



**LEETON**  
SHIRE COUNCIL

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

**25 MAY 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**

**25 May 2022**

**7.00PM**

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1. CIVIC PRAYER
  2. ACKNOWLEDGEMENT OF COUNTRY
  3. APOLOGIES AND APPLICATIONS FOR LEAVE OF ABSENCE BY COUNCILLORS
  4. CONFIRMATION OF MINUTES AND ANY MATTERS ARISING  
  
RECOMMENDATION  
  
THAT the Minutes of the Ordinary Council Meeting held on Wednesday 27 April 2022, as circulated, be taken as read and CONFIRMED.
  5. DISCLOSURES OF INTERESTS
  6. PUBLIC REPRESENTATIONS
  7. MAYORAL MINUTES
  8. REPORTS TO COUNCIL  
  
GENERAL MANAGER'S MATTERS
    - 8.1 LEETON SHIRE'S COMMUNITY STRATEGIC PLAN: LIVEABLE LEETON 2035 .....5
    - 8.2 POLICY REVIEW 2022 .....9
    - 8.3 LEETON SHIRE COUNCIL INFORMATION GUIDE 2022 .....135
    - 8.4 DELIVERY PROGRAM AND OPERATIONAL PLAN PROGRESS REPORT FOR QUARTER 3 - 2021/22 .....152
    - 8.5 ROUND TWO OF THE 2021/22 COMMUNITY STRENGTHENING GRANTS PROGRAM ALLOCATIONS .....161
    - 8.6 YOUTH DEVELOPMENT GRANT APPLICATIONS .....165
-

**CORPORATE MATTERS**

<b>8.7 2021/22 BUDGET REVIEW FOR THE QUARTER ENDING 31 MARCH 2022.....</b>	<b>180</b>
<b>8.8 INVESTMENTS REPORT FOR APRIL 2022 .....</b>	<b>202</b>
<b>8.9 DRAFT PLAN OF MANAGEMENT - RESERVE 93647 .....</b>	<b>214</b>

**OPERATIONAL MATTERS**

<b>8.10 MINUTES OF THE LEETON LOCAL AREA TRAFFIC COMMITTEE MEETING - 18 MAY 2022 .....</b>	<b>263</b>
<b>8.11 SUPPORT WITH STADIUM HIRE FEES - SAMOAN INDEPENDENCE DAY.....</b>	<b>293</b>

**ACTIVATION MATTERS**

<b>8.12 MINUTES OF THE SUNRICE FESTIVAL COMMITTEE - POST EVENT DEBRIEF MEETING.....</b>	<b>297</b>
<b>8.13 MINUTES OF THE WHITTON TOWN IMPROVEMENT COMMITTEE MEETING - 28 MARCH 2022.....</b>	<b>307</b>
<b>8.14 MINUTES OF THE YANCO COMMUNITY HALL AND MARKET COMMITTEE MEETING - MONDAY 11 APRIL 2022.....</b>	<b>313</b>

**9. NOTICES OF MOTIONS**

**100. CONFIDENTIAL MATTERS**

**10.1 WAMOON SEWERAGE SCHEME 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.

**10.2 WAMOON AVENUE KERB AND GUTTER CONSTRUCTION  
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.

**111. CONCLUSION OF THE MEETING**

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

**PUBLIC REPRESENTATION**

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

**Contact Kate Weston – 6953 0903**

**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.

## ETHICAL DECISION MAKING AND CONFLICTS OF INTEREST

A GUIDING CHECKLIST FOR COUNCILLORS,  
OFFICERS AND COMMUNITY COMMITTEES

### ETHICAL DECISION MAKING

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

### CONFLICT OF INTEREST

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

### THE TEST FOR CONFLICT OF INTEREST

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

### IDENTIFYING PROBLEMS

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

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

### AGENCY ADVICE

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

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

## GENERAL MANAGER'S MATTERS

### ITEM 8.1 LEETON SHIRE'S COMMUNITY STRATEGIC PLAN: LIVEABLE LEETON 2035

RECORD NUMBER	22/204
RELATED FILE NUMBER	EF21/104/01
AUTHOR/S	Executive Manager IPR, Governance and Engagement
APPROVER/S	General Manager

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## SUMMARY/PURPOSE

The purpose of this report is to present the *Liveable Leeton 2035* Community Strategic Plan (CSP) to Council for endorsement.

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## RECOMMENDATION

THAT Council endorses the *Liveable Leeton 2035* Community Strategic Plan.

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## REPORT

### (a) Background

Under the Integrated Planning and Reporting Framework, Council is required to prepare a number of documents to facilitate integration of long-term planning and implementation of Council activities. Core documents include the 10+ year Community Strategic Plan (CSP), the four year Delivery Program and the annual Operating Plan.

*Liveable Leeton 2035 (Attachment 1)* is Leeton Shire's new Community Strategic Plan. It outlines the community's aspirations and long-term vision for Leeton Shire.

The new CSP has been developed around Focus Areas based on the quadruple bottom line pillars of leadership, environment, economy and community (social aspects). It is strongly outcomes focused and captures:

- Where we are as a Shire and community today (current situation)
- Where the community wants to be in 10+ years' time (aspirations for the future)
- How we're going to get there/achieve the aspirations of the community (outcomes and strategies)
- Who may be able to help (delivery partners)?
- How we're going to measure success (indicators of success).

The CSP lists a number of aspirational outcomes and strategies under each Focus Area with indicators that can be tracked to help to signal improved results for the community over time. The indicators are not intended to measure absolutely

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everything but to give a general sense that community aspirations are being achieved. Indicators have been selected that use data that is readily available.

It is important to note that this plan is not a Council document. It is a community plan. Council developed the plan but it did so in collaboration with and on behalf of residents, other levels of government and agencies. Responsibility for meeting the long-term community vision and desired outcomes rests with everyone. When the plan refers to 'we', it refers to the collective community including Council, government agencies and other organisations and groups, as well as its residents.

Council endorsed a draft of the *Liveable Leeton 2035* Community Strategic Plan for public exhibition at the March 2022 Ordinary Council Meeting.

## **(b) Discussion**

The DRAFT *Liveable Leeton 2035* Community Strategic Plan was placed on public exhibition for the period 28 March to 28 April 2022.

Feedback on the plan was requested via a media release, a notice in the Council Noticeboard, social media posts and Council's website. A *Liveable Leeton 2035* display featured in a prominent shopfront over Easter, along with QR Code access to a 'Have Your Say' campaign. Drafts of *Liveable Leeton 2035* were sent to a range of stakeholders, including community groups and government agencies, and Council staff were encouraged to distribute the draft document to contacts within the community. Council staff were also asked to provide feedback on the document.

In response, Council received a total of 25 responses. Eleven people/organisations provided feedback in response to email requests for feedback. Seven people gave feedback via the 'Have Your Say' survey. There were 7 staff submissions.

A summary of all feedback and staff recommendations regarding changes to the draft CSP is included as **Attachment 2**. A detailed 'Have Your Say' Survey Responses Report is included as **Attachment 3**.

## **(c) Options**

**Option 1.** To endorse the Community Strategic Plan. **This is the preferred option.**

**Option 2.** To decline to endorse the plan, with reasons.

## **IMPLICATIONS TO BE ADDRESSED**

### **(a) Financial**

Nil. The activities Council will undertake in order to deliver the aspirations of the Community Strategic Plan will be allowed for in the Budget being developed for 2022/23.

**(b) Policy**

Nil

**(c) Legislative/Statutory**

Under Section 402(1) of the *Local Government Act 1993*, each local government area must have a CSP that has been developed and endorsed by Council. Section 402(6) stipulates that the draft CSP must be placed on public exhibition for a period of at least 28 days and submissions received by Council considered prior to the CSP being endorsed by Council.

In adopting this resolution Council will have complied with its legal obligations to develop a CSP in consultation with and on behalf of the community.

**(d) Risk**

The Community Strategic Plan is the backbone of the Integrated Planning and Reporting Framework. Failure to endorse the Community Strategic Plan at this time may delay the adoption of Council's Delivery Program, Operational Plan and Budget for 2022/23. All documents must be endorsed or adopted by 30 June 2022.

**CONSULTATION**

**(a) External**

Community members and stakeholders through:

- Local Strategic Planning Statement Engagement 2020
- Community Satisfaction Survey 2021
- Community engagement sessions in Leeton, Murrami, Whitton and Yanco
- Two Have Your Say Surveys (one pre-draft and one post-draft)
- Online Mapping Tool and Ideas Board
- Emails to community groups, government agencies and other organisations identified as having a stake or a role to play in Leeton Shire.

**(b) Internal**

Staff, including the Senior Management Team  
Councillors

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

Under the Key Priority Area Outcome Six: STRONG LEADERSHIP within Council's adopted Delivery Program/Operational Plan – 19 - A community that speaks up and gets involved - 19 b - Seek input from our community on Council projects and programs - Run an active community engagement program.



**ATTACHMENTS**

- 1** DRAFT Liveable Leeton 2035 Community Strategic Plan - updated in response to feedback - *Attached separately*
- 2** Summary of submissions and recommended changes to Liveable Leeton 2035 - *Attached separately*
- 3** Liveable Leeton 2035 Have Your Say Survey Responses Report - *Attached separately*

**ITEM 8.2      POLICY REVIEW 2022**

<b>RECORD NUMBER</b>	22/26
<b>RELATED FILE NUMBER</b>	EF20/62
<b>AUTHOR/S</b>	Records Officer
<b>APPROVER/S</b>	Executive Manager IPR, Governance and Engagement

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**SUMMARY/PURPOSE**

The purpose of this report is to present several policies to Council for endorsement to be placed on public exhibition for 28 days.

If feedback is received on any of the policies that is material, it will be brought back to Council for consideration prior to adoption. If no feedback is received, the policies will be considered adopted after the exhibition period.

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**RECOMMENDATION**

THAT Council endorses the following draft policies for public exhibition for 28 days, and, if no feedback is received, the policies will be considered adopted after the exhibition period:

- Busking Policy
  - Development Application Objections Policy
  - Enforcement Policy
  - Vandalism and Graffiti Management Policy
  - Smoke Free Outdoor Areas Policy
  - Cemetery Policy
  - Parks, Playgrounds and Recreational Facilities Maintenance Management Policy
  - Tree Management Policy
  - Grants Policy
  - Volunteering Policy
  - Investments Policy
  - Financial Hardship Policy
  - Debt Recovery Policy
  - Pensioner Concessions Policy
-

**REPORT**

**(a) Background**

Each new Council is required to adopt the full suite of Council policies within 12 months of the Local Government elections.

**(b) Discussion**

Staff are currently reviewing policies and presenting them to Council in batches for endorsement and subsequent adoption (if there is no feedback from the community requiring the policies to be brought back to Council).

The current batch of policies includes those listed in the table below:

<b>Draft Policy</b>	<b>Comments on Changes</b>
<b>Regulatory Services Policies</b>	
Busking Policy	<ul style="list-style-type: none"> <li>• Changed to the new policy format – No content amendments</li> </ul>
Development Application Objections Policy	<ul style="list-style-type: none"> <li>• Changed to the new policy format – No content amendments</li> </ul>
Enforcement Policy	<ul style="list-style-type: none"> <li>• Previous Policy Name – Regulatory Activities – Enforcement and Prosecution Policy</li> </ul>
Vandalism and Graffiti Management Policy	<ul style="list-style-type: none"> <li>• Merged</li> </ul>
Smoke Free Outdoor Areas Policy	<ul style="list-style-type: none"> <li>• Changed to the new policy format – No content amendments</li> </ul>
<b>Open Space and Recreation Policies</b>	
Cemetery Policy	<ul style="list-style-type: none"> <li>• Changed to the new policy format – No content amendments</li> </ul>
Parks, Playgrounds and Recreational Facilities Maintenance Management Policy	<ul style="list-style-type: none"> <li>• Changed to the new policy format – No content amendments</li> </ul>
Tree Management Policy	<ul style="list-style-type: none"> <li>• Changed to the new policy format – No content amendments</li> </ul>
<b>Governance Policies</b>	
Grants Policy	<ul style="list-style-type: none"> <li>• Recently updated and adopted (August 2021) – No content amendments</li> </ul>
Volunteering Policy	<ul style="list-style-type: none"> <li>• Recently updated and adopted (August 2021) – No content amendments</li> </ul>
<b>Finance Policies</b>	
Investments Policy	<p>Substantive Changes are as follows:</p> <ul style="list-style-type: none"> <li>• <u>Term of Maturity Framework</u> – expanded and tabulated to apply maturity constraints in order to prevent “too much” to be invested for three to five years to support shorter term liquidity.</li> <li>• <u>Risk Management Guidelines</u> – Changes to wording but no change to meaning or practical application.</li> <li>• <u>Risk Management Guidelines</u> – Have been split to various new sections such as Credit Ratings and</li> </ul>

	<p>Category Limits.</p> <ul style="list-style-type: none"> <li>• <u>Credit Ratings Category Limits</u> – New section to limit exposure to higher risk categories.</li> <li>• <u>Policy Breaches, Rectifications and Grandfathering</u> – New section in order to provide guidelines.</li> <li>• <u>Benchmarking</u> – Revised from Reserve Bank cash rate and 90-day BBSW to Bloomberg Bank Bill Index as the latter should provide a more reliable comparative.</li> <li>• <u>Investment Strategy</u> – New section outlining procedure and process.</li> <li>• <u>Trading Policy</u> – New section outlining Council's intent and guidelines for placing investments.</li> <li>• <u>Safe Custody Arrangements</u> – New section outlining how Council's investments will be held where they cannot be held directly, such as with Floating Rate Notes.</li> </ul>
Hardship Policy	<ul style="list-style-type: none"> <li>• Recently updated and adopted (July 2020) – No content amendments</li> </ul>
Debt Recovery Policy	<ul style="list-style-type: none"> <li>• Recently updated and adopted (July 2020) – No content amendments</li> </ul>
Pensioner Concessions	<ul style="list-style-type: none"> <li>• Recently updated and adopted (July 2020) – No content amendments</li> </ul>

It should also be noted that the policies 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 can be viewed on Council's website under the heading 'About Council/Plans, Policies and Reports'.

### (c) Options

1. THAT Council endorses the above draft policies for public exhibition for 28 days.  
**This is the preferred option.**
2. THAT Council seeks amendments to individual policies prior to endorsement and adoption.

### IMPLICATIONS TO BE ADDRESSED

#### (a) Financial

Nil

#### (b) Policy

Revised policies, once adopted, will supersede previous versions of those policies.

#### (c) Legislative/Statutory

Each new Council must adopt the suite of policies within 12 months of its election.

**(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**

All policies, apart from those with mandatory content, will be placed on public exhibition for 28 days. Draft policies for which feedback has been received will be reviewed in line with relevant feedback and returned to Council for consideration and adoption.

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

**(b) Internal**

Each of the policies 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)**

Under the Key Priority Area Outcome Six: STRONG LEADERSHIP within Council's adopted Delivery Program/Operational Plan – 20 - A community that is always on the front foot - 20 c - Strive to deliver the aspirations of the community through sound governance practice - Continuous review and update of Council policies and plans to appropriately support Council's operations".

**ATTACHMENTS**

- 1 [↓](#) DRAFT Busking Policy
- 2 [↓](#) DRAFT Development Application Objections Policy
- 3 [↓](#) DRAFT Enforcement Policy
- 4 [↓](#) DRAFT Vandalism and Graffiti Management Policy
- 5 [↓](#) DRAFT Parks Playgrounds and Recreational Facilities Maintenance Management Policy
- 6 [↓](#) DRAFT Tree Management Policy
- 7 [↓](#) DRAFT Grants Policy
- 8 [↓](#) DRAFT Cemetery Policy
- 9 [↓](#) DRAFT Smoke Free Outdoor Areas Policy

- 10** [↓](#) DRAFT Volunteering Policy
- 11** [↓](#) DRAFT Pensioner Concessions Policy
- 12** [↓](#) DRAFT Financial Hardship Policy
- 13** [↓](#) DRAFT Debt Recovery Policy
- 14** [↓](#) DRAFT Investments Policy



LEETON  
SHIRE COUNCIL

**DRAFT**  
**BUSKING POLICY**  
MAY 2022

## DOCUMENT CONTROL

<b>RESPONSIBLE OFFICER:</b>	Regulatory Services Coordinator				
<b>REVIEWED BY:</b>	Manager, Planning Building and Health				
<b>LINK TO CSP/DELIVERY PROGRAM/OPERATIONAL PLAN:</b>	Theme 2: An Active and Enriched Community, 7: A community that enjoys arts and culture				
<b>DATE ADOPTED:</b>					
<b>ADOPTED BY:</b>	Senior Management Team and Council				
<b>RESOLUTION NO: (IF RELEVANT):</b>					
<b>FOR PUBLICATION:</b>	<input type="checkbox"/> INTRANET <input type="checkbox"/> COUNCIL WEBSITE <input checked="" type="checkbox"/> BOTH				
<b>REVIEW DUE DATE:</b>	February 2026				
<b>REVISION NUMBER:</b>	4				
<b>PREVIOUS VERSIONS:</b>	<b>DATE</b>	<b>DESCRIPTION OF AMENDMENTS</b>	<b>AUTHOR/EDITOR</b>	<b>REVIEW/SIGN OFF</b>	<b>MINUTE NO (IF RELEVANT)</b>
1	4/11/2009				Res No 09/363
2	26/6/2013				Res No 13/135
3	22/2/2017				Res No 17/108

## 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.



## CONTENTS

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1. Purpose .....	4
2. Scope .....	4
3. Roles and Responsibilities .....	4
4. Definitions.....	4
5. Supporting Documents .....	4
6. Legislation .....	4
7. Policy Procedure .....	5
7.1 Approval Process.....	5
7.2 Performance Conditions .....	5
7.3 Permitted Busking Areas.....	5

## 1. Purpose

This purpose of this policy is to encourage Buskers to perform and contribute to the cultural life of the Shire of Leeton and to manage busking in a way that does not cause detriment to the quality of the public environment and adjacent uses and activities.

## 2. Scope

This policy applies to any person or group performing in a public space in the Leeton Local Government Area.

## 3. Roles and Responsibilities

The following employees have responsibilities under this policy:

- Manager Planning Building and Health – Policy development and community consultation.
- Regulatory Services Coordinator – Policy implementation and enforcement.

## 4. Definitions

**Approved area:** An area of public land designated by Council that is suitable for busking.

**Authorised officer:** Authorised Officer of Leeton Shire Council.

**Busker:** A person performing an act/performance to be seen by the general public. Buskers accept volunteered monetary appreciations.

**Busking Fee:** An annual fee applies for a Busking Permit as specified in Councils Fees and Charges adopted with the annual Management Plan and will apply where more than three (3) occasions are requested in any twelve (12) months.

**Dangerous materials and implements:** Materials and implements that pose a risk or uncertain outcomes for people. This includes materials that give off any kind of heat or toxicity.

**Relevant Authority:** Leeton Shire Council.

**Soliciting Funds:** The act of asking, begging, seeking or requesting money or goods from members of the public.

**Structures:** Any items additional to musical equipment (eg A-Frames) are not permitted. Utensils for collecting money (eg hat or musical instrument case) are exempt.

## 5. Supporting Documents

Busking Permit Application Form – Attachment A

## 6. Legislation

*Local Government Act 1993*

## 7. Policy Procedure

### 7.1 Approval Process

- Buskers must obtain a busking permit from the Relevant Authority before conducting any performances. A *Busking Permit Application* form must be completed – see Attachment A.
- By signing the *Busking Permit Application* the applicant agrees to comply with the conditions of this policy.
- A permit may be subject to conditions imposed at Council's discretion and the conditions contained in the permit must be complied with at all times.
- At any time Council may cancel a permit if the permit holder fails to comply with any of the provisions contained in this policy.
- Busking Permits are not transferable or refundable.

### 7.2 Performance Conditions

- Buskers must carry out any directions given by the NSW Police or an Authorised Officer.
- All performances must be within acceptable volume levels, so as not to inconvenience the public or the operation of businesses in the area. If a performance can be clearly heard from the other side of a main street or within a habitable room, it is deemed to be too loud.
- Buskers may not perform near the entry to retail, business and/or residences during trading hours without the approval of affected shop, tenant or property owners.
- A busker must retain the authorised permit on their person at all times while performing and present the permit upon request of an Authorised Officer.
- An Authorised Officer may at any time instruct a Busker to immediately terminate their performance if the Officer deems it to be too loud, offensive, dangerous or harmful to private or public property or the busker is without a permit.
- Buskers and or their audience must not damage any public asset or private property.
- Buskers must ensure that the approved area is left in a clean and trafficable state.
- Buskers must not use dangerous materials and implements as part of their performance.
- Buskers must not perform longer than two hours in any one approved area unless specifically approved.
- Buskers must not sell or offer to sell any product. An exception may be made, by prior approval, for the sale of product (CD's etc) by the Busker.
- It is not a mandatory condition of this policy that Buskers hold and maintain a **public liability insurance policy**, however in certain circumstances the absence of appropriate insurance coverage may leave a Busker open to personal liability in the event that a negligent act leads to a third party injury or loss. Therefore, it is recommended that each Busker obtains valid Public Liability coverage for busking in the Leeton Shire Council Local Government Area for no less than \$20M.

**Council's public liability insurance policy does NOT cover a Buskers liability exposure.**

### 7.3 Permitted Busking Areas

- Council will identify approved areas for busking and notify the applicant of these areas.
- Buskers and their audience must be located away from the building line so as to not obstruct pedestrian movement.
- Buskers must ensure that the area within which they are performing (including the area used by any audience) does not pose a threat to public safety.

## Attachment A – Busking Permit Application



**LEETON**  
SHIRE COUNCIL

Office Hours 8.30am – 5.00pm  
 23-25 Chelmsford Place, Leeton 2705  
 council@leeton.nsw.gov.au  
 General Enquiries: Phone 02 69530911

### BUSKING PERMIT APPLICATION

#### About this form

You may use this form to apply for approval to busk within Leeton Shire Council Area under s68 of the Local Government Act 1993.

- If you are **under 16 years of age** your parent or guardian must complete and sign Part 3 of form and be present when you apply for your permit.
- All buskers must read the Leeton Shire Council Busking Policy before they submit this form.
- Any approval will be issued subject to conditions.

**How to complete this form**

1. Ensure that all fields have been filled out correctly.
2. Forms must be submitted in person.

#### Office Use Only (Please ✓)

ID Sighted:

Permit issued:

Low Impact

High Impact

Extended Duration

Date: .....

#### PART 1 – APPLICANT DETAILS

<b>Title</b>	<b>Given Names</b>	<b>Family Name</b>
<b>Postal Address</b>		
<b>Email Address</b>		
<b>Phone Number</b>	<b>Mobile Number</b>	

#### PART 2 – PERFORMANCE DETAILS

**NOTE:** Leeton Shire Council reserves the right to amend the permit type on application (Tick ✓ all that apply)

Tick ✓	Low Impact	Tick ✓	High Impact	Tick ✓	Extended Duration Non-amplified non-musical acts ONLY
	Requires less than 2m <sup>2</sup> space		Requires more than 2m <sup>2</sup> space		Requires more than 2 hrs to complete
	Vocal		Vocals - amplified		Pavement Art
	Instrumental (specify instrument)		Brass instruments		Mime/statue
	Juggling (non-dangerous implements)		Bagpipes/Drumming		Other (specify) #
	Group – 4 or less performers		Group – 5 or more performers		
	Other (specify) #		Other (specify) #		
# Provide a description of the performance type, instruments etc					

#### PART 3 – PARENT/GUARDIAN CONSENT DETAILS (IF APPLICANT IS UNDER 16 YEARS OF AGE)

A Parent/Guardian must be present when application is made.

I (please print name) .....

of (please print address) .....

Hereby consent to my child (Please print name of child) .....  
 performing as a busker.

I understand that:

1. Leeton Shire Council **provides no supervision of buskers under the age of 16 years** and recommends an adult accompany young buskers at all times.
2. Buskers under the age of 16 are subject to Leeton Shire Council's Busking Policy and need to comply with the Policy at all times.

Parent/Guardian Signature ..... Date .....

Leeton Shire Council - Busking Permit Application - Page 1

## Attachment A – Busking Permit Application

### PART 4 – PROOF OF IDENTITY

---

You must provide Council with proof of your identity, and proof of identity of your parent/guardian if you are under 16 years. Please tick the item/s below which you will provide as proof of identity.

	<b>You</b> (Please ✓)	<b>Your Parent/Guardian</b> (Please ✓)
Drivers Licence	<input type="checkbox"/>	<input type="checkbox"/>
Student ID	<input type="checkbox"/>	<input type="checkbox"/>
Other type of ID#	<input type="checkbox"/>	<input type="checkbox"/>

# ID containing a signature, a recent photograph and date of birth will be accepted, at the discretion of the receiving officer.

### PART 5 – APPLICANT DECLARATION

---

- I have read and understand my obligations under Leeton Shire Council's Busking Policy.
- I agree to abide by any process for breach of permit conditions, suspension or cancellation of my permit which may be imposed and/or amended by Council at any time.
- I understand that if the information is incomplete, the application may be delayed or rejected or more information may be requested.

I agree to comply with the following conditions of approval:

- I will make my Permit available for inspection by any Authorised Officer and follow any direction issued by those personnel (Authorised Officer includes any Leeton Shire Council employee).
- I will not transfer my Permit to any other person.
- I agree to only busk within the approved time restrictions.
- I will be presented at all times of a neat and tidy appearance.
- I will not create a threat to public safety, whether real or perceived.
- Handing out of food is prohibited.
- I acknowledge that it is my responsibility to read and abide by Leeton Shire Council's Busking Policy.

I declare that all the information in the application is to the best of my knowledge, true and correct.

**Applicant Name**

**Applicant Signature**

**Dated** .....

---



LEETON  
SHIRE COUNCIL

**DRAFT**

**DEVELOPMENT APPLICATION  
OBJECTIONS POLICY**

MAY 2022

## DOCUMENT CONTROL

<b>RESPONSIBLE OFFICER:</b>	Town Planner				
<b>REVIEWED BY:</b>	Manager, Planning Building & Health				
<b>LINK TO CSP/DELIVERY PROGRAM/OPERATIONAL PLAN:</b>	Theme 5: A Quality Built Environment, 17d: Deliver development planning services that signal Leeton as "open for business".				
<b>DATE ADOPTED:</b>					
<b>ADOPTED BY:</b>	Senior Management Team and Council				
<b>RESOLUTION NO: (IF RELEVANT):</b>					
<b>FOR PUBLICATION:</b>	<input type="checkbox"/> INTRANET <input type="checkbox"/> COUNCIL WEBSITE <input checked="" type="checkbox"/> BOTH				
<b>REVIEW DUE DATE:</b>	February 2026				
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1	26/6/2013	Development Application Objections			Res 13/136
2	22/2/2017	Development Application Objections			Res 17/108

## 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.

## CONTENTS

---

1. Purpose.....	4
2. Scope .....	4
3. Roles and Responsibilities.....	4
4. Definitions .....	4
5. Supporting Documents .....	5
6. Legislation.....	5
7. Can I object to someone else's development? .....	5
8. Policy Procedure.....	5



## 1. Purpose

This policy is regarding the procedures set down to determine objections to development applications.

## 2. Scope

Most development applications lodged with Leeton Shire Council, are determined under delegation by an authorised officer. In these circumstances, the development application did not receive any objections or more than one objection.

Occasionally, development applications are subject to objections from more than one person. In these circumstances, the development application will be referred to Council for determination. This policy clarifies the processes to be followed when more than one objection was received.

## 3. Roles and Responsibilities

**Manager Planning Building & Health** – Determination of development application, referral of development application to Council for determination, assessment, consultation with external agencies etc.

**Town Planner** – Assessment of development application, notification and advertisement of development application, recommendation for approval or refusal etc.

## 4. Definitions

**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.

**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** - The *Environmental Planning and Assessment Act 1979*, states that development means:

- the use of land
- the subdivision of land
- the erection of a building
- the carrying out of a work
- any other matter act, matter or thing controlled by planning instruments created under the *Environmental Planning & Assessment Act 1979*.

**A building means** - any structure, other than a manufactured home, moveable dwelling or temporary structure.

Erection of a building includes:

- rebuilding, alterations, enlargement or extension of a building
- placing or relocating a building on to land
- enclosing a public place in connection with the construction of a building
- erecting an advertising structure over a public land
- extending a balcony, awning or essential service pipe beyond the alignment of a public road.

## 5. Supporting Documents

Leeton Shire Council Community Participation Plan  
Leeton Local Environmental Plan 2014  
State Environmental Planning Policies relevant to NSW

## 6. Legislation

*Environmental planning and Assessment Act 1979*  
*Local Government Act 1993*

## 7. Can I object to someone else's development?

Yes. A person who considers that there are planning grounds for not approving a development, may raise an objection.

When a development application is lodged with council, council must, as soon as practicable, notify those people identified in the Leeton Community Participation Plan.

Those people include owners or occupiers of adjoining land. A person does not have to be notified of a development by council in order to raise an objection. An objection may be raised by anyone. However, the content of the objection should still be relevant to the development, not personal in nature and not made by someone who will not be impacted by the development.

The NSW Ombudsman provides some direction on how a submission should be drafted:

*"Good submissions are fairly short and to the point. They do not use emotive language or personal criticism. They focus on non-compliance only where that has a significant impact, and they suggest changes that might resolve the problems identified".*

Section 4.15 of the *Environmental Planning and Assessment Act 1979* requires council to have regard to the terms of the objection and consider it when coming to a determination on whether the development should be approved.

However, the submission will be one of many considerations which the assessing officer must have regard to and may not have the effect of stopping the development.

If the council decides to refuse the development, but the developer appeals that decision, objectors may be invited to make submissions to the Court during the appeal process.

## 8. Policy Procedure

Where a Development Application, which complies with State Government requirements and Council's policies and guidelines is the subject of more than one objection, the matter will be submitted to Council for determination.

Prior to the Council determination meeting Council staff will endeavour to resolve/mediate an outcome between the objectors and the applicant.

If an outcome is not achieved by staff, Councillors will be afforded an opportunity to meet with both the objectors and the applicant prior to the Council Meeting. The development application will be determined by Council during the Council meeting.



LEETON  
SHIRE COUNCIL

**DRAFT**  
**ENFORCEMENT POLICY**  
MAY 2022

## DOCUMENT CONTROL

<b>RESPONSIBLE OFFICER:</b>	Regulatory Services Coordinator				
<b>REVIEWED BY:</b>	Manager, Planning Building & Health				
<b>LINK TO CSP/DELIVERY PROGRAM/OPERATIONAL PLAN:</b>	Theme 1 – A Healthy and Caring Community 4 – A Community that is safe to live in and move about				
<b>DATE ADOPTED:</b>					
<b>ADOPTED BY:</b>	Senior Management Team and Council				
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1	25/06/2008				08/236
2	26/06/2013				13/136
3	22/02/2017	Previous Policy: Regulatory Activities – Enforcement and Prosecution Policy			17/018

## 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.

## CONTENTS

---

1. Purpose.....	4
2. Scope .....	4
3. Roles and Responsibilities.....	4
4. Definitions .....	5
5. Supporting Documents .....	5
6. Legislation.....	5
7. Policy Procedure.....	6
7.1 Responding to Complaints .....	6
7.2 Confidentiality of Complainants .....	6
7.3 Investigation of Unlawful Activities.....	6
7.4 Deciding whether or not to take Enforcement Action .....	7
7.5 Options for dealing with confirmed cases of Unlawful Activities.....	8
7.6 Taking Enforcement Action .....	9
Appendix A.....	10
Appendix B.....	11

## 1. Purpose

Leeton Shire Council is involved in a broad range of regulatory activities. The Leeton Shire Council Enforcement Policy reflects the need for a transparent decision making process for Council's authorised officers to ensure enforcement is carried out in an efficient, fair and consistent manner.

The aim of this policy is to establish clear guidelines while exercising discretion in dealing with proactive regulatory action by Council. It provides workable guidelines on:

- assessing whether complaints of unlawful activity require investigation
- options for dealing with unlawful activity
- deciding whether enforcement action is warranted.

## 2. Scope

This policy document applies to Authorised Officers of Leeton Shire Council with delegation to carry out enforcement action under relevant legislation. It applies to the investigation and enforcement of complaints about unlawful activity and/or failure to comply with the terms or conditions of approvals and orders.

While primarily directed at the regulation of development activity, the policy is also applicable to pollution control, regulation of parking, control over animals, unauthorised development including buildings, non-compliance with development consent conditions, food safety, public health and safety issues, tree removal and land clearing.

## 3. Roles and Responsibilities

Only Council staff with appropriate delegations from the General Manager are authorised to undertake investigations and/or enforcement action in relation to this Policy.

**Authorised Officers** – Authorised staff are responsible for implementing these policy guidelines. In addition to actioning written and verbal action requests or complaints alleging unlawful activity, they deal with the proactive enforcement of relevant legislation. All notifications of alleged unlawful activity will be appropriately recorded.

Delegations conferred on these staff to initiate various levels of enforcement action are set out in the relevant Council Officer's delegations.

**Councillors** – Councillors can help individuals who raise concerns with them by referring them to the Regulatory Services department of Council for the appropriate action to take place as outlined in this Policy.

However, compliance and enforcement matters are sensitive and easily susceptible to allegations of impropriety, bias or inconsistency. In order to manage those risks, and consistent with Leeton Shire Council's Code of Conduct, Councillors may **not**:

- attend on-site meetings with Council staff, or persons who are the subject of investigation or enforcement action unless accompanied by a Senior Management Team member.
- direct staff in relation to particular outcomes relating to investigations or enforcement options or actions.
- act as a representative of the person subject to an enforcement action.

## 4. Definitions

**Enforcement** – actions taken in response to serious or deliberate contraventions of law.

**Legislation** – includes any Act of Parliament, Local Environmental Plan, Development Control Plan, adopted Policy of Leeton Shire Council or development consent issued by Leeton Shire Council.

**Prima Facie** - The term Prima Facie is a legal term or a legal claim which is made when the prosecution has enough evidence to proceed with a trial of judgement and to prove that the defendant is guilty. The term is derived from a Latin word which means, "at first sight" or "at first view".

**Unlawful activity** – is any activity or work that has been or is being carried out contrary to New South Wales legislation for which the Council is the appropriate regulatory authority.

**Statute of limitations** - A statute of limitations is a law that sets the maximum amount of time that parties involved in a dispute have, to initiate legal proceedings from the date of an alleged offense, whether civil or criminal.

## 5. Supporting Documents

All policy documents of Leeton Shire Council  
Companion Animals Management Plan  
On-site Sewage Management Strategy

## 6. Legislation

Council is to acknowledge its obligations under the following Acts and Regulations and to ensure that the regulatory powers are carried out in a consistent manner and without bias, and provide a proactive policy statement regarding the enforcement of compliance with legislation and/or condition/s of development consent, and foster prompt, consistent and effective action by the Council in response to allegations of unlawful activity whilst ensuring that the principles of natural justice are respected:

- *Local Government Act 1993*
- *Local Government (General) Regulation 2021*
- *Local Government (Manufactured Home Estates, Caravan Parks, Camping Grounds and Moveable Dwellings) Regulation 2021*
- *Biosecurity Act 2015*
- *Biosecurity Regulation 2017*
- *Boarding Houses Act 2012*
- *Boarding Houses Regulation 2013*
- *Companion Animals Act 1998*
- *Companion Animals Regulation 2018*
- *Contaminated Land Management Act 1997*
- *Contaminated Land Management Regulation 2013*
- *Crown Land Management Act 2016*
- *Crown Land Management Regulation 2018*
- *Environmental Planning and Assessment Act 1979*
- *Environmental Planning and Assessment Regulations 2000*
- *Environmental Planning and Assessment (Development Certification and Fire Safety) Regulation 2021*
- *Food Act 2003*
- *Food Regulation 2015*
- *Graffiti Control Act 2008*
- *Graffiti Control Regulation 2021*
- *Impounding Act 1993*
- *Impounding Regulation 2013*
- *Leeton Local Environmental Plan 2014*
- *Plumbing and Drainage Act 2011*
- *Plumbing and Drainage Regulation 2017*
- *Protection of the Environment Operations Act 1997*
- *Protection of the Environment Operations (Clean Air) Regulation 2021*
- *Protection of the Environment Operations (General) Regulation 2021*

- Protection of the Environment Operations (Noise Control) Regulation 2017
- Protection of the Environment Operations (Underground Petroleum Storage Systems) Regulation 2019
- Protection of the Environment Operations (Waste) Regulation 2014
- *Public Health Act 2010*
- Public Health Regulation 2012
- *Roads Act 1993*
- Roads Regulation 2018
- Road Rules NSW 2014
- *Road Transport Act 2013*
- Road Transport (General) Regulation 2013
- *Rural Fires Act 1997*
- Rural Fires Regulation 2013
- *Swimming Pools Act 1992*
- Swimming Pools Regulation 2018

## 7. Policy Procedure

### 7.1 Responding to Complaints

Every effort will be made to ensure that all Customer Service Requests or complaints about alleged unlawful activity are actioned within the 'service standard' time allowed for resolving the complaints as dictated under the terms and conditions of the Leeton Shire Council Complaints Policy.

Action will be instigated within the following time frames:

1. **Urgent and life-threatening matters** should be actioned as soon as possible following receipt of the complaint. Examples include dog attacks, unsafe building works, dangerous awnings, collapsed building/wall, serious pollution, food safety issues, unsafe private swimming pools, and public health and safety matters, etc. As a guide these matters should be dealt with on the day of the receipt of a complaint.
2. **General compliance matters** will be dealt with on a priority basis having regard to the relative seriousness of the matter. Examples include works not in accordance with consent or construction without consent, illegal use, noise and food complaints.
3. **Nuisance matters** should be actioned within seven working days; examples include domestic noise matters, minor non-compliance such as overgrown land or other matters in which there are no likely immediate health or safety implications.

**Note: Response times may vary depending on staff and other resources. However, Council will acknowledge the complaint and keep the complainant informed in accordance with the service standards of Council.**

### 7.2 Confidentiality of Complainants

Council will respect the privacy and confidentiality in respect to information received. However due to its statutory obligations and other requirements, confidentiality cannot always be guaranteed. In cases where the release of information is considered to be necessary, the person who made the complaint will be consulted before such a decision is made. The complainant's identity may be disclosed where:

- the person consents in writing to the disclosure of that information
- the principles of natural justice dictate that information be disclosed to the person who is the subject of the complaint, which may enable the complainant to be identified
- the Council is of the opinion that disclosure of the identifying information is necessary to investigate the matter effectively.

### 7.3 Investigation of Unlawful Activities

All complaints and matters regarding unlawful activities will be reviewed to determine whether the matter requires enquiry or investigation.



Further enquiries/investigation will **not** be initiated where:

- the matter has already been investigated and resolved.
- Council has no jurisdiction (for example, NSW Work Cover issues on building sites or amusement devices or where the Department of Environment and Conservation is the Appropriate Regulatory Authority etc).
- the activity is determined to be lawful without an investigation.

In considering whether a complaint will warrant enquiry or investigation Council will consider a range of factors and ask the following questions:

- Is the matter within the jurisdiction of Council?
- Is the complaint premature, for example, does it relate to some unfinished aspect of work that is still in progress?
- Is the activity or work permissible with or without consent?
- If the activity is permissible with consent, is there consent in place?
- Is it possible to determine from the information available to the Council whether the activity or work is permissible without consent and/or whether all conditions of consent are being complied with?
- Is the complaint trivial, frivolous or vexatious?
- Has too much time elapsed since the events the subject of the complaint took place? Has the Statute of Limitation expired? (see definition on page 5)
- Is there another body that is a more appropriate agency to investigate and deal with the matter?
- Is the activity having a significant detrimental effect on the environment, or does it constitute a risk to public safety?
- Does the complaint indicate the existence of a systemic problem for example, if the complaint is one of a series; could there be a pattern of conduct or a more widespread problem?
- Is there a history of related complaints against this person or organisation?
- Does the complaint have special significance in terms of the priorities of Council?
- Are there significant resource implications in relation to an investigation and any subsequent enforcement action?
- Is it in the public interest to investigate the complaint?
- The effective use of resources having regard to the circumstances of the case.

If a decision is made not to investigate a complaint, this decision must be recorded with the reasons for that decision and the complainant so advised.

The inclusion of Appendices A and B can be interpreted as a guide to indicate the relative level of seriousness of some offences and therefore, from a consistency viewpoint, to determine whether or not Council may issue a warning prior to some level of formal action.

#### **7.4 Deciding whether or not to take Enforcement Action**

When deciding whether to take enforcement action, Council will consider the circumstances of the case, asking the following questions:

- Has Council created an estoppel situation? i.e. a bar preventing one from making an allegation or a denial that contradicts what one has previously stated as the truth.
- Is the breach a technical breach only?
- When was the unlawful activity carried out and for how long?
- How has the unlawful activity affected the natural or built environment and the health, safety and amenity of the area?
- Would consent have been given if it had been sought?

- Can the breach be easily remedied?
- Does the person in breach show contrition?
- Are there any particular circumstances of hardship affecting the complainant or the person the subject of the complaint?
- Has the person (the subject) of the complaint received a previous warning or other non-coercive approach or has formal legal action been taken?
- Would an educative approach be more appropriate than a coercive approach?
- What are the costs and benefits of taking formal enforcement action as opposed to taking informal or no action?
- Is there sufficient evidence to establish a prima facie (see definition on page 5) case? Is there some doubt over the evidence or offence/s?
- Has Council staff acted appropriately in investigating the matter and were standard procedures followed including officers having appropriate authorisation and delegation?
- What are the chances of success if the proposed enforcement action was challenged in court?
- Is there a draft planning instrument on exhibition that would make the unauthorised use legal?
- What action would be reasonable and proportionate in this case?
- Is it in the public interest including there being a reasonable prospect of success?
- Has the alleged offender been given an opportunity, if appropriate, to provide information as to why enforcement action should not be instituted?
- Has the alleged offender been advised, if appropriate, that no response to a show cause letter will result in the commencement of enforcement action?
- What is the likely length and net expense of the legal action?

The Council will ensure that the principles of natural justice are adhered to prior to a decision being made. The following principles will be addressed and implemented by the Council:

### **7.5 Options for dealing with confirmed cases of Unlawful Activities**

Council will try to use the swiftest and most informal option to deal with unlawful activity wherever possible unless there is little likelihood of compliance with such options.

#### **Approaches to be considered will include:**

- Referring the complaint to an external agency for further investigation or prosecution.
- Taking no action on the basis of a lack of evidence or for some other appropriate reason.
- Counselling the subject of the investigation to educate them on the relevant Council requirements.
- Negotiating with the subject of the investigation and obtaining some undertakings to address the issues of concern arising from the investigation e.g. an application for modification of development consent.
- Referring the parties for mediation with the Community Justice Centre or alternatively for private mediation.
- Issuing a letter requiring work to be done or activity to cease in lieu of more formal action.
- Issuing a notice of intention to serve an order or notice under relevant Legislation, followed by service of an appropriate order or notice.
- Issuing a notice requiring work to be done under various legislation.
- Starting proceedings in the Land and Environment Court for an order to remedy or restrain a breach of the relevant Act or Regulation.
- Seeking injunctions from the Land and Environment Court or the Supreme Court.
- Issuing a Court Attendance Notice in the local court.
- Issuing a penalty infringement notice.

- Taking proceedings for an offence against the relevant Act or Regulation.
- Carrying out the works specified in an order at the cost of the person served with the order subject to Court approval.

All enforcement action will be monitored and a decision made in relation to non-compliance within two weeks (14 days) of any deadline imposed.

### **7.6 Taking Enforcement Action**

From an operational perspective Council has a range of enforcement options including, but not limited to the following:

- The issuing of a verbal warning
- The issuing of a written warning
- The issuing of a "Show Cause" letter
- The service of a Notice of Intention to issue an Order
- The service of written or oral Notices/Orders/Directions
  - Note - All Orders apart from overgrown are to be reviewed by the Regulatory Services Coordinator or Manager Planning Building and Health prior to being issued.
- The issuing of a penalty infringement notice/s
  - All penalty notices are to be reviewed by the Regulatory Services Coordinator or Manager Planning Building and Health prior to being issued.
- The recommendation to instigate legal action.
- The waiving of certain fees and the granting of an extension of time for compliance.
- The revocation of an approval.
- The removal/ impounding of goods or items.
- The refusal of an application.

#### **Considerations before and during instigation of enforcement action:**

- Whoever is the subject of concern must know all the allegations in relation to their action.
- All parties to the complaint must have the right to be heard.
- All relevant submissions and evidence must be considered.
- Matters which are not relevant must not be taken into account.
- If the complainant is a Council officer, that officer must not determine the matter.
- The decision-maker must be fair and just.

## Appendix A

**The following offences may result in a prior warning (verbal or written) being given to the offender(s) before any enforcement action in the form of the service of an order or notice or penalty infringement notice or court action is undertaken.**

- Non submission of Annual Fire Safety Statement-non submission by owner.
- Unapproved or unsightly advertising signs.
- Air pollution, e.g. smoky chimney.
- Barking/Roaming dog, unregistered dog.
- Development Activity without consent or not in accordance with a condition/s of consent for minor development or old unauthorised development.
- Minor breach of consent condition/s with no/minor environmental damage.
- Erosion and sediment control matters (e.g. failing sediments fences, minor environmental damage).
- Fire hazard of a less serious nature e.g. less than a 50 metre fire run.
- Food safety/hygiene matters of a less serious nature.
- Obstruction of Public Place/Road – minor matters.
- Residential swimming pool issue not serious (e.g. resuscitation chart not provided).
- Revocation of an approval (e.g. footpath dining/place of public entertainment).
- Noise pollution:
  - Air conditioner\*
  - Intruder alarm\*
  - Musical instrument and sound equipment\*
  - Power tools\*
  - Motor vehicle on residential premises\*
  - Use of refrigeration equipment fitted to motor vehicle\*
- Non-compliance with an Order/Notice/Direction - work partly done or other mitigating circumstances.

*\* Mandatory warning required by legislation*

**Note: The above list of offences is an indication only and any offences not listed will be considered on their individual merits.**

## Appendix B

**NO prior warning being given to the offender(s) and will/may generally result in enforcement action in the form of the service of an order or notice or penalty infringement notice or court action**

- Dangerous Dog Order/Attacking Dog/Restricted Dog.
- Dangerous building/awning.
- Dangerous waterhole.
- Deposit litter from vehicle.
- Development not in accordance with consent/risk to health and safety/bush fire protection/notice of Intention issued by Principal Certifier.
- Deposit litter and/or Dumped Rubbish.
- Development without consent – unsatisfactory explanation or no explanation, repeat offender/prohibited development, risk to health & safety or environmental damage.
- Dilapidated building.
- Environmental damage of a significant nature.
- Erosion and sediment control matters.
- Fire hazard threatening an asset.
- Food safety matters of a serious nature.
- Failure to pay Clean Up/Prevention Notice fee.
- Failure to comply with order/notice/cease use of premises/failure to comply with order regarding development consent/demolish remove unlawful building/threatening life/public safety/environment/amenity protection/fence land/keeping of birds and animals/remove object from public place/contravene noise control notice/noise pollution.
- Land clearing of a significant nature.
- Failing to comply with Noise Abatement Direction.
- Noise pollution generally after prescribed mandatory warning.
- Not comply with condition of development consent/approval to operate.
- Nuisance Dog Order.
- Obstruction of road/public place involving safety.
- Obstruction/intimidation/assault of a Council Officer.
- Open burning without approval or not in accordance with an approval or cause excessive smoke.
- Pollute Waters.
- Parking offences.
- Pollution Incident – Failure to notify Remove and/or damage tree/s, Swimming Pool fencing gate open, Street Trading without consent/approval.

**Note: That the above list of offences is an indication only and any offences not listed will be considered on their individual merits.**



LEETON  
SHIRE COUNCIL

**DRAFT**  
**VANDALISM AND GRAFFITI**  
**MANAGEMENT POLICY**

MAY 2022

## DOCUMENT CONTROL

<b>RESPONSIBLE OFFICER:</b>	Regulatory Services Coordinator				
<b>REVIEWED BY:</b>	Manager Planning, Building and Health				
<b>LINK TO CSP/DELIVERY PROGRAM/OPERATIONAL PLAN:</b>	Theme 1: A Healthy and Caring Community, 4: A community that is safe to live in and move about				
<b>DATE ADOPTED:</b>					
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<b>RESOLUTION NO: (IF RELEVANT):</b>					
<b>FOR PUBLICATION:</b>	<input type="checkbox"/> INTRANET <input type="checkbox"/> COUNCIL WEBSITE <input checked="" type="checkbox"/> BOTH				
<b>REVIEW DUE DATE:</b>	December 2025				
<b>REVISION NUMBER:</b>	Vandalism Policy and Graffiti Management Policy have been combined.				
<b>PREVIOUS VERSIONS:</b>	<b>DATE</b>	<b>DESCRIPTION OF AMENDMENTS</b>	<b>AUTHOR/EDITOR</b>	<b>REVIEW/SIGN OFF</b>	<b>MINUTE NO (IF RELEVANT)</b>
1	26/06/2013	Vandalism Policy			13/136
2	22/02/2017	Vandalism Policy			17/018
3	28/11/2018	Graffiti Management Policy	Regulatory Services Coordinator	Director Environment & Engineering	18/213

## REVIEW OF THIS POLICY

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## CONTENTS

---

1. Purpose .....	4
2. Scope .....	4
3. Policy Principles .....	4
3.1 Eradication.....	4
3.2 Education.....	4
3.3 Engagement.....	4
3.4 Enforcement .....	4
4. Roles and Responsibilities .....	5
4.1 Customer Service .....	5
4.2 Regulatory Services.....	5
5. Definitions.....	5
6. Legislation and Supporting Documents .....	5
7. Council Strategies .....	6
7.1 Eradication.....	6
7.1.1 Reporting and removal used by LSC .....	6
7.1.2 Graffiti Register.....	6
7.1.3 Public Enquiries and Reporting.....	6
7.1.4 Removal .....	6
7.2 Education.....	7
7.2.1 Community Awareness .....	7
7.3 Engagement.....	7
7.3.1 Street Art .....	7
7.3.2 Safer by Design - Central Business District .....	7
7.4 Enforcement .....	8
Attachment 1 – Graffiti Management Action Matrix.....	1



## 1. Purpose

This Policy provides a framework for the management of graffiti and vandalism in the local government area. The primary purpose of the Policy is to deliver a range of actions designed to work effectively together to reduce graffiti and vandalism within the local government area. This Council's approach is one of working in partnership with our community aiming to create and maintain better neighbourhoods for residents, businesses and visitors by effectively reducing and managing graffiti and vandalism.

## 2. Scope

This policy is designed by Leeton Shire Council (LSC) staff and community partners and sets out the responsibilities for both Leeton Shire Council Staff and the wider community.

## 3. Policy Principles

The Policy is based on the following four broad themes:

### 3.1 Eradication

The rapid removal of graffiti is important to ensure the effective and efficient control of the problem. Rapid removal discourages repeat offences, assists with ease of removal, improves the appearance of the neighbourhood and works to deprive peer recognition.

Reporting is essential for the effective management of graffiti and vandalism. The Policy sets out a number of strategies designed to increase the reporting of graffiti and vandalism incidents and in doing so encourage residents, local businesses, government and non-government organisations and Council staff to report the presence of illegal graffiti and vandalism on public property.

### 3.2 Education

The education component of the Policy aims to improve access to information about graffiti and vandalism for the community, reduce the fear of crime in the community caused by graffiti and vandalism and inform the public about preventative measures and graffiti removal options.

The rationale behind the prevention theme is to gradually change the attitudes and behaviours of graffiti vandals and to empower the community to actively engage in the prevention of graffiti and vandalism.

There are a number of strategies to stop people vandalising property including lighting, addressing blank canvases, landscaping, anti-graffiti coatings, design of public furniture and murals or public art.

### 3.3 Engagement

Council recognises that graffiti is an element of youth culture and as such aims to provide acceptable legal opportunities for engagement and expression. The diversionary theme aims to change the attitudes and behaviours of graffiti vandals through providing opportunities to undertake constructive and legal activities.

### 3.4 Enforcement

Graffiti is categorised as a form of vandalism or malicious damage and is a criminal offence that causes damage to property. Graffiti also creates a community perception of disorder and criminal behaviour. The enforcement theme is a necessary part of graffiti management and aims to provide a deterrent to potential offenders, as well as in the prosecuting of offenders.

## 4. Roles and Responsibilities

### 4.1 Customer Service

A member of the public may report an incident of graffiti or vandalism to Council via telephone, email or in person. The Customer Service Coordinator and Customer Service Officers are responsible for completing a CRM of the incident and assigning this to Council Rangers or Regulatory Services Coordinator for action.

### 4.2 Regulatory Services

The Regulatory Service Coordinator and/or Rangers will respond to complaints of graffiti or vandalism and proactively remove graffiti as incidents occur.

## 5. Definitions

**Exercise a function** – includes perform a duty.

**Function** – includes a power, authority or duty.

**Graffiti implement** – means any of the following:

- spray paint
- a marker pen
- any implement designed or modified to produce a mark that is not readily removable
- removable by wiping or by use of water or detergent.

**Premises** – includes the whole or any part of a structure, building, vehicle, vessel or place, whether built on or not.

**Property** – includes a tree.

**Spray can** – includes anything that is made or adapted for use for emitting a liquid or substance and that operates by means of air, gas or vapour pressure.

**Spray paint** – includes any liquid or other substance that is designed to stain, mark or corrode and to be applied from a spray can, and includes the spray can.

**Spray paint can** – means a spray can that contains spray paint.

**Vandalism** – action involving deliberate destruction or damage to public or private property (includes graffiti).

**Vehicle** includes:

- a motor vehicle (whether or not still capable of being driven)
- a train or other vehicle used on a railway or monorail
- a trailer or anything else constructed to be drawn by a vehicle or animal.

**Note:** *The Interpretation Act 1987 contains definitions and other provisions that affect the interpretation and application of this Act.*

## 6. Legislation and Supporting Documents

*Graffiti Control Act 2008 No 100*

*Crimes Act 1900 No 40 Section 195 – Damage to property*

Leeton Shire Council Delivery Program and Operational Plan: Goal 4 – ‘A community that is safe to live in and move about.’

## 7. Council Strategies

### 7.1 Eradication

Strategies for eradication include the following:

#### 7.1.1 Reporting and removal used by LSC

Reporting is essential for effective management of graffiti in our community. Council encourages members of the community to report incidents of graffiti and vandalism.

Council currently uses a Customer Request Management System (CRMS) to record, respond to, and track the occurrence of and extent of a graffiti or vandalism event. The system will also be utilised to record information on graffiti in order to maintain a Graffiti Register and therefore report on graffiti incidences, removal and associated expenditure associated with removal. Timely and effective reporting provides Council with the ability to organise the most appropriate manner of removal.

Any reports of graffiti or vandalism on non-council property are recorded for information purposes only, with the exception of those that are deemed to be racist or display highly offensive language, in which case Council may remove in the greater public interest.

#### 7.1.2 Graffiti Register

The Graffiti Control Act 2008 requires Council to develop and implement a graffiti register. Council will develop a graffiti register as part of this Policy to record graffiti incidents and provide regular reporting to the local Police and the community.

#### 7.1.3 Public Enquiries and Reporting

Members of the community can report graffiti incidents to Council via phone or by email. Incidents reported will be given a priority rating for investigating and addressing the matter appropriately.

Reporting of graffiti vandalism taking place or information on graffiti offences should be reported to the Crime Stoppers Hotline 131 444 while requests for illegal graffiti removal on Council property should be made to the Council's Customer Service team on 6953 0911.

#### 7.1.4 Removal

There are a range of options associated with the removal of graffiti on private and public property. The key options are outlined as follows:

##### **Rapid Removal**

The prompt removal of graffiti is encouraged in order to:

- Discourage repeat offences
- Act as a deterrent to offenders
- Allows ease of removal
- Improves the appearance of property and neighbourhoods making them a less likely target for illegal graffiti and dumped waste
- Deprives illegal graffitiists of the reward/satisfaction of recognition.

Council intends to promote a do-it-yourself approach in responding to illegal graffiti issues at a local community level by providing Graffiti removal kits free of charge to affected shop owners, businesses and residents.

Council will use the provisions of the *Graffiti Control Act 2008* in order to remove graffiti on buildings or places where the graffiti can be seen and accessed from a public place.

### **Graffiti Removal from Private Property**

It is the responsibility of the owner of the property to remove all illegal graffiti including billposters, as soon as practicable.

## **7.2 Education**

Strategies for education include the following:

### **7.2.1 Community Awareness**

A better-informed community is more likely to adopt prevention measures and change from being passive victims to becoming active participants combating illegal graffiti and vandalism within their community. If awareness of the graffiti and vandalism problem and its effect on the whole community is raised and people are informed about the prevention and diversionary measures that are available, a real positive impact on behaviour will be achieved.

Council has a major role in improving community access to information about graffiti and to provide support to other groups and individuals who are removing graffiti.

Under Council's Annual Operational Plan Council is required to provide a community that is safe to live in and move about by reducing, preventing and mitigating graffiti and vandalism across Leeton Shire. Council will report on any actions taken in response to graffiti or vandalism incidents each quarter.

Council will continue to provide information on graffiti and vandalism including removal techniques, reporting rewards and street art opportunities on its website.

## **7.3 Engagement**

Strategies for engagement include the following:

### **7.3.1 Street Art**

The painting of street art is another effective deterrent of graffiti. Street art involves a partnership between Council and the community whereby Council provides suitable spaces and opportunities for street art to be created and exhibited. Suitable spaces might include bus shelters, spaces at the skateboard park or walls of Council owned buildings and assets.

Respect for the artistic and creative thought that has gone into the mural acts as a deterrent to graffiti tags. Murals could be considered in high graffiti areas, and consulting youth for designs of these walls will promote an element of ownership

Murals are a proactive strategy in minimising graffiti. Murals can also brighten up a dull area or wall. Business or commercial property owners can commission artists to have the mural designed in a way that promotes the business to the public.

### **7.3.2 Safer by Design - Central Business District**

Council will proactively develop safer by design principles which can be used to discourage or limit the severity of graffiti. The safer by design principles include the following measures to reduce incidents of graffiti:

#### **Lighting**

Lighting can be an effective prevention technique. Dark areas are often targets for graffiti due to low visibility from the residents or pedestrians. Graffiti is often conducted under the cover of darkness, to avoid the risk of getting caught or reported. Therefore, a well-lit area will discourage graffiti.

#### **Addressing Blank Canvases**

The design of blank walls promotes graffiti. By creating textured surfaces blank walls can be managed. A further preventative technique for blank walls is painting them certain colours such as grey or dark green. Painting your wall or fence a dark colour does not provide a good base coat for most colours of paint that the tagger uses. This is an extra deterrent.

### **Landscaping**

Planting trees and shrubs along walls and fence lines is a successful graffiti prevention strategy which is designed to limit access to walls and blank canvases. Landscaping can be used as a barrier due to its density, height and texture, which can deter offenders and makes surfaces less susceptible to vandalism.

### **7.4 Enforcement**

Enforcement is a necessary part of graffiti management. It provides a deterrent to potential offenders. Graffiti is illegal in New South Wales with most graffiti related offences in NSW prosecuted under the Graffiti Control Act 2008.

Graffiti offences will be reported by the NSW Police as malicious damage. It is Council's intention to liaise with the NSW Police in identifying and prosecuting offenders. Council will investigate technology including camera, computer and GPS interface for use by LSC staff. This will assist in gathering intelligence on graffiti incidents which may be used by police in the prosecution of graffiti vandals.

Council will offer a reward of up to \$2000 for information leading to the successful conviction of a person or persons vandalising or damaging any of Council's assets or properties.

