obligations in place to operate Council efficiently and effectively.

CONSULTATION

(a) External

All policies, plans and strategies are placed on public exhibition for 28 days. On this occasion, to accommodate the Christmas holiday period, the exhibition period will be extended to 35 days. Draft policies, plans and strategies for which substantive feedback has been received will be reviewed and returned to Council for consideration and adoption.

If no substantive feedback is received, the policies will be considered adopted after the exhibition period has closed.

(b) Internal

Each of the policies, plans and strategies has been reviewed/updated by the relevant subject experts within Council, their supervisors, Governance staff and the Senior Management Team.

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

CSP FOCUS AREA 5 - Strong leadership and civic participation – DELIVERY PROGRAM
FUNCTIONAL AREA 9 - Governance and Administration - DELIVERY PROGRAM
ACTIVITY 9.6 - Deploy reliable and efficient corporate and project governance including audit, risk and improvement - OPERATIONAL PLAN ACTIVITY 9.6.5 - Continuously review and update of Council policies and plans to appropriately support Council's operations".

ATTACHMENTS

- [1](#) DRAFT - MEDIA (INCLUDING SOCIAL MEDIA) POLICY - DECEMBER 2022
- [2](#) DRAFT - COMMUNICATIONS ENGAGEMENT STRATEGY 2022-2025



LEETON
SHIRE COUNCIL

DRAFT
MEDIA POLICY –
including Social Media
December 2022

DOCUMENT CONTROL

RESPONSIBLE OFFICER	Communications Coordinator				
REVIEWED BY	Senior Management Team				
DATE ADOPTED:					
ADOPTED BY:	Council				
RESOLUTION NO: (IF RELEVANT):					
REVIEW DUE DATE:	December 2026				
REVISION NUMBER:	4				
PREVIOUS VERSIONS	DATE	DESCRIPTION OF AMENDMENTS	AUTHOR/EDITOR	REVIEW/ SIGN OFF	MINUTE NO, IF RELEVANT
1	August 2007 January 2015	Media Policy established 2007 Social Media Policy established in 2015	Communications and Marketing Coordinator	Council SMT	07/349 n/a
2	June 2013 September 2017	- Minor changes to page roles of social media administrators/editors	Communications and Marketing Coordinator	Council SMT	13/136 n/a
3	February 2017 January 2019	- Minor changes to page roles of social media administrators/editors and position titles.	Manager Communications and Marketing	Council SMT	17/018 n/a
4	December 2022	Combined Media and Social Media Policies. New guidelines to add/tighten controls and ensure consistency. Inclusion of guidelines for Councillors. Updates of roles and titles	Communications Coordinator	Council	

REVIEW OF THIS POLICY

This document will be reviewed every 4 years or as required in the event of legislative changes or operational requirements. Any major amendments to the document must be made by way of a Council Resolution. Minor amendments such as corrections to spelling, changes to wording for improved clarity, formatting and updates to the Appendixes may be made without approval from the Council.

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1. Purpose

Council is committed to communicating openly and honestly to maximise public knowledge of our decisions, activities, services, policies, projects, events, performance and achievements.

Council recognises that traditional media (print, television, magazine, radio) and social media (Facebook, Twitter, YouTube) provide opportunities for Leeton Shire Council to communicate and engage with its community and stakeholders.

The purpose of this policy is to provide a framework to ensure that all official Council communication is a positive reflection of Council's commitment to informing the community in a manner that is timely, accessible, clear, concise, accurate and consistent with legislation and with Council decisions and policies.

The Media Policy is an important document that helps to protect Council's reputation by ensuring consistency and accuracy in the information Council places in the public realm.

2. Scope

This policy relates to all verbal, printed, electronic and online communications including social media. For the purpose of this policy, social media is broadly defined as online platforms and applications such as social networking sites – Facebook, Skype and LinkedIn etc – wikis, blogs, microblogs, video and audio sharing sites – Flickr, YouTube, Instagram etc – and message boards that allow people to easily publish, share and discuss content.

In terms of personnel, this policy applies to all internal and external engagement with media involving elected Councillors and staff including full-time, part-time, contract, casual, work experience and trainees, contractors, and volunteers of Leeton Shire Council.

Failure to adhere to this policy will result in disciplinary action which may include termination of employment or contractual arrangements.

3. Roles and Responsibilities

3.1 Authorised representatives – Traditional Media

Authorisation to make statements on behalf of the Council in the form of an official media release or comment to the media is restricted to:

- the Mayor (or Deputy Mayor in the Mayor's absence) or delegated Councillor/s
- the General Manager
- a staff member nominated by the General Manager
- the Chairman of a Council Committee in relation to that Committee only.

All authorised representatives are to ensure that statements made on behalf of Council must relate only to:

- Policies and resolutions adopted by Council
- Initiatives, projects, and activities with which Council is involved
- Matters of high community interest.

Authorised representatives should also ensure that all statements to the media are factually correct and represent official and not personal opinions, and that written statements are:

- Well written and professionally presented
- Delivered efficiently and courteously with due regard to the fact that all media work to stringent deadlines which sometimes require prompt responses

- Submitted as an emailed PDF
- Accompanied by a relevant photo (with a descriptive caption) wherever possible
- Clearly identify Council's media contact, phone number and email address
- Approved by the General Manager and/or Mayor (or Deputy Mayor in the Mayor's absence).

3.1.1 Mayor

The Mayor is the principal member and spokesperson of the governing body of the Council, including representing the views of the Council as to its local priorities (section 226(c) of the *Local Government Act 1993*). If the Mayor is unavailable, the Deputy Mayor may act as the Council's spokesperson.

The Mayor may delegate their role as spokesperson to other Councillors where appropriate, (for example, where another Councillor is best placed to comment, because the issue is of particular interest to them, or it is within their particular area of expertise).

3.1.2 The General Manager and Staff

The General Manager is the spokesperson on all operational matters, including a declared municipal emergency and activated Business Continuity Plan. In circumstances in which a media enquiry has a particular focus or calls for the spokesperson to have specific knowledge, the General Manager may delegate to a Manager or another staff member.

In the event that the General Manager is out of the office or not contactable for a period of time that would prevent a timely response, a Manager may be asked to comment in their place.

If an enquiry is minor and/or regarding something that is a matter of public record, the Communications Coordinator is authorised to answer the inquiry immediately.

Council officers who are contacted by a journalist are to immediately refer the media enquiry to the Communications Coordinator. The Communications Coordinator will liaise directly with the media to follow up and coordinate enquiries.

Council-initiated news stories must be coordinated and managed by the Communications Coordinator. Staff are not permitted to contact media representatives directly to promote news opportunities. They are required to take such opportunities to the Communications Coordinator who will assess, usually in consultation with the General Manager, whether direct contact is appropriate.

The Communications Coordinator is responsible for finalising communications materials, seeking the necessary approvals and arranging publication and distribution via the appropriate mediums. The Communications Coordinator is also responsible for providing advice and support to all Council departments to create newsworthy opportunities and target media appropriately.

Note 1: To ensure Council responds in a timely manner, media representatives are requested to direct media to the Communications Coordinator.

Note 2: A staff member featured as the media contact on an approved media release is authorised to speak to the media on the topic of the media release.

3.1.3 Councillors

Every Councillor has a right to express a private opinion on any issue, whether or not that opinion reflects Council's official position, but Councillors must take great care to clearly identify the role in which they speak or make comment.

When Councillors speak "for the Council", as delegated by the Mayor or via an official media release, they must express and support Council's formal position on the issue at hand.

If publicly expressing a personal opinion that differs from the Council position, Councillors must make it clear they are speaking for themselves and not for Council.

Councillors must ensure that they:

- Do not purport to speak for the Council unless authorised to do so
- uphold and accurately represent the policies and decisions of the Council
- do not disclose council information unless authorised to do so
- seek information and guidance from the General Manager/ Communications Coordinator where appropriate before providing comment to the media to ensure they have the most up-to-date and relevant information and have considered reputational and/or other risks
- do not breach the Code of Conduct when expressing an opinion publicly.

In the interests of promoting a positive, safe and harmonious organisational culture, Councillors should endeavour to resolve personal differences privately and must not prosecute them publicly through the media.

Where Councillors become aware of potential issues that could result in media interest, they should provide this information to the General Manager.

3.1.4 The Chairperson of a Council Committee

The Chairperson of a Council Committee may provide information in relation to that Committee.

3.2 Authorised representatives – social media

The General Manager and Communications Coordinator have overarching oversight of Council's official social media sites. The Communications Coordinator is to hold all passwords.

Only authorised staff (administrators/page editors) may post official messages on the relevant Leeton Shire Council social media sites. Further, authorised staff may only post on their primary areas of responsibility and not on other matters outside of their business unit unless authorised to do so by the General Manager.

Social media sites operated by Leeton Shire Council are listed in Appendix 1, along with the list of authorised staff responsible for managing those sites.

Councillors are not required to use social media in an official capacity or in connection with their role as a Council official.

The Mayor and Councillors are wholly responsible for maintaining any private social media accounts they might hold, create or operate under their own name, and accept all legal responsibilities for such accounts.

Council officers must not assist any Councillor with the creation or operation of any private social media account unless authorised to do so by the General Manager.

When operating any private social media accounts Councillors should make clear to audiences that any views expressed are personal opinions only. They are encouraged to be mindful of this policy and Council's adopted Code of Conduct.

4. Management of Social Media

The purpose of official Council social media sites is to:

- Promote, inform and educate the community on policies, projects, services and activities of Council
- Encourage the community to have their say on various projects through Council's 'Have Your Say' online engagement platform
- Support traditional media by broadening reach and supporting key messages
- Enhance Council's reputation online
- Provide essential updates to the community during a crisis or emergency.

It should be noted that the Leeton Shire Council website will remain Council's primary web presence and all other online services must link back to this core communication platform.

Content on Council's social media presences should, where appropriate:

- Be available on Council's websites
- Include links directing users back to the corporate website for in-depth information, documents, and the forms or online services necessary to conduct business with Council
- Include a contact name, position title and phone number for any queries.

4.1 Setting Up/Decommissioning a Council Social Media Site

If it is deemed that a social media page is required for official communication by Council, the following actions must be undertaken:

- Formal approval from the General Manager must be sought for setting up/decommissioning a Council social media site and approve who are the administrators for each specific site.
- Any proposals to set up or decommission a social media site must be presented to the Communications Coordinator who will prepare – in partnership with the recommending officer – a recommendation to the General Manager for consideration.
- Any proposal for a new site should consider purpose, target audience and administration.

**It should be noted that Leeton Shire Council's preference is to have fewer, quality, well administered sites.*

4.2 Guidelines for Posting

Authorised personnel must:

- Ensure all posts and links are Council-related and representative of a formal Council position
- Ensure, to the best of their ability, that the content they upload onto the Council's social media platforms is accurate, relevant and timely
- Ensure all content is unbiased
- Only publish content that is public information
- Not disclose confidential, private, or personal information or any information that may infringe privacy or copyright
- Ensure Council is always reflected in a professional and appropriate manner
- Ensure major announcements are made in conjunction with or by the Communications Coordinator
- Ensure any photos featuring any persons have their prior approval prior to being published
- Aim to post or schedule posts to occur in Council's standard business hours unless relevant to an event, issue or audience target coinciding outside of standard business
- Only post on their primary areas of responsibility and not on other matters outside of their business unit unless authorised to do so by the General Manager
- Correct any inaccuracies in Council generated content
- Ensure public comments on posts are switched off on all Leeton Shire social media platforms

(unless there is an extenuating circumstance as approved by the General Manager), with advice provided to readers on the best options for engaging with Council if required. This may include messenger provider the responsible staff member commits to monitoring the site and responding at least once a day during business hours. Council currently does not have sufficient resources to adequately monitor, moderate and respond to content through all of its social media channels. Failure to respond or moderate in a timely manner constitutes a reputational risk as well as a potential legal risk should comments be deemed defamatory.

- Exercise extreme caution if wishing to like other non-Council posts or sharing other posts on behalf of Council unless the posts are directly related to Council business. While sharing or liking posts is typically intended in good spirit, endorsement may be publicly perceived as bias. Council officials can seek advice or discuss with Communications prior to liking or sharing third party posts if uncertain.
- Where practicable, key posts on Leeton Shire's Council's Facebook primary site should be drafted in Facebook Creator Studio for review by the Communications Coordinator to ensure consistency in branding and messaging.

Council administrators may decide to share posts to third party presences such as the I live in Leeton Facebook Page for information, promotion or service delivery activity.

If required and only as approved by the General Manager, Council administrators may provide factual clarification in a comment in response to third party information as it pertains to Council, as per Section 4.3 below.

4.3 Responding to Posts

If a post on a third-party page is deemed to require a response, the respondent:

- Must identify themselves formally in the first response to any public post thread using the following introduction "Hi – this is (name), (position) at Leeton Shire Council"
- Be clear that they are ambassadors for Leeton Shire Council and must reflect the organisation in a professional and appropriate manner at all times.
- Must ensure the response provides only factual information, no opinion
- Make every reasonable effort to acknowledge the post within one business day (or within the business day following a weekend, RDO or public holiday).

Prior to posting a response to a comment that is critical of Council (including Councillors, staff, services, etc.) staff must seek advice from the relevant Group Manager or Communications Coordinator and written approval must be obtained from the General Manager.

4.4 Moderation

To assist in the management /moderation of social media presences when required, a set of House Rules that detail acceptable behaviour by contributors has been developed. These House Rules have been published on all Council's official social media pages.

Notwithstanding that comments will rarely be permitted on social media, Leeton Shire Council will not tolerate content that is offensive, obscene, defamatory, threatening, harassing, bullying, discriminatory, hateful, racist, sexist, infringes copyright, constitutes a contempt of court, breaches a court suppression order or is otherwise unlawful. Such content will be removed.

Posts that make specific mention of confidential material about Council or individuals or mention staff by name on Council's social media presences will also be removed.

Users who consistently display behaviour contrary to the House Rules will be banned from commenting on Council's sites for either a fixed period or indefinitely. If Page Administrators deem that a user should be banned from a platform, they must request that the Communications

Coordinator to make that recommendation to the General Manager.

The General Manager and Communications Coordinator have overarching oversight of the social media sites and are authorised to remove or hide any defamatory posts or inappropriate Council-generated posts.

4.5 Use of Personal Social Media Sites

While this policy applies to Council staff use of social media in their official capacity, it is important to note that private use of social media, if used inappropriately, can bring Council into disrepute, and expose Council staff to a high degree of risk.

Personal participation needs to be carefully managed. There is arguably no such thing as a 'private' social media network or platform. Posting information online is a public activity. Anyone's posts can easily be forwarded to a third party and potentially go viral.

In using social media in a private capacity, staff should refrain from posting material that is obscene, defamatory, threatening, harassing, discriminatory or hateful to another person or entity or that causes or could cause insult, offence, intimidation or humiliation. In addition, staff should never disclose the personal information of any Councillor, Council customer, Council worker or Council Contractor.

Council staff may not access social media sites for personal reasons during the working day, except during designated tea or lunch breaks.

Other key points to consider include:

- Unless designated as a social media site administrator, Council staff may not comment or respond to posts on any social media sites in their official Council capacity
- Council staff who are residents, ratepayers or customers of Council services may engage in social media about issues that personally affect them in their private capacity. In such cases, it is imperative that the staff member makes it clear that they are commenting as a resident/customer and not as a Council employee
- It is advisable that staff refrain from commenting personally on matters that do not affect them unless there is compelling reason to do so and it is, again, made clear that these are made as a resident/customer and not as a Council employee
- Under no circumstances may a staff member share information that is not already publicly available (i.e., information known only by staff due to their position at Council). Such disclosures will be viewed as a breach of Council's Code of Conduct and may result in disciplinary action.

5. Procedures

5.1 Media releases

5.1.1 Preparation

Media releases or statements should be drafted by the responsible officer, approved by the responsible officer's supervisor, and then presented to the Communications Coordinator who will review and edit the document, seek appropriate approvals and distribute the final document.

5.1.1 Permissions and Approvals

The wording of quotes attributed to the Mayor, Councillors or staff members are to be approved by the relevant person(s) prior to the document being distributed.

If a photograph is to accompany the media release, all photographic permissions need to be finalised and, as a matter of courtesy, Councillors and/or staff featuring in photographs should be given the opportunity to review the photograph prior to final distribution.

Photographs should be credited if they are not the property of Council and the photographer/owner of the photograph has asked to be credited.

All media releases/statements are to be submitted to the General Manager by the Communications Coordinator for approval.

5.1.2 Distribution

The Communications Coordinator is to distribute media releases to:

- local and regional media contacts
- state and interstate contacts by the Communications Coordinator if the topic is relevant to their readers, viewers, or listeners
- Councillors
- all Council staff.

Media releases are to be filed into Council's Records Management System, and uploaded onto Council's website and, where appropriate, Council's Facebook page, by the Communications Officer or delegate.

6. Associated Documents

- Leeton Shire Council Code of Conduct
- Leeton Shire Council ICT Policy
- Leeton Shire Council Workplace Surveillance Policy

7. Records

Council will collect and retain media (including social media) content in line with the *State Records Act 1998* and Council's Records Management Policy.

APPENDIX 1. Council's Official Social Media Sites and Administrators

*this list will be updated annually

SOCIAL MEDIA SITE	PAGE EDITORS/ADMINISTRATORS
Leeton Shire Facebook Page (primary page)	Communications Coordinator (Lead) Customer Services & Governance Coordinator Economic & Strategic Development Manager Manager, Visitor Services & Local Activation Community Planner Events Officer Road Safety Officer
Leeton Tourism Facebook Page	Manager Visitor Services & Local Activation (Lead) Communications Coordinator Events Officer Visitor Services Officer Museum, Gallery & Heritage Officer
Leeton Regional Aquatic Centre Facebook Page	Recreation Facilities & Program Coordinator (Lead) Communications Coordinator
Leeton Indoor Stadium Facebook Page	Recreation Facilities & Program Coordinator (Lead) Communications Coordinator
Leeton Shire Library Facebook Page	Manager Visitor Services & Local Activation (Lead) Library Supervisor Library Assistants Communications Coordinator
Leeton Museum and Gallery Facebook Page	Museum, Gallery & Heritage Officer (Lead) Events Officer Communications Coordinator
Australian Art Deco Festival Facebook Page	Events Officer (Lead) Manager Economic & Community Development Museum & Gallery Heritage Officer Communications Coordinator
LELC Facebook Page	LELC Manager (Lead) Manager Visitor Services & Local Activation Communications Coordinator
Leeton Roxy Community Theatre Facebook Page	Roxy Theatre Coordinator (Lead) Manager Visitor Services & Local Activation Communications Coordinator
Gogeldrie Riverside Park Facebook Page	Manager Visitor Services & Local Activation (Lead) Weir Caretakers Communications Coordinator
Light Up Leeton Facebook Page (Section 355 Committee)	Events Officer (Lead) Committee Representative (max 2)
Leeton Shire Instagram Page	Communications Coordinator (Lead) Manager Visitor Services & Local Activation Manager Economic & Community Development Customer Services & Governance Coordinator Events Officer
Leeton Library Instagram Page	Manager Visitor Services & Local Activation (Lead) Library Supervisor Library Assistants Communications Coordinator

Leeton Museum and Gallery Instagram Page	Museum, Gallery & Heritage Officer (Lead) Events Officer Communications Coordinator
Leeton Chill and Grill Instagram Page	Events Officer (Lead) Manager Economic & Community Development Museum & Gallery Heritage Officer Communications Coordinator
Leeton Shire LinkedIn Page	Communications Coordinator (Lead) Customer Services & Governance Coordinator Manager Economic & Community Development Manager Visitor Services & Local Activation Community Planner Events Officer Road Safety Officer
Google My Business	Communications Coordinator (Lead)
Trip Advisor	Manager Economic & Community Development (Lead) Events Officer



LEETON
SHIRE COUNCIL

DRAFT

**COMMUNITY ENGAGEMENT
STRATEGY 2022-2025**

(INCORPORATING LAND USE COMMUNITY
PARTICIPATION PLAN)

DECEMBER 2022

DOCUMENT CONTROL

RESPONSIBLE OFFICER:	Communications Coordinator				
REVIEWED BY:	Communications Coordinator Manager, Planning Building and Health				
LINK TO COMMUNITY STRATEGIC PLAN:	A community that speaks up and gets involved 19b.01: Run an active community engagement program				
DATE ADOPTED:					
ADOPTED BY:	Leeton Shire Council				
RESOLUTION NO: (IF RELEVANT):					
FOR PUBLICATION:	<input type="checkbox"/> INTRANET <input type="checkbox"/> COUNCIL WEBSITE <input checked="" type="checkbox"/> BOTH				
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2	26 June 2013				13/136
3	22 February 2017				17/018
4	December 2022	Changes in response to the release of the new IIP&R Guidelines and Handbook including: <ul style="list-style-type: none"> • Expansion of engagement principles to reference social justice principles • Sections added (stakeholder list, feedback, how personal information will be used, evaluation) • Inclusion of Community Participation Plan into single document • Reference to individual community engagement action plans for specific engagement projects 	Communications Coordinator		

REVIEW OF THIS DOCUMENT

This document will be reviewed every 4 years or as required in the event of legislative changes or operational requirements. Any major amendments to the document must be made by way of a Council Resolution. Minor amendments such as corrections to spelling, changes to wording for improved clarity, formatting and updates to the Appendixes may be made without approval from the Council.

