



**LEETON**  
SHIRE COUNCIL

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

**24 AUGUST 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**

**24 August 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 July 2022, as circulated, be taken as read and CONFIRMED.
5. DISCLOSURES OF INTERESTS
  6. MAYORAL MINUTES
  7. REPORTS TO COUNCIL
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**Council meetings are now video recorded. Members of the public are advised that their voice and/or image may form part of that recording.**

**PUBLIC REPRESENTATION**

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

**Contact Angela Stevens – 6953 0911 or email [council@leeton.nsw.gov.au](mailto:council@leeton.nsw.gov.au)**

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 7.1 LEETON SHIRE MEN'S SHED SECTION 355 COMMITTEE INCORPORATION AS A STANDALONE ORGANISATION**

<b>RECORD NUMBER</b>	22/169
<b>RELATED FILE NUMBER</b>	EF21/432
<b>AUTHOR/S</b>	Community Project Planner
<b>APPROVER/S</b>	General Manager

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### **SUMMARY/PURPOSE**

This report considers the suitability of the Leeton Shire Men's Shed remaining a Section 355 Committee and recommends a process for transitioning the Leeton Shire Men's Shed Section 355 Committee to an incorporated standalone organisation. The report also provides advice to Council on the proposed terms for a lease arrangement with the Leeton Shire Men's Shed for part of the land contained in Lot 330 DP 751742 and the sale of 3 Pendula St, Leeton.

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### **RECOMMENDATION**

THAT Council:

1. Formally notifies the Leeton Shire Men's Shed of its intention to dissolve them as a Section 355 Committee under the *Local Government Act (1993)* by 30 September 2022, (with the General Manager authorised to extend if administratively necessary) and offers to make staff available to support their immediate transition to an incorporated association.
  2. Further supports the immediate transition of the Men's Shed to an incorporated association by way of:
    - a. Issuing a short-term (2 year) licence for \$1 per annum (plus rates and charges) until such time as the plan of subdivision for the site is registered which will facilitate a longer-term lease.
    - b. Allowing the Leeton Shire Men's Shed to retain ownership of the funds and non-fixed assets it currently holds as a Section 355 Committee, and, at settlement, passes over to the Men's Shed the proceeds of the sale (less costs and GST) of 3 Pendula Street.
    - c. Funding the Leeton Shire Men's Shed incorporation fee, land rates and charges, ASMA ISR1 and ISR11 insurance up to a combined maximum of \$5,000 for each of the years 2022/23 and 2023/24 only.
  3. Agrees to grant a 3X10-year peppercorn lease to the Leeton Shire Men's Shed after they are incorporated and on registration of the sub-division over part of Lot 330 DP 751742 on the basis that Council will cover all subdivision and legal costs and the Leeton Shire Men's Shed will be responsible for all ongoing rates and charges, and authorises the Mayor and General Manager to complete the
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negotiation and sign the lease agreement, generally in accordance with the terms contained in this report, with this longer term lease to take effect as soon as title is issued.

4. Offers, post incorporation and dissolution of the Section 355 Committee, staff support to the Leeton Shire Men's Shed to help them achieve Charitable status if they wish to see their ongoing operational costs reduced.
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## **REPORT**

### **(a) Background**

Council staff advised the Council of the risks of delivering a Men's Shed service as a Section 355 Committee under the *Local Government Act (1993)* and recommended that the Leeton Shire Men's Shed (LSMS) be dissolved as a Section 355 Committee and be supported to become an incorporated association, independent of Council and responsible for its own governance.

Council deeply values the role of the LSMS in the Leeton community. Council staff have been in discussions with LSMS executive and members, working through their concerns about becoming an incorporated association and discussing financial and staff support to ensure a successful transition from a Section 355 committee to an incorporated association.

This report explains the reasons why staff are recommending the LSMS becomes an incorporated association, the proposed process to incorporation and the support that is available to them to ensure they continue to perform their highly valued role in the Leeton community of providing a place for men to work on meaningful projects, contribute to the wider community, and socialise.

Separately, in 2014 Council resolved (14/024) to approve the sale of 3 Pendula Street Leeton, which was gifted to Council for the benefit of the Leeton Shire Men's Shed, with proceeds of any sale being transferred to the Men's Shed Section 355 Committee. Council authorised the Mayor and General Manager to negotiate the sale of the property and to sign all documentation relating to the sale. **Attachment 1** refers. The property at 3 Pendula Street has finally been sold and, at the time this report was being prepared, contracts have been exchanged and settlement is scheduled for 2 September 2022.

### **(b) Discussion**

#### **1. Why should the Leeton Shire Men's Shed become an Incorporated standalone organisation?**

##### Advice from Office of Local Government (OLG)

In 2016 Council received advice from OLG encouraging the review of operations of all Section 355 committees to ensure they, as bodies under the *Local Government Act (1993)*, were fit for purpose and their functions and expenditures align with the goals of the incoming Council's Delivery Program. **Attachment 2** refers.

The purpose of a Section 355 Committee is to undertake a function of Council as identified in Council's Delivery Program.

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The Office of Local Government and Council's insurer have identified risks associated with Section 355 committees that do not operate in strict accordance with the *Local Government Act 1993*.

Following are the current Section 355 Committees of Leeton Shire Council. The "DP ref" listed below refers to the section where the activities of the committee are identified in Council's Delivery Program 2022-2025. There is currently no direct reference to the activities of Leeton Shire Men's Shed in Council's Delivery Program as a function of Council. **Attachment 3** refers.