## Attachment 1 – Graffiti Management Action Matrix

Action	Lead Agency	Partnership Opportunities	Priority	Performance Indicator
<b>1. ERADICATION</b>				
<b>Objective: Assist in the removal of graffiti on Council owner property, businesses and local households.</b>				
1.1 Rapid removal process for graffiti on Council owned property utilised. Measure the effectiveness of the nominated timeframe annually.	Council – Buildings Maintenance Open Space and Recreation Water and Sewer Services Roads Services	Local cleaning contractors	High	<ul style="list-style-type: none"> <li>Reduction in graffiti on Council owned sites.</li> <li>Council will endeavor to remove graffiti from Council priority areas</li> <li>within 5 to 7 working days of registering the incident.</li> <li>Council will aim to remove offensive graffiti from Council buildings and infrastructure within 24 hours of registering the incident.</li> </ul>
1.2 Trial the provision of graffiti clean up kits for local residents and businesses	Council	Police Chamber of Commerce local residents	Medium	<ul style="list-style-type: none"> <li>Track time frames for graffiti removal and clean up.</li> </ul>
1.3 Encourage reporting of graffiti incidents to Council.	Council	Councillors Council staff	High	<ul style="list-style-type: none"> <li>Track the number of reported incidents.</li> </ul>
<b>2. EDUCATION</b>				
<b>Objective: Improve community access to information about graffiti</b>				
2.1 Provide graffiti prevention and management tips on Council's website, including a link to <a href="http://www.graffiti.nsw.gov.au">www.graffiti.nsw.gov.au</a>	Council	Leeton Police	Medium	<ul style="list-style-type: none"> <li>Website information up-to-date.</li> </ul>
<b>3. ENGAGEMENT</b>				
<b>Objective: Divert and discourage those who may have a predilection towards graffiti</b>				
3.1 Identify location for the placement of street art in public spaces.	Council	Council's Youth Committee	Low	<ul style="list-style-type: none"> <li>Number of locations</li> <li>identified across the LGA</li> </ul>
3.2 Encourage opportunities for positive street art activities.	Council	Schools	Low	<ul style="list-style-type: none"> <li>Program developed to provide opportunities for positive community-based art activities.</li> </ul>
3.3 Coordinate an annual street art education opportunity and an event.	Council	Leeton Police	Medium	<ul style="list-style-type: none"> <li>Report on activity</li> </ul>
<b>4. ENFORCEMENT</b>				
<b>Objective: To work with the legislative framework and with the OLAC to ensure enforcement</b>				
5.1 Investigate technology including camera, computer and GPS interface to gather intelligence on graffiti incidents which may be used by LSC.	LSC	Council	Medium	<ul style="list-style-type: none"> <li>Number of offenders prosecuted.</li> </ul>



LEETON  
SHIRE COUNCIL

**DRAFT**

**PARKS, PLAYGROUNDS &  
RECREATIONAL FACILITIES  
MAINTENANCE  
MANAGEMENT POLICY**

OCTOBER 2021

## DOCUMENT CONTROL

<b>RESPONSIBLE OFFICER:</b>	Manager Open Space and Recreation				
<b>REVIEWED BY:</b>	Senior Management Team				
<b>LINK TO CSP/DELIVERY PROGRAM/OPERATIONAL PLAN:</b>	CSP Theme 2: An Active and Enriched Community – DP 6 CSP Theme 5: A Quality Built Environment – DP 17				
<b>DATE ADOPTED:</b>					
<b>ADOPTED BY:</b>	Senior Management Team				
<b>RESOLUTION NO: (IF RELEVANT):</b>					
<b>FOR PUBLICATION:</b>	<input type="checkbox"/> INTRANET <input type="checkbox"/> COUNCIL WEBSITE <input checked="" type="checkbox"/> BOTH				
<b>REVIEW DUE DATE:</b>	October 2025				
<b>REVISION NUMBER:</b>	2				
<b>PREVIOUS VERSIONS:</b>	<b>DATE</b>	<b>DESCRIPTION OF AMENDMENTS</b>	<b>AUTHOR/EDITOR</b>	<b>REVIEW/ SIGN OFF</b>	<b>MINUTE NO (IF RELEVANT)</b>
	25/11/2015		Manager Parks & Recreation Services		15/251

## 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.



## CONTENTS

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<b>1. Purpose</b> .....	<b>4</b>
<b>2. Scope</b> .....	<b>4</b>
<b>3. Roles and Responsibilities</b> .....	<b>4</b>
<b>4. Legislation</b> .....	<b>4</b>
<b>5. Policy Procedure</b> .....	<b>4</b>
5.1 Function and Hierachy Rating .....	4
5.2 Park/Reserve Classifications .....	5
5.3 Inspections.....	5
5.3.1 Types of Inspections .....	5
5.3.2 Inspection and Maintenance Procedure .....	6
5.3.3 Routine Inspection Program .....	6
5.4 Defect Types and Response Times .....	6
5.5 Major Works .....	7
5.6 Defect Risk Control .....	7
5.7 Responsibilities .....	7
5.7.1 Routine Inspections .....	7
5.7.2 External and Internal Request Inspections .....	7
<b>Appendix 1 – Inspection and Maintenance Flowchart</b> .....	<b>8</b>
<b>Appendix 2 – Parks and Recreation Facility Inspection Schedule</b> .....	<b>8</b>
<b>Appendix 3 – Types of Inspections</b> .....	<b>11</b>

## 1. Purpose

This policy outlines the primary objectives and purpose of a hazard-based risk management plan as it relates to parks, playgrounds and recreational facility assets. The hierarchical structure for the asset class is also established for application within Council's asset management practices as they relate to parks, playgrounds and recreation facilities.

## 2. Scope

This policy applies to the entire Parks, Playgrounds and Recreational Facilities network. This includes BBQs, playground equipment, soft-fall areas, irrigation systems, seating, skate parks, sporting surfaces, passive park areas and other park assets. Future iterations of this plan may extend to consider additional assets within this scope as the need arises.

## 3. Roles and Responsibilities

One of the primary responsibilities of Local Government is to provide an acceptable level of service for public assets to its community within budgetary constraints. This responsibility extends to managing the hazards associated with those assets. This Parks, Playgrounds and Recreational Facilities Maintenance Management Policy outlines the process of determining the hazards that may be generated on these assets, by identifying the use, priority and timeframes to be considered when addressing these hazards.

The principle objectives of this Parks, Playgrounds and Recreational Facilities Maintenance Management Policy include:

- To enable a system of proactive maintenance (where possible),
- To identify areas that require maintenance through a systematic and priorities inspection system,
- To facilitate scheduling and resource allocation where required, and
- To establish a priority system for carrying out maintenance works.

## 4. Legislation

*Local Government Act 1993*  
*Public Liabilities Act*

## 5. Policy Procedure

As a part of Council's ongoing assessment of assets under the current Asset Management Plan, a review of parks, playgrounds and recreation facilities classifications has been undertaken. Council's classification rating is calculated by the following formula:

**Function Rating + Hierarchy Rating**

### 5.1 Function and Hierarchy Rating

The function ratings above, are based upon the intended use for a facility. Table 1 outlines the various groupings available, and the corresponding rating applied to Parks, Playgrounds and Recreational Facilities that meet the criteria.

Hierarchy is used to further classify assets (given the wide diversity of facilities within the shire). Hierarchy is typically based upon the importance of the facility to the "Community of Use". For example, the Murrami Playground could perhaps be of little importance to a resident of Yanco, however, it can be assumed that it is quite important to its "Community of Use" in Murrami. Table 2 briefly describes the hierarchy structure used.

Hierarchy	Description & Rating Rationale
3	These assets are located within 'primary' parks and reserves as identified in Council's asset management processes. Primary Parks include Mountford Park, Central Park, Murrami Park, Whitton Park, No1 Ovals, Wamoon Park and the like.
2	These assets are located within 'secondary' parks and reserves. These are locations that offer similar services to a primary park within the same locality.
1	These assets are typically located in reserves or green pockets within subdivisions and the like.

Table 1 - Hierarchy Ratings

Function	Description & Rating Rationale	Function Rating
Intense Usage	These areas include those which are used very often and/or require active participation by the user. Essentially, this relates to skate park areas, playing surfaces, playground equipment, and the like.	3
Frequent Usage	These areas include those which are used frequently by facility users and include seating, picnic benches, BBQ's, fences and the like	2
Passive Usage	This relates to the remainder of park areas that have a very passive usage.	1

Table 2 - Functions Ratings

## 5.2 Park/Reserve Classifications

To apply a classification, the rating obtained through the sum of the above two ratings is put into the table below. From this, it is established that Class 1 parks are the most important and frequented, whilst Class 3 parks are typically provided as green areas and infill (with no particular designated purpose).

Hierarchy + Functional Ratings	Park or Reserve Classification
6	Class 1
5	Class 2
3-4	Class 3
0-2	Class 4

Table 3 - Park/Reserve Classifications

## 5.3 Inspections

Inspections are a formalised and sometimes independent assessment of sections of the network looking for hazards that may require repair and maintenance. It is carried out with regard to current standards and safety principles, by qualified personnel.

"Natural" damage caused to park assets tends to occur over a long timeframe due to low amounts of deformation occurring from their inherent use, the action of tree roots, climatic actions, and movements in the soil. Damage is also caused to park assets through vandalism or misuse of facilities. These types of hazards are random in nature and are best monitored by quick response to complaints or notification.

### 5.3.1 Types of Inspections

There are four types of inspections that Council carries out with respect to hazard identification:

- Routine Inspections
- Supplementary Inspections
- External Inspection Requests
- Internal Inspection Requests

Further information about each inspection type can be found in Appendix 2.

### 5.3.2 Inspection and Maintenance Procedure

The inspection and maintenance of Council's parks, gardens and recreational facilities are conducted based upon predefined response times, and then carried out based upon financial categories of maintenance, renewal, and/or upgrade. In reading the flowchart, the following should be particularly noted:

- "Immediate" works are subject to current work-loads, plant availability, and access restrictions.
- Maintenance works for completion will be scheduled according to their defect response time, current work-loads, planned maintenance schedules, and plant availability.
- Typical response times may vary (to be greater than the maximum listed in Table 5) due to budgetary/resource restraints such as works exceeding the \$5000 limit for automatic unplanned maintenance.

### 5.3.3 Routine Inspection Program

As per the classifications summarised in Table 2 and Table 3, the following routine inspection program applies. The frequencies described below equate to 78 inspections per year (based on current classifications), excluding requested inspections. Of this, 52 inspections per year (one per week) are for Class 1 parks and 26 inspections (one per fortnight) are for Class 2 areas.

Hierarchy/Functional Ratings	Inspection Frequency
Class 1	Once per Month
Class 2	Once every 6 months
Class 3	Once per 12 Months
Class 4	On request Only

Table 4 - Routine Inspection Program

### 5.4 Defect Types and Response Times

All defect types and descriptions have been assigned a typical response time. These response times were devised through review sessions of previous risk management practices involving key Council staff. Considered, were factors including risk of injury, risk of asset deterioration, availability of response resources, and the like.

Defect Type	Defect Description	Typical Response	Default Response Time
Sofffall	Depth less than 300mm	Sofffall upgrade	30 days
	Levelling required of displaced material	Raking	14 days
Equipment	Missing parts/bolts	Repair	30 days
	Loose parts/bolts	Repair	30 days
	Damaged/wearing parts	Repair	30 days
	Gaps/Trips/Other	Repair	30 days
Trip/fall Hazard	>30mm	Grinding/Fill	30 days
Graffiti	Offensive or Damaging	Cleaning/Painting	30 days
Furniture	Loose/damaged parts	Repair	30 days
	Inhibiting Asset Function	Repair/Replace	7 days
Electrical	Power Boxes not locked	Lock and Secure	30 days
	Earth Leakage damaged	Repair	30 days
	Street Lights not functioning	Repair	30 days
General	Sharps or rocks present	Cleaning/Raking	Immediately

	Other Defect not listed above	Repair	30 days
<b>The above defects are currently captured under the following inspection forms</b>			
Playground Inspections	Parks Inspections	Both Inspection Types	

**Table 5 - Defect Types & Response Times**

**5.5 Major Works**

It should be noted that the above hierarchical formulation of default response times is designed to act as a guide to the maximum response time desired for particular defect types. There are, however, many factors that influence the ability to complete tasks within the timeframes stipulated ranging from the availability of parts, to budgetary constraints and workforce limitations.

Appendix 1 provides details on the general process followed from inspection to the finalisation of repairs for a standard type defect. Following a routine inspection (scheduled by the area’s classification) the works are assessed for intricacy. Should additional trades be required to complete the works, this is documented and the “clock is stopped” until the works can be scheduled with said trades. Furthermore, if the works are estimated to cost more than \$5000, they may be held over for budgetary consideration and alternative remedial action taken to reduce any outstanding hazard.

**5.6 Defect Risk Control**

Control of risk exposure requires control measures to be implemented. Some of the control measures that Council will be able to use to lessen the exposure to risk are as follows:

- Use of warning signs and lights to alert users of potential hazards that may exist.
- Erection of temporary barriers or barricades and lights around the area until it can be repaired,
- Effecting repair of the damaged area, or
- Planning and allocating resources for the long term replacement of the component.

**5.7 Responsibilities**

The following details the associated responsibilities and processes associated with various inspection types.

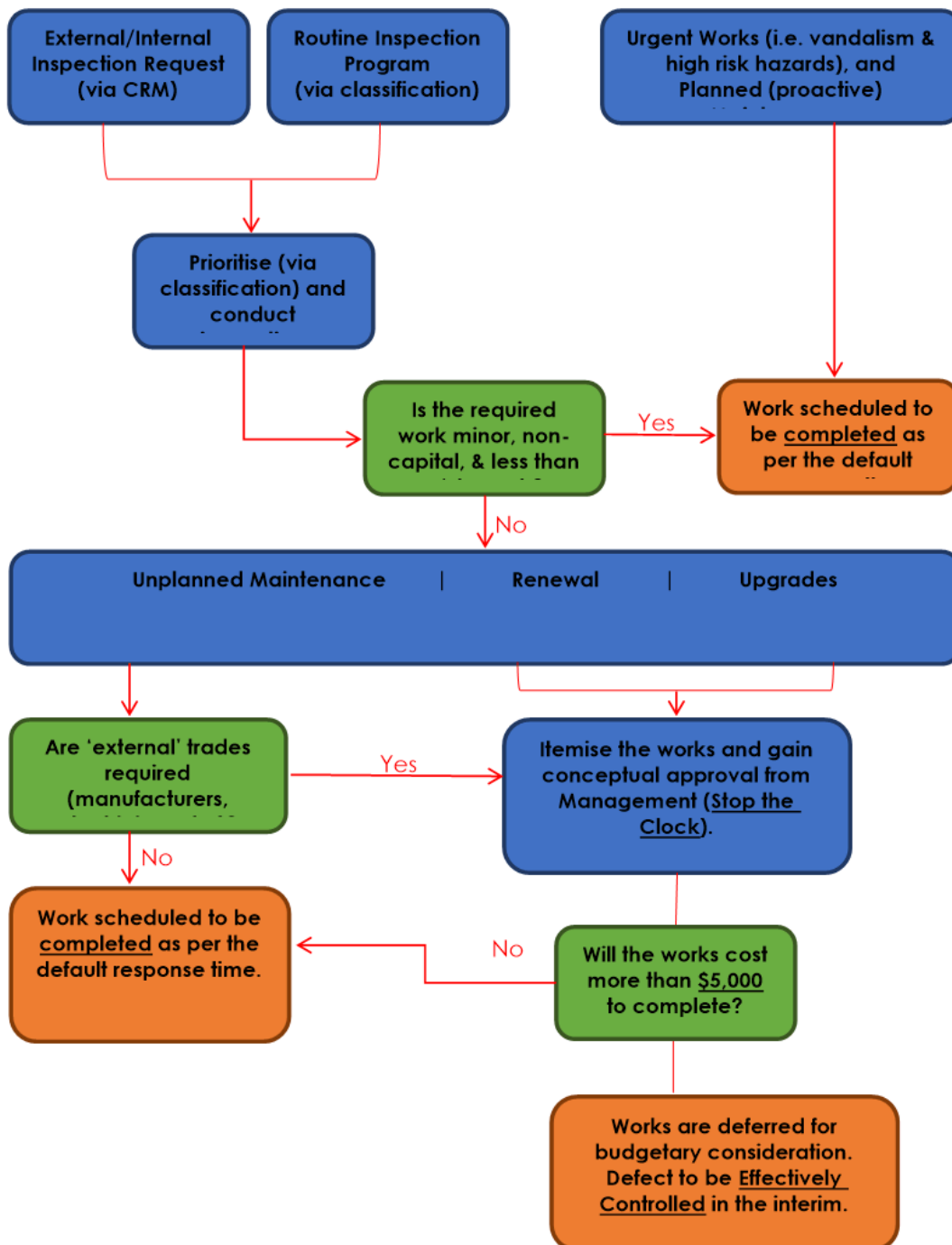
**5.7.1 Routine Inspections**

Inspections are programmed in accordance with Table 43. Inspections shall be carried out by appropriately qualified staff experienced in parks equipment inspection, using form entry software, on a suitable mobile device. The form entry software, in conjunction with a desktop backend database, will compile a priority list of defects with a due date assigned to each defect.

**5.7.2 External and Internal Request Inspections**

Council’s Customer Request Management System (Civica’s Authority CRM) will forward appropriate requests to the inspection officer (or nominated supervisor). The inspection officer, at this time, shall perform an inspection and schedule any required works as per the above ‘Routine Inspection’ methodology. Following the accomplishment, sign off in the CRM and appropriate notifications (to the public) shall be made.

### Appendix 1 – Inspection and Maintenance Flowchart



## Appendix 2 – Parks and Recreation Facility Inspection Schedule

Location	Hierarchy	Function
<b>Inspected Daily (by operators) when in use</b>		
Leeton Regional Aquatic Centre	3	3
Leeton Stadium	3	3
Leeton Stadium Tennis Courts	3	3
Whitton Pool	3	3
<b>Class 1 Facilities - 1 Inspection per Month</b>		
Central Park Playground	3	3
Enticknap Park Playgrounds	3	3
Gossamer Park Playground	3	3
Graham Park Playgrounds	3	3
Helson Park	3	3
Leeton Recreational Grounds Playground	3	3
Leeton Skate Park	3	3
McCaughey Park Playground	3	3
McCaughey Park Splash Pad	3	3
Mountford Park Playground	3	3
Murrami Park Playground	3	3
Noel Pulbrook Park Playground	3	3
Ramponi Park Playgrounds	3	3
Rotary Park Gym	3	3
Waipukurau Park Playground	3	3
Wamoon Park Playground	3	3
Wandoo Playground	3	3
Waring Park Playgrounds	3	3
Whitton Park Playground	3	3
Whitton Skate Park	3	3
Wiradjuri Park	3	3
<b>Class 2 Facilities - 2 Inspections per Year</b>		
Central Park	3	2
Enticknap Park	3	2
Gossamer Park	3	2
Graham Park	3	2
Leeton Golf Course	3	2
Leeton Recreational Grounds	3	2
Leeton Recreational Grounds - Netball Courts	3	2
Leeton Stadium Grounds and BBQ Area	3	2
Mark Taylor Oval	3	2
McCaughey Park	3	2
Mountford Park	3	2

Noel Pulbrook Park	3	2
Ramponi Park	3	2
Rotary Park	2	3
Waipukurau Park	3	2
Wamoon Park	3	2
Wandoo Playground (Park Area)	3	2
Waring Park	3	2
Whitton Park	3	2
Wiradjuri Park	3	2
Yanco Sportsground	3	2
<b>Class 3 Facilities - 1 Inspection per Year</b>		
Cemetery	3	1
Chelmsford Place Reserve	2	1
Sycamore Street Carpark	2	1
<b>Class 4 Facilities - Inspections on Request Only</b>		
Acacia Park	1	1
Bella Vista Retention Basin	1	1
Black Park	1	1
Dr Prem Ghedia Park	1	1
Kindred Retention Basin	1	1
Melaleuca Avenue	1	1
Monument (Roundabout)	1	1
Moreton Bay Reserve	1	1
Murrami Recreation Reserve	1	1
Race Course Reserve	1	1
Railway Ave Plantation Reserve	1	1
Sally Street Park	1	1
Wamoon Recreation Reserve	1	1
Wattle Park	1	1
Whitton Recreational Grounds	1	1
<b>Facilities Not Covered by this Plan (other organisation or department)</b>		
Amesbury Common	1	1
Fivebough Swamp	1	1
Tuckerbil Swamp	1	1



## Appendix 3 – Types of Inspections

### **Routine Inspections**

The purpose of these inspections is to identify:

- Those assets that have defects
- The location of the defect
- The severity of the defects.

The above sources of information allow council to gauge and monitor the general condition of the network. Without this information, it is impossible to have a true and accurate picture of the condition of the network over time and therefore to assess and control the level of risk that council is exposed to.

The inspections are recorded using Computer Software with GPS capabilities. Defects identified during the inspections are to be treated in accordance with this Plan.

### **Supplementary Inspection**

The supplementary inspections are performed in addition to Routine Inspections. These inspections may be performed for the following reasons:

- Following a storm event, flood, bushfire or the like that may increase the degradation of an asset.
- Review / audit of previously completed Routine Inspections.
- Inspection seeking a specific defect type.
- An inspection completed while driving to or from a routine inspection on a different asset.
- Conduct an additional inspection on suspect third party repairs.
- Inspection of a specific condition high maintenance area.

### **External Inspection Request**

Requests from the public are a valuable source of knowledge about the state of the network between routine inspections. Each inspection request is registered by council's Customer Request Management (CRM) system and forwarded accordingly to the appropriate officer. This inspection request will record the following:

- a) Unique Request Number (Generated)
- b) Date Received
- c) Client Name
- d) Client Contact Details
- e) General Location
- f) Defect Type
- g) Defect Description
- h) Receiving Officer
- i) Responsible Council Officer
- j) Investigation Result
- k) Prevention measures possible (if any)
- l) Action recommended
- m) Completion date
- n) Responsible Officers signature and date

Each request is assigned to a responsible officer who will investigate the request by making a physical inspection of the site, recording the details of the inspection on the inspection request sheet. Any defects found during the inspection are recorded in the "Reflect" system to be programmed for appropriate repairs.

Externally requested inspections will be completed within 5 working days after receiving the inspection request. In the event of an emergency, notification of the request will be made to the responsible officer by phone.

**Internal Inspection Request**

Councillors, Council staff and other Council representatives regularly travel to various locations throughout the shire. During their travel, council staff are encouraged to report any defects encountered. Once an inspection request is logged, it is handled in the same manner as an External Inspection Request. These inspection types also extend to Council's service contractors such as cleaners. Defects logged by cleaners are sent through the CRM for action.



LEETON  
SHIRE COUNCIL

**DRAFT**

# TREE MANAGEMENT POLICY

May 2022

## DOCUMENT CONTROL

<b>RESPONSIBLE OFFICER:</b>	Manager Open Space and Recreation				
<b>REVIEWED BY:</b>	Senior Management Team				
<b>LINK TO CSP/DELIVERY PROGRAM/OPERATIONAL PLAN:</b>	CSP Theme 5: A Quality Built Environment – 17 A community that enjoys attractive towns and parks				
<b>DATE ADOPTED:</b>					
<b>ADOPTED BY:</b>	Council				
<b>RESOLUTION NO: (IF RELEVANT):</b>					
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<b>REVIEW DUE DATE:</b>	May 2026				
<b>REVISION NUMBER:</b>	5				
<b>PREVIOUS VERSIONS:</b>	<b>DATE</b>	<b>DESCRIPTION OF AMENDMENTS</b>	<b>AUTHOR/EDITOR</b>	<b>REVIEW/ SIGN OFF</b>	<b>MINUTE NO (IF RELEVANT)</b>
1	25/6/2003				03/327
2	27/7/2005				05/392
3	26/6/2013				13/136
4	22/2/2017				17/018

## 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.

## CONTENTS

---

1. Purpose .....	4
2. Scope .....	4
3. Roles and Responsibilities .....	4
4. Definitions.....	4
5. Legislation .....	5
6. Policy Procedure .....	5
7.1 Guidelines .....	5
7.2 Trees in New Developments .....	10
7.3 Tree Maintenance .....	10
7.3.1 Pruning and Tree Servicing.....	10
7.4 Risk Control Strategies for Tree Roots .....	11
7.5 Systematic Approach and Procedures for Tree Management.....	12
7.6 Trees Near Power Lines.....	12
7.7 Tree Removal.....	13
7.8 Tree Committee.....	14
7.9 Palm Trees .....	14
7.10 Inspection of Trees.....	14
7.11 Reporting of Tree Works .....	14
7.12 Prioritisation of Tree Works .....	14

## 1. Purpose

The purpose of this Management Policy is to ensure that Leeton Shire has a well-managed sustainable tree population.

This policy is to provide a general level of service by:

- Specifying the processes and considerations necessary to ensure consistency in decision making relating to the management of street trees.
- Creating a safe, healthy, aesthetically pleasing and satisfying environment for all Shire residents.
- Providing an efficient and effective reporting and maintenance system to ensure that customer concerns and expectations are addressed and met.

Careful consideration must be given to species selection so that future challenges, including climate change and other environmental challenges do not impact on the sustainability of the urban tree population.

## 2. Scope

This policy applies to the Leeton Shire tree population and a holistic approach must be taken towards the management of our street trees. This will include only planting trees that can survive the harsh climate of Leeton Shire and proactively maintain existing trees. This will ensure that Leeton Shire will have a healthy, well maintained tree population that will enhance the environment of the entire Shire.

## 3. Roles and Responsibilities

Council is responsible for the planting, care, protection and maintenance of all the trees on Council land within the Shire.

## 4. Definitions

**Tree** – A perennial plant with one or more self-supporting woody trunks and a more or less distinct and elevated canopy, the main criterion being “form” rather than “size”.

**Street Tree** – A tree or shrub that is located on Council owned and controlled road reserve whether or not originally planted by Council and may include those trees on Council reserves adjacent to such roads.

**Dead Tree** – Means a tree is no longer capable of performing any of the following processes or is exhibiting any of the following symptoms.

### Processes

**Photosynthesis** – Via its foliage crown (as indicated by the presence of moist, green or other coloured leaves.

**Osmosis** – The ability of the root system to take up water.

**Turgidity** – The ability of the plant to hold moisture in its cells.

**Epicormic Shoots** – The production of new shoots as a response to stress, generated from buds under the bark or from a lignotuber at ground or underground stem or at a pruned junction. These shoots are weaker than primary shoots and will develop into major branches.

### Symptoms

**Permanent Leaf Loss** – In both deciduous and evergreen plants.

**Permanent Wilting** – The loss of turgidity which is marked by drying out of stems, leaves and roots.

**Shedding of the Epidermis** – Bark dries out and peels off to the beginning of the sapwood.

**Lop or Lopping** – Means cutting between branch unions or at internodes on young trees, with the final cut leaving a stub.

**Pollarding** – The level cutting of the whole of a tree's canopy. All branches are cut off at the same level regardless if the level is at a branch union or mid limb. Not a recommended practice in today's standards. Was used widely throughout the 80's and is a major contributor to branch dieback and epicormic shoots.

**Pruning** – Of a tree means the removal of any stem dead or alive, back to the intersection of another live stem to a swollen area at the intersection called a branch collar, with a final cut at the outer edge of the collar leaving no stub. This also means any act or acts of severing any part of a tree so as to cause a reduction of the air space occupied by the branches and foliage of a tree. Further all tree pruning is to conform to Australian Standard AS 4373-1996 "Pruning of Amenity Trees". Pruning is not "lopping", "topping", "top lopping" or the reduction in height of any tree.

**Remove, Removal and Cutting Down** – Means cutting away part or all of a tree's foliage crown leaving a trunk and stubbed main branches to reduce its height and spread and is an antiquated practice which damages trees reducing strength and should only be used as a last resort, not recommended practice within Leeton Shire.

**Crown** – Portion of tree consisting of branches and leaves and any part of the trunk from which branches arise.

**Crown Lift** – The removal of the lowest branches of the crown, usually for pedestrian, sight or vehicular access.

**Thinning** – General pruning of the crown with the removal of secondary branches whilst retaining the main structural branches of the tree.

**Deadwooding** – the removal of dead branches from the crown of the tree.

**Tree Service** – A tree service is a term used to describe the combination of tree works that that will be undertaken to enable a tree to be safe and grow to its full potential, ie crown lift, deadwood, crown thinning, pruning.

## 5. Legislation

Statewide Best Practice Manual – Trees and Tree Roots  
Australian Standard for Pruning Amenity Trees – AS 4373-2007  
NSW Code of Practice – Amenity Tree Industries  
Local Government Act 1993

## 6. Policy Procedure

To provide and maintain at least one tree per allotment within all developments within the Shire, which will produce an aesthetically pleasing and environmentally enriched Shire.

### 7.1 Guidelines

All trees that are to be planted on Council controlled land will be the responsibility of Council. Streets and reserves will be determined for street planting as part of the Council's ongoing planting program.

Selection of new tree locations will be based on a number of factors such as:

- Existing trees within the vicinity
- Location of services and footpaths
- Sight distances and
- Driveway locations.

Residents of properties fronting a nominated new planting site will be advised in advance of the intended:

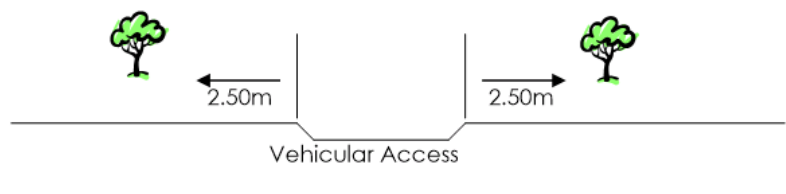
- Planting schedule
- Approximate location
- Species to be planted.

The residents will also be encouraged to “adopt” this tree and care and water the tree during its initial few years of development.

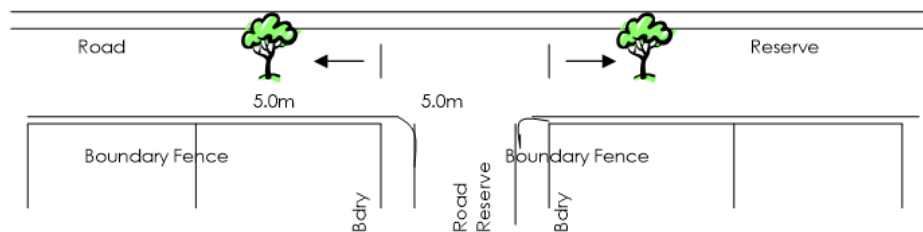
No resident shall plant any tree, shrub or other plant on any part of the Council reserve without Council approval. Logs, sleepers, rocks, gravel, letterboxes, bark, woodchips, plants, hedges and irrigation systems or any other structure shall not be placed on the Council reserve unless approved by Council. Any of these plants or structures that do appear on Council property without consent and are a nuisance or hazard will be removed following notice to the owner.

Where tree planting is approved for Council footpaths it is general policy that only one tree per block frontage be planted. Where a wider than normal frontage exists, additional plantings may be permitted upon assessment by Manager Open Space and Recreation.

Planting of trees on footpaths where vehicular access is provided to the residence, a tree shall not be planted closer than 2.5 metres to the provision made in the kerb for the drive entrance.



Tree planting on corner blocks – NO tree shall be planted closer than 5 metres from the fence line of the building block as per the diagram.



A complete tree planting schedule will be established to clearly outline what tree will be planted and where. This information will clearly identify:

- Location of tree to be planted, eg outside 1 Smith Street
- Size of tree to be planted eg 25L pot size 1.5–2.5m in height
- Species of tree to be planted eg *Lophostemon confertus*

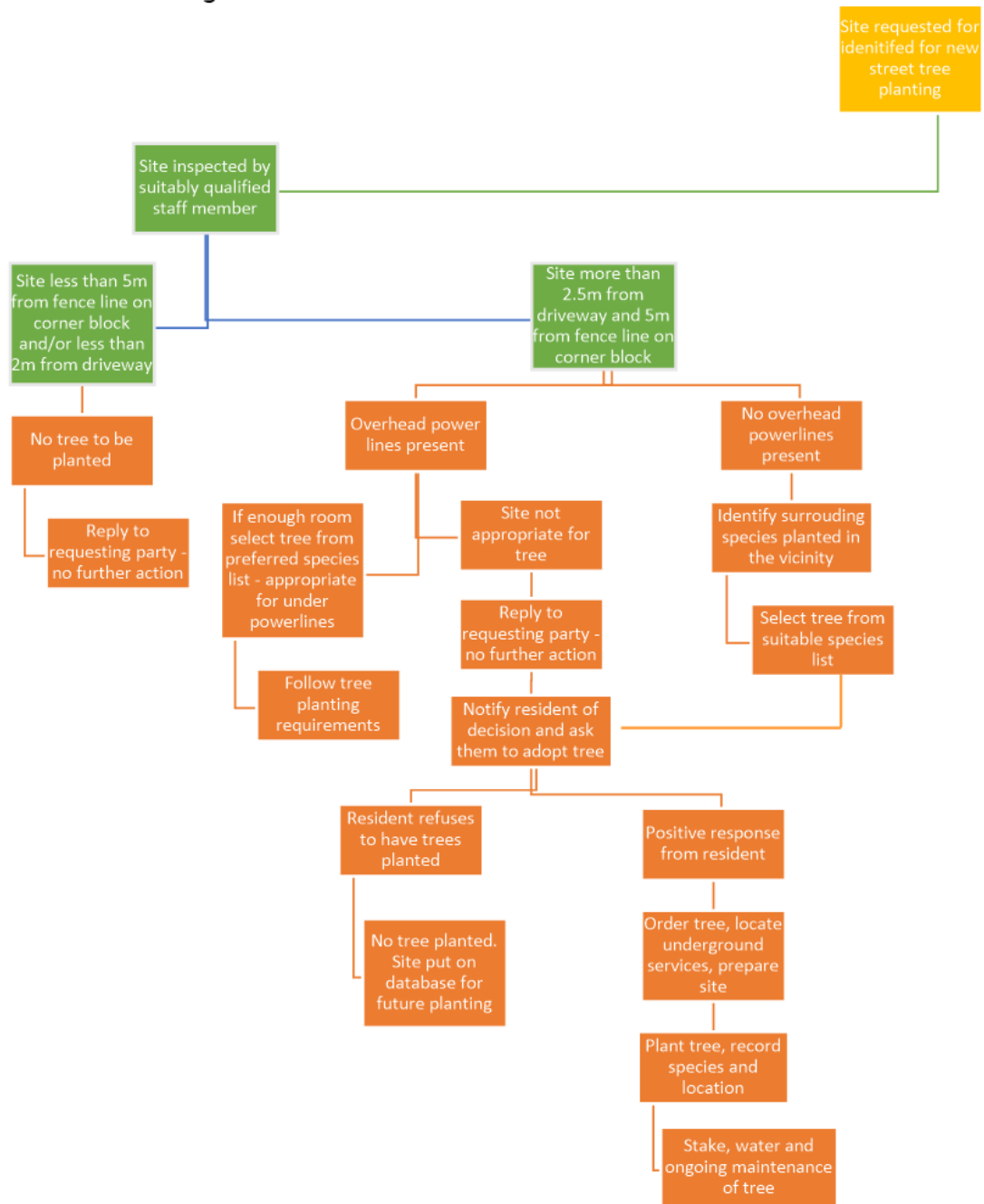
The final location, size and species of tree to be planted will be determined by the Manager Open Space and Recreation prior to planting.

New trees will be staked once planted using 2 wooden stakes and hessian to keep the tree upright and stable until it can establish itself.

Where overhead power lines are present, careful consideration shall be given to the type of species to be planted. Trees will be chosen so that they do not interfere with the clearing distances outlined by Essential Energy Guidelines for tree around power lines.



**Selection and Planting Flow Chart**



Leeton Shire Council Tree Preferred Species List

Common Name	Botanical Name	Height Metres	Canopy Spread Metres	Root System	Classification (Size)	Fruit	Suitable under Power Lines
Acacia	<i>Acacia species</i>	<5	<5	Small	Small/Medium	Seed Pods	Yes–High Lines
Ash	<i>Fraxinus species</i>	10-20	6-12	Medium-Large, can be invasive	Medium/Large	This Capsules	No
Banksia	<i>Banksia species</i>	<5	<5	Small	Medium	Cones	No
Bottle Brush	<i>Callistemon species</i>	Various	<5	Small	Small	Small/Medium Nuts	Yes
Brush Box	<i>Lophostemon confertus</i>	8-12	6-8	Medium-Large, can be invasive	Medium/Large	Medium Nuts	No
Chinese Elm	<i>Ulmus parvafolia</i>	8-15	7-10	Medium, can be invasive	Medium	N/A	No
Chinese Pistachio	<i>Pistacia chinensis</i>	5-12	6-8	Medium	Medium	Small Berries	No
Chinese Tallow	<i>Sapium sebifeum</i>	10-12	8-10	Medium	Medium	Small Berries	No
Crab Apples	<i>Malus species</i>	4-8	3-6	Small	Small	Small Berries	Yes
Crepe Myrtle	<i>Lagerstroemia indica</i>	4-8	3-6	Small	Small/Medium	Small Seeds	Yes–High Lines
Elms	<i>Ulmus species</i>	8-20	6-15	Medium-Large, can be invasive	Medium/Large	Thin Capsules	No
Eucalypt/Corymbia Species	<i>Eucalyptus/Corymbia species</i>	6-30	6-15	Small-Large, can be invasive	Large	Nuts	Some species
Kurrajong	<i>Brachychiton populneus</i>			Small-Medium	Medium	Large Pod	No
Hakea	<i>Hakea species</i>	<5	<5	Small	Small/Medium	Woody Fruits	Yes–High Lines

Common Name	Botanical Name	Height Metres	Canopy Spread Metres	Root System	Classification (Size)	Fruit	Suitable under Power Lines
Jacaranda	<i>Jacaranda mimosifolia</i>	10-13	8-12	Medium	Medium/Large	Seed Pods	No
Maples	<i>Acer species</i>	5-25	2-20	Small-Large	Small/Large	This Capsules	No
Melaleuca	<i>Melaleuca species</i>	<5	<5	Small	Small/Medium	Nuts	Yes–High Lines
Native Oaks	<i>Casuarina species</i>	8-15	6-10	Medium-Large can be invasive	Large	Small Nuts	No
Oaks	<i>Quercus species</i>	15-25	10-18	Medium-Large	Small	Nuts	No
Ornamental Pears	<i>Pyrus calleryana</i>	10-13	6-10	Medium	Medium	Small Berries	No
Ornamental Plums	<i>Prunus species</i>	4-7	3-5	Medium	Small/Medium	Small Berries	Yes–High Lines
Poplar	<i>Populus simonii</i>	15-18	3-4	Large, can be invasive	Large	N/A	No
Tupelo	<i>Nyssa sylvatica</i>	10-18	8-12	Medium	Large	Small Berries	No
Water Gum	<i>Tristaniopsis laurina</i>	5-10	4-6	Small	Small	Small Nuts	Yes–High Lines

## 7.2 Trees in New Developments

Tree plantings in new developments are important to expand the urban tree canopy and particular effort must be made to ensure that the street tree population grows with the same velocity that industrial and housing developments increase. To ensure this happens:

- Leeton Shire Council will plant appropriate street trees in new developments once it is satisfied that work is completed and the tree will not be damaged by any further construction.
- Once these trees have been planted they will be the ongoing responsibility of Council. This will include pruning, watering and replacement if tree fails.

## 7.3 Tree Maintenance

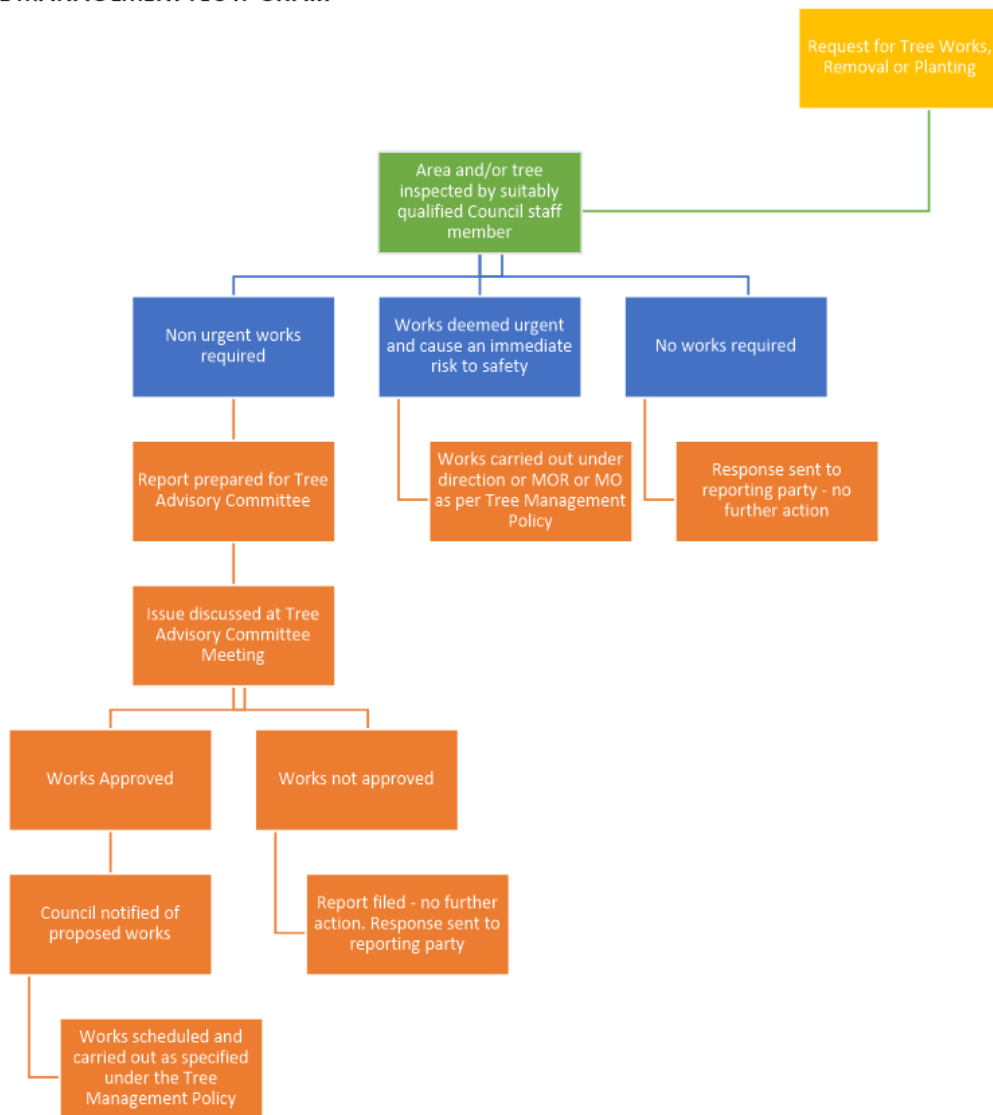
The Shire of Leeton recognises that trees are a long term asset and that mature trees are irreplaceable in the short term. Therefore, it is critical that tree care and maintenance is performed to conform with the Australian Standard (AS 4373-2007 Pruning of Amenity Trees) in order to:

- Maintain public safety
- Maintain the health and form of the trees
- Maintain prescribed clearances for services and traffic needs
- Ensure traffic safety and visibility of street signs and street lighting
- Minimise future work requirements.

### 7.3.1 Pruning and Tree Servicing

- a) All tree pruning works to be carried out in accordance with AS 4373-2007 – Pruning of Amenity Trees.
- b) In all pruning operations, only skilled and suitably qualified staff or contractors are to undertake pruning of Council's trees.
- c) Any contractor that provides tree works to council must produce current qualifications and insurance policies before works can commence.
- d) At all times Council staff and contractors must conform with **ALL** Occupational Health and Safety, WorkCover and Council Safety Guidelines when carrying out tree works. This includes the wearing of PPE and the drafting and implementation of a Traffic Control Plan (TCP).
- e) Pruning or servicing of Council owned trees is not permitted by anyone other than Council staff or approved contractors.
- f) A clear space of 2m is to be maintained above and along pedestrian access ways to ensure the safe passage of pedestrians.
- g) A clear space of between 3.6m and 5m is to be maintained above and along roadways for the safe passage of vehicles. This distance is determined by the type of road and the type of traffic that uses that road. E.g. a road that has large trucks and B Doubles will need 5 m clearance.
- h) Vegetation and trees near roadways are to be maintained so as not to pose immediate or potential danger to life, property or road users.
- i) Sight distances, signage, adequate drainage and waterway clearances must be kept clear of vegetation and remain clear at all times.
- j) Where a tree on private land is causing a problem with sight, pedestrian or vehicular access, Council will remedy the problem where the encroachment is over Council land only. Any further works deemed necessary by Council to be carried out by the property owner will be subject to a letter of request from Council to the owner or an order in accordance with the provisions of the *Local Government Act 1993*.

**TREE MANAGEMENT FLOW CHART**



**7.4 Risk Control Strategies for Tree Roots**

Council has recognised that the majorities of its tree plantings are not at the age or located in its main thoroughfares to pose a large risk to pedestrians. However at the risk of someone tripping on a Shire footpath, sealed or unsealed, as a result of an invasive tree root, still exists and will increase as the tree population matures.

For this reason the following tree management principles apply in addition to the tree pruning and servicing strategies set out under section 7 of the Tree Management Policy:

- Where roots are exposed through erosion on footpaths, where possible the area shall be top dressed with soil and where necessary seeded with grass seed, to ensure that no trip hazards are present.

- Where possible all new bike tracks are to be constructed from flexible bitumen surfaces to allow for some slight movement due to roots without causing a public safety risk. These flexible surfaces are also easy to reinstate after root pruning.
- Where tree roots are known to have effected surfaces such as fences or footpaths, non structural roots may be pruned by a qualified arborist, root retardant and or root barriers applied and the surface reinstated with the area adequately backfilled to ensure minimal impact upon the tree.
- Where possible all root zones should be kept free of traffic, especially vehicular traffic to reduce the risk of soil compaction that can have a detrimental effect upon tree health. Where compaction has occurred then careful aeration may be carried out by a suitably qualified person and the area immediately fenced off to allow for the tree to recover.
- Where a large population of established trees exists and there needs to be major work carried out to install ore repair services, directional drilling and under boring under the root zone shall be preferred over excavation to reduce damage to the tree root zones.
- A co-ordinated inspection program of root systems is in place within the Operations section of Council. Where possible this program is a proactive approach to hazard root identification. All staff are encouraged to report any hazardous roots they notice when doing routine works such as footpath inspections, tree pruning or watering, mowing, rubbish collection or kerb maintenance.
- Council has not set any minimal distances from underground services for new tree plantings. However, all new tree planting sites must follow the tree planting flow chart which requires all services to be located before planting. Suitable species are then chosen from the approved species list to be planted in areas where underground services exist.

**Note:** The above management strategies are designed to reduce the risks associated with street tree roots whilst preserving the health of the Shires tree population.

### **7.5 Systematic Approach and Procedures for Tree Management**

All procedures for the implementation and management of trees within the Leeton Shire are clearly set out in the Tree Management Policy, along with the above amendments, to ensure a safe and sustainable population of amenity trees within the Leeton Shire.

Council owned or managed trees within the Shire are inspected regularly by Parks staff with the appropriate action instigated as per the Tree Management Policy.

Council endorses the use of the following documents by the Manager Open Space and Recreation to resource and utilize the following documents for the implementation and management of its tree population:

- Current Statewide Best Practice Manual – Trees and Tree Roots
- Current Australian Standard for Pruning Amenity Trees – AS 4376-2007
- Current NSW Code of Practice – amenity Tree Industries

### **7.6 Trees Near Power Lines**

Council must rely on guidance and assistance from Essential Energy in relation to trees near power lines:

- Council will not carry out any pruning works that require workers to enter the minimum clearance zone around all power lines and other infrastructure set out by Essential Energy.
- If branches or limbs are within exclusion zones, Essential Energy or their nominated contractor will be contacted to carry out the necessary works.
- In the event that Essential Energy or its contractor must remove a Council tree, Council must be notified prior to the removal so the tree can be inspected and approved for removal.

## 7.7 Tree Removal

Council acknowledges that removal of trees can be an emotional issue within the community. It also acknowledges that trees are not permanent fixtures for all time.

Trees have a life cycle and there comes a time when trees decline to a stage where they must be removed, or when disease or damage means that tree replacement is the most responsible long term approach.

Before any Council owned tree is to be removed it must be inspected and assessed by a Council staff member or contractor with arboricultural or suitable horticultural qualifications and training.

Assessment of condition is to be based on the tree's:

- Health
- Structure
- Form
- Life expectancy
- Safety
- Damage caused or potential for damage

Assessment of the tree's suitability is to be based on:

- Compatibility with the surrounding streetscape
- Potential to cause damage or nuisance
- Suitability of species to the growing space and conditions
- Response to pruning or other actions designed to preserve tree.

When a tree poses an immediate hazard which cannot be alleviated through any means other than removal of the tree, the decision to remove the tree will be made by the Manager Open Space and Recreation. This decision will be final and supported by Council.

Requests to remove trees must be in writing and must contain reasons for seeking the removal. Trees will then be inspected and a decision made with the resident receiving a response in writing.

If it is felt that the tree is significant or the removal may cause controversy, the removal will be referred to the Tree Committee for consideration. A photo and short report will be completed on all trees that are removed and presented to the Tree Committee, where possible this will be done prior to removal.

Once a Council tree has been removed, the preferred method of stump removal shall be grinding with the area finished with loam or sand to ground level.

Stump grinding is preferred because of the minimal disruption that occurs to the Council verge and underground services.

At the completion of the tree removal the site will be inspected by a Council officer and declared safe. Once the site has been declared safe the site will then be considered for a replacement tree. If the site is suitable for a replacement tree it will then go onto the tree planting list to be planted when appropriate.

Where a Council tree needs to be removed for a new development to take place, Reference to the tree must be made in the Development Application. Such issues of change of access, appropriateness of tree to new development etc will be considered valid reasons for removal. The decision to remove the tree will be made during the application process and tree removal will be at the cost of the developer.

Council trees will not be removed by request without a valid reason for their removal. Valid reasons are outlined under the tree assessment suitability and condition criteria in Section 8, Tree Removal.

### 7.8 Tree Committee

The Tree Committee will consist of:

- Group Manager Operations
- Manager Open Space and Recreation
- 2 Councillors
- Essential Energy Representative
- 2 Resident Representatives – advertised.

Nominations must be approved and accepted by Council.

The Committee will consider requests to remove trees, identify new tree planting sites and address any other tree related issues.

### 7.9 Palm Trees

Leeton Shire Council has some historic avenues of Date Palms (*Phoenix canariensis*). These plantings are of great significance to the Leeton Shire Council and should be well maintained and preserved:

- All palms will be serviced every two years with all dead fronds removed. Crown lifting will take place to preserve sight and access clearances.
- Self seeded palms will be removed either by herbicide application or mechanical means where appropriate.
- Council will actively lobby Essential Energy to relocate overhead power lines where they impact on the potential, growth and habit of these historic palms.
- Replacement palms should be according to the original planting regime ie two species planted in sequence – Washington Palms and Date Palms only.

### 7.10 Inspection of Trees

- Where possible all Council planted street and park trees will be inspected once per annum or as scheduled.
- These inspections will involve a visual assessment of the tree with all findings recorded via Intramaps.
- Any required works that are a result from these inspections will be listed for action.

### 7.11 Reporting of Tree Works

- Any inquiry that is made either from staff or members of the public will be recorded on a Works Request Form.
- This request will be inspected by a senior parks staff member and appropriate action recommended.
- If required, a response will be issued to the reporting customer.

### 7.12 Prioritisation of Tree Works

- Once a tree problem has been reported and inspected it will be categorized into one of two areas, urgent and non-urgent.
- Any tree that poses an immediate safety risk shall be listed as urgent with works to commence within 3 working days. Any problems that may be detrimental to the long term health of the tree will also be listed as urgent.
- If a tree is investigated and the problem does not pose an immediate safety risk or effect the health of the tree then it will be listed as non-urgent.
- Non-urgent trees will be put onto a works list with the necessary action taken during normal routine tree works. These tree works usually occur between the months of April to August.
- Determination of whether a tree is urgent or non-urgent will be made by either the Manager Open Space and Recreation or Coordinator Open Space and Recreation.





LEETON  
SHIRE COUNCIL

# GRANTS POLICY

AUGUST 2021

## DOCUMENT CONTROL

<b>RESPONSIBLE OFFICER:</b>	Corporate and Community Planning Officer				
<b>REVIEWED BY:</b>	Executive Manager IPR, Governance and Engagement				
<b>LINK TO CSP/DELIVERY PROGRAM/OPERATIONAL PLAN:</b>	Theme 6: Strong Leadership 20. A community that is always on the front foot 20a. Strive to deliver the aspirations of the community through community leadership 20a.02 Support the community by offering a Community Grants Program				
<b>DATE ADOPTED:</b>	2 August 2021				
<b>ADOPTED BY:</b>	Leeton Shire Council				
<b>RESOLUTION NO: (IF RELEVANT):</b>	21/001				
<b>FOR PUBLICATION:</b>	<input type="checkbox"/> INTRANET <input type="checkbox"/> COUNCIL WEBSITE <input checked="" type="checkbox"/> BOTH				
<b>REVIEW DUE DATE:</b>	August 2024				
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<b>PREVIOUS VERSIONS:</b>	<b>DATE</b>	<b>DESCRIPTION OF AMENDMENTS</b>	<b>AUTHOR/EDITOR</b>	<b>REVIEW/SIGN OFF</b>	<b>MINUTE NO (IF RELEVANT)</b>
1	23/7/14	Unknown	Unknown	Unknown	14/186
2	22/2/17	Unknown	Unknown	Unknown	17/018
3	22/8/18	More detailed guidelines developed to establish a clearer eligibility criteria.	Sarah Collis	Craig Bennett	18/276

## REVIEW OF THIS POLICY

This document will be reviewed every 4 years or as required in the event of legislative changes or operational requirements.

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## CONTENTS

---

1. Purpose.....	4
2. Scope .....	4
3. Roles and Responsibilities .....	4
4. Definitions .....	5
5. Supporting Documents.....	5
6. Legislation .....	5
7. Requests for Financial Support and Grants Procedure .....	6
<b>7.1 Application process</b> .....	6
<b>7.2 Assessment process</b> .....	6
<b>7.3 Funding agreement</b> .....	6
<b>7.4 Grant acquittal</b> .....	6

## 1. Purpose

The purpose of this policy is to provide information for Council and the community on the principles guiding the Community Strengthening Grants program and Small Heritage Grants Program.

This policy aligns community grants with Council's strategic objectives, establishes clear expectations around Council and community roles, provides Council with direction to develop community grants and funding programs, and sets out an accessible yet rigorous and robust approach to governance and accountability.

This ensures the process of allocating and monitoring grants will be fair, transparent and inclusive.

This policy is supported by an internal procedures document and grant guidelines administered by the IPR, Governance and Engagement team and the Planning, Building and Health team and other departments where relevant.

## 2. Scope

This policy document applies to all elected representatives and Council employees, as well as all external stakeholders such as community groups, clubs, services, businesses and individual community members who receive a financial benefit from Leeton Shire Council.

## 3. Roles and Responsibilities

Applicants must contact the relevant Council staff member to discuss their project idea before proceeding with an application.

The following outlines the types of requests which may be received, and which department is responsible.

Area	Contact	Phone	Email
Community projects	Corporate and Community Planning Officer	6953 0911	council@leeton.nsw.gov.au
Art, Culture and Museum Projects	Manager Cultural Services		
Recreation and Leisure	Manager Open Space and Recreation		
Events and Tourism	Manager Visitor Services and Local Activation		
Built Heritage	Town Planner		
Economic Projects	Economic and Strategic Development Manager		

## 4. Definitions

<b>Audit</b>	An audit is an official examination and confirmation of accounts and records. Council can be audited and Council can also audit grant recipients. For Council's audit of grant recipients, the recipient organisation will be required to readily make available all income/expenditure records, correspondence, meeting notes, promotional material, and any other document relating to the funded program/activity.
<b>Acquittal</b>	An acquittal report ensures that grant recipients have administered grant funds responsibly and in line with the terms and conditions of the funding agreement. An acquittal report usually consists of a written report that summarises how the project fared against the initial objectives of the grants. It also provides a financial statement detailing how the funds were spent.
<b>Council</b>	This is Leeton Shire Council as a geographical area and also the entity which has the authority to make decisions on behalf of the Leeton Shire community
<b>Funding agreement</b>	A written agreement between Council and the grant recipient clearly articulating the purpose of the funding, the dollar amount and the grant conditions. It also defines the rights and responsibilities under the agreement. Once signed, organisations are under a legal obligation to comply with the stated terms and conditions.
<b>Grant</b>	A grant is a sum of money given to organisations or individuals for a specified purpose directed at achieving goals and objectives consistent with specific policy.

## 5. Supporting Documents

For detailed procedural information on:

- Community Grants (including Community Strengthening Grants, Youth Development Grants and Quick Response Grants), see the Leeton Shire Council Community Grant's Guidelines
- Small Heritage Grants, see the Leeton Shire Council Heritage Grants Guidelines.

## 6. Legislation

Section 356 of the *Local Government Act 1993* prescribes the requirements when councils provide financial assistance to others (including charitable, community and sporting organisations and private individuals).

## 7. Requests for Grants Procedure

### 7.1 Application process

Council will consider grant applications from eligible organisations and individuals. Applications must be submitted on the appropriate form (available from Council's website). Council takes an active role in supporting, facilitating, and guiding community organisations through all the relevant application processes to promote quality applications.

Requests for financial support that do not fall within the eligibility of Council's Grant Programs must be submitted in writing to the relevant department. All requests will be reported to Council for consideration and determination.

### 7.2 Assessment process

Council will support eligible projects that reflect demonstrated community need and address priority themes of the Leeton Shire Community Strategic Plan.

In the interest of fairness, transparency and maintaining community confidence in the integrity of the assessment process, formal assessment processes exist for all competitive grant categories. All assessment processes are clearly outlined in the grant guidelines available to the community.

### 7.3 Funding agreement

All funding provided by Council is guided by a funding agreement between Council and the grant recipient that needs to be signed by both parties. The funding agreement protects the interests of Council and the grant recipient and enables the conditions of the grant to be enforced. The agreement articulates:

- the dollar amount of funding
- the rights and responsibilities of all parties to the agreement, including reporting and evaluation requirements
- the terms and conditions of the grant, including the circumstances in which Council can reclaim the grant, consequences for breaches of grant conditions.

### 7.4 Grant acquittal

To ensure appropriate accountability by grant recipients with regard to the use of grant funding, all funding provided by Council will require an acquittal, outlining the use of the funds and the achieved outcomes of the activity.

Please be aware that Council may undertake a spot audit of a funded project.



LEETON  
SHIRE COUNCIL

**DRAFT**  
**CEMETERY POLICY**  
MAY 2022

## DOCUMENT CONTROL

<b>RESPONSIBLE OFFICER:</b>	Manager Open Space and Recreation				
<b>REVIEWED BY:</b>	Senior Management Team				
<b>LINK TO CSP/DELIVERY PROGRAM/OPERATIONAL PLAN:</b>	Theme 1: A Healthy and Caring Community – 3f Provide cemetery services at Leeton and Whitton				
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1	02/02/2005	New Policy			05/51
2	27/05/2008	Reviewed – Information Changes			08/175
3	26/06/2013	Reviewed – Information Changes			13/136

## 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.



## CONTENTS

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1. Purpose .....	4
2. Scope .....	4
3. Roles and Responsibilities .....	4
4. Definitions.....	4
5. Supporting Documents .....	5
6. Legislation .....	5
7. Policy Procedure.....	5
8. Purpose of the Cemeteries .....	5
9. Management of Cemeteries.....	6
9.1 Planning, Conduct and Maintenance of Cemeteries.....	6
10. Burials.....	6
10.1 Register of Burial Places and Interments .....	6
10.2 Public Access to the Burial Register .....	7
10.3 Certificates of Exclusive Right of Burial .....	7
10.4 Hours of Burial, Interment and Exhumation .....	7
10.5 Order of Burials .....	7
10.6 Transfer.....	7
10.7 Cancellation.....	8
10.8 Reservations.....	8
10.9 Emergency Burials .....	8
10.10 Exhumation .....	8
10.11 Fees .....	8
10.12 Funeral Service .....	8
10.13 Religious and Cultural Tolerance .....	9
11. General Conditions of Entry .....	9
12. Requirements for Graves.....	9
13. Above Ground Entombment.....	9
14. Removal or Rectification of Monuments and Structures .....	9
15. Maintenance of Structures/Monument and Structure Ownership .....	10
16. Removal of Trees.....	10
17. Monumental Sections.....	10
18. Conservation and Heritage Issues and Significant Graves.....	10
Appendix A – High Significance Graves .....	11

## 1. Purpose

To define Council's role and responsibility and to provide standards and procedures for the cemeteries under Council's control.

## 2. Scope

This policy applies to Leeton and Whitton Cemeteries administered, operated and maintained by Leeton Shire Council. The policy does not affect the operation of any Regulations under the *Public Health Act 2010* relating to cemeteries and crematoriums.

## 3. Roles and Responsibilities

Manager Open Space and Recreation  
Group Manager Operations

## 4. Definitions

**Council** – Leeton Shire Council

**Applicant** – means the person making an application for a burial or memorial right, work permit or other Council consent and burial or interment.

**Appropriate fee** – means a fee determined by Council and listed in the Annual Fees and Charges.

**Burial place** – means a grave site, vault site, capella site, memorial site or other place for the disposition or commemoration of the remains of the dead, whether cremated or not.

**Burial right** – means exclusive right of entitlement to a burial place granted by Council normally granted on the basis referred to in the next paragraph in this clause (f) and always on a non-commercial basis to a person or persons or to an otherwise relevantly entitled person's attorney-under-power or duly appointed guardian or his or her presumptive Executor – in any such case identifiable by evidence satisfactory to Council.

**Cemetery or Cemeteries** – means an area containing one or more burial places. When used as a generic term it can apply to lone graves, family plots and larger collections, such as those under Council's control.

**Grantee** – means the person to whom a right is granted.

**Monument** – means any structure, plaque, headstone, masonry, metal work, casting or item placed over, in or around a burial right.