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1. Introduction

This Community Engagement Strategy 2022-2025 has been developed in response to increasing community awareness of the importance of having a say in Council's decision making. Part 1 addresses engagement in general, and Part 2 specifically deals with the land use and development approvals Community Participation Plan.

Effective and meaningful engagement is at the heart of local government. It helps communities shape their own future and play a part in informing the vision and direction of Council. Council has a vital role to play in providing opportunities for people to be involved in creating good public policy and ensuring relevant, quality services.

Leeton Shire Council is committed to actively seeking and considering the views of the community when planning or deliberating on important policies, plans, projects and services in a manner that is underpinned by key engagement principles.

2. What is Community Engagement?

Community engagement is about involving the community in making the decisions that shape the Shire. It's about enabling the community to have a say on matters that may impact or interest them. It is planned, two-way information sharing with the purpose of working with the community and other stakeholders to make better informed decisions.

Effective community engagement allows Council to tap into diverse perspectives and potential solutions to improve the quality of its decision making.

Council's community engagement practice is aligned with the International Association for Public Participation (IAP2) and provides a framework to enable planning, implementation, and evaluation of community engagement activities.

3. About the Community Engagement Strategy (Part 1 of this Strategy)

The Community Engagement Strategy section of this document (Part 1) outlines Council's general approach to engagement. It has been developed to guide ongoing communication between Council and the community in planning for the future.

This Strategy strives to:

- Keep the Leeton Shire community well informed about issues, strategies or plans that affect them
- Be a key resource for Council to ensure that its engagement processes are appropriate, accessible, well-planned and integrated, and adequately resourced
- Ensure that the views of a wide cross section of the community are incorporated into the process, by selecting engagement methods that are flexible, inclusive and appropriate to the people being consulted
- Provide a process for co-ordination of Community Strategic Plan and 'vision' for Leeton that takes account of the broad community desires, expectations and aspirations
- Enable and help guide subsequent Council strategic plans; and support ongoing opportunities for involvement in and shared "ownership" of Council's decision making and strategy development
- Provide staff with the support and training to conduct effective community engagement processes

- Improve Council's internal systems and procedures to ensure a coordinated and comprehensive approach to engagement
- Assist Council in meeting its legislative requirements regarding community engagement.

It is intended that this Community Engagement Strategy will give the community a clear understanding of:

- Council's commitment to community engagement
- When community engagement will occur
- What level of engagement will occur
- How the community engagement process will be managed.

3.1 Legislative Requirements

The Community Engagement Strategy complies with the *Local Government Act 1993*, Section 8A and Section 402A, which state that: The council must establish and implement a strategy (its Community Engagement Strategy) based on social justice principles, for engagement with the local community when developing its plans, policies and programs and for the purpose of determining its activities (other than routine administrative matters).

The Community Engagement Strategy also complies with the *Children's Guardian Amendment (Child Safe Scheme) Bill 2021* Child Safe Standard 2 – Children participate in decisions affecting them and are taken seriously. Children are safer when organisations teach them about their rights to be heard, listened to and believed. A child safe organisation actively seeks the opinions of children and when doing so considers their age, development, maturity, understanding, abilities and how they communicate. Children are encouraged and supported to regularly contribute to decisions that affect them.

4. About the Land use Community Participation Plan (Part 2 of this Strategy)

The Community Participation Plan section of this document (Part 2) has been created to outline how and when Council's Planning department engages with the community across their planning functions.

The Community Participation Plan applies to Council's exercise of its functions under the *Environmental Planning and Assessment Act 1979*, as well as when it exercises functions on behalf of the Independent Planning Commission.

This section of the Community Engagement Strategy seeks to:

- Provide opportunity for those potentially impacted by development to comment on possible impacts
- Provide clarity and consistency in the notification process
- Outline circumstances in which direct notification and/or advertising will be undertaken
- Specify developments considered to be 'advertised development' for the purposes of The *Environmental Planning and Assessment Act 1979*.

4.1 Legislative Requirements

The *Environmental Planning and Assessment Act 1979* includes mandatory community participation requirements for councils in their role as planning authorities. These requirements include:

- Setting out the mandatory requirements for community participation by planning authorities

with respect to the exercise of relevant planning functions. The mandatory requirements include public exhibition for a minimum period, public notification requirements and the giving of reasons for decisions by planning authorities

- The requirement for community consultation by some applicants for consents or other approvals
- Information about how and when it will undertake community participation when exercising relevant planning functions.

PART 1: THE COMMUNITY ENGAGEMENT STRATEGY

5. Why Engage?

Council is committed to gathering the community's views, alongside other information – including technical, financial, legislative – to help us to make better decisions.

Our community and stakeholders live, work and choose to spend time in the local area and have a wealth of knowledge to contribute. In return, we want to ensure the decisions we make provide the best outcome for them.

Community participation in decision-making:

- Increases awareness of Council's services programs and planning
- Improves communication and understanding of the process and the outcome
- Leads to better decision making
- Enhances a sense of community pride and self-determination
- Builds community capacity to be involved in local government decision making
- Fosters trust and confidence in local government
- Strengthens communities to add value and deliver benefits.

6. Challenges of Engagement

6.1 Meeting Expectations

Community engagement is a commitment by Council to use several forms of interaction to inform, consult and involve citizens. These forms of engagement will vary depending on the issues involved.

However, community engagement is NOT a process whereby

- every citizen is necessarily consulted on every issue,
- consensus will be achieved on every matter under consideration,
- feedback is viewed as a democratic vote, with majority rules.

Competing expectations and complexity need to be recognised and managed such that, when decisions are made, stakeholders are helped to understand the Council's reasons for decisions that might be different to their expectations.

6.2 Community Plans versus Council Plans

Empowerment of communities to achieve desired goals is frequently an outcome of community engagement. Councils may be able to provide assistance in some part of a community aspiration; however, one of the challenges is to balance desire with capacity, and clarity of understanding about the concept of communities building communities, as opposed to citizens identifying a

'problem' that Council needs to 'fix'.

6.3 Adequate Resourcing Levels

Effective community engagement requires a strong commitment to be successful. This commitment needs to be both a genuine desire by Council to engage and then listen to the views of the community; but it also requires a commensurate commitment of adequate resources (financial and people) to ensure that the engagement process can be properly conducted.

6.4 Broad Community Participation

One of the key challenges is in engaging the broader community, and not just the same interested community members all the time. There is a need to ensure that a variety of engagement tools are utilised that appeal to a wide range of demographics, ages and abilities. There is also a need to ensure that strategies consider ways to engage a representative segment of the entire community (age, gender, geographic location, ethnicity, occupation and interest).

Considerations such as the time of the day (and the week) that engagement strategies are scheduled, physical access to venues, and the presentation of material in an understandable form are all important elements.

7. A Principles Based Approach to Engagement

Leeton Shire Council's Community Engagement Strategy is based on social justice principles and principles that are aligned with the International Association of Public Participation (IAP2) core values. These principles will underpin all stages of the community engagement process, from planning to decision making and evaluation.

Our key engagement principles are those of:

- Social Justice
- Integrity
- Accessibility and inclusivity
- Informative and timely
- Accountability
- Excellence
- Innovation.

7.1 Social Justice

Council's engagement will be fair and equitable and will provide opportunities for individuals, regardless of background or socio-economic status, to participate in decisions that can affect their quality of life.

7.2 Integrity

Council will be transparent and open about the process and the decision to be made.

7.3 Accessibility and Inclusivity

Community members should have equal opportunity to participate in community engagement processes. In this instance, access refers to any barriers that may impede a person's ability to participate. Specific areas to consider include:

- Understanding who the relevant stakeholders are and provide opportunities for a diverse range of perspectives to be heard
- Selecting a venue and engagement technique appropriate and caters to the people involved in the community engagement (e.g., Aboriginal and Torres Strait Islander people; people from diverse cultural and linguistic backgrounds; people with disabilities; older and young people)
- Ensuring venues are accessible to wheelchairs and have appropriate facilities (e.g., disabled toilets)
- Providing clear, concise information that is easy to read and understood by a wide range of audiences.
- Being aware of and supporting any potential language, sight, or hearing impairment
- Promoting the engagement in a manner that reaches a wide cross-section of the community (e.g., website, social media, online engagement portal 'Have Your Say', schools, local radio, etc.)
- Invite specific targeted community groups as identified in the project

7.4 Informative and Timely

Council will:

- Seek to engage stakeholders at the earliest stage possible and continue to keep them informed and involved throughout the process
- Provide adequate and timely information to enable informed participation
- Hold engagement activities are held at convenient times so that as many people as possible can participate
- Provide sufficient timeframes are critical to give participants time to provide feedback or attend consultation displays/meetings and to incorporate feedback into Council's processes. Time constraints should not compromise Council's engagement with the community.

7.5 Accountability

Council will consider feedback and inform community members and other stakeholders how the feedback influenced the outcome or decision.

7.6 Excellence

Council will evaluate its engagement and apply learnings to drive continuous improvement.

7.7 Innovation

Council will develop and apply new ideas that improve the way it engages.

8. With whom do we engage?

Council is committed to undertaking meaningful engagement with community and stakeholders and understands that effective community engagement requires an informed and representative group of participants, time for deliberation, and recommendations on the decision or project.

Council undertakes a stakeholder identification process to identify who is impacted or interested in a decision and will then select the best methods of engagement to encourage participation and effective engagement. We work to identify and engage directly with the most impacted, including those who face barriers to participation. Some community members fall within multiple stakeholder groups, making them particularly relevant to certain engagement processes.

8.1 Our Community Stakeholders

Following are some examples of Council's key stakeholders.

STAKEHOLDER GROUP	EXAMPLES
Residents and Ratepayers	Those who live and/or pay rates in the Leeton Shire Local Government Area
Leeton Shire Councillors, Staff	Elected members, employees, contractors and business entities and Committees of Council
Section 355 Committees	Committees with delegated authority to make decisions on behalf of Council. Committees are made up of Councillors, Council Staff and community representatives
Business and Industry	Individuals, associations or networks active in the business community. These include small businesses, industry, Leeton Business Chamber, investors, developers and individuals with business or relocation interests to the Leeton Shire
Service or facility users	Individuals or groups who use local services or facilities such as sports grounds, halls, libraries, community centre, pools
Population groups	Specific groups with demographic commonalities such as age, background, ability, gender, cultural heritage
Government agencies	Departments and representatives of state and federal government whom Council advises and seeks advice or funding for projects
Community	Community service groups and organisations that support provide community services and support. Examples are schools, sporting and recreational clubs, clubs, the aged, young people, the Aboriginal community, volunteers, charitable groups, church groups, multicultural groups, health services, support services etc.
Visitors	Individuals or groups who chose to visit Leeton Shire and may have an interest in events, recreational, and visitor services or facilities
Media	Commercial and community media outlets locally and regionally

9. The Community Engagement Process

9.1 When we will engage

Council will engage the community for:

Strategic Planning

This refers to the development of strategic plans and projects that inform the Delivery Program, Annual Operational Plan and Resourcing Strategy.

Policy Development and Implementation, including Budgets

This includes any policy development that has a direct impact on the community.

Site Specific

This refers to any changes to a site that may have impact on the community.

Service Planning

This includes the development and/or improvement to a service.

Areas of Improvement

This refers to any improvement required to increase the quality of lifestyle for the community e.g. open spaces, etc.

Legislative Requirements, including planning issues

This refers to all prescribed plans and projects under the *Local Government Act (1993)* and other relevant Acts. See Part 2 for community engagement specific to land use planning.

9.2 How we will engage and for how long

Our approach to engagement is guided by the International Association Public Participation (IAP2) Spectrum of Engagement, which describes five levels of engagement, from 'inform' through to 'empower'.

There are many different methods to engage all relevant stakeholders on an issue, and council will generally use multiple techniques on single projects to ensure a broad cross section of the community has been consulted.

An important trend to embrace is people's ongoing preference for online information and engagement.

It should be noted that Council's main website which is an Open Cities platform complies with all W3C Web Content Accessibility Guidelines 2.0 AA Standards ensuring people of all abilities can receive information and provide input.


Online engagement through Council's Have Your Say platform offers the potential to reach many more people quickly and efficiently to have their say in a way and at a time that suits them best.

Council has also established a presence in social media. However, for the foreseeable future, this will be limited to providing information as Council does not have sufficient staff to monitor social media. Council will not engage in debate, nor will it generally use social media as a formal means of seeking community views and feedback. However, Council will use social media to advise community where and how they can engage with Council.

Council also understands that large sections of the community still prefer written communication, printed documents and face-to-face engagement and will continue to provide these engagement options as much as possible, particularly for high impact and higher risk areas.

Generally, Council will engage for 28 days minimum. However, the period between 20 December and 10 January every year (inclusive) is excluded from the calculation of a period of public exhibition.

The Public Participation Spectrum



	INFORM	CONSULT	INVOLVE	COLLABORATE	EMPOWER
Public Participation Goal	To provide the public with balanced and objective information to assist them in understanding the problem, alternatives, opportunities and/or solutions	To obtain public feedback on analysis alternatives and/or decisions	To work directly with the public throughout the process to ensure public concerns and aspirations are consistently understood and considered	To partner with the public in each aspect of the decision, including the development of alternatives and identification of the preferred solution	To place final decision making in the hands of the public
We Will	Keep you informed	Keep you informed, listen to and acknowledge concerns and aspirations, and provide feedback on how public input influenced the decision	Work with you to ensure your concerns and aspirations are directly reflected in the alternatives developed and provide feedback on how public input influenced the decision	Look to you for advice and innovation in formulating solutions and incorporate your advice and recommendations and decisions to the maximum extent possible	Implement what you decide
Example Engagement Activities	<ul style="list-style-type: none"> • Website • Social Media • Media Releases • Advertisement • Posters • Presentations • Letters • Emails • Phone 	<ul style="list-style-type: none"> • Have Your Say survey • Online forums • Polls • Information sessions • Public hearing • Written and email submissions 	<ul style="list-style-type: none"> • Focus groups • Workshops • Deliberative Polling • Reference Groups • Field Trips 	<ul style="list-style-type: none"> • Stakeholder committees • Online deliberative community panel • Mediation • Community Summits • Participatory Budgeting • Referendum 	<ul style="list-style-type: none"> • Deliberative citizens jury • Ballots • Delegated Decisions

9.3 Triggers from engagement

Various factors influence the need to engage with the community on a specific issue. On an overall basis community engagement has two principal components for these purposes. The first is at an overarching Strategy Planning level. This is the process adopted by Council to support development of a Community Strategic Plan that will determine priorities and community vision for the future. This Plan will also consider the varying strategies that both the community, and the Council, may adopt to give effect to the vision.

The second component to community engagement surrounds the body of techniques and approaches that develop and sustain working relationships between Leeton Shire Council and the wider community. The triggers for the level and type of engagement will be determined by Council's assessment of the likely impact on the community, and on the complexity of the issue to be addressed. These levels of engagement will follow the stages outlined previously (viz: Inform; Consult; Involve; and/or Collaborate/Empower).

Note – Council will develop individual community engagement action plans for specific engagement projects. These action plans are to be developed with reference to this Community Engagement Strategy. The action plans will provide in-depth details of the engagement process, a timeframe in which the engagement process will be carried out, Identify how the outcomes of the process will be recorded and reported back to participants.

9.4 Levels of Community Engagement

The purpose of assessing the levels of impact is to guide the variety of engagement methods that may be appropriate for particular engagement projects and the resources required. The examples provided below are indicative, not prescriptive each issue should be considered on its merits.

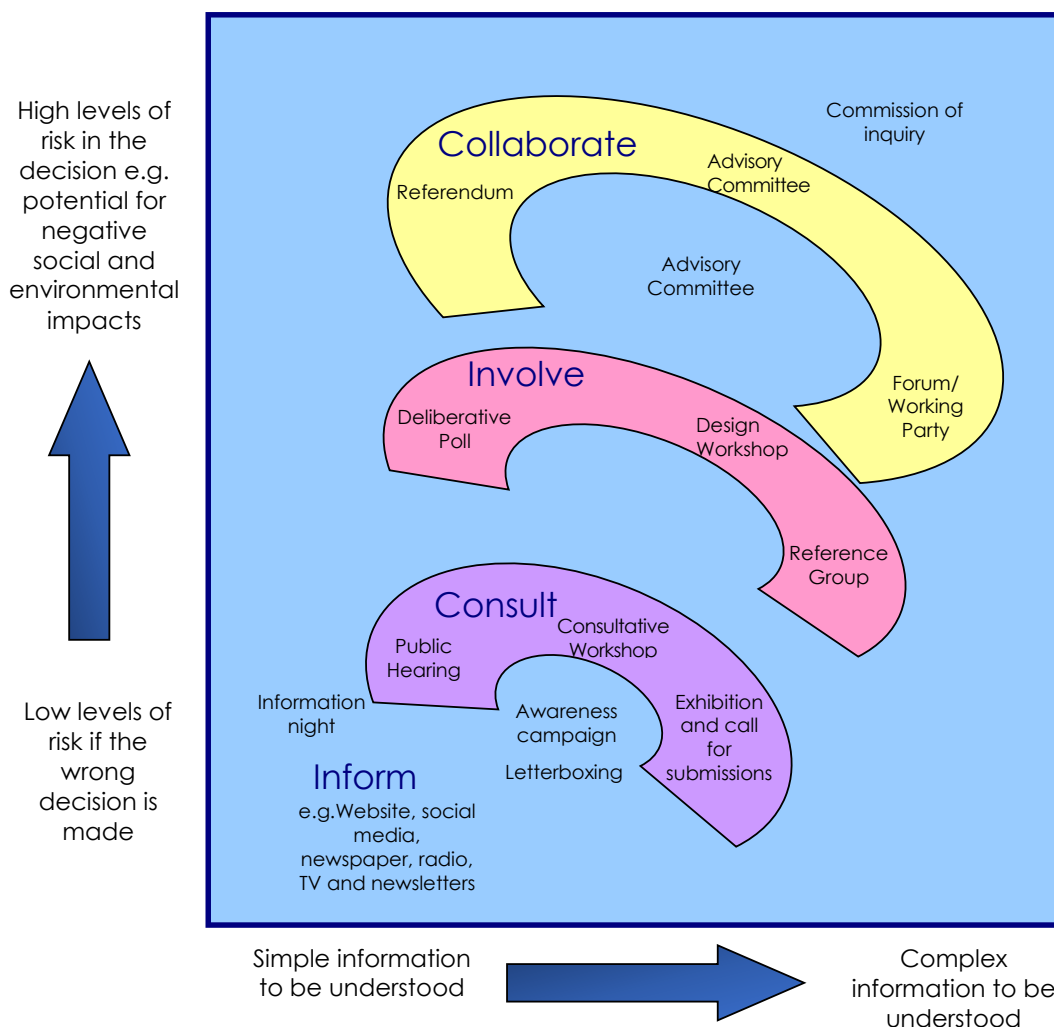
LEVEL OF IMPACT	CRITERIA (ONE OR MORE OF THE FOLLOWING)	EXAMPLES
Level A High Impact – Leeton Shire High level of impact or risk, perceived or real, on the whole or a large part of Leeton Shire	<ul style="list-style-type: none"> • Potential high impact on State or regional strategies or directions • High level of real or perceived impact or risk across Leeton Shire • Any significant impact on attributes that are considered to be of high value to the whole of Leeton Shire, such as the natural environment or heritage • Any impact on the health, safety or well-being of the Leeton Shire community • Potential high degree of controversy or conflict • Likely high-level interest across Leeton Shire 	<ul style="list-style-type: none"> • Shire wide or regional plans • A change to land categorisation i.e., selling land • Disability action plan • Strategies, plans or policies, e.g., Culture, Youth, Aged • Removal of a facility or service catering across Leeton Shire e.g., Library Services • Provision of a district or regional facility e.g., skate park, indoor sports centre • Key changes to a Leeton Shire wide service e.g., waste management • Changes to or impact on natural bushland or waterway (where the natural values could be affected)
Level B High Impact – Local High level of impact or risk, perceived or real, of a local nature e.g. a local area, specific community or user group	<ul style="list-style-type: none"> • High level of real or perceived impact or risk on a local area, small community or user group(s) of a specific facility or service • The loss or significant change to any facility or service to a local community • Potential high degree of controversy or conflict at the local level 	<ul style="list-style-type: none"> • Removal or relocation of a local playground • Change to or loss of valued activity or program e.g., local youth activity • Redevelopment of a sportsground • Major development or redevelopment of non-regional parks • Local street road closure • Increase or removal of car parking in local shopping centre
Level C Lower Impact – Leeton Shire Lower level of impact on the whole or a large part of Leeton Shire	<ul style="list-style-type: none"> • Lower, although still some real or perceived impact of risk across Leeton Shire • Potential for some controversy or conflict • Potential for some although not significant impact on State or regional strategies or directions 	<ul style="list-style-type: none"> • Improvements to a Leeton Shire wide service e.g., Library Services • Upgrade of a district or regional facility • Changes to customer services processes, e.g., payment of rates • Most changes to fees and charges (unless contentious) • Provision of a community wide event • Review of community needs e.g., recreational needs assessment
Level D Lower Impact - Local	<ul style="list-style-type: none"> • Lower level of real or perceived impact or risk on a local area, small community or user group(s) of a specific facility or service • Only a small change or improvement to a facility/ service at the local level • Low or no risk of controversy or conflict at the local level 	<ul style="list-style-type: none"> • Upgrade of a local playground • Local street or streetscape upgrade • Changes to a local activity program e.g., timing or venue/location

A four-tier level of community engagement is used to guide Council's approach to conducting consultation.