**Monumental mason** – is a tradesman mason or person possessing the skills to carry out monumental masonry work.

**Pre-need burial right** – means a burial right granted prior to need to a person in contemplation of his or her own death or of the death of his or her parent(s) including step-parent, grandparent(s), spouse, childless or widowed sibling or other person dependent upon the grantee or from whom the grantee holds enduring Power of Attorney or guardianship or who has been appointed as guardian by the Guardianship Tribunal.

**Reservation** – means any undeveloped or presumptive right arising from the payment by a person of a holding fee for a pre-need burial right prior to his or her own need or the need. Not until payment in full of actual interment/inurnment fee at the time of need or accepted by council at a time when there is reasonable contemplation of such a need arising in the near future shall a "burial right" be issued.

**Register** – means the Council's formal repository of data containing all the required details of a reservation, burial, memorial site, interment right or burial right.

## 5. Supporting Documents

Cemetery Management Plan

## 6. Legislation

*Cemeteries and Crematoria Act 2013*  
*Public Health Act (NSW) 2010*  
*Public Health Regulation 2012*  
*Local Government Act 1993*

## 7. Policy Procedure

The key objectives of this policy are:

- To manage the operation and administration of the cemeteries efficiently.
- To plan future burial sites for the various denominations in the cemeteries.
- To continue to maintain the cemeteries efficiently.
- To inform Council staff and the community of the way the Cemetery will be managed.
- To ensure that the *Local Government Act 1993* is complied with within relation to Plans of Management.
- To identify the major issues applying to the Cemetery.
- Provide adequate space for interment for future needs.
- Provide for infrastructure improvements throughout the cemeteries with the construction of pathways, parking areas and other features where necessary.
- Enhance the amenity of the cemeteries through design features including landscaping, shelters, seating, and signage where necessary.
- Provide for the various religious needs of the deceased and their families in a respectful manner and setting.
- Ensure that all stages of the management process of funerals is to a high standard from reservations to interments.
- Preserve the heritage values of the individual cemeteries.

## 8. Purpose of the Cemeteries

The purpose of the cemeteries is to provide a place of interment for deceased persons and ashes that is accessible, aesthetically pleasing and respectful and caters for a range of religious needs and cultural requirements.

Sections within the cemetery have been made available for different types and classes of interments. At the Leeton Cemetery this includes:

- The Lawn Cemetery Sections 1 and 2
- The Vault Section
- The Capella Section
- The Stillborn Section
- The Rosegarden (Ashes/Cremation)
- The Monumental Section.

At the Whitton Cemetery, there is only the main monumental cemetery.

At Leeton Cemetery the Monumental Section is closed unless a plot has been previously reserved. In the Monumental Section there are the following separate sections for denominational groups:

- Church of England Sections 1-5
- Presbyterian Sections 1-2
- Methodist Section 1
- Baptist Section 1
- Unsectarian Section 1
- Salvation Army Section 1
- Lutheran Section 1
- Uniting Church Section 2
- Roman Catholic Sections 1-4.

At Whitton, the sections are located left and right of the main gravel access road and are as follows:

- Roman Catholic Sections 1-2
- Church of England Section 1-2 (Section 1 closed)
- Methodist Section 1-2 (Section 2 closed)
- Presbyterian Section 1-2 (Section 2 closed)

## 9. Management of Cemeteries

### 9.1 Planning, Conduct and Maintenance of Cemeteries

Council will manage the Cemeteries in accordance with Leeton Shire Council's Cemetery Management Plan. Council will make such provisions as it considers necessary for the following:

- Setting aside of sections for different types and classes of burials
- Establishment of standards of construction and design for monuments and structures
- Size, multiple use and location of burial places
- Interments and entombments in vaults
- Erection or installation of structures and the making of inscriptions
- Carrying out of work by monumental masons
- Qualifications required by, and the security deposits to be lodged by, monumental mason
- Removal, replacement and maintenance of structures
- Improvement and maintenance of cemeteries
- Making of arrangements for the care of burial places on an annual or other basis
- Supply of goods and services incidental to the conduct of burials and other matters relating to cemeteries
- Conduct of religious or other ceremonies of burial, disposition or commemoration
- Preservation, conservation and promotion of cemetery sites as places of community significance in terms of their architectural, heritage, social and genealogical content.

## 10. Burials

### 10.1 Register of Burial Places and Interments

Council shall maintain a register of burial places as required by the Regulations of the Public Health Act 2010 in respect of all buried places and other memorials in the Cemetery. Each entry in the register must include the following information for each burial place:

- a) Name, age, and last address of the person whose body or remains were buried.
- b) The date of burial
- c) The section and allotment of the burial

- d) The name of any person who continues to hold any right of burial in that allotment
- e) The name of the funeral director who transported the body to the cemetery
- f) The fees paid to Council for the burial
- g) Depth of grave e.g. single or double.

The registers can be used as verification that an exclusive right has been granted in respect of any burial or memorial site.

### **10.2 Public Access to the Burial Register**

Public access to view the Burial Register is permitted during Council's ordinary business hours. No charge is levied to view records when viewed at the Council Chambers. Council will charge for photocopies of the register in accordance with Council's Management Plan (Fees and Charges) for copying services.

### **10.3 Certificates of Exclusive Right of Burial**

The Council will issue to the owner of an exclusive written right of burial clearly showing:

- The owners name and address
- The amount paid
- The date of issue
- A description of the physical location of the grave.

#### **The Executor**

Council does NOT regard the Executor as the grantee unless the executor is the person named as the holder of the Burial Right Certificate. If the Executor proposes a burial in another's entitlement, then the actual grantee's consent is required.

When two or more people are named in the burial right certificate as grantees their entitlement is considered as joint. The consent of the survivor of them is required when application is made to conduct any other burial or to carry out work upon the plot

#### **Who owns the burial right after the Grantee's Death?**

It is deemed that the burial right certificate is, during the grantee's life, part of their property. After the grantee's death, it is part of the deceased's estate (the grantee's estate) and can be treated accordingly.

If the grantee, after death, is buried in the described entitlement Council will, in the absence of any other advice, consider the applicant as the grantee for purposes of subsequent interments or work to be carried out at the grave.

### **10.4 Hours of Burial, Interment and Exhumation**

Burials, interments and exhumations shall take place only during the hours approved by Council. Monday to Saturday 9.30am to 4.30pm.

### **10.5 Order of Burials**

Burials are NOT to take place unless a Notification of Interment has been received and approved by Council and a permit for burial is issued.

Burial shall be in accordance with the Regulations of the *Public Health Act (NSW) 2010* and the Public Health Regulation 2012.

### **10.6 Transfer**

Council will facilitate the transfer of a right of burial as a result of a bequest following receipt of written evidence from the holder of the right of burial authorising the transfer and payment of the appropriate fee.

### **10.7 Cancellation**

Council may proceed with cancellation of a right of burial if the right of burial is not exercised within a 60 year period. This decision must be a resolution of Council.

### **10.8 Reservations**

Reservations may be made where there is a desire to reserve a burial plot. To arrange a reservation, a person must contact the Council and for a fee a plot will be issued to them. This fee is to be listed in Councils Schedule of Fees and Charges in Councils Management Plan.

On receipt of the application and payment a Right of Burial is issued and the plot is reserved. Only when the plot has been paid in full a Right of Burial will be issued.

### **10.9 Emergency Burials**

Where requested by a representative of NSW Public Health or the NSW Coroner an emergency burial will be facilitated by Council. In this instance the appropriate fee does not need to be paid in advance. An emergency burial includes mass burials (eg following a catastrophe). In this instance, guidance on how to conduct such a burial will be obtained from the NSW Department of Health.

### **10.10 Exhumation**

An Order for Exhumation is not to be issued unless:

- An exhumation has been ordered by a coroner or approved by the Director-General of the Department of Health (NSW), and;
- Any fee(s) due have been paid in full to Council:
  - Any additional special costs have been paid in full by the applicant
  - A person must not proceed with an exhumation unless an officer of the Department of Health or an environmental health officer (whether an officer of the Department of Health or otherwise) is present at the exhumation.

A person must not proceed with an exhumation if an officer of the Department of Health or an environmental health officer orders the exhumation to stop.

A funeral director must be in attendance to receive remains and recovered remains must be placed in a new coffin or container prior to reburial, or transport.

### **10.11 Fees**

Fees for services are specified in Councils Fees and Charges.

### **10.12 Funeral Service**

Burial of bodies in Council cemeteries must be undertaken by an approved Funeral Business. It is an offence for a person to be prepared or placed in a coffin at any place other than an approved mortuary. Boxed ashes may be interred (in an excavated plot) by private citizens during Council's ordinary business hours, if this can be accommodated, otherwise ashes will be interred by staff.

Approval to conduct a funeral service does not provide exclusive use of the cemetery.

Any litter created during the course of a funeral service is to be collected and deposited in an appropriate location by the funeral business.

Open graves must be covered with an appropriate structure to prevent persons from falling in if graves are left unattended.

### 10.13 Religious and Cultural Tolerance

Council will endeavour to facilitate and respect the religious and cultural needs of the deceased and their families. Religious and other cultural activity will not be permitted where it is contrary to legislated requirements for burials.

Additional fees may be charged to cover the costs of any special requests.

## 11. General Conditions of Entry

Persons on cemetery grounds must conduct themselves in a respectful manner to other patrons and gravesites.

## 12. Requirements for Graves

The dimensions of a grave shall be a minimum of:

- 1.2m x 2.4m for adult graves
- 0.9m x 1.5m for children's graves
- 1.8m x 3.6m for in ground vaults.

Where a coffin containing the deceased remains is interred in a grave, the upper surface of the coffin shall be at depth not less than 900mm as required by the Regulations of the *Public Health Act (NSW) 2010*.

Council will allow ashes remains to be placed into a general cemetery plot, recognising that this is the wish of some families, provided that:

Where ashes remains are placed into a general cemetery plot the first (original inurnment) shall be at the normal rate for the purchase of a general cemetery plot.

Up to 3 additional ashes remains can be placed or memorialised with the payment for each being at a lesser rate as specified in Council's Annual Fees and Charges document.

The limits for placement in general cemetery plots shall be:

- 1 burial and 2 ashes memorials, or:
- No burial and 4 ashes memorials.

## 13. Above Ground Entombment

For the reservation of plots within the Vault and Capella areas of the cemetery the same policy applies as for the Lawn with the addition that the maximum of four (4) sites to erect a Capella be acquired unless otherwise approved by Council.

Capella sites are to be arranged back to back with an access between.

All capellas will require a development application approval from Council prior to any work commencing.

## 14. Removal or Rectification of Monuments and Structures

Should any monument, grave or structure require repair, replacement or removal, Council will attempt to contact any next of kin, to advise Council's intention and require the works to be completed within a suitable timeframe. Failure to do so will result in Council completing the works at the cost of the next of kin.

## 15. Maintenance of Structures/Monument and Structure Ownership

The ownership of monuments, graves or other structures is deemed to be with the person or persons (or their heirs and successors) that caused the monument or structure to be constructed.

Council shall not be responsible for the upkeep, maintenance, repair etc of any monument or structure, inclusive of memorial plaques fitted to any columbarium niches, lawn cemetery plots, memorial garden sites or monument cemetery plots.

The owner (next of kin) is responsible for the upkeep, maintenance and repair of the monument.

Council may act to remove any structure which has become dilapidated, dangerous or unsightly, in consultation with the appropriate bodies.

## 16. Removal of Trees

Council may remove any trees, shrubs or vegetation from any cemetery where it is in the best interest of the cemetery. To do so refer to Council's Tree Management Policy.

## 17. Monumental Sections

The monumental sections of the Leeton Cemetery are closed for burials unless a plot has been previously reserved along with substantial proof to the satisfaction of Council.

## 18. Conservation and Heritage Issues and Significant Graves

Council recognises that burial grounds and cemeteries are places of significance to the community by virtue of their architectural, social or genealogical significance and will provide reasonable assistance to community groups and interested parties who seek to promote or research cemetery issues.

With the assistance of the Leeton Family and Local History Society and the Leeton Italian Heritage Group, graves in the Leeton and Whitton Cemeteries with significance have been identified and listed in Appendix A of this Cemetery Policy.

The graves which are considered to have significant heritage value in the cemeteries have been listed in the following categories:

- War Graves
- Pioneer Graves
- Graves of Historically Significant People.



## Appendix A – High Significance Graves

### Significant War Veterans Graves

DARE James Nankivell  
DARE Samuel Carlisle  
DOOLEY John Sylvester  
DRUITT A Robert Mayo  
EURELL Patrick  
MORAN Martin  
PIKE Charles Rutley  
ROUTLEY John Joseph  
STEWART John Alexander  
THOMSON William Martin  
RUNGA Raymond Charles MM  
CHARLEY William T

### Graves of Pioneers

KHAN Ali Blanaket  
SHEHADH Abdullah  
MIKURDA Stanislaus  
MAGOWLAS John  
WICKHAM James Loftus Carr  
PEACOCK Frederick S  
McINTYRE Francis H  
BRADY John  
ERREY Thomas Peter  
McEACHERAN William Wallace  
POLKINGHORNE Earnest Josiah  
KENNEDY Robert Fittes

### Graves of Significant People

EATON Andrew  
FANSTONE Herbert H  
FULLERTON Robert George  
GLOVER Charles Randolph  
GOVERNA Batista  
GOVERNA Anna  
BOWMAKER Alfred Ernest MBE  
GORDAN James William  
GRANT Lois  
GRANT Donald  
PALMER J. Siddie  
ROWLANDS John  
PULBROOK Noel J.  
MALCOLM Alan D. MBE  
DUNN Thomas H



LEETON  
SHIRE COUNCIL

**DRAFT**  
**SMOKE FREE OUTDOOR  
AREAS POLICY**  
MAY 2022

## DOCUMENT CONTROL

<b>RESPONSIBLE OFFICER:</b>	Regulatory Services Coordinator				
<b>REVIEWED BY:</b>	Manager, Planning Building and Health				
<b>LINK TO CSP/DELIVERY PROGRAM/OPERATIONAL PLAN:</b>	Theme 1: A Healthy and Caring Community, 1: A community that focuses on being healthy				
<b>DATE ADOPTED:</b>	22/2/2017				
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1	22/2/2017	New Policy			17/018

## REVIEW OF THIS POLICY

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## CONTENTS

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1. Purpose .....	4
2. Scope .....	4
3. Roles and Responsibilities .....	4
4. Definitions .....	4
5. Legislation .....	5
6. Policy Procedure .....	5
6.1 Enforcement of the Policy .....	5
6.2 Areas where Smoking is Prohibited .....	6
6.3 Signage .....	6
6.4 Other Considerations .....	6

## 1. Purpose

This policy provides a framework to enable Council to implement smoking bans in specific outdoor areas. This policy recognises that Council has:

- An obligation to promote public health outcomes where Council provides assets and services intended to be of benefit to children and other members of the community.
- A commitment to improve the natural environment and the amenity of the local area by reducing the amount of cigarette butt litter found in outdoor spaces.
- An understanding that the damaging effects of passive smoking while well documented in regard to indoor areas, is also beginning to emerge in regard to outdoor areas.
- An acknowledgement that the indirect effects of people smoking in an outdoor area can result in children playing with and swallowing discarded cigarette butts; cigarette-derived particles accumulating on clothing and skin; and smoking causing sensory irritations such as eye watering, coughing, difficulty in breathing or asthma.

**The overarching objectives of the policy are:**

- Improve the health of community members
- Improve public amenity and maintenance of Council property
- Raise community awareness of the issues associated with smoking
- Provide community leadership in taking measures to protect the health and social wellbeing of the community
- Minimise cigarette butt pollution in public places
- To comply with the *Smoke-free Environment Act 2000* and the *Local Government Act 1993*.

## 2. Scope

This policy applies to those areas that have been designated by Council as smoke free outdoor areas. These areas include:

- Council owned and operated buildings
- A public space that is under the responsibility of Council, eg swimming pools or children's playgrounds, and includes the external perimeters of these grounds and facilities
- Outdoor dining areas on Council land.

## 3. Roles and Responsibilities

The following employees have responsibilities under this policy:

**Manager Planning Building and Health** – Liaison with NSW Public Health unit and policy development.

**Regulatory Services Coordinator** – Enforcement coordination, health promotion, community awareness.

**Council's Rangers** – Enforcement e.g., issue of penalty infringement notices.

## 4. Definitions

**e-cigarette, non-tobacco smoking product** and **tobacco product** have the same meanings as in the *Public Health (Tobacco) Act 2008*.

**Enclosed public place** – a public place that has a ceiling or roof and, except for doors and passageways, is completely or substantially enclosed, whether permanently or temporarily that is under the responsibility of Council eg. Public Library.

**Function** – includes a power, authority or duty.

**Authorised officer** – a person authorised under the *Local Government Act 1993 No 30*.

**Outdoor public place** – a public place that is not an enclosed public place that is under the responsibility of Council eg Children’s playgrounds, public swimming pools.

**Public place** – a place or vehicle that the public, or a section of the public is entitled to use or that is open to, or is being used by, the public or a section of the public (whether on payment of money, by virtue of membership of a club or other body or otherwise) that is under the responsibility and control of Council.

**Smoke** – means use, consume, hold or otherwise have control over a tobacco product, non-tobacco smoking produce or e-cigarette that is generating (whether or not by burning) smoke or an aerosol or vapour.

**Smoke-free area** – means a smoke-free area under section 6 or 6A of the Act.

**Vehicle** – means a train, bus, tram, aeroplane, taxi or hire car or ferry or other vessel that is under the responsibility and control of Council.

## 5. Legislation

*Local Government Act 1993 – S632*

*Smoke-free Environment Act 2000*

*Public Health (Tobacco) Act 2008*

## 6. Policy Procedure

### 6.1 Enforcement of the Policy

Under the NSW *Local Government Act 1993* and the *Smoke-free Environment Act 2000*, Council has the power to:

- Erect suitably worded and strategically placed notices prohibiting smoking in public places within the local government area of Leeton (s.632 (1) and (2)(e) of the Act). Such places include but are not limited to:
  - public reserves
  - Crown reserves
  - public bathing reserves
  - public baths
  - public swimming pools
  - public parks
  - public roads within 10m of children’s play equipment,
  - areas set aside for, or being used by, spectators to watch an organised sporting event at a Council sportsground or recreational area, only when an organised sporting event is being held there and bus stops
- Serve, by means of an authorised officer, a penalty notice upon any person who fails to comply with the terms of any such notice (s.679 of the Act and cl.5-7 of, and Schedule 1 to, the General Regulation)
- Demand, by means of an authorised officer, the name and address of any person reasonably suspected of failing to comply with the terms of any such notice (s.680 of the Act)
- Remove, by means of an authorised officer, from community land any person who fails to comply with the terms of any such notice (s.681 of the Act)
- Otherwise prohibit smoking in any place within the local government area of Leeton, in respect of which Council is the owner or occupier, as a condition of entry to that place.

Enforcement of this Policy will be supported by persuasion and self-policing rather than by punitive enforcement.

### **6.2 Areas where Smoking is Prohibited**

- Within all Council buildings
- Within 10m of all children's playground equipment in areas under Council's care
- Within commercial outdoor dining areas on public land where Council has conditioned such agreements to occupy the land
- At the Leeton Regional Aquatic Centre and Whitton Swimming Pool complex
- Spectator areas of all Council sportsgrounds or other recreational areas while organised sporting events are being held
- At all Council bus stops
- Within 4m of a pedestrian access point to all Council buildings.

### **6.3 Signage**

Signage has been installed in prominent places on Council buildings, sporting grounds, swimming pools, playgrounds, and other areas where smoking is prohibited.

### **6.4 Other Considerations**

**Leases, licences and other Council agreements** – Outdoor dining areas that are leased, licensed, hired or occupied by agreement with Council will have smoke free clauses inserted into the agreement/lease for use.

**Enforcing Ban** – In implementing Council's Smoke Free Outdoor Areas Policy, a program of community education and awareness, specifically targeting residents and visitors, may be undertaken.



LEETON  
SHIRE COUNCIL

**DRAFT**  
**VOLUNTEERING POLICY**  
MAY 2022



## DOCUMENT CONTROL

<b>RESPONSIBLE OFFICER:</b>	Corporate and Community Planning Officer				
<b>REVIEWED BY:</b>	Executive Manager IPR, Governance and Engagement				
<b>LINK TO CSP/DELIVERY PROGRAM/OPERATIONAL PLAN:</b>	Theme 6– 19.a Encourage volunteering throughout the Shire				
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<b>ADOPTED BY:</b>	Leeton Shire Council				
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1	17/12/2014	Unknown	Unknown	Unknown	Unknown
2	22/02/2017	Unknown	Unknown	Unknown	17/018

## 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.

## CONTENTS

---

1. Purpose.....	3
2. Scope .....	3
3. Outcomes .....	3
4. Roles and Responsibilities.....	3
5. Definitions .....	4
6. Legislation .....	4
7. Attachment 1: Volunteer Handbook (A Manual for Volunteer Coordinators and Volunteers) .....	5

## 1. Purpose

The purpose of this policy is to acknowledge the importance of volunteering to the delivery of Council services and programs, and to establish a consistent approach to the engagement and management of volunteers within Council.

This policy should be read in conjunction with the Volunteer Handbook which guides the recruitment, management and support for volunteers that are directly involved in Council services and programs.

## 2. Scope

This policy applies to members of the community who wish to perform voluntary work directly for Council.

This includes members of Section 355 Committees including Advisory Committees and Action Groups.

It does not apply to persons who may be applying for or undertaking the following forms of unpaid work:

- Student practicum placements, work experience placements and employment program placements
- Court enforced Correctional Orders.

## 3. Outcomes

Leeton Shire Council engages volunteers to provide meaningful contributions that enhance the delivery of Council services to the community.

A volunteer may provide assistance to Council in a variety of ways, as long as that assistance is not a substitute for paid positions. Accordingly, Council should not engage a person to perform volunteer work if the work performed would ordinarily be paid for by Council.

Volunteers should not be expected to undertake roles they have not agreed to do. Likewise, volunteers should be placed in activities and programs that match their skills, interests and experience.

## 4. Roles and Responsibilities

**Council has a responsibility to:**

- provide a volunteer induction and orientation
- provide a written list of duties for the role and agreed working hours
- provide a safe and healthy environment in accordance with the *Work Health and Safety Act 2011*, the *Work Health and Safety Regulations 2017*
- ensure tasks are suited to the physical capacities of volunteers
- treat volunteers fairly and with respect

- make appointments within the Equal Employment Opportunities and Anti-Discrimination legislation
- provide adequate training to enable them to perform their assigned tasks
- provide adequate supervision and support
- provide access to a grievance procedure
- maintain accurate record keeping including storing personal information in accordance with the *Privacy Act 1988*.

**Council volunteers have a responsibility to:**

- follow any lawful instructions from their supervisor/s
- be dependable and reliable, arriving on time and completing the job allocated
- notify their supervisor when not available
- be willing to learn and work as part of a team
- maintain a professional standard of behaviour
- not to make any public comments or statements to the media
- comply with Council's policies and procedures as they apply to the volunteering role
- work in a safe and healthy manner – not jeopardising the health and safety of others – including fellow volunteers, paid staff and the public
- respect the confidentiality of information to which they may be exposed
- report injuries and complete an Incident Report for any injuries, incidents or near misses, and always inform their supervisor of such incidents
- notify their Supervisor, with adequate notice, if they are no longer able to participate as a volunteer
- notify Council of any medical conditions (including pre-existing) that could be aggravated by proposed tasks, or any special needs that need accommodating
- disclose any conflicts of interest which may arise and could have an impact on their obligations to Council
- give adequate notice when resigning

## 5. Definitions

<b>Council</b>	Leeton Shire Council
<b>Employee</b>	Local government employee: (a) the General Manager; or (b) a person holding an appointment under section 196 of the <i>Local Government Act 2009</i> .
<b>Volunteer</b>	Any person, who of their own free will, offers to undertake unpaid work for Council and is accepted as a volunteer by the Chief Executive Officer and/or his authorised delegates.
<b>Volunteer Coordinator</b>	Refers to the supervisor, manager or delegate of the facility, event or committee. For the purpose of this document, supervisor is the term used to refer to the person who will directly oversee the volunteer.

## 6. Legislation

*Work Health and Safety Act 2011*  
 Work Health and Safety Regulations  
 Australian Government Fair Work – Unpaid Work 2016

2015 National Standard for Volunteer Involvement  
Volunteer Handbook  
Code of Conduct  
Bullying and Harassment Policy  
Grievance Policy  
Incident Reporting and Investigation Policy  
No Smoking Policy  
Safe Driving Guidelines  
Protective Clothing and Equipment Policy  
Social Media Policy  
Work Health and Safety Commitment Statement  
WHS Travelling Policy  
Workplace Surveillance Policy  
Child Safe Policy

## **7. Attachment 1: Volunteer Handbook (A Manual for Volunteer Coordinators and Volunteers)**



LEETON  
SHIRE COUNCIL

# PENSIONER CONCESSIONS

MAY 2022

## DOCUMENT CONTROL

<b>RESPONSIBLE OFFICER:</b>	Manager Finance				
<b>REVIEWED BY:</b>	Group Manager Corporate				
<b>LINK TO CSP/DELIVERY PROGRAM/OPERATIONAL PLAN:</b>	20b - Strive to deliver the aspirations of the community through sound financial and asset management				
<b>DATE ADOPTED:</b>					
<b>ADOPTED BY:</b>	Council				
<b>RESOLUTION NO: (IF RELEVANT):</b>					
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1	12/12/07	New Policy			07/750
2	26/06/13	Information Review			13/136
3	22/02/17	Information Changes			17/018

## 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 approved by the Senior Management Team (SMT). Minor amendments such as corrections to spelling, changes to wording for improved clarity, formatting and updates to the Appendixes may be made without approval of SMT.

## CONTENTS

---

1. Purpose.....	4
2. Scope .....	4
3. Definitions .....	4
4. Legislation and Supporting Documents .....	4
5. Policy Procedure.....	4
5.1 Granting of Pensioner Rates and Charges Reduction .....	4
5.2 Application Process .....	5

DRAFT



## 1. Purpose

The purpose of this policy is to provide pensioner concessions on rates and charges.

Leeton Shire Council is committed to meeting its responsibilities under Section 575 of the *Local Government Act 1993* which provides guidelines for Councils in respect of providing rates and charges concessions to eligible pensioners. This policy is necessary to ensure that Leeton Shire Council implements this section of the Act.

## 2. Scope

This policy applies to Council officers administering rates and charges and ratepayers within the Leeton Shire Council who are entitled to a pensioner concession.

This policy applies to situations where the Council levies rates and charges.

## 3. Definitions

**Eligible Pensioners** – In relation to a rate or charge levied on land on which a dwelling is situated, an eligible pensioner is a person who occupies that dwelling as his or her sole or principal place of living and is in receipt of a Pension Concession Card issued by Centrelink or a Department of Veteran Affairs Gold Total and Permanently Incapacitated (TPI) or Extreme Disablement Adjustment (EDA) Card.

**Ratepayer** – The person liable for payment of the rates and charges of the property for which the pensioner concession is claimed.

## 4. Legislation and Supporting Documents

The Leeton Shire Council officers administering rates and charges will comply with relevant Acts and Regulations of Parliament, standards and other mandatory requirements relating to pensioner concessions.

These include the:

- *Section 575 of the Local Government Act 1993*
- *Leeton Shire Council Debt Recovery policy*

## 5. Policy Procedure

### 5.1 Granting of Pensioner Rates and Charges Reduction

Council will provide the statutory pensioner concession relating to Rates and Charges under the provisions of Section 575 of the Local Government Act. Pensioner rebate concessions will be granted only in the year the application was made; they will not be applied to previous years.

Where an owner becomes an eligible pensioner after the commencement of a quarterly instalment period, the rebate will commence from the first day of the next quarterly instalment. Subsequently, when the owner ceases to qualify as an eligible pensioner or sells the property to which a rebate is applied, the rebate will cease at the end of the current instalment period. As provided by Section 577 of the Local Government Act 1993, Council will grant a rate concession, where an eligible pensioner has a life interest in the property and is responsible for the payment of rates. Council requires confirmation in writing from a legal representative with a copy of the will (if a deceased estate) or a copy of certificate of title or supporting documentation if Life tenancy applies.

Section 577 of the Local Government Act 1993 enables Council to make an order deeming certain persons that are jointly, or solely, liable with an eligible pensioner(s), but who are not eligible themselves, to be treated as an eligible pensioner for the purpose of the statutory reduction.

## **5.2 Application Process**

Application for a pension concession on a property must be made by completing and signing the prescribed rebate application form and supplying this, together with all relevant information, to Council.

The property must be the applicants' sole or principal place of abode and this must be reflected on any documentation provided.

DRAFT



LEETON  
SHIRE COUNCIL

**DRAFT**  
**FINANCIAL HARDSHIP POLICY**  
MAY 2022

## DOCUMENT CONTROL

<b>RESPONSIBLE OFFICER:</b>	Manager Finance				
<b>REVIEWED BY:</b>	Senior Management Team				
<b>LINK TO CSP/DELIVERY PROGRAM/OPERATIONAL PLAN:</b>	20b - Strive to deliver the aspirations of the community through sound financial and asset management				
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1	12/12/07	Review of Policy	MF	SMT	07/750
2	26/6/13	Review of Policy	MF	SMT	13/136
3	22/2/17	Policy Format changed	MF	SMT	17/018

## 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.

## CONTENTS

---

1. Purpose.....	4
2. Scope.....	4
3. Outcomes.....	4
4. Roles and Responsibilities .....	4
5. Definitions.....	4
6. Legislation and Supporting Documents.....	5
7. Hardship Assistance .....	5
7.1 Periodic Payment of Rates and Charges (including Water and Sewerage Charges)	5
7.2 Hardship Assistance by Writing off Accrued Interest and Costs.....	6
7.3 Hardship Assistance for Eligible Pensioners .....	6
7.3.1 Extension of Pensioner Concession to Avoid Hardship .....	6
7.3.2 Abandonment of Pensioner Rates and Charges .....	7
7.4 Hardship Assistance in Relation to Certain Valuation Changes .....	7
7.5 Hardship Assistance in Relation to Council Fees .....	7
7.6 Hardship Assistance In relation to Undetected Water Leakage .....	7
8. The Financial Hardship Application Process .....	8
8.1 Making a Financial Hardship Application.....	8
8.2 Hardship Application Assessment.....	9
9. Continuing Hardship .....	9
10. Failure to Maintain Payment Schedules or Other Concession Options .....	10
11. Support Services.....	10

## 1. Purpose

Council recognises there are cases of genuine financial hardship requiring respect and compassion in special circumstances. The Financial Hardship Policy outlines how the Council can assist ratepayers and sundry debtors experiencing genuine financial hardship and provides guidance on how applications should be made and how they will be assessed.

## 2. Scope

This policy applies to ratepayers and sundry debtors experiencing genuine financial hardship and who find themselves unable to pay their rates, water charges, sewerage charges, sundry debtors accounts or childcare charges when they fall due.

It should be noted that options in this policy are strongly geared towards residential ratepayers. Non-residential ratepayers (farmland and commercial), customers and sundry debtors suffering payment difficulties have fewer options available but can access flexible payment plans.

## 3. Outcomes

Residents/debtors facing genuine financial hardship will be appropriately supported in paying their debts to Council.

## 4. Roles and Responsibilities

Council staff authorised to deal with hardship applications are responsible for:

- providing respectful, compassionate, fair and confidential support to residents and ratepayers seeking assistance
- applying the principles of social justice, fairness, integrity and confidentiality when assessing hardship applications
- maintaining the privacy of customers, in accordance with the Privacy and Personal Information Protection Act 1998.

The Manager Finance or the Director Business and Investment are responsible for the authorisation of all Financial Hardship assistance.

Councillors, when determining any hardship applications that are required to be made by Council resolution, must discuss such matters in committee and treat all personal information as being confidential.

## 5. Definitions

**Ratepayer** – the person liable for payment of the rates and charges due and payable on the residential property for which the hardship application is claimed.

**Eligible Pensioner** – a person who is in receipt of a Pension Concession Card issued by Centrelink or the Department of Veterans' Affairs.

**Sundry Debtor** – a person who is in receipt of an invoice raised by Council or a person liable for any childcare costs.

**Residential Customer** – a residential ratepayer liable for any water and sewerage charges due and payable on the property for which a hardship application is claimed.

**Customer** – a ratepayer, sundry debtor, residential customer or person liable for childcare expenses.

**Financial Hardship** – for the purposes of this policy a person who is experiencing financial hardship is

defined as a person who is liable for paying rate instalments, annual charges and invoices as they fall due but who does not have the financial capacity to do so or for whom payment when due would cause financial hardship.

**Centrepay** – a free automatic regular deduction from Centrelink payments to reduce any outstanding debts.

## 6. Legislation and Supporting Documents

The Local Government Act 1993 (the Act)

Office of Local Government Debt Management and Hardship Guidelines

Leeton Shire Council's Debt Recovery Policy

The Privacy and Personal Information Protection Act 1998.

## 7. Hardship Assistance

A ratepayer may be eligible for consideration for hardship assistance in the payment of overdue rates, annual charges, interest, and fees, where:

The person is unable to pay rates or accrued interest when due and payable for reasons beyond the person's control

Payment when due would cause the person hardship.

The Act provides for the following assistance to ratepayers and customers who may experience hardship in some circumstances in paying rates, annual charges and fees:

- Periodic payment arrangements for overdue rates and charges
- Writing off or reducing interest accrued on rates or charges
- Waiving, reducing or deferring the payment of the increase in the amount of rate payable because of hardship resulting from general revaluation of land in the Local Government Area
- Waiving, or reducing rates, charges and interest of eligible pensioners
- Waiving or reducing Council fees when the inability to pay is due to hardship.

### 7.1 Periodic Payment of Rates and Charges (including Water and Sewerage Charges)

Council may enter into a formal agreement with any customer for periodic payment of rates and charges. These agreements enable ratepayers/debtors to pay smaller consistent payments over a set period, thereby reducing the impact of large bills on their budget.

The proposal to enter into a periodic payment agreement can be proposed by either the Council or the ratepayer. Council encourages anyone experiencing difficulty in meeting their financial commitments to make early contact with Council to make such an arrangement.

Any agreement with regard periodic payment will be subject to the following guidelines:

- The amount and frequency of the payments under the payment arrangement are to be acceptable to Council.
- The payment schedule will be established having regard to the customer's capacity to pay.
- Where applicable, the payment schedule is to be set up in Centrepay.
- Payment arrangements should, where possible, seek to have the outstanding rates and/or charges cleared by the end of the current financial year.
- Where payment arrangements will not pay the Rates and Charges in full by 30 June, the arrangement should, where possible, enable payment of the outstanding amount, and future instalments (including water consumption where applicable), within twelve (12) months.

- Where a payment arrangement would not pay the balance owing (including future Rates and Charges) within a twelve (12) month period from the date of the payment arrangement, the person/s will be required to complete a 'Financial Hardship Application Form' (see Appendix 1) and provide reasonable proof of financial hardship and must be approved by the Manager Finance. It may also be requested that the ratepayer attend an interview to assist Council in the understanding of the issues causing hardship.

Where a customer has agreed to a Payment Schedule and continues to adhere to the terms of that arrangement in relation to outstanding water usage charges, Council will not restrict the customers water service.

It will remain the responsibility of the applicant to communicate with Council, particularly if there are circumstances that may result in the applicant being unable to meet the terms and conditions of the payment arrangement. Council will consider such circumstances on their merit and negotiate alternative payment arrangements if required. Failure to meet the payment arrangement schedule without approval from Council will result in the payment arrangement being cancelled and legal action being commenced.

Payments will be applied towards the payment of Rates and Charges in the order in which they became due.

People who enter into a payment arrangement that is not subject to a Financial Hardship application will continue to have interest charged on the outstanding amount. Where an assessment for Financial Hardship has been approved and a repayment plan has been entered into and adhered to, the Council will suspend penalty interest and administration fees.

## **7.2 Hardship Assistance by Writing off Accrued Interest and Costs**

Council applies interest rates on overdue payments of Rates and Charges. However, Council may write off accrued interest and costs on Rates and Charges payable, if:

The person was unable to pay the Rates and Charges when they became due for reasons beyond the person's control, or

The person is unable to pay the accrued interest for reasons beyond the person's control, or

Payment of the accrued interest would cause the person hardship.

Ratepayers/debtors requesting that interest charges be written off for one or more of the above reasons will need to submit a letter providing details as to why they were unable to pay the instalment by the due date, or why the payment of the accrued interest would cause hardship. Each individual case will be considered by Council and decided on the basis of whether:

- The ratepayer is experiencing genuine hardship. In such cases, Council requires the completion of a Financial Hardship application (see Appendix 1).
- The ratepayer is a "first-time" defaulter, has previously had a good payment record and there are mitigating circumstances such as prolonged or serious illness
- The ratepayer has complied with all criteria with respect to a periodic payment agreement
- Council is satisfied that the circumstances giving rise to the payment default are temporary.

## **7.3 Hardship Assistance for Eligible Pensioners**

### **7.3.1 Extension of Pensioner Concession to Avoid Hardship**

Ratepayers who hold a current Pensioner Concession Card and who are solely or jointly liable for the Rates and Charges levied on the land on which their principle place of residence is situated may be eligible for a reduction in rates.

Council can also make an order deeming certain persons who are jointly liable with an eligible



pensioner(s) or solely liable, but who are not themselves eligible, to be eligible pensioners for the purpose of a mandatory reduction in Rates and Charges to avoid hardship.

Ratepayers applying for an extension of concession to avoid hardship will be required to complete the Financial Hardship Application Form (see Appendix 1) detailing their financial position. If the ratepayer continues to experience hardship after the concession period approved by Council has expired, then a new application must be made.

### **7.3.2 Abandonment of Pensioner Rates and Charges**

The maximum statutory pension concession provided to eligible pensioners is fifty percent (50%) of the total ordinary Rates and Charges up to a maximum of \$250.00 and \$87.50 (Current for 2020/21) each for water and sewer charges. These amounts may change in line with Council's adopted annual revenue policy.

By resolution Council can waive or reduce Rates, Charges and Interest due by any person prescribed by the regulations who is in receipt of a pension, benefit or allowance under the Commonwealth Social Security Act 1991.

Council may, at its absolute discretion, further reduce, on a voluntary basis (with no subsidy from the state government), Rates and Charges otherwise payable by an eligible pensioner.

## **7.4 Hardship Assistance in Relation to Certain Valuation Changes**

Any ratepayer who suffers substantial hardship as the consequence of the making and levying of a rate following a new valuation, may apply to Council for rate relief.

In order for Council to consider an application for relief, the following conditions must be met:

- The property must be categorised as 'Residential' and be the ratepayer's principal place of residence and be the only property in which the applicant has an interest. The increase in rates must be greater than the general/special variation % increase applied for the rating year in which the new land valuation comes into effect.
- The net ordinary rates payable must be more than 5% of annual gross household income.
- The applicant would suffer substantial hardship if required to pay the Rates and Charges when they fall due. Such applicants will be required to complete a Financial Hardship Application Form, see Appendix 1).
- The application must be made within six (6) months of Council issuing a Rates and Charges Notice based on the new land valuation. Assistance is only available in the first year the new valuation is used to levy rates.

If the applicant is deemed eligible, Council will defer payment of the amount above the ordinary rate payable on the property for the previous year with the adopted rate percentage increase applied. The payment of this amount will be deferred to the following rating year and split evenly between the quarterly instalments. Interest will not be charged on the deferred amount unless the ratepayer fails to make the agreed payments when they become due.

## **7.5 Hardship Assistance in Relation to Council Fees**

Council has the capacity to waive or reduce fees for customers who are experiencing financial hardship.

Any application for hardship assistance in relation to Council fees or charges, other than annual charges, will be assessed in accordance with the same eligibility criteria used to assess hardship assistance in respect to Rates and Annual Charges.

## **7.6 Hardship Assistance In relation to Undetected Water Leakage**

Where there exists an extremely high-water consumption account or where a high account would

cause financial hardship for the customer as a result of an undetected leak or breakage, Council may consider the write off of a percentage of additional water consumption over and above average water consumption for the corresponding billing period for the last three years (if practical).

In order for Council to consider the write off of a portion of the water consumption charge, customers must:

- make a written request for an adjustment due to leakage
- provide a Statutory Declaration providing details regarding the water leak including particulars of the leak, dates and photographs, where possible
- have promptly engaged the services of a licensed plumber to repair the leak
- attach a copy of the plumber's invoice to their Statutory Declaration.

Council will only consider requests for a review of an account where the water usage for the tri-annual billing period is significantly higher than the average water consumption for the property in corresponding billing periods.

In reviewing requests for an adjustment to a water consumption account, Council will give consideration to the following:

- Whether increased water consumption for prior periods should have been investigated
- Prior high water consumption at the property
- Whether a property is owner occupied or tenanted
- Length of ownership
- Whether the property owner is an eligible pensioner
- Whether payment of the account would cause financial hardship (a Financial Hardship Application form may be required)
- Whether an adjustment has previously been granted at the property or to the property owner;
- Prior history with Council with respect to payment of Rates and Charges including water consumption charges.

Where the property is Non-Residential and is subject to Non-Residential Sewer Service Charges or Trade Waste Treatment Charges, an adjustment may be granted based on the average consumption for the corresponding billing period for the last three (3) years if it is considered that the additional water did not enter Council's Sewer mains for treatment.

Applications for an adjustment due to Undetected Water Leakage will be assessed on a case-by-case basis and will be determined by Council's Manager Finance, taking into consideration the recommendations of Council Officers.

## 8. The Financial Hardship Application Process

### 8.1 Making a Financial Hardship Application

For the purposes of this policy a ratepayer, sundry debtor, residential customer or customer experiencing financial hardship is defined as a person liable to pay their rate instalments, annual charges and invoices as they fall due but does not have the financial capacity to do so and payment when due would cause the person financial hardship. Persons facing hardship will need to demonstrate to Council how they will be impacted.

In order to determine eligibility, Council requires a Financial Hardship Application Form (see Appendix 1) to be completed including a statement of reasons, reasonable proof of financial hardship, details of assets, income and living expenses, and any other information required for Council to make a valid assessment. The applicant must be the owner/spouse or part owner of the property and be liable for the payment of rates on the property.

Supporting documentation may include evidence from third parties such as an accountant or a recognised financial counsellor (such as a member of the Financial Counsellors Association of NSW), or a Statutory Declaration from a person familiar with the applicant's circumstances who is qualified to provide Council with a clear unbiased assessment of the applicant's financial hardship status such as a carer or power of attorney.

Council may also request that applicants attend an interview to help Council gain an understanding of the issues causing hardship.

It is important for applicants to also demonstrate a willingness to pay using a payment plan and to maintain regular contact with relevant Council staff regarding their circumstances.

## **8.2 Hardship Application Assessment**

Each hardship application received by Council will be reviewed by the relevant Council Officer (Rates, Water, Sundry Debtors and Childcare) and authorised by the Manager Finance or the Director Business and Investment.

A determination under this policy will be assessed against financial data provided by the applicant. Each application will be considered on a case by case basis on its merits with consideration being given to the applicant's:

- financial status
- income from all sources
- living expenses
- health and the health of dependants who reside with the applicant
- length of ownership of the property
- prior history with Council in respect to the payment of Rates and Charges
- compliance with any previous periodic payment arrangements.

Consideration will also be given to:

- reasons an applicant might be experiencing financial hardship
- the implications for Council in deferring or writing off interest charged
- The implications for Council in deferring or writing off Rates and Charges.

Once a decision has been made, the applicant will be informed of the decision in writing.

If the application is not satisfied with the outcome, he or she can request a review of the decision by Council's General Manager.

## **9. Continuing Hardship**

If the customer continues to experience hardship after the concession period approved by Council has expired, the customer will need to reapply providing an updated Financial Hardship Application Form for assessment. In such circumstances Council may require up-to-date personal and financial information to confirm the ratepayers continued financial hardship.

Where an application for Financial Hardship has been approved in relation to ongoing Financial Hardship and a repayment plan has been entered into and adhered to, the Council will suspend penalty interest and administration fees and will consider, on a case-by-case basis, the write off of any associated penalty interest and/or legal charges relating to the application.

## 10. Failure to Maintain Payment Schedules or Other Concession Options

Council reserves the right to cancel payment agreements if customers fail to:

- notify Council of any changes to their circumstances
- meet the payment arrangement schedule by missing three consecutive payments.

Penalty interest will recommence from the date of cancellation of the agreement. Any applicable administration charges will also resume. Council may also continue or initiate legal action to recover the full amount of fees, rates and/or charges owing.

Council is not obligated to offer any further payment plans if a customer has had three payment schedules cancelled as a result of non-payment or declined payments.

## 11. Support Services

Ratepayers or debtors suffering financial hardship or requiring legal support, may find the following organisations of assistance:

### **ASIC's Moneysmart**

[www.moneysmart.gov.au/managing-your-money/managing-debts](http://www.moneysmart.gov.au/managing-your-money/managing-debts)

### **Legal Aid NSW**

[www.legalaid.nsw.gov.au/get-legal-help/fina-a-service](http://www.legalaid.nsw.gov.au/get-legal-help/fina-a-service)

Riverina Murray (Wagga Wagga) Office

Ground Floor, 74-76 Fitzmaurice Street

Wagga Wagga NSW 2650

Telephone: (02) 6921 6588

### **Centrelink**

[www.centrelink.gov.au](http://www.centrelink.gov.au)

Telephone: 13 63 57

### **The Salvation Army (Moneycare) Griffith**

[www.salvos.org.au](http://www.salvos.org.au)

Telephone: 1300 371 288 or 0418 606 952

### **National Debt Hotline operated by Financial Counsellors Association of NSW**

[www.fcan.com.au](http://www.fcan.com.au)

Telephone: 1800 007 007

### **Rural Financial Counselling Service NSW Southern Region**

[www.rfcs-cw.com.au](http://www.rfcs-cw.com.au)

Telephone: (02) 6962 3812 or 1800 940 404

Mobile: 0447 479 694

Email: [hlaycock@rfcsnsw-sr.com.au](mailto:hlaycock@rfcsnsw-sr.com.au)

### **Society of St Vincent De Paul**

42 Kurrajong Avenue

Leeton NSW 2705

Telephone: (02) 6953 3608



LEETON  
SHIRE COUNCIL

# DEBT RECOVERY POLICY

MAY 2022

## DOCUMENT AUTHORISATION

<b>RESPONSIBLE OFFICER:</b>	Manager Finance				
<b>REVIEWED BY:</b>	Senior Management Team				
<b>LINK TO CSP/DELIVERY PROGRAM/OPERATIONAL PLAN:</b>	20b - Strive to deliver the aspirations of the community through sound financial and asset management				
<b>DATE ADOPTED:</b>	July 2020				
<b>ADOPTED BY:</b>	Council				
<b>RESOLUTION NO: (IF RELEVANT):</b>	20/105				
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<b>REVIEW DUE DATE:</b>	July 2025				
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1	2/2/2017	Information Review	PM	SMT	17/018
2	22/07/2020	Information and Format Changes	JH	SMT	20/105

## REVIEW OF THIS POLICY

This Policy will be reviewed every 3 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.

## CONTENTS

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1. Purpose.....	4
2. Scope .....	4
3. Outcomes .....	4
4. Roles and Responsibilities.....	4
5. Legislation and Supporting Documents .....	4
6. Requests for Payment of Fees and Charges.....	5
1.1 Recovery of Rates and Annual Charges .....	5
6.1.1 Rates and Charges Notice .....	5
6.1.2 Reminder Notice.....	5
6.1.3 Referral to Debt Collection Agency .....	5
6.2 Recovery of Water Rates and Charges.....	5
6.2.1 Water Account .....	5
6.2.2 Reminder Notice.....	5
6.2.3 Debt Recovery/Water restrictions – unoccupied and owner-occupied premises.....	5
6.2.4 Debt Recovery – tenanted premises.....	5
6.3 Recovery of Vacation Care Fees.....	6
6.4 Recovery of After-School Care Fees .....	6
6.5 Recovery of Sundry Charges .....	6
7. Debt Recovery Agency Actions .....	6
7.1 Letter of Demand .....	6
7.2 Overdue Account Contact .....	7
7.3 Compassionate Late-Stage Intervention.....	7
7.4 Locating Missing People.....	7
7.5 Legal Action .....	7
7.5.1 Statement of Claim and Judgment .....	8
7.5.2 Enforcement of Judgment.....	8
7.6 Other Debt Recovery Actions.....	9
7.6.1 Sale of Land.....	9
7.6.2 Payment of Rent by a Tenant .....	9
8. General Matters.....	9
8.1 Payment Arrangements .....	9
8.2 Emails .....	10
9. Appendix 1 - Leeton Shire Council Debt Recovery Process Flowchart .....	11

## 1. Purpose

Council relies on Rates and Charges to fund services and facilities for our community. This policy outlines the approach Leeton Shire Council (Council) will take to recover unpaid monies.

## 2. Scope

This policy applies to any person or organisation owing rates, charges, fees or other debts to Council.

## 3. Outcomes

The objectives of this policy are to manage Council's finances in a prudent and sustainable manner that is fair to all Ratepayers and other Customers.

It describes the ways Council and its Debt Recovery Agency:

- Take action to collect outstanding debts
- Attempt to contact Ratepayers and Customers with overdue accounts and to find practical ways to help them to pay their accounts over time
- Treat discussions about Ratepayers and Customers' financial situations and payment arrangements with compassion and confidentiality
- Take legal action to recover a debt only after multiple attempts have been made to engage a Ratepayer or Customer
- Fulfil the statutory requirements of the *Local Government Act 1993* and other relevant legislation and guidelines in relation to the recovery of rates, charges, user fees and charges and any other debts.

## 4. Roles and Responsibilities

Council uses a modern Sustainable Debt Recovery approach which endeavours to engage Ratepayers and Customers, through supportive personal contact, to make arrangements to pay without legal action and to avoid legal costs.

It is the responsibility of Council staff who are authorised to recover debts to:

- Recover debt from unpaid rates and charges in a timely, efficient and effective manner
- Treat all customers fairly and equitably, with respect and sensitivity
- Implement Leeton Shire Council's Financial Hardship Policy where applicable
- Protect the privacy of its customers
- Comply with Statutory Requirements in relation to the recovery of rates, charge, fees and other debts.

## 5. Legislation and Supporting Documents

- Leeton Shire Council's Financial Hardship Policy
- Leeton Shire Council's Pensioner Policy
- *Local Government Act 1993*
- Local Government (General) Regulation 2005
- Office of Local Government Debt Management and Hardship Guidelines, November 2018



## 6. Requests for Payment of Fees and Charges

### 6.1 Recovery of Rates and Annual Charges

#### 6.1.1 Rates and Charges Notice

Annual Rates and Charges Notices (notices) are issued in July each year and are payable as a lump sum on 31 August or in four instalments on 31 August, 30 November, 28 February and 31 May each financial year, as per the table below. A Rate Instalment notice is issued to those ratepayers who have chosen to pay quarterly 30 days before each instalment is due.

	Annual	Quarterly instalments			
<b>Billing period</b>	Whole year	1 July to 30 September	1 October to 31 December	1 January to 31 March	1 April to 30 June
<b>Payment due date</b>	31 August	31 August	30 November	8 February	31 May

#### 6.1.2 Reminder Notice

If any account remains unpaid after 14 days from the due date, then a Reminder Notice will be sent. Council strongly encourages anyone having difficulty paying their Rates and Charges to contact staff to discuss the payment options that might be available to them.

#### 6.1.3 Referral to Debt Collection Agency

If an account remains unpaid after 14 days from the Reminder Notice is sent out, then the account will be referred to Council's Debt Recovery Agency.

### 6.2 Recovery of Water Rates and Charges

Council makes two types of water charge:

1. An **annual charge** which is included on the Annual Rates and Charges Notice, Debts relating to this annual charge are recovered using the Rates and Annual Charges process.
2. A **Water Consumption charge** per kilolitre of water consumed, as measured via a Water Meter, which is charged 3 times each year in September, January and May.

#### 6.2.1 Water Account

Water Accounts are sent out in September, January and May.

#### 6.2.2 Reminder Notice

If an account for Water Consumption remains unpaid after 14 days from the due date, then a Reminder Notice will be sent with a due date 14 days from the date Reminder Notice was issued. Council strongly encourages anyone who is having difficulty paying their Rates and Charges to contact staff to discuss the payment options that might be available to them.

#### 6.2.3 Debt Recovery/Water restrictions – unoccupied and owner-occupied premises

If a water account remains unpaid after the due date specified in the Reminder Notice, Council may either restrict water supply and/or refer the matter to its Debt Recovery Agency.

If Council determines that water supply restrictions are necessary, a 7-day Notice of Intention to Restrict will be issued and delivered by hand. If the account remains unpaid after 7 days, then Council will proceed with its intention to restrict water supply to the property.

#### 6.2.4 Debt Recovery – tenanted premises

If a water account remains unpaid after the due date specified in the Reminder Notice and the property is tenanted, the overdue account will be referred to Council's Debt Recovery Agency.

### **6.3 Recovery of Vacation Care Fees**

An invoice is sent after each Vacation Care program has finished. A statement of account is sent at the end of that month. If the account is not paid after 30 days another statement is sent with a reminder that the account is overdue and that customers have 7 days in which to pay. If the account is not paid within that 7-day period, Council officers will try to contact the account holder either by telephone or email. Finally, the account is referred to Council's Debt Recovery Agency. Any legal fees associated with Debt Recovery will be charged to the customer.

### **6.4 Recovery of After-School Care Fees**

An invoice for After-School Care Fees is generated every fortnight. The invoice is provided to parents or caregivers when they collect their child/children.

If the invoice is not paid within 7 days, a statement is sent advising of the overdue account and requesting immediate payment.

If the account is not paid after a further 14 days, another invoice is generated for the new fortnightly charge plus the outstanding fortnightly charge. This invoice is provided to parents when they collect their child/children. Attached to this invoice is a note stating that the parent/guardian needs to make immediate contact with centre staff to arrange payment.

If the parent/guardian does not make contact and does not pay the outstanding account, Council officers will telephone or email to advise that the child's placement will be cancelled.

If failure to pay exceeds 21 days, then a Final Notice is sent requesting payment and warning that legal action is now pending.

All through the account payment process, parents/guardians are encouraged to discuss any difficulties that they may have in paying fees with the Nominated Supervisor, who is authorised to discuss and make suitable payment arrangements for any overdue fees.

Finally, if payment is not received or payment plans are not adhered to, Council staff will cancel the child's place at the centre and the debt recovery process will begin. Any legal fees associated with Debt Recovery will be charged to the customer.

### **6.5 Recovery of Sundry Charges**

Invoices are sent out other 'sundry' charges and if not paid 30 days after the invoice is sent then a Reminder Notice is sent. If the invoice is not paid within 14 days of the issue of the Reminder Notice, Council will refer the account to its Debt Recovery Agency. Any legal fees associated with Debt Recovery will be charged to the customer.

## **7. Debt Recovery Agency Actions**

Following the process outlined in the section above, a list of accounts that remain overdue and don't have agreed and compliant payment arrangements will be forwarded to Council's Debt Recovery Agency.

The Debt Recovery Agency will then take a series of debt collection actions to collect the overdue debt. Legal costs and expenses incurred in debt recovery will be added to any outstanding debts.

### **7.1 Letter of Demand**

The Debt Recovery Agency will send a Letter of Demand to the Ratepayer or Customer, allowing an extra 14-day period to pay before further action is taken.

The Letter of Demand encourages Ratepayers and Customers who can't pay in full to contact Council to arrange to pay. It also indicates next actions which may be taken to collect the debt if no payment or arrangement to pay is made.

## 7.2 Overdue Account Contact

The Debt Recovery Agency may attempt to make personal contact up to 3 times on each overdue account, by telephone phone, SMS and/or email.

The personal contact is a supportive endeavour to:

- Check that the Ratepayer or Customer has received their account and is aware of the amount due.
- Seek payment.
- Discover whether the Ratepayer or Customer is experiencing financial hardship or is receiving a pension.
- Check whether the Ratepayer or Customer is receiving all benefits offered by Council to Ratepayers and Customers experiencing financial hardship or on a pension.
- Encourage the Ratepayer or Customer to contact Council to make a payment arrangement.

A small Overdue Account Contact Fee will be charged to each overdue account referred to the Debt Recovery Agency, to recover the cost of contact attempts.

## 7.3 Compassionate Late-Stage Intervention

During the Debt Recovery process an Agent may visit the Ratepayer or Customer to enquire whether the Ratepayer or Customer requires any assistance and to give Council a better understanding of the Ratepayer or Customer's circumstances.

The approach taken in such visits is confidential, empathetic, and practical. If the Ratepayer or Customer is willing, the Agent may be able to:

- Compassionately listen to the Ratepayer or Customer to understand their situation.
- Explain concessions available from Council.
- Propose a payment plan to resolve the outstanding debt.
- Introduce the Ratepayer or Customer to a local Financial Counselling service.
- Introduce the Ratepayer or Customer to other local professionals to give the Ratepayer or Customer help.

With the consent of the Ratepayer or Customer, Council or its agent may take further actions to help the Ratepayer or Customer to resolve the situation.

An Attendance Fee will be incurred for Agent visits and added to the Ratepayer or Customer's account.

## 7.4 Locating Missing People

Where a Ratepayer or Customer is not contactable by Council or its Debt Recovery Agency and is believed to be living away from the property, the Debt Recovery Agency may attempt to locate the Ratepayer or Customer.

When the Ratepayer or Customer is located, then a Location fee will be added to the debt in accordance with section 605 of the *Local Government Act 1993*.

## 7.5 Legal Action

Where accounts remain outstanding, legal proceedings may commence if any of the following criteria are met:

- The amount of the outstanding debt is greater than \$600.
- A Ratepayer has two or more quarterly Rates and Annual Charges instalments outstanding.
- A Ratepayer or Customer has repeatedly failed to pay their bills when due.
- A Ratepayer or Customer has arranged to pay but failed to maintain payments under the arrangement.

According to each circumstance, several legal actions may be taken to recover debts. Some of the main legal actions that may be taken are outlined below.

### 7.5.1 Statement of Claim and Judgment

#### 7.5.1.1 Statement of Liquidated Claim

The first stage of legal action is usually to serve a Statement of Liquidated Claim (SLC) on the Ratepayer or Customer. This process will incur legal costs that are raised against the property and must be paid by the Ratepayer or Customer.

Council will have an additional document hand delivered with each SLC, encouraging the Ratepayer or Customer to contact council to arrange to pay and avoid further legal action.

#### 7.5.1.2 Judgment

Twenty-eight days after an SLC has been served, if a Ratepayer or Customer has still not paid and has not made a satisfactory payment arrangement, the normal course of proceedings is to obtain Judgment from the Court and then take enforcement actions.

The Debt Recovery Agency may continue to encourage the Ratepayer or Customer to pay, making reasonable use of additional channels of communication such as letters, SMS Reminders, emails, telephone calls, and personal visits.

**Note:** When Judgment is entered, the debt is reported on the credit record of a Ratepayer or Customer by Credit Reporting Agencies. When all debts have been paid in full, the Debt Recovery Agency will automatically notify the main Credit Reporting agencies that the debts are no longer outstanding but to have it removed from your credit rating an application will need to be made to Council.

### 7.5.2 Enforcement of Judgment

Council's Debt Recovery Agency may choose from a range of actions to enforce Judgment and collect debts, including but not limited to the following actions, which may be taken in any order:

#### 7.5.2.1 Garnishee

The Ratepayer or Customer's wages, bank accounts, or other third parties owing monies to the Ratepayer or Customer may be garnisheed.

#### 7.5.2.2 Examination Notice/Summons

The Ratepayer or Customer may be required to send written evidence of their financial position to Council or may be required to attend Court to produce that evidence.

#### 7.5.2.3 Writ

A Writ may be issued for the Sheriff to seize property to settle the debt. Writs are rarely effective, so they will not be used without either prior assessment that there is likely to be property that may be seized, or for other specific purposes.

#### 7.5.2.4 Winding up or bankruptcy

As an action of last resort to recover large debts, Council can initiate the following actions:

- Winding Up - where the Ratepayer or Customer is a corporation.
- Bankruptcy - where the Ratepayer or Customer is an individual.

Council will only initiate these actions after full consideration of expert advice, and after other endeavours to collect the debts have been unsuccessful.

**Note:** Council recognises the significance of legal documents and requires them to be served personally on Ratepayers and Customers. Personal service of legal documents allows Council to deliver a supporting document which explains the action being taken and again encourages Ratepayers and Customers to contact Council to arrange to pay. Legal documents may be delivered by Court Post in exceptional circumstances on a case by case basis.

## 7.6 Other Debt Recovery Actions

### 7.6.1 Sale of Land

As an action of last resort, where a debt is more than 5 years old or if a debt is more than one year old and is greater than the value of the land on which it is owed, Council may exercise the rights awarded it under Sections 713 to 726 of the *Local Government Act 1993* to have the debt paid by selling the land.

### 7.6.2 Payment of Rent by a Tenant

If the property on which a debt is owed is rented Council can, under certain circumstances, require that the rent be paid to Council until the debt is recovered in full.

Council issues a Rent for Rates Notice to the tenant. Because the Notice is likely to cause the tenant some concern, Council has this Notice hand-delivered, along with a letter explaining the process.

By law the tenant is excused from paying that rent to the landlord. If the tenant does not comply with the Notice, then the tenant may become personally liable for the debt

## 8. General Matters

### 8.1 Payment Arrangements

Wherever possible, Council prefers to make a sustainable payment arrangement with Ratepayers and Customers rather than take legal action.

Council will treat any request for a payment arrangement sympathetically and reserves the right to accept or decline any payment arrangement:

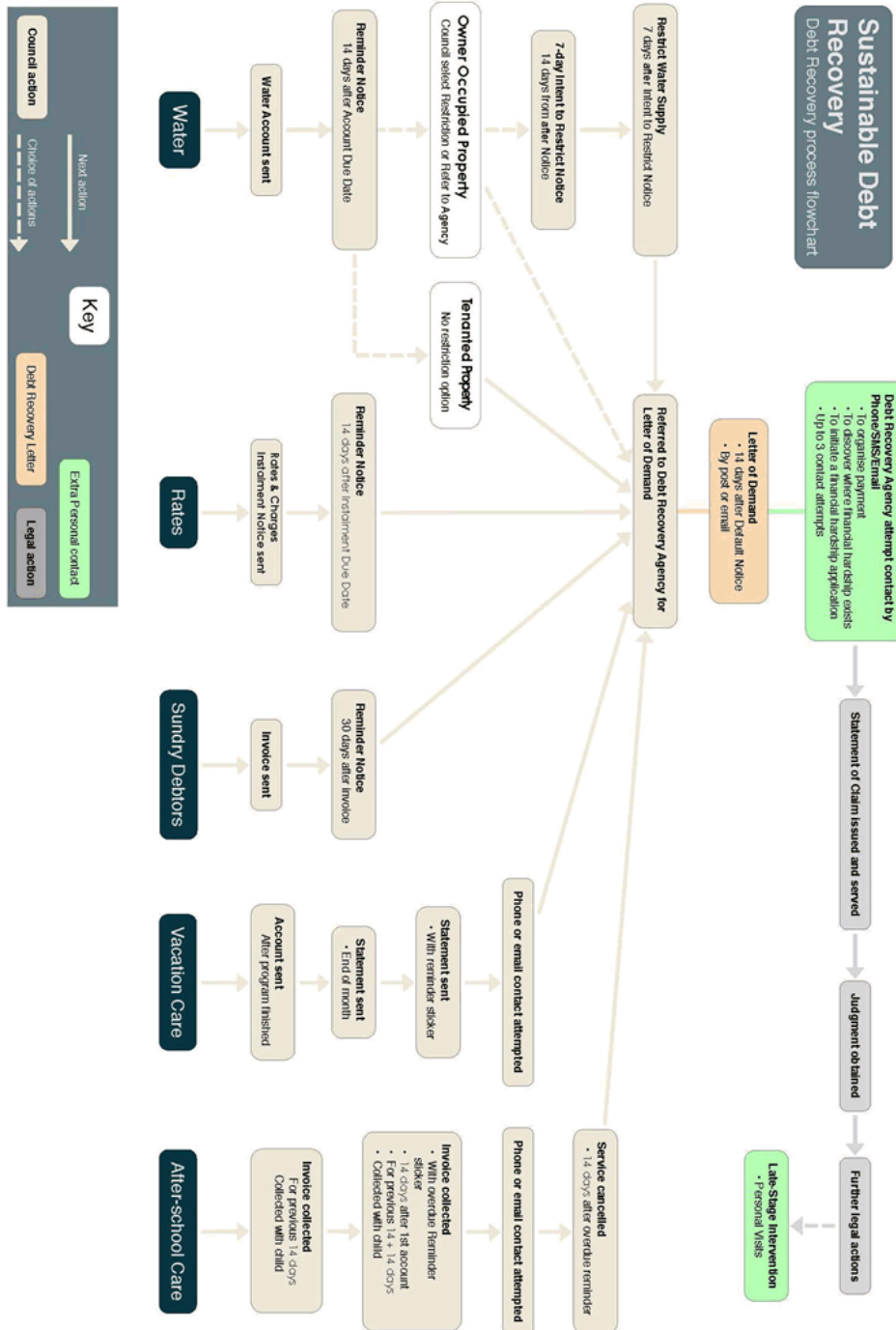
- Payment arrangements may be weekly, fortnightly or monthly.
- Payment arrangements will be negotiated with a view to clearing all outstanding arrears, and new charges billed, within a 12-month period and/or before the next Rates Levy for outstanding rates.
- In extraordinary circumstances, the Manager Finance may agree to a longer-term payment arrangement.
- Ratepayers and Customers may be offered an extension of time to pay a missed payment.
  - Extensions of time are limited to within a period of 2 months. If scheduled payments are 2 months overdue, then Council requires a new payment arrangement to be agreed.
- Normal interest charges will apply to arrangements unless interest is to be written off in accordance with the provisions of the Financial Hardship Policy.
- When making payment arrangements, Ratepayers and Customers will provide contact phone numbers and email addresses to help Council to contact them if required.
- If a payment arrangement is dishonoured, Debt Recovery Action may continue without further notice.

## 8.2 Emails

Council can post notices by mail or by email if the ratepayer is registered via eNotices. Ratepayers and Customers are encouraged to share their email addresses with Council to enable faster and more reliable communication about their account.

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## 9. Appendix 1 - Leeton Shire Council Debt Recovery Process Flowchart





LEETON  
SHIRE COUNCIL

**DRAFT**  
**INVESTMENTS POLICY**  
MAY 2022



## DOCUMENT CONTROL

<b>RESPONSIBLE OFFICER:</b>	Manager Finance				
<b>REVIEWED BY:</b>	Senior Management Team				
<b>LINK TO CSP/DELIVERY PROGRAM/OPERATIONAL PLAN:</b>	20b – Strive to deliver the aspirations of the community through sound financial and asset management 20b.4 – maintain council's financial sustainability through maximising investment returns.				
<b>DATE ADOPTED:</b>					
<b>ADOPTED BY:</b>	Council				
<b>RESOLUTION NO: (IF RELEVANT):</b>					
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<b>REVIEW DUE DATE:</b>	May				
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1	26 October 1994				94/161
2	23 October 2002				02/568
3	25 March 2009				09/77
4	15 August 2012				12/245
5	26 June 2013				13/136

## REVIEW OF THIS DOCUMENT

This document will be reviewed annually 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.

## CONTENTS

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1. Purpose.....	4
2. Scope .....	4
3. Roles and Responsibilities.....	4
3.1 Delegation of authority .....	4
3.2 Prudent person standard .....	4
3.3 Ethics and conflicts of interest .....	4
4. Definitions .....	4
5. Legislation.....	5
6. Policy Procedure.....	5
6.1 Approved investments .....	5
6.2 Prohibited investments .....	5
6.3 Risk management guidelines.....	6
6.4 Credit Ratings Category Limits .....	6
6.5 Policy Breaches, Rectifications and Grandfathering.....	6
6.6 Benchmarking .....	7
6.7 Investment Advisor .....	7
6.8 Investment Strategy.....	7
6.9 Trading Policy .....	7
6.10 Safe Custody Arrangements.....	8
6.11 Reporting and reviewing of investments .....	8

## 1. Purpose

Council can have large sums of surplus funds invested at any one time. Interest on these investments represents a significant contribution to the total income of Council and it is essential that Council has clear policy guidelines as to how funds can be invested. The Local Government Act 1993 and the Order of the Minister relating to the forms of investment for purposes of Section 625(2) [of the Act] is quite explicit as to the types of institutions with which Council can invest. There are nevertheless variations in the financial ratings of these institutions and the types of investments that can be purchased. This policy aims to clearly state the types of institutions with which Council can invest, the maximum proportion of funds that are placed with individual organisations, the types of investments entered into and the term of those investments.

## 2. Scope

This Policy applies to the investment of all funds not required for immediate operational needs in the General Fund, the Water Fund and the Sewer Fund.

## 3. Roles and Responsibilities

### 3.1 Delegation of authority

Authority for implementation of the Investment Policy is delegated by Council to the General Manager in accordance with the Local Government Act 1993.

The General Manager may in turn delegate the day-to-day management of Council's Investment to the Responsible Accounting Officer or senior staff, subject to regular reviews.

Officers' delegated authority to manage Council's investments shall be recorded and required to acknowledge they have received a copy of this policy and understand their obligations in this role.

The Group Manager Corporate, Manager Finance and Accountants are the delegated officers to place and redeem investments on behalf of Council.

### 3.2 Prudent person standard

The investment will be managed with the care, diligence, and skill that a prudent person would exercise. As trustees of public monies, officers are to manage Council's investment portfolio to safeguard the portfolio in accordance with the spirit of this Investment Policy, and not for speculative purposes.

### 3.3 Ethics and conflicts of interest

Officers shall refrain from personal activities that would conflict with the proper execution and management of Council's investment portfolio. This policy requires officers to disclose any conflict of interest to the General Manager.

Independent advisors are also required to declare that they have no actual or perceived conflicts of interest.

## 4. Definitions

ADI - Authorised Deposit-taking Institution such as a bank or credit union.

APRA - Australian Prudential Regulation Authority.

Credit Rating - Risk rating provided by an internationally recognised provider of Credit Risk Ratings such as Standard & Poor's, Moody's or Fitch. This rating in turn seeks to provide comparative

information on the likelihood of a default on the promised payments of interest and principal of an investment with a particular institution when due.

## 5. Legislation

All investments are to comply with the following:

- *Local Government Act 1993*;
- Local Government (General) Regulation 2021;
- Ministerial Investment Order;
- Local Government Code of Accounting Practice and Financial Reporting
- NSW Trustee Act 1925 – Section 14A(2) and 14C(1) and (2)
- Australian Accounting Standards; and
- Office of Local Government Circulars.
- OLG Investment Policy Guidelines April 2021

## 6. Policy Procedure

### 6.1 Approved investments

Any Council funds not required for financial commitments are to be invested.

Investments are limited to those allowed by the most current Ministerial Investment Order that has been issued by the NSW Minister for Local Government.

The intention of the investment framework is to limit the overall risk exposure of Council's investment portfolio.

- Direct investments are to be restricted to senior ranked debt from Authorised Deposit Taking Institutions (ADIs) such as banks, building societies and credit unions that are regulated by, and subject to the prudential standards of the Australian Prudential Regulation Authority (APRA).
- The Australian Government has guaranteed deposits up to \$250,000 in Authorised Deposit-taking Institutions (ADIs) such as banks of all sizes, building societies or credit unions. The guarantee applies to all ADIs incorporated in Australia, including Australian-owned banks and foreign subsidiary banks. Under the Financial Claims Scheme (FCS), the Government guarantees deposits up to a cap of \$250,000 per account-holder, per ADI. For clarity ADI's that do not have a credit rating (Unrated) are covered by this guarantee.
- Investments may be made through the NSW Treasury Corporation TCorpIM as per the Minister's Investment Order.

#### Term to Maturity Framework

The portfolio is to be invested with the following term to maturity constraints:

Maturity Band	Minimum Portfolio Exposure	Maximum Portfolio Exposure
< 1 year	30%	100%
> 1 year	0%	70%
> 3 years (up to 5 years)	0%	30%
> 5 years	0%	0%

### 6.2 Prohibited investments

In accordance with the Ministerial Investment Order, this investment policy prohibits but is not limited to any investment carried out for speculative purposes including:

- Derivative based instruments;
- Principal only investments or securities that provide potentially nil or negative cash flow; and
- Stand alone securities issued that have underlying futures, options, forwards contracts and swaps of any kind.
- This policy also prohibits the use of leveraging (borrowing to invest) of an investment.

### 6.3 Risk management guidelines

Council may only invest money on the basis that all investments must be denominated in Australian Dollars.

Investments obtained are to be considered in light of the following key criteria:

- The portfolio credit guidelines to be adopted will be based on the Standard and Poor's (S&P) long-term ratings system criteria (or Moody's/Fitch equivalent if an S&P rating is not available). S&P ratings will be used in the first instance for the purposes of Minimum Portfolio Requirements and Maximum Individual Limits. In the event an investment is not rated by S&P, then the lower of its alternative ratings from Moody's and Fitch (in the event it has more than one alternative rating) will be used for the purposes of this policy. Even if the investment has a term of less than 12 months, the long-term rating will apply.

For the purpose of this Policy, "Major Banks" include ANZ, CBA, NAB, Westpac and their wholly owned and explicitly guaranteed subsidiaries.

### 6.4 Credit Ratings Category Limits

The maximum limits in each rating category are as follows:

Long Term Rating	Maximum Percentage of Total Portfolio
AAA to AA- or Major Bank and below	100%
A+ to A- and below	80%
BBB+ to BBB- and below	70%
Unrated	30%

The individual ADI credit guidelines are as follows:

Long Term Rating	Maximum Percentage of Total Portfolio
AAA to AA- or Major Bank	45%
A++ to A-	35%
BBB+ to BBB-	30%
Unrated	5%

The investment shall be secured at all times as to both principal and interest.

Not less than three (3) quotations shall be obtained from authorised institutions are to be obtained whenever possible or practical. Where this is not possible or practical, comparisons with similar investments with similar risk profile and term to maturity is required. The Investing Officer must satisfy themselves they are always receiving a fair market price for all investments.

Council's investments should be placed in an appropriate mixture of short term (0 – 1 year) and medium term (1 – 5 years) categories according to Council's funding requirements and risk profile at the time of placing each investment.

### 6.5 Policy Breaches, Rectifications and Grandfathering

Any investment purchased when compliant with the investment policy may be held to maturity or sold as Council believes best dependent on the individual circumstances, so long as that risk management strategy is accordance with the principles of the Investment Guidelines as above,

the prevailing legislation and the prudent person guidelines.

Specifically, Grandfathering will apply to any investment that:

- Was made ineligible by a previous change to the external legislation if that change allows for grandfathering (e.g., changes regarding CDO's following the change of legislation post the Cole Report)
- Is made ineligible as a result of a change to this investment policy
- Is in breach of the investment policy due to a change of circumstance (e.g. because the investment has been downgraded or has had its credit rating withdrawn post purchase)
- Is in breach due to a change of portfolio size or composition (e.g. because the overall portfolio size has decreased and as a result the percentage of total portfolio limit which applies to individual remaining investments increases and therefore causes a breach).

## 6.6 Benchmarking

Performance benchmarks need to be established and should be based on sound and consistent methodology.

Investment	Performance Benchmark
Cash and Direct Investments	Bloomberg Bank Bill Index

## 6.7 Investment Advisor

Council's investment advisor must be approved by Council and licensed by the Australian Securities and Investment Commission. The advisor must be an independent person who has no actual or potential conflict of interest in relation to investment products being recommended and is free to choose the most appropriate product within the terms and conditions of the investment policy.

The independent advisor is required to provide written confirmation that they do not have any actual or potential conflicts of interest in relation to the investments they are recommending or reviewing, including that they are not receiving any commissions or other benefits in relation to the investments being recommended or reviewed unless those commissions or benefits are being fully rebated to Council.

## 6.8 Investment Strategy

On an ongoing basis and in conjunction with this Investment Policy an Investment Strategy will be formulated and documented. This strategy may be formulated in conjunction with Council's investment advisor if applicable and be documented in the reports from that advisor to council. The strategy will consider the following:

- Council's cash flow requirements and implications for the portfolio liquidity profile.
- Allocation of investment types, credit quality, counterparty exposure and term to maturity.
- Current and projected market conditions and any likely impacts on relative positioning in terms of the portfolio and any necessary policy implications.
- Relative return outlook; risk-reward considerations; assessment of the market cycle and hence constraints on risk.
- Appropriateness of overall investment types for Council's portfolio and,
- The projected investment portfolio level for the forthcoming year.

## 6.9 Trading Policy

Council will make every effort and will undertake cash flow forecasting to match investment maturities to cash flow requirements to minimise the risk of early liquidation of investments prior to scheduled maturities and any associated penalties either explicit in the form of break costs or implicit in terms of broker fees, market spreads and liquidity risks.

Investments will be acquired with the intention of holding them through maturity, and cash liquidity requirements will be managed to ensure that Council avoids a situation that will require a forced sale of these assets in normal circumstances.

However, if Investment Policy Limits have been breached due to a change in the overall size of the investment portfolio, external or internal changes to investment policy parameters or for any other reason, then investments may be sold prior to maturity. Under these situations Council has the authority to make the necessary arrangements to withdraw from the investment as soon as practicable.

Council may also sell assets prior to maturity in the following circumstances:

- If the asset is liquid, easily tradeable, can be sold without significant loss and was purchased as part of a "liquidity buffer" against the event of unforeseen and unexpected liquidity requirements.
- If Council judges that the asset has deteriorated in credit quality and there is a material risk of loss on the asset if held to maturity and Council upon seeking external advice from a competent and reputable independent advisor is advised that a sale of the asset is in the best interests of Council for risk management purposes to potentially minimise any future losses.

For the avoidance of doubt, Council will not adopt an active trading strategy buying and selling assets on broker recommendations for the purposes of enhancing returns through the accumulation of capital profits.

## 6.10 Safe Custody Arrangements

Where necessary, investments may be held in safe custody on Council's behalf as long as the following criteria are met:

- Council must retain beneficial ownership of the investments
- Adequate documentation is provided verifying the existence of the investments
- The Custodian conducts regular reconciliation of records with relevant registries and/or clearing systems
- The institution of Custodian recording and holding the assets will be:
  - Austraclear or an equivalent globally recognised registry service or,
  - A major Australian Bank (ANZ, CBA, NAB, Westpac)
  - An entity with a credit rating of AA- rating from S&P (or its equivalent rating from Fitch or Moody's) or better.

## 6.11 Reporting and reviewing of investments

Documentary evidence must be held for each investment and details thereof maintained in an investment Register. The maintenance of the Investment Register is the responsibility of the Finance Department.

The documentary evidence must provide Council legal title to the investment. Certificates must be obtained from the financial institutions confirming the amounts of investments held on the Council's behalf as at 30 June each year and reconciled to the Investment Register. Confirmation of all investments is obtained each year end to as part of the annual Audit and Assurance processes.

All investments are to be appropriately recorded in Council's financial records and reconciled at least on a monthly basis.

A monthly report will be provided to Council. The report will detail the investment portfolio in terms of performance, percentage exposure of total portfolio, maturity date and changes in market value.

**ITEM 8.3 LEETON SHIRE COUNCIL INFORMATION GUIDE 2022**

<b>RECORD NUMBER</b>	22/208
<b>RELATED FILE NUMBER</b>	EF16/40/04
<b>AUTHOR/S</b>	Records Officer
<b>APPROVER/S</b>	Executive Manager IPR, Governance and Engagement

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**SUMMARY/PURPOSE**

The *Government Information (Public Access) Act 2009* (GIPA Act) applies to all NSW government agencies, including local councils. Its guiding principle is public interest, and, under the GIPA Act, it is compulsory for agencies to provide information about a range of matters. Agencies are also encouraged to proactively and informally release as much other information as possible.

Section 21 of the GIPA Act requires agencies to develop and adopt an Information Guide. Council introduced and adopted its initial Information Guide on 27 June 2012 and has conducted regular reviews to ensure the document remains current.

The purpose of this report is to present the revised Leeton Shire Council Information Guide (**Attachment 1**) and seek Council's endorsement.

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**RECOMMENDATION**

THAT Council endorses the revised Leeton Shire Council Information Guide.

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**REPORT**

**(a) Background**

The GIPA Act commenced on 1 July 2010. The object of the GIPA Act is to open government information to the public by:

- authorising and encouraging the proactive release of information
- giving members of the public an enforceable right to obtain government information
- only restricting access to government information when there is an overriding public interest against disclosure.

The Information Guide provides information on what government information is accessible to the public and how to access it.

**(b) Discussion**

Council's Information Guide is a summary of what Council does, how it does it, and the type of information it holds and generates through the exercise of its functions,

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with a particular focus on how those functions affect members of the public. The Guide aims to make it easier for people to identify and locate information held by Council and know whether the information can be obtained on the website, upon request or under a formal access application.

Since it was last reviewed, the organisation has undergone structural change and it is prudent for the elected representatives to have oversight of the newly updated Information Guide.

The Guide which accompanies this report includes an updated Organisational Structure and amends the positional roles identified as having a bearing on the Access to Information process.

There is an expectation from the community for Council to be open, transparent and accountable. The endorsement of the Information Guide will aid Council in meeting this expectation.

### **(c) Options**

1. Council endorses the revised Leeton Shire Council Information Guide. **This is the preferred option.**
2. Council requests amendments to the revised Leeton Shire Council Information Guide as considered appropriate.

## **IMPLICATIONS TO BE ADDRESSED**

### **(a) Financial**

Council's Fees and Charges for 2021/22 include fees for the processing of GIPA Applications which require information access or copying. The adoption of the reviewed GIPA Information Guide will have no impact on these fees.

### **(b) Policy**

The adoption of the reviewed GIPA Information Guide will support Council in meeting its GIPA obligations.

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

Council's requirements to provide access to information are governed by the following legislation, regulations and agreements:

- *Government Information (Public Access) Act 2009 (GIPA Act)*
- *Government Information (Public Access) Regulations 2009 (GIPA Regulations)*
- *Government Information (Information Commissioner Act 2009 (GIIC Act)*
- *Open Government Partnership National Action Plan*
- *Privacy and Personal Information and Protection Act 1998 (PPIP Act)*
- *Health Records Information Privacy Act 2002 (HRIP Act)*

**(d) Risk**

The risks to Council of not complying with the GIPA legislation are set out within the Act and relate primarily to efforts to influence decision makers and the destruction, concealment or altering of records. There is also a significant risk to Council's reputation for failing to meet its legislative and regulatory obligations in keeping with its adopted Delivery Program.

**CONSULTATION**

**(a) External**

Information and Privacy Commission NSW

**(b) Internal**

Senior Management Team

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

Under the Key Priority Area Outcome Six: STRONG LEADERSHIP within Council's adopted Delivery Program/Operational Plan – 20 - A community that is always on the front foot - 20 c - Strive to deliver the aspirations of the community through sound governance practice - Continuous review and update of Council policies and plans to appropriately support Council's operations".

**ATTACHMENTS**

1 [↓](#) DRAFT Information Guide 2022



LEETON  
SHIRE COUNCIL

# INFORMATION GUIDE

May 2022

## DOCUMENT CONTROL

<b>RESPONSIBLE OFFICER:</b>	Records Officer				
<b>REVIEWED BY:</b>	Executive Manager IPR, Governance and Engagement				
<b>LINK TO CSP/DELIVERY PROGRAM/OPERATIONAL PLAN:</b>	20c.06 Make information available in accordance with Government Information (Public Access) Act 2009 requirements				
<b>DATE ADOPTED:</b>					
<b>ADOPTED BY:</b>	Leeton Shire Council				
<b>RESOLUTION NO: (IF RELEVANT):</b>					
<b>FOR PUBLICATION:</b>	<input type="checkbox"/> INTRANET <input checked="" type="checkbox"/> COUNCIL WEBSITE <input type="checkbox"/> BOTH				
<b>REVIEW DUE DATE:</b>	1 May 2023				
<b>REVISION NUMBER:</b>	3				
<b>PREVIOUS VERSIONS:</b>	<b>DATE</b>	<b>DESCRIPTION OF AMENDMENTS</b>	<b>AUTHOR/EDITOR</b>	<b>REVIEW/SIGN OFF</b>	<b>MINUTE NO (IF RELEVANT)</b>
1	27/6/2012	Adoption by Council			12/180
2	2/6/2015	No changes		SMT	
3	25/5/2022	Updated staff and information changes	Records Officer	Council	

## REVIEW OF THIS DOCUMENT

This document will be reviewed annually 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.

## CONTENTS

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<b>1. Purpose</b> .....	<b>4</b>
<b>2. Roles and Responsibilities</b> .....	<b>4</b>
2.1 Principal Officer – General Manager .....	4
2.2 Right to Information Officer – Executive Manager IPR, Governance and Engagement	4
<b>3. Structure and Functions of Council</b> .....	<b>4</b>
3.1 Organisational Structure .....	4
3.2 Functions of Leeton Shire Council.....	7
3.3 How Council Functions Affect Members of the Public .....	7
<b>4. Participating in Local Government</b> .....	<b>8</b>
4.1 Representation .....	8
4.2 Personal Participation .....	8
<b>5. Information held by Leeton Shire Council</b> .....	<b>9</b>
5.1 Electronic and Physical Files.....	9
5.2 Policy Documents .....	10
5.3 General Documents .....	10
<b>6. How to Access Information held by Council</b> .....	<b>11</b>
6.1 Mandatory Disclosure .....	12
6.2 Authorised Proactive Release .....	12
6.3 Informal Access Application .....	12
6.4 Formal Access Application .....	12
<b>7. Accessing and Amending your Personal Information held by Council</b> .....	<b>13</b>
<b>8. Public Interest Considerations</b> .....	<b>13</b>
<b>9. Rights of Review</b> .....	<b>13</b>
9.1 Internal Review .....	13
9.2 External Review .....	13
<b>10. Information and Privacy Commission (IPC)</b> .....	<b>14</b>

## 1. Purpose

The Information Guide is a mandatory document prescribed in the *Government Information (Public Access) Act 2009* (GIPA). This Information Guide describes the structure and functions of Council, the various kinds of information Council holds and how the public can access this information.

The objectives of Council's Information Guide are:

1. To show what Council does
2. To show how Council does it; and
3. The type of information it holds and generates through the exercise of its function, with a particular focus on how those functions affect members of the public.

The Guide aims to make it easier for people to identify and locate information held by Council and know whether the information can be obtained on the website, upon request or under a formal access application.

## 2. Roles and Responsibilities

### 2.1 Principal Officer – General Manager

The General Manager has been appointed the Principal Officer. Amongst other duties, the Principal Officer may deal with requests from the public concerning the Council's affairs and has the responsibility of assisting people to gain access to public documents and information of the Council.

### 2.2 Right to Information Officer – Executive Manager IPR, Governance and Engagement

The Executive Manager IPR, Governance and Engagement has been appointed as the Right to Information Officer. The Right to Information Officer is responsible for determining applications for access to information or for the amendment of records. If you have any difficulty in obtaining access to Council information, you may wish to refer your enquiry to the Principal Officer. If you would like to amend a document of Council which you feel is incorrect it is necessary for you to make a written application to the Principal Officer in the first instance.

## 3. Structure and Functions of Council

Leeton Shire Council was constituted in 1928 and was known as Willimbong Shire. On 29 July 1928 it became Leeton Shire Council. The Council is constituted under the *Local Government Act 1993*.

The following information sets out the functions of Council and the procedures to follow regarding access of information by the public.

### 3.1 Organisational Structure

Leeton Shire Council is composed of nine councillors elected proportionally to represent the whole Local Government Area.

The role of a Councillor as an elected person is:

- To represent the interests of the residents and ratepayers
- To provide leadership and guidance to the community
- To facilitate communication between the community and Council.

The role of the Council is:

1. To direct and control the affairs of the council in accordance with the *Local Government Act 1993* and other applicable legislation

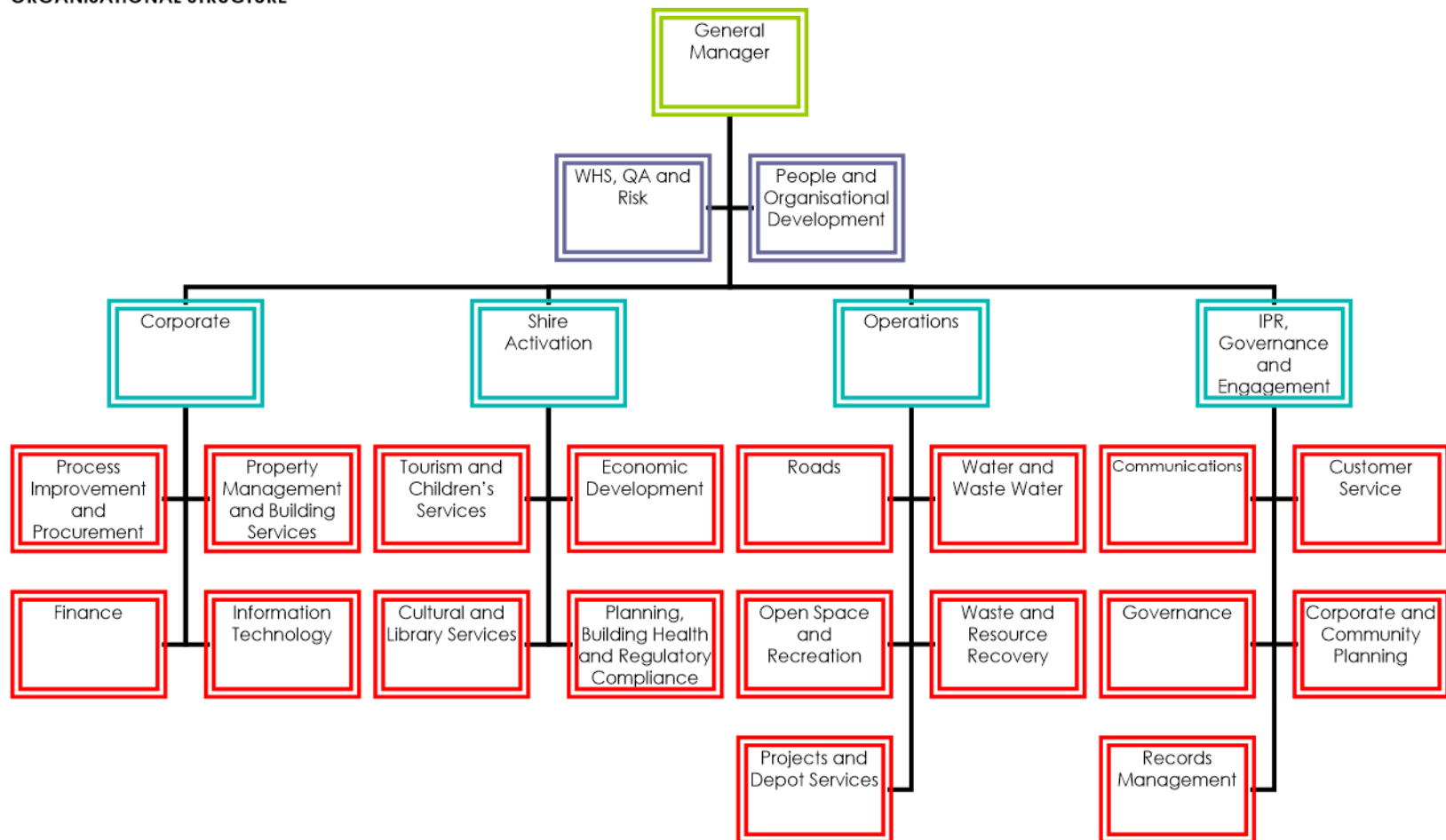
2. To participate in the optimum allocation of the Council's resources for the benefit of the area
3. To play a key role in the creation and review of the council's policies, objectives and criteria relating to the exercise of the Council's regulatory functions
4. To review the performance of the Council and its delivery of services and management plans of the Council.

The Mayor is elected from within the group of elected Councillors and serves for a period of two years. The Mayor presides at meetings of Council, carries out the civic and ceremonial functions of the office, exercises (in cases of necessity) the decision making functions of the body politic between its meetings and performs any other functions that the Council determines.

The Principal Officer of the Council is the General Manager. The General Manager is responsible for the efficient operation of the Council's organisation and for ensuring the implementation of Council decisions. The General Manager is also responsible for the day-to-day management of the Council, the exercise of any functions delegated by the Council, the appointment, direction and where necessary, the dismissal of staff, as well as the implementation of Council's Equal Employment Opportunity (EEO) Management Plan.

To assist the General Manager in the exercise of these functions, there are four (4) Group Managers overseeing the following functional areas – Corporate Services; Shire Activation Services; Operations Management; and IPR, Governance and Engagement. These functional areas are set out in the Council Organisational Structure on the following page.

**ORGANISATIONAL STRUCTURE**





### 3.2 Functions of Leeton Shire Council

Under the *Local Government Act 1993*, Council's functions can be grouped into the following categories:

#### Service Functions:

- Provisions of community health, recreation, education, and information services
- Environmental protection
- Waste removal and disposal
- Land and property, industry and tourism development and assistance
- Civil infrastructure planning
- Civil infrastructure maintenance and construction.

#### Regulatory Functions:

- Building and development approval and control
- Building Certificates
- Development of Codes and Policies
- Leases and Licences of public reserves
- Land management.

#### Enforcement Functions:

- Proceedings for breaches of the Act
- Prosecution of offences
- Recovery of rates and charges.

#### Ancillary Functions:

- Resumption of land
- Powers of entry and inspection
- Power to sell and for overdue rates
- Power to order the demolition of unsafe or unapproved structure.

#### Revenue Functions:

- Levying of rates
- Levying of fees and charges
- Authority to borrow funds
- Authority to make investments
- Authority to grant subsidies.

#### Administrative Functions:

- Employment of staff
- Management Plans
- Financial Reporting
- Annual Reports
- Codes of Conduct and Practice
- Policy preparation.

As well as the *Local Government Act 1993*, Council has powers under a number of other Acts in accordance with appropriate delegated authority.

Some of these Acts include:

- *Environmental Planning and Assessment Act 1979*
- *Protection of the Environment Operation Act 1997*
- *Roads Act 1993*
- *Companion Animals Act 1993*
- *Swimming Pools Act 1993*

### 3.3 How Council Functions Affect Members of the Public

As a service organisation, most of the activities of Leeton Shire Council have an impact on the public.

The following is an outline of how the broad functions of Council affect the public:

**Service functions** - Council provides services and facilities to the public. These include provision of human services such as library services, halls and community centres, recreation facilities, infrastructure, and the removal of garbage.

**Regulatory functions** - Controls on developments and buildings to ensure that they meet certain requirements affecting the amenity of the community and not endanger the lives and safety of any person. Members of the public must be aware of, and comply with, such regulations.

**Ancillary functions** - These functions include but are not limited to, the resumption of land or the

power for Council to enter onto a person's land. In these circumstances, only the owner of the property would be affected.

**Revenue functions** - Revenue from rates and other charges paid by the public is used to fund services and facilities provided to the community.

**Administrative functions** – Indirect impact on the public through efficiency and effectiveness of the service provided.

**Enforcement functions** - Breaches of certain legislation. This includes matters such as the non-payment of rates and charges, unregistered dogs and parking offences.

**Community planning and development functions** - Cultural development, social planning and community profile and involves:

- Advocating and planning for the needs of our community, including initiating partnerships, participating on regional, State or Commonwealth working parties, and preparation and implementation of the Community Strategic Plan (CSP).
- Providing support to community and sporting organisations through provision of grants, training and information on a range of topics.
- Facilitating opportunities for people to participate in the life of the community through the conduct of a range of community events such as Local Government Week, Education Week, Youth Week, Children's Week, volunteering opportunities and participation on committees of Council as well as promoting events of others.

## 4. Participating in Local Government

There are two broad ways in which the public may participate in the policy development and, indeed, the general activities of the Council. These are through representation and personal participation.

### 4.1 Representation

Local Government in Australia is based on the principle of representative democracy. This means that the people elect representatives to their local Council to make decisions on their behalf. In New South Wales, Local Government elections are held every four years.

At each election, voters elect nine Councillors for a four-year term. All residents of the area who are on the electoral roll are eligible to vote. Property owners who lie outside the area and rate paying lessees can also vote but must register their intention to vote on the non residential roll. Voting is compulsory.

Residents can raise issues with, and make representations to, the elected Councillors. The Councillors, if they agree with the issue representation, may pursue the matter on the resident's behalf thus allowing members of the public to influence the development of policy.

### 4.2 Personal Participation

There are also avenues for members of the public to personally participate in the policy development and the functions of the Council. Council has several committees which include members of the public.

#### Council Committees

Audit, Risk and Improvement Committee	Leeton Australia Day Committee
CBD Enhancement Advisory Committee	Leeton Floodplain Management Committee
Community Hall Committees - Whitton, Yanco and Murrumbidgee	Leeton Local Traffic Committee
Gogeldrie Weir Recreational Facilities Committee	Leeton Shire Heritage Committee
Henry Lawson Cottage Committee	Leeton Shire Men's Shed
	Leeton Tree Advisory Committee

Leeton Weeds Committee	Sunrice Festival Committee
Leeton Youth Council	Town Improvement Committees – Whitton and Yanco
Light Up Leeton Committee	Whitton Court House and Historical Museum Committee
Roxy Community Theatre Advisory Committee	
Roxy Redevelopment Committee	
Sporting Walk of Fame Committee	

Members of the public are also able to attend Council meetings (usually the fourth Wednesday of each month from 7pm) held in the Council Chambers, 23-25 Chelmsford Place, Leeton. The Council meeting provides an opportunity for people to speak publicly on any item on Council's Business Paper Agenda. Anyone wishing to address Council is requested to register to speak for a maximum of five (5) minutes by Tuesday 12 noon preceding the meeting by contacting Council on (02) 6953 0911.

Members of the public can provide submissions on draft policies, strategies and plans that are placed on public exhibition, complete community surveys, attend community forums and become involved in various activities as a volunteer.

Residents can write to Council on any matter. If decisions relating to the matter are outside the delegations or policies by which staff or the General Manager can decide, the matter will be referred to the next available relevant Committee or Council Meeting.

Residents also can provide feedback to Council on a range of strategies, plans and projects through its online consultation portal – Have Your Say Leeton. Following a registration process, the hub provides participants with information and allows residents and ratepayers to get involved, helping to shape the future of the Shire. This hub allows participants to provide feedback about the Shire's current and upcoming projects providing an opportunity to share ideas on important issues and projects to help inform Council's decision making. The feedback received from the community is highly valued, and Council's goal is to keep people informed about the projects and issues that are most important to the community.

## 5. Information held by Leeton Shire Council

Council holds documents in hard copy and/or electronic form that relate to a number of different issues concerning the Leeton Shire Council Area. These documents are grouped into four categories:

1. Electronic documents
2. Physical files
3. Policy documents
4. General documents.

Documents listed in "General Documents" in this Information Guide may be made available to the public on request unless there is an overriding public interest not to do so. Some documents may require a formal access application in accordance with the GIPA Act.

### 5.1 Electronic and Physical Files

Council has implemented an Electronic Document Management System (Content Manager) and in 2010 hard copy physical files were dispensed with, except for development/building/construction applications.

Accordingly, Content Manager captures information against the following indices:

- Customer
- Application
- Subject
- Property
- Request Type
- Meetings.

Prior to 2010 the main types of “physical files” held by Council included general subject files, development and building files and property files. Council’s files are not available on the website however this information may be made available either by informal release or via an access application in accordance with Sections 7-9 of the GIPA Act, unless there is an overriding public interest against disclosure of the information as outlined in Section 14 of the GIPA Act. Members of the public who require an information release or an access application can do so by contacting Council.

## 5.2 Policy Documents

Council’s policies are maintained in a Policy Register – access to which is available on the website.

## 5.3 General Documents

The following list of general documents held by Council has been divided into four sections as outlined by Schedule 5 of the Government Information (Public Access) Act:

- Information about Council
- Plans and Policies
- Information about Development Applications
- Approvals, Orders and other Documents.

Schedule 5 of the GIPA Act requires that these documents held by Council are to be made publicly available for inspection, free of charge. The public is entitled to inspect these documents either on Council’s website (unless there is an unreasonable additional cost to Council to place these documents on the website) or at the offices of the Council during ordinary office hours or at any other place as determined by the Council. Any current and previous documents of this type may be inspected by the public free of charge. Copies can be supplied for reasonable copying charges, in accordance with Council’s adopted Revenue Policy (Fees and Charges).

### Information about Council

- Council’s adopted Code of Conduct
- Code of Meeting Practice
- Annual Report
- Annual Financial Reports
- Auditor’s Report
- Management Plan
- EEO Management Plan
- Policy concerning the Payment of Expenses incurred by, and the Provision of Facilities to, Councillors
- Annual Reports of Bodies Exercising Functions delegated by Council
- Any Codes referred to in the *Local Government Act 1993*
- Land Register
- Returns of the Interests of Councillors, designated persons and delegates
- Agendas and Business Papers for any meeting of Council or any Committee of Council
- Minutes of any meeting of Council or any Committee of Council
- Departmental Representative Reports presented at a meeting of Council
- Register of Investments
- Register of Delegations
- Register of Graffiti Removal Works
- Register of current Declarations of Disclosures of Political Donations
- Register of Voting on Planning Matters

### Plans and Policies

- Local Policies adopted by Council concerning approvals and orders
- Plans of Management for Community Land
- Environmental Planning Instruments, Development Control Plans and Contribution Plans

#### **Information about Development Applications**

Development Applications and any associated documents received in relation to a proposed development:

- Home Warranty Insurance Documents
- Construction Certificates
- Occupation Certificates
- Structural Certification Documents
- Town Planner Reports
- Submissions received on Development Applications
- Heritage Consultant Reports
- Tree Inspections Consultant Reports
- Acoustic Consultant Reports
- Land Contamination Consultant Reports
- Records of decisions on Development Applications including decisions on appeals
- Records describing general nature of documents that council decides to exclude from public view including internal specifications and configurations and commercially sensitive information.

#### **Approvals, Orders and Other Documents**

- Applications for approvals under part 7 of the *Local Government Act 1993*
- Applications for approvals under any other Act and any associated documents received
- Records of approval granted or refused, any variation from Council Policies and reasons for the variation, and decisions made on appeals concerning approvals
- Orders given under Part 2 of Chapter 7 of the *Local Government Act 1993*, and any reasons given under Section 136 of the *Local Government Act 1993*
- Orders given under the Authority of any other Act
- Records of Building Certificates under the *Environmental Planning and Assessment Act 1979*
- Plans of land proposed to be compulsorily acquired by Council
- Compulsory Acquisition Notices
- Leases and Licenses for use of Public Land classified as Community Land

## **6. How to Access Information held by Council**

Some information held by Leeton Shire Council is available for purchase as outlined in Council's adopted Fees and Charges. Under the GIPA Act, there is a right of access to certain information held by Council unless there is an overriding public interest against disclosure of the information. A determination will be made to release the information or refuse access based on the relevant considerations under that Act.

In order for information to be released an Access Request must be completed and Fees and Charges may apply.

Council will assess requests for access to information having regard to:

- *Government Information (Public Access) Act 2009*
- *Privacy and Personal Information Protection Act 1998*
- *Health Records and Information Privacy Act 2002*
- *State Records Act 1998*
- *Local Government Act 1993*
- *Environmental Planning and Assessment (EPA) Act 1979*
- *Companion Animals Act 1998*
- Public Interest Criteria.

And any other relevant legislation and guidelines as applicable.

## 6.1 Mandatory Disclosure

Under Section 6 of the GIPA Act, Council must make its 'open access information' publicly available unless there is an overriding public interest against disclosure of the information. Open access information is required to be published on Council's website unless to do so would impose an unreasonable additional cost on Council (in these instances, Council's website explains where that information can be obtained – generally by contacting Council's Customer Service Centre or by contacting Council's Public Officer as stated).

Open access information is defined in Section 18 of the GIPA Act and includes:

- Council's policy documents.
- An Information Guide which contains information about Council's structure and functions, and lists the type of information that is publicly available.
- A disclosure log of formal access applications which includes release of information that Council believes may be of interest to other members of the public.
- A register of contracts worth more than \$150,000 which Council has with private sector bodies.
- A record of open access information that Council has not made publicly available on the basis that there is an overriding public interest against disclosure.
- Such other information that may be prescribed by the GIPA Regulation as open access information.

## 6.2 Authorised Proactive Release

Council will make as much other information publicly available as possible in an appropriate manner, including on its website. The information will be available free of charge (or at the lowest reasonable cost).

## 6.3 Informal Access Application

Access to information which is not available as Mandatory Release or Authorised Proactive Release information may be provided through Informal Release. Council will endeavour to release information in response to such a request, subject to any reasonable conditions as Council deems fit to impose.

Council may impose a charge for processing an application. The processing charge is calculated at an hourly rate in accordance with Council's adopted Revenue Policy (Fees and Charges).

## 6.4 Formal Access Application

Council will require a formal access application to be submitted where the information sought:

- Is of a sensitive nature that requires careful weighing of the considerations in favour of and against disclosure, or
- Contains personal or confidential information about a third party that requires consultation, or
- Would involve an unreasonable amount of time and resources to produce.

A Formal Access application fee of \$30 is payable in accordance with Council's adopted Revenue Policy (Fees and Charges). The application is considered invalid until the fee is paid.

Under certain circumstances an applicant may be entitled to a 50% reduction in the processing charge (not the application fee). A 50% reduction in the processing charge imposed will apply if Council is satisfied that the applicant is suffering financial hardship or is satisfied that the information applied for is of special benefit to the public generally.

If an Access Application is made for personal information about the applicant (the applicant being an individual), the fee for the first 20 hours of processing time will be waived.

Information on Council's website is available for viewing free of charge at Council's administration office. If hard copies are required, a copying charge will be levied in accordance with Council's adopted Revenue Policy (Fees and Charges).

## 7. Accessing and Amending your Personal Information held by Council

Persons who wish to seek an amendment to the Council's records concerning their personal affairs, should contact the Customer Service Centre.

Council information can be accessed by:

- Searching council's website, [www.leeton.nsw.gov.au](http://www.leeton.nsw.gov.au) to see if the information is already available
- Contact Council during business hours either in person or by telephoning Council's customer service centre on (02) 6953 0911 and ask for the information. Council will decide whether the information requested:
  - Is Open Access information that is readily available.
  - Should be made available as part of a 'Proactive Release' of information.
  - Can be disclosed to you through 'Informal Release'.
  - Requires a 'Formal Access Application'.

The right to information reforms means that formal applications for access to information should be a last resort. If you experience difficulty in obtaining documents or information you should contact Council's Right to Information Officer or the Principal Officer.

## 8. Public Interest Considerations

When considering whether or not to provide information Council will apply the public interest test having regard to their obligation to promote the objectives of the GIPA Act and to any relevant guidelines issued by the Information Commissioner.

The GIPA Act provides a table of items for which there is an overriding public interest against disclosure. Council must consider each application for information against these criteria before information can be released.

## 9. Rights of Review

There are rights to review a decision made by the Leeton Shire Council's Right to Information Officer. A full list of reviewable decisions is set out in Section 80 of the GIPA Act.

### 9.1 Internal Review

If an access application has been refused, there is a general right to seek an internal review of the decision. An internal review must be applied for within 20 working days of the original decision and is subject to a fee. Internal review involves a senior person in the agency reviewing the decision to reject the Access to Information Application.

### 9.2 External Review

Applicants also have formal avenues via the New South Wales Civil and Administrative Tribunal (NCAT) to review the decision of refuse access. This application must be made within forty (40) days of the original decision or four (4) weeks after a review undertaken by the IPC.

## 10. Information and Privacy Commission (IPC)

If you require any further information, the IPC is an independent statutory authority that administers legislation dealing with privacy and access to government held information in NSW.

If you require any other advice or assistance about access to information you may contact the IPC:

Telephone: 1800 472 679, Monday to Friday, 9am to 5pm (excluding public holidays)

Email: [ipcinfo@ipc.nsw.gov.au](mailto:ipcinfo@ipc.nsw.gov.au)

Mail: GPO Box 7011, Sydney NSW 2001

In Person: Level 15, McKell Building, 2-24 Rawson Place, Haymarket NSW 2000

The role of the IPC is to:

- Provide independent oversight, review, complaint handling, investigative, reporting and monitoring of Minister's officers; State Owned Corporations; the local government sector, public sector agencies and all NSW Universities in performance of privacy and information access functions.
- Provide advice and assistance to agencies, entities and citizens about compliance with privacy and access to government information laws.



**ITEM 8.4 DELIVERY PROGRAM AND OPERATIONAL PLAN PROGRESS REPORT FOR  
QUARTER 3 - 2021/22**

<b>RECORD NUMBER</b>	22/110
<b>RELATED FILE NUMBER</b>	EF21/104/05
<b>AUTHOR/S</b>	Corporate and Community Planning Officer
<b>APPROVER/S</b>	Executive Manager IPR, Governance and Engagement

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**SUMMARY/PURPOSE**

The purpose of this report is to present to Council the Quarter 3 (January to March 2022) update on progress in implementing the commitments outlined in Leeton Shire Council's Delivery Program and Operational Plan 2017–2022 (DPOP) and to seek Council approval for the cessation of efforts to carry out a number of Actions for the remainder of 2021/22.

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**RECOMMENDATION**

THAT Council notes for information the Leeton Shire Council Delivery Program and Operational Plan Quarter 3 Progress Report (January to March 2022).

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**REPORT**

**(a) Background**

Under the Integrated Planning and Reporting Framework of the *Local Government Act 1993*, the General Manager must ensure that progress reports are provided to Council with respect to the principal activities detailed in the Delivery Program and Operational Plan at least every six months. Reports will be provided to Council on a quarterly basis during the 2021/22 financial year.

**(b) Discussion**

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

The attached report provides the second quarterly update on the progress and performance of Leeton Shire Council in delivering on the commitments articulated in the Delivery Program 2017–2022 and Operational Plan 2021/22.

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

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

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

Leeton Shire Council oversaw a total of 203 actions in Quarter 3.

Status of activity	●	●	●	●	●
Number of activities	1	170	21	3	8

● **Quarter 3 Actions of Critical Concern**

CSP. Theme	Code	Action	Comment
<b>A Healthy and Caring Community</b>	4f.03	Undertake on-site sewer management inspection programs	Compliance inspections of onsite sewage systems are generally conducted during cooler months. These inspections will be carried out late in quarter 3 and during quarter 4. Currently, any inspections carried out are for new developments or from customer complaints and are not part of an inspection program.  Council staff are currently reviewing the On-site Sewage Management Policy. IT is assisting compliance staff with the development of a septic register in Element Org, inspection templates etc and staff are currently receiving training.

● **Quarter 3 Actions Needing Attention**

CSP. Theme	Code	Action	Comment
<b>A Healthy and Caring Community</b>	2a.03	Operate the Leeton Out of School Hours (LOOSH) and Vacation Care Program	Vacation Care - attendances were 406 out of a possible 1000 (40% occupancy compared to 66% last year). After School Care - attendances were 661 out of a possible 1960 (33% occupancy compared to 40% in Q3 last year). Additional promotion will occur in the

CSP. Theme	Code	Action	Comment
			next quarter to increase numbers.
	2b.01	Provide free Wifi services in Leeton CBD and key Council facilities	A free Wifi promotion campaign will occur in Quarter 4.
	3b.02	Establish and coordinate a Youth Advisory Council	At the February 2022 Council meeting, the new council appointed Councillor representatives to committees for the length of the council term. The former Leeton Youth Committee was re-named the Leeton Youth Council with three Councillor representatives. No official meeting of a Youth Council occurred in this quarter, however, a preliminary meeting between the IPR, Governance and Engagement team and the three councillor representatives has taken place. These discussions have assisted in establishing what form the Youth Council will take and have identified the initial steps of how to recruit young people to this group. The aim is to recruit Youth Council members in coming months and hold the first meeting in July 2022.
	4f.01	Undertake food premises inspection programs	No food premises inspections undertaken this quarter due to contractor being unavailable for health reasons. Contractor has scheduled to undertake inspections first week of May 2022. No food related complaints received by Council. NSW Food authority calendars distributed to all food premises.
	4f.02	Undertake skin penetration establishment inspection programs	Contractor unavailable for health reasons Scheduled to undertake inspections first week of May 2022.

CSP. Theme	Code	Action	Comment
	4g.03	Provide for the comfort and safety of commuters through the provision of strategically placed bus shelters and: <ul style="list-style-type: none"> <li>• reviewing bus shelter locations in consultation with bus operators</li> <li>• renewing older bus shelters</li> </ul>	2x shelters required for upgrade are located on Merungle Hill Road and Browns Road and both have a large quantity of students pickups. Brown Road= 10 student pickups Merungle Hill Road = 8-10 student pickups \$15,000 allocated in budget for upgrade however just the fabrication of the shelters will cost \$24,000. Management will endeavour to find the additional funds required before the end of the financial year. Awaiting funding outcome of the Country Passenger Terminal Infrastructure Grants Scheme for Kathryn Drive and MR539.
<b>An Active and Enriched Community</b>	6a.05	Enhance and upgrade facilities at the Leeton Regional Aquatic Centre by: <ul style="list-style-type: none"> <li>• completing the Leeton Regional Aquatic Centre Redevelopment, including the installation of the waterslide</li> <li>• replacing the pool covers on the 50m pool at the Leeton Regional Aquatic Centre</li> </ul>	Remediation works to Eastern Side 50m pool leak scheduled to commence during Q4. Quotations for pool toys remediation and slippery concourse remediation options being investigated. Pool Blanket replacement contractors engaged following quotation process with new blankets to be installed over the autumn period.
	6a.11	Carry out preliminary works on an extension of the indoor stadium to enable the provision of additional basketball and netball courts	Existing stadium plans being converted to CAD. EOI for preliminary extension design plans under development ready to be released in early April.
	8a.01	Support and enable public access to local history: <ul style="list-style-type: none"> <li>• Develop and catalogue Leeton Library's local studies collection (including monographs, pamphlets and photographs)</li> <li>• Attend Leeton Family and Local History Society's meetings</li> </ul>	Upgrades and changes to Libero discussions are currently underway. Training of users and testing in Libero required before going live with cataloging.

CSP. Theme	Code	Action	Comment
<b>A Healthy Natural Environment</b>	9d.01	Promote water saving measures across Leeton Shire	The most recent billing period was 120 days and had an average usage of 130 Kilolitres per connection (average of 1.08 Kilolitres per day this quarter compared with 1.3 Kilolitres per day for the same time last year). Water saving promotions will be included in the next Water Bill Notice.
<b>A Thriving Economy with Good Jobs</b>	12a.02	Facilitate the growth of local industry by developing Vance Industrial Estate (north)	Detailed infrastructure planning has commenced, after geotech sampling, etc was delayed. Consultation has been undertaken with Robinson regarding the finalisation of the estate for the October 2022 delivery date. Robinson's Transport are comfortable with estate not being fully completed by October due to their own construction lead times in building a new facility. LSC has committed to work with Robinson's so that works can be done in parallel to minimise delays. Tendering and selection of an agent to market the estate was completed during March. A marketing campaign will commence during Q4 to secure potential early sales. Awaiting NSW State budget outcomes to identify further grant opportunities to assist with funding. In the meantime \$1.24M has been secured from Commonwealth LR&CI fund. The effectiveness of the current service model will be reviewed in Quarter 1 of 2022/23.
	13b.03	Operate an attractive Visitors Information Service, and complete a review of the effectiveness of current service model	There were: <ul style="list-style-type: none"> <li>• 1275 visitors to the Leeton VIC (1134 in Q3 last year)</li> <li>• 6,619 Leeton Tourism Website Visitors (6,589 in Q3 last year)</li> <li>• 2,604 Leeton Tourism Facebook page likes (2,294 in Q3 last year)</li> <li>• Visitor Information Sales were: \$2,991.55 (\$2,781.65 in Q3 last year)</li> <li>• 40% of visitors were looking for maps/directions, 31% for the Leeton Museum and Art Gallery and 29% for Gogeldrie Riverside Park.</li> <li>• Accommodation operators recorded 72% of their visitors were business travellers, 16% visiting friends and relatives and 12% passing through traffic. Average</li> </ul>

CSP. Theme	Code	Action	Comment
			stay during this period was 3 nights which is consistent throughout the year.
	14a.02	Continue to implement key recommendations of the Leeton CBD Enhancement Plan - Chelmsford Place Town Square	All design work has been complete. Tender documents have been complete. First draft contract has been completed and sent externally for legal review. This is taking more time than anticipated and is causing delays to getting the tender to market.  Works are planned to commence after the Art Deco Festival.
<b>A Quality Built Environment</b>	15b.02	Design and construct a sewer network for the Wamoon Sewerage Scheme	Wamoon sewer has been fully documented and was released for tender at the start of March 2022. The tender closed on the 31st of March.
	16b.02	Develop an action plan for the road linkages study for WRConnect	RAMJO Freight Strategy Priorities document has been drafted that includes WRConnect as a priority project. This will be approved by the RAMJO General Managers group next quarter. Projects are currently not funded. Projects to be incorporated in future capital works programs and funding submissions made when available. Some projects require liaison and lobbying with other Councils and TfNSW, which is ongoing.
	17a.01	Maintain and improve Council's park network, with improvements to include: <ul style="list-style-type: none"> <li>investigating options for installing a splashpad and fencing in Gossamer Park</li> <li>additional Telemetry System connections to irrigation systems</li> <li>establishing a dog-off leash park/area on the vacant Crown Land adjacent to McCaughey Park, Yanco</li> </ul>	No park inspections were scheduled for Q3. Playground equipment for both Ramponi and Waring Parks has arrived ready for installation during Q4.  Budget submission for a splash pad at Gossamer Park has been submitted for consideration.  Dog park in Yanco delayed due to Crown Lands matter. Report will go to Council in April 2022.
	17b.03	Commence public artwork mural projects for Leeton: <ul style="list-style-type: none"> <li>Leeton Water Tower</li> </ul>	Cultural Services team are working with Illuminart to prepare the community engagement processes for next quarter. Project will be completed in tandem with

CSP. Theme	Code	Action	Comment
			Chelmsford Place upgrade.
	17d.08	Develop and commence implementation of a Leeton Shire Utility Services Plan	Funding has been applied for from DPE Water to incorporate as part of Integrated Water Cycle Management plan. The Utility Services Plan objectives cover a significant data gap in the IWCM. Incorporating the two plans will provide a greater value for money outcome.
<b>Strong Leadership</b>	20b.07	Maintain Council's financial sustainability through maximising investment returns	While interest rates are starting to rise the combination of lower cash to invest and the need to wait for current investments to reach term to then be re invested means that Council's investment income is well under budget.
	20b.08	Continue effective Asset Management Planning (AMP): <ul style="list-style-type: none"> <li>•Revise Water and Waste Water Asset Management Plans to include revaluation and condition assessment</li> <li>•carry out an audit of existing rural stormwater drainage asset data and capture additional data</li> </ul>	A change of direction with the Asset Management Planning continues which aims to fast track the completion of the Strategic Asset Management Plan (SAMP), Asset Management Plans (AMP) and AMP policy. Development and incorporation of updated condition and valuation data for water and wastewater Asset Management Plans are expected to be produced as part of the above-mentioned process whereafter the AMPs will be developed.
	20d.02	Implement Council's Work Health and Safety program	Nil major non conformances. 93% of corrective actions completed with nil regulatory authority notices issued. There has been 1211 hours lost YTD to five injuries which incurred lost time. 363 hours were lost to 3 injuries for the reporting period. Calculation is number of days lost/number of employees (145) x 100. StateCover continues to work closely with Council supporting strategy implementation to reduce injuries and improve management of return to work. Initiatives have commenced in consultation with StateCover and Drake Workwise (EAP) for an organisational wide health and wellbeing program. Also an Ageing Strategy is under preparation for Council.

### **(c) Options**

Nil – this report is for noting only.

### **IMPLICATIONS TO BE ADDRESSED**

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

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

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

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

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

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

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

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

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

### **CONSULTATION**

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

Nil

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

All responsible officers identified in Council's Delivery Program 2017–2022 and Operational Plan 2021–2022.

Senior Management Team

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

Under the Key Priority Area Outcome Six: STRONG LEADERSHIP within Council's adopted Delivery Program/Operational Plan – 19 - A community that speaks up and



gets involved – 19 b - Seek input from our community on Council projects and programs – Run an active community engagement program

**ATTACHMENTS**

- 1 DPOP - Quarter Three Progress Report - 2021-2022 - *Attached separately*

**ITEM 8.5      ROUND TWO OF THE 2021/22 COMMUNITY STRENGTHENING GRANTS PROGRAM ALLOCATIONS**

<b>RECORD NUMBER</b>	22/195
<b>RELATED FILE NUMBER</b>	EF10/292/01
<b>AUTHOR/S</b>	Corporate and Community Planning Officer
<b>APPROVER/S</b>	Executive Manager IPR, Governance and Engagement

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**SUMMARY/PURPOSE**

The purpose of this report is to advise Council of applications received under Round Two of the 2021/22 Community Strengthening Grants program, and to seek Council's approval to allocate the funds as recommended by the Community Grant Funding Working Group.

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**RECOMMENDATION**

THAT Council approves the following applications for assistance under Round Two of the 2021/22 Community Strengthening Grants program:

Creative Connection Riverina	\$1,600.00
Leeton Athletic Club Inc	\$2,000.00
Leeton CanAssist	\$1,500.00
Leeton Connect Inc	\$2,000.00
Leeton Jumpstart Fund	\$1,924.78
Leeton Show Society	\$2,000.00
Rapid Relief Team Ltd	\$2,000.00
Yanco Wamoon Rugby League Football Club	\$1,500.00
<b>TOTAL</b>	<b><u>\$14,524.78</u></b>

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**REPORT**

**(a) Background**

Community groups and organisations can apply for financial assistance, resources and/or covering the costs of hiring Council facilities under Council's Grants Policy.

Council adopted a new Grants Policy and new Community Grants Program Guidelines in July 2021. The new policy and guidelines more clearly articulate community grant funding criteria and the acquittals process.

Round Two of the Community Strengthening Grants program was advertised throughout March and April 2022 with a closing date of 30 April 2022.