TYPICAL LEVEL OF ENGAGEMENT	DEFINITION	TYPICAL HIGHEST LEVEL OF IMPACT
1. INFORMING	<ul style="list-style-type: none"> Advising the community of a situation or proposal Informing on a decision or direction Providing advice on an issue No response is required, although people are free to seek a further level of participation 	Level A Level B Level C Level D
2. CONSULTING	<ul style="list-style-type: none"> Undertaking market research to identify needs or issues Seeking comment on a proposal, action or issue Seeking feedback on a service or facility Requiring a response, but limited opportunity for dialogue Option for people to seek a further level of participation 	Level A Level B Level C Level D
3. INVOLVING	<ul style="list-style-type: none"> Involving the community in discussion and debate Ensuring informed input through briefings and information Adopting a more personal and innovative approach through personal contact meetings/sessions that encourage participation Involving at different times in the planning process i.e. keeping informed and enabling further comment 	Level A Level B
4. COLLABORATING/EMPOWERING	<ul style="list-style-type: none"> Establishing a structure for involvement in decision-making e.g., committee Enabling ongoing involvement and keeping informed Allocating responsibility in achieving initiatives 	Level A Level B

The engagement approach applied in each instance will be influenced by the assessed impact level. The impact and complexity level for any given matter will tend to reflect the engagement. The higher the impact, the greater the level of engagement.

The level of engagement that may be required is illustrated in the following diagram, giving an indication of the relationship between the degree of impact and the complexity of the information.



This decision diagram is based on:

- Likely risk
- Complexity of the information which needs to be understood for a sound decision.

The example methodologies are indicative only of some of the numerous types of community engagement tools that Council may utilise.

Selection methodologies will depend on the outcomes of research that will include demographic, technical, legal and financial data.

Recommendations and information provided by Council will, in all cases, be evidence based.

10. Management of the Engagement Process

Each community engagement activity will be the responsibility of the Manager within the lead unit, in collaboration with Council's Communications Coordinator.

When planning community engagement, Managers need to ensure that resources (staff and financial resources) for engagement activities across Council are effectively allocated and managed. Where possible, engagement activities will be combined with other activities that target similar communities.

10.1 How to provide Feedback

The community is encouraged to provide feedback to Council in any of the following ways by the specified closing date:

ELECTRONICALLY: Completion of a survey/submission on the project page on Council's 'Have Your Say' online engagement portal at haveyoursay.leeton.nsw.gov.au

BY EMAIL TO: council@leeton.nsw.gov.au

BY LETTER: Addressed to the General Manager, 23–25 Chelmsford Place, Leeton NSW 2705.

10.2 How will your Personal Information be used?

Respondents' personal information is protected under the Privacy and Personal Information Act 1998 (PIPA Act). When you make a submission, Council will collect:

- Name
- Address
- Email (if provided)
- Any other personal information contained in a political donations' disclosure statement (if provided)

Council may publish:

- The submission made*
- The name of the respondent (unless they state they want their name withheld)
- The suburb of the respondent
- Any political donations disclosure statement
- Submissions in reports or other documents that are produced following the exhibition period
- Council may forward submissions to third parties including other public authorities and Government agencies or an applicant
- If a submission is made on behalf of multiple people or it contains a petition, only the designated contact person will be provided with any subsequent acknowledgement or correspondence. The first person with legible contact details will be used if no designated contact is assigned.

* Respondents will be asked to not provide any personal information in their submission that they do not want published.

10.3 Reporting back to Participants and Community

Council will send an acknowledgement of all submissions received where an address (email or residential) is provided.

Upon completion of a community engagement activity, a report will be developed outlining the community engagement outcomes, considerations, and recommendations made to Council.

Respondents will be informed of the upcoming Council meeting where their views will be tabled and considered, with advice on how the information can be accessed on Council's website. They will also be invited to present their views verbally to Council (subject to time limits in place for the occasion) and will need to contact Council prior to the meeting to register to speak. Timeframes for registration and presentation will be advised in the relevant agenda.

In some circumstances, submitters may receive individual responses. In other circumstances, submitters will be provided with general responses. Each situation will be decided on merit and with consideration of Council resourcing at the time.

10.4 Evaluating the Engagement

Evaluating engagement is a continuous process, so plans and activities can be adjusted should an aspect not be working well. These lessons learnt will be shared across Council and inform improvements to the process. Evaluation considerations may include:

- Number of people involved in the process
- Community representation
- Type of communications publicity methods most suitable
- Methods utilised for engaging the community
- Timing i.e., promotion time and time of the actual activity
- Qualitative and quantitative information gained and gathered
- Quality and usefulness of the information obtained in the process

These assessment results will be used to improve future engagement plans and processes.

PART 2: THE COMMUNITY PARTICIPATION PLAN

11. Why Invite Community Participation in Land Use Planning?

Community participation in land-use planning specifically aims to:

- Build community confidence in the planning system
- Ensure that the needs and concerns of the community are identified and addressed wherever possible
- Create a shared sense of purpose, direction and understanding of the need to manage growth and change while preserving local character
- Provide Council with access to community knowledge, ideas and expertise in the decision-making process
- Ensure Council's planning functions reflect the aspirations of the Leeton Shire community
- Ensure Council fulfils mandatory community participation requirements.

12. Definitions

The following glossary of terms used in land-use planning is provided to assist community members in their understanding of the planning system:

TERM	DEFINITION
Community Participation Plan (CPP)	A plan setting out how and when interested persons can participate in the land-use planning system, including Council's planning functions and its planning proposals and policies.
Complying development	The proposed development complies with all development standards applicable, and (if relevant) complies to the Building Code of Australia.
Contributions plans	Plan/s developed by Council for the purpose of gaining financial contributions from new development towards the cost of new and upgraded public amenities and/or services required to accommodate the new development or to address community needs more broadly.
Delivery Program	A program detailing the principal activities to be undertaken by the Council over its term to implement the strategies established by the Community Strategic Plan.
Designated Development	Developments that are high-impact developments (e.g., likely to generate pollution) or are located in or near an environmentally sensitive area (e.g. a wetland area).
Development application	An application for consent (under Part 4 of the Act) to carry out development but excludes an application for a complying development certificate.
Development Control Plans (DCP)	A plan that provides detailed planning and design guidelines to support the planning controls in the Local Environment Plan (LEP).
Gateway determination	A gateway determination is issued by the Department of Planning following an assessment of the strategic merit of a proposal to amend or create an LEP and allows for the proposal to proceed to public exhibition.
Local Environmental Plan (LEP)	An environmental planning instrument developed by a local planning authority, i.e., the Council. An LEP establishes the legal planning framework for the local government area.
State Environmental Planning Policy (SEPP)	An environmental planning instrument developed by the Department of Planning that relates to planning matters that are State-significant or are applicable across the State.
State-significant development	Some types of development are deemed to have State significance due to the size, economic value or potential impacts they may generate. Examples include new educational establishments, hospitals and energy-generating facilities.
State-significant infrastructure	Includes major transport and services developments that have a wider significance and impact than just the local area. Examples include road and rail infrastructure, and water storage and treatment plants.

13. Scope and Application

This Community Participation Plan applies to all of Council's land-use planning activities. The level and extent of community participation in planning decision-making will vary depending on the scope of the proposal under consideration and the potential impacts of the decision.

The land-use planning functions of Council that the Community Participation Plan applies to include:

Policies	Council develops policies that shape interaction with the planning system. These may include policies on developments that require developer contributions or repayment schemes.
Plan Making	Strategic land-use planning involves actions for communities which integrate social, environmental and economic factors with the Shire's special attributes. These include Planning Proposals such as rezoning of land, development control plans and growth plans.
Assessment	Council makes decisions on a range of developments and related applications. When making these decisions, Council considers whether the proposed development is in the public interest, aligns with community objectives, and complies with applicable legislation, policies and guidelines.
Contributions	Council levies contributions for public amenities and services required to support growth. Council's contribution plans outline when contributions will be levied, the amount of the levy and what public amenities and services the contributions are levied for.

14. Council's Approach

Council encourages open and inclusive opportunities for community participation in the land-use planning system, planning functions and individual proposals. Our approach is broadly described below:

WHAT	WHEN
STAGE 1: INFORM	
Review all development applications to determine whether they should be placed on public exhibition in a timely manner.	A decision as soon as practical after the application is lodged with Council to commence public exhibition and neighbour notification as appropriate.
STAGE 2: CONSULT	
Consult with the community and invite them to provide their views and concerns on a development application or other planning function.	During the public exhibition period, seek views and concerns.
STAGE 3: CONSIDER	
Respond to the community's views by addressing concerns raised. Request additional information if necessary	As soon as practical after the public submission period expires.
STAGE 4: DETERMINATION	
Notification to the community of decisions on proposals, plans and policies, and detail how community submissions were considered in reaching the decision.	As soon as practical after the decision has been made.

15. The Community Participation Process

15.1 Public Exhibition

During an exhibition period, relevant documents that Council is seeking community input on are made available electronically and via hard copy and an invitation for submissions to be made on the draft document/s.

In reaching decisions on proposals that have been exhibited, the Council, the General Manager, the Manager Planning, Building and Health, or an assessment officer balance a wide range of factors to ensure that decisions are in the public interest. This includes considering the objectives of the Act, the strategic priorities of Council and the community, the community's input, the land-use priorities identified in relevant strategic plans, and applicable policies and guidelines.

15.2 Minimum Notification Timeframes and Advertising Requirements

The Environmental Planning and Assessment Act 1979 sets a minimum exhibition timeframe for most types of proposals. Council will always exhibit a proposal for this minimum timeframe and will consider an extended timeframe in some circumstances, based on the scale and nature of the proposal. The mandatory exhibition timeframes are set out below:

WHAT IS EXHIBITED	MANDATORY EXHIBITION TIMEFRAME	METHOD
Draft Community Participation Plan	28 days	Council website Have Your Say online engagement portal Newspaper Media Release
Draft Local Strategic Planning Statements	28 days	Council website Have Your Say online engagement portal Newspaper Community Information Sessions Media Release
Planning Proposals for Local Environmental Plans subject to a gateway determination	28 days or as specified by the gateway determination which may find, due to the minor nature of the proposal, that no public exhibition is required	Council website Newspaper
Draft Development Control Plan	28 days	<ul style="list-style-type: none"> • Council website • Have Your Say online engagement portal • Newspaper • Community information meetings • Media Release

Draft Contribution Plans	28 days	<ul style="list-style-type: none"> • Council website • Newspaper
Application for development consent for designated development	28 days	<ul style="list-style-type: none"> • Council website • Newspaper • Neighbour notification • Site notice
Environmental impact statement obtained under Division 5.1	28 days	<ul style="list-style-type: none"> • Council website • Newspaper
Review of determination	14 days	<ul style="list-style-type: none"> • Council website • Newspaper

For other developments, as a matter of course Council will typically notify and/or advertise Development Applications as described in the table below:

TYPE OF DEVELOPMENT APPLICATION (DA)	ADVERTISING TIMEFRAMES FOR DAS	METHOD
<p>Notification to all landowners considered by the Manager Planning, Building and Health to be impacted* by the Development Application.</p> <p><i>* Impacts may include: the views to and from the land; overshadowing; privacy; noise or odour; the visual quality of the development in relation to the streetscape; the scale or bulk of the proposed development; the siting of the proposed development in relation to site boundaries; the proposed hours of use for the development; light spillage or reflection; means of access to or provision of parking on the proposed development site; the amount of traffic likely to be generated by the proposed development; drainage; and the social and economic impacts of the proposal.</i></p>	14 days	<ul style="list-style-type: none"> • Neighbour notification
<p>Advertisement if deemed to be of public interest* by the Manager Planning, Building and Health.</p> <p><i>*A development application is generally deemed to be in the public interest if it may have environmental impacts that impact a broad section of the Leeton community.</i></p>	14 days	<ul style="list-style-type: none"> • Council website • Newspaper • Letter mail outs • Emails
<p>Integrated and Advertised Development requiring approval under:</p> <ul style="list-style-type: none"> – Heritage Act 1977 – Water Management Act 2000 – Protection of the Environment Operations Act 1997 	28 days	<ul style="list-style-type: none"> • Council website • Newspaper • Letter mail outs • Emails

All other Integrated Development	14 days	<ul style="list-style-type: none"> • Council website • Newspaper • Letter mail outs • Emails
Amendments to Development Applications In the same manner as the original development application unless varied at the discretion of the Manager Planning, Building and Health.		<ul style="list-style-type: none"> • Advertisements in the local paper • Website • Letter mail outs • Emails
Voluntary Planning Agreements	28 days	<ul style="list-style-type: none"> • Council website • Newspaper • Letter mail outs • Emails

15.2.1 Key points to note about public exhibition

- A public authority is not required to make available for public inspection any part of an environmental impact statement whose publication would, in the opinion of the public authority, be contrary to the public interest because of its confidential nature or for any other reason.
- Timeframes are in calendar days and include weekends.
- If the exhibition period is due to close on a weekend or a public holiday, Council may extend the exhibition to finish on the next available workday.
- The period between 20 December and 10 January every year (inclusive) is excluded from the calculation of a period of public exhibition.

15.2.2 Complying developments and other occasions where exhibition will not occur

Council will not publicly exhibit the following development applications:

- Single storey residential outbuildings and single storey residential additions and alterations that comply with the relevant height, floor space ratio, setback, and cut and fill requirements
- Subdivision of existing buildings (i.e., the subdivision of an existing dual occupancy etc)
- Changes from one commercial use to another, excluding changes for licensed premises
- Internal alterations to dwellings, commercial premises and industrial buildings
- Strata or community title subdivision of an approved development
- A modified application which is substantially the same as an application which has been previously notified.

Council will not publicly exhibit the following proposed modifications of development consent:

- Modification fixing minor error (i.e., wrong plan numbers, error in approval details etc).
- Modification involving minor environmental impact only where no public submission/s was received to the original development application.

Council will not publicly exhibit a review of a planning decision, except where a public submission/s was received to the original development application.

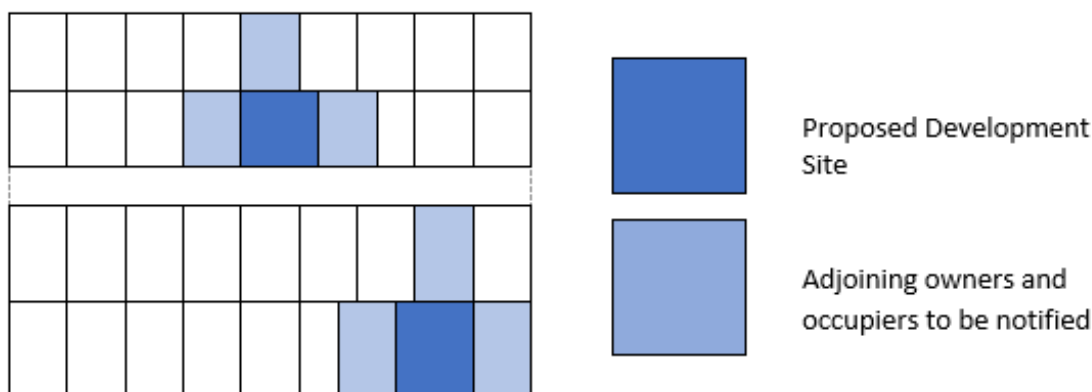
15.3 Who is Notified?

15.3.1 Neighbour Notification

For Development Applications where the Manager Planning, Building and Health or their delegate

determines that only Neighbour Notification is required, the following process applies:

- Potentially impacted neighbours are notified of the development application in writing, and submissions are invited for a period of not less than 14 days, including a minimum of 7 working days.
- The notification period may be increased at the discretion of the Manager Planning, Building and Health or their delegate having regard to the potential impacts of the proposed development.
- Potentially impacted neighbours may include those with shared boundaries and directly adjacent across roads and laneways, as described below:



Written notice of development applications is sent as a mailed letter to applicable neighbouring property owners, as identified in Council's records. Please note:

- For a property with multiple owners, written notice to one owner is considered notice to all owners (as per clause 88(2)(c) of the Regulations). Council notifies all owners if aware of their address details in association with the property.
- If land is a lot within the meaning of the *Strata Schemes (Freehold Development) Act 1986*, written notice to the owners' corporation is considered written notice to the owners of each lot within that strata scheme.
- If land is a lot within the meaning of the *Strata Schemes (Leasehold Development) Act 1986*, written notice to the lessor under the Leasehold Strata Scheme concerned and to the owners' corporation is considered written notice to owners or occupiers of each lot within that Scheme.

Council reserves the right to give individual notice to owners within strata schemes.

15.3.2 For Other Planning Matters

For other planning matters, including policies, plans, strategies and other non-development related matters, Council will focus on advertising the matter through a variety of means as deemed appropriate rather than mailing out individual notification letters.

This is done for efficiency, reaching a wide audience and avoidance of waste (that occurs in sending out individual notification letters to large parts or all the local government area each time a planning matter is placed on exhibition).

Council will typically employ the following engagement/ communication techniques depending on the nature of the development:

- Council website (Note - a prominent section of Council's website is dedicated solely to planning and development. This section of the site is populated and maintained by Council's

staff to ensure residents receive accurate and up to date information. The site also allows for the display of DAs, and links to Council's online engagement portal 'Have Your Say' for submissions on any document that is on public display. It should also be noted that the website complies with all W3C Web Content Accessibility Guidelines 2.0 AA Standards ensuring people of all abilities can provide input on planning matters.

- Council's 'Have your Say' online engagement portal
- Advertising in the local newspaper *The Irrigator*
- Council's social media platforms
- Media releases
- Community information sessions.

Notwithstanding the above, Council will also proactively notify key stakeholders if they represent a group of people that are likely to be significantly impacted by the proposal. Some key stakeholder groups that may be contacted include:

- Leeton Business Chamber
- Leeton and District Local Aboriginal Land Council
- Leeton Local and Family History Society and other historical societies
- Local planning consultants
- Developers
- Individuals affected by a planning proposal (where the planning proposal is not a broader review of the Local Environmental Plan).

15.4 How to make a Submission for Planning Matters

15.4.1 Development Applications

Any person may review the information provided and make a written submission during the exhibition period.

Submissions are generally made via email to council@leeton.nsw.gov.au or by post to the Council.

Generally, for other plans and projects, the community is encouraged to provide feedback to Council in any of the following ways:

ELECTRONICALLY: Completion of a survey/submission on the project page on Council's 'Have Your Say' online engagement portal at haveyoursay.leeton.nsw.gov.au

BY EMAIL TO: council@leeton.nsw.gov.au

BY LETTER: Addressed to the General Manager, 23–25 Chelmsford Place, Leeton NSW 2705.

The following points provide guidance to those making planning submissions that will ensure Council able to process the feedback it receives and expedite our response. Each point should be considered carefully before submitting feedback to Council.

- Ensure that your submission includes the reference number or title of the proposal you are lodging your submission about. If you are lodging a submission in relation to a development application, you should include the development application number (e.g., DA 26-2019) and the property address.
- Make sure that your submission is lodged by the closing date for public exhibition. The closing date will be on the public exhibition notice, website or notification letter.
- Clearly state and detail the reasons or grounds for your support or objection to the proposal in order that they may be taken into consideration during Council's decision-making. Only include information relevant to the development or planning proposal.

- Section 10.4 of the Act requires you to disclose reportable political donations and gifts if you are making a related public submission to Council. Failure to disclose relevant information is an offence under the Act. Council is required to make publicly available on its website any disclosure made under this section of the Act. Persons lodging submissions must declare reportable political donations (including donations of \$1,000 or more) made in the previous two years.
- Submissions, including personal information included within the submission, may be made available to the public and the applicant/proponent, as well as used in Councils reports. For a copy of the disclosure form please [contact Council](#).
- If submitting in response to a development application, Council may forward your submission to the applicant for a response in addition to any government agency that is a referral authority for the development application.
- Making a submission is entirely voluntary and you are under no obligation to provide us with any of your personal information, except as otherwise required by law.
- Submissions, including personal information included within the submission, may be made available to the public and the applicant/proponent, as well as used in Councils reports unless requested that details are withheld.
- Council will send you an acknowledgement of your submission. However, Council generally does not make individual and personalised responses to submissions. If your submission relates to a development application, Council will also notify you of the outcome of the determination or the likely date of any Council meeting determination (whichever is applicable).

If you wish to make a presentation at a Council meeting to discuss a matter listed in the meeting agenda, submitters contact Council prior to the meeting and register to speak. However, note that most development application planning matters are not determined at Council meetings. Council's Development Application Policy identifies when development applications will be determined at a Council meeting rather than being determined by Council staff.

15.4.2 Extensions

If you cannot provide a submission by the advertised closing date, contact Council to request an extension. Extensions are considered on a case-by-case basis and are decided on a discretionary basis. If no extension is granted, Council may also decide to consider or disregard late submissions on a discretionary basis.