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**(b) Discussion**

Eight eligible applications for financial assistance were received in this round, with a total value of \$15,667.78.

As per the policy, the applications were first assessed by Council staff in order to determine their eligibility. The Community Grant Funding Working Group met on 4 May 2022 to review the applications according to the assessment criteria.

The following recommendations were made by the Working Group:

Name	Purpose	Alignment with Community Strategic Plan	Amount Requested (\$)	Amount Allocated (\$)
Creative Connection Riverina	To write, produce, direct, cast, design, costumes, prop hire, rehearse and other fees, Bloodshed at the Banquet performance at the Art Deco Festival 2022.	Theme 2: An Active and Enriched Community	\$2,000	\$1,600
Leeton Athletic Club Inc	Oval Security - installation of CCTV cameras overlooking the sheds at Leeton High School Oval.	Theme 1: A Healthy and Caring Community	\$2,000	\$2,000
Leeton CanAssist	Purchase of promotional signs, banners and equipment including a marquee.	Theme 1: A Healthy and Caring Community	\$2,000	\$1,500
Leeton Connect Inc	Purchase of a projector for utilisation at meetings, training and events to support other not-for-profit organisations in Leeton Shire.	Theme 4: A Thriving Economy with Good Jobs	\$2,000	\$2,000
Leeton Jumpstart Fund	Purchase of a new printer to assist with day-to-day office requirements, enabling the organisation to have the necessary tools to operate effectively on their own.	Theme 1: A Healthy and Caring Community	\$1924.78	\$1924.78
Leeton Show Society	Lining of the pelmet/atrium on top of the Arts and Crafts Hall at the Showground.	Theme 2: An Active and Enriched Community	\$2,000	\$2,000
Rapid Relief Team Ltd	Purchase of food boxes and delivery costs to vulnerable Leeton residents.	Theme 1: A Healthy and Caring Community	\$2,000	\$2,000
Yanco Wamoon Rugby League Football Club	Purchase of a laptop to operate the scoreboard at the oval and assist with general business of club.	Theme 2: An Active and Enriched Community	\$2,000	\$1,500
<b>TOTALS</b>			<b>\$15,667.78</b>	<b>\$14,524.78</b>

### **(c) Options**

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

### **IMPLICATIONS TO BE ADDRESSED**

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

There is \$25,000 allocated to the Community Strengthening Grants Program for the financial year. There is currently \$14,879 available for Round Two.

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

Grants Policy  
Community Grants Program Guidelines

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

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

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

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

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

### **CONSULTATION**

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

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

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

Accountant  
Councillors on the Community Grant Funding Working Group

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

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

**ATTACHMENTS**

There are no attachments for this report

**ITEM 8.6 YOUTH DEVELOPMENT GRANT APPLICATIONS**

<b>RECORD NUMBER</b>	22/209
<b>RELATED FILE NUMBER</b>	EF21/360
<b>AUTHOR/S</b>	Corporate and Community Planning Officer
<b>APPROVER/S</b>	Executive Manager IPR, Governance and Engagement

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**SUMMARY/PURPOSE**

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

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**RECOMMENDATION**

THAT Council awards:

1. Ruby Miller a \$250 Youth Development Grant to assist with the costs associated with attending the NSWCHS Netball State Championships, as an umpire, in Sydney from 31 May – 2 June 2022.
  2. Wesley Wate a \$250 Youth Development Grant to assist with the costs associated with attending the 2022 NSWPSSA Boys Open Rugby League State Championships in Kiama from 21 – 23 June 2022.
- 

**REPORT**

**(a) Background**

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

**Youth Development Grant Application – Ruby Miller**

A request has been received from Ruby Miller for financial assistance to attend the NSW Combined High Schools (CHS) State Championships in Sydney from 31 May – 2 June 2022

The request for funding assistance was lodged with Council on Wednesday 11 May 2022.

**Youth Development Grant Application – Wesley Wate**

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A request has been received from Wesley Wate for financial assistance to attend the 2022 NSW Public School Sports Association (PSSA) Boys Open Rugby League State Championships in Kiama from 21–23 June 2022.

The request for funding assistance was lodged with Council on Thursday 12 May 2022.

## **(b) Discussion**

### **Youth Development Grant Application – Ruby Miller**

Ruby competed at the Riverina Selection Trials where she was selected as an umpire to travel with the Riverina Netball Team to attend and umpire at the NSWCHS Netball State Championships. Ruby has previously gained a Netball Australia national C Badge umpiring accreditation.

### **Youth Development Grant Application – Wesley Wate**

Wesley successfully made it through the Riverina Open Boys Rugby League selection trials and was selected to represent the Riverina in the Primary Boys Open Rugby League State Championships in Kiama.

## **(c) Options**

Council has the following options available:

### **Youth Development Grant Application – Ruby Miller**

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

### **Youth Development Grant Application – Wesley Wate**

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

## **IMPLICATIONS TO BE ADDRESSED**

### **(a) Financial**

The Quick Response and Youth Development Category of the Community Strengthening Grants program has an annual budget of \$10,000. Each year \$1,175 is allocated for annual donations to each school in the Shire for end-of-year presentations. To date, \$2,000 of the allocation has been utilised for Youth Development Grants and \$4,099 has been utilised for Quick Response Grants. This leaves \$2,726 in the budget for Quick Response and Youth Development Grants. If the applications being tabled at this Council meeting are approved by Council, there will be \$2,476 remaining in the budget.

### **(b) Policy**

Both 1 applications meet the eligibility criteria stated in Leeton Shire Council's Grants Program Guidelines and Application Instructions for 2021/22.

**(c) Legislative/Statutory**

Nil

**(d) Risk**

Nil

**CONSULTATION**

**(a) External**

Staff have consulted with the parent of the applicant.

**(b) Internal**

Accountant

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

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

**ATTACHMENTS**

- 1** [↓](#) Youth Development Grant 2021/22 - Application - Ruby Miller
- 2** [↓](#) Youth Development Grant 2021/22 - Application - Wesley Wate



RECEIVED  
11 MAY 2022

YOUTH DEVELOPMENT GRANT



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

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

Has the event occurred already? Yes  No

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

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

INDIVIDUAL APPLICANT DETAILS

Name of Applicant	Ruby Miller
Postal Address:	
Email:	
Phone:	

EVENT/ACTIVITY

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

NSW CHS Netball State Championships - Umpire

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

NSW State Netball Championships for Combined High Schools  
Travel to and stay in Sydney for 3 day carnival.

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

Trialled at Riverina Selection Trials where Ruby was selected as an umpire to travel on the Riverina Netball Team. Ruby has previously gained her National C Badge for umpiring

What date/s will the activity/event occur:

Tues 31st May → Thursday 2nd June 2022 inclusive

RECEIVED  
 25/5/22

**SUPPORTING EVIDENCE**

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

1. Representative Consent Form from Riverina School Sports
2. \_\_\_\_\_

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

Contact Name: Jen Vine Riverina Netball Coach Contact Number: 0401 519 382

**OTHER SUPPORT**

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

Anticipated expenses

Travel:	\$ 200
Accommodation: <u>317</u>	\$ <del>3700</del> <u>APX apartments Mon → Thurs</u>
Living expenses:	\$ 140
Other (please list): <u>Uniform</u>	\$ 150
Total expenditure:	\$ <del>807</del>

Anticipated income

Funding from third parties:	\$ 250 <u>-this grant</u>
Personal financial contribution:	\$ <u>balance</u>
Other (please list):	\$ <u>-</u>
Total income:	\$ <u>balance</u>

**CERTIFICATION**

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

Name:	<u>Ruby Miller</u>
Date:	<u>11/5/2022</u>
Signature:	_____

### SUBMITTING YOUR APPLICATION

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

#### By email

Email an electronic copy of your application form and electronic copies of all supporting material to [council@leeton.nsw.gov.au](mailto:council@leeton.nsw.gov.au)

#### By mail

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

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

#### In person

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

Leeton Shire Council  
23-25 Chelmsford Place  
LEETON NSW 2705

### CHECKLIST

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

#### Required supporting material

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

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

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

Riverina Schools Sports Association



# Representative consent form



**Sport:** NSWCHS Netball State Championships - Umpire

**Date:** Tuesday 31 May – Thursday 2 June 2022

**Venue:** Sydney Olympic Park

1. Student details		please print clearly	
Student full name:	RUBY MILLER		
Date of birth:	26/08/2007	Gender:	M <input type="checkbox"/> F <input checked="" type="checkbox"/>
School:	LEETON HIGH SCHOOL		
Does your child/ward identify as Aboriginal or Torres Strait Islander?	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>	Prefer not to say <input type="checkbox"/>

Parent/caregiver details		please print clearly	
Parent full name:	ONDRIA MILLER		
Address:	625 Hanwood Street		
Suburb:	Yanco	Postcode:	2703
Phone contact:	H:	W:	M: 0418 615 476
Email address:	ondria.miller@det.nsw.edu.au		

2. Student medical details		please print clearly	
Medicare number:	22 11 46811 7	Expiry Date:	10/2024
My child/ward is allergic to:			
Does your child/ward have an ASCIA action plan?	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>	If YES a copy must be attached to this form

Medical and additional details		please print clearly	
Please detail any medical or additional requirements which the team manager should be aware of, including any behaviour management or other specialised plans. <b>Copies of details/plans to be attached.</b>			
Dairy free diet, asthma, mod hearing loss			

Concussion Clearance	
The Australian Medical Association recommends students being symptom free of concussion for 14 days before returning to sport.	
<ul style="list-style-type: none"> <li>If your child/ward sustains a concussion, or experiences any concussion symptoms, in the 14 days period prior to the event commencing, you must report this to team officials, and a medical clearance is required in order for your child/ward to participate in the event.</li> <li>Medical clearances can be attached to this consent form or can be submitted to team officials separately.</li> </ul>	

Riverina Schools Sports Association

### Important information

In the event of injury, no personal injury insurance cover is provided by the NSW Department of Education for students in relation to school sporting activities, physical education lessons or any other school activity. The Department's public liability cover is fault-based and limited to breaches by the department of its duty of care to students that may result in claims for compensation.

Parents and caregivers are advised to assess the level and extent of their child's / ward's involvement in the sport program offered by the school, school sporting zone, region and state school sport associations when deciding whether additional insurance cover is required prior to their child's/ward's involvement in the program. Personal accident insurance cover is available through normal retail insurance outlets.

Parents who have private ambulance cover need to check whether that cover extends to interstate travel and make additional arrangements as considered appropriate.

The NSW Supplementary Sporting Injury Benefits Scheme, funded by the NSW Government, provides limited cover for serious injury resulting in the permanent loss of a prescribed faculty or the use of some prescribed part of the body. The Supplementary Scheme does not cover medical expenses or dental costs. Further information can be obtained from <https://www.icare.nsw.gov.au/injured-or-ill-people/sporting-injuries/payments/#gref>.

Further information regarding student accident insurance and private health cover is provided at: <https://app.education.nsw.gov.au/sport/File/1449>.

### 3. Privacy Notice

The information requested in this note is being collected by the Department of Education. The Department will use the information, in connection with your child/ward's participation in this event, for the following purposes:

- i. Administration;
- ii. Communication with parents/carers; and
- iii. For the health, safety and welfare of your child/ward.

Additionally, the Department will use Information about your child/ward's Aboriginal or Torres Strait Islander status for the purpose of implementing its Aboriginal Education Policy in the context of representative sport.

The provision of all information requested in this note is voluntary, however (with the exception of information about Aboriginal or Torres Strait Islander status), your child/ward may not be able to participate if it is not provided.

The Department might share the information requested in this note with health care providers in the event that your child/ward requires urgent medical attention.

All personal information will be held securely and disposed of securely when no longer needed.

You have the right to access and correct the information you provide in this note. If you wish to do so, please contact the Riverina Schools Sports Association, 76 Morgan Street, Wagga Wagga NSW 2650, email at [terry.willis@det.nsw.edu.au](mailto:terry.willis@det.nsw.edu.au) or contact 0422 046 699



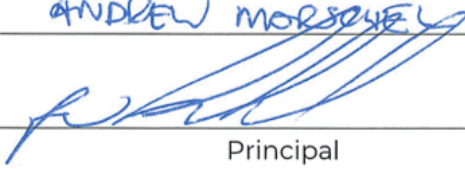
Riverina Schools Sports Association

Relationship to child:		Mother
<b>5. Accommodation details – private accommodation</b>		
<b>I am aware that I need to make accommodation arrangements for my child/ward whilst at the event.</b>		
My child/ward will be staying with me.		<input checked="" type="radio"/> YES or NO
My child/ward will be staying with another supervising adult. if <b>YES</b> please provide the supervising adult's details:		YES or <input checked="" type="radio"/> NO
Full name of supervising adult:		
Relationship to child:		
Contact details:		

**6. Principal's Declaration**

- I certify that the student whose details appear on this form is enrolled at this school.
- I have verified that the date of birth as stated on this form is correct.
- I certify that the student has the school authority to represent on this occasion.
- A copy of this consent form will be retained by my school.
- I certify this student **has or has not** (please circle) parental / caregiver permission to publish as stated in the **"Permission to publish"** above.


Name: ANDREW MORSEY

Signed:  Principal 2/5/22 Date

**Sports Organiser endorsement**

I endorse the selection of this student to represent the school at this activity.

Name: DANIEL MYKENZIE

Signed:  School Sports Organiser 2/5/22 Date

Riverina Schools Sports Association

### 7. Parental Acknowledgment and Consent

- I have read the information provided and I hereby consent to my child/ward participating in this event.
- I acknowledge that this event/activity is required to be held in accordance with any current NSW Health COVID-19 Public Health Orders and the NSW Department of Education's policies and procedures. I acknowledge and accept that there is a risk that my child may be exposed to COVID-19 whilst attending and participating at this event. I confirm that my child will not attend if displaying any symptoms of illness, and/or if directed to isolate under public health orders.
- I acknowledge that my child/ward will be under the supervision of team officials during the event.
- I have sighted the Code of Behaviour <https://app.education.nsw.gov.au/sport/code-of-conduct> and acknowledge that if my child/ward seriously contravenes behavioural expectations, they may be immediately excluded from the team. Should this eventuate, I accept full responsibility for my child/ward upon notification of their exclusion by the team manager including the cost of return transport and accommodation.
- In the event of any accident or illness, I authorise the obtaining, on my behalf, of an ambulance and any such medical assistance that my child/ward may require. I accept full responsibility for all expenses incurred.
- I acknowledge that if my child/ward sustains a concussion, or experiences any concussion symptoms, in the 14 day period prior to the event commencing, I am required to report this to team officials. I further acknowledge that, should this occur, my child/ward will only be permitted to participate in the event if a medical clearance is provided.
- I affirm that, to the best of my knowledge, my child has no medical condition or injury that places them at risk in participating in this sport activity.
- I confirm I have completed the "Permission to Publish Student Information" section.

Name: Ondria Miller

Signed: O. Miller

Parent/Caregiver

2/5/2022

Date

Terry Willis  
Executive Officer  
Riverina Schools Sports Association  
Ph: 0422 046 699  
Email: [terry.willis@det.nsw.edu.au](mailto:terry.willis@det.nsw.edu.au)





Riverina Schools Sports Association



# Riverina Schools Sports Association

## Code of conduct for students, parents and spectators

The following Code of Conduct highlights the level of expected behaviour and applies to all students, parents, spectators, teachers and officials when participating and attending Riverina SSA sport events and events coordinated by the NSW Department of Education School Sport Unit.

### Students

- Give your best and demonstrate exemplary sportsmanship at all times
- Play for your own enjoyment and benefit
- Cooperate with team mates, coaches and all officials - without them you do not have a competition
- Follow the rules at all times
- The School Sport Unit and all sporting associations have a proud record – strive to uphold it both on and off the sporting arena.

### Parents/Spectators

- Model good behaviours and encourage children to have fun and enjoy participating
- Focus on effort and performance and not winning or losing
- Be respectful of officials decisions and encourage other parents and spectators to do the same
- Abide by NSW Department of Education policy of a smoke and alcohol free environment.

### Teachers/team management/officials

- Place the safety and welfare of students above all else
- Set a good example for students/participants
- Teach students the rules and to be respectful of all officials
- Develop student potential and support learning with positive feedback and encouragement
- Keep well-informed of the rules, skills and coaching/officiating requirements
- Adhere to policy and mandatory reporting requirements.

**Note:** The School Sport Unit may impose disciplinary measures on an individual or organisation for a breach of this code of conduct. Any disciplinary measure imposed will be consistent with NSW Department of Education policy.

## YOUTH DEVELOPMENT GRANT



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

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

Has the event occurred already?

Yes  No

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

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

### INDIVIDUAL APPLICANT DETAILS

Name of Applicant	Wesley Wate
Postal Address:	[REDACTED]
Email:	[REDACTED]
Phone:	[REDACTED]

### EVENT/ACTIVITY

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

Primary Boys Open Rugby league

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

3 day of playing rugby league

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

had to make to though to selections  
to make the team

What date/s will the activity/event occur:

21st June to the 23rd June 2022

**SUPPORTING EVIDENCE**

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

1. See attached
2. \_\_\_\_\_

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

Contact Name: **Matt Collins**

Contact Number: **02 6033 1606**

**OTHER SUPPORT**

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

Anticipated expenses


Travel:	\$ 250.00
Accommodation:	\$ 670.00
Living expenses:	\$ 500.00
Other (please list):	\$ 268.00
Total expenditure:	\$ 1,688.00

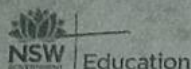
Anticipated income

Funding from third parties:	\$ 0
Personal financial contribution:	\$ 1,688.00
Other (please list):	\$ 0
Total income:	\$ 1,688.00

**CERTIFICATION**

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

Name:	<u>ALICIA SLOAN</u>
Date:	<u>9/5/2022</u>
Signature:	



## Riverina School Sports Association

PO Box 478 Wagga Wagga NSW 2650  
Level 2, 76 Morgan Street, Wagga Wagga, NSW, 2650  
Terry Willis - P: (02) 6937 3872 | [terry.willis@det.nsw.edu.au](mailto:terry.willis@det.nsw.edu.au)  
Karinda Hull - P: (02) 6937 3873 | [karinda.hull@det.nsw.edu.au](mailto:karinda.hull@det.nsw.edu.au)



### Primary Boys Open Rugby League

Congratulations on your selection to represent Riverina. The following information should be helpful in your planning and organisation for your representative experience:

**Sport:** 2022 NSWPSA Boys Open Rugby League State Championships

**Venue:** Kiama Showground / Chittick Oval  
Bong Bong Street  
Kiama NSW 2533

**Date:** Tuesday 21 - Thursday 23 June 2022

**Team Officials:**

<b>Coach – Peter Roddy</b> Temora West Public School Truskett Street Temora NSW 2680 Phone: 02 6677 1889 E: <a href="mailto:peter.rodny@det.nsw.edu.au">peter.rodny@det.nsw.edu.au</a>	<b>Manager – Matt Collins</b> Corowa Public School 244 Honour Street Corowa NSW 2646 Ph: 02 6033 1606 E: <a href="mailto:matthew.collins24@det.nsw.edu.au">matthew.collins24@det.nsw.edu.au</a>
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**Training:** Your coach will speak to you regarding training dates and times

**Travel & Accommodation Arrangements:** All students will be responsible for their own travel to and from the championship.

Participants in this event who wish to book accommodation at any of the council holiday parks should **use the code PSSA 2022 to secure a 25% discount.**

Kiama Harbour Cabins, Surf Beach Holiday Park and Kendalls on the Beach are all council owned and all within walking distance of the grounds.

**Team Photo:** All players are to be at Kiama Showground by 7:45am on Tuesday 21 June 2022. Team photos will be taken at this time.

**Uniform:** Your team uniform has all been included in your levy. Options are available in **DASH** for any additional apparel items you may wish to purchase.

**Championship Costs:** The levy of **\$268.00** including GST is to be paid by **ALL** team members. The levy covers the cost of: championship levy, team photo, playing shirt, playing shorts, 2 pairs socks, Representative jacket, patch and administration and Team Manager's expense.

If you already have the Representative Jacket included in the **“Mandatory Playing Uniform”** section in your **online DASH registration** and do not require, **CLICK ON “I already have this item”**, this will be removed and deducted from the cost in the payment section.

## CORPORATE MATTERS

### **ITEM 8.7          2021/22 BUDGET REVIEW FOR THE QUARTER ENDING 31 MARCH 2022**

<b>RECORD NUMBER</b>	22/216
<b>RELATED FILE NUMBER</b>	EF15/46
<b>AUTHOR/S</b>	Manager Finance
<b>APPROVER/S</b>	Group Manager Corporate

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## SUMMARY/PURPOSE

The purpose of the Quarterly Budget Review (QBR) is to provide a summary of Council's financial position as at the end of the third quarter (31 March 2021) for the year ending 30 June 2022.

## RECOMMENDATION

THAT Council considers the QBR as at 31 March 2021, and approves the changes as recommended by Management.

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## REPORT

### **(a) Background**

The QBR is required to be prepared quarterly in a prescribed format to inform Council of progress against the original budget along with recommended changes and reasons for the variances.

### **(b) Discussion**

A copy of the Quarterly Budget Review document is provided at **Attachment 1** summarised below.

### **Quarterly Budget Review Summary**

#### **Major Carry overs**

The March Budget Review identifies Council's high level of carry over projects from the current year to the 2022/23 year. As it is difficult to accurately gauge the extent of this effect, management has, estimated the effect the major carry overs will have and shown an adjustment for this on the major Financial Reports. A list of these carry overs is provided on page 13 of the attachment.

#### **Budget Adjustments requested in the report (Page 11)**

- Upgrade floodlighting at No.1 Oval to LED lighting – Budgeted in 2020/21 but not brought forward \$122K
  - Sewer Telemetry Upgrades as requested by DPIE \$60K
-

- Tourism – Recognise other Councils' contributions and costs of the Visitor Guide Publication, Murrumbidgee Trails \$28.4K
- Roxy New Works – Awning duplicate budget need to be reversed \$45K
- Canal Street - This budget has been superseded and needs to be removed - Fixing Local Roads Program \$1.3M
- LELC New Room - Modify the source of funding
- Vance Estate Expansion - Modify the source of funding
- Gogeldrie Weir - Implement Masterplan removal \$2M
- Element Org Software – Sewer revoted in 22/23 \$30K
- Council Chambers Table revoted in 22/23 \$20K
- Golf Course Upgrades-Car Park revoted in 22/23 115K
- Water Servicing Strategy revoted in 22/23 \$250K
- Sewer Servicing Strategy revoted in 22/23 \$250K
- Water Solar Array Installation Council Resolution 22/034 \$136K
- Sewer Solar Array Installation - Council Resolution 22/034 \$136K
- RTA MR80 - Ordered Works income and expenses – RMS \$2.35M
- Art Deco Festival Grant Income \$20K
- FAGS grant budget due to additional 25% (up from 50% to 75%) of FAGS received \$1.067M
- Sale of Investment Water income reduced by \$240K.

Details of these adjustments can be found on page 11 and 12 of the attachment.

### **New Reports (pages 5, 6, 7 and 8)**

This QBRs includes a number of new reports including a Financial Position and a Cashflow Statement. These reports are not required by legislation but help provide a fuller picture of Council's forecast position.

Key Performance Indicators have now been included and reflect those required in the Annual Financial Reports. These help indicate Council's trends and forecast position.

### **Summary of forecast**

#### **Operating Result (Page 3)**

The forecast operating result is \$11M including Capital contributions of \$15M or (\$3.9M) excluding Capital contributions without adjusting for carry overs. With carry overs estimated the operating result including Capital contributions is \$2M with no change in the operating result excluding Capital contributions.

#### **Key Performance Indicators (Pages 7 and 8)**

Of the six performance indicators included in the QBR, five are better than the associated benchmarks with only the Operating Ratio being below. However some Performance Indicators show a worsening position over time particularly the Operating Ratio and cash related ratios such as Debt Cover Ratio and Cash Expense Cover Ratio.

### **Cash and Investments (Page 15)**

Council is forecasting a reduction in Cash and Investments of over \$15M unadjusted for timing of receipts and carry overs. This falls to a reduction of around \$10M adjusted for carry overs. This reduction will require Council to review the level of Internal Restrictions held.

For Noting – Cash flow is highly dependent on the timing of receipts as well as payments. As management cannot predict inflows and outflows best estimates must be used.

### **Conclusion**

While Council still has enough cash and equivalents to meet its obligations as and when they fall due there is a sustainability issue (as Council is already well aware) that must be addressed and carefully managed.

### **(c) Options**

1. Adopt the Quarterly Budget Review as recommended – **This is the preferred option.**
2. Adopt the Quarterly Budget Review with amendments.

### **IMPLICATIONS TO BE ADDRESSED**

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

##### **Overall Position**

The Responsible Accounting Officer Statement (**Page 2 of Attachment 1**) indicates that Council's position at 31 March 2021 is considered satisfactory compared to the original 2021/22 Budget which was adopted by Council.

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

The Quarterly Budget Review is required in accordance with clause 203 of the Local Government (General) Regulation 2021.

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

Specifically, clause 203 of the Local Government (General) Regulation 2021 states the following:

1. Not later than 2 months after the end of each quarter (except the June quarter), the responsible accounting officer of a council must prepare and submit to the council a budget review statement that shows, by reference to the estimate of income and expenditure set out in the statement of the council's revenue policy included in the operational plan for the relevant year, a revised estimate of the income and expenditure for that year.
2. A budget review statement must include or be accompanied by:
  - (a) A report as to whether or not the responsible accounting officer believes that the statement indicates that the financial position of the council is

satisfactory, having regard to the original estimate of income and expenditure, and

(b) If that position is unsatisfactory, recommendations for remedial action.

3. A budget review statement must also include any information required by the Code to be included in such a statement.

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

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

Cashflow will need to be monitored to ensure funds are readily available for Council to pay its debts on time, especially given the unprecedented capital works program.

Council may need to reconsider the timing and scope of its capital works program due to the available time and resources.

### **CONSULTATION**

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

Nil

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

All Officers Responsible for Budget Management  
Senior Management Team

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

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

### **ATTACHMENTS**

- 1 [↓](#) Quarterly Budget Review March 2022





Leeton Shire Council  
July to March 2022 Quarterly Budget Review Summary

<u>Page</u>	<u>Contents</u>
2	Responsible Accounting Officer Statement
3	Budgeted Income Statement (Consolidated) - with Variations
4	Budgeted Income Statement (By Fund) - with Variations
5	Budgeted Statement of Financial Position
6	Budgeted Cashflow
7	Performance Measures - Graphs
9	Revised Capital Expenditure Review with Variations
10	Summary By Function
11	Recommended Changes, Carry Overs & Revotes
13	Major Carry Over List
14	Loan Schedule
15	Revised Cash and Investments
16	Contracts Awarded During Quarter
17	Legal and Consultants Expenditure
18	Tradeable Water Sales and Bad Debts

**Leeton Shire Council**  
**July to March 2022 Quarterly Budget Review Summary**

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

It is my opinion that the Quarterly Budget Review Statement for Leeton Shire Council for the quarter ended 31 December, 2021 indicates that Council's projected financial position at 30 June 2022 will be satisfactory at year end, having regard to the projected estimates of income and expenditure and the original budgeted income and expenditure.

Signed:  Date: 28/04/22

Responsible Accounting Officer, Leeton Shire Council

LEETON SHIRE COUNCIL  
Budgeted Income Statement - Consolidated  
July to March 2022 Quarterly Budget Review Summary

BUDGET REVIEWS FOR 2021/2022												
Note	2021-2022	2021-2022	2021-2022		Changes Sought	2021-2022		2021-2022		2021-2022	2021-2022	
	Original Budget	1st Quarter Budget	2nd Quarter Budget	Item #	3rd Quarter Budget	Revised Budget Income	Orig. Shift %	Actual YTD	YTD%	*Adj. for Major C/O's	Budget Adj. for Major C/O's	
	\$	\$	\$		\$	\$		\$		\$	\$	
	<b>Inflows from Continuing Operations</b>											
	Rates and Annual Charges	13,977,235	-		-	13,977,235	0%	13,768,016	99%		13,977,235	100%
a	User Fees and Charges	8,182,287	2,952	25	2,379,412	10,564,651	29%	4,949,049	47%		10,564,651	100%
	Interest and Investment Revenue	515,700	-		-	515,700	0%	342,348	66%		515,700	100%
b	Grants & Contributions - Operating	5,969,028	183,717	12	1,087,063	7,400,808	18%	2,898,953	39%		7,400,808	100%
c	Grants & Contributions - Capital	13,204,643	5,417,826		(3,624,945)	14,997,524	-27%	7,223,473	48%	(8,988,927)	6,008,597	40%
d	Other Income	2,591,881			(54,329)	2,297,552	-9%	1,373,309	60%		2,297,552	100%
	Net Gains from Disposal of Assets	250,000			-	250,000	0%	101,857	41%		250,000	100%
	<b>Total Income</b>	<b>44,690,774</b>	<b>5,604,494</b>		<b>(398,470)</b>	<b>50,003,469</b>	<b>-1%</b>	<b>30,657,005</b>	<b>61%</b>	<b>(8,988,927)</b>	<b>41,014,542</b>	<b>82%</b>
	<b>Outflows from Continuing Operations</b>											
	Employee Costs	14,050,503	16,050		-	14,177,553	0%	10,361,708	73%		14,177,553	100%
	Borrowing Costs	106,250				106,250	0%	74,248	70%		106,250	100%
e	Materials and Contracts	7,482,351	628,546		2,399,412	10,732,309	32%	4,289,677	40%		10,732,309	100%
	Depreciation and Amortisation	6,940,117	1,272,414		-	8,212,531	0%	6,246,907	76%		8,212,531	100%
	Other Expenses	3,041,911	-		-	3,041,911	0%	2,402,429	79%		3,041,911	100%
	Net Loss from Disposal of Assets		1,400,000		-	1,400,000					1,400,000	100%
	<b>Total Expenses</b>	<b>31,621,132</b>	<b>3,317,010</b>		<b>2,399,412</b>	<b>37,670,554</b>	<b>8%</b>	<b>23,374,969</b>	<b>62%</b>	<b>-</b>	<b>37,670,554</b>	<b>100%</b>
	Less:- Transfers from Restrictions	760,000	288,584	145,671	220,500	1,269,084		-		-	1,269,084	
	<b>Operating Result from Continuing Operations</b>	<b>12,309,643</b>	<b>1,998,900</b>	<b>(372,000)</b>	<b>(3,018,382)</b>	<b>11,063,832</b>		<b>7,282,036</b>		<b>(8,988,927)</b>	<b>2,074,904</b>	
	<b>Net Operating Result for the Year before Grants and Contributions Provided for Capital Purposes</b>	<b>(895,001)</b>	<b>(3,418,926)</b>	<b>(372,000)</b>	<b>606,563</b>	<b>(3,933,692)</b>		<b>58,563</b>		<b>-</b>	<b>(3,933,692)</b>	
	Add back:- Transfers from Restrictions	760,000	288,584	145,671	220,500	1,269,084						
	<b>Net Operating Result as per budget formula</b>	<b>(135,001)</b>	<b>(3,130,342)</b>	<b>(226,329)</b>	<b>827,063</b>	<b>(2,664,608)</b>		<b>58,563</b>				

Notes - Refer page 10-12 for further details

- a Recognition of RMS Ordered Works. Costed at break even. Page 10 note a and d
- b Federal Assistance Grants (FAG's) have been paid 50% in advance in recent years. This year the prepayment was increased to 75%. Minor other. Page 10 b and e. This may mean a reduction at some future point, no allowance has been made in the 2022/23 budget.
- c Adjustments for Capital grants relating to Revotes and expected Carry Overs that cannot be recognised until the work is completed. Please see pages 5, 6 and 14 for details.
- d Reduction in Investment Water Sale revenue.
- e Additional costs associated with the RMS contracts as well as other minor adjustments. Page 10 note a and d, b and e

LEETON SHIRE COUNCIL  
Budgeted Income Statement by Fund  
July to March 2022 Quarterly Budget Review Summary

Note	General Fund			Water Fund			Sewer Fund			Consolidated		
	Original Budget	Revised Budget	Actual YTD	Original Budget	Revised Budget	Actual YTD	Original Budget	Revised Budget	Actual YTD	Original Budget	Revised Budget	Actual YTD
	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
<b>Income from Continuing Operations</b>												
Rates and Annual Charges	9,840,757	9,840,757	9,815,733	1,545,478	1,545,478	1,584,050	2,591,000	2,591,000	2,368,233	13,977,235	13,977,235	13,768,016
User Fees and Charges	4,919,182	7,301,546	3,298,452	2,856,105	2,856,105	1,556,711	407,000	407,000	93,887	8,182,287	10,564,651	4,949,049
Interest and Investment Revenue	221,000	221,000	283,399	167,200	167,200	35,664	127,500	127,500	23,285	515,700	515,700	342,348
Grants & Contributions - Operating	5,969,028	7,400,808	2,898,953	-	-	-	-	-	-	5,969,028	7,400,808	2,898,953
Grants & Contributions - Capital	13,204,643	13,830,024	7,009,523	-	-	97,627	-	1,167,500	116,323	13,204,643	14,997,524	7,223,473
Other Income	2,423,881	2,199,552	1,323,429	158,500	88,500	49,219	9,500	9,500	661	2,591,881	2,297,552	1,373,309
Net Gains from Disposal of Assets	250,000	250,000	101,857	-	-	-	-	-	-	250,000	250,000	101,857
<b>Total Income</b>	<b>36,828,491</b>	<b>41,043,686</b>	<b>24,731,346</b>	<b>4,727,283</b>	<b>4,657,283</b>	<b>3,323,270</b>	<b>3,135,000</b>	<b>4,302,500</b>	<b>2,602,389</b>	<b>44,690,774</b>	<b>50,003,469</b>	<b>30,657,005</b>
<b>Expenses from Continuing Operations</b>												
Employee Costs	11,535,729	11,662,779	8,311,182	1,450,441	1,450,441	1,243,375	1,064,333	1,064,333	807,151	14,050,503	14,177,553	10,361,708
Borrowing Costs	106,250	106,250	74,248	-	-	-	-	-	-	106,250	106,250	74,248
Materials and Contracts	6,822,136	8,536,875	3,121,387	944,815	1,519,566	762,581	475,400	675,868	405,708	8,242,351	10,732,309	4,289,677
Depreciation and Amortisation	4,727,892	5,864,366	4,460,915	1,301,500	1,395,521	1,070,857	910,725	952,644	715,135	6,940,117	8,212,531	6,246,907
Other Expenses	2,515,111	2,515,111	2,036,919	269,800	269,800	165,773	257,000	257,000	199,737	3,041,911	3,041,911	2,402,429
Net Loss from Disposal of Assets	-	1,400,000	-	-	-	-	-	-	-	-	1,400,000	-
<b>Total Expenses</b>	<b>25,707,118</b>	<b>30,085,382</b>	<b>18,004,651</b>	<b>3,966,556</b>	<b>4,635,327</b>	<b>3,242,586</b>	<b>2,707,458</b>	<b>2,949,845</b>	<b>2,127,732</b>	<b>32,381,132</b>	<b>37,670,554</b>	<b>23,374,969</b>
<b>a Operating Result from Continuing Operations</b>	<b>11,121,374</b>	<b>10,958,304</b>	<b>6,726,695</b>	<b>760,727</b>	<b>21,956</b>	<b>80,684</b>	<b>427,542</b>	<b>1,352,655</b>	<b>474,657</b>	<b>12,309,643</b>	<b>12,332,915</b>	<b>7,282,036</b>
<b>Net Operating Result for the Year before Grants and Contributions Provided for Capital Purposes</b>	<b>(2,083,270)</b>	<b>(2,871,720)</b>	<b>(282,828)</b>	<b>760,727</b>	<b>21,956</b>	<b>(16,942)</b>	<b>427,542</b>	<b>185,155</b>	<b>358,334</b>	<b>(895,001)</b>	<b>(2,664,608)</b>	<b>58,563</b>
<b>Reconciliation to Budget and Budget Summary</b>												
<b>b Other Budget items</b>												
Transfer from Restricted funding	760,000	1,074,829	-	-	94,021	-	-	100,234	-	760,000	1,269,084	-
<b>c Net Operating Result as per budget formula</b>	<b>(1,323,270)</b>	<b>(1,796,891)</b>	<b>(282,828)</b>	<b>760,727</b>	<b>115,976</b>	<b>(16,942)</b>	<b>427,542</b>	<b>285,389</b>	<b>358,334</b>	<b>(135,001)</b>	<b>(1,395,525)</b>	<b>58,563</b>
<b>Total Budget Operational Income</b>	<b>24,383,848</b>	<b>28,288,491</b>	<b>17,721,823</b>	<b>4,727,283</b>	<b>4,751,304</b>	<b>3,225,643</b>	<b>3,135,000</b>	<b>3,235,234</b>	<b>2,486,066</b>	<b>32,246,131</b>	<b>35,005,945</b>	<b>23,433,532</b>
<b>Total Budget Operational Expenses</b>	<b>25,707,118</b>	<b>30,085,382</b>	<b>18,004,651</b>	<b>3,966,556</b>	<b>4,635,327</b>	<b>3,242,586</b>	<b>2,707,458</b>	<b>2,949,845</b>	<b>2,127,732</b>	<b>32,381,132</b>	<b>37,670,554</b>	<b>23,374,969</b>
<b>d Budgeted Summary</b>	<b>(1,323,270)</b>	<b>(1,796,891)</b>	<b>(282,828)</b>	<b>760,727</b>	<b>115,976</b>	<b>(16,942)</b>	<b>427,542</b>	<b>285,389</b>	<b>358,334</b>	<b>(135,001)</b>	<b>(2,664,608)</b>	<b>58,563</b>

See the Budgeted Incomes Statement, Consolidated on page 3 for details on the recommended budget changes.

Notes

- a The Net Operating result from continuing Operations reflects the result as would be reported in a standard "Income Statement" format as used in the annual financial statements.
- b The use of Restricted Funds is not included in a standard "Income Statement" but is in Council's budgets historically.
- c Net operating result as per budget formula reconciles the standard "Income Statement" format to Council's published "Budgeted - Income Statement - Consolidated" and breaks this down by fund.
- d Reconciles the balances to the Council's published "Budgeted Summary of Financial Activities by Function".

**LEETON SHIRE COUNCIL**  
**Budgeted Statement of Financial Position - Consolidated**  
**For Year Ending 30 June 2022**

Notes	2021-22		Estimate Only		
	Original Budget	Current Forecast	Adjustment for Major carry overs	Adjusted for Major carry overs	
	<b>Current Assets</b>				
a	Cash and Cash Equivalents	2,950,000	14,624,113	751,728	15,375,841
a	Investments	24,110,000	23,850,000	6,000,000	29,850,000
	Receivables	1,176,000	2,637,171		2,637,171
	Inventories	428,000	1,205,152		1,205,152
	Other	-	59,486		59,486
	<b>Total Current Assets</b>	<b>28,664,000</b>	<b>42,375,922</b>	<b>6,751,728</b>	<b>49,127,650</b>
	<b>Non-Current Assets</b>				
a	Investments	7,720,000	5,000,000	2,000,000	7,000,000
	Receivables	76,000	44,681		44,681
b	Infrastructure, Property, Plant & Equipment	245,033,000	330,968,952	(17,740,655)	313,228,297
	Intangible Assets	8,371,000	8,315,900		8,315,900
	<b>Total Non-Current Assets</b>	<b>261,200,000</b>	<b>344,329,533</b>	<b>(15,740,655)</b>	<b>328,588,878</b>
	<b>Total Assets</b>	<b>289,864,000</b>	<b>386,705,455</b>	<b>(8,988,927)</b>	<b>377,716,528</b>
	<b>Current Liabilities</b>				
	Payables	8,295,000	2,732,924		2,732,924
	Contract Liabilities	-	1,509,231		1,509,231
	Borrowings	525,000	463,925		463,925
	Provisions	2,696,000	2,621,079		2,621,079
	<b>Total Current Liabilities</b>	<b>11,516,000</b>	<b>7,327,159</b>	<b>-</b>	<b>7,327,159</b>
	<b>Non-Current Liabilities</b>				
	Payables	10,000	10,000		10,000
c	Borrowings	5,250,714	6,381,814	(3,531,100)	2,850,714
	Employee Benefit Provisions	236,000	226,984		226,984
	Provisions	-	3,586,200		3,586,200
	<b>Total Non-Current Liabilities</b>	<b>5,496,714</b>	<b>10,204,998</b>	<b>(3,531,100)</b>	<b>6,673,898</b>
	<b>Total Liabilities</b>	<b>17,012,714</b>	<b>17,532,157</b>	<b>(3,531,100)</b>	<b>14,001,057</b>
	<b>Net Assets</b>	<b>272,851,286</b>	<b>369,173,299</b>	<b>(5,457,827)</b>	<b>363,715,472</b>
	<b>Equity</b>				
	Retained Earnings	133,524,286	157,605,299	(5,457,827)	152,147,472
	Revaluation Reserves	139,327,000	211,568,000		211,568,000
	<b>Total Equity</b>	<b>272,851,286</b>	<b>369,173,299</b>	<b>(5,457,827)</b>	<b>363,715,472</b>

Notes relating to adjustments for Major Carry Forwards as detailed on Page 14

- a Major carry forwards funded by Council's cash and investments
- b Reduction is PP&E from Major Carry Forwards
- c Major Carry Forwards funded through loans
- d The change in retained earnings is Major Carry forwards funded by Capital Grants offset by reduction in loans

**LEETON SHIRE COUNCIL**  
**Budgeted Cash Flow - Consolidated**  
**For Year Ending 30 June 2022**

		2021-2022	2021-2022	Estimate Only	
		Original Budget	Forecast	Adjustment for Major carry overs	Adjusted for Major carry overs
Notes	<b>Cash Flow from Operating Activities</b>				
	<b>Receipts:</b>				
	Rates and Annual Charges	13,977,235	13,977,235		13,977,235
	User Fees and Charges	8,907,287	8,261,239		8,261,239
	Interest and Investment Revenue	515,700	515,700		515,700
a	Grants & Contributions - Capital	13,204,643	14,102,303	(8,988,927)	5,113,376
	Grants & Contributions - Operating	5,969,028	7,400,808		7,400,808
	Other	2,591,881	2,537,552		2,537,552
	<b>Payments:</b>				
	Employee Costs	(14,373,503)	(14,500,553)		(14,500,553)
	Borrowing Costs	(106,250)	(106,250)		(106,250)
	Materials and Contracts	(7,482,351)	(10,629,309)		(10,629,309)
	Other	(3,041,911)	(2,537,552)		(2,537,552)
	<b>Net Cash Provided (or used) in Operating Activities</b>	<b>20,161,760</b>	<b>19,021,172</b>	<b>(8,988,927)</b>	<b>10,032,245</b>
	<b>Cash Flow from Investing Activities</b>				
	<b>Receipts:</b>				
	Maturity of Investments	5,000,000	5,000,000		5,000,000
	Deposits on Sale Real Estate Assets	50,000	-		-
	Disposal of Infrastructure, Property, Plant & Equipment	250,000	250,000		250,000
	Deferred Debtor Receipts	25,000	-		-
	<b>Payments:</b>				
b	Purchase of Investments	-	-	(8,000,000)	(8,000,000)
c	Purchase of Infrastructure, Property, Plant & Equipment	(25,930,513)	(34,560,826)	17,740,655	(16,820,171)
	Deferred Debtor Advances Made	-	-		-
	<b>Net Cash Provided (or used) in Investing Activities</b>	<b>(20,605,513)</b>	<b>(29,310,826)</b>	<b>9,740,655</b>	<b>(19,570,171)</b>
	<b>Cash Flow from Financing Activities</b>				
	<b>Receipts:</b>				
d	Borrowings and Advances	2,400,000	3,531,100	(3,531,100)	-
	Other	-	-		-
	<b>Payments:</b>				
	Borrowings and Advances	(463,925)	(463,925)		(463,925)
	Other				
	<b>Net Cash Provided (or used) in Financing Activities</b>	<b>1,936,075</b>	<b>3,067,175</b>	<b>(3,531,100)</b>	<b>(463,925)</b>
	<b>Net Increase/(Decrease) in Cash &amp; cash Equivalents</b>	<b>1,492,321</b>	<b>(7,222,479)</b>	<b>(2,779,372)</b>	<b>(10,001,852)</b>
	Cash and Cash Equivalents at Beginning of Period	13,131,792	14,624,113		14,624,113
	<b>Cash and Cash Equivalents at End of Period</b>	<b>14,624,113</b>	<b>7,401,634</b>	<b>(2,779,372)</b>	<b>4,622,262</b>
b	Plus Investments on Hand - End of Year	28,850,000	23,850,000	5,000,000	31,850,000
	<b>Total Cash, Cash Equivalents and Investments</b>	<b>43,474,113</b>	<b>31,251,634</b>	<b>5,220,628</b>	<b>36,472,262</b>
	<b>Movement in Cash and Investments</b>	<b>(3,507,679)</b>	<b>(12,222,479)</b>	<b>5,220,628</b>	<b>(7,001,852)</b>

Notes relating to adjustments for Major Carry Forwards as detailed on Page 14

- a Major Carry forwards funded by Capital Grants
- b Major carry forwards funded by Council's investments
- c Reduction in PP&E from Major Carry Forwards
- d Major Carry Forwards funded through loans

**LEETON SHIRE COUNCIL  
 Performance Measures  
 consolidated results (graphs)**

**For Year Ending 30 June 2022**  
 (adjusted for Major Carry Overs)

Calculation of Ratio

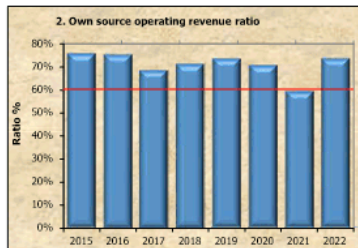


**Purpose of operating performance ratio**

This ratio measures Council's achievement of containing operating expenditure within operating revenue.

**Operating performance ratio**  
 Continuing operating revenue excluding capital grants and contributions less operating expenses  
 Total continuing operating revenue excluding capital grants and contributions

Benchmark: Minimum = 0.00%  
 Source for benchmark: Code of Accounting Practice and Financial Reporting #26

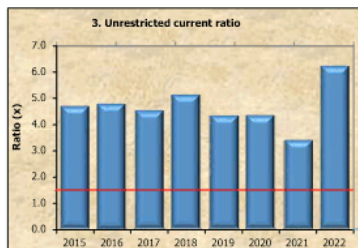


**Purpose of own source operating revenue ratio**

This ratio measures fiscal flexibility. It is the degree of reliance on external funding sources such as operating grants and contributions.

**Own source operating revenue ratio**  
 Total continuing operating revenue excluding capital grants and contributions  
 Total continuing operating revenue

Benchmark: Minimum = 50.00%  
 Source for benchmark: Code of Accounting Practice and Financial Reporting #26



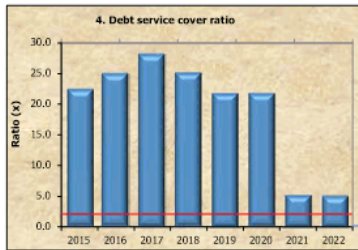
**Purpose of unrestricted current ratio**

To assess the adequacy of working capital and its ability to satisfy obligations in the short term for the unrestricted activities of Council.

**Unrestricted current ratio**  
 Current assets less all external restrictions  
 Current liabilities less specific purpose liabilities

Benchmark: Minimum = 1.50  
 Source for benchmark: Code of Accounting Practice and Financial Reporting #26

**LEETON SHIRE COUNCIL  
 Performance Measures  
 consolidated results (graphs)  
 For Year Ending 30 June 2022**



Benchmark: Minimum >=2.00  
 Source for benchmark: Code of Accounting Practice and Financial Reporting #26

**Purpose of debt service cover ratio**

This ratio measures the availability of operating cash to service debt including interest, principal and lease payments

**Debt service cover ratio**  
 Operating result before capital excluding interest and depreciation/impairment/amortisation  
 Principal repayments (Statement of Cash Flows) plus borrowing costs (Income Statement)

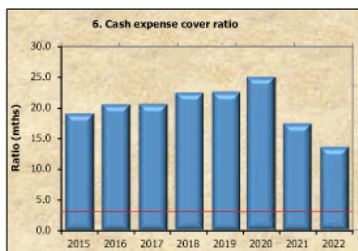


Benchmark: Maximum <=10.00%  
 Source for Benchmark: Code of Accounting Practice and Financial Reporting #26

**Purpose of rates and annual charges outstanding ratio**

To assess the impact of uncollected rates and annual charges on Council's liquidity and the adequacy of recovery efforts.

**Rates, annual charges, interest and outstanding %**  
 Rates, annual and extra charges outstanding  
 Rates, annual and extra charges collectible



Benchmark: Minimum >=3.00  
 Source for benchmark: Code of Accounting Practice and Financial Reporting #26

**Purpose of cash expense cover ratio**

This liquidity ratio indicates the number of months a Council can continue paying for its immediate expenses without additional cash inflow.

**Cash expense cover ratio**  
 Current year's cash and cash equivalents plus all term deposits  
 Payments from cash flow of operating and financing activities

**Summary - While Council will still meet 5 out of 6 of the performance benchmarks it is apparent that Council's position is unsustainable in the medium to long term with negative operating performance and worsening cash related finance ratios.**



LEETON SHIRE COUNCIL  
Capital Budget Review

July to March 2022 Quarterly Budget Review Summary

MCO's Details page 13

Notes

		2021/2022						Estimate Only		
		Original Annual Budget	Sept Review	Dec Review	Revised	Changes Sought	Revised Annual Forecast	Actual YTD	Adjustment for Major carry overs	Adjusted for Major carry overs
<b>Capital Expenditure</b>										
<b>New assets</b>										
a	- office equipment	520,000	-	-	520,000	(20,000)	500,000	302,056	(80,000)	420,000
	- plant & equipment	-	450,000	30,000	480,000	-	480,000	426,037	-	480,000
b	- land & buildings	3,600,655	-	-	3,600,655	(2,000,000)	1,600,655		(4,000,000)	(2,399,345)
c	- parks, gardens & recreation	441,000	-	-	441,000	(15,000)	426,000	37,742	(445,000)	(19,000)
	- roads, bridges, Stormwater & footpaths	730,500	-	-	730,500	-	730,500	92,701	(100,000)	630,500
	- waste	139,000	-	-	139,000	-	139,000	-	-	139,000
d	- water supply	165,000	-	-	165,000	68,000	233,000	-	-	233,000
e	- sewerage services	1,632,500	-	-	1,632,500	38,000	1,670,500	-	(3,700,000)	(2,029,500)
<b>Renewals (replacements)</b>										
	- plant & equipment	1,200,000	52,313	-	1,252,313	-	1,252,313	1,027,449	(110,000)	1,142,313
f	- land & buildings	8,285,300	2,448,957	267,000	11,001,257	(45,783)	10,955,474	550,539	(6,270,655)	4,684,819
g	- parks, gardens & recreation	215,000	1,142,791	-	1,357,791	122,000	1,479,791	759,033	(85,000)	1,394,791
h	- roads, bridges, Stormwater & footpaths	6,884,558	3,715,055	-	10,599,613	(1,415,445)	9,184,168	3,289,075	(2,000,000)	7,184,168
	- waste	250,000	173,688	-	423,688	-	423,688	93,973	(50,000)	373,688
	Subtotal of General Fund	24,063,513	7,982,804	297,000	32,343,317	(3,268,228)	29,075,089	6,578,606	(16,840,655)	12,234,434
i	- water supply	1,257,000	676,079		1,933,079	(125,000)	1,808,079	660,294	(900,000)	908,079
j	- sewerage services	610,000	3,132,658		3,742,658	(65,000)	3,677,658	463,879	-	3,677,658
<b>Total Capital Expenditure</b>		<b>25,930,513</b>	<b>11,791,541</b>	<b>297,000</b>	<b>38,019,054</b>	<b>(3,458,228)</b>	<b>34,560,826</b>	<b>7,702,779</b>	<b>(17,740,655)</b>	<b>16,820,171</b>

Notes

- a Council Table
- b Gogelderie Weir - Implement Masterplan
- c Removal of Park Masterplan to offset Floodlight upgrade
- d Solar Array Installation -Water Treatment Plant
- e Solar Array Installation -Sewer Treatment Plant and Element Org
- g Upgrade floodlighting at No.1 Oval to LED lighting
- h Revote Golfcourse carpark and remove original (now superceded) Canal Street project.
- i Revote Water Servicing Strategy
- j Revote Sewer Servicing Strategy and add Telemetry upgrades as per DPIE requirement.

**LEETON SHIRE COUNCIL**  
**Summary by Function - Consolidated**  
**July to March 2022 Quarterly Budget Review Summary**

BUDGET REVIEWS FOR 2021/2022						
Note	2021-2022	Budget Revotes	Budget Revotes	*Changes Sought	2021-2022	
	Original Budget	1st Quarter Budget	2nd Quarter Budget	3rd Quarter Budget	Revised Budget	Orig% Shift
	\$	\$	\$	\$	\$	
<b>Income</b>						
	Corporate and Governance	2,685,408	-		2,685,408	0%
	Public Order and Safety	164,500	-		164,500	0%
	Health and Environment	302,200	-		302,200	0%
	Community Services	2,279,413	-	64,000	2,343,413	3%
	Housing and Community Amenities	794,650	-		794,650	0%
	Recreation and Culture	966,382	-		966,382	0%
	Manufacturing and Mining	143,500	-		143,500	0%
a	Transport and Communication	1,270,822	2,952		3,624,774	185%
b	Economic Affairs		238,046	42,671	329,128	
c	General Purpose Revenues	12,613,461	-		13,680,524	8%
	Waste Management	2,913,691	40,000		2,953,691	1%
	Water	4,727,283	94,021		4,821,304	2%
	Sewerage	3,135,000	100,234		3,235,234	3%
	<b>Total Income</b>	<b>31,996,310</b>	<b>475,252</b>	<b>106,671</b>	<b>36,044,708</b>	<b>13%</b>
<b>Expenses</b>						
	Corporate and Governance	6,608,388	1,523,788	147,000	8,132,174	23%
	Public Order and Safety	567,116	4,365		571,481	1%
	Health and Environment	994,644	(54,326)		940,318	-5%
	Community Services	2,169,290	4,484	64,000	2,173,774	0%
	Housing and Community Amenities	1,124,860	320,148		1,445,008	28%
	Recreation and Culture	4,428,083	108,187		4,536,270	2%
	Manufacturing and Mining	190,196	-		190,196	0%
d	Transport and Communication	5,997,134	282,604		6,630,738	44%
e	Economic Affairs	1,143,988	433,472	122,000	1,625,872	42%
	Waste Management	2,483,419	265,970		2,749,389	11%
	Water	3,966,556	574,751		4,541,307	14%
	Sewerage	2,707,458	142,153		2,849,611	5%
	<b>Total Expenses</b>	<b>32,381,132</b>	<b>3,605,595</b>	<b>333,000</b>	<b>38,386,137</b>	<b>19%</b>
	<b>Consolidated Net Surplus/(deficit):</b>	<b>(384,822)</b>	<b>(3,130,343)</b>	<b>(226,329)</b>	<b>(2,341,429)</b>	<b>508%</b>

**Notes - From Recommended Changes, Carry Overs and Revotes on Page 5**

	Income	Expense
<b>a,d</b> Transport and Communication - Page 3 note a		
Private Works -RMS	2,351,000	
Roads Maintenance- RMS Private Works		2,351,000
	<u>2,351,000</u>	<u>2,351,000</u>
<b>b,e</b> Economic Affairs		
Neighbouring council contribution to Visitors Guide. Page 3 note e	28,412	
Grant Art Deco Festival. Page 3 note e	20,000	
Administration Expenses / Visitor Guide Publication		38,412
Advertising		10,000
Grant - Art Deco Festival Expenditures		20,000
	<u>48,412</u>	<u>48,412</u>
<b>c</b> General Purpose Revenues		
FAGS Grant received in advance for 2022/23. Page3 note b.	1,067,063	
	<u>1,067,063</u>	<u>-</u>
<b>Total</b>	<b><u>3,466,475</u></b>	<b><u>2,399,412</u></b>

**LEETON SHIRE COUNCIL**

**Recommended Changes, Carry Overs and Revotes**

		<b>Revotes &amp; Adjustments</b>		
		<b>Operating</b>	<b>Capital</b>	<b>Total</b>
		<b>\$</b>	<b>\$</b>	<b>\$</b>
<b>Note</b>	<b><u>User charges and fees</u></b>			
	Private Works -RMS	2,351,000		2,351,000
	Other Council's contribution to Visitors Guide	28,412		28,412
<b>a</b>		2,379,412	-	2,379,412
	<b><u>Other Income</u></b>			
<b>d</b>	Sales of Water Surplus	(240,000)		(240,000)
	<b>Unrestricted Cash</b>		(53,783)	(53,783)
	<b>Reserve Transfers</b>			
	Sportsground Reserve - Oval Light LED Upgrade		47,500	47,500
	Infrastructure Reserve -Vance Estate Expansion	(600,000)		(600,000)
	Roads Reserve - Canal Street old project	(300,000)		(300,000)
	Sewer Reserve	(27,000)		(27,000)
	Water Reserve	(57,000)		(57,000)
		-	(936,500)	(936,500)
	<b><u>Operating Grants and Contributions</u></b>			
	Grant - Art Deco Festival	20,000		20,000
<b>b</b>	Grant - FAGS additional 25%	1,067,063		1,067,063
		1,087,063	-	1,087,063
	<b><u>Capital Grants and Contributions - Increases</u></b>			
	Grant Funding- Oval Light LED Upgrade		47,500	47,500
	Contribution Private Funding Gogelderie Weir Master Plan	(500,000)		(500,000)
	Grant- Gogelderie Weir Master Plan	(1,000,000)		(1,000,000)
	Grant Golf Club Car Park	(115,445)		(115,445)
	Grant-LELC New Room	(300,000)		(300,000)
	Grant- Vance Estate Expansion	(757,000)		(757,000)
	Fixing Local Roads Round 3 - Canal street (old project)	(1,000,000)		(1,000,000)
<b>c</b>		-	(3,624,945)	(3,624,945)
	<b><u>Loans and Borrowings</u></b>			
	Loan-LELC New Room		300,000	300,000
	Loan- Gogelderie Weir Master Plan		(500,000)	(500,000)
	Loan-Vance State Expansion		1,357,000	1,357,000
		-	1,157,000	1,157,000
	<b>Total Income Increases &amp; Borrowings</b>	<b>3,226,475</b>	<b>(3,404,445)</b>	<b>(177,970)</b>
	<b>Capital Reserves - Excluded from Income Statement</b>			<b>220,500</b>
	<b>Included in Income Statement (excludes Borrowings)</b>			<b>(398,470)</b>

**LEETON SHIRE COUNCIL**

**Recommended Changes, Carry Overs and Revotes**

	<b>Revotes &amp; Adjustments</b>		<b>Total</b>
	<b>Operating</b>	<b>Capital</b>	
	<b>\$</b>	<b>\$</b>	<b>\$</b>
<b><u>EXPENDITURE VARIATIONS</u></b>			
<b><u>Materials and Contracts</u></b>			
Administration Expenses / Visitor Guide Publication	38,412		38,412
Advertising	(10,000)		(10,000)
Roads Maintenance- RMS Private Works	2,351,000		2,351,000
Grant - Art Deco Festival	20,000		20,000
	2,399,412	-	2,399,412
<b>Total Expenditure Increases</b>	<b>2,399,412</b>	<b>-</b>	<b>2,399,412</b>
<b>Net Variations</b>	<b>827,063</b>	<b>(3,404,445)</b>	<b>(2,577,382)</b>
<b><u>Capital Projects Included</u></b>			
Roxy Theatre Awning		(45,783)	(45,783)
Gogelderie Weir - Implement Masterplan		(2,000,000)	(2,000,000)
Element Org - Sewer		(30,000)	(30,000)
Council Chambers Table		(20,000)	(20,000)
Servicing Strategy-Water and Sewer		(250,000)	(250,000)
Solar Array Installation -Water and Sewer Treatment Plant		136,000	136,000
Sportsground- Renewals		122,000	122,000
Park Masterplan		(15,000)	(15,000)
Telemetry Upgrades		60,000	60,000
Canal Street Rehabilitation-fixing local roads#3		(1,300,000)	(1,300,000)
Golf Course Upgrades-Car Park		(115,445)	(115,445)
	-	<b>(3,458,228)</b>	<b>(3,458,228)</b>
<b><u>Capital Projects Funding</u></b>			
Unrestricted Cash		(53,783)	(53,783)
Borrowings		1,157,000	1,157,000
<b><u>Reserve Transfers - for Capital Projects not included in Income Statement</u></b>			
Infrastructure Reserve	-	(600,000)	(600,000)
Sportsgrounds Reserve		47,500	47,500
Water Reserve	-	(57,000)	(57,000)
Sewer Reserve	-	(27,000)	(27,000)
Roads Reserve	-	(300,000)	(300,000)
	-	<b>166,717</b>	<b>166,717</b>

Notes relate to Notes on Page 3.