15.5 What happens to Submissions?

Council officers will collate and consider issues identified in submissions made as part of their assessment of a planning application or proposal.

Issues such as a moral objection, commercial competition or the personal circumstances of an applicant or objector cannot be given weight in Council's assessment of the matter. Matters that can be considered as part of the assessment include:

- Compliance with the Local Environmental Plan or Development Control Plan
- Neighbourhood amenity, including noise, odour, privacy and overshadowing
- Scale and design
- Ecological impact
- Parking, traffic and pedestrian access
- Drainage and engineering matters
- Cultural, economic or social impacts
- Any other matter as identified in the *Environmental Planning and Assessment Act 1979*, State Environmental Planning Policies or other relevant legislation or planning policy

15.6 Notification of Outcomes

Council will notify the community of a planning decision depending on the nature of the planning function it relates to.

Decisions associated with the Strategic Planning, Plan Making and Contribution planning functions will be made by the elected Council at Council meetings. These meetings are generally open to the public. Minutes of the monthly Council meeting are recorded and made available on Council's website after each meeting.

Decisions associated with the Assessment planning functions are advertised on Council's DA Tracker, on its website. Copies of the assessment reports, including how the views of the community were considered, will be available on Council's DA Tracker. Community members who have made submissions will receive notification of the outcome of the decision. Where appropriate the assessing officer may directly contact the author of the submission as part of the assessment process.

In some instances, development applications are reported to the elected Council for formal endorsement as part of their monthly meetings. These meetings are generally open to the public. Copies of the Business reports are also available on Council's website. The Business reports will contain information regarding submissions and how the views of the community were taking into consideration. Minutes of the Council meeting are also published on Council's website.

Community members who have made individual submissions will be notified of the date of the Council meeting and will be provided with an opportunity to address the public access meeting. Community members who have made submissions will also receive notification of the outcome of the Council meeting.

ITEM 7.6 COUNCIL MEETING DATES MARCH 2023 TO FEBRUARY 2024

RECORD NUMBER	22/466
RELATED FILE NUMBER	EF21/54
AUTHOR/S	Customer Service and Governance Coordinator
APPROVER/S	Group Manager Corporate

SUMMARY/PURPOSE

The purpose of this report is to present to Council a proposed timetable for the Council meetings for the period between 1 March 2023 to 28 February 2024.

RECOMMENDATION

THAT Council adopts the following:

1. Ordinary Council meetings to be held on the following dates of every month, excluding January 2023 to allow for school holidays, with the dates being:
 - Wednesday 22 March 2023
 - Wednesday 26 April 2023
 - Wednesday 24 May 2023
 - Thursday 22 June 2023
 - Wednesday 27 July 2023
 - Wednesday 23 August 2023
 - Wednesday 27 September 2023
 - Wednesday 25 October 2023
 - Wednesday 22 November 2023
 - Wednesday 13 December 2023
 - Wednesday 22 February 2024.
 2. Council Meetings will commence at 7pm.
 3. In the case of an urgent administrative matter or emergency and after consultation with the Mayor and the General Manager, the date, time and location of a Council meeting may be altered, providing as much notice to the Councillors and the public as practicable.
-

REPORT

(a) Background

Section 365 of the *Local Government Act 1993* requires Council to meet at least ten times per year, each time in a different month unless the Minister for Local Government has approved a reduction in the number of times that a Council is required to meet each year under section 365(a).

Currently, Council holds its Ordinary Council meetings at 7pm on the fourth Wednesday of each month, with some variations to avoid school holidays and state or national conferences, where relevant.

The first Council meeting in 2023 is scheduled for Wednesday 22 February 2023, and further meeting dates for the year now need to be confirmed.

(b) Discussion

NSW School terms for 2022 are as follows:

- Term 1 – 27 January 2023 to 6 April 2023
- Term 2 – 24 April 2023 to 30 June 2023
- Term 3 – 17 July 2023 to 22 September 2023
- Term 4 – 9 October 2023 to 19 December 2023

It is proposed that the timetable for Ordinary Council meetings continue to adhere to the traditional 7pm on the fourth Wednesday of every month except for the months of December, January and June. The summer school holidays run from 20 December 2023 to 30 January 2024.

The proposed dates for Ordinary Council Meetings from 1 March 2023 to 28 February 2024 are as follows:

- Wednesday 22 March 2023
- Wednesday 26 April 2023
- Wednesday 24 May 2023
- Thursday 22 June 2023
- Wednesday 27 July 2023
- Wednesday 23 August 2023
- Wednesday 27 September 2023
- Wednesday 25 October 2023
- Wednesday 22 November 2023
- Wednesday 13 December 2023
- Wednesday 22 February 2024

Note 1: The National General Assembly of Local Government will be held on 18–21 June 2023 in Canberra, ACT.

(c) Options

1. Council adopts the proposed Council meeting dates for 2023 as per the recommendation. **This is the recommended option.**

2. Council could decide on alternative dates to those recommended if so desired.

IMPLICATIONS TO BE ADDRESSED

(a) Financial

Nil

(b) Policy

Nil

(c) Legislative/Statutory

Section 365 of the *Local Government Act 1993* requires Council to meet at least ten times per year, each time in a different month.

(d) Risk

By locking in a calendar of dates in advance, Councillors attendance at Council meeting can be optimised.

CONSULTATION

(a) External

Council meeting dates will be advertised in the Irrigator and on Council's website.

(b) Internal

General Manager
Group Manager Corporate
Group Manager Operations
Customer Service and Governance Coordinator

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

CSP FOCUS AREA 5 - Strong leadership and civic participation - DELIVERY PROGRAM
FUNCTIONAL AREA 9 - Governance and Administration – DELIVERY PROGRAM
ACTIVITY 9.6 - Deploy reliable and efficient corporate and project governance including audit, risk and improvements".

ATTACHMENTS

There are no attachments for this report

OPERATIONAL MATTERS

ITEM 7.7 DRAFT ASSET MANAGEMENT POLICY

RECORD NUMBER	22/464
RELATED FILE NUMBER	EF20/62
AUTHOR/S	Manager Environmental Sustainability
APPROVER/S	Group Manager Operations

SUMMARY/PURPOSE

The purpose of this report is to present the draft Asset Management Policy to Council for endorsement and to be placed on public exhibition. This is a new policy.

RECOMMENDATION

THAT Council endorses the Draft Asset Management Policy for public exhibition for 35 days and, if no substantive feedback is received, the policy will be considered adopted after the exhibition period.

REPORT

(a) Background

The *NSW Local Government Act 1993* places a number of obligations on Councils in relation to management of their assets. Councils must account and plan for their acquisition, operation, maintenance, renewal and disposal of the existing assets under its control, and any new assets foreseeably required to deliver the services it has committed to in the Delivery Program. In meeting these obligations, Councils are required to develop an Asset Management Policy, Strategic Asset Management Plans (SAMP) and Asset Management Plans (AMPs) as part of the Integrated Planning and Reporting (IP&R) framework.

The IP&R framework changed the way Councils in NSW plan, document and report on their plans for the future. The Framework came into practice in 2009. In essence the IP&R Framework begins with the community's, not Councils, aspirations for a period of at least 10 years. It includes a suite of integrated plans that set out a vision and goals and strategic actions to achieve them. It involves a reporting structure to communicate progress to Council and the community, as well as a structured timeline for review to ensure the goals and actions are still relevant.

(b) Discussion

Under this framework the AMPs form part of the Resourcing Strategy and help inform the Long-Term Financial Plan and Workforce Plan. Assets are required to provide a service to the community and require careful planning, management and resourcing (both financial and human) if they are to remain viable. The AMPs detail

what assets are required to deliver a particular service. The Asset Management Policy outlines the “ground rules” for how Council will manage its assets.

The Asset Management Policy has been designed as the overarching document guiding staff and Councillors in how Council should manage community assets. This document is intended to identify the roles and responsibilities of Council during the decision making processes they will undertake on behalf of the residents of Leeton Shire.

The asset management framework outlined within the policy has been formulated with three key tiers consisting of the Asset Management Policy, Strategic Asset Management Plan and Asset Management Plan. The development of the asset management tiers are designed to align with the international asset management Standard ISO 55002 and Council's IP&R framework.

The next steps in the process are to review and adopt the SAMPs and develop detailed AMPs. Good progress is being made by staff in achieving this. These documents will be brought to Council for consideration in the future.

(c) Options

1. THAT Council endorses the above policy for public exhibition for 35 days. **This is the recommended option.**
2. THAT Council seeks amendments to the policy prior to endorsement and adoption.

IMPLICATIONS TO BE ADDRESSED

(a) Financial

The adoption of the Asset Management Policy will come at nil cost to Council. However, careful consideration should be given to this policy as it will be the guiding inform how Council manages its assets to provide services for the community to ensure value for money.

(b) Policy

This policy once adopted will guide Asset Management practices at Council.

(c) Legislative/Statutory

Local Government Act 1993, s8(c).

(d) Risk

Not reviewing, updating, and adopting policies leaves Council exposed to not having a documented structure or accountability and responsibility obligations in place to operate Council efficiently and effectively.

CONSULTATION

(a) External

The draft policy are placed on public exhibition for 28 days. On this occasion, to accommodate the Christmas holiday period, the exhibition period will be extended to 35 days. Draft policy for which substantive feedback has been received will be reviewed and returned to Council for consideration and adoption.

If no substantive feedback is received, the policy will be considered adopted after the exhibition period has closed.

(b) Internal

General Manager
Group Manager Operations
Group Manager Corporate
Manager Finance
Manager Roads and Drainage
Manager Open Spaces and Recreation
Manager Water and Wastewater
Manager Environmental Sustainability
Asset Management Coordinator

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

CSP FOCUS AREA 5 - Strong leadership and civic participation – DELIVERY PROGRAM
FUNCTIONAL AREA 9 - Governance and Administration - DELIVERY PROGRAM
ACTIVITY 9.7 - Deploy reliable and efficient corporate management - financial, asset, property, records, information technology, buildings and plant/fleet - OPERATIONAL
PLAN ACTIVITY 9.7.5 - Continue effective Asset Management Planning (AMP) and GIS Services".

ATTACHMENTS

1 [↓](#) DRAFT - ASSET MANAGEMENT POLICY



LEETON
SHIRE COUNCIL

DRAFT
ASSET MANAGEMENT POLICY
DECEMBER 2022

DOCUMENT CONTROL

RESPONSIBLE OFFICER:	Asset Management Coordinator				
REVIEWED BY:	Senior Management Team				
LINK TO CSP/DELIVERY PROGRAM/OPERATIONAL PLAN:	FOCUS AREA 4. A quality environment – Our built environment is attractive and serviceable.				
DATE ADOPTED:					
ADOPTED BY:	Council				
RESOLUTION NO: (IF RELEVANT):					
FOR PUBLICATION:	<input type="checkbox"/> INTRANET <input type="checkbox"/> COUNCIL WEBSITE <input checked="" type="checkbox"/> BOTH				
REVIEW DUE DATE:	December 2026				
REVISION NUMBER:					
PREVIOUS VERSIONS:	DATE	DESCRIPTION OF AMENDMENTS	AUTHOR/EDITOR	REVIEW/SIGN OFF	MINUTE NO (IF RELEVANT)
	December 2022	New Policy			

REVIEW OF THIS POLICY

This Policy will be reviewed every four (4) years or as required in the event of legislative changes. The Policy may also be changed as a result of other amendments that are to the advantage of Council and in the spirit of this Policy. Any amendment to the Policy must be by way of a Council Resolution or the approval of the General Manager.

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1. Purpose

The *NSW Local Government Act 1993* places a number of obligations on Councils in relation to asset management. Council must account for and plan for all existing assets under its control, and any new assets proposed in its Community Strategic Plan and Delivery Program. This policy is the overarching document that will guide Leeton Shire's asset management practices, from sustainable acquisitions, capital work planning and delivery to asset disposals. This document is intended to identify the roles and responsibilities of Council during the decision making process that they will undertake on behalf of the residents of Leeton Shire.

Asset management provides a framework to provide accountability, sustainability, efficiency and risk management for Leeton Shire's infrastructure asset and assists with providing fit for purpose assets, that better reflect the communities expectations.

2. Scope

This policy applies to all infrastructure and other physical assets owned or controlled by Leeton Shire Council, including:

- Land
- Buildings
- Open spaces
- Water and wastewater
- Transport
- Stormwater drainage
- Plant and equipment
- Waste and resource recovery.

This policy applies to those who conduct any of the following functions on behalf of Council:

- Asset owners
- Staff who conduct or coordinate projects
- Staff who conduct or coordinate maintenance activities on Council assets
- Staff who conduct or coordinate condition assessments on Council assets
- Staff who procure items considered an asset within the definitions of this document
- Staff responsible for the disposal of Assets
- Staff and Councillors who approve or manage financial expenditure.

3. Roles and Responsibilities

The following roles and responsibilities are specially associated with asset management.

General Manager

The General Manager has overall responsibility for the development of an Asset Management Policy, Strategic Asset Management Plan and Asset Management Plans including reporting on the status and effectiveness of asset management within the Council.

Councillors

- Councillors should provide community input into the assets that are owned and controlled by Council.
- Adopt the Asset Management Policy, Strategic Asset Management Plan and Asset Management Plans (AMPs).

- Approve suitable levels of service and financial budgets to enable successful management of Council assets and infrastructure.
- Approve the appropriate resources for asset management activities in the Long-Term Financial Plan (LTFP), Delivery Program and Operational Plan.
- Approve asset provision and maintenance through the Delivery Program and Operational Plan.

Senior Management Team (SMT)

- Provide leadership and direction in the development and implementation of the Asset Management Policy.
- Support the operation of the Asset Management Steering Committee and ensure its direction meets Council and community objectives.
- Ensure that accurate and reliable information is presented to Council for decision-making.
- Ensure that adequate resources are provided to implement the Strategic Asset Management Plan and Asset Management Plans.
- Ensure compliance with legislative requirements relating to asset management and ensure that environmental, social, economic and governance standards are considered in asset management.

Steering Committee

- Provide leadership and direction in the development and implementation of the Asset Management Policy.
- Facilitate a strategic approach to the delivery of the Asset Management Policy and Strategy and ensure all asset management activities are aligned to the AM Policy Principles and objectives.
- Champion the Asset Management Strategy across Council and drive behavioural change.
- Understand organisational risk and provide recommendations to SMT and Asset Managers for reduction of risks.

Asset Management & GIS Coordinator

- Support strategic goals of asset management within Council.
- Maintain and act as the custodian of asset data and asset systems.
- Provide strategic direction to other stakeholders to assist in making informed whole of life decisions on assets from conception to disposal.
- Maintain and update Asset Management Policy.
- Maintain and update Asset Management Plan Templates.
- Support updating and maintaining of Asset Management Plans.
- Undertake revaluations in conjunction with the financial department.
- Update and maintain Council's asset data and systems.
- Oversee asset condition inspections and ensure adequate data is obtained.
- Promote and raise awareness of asset management to the council, staff, key stakeholders, and the community.
- Support development of yearly works plans and long-term asset renewals.
- Support the development of financial planning models for asset related services over the asset's life cycle.

GIS Officer

- Support strategic goals of asset management within Council.
- Support the upkeep of asset data and asset systems.
- Gather and maintain spatial and attribute data for new or existing assets.
- Updating of spatial and attribute data for existing assets.

Asset Managers/Owners/Project Managers

- Development and implementation appropriate asset management plans with support from the Asset Management and GIS Coordinator.
- Monitor and review the implementation of the Asset Management Policy, Strategic Asset Management Plan and Asset Management Plan.
- Continually seek innovative ways to meet service needs.
- Promote and raise awareness of asset management to the council, staff, key stakeholders, and the community.
- Consider 'whole of life costings' of new asset acquisition.
- Responsible for providing asset data for all new, rehabilitated or upgraded assets to the Asset Management and GIS Coordinator.
- Evaluate and prioritise capital works projects and maintenance programs.
- Provide advice on strategic plans, land use planning and major developments.
- Ensure all statutory maintenance requirements are being met.

Finance Staff

- Responsible for all financial accounting requirements associated with asset financials.
- Provide guidance on valuations related to accounting standards.
- Supply financial information related to capital projects.
- Insure alignment with financial and asset system values.

Operational Staff

- Responsible for the safe and compliant maintenance, recording, and entry of data via the asset management system.
- Informing asset owners of known issues or risks that could affect the ongoing performance and operation of Councils infrastructure.

4. Definitions

Asset Management is the combination of environmental sustainability, financial considerations, local economy, engineering practices and community needs applied to physical asset decisions. Asset management aims to provide the required level of service in the most sustainable manner possible.

Within this document an asset is defined as a physical resource with an economic value that Council owns or controls with the expectation that it will provide a service either direct or indirect for the community of Leeton Shire.

Asset – New

An asset that has not previously been in service, provides a service for the community of Leeton Shire whereby the following criteria is also be met:

- Financial attributes relating to an asset are recorded in the Council's financial system.
- Inventory attributes relating to an asset are recorded in the Council's asset management system.
- Work Order related in installation of asset has been closed.

Asset – Replacement

Replacement occurs when an asset is replaced with another asset of similar functionality, since the existing asset is no longer able to provide an acceptable level of service to the community.

Asset – Renewal

The service level of the asset is restored to a state that meets council's current requirements.

Asset – Upgrade

The service level of the asset is enhanced to a state that exceeds the assets original performance.

Asset Management Strategy

The Asset Management Strategy is made up of three components consisting of:

- An Asset Management Policy (AMPo)
- A Strategic Asset Management Plan (SAMP)
- Asset Management Plans (AMP)

Asset Management Policy (AMPo)

The overall intentions and direction of an organisation relating to its assets and the framework for the control of asset related processes and activities that are driven by and consistent with the organisational strategic plan.

Strategic Asset Management Plan (SAMP)

The overarching document that sets out Leeton Shire Council's long-term management for all existing assets under its control. It is a high-level strategic document that captures the relationship between organisational objectives and how these translate into asset management objectives.

Asset Management Plan (AMP)

Long term plans that outline the Asset activities for each service based on Council's understanding of the Community's requirements, Asset conditions, performance, and legislation.

Asset Register

A record of asset information considered worthy of separate identification including inventory, historical, condition, construction, technical and financial information.

Asset Owner

Managers of a specific function where the maintenance, operation and controlling responsibility of an asset or multiple asset classes sits. This is typically the head of a department segmentation within the council organisation who has delegation and control over specific asset classes.

Capital Works

Referrer to the creation of a new asset, space or to change the use, function or layout of an existing asset or space. Capital works may include provision of new buildings, roads, water, or sewer infrastructure.

Lifecycle Cost (Whole of life)

Covers the stages of an asset's life, planning, design, construction, acquisition, operation, maintenance, renewal, rehabilitation, and disposal. The Lifecycle cost is the total cost of an asset throughout its life including planning, design, construction, acquisition, operation, maintenance, renewal, rehabilitation, and disposal costs

Statutory Maintenance

Statutory maintenance refers to planned maintenance that is compulsory to meet legal requirements under Acts, regulations, or other statutory instruments. This includes standards and codes referred to in an Act, regulation, or statutory instrument. For example, hydrant maintenance and RCD testing are legislated maintenance activities.

Preventative Maintenance

Preventative maintenance refers to planned maintenance that is not compulsory under any acts, regulations or other statutory instruments but is undertaken to maintain a reasonable level of service and reduce the likelihood of downtime of an asset or system. For example, Sewer Pump Station inspections and gutter cleaning.

Reactionary Maintenance

Reactionary maintenance refers to maintenance that is undertaken to restore the desired function to an asset. For example, partial replacement of a water main after a burst or repairs to potholes.

Predictive Modelling

A means of predicting an Asset's future performance based on current capital and operational values, and Asset conditions.

Estimated Remaining Useful Life

The remaining period the asset is expected to be available for use and provide a reasonable level of service.

Replacement Value

The value required to replace the existing asset with a modern equivalent. The asset does not need to be identical but should be fit for purpose.

Fair Value

Fair Value is defined in Australian Accounting Standards AASB 13 and AASB 116 as follows:

"The price that would be received to sell an asset or paid to transfer a liability in an orderly transaction between market participants at the measurement date."

Levels of service

The defined service quality for a particular service or activity against which service performance may be measured. Service levels usually relate to quality, quantity, reliability, responsiveness, environmental impact, acceptability, and cost.

Risk Management

The application of a formal assessment process to identify priorities relating to key factors associated with a risk. The risk assessment process will factor in such items as cost, condition, likelihood of failure, consequences of failure and reputational risks.

5. Legislation and Supporting Documents

Pursuant to Section 8c of the Local Government Act 1993, Councils are obligated to follow integrated planning and reporting principles.

Council is required to identify and prioritise key local community needs and aspirations. Council should develop activities and prioritise actions to work towards strategic goals, derived from community needs and aspirations. The identified actions and goals should be regularly reviewed and evaluated to ensure they can be completed within Council resources and maintain an integrated approach to planning, delivery, monitoring and reporting of strategic goals

Related Policy Documents:

- Long term financial Plan
- Delivery program
- Operational plan
- Strategic Asset Management Plan
- Asset Management Plans for each asset class.

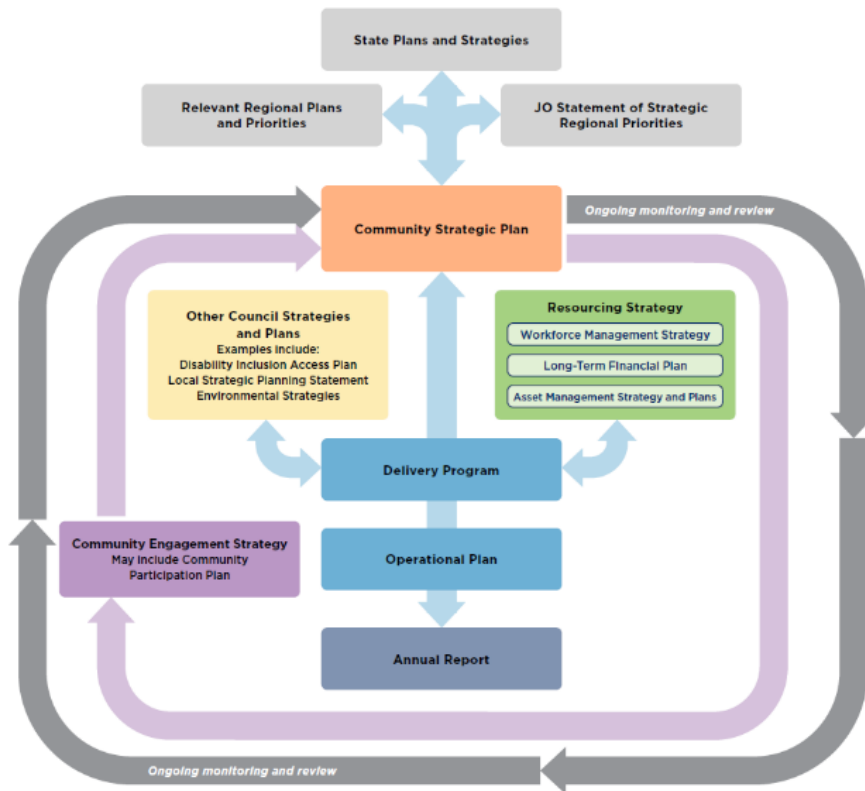


Figure 1 - IPR document - <https://www.olg.nsw.gov.au/wp-content/uploads/2021/09/Integrated-Planning-and-Reporting-Guidelines.pdf>



Figure 2 -LSC Asset Management Framework.

Water and Wastewater:

Legislation	Requirement
<i>Local Government Act 1993</i>	Sets out roles, purpose, responsibilities, and powers of local governments including the preparation of a long-term financial plan supported by asset management plans for sustainable service delivery.
<i>Water Management Act 2000</i>	Provides a legal basis for water planning, the allocation of water resources and water access entitlements, as well as guidance on the application of developer charges.
<i>Environmental Planning and Assessment Act 1979</i>	The Act requires that the environmental impact of projects be studied at all stages based on scale, location and performance.
<i>Protection of Environment Operations Act 1997</i>	The Act requires licenses for activities with potentially significant environmental impacts. Prosecution may be carried out under this act for any chemical leakage, spill and disposal of wastes or similar.
<i>Work Health and Safety Act 2011</i>	All operational and maintenance activities by the Council are undertaken according to WHS requirements.
<i>Independent Pricing and Regulatory Tribunal Act 1992</i>	The Independent Pricing and Regulatory Tribunal has developed a set of consistent pricing principles/guidelines to be adopted by Local Government authorities.
<i>Public Health Act 2010</i> <i>Public Health Regulations 2012</i>	Requires all water authorities to develop Drinking Water Management Systems. Bestows certain powers on NSW Health with respect to provision of safe drinking water, including ability to enter treatment facilities, order mandatory testing or obtain information about the drinking water and powers to close a water supply. Council is required to issue public advice regarding the water supply when directed by the Chief Health Officer of NSW Health.

Transport:

Legislation	Requirement
<i>Local Government Act 1993</i>	Sets out roles, purpose, responsibilities, and powers of local governments including the preparation of a long-term financial plan supported by asset management plans for sustainable service delivery.
<i>NSW Roads Act 1993</i>	Sets out the rights of passage along public roads, allows access to public road from adjoining land, opening, and closing of road. To provide classification and function of roads and the carrying out of activities on public roads
WHS Legislation	Sets out roles and responsibilities to secure the health, safety, and welfare of persons at work and covering injury management, emphasising rehabilitation of workers particularly for return to work. Organisations are to provide a safe working environment and supply equipment to ensure safety.

Buildings:

Legislation	Requirement
Local Government Act 1993	Sets out role, purpose, responsibilities, and powers of local governments including the preparation of a long-term financial plan supported by Asset Management Plans for sustainable service delivery.
Building Code of Australia	Sets the minimum compliance standards for new buildings, additions & renovations.
<i>Work Health & Safety Act 2011</i>	Sets out roles and responsible to secure the health, safety, and welfare of personal at works.
Children's Services Regulation 2004	Sets functional and operational standards for childcare facilities.
Disability (Access to Premises-Buildings) Standards	Sets minimum accessibility standards for new AND existing buildings when carrying out renewal or upgrade works.
<i>Heritage Act 1977</i>	An Act to conserve the environmental heritage of the State.
<i>Environmental Planning and Assessment Act 1979</i>	This legislation considers approval requirements for buildings when constructing as new or modifying existing buildings. It also contains requirements for existing buildings that may not necessarily be undergoing any modifications.
Various Legislated Australian Standards	Sets the minimum compliance standards for new buildings, additions, renovations and statutory maintenance requirements specific to licenced trade services.

6. Sustainable Asset Management Policy Procedure

6.1 Levels of Service

6.1.1 Customer Service Levels

Council should undertake community consultation on regular intervals, to identify community needs for the services provided. The findings of the community consultation will be reviewed, and the Council will endeavour to ensure that Council assets support the service delivery needs of the community.

6.1.2 Technical Service Levels

Asset-class service levels are based on technical evaluations will be recommended by Asset Owners, in consultation with respective managers. The technical service levels will be financially supported where deemed appropriate, by SMT through Council's budget approval process. SMT will provide recommendations of technical service levels to Council for consideration.

Identified service level gap(s) for each asset class will be reflected in the Asset Management Plans for appropriate decision-making considerations by the Senior Management Team and Council.

6.2 Asset Planning and Budgeting - Capital Works

The Asset Management Plans should provide key inputs to Council's decision-making process in determining funding of capital works programs. All ten-year capital works programs and maintenance programs for individual assets classes should be guided by respective Asset Management Plans. Acquisition of new assets should be supported by whole life of costings analysis developed as part of the approval process.

6.3 Asset Maintenance and Operations

Asset Management Plans will be developed to include maintenance plans, ensuring that the Council's assets are managed by balancing costs, risk, and performance to deliver agreed levels of service to the community. Council will undertake preventative maintenance programs on assets strategically, based on service levels, routine inspection and risk to community and staff.

All asset maintenance and operation activities should be reviewed annually to ensure that asset life cycle activities undertaken by Council are consistent with industry best practices, conform to current industry standards and cover legislative requirements.

6.4 Condition-based Asset Management

Council will endeavour to undertake maintenance, rehabilitation, and renewal work on assets by condition data and align them to capital work plans. Condition rating information of assets where applicable, will be recorded and retained in the asset registers.



Figure 3 - NAMS plus diagram for asset lifecycle

6.5 Asset Valuations

Valuations should be completed on a cycle, once every five (5) years for each asset class. Where comprehensive valuations are required, this should be completed by an external independent valuer with relevant experience and qualifications. Desktop valuations should be completed yearly, or as required by suitably qualified staff.

Infrastructure assets should be componentised to appropriate subcomponents to allow for long life and short life assets. Where there is an active and reliable market, Infrastructure assets will be valued at market value. Remaining asset will be valued by determining the current cost to replace the required service capacity i.e., modern replacement asset.

The raw cost of material, as well as plant and labour hire rates, are established through communicating directly with suppliers and obtaining quoted prices, by using cost guides and reviewing prices from recent works. Intangible assets are estimated using industry standards, these rates are then tailored to suit Leeton Shire Council.

Condition assessments will be undertaken to confirm asset suitability before commencement of valuations. Condition assessments will be managed by Council Staff with appropriate expertise, knowledge, and experience.

6.6 Sustainable Capital Work Management

Council should manage its assets responsibly to ensure that any negative impact on the long-term sustainability of the Council is minimised throughout the whole life cycle of the assets. Asset decisions should provide optimal social, environmental, and economic outcomes for the Community, while minimising negative impacts during the asset lifecycle.

Prior to implementing a new project Council should undertake a sustainability appraisal to ensure that social, environmental, and economic impacts are appropriately considered. The capital work sustainability appraisals should be undertaken, and where possible utilise expert knowledge in environmental, infrastructure engineering, asset management and social impact fields. This sustainability appraisal should identify key factors such as:

1. Initial capital costs.
2. Whole of life costings including ongoing maintenance costs.
3. Operational staffing requirements.
4. Minimise energy and water use, waste generation and air quality impacts through our own initiatives.
5. As much as practicable council should utilise low energy products, infrastructure materials and methods. Capital works projects should incorporate sustainability criteria into infrastructure projects and procurement.

The Asset Management Plans should incorporate and consider outcomes and recommendations from the sustainability appraisal in developing asset management strategies relating to the acquisition, maintenance, renewal, and replacement of assets.

6.7 Risk Management

Risk Management will form an integral part of the asset management process in the service delivery of the Council's assets to the community. A risk register of identified critical assets will be compiled and maintained as part of the Asset Management Plans.

6.8 Asset Management Plan – Individual Asset Classes

Asset Management Plan templates will be updated and maintained by the Asset Management Coordinator, in consultation with Asset Owners and the Senior Management Team. Asset Owners will maintain an Asset Management Plan for assets for which they have delegated responsibility. Asset Management Plans are to be reviewed annually by the Asset Owners. Asset Management plans need to be updated and re-voted in each Council term.

6.9 Training and Continuous Improvement

Council is committed to continual improvement of its asset management processes and procedures. Staff skills required to fulfil the asset management policy objectives should be reviewed and training provided to accommodate obtaining these skills.

**ITEM 7.8 MINUTES OF THE LEETON LOCAL AREA TRAFFIC COMMITTEE MEETING -
23 NOVEMBER 2022**

RECORD NUMBER	22/469
RELATED FILE NUMBER	EF21/430/02
AUTHOR/S	Road Safety Officer
APPROVER/S	Group Manager Operations

SUMMARY/PURPOSE

The purpose of this report is to inform Council of the outcomes of the Local Area Traffic Committee (LATC) meeting held on Wednesday 23 November 2022 and to seek Council's endorsement of the recommendations made by the LATC.

RECOMMENDATION

THAT Council notes the minutes and endorses the recommendations of the Local Area Traffic Committee meeting held on 23 November 2022.

REPORT

(a) Background

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

(b) Discussion

Copy of the agenda and minutes of the meeting held on 23 November 2022 are included as attachments to this report (**Attachments 1 and 2**).

The meeting addressed the following matters:

1. Business Arising/Outstanding Action Report
2. Special Event – Leeton Tri Club 22ND January 2022
3. Traffic Management Roxy Lane

(c) Options

1. Council endorses the LATC recommendations. **This is the recommended option.**
-

2. Council does not endorse the LATC recommendations, noting there is a process that should be followed when such occasions occur.

IMPLICATIONS TO BE ADDRESSED

(a) Financial

Leeton Tri Club event is a private event with all event expenses incurred to be paid by the Leeton Tri Club including the road closures and the hiring of the VMS boards.

The Wade Avenue / Roxy Lane kerb realignment works are estimated to cost \$25,000 and can be funded by underspends in the adopted operations budgets for 2022/23.

(b) Policy

Nil

(c) Legislative/Statutory

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

(d) Risk

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

CONSULTATION

(a) External

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

(b) Internal

Environment and Engineering staff
Events Officer

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

Under the Key Priority Area FOCUS AREA 2. A safe, active and healthy community within Council's adopted Delivery Program/Operational Plan – 1 - Our community is safe to live in and move about – 2.2 - Take action to safeguard public health and safety – Promote road safety through design and appropriate regulation.

ATTACHMENTS

- 1 [↓](#) AGENDA OF TRAFFIC COMMITTEE - WEDNESDAY 16 NOVEMBER 2022
- 2 [↓](#) MINUTES - MINUTES OF TRAFFIC COMMITTEE - WEDNESDAY 23 NOVEMBER 2022



LEETON
SHIRE COUNCIL

**LEETON SHIRE COUNCIL TRAFFIC
COMMITTEE**

WEDNESDAY 16 NOVEMBER 2022

10.30AM

COUNCIL BOARDROOM

LEETON SHIRE COUNCIL
AGENDA
TRAFFIC COMMITTEE
Wednesday 16 November 2022
10.30am

1. APOLOGIES

2. CONFIRMATION OF THE MINUTES

RECOMMENDATION

THAT the Minutes of the Traffic Committee held on Wednesday 31 August 2022, as circulated, be taken as read and CONFIRMED.

3. OFFICERS REPORTS

OFFICERS REPORTS

- 3.1. OUTSTANDING ACTION REPORT.....2**
- 3.2. SPECIAL EVENT LEETON TRI CLUB 29 JANUARY 2023.....4**
- 3.3. TRAFFIC MANAGEMENT ROXY LANE32**

LEETON SHIRE COUNCIL
 Traffic Committee - Wednesday 16 November 2022

OFFICERS REPORTS

1 OUTSTANDING ACTION REPORT

RECORD NUMBER 22/442
RELATED FILE NUMBER EF21/430
AUTHOR/S Road Safety Officer
APPROVER/S Manager Roads and Drainage
 Group Manager Operations

INTRODUCTION

Matters arising from previous Minutes.

Traffic Committee Outstanding Actions				
Date of Meeting	Item	Action/Recommendation	Responsible Officer	Status
August 2021	Pedestrian Crossing Pine Avenue	That the Committee endorse Leeton Shire Council to investigate options for the pedestrian crossing moving forward.	LSC	Request has been sent to TfNSW. Awaiting determination of feasible treatments and funding options. LSC to look at options of making Maple Street one way.
May 2022	Chelmsford Place/Grevillia Street Upgrade	That LSC pursue public consultation for the traffic changes, installation of traffic devices and parking Chelmsford Town Square. The consultation will highlight the change of priority for the intersection of Wade Avenue and Grevillia Street.	LSC	LSC Group Manager Tom Steele to give an update of works.

LEETON SHIRE COUNCIL
Traffic Committee - Wednesday 16 November 2022

August 2022	Whitton Pedestrian Crossing		LSC asked Whitton Town Improvement committee to nominate 3 potential locations for LSC to look at.	
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RECOMMENDATION

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

ATTACHMENTS

There are no attachments for this report

LEETON SHIRE COUNCIL
Traffic Committee - Wednesday 16 November 2022

2 SPECIAL EVENT LEETON TRI CLUB 29 JANUARY 2023

RECORD NUMBER	22/445
RELATED FILE NUMBER	21/430
AUTHOR/S	Road Safety Officer
APPROVER/S	Manager Roads and Drainage Group Manager Operations

INTRODUCTION

The purpose of this report is to seek the Committee's approval for the Leeton Tri Club to hold an triathlon at Whitton on Sunday 22nd January 2023 on roads within the Whitton Township.

RECOMMENDATION

THAT the Committee endorses Leeton Shire Council to approve the road closures for the Leeton Tri Sports Club to hold the Triathlon Event on Whitton Road on Sunday 22 January from 7am to 12noon to as per the Traffic Control Plan supplied and subject to the schedule of conditions as outlined in the RMS Guide to Traffic and Transport Management for Special Events including the following conditions:

1. The event is conducted as per times, location of conditions and circumstances that are indicated in the application documents.
 2. Event organisers and participants immediately obey all directions by police.
 3. Event organisers and participants immediately obey all direction by Leeton Shire Council Officers.
 4. Advertising of the event is to take place in local newspapers two weeks prior to the event, to ensure locals are aware of the event.
 5. Letter drops are to be completed to all residents/businesses who will be affected by the road closure.
 6. Failure to comply with any of the above conditions will immediately void this approval.
 7. Any such approval of traffic management relating to the 2023 Whitton Triathlon event be rescinded should the event not be able to meet NSW Public Health Orders of the day.
-

BACKGROUND

The triathlon club have submitted a Special Event Request for the event to be held on roads within the township of Whitton (attachment 1).

The Leeton Tri Club have previously held events in Leeton Shire around the Leeton Pool, Grevillia Street and Palm Avenue. This triathlon is to be held in Whitton with Whitton Pool being the start and finishing point for the triathlon.

The event applications includes the special event application, notification to emergency operators, risk assessment, public liability certificate and site maps.

LEETON SHIRE COUNCIL
Traffic Committee - Wednesday 16 November 2022

COMMENT

The Whitton Common will be used for the run leg of the triathlon with runners entering and exiting from Conapaira Street.

The cycle leg will see participants use Gogeldrie Street, Binyah Street and Back Whitton Road with full road closures in place for this leg of the triathlon.

The road closures will see traffic detoured down Brunell Street then onto the Whitton Darlington Point Road to allow competitors to use Binyah Street as part of the cycle leg.

Back Whitton Road will see traffic closures on Back Whitton Road from Gogeldrie Road to Binyah Street with traffic diverted down Murrami Road and onto Irrigation Way. The Traffic Control Plan for these detours and road closures is attached (see attachment 2).

ATTACHMENTS

1 [↴](#) Special Event Form Whitton Triathlon

2 [↴](#) Whitton Triathlon TCP

Special Event Resources

Special Event Transport Management Plan Template

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

I EVENT DETAILS

I.1 Event summary

Event Name: Whitton Pool Triathlon
Event Location: Whitton Pool, Binyah St and Back Whitton Rd
Event Date: 22Jan23 Event Start Time: 0800 Event Finish Time: 1100
Event Setup Start Time: 0700 Event Packdown Finish Time: 1200
Event is off-street on-street moving on-street non-moving
 held regularly throughout the year (calendar attached)

I.2 Contact names

Event Organiser * Leeton Tri Sports Club
Phone: 0404404029 Fax: Mobile: 0404404029 E-mail: yancodave@f
Event Management Company (if applicable) NA
Phone: Fax: Mobile: E-mail:
Police Sally McDougall
Phone: 02 5953 1399 Fax: Mobile: E-mail: 38296@police
Council Fran Macdonald and Brent Lawrence
Phone: 02 6953 0911 Fax: Mobile: E-mail:
Roads & Traffic Authority (if Class 1) NA
Phone: Fax: Mobile: E-mail:

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

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

Leeton Triathlon and Sports Club propose to hold a triathlon based at the Whitton Pool for about 20-30 competitors. The event is designed to be family friendly and bring new people to sport as well as offer an attractive event for club members. We will engage with the local community and envisage the event to be low impact on the community as it is on Sunday morning. The event would be a 1km run through the common, a 20km cycle (2 x 10km out and back loops) on the back Whitton Rd, a 300m swim in the pool and a 5km run through the common.

2 RISK MANAGEMENT - TRAFFIC

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

3 TRAFFIC AND TRANSPORT MANAGEMENT

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

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

5 PRIVACY NOTICE

The "Personal Information" contained in the completed Transport Management Plan may be collected and held by the NSW Police, the NSW Roads and Traffic Authority (RTA), or Local Government.