### Capital Work - Major Carry Overs

#### As at March 31, 2022

Leeton Shire Council currently has a large quantity and value of projects planned

to commence this year but not expected to be completed till next year.

These projects are causing the financial reports to be very skewed and misleading.

To try and create a more correct picture the following table details the major

projects and an estimate of their carry over values.

These values have been added to some essential reports to try and provide a clearer picture

of Council's expected position.

Name	This years budget	YTD Expense	Budget Remaining	Carry Over Adj
	19,037,798	366,224	18,671,574	- 17,740,655
<b>Corporate Services</b>	102,000	13,996	88,004	- 80,000
Corporate Services	102,000	13,996	88,004.18	- 80,000
Corporate Information Systems	102,000	13,996	88,004.18	- 80,000
Procure2pay	102,000	13,996	88,004	- 80,000
<b>Operations</b>	8,036,699	331,222	7,705,477	- 7,290,000
<b>Plant &amp; Vehicle Replacement</b>	110,000	-	110,000	- 110,000
Hydralada	110,000	-	110,000	- 110,000
<b>Environment</b>	100,000	1,704	98,296	- 50,000
Yanco Landfill	100,000	1,704	98,296	- 50,000
<b>Public Conveniences</b>	445,000	-	445,000.00	- 445,000
Public Conveniences - MPC Toilet	75,000	-	75,000	- 75,000
Public Convenience - Wamoon Park	70,000	-	70,000	- 70,000
Public Convenience - Whitton	50,000	-	50,000	- 50,000
Public Convenience - Sycamore Street	100,000	-	100,000	- 100,000
Public Convenience - Gossamer Park	50,000	-	50,000	- 50,000
Yanco Women's Changerooms and toilets	100,000	-	100,000	- 100,000
<b>Open Spaces &amp; Recreation</b>	85,000	-	85,000.00	- 85,000
<b>Swimming Pools</b>	85,000	-	85,000.00	- 85,000
Pool Covers Renewal - Leeton	85,000	-	85,000	- 85,000
<b>Water Infrastructure</b>	1,146,699	125,302	1,021,397.20	- 900,000
Filtration Plants	454,699	101,302	353,397	- 300,000
Reservoirs/Dams	250,000	24,000	226,000	- 200,000
<b>Water Main Replacements</b>	442,000	-	442,000.00	- 400,000
Water Main Replacements	442,000	-	442,000	- 400,000
<b>Sewer Infrastructure</b>	4,100,000	204,216	3,895,783.67	- 3,700,000
Wamoon Sewerage Project - RESTART funded 18/19	4,100,000	204,216	3,895,784	- 3,700,000
<b>Roads, Transport and Stormwater</b>	2,050,000	0	2,049,999.99	- 2,000,000
<b>Fixing Local Roads</b>	2,050,000	-	-	- 2,000,000
Fixing Local Roads - Canal Street	2,050,000	0	2,050,000	- 2,000,000
<b>Shire Activation</b>	10,899,099	21,006	10,878,093	- 10,370,655
<b>Culture</b>	6,899,099	51,109	6,950,207.68	- 6,370,655
* Roxy Renewals	3,270,655	53,029	3,323,684	- 3,270,655
<b>Roxy Theatre</b>	3,508,444	0	3,508,444.00	- 3,000,000
Roxy Theatre	3,508,444	0	3,508,444	- 3,000,000
Art Deco Touring Route Signage	120,000	1,920	118,080	- 100,000
<b>Economic Affairs</b>	4,000,000	72,115	3,927,885.16	- 4,000,000
Vance Estate Expansion	4,000,000	72,115	3,927,885.16	- 4,000,000
Vance Estate Expansion	4,000,000	72,115	3,927,885	- 4,000,000

**Budgeted Loan Schedule 2021/2022**

Description	Loan % Rate	Final Payment Date	Principal 1 July 2022	New Loans 2021/22	Loans adjustment	Forecast Loans	Annual Repayment	Principal Repayments	Interest Repayments	Principal Outstanding
<b>Community Services</b>										
LIRS 1 Loan - Community Multi-Purpose Centre	5.52%	19/09/2022	66,530				68,362	66,530	1,831	0
<b>Roads</b>										
LIRS 2 Loan - Petersham Road Works	4.85%	18/08/2023	198,051				138,483	130,418	8,065	67,633
<b>Sporting Grounds and Facilities</b>										
LIRS 3 Loan - Leeton Ovals Complex Dressing Shed Development	4.34%	22/07/2024	346,344				124,345	110,560	13,785	235,783
Showground Grandstand	2.59%	30/04/2030	163,903				22,751	18,738	4,013	145,166
Leeton Pool Returbishment	2.99%	30/04/2040	2,076,106				147,625	90,120	57,505	1,985,986
<b>Existing Loans</b>			<b>2,850,934</b>				<b>501,565</b>	<b>416,367</b>	<b>85,198</b>	<b>2,434,567</b>
<b>Economic Development</b>										
Vance Estate Development				1,400,000	-1,400,000	0	0	0	0	0
Roxy Redevelopment				1,131,100	-1,131,100	0	0	0	0	0
LELC				500,000	-500,000	0	0	0	0	0
Gogelderie Caravan Park				500,000	-500,000	0	0	0	0	0
<b>New Loans</b>			0	<b>3,531,100</b>	<b>-3,531,100</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>New Loans</b>			2,850,934	<b>3,531,100</b>	<b>-3,531,100</b>	<b>0</b>	<b>501,565</b>	<b>416,367</b>	<b>85,198</b>	<b>2,434,567</b>

Delays in the loan funded projects means the loans will not be required till next year.

Leeton Shire Council  
 July to March 2022 Quarterly Budget Review Summary  
 Cash, Investments and Restrictions Forecast

	Forecast balances of restrictions for movements in Capital and Operating for 2021/22										Estimate Only	
	Opening balance 1/7/2021 (inc. ECV rev.)	Original Budget	Sept Review	Dec Review	Revised Balance 31/12/2021	Capital Changes sought 31/03/2022	Forecast Operating	Revised Annual Forecast	GL Balance as at 31/03/2022		Adjustment for Major carry overs	Adjusted for Major carry overs
<b>Externally Restricted</b>												
Developer Contributions - General	635,459	(150,000)	(503,000)	-	(17,541)	-	125,000	107,459	107,459			107,459
Developer Contributions - Water	29,732		-	-	29,732	-	10,000	39,732	39,732			39,732
Specific Purpose Unexpended Grants	2,483,374		(974,143)	-	1,509,231	-	-	1,509,231	1,509,231			1,509,231
Stormwater Management	91,714	(130,000)	-	-	(38,286)	-	-	(38,286)	(38,286)			(38,286)
Deposits, Bonds & Retentions	330,674		-	-	330,674	-	-	330,674	330,674			330,674
Water Supply - carry over works	374,890		(374,890)	-	-	-	-	-	-	900,000		900,000
Water Supply	16,757,389	(1,422,000)	(395,210)	-	14,940,179	57,000	21,956	15,019,135	17,625,098			15,019,135
Sewerage Services - carry over works	1,791,569		(1,791,569)	-	-	-	-	-	-	2,734,393		2,734,393
Sewerage Services	7,614,411	(2,242,500)	(273,823)	-	5,098,088	27,000	185,155	5,310,243	9,782,325			5,310,243
Domestic Waste Management	898,331	(364,000)	(213,658)	-	320,643	-	204,302	524,945	1,484,863	50,000		574,945
Landfill Remediation	2,619,000		-	-	2,619,000	-	250,000	2,869,000	2,619,000			2,869,000
<b>Total Externally Restricted</b>	<b>33,426,543</b>	<b>(4,308,500)</b>	<b>(4,526,323)</b>	<b>-</b>	<b>24,791,720</b>	<b>84,000</b>	<b>796,413</b>	<b>25,672,134</b>	<b>33,460,097</b>	<b>3,684,393</b>		<b>29,356,526</b>
<b>Internally Restricted</b>												
<b>Infrastructure Restrictions</b>												
Aerodrome	200,000		-	-	200,000	-	-	200,000	200,000			200,000
Buildings	1,000,000	(130,000)	-	-	870,000	-	-	870,000	870,000			870,000
Infrastructure Replacement	2,000,000	(416,000)	(479,387)	(200,000)	904,613	600,000	-	1,504,613	1,504,613	195,000		1,699,613
Plant & Vehicle Replacement	2,000,000	(800,000)	(450,000)	-	750,000	-	-	750,000	750,000			750,000
Roads General	2,000,000	(300,000)	(507,500)	-	1,192,500	300,000	-	1,492,500	1,492,500			1,492,500
Swimming Pool	950,000		(896,000)	-	54,000	-	-	54,000	54,000	85,000		139,000
Childcare Centre	200,000	(200,000)	-	-	-	-	-	-	-			-
<b>Co-Contribution Restrictions</b>												
Lana Development	800,000	(600,000)	-	-	200,000	-	-	200,000	200,000	600,000		800,000
Leeton Museum & Art Gallery (WCIC)	300,000		-	-	300,000	-	-	300,000	300,000			300,000
Renewable Energy efficiencies	120,000		-	-	120,000	-	-	120,000	120,000			120,000
Sportsgrounds improvements	300,000	(10,000)	-	-	290,000	(47,500)	-	242,500	242,500			242,500
<b>Provisions</b>												
Employee Leave Entitlements	1,326,954		-	-	1,326,954	-	-	1,326,954	1,326,954			1,326,954
Workers Compensation	165,000		-	-	165,000	-	-	165,000	165,000			165,000
Façade Painting Reserve	54,329	(54,329)	(54,329)	54,329	-	-	-	-	-			-
<b>Total Internally Restricted</b>	<b>11,416,283</b>	<b>(2,510,329)</b>	<b>(2,387,214)</b>	<b>(145,671)</b>	<b>6,373,047</b>	<b>852,500</b>	<b>-</b>	<b>7,225,567</b>	<b>7,225,567</b>	<b>1,734,442</b>		<b>8,942,029</b>
<b>Total Restricted</b>	<b>45,042,826</b>	<b>(6,818,829)</b>	<b>(6,913,537)</b>	<b>(145,671)</b>	<b>31,164,767</b>	<b>936,500</b>	<b>796,413</b>	<b>32,897,700</b>	<b>40,685,663</b>	<b>5,420,855</b>		<b>38,318,555</b>
<b>Unrestricted</b>	<b>1,938,944</b>	<b>-</b>	<b>(1,905,902)</b>	<b>-</b>	<b>33,044</b>	<b>53,783</b>	<b>-</b>	<b>(1,646,046)</b>	<b>6,342,948</b>	<b>-</b>		<b>(1,646,046)</b>
<b>Total Restricted &amp; Unrestricted Cash &amp; Investments</b>	<b>46,981,772</b>	<b>(6,818,829)</b>	<b>(8,819,441)</b>	<b>(145,671)</b>	<b>31,197,851</b>	<b>990,283</b>	<b>796,413</b>	<b>31,251,634</b>	<b>47,048,632</b>	<b>5,420,855</b>		<b>36,672,489</b>
<b>Cash &amp; Investments</b>												
Cash floats	4,070		(120)		3,950			3,950	3,450			3,950
Cash floats LEUC	400		-		400			400	400			400
Cash at Bank	13,127,322		(11,351,584)		1,775,738	53,783		1,829,521	1,186,221			1,829,521
Cash at Bank LELC	-		507,478		507,478			507,478	506,954			507,478
* Investments & Deposits at Call	33,850,000	(6,818,829)	2,024,784	(145,671)	28,910,284			28,910,284	45,351,607	5,420,855		34,331,139
<b>Total Cash &amp; Investments</b>	<b>46,981,772</b>	<b>(6,818,829)</b>	<b>(8,819,441)</b>	<b>(145,671)</b>	<b>31,197,851</b>	<b>53,783</b>	<b>-</b>	<b>31,251,634</b>	<b>47,048,632</b>	<b>5,420,855</b>		<b>36,672,489</b>

\* YTD Investments & Deposits at Call as per the March 2022 Investments Report

**Leeton Shire Council**  
**July 2021 to March 2022, Quarterly Budget Review**  
**Contracts**

Contract No	Contractor	Contract detail & purpose	Contract value (excl GST)	Commenced	Duration of contract	Budgeted (Y/N)
	Jason Mimmo	Professional Golf Services	Variable amount	27/09/2021	3 Years	Y
	Univerus Software Pty Ltd	Asset Management Software Implementation	Estimated amount of \$125,787.33	30/09/2021	3 Years	Y
	Downer EDI Works Pty Ltd	Pricing commitment by potential supplier for the provision of bitumen, emulsions asphaltic materials and services.	\$1,200,000 The above is the estimated value for a two year period.	1/07/2021	30/06/2023	Y
	Lloyds	The Roxy Theatre Upgrade	\$5,004,833	1/01/2022		Y
LSC2021-139	JAS and NIC Enterprises	Gogeldrie Weir Caretaker services	\$50,000 per annum plus variables amount	23/12/2021	30/06/2024	Y
	Open Cities	Software as a service (website)	\$15,000 set up and \$30,000 per annum	3/11/2021	3 Years	Y
LSC2021-141	I2R	Leeton Skate Park Pump Shed MSB Upgrade	\$109,650	18/01/2022		Y
LSC2022-142	GS & BD Electrical Pty Ltd	Leeton No 1 Oval LED Lighting Project	\$122,310	16/02/2022		Y
LSC2022-150	Sunbathers	Leeton Aquatic Centre Pool Equipment	\$85,624	22/03/2022		Y
LSC2022-152	Currajong	Active Transport Strategy	73600 check their pricing - not sure if GST was included or excluded.	30/03/2022		Y

This document forms part of Leeton Shire Council's Quarterly Budget Review Statement for the quarter ended 31/03/2022 and should be read in conjunction with other documents in the QBRs.

**Notes**

1. Minimum reporting level is 1% of estimated income from continuing operations or \$50,000 whichever is the lesser.
2. Contracts listed are those entered into during the quarter and have yet to be fully performed, excluding contractors that are on Council's Preferred supplier list'.
3. Contracts for employment are not required to be included.



**Leeton Shire Council  
 July 2021 to March 2022, Quarterly Budget Review  
 Consultancy & Legal Costs**

Company	Details	Expenditure YTD	Budgeted Y/N
<b>Consultancies</b>			
Noel Thompson Architecture	Heritage Advice	\$ 12,800	Y
Pacesetter Services	Water Billing Consulting	\$ 4,000	Y
Veritech Corporation Pty Lt	Consultation - configuration of Scada	\$ 948	Y
Local Government NSW	Consulting for HR Matters	\$ 239	Y
Micromex Research	Community Survey 2020	\$ 27,700	Y
Miktysh	Records Management Consultant	\$ 10,000	Y
Common Thread Consulting Pty	Asset & financial analysis - toward long term strategies	\$ 103,464	Y
Rob Geberl Arts Consultancy	Leeton Roxy Update of Business Modelling	\$ 2,520	Y
Currajong Pty Ltd	Leeton Aquatic Centre Consultant	\$ 30,718	Y
Currajong Pty Ltd	Leeton DCP Issue Paper	\$ 16,600	Y
Remplan	Business case, EIA and CBA	\$ 13,500	Y
Talis	Leeton Waste Management Strategy	\$ 1,000	Y
Facility Design Group	Leeton Swimming Pool Superintendent	\$ 26,875	Y
BRT Consulting Pty Ltd	Building Services Consultant - Roxy Theatre Redevelopment	\$ 34,000	Y
Setting Line Theatre Consulting	Roxy Redevelopment - Theatre Consultant	\$ 24,000	Y
Donald Cant Watts Corke	Roxy Theatre Redevelopment Superintendent	\$ 68,866	Y
DP8 Engineering Pty Ltd	Trade Waste Consulting	\$ 22,500	Y
Public Works Advisory	Integrated Water Cycle Management Plan	\$ 14,889	Y
<b>Legal Expenses</b>			
General		\$ 114,782	Y
Planning		\$ 539	Y
Debt recovery		\$ -	Y

This document forms part of Leeton Shire Council's Quarterly Budget Review Statement for the quarter ended 31/03/2022 and should be read in conjunction with other documents in the QBRs.

**Leeton Shire Council**  
**July 2021 to March 2022, Quarterly Budget Review**  
**Water Trading & Bad Debts**

<b>Details</b>	<b>Original Budget</b>	<b>Cost of Sales YTD</b>	<b>Income YTD</b>	<b>Revised Budget</b>
<b>Trade Water Sales</b>				
Sale of Investment Water	\$ 300,000	\$ 4,098	\$ 121,372	\$ 180,000
Sale of Town Water	\$ 120,000	\$ 1,548	\$ 39,489	\$ -
<b>Total</b>	<b>\$ 420,000</b>	<b>\$ 5,646</b>	<b>\$ 160,861</b>	<b>\$ 180,000</b>
<b>Bad Debts Written Off Year to Date</b>				
General	\$ 2,850	Nil	Nil	\$ 2,850

This document forms part of Leeton Shire Council's Quarterly Budget Review Statement for the quarter ended 31/03/2022 and should be read in conjunction with other documents in the QBRs.

**ITEM 8.8 INVESTMENTS REPORT FOR APRIL 2022**

<b>RECORD NUMBER</b>	22/175
<b>RELATED FILE NUMBER</b>	EF21/312
<b>AUTHOR/S</b>	Accountant
<b>APPROVER/S</b>	Manager Finance Group Manager Corporate

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**SUMMARY/PURPOSE**

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

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**RECOMMENDATION**

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

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**REPORT**

**(a) Background**

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

**(b) Discussion**

**Changes to the report**

This report incorporates a number of changes being:-

- Inclusion of investment earnings other than interest (being interest on Deposits at call and rebates and other earnings). This is provided to provide a more complete picture of Council's return on investments. These additional earnings are included in the "Actual vs budgeted interest and earnings" table.
- A modified "Water Entitlements" table to comply with the "Temporary Trade of Water Allocations Policy". Further information has been added to support this modified table.

**General discussion**

As at 30 April 2022 Leeton Shire Council has \$47,356,087 invested in Approved Deposit Institutions (ADIs) of which \$9,630,628 (20.34%) 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 April 2022.

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The Statement of Bank Reconciliation reconciles the Bank Statement balances to the General Ledger at 30 April 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 April 2022.

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

<b>Opening Balance</b>	<b>\$ 45,351,607</b>
<b>Less:</b>	
Maturities (2)	\$ 1,500,000
Transfer to CBA Current Account	
<b>Subtotal</b>	<b>\$ 43,851,607</b>
<b>Plus:</b>	
Roll-overs	\$
New Investments (3)	\$ 3,500,000
CBA Business Online Saver (BOS) movements	\$ 244
AMP Business Saver Account	\$ 62
AMP 31 Day Notice Account	\$ 2,738
Macquarie Cash Management Accelerator Account	\$ 1,436
<b>Closing balance as at 30 April 2022</b>	<b>\$ \$47,356,087</b>

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

<b>Total Investments</b>	<b>\$ 47,356,087</b>
<b>Less restrictions (GL Balance as per March QBR)</b>	
Water Supply (Excl. Unfinished Works)	\$ 17,625,098
Sewerage Services (Excl. Unfinished Works)	\$ 9,782,325
Domestic Waste Management	\$ 4,103,863
*Other external restrictions	\$ 1,948,810
<b>External Restrictions (Excl. Unfinished Works) - Sub Total</b>	<b>\$ 33,460,097</b>
Internal restrictions	\$ 7,225,567
<b>Total restrictions</b>	<b>\$ 40,685,663</b>
Operating Capital	\$ 6,670,424

\*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 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. For the 2021/22 year there is 100% allocation for both high security and general security water.

Table of Water Sales to date

Date	Qty	Price/ML	Total Water Sale	Brokerage	Net Total
3/09/2021	400	\$120	\$48,000	-\$1,640	\$46,360
23/09/2021	400	\$100	\$40,000	-\$1,250	\$38,750
1/11/2021	300	\$85	\$25,500	-\$815	\$24,685
3/12/2021	500	\$71	\$35,500	-\$1,359	\$34,141
23/12/2021	250	\$70	\$17,500	-\$575	\$16,925
<b>General Fund Sales</b>	<b>1850</b>		<b>\$166,500</b>	<b>-\$5,639</b>	<b>\$160,861</b>

For the year ending 30 June 2022 Council has undertaken temporary trades of 1,850 ML for \$160,861 (net of sale brokerage fees). This equates to a ROI of 1.93% which compares very favourably to returns on financial investments returning 0.76%.

As at 11 May water was trading at \$5.00 per ML (Source Breed & Hutchinson and Waterfind).

Water Entitlements	Allocation (%)	Total Allocation (ML)	Usage (ML)	Sales this month	Total Volume Sold (ML)	Safety Margin (ML)	Remaining Allocation (Saleable)	Current Market rate per ML	Potential Income from Sales
Town Water High Security (C7) - 4,097ML	100%	4,097	2,311	-	363	68	1,355	\$5.00	\$6,775
<b>Investment Water</b>									
*General Security (C1) - 516 ML	100%	516		-	516		-	\$5.00	\$0
High Security (C3) - 971ML	100%	971		-	971		-	\$5.00	\$0
<b>Total</b>		<b>5,584</b>	<b>2,311</b>	<b>-</b>	<b>1,850</b>	<b>68</b>	<b>1,355</b>		<b>\$6,775</b>

### **IMPLICATIONS TO BE ADDRESSED**

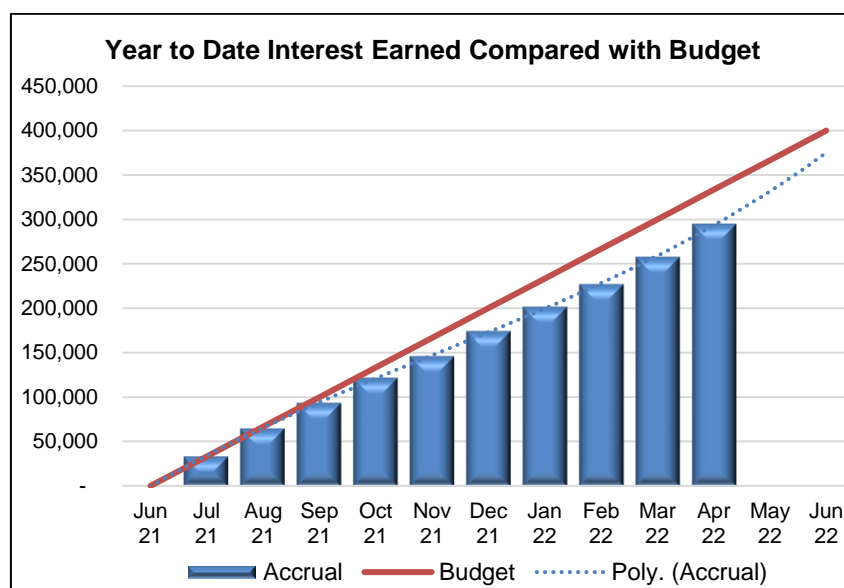
#### **(a) Financial**

The annualised rate of return across the portfolio is 0.95% for April 2022.

The budgeted percentage for the 2021/22 Financial Year equates to 1.30%.

The actual \$36,923 in interest earned for April 2022 is higher than the original budgeted amount of \$33,333 by \$3,590.

The following graph compares year-to-date interest with the original budgeted interest for the period. This shows that Council's actual investment income has been lower than the original budget as at 30 April 2022.



The consolidated actual investment income from 1 July 2021 to 30 April 2022 compared to the original budgeted annual investment interest from 1 July 2021 to 30 April 2022 is detailed below.

Actual versus budgeted interest and earnings	
Investments - Interest earned	\$235,237
Deposits at call – Interest Earned	\$40,522
Rebates and Other Earnings	\$18,688
<b>Total Investment Earnings</b>	<b>\$294,448</b>
Original Budgeted Interest – 1 July 2021 to 30 April 2022	\$333,333
<b>Variance – (Negative)</b>	<b>(\$38,885.36)</b>

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 (Apr)
Portfolio Average Interest Rate (year to date)	0.76%	1.41%
Investment Balances	Year to Date	Last Year
Opening Balance as at 1 Apr	\$45,351,607	\$39,907,108
Current Balance as at 30 Apr	\$47,356,087	\$40,910,046

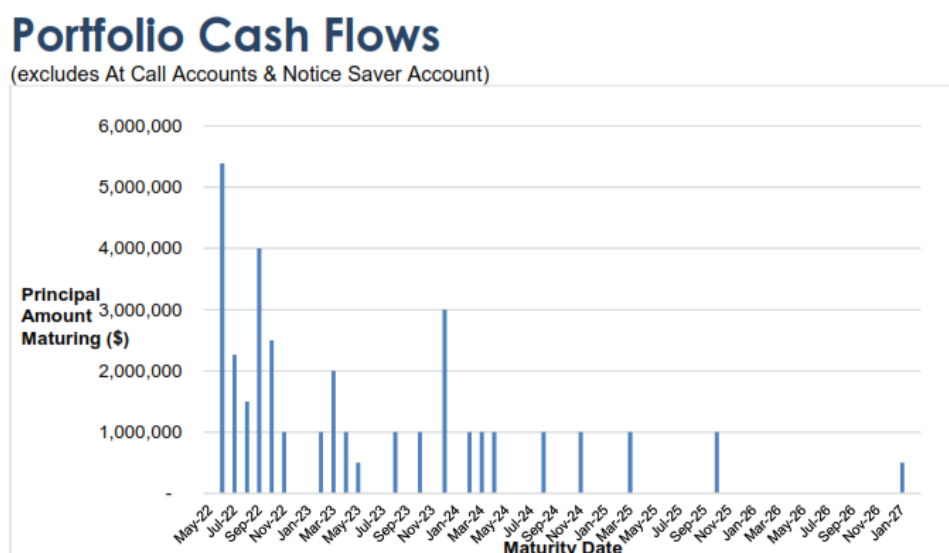
For the month of April 2022, the portfolio (excluding cash) provided a solid return of +0.08% (actual) or +0.99% p.a. (annualised), outperforming the benchmark Bloomberg Bank Bill Index return of -0.02% (actual) or -0.19% p.a. (annualised). The outperformance continues to be driven by a combination of those deposits originally invested between 1-3 years, as well as the introduction of FRNs into the portfolio, which have been locked-in at attractive margins

The Reserve Bank of Australia has increased the cash rate target by 25 basis points to 35 basis points as its meeting on 3 May 2022. Headline inflation has also picked up significantly at 5.1%

## (b) 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.



### Financial Asset Allocation

The majority of the portfolio is directed to Fixed-Term Deposits (55.96%), followed by the cash at call accounts with the Commonwealth Bank of Australia, AMP Bank and Macquarie Bank (28.94%). Floating Rate Notes are 8.76% of the portfolio, and 6.34% is held in Bonds.

### Counterparty

At 30 April 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 (\$)
✓	ANZ	AA-	\$1,002,442	2.12%	45%	\$20,294,588
✓	CBA	AA-	\$4,626,488	9.78%	45%	\$16,670,542
✓	NAB	AA-	\$3,000,000	6.34%	45%	\$18,297,030
✓	Northern Terr.	AA-	\$1,000,000	2.11%	45%	\$20,297,030
✓	Westpac	AA-	\$5,000,000	10.56%	45%	\$16,297,030
✓	Macquarie	A+	\$3,014,051	6.37%	35%	\$13,550,306
✓	Aus. Military	BBB+	\$1,000,000	2.11%	30%	\$13,198,020
✓	Bendigo (Rural)	BBB+	\$973,018	2.06%	30%	\$13,225,002
✓	BoQ	BBB+	\$4,646,610	9.82%	30%	\$9,551,410
✓	QBank	BBB+	\$1,001,714	2.12%	30%	\$13,196,306
✓	AMP Bank	BBB	\$13,561,409	28.65%	30%	\$636,611
✓	Auswide Bank	BBB	\$2,001,002	4.23%	30%	\$12,197,018
✓	Beyond Bank	BBB	\$6,500,000	13.73%	30%	\$7,698,020
			<b>\$47,326,734</b>	<b>100.00%</b>		

### 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	AA Category	\$14,628,930	30.91%	100.00%
Yes	A Category	\$3,014,051	6.37%	80.00%
Yes	BBB Category	\$29,683,753	62.72%	70.00%
Yes	Unrated ADI's	\$0	0.00%	30.00%
		<b>\$47,326,734</b>	<b>100.00%</b>	

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

Maximum Limit Percentage is based on the Revised Investment Policy for 2022 (not yet approved).

### (c) 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 April 2022.



**(b) Internal**

No additional internal consultation was undertaken.

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

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

**ATTACHMENTS**

**1** [↓](#) Bank Reconciliation as at 30 April 2022

**2** [↓](#) Investments Summary April 2022

## 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 April 2022

### BALANCE AS PER GENERAL LEDGER

Opening Balance:	1/04/2022	\$	1,216,645.50
April Movements:		\$	573,024.79
Closing Balance:	30/04/2022	\$	1,789,670.29
Less Unprocessed Bank Statement Transactions:		-\$	18,919.98
Total:		\$	1,770,750.31

### BALANCE AS PER BANK STATEMENTS

		\$	1,889,512.07
Less Unpresented Cheques		-\$	12,290.10
Less Unpresented Debits		-\$	108,813.26
Plus Unpresented Deposits		\$	2,341.60
Total		\$	1,770,750.31

  
Responsible Accounting Officer  
6 May 2022

## Leeton Shire Council

### Summary of Term Investments as at: 30/04/2022

BBSW 90: 0.71%      Average Yield: 0.95%

Inv No	Financial Institution/Broker	Investment	Note	Ref No	Investment Date	Investment Term (months)	Remaining Term (months)	Principal	Yield %	Maturity	Type
10-00	Commonwealth Bank L	CBA Business Online Saver - Cash at Call (Cash flow account)		10206481	12/10/09	150	0	3,130,627.64	0.10%	06/05/22	DAC
20-00	AMP Bank	AMP Business Saver Account - Cash at Call		437864762	10/07/20	21	0	1,500,947.15	0.60%	06/05/22	DAC
21-00	AMP Bank	AMP 31 Day Notice Account		971165956	17/07/20	21	0	6,060,461.98	0.65%	06/05/22	DAC
22-00	Macquarie Bank	Macquarie Cash Management Accelerator Account		940367790	07/11/20	17	0	3,014,050.50	0.60%	06/05/22	DAC
20-04	National Aust Bank	Member Equity Bank		AU3FN00485	18/07/19	36	2	650,000.00	1.31%	18/07/22	FRN
20-11	ANZ Bank	ANZ Bank		AU3FN00497	29/08/19	60	27	1,000,000.00	0.85%	29/08/24	FRN
20-31	National Aust Bank	RACQ Bank		AU3FN00531	24/02/20	36	9	1,000,000.00	1.01%	24/02/23	FRN
20-35	Laminar Capital	Auswide Bank		AU3FN00535	17/03/20	35	10	1,000,000.00	1.21%	17/03/23	FRN
22-21	Commonwealth Bank L	Commonwealth Bank		AU3FN00655	14/01/22	60	56	500,000.00	1.03%	14/01/27	FRN
22-23	National Aust Bank	Bendigo and Adelaide Bank		8156149	17/03/22	36	34	1,000,000.00	3.00%	17/03/25	Bond
22-27	Commonwealth Bank L	Bank of Queensland		AU3C80288	29/04/22	42	41	1,000,000.00	4.00%	29/10/25	Bond
21-10	Northern Territory Treas.	Territory Bond		AA-109-38	14/09/20	38	19	1,000,000.00	1.25%	15/12/23	Bond
21-12	Beyond Bank Leeton	Beyond Bank Leeton		123075182	28/10/20	23	5	1,000,000.00	0.95%	28/10/22	LTD
21-14	AMP Bank	AMP Bank		TD14238487	14/12/20	17	1	890,000.00	0.95%	14/06/22	LTD
21-16	AMP Bank	AMP Bank		TD03847931	27/01/21	17	2	610,000.00	0.95%	27/07/22	LTD
21-17	AMP Bank	AMP Bank		TD52801630	08/02/21	17	3	500,000.00	0.95%	08/08/22	LTD
21-25	AMP Bank	AMP Bank		TD86556078	06/04/21	18	5	500,000.00	0.50%	06/10/22	LTD
21-26	Australian Military Bank	Australian Military Bank			13/04/21	36	23	1,000,000.00	0.76%	15/04/24	LTD
21-28	Beyond Bank Leeton	Beyond Bank Leeton		123086240	08/06/21	12	1	500,000.00	0.60%	08/06/22	LTD
21-29	Beyond Bank Leeton	Beyond Bank Leeton		123074677	20/06/21	12	1	1,000,000.00	0.60%	20/06/22	LTD
21-30	Members Equity Bank	Member Equity Bank		293470	23/06/21	12	1	1,000,000.00	0.50%	23/06/22	LTD
21-31	Beyond Bank Leeton	Beyond Bank Leeton		123080760	23/06/21	12	1	1,000,000.00	0.60%	23/06/22	LTD
21-32	Members Equity Bank	Member Equity Bank		294089	28/06/21	12	1	1,000,000.00	0.50%	28/06/22	LTD
22-02	Commonwealth Bank L	Commonwealth Bank		CDA3834471	09/07/21	11	2	1,000,000.00	0.41%	08/07/22	LTD
22-04	AMP Bank	AMP Bank		TD13745815	16/08/21	12	3	1,000,000.00	0.95%	16/08/22	LTD
22-06	National Aust Bank	National Aust Bank		33-718-2858	25/08/21	24	15	1,000,000.00	0.65%	25/08/23	LTD
22-07	Beyond Bank Leeton	Beyond Bank Leeton		123086194	06/09/21	12	4	1,000,000.00	0.60%	06/09/22	LTD
22-08	Beyond Bank Leeton	Beyond Bank Leeton		123092627	11/09/21	12	4	1,000,000.00	0.60%	11/09/22	LTD

## Leeton Shire Council

<b>Summary of Term Investments as at: 30/04/2022</b>										
				BBSW 90:	0.71%	Average Yield:	0.95%			
22-11	National Aust Bank	National Aust Bank	97-327-3005	27/09/21	12	4	1,000,000.00	0.35%	27/09/22	LTD
22-12	Beyond Bank Leeton	Beyond Bank Leeton	123087332	28/09/21	12	4	1,000,000.00	0.60%	28/09/22	LTD
22-13	Auswide Bank	Auswide Bank	5652782.16.	05/10/21	12	5	1,000,000.00	0.50%	05/10/22	LTD
22-15	Westpac Bank	Westpac Bank	9514165	21/10/21	24	17	1,000,000.00	0.87%	23/10/23	LTD
22-16	AMP Bank	AMP Bank	TD60160792	29/10/21	18	12	500,000.00	1.20%	01/05/23	LTD
22-17	Westpac Bank	Westpac Bank	9563400	11/11/21	36	30	1,000,000.00	1.60%	11/11/24	LTD
22-18	AMP Bank	AMP Bank	TD02163069.	01/12/21	10	5	1,000,000.00	1.20%	27/10/22	LTD
22-19	Westpac Bank	Westpac Bank	9620456	09/12/21	24	19	1,000,000.00	1.21%	11/12/23	LTD
22-20	AMP Bank	AMP Bank	TD34064791.	21/12/21	24	19	1,000,000.00	1.55%	21/12/23	LTD
22-22	National Aust Bank	National Aust Bank		23/02/22	24	21	1,000,000.00	1.80%	24/02/24	LTD
22-24	Westpac Bank	Westpac Bank	9806557	22/03/22	24	22	1,000,000.00	2.21%	22/03/24	LTD
22-25	Westpac Bank	Westpac Bank	9486425	23/03/22	12	10	1,000,000.00	1.38%	23/03/23	LTD
22-26	Bank of Queensland	Bank of Queensland	486112	07/04/22	12	11	1,000,000.00	1.85%	11/04/23	LTD

**Total Investments:**

**\$ 47,356,087.27**

## Leeton Shire Council

### Summary of Term Investments as at: 30/04/2022

BBSW 90: 0.71%      Average Yield: 0.95%

Investment by Type		
Investment	Amount	%
Beyond Bank Leeton	6,500,000	13.7%
Member Equity Bank	2,650,000	5.6%
AMP Bank	6,000,000	12.7%
Auswide Bank	2,000,000	4.2%
National Aust Bank	3,000,000	6.3%
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 Sav	3,130,628	6.6%
AMP Business Saver Acc	1,500,947	3.2%
AMP 31 Day Notice Acc	6,060,462	12.8%
Macquarie Cash Mand	3,014,051	6.4%
Commonwealth Bank	1,500,000	3.2%
Westpac Bank	5,000,000	10.6%
Bendigo and Adelaide	1,000,000	2.1%
Bank of Queensland	2,000,000	4.2%
<b>TOTAL</b>	<b>47,356,087</b>	<b>100.0%</b>
Local	9,630,628	20.34%
Non Local	37,725,460	79.66%

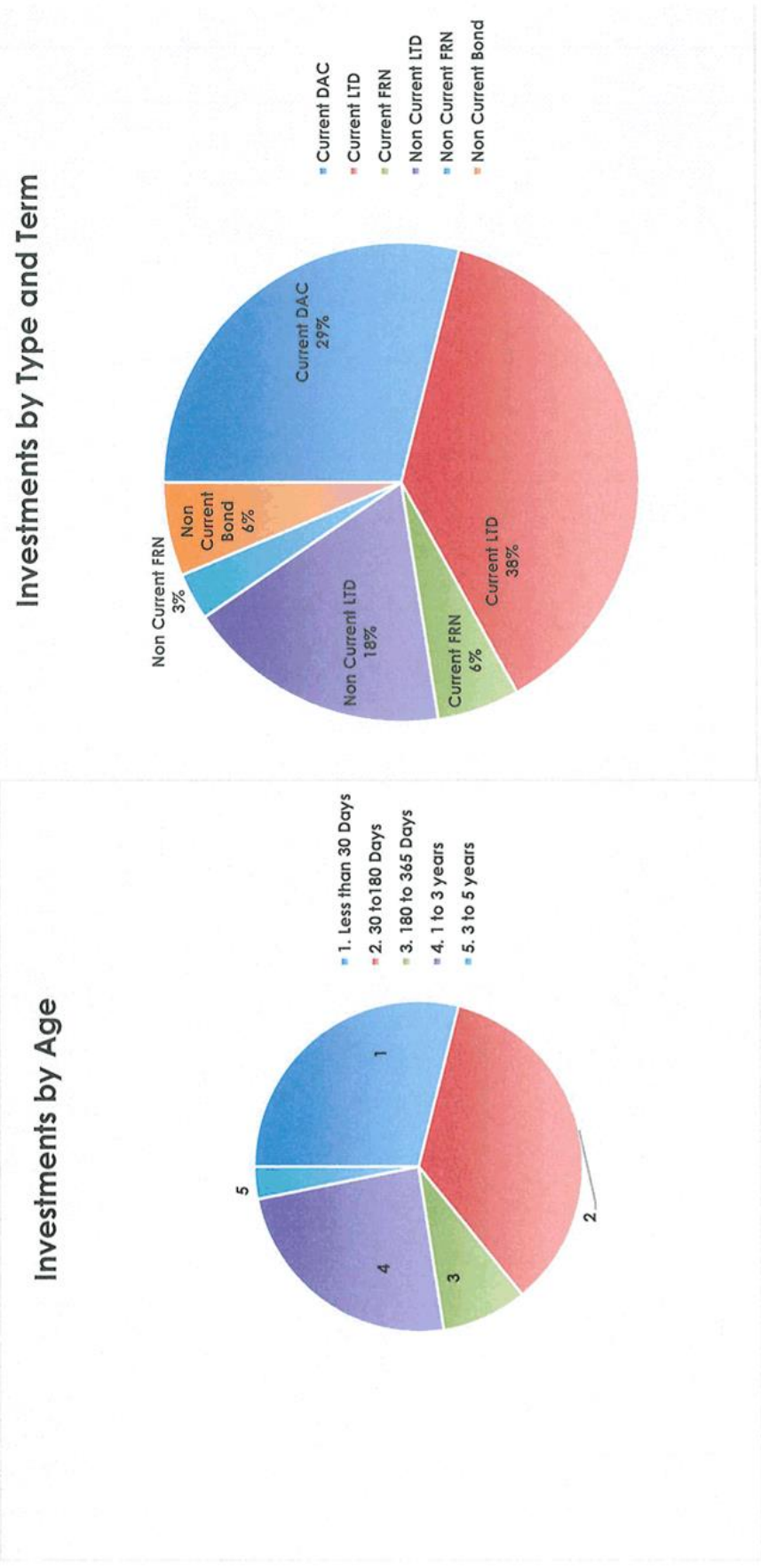
Investments by Age		
Age	Amount	%
1. Less than 30 Days	13,706,087	29%
2. 30 to 180 Days	16,650,000	35%
3. 180 to 365 Days	4,000,000	8%
4. 1 to 3 years	11,500,000	24%
5. 3 to 5 years	1,500,000	3%
<b>TOTAL</b>	<b>47,356,087</b>	<b>100%</b>

Investments by Age and Type		
Sum of Principal	Type	Total
Current	DAC	13,706,087
	LTD	18,000,000
	FRN	2,650,000
<b>Current Total</b>		<b>34,356,087</b>
Non Current	LTD	8,500,000
	FRN	1,500,000
	Bond	3,000,000
<b>Non Current Total</b>		<b>13,000,000</b>
<b>Grand Total</b>		<b>47,356,087</b>

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

# Leeton Shire Council

Summary of Term Investments as at: **30/04/2022**      BBSW 90: **0.71%**      Average Yield: **0.95%**



Explanatory notes:  
 All investments noted  
  
 Responsible Accounting Officer  
 6 May, 2022

**ITEM 8.9          DRAFT PLAN OF MANAGEMENT - RESERVE 93647**

<b>RECORD NUMBER</b>	22/192
<b>RELATED FILE NUMBER</b>	EF21/160
<b>AUTHOR/S</b>	Property Coordinator and Native Title Manager
<b>APPROVER/S</b>	Group Manager Corporate

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**SUMMARY/PURPOSE**

Section 3.23(6) & (7) of the *Crown Land Management Act 2016* requires Council to adopt a Plan of Management for each reserve for which it is appointed as Crown Land Manager. Each Plan of Management must be prepared in accordance with Crown Land Guidelines.

As part of the Plan of Management approval process Council must attest that it has considered Native Title Manager advice in relation to the Draft Plan of Management and resolve to refer the Draft Plan of Management to the Department of Planning, Industry and Environment – Crown Lands for the approval of the Minister Administering the Crown Land Management Act 2016 before putting it out for public consultation.

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**RECOMMENDATION**

THAT Council:

1. Attests that it has considered Native Title Manager advice in relation to the Draft Plan of Management for Reserve 93647.
2. Requests approval from the Minister Administering the *Crown Land Management Act 2016* to approve the annexed Draft Plan of Management for Reserve 85835.
3. Upon approval from the Minister Administering the *Crown Land Management Act 2016*, Council amends the Draft Plan of Management if required by the Minister and places it on public exhibition as per Section 38 of the *Local Government Act 1993*.

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**REPORT**

**(a) Background**

Under Section 3.23 of the *Crown Land Management Act 2016*, Council must initially assign a category of use that they consider to be most closely related to the purpose(s) that the land is dedicated or reserved.

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Council assigned the category of Park to the Reserve as advised by Department of Industry Crown Lands. This category was deemed to be the closest category to the current Reserve purpose and as such has been approved by the Minister administering the *Crown Land Management Act 2016*.

Section 3.23(7) of the *Crown Land Management Act 2016* states that Section 44 of the *Local Government Act 1993* applies to the land. This means that the nature and use of the land must not be changed while the adoption of a Plan of Management for Community land is pending. This in effect means that Council is unable to properly deal with the land until a Plan of Management is adopted.

Division 3.6 of the *Crown Land Management Act 2016* deals with the requirements that Council must meet in relation to Plans of Management and other plans for Council managed Crown land such as the preparation, community engagement, adoption, alteration and publication of Plans of Management and other Plans.

### **(b) Discussion**

The Draft Plan of Management has been prepared by Council's Property Coordinator and Native Title Manager who has attended the required Department of Industry Crown Lands/Office of Local Government Plan of Management training. The Draft Plan of Management has been prepared using Crown Land guidelines in the format authorised by the former Department of Industry – Crown Lands and the Office of Local Government. The Draft Plan of Management has been broadly drafted to enable flexibility of the use of the Reserve by Council and the community and has taken into consideration the interface of this reserve to the Wattle Hill community and the significance of Wattle Hill to Aboriginal people.

**A copy of the Draft Plan of Management is annexed hereto (Attachment 1).**

### **APPROVAL AND COMMUNITY CONSULTATION PROCESS**

Council is required to submit this Draft Plan of Management for approval to the Department of Planning Industry and Environment – Crown Lands, as the owner of the land. This approval process occurs prior to any public exhibition and community consultation.

The Department of Planning, Industry and Environment – Crown Lands will review the plan and will advise Council of any properly required provisions or revisions to be included in the Draft Plan. If revision is required, Council must then amend the plan prior to placing it on public exhibition under Section 38 of the *Local Government Act 1993*.

Council is not required to hold a Public Hearing for the Plan of Management.

Provided that the Community consultation period does not further change the Plan of Management Council may proceed to adopt the Plan of Management.

If Community consultation alters the Plan of Management the plan must be again referred to the Native Title Manager for a report which must be considered by Council and the Plan of Management must again be referred to the Department of Planning, Industry and Environment for approval prior to Council adopting the plan.



**A flowchart showing the approval and community consultation process is annexed hereto (*Attachment 2*).**

## **NATIVE TITLE**

Plans of Management for Crown Reserves must be compliant with the statutory requirements in relation to Native Title prescribed by both the Crown Land Management Act 2016 and the Local Government Act 1993.

Council cannot adopt a Plan of Management until it has obtained written advice from the Native Title Manager that the Plan of Management complies with any applicable provisions of Commonwealth Native Title legislation.

The Department of Planning Industry and Environment – Crown Lands advise that Native Title Manager engagement and Native Title consideration should start from the beginning of drafting of the plan. Council must advise the Minister that a Native Title Report has been undertaken and noted by Council prior to approval of the plan by the Minister. Native Title has been considered in the drafting of the plan and activities that cannot be validated under the Native Title Act 1996 have not been included within the Draft Plan.

The Department of Planning Industry and Environment will not approve a Draft Plan of Management received from a Council unless the Council attests that it has considered Council's Native Title Manager advice.

Council's Native Title Manager has considered the Draft Plan of Management and concludes that:

1. The Plan of Management authorises activities that could be considered as future acts within the meaning of Section 233 of the *Native Title Act 1993*.
2. The Plan of Management guidelines provide that those activities are only to be authorised if they are in accordance with the reserve purpose of the land.

Those activities that are consistent with the reserve purpose of the land may be validated under the future acts regime of the *Native Title Act 1993*.

**A copy of the Native Title Advice of the Draft Plan of Management is annexed hereto (*Attachment 3*).**

## **(c) Options**

1. Refer the Draft Plan of Management to the Minister Administering the *Crown Land Management Act 2016* for approval. **This is the preferred option.**
2. Defer the referral of the Draft Plan of Management pending identified changes.

## **IMPLICATIONS TO BE ADDRESSED**

### **(a) Financial**

The referral of the Draft Plan of Management for approval will have no financial impact on Council.

**(b) Policy**

Nil.

**(c) Legislative/Statutory**

**Local Government Act 1993**

Section 36(1), Plans of Management must be prepared for all community land.

The minimum requirements for a Plan of Management are set out under Section 36(3).

Section 36 (3A) specifies that Plans of Management that are specific to one area of land must also describe the condition of the land as at the adoption of the plan, describe the buildings on the land as at adoption, describe the use of the buildings and the land as at adoption and state the purposes for which the land will be allowed to be used as well as the scale and intensity of that use.

Sections 36E–36N specifies the core objectives for the management of each category of community land.

Section 38 – Public Notice of Draft Plans of Management.

Section 44 – Use of community land pending adoption of plan of management.

**Local Government (General) Regulation 2005**

Clause 101(2) Local Government General Regulation 2005 requires Council to have regard to the guidelines for categorisation of community land set out in Clauses 102 to 111 of that regulation.

**Crown Land Management Act 2016**

Division 3.6 details the requirements that Council must meet in relation to Plans of Management and other Plans.

Section 3.23 Management of Land as Community Land - requires Council to adopt a Plan of Management for any Crown reserve for which it is appointed Crown Land Manager, and that is classified as community land under the *Local Government Act 1993*.

Section 8.7 When advice of Native Title Manager is required.

**Native Title Act 1996 (Federal)**

Section 233 – Future Act

**(d) Risk**

If Council does not adopt a Plan of Management under the Crown Land Management Act guidelines, it cannot deal with the land for tenure except for the issue of a short-term licence.

If a Plan of Management is not adopted, Council may lose the right to manage the land.

**CONSULTATION**

**(a) External**

Department of Planning Industry and Environment – Crown Lands  
Office of Local Government




**(b) Internal**

Manager Open Space and Recreation  
Open Space and Recreation Coordinator  
Group Manager Operations

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

Under the Key Priority Area Outcome Six: STRONG LEADERSHIP within Council's adopted Delivery Program/Operational Plan – 20 - A community that is always on the front foot - 20 c - Strive to deliver the aspirations of the community through sound governance practice - Prepare and implement Plans of Management (PoM) for Crown Lands properties, and user agreements for sports ovals on Crown Land".

**ATTACHMENTS**

- 1  Draft Plan of Management Reserve 93647 Gossamer Wattle Acacia Parks
- 2  Flowchart
- 3  Native Title Manager Advice - Reserve 93647 PoM



**RESERVE 93647  
GOSSAMER PARK  
WATTLE PARK  
ACACIA PARK**

**PLAN OF MANAGEMENT**

<b>RESPONSIBLE OFFICER</b>					
<b>REVIEWED BY</b>					
<b>DATE ADOPTED:</b>					
<b>ADOPTED BY:</b>					
<b>RESOLUTION NO: (IF RELEVANT):</b>					
<b>REVIEW DUE DATE:</b>					
<b>REVISION NUMBER:</b>					
<b>PREVIOUS VERSIONS:</b>		<b>DESCRIPTION OF AMENDMENTS</b>	<b>AUTHOR/EDITOR</b>	<b>REVIEW/ SIGN OFF</b>	<b>MINUTE NO</b>
Draft	v.1		Donna O'Bryan		

**Table of Contents – Needs to be updated when draft finalised.**

<b>1.0</b>	<b>Key Information</b>	1
<b>2.0</b>	<b>Introduction</b>	1
2.1	Corporate Objectives	2
2.2	Land to which this plan applies	3
2.3	Owner of the land	3
2.4	Categorisation of the Reserve	4
<b>3.0</b>	<b>Relevant Legislation Policies and Procedures</b>	6
3.1	Local Government Act 1993	6
3.2	Crown Land Management Act 2016	6
3.3	Other relevant legislation and statutory controls	7
3.4	Reclassification	9
3.5	Review of this Plan	9
3.6	Community Consultation	9
<b>4.0</b>	<b>Culturally significant land</b>	11
4.1	Indigenous Significance	11
<b>5.0</b>	<b>Development and Use</b>	15
5.1	Overview	15
5.2	Strategic Objectives	15
5.3	Condition of the land and structures on adoption of the Plan of Management	16
5.4	Use of the land and structures at the date of adoption of the Plan of Management	17
5.5	Permitted use and future use	17
5.6	Leases, Licences and other Estates	18
5.7	Native Title Assessment	19
<b>6.0</b>	<b>Plan of Management Administration and Management</b>	19
6.1	Plan of Management Objectives	19
6.2	Action Plan	20
6.3	Administration	21
6.4	Management Guidelines	23
6.4.1	Alcohol	24
<b>7.0</b>	<b>Sportsground</b>	29
7.1	Introduction	29
7.2	Core Objectives	30
7.3	Development and Use	30
7.4	Future Infrastructure and Facilities	33
7.5	Administration	33
7.6	Management Policies and Guidelines	35
7.7	Leases, Licences and other Estates	41
<b>8.0</b>	<b>Park</b>	44
8.1	Introduction	45
8.2	Core Objectives	46
8.3	Development and Use	46
8.4	Future Infrastructure and Facilities	47
8.5	Administration	48
8.6	Management Policies and Guidelines	49
8.7	Leases, Licences and Other Estates	56
<b>9.0</b>	<b>General Community Use</b>	59
9.1	Introduction	60
9.2	Core Objectives	61
9.3	Development and Use	62
9.4	Future Infrastructure and Facilities	70
9.5	Administration	71
9.6	Management Policies	72
9.7	Leases, Licences and other Estates	79

## 1.0 Key Information

The Plan of Management for Reserve 93647 has been prepared by Council and provides direction as to the use and management of the reserve.

The Management Plan is required in accordance with Section 3.23 of the Crown Land Management Act 2016 and Section 36 of the Local Government Act 1993.

The Plan of Management specifically addresses the management of the Reserve which comprises Gossamer, Wattle and Acacia Parks and outlines the way the reserve will be managed and used and provides the framework for Council to follow in relation to the management, permit and tenure processes for the land. The plan may be used to determine the allocation of resources and funds.



Leeton Shire Council is the Crown land manager of the Reserve described in this Plan of Management in accordance with the legislation and conditions imposed by the Minister administering the *Crown Land Management Act 2016*. The use of the land described in this Plan of Management must:

1.	be consistent with the purpose for which the land was dedicated or reserved
2.	consider native title rights and interests and be consistent with the provisions of the Native Title Act 2013.
3.	consider the inchoate interest of Aboriginal people where an undetermined Aboriginal Land Claim exists.
4.	consider and not be in conflict with any interests and rights granted under the Crown Land Management Act 2016
5.	consider any interests held on title.

## 2.0 Introduction



Leeton Shire is one of the most innovative, inclusive, and progressive places in regional Australia.

Located in the Riverina 584km from Sydney, 470km from Melbourne and 371km from Canberra, Leeton is the second largest regional center in the Western Riverina region.

Leeton Shire Council is responsible for the care and control of many parcels of community land and with the introduction of the Crown Land Management Act 2016 on 1 July 2018, Crown reserves, which Council as the Crown Land Manager will generally manage under the provisions of the Local Government Act 1993.





## 2.1 Corporate Objectives

Leeton Shire has a bright future. As a community we know that achieving this takes a clear vision, strong leadership, and dedicated commitment to see our aspirations delivered in full.



The Leeton Community Strategic Plan '*Leeton On The Go*' is made up of six themes. The six key themes are:

- 1 **A Healthy and Caring Community** - a community that:  
focuses on being healthy, embraces lifelong learning,  
is friendly and inclusive,  
is safe to live in and move about,  
enjoys good housing.
- 2 **A Healthy Natural Environment** - a community that:  
respects the natural environment,  
enjoys our natural environment.
- 3 **An Active and Enriched Community** - a community that:  
participates in sports & active leisure,  
enjoys arts and culture,  
values its heritage.
- 4 **A Thriving Economy with Good Jobs** - a community that:  
thrives with irrigated agriculture,  
is strong in business and employment,  
has great attractions and events,  
enjoys a vibrant town center.
- 5 **A Quality Built Environment** - a community that:  
has reliable water and sewerage services in towns,  
has good road, rail, and air transport,  
enjoys attractive towns and parks.
- 6 **Strong Leadership** - a community that:  
has politicians who act and listen,  
speaks up and gets involved,  
is always on the front foot.

## 2.2 Lands to which this plan applies

The land to which this plan applies is Crown land managed by Council under the Crown Land Management Act 2016.

The assigned category is Park. The purposes and category align with of the reserve purpose, the current use and, the values identified in this plan.

The Reserve details are detailed in the Table and plan below:

<b>Reserve Number</b>	93647	<b>Gazetted Date</b>		03/10/1980	
<b>Reserve Type</b>	RESERVE	<b>Management Type</b>		Council Crown Land Manager	
<b>Reserve Name</b>	GOSSAMER PARK, WATTLE PARK, ACACIA PARK	<b>Manager</b>		Leeton Shire Council	
<b>Purpose</b>	Public Recreation	<b>LGA</b>		LEETON	
<b>Suburb</b>	LEETON	<b>Area (m2)</b>		18,394.56	
<b>Lots</b>	Whole: Lot 7 DP 238461, Lot 1 Section 108 DP 758606, Lot 7300 DP 1166065	<b>Parish</b>	TUCKERBIL	<b>County</b>	COOPER
<b>Zoning</b>	RE1	<b>Classification</b>	Community	<b>Category</b>	Park



## 2.3 Local Context

The Council managed Crown land contained in this Plan of Management provides valuable recreation facilities for the Leeton Shire offering both passive and active recreation for the community.

The parks contained in Reserve 93647 are valued highly by residents and the community for recreational and as an unofficial community hub to the residents of Wattle Hill. The parks comprise passive open space and recreational facilities with a number of mature trees. Parks diversify recreational experiences and provide increased lifestyle benefits for the community.

An accessible, diverse, innovative, and safe playground, play and other recreational equipment situated in Gossamer, Wattle and Acacia Parks contribute to the developmental needs of all children, creating a community hub that encourage interaction and community wellbeing. The parks provide an essential interface to the recreation areas of the adjoining Wattle Hill community.

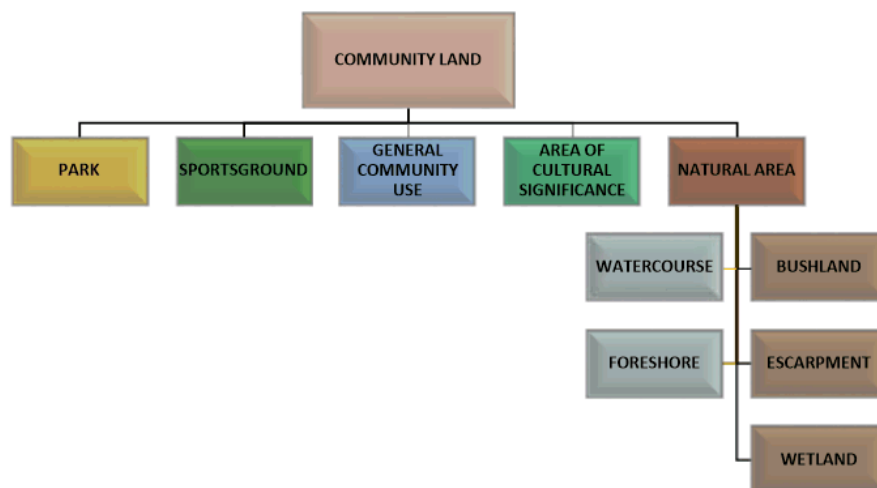
## 2.4 Owner of the lands

The lands to which this plan applies are owned by the Crown and are managed by Leeton Shire Council as Crown Land Manager under the Crown Land Management Act 2016.

The management and use of the lands are subject to the provisions contained in the Crown Land Management Act 2016 and are not presently subject to any other condition, restriction or covenant imposed by the owner.

## 2.4 Categorisation of the reserve

Under section 3.23(2) of the Crown Land Management Act 2016 Council Crown Land Managers must assign to all Crown land under their management one or more initial categories of community land referred to in Section 36 of the Local Government Act 1993.



Council managers must assign a category that they consider to be most closely related to the purpose(s) for which the land is dedicated or reserved. Multiple categories are assigned to Crown land where the Crown land is subject to multiple reservations and or dedications. The Minister administering the Crown Lands Act 2016 assigned the category of **Park** to the Reserve.

The degree to which the reserve purpose relates to the assigned category of the land is important for ongoing management of the land as Council must obtain Native Title Manager advice as to the validity of the activities that they wish to undertake on the land prior to dealing with the land.

Both the Aboriginal Land Rights Act and The Native Title Act recognise the intent of the original reserve purpose of the land so that complying activity can be considered lawful or validated.

Council had agreed that the initial category of **Park** is applied to the Reserve, this category has been determined to be the closest category to the reserve purpose of Public Recreation which applies for the Reserve and most closely aligns with the reserve purpose of the land and the core usage.

The category for these lands has been approved by the Minister administering the Crown Land Management Act 2016 in relation to the Reserve.

Activities on the reserve needs to reflect the intent of the public purpose and will be assessed for compliance with relevant Local Government and Crown Lands legislation including assessment of the activity under the Native Title Act 1996 and registered claims under the Aboriginal Land Rights Act 1983.

Use of the land for any activity is subject to application and approval. Assessment will consider compliance with the objectives and relationship to and impact upon the public purpose for the land. Other uses that do not comply with the Plan of Management or zoning of the lands under Council's LEP would not be considered.

### 3.0 Relevant Legislation, Policies and Procedures



#### 3.1 Local Government Act 1993 Local Government (General) Regulation 2005

Under section 36(1) of the Local Government Act 1993, Plans of Management must be prepared for all community land. Community land is land which is kept for use of the general public.

Clause 101(2) of the Local Government General Regulation 2005 requires Council to have regard to the guidelines for categorisation of community land set out in Clauses 102 to 111 of that regulation.

This Plan of Management has been prepared in accordance with the Local Government Act using the land category approved by the Minister administering the Crown Land Management Act 2016.

The minimum requirements for a Plan of Management are set out under section 36(3) of the Local Government Act 1993.

A Plan of Management must identify the category of the land the objective and performance targets of the plan with respect to the land, the means by which Council proposes to assess its performance with respect to the plans, objectives and performance targets, and may require the approval of the Council for the carrying out of any specified activity on the lands.