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

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

6 APPROVAL

TMP Approved by:  Event Organiser OB Nov 22 Date

7 AUTHORISATION TO *REGULATE TRAFFIC

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

Regulation of traffic authorised by: Council Date

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

Regulation of traffic authorised by: RTA Date

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

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

SUMMARY OFFENCES ACT 1988 - Sec 23

To the Commissioner of Police

1	<p>I <u>David Neville</u> (name) of <u>U3, 2 Edmondson St, Campbell, ACT</u> (address) on behalf of <u>Leeton Tri Sports Club</u> (organisation) notify the Commissioner of Police that on the <u>22</u> (day) of <u>Jan</u> (month), <u>23</u> (year), it is intended to hold</p> <p>either:</p> <p>(a) a public assembly, not being a procession, of approximately <u>30</u> (number) persons, which will assemble at <u>whitton pool, common and back whitton rd</u> (Place) at approximately <u>7</u> am/pm, and disperse at approximately <u>12</u> am/pm.</p> <p>or</p> <p>(b) a public assembly, being a procession of approximately (number) persons, which will assemble at approximately am/pm, and at approximately am/pm the procession will commence and shall proceed (Specify route, any stopping places and the approximate duration of any stop; and the approximate time of termination. A diagram may be attached.)</p>
2	<p>The purpose of the proposed assembly is..... <u>a triathlon at whitton pool</u> <u>including a run through the common</u> <u>and a ride on the back whitton rd</u></p>

LEETON SHIRE COUNCIL
 Traffic Committee - Wednesday, 16 November 2022

Event Class	Description	Features	Examples	Lead Times for Agency Approvals	Police Fees	Council Fees	RTA Fees	Transport Mgt Plan	Risk Management Plans (Traffic Control) under OH&S ACT 2000	Advertise Transport Management Arrangements	Liability Insurance	Special Event Heavy Vehicle Detours	Public Transport	Emergency Vehicle & Local Access	Parking	Contingency planning
1	A Class 1 event may: • be conducted on-road or in its own venue • involve trusts and authorities when using facilities managed by them • involve Transport NSW • involve the State Rail and State Transit Authorities • involve private bus and coach organisations • require the road transport industry • require RTA to provide special event clearways through a country town, or • require RTA to provide heavy vehicle detour routes • require RTA to provide vehicle signage • require RTA to provide signage for Stags Signs depending on the nature of the event, involve the Police "User Pays" policy.	For example: • an event that affects a principal transport route in Sydney • an event that reduces the capacity of the main highway through a country town, or • a bicycle race that involves the Sydney Harbour Bridge.	Minimum 4 months from first approach to Council to proposed start date. Minimum 6 months for attending the event benefit of the public at large.*	Charges apply where: • "It is deemed the services are specifically for the benefit of those organising and/or attending the event and not for the benefit of the public at large." • Asset rentals: refer to Council.	As described in Council's Special Events Policy. Asset rentals: refer to Council.	Marginal costs apply where services are provided above those normally provided to the community. RTA provides quote. Asset rentals: refer to RTA.	TMP model recommended	Traffic Control layouts drawn up by a qualified person and installed under the guidance of a qualified person recommended. Need to consider access for disabled persons. Certificate of currency required.	28 days for all events that require regulation of traffic or where special event clearways in operation. where there is no regulation of traffic.	Required with Council & Police (If Police User Pays in force) named on policy. Also named on RTA asset. Certificate of currency required.	RTA arranges if required. RTA provides quote.	Promoted where practicable	Required. Refer to TMP.	May be required. Need to consider parking for disabled persons.	Recommended	
2	A Class 2 event may: • impact local traffic and transport systems but does not impact major transport systems • disrupt the non-event community in a wide area • require the involvement of Police, not the RTA • require a detailed Transport Management Plan • requires advertising the event's traffic aspects to a wide audience.	For example: • an event that blocks off the main street of a town or shopping precinct • an event that impacts a principal transport route or a highway • a motor rally on local country roads.	Minimum 3 months for attending the event benefit of the public at large.*	Charges apply where: • "It is deemed the services are specifically for the benefit of those organising and/or attending the event and not for the benefit of the public at large." • Asset rentals: refer to Council.	As described in Council's Special Events Policy. Asset rentals: refer to Council.	As described in Council's Special Events Policy. Asset rentals: refer to Council.	TMP model recommended	Traffic Control layouts drawn up by a qualified person and installed under the guidance of a qualified person recommended. Need to consider access for disabled persons. Certificate of currency required.	28 days for all events that require regulation of traffic or where special event clearways in operation. where there is no regulation of traffic.	Required with Council & Police (If Police User Pays in force) named on policy. Certificate of currency required.	Promoted where practicable	Required. Refer to TMP.	May be required. Need to consider parking for disabled persons.	Recommended		
3	A Class 3 event: • does not impact local or major traffic and transport systems • disrupts the non-event community in the immediate area only • requires Local Council and Police consent • is conducted on-street in a very low traffic area such as a dead-end or cul-de-sac • requires Police agreement that event qualifies as Class 3 • is never used for vehicle races.	For example: • an on-street neighbourhood Christmas party.	Minimum 6 weeks	Charges apply where: • "It is deemed the services are specifically for the benefit of those organising and/or attending the event and not for the benefit of the public at large." • Asset rentals: refer to Council.	As described in Council's Special Events Policy. Asset rentals: refer to Council.	As described in Council's Special Events Policy. Asset rentals: refer to Council.	Council may require TMP	Traffic Control layouts drawn up by a qualified person and installed under the guidance of a qualified person recommended. Need to consider access for disabled persons.	28 days for all events that require regulation of traffic.	Required with Council & Police (If Police User Pays in force) named on policy. Certificate of currency required.	Promoted where practicable	Required. Refer to TMP.	May be required. Need to consider parking for disabled persons.	Recommended		
4	A Class 4 event may: • be conducted on-street or in its own venue • cause zero to considerable disruption to the non-event community • cross Local Area Commands (LACs) • cross Local Government Areas (LGAs) • require Council and RTA to assist when requested by Police • depend on the nature of the event, involve the Police "User Pays" policy.	For example: • a full ANZAC Day march in a country town • a small parade conducted under Police escort.	Minimum 1 month	Charges apply where: • "It is deemed the services are specifically for the benefit of those organising and/or attending the event and not for the benefit of the public at large." • Asset rentals: refer to Council.	As described in Council's Special Events Policy. Asset rentals: refer to Council.	As described in Council's Special Events Policy. Asset rentals: refer to Council.	Council may require TMP	Traffic Control layouts drawn up by a qualified person and installed under the guidance of a qualified person recommended. Need to consider access for disabled persons.	28 days for all events that require regulation of traffic.	Required with Council & Police (If Police User Pays in force) named on policy. Certificate of currency required.	Promoted where practicable	Required. Refer to TMP.	May be required. Need to consider parking for disabled persons.	Recommended		

Special Event Planning & Resource Matrix

RESPECT | HEALTH | ENJOYMENT | BELONGING | ACHIEVEMENT



EVENT ENDORSEMENT

This is to advise that Leeton Tri Sports Club is recognised by Triathlon Australia as an Approved Organisation, and the proposed event Whitton Triathlon, to be held from 22 Jan 2023 to 22 Jan 2023 is endorsed by Triathlon Australia. Please note that this Endorsement does not constitute a Race Permit.

Triathlon Australia may subsequently issue a Race Permit for this event subject to the Event Organiser satisfying Triathlon Australia that the event will be conducted in a safe and fair manner. As a minimum, this will involve providing Triathlon Australia with Course Maps and an acceptable Risk Management Plan.

The Race Permit, if issued, will not be valid unless Leeton Tri Sports Club obtains approvals from all other stakeholders, including Police and Council, where relevant.

Regards

Lukas Matys (events@triathlon.org.au)
Manager Events and Technical - 09 Nov 2022

Whitton Triathlon Contingency Planning

Whitton Pool
Jan23

It is not envisaged a contingency plan is required at this stage of planning since if the event does not go ahead it will be cancelled for the summer of 2023 and the Leeton Tri Sports Club will re-visit when to run and event for the 23-24 summer.

Things that could cause an event to be cancelled could include poor weather, poor conditions or other circumstances that causes the Race Director to judge the event to be unsafe or advice from council, police or other organisations.

Temporary Road Closures and Traffic Changes For Whitton Pool Triathlon



SUNDAY JAN 22nd, 2022

Leeton Triathlon and Sports Club is excited to be able to hold our annual Triathlon at the Whitton Pool. The event involves a 1 km run through the common, a 20 km cycle along the Back Whitton Rd, a 300m swim in the pool and a 5km run through the common to finish.

The event will run from approximately 7am and 11am on Sunday the 22nd of January. We expect about 20-30 competitors and if you want to have some fun please come along.

For the cycle portion of the event which goes along Binyah st and the Back Whitton Rd there will be some road closures and diversion in place from approximately 8am to 10am on the Sunday morning. Cyclists will be on Binyah st from the pool to the Back Whitton Rd and on the Back Whitton Rd for 5km from the Binyah St intersection.

Binyah St from the pool to the Back Whitton Rd and the Back Whitton Rd from Binyah St to just before Gogeldrie Rd will be closed. Access across Binyah St from the East in Whitton town will be via Gogeldrie St where there will be a traffic controller. A detour via Brunell St and the silos will be in place during this time.

We apologise for any inconvenience and aim is to minimise the impact on your Sunday morning routine and hope that you are able to assist us by minimising your use of these roads during this time. The road closures and diversions are a requirement of the Leeton Shire Council and Triathlon Australia and are aimed at keeping competitors safe.

Thank you for your cooperation and support. For more information please contact David Neville, 0404 404 029

Whitton Triathlon Minimising Non Event Community Impacts

Whitton Pool
22Jan23, 7am to 11am

Community Engagement

It is planned for the Leeton Tri Sports Club to place flyers into the letter boxes of the houses in the Whitton township no later than 2 weeks prior to the event.

The flyers will advise of the event taking place, the location, time and date and the road closures.

An example of the flyers are attached.

Local Paper Advertising

It is also planned that a notice will be published in the Irrigator in the edition before the event. An example of the planned advertisement is below

NOTICE

Temporary Road Closures and Traffic Changes
For Whitton Pool Triathlon
SUNDAY JAN 22nd, 2022

Between approximately 7am and 11am a Triathlon is taking place at the Whitton Pool and cyclists will be on Binyah and Back Whitton Roads from approximately 8am to 10am.

Binyah St from the pool to the Back Whitton Rd and the Back Whitton Rd from Binyah St to just before Gogeldrie Rd will be closed. Access across Binyah St from the East in Whitton town will be via Gogeldrie St where there will be a traffic controller. A detour via Brunell st and the silos will be in place during this time.

Cyclists will be on Binyah st from the pool to the Back Whitton Rd and on the Back Whitton Rd for 5km from the Binyah St intersection.

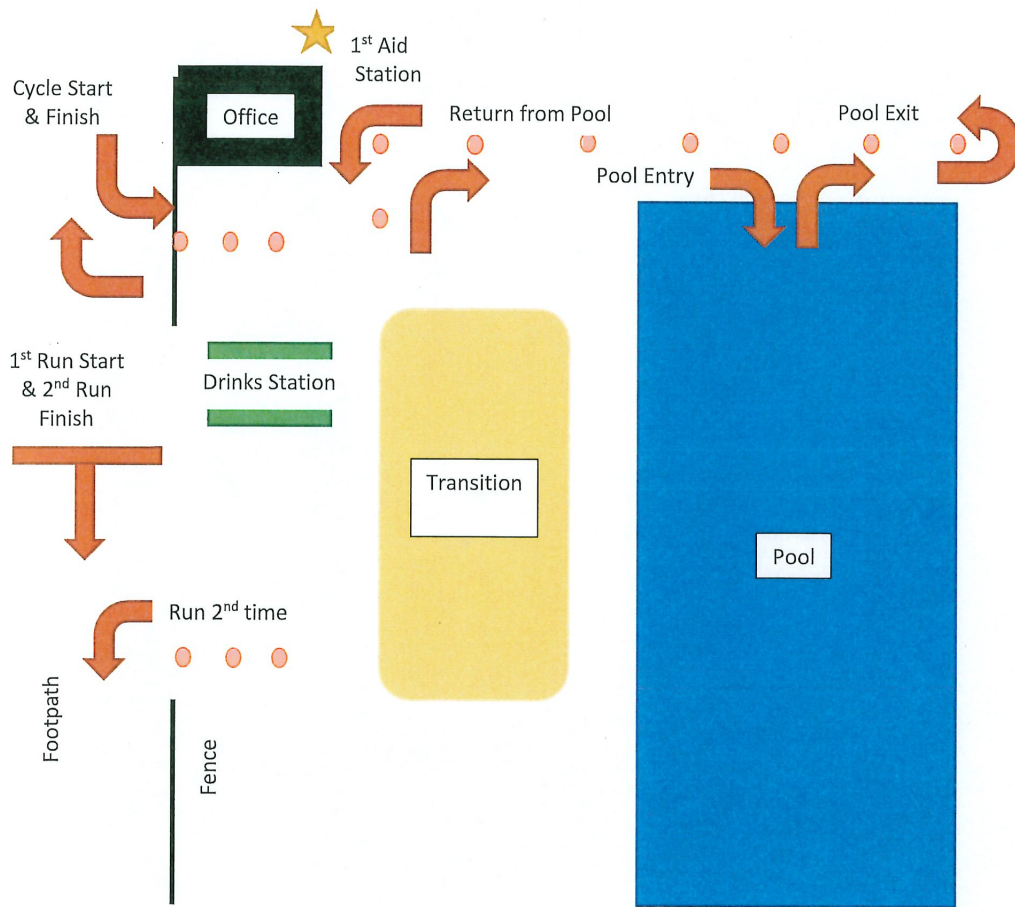
This is a requirement of the Leeton Shire Council and Triathlon Australia if we are to hold this event. Organisers apologise for any inconvenience and hope that you are able to assist us by minimising your use of these roads during this time.

Thank you for your cooperation and support. For more information please contact David Neville, 0404 404 029

Whitton Triathlon Maps

1 km run, 20 km cycle, 300m swim, 5 km run

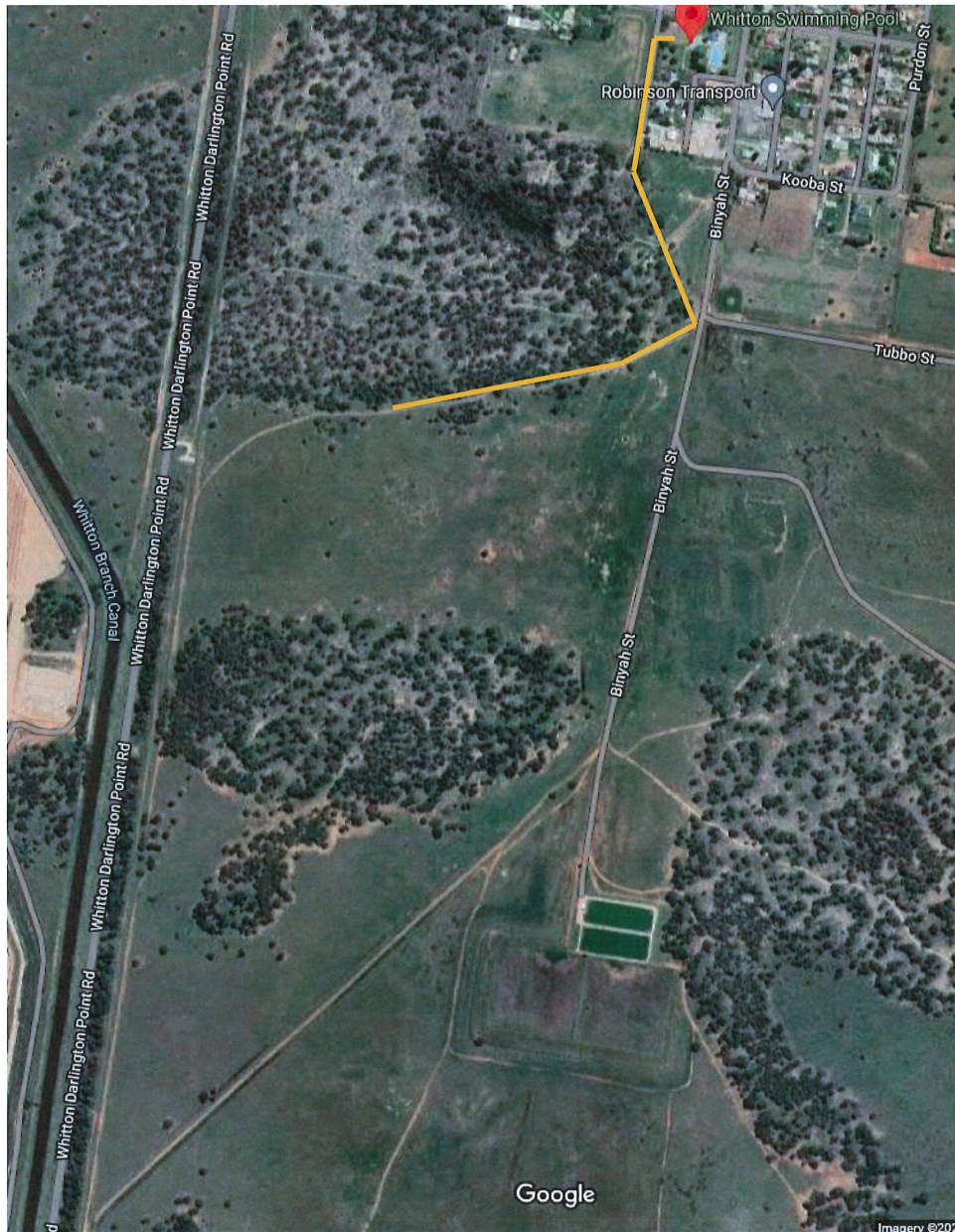
Transition



Legend

○ Safety Cone

Run Leg 1 km (500m out and back)



Cycle Leg 20km



Leeton Tri Sports Club

Medical Emergency Action Plan
Whitton Triathlon Jan23
Sun 22Jan23

Whitton Pool
73 Binyah St
Whitton, NSW, 2705

In the event of an emergency the following procedures should be followed.

REMEMBER THE WELL BEING OF THE COMPETITOR HAS FIRST PRIORITY

Activate the Medical Emergency Action Plan:

1. If a competitor is injured, the "assigned person" should immediately attend the injured competitor and determine the seriousness of the injury. Try to remain calm and think your actions through.
2. Commence appropriate first aid as quickly as possible after the accident or injury has occurred adopting DRSABCD:
 - D Danger: Ensure the area is safe for yourself, others and the patient.
 - R Response: Ask name, squeeze shoulders. Response?
 - S Send for help: Call 000 or get someone else to.
 - A Airway: Check airway is clear, if foreign material is present place in recovery position and clear the airway.
 - B Breathing: Checking for breathing. Look, Listen, Feel.
 - C CPR: If required start CPR. 30 Compressions and 2 Breaths.
 - D Defibrillation: Apply the defibrillator and follow voice prompts
3. If the situation is life threatening, or there is any doubt, **call emergency services on 000** and request the immediate attendance of an Ambulance. Report the location and nature of the medical emergency.
4. Advise the Race Director / Medical Director as soon as you can and have the situation under control.
5. Make sure that one person is in control of the situation: i.e. the assigned person, first aid person, to avoid any confusion with procedures and / or control bystanders.
6. What to tell the ambulance personnel:
 - a. Address of the location, nearest access or other relevant information.
 - b. The type and seriousness of injury and whether the competitor is conscious or unconscious.
7. Ensure the "assigned person" stays with the injured competitor until the ambulance arrives and takes control of the situation.
8. Make sure someone is assigned to wait in front of the nearest access to meet the ambulance. The run course and pool all have access directly off the road.
9. Ensure the impact area is cleared for easy access for the ambulance personnel.
10. The assigned person should gather eyewitnesses in a central location (statements may need to be taken at the end of the competitor depending on the nature and seriousness of the injury).
11. Provide any additional assistance as required e.g. notifying family or friends, collecting personal belongings etc.

Note:

1. The nearest hospital is the Leeton Hospital corner of Wade and Palm Ave's, Leeton. Phone +61 2 6953 1111.
2. The most common injuries are most likely to be grazes or scratches if the runners fall over, cuts and grazes if cyclists come off their bicycles or affects of heat on a hot day.
3. Medical equipment and first aid is located at the Whitton Pool in the first instance. The Leeton Ambulance, Police and Fire Brigades have been advised of the event and course should they need to be advised.

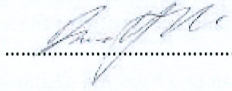
Accident / Injury Reporting

The last step following a serious injury or incident is documentation. An accident / injury report must be filled out for risk management and liability purposes.

1. The "assigned person" attending the injured competitor is to complete the accident / injury report and hand it to the Race director on the day of the injury.
2. Individuals should refer to the TriAust insurance policy for details on making an insurance or medical claim.
3. The reports will be kept by the Club and reviewed by the Committee for risk management and liability purposes.

This plan is endorsed by the Race Director / Medical Director

Name David Neville

Signature 

Date 24Oct22

Leeton Tri Sports Club

Risk Assessment
Whitton Triathlon, Sun 22Jan23

No.	Risk	Consequences	Inherent Risk	Mitigation	Owner	Note	Residual Risk
Run							
1	Competitor Fitness	Competitor injury due to dehydration, exhaustion	C3 Low	Ensure sufficient stations on the run course Access to medical assistance	RD	Inc in plan	C4 Very Low
				Pre-race advice to competitors to ensure sufficient hydration	RD	On race day	C4 Very Low
2	Extreme Weather	Competitor injury due to high winds, lightning or extreme heat	C2 Med	Assess weather conditions prior to and during the race. It conditions are unacceptable evacuate and the course	RD	On race day	D4 Very Low
3	Course Layout	Competitor injury due to collision with another competitor	C3 Low	Clearly mark course	RD	Inc in plan	C4 Very Low
Transition							
4	Transition Layout	Competitor injury due to collision with another competitor	C3 Low	Clearly mark transition flow	RD	Inc in plan	C4 Very Low
				Pre-race advice to competitors to explain course and transition flow	RD	On race day	C4 Very Low
5	Surface around pool	Competitor injury due to slip and fall	C3 Low	Mats on areas where competitors will be on concrete	RD	On race day	C4 Very Low
				Pre-race advise to competitors to only walk on concrete	RD	On race day	C4 Very Low
Pool Swim							
6	Large Competitor Numbers	Competitor injury due to swimmers colliding or striking each other with swim stroke	C4 Very Low	Graduate swim lanes from slow to fast	RD	On race day	D4 Very Low

LEETON SHIRE COUNCIL
Traffic Committee - Wednesday, 16 November 2022

yancodave@hotmail.com

From: Yanco Dave
Sent: Tuesday, 8 November 2022 20:24
To: Lucinda Beechey (NSW Ambulance)
Subject: RE: Leeton Tri Sports Club Event

Lucinda,

Thanks for this. Due to some competing times with Triathlons in the Riverina the event in Whitton will now be Sun 22Jan23.

We will advise of road closures closer the time once we have council approval.

Dave

From: Lucinda Beechey (NSW Ambulance) <Lucinda.Beechey@health.nsw.gov.au>
Sent: Monday, 24 October 2022 14:57
To: Yanco Dave <yancodave@hotmail.com>
Subject: RE: Leeton Tri Sports Club Event

Hi Dave

Thanks for your email. I'll pass on the event details to Leeton to give them a heads up.

If there are going to be any road closures, let me know closer to the time and I'll pass these on as well.

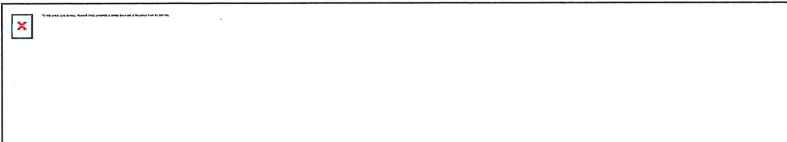
Kind regards

Lucinda Beechey (Mon – Thur)
Executive Assistant to Zone Manager, Murrumbidgee | **Clinical Operations | Southern Sector**
331 Wagga Road, Lavington NSW 2641
p: 6057 1904 | Lucinda.Beechey@health.nsw.gov.au
www.ambulance.nsw.gov.au



NSW Ambulance

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From: Yanco Dave <yancodave@hotmail.com>
Sent: Monday, 24 October 2022 2:05 PM
To: Lucinda Beechey (NSW Ambulance) <Lucinda.Beechey@health.nsw.gov.au>
Subject: FW: Leeton Tri Sports Club Event

You don't often get email from yancodave@hotmail.com. [Learn why this is important](#)

LEETON SHIRE COUNCIL
Traffic Committee - Wednesday, 16 November 2022

Lucinda,

Not urgent but I understand Jaala is on leave at the moment until Apr23 and your email came up as the best contact.

As per below this is a for information email about an event we are looking at holding in Jan23 and normally give the Leeton Ambulance Station a heads up through Jaala.

If you could let me know if there is anything else at this stage it would be appreciated.

Dave

From: Yanco Dave
Sent: Monday, 24 October 2022 13:58
To: Jaala Burley (NSW Ambulance) <jaala.burley@health.nsw.gov.au>
Subject: Leeton Tri Sports Club Event

Jaala,

Hope you are well. We spoke earlier in the year when the Leeton tri club did an aquathon (swim/run) at the Leeton pool during the festival.

I tried phoning using the number from before but think I might have written it down wrong so thought an email might be better.

Just wanted to let you know we are planning on a Triathlon at Whitton Pool on 29Jan23. 0700 to 1000 in the morning.

We are currently submitting traffic management plans and approvals to the Leeton Council as unlike the Aquathon we are planning on having a bike leg on the back Whitton Road.

Just wanted to give you a heads up at this stage and see if there was anything else need from us.

Dave

David Neville
Mob 0404 404 029
Leeton Tri Sports Club
Event Coordinator

This message is intended for the addressee named and may contain confidential information. If you are not the intended recipient, please delete it and notify the sender.

Views expressed in this message are those of the individual sender, and are not necessarily the views of NSW Health or any of its entities.

LEETON SHIRE COUNCIL
Traffic Committee - Wednesday, 16 November 2022

yancodave@hotmail.com

From: Yanco Dave on behalf of yancodave@hotmail.com
Sent: Tuesday, 8 November 2022 20:26
To: 'Kirk Walker'
Cc: 'wizza1972@gmail.com'; 'Leeton Tri Sports Club'
Subject: RE: Leeton Tri Event at Whitton Pool

Kirk,

Just letting you know we have had to change the date to be Sunday 22Jan23 as there was another Triathlon in the Rock on the weekend of the 29th.

We will advise closer to the time of the road closures.

Thanks again.

Dave

From: Yanco Dave
Sent: Tuesday, 25 October 2022 21:16
To: 'Kirk Walker' <Kirk.Walker@fire.nsw.gov.au>
Cc: wizza1972@gmail.com; Leeton Tri Sports Club <leetontrisportsclub@outlook.com>
Subject: RE: Leeton Tri Event at Whitton Pool

Kirk, Thanks and will do. Dave

From: Kirk Walker <Kirk.Walker@fire.nsw.gov.au>
Sent: Tuesday, 25 October 2022 19:19
To: Yanco Dave <yancodave@hotmail.com>
Cc: wizza1972@gmail.com; Leeton Tri Sports Club <leetontrisportsclub@outlook.com>
Subject: Re: Leeton Tri Event at Whitton Pool

Hi David,

Thank you for notification, we would just ask for the details of road closures once known.

Thank You,

Kirk Walker

Get [Outlook for iOS](#)

From: Yanco Dave <yancodave@hotmail.com>
Sent: Monday, October 24, 2022 2:01 pm
To: Leeton Fire Station <stn360@fire.nsw.gov.au>
Cc: wizza1972@gmail.com <wizza1972@gmail.com>; Leeton Tri Sports Club <leetontrisportsclub@outlook.com>
Subject: Leeton Tri Event at Whitton Pool

CAUTION: This email originated from outside of Fire and Rescue NSW. Do not click links or open attachments unless you recognise the sender and know the content is safe.

LEETON SHIRE COUNCIL
Traffic Committee - Wednesday, 16 November 2022

Kirk,

Hope you are well. We spoke earlier in the year when the Leeton tri club did an aquathon (swim/run) at the Leeton pool during the festival.

I tried phoning but got voice mail so thought an email might be better.

Just wanted to let you know we are planning on a Triathlon at Whitton Pool on 29Jan23. 0700 to 1000 in the morning.

We are currently submitting traffic management plans and approvals to the Leeton Council as unlike the Aquathon we are planning on having a bike leg on the back Whitton Road.

Just wanted to give you a heads up at this stage and see if there was anything else need from us.

Dave

David Neville
Mob 0404 404 029
Leeton Tri Sports Club
Event Coordinator

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This message has been scanned for viruses.

LEETON SHIRE COUNCIL
Traffic Committee - Wednesday, 16 November 2022

yancodave@hotmail.com

From: Yanco Dave on behalf of yancodave@hotmail.com
Sent: Tuesday, 8 November 2022 20:27
To: '38296@police.nsw.gov.au'
Cc: 'wizza1972@gmail.com'; 'Leeton Tri Sports Club'
Subject: RE: Leeton Tri Sports Club Event

Sally, Just confirming there has been a date change for the Triathlon as there was another Triathlon at the Rock on the 29th. The event will now be sun 22Jan. Once we have council approval I will let you know details on the traffic plan, etc. Dave

From: Yanco Dave
Sent: Monday, 24 October 2022 13:49
To: 38296@police.nsw.gov.au
Cc: wizza1972@gmail.com; Leeton Tri Sports Club <leetontrisportsclub@outlook.com>
Subject: Leeton Tri Sports Club Event

Sally,

Hope you are well. We spoke earlier in the year when the leeton tri club did an aquathon (swim/run) at the Leeton pool during the festival.

I phoned Leeton station but got through to Griffith so thought an email more efficient.

Just wanted to let you know we are planning on a Triathlon at Whitton Pool on 29Jan23. 0700 to 1000 in the morning.

We are currently submitting traffic management plans and approvals to the Leeton Council as unlike the Aquathon we did at Easter this year we are planning on having a bike leg on the back Whitton Road.

Just wanted to give you a heads up at this stage.

Dave

David Neville
Mob 0404 404 029
Leeton Tri Sports Club
Event Coordinator



V-Insurance Group Pty Ltd
(AR No 432898) is an
Authorised Representative of
Willis Australia
ABN 90 000 321 237 AFSL No 240600
Level 25, 123 Pitt Street, Sydney NSW 2000

15 July 2022

To Whom It May Concern

CERTIFICATE OF INSURANCE

In our capacity as Insurance Broker to the Named Insured shown below, we confirm having arranged the following insurance, the details of which are correct as at the Issue Date:

Named Insured: Triathlon Australia including all Affiliated Organisations including State and Territory Association, Affiliated Club, Officials, Accredited Coaches, Voluntary Workers, Members (including professional license holders), executives, and Race Directors and Event Organisers

Affiliated Club: Leeton Tri Sports Club Inc

Class of Insurance: Primary Public and Products Liability

Insurer(s): Chase Underwriting

Policy Number: 502617

Limit of Liability:

Public Liability	\$20,000,000 any one occurrence
Products Liability:	\$20,000,000 any one occurrence and in the aggregate
Professional Liability:	\$20,000,000 any one occurrence and in the aggregate

Territorial Limits: Worldwide excluding operations domiciled in USA and/or Canada other than exports and non-manual visits of directors and employees

Policy Period: 4.00pm, 14 July 2022 to 4pm, 30 June 2023

Interested Party/ies: NIL

+

Noting the above as an interested party but limited to indemnity for the Personal Injury and/or Property Damage which arises solely as a result of the negligence by the named insured. This indemnity will not apply where the interested party is held or alleged to have its own independent liability arising from its own negligence, breach of contract, breach of any statute, or other act/omission. The indemnity provided is subject to the conditions, limits and exclusions of the policy.

For full details regarding coverage, please refer to the policy documentation.

In all instances, cover afforded is subject to the policy terms, conditions and exclusions. Any queries concerning this insurance arrangement should be addressed to this office.

Yours sincerely,

Rob Veale
Managing Director

Disclaimer:

This document has been prepared at the request of our client and does not represent an insurance policy, guarantee or warranty and cannot be relied upon as such. All coverage described is subject to the terms, conditions and limitations of the insurance policy and is issued as a matter of record only. This document does not alter or extend the coverage provided or assume continuity beyond the Expiry Date. It does not confer any rights under the insurance policy to any party. V-Insurance Group is under no obligation to inform any party if the insurance policy is cancelled, assigned or changed after the Issue Date.

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LEETON SHIRE COUNCIL
Traffic Committee - Wednesday 16 November 2022

3 TRAFFIC MANAGEMENT ROXY LANE

RECORD NUMBER	22/450
RELATED FILE NUMBER	EF21/430
AUTHOR/S	Road Safety Officer
APPROVER/S	Manager Roads and Drainage Group Manager Operations

INTRODUCTION

The purpose of this report is to seek the committee's approval for reconfigure the centre median at the northern end of Wade Avenue and the kerb line on Wade Avenue to increase access for vehicles entering and exiting on Roxy Lane.

RECOMMENDATION

THAT the Committee endorses Leeton Shire Council to approve the lane reconstruction for Roxy Lane. The reconstruction works include:

1. The centre median reconfiguration on the northern end of Wade Avenue and
 2. The cutting and re-aligning of kerb either side of Roxy Lane on Wade Avenue (outside 17 Wade Avenue and the Roxy Theatre).
-

BACKGROUND

Th Roxy Theatre is currently undergoing major works to improve the functionality and longevity of the theatre to increase the overall usage and patronage. As part of the works for the restoration for the Roxy Theatre include in the installation of a stage lift to enable heavy props to be transported in and out of the Roxy theatre.

COMMENT

Council has received plans from the contractors completing the works at the Roxy Theatre who recommend the lane reconstruction so that a 12.5m truck can safely enter and exit Roxy Lane from Wade Avenue.

Attachment one shows the proposed works of the median reconfiguration and kerb realignment.

Attachment two shows the turning path of a 12.5 metre truck in and out of Roxy Lane from Wade Avenue showing how the reconstruction and realignment works are required to ensure this manoeuvre can be undertaken.

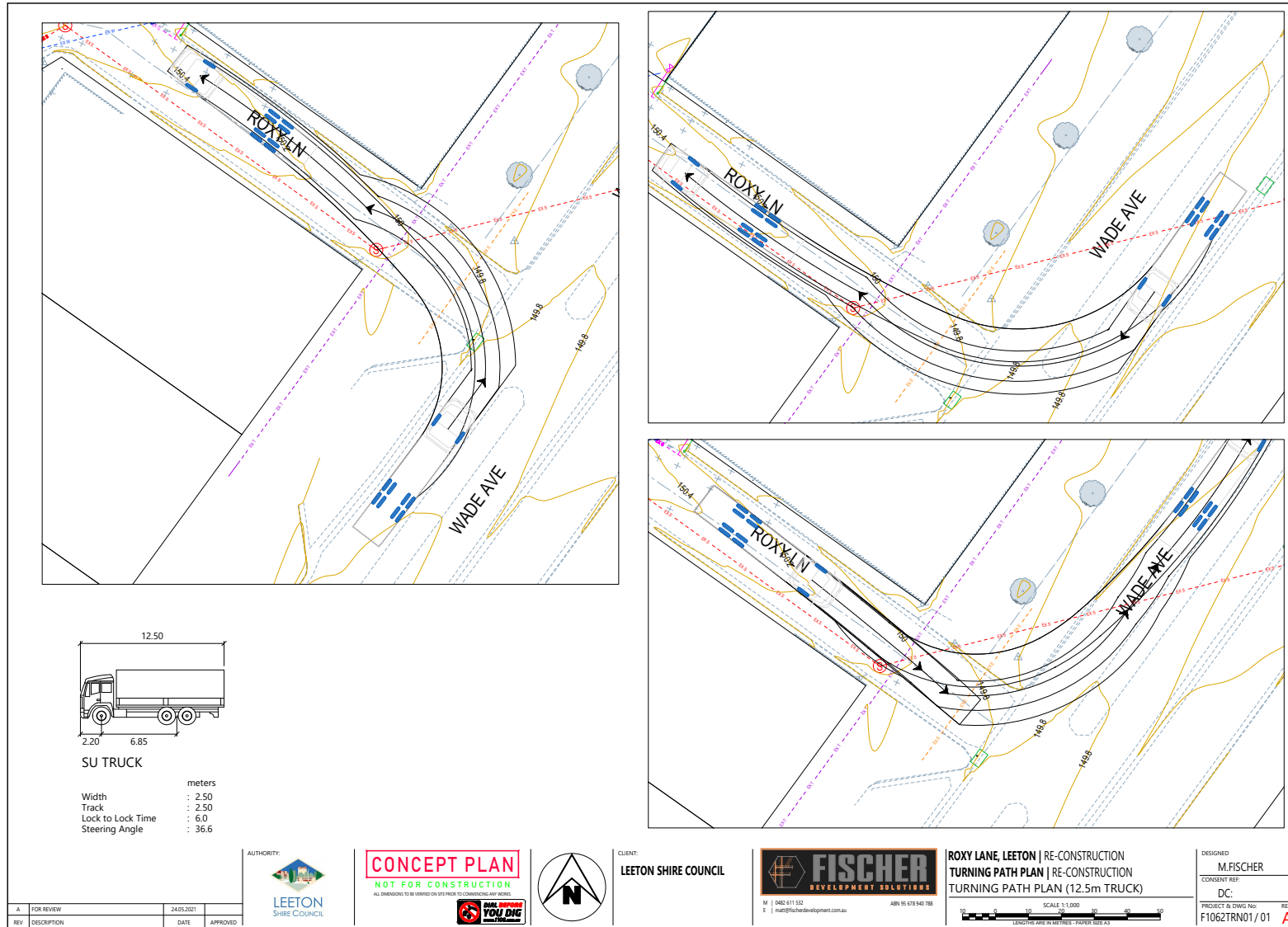
ATTACHMENTS

- 1 [↓](#) Roxy Lane Reconstruction Works Diagram
-

LEETON SHIRE COUNCIL
Traffic Committee - Wednesday 16 November 2022

[24](#) Roxy Lane Turning Paths 12.5m

LEETON SHIRE COUNCIL
 Traffic Committee - Wednesday, 16 November 2022



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LEETON SHIRE COUNCIL

MINUTES OF THE TRAFFIC COMMITTEE

LEETON SHIRE COUNCIL

WEDNESDAY 23 NOVEMBER 2022

COMMENCING AT 10.30 AM

UPSTAIRS MEETING ROOM #2

FORMAL MEMBERS

Leeton Shire Council: Cr Tony Cicca

NSW Police: Sgt Adam Cooper

TfNSW: Kim Schutz

Local MP Nominee: Shane o'Connell

INFORMAL MEMBERS

Leeton Shire RSO: Stephanie Puntoriero

Leeton Shire GMO:

Leeton Shire MRD:

LEETON SHIRE COUNCIL
Traffic Committee - Wednesday, 23 November 2022

APOLOGIES

Matthew Holt

Tom Steele

Chris Lashbrook

CONFIRMATION OF THE MINUTES

THAT the Minutes of the Traffic Committee held on Wednesday 31 August 2022, as circulated, be taken as read and CONFIRMED.

MOVED: Tony Ciccia

SECONDED: Brad Greenwood

OFFICERS REPORTS

Item 3.1 OUTSTANDING ACTION REPORT

RECOMMENDATION

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

Changes to recommendation: Yes

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

Item 3.2 SPECIAL EVENT LEETON TRI CLUB 22 JANUARY 2023

RECOMMENDATION

THAT the Committee endorses Leeton Shire Council to approve the road closures for the Leeton Tri Sports Club to hold the Triathlon Event on Whitton Road on Sunday 22 January from 7am to 12noon to as per the Traffic Control Plan supplied and subject to the schedule of conditions as outlined in the RMS Guide to Traffic and Transport Management for Special Events including the following conditions:

1. The event is conducted as per times, location of conditions and circumstances that are indicated in the application documents.
2. Event organisers and participants immediately obey all directions by police.

LEETON SHIRE COUNCIL
 Traffic Committee - Wednesday, 23 November 2022

3. Event organisers and participants immediately obey all direction by Leeton Shire Council Officers.
4. Advertising of the event is to take place in local newspapers and social media two weeks prior to the event, to ensure locals are aware of the event.
5. Letter drops are to be completed to all residents/businesses who will be affected by the road closure.
6. Failure to comply with any of the above conditions will immediately void this approval.
7. Any such approval of traffic management relating to the 2023 Whitton Triathlon event be rescinded should the event not be able to meet NSW Public Health Orders of the day.
8. Variable Message Signs are required 7 days prior to the event on Back Whitton Road notifying motorists of the event and road closures that are to be undertaken. For the triathlon event.

Changes to recommendation: Yes

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

Item 3.3 TRAFFIC MANAGEMENT ROXY LANE

RECOMMENDATION

THAT the Committee endorses Leeton Shire Council to approve the lane reconstruction for Roxy Lane. The reconstruction works include:

1. The centre median reconfiguration on the northern end of Wade Avenue and
2. The cutting and re-aligning of kerb either side of Roxy Lane on Wade Avenue (outside 17 Wade Avenue and the Roxy Theatre).

Changes to recommendation: No

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

LEETON SHIRE COUNCIL
Traffic Committee - Wednesday, 23 November 2022

NEXT MEETING :WEDENSDAY 15TH FEBRUARY 2023 AT 10:30AM

There being no further business the meeting closed at 11:13am.

ACTIVATION MATTERS

ITEM 7.9 MINUTES OF THE YANCO TOWN IMPROVEMENT COMMITTEE MEETING - 21 NOVEMBER 2022

RECORD NUMBER	22/468
RELATED FILE NUMBER	EF21/446/02
AUTHOR/S	Manager Visitor Services and Local Activation
APPROVER/S	General Manager

SUMMARY/PURPOSE

The purpose of this report is to provide Council with the minutes of the Yanco Town Improvement Committee (YTIC) meeting that was held on Monday 21 November 2022 (**Attachment 1**).

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

RECOMMENDATION

THAT Council receives for information the minutes of the Yanco Town Improvement Committee meeting that was held on Monday 21 November 2022.

REPORT

(a) Background

The purpose of the Yanco Town Improvement Committee (YTIC) is to be a forum for engagement between the community of Yanco and Leeton Shire Council. To facilitate this purpose, the committee holds meetings regularly to discuss priorities for the Yanco community.

(b) Discussion

YTIC met for a committee meeting on Monday 21 November 2022. Key discussion points/updates from the meeting were as follows:

- **Yanco Twilight Markets Stallholder Update** – stall placement has been organised and site map available on the day. Site markings has been arranged to happen on either Thursday or Friday before the event. There are 29 stalls registered to attend the event.
 - **Grant Funding Opportunity** - YTIC have been invited via “Grant Connect” Australian Government Volunteer Grants to apply for a laptop computer which will be used to take minutes and other administrative work pertaining to the YTIC.
-

Tracey Hamilton from YTIC submitted the application prior to the closing date, being 5 December 2022.

(c) Options

Nil – this report is for information purposes only.

IMPLICATIONS TO BE ADDRESSED

(a) Financial

NIL

(b) Policy

Yanco Town Improvement Committee - Terms of Reference

(c) Legislative/Statutory

The Yanco Town Improvement Committee is an Advisory Committee of Council.

(d) Risk

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

CONSULTATION

(a) External

Committee members

(b) Internal

Nil

LINK/S TO THE DELIVERY PROGRAM/OPERATIONAL PLAN

CSP FOCUS AREA 5 - Strong leadership and civic participation – DELIVERY PROGRAM
FUNCTIONAL AREA 9 - Governance and Administration - DELIVERY PROGRAM
ACTIVITY 9.3 - Provide respected and effective representation, leadership and advocacy - OPERATIONAL PLAN ACTIVITY 9.3.5 - Support and report on Council's Section 355, Advisory and Action Committees".