Section 36 (3A) specifies that Plans of Management that are specific to one area of land, must also describe the condition of the land as at the adoption of the plan, describe the buildings on the land as at adoption, describe the use of the buildings and the land as at adoption and state the purposes for which the land will be allowed to be used, and the scale and intensity of that use.

Sections 36E – 36N of the Local Government Act 1993 specifies the core objectives for the management of each category of community land.

### **3.2 Crown Land Management Act 2016**

Division 3.6 of the Crown Lands Management Act 2016 deals with the requirements that Council must meet in relation to Plans of Management and other Plans.

Section 3.23(6) of the Crown Land Management Act 2016 requires Council Crown Land Managers to adopt a Plan of Management for any Crown Reserve for which it is appointed Crown Land Manager, and that is classified as community land under the Local Government Act 1993.

### **3.3 Other relevant legislation and statutory controls**

#### **3.3.1 Native Title Act 1993 (Federal)**

All activities on the land must address the issue of native title. Whilst a successful claim for native title will lead to official recognition of native title rights, native title rights are considered to pre-date such recognition. Native title can therefore be relevant to activities carried out on the land even if no native title claim has been made or registered.

The native title process must be considered for each activity on the land and a native title assessment must be undertaken by an approved Native Title Manager. Almost all activities and public works carried out on the land will affect native title and require validation by Council's Native Title Manager of the future act procedures in Division 3 of the Native Title Act.

#### **3.3.2 Aboriginal Land Rights Act 1983**

In New South Wales, Aboriginal Land Rights sit alongside Native Title and allows Aboriginal Land Council's to claim 'claimable' Crown land.

Generally, the Aboriginal Land Rights Act is directed at allowing Land Council's to claim Crown land that is unlawfully used or occupied. If a claim is successful, the freehold estate of the land is transferred to the Land Council.

Council should be mindful that any activity on Crown land is lawful in relation to the reserve purpose of the land, Council should ensure that Crown land under its control is at all times lawfully used and occupied.

When planning an activity of the land such as the issue of a lease or licence or any public works, Council should request a search to determine whether an Aboriginal Land Rights claim has been made in relation to the land. If a claim is registered Council should seek further advice from Crown Lands – Aboriginal Land Claims Investigation Unit and the activity must be postponed until the advice is received.

Strategies which allow Council to validly carry out a project or activity under the Native Title Act may not deal with project risks arising in relation to the Aboriginal Land Rights Act.

### **3.3.3 Threatened Species Conservation Act 1995**

Council has legislative responsibility under this Act to appropriately manage Threatened Species Populations and Vulnerable or Endangered Ecological Communities and their habitats wherever they occur despite the categorisation of the land.

Where identified Council is bound by the Act to take any appropriate action necessary to implement measures and must not make decisions that are inconsistent with the provisions of any Threat Abatement or Recovery Plan.

### **3.3.4 Environmental Planning and Assessment Act 1979**

Gossamer and Wattle Parks are zoned RE1 Public Recreation under the Leeton Local Environmental Plan 2014.

The objectives of the zone are:

- to enable land to be used for public open space and recreational purposes,
- to provide a range of recreational settings and activities and compatible land uses,
- to protect and enhance the natural environment for recreational purposes, and
- to encourage the development of public open spaces in a way that addresses the community's diverse recreation needs.

Acacia Park is zoned General Residential under the Leeton Local Environmental Plan 2014.

The objectives of the zone are:

- to provide housing needs of the community
- to provide for a variety of housing types and densities
- to enable other land uses that provide facilities or services to meet the needs of future residents
- to facilitate development of social and community infrastructure to meet the needs of future residents
- To enable sensitive infill development of other housing types
- To allow people to carry out a reasonable range of activities from their homes, where such activities do not adversely affect the living environment of neighbours, and
- To minimise the impact of non-residential uses and ensure that are in character and compatible with surrounding development.

### **3.3.5 Council Plans, Strategies, Policies and Procedures**

This Plan of Management is to be used in conjunction with the appropriate Council plans, policies and procedures that govern the use and management of community land and any facilities located on the land.

Additional Council policies, plans and strategies adopted after the date of this plan that have relevance to the planning, use and management of community land will apply as though they were in force at the date of adoption of the Plan of Management.

### **3.3.6 Legislation and Statutory Controls**

This Plan of Management does not over-rule existing legislation that also applies to the management of community land. Other legislation and policies to be considered in the management process include but are not limited to the:

Public Works Act 1912 (as amended)  
Biodiversity Conservation Act 2016  
Local Land Services Act 2016  
Water Management Act 2000  
Clean Waters Act 1970  
Companion Animals Act 1998  
Rural Fires Act 1997  
Rural Fires Regulation 2002  
Noxious Weeds Act 1993  
Pesticides Act 1999  
The Protection of the Environment Operations Act 1997  
The Protection of the Environment Operations (Noise Control) Regulation 2008  
State Environmental Planning Policies  
Leeton Local Environmental Plan 2014  
Leeton Development Control Plans as amended (under development)  
Guidelines supporting development control plans (under development)  
Council plans, strategies, policies, procedures, and guidelines, generally, as amended.

### **3.4 Reclassification**

From time-to-time certain parcels of Community land may be identified as surplus to the existing and future needs of the community.

Section 3.21 of the Crown Land Management Act 2016 outlines the provisions of Management of dedicated or reserved Crown land within meaning of the Local Government Act 1993.

Section 3.21 (2) advises that a Council manager is authorised to manage its dedicated or reserved Crown land as if it were Community Land or operational land but only as permitted or required by Division 3.4 of the Crown Land Management Act 2016. The land described in this Plan of Management has been classified as Community Land.



### 3.5 Review of this Plan

The use and management of Reserve 93647 is regulated by this Plan of Management.

Whilst the guidelines and principles outlined in the plan may be suitable at present, the plan should be reviewed from time to time, to confirm its relevance.

The review should take place within 5 years of adoption of this plan.

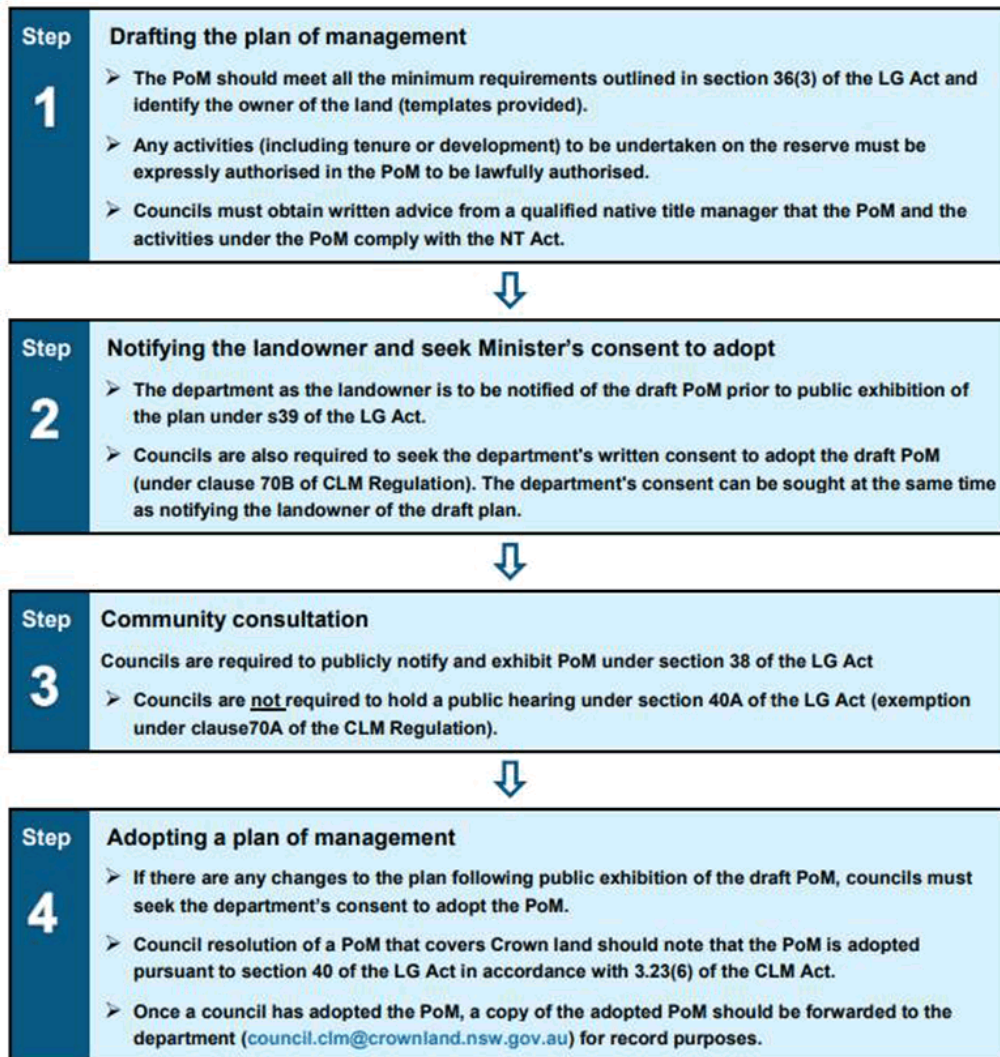
### 3.6 Community Consultation

Consultation with the community is an important part of the preparation of this Plan of Management. Consultation gives Council a better understanding of the range of local issues affecting the use and enjoyment of the land to which this Plan of Management applies and gives all sectors of the community the chance to have an input into the direction of policy development being undertaken by Council.

**All stakeholders are given the opportunity to express their opinions and provide relevant information in relation to the planned management of the land, however, as the land is Crown land, final approval for this Plan of Management rests with the Minister administering the Crown Lands Act 2016 as the owner of the land.**

Council is required to submit the draft Plan of Management to NSW Department of Industry, as representative of the owner of the lands under section 39 of the Local Government Act. As shown on the *Flowchart for Consultation and Approval of an Initial Plan of Management*, this process occurs prior to public exhibition and community consultation of the Plan of Management.





*FLOWCHART FOR CONSULTATION AND APPROVAL OF AN INITIAL PLAN OF MANAGEMENT*

Section 3.23(7)(d) of the Crown Land Management Act 2016 states that, if the draft first Plan of Management alters the initial categories assigned, the council must obtain the Minister's consent if the re- categorisation would require an addition to the purposes for which the land is dedicated or reserved.

The Minister cannot give consent under section 3.23(7)(d) if it is considered that the alteration is likely to materially harm the use of the land for its reserve purpose.

If after public consultation there is no change to categorisation and no additional purpose needs to be added to the reserve, no additional ministerial consent is required, and Council can proceed to adopt the Plan of Management as per the process outlined under Approach 1 of the ***Flowchart for Consultation and Approval of an Initial Plan of Management***.

If there is a proposed change to the categorisation of the land following public consultation the Plan of Management must again be referred to the Minister Administering the Crown Lands Act 2016 and the process outlined in Approach 2 of the ***Flowchart for Consultation and Approval of an Initial Plan of Management*** is followed. A change of Categorisation will not require a public hearing under Section 40A of the Local Government Act 1993.

## 4.0 Culturally significant land

### 4.1 Indigenous Significance



Leeton is located in the country of the Wiradjuri nation and many members of the community are Wiradjuri people.

The Wiradjuri are the largest aboriginal group in New South Wales and once occupied a vast area in central New South Wales known as the land of the three rivers: the Wambool (Macquarie), the Kalare (Lachlan) and the Murrumbidgee.

The Leeton Local Environmental Plan describes places of Aboriginal Heritage significance as:

An area of land, the general location of which is identified in an Aboriginal heritage study adopted by the Council after public exhibition and that may be shown on the Heritage Map, that is:

- (a) *the site of one or more Aboriginal objects or a place that has the physical remains of pre-European occupation by, or is of contemporary significance to, the Aboriginal people. It may (but need not) include items and remnants of the occupation of the land by Aboriginal people, such as burial places, engraving sites, rock art, midden deposits, scarred and sacred trees and sharpening grooves, or*
- (b) *a natural Aboriginal sacred site or other sacred feature. It includes natural features such as creeks or mountains of long-standing cultural significance, as well as initiation, ceremonial or story places or areas of more contemporary cultural significance.*

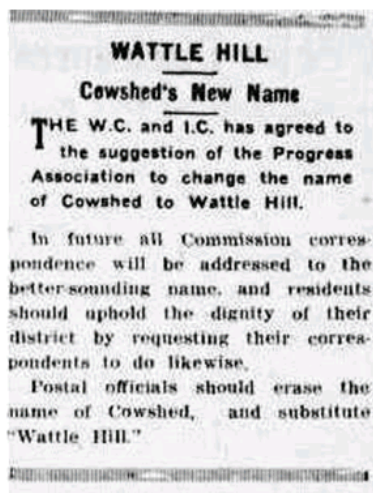
Reserve 93647 is not formally identified as having Aboriginal significance and is not declared under section 84 of the National Park and Wildlife Act 1974, however, any areas of Aboriginal significance that may be discovered in the future are covered by this Plan of Management.



The area known as Wattle Hill was a site of significance to Aboriginal people.

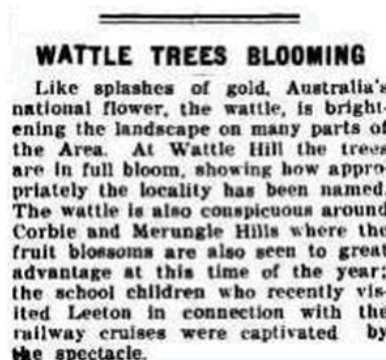
#### 4.2 History of the development of Wattle Hill

Prior to development the area now known as Wattle Hill was named Cowshed with the W.C & I. C agreeing to change the name to Wattle Hill to reflect the splashes of golden wattle that brightened the landscape in October 1936. The area had become an unofficial low-income housing area for many local families.



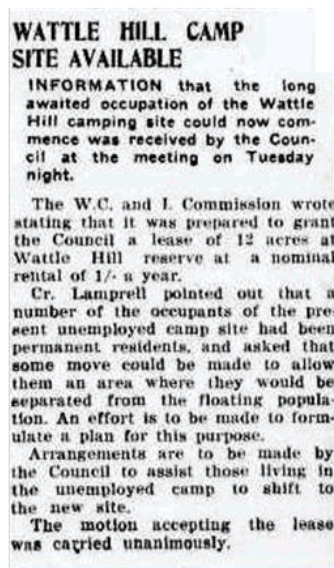
National Library of Australia

Murrumbidgee Irrigator 9 October 1936



Murrumbidgee Irrigator 10 September 1937

In 1939 the WC & I.C Commission agreed to grant the Council a lease of 12 acres at the Wattle Hill reserve. The Wattle Hill workers camp was a collection of homes made from building materials sourced from the nearby fruit cannery tip. Aboriginal and non-Aboriginal families lived together in harmony on the hill and the camp grew into a large and dynamic community with more than 80 Aboriginal families living there.



*Murrumbidgee Irrigator 15 December 1939*

The settlement had grown to be a large and dynamic community. This expansion coincided with the closure of reserves and missions and many Aboriginal people returned to the area to seek work and reconnect with the area and continue the traditional ways to the extent possible.

In the 1970's- 80's a joint venture between Leeton Shire Council and the NSW Department of Housing created a large concentration of Department of Housing homes, providing more secure housing for the community.

As part of the development Reserve 93647 was created providing 3 separate areas for passive and active recreation.

**Acacia Park** which is used mainly for passive recreation and;

**Gossamer Park** which over time has become the unofficial community hub for the Wattle Hill development.

**Wattle Park** is situated on the top of the hill and which adjoins the site of the Water Tower that provides water to the surrounding areas.

A sculpture by local artist Tobias Bennett named '*Remembering Wattle Hill*' is situated on Wattle Park and is part of the Lyrics, Landscapes and Lintels public *Art Trail* which celebrates public art as a way to communicate Leeton's rich heritage and history and tell stories of the Shire's important Wiradjuri heritage. The commemorative sculpture depicts an Elder speaking and imparting their knowledge, while gathered around a fire with family and friends.



*'Remembering Wattle Hill'*

## 5. Core Objectives

### 5.1 Core Objectives and Performance Targets

Reserve 93647 is categorized as Park. The core objectives of the Local Government Act 1993 in relation to land categorised as Park are as follows:

- To encourage, promote and facilitate recreational, cultural, social, and educational pastimes and activities.
- To provide for passive recreational activities or pastimes and for the casual playing of games.
- To improve the land in such a way as to promote and facilitate its use to achieve the other core objectives for its management.

OBJECTIVES AND PERFORMANCE TARGETS OF THE PLAN IN RESPECT TO THE LAND	MEANS BY WHICH THE COUNCIL PROPOSES TO ACHIEVE THE PLAN'S OBJECTIVES AND PERFORMANCE TARGETS	MANNER IN WHICH COUNCIL PROPOSES TO ASSESS ITS PERFORMANCE WITH RESPECT TO THE PLAN'S OBJECTIVES AND PERFORMANCE TARGETS
To encourage, promote and facilitate recreational, cultural, social, and educational pastimes and activities.	Development of the reserve in accordance with this plan.	All works are completed, and minimal negative feedback is received.
To provide for passive recreational activities and for the casual playing of games.	Development of the reserve in accordance with this plan.	All works are completed, and minimal negative feedback is received.
To improve the land in such a way as to promote and facilitate its use to achieve the other core objectives for its management.	Development of the reserve in accordance with this plan.	All works are completed, and minimal negative feedback is received.

## 6.0 Development and use

### 6.1 Overview

One of the primary responsibilities of Local Government is to provide an acceptable level of service for public assets to its community within budgetary constraints.

Council's ongoing commitment to the development and maintenance of these areas depends on financial resources and forward planning. The implementation of actions identified in this Plan of Management are consistent with Leeton Shire Council's corporate objectives as outlined in:

Leeton Shire Council's Community Strategic Plan towards 2030 "Leeton On The Go".  
<http://www.leeton.nsw.gov.au/f.ashx/files/basic-html/For-Hard-Copy-Printing-Leeton-On-The-Go-Our-Community-Strategic-Plan-Towards-2030.pdf>

Leeton Shire Council Delivery Program 2017-2022 and Operational Plan 2021/2022.  
<https://www.leeton.nsw.gov.au/f.ashx/Council-Plans/Delivery-Program-2017-2022-and-Operational-Plan-2021-22-FINAL.pdf>

Leeton Shire Council Resourcing Strategy 2018-2027 & Asset Management Plan 2017-2027  
<http://www.leeton.nsw.gov.au/f.ashx/Council-Plans/Combined-Resourcing-Strategy-28-June-2017.pdf>

Leeton Shire Council Playground Strategy 2017-2032  
<https://www.leeton.nsw.gov.au/f.ashx/Council-Plans/Playground-Strategy-2017-2032-adopted-25-Oct-17.pdf>

Leeton Shire Council's Parks, Playgrounds and Recreational Facilities Asset Management Plan  
<http://www.leeton.nsw.gov.au/f.ashx/pdf/Parks-Playgrounds-and-Recreational-Facilities-Asset-Management-Plan.pdf>

### 6.2 Strategic Objectives

Council's strategic planning objectives for the reserve is as follows:

STRATEGIC PLANNING OBJECTIVES	
1.	To provide a distribution of open space and facilities that matches demand and supply as far as possible, consistent with the open space principles outlined in Council's Community Plan.
2.	To provide a community hub for the surrounding development, consistent with the reserve purpose of the land.
3.	To provide high quality open space and facilities requiring a minimum of maintenance.
4.	To prevent land degradation and to minimise physical disturbance to the land.
5.	To provide public access to community land consistent with the adopted use strategy.
6.	To provide a healthy environment, especially plant communities on the land.
7.	To provide a broad spectrum of safe, high quality recreational opportunities.
8.	Maintain flexibility for future decision making and to allow changes in community preferences.
9.	To allow for temporary uses for private functions, provided that Council is satisfied that the temporary use does not significantly affect the permanent use of the land.



### 6.3 Purpose and Value of Park Areas

The reserve provides for a generalised use of open space and allows for a wide range of both recreational and leisure activities including areas set aside for casual activities such as picnicking and other social and casual activities.

These informal open space areas offer the community a range of opportunities in which to undertake passive and unstructured activities, such as sitting for rest and relaxation, walking and, casual games.

The reserve in particular Gossamer Park are key in providing space for project initiatives needed to improve life circumstances of those in the Wattle Hill community that are vulnerable and disadvantaged, experiencing poverty and disconnectedness and of creating initiatives to connect aboriginal people in the surrounding development to their traditional ways and Country.

Based on legislative and corporate goals, community needs and expectations and the values and assets of the Park areas themselves, the following broad primary objectives have been identified.

- ✓ To ensure management of the reserve recreation areas takes into consideration the principles of Crown Land management.
- ✓ To provide for public safety.
- ✓ To efficiently and effectively manage public assets.
- ✓ To provide the wider community with sufficient appropriate access to park recreation areas.
- ✓ To encourage community involvement in the management of park recreation areas.
- ✓ To maintain the scenic, educational, aesthetic, cultural and heritage values of park recreation areas.
- ✓ Leeton Shire Council will continue to be recognised for being one of the most family friendly local government areas in NSW through the sustainable provision and management of high quality, accessible, diverse, innovative, safe, and fun playgrounds that contribute to the developmental needs of all children.
- ✓ That playground areas within recreation reserves become community hubs that encourage interaction and community wellbeing.

Recreation areas such as the parks comprised in Reserve 93647 within Leeton Shire comprise those sites set aside for casual activities such as picnicking and other social or casual recreation activities. For parks and reserves, public recreation is the principal function of the space.

While many of the reserves in the Leeton Shire possess an informal layout and contain minimal infrastructure such as seating and rubbish bins, some parks include a variety of facilities, for example tables and shelter sheds and toilet facilities which are all important to people's enjoyment of the passive recreation opportunities offered within open space areas.

The level of facilities provided, and the maintenance standards provided by

Council staff are kept within allocated budgets.

Trees shrubs and landscaping can be used to provide shade and to improve the visual interest of an area. Trees, shrubs, and landscaping can increase the general biodiversity values of a reserve.

### **6.3.1 Playgrounds and play areas**

Leeton and its surrounding villages are known as a family friendly place to live with wonderful recreational facilities. Playgrounds situated in parks perform an important role in attracting and keeping families in the Leeton Shire area and are one of the most utilised recreation assets Council maintains.

Community and play areas and playgrounds create spaces where the community, children and their carers are able to experience a variety of creative and social opportunities and physical challenges within a safe environment. These areas contribute significantly to the physical and social development of children and offer social benefit to the wider community.

Play areas and playgrounds:

- ✓ provide safe and functional recreational facilities
- ✓ contribute to the development of gross motor skills
- ✓ contribute to social development through interactive and imaginative play and through the sharing of play space
- ✓ provide valuable spaces as a community gathering space for children and their carers.



The opportunity to develop interactive playgrounds designed for specific park areas and sensitive to the surroundings, may be considered subject to demonstrated need and available resources.

**6.3.2 Condition of the land and structures on adoption of the Plan of Management**

In June 2018 Council commissioned a comprehensive assessment of Council's buildings, parks and recreation facilities and plant and equipment assets.

Each Park comprises open space in good, grassed condition. Gossamer Park includes a children's play area and half basketball court. Wattle and Acacia parks provide seating. Parking is available.

	BBQ FACILITIES	TOILET FACILITIES	SEATING	PICNIC SHELTERS	STORAGE SHED-PUMP SHED	IRRIGATION SYSTEM	LIGHTING
GOSSAMER PARK	✓	✓	✓	✓	✓	✓	✓
WATTLE PARK			✓		✓	✓	
ACACIA PARK			✓		✓	✓	



	1/2 BASKETBALL COURT	MODULAR EQUIPMENT	ROCKER	SWINGS	WHIRL SWING	ROPE BASKET
GOSSAMER PARK	✓	✓	✓	✓	✓	✓
WATTLE PARK						
ACACIA PARK						

## 6.4 Permitted use, history of the reserve and future use

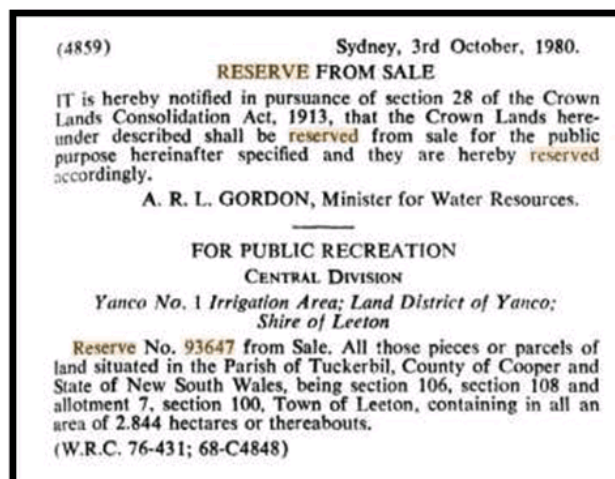
### 6.4.1 Permitted use, history of the reserve and strategic objectives

Crown land can be reserved or dedicated for various public purposes. The notified purpose for Reserve 93647 is for Public Recreation. Use of the parks must align with this reserve purpose.

#### History of the Reserve

In the 1970's- 80's a joint venture between Leeton Shire Council and the NSW Department of Housing created a new subdivision with a large concentration of Department of Housing homes, providing more secure housing for the community and ease the shortage of homes in the area to drive the growing economy of the region.

Reserve 93647 was created on 3 October 1980, to provide three (3) separate areas for Passive and active recreation within the new development.



**Acacia Park** which is used mainly for passive recreation and;

**Gossamer Park** which over time has become the unofficial community hub for the Wattle Hill development.

**Wattle Park** is situated on the top of the hill and which adjoins the site of the Water Tower that provides water to the surrounding areas.

On 10 October 1980 Leeton Shire Council was appointed Trustee of the Reserve.

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(5025) Sydney, 10th October, 1980.

**NOTIFICATION OF THE APPOINTMENT OF A  
TRUSTEE**

**IT is hereby notified for public information that in accordance with the provisions of section 37P of the Crown Lands Consolidation Act, 1913, the Council of the Shire of Leeton is hereby appointed as Trustee of Reserve No. 93647 for Public Recreation, notified on 3rd October, 1980.**

**(W.R.C. 76-431; 68-C4848)**

**A. R. L. GORDON, Minister for Water Resources.**

Leeton Shire Council now manages the Reserve under the provisions of the Crown Land Management Act 2016.

#### **6.5 Further development**

Council's strategic planning objectives for Reserve 93647 is to provide a distribution of space and facilities that matches demand from the community and provides high quality open space and recreation facilities requiring minimum maintenance providing space for project initiatives needed to improve life circumstances through recreation of those in the Wattle Hill community that are vulnerable and disadvantaged, experiencing disconnectedness and, of creating initiatives to connect aboriginal people in the surrounding development to their traditional ways and Country.

Whilst maintenance of existing infrastructure is a priority there is scope to improve and develop facilities on the reserve provided that the proposed facilities are in line with the purposes for the reserve and relevant legislation such as The Local Government Act 1993, The Crown Land Management Act 2016, The Aboriginal Land Rights Act 1983, and the Native Title Act 1993.

Subject to budget availability, Council may construct or approve construction by others of a variety of facilities on the land. The purpose of the facilities shall be to support activities and uses that are consistent with the core objectives of the land category and the reserve purpose and shall not materially harm the land for the purpose that it was reserved or dedicated.

Proposed projects must be in line with Council's strategic plans. All construction and alteration must have Council's Native Title Manager's written advice in relation to Native Title and Aboriginal Land Claims.

Projects proposed by the community and other users of the reserve must be approved by Council administration and be in line with Council or facility strategic plans. Projects must align with the reserve purpose and core objectives for the reserve. Depending on the scope of the project Council may request a written proposal outlining the project

and proposed location, estimated costs, scaled plans, justification for proposed works, future maintenance requirements and other elements relevant to the project.

This plan of management authorises the development and management of gardens for community use. These gardens may be leased or licensed to community groups to manage, provided that membership of these groups is open to the general community.

A comprehensive site development plan and a landscape management plan is recommended for larger projects to ensure a strategic approach to development.

## 6.6 Leases, Licences and other Estates

The Local Government Act contains important restrictions on the ability of Council to grant leases, licences and other estates over community land as these alienate the land and limit the ability of the public to use that land. Generally, a lease will be required where exclusive occupation or use of all or part of an area is proposed, however given the nature of the reserve and the reserve purpose of the land a licence is the preferred option to enable continued public access to the reserve. A licence may be required for casual activities that may affect other park users.

Leases, Licences and other estates formalise the use of community land by community groups and non-profit organisations, or by commercial organisations and individuals providing facilities and services for public use. Activities should be compatible with the zoning of the land, provide benefits and services or facilities to the users of the land, be aligned to the reserve purpose and core objectives for the land and should not alienate or cause material harm to the land or limit the ability of the public to use the land.

Exclusive occupation of the land other than by lease or licence or other estate or for a permitted purpose listed in the Local Government Regulations 2005 is prohibited.

The terms of the authorisation for a lease licence or other estate must include Native Title assessment and validation under the Native Title Act 1993. The authorisation should ensure the proper management and maintenance of the land and that the interests of Council and the public are protected. A lease is normally issued where exclusive control of all or part of an area by a user is proposed, a lease should not exclude the public from the reserve. In all other instances a licence, a short-term licence or hire agreement will be issued.

This Plan of Management **expressly authorises** the issue of Leases, Licences and other Estates over land contained in this plan of management, provided that:

- the purpose is consistent with the core objectives for the category of the land.
- the lease, licence or other estate is for a permitted purpose listed in the Local Government Act 1993 or the Local Government Regulations 2005.
- the issue of the lease, licence or other estate and the provisions of the lease, licence or

other estate can be validated by the provisions of the Native Title Act 1993.

- the land is not subject to a claim under the Aboriginal Land Rights Act 1983 or if the land is under claim advice has been sought from Crown Lands, Aboriginal Land Claims Investigation Unit.
- the lease, licence or other estate is granted and notified in accordance with the provisions of the Local Government Act 1993 or the Local Government Regulations 2005.
- the issue of the lease, licence or other estate will not materially harm the use of the land for any of the purposes for which it was dedicated or reserved and will not exclude the public from using the reserve for the reserve purpose.

Areas held under lease, licence or regular occupancy shall be maintained by the user. The user will be responsible for maintenance and outgoings as defined in the lease or licence or agreement for use.

### 6.7 Native Title Assessment

The Crown Land Management Act 2016 provides a new regime for the management of Crown Land and Council is now responsible for compliance with Native Title legislation for the Crown Land that it manages.

Council is required to undertake steps (in accordance with Crown Lands directions), to identify if the activity that they do on Crown Land will affect Native Title, what provisions of the Native Title Act will validate the activity and what procedures should be taken in relation to a particular activity prior to its commencement.

Council must receive written advice from its Native Title Manager in relation to certain activities and acts carried out on Crown land.

Council's Native Title Manager must have carried out approved training and must be appointed each year and the appointment advised to the Minister administering the Crown Lands Act. The Native Title assessment must align with Crown Land directions.



## **7.0 Plan of Management Administration and Management**

### **7.1 Plan of Management Objectives**

The general objectives of this Plan of Management are:

<b>PLAN OF MANAGEMENT OBJECTIVES</b>	
1.	To ensure that relevant legislation is complied with in relation to the land.
2.	To inform Council staff and the community of the way the land will be managed.
3.	To implement specific policies, guidelines and works identified in the plan of management.
4.	To progressively improve the values of the land and to minimise the long-term cost of maintenance to the Council
5.	To make provisions for appropriate leases, licences, and agreements in respect to the land.
6.	To identify and recognise existing uses and improvements on the land.
7.	To set in place an administrative structure to ensure the achievement of land management objectives set by the owner of the land.
8.	To ensure that the management of the land is not likely to materially harm the use of the land for any of the purposes for which it is dedicated or reserved.

#### **7.1.1 Management Authority**

For the purposes of this plan, the management authority is Leeton Shire Council, in accordance with the provisions of the Crown Land Management Act 2016 and the Local Government Act 1993.

#### **7.1.2 Delegation of Authority**

Where Council's responsibilities have been delegated, the provisions of this management plan continue to apply.

#### **7.1.3 Management Principles**

The management of Reserve 93647 should take into consideration the principles of Crown Land management. The management of the park must also take into account the reserve purpose of the land and the purpose for which the land is classified and categorised.

### **7.2 Action Plan**

The Plan of Management specifies performance targets and priorities for actions to be taken in relation to the land to which the plan applies.

Assessment of achievement of the objectives of the plan is to be undertaken. A summary of indicators and targets for major objectives is outlined in the table below:



<b>OBJECTIVES AND PERFORMANCE TARGETS OF THE PLAN IN RESPECT TO THE LAND</b>	<b>MEANS BY WHICH THE COUNCIL PROPOSES TO ACHIEVE THE PLAN'S OBJECTIVES AND PERFORMANCE TARGETS</b>	<b>MANNER IN WHICH COUNCIL PROPOSES TO ASSESS ITS PERFORMANCE WITH RESPECT TO THE PLAN'S OBJECTIVES AND PERFORMANCE TARGETS</b>
To ensure that relevant legislation is complied with in relation to preparation of Plans of Management.	The Plan is prepared in accordance with the Act.  Native Title Manager advice is sought during the preparation of the Plan.	The Plan is reviewed by Council's Native Title Manager and Department of Industry Crown Lands then exhibited and adopted by Council if there are no changes to the approved plan.  If changes are made following exhibition the plan must again be approved by Department of Industry Crown Lands.
To inform Council staff and the community of the way the land will be managed.	The Plan is exhibited in accordance with the Local Government Act.	The Plan is exhibited and adopted by Council.
To implement the specific policies, guidelines and works identified in the plan of management.	Ensure that the Plan is referenced to identify specific policies, guidelines and works.	All works are carried out in accordance with the Plan.
To progressively improve the values of the land to minimise the long-term cost of maintenance to the Council.	Carry out all works identified in Council's long-term plan.	All works are completed, and minimal maintenance of the improvements is required.
To make provision for leases, licences, and agreements in respect of the land.	The Plan of Management expressly authorises the provision of leases, licences, and agreements where appropriate.	Any leases are prepared, exhibited, and adopted in accordance with the reserve purpose of the land and the provisions of the Local Government Act 1993 and the Crown Land Management Act 2016.  Native Title Manager advice is received for all proposed leases and licences.
To identify and recognise existing uses and improvements on the land.	Physical inspection.	The Plan is exhibited and adopted by Council.

To provide a reference and data bank in relation to information relevant to present and future management of the land.	Physical inspection and file research.	The Plan is exhibited and adopted by Council.
To set in place an administrative structure to ensure the achievement of land management objectives.	Ensure that all sections of Council are aware of the contents of the Plan.	The Plan is exhibited and adopted by Council.
To identify the major management issues applying to the land.	Consultation and staff discussions.	The Plan is exhibited and adopted by Council.
To simplify the process of management as far as possible.	Preparation of the Plan in accordance with the Act.	The Plan is exhibited and adopted by Council.

### 7.3 Administration

Administrative issues have an important influence on the way in which the land is managed.

<b>Administration</b>	
Staff Resources	Council shall seek to provide adequate staff resources for the management of the land in accordance with this Plan of Management. Staff shall have appropriate qualifications and/or experience.
Environmental Assessment of Activities	The environmental impact of activities carried out on the land will be assessed having regard to the requirements under the Environmental Planning and Assessment Act.
Role of Other Authorities	Other government authorities may have responsibilities or involvement in the management of the land or of immediately adjacent land. This will be taken into account and, where appropriate consultation will take place with relevant authorities.
Activities Carried Out by Other Authorities	Where activities are carried out on the land by other authorities, Council will make the authorities aware of the provisions of this Plan of Management and will seek to ensure that any activities are compatible with the objectives and guidelines of this Plan of Management.
Community Involvement in Management	Where appropriate Council may undertake community consultation subsequent to the making of this Plan of Management and may give community groups a role in management.
Contract and Volunteer Labor	In managing the land Council may use contract and volunteer labor but shall ensure that supervisors have appropriate qualifications and/or experience and are made aware of the requirements of this plan.
Delegation of Management Responsibilities	Where management responsibilities are delegated by the Council a requirement of the delegation shall be that the provisions of this Plan of Management are complied with.

Easements	The Council may grant easements for the provision of services over, or on the land provided that the land is not subject to Aboriginal Land Claim under the Aboriginal Land Rights Act, 1983, a Native Title assessment has been carried out by Council's Native Title Manager and the provisions of the Local Government Act 1993 and the Crown Land Management Act 2016 have been complied with.
Existing Assets	Existing assets on the land shall be identified and measures taken to maintain them in a satisfactory manner. Council may make arrangement for community groups and users to undertake maintenance for specific facilities on Council's behalf.
Public Liability	Council will maintain public liability insurance for the land. All users of the land under lease, licence or agreement will be required to take out public liability insurance for a sum of not less than \$20m.
Public Safety	Reasonable measures will be taken by Council to ensure and maintain the public safety of persons using the land.
Commercial Activities	Commercial activities may be carried out on the land, provided that such is ancillary to a purpose authorised under this Plan of Management and is subject to prior Council consent.
Emergencies	This Plan of Management authorises any necessary activities to be carried out during declared emergencies as may be decided by the General Manager or delegate. Following carrying out of any activities, periodic monitoring will be undertaken, and rehabilitation works undertaken if necessary.
Occupation by Adjoining Landowners	In instances where there is an encroachment upon public land by a permanent structure, and the structure does not significantly interfere with the functioning of the reserve for the reserve purpose, Council may consider a lease or licence agreement with the adjoining property owner and recoup a fee as part of that agreement.
Land Proposed for Future Development	Land proposed in any of Council's plans for future development for a specific purpose may be utilised for other purposes on an interim basis until required for that purpose.
Undeveloped Areas	Land to which this Plan of Management applies that is undeveloped and unused for the purpose of the land, may upon assessment be used for any activity that does not prevent or inhibit future use for the purpose of the land, including tree planting and mowing.

## 7.4 Management Guidelines

Based on legislative and corporate goals, community needs and expectations the following Management Guidelines have been identified. Some matters are subject to additional adopted policies and procedures, and these are to apply where appropriate.

### 7.4.1 Management Authority

For the purposes of this Plan the management Authority is the Crown Land Manager, Leeton Shire Council who will manage the land in accordance with the provisions of the Crown Land Management Act 2016 and the Local Government Act 1993.

### 7.4.2 Management Issues

The management aims to maximise the provision of open space area and facilities for the community, whilst ensuring that optimum condition of the Reserve is maintained, that conflicts are minimised, and that any future embellishments are compatible with the existing functions, reserve purpose and character of the reserve. To provide the best service to the community, the management of the reserve needs to be well planned and resourced and the use needs to be permitted on an equitable basis.

Play and Recreational Equipment	Play equipment may be installed or removed. Equipment shall be regularly maintained and kept in a safe condition in accordance with the relevant Australian Standard and Council's Playground and Equipment Upgrade Plan.
Mowing	Recreational (Park) areas will be mowed in accordance with approvals, manuals or schedules as required.
Watering	Watering of the recreational (Park) areas shall be undertaken as required and according to specific water restrictions that may be in place.
Irrigation	This Plan of Management authorises the installation of underground irrigation pipes. This includes the use of recycled and raw water.
Wet Weather Use	During periods of wet weather, Council may restrict the use of the recreational (Park) area to prevent damage to grass surfaces.
Hours of Operation	Council may restrict the hours of operation of any area of the recreational (Park) areas at its discretion.
Development Activities	Development activities shall be undertaken in a way that minimises the area, degree and duration of disturbance, and areas are to be restored to the greatest extent practicable.
Alcohol	The occasional sale of alcohol by a sporting committee, club or user group requires the approval of the NSW Office of Liquor Gaming and Racing through the issue of a Limited Licence. The Licence should be provided to Council in each instance. When making application for the use of an active recreational area if the sale of alcohol is intended, applicants are required to comply with any requirements of both the Office of Liquor Gaming and Racing and Council.

Companion Animals	<p>Domestic pets may use the land where authorised by signage provided that they are under the control of a responsible person at all times and do not cause loss of amenity to other users of the land. Except where specifically publicly notified.</p> <p>Dogs are not permitted within any area that is:</p> <ul style="list-style-type: none"> <li>• set aside for the playing of organised games, or</li> <li>• within 10 meters of a children’s playing apparatus or</li> <li>• within 10 meters of cooking or eating facilities.</li> </ul> <p>Dogs are not permitted to be walked off leash unless they are within Council’s designated off leash exercise areas.</p> <p>Dog clubs are required to seek Council permission to conduct dog obedience and training activities on all community land.</p>
Parking	<p>Car parking areas should not occupy valuable land but be positioned to minimise the impact on the reserve.</p> <p>Car parking is not to be situated near children’s play areas. Existing car parking areas will be maintained to safety standards. Where off street parking occurs within the park, consideration will be given to the provision of parking spaces for people with a disability (in accordance with regulations).</p> <p>Internal roads and parking areas may be constructed or reconstructed to a safe and all weather standard.</p>
Neighbors	<p>Council shall endeavor to be a good neighbor and, as far as possible shall consult with adjoining owners in respect of management or other activities which may affect them.</p>

#### 7.4.4 Buildings and Amenities

As well as providing largely unstructured areas for a variety of informal uses, parks provide supplementary facilities to enhance people’s enjoyment of their visit. These facilities will be maintained and enhanced, or introduced where possible, subject to an identified need.

Native Title Assessment	<p>The terms of the authorisation for the commencement of any building or development activity should include a Native Title assessment and validation under the Native Title Act 1993 to be carried out by Council’s Native Title Manager.</p>
Aboriginal Land Claim	<p>The terms of the authorisation for the commencement of any infrastructure construction activity should include advice that the land is not subject to a claim under the Aboriginal Land Rights Act 1983. If a claim is registered on the land activity cannot commence until advice is received. If a claim is registered over the land the claim must be resolved prior to commencement of any activity on the land.</p>

Access	This plan of management seeks to facilitate access to the land to enable its use for the purpose of public recreation.
Buildings and Amenities	Buildings and amenities may be provided where consistent with the need to facilitate the use of the land for the reserve purpose, the provisions of the Local Government Act 1993 and the Crown Land Management Act 2016 have been complied with. Buildings and amenities are to be maintained to the highest possible standard.
Public Toilets and Amenities	Where public toilets are provided for community groups, not for profit or users of commercial users under lease or licence they are to be maintained by the user.
Play Equipment and Recreation Equipment	Additional play equipment shall be constructed and maintained in accordance with the relevant Australian Standard and may be replaced or removed as required in accordance with Council policy and plans.
Outdoor furniture	Additional outdoor furniture shall be provided as required and maintained to a safe standard in accordance with any adopted landscape design.
Private buildings	Private buildings may be constructed only where there is a lease or licence from Council and that lease or licence specifically makes provision for the use or erection of a private building. Private buildings and the lease areas are to be fully maintained by the user. Private buildings will only be permitted where the use aligns with or is ancillary to the reserve purpose of the land.
Public Buildings	Public buildings may be constructed for any purpose that aligns with or is ancillary to the reserve purpose of the land, provided that the provisions of the Local Government Act 1993 and the Crown Land Management Act 2016 have been complied with. Community facilities that align with the reserve purpose may also be permitted.
Removal of Buildings or Utilities	Buildings or utilities that are no longer required may be removed by the Council subject to development approval. The land is to be rehabilitated following removal.
General Maintenance	General maintenance will match the level and type of use. Areas held under lease, licence or regular occupancy will be maintained by the user where appropriate.  Existing assets on the land shall be identified and measures taken to maintain them in a satisfactory manner. The Council may make arrangements for community groups and other users to undertake maintenance on Council's behalf.
Horticultural Maintenance	Mowing shall be regularly undertaken as required in accordance with any adopted Council procedures manual. In areas of concentrated use reseeding or turfing may be undertaken as required.
Cleaning	Buildings and amenities will be regularly cleaned and maintained in a tidy condition in accordance with any adopted Council procedure manual.

#### 7.4.5 Infrastructure

The level of facilities provided, and the maintenance standards provided by Council staff are to be kept within allocated budgets and to an agreed level of care. The maintenance and scheduled upgrade of infrastructure is therefore crucial for the long-term management of the recreation areas. Increasing the level of infrastructure provided in some parks may be considered and, would be assessed with regard to patronage of the site and the scale of the additional facilities compared to the overall size, location and accessibility of the reserve.

Native Title Assessment	The terms of the authorisation for the commencement of any infrastructure construction activity should include a Native Title assessment and validation under the Native Title Act 1993 to be carried out by Council's Native Title Manager.
Aboriginal Land Claim	The terms of the authorisation for the commencement of any infrastructure construction activity should include advice that the land is not subject to a claim under the Aboriginal Land Rights Act 1983. If a claim is registered on the land activity cannot commence until advice is received. If a claim is registered over the land the claim must be resolved prior to commencement of any activity on the land.
Infrastructure	Any necessary infrastructure to service the purpose of the land may be constructed.
Services and Utilities	Services and utilities such as water supply, sewerage, electricity supply, gas and telecommunications, and sustainable energy installations may be constructed, maintained, or repaired on the land.
General Maintenance	General maintenance will match the level and type of use. Areas held under lease, licence or regular occupancy shall be maintained by the user. Existing assets on the land shall be identified and measures taken to maintain them in a satisfactory manner. The Council may make arrangements for community groups to undertake maintenance for specific facilities on Council's behalf.
Energy Efficiency	Measures shall be taken to improve the energy efficiency of all buildings and activities carried out on the land. Measures shall include use of energy efficient lighting, periodic auditing of energy use, and appropriate orientation of any new buildings to incorporate passive solar design principles.
Lighting	Where appropriate, adequate lighting shall be provided on the land to ensure public safety and security for buildings and amenities as far as possible.
Floodlighting	Floodlights shall be designed and operated to minimise glare and spillage of light to adjoining properties. Where possible floodlights should comply with AS2560.
Fences	Fences may be constructed and shall be in accordance with any standards or guidelines adopted by Council.
Signs	Signs may be erected on the land in accordance with State Environmental Policy and any adopted Development Control Code and Policy. This plan of management authorises the erection of regulatory, interpretive, and directional signage within parks.

#### 7.4.6 Access

In principle, all public open space areas should be accessible to the whole community, regardless of age, ability, or gender. Access for people with a disability is accommodated where possible for general movement around open space areas and for the use and enjoyment of facilities and amenities.

Access and Occupation	The Plan of Management seeks to facilitate access to the land to enable its use for recreational purposes.
Access	Access to the land may be limited by Council at times where this may interfere with works or may have an adverse effect on the land.
Public Access	Public access to land to which this Plan of Management applies can be denied to assist rehabilitation or protection of special items of significance or where a lease or licence has been granted but shall not otherwise be denied.
Occupation by Adjoining Landowners	In instances where there is an encroachment upon public land by a permanent structure, and the structure does not significantly interfere with the functioning of the reserve, Council may consider a lease or licence agreement with the adjoining property owner and recoup a fee as part of that agreement.
Roads and Parking	Roads and parking areas may be constructed or reconstructed to a safe all-weather standard. New roads and parking areas may be constructed. In cases where significant new roadworks is proposed, a master plan should be prepared, and the works constructed in accordance with the plan.
After Hours Access	After-hours use of the parks may be restricted by signage or the opening and closing of gates and entry points where applicable.

#### 6.4.7 Development Activities

Native Title Assessment	The terms of the authorisation for the commencement of any development or construction activity should include a Native Title assessment and validation under the Native Title Act 1993 to be carried out by Council's Native Title Manager.
Aboriginal Land Claim	The terms of the authorisation for the commencement of any infrastructure construction activity should include advice that the land is not subject to a claim under the Aboriginal Land Rights Act 1983. If a claim is registered on the land activity cannot commence until advice is received. If a claim is registered over the land the claim must be resolved prior to commencement of any activity on the land.
Development Activities	Development activities shall be undertaken in a way that minimises the area, degree and duration of disturbance, and area are to be restored to the greatest extent practicable.



Construction Works	Progressive site stabilisation and restoration shall be undertaken during the construction process.
Stockpiling of Materials	Works are to be completed in stages (clearing, topsoil stripping, relocation of topsoil, mulching, planting etc.) and shall follow the principle of isolating stockpiles of different materials to prevent contamination. Materials and soil may be stockpiled but only on a temporary basis and provided that measures are taken to prevent adverse effects such as soil erosion, introduction of weed species, soil compaction and the like. Stockpiles are to be more than 5 meters from trees.
Nutrients Leached from Building Materials	Materials (including concrete, gravel, topsoil, etc.) shall be stockpiled in such a way as to prevent nutrients from leaching into watercourses or into ground water systems.
Protection of Trees	Trees to be protected shall be identified prior to any construction and marked appropriately. Measures are to be taken to prevent damage and disturbance to tree roots by cutting of roots, loss of water, soil compaction or buildup of soil. Clearing works are to be in accordance with any additional procedures manuals or adopted policies. Tree removal shall be subject to the provisions of Council's Tree Management Policy.
New Development Works	New development works such as construction of roads, parking areas, cycleways etc. may be undertaken where the works are consistent with the objectives of this plan of management and where any necessary approvals and assessments have been obtained.
Fill	As far as possible, no fill should be deposited on the land unless it comes from the same area of parkland and adequate measures are taken to stabilise the fill. Works are to be in accordance with any additional procedures, manuals or adopted policies.
Soil Compaction	Measures shall be undertaken to avoid soil compaction arising from construction works and earthworks. Any compaction will be relieved by appropriate methods which may include the use of soil aeration equipment.

#### 7.4.8 Pollution Control

Pollution Control	Management should seek to ensure that no pollution is generated on the land and that adequate measures are taken to prevent adverse impacts from adjoining land.
Soil Erosion and Sedimentation	All activities are to ensure adequate controls to prevent soil erosion and sedimentation and are to be inspected periodically.
Nutrients	Measures shall be taken to minimise and to control nutrients entering watercourses, water bodies or groundwater.
Environmental Protection (noise control, dust, chemicals etc.)	Measures shall be taken during any construction or maintenance works on the land to ensure that normal environmental protection, pollution control and health guidelines are met.
Litter	Litter shall be regularly collected and removed. Provision shall be made for the provision of litter bins at various locations. It is the

	responsibility of all users to ensure that the area and surrounds are left in a tidy manner after use.
Rubbish Dumping	Rubbish dumping is not permitted. Grass clippings or garden waste is to be disposed of in a manner that does not affect natural vegetation or encourage the spread of weeds.
Irrigation	Irrigation is to be managed on any grassed or mown areas to avoid runoff and a raised water table.
Noise	Noise from events shall be required to comply with noise pollution control requirements in accordance with the Protection of the Environment Operations Act 1997 and the Protection of the Environment (Noise Control) Regulation 2008.
Drainage	Drainage works are allowed on the land to which this Plan of Management applies. Any works are to comply with any environmental management guidelines adopted by Council to minimise the flow of nutrients and pollutants into watercourses.
Fertilisers and Pesticides	The use of fertilisers and pesticides may be permitted on land to which this Plan of Management applies, but only where no suitable alternative exists, and no adverse environmental impact is likely to occur. New landscape designs are to minimise the need for these. Notification of use must be given in accordance with Council's adopted Pesticide Use Notification Plan.
Removal of Silt	Silt shall be removed from drains and silt traps as necessary.

#### 7.4.9 Trees Vegetation and Landscape

Trees, Vegetation and Landscape	Proper management of landscaping measures, trees and vegetation is important to provide a high degree of amenity on the land.
Trees	Trees will be maintained, as will maintenance of appropriate growing conditions involving management of soil compaction and other encroachments, in accordance with Council's Tree Management Guidelines in force at the time.
Tree Planting and Removal	Trees may be planted, removed, or replaced. In replacing trees, regard will be had to endorsed plans and policies outlining preferred species. Tree planting maintenance, removal and replacement shall be in accordance with adopted standards, codes, manuals, or policies.
Tree Protection	Appropriate protection such as guards and barriers shall generally be provided for all new plantings as may be required.
Landscape Design	Landscape design will be subject to approval.
Gardens	Gardens including Community Gardens may be constructed and maintained on the land. Where a Community Garden is constructed by a Community group or not for profit organisation, a licence may be issued. Community Gardens must be maintained to a high standard by the Community group or organisation.
Weed Control	Weed control shall be by both taking preventative measures and active control measures. Prevention of weed infestation shall be by minimising actions that disturb the ground surface and discouraging the conditions that encourage weeds. Measures shall be taken to prevent the dispersion of weeds by

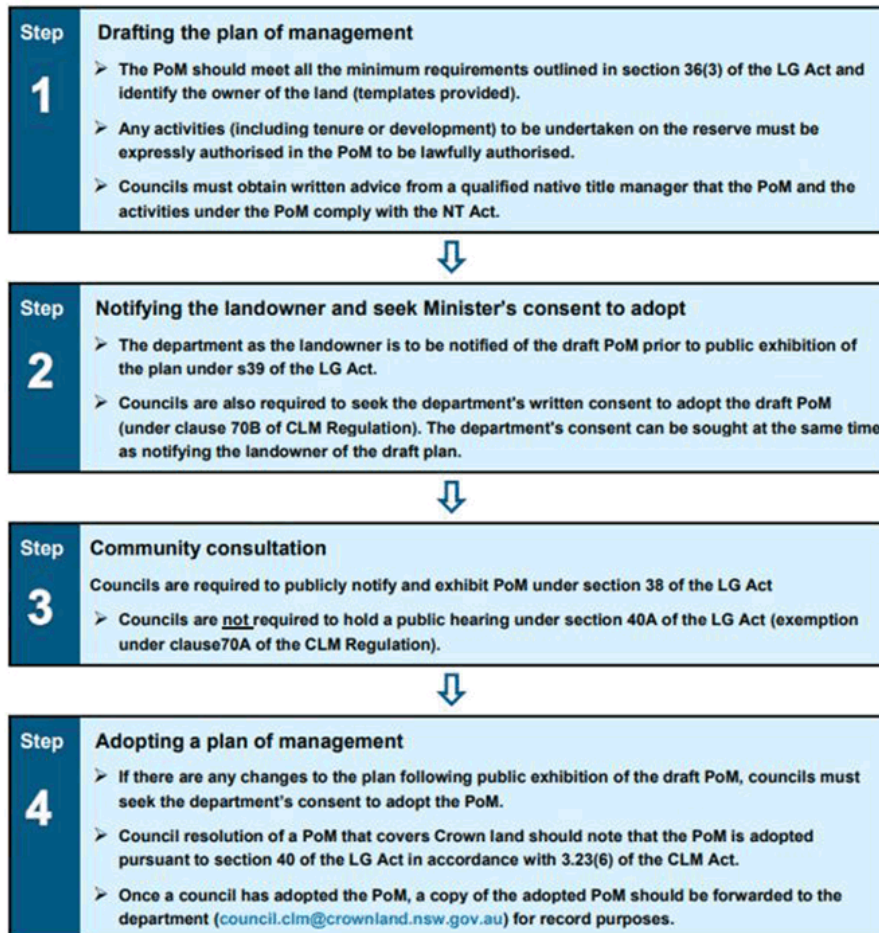
	fill or the transport of seeds on machinery. Control measures which are acceptable include physical removal or slashing, accepted biological control techniques, bush regeneration, or chemical spraying where Council is satisfied that there will be no adverse residual effects and no adverse effect on human health will occur.
Bushfire Hazard Reduction	Where a bushfire hazard is identified on the land measure shall be taken to reduce the bushfire hazard.

**7.4.10 Information Monitoring and Research**

Information monitoring and Research	Monitoring and collection of information relating to the land to which the Plan of Management applies are important to enable good management.
Education and Research	Where a demonstrated need has been identified, an educational programme shall be developed to encourage use appropriate to the purpose to all or part of the land to which this Plan of Management applies.
Monitoring	Management arrangements shall be implemented to regularly monitor the use of the land, environmental conditions, and facilities.
Surveys	Surveys of visitation and/or satisfaction with the facilities may be undertaken to facilitate the management and use of the land.



## ANNEXURE 2 – FLOWCHART



FLOWCHART FOR CONSULTATION AND APPROVAL OF AN INITIAL PLAN OF MANAGEMENT



## NATIVE TITLE ADVICE PLAN OF MANAGEMENT - RESERVE 93647

The Crown Land Management Act 2016 – Section 8.7 (1) (d) requires that Council as Crown Land Manager obtains the written advice of its Native Title Manager prior to its approval or submission for approval of a Plan of Management for the land that authorises or permits any kinds of dealings referred to in Section 8.7.

### 1. The Land to which this report applies

**Crown Reserve 93647** contained in Lot 7 DP 238461, Lot 1 Section 108 DP 758606, Lot 7300 DP 1166065. The Reserve covers three (3) separate Recreation Areas known as Gossamer Park, Wattle Park and Acacia Park. Reserve 93647 was reserved from sale for the public purposes of public park and public recreation published in the Government Gazette on 3 October 1980.

Reserve 93647 is owned by the Crown and is managed by Leeton Shire Council as Crown Land Manager under the Crown Land Management Act 2016. The management and use of the land is subject to the provisions contained in the Crown Land Management Act 2016 and is not subject to any condition, restriction or covenant imposed by the owner.

### 2. Details of activity on Crown Land

The Plan of Management for Reserve 93647 has been prepared by Council and provides direction as to the use and management of the Reserve.

The Plan of Management is required in accordance with Section 3.23 of the Crown Lands Management Act 2016 and Section 36 of the Local Government Act 1993.

The Plan of Management outlines the way the reserve will be used and provides the framework for Council to follow in relation to the Leasing, Licencing and Permit processes for the land.

The Plan of Management also provides for the granting of easements over the land and the further development of the land, buildings and infrastructure on the land within or ancillary to the reserve purpose of the land.

The Plan of Management provides strict guidelines such that each activity requires a Native Title Assessment and validation under the Native Title Act 1993 to be carried out by Council's Native Title Manager prior to the commencement or approval of that activity.

The Plan of Management is clear that the management of those activities that could be considered to be a future act must take into account the reserve purpose for the land.

Accordingly, the activities authorised under the Plan of Management could be validated under Subdivision J of the Native Title Act 1993. Acts validated under Subdivision J that fall within the category of 'public works' require notification and confer other procedural rights.

#### 2a. Is the activity a future act?

The Plan of Management provides express authorisation for the granting of Leases, Licences and other Estates over the land and the granting of easements and further development of the land, including buildings and infrastructure on the land provided that they are in accordance with or ancillary to the reserve purpose of the land. These activities could be considered to be a Future Act within the meaning of Section 233 of the Native Title Act 1993. Acts validated under Subdivision J that fall within the category of 'public works' require notification and confer other procedural rights.

**2b. If it is, why? If it is not, why not?**

The activities authorised under the Plan of Management could be considered to be a Future Act within the meaning of Section 233 of the Native Title Act 1993.

**3. If the activity is a future act, which of the following subdivisions of the future act regime under the Native Title Act 1993 validate it?**

The authorisation of the activities that could be considered a future act within the Plan of Management provides for the activity to be carried out in accordance with the reserve purpose of the land.

The Plan of Management does not provide authorisation for any activity that is not in accordance with the reserve purpose of the land.

Accordingly, the activities could be validated under Subdivision J of the Native Title Act, 1993. Acts validated under Subdivision J that fall within the category of 'public works' require notification and confer other procedural rights.

**6. Requirements to notify any representative body.**

The Plan of Management provides strict guidelines such that each activity requires a Native Title Assessment and validation under the Native Title Act 1993 to be carried out by Council's Native Title Manager prior to the commencement or approval of that activity.

Notification will be assessed on a case by case basis and parties will be notified when an activity is assessed.

As the Plan of Management authorises activities that could be considered to be future acts within the meaning of Section 233 of the Native Title Act 1993. Council will notify NTSCorp and the Leeton Aboriginal Land Council prior to carrying out an activity that require notification.

**Subdivision J**

Requirement	Section 24JA	Requirement satisfied
The reservation was created on or before 23 December 1996; and	s. 24JA(1)(a)	Yes
The reservation was valid; and	s. 24JA(1)(b)	Yes
The creation of the reservation was done by the Crown (the Commonwealth or State); and	s. 24JA(1)(c)	Yes
The whole or part of any land or waters under the reservation was to be used for a particular purpose; and	s. 24JA(1)(d)	Yes
The issue of the activity is done in good faith under or in accordance with the reservation, or	s. 24JA(1)(e) (i)	Yes
in the area covered by the reservation, so long as the act's impact on native title is no greater than the impact that any act that could have been done under or in accordance with the reservation would have had.	s. 24JA(1)(e) (ii)	

**Summary:**

**The Plan of Management authorises activities that could be considered as future acts within the meaning of Section 233 of the Native Title Act 1993.**

**The Plan of Management provides that those activities are only to be authorised if they are in accordance with or ancillary to the reserve purpose of the land.**

**Those activities that are consistent with the reserve purpose of the land may be validated under Subdivision J if the land was subject to a reservation created prior to 23 December 1996 and the reservation was done by the Crown. Acts validated under Subdivision J that fall within the category of 'public works' require notification and confer other procedural rights.**

**Therefore requirements of s.24JA(1) (a) – (e) are met.**

**s. 24JA(1)(a)** is satisfied as the relevant land was subject to a reservation created before 23 December 1996.

**The reservation for Public Recreation was gazetted on 3 October 1980.**

**s. 24JA(1)(b)** is satisfied as the Reserve was notified in the Government Gazette.

**The reservation was published in the Government Gazette on 3 October 1980.**

**s. 24JA(1)(c)** is satisfied as the reservation was carried out by the Crown under the provision of the Crown Lands Consolidation Act, such reservation has been carried out by a statutory power, exercised by the Minister on behalf of the Crown.