ATTACHMENTS

- 1 [YANCO TOWN IMPROVEMENT COMMITTEE MEETING MINUTES - MONDAY 21 NOVEMBER](#)

YTIC Meeting

Date: Monday 21 November 2022	
Time: 6.05pm	
Venue: Yanco All Servicemen's Club	

Karen O'Grady (chair) welcomed all in attendance

Present: Tessa Hamilton (via speaker), Karen O'Grady, Fran Porter, Mayor Tony Reneker, Brent Lawrence, Helen Macarthur, Annette Ashton, Tracey Hamilton, Halina Capstick, Rob Quodding and Councillor Paul Smith.

Apologies: Dan Watt, Sue Driscoll, Graham Williams and Hugh Milvain

Minutes of 7 November 2022 meeting to be confirmed

Moved Helen Macarthur Seconded Halina Capstick

Business arising from 7 November 2022 minutes

* Tessa confirmed the jumping castle will require 10amps and is able to use power that is available at Waring Park.

* Tessa to reply to entertainer Debbie Hone

* All other Twilight market business will be reported on in General Business

Correspondence

In - Emails:

* Inquiries from various stall holders

* John Worland The Irrigator Re Advertising for Market

* Grant Connect - Invitation to participate in Australian Government Grant Opportunity - Volunteer Grants - Closing date 5 Dec 2022

Tracey confirmed with all present that we go ahead and apply for grant

* Invoice for Jumping castle hire

Confirmed that payment will be made after twilight market

Out - Emails:

* 7 November 2022 Minutes

* Replied to all stall holder inquiries with market information flyer

General Business

*** *Twilight Market***

- Tracey reported that we have 29 stall bookings to date (not including children's entertainment)

- Entertainment - Tracey to liaise with Sharon Benjamin to ask if our MC would be able to use her microphone as Sharon will be singing on the main stage in the park. Tracey will also call Debbie and inform her she will be singing in the alfresco area in front of the Lions shed.

- Time line for market was circulated (see attached) Tessa to formulate FB post including significant events that are scheduled.

- Advert from John Worland (Irrigator) was circulated. Tessa to include this advert also in FB.

- Tracey has asked Yanco Club for use of raffle barrel to draw our raffle

- Yanco Hall Committee has offered to loan us 8 black tables to use that we will gladly accept. Karen will move tables from hall to Lions shed on Tuesday.

- Karen received and Tracey banked \$500 donation from Yanco Hall Committee. Received with thanks

- Tracey banked \$517 from sale of raffle tickets

- Report from Brent - Risk Assessment has been completed,

- 15 bagged bins and large skip bin have been ordered, large skip bin to be place at the rear of the park.

- Stage organised.

- Stall placement has been organised and a copy will be sent to all stall holders as well as a site map available on the day. Site markings will happen either Thursday or Friday

- Fran asked about the cost of hiring the chairs. As there are no local options so the travelling fee will have to be paid, as we do need seating for the public.

- Fran questioned the Exec making decisions without consulting the committee. Karen explained that numerous hours of work has been done by the Exec. The admin of our first Twilight Market is challenging and we have involved the committee where needed. No major decisions are made without consulting the committee.

- Councillor Paul is to source a generator for the stage. Also to ask VRA if they can help on the night.

- Helen to ask Graham if he will be MC for the night. Mayor Tony offered to welcome all to our inaugural Twilight Market. Councillor Paul has also offer to say a thank you to all on the night. Both offers accepted with thanks from the committee.

- Halina to ask her husband, Chris, to dress up as Santa.

- Rob asked about the procedure in case of an emergency occurring. Brent informed him all emergency services have been notified of our Twilight Market. Brent also mentioned he was bringing a defibrillator and a first aid kit.

- Karen spoke that members of her family, will step in an help where required on the night. Thank you.

- Tracey read a letter from Hugh Milvain, from the Yanco Hall Committee, that stated the Hall will not be available for the Twilight Market in case of inclement weather.

No further business

Meeting Closed at 7pm

Next meeting Tuesday 6 November 2022 at Yanco Club, 6pm. Please note change of date, this meeting will be a wrap up meeting for the Twilight Market.

ITEM 7.10 MINUTES OF THE YANCO COMMUNITY HALL AND MARKET COMMITTEE MEETING - MONDAY 14 NOVEMBER 2022

RECORD NUMBER	22/470
RELATED FILE NUMBER	EF21/436
AUTHOR/S	Manager Visitor Services and Local Activation
APPROVER/S	General Manager

SUMMARY/PURPOSE

The purpose of this report is to provide Council with the minutes of the Yanco Community Hall and Market Committee held on Monday 14 November 2022 (**Attachment 1**).

The minutes are prepared by volunteers who sit on the committee and are supplied to Council as presented

RECOMMENDATION

THAT Council receives for information the minutes of the Yanco Community Hall and Market Committee held on Monday 14 November 2022, and endorses the \$500 donation made to the Yanco Town Improvement Committee for Christmas decorations.

REPORT

(a) Background

The Yanco Community Hall and Market Committee has been established to:

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

(b) Discussion

The main points of the discussion across both meetings were:

- The local contractor which usually carried out the maintenance of the lawns at the Yanco Hall has resigned.

Post Meeting Response: General Manager was contacted by the Chair Hugh Milvain and in consultation with the Manager Open Space and Recreation a suitable replacement will be identified.

- Correspondence was received from the Yanco Town Improvement Committee seeking a donation towards the purchase of Christmas decorations to decorate the main street area of Yanco. Committee agreed that a \$500 was a suitable donation for Council endorsement. (Does this need to be recommendation – SG)
- At the previous committee meeting, a question was raised regarding whether any outdoor picnic tables with seating (like the seating placed around the Mountford Park playground) was in storage at the Council depot with potential for the Yanco Community Hall and Market Committee to acquire for use at the market.

Post Meeting Response: Open Space and Recreation Coordinator has advised that there are no such tables in storage at the Council depot. To purchase these sorts of picnic tables the committee could utilise the funds from the Yanco Community Hall and Market Committee term deposit, current balance at \$30,000.

Options

Nil – for information noting purposes only.

IMPLICATIONS TO BE ADDRESSED

(a) Financial

Yanco Community Hall Committee is a Section 355 Committee, any identified day-to-day maintenance issues are met through Council's annual maintenance program. Outside the allocated budget any new enhancements proposed for the hall by the committee are to be funded via the Yanco Community Hall and Market Committee. Note: term deposit balance is currently at \$30,000.

(b) Policy

Committee Terms of Reference

(c) Legislative/Statutory

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

(d) Risk

The legislative non-compliance of a Section 355 Committee could have legal, reputational, political and financial impacts.

CONSULTATION

(a) External

Committee members

(b) Internal

Nil

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

CSP FOCUS AREA 5 - Strong leadership and civic participation – DELIVERY PROGRAM
FUNCTIONAL AREA 9 - Governance and Administration - DELIVERY PROGRAM
ACTIVITY 9.3 - Provide respected and effective representation, leadership and
advocacy - OPERATIONAL PLAN ACTIVITY 9.3.5 - Support and report on Council's
Section 355, Advisory and Action Committees.

ATTACHMENTS

- [1](#) **YANCO COMMUNITY HALL AND MARKETS COMMITTEE MEETING MINUTES - 14
NOVEMBER 2022**

**YANCO COMMUNITY HALL AND MARKET COMMITTEE (General Meeting)
MINUTES**

MONDAY 14th NOVEMBER 2022

Attendees: Hugh Milvain, Yvonne Milvain, Josie Bagiante, Tony Bagiante, Beryl Coelli, Terry Coelli, Julie Halden, Mayor Tony Reneker.

Apologies: Robert Quodling, Brent Lawrence

Meeting Opened at: 1.00pm

Previous Minutes: Moved by Beryl Coelli and seconded by Terry Coelli.

Business Arising: The donation to Yanco Town Improvement Committee (YTIC) towards Christmas decorations has been approved by Council. Beryl to organise cheque of \$500.00 to be donated.

Beryl mentioned she hasn't received an invoice for the Computer & software as yet. Beryl also wanted to clarify that the computer which Robert has purchased would be owned by the Yanco Town Hall committee, this will ensure that the computer and program would remain the property of the committee, regardless of who holds the position of Secretary.

This was discussed among those present, and all agreed that this was the understanding which was agreed upon on October 10th 2022 meeting.

Hugh to speak to Robert about tax invoice for the computer and software.

Treasurer's Report: Transactions for October 2022.

INCOME		EXPENSES	
Hall Hire	\$ 160.00	Cleaning	\$ 60.00
Market Stalls	\$ 380.00	Computer	\$ 400.00
Market Door	\$ 160.95	Gas	\$ 193.44
		GST	\$ 88.00
TOTAL INCOME	\$ 700.95	TOTAL EXPENDITURE	\$ 741.44

Treasurer's Report moved by Beryl Coelli and seconded by Josie Bagiante.

CORRESPONDENCE:

Account \$ 60.00 Cleaning

Account \$ 60.00 Lawn mowing.

Moved those accounts be paid. All in favor.

GENERAL BUSINESS:

- Hugh mentioned that the usual contractor from Lazy Lawns has resigned. He apparently handed his notice into council, although this message was not filtered through to members.
Therefore, the lawns had to be mowed by someone at short notice.
Members questioned if this task was going to be handled by council in the future?
- Tony's enquiry regarding any extra tables available from council for use by patrons attending the Markets was answered. There are no extra tables suitable for outdoor use from Council.
Brent did send a message to say the outdoor tables and chairs can be manufactured by Southern Central Engineering for approximately \$2,000.00.
- The request from the Yanco Town Improvement Committee to have the hall as backup in case of inclement weather for their Twilight Markets was declined due to the fact the Yanco Town Hall committee set the hall up on Saturday's in readiness for their Market on Sunday.
- Hugh mentioned that he had ordered a new cartridge for the printer.
- The electricity meter at the hall is to be read this week.
- Tony has offered to organize finger food etc for the 40th year celebration Markets on 27.11.22.
- Beryl has offered to order, pay and collect (26.11.22) a celebratory cake from Mick's Bakehouse which will be cut at the conclusion of the Sunday Market on 27th November 2022.
- Tony Bagiante raised the idea of holding a Christmas Party for members and partners of the Yanco Hall Committee.
Proposed Date: Friday 18th December 2022 at the Yanco Pub. To be held at 1.00pm. The idea is to walk from the hall to the pub after the year's final Sunday Market on 18th December.
All in favour. Tony to book venue.
- Hugh had received a booking for the hall from the Solomon Island members for the 10.12.22.

Meeting finished at 2.00pm.

Next meeting: Monday 12th December 2022.

ITEM 7.11 QUICK RESPONSE GRANT APPLICATION - LEETON YANCO SWIMMING CLUB

RECORD NUMBER	22/478
RELATED FILE NUMBER	EF21/359
AUTHOR/S	Community Project Planner
APPROVER/S	Economic and Strategic Development Manager

SUMMARY/PURPOSE

The purpose of this report is to advise Council of an application received through Council's Community Grants program under the Quick Response Grant Categories.

RECOMMENDATION

THAT Council awards the Leeton Yanco Swimming Club up to \$1,060 from the Quick Response Grant program to go towards paying the pool admission of children and an accompanying adult participating in their Learn to Swim Program for disadvantaged and migrant children.

REPORT

(a) Background

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

An application has been received from Leeton Yanco Swimming Club (LYSC) for a free Learn to Swim Program for disadvantaged and migrant children. It will be held in January 2023. This event is outside the Community Grants Scheme.

The application was lodged with Council on Friday 22 November 2022 and is requesting \$1,060 to cover the admission fees for the participating child and an accompanying adult.

(b) Discussion

In 2022 the LYSC conducted a successful pilot program delivering free swimming lessons to twenty-four disadvantaged children identified by Aboriginal community stakeholders. This year they would like to expand the program and include children from Leeton Shire's migrant community.

They are hoping to have twenty-five students in the 10-day program. The cost of admission for 25 children is \$1,000 and \$60 has been included to subsidise any accompanying adult's admission fee.

The LYSC is contributing \$1500 in-kind to the application by providing coaching, coordinating lessons, and administering the program. The Leeton Community Care Development Inc provides transport for the children with an estimated in-kind value of \$200.

The LYSC has also been successful in gaining a Club grant for \$2,000.

The total project cost expected to be \$4,960. See (**Attachment 1**) for more details

(c) Options

Council has the following options available:

1. Approve the Leeton Yanco Swimming Club grant application for \$1,060. **This is the recommended option.**
2. Approve the Leeton Yanco Swimming Club grant application for a lesser amount.
3. Reject the Leeton Yanco Swimming Club grant application for \$1,060.

IMPLICATIONS TO BE ADDRESSED

(a) Financial

The Quick Response and Youth Development Category of the Community Grants program has an annual budget of \$10,000. \$1,025 has been allocated for annual donations to each school in the Shire for end-of-year presentations.

To date \$1,500 of the allocation has been utilised for Youth Development Grants and \$5,500 has been utilised for Quick Response Grants, leaving \$1,975 in the budget.

If this application is awarded there will be \$915 remaining for the 2022-23 budget.

(b) Policy

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

(c) Legislative/Statutory

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

Can a Council financially assist others?

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

(d) Risk

To ensure funds are spent appropriately, all beneficiaries are required to acquit the grants received from Council.

CONSULTATION

(a) External

Staff have consulted with the applicant.

(b) Internal

None

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

Under the Key Priority Area FOCUS AREA 5. Strong leadership and civic participation within Council's adopted Delivery Program/Operational Plan – 4 - We are active community members who recognise we all have a role to play - 4.3 - Provide and facilitate access to grant programs and funding opportunities - Support the community by offering a Community Grants program".

ATTACHMENTS

- 1 [↓](#) QUICK RESPONSE GRANT APPLICATION - LEETON YANCO SWIMMING CLUB



QUICK RESPONSE GRANT APPLICATION

Please ensure that you have read a copy of the guidelines before completing this application

ORGANISATION DETAILS

Name of community group or organisation	Leeton Yanco Swimming Club
Contact Name	Sally Hill
Postal Address	7 Fig St, Leeton, 2705
Email	lyswimc@outlook.com
Phone	0428619717

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

**Please attach copies*

AUSPICE DETAILS (ONLY IF APPLICABLE)

Auspice organisation applying on behalf of group	
Contact Name	
Postal Address	
Email	
Phone	

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

**Please attach copies*

REASON FOR QUICK RESPONSE

Remember: Poor planning does not justify a quick response grant application

A reduction in pool entry costs will enable us to provide necessary equipment for the participant Leeton Yanco Swimming Club's Learn to Swim Program for vulnerable children in our community

PROJECT DESCRIPTION

Project Title:
Learn to Swim for vulnerable children in our community
Project Summary:
Leeton Yanco Swimming Club's mission includes the development of water safety. However, we recognise that there are vulnerable children in our community that do not have access to formal swimming lessons, placing them at high risk of drowning. Last summer holidays Leeton Yanco Swimming Club (LYSC) ran a successful pilot program which delivered swimming lessons to 24 children who were identified by Leeton Aboriginal Education Consultative Group (AECG), Leeton and District Aboriginal Lands Council, Parkview Public School, and Leeton Community Care Development Inc. LYSC would like to offer this program every summer and broaden the intake to include children from our refugee population.
Community Benefit:
The main benefit to the community is that of improved water safety. LYSC believes water safety around our waters including irrigation channels, to be a high priority for all children. This project focuses on a disadvantaged group within our community and gives them access to water safety training. The project also encourages physical activity and exposes children to another option for physical exercise and sporting endeavour. It fosters co-operation between different community groups, strengthening community ties.

Partner Organisation	Roles & Responsibilities	Contribution (\$)	Contribution (In Kind)
Leeton Yanco Swimming Club	Provide coaching, coordinate lessons, administer program		\$1500
Leeton Community Care Development Inc	Provide transport for the children		\$200
Leeton Aboriginal Education Consultative Group (AECG) and Leeton and District Aboriginal Lands Council	Referral, support and promotion		\$100 each
Leeton Shire Council	Pool admission		\$40 per child for 10 days \$5 per accompanying adult per day

Project Start Date: 1/12/2022

Project End Date: 28/02/2023

**Please keep in mind that projects can not begin before payment is approved and processes – see guidelines for more information*

Council Officer's Name: Emily Goodall

Date of Contact: 21/11/2022

**It is a requirement of the application process that you contact a Council Officer to discuss the project*

Link to Council's Community Strategic Plan: *(select from drop-down box)*

A safe, active and healthy community

PROJECT BUDGET

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

Income	C/NC/IK	Amount (\$)
Grant amount requested from Leeton Shire Council	NC	1060
Entry/participant fees		
Cash from own organisation		
In-kind from own organisation	IK	1500
Cash from partner organisation	IK	400
Other: ClubGRANTS funding	C	2000
Other:		
	Total	4960


Expenditure	Amount (\$)
Materials and project costs	450
Fees and wages	1440
Promotion and publicity	200
Venue costs	1060
Administration	100
Other: Coaching costs	1710
Other:	
	Total

**Total income should equal expenditure*

What items will be funded by the Community Strengthening Grant? Pool entry for participants and their parents/carers over a 10 day period.

CERTIFICATION

I, the applicant, certify that all details supplied in this application form and in any attached documents are true and correct to the best of my knowledge. The application has been submitted with the full knowledge and agreement of the management of the community group, organisation or auspice body. I have read the accompanying guidelines and information to applicants provided with this application form.

Group Organisation		Auspice Organisation	
Name	Sally Hill	Name	
Title	President	Title	
Date	22/11/22	Date	
Signature		Signature	

SUBMITTING YOUR APPLICATION

Complete the checklist on the following page before you submit your application using ONE of these methods:

Email

council@leeton.nsw.gov.au

Mail

IPR, Governance and Engagement Team
Leeton Shire Council
23-25 Chelmsford Place
Leeton NSW 2705

In person

Leeton Shire Council
23-25 Chelmsford Place
Leeton NSW 2705

CHECKLIST

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

Required supporting material

- Public liability insurance certificate
 - Certificate of Currency
 - Quotes
 - Email/letters of support
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- The organisation/individual is an incorporated association or is auspiced by an incorporated body
 - The project will directly benefit residents of Leeton Shire Council
 - The project aligns with the strategic priorities of the Community Strategic Plan
 - The application was received prior to the closing date
 - Insurance paperwork was included in the application
 - All questions have been answered
 - An authorised person has signed the application
 - The project outlined in the application is a new project or program (ie doesn't replicate any activity previously funded by Council's grants program)
 - A clear understanding of a target group and their need has been demonstrated
 - if applicable, acquittals have been completed for previously funded projects

COUNCILLOR ACTIVITY REPORTS

ITEM 1 COUNCILLOR ACTIVITY REPORT

RECORD NUMBER	22/477
RELATED FILE NUMBER	EF21/508
AUTHOR	Executive Assistant to the General Manager and Mayor

RECOMMENDATION

THAT Council notes the Councillor activity reports for the period between 24 November 2022 to 14 December 2022.

Cr Tony Reneker

24 November 2022	Leeton Business Chamber Networking Event
25 November 2022	RAMJO Board Meeting
26 November 2022	Yanco Town Improvement Committee Twilight Markets and Leeton Pipe Band 100 Years Performance
28 November 2022	Leeton Health Services Plan Project Update Meeting
29 November 2022	Fivebough and Tuckerbil Wetlands Advisory Committee Meeting
30 November 2022	Leeton Connect Networking Breakfast
1 December 2022	Leeton Shire Council Weeds Committee Meeting and Boys to the Bush Community Hub Opening
4 December 2022	Light Up Leeton Concert
5 December 2022	Youth Council Meeting and Whitton Town Improvement Committee Meeting
6 December 2022	St Joseph's Primary School Presentation Day and RAMJO Freight Transport Subcommittee Meeting
8 December 2022	Gralee School Presentation Day
9 December 2022	Mayoral Morning Tea and Country Universities Centre Graduation Celebration
12 December 2022	Yanco Community Hall and Markets Committee Meeting and Leeton Connect Board Meeting
14 December 2022	Charles Sturt University Graduation Day - Arts & Education
16 December 2022	Yanco Agricultural High School Presentation of Prizes

Cr George Weston

4 December 2022	Light Up Leeton
8 December 2022	CBD Enhancement Committee Meeting
9 December 2022	Mayoral Morning Tea

Cr Tony Ciccia

1 December 2022	Leeton Shire Council Weeds Committee Meeting
4 December 2022	Light Up Leeton
9 December 2022	Mayoral Morning Tea
13 December 2022	Whitton-Murrami Public School Presentation Night

Cr Tracey Morris

29 November 2022	Kelly & Partners Welcome Function
30 November 2022	Leeton Connect Networking Breakfast
3 December 2022	Leeton Parkrun Run Director
9 December 2022	St Francis de Sales Regional College Presentation Day
10 December 2022	Leeton Parkrun

Cr Michael Kidd

14 December 2022	Leeton Public School Presentation Day
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Cr Paul Smith

26 November 2022	Yanco Town Improvement Committee Twilight Markets
5 December 2022	Whitton Town Improvement Committee Meeting
6 December 2022	Yanco Town Improvement Committee Meeting
12 December 2022	Parkview School Presentation Night

Cr Krystal Maytom

12 December 2022	Parkview School Presentation Night
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Cr Matthew Holt

13 December 2022	Yanco Public School Presentation Day
14 December 2022	Wamoon Public School Presentation Day
15 December 2022	Leeton High School Presentation Day