**The published reservation was notified in pursuance the provisions of the Crown Lands Act 1989.**

**s. 24JA(1)(d)** is satisfied as the reserve was to be used for a specific purpose being a reservation under the Crown Lands Act which reserved the land from sale.

**The reserve has been used for the specific purpose in accordance with the reservation of Public Recreation.**

**s. 24JA(1)(e) (ii)** is satisfied as the adoption of a Plan of Management that authorises activities to be done in accordance with the reserve purpose in the area covered by the reservation, so long as the act's impact on native title is no greater than the impact that any act that could have been done under or in accordance with the reservation would have had.

**The Plan of Management provides that activities on the land are only to be authorised if they are in accordance with or ancillary to the reserve purpose of the land.**

*Donna O'Bryan*

**Donna O'Bryan  
Native Title Manager  
Leeton Shire Council  
4 May 2022**

## OPERATIONAL MATTERS

### **ITEM 8.10 MINUTES OF THE LEETON LOCAL AREA TRAFFIC COMMITTEE MEETING - 18 MAY 2022**

<b>RECORD NUMBER</b>	22/201
<b>RELATED FILE NUMBER</b>	EF21/430/02
<b>AUTHOR/S</b>	Road Safety Officer
<b>APPROVER/S</b>	Group Manager Operations

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## SUMMARY/PURPOSE

The purpose of this report is to inform Council of the outcomes of the Local Area Traffic Committee (LATC) meeting held on Wednesday 18 May 2022 and to seek Council's endorsement of the recommendations made by the LATC.

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## RECOMMENDATION

THAT Council notes the Minutes and endorses the recommendations of the Local Area Traffic Committee meeting held on 18 May 2022.

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## REPORT

### **(a) Background**

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

### **(b) Discussion**

A copy of the Agenda and Minutes of the meeting held on 18 May 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. Art Deco Festival Traffic Management
  3. Vehicles turning into 127 Acacia Avenue (United Service Station)
  4. Installation of No U Turn signage on Wade Avenue South at intersection with Jarrah Street
-



Regarding item four LATC was previously recommended to not install the U turn sign and monitor the situation for 90 days. This was endorsed by Council. Now that this period has passed the issue has been brought back onto the LATC agenda for resolution. In this time resident complaints have been received regarding turning movements at this location, as well as multiple point turn movements have been observed.

### **(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**

Events expenses (Art Deco Festival) are all budgeted throughout 21/22 financial year budget.

The installation of U-Turn signage for Wade Avenue will be under \$1000 and will be expensed to the Traffic Facilities budget.

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

**ATTACHMENTS**

**1** [↓](#) Agenda - Attachments Included - Agenda of Traffic Committee - Wednesday, 18 May 2022

**2** [↓](#) Minutes of Traffic Committee - Wednesday, 18 May 2022



**LEETON SHIRE COUNCIL TRAFFIC  
COMMITTEE**

**WEDNESDAY 18 MAY 2022**

**10.30AM**

**BOARD ROOM**

LEETON SHIRE COUNCIL  
Traffic Committee - Wednesday, 18 May 2022

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**LEETON SHIRE COUNCIL**  
**AGENDA**  
**TRAFFIC COMMITTEE**  
**Wednesday 18 May 2022**  
**10.30am**

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1. APOLOGIES

2. CONFIRMATION OF THE MINUTES

RECOMMENDATION

THAT the Minutes of the Traffic Committee held on Wednesday 16 March 2022, as circulated, be taken as read and CONFIRMED.

3. OFFICERS REPORTS

OFFICERS REPORTS

- 3.1. OUTSTANDING ACTION REPORT.....2  
3.2. ART DECO FESTIVAL TRAFFIC MANAGEMENT SATURDAY 9  
JULY 2022 .....4  
3.3. VEHICLES TURNING INTO DRIVEWAY 127 ACACIA AVENUE ..... 18  
3.4. INSTALLATION OF NO U TURN SIGNS ON WADE AVENUE .....20

LEETON SHIRE COUNCIL  
Traffic Committee - Wednesday 18 May 2022

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**OFFICERS REPORTS** **OUTSTANDING ACTION REPORT**

**RECORD NUMBER** 22/197  
**RELATED FILE NUMBER** EF21/430  
**AUTHOR/S** Road Safety Officer  
**APPROVER/S** Manager Roads and Drainage  
Group Manager Operations

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**INTRODUCTION**

Matters arising from previous Minutes.

<b>Traffic Committee Outstanding Actions</b>				
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.
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 to update LATC of works.

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**RECOMMENDATION**

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

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LEETON SHIRE COUNCIL  
Traffic Committee - Wednesday 18 May 2022

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**ATTACHMENTS**

There are no attachments for this report

LEETON SHIRE COUNCIL  
Traffic Committee - Wednesday 18 May 2022

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**2 ART DECO FESTIVAL TRAFFIC MANAGEMENT SATURDAY 9 JULY 2022**

<b>RECORD NUMBER</b>	22/198
<b>RELATED FILE NUMBER</b>	EF21/430/02
<b>AUTHOR/S</b>	Road Safety Officer
<b>APPROVER/S</b>	Manager Roads and Drainage Acting Group Manager Operations

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**INTRODUCTION**

The purpose of this report is to seek the Committee's approval for road closures in Chelmsford Place and Sycamore Street connected to the Leeton Art Deco Festival to be held on Saturday the 9th of July 2022.

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**RECOMMENDATION**

THAT the Committee recommends that Leeton Shire Council endorses to hold the Leeton Art Deco Festival event on local roads as per the Traffic Control Plan, subject to the schedule of conditions as outlined in the RMS Guide to Traffic and Transport Management for Special Events including the following conditions:

1. The event is conducted as per times, location of conditions and circumstances that are indicated in the application documents.
  2. The event organiser will supply a copy of a certificate of currency referring to a current public liability insurance policy noting Transport for NSW and NSW Police as interested parties.
  3. Event organisers and participants immediately obey all directions by police.
  4. Event organisers and participants immediately obey all direction by Leeton Shire Council Officers.
  5. Advertising of the event is to take place in local newspapers four weeks prior to the event, to ensure locals are aware of the event.
  6. Failure to comply with any of the above conditions will immediately void this approval.
  7. The Leeton Taxi Rank to be relocated for the duration of the road closure to Wade Avenue Loading Zone. This is to be advertised in the lead up to the event
  8. Any such approval of traffic management relating to the 2022 Art Deco Festival event be rescinded should the event not be able to meet NSW Public Health Orders of the day.
- 

**BACKGROUND**

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

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

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LEETON SHIRE COUNCIL  
Traffic Committee - Wednesday 18 May 2022

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

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

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

#### **COMMENT**

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

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

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#### **ATTACHMENTS**

1 [!\[\]\(f95dab70c751fda7d824b8b03650f7aa\_img.jpg\) Art Deco Festival Special Event Form](#)



2 [!\[\]\(d8ab143e904bfa3467271eec5af75a9b\_img.jpg\) Traffic Control Plans Art Deco Festival 2022](#)





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## Special Event Resources

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### Special Event Transport Management Plan Template

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

#### I EVENT DETAILS

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##### I.1 Event summary

Event Name: Australian Art Deco Festival - Leeton  
Event Location: Chelmsford Place, Leeton  
Event Date: 09/07/2022 Event Start Time: 10am Event Finish Time: 2pm  
Event Setup Start Time: 5am Event Packdown Finish Time: 5pm  
Event is  off-street  on-street moving  on-street non-moving  
 held regularly throughout the year (calendar attached)

##### I.2 Contact names

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

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

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

The Australian Art Deco Festival Leeton features a street event on July 9 encompassing exhibitions, performances, workshops, food and market stalls based on theme & culture of the 1920s, 30s & 40s.

**2 RISK MANAGEMENT - TRAFFIC**

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

**3 TRAFFIC AND TRANSPORT MANAGEMENT**

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

Class 1	Class 2	<b>3.9 Heavy vehicle impacts</b>
		<input type="checkbox"/> Impacts heavy vehicles - RTA to manage <input checked="" type="checkbox"/> Does not impact heavy vehicles
Class 1	Class 2	<b>3.10 Special event clearways</b>
		<input type="checkbox"/> Special event clearways required - RTA to arrange <input checked="" type="checkbox"/> Special event clearways not required
<b>4 MINIMISING IMPACT ON NON-EVENT COMMUNITY &amp; EMERGENCY SERVICES</b>		
Class 1	Class 3	<b>4.1 Access for local residents, businesses, hospitals and emergency vehicles</b>
		<input type="checkbox"/> Plans to minimise impact on non-event community attached <input checked="" type="checkbox"/> This event does not impact the non-event community either on the main route (or location) or detour routes
Class 1	Class 2	<b>4.2 Advertise traffic management arrangements</b>
		<input checked="" type="checkbox"/> Road closures or restrictions - advertising medium and copy of proposed advertisements attached <input type="checkbox"/> No road closures or restrictions but special event clearways in place - advertising medium and copy of proposed advertisements attached <input type="checkbox"/> No road closures, restrictions or special event clearways - advertising not required
Class 1	Class 2	<b>4.3 Special event warning signs</b>
		<input type="checkbox"/> Special event information signs are described in the Traffic Control Plan/s <input checked="" type="checkbox"/> This event does not require special event warning signs
Class 1	Class 2	<b>4.4 Permanent Variable Message Signs</b>
		<input type="checkbox"/> Messages, locations and times attached <input checked="" type="checkbox"/> This event does not use permanent Variable Message Signs
Class 1	Class 2	<b>4.5 Portable Variable Message Signs</b>
		<input type="checkbox"/> The proposed messages and locations for portable VMS are attached <input checked="" type="checkbox"/> This event does not use portable VMS
<b>5 PRIVACY NOTICE</b>		

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

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

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

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**6 APPROVAL**

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TMP Approved by: ..... Event Organiser ..... Date

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**7 AUTHORISATION TO \*REGULATE TRAFFIC**

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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

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



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

LEETON SHIRE COUNCIL  
Traffic Committee - Wednesday, 18 May 2022



9 March 2022

Attention: Andrew Valenta

The General Manager  
Leeton Shire Council  
23-25 Chelmsford Place  
LEETON NSW 2705



ABN 69 009 098 864  
One International Towers, 100 Barangaroo  
Ave,  
Sydney, NSW, 2000  
Tel +61 2 9320 2700  
Direct (02) 9320 2726  
Mob (02) 9320 2799  
Naamon.Eurell@lita.com.au  
[www.statewidemutual.com.au](http://www.statewidemutual.com.au)

Dear Andrew,

**Certificate of Currency**

This is to certify that membership is current, as at the date stated above. This certificate provides a summary of the cover and is not intended to amend, extend, replace or override the terms and conditions provided by the Statewide Mutual Liability Scheme.

<b>CLASS</b>	Public Liability/Professional Indemnity
<b>MEMBER</b>	Leeton Shire Council, extended to note the interests of Transport for New South Wales and New South Wales Police in respect of Council's liability for negligent acts, errors or omissions committed, or alleged to have been committed, arising from traffic management and road closures during the SunRice Festival located at 20 Pine Avenue, Leeton, NSW 2705 on 15-18 April 2022.
<b>BUSINESS OF MEMBER:</b>	Local Government Authority, as defined in wording.
<b>EXPIRY DATE</b>	30 June 2022
<b>GEOGRAPHICAL SCOPE</b>	Anywhere in the World, excluding the Dominion of Canada and the United States of America.
<b>LIMITS OF PROTECTION</b>	Public Liability \$20,000,000 any one occurrence Products Liability \$20,000,000 any one occurrence and in the aggregate any one Period of Protection Professional Indemnity \$20,000,000 any one claim and in the aggregate any one Period of Protection
<b>STATEWIDE CERTIFICATE NUMBER</b>	000115

This certificate of currency is issued as a matter of information only and confers no rights upon the certificate holder.

Yours sincerely,

Naamon Eurell  
Executive Officer

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LEETON SHIRE COUNCIL  
Traffic Committee - Wednesday, 18 May 2022

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EF 10/550

4 May 2022

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

Dear Ms Fraser,

**Re: NOTIFICATION OF EVENT Australian Art Deco Festival Leeton – 8-10 July 2022**

On behalf of the Leeton Shire Council I would like to notify you that the Australian Art Deco Festival Leeton 2022 will be taking place this year on July 8-10, 2022.

On July 9 our Saturday Program features an open street festival in Chelmsford Place with market stalls and performers bumping in from 6am, and out from 2.30pm – festival is open to the public between the hours of 10am and 1pm.

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

Should you have any queries regarding this event or if you would like to discuss this further, please do not hesitate to contact the event coordinator Suesann Vos, on 0407 712 800.

Regards,

Fran Macdonald  
Events Officer  
Leeton Shire Council

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

LEETON SHIRE COUNCIL  
Traffic Committee - Wednesday, 18 May 2022

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EF 10/550

4 May 2022

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

Dear Mr Parks,

**Re: NOTIFICATION OF EVENT Australian Art Deco Festival Leeton – 8-10 July 2022**

On behalf of the Leeton Shire Council I would like to notify you that the Australian Art Deco Festival Leeton 2022 will be taking place this year on July 8-10, 2022.

On July 9 our Saturday Program features an open street festival in Chelmsford Place with market stalls and performers bumping in from 6am, and out from 2.30pm – festival is open to the public between the hours of 10am and 1pm.

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

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

Should you have any queries regarding this event or if you would like to discuss this further, please do not hesitate to contact the event coordinator Suesann Vos, on 0407 712 800.

Regards,

Fran Macdonald  
Events Officer  
Leeton Shire Council

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LEETON SHIRE COUNCIL  
Traffic Committee - Wednesday, 18 May 2022

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EF 10/550

4 May 2022

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

Dear Sgt Johnson,

**Re: NOTIFICATION OF EVENT Australian Art Deco Festival Leeton – 8-10 July 2022**

On behalf of the Leeton Shire Council I would like to notify you that the Australian Art Deco Festival Leeton 2022 will be taking place this year on July 8-10, 2022.

On July 9 our Saturday Program features an open street festival in Chelmsford Place with market stalls and performers bumping in from 6am, and out from 2.30pm – festival is open to the public between the hours of 10am and 1pm.

Should you have any queries regarding this event or if you would like to discuss this further, please do not hesitate to contact the event coordinator Suesann Vos on 0407 712 800.

Regards,

Fran Macdonald  
Events Officer  
Leeton Shire Council



**JULY 8-10, 2022**

**TEMPORARY ROAD CLOSURE**

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

**Road:** Chelmsford Place from Pine Avenue to Grevillia Street, Sycamore Street from Anderson Lane to Doolley Lane

**Duration:** 5.00am to 5.00pm

**Date:** Saturday 9 July 2022

**Reason:** Australian Art Deco Festival Leeton event

**Detours:** Carpark closures will be clearly signposted. Parking is available at Sycamore Street carpark.



LEETON  
SHIRE COUNCIL





LEETON SHIRE COUNCIL  
Traffic Committee - Wednesday 18 May 2022

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**3 VEHICLES TURNING INTO DRIVEWAY 127 ACACIA AVENUE**

<b>RECORD NUMBER</b>	22/199
<b>RELATED FILE NUMBER</b>	EF21/430/02
<b>AUTHOR/S</b>	Road Safety Officer
<b>APPROVER/S</b>	Manager Roads and Drainage Group Manager Operations

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**INTRODUCTION**

Council's Road Safety Officer has received a complaint from a resident of vehicles exiting the round-about on Acacia Avenue (outside the Soldiers Club) and crossing double lines turning right into the United service station driveway. The resident has identified and witnessed a road safety hazard of vehicles pulling up to turn right and vehicles exiting the roundabout not having enough reaction time before the driveway.

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**RECOMMENDATION**

THAT the Committee endorses Leeton Shire Council to monitor the turning movements into 127 Acacia Avenue for traffic flow.

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**BACKGROUND**

There has been no other complaints of this issue brought to councils attention previously.

**COMMENT**

Council's Road Safety Officer has investigated the situation and spoken with Local Highway Patrol officers who have confirmed that no road rules are being broken as you are allowed to cross double lines to enter a driveway of a residence or businesses.

Attached is a site photo of the location. (**Attachment 1**).

**ATTACHMENTS**

- 1  Acacia Avenue Vehicle Path  




LEETON SHIRE COUNCIL  
Traffic Committee - Wednesday 18 May 2022

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**4 INSTALLATION OF NO U TURN SIGNS ON WADE AVENUE**

<b>RECORD NUMBER</b>	22/200
<b>RELATED FILE NUMBER</b>	EF21/430/02
<b>AUTHOR/S</b>	Road Safety Officer
<b>APPROVER/S</b>	Manager Roads and Drainage Group Manager Operations

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**INTRODUCTION**

Council's Road Safety Officer has been contacted to inspect a road safety hazard on Wade Avenue South from southbound drivers executing U-Turns at the intersection with Jarrah Street.

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**RECOMMENDATION**

THAT the Committee endorses Leeton Shire Council to install a No U Turn (R2-5N) sign on Wade Avenue at the intersection with Jarrah Street facing southbound traffic.

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**BACKGROUND**

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

In 2021 the matter was taken to traffic committee with the installation approved for 5 No U turns on Wade Avenue South. No signage was to be installed at the intersection of Wade Avenue South & Jarrah Street, but the site was to be monitored.

Council has since then received one verbal complaint from a businesses across from the intersection and Customer Request has also come in for the U-Turns being undertaken to be looked at by Council.

**COMMENT**

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

In a 9 hour period (am-6pm) 67 U-Turns were performed and 15 near misses were recorded.

Attached is a site photo of the proposed location for the U-Turn signage. (**Attachment 1**).

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LEETON SHIRE COUNCIL  
Traffic Committee - Wednesday 18 May 2022

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**ATTACHMENTS**

1  Wade Avenue proposed No U turn signage







1x Proposed No U turn sign (R2-5N) to be installed at intersection of Wade Avenue South & Jarrah Street.



# LEETON SHIRE COUNCIL

## MINUTES OF THE TRAFFIC COMMITTEE

LEETON SHIRE COUNCIL

WEDNESDAY 18 MAY 2022

COMMENCING AT 10.30AM

BOARD ROOM

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### **FORMAL MEMBERS**

Leeton Shire Council: Cr Tony Cicca

NSW Police:

TfNSW: Greg Minehan

Local MP Nominee:

### **INFORMAL MEMBERS**

Leeton Shire RSO: Stephanie Puntoriero

Leeton Shire GMO:

Leeton Shire MRD:

LEETON SHIRE COUNCIL  
Traffic Committee - Wednesday, 18 May 2022

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### **APOLOGIES**

Snr Cst Adam Cooper

Tom Steele

Chris Lashbrook

### **CONFIRMATION OF THE MINUTES**

THAT the Minutes of the Traffic Committee held on Wednesday 16 March 2022, as circulated, be taken as read and CONFIRMED.

**Moved:** Greg Minehan

**Seconded:** Tony Ciccia

### **OFFICERS REPORTS**

#### **OFFICERS REPORTS**

#### **Item 3.1 OUTSTANDING ACTION REPORT**

##### **RECOMMENDATION**

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

Changes to recommendation: No

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

#### **Item 3.2 ART DECO FESTIVAL TRAFFIC MANAGEMENT SATURDAY 9 JULY 2022**

##### **RECOMMENDATION**

THAT the Committee recommends that Leeton Shire Council endorses to hold the Leeton Art Deco Festival event on local roads as per the Traffic Control Plan, subject to the schedule of conditions as outlined in the RMS Guide to Traffic and Transport Management for Special Events including the following conditions:

1. The event is conducted as per times, location of conditions and circumstances that are indicated in the application documents.

LEETON SHIRE COUNCIL  
 Traffic Committee - Wednesday, 18 May 2022

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2. The event organiser will supply a copy of a certificate of currency referring to a current public liability insurance policy noting Transport for NSW and NSW Police as interested parties.
3. Event organisers and participants immediately obey all directions by police.
4. Event organisers and participants immediately obey all direction by Leeton Shire Council Officers.
5. Advertising of the event is to take place in local newspapers four weeks prior to the event, to ensure locals are aware of the event.
6. Failure to comply with any of the above conditions will immediately void this approval.
7. The Leeton Taxi Rank to be relocated for the duration of the road closure to Wade Avenue Loading Zone. This is to be advertised in the lead up to the event
8. Any such approval of traffic management relating to the 2022 Art Deco Festival event be rescinded should the event not be able to meet NSW Public Health Orders of the day.

Changes to recommendation: No

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

**Item 3.3 VEHICLES TURNING INTO DRIVEWAY 127 ACACIA AVENUE**  
**RECOMMENDATION**

THAT the Committee endorses Leeton Shire Council to monitor the turning movements into 127 Acacia Avenue for traffic flow.

Changes to recommendation: No

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

LEETON SHIRE COUNCIL  
Traffic Committee - Wednesday, 18 May 2022

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**Item 3.4 INSTALLATION OF NO U TURN SIGNS ON WADE AVENUE**

**RECOMMENDATION**

THAT the Committee endorses Leeton Shire Council to install a No U Turn (R2-5N) sign on Wade Avenue at the intersection with Jarrah Street facing southbound traffic.

Changes to recommendation: No

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

**NEXT MEETING**

Wednesday 17<sup>th</sup> August at 10.30am

There being no further business the meeting closed at 11:10am.

**ITEM 8.11      SUPPORT WITH STADIUM HIRE FEES - SAMOAN INDEPENDENCE DAY**

<b>RECORD NUMBER</b>	22/219
<b>RELATED FILE NUMBER</b>	EF20/76
<b>AUTHOR/S</b>	Recreation Program Coordinator
<b>APPROVER/S</b>	Manager Open Space and Recreation Group Manager Operations

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**SUMMARY/PURPOSE**

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

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**RECOMMENDATION**

THAT Council awards Labour Solutions Australia a \$1755 Quick Response Grant to assist in holding a Samoan Independence Day celebration and associated activities.

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**REPORT**

**(a) Background**

Labour Solutions Australia a workforce solutions provider currently supporting the Leeton Samoan Islander community in hosting the 60<sup>th</sup> Anniversary of the Samoan Independence Day. This will be the first celebration of this event here in the Leeton community.

**(b) Discussion**

The layout of the day would include (weather permitting) the traditional raising of the Samoan flag at the Mountford Park at 9am-12pm with a service. This is open to the wider community with Wagga Wagga and Griffith communities to attend. This will then be followed by sports such as volleyball to be played at the Leeton Indoor Stadium until the traditional cultural performances to take place that night open to the entire Leeton Community. If wet weather does ensue the entire day will be held at the Leeton Indoor Stadium.

This would invite the opportunity for the Leeton Indoor Stadium to showcase the diversity of the facility beyond a sporting atmosphere and will encourage a better relationship with the Samoan community in future usage of the stadium through sport and other events.

### **(c) Options**

Council has the following options available:

1. Approve the Labour Solutions Australia Quick Response Grant application for up to \$1755. **This is the preferred option.**
2. Reject the Labour Solutions Australia Quick Response Grant application for up to \$1755.

### **IMPLICATIONS TO BE ADDRESSED**

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

The Quick Response and Youth Development Category of the Community Strengthening Grants program has an annual budget of \$10,000. There is \$2,726 remaining in the budget.

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

Revenue Policy Fees and Charges 2021/2022

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

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

Can a Council financially assist others?

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

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

Nil

### **CONSULTATION**

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

Labour Solutions Australia

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

Events Coordinator  
Group Manager Operations

Manager Open Space and Recreation

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

Under the Key Priority Area Outcome One: A HEALTHY AND CARING COMMUNITY within Council's adopted Delivery Program/Operational Plan – 3 - A community that is friendly and inclusive - 3 d - Foster a cohesive community that welcomes new residents and values cultural diversity - Maintain and build Leeton's reputation as a "migrant and refugee-friendly" Shire through participation in the NSW Regional Settlement Program (RSP)".

**ATTACHMENTS**

1 [↓](#) Letter from EFKS - Leeton Riverina NSW





17/5/2022

Dear Leeton City Council

It is with the utmost respect, my name is Afamasaga Leleisiuao, have recently relocated to this beautiful Leeton town, and have taken up the role of Pastoral Care Co-ordinator and Account Manager for Labour Solutions Australia, I currently oversee nearly 100 workers from the Solomon Islands, who are extremely excited to work here in Leeton with JBS Meat works. I also now belong to the local Samoan Congregational church based in Leeton

We are hoping to celebrate our 60<sup>th</sup> Anniversary of Samoan Independence this year, and holding this day on the 11th of June 2022.

We would like for our local Community of Leeton to celebrate with us.

11<sup>th</sup> of June we hope to have our traditional raising of our Samoan flag, and have booked the Mount Ford Park for this to happen.

Foiled by games and novelty games for the young people, again including our local community if they wish to participate.

We have booked the indoor stadium one in case weather is not on our side and secondly we also intend to end our celebrations with a grand Pacific Island show, which will showcase our culture and Heritage.

If weather is wet this day, we would hope to be able to hold everything in the stadium, which we will need the venue to hold 300 people all day and evening.

I would like to please ask for a waiver of the costs for the use of the venue, as this is our very first introduction with the objective to introduce, and integrate with our local communities, this would allow for our Pacific Island Community to feel a sense of belonging in Leeton.

We would grateful for your consideration and assistance. And welcome you all to come and join us.

Kind regards  
Afamasaga Leleisiuao

**Address:** 15 Maiden Avenue, Leeton, NSW 2705, Australia

**Phone:** 04 126 410 69

**E-mail:** rev.pepa.taavao@gmail.com

## **ACTIVATION MATTERS**

### **ITEM 8.12      MINUTES OF THE SUNRICE FESTIVAL COMMITTEE - POST EVENT DEBRIEF MEETING**

<b>RECORD NUMBER</b>	22/174
<b>RELATED FILE NUMBER</b>	EF21/438/02
<b>AUTHOR/S</b>	Events Officer
<b>APPROVER/S</b>	Manager Visitor Services and Local Activation Group Manager Shire Activation

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## **SUMMARY/PURPOSE**

The Leeton SunRice Festival Committee is a Section 355 Committee of Council.

The purpose of this report is to provide Council with the Minutes of the Leeton SunRice Festival Committee Post-Event debrief meeting held on 28 April 2022 (Attachment 1). The minutes of the meetings are prepared by volunteers who sit on the Committee and are presented as supplied to Council.

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## **RECOMMENDATION**

THAT Council receives for information the Minutes of the Leeton SunRice Festival Committee post-event debrief meeting held on 28 April 2022.

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## **REPORT**

### **(a) Background**

The purpose of the Leeton SunRice Festival Committee is to coordinate and stage a successful biennial event and encourage individuals and businesses to participate in the Leeton SunRice Festival.

The Leeton SunRice Festival Committee holds regular monthly meetings in the year leading up to the event, which is held on a biennial basis.

### **(b) Discussion**

The Leeton SunRice Festival Committee had a hiatus following the July 2021 meeting due to COVID-19 restrictions. The Committee then met monthly from October until January 2022, increasing in frequency for February and March leading up to the event on 14-18 April 2022.

The committee followed the workplan to coordinate the Easter 2022 event with discussion and action on items including:

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- Expansion of the Saturday program courtesy of a successful grant application by Ken Dachi to activate the night economy – \$15,000 as part of the NSW DPIE Festival of Place Summer Night Fund to fund entertainment on stage in Mountford Park. Entertainers to partake in street parade, perform during Festival on Mountford, continue through to evening on Saturday and then provide an acoustic set at the park on Sunday.
- Successful Ambassador launch held 1 December 2021 at the Visitor Information Centre with the presentation of three Ambassador entrants – Jemma Leeson, Sophie Litchfield and Katelyn Mills.
- Production of a promotional leaflet in place of a glossy program to promote the event. A 24-page lift out to be produced by The Irrigator to act as the main program of events over the weekend – inserted in Tuesday's edition with an additional 2500 copies provided.
- Preparation and approval of traffic management plan for street parade submitted to Traffic Committee in February.
- Hosting of a street parade information and induction evening on 8 March 2022 to inform public of rules and regulations and begin registrations.
- Coordination of window display competition with the Leeton Business Chamber and supply of SunRice product to local businesses.
- Canvassing of community groups for involvement and support in street parade security and marshalling, stallholders for Festival on Mountford and the Balloon Glow and participants in the street parade.
- Canvassing and promotion of local businesses to provide picnic options for the Biggest Picnic.

As the meeting minutes relate to the coordination of the event, which has been held, they have been saved in Council's electronic records management system for reference and are available on request.

A post-event debrief meeting was held on 28 April 2022 where a range of positive and constructive feedback was received and documented to be considered and implemented at the next event in 2024. The post-event debrief meeting minutes are included with this report as **Attachment 1**.

Overall, the Festival was well received with an estimated 10,000 people in attendance at both the Street Parade/Festival on Mountford and Balloon Glow. Seventy-nine (79) floats participated in the parade, including 16 visiting Clipper buses and 9 balloonists.

The opening cocktail party event was well supported with approximately 120 people in attendance, with similar numbers present at the Biggest Picnic on the Sunday morning.

Recommendations for next time include:

- Clarification around WHS requirements for the street parade registrations and further streamlining of street parade marshalling and communications to the public.
- The need to address the number and variety of stallholders at the Festival on Mountford and Balloon Glow and potentially open the event to commercial operators instead of maintaining exclusivity for community groups and not-for-profits.
- Grant funded music entertainment was under-utilised due to crowd not staying after the official ceremony. Any considerations in further extending the day program might factor in shorter sets for more entertainers and more specific MC announcements.

### **(c) Options**

Nil – meeting minutes are for information only.

## **IMPLICATIONS TO BE ADDRESSED**

### **(a) Financial**

The Leeton SunRice Festival Committee is a Section 355 Committee. It currently manages its own finances.

Leeton Shire Council provides its contribution to this biennial event in the form of \$15,000 cash sponsorship per Festival and staff wages towards the successful facilitation of the event.

This year Council received an extra \$15,000 grant for musicians. The total expenditure also \$29,916.24.

### **(b) Policy**

Leeton Shire Council Code of Conduct  
SunRice Festival 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. Note that Council has commenced a review of all Section 355 Committees to check for legislative compliance.

## **CONSULTATION**

### **(a) External**

Committee members

**(b) Internal**

Events Officer  
Manager Visitor Services and Local Activation

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

Under the Key Priority Area Outcome Four: A THRIVING ECONOMY AND GOOD JOBS within Council's adopted Delivery Program/Operational Plan – 13 - A community that has great attractions and events - 13 a - Encourage a range of exciting and interesting sports, arts and cultural events for the residents and visitors of Leeton Shire - Support the success of regional events including the Bidgee Classic Fishing Competition, the SunRice Festival and the Outback Band Spectacular.

**ATTACHMENTS**

**1** [SunRice Festival Committee Minutes - 28 APR 2022](#)



## Leeton SunRice Festival Committee Meeting

Thursday 28<sup>th</sup> April 2022

<b>Meeting Opened</b>	7.00pm			
<b>Present</b>	Chris, Vicki, Julie, Fran, Nadine, Cheryl, Sally, George, Andy, Anne, Jenny, Katelyn, Amanda, Steph			
<b>Apologies</b>	Sandra, Denise, Liz, Jemma,			
<b>Minutes of Previous Meeting</b>	<b>Moved</b>	Chris	<b>Seconded</b>	Vicki
<b>Meeting Closed</b>	10pm			
<b>Next Meeting</b>	09/06/2022 @ 7pm – QPL (Grant distribution) 22/06/2022 @ 6pm VIC (Grant dispersion)			
<b>2022 Festival</b>	15 <sup>th</sup> – 18 <sup>th</sup> April 2022			

Treasurers Report	
<b>General Funds</b>	\$47 301.01
<b>Ambassador</b>	\$59 290.79
<b>Balloons</b>	\$20 145.75
<b>General Information</b>	<ul style="list-style-type: none"> <li>- Money received from stalls</li> <li>- Shades of Green tickets</li> <li>- Microtech sponsorship to be “transferred” to Balloon Committee</li> <li>- Council donating additional funds (to round dispersal amount to \$60K)</li> </ul>

Correspondence	
<b>General</b>	- Lady Bugs thankyou
<b>Bills</b>	- Lots of bills to come in and be paid – Ltn Hire, Flowers, Advertising, Music, Food for Shades etc

Festival Overview	
<b>Ambassadors</b>	<ul style="list-style-type: none"> <li>- Reduced prep time this year due to COVID</li> <li>- Assistance with the how to of advertising events and using social media</li> <li>- Overall loved the events and process (Katelyn)</li> </ul>
<b>Festival Opening</b>	<ul style="list-style-type: none"> <li>- Great ticket sales, most ever</li> <li>- Think bar situation and numbers for next event</li> <li>- Potentially more tables to sit at</li> </ul>
<b>Saturday Morning Street</b>	<ul style="list-style-type: none"> <li>- Cheryl information centre with a tent of sorts to house equipment and also assist with information for the weekend.</li> <li>- Need more kids to hand out balloons, eggs etc on the Saturday morning</li> <li>- Have water there for all volunteers to be able to access as required</li> </ul>
<b>Street Parade</b>	<p><u>Overall</u></p> <ul style="list-style-type: none"> <li>- Need to move the information evening to closer to the actual festival to ensure rules are communicated</li> <li>- Clarification regarding float registration requirement – need rego and public liability (needed to form part of the road closure permit). Do NOT need greenslip or comprehensive insurance.</li> <li>- If a group does not have public liability we can do risk assessment on case-by-case basis</li> </ul> <p><u>Showgrounds</u></p> <ul style="list-style-type: none"> <li>- VRA fantastic, showground packed</li> </ul>

	<ul style="list-style-type: none"> <li>- Need a designated kids drop off point (maybe grandstand) and clear, precise direction for schools etc</li> <li>- Clearer signs for the registration desk – purchase A-frames</li> <li>- Potentially more signs or people on gates to direct traffic as there was confusion and congestion.</li> </ul> <p><u>Main street</u></p> <ul style="list-style-type: none"> <li>- RSL happy – no-one on Cenotaph</li> <li>- Crowd was too close to the trucks, kept creeping forward and posed a significant safety risk. Need additional support on the main route the whole distance to control (approx. 20 people required)</li> <li>- Participants were handing/throwing product from parade which is a not allowed and encouraged kids to move forward near moving vehicles</li> </ul> <p><u>Belah Street</u></p> <ul style="list-style-type: none"> <li>- Truck drivers need to remain in vehicles</li> <li>- All children need to be picked up at Mountford Park, NOT Belah – include in the drop-off information for the showgrounds.</li> <li>- Need to ensure the side street from Belah to Mountford Park closure is included in the road closure information so pedestrians are safe</li> <li>- Signage to remind people or extra emphasis on the info evening that all participants must depart from the back of trucks, vehicles before leaving Belah Street.</li> </ul>
<b>Parks &amp; Stalls</b>	<ul style="list-style-type: none"> <li>- More food stalls – need to look at whether we can stay with just community groups or what alternates can occur</li> <li>- Transition from music to presentation too long – move back to single entertainers??</li> <li>- Greenhalghs good, but missing the rides – need to look at potential other options if they can not bring the rides</li> </ul>
<b>Music on Mountford</b>	<ul style="list-style-type: none"> <li>- Music was good however very long day and hard to keep people in the park</li> <li>- Crowd thought event was over as the “days” events packed up</li> </ul>
<b>Leeton Biggest Picnic</b>	<ul style="list-style-type: none"> <li>- Music not great for the type of event, second set better but needs to go for allotted time or longer</li> <li>- Concept liked, about 100 people</li> <li>- Good option to be able to assist with the Balloon Glow</li> </ul>
<b>Balloon Glow</b>	<ul style="list-style-type: none"> <li>- Need more food stalls for the night</li> <li>- Need more volunteers as it is growing</li> <li>- Lanyards to identify Balloonists on field to help with security</li> <li>- Check on dogs allowed in ovals</li> </ul> <p>Full minutes and run down from Balloon Committee attached</p>

## Balloon Sub-Committee Meeting Wrap-up meeting 26/4/2022 7:00 – 9:45pm

**Attendees:** Col Thompson, Chris Thompson, Fiona Ashton, Steve Ashton, Rebecca Dunn

**Apologies:** Sue Brown, Clare West, Mark Carter, Sophie Cannell, Brodie Smith, Kym Webb

**Easter:** Thursday 14th - Monday 18th April 2022

**Countdown:** All done!!

### Agenda

Num	Item	Who	Update
1.	Feedback	All	
2.	Finance report	Col	
3.	Farmers Draw	Col	
4.	Fiesta Discussions	All	
5.	Balloon Glow	All	
6.	Other Business	ALL	<ul style="list-style-type: none"> <li>Purpose and direction of this sub-committee</li> </ul>
7.	Next Meeting		<b>Wednesday 15th June 7:00 pm</b>  <b>QPL boardroom</b>

### General Discussions

Item	Who	Notes
Balloon Hunt	All	<ul style="list-style-type: none"> <li>Some businesses complained they weren't included</li> <li>Bec will send a list of those included so we can do different one's next time.</li> <li>Agreed 20 shops was enough</li> <li>Agreed to continue next festival with the same format.</li> </ul>
Welcome Packs	All	<ul style="list-style-type: none"> <li>Bec heard that the balloonists like it but don't expect it</li> <li>Agreed that it's a good thing to continue</li> <li>Looking to put menus or vouchers into bags so they aren't lost in everything else.</li> </ul>
BBQ	All	<ul style="list-style-type: none"> <li>General feedback was balloonists loved it.</li> <li>Ran short on salads</li> <li>Had leftover chicken but everything else was ok.</li> <li>Generally, keep the format the same.</li> <li>Need to add some chopping boards to the kit.</li> </ul>
St Francis Ovals activities & Coffee van	All	<ul style="list-style-type: none"> <li>Parking was a little chaotic due to no cones or fences. Don't expect this issue next year</li> <li>Nadine wasn't happy with the attitude and complaints about the time it took for coffees. Not sure Nadine will do this again.</li> </ul>
UHF usage	All	<ul style="list-style-type: none"> <li>Worked well as everyone could here all responses.</li> <li>Some of units weren't working properly</li> <li>Have asked Fran (Council) whether they have UHF units</li> </ul>
Walk Thru	All	<ul style="list-style-type: none"> <li>Went well, having the balloonists helped. They managed the fan and the internal ropes.</li> <li>Seemed less stressful.</li> </ul>
Mural Art	All	<ul style="list-style-type: none"> <li>A few people seen using it.</li> <li>Rear section needed to be a little higher to line up with the burner height.</li> <li>Suggested putting the hashtag larger and on the basket piece</li> </ul>
Glow Audio	All	<ul style="list-style-type: none"> <li>Much better, could be heard in the market area and at the fireworks</li> </ul>



		<ul style="list-style-type: none"> <li>• Suggested a gift even though he was paid.</li> <li>• Lights control went over well once the balloonists got the idea</li> <li>• Blue and purple may be too close together</li> </ul>
Gate Collections	All	<ul style="list-style-type: none"> <li>• Fran as the constant collection person worked well, lot of walking. Suggest a 2<sup>nd</sup> “constant” person.</li> <li>• Swim club feedback:                         <ul style="list-style-type: none"> <li>○ Grevillia Gate needs to be manned, and who is allowed access.</li> <li>○ Make internal parking Disabled or paid.</li> <li>○ Lock stadium and skate park gates.</li> <li>○ Have live music or DJ after the glow for a while to spread the crowd and ease traffic</li> </ul> </li> <li>• Suggest we block off the rear access once a certain number are in</li> <li>• Swim Club would like to be asked next time.</li> <li>• There were some issues with people getting access. E.g. Cadets. Need to include this in the brief for drop-off only.</li> </ul>
Ground patrol	All	<ul style="list-style-type: none"> <li>• Did a good job</li> <li>• Some balloonists were being harassed so suggest passes on lanyards.</li> <li>• Agreed to keep this for next time, and issue lanyards on arrival.</li> </ul>
Money	All	<ul style="list-style-type: none"> <li>• Worked well, just needed an extra person for security towards the end.</li> <li>• Money sorter Nyree Dunn lent us was great for sorting the coins.</li> <li>• Stability and angle in the motor home caused issues with the coin counter.</li> </ul>
Glow Instructions for pilots	All	<ul style="list-style-type: none"> <li>• Had a couple of extras turn up. Need to confirm with balloonists who is glowing.</li> <li>• Briefing didn’t happen as they had covered so by Danny. Briefing needs to happen next time.</li> <li>• Suggest doing the briefing the morning before, not at the glow.</li> </ul>
Glow (order, numbers, timings)	All	<ul style="list-style-type: none"> <li>• 12 seems to work well</li> <li>• Arranging them worked well.</li> <li>• Had a suggestion of plough disc with a number 25 metres apart. This would require 300 metres, we used 230 metres this year which would allow about 19 metres each.</li> </ul>
Glow meals	All	<ul style="list-style-type: none"> <li>• Feedback “Best meals they’ve had at events”</li> <li>• Did seem to keep the balloonists together for chats afterwards</li> <li>• High school don’t think it was worth the money (\$600) for the amount of food. Agreed to pay an extra \$200 (which was budgeted)</li> <li>• High school would also do less meals</li> <li>• Suggest labels for the meals</li> <li>• Push for this again next time.</li> </ul>
Grounds Clean-up	All	<ul style="list-style-type: none"> <li>• Only one person did this and only did their bottle collections.</li> <li>• Festival personnel did the clean-up</li> <li>• Chris to discuss this with them as it’s not what was to be paid.</li> </ul>
Glow Shirts	All	<ul style="list-style-type: none"> <li>• Sold well and worked as a promotional item.</li> <li>• Need to confirm what’s left.</li> </ul>
Fiesta Shirts	All	<ul style="list-style-type: none"> <li>• Very popular.</li> <li>• Those that didn’t get one want them</li> <li>• Suggest sticking with these for another festival</li> <li>• Postage:                         <ul style="list-style-type: none"> <li>○ Small package \$9.55 (about 1 shirt)</li> <li>○ Medium package \$12.95 (2 shirts)</li> <li>○ Large package \$16.30 (3 – 5 shirts)</li> </ul> </li> <li>• Need to increase the price on the tees to \$26 to break even</li> <li>• A post will be created for round 2 orders shortly</li> </ul>

Stubby Holders	All	<ul style="list-style-type: none"> <li>• Out of Glow holders</li> <li>• Agreed on new glow design for 2024 (not dated)</li> <li>• Agreed to run out of the Roxy designs before looking for an alternate one</li> </ul>
Glow Sticks	All	<ul style="list-style-type: none"> <li>• They don't last 2 years in storage!!</li> <li>• Lots returned and replaced, with the last couple of boxes thrown out at the end of the night.</li> <li>• Agreed to allow stallholders to do glow sticks, etc instead.</li> </ul>
Markets (Overall, Access)	All	<ul style="list-style-type: none"> <li>• Placement of stalls to allow parking behind.</li> <li>• Has been a suggestion having a supply of power to the stalls. Agreed that the logistics are just too hard and continue as is.</li> <li>• Feedback that there wasn't enough food.</li> <li>• Suggest advertising in Griffith &amp; Narrandera for stallholders as well next time</li> <li>• Suggestion of hamper style, pre-ordered and collected at the glow</li> <li>• Will consider double-ups next time</li> </ul>
Crowd	All	<ul style="list-style-type: none"> <li>• Estimate from phone counter was between 8000 – 10000 people</li> <li>• Crowd was spread better with the longer glow layout</li> <li>• Walkways worked well</li> <li>• Not discussed at the meeting, but Council are doing experiments traffic and pedestrian counters that could provide more accurate counts in the future.</li> </ul>
Glow Toilets	All	<ul style="list-style-type: none"> <li>• Need to add item to check list so they are opened</li> <li>• Port-a-loos helped spread the lines</li> </ul>
Tables and chairs	All	<ul style="list-style-type: none"> <li>• Tables always appeared full</li> <li>• Church group meeting tomorrow night so we'll seek feedback</li> <li>• Agreed to get them again next time, plus more.</li> </ul>
Refuelling (process, usage, sponsorship)	All	<ul style="list-style-type: none"> <li>• Afternoon rosters need to be included</li> <li>• Process worked well</li> <li>• Prolop paid extra \$800 over the agreed sponsorship value.</li> <li>• Morning sessions used 30% of the tank, afternoons a little less.</li> <li>• Should seek additional gas sponsors</li> <li>• Fiona thinks Yenda Prods would be interested in being involved.</li> <li>• Need to enforce long sleeves. No handle until dressed appropriately.</li> </ul>
Shape balloons	All	<ul style="list-style-type: none"> <li>• Need to make sure we get the correct number of morning flights.</li> <li>• As per the messenger chat we are only paying for the one shape at \$1,500 +GST</li> <li>• Suggestion to get the art deco festival to fund the art deco balloon for the next festival.</li> <li>• Heart shape balloon could be interesting as well, especially with the heart shape in the metal Leeton sign in Chelmsford Place.</li> </ul>
Fireworks	All	<ul style="list-style-type: none"> <li>• Need to add their arrival onto the run sheet</li> <li>• Fran suggested closing off Mark Taylor (ground area). Need to agree with the Fireworks team.</li> <li>• Overall worth it.</li> </ul>
Square usage	All	<ul style="list-style-type: none"> <li>• Tees \$1080, Stubby Holders \$168, Glow stick \$108</li> <li>• Wasn't used for gas as intended but worked well for the kiosk.</li> </ul>
Sponsors Feedback	All	<ul style="list-style-type: none"> <li>• MicrotechDPS have posted on social how good the glow was and wants to continue the association</li> <li>• We'll need to get new Supagas signs.</li> </ul>
Glow, safety officer	All	<ul style="list-style-type: none"> <li>• Geoff Howe thought it worked well and sounds like it he'll do it again.</li> <li>• He did have to pull up a couple of items.</li> </ul>
The Rocks	All	<ul style="list-style-type: none"> <li>• Balloonists have requested it for every year with the year</li> <li>• Suggested getting a photo of their balloon, helpful for glow as well</li> </ul>

Ground Entertainment		<ul style="list-style-type: none"> <li>• Would be good to have some entertainment early in the afternoon. Aiming at the 3 – 5pm gap.</li> </ul>
Glow gifts		<ul style="list-style-type: none"> <li>• Bec suggested wine holders with our logo &amp; year for glow gifts, instead of the paper bags.</li> <li>• Showed pictures of Kmart hoddie styles ones.</li> <li>• Bec will research ideas and we can discuss for the budget.</li> </ul>
Finance report	Col	<ul style="list-style-type: none"> <li>• Current balance \$20,145.76</li> <li>• Outstanding expenses: \$14,186.66</li> <li>• Pending income: \$8,110.88</li> </ul> <p>Glow</p> <ul style="list-style-type: none"> <li>• Glow incomes: \$15,301             <ul style="list-style-type: none"> <li>○ Gates: \$8,732 (up \$1,148 from 2018 Glow)</li> <li>○ Walk-thru \$519 (up \$23 from 2018 Glow)</li> <li>○ Kiosk \$2,697</li> <li>○ Sponsorship \$5,000 (included in pending income)</li> </ul> </li> <li>• Glow expenses (still to be finalised) \$12,393             <ul style="list-style-type: none"> <li>○ Audio \$3,900</li> <li>○ Fireworks \$3,300</li> <li>○ Shape Balloon \$1,500</li> <li>○ Other expenses \$3,693</li> </ul> </li> <li>• Using estimates, it appears we lost around \$100 on the glow sticks since they didn't last in the container.</li> <li>• Glow shirts, requires a stocktake. Appears we have only recovered about half the cost so far. Agreed to include these in the round 2 shirt offer to balloonists.</li> <li>• Agreed that we'll wipe Danny's \$132 bill for the work he's put in for us at the glows.</li> </ul>
Farmers Draw	Drawn at the meeting	<ul style="list-style-type: none"> <li>• David Pike (Sea Sheppard balloon)</li> </ul>
Other Business		<ul style="list-style-type: none"> <li>• Held over discussion on committee and event purpose to next meeting.</li> </ul>
Tasks still in progress		<ul style="list-style-type: none"> <li>• Payments to: Supagas, John Silvestro, Girl Guides, PTB Shapes, Fireworks, LHS, Church</li> <li>• Return lightbox key to Justin</li> <li>• Complete gas refill instructions</li> <li>• Publish map updates</li> <li>• Create pack list for glow</li> <li>• Add detailed tasks to the glow run sheet</li> <li>• Stevie G shirts</li> <li>• Return UHF radios</li> <li>• Final returns of items to the container</li> </ul>

**ITEM 8.13      MINUTES OF THE WHITTON TOWN IMPROVEMENT COMMITTEE MEETING -  
28 MARCH 2022**

<b>RECORD NUMBER</b>	22/196
<b>RELATED FILE NUMBER</b>	EF21/446/02
<b>AUTHOR/S</b>	Manager Visitor Services and Local Activation
<b>APPROVER/S</b>	Group Manager Shire Activation

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**SUMMARY/PURPOSE**

The purpose of this report is to provide Council with the Minutes of the Whitton Town Improvement Committee meeting held on Monday 28 March 2022 (**Attachment 1**).

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

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**RECOMMENDATION**

THAT Council receives for information the Minutes of the Whitton Town Improvement Committee meeting held on Monday 28 March 2022.

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**REPORT**

**(a) Background**

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

**(b) Discussion**

The Whitton Town Improvement Committee met for a Committee Meeting on Monday 28 March 2022. Key discussion points/updates from the meeting were as follows:

- **New Electronic Community Noticeboard** - Deb Morden, Whitton Murrumbidgee Public School Principal advised that the school notice board, has become a bit redundant due to the school bus run which reduces the audience. It was suggested that a town community noticeboard, like the one in Leeton, would be more useful. Costs and how it could be possibly jointly funded by community groups and businesses was discussed.
- **Red Kelly Butchers Shop Update** - DA for the proposed demolition of 10-16 Benerembah St, Whitton has been lodged with any objections or concerns

relating to the project being received up until 5pm Friday 8 April. If no major objections are received the final specification for the demolition of the old Butcher Shop will go out to tender via Council's Procurement provider Vendor Panel. The successful tenderer will have until 30 June to complete the demolition and clearing works. (Update since meeting – no formal objections were received)

**Post Meeting Update:** The Mayor and Group Manager Shire Activation have met with concerned citizens who have come forward on social media. Council also received a petition signed by residents and visitors to the area. An action plan has been advised, a plaque will be installed and the demolition and redevelopment of the allotment will proceed.

- **Whitton Water Tower Artwork Project-** Council's Manager Cultural Services advised that the Whitton Water Tower Artwork is scheduled for installation during the April school holidays. (Update since meeting – "The Soldier" artwork has been installed)

**Post Meeting Update:** The artwork was installed in time for the 2022 Anzac Day service. To date positive feedback has been provided by both local residents and via media coverage.

- **Police Station Residence** - Council's Group Manager Shire Activation advised that the block has been cleaned up with the intent that the property will be available for rent once Council has determined a long-term strategy for the property.
- **Whitton Courthouse and Museum** - Council's Group Manager Corporate has advised that the work on the Courthouse had been awarded. However, this work does not include the chemical underpinning. That work will be carried forward into the 2022/23 capital works program budget.

**Post Meeting Update:** The repairs to the Courthouse are scheduled to be completed in late May or early June 2022.

- **Updating Whitton Town Improvement Action Plan** - the community viewed copies of the Whitton Town Improvement Action Plan that came from the place making meetings facilitated by Peter Kenyon in 2018. Mayor Tony Reneker suggested the committee look at what new projects it could work towards at the next meeting to be held in June.

### (c) Options

Nil – this report is for information purposes only.

## IMPLICATIONS TO BE ADDRESSED

### (a) Financial

Nil

### (b) Policy

Nil

**(c) Legislative/Statutory**

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

**(d) Risk**

Nil

**CONSULTATION**

**(a) External**

Committee members

**(b) Internal**

Group Manager Corporate  
Group Manager Shire Activation

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

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

**ATTACHMENTS**

1 [↓](#) Whitton Town Improvement Committee Minutes - Monday 28 March 2022

## WHITTON TOWN IMPROVEMENT COMMITTEE

Minutes of Meeting held at Whitton Hall on 28/03/2022

### Agenda

1. Apologies
2. Minutes of previous meeting
3. Business from those minutes
4. Correspondence
5. Red Kelly Butchers Block Update
6. Whitton Water Tower Artwork Project Update
7. Review of Whitton Town Improvement Plan actions developed in 2018
8. General Business
9. Date of next meeting

### Meeting Commenced at 6.05pm

**Present:** Tracy Catlin, Lorraine & Craig Kefford, Margaret Strong, Brent Lawrence Paul Smith, Tony Reneker, Ron DeMamiel, Deb Morden.

**Apologies:** Barb Smith, Andrew Creek, Paul Maytom, Cathy Kefford.

**Confirmation of Minutes** of meeting held 29/09/2021 by C Kefford & T Catlin.

**Correspondence:**

### Matters Arising & General Business:

- Gogeldrie Weir Park Update
- The first attempt at a grant has not been successful. Moving forward a toilet block will be installed at the boat ramp. Getting some cabins onsite is also a priority. The park has joined KUI Parks, which is a smaller version to the Big4 franchise. The blue direction signs have been installed. It has been noted that there is an error that says 8km turn left, which should say turn right.
- We welcome the newly elected Councillors with Cr Tony Reneker and Councillor Paul Smith our representatives for the 2021-2024 term.
- Deb Morden, School Principal advises that the School notice board, which needs replacing, has become a bit redundant due to the school bus run. There is not a very big audience to see it now. Deb suggests that a town community noticeboard, similar to the one in Leeton would be more useful. A discussion took place around costs and how it could be possibly jointly funded by community groups and businesses. Costing will be the first step. Deb will look at some available through the school network.  
There are currently 34 students enrolled at Whitton Murrumbidgee Public School.

Also discussed was the need for activities for the town's youth. The most suitable types of activities would need to be structured so that they could be accessed and attended independently. A cricket clinic that was held already was a good example of a successful activity. Something involving some local sporting groups such as football, golf, tennis, netball etc.

- **Red Kelly Butchers Update**

DA for the proposed demolition of 10-16 Benerembah St, Whitton has been lodged with any objections or concerns relating to the project being received up until 5pm Friday 8 April.

If no major objections are received the final specification for the demolition of the old Butcher Shop will go out to tender via Council's Procurement provider Vendor Panel. The successful tenderer will have until 30 June to complete the demolition and clearing works.

Offering single block housing development opportunities or subdividing into two as well as other potential avenues needs to be discussed and determined by Council with further consultation then to be undertaken with the Whitton Town Improvement Committee before proceeding forward.

- **Whitton Water Tower Artwork Project**

Council's Manager Cultural Services Suesann Vos has advised that the Whitton Water Tower Artwork is scheduled for installation during the April school holidays.

- **Police Station Residence**

Council's Group Manager Shire Activation has advised that the block has been cleaned up with the intent for the property to be made available for rent once Council has determined a long-term strategy to reduce regrowth in a short period of time.

Once Council recovers the costs for cleaning the yard and residence the rental income received will become a future income source for Whitton Museum.

- **Whitton Courthouse and Museum**

Council's Group Manager Corporate Mandy Rogers has advised that PCR Building Services was last week awarded the work on the building at the Courthouse. However, this work does not include the chemical underpinning. That work will be carried forward into the 2022/23 capital works program budget. A meeting of the Whitton Courthouse and Museum Committee will be called within the next few weeks. The Councillor representatives on that committee are Deputy Mayor Michael Kidd and Cr Krystal Maytom.



- We viewed copies of the Whitton Town Improvement Action Plan that came from the Community meetings in 2018. It was pleasing to see a lot of the projects have been completed or are works in progress.

Tony has suggested we look at what new projects that we would like to work towards next.

Tony suggested updating the 2005 Tidy Towns Information signs. Updating to include QR codes with information links to audio tours.

**Meeting Closed:** Next Meeting Tuesday 6<sup>th</sup> June, 6pm at Whitton Community Hall.

Meeting dates set by Sarah have run out. We need to discuss the dates and times most suitable for the next 12 months. Meetings are quarterly and have been held on the first Tuesday of that month.

**ITEM 8.14 MINUTES OF THE YANCO COMMUNITY HALL AND MARKET COMMITTEE MEETING - MONDAY 11 APRIL 2022**

<b>RECORD NUMBER</b>	22/207
<b>RELATED FILE NUMBER</b>	EF21/436
<b>AUTHOR/S</b>	Manager Visitor Services and Local Activation
<b>APPROVER/S</b>	Group Manager Shire Activation

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**SUMMARY/PURPOSE**

The purpose of this report is to provide Council with the Minutes of the Yanco Community Hall and Market Committee meeting held on Monday 11 April 2022 (**Attachment 1**).

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

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**RECOMMENDATION**

1. THAT Council receives for information the Minutes of the Yanco Community Hall and Market Committee meeting held on Monday 11 April 2022.
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**REPORT**

**(a) Background**

The Yanco Community Hall and Market Committee has been established to:

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

**(b) Discussion**

The main point of discussion at the meeting centred around the new DRAFT Terms of Reference to expand the Yanco Community Hall Committee to include the Yanco Market Committee as part of the Section 355 Committee of Council to be known as the Yanco Community Hall and Market Committee.

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The final draft was circulated to members a couple of weeks prior to the Monday 11 April meeting. The main questions that the committee asked were the requirement for existing committee members to have a Working with Children Check, clarification on who's responsibility it would be for the payment of utilities such as the electricity and gas bills and support with watering the grounds at the Yanco Community Hall in the leadup to the monthly Yanco Village Markets.

### **(c) Options**

Nil – for information noting purposes only.

## **IMPLICATIONS TO BE ADDRESSED**

### **(a) Financial**

As the Yanco Community Hall Committee is a Section 355 Committee, any identified day-to-day maintenance issues are met through Council's annual maintenance program or if outside that budget allocation scope any new enhancements proposed for the Hall by the Committee are to be funded via the Yanco Community Hall and Market Committee term deposit which sits at approximately \$32,000.

### **(b) Policy**

Nil

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

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

### **(d) Risk**

The legislative non-compliance of a Section 355 Committee could have legal, reputational, political and financial impacts.

## **CONSULTATION**

### **(a) External**

Committee members

### **(b) Internal**

Executive Manager IPR, Governance and Engagement  
General Manager

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

Under the Key Priority Area Outcome Six: STRONG LEADERSHIP within Council's adopted Delivery Program/Operational Plan – 19 - A community that speaks up and

gets involved - 19 c - Provide a framework for inclusive decision-making - Support and report on Council's Section 355 Committees.

**ATTACHMENTS**

- 1 [↓](#) YANCO COMMUNITY HALL AND MARKET COMMITTEE MEETING - MONDAY 11 APRIL 2022

**Yanco Hall Committee Meeting – Monday 11<sup>th</sup> April 2022**

**Present:** Tony Bagiante, Josie Bagiante, Hugh Milvain, Yvonne Milvain, Beryl Coelli, Terry Coelli, Mel Shephard, Bob Hermes, Pam Bonfield, Brent Lawrence (Manager Visitor Services and Local Activation, Leeton Shire Council), Tony Reneker (Mayor, Leeton Shire Council)

**Apologies:** Julie Halden

**MEETING OPENED: 1:06PM**

**APPROVAL OF MINUTES FROM LAST MEETING:**

Motion: The minutes from 7<sup>th</sup> March 2022 are true and accurate.

**Moved: Josie**

**Second: Mel**

**BUSINESS ARISING FROM THE MINUTES:**

- Feedback on new Yanco Community Hall and Markets Committee Terms of Reference – some minor questions were asked with responses to those questions to be provided by Council to the committee at the next meeting in May.
- \$3000 was given to Yanco Miniature Railway with an additional \$1000 still owing when the term deposit is up for renewal.

**Moved: Yvonne**

**Second: Josie**

**CORRESPONDENCE:**

- **Term deposit** – 31 December 2021 - \$32,731.24 for a 6 month period and the interest rate is 0.25%p.a
- **Insurance renewal** – renewal was received. Hugh to contact with new figures. Due May
- **Cleaning Bill** - \$75 for two and a half hours.

**Moved: Josie**

**Second: Pam**

**TREASURER'S REPORT:**

**Moved: Beryl**

**Second: Mel**

**GENERAL BUSINESS**

- Ladies' toilet broken – CRM to be raised to Council's Building Services Officer
- April market changed to 24<sup>th</sup> at 1pm
- Mayor Tony Reneker and Council's Manager Visitor Services and Local Activation Brent Lawrence advised that the Yanco Town Improvement Committee meetings would be moving to an evening meeting with the aim to attract new members from all age demographics. A workshop will be held in Yanco on Monday 9 May commencing 6pm at Yanco Club.

**Moved: Josie Second: Tony**

*Meeting closed at 1.43pm. Next meeting Thursday 12 May 2022 @1pm*