Light up Leeton Committee (DP ref. 1.6)

SunRice Festival Committee (DP ref. 4.10)

Whitton Court House and Historical Museum Committee (DP ref. 2.2)

Murrumbidgee Community Hall Committee (DP ref. 1.9)

Whitton Community Hall Committee (DP ref. 1.9)

Yanco Community Hall Committee (DP ref. 1.9)

A major objective of a Men's Shed, as described on the Australian Men's Shed Association (AMSA) website, is to advance the well-being and health of their members. While this is a worthy objective it is not a core activity of Leeton Shire Council.

Another way to look at it is, if the Leeton Shire Men's Shed committee ceased to exist, would staff be assigned to provide the function of a Men's Shed for the Leeton community?

AMSA has advised that of the 418 Men's Sheds in NSW, there are only four (4) Men's Sheds that are Section 355 Committees, which represents approximately 1.5% of NSW membership. Most Men's Sheds are incorporated or under the auspice of another organisation.

#### Organisational Risks

Organisational risk covers many areas including, but not limited to, financial, WHS, public reputation, liability, and insurance.

Council insurer Statewide Mutual has provided advice detailing what they see are the potential risks to Council of having a Men's Shed as a Section 355 Committee:

#### Potential Financial Risks

- Financial reporting, cash handling, procurement and disposal practices do not conform to the adopted Terms of Reference or relevant Council policies.
- Funds could be misappropriated under Council's watch as they are managed outside of Council's regular financial management procedures.

#### Potential WHS Risks

- There is "duty of care" exposure for Council due to the use of high-risk plant and machinery (as per section 19 of *WHS Act 2011*). Recently, Camden Council was fined \$1M (subsequently reduced to \$750K after admission of guilt) by Safework NSW following an investigation into the death of a Section 355 Men's Shed member while participating in a Men's Shed arranged project. It should be noted



that fines are not covered by Council's insurance and would have to be paid from Council's reserves.

- If there was a serious incident, Council could be accused of failing to provide adequate training, supervision and inspections, and failing to keep comprehensive records of all Men's Shed related activities and administration.
- Section 7 of the *WHS Act 2011* includes volunteers as workers. Men's Shed volunteers would be considered workers under the Act as they are engaged as volunteers via a S355 Committee of Council.

#### Potential Public Reputation Risks

- Council could face adverse community reaction if a serious incident occurs at the Men's Shed under Council's watch.
- Council could be brought into disrepute if actions of the Men's Shed breach the adopted Code of Conduct.

#### Potential Liability Risks

- Council is exposed to liability from products made and sold by the Men's Shed.
- Council could be prosecuted/fined due to non-conformance to legislation.
- Council's senior staff, and possibly even Councillors, could face potential criminal convictions if there was a serious incident and it was found that Council did not appropriately manage and resource oversight of the activities of the Men's Shed.

#### Potential Insurance Risks

- Council is currently insuring Leeton Men's Shed activities that are not a core Council service. If something was to go wrong Council is at risk of paying excess insurance payments, facing increased premiums or in some cases, not being covered by insurance at all.

## **2. Capacity of the Leeton Shire Men's Shed to stand alone**

LSMS is concerned about their capacity to navigate the process to become an incorporated organisation and their ability to fund the additional expenses of insurance and rates, currently covered by Council.

The Leeton Shire Men's Shed (LSMS) Section 355 Committee was formed in 2008 and has been operating successfully since that time. The current LSMS membership is 46 with approximately 10 being considered 'active' members. Most members are over 70 years of age.

LSMS operates four (4) days per week, Monday to Thursday from 7:30am to 12:00 noon, with the option of staying open until 3:00pm if members wish.

Since 2008 LSMS has developed the site to include amenities, water tanks, PV Solar array, a painting shed, gardening area and tools and equipment valued at \$375,000. They have done this by acquiring grants and generating income from selling goods they make and by receiving donations for completing jobs.

As of 31 July 2022, LSMS has \$49,758 banked. These funds have been built up since 2008 and LSMS wishes to reserve this cash to maintain and replace their assets in the future.

Council staff have reviewed the available financial reports and provided a summary below in Table 1. The full reports are in **Attachment 4**.

**Table 1 – LSMS financial summary**

	2021	2020	2018	2016	2015
Income	\$34,108	\$20,626	\$21,884	\$24,216	\$29,851
Expenditure	\$25,101	\$23,381	\$15,399	\$19,506	\$25,289
Surplus (Deficit)	<b>\$9,007</b>	<b>(\$2754)</b>	<b>\$6484</b>	<b>\$4709</b>	<b>\$4,562</b>
Cashbook balance	Not supplied	\$30,071	\$22,410	\$13,814	\$9,205

## 2.1 Insurance Costs

As a Section 355 Committee, Council covers the insurance for the LSMS members and property and equipment. Council's policy has the building insured for \$361,660 and the contents for \$43,510.

If the LSMS becomes incorporated, it will need its own insurance for the members and equipment.

There are two (2) tiers of insurance offered by AMSA:

- AMSA ISR1 currently costs \$28/member annually. It covers \$20M Public Liability and injury cover. It also includes up to \$100,000 for property and equipment. The minimum charge is for 15 members (\$420).

The current membership fee for LSMS is \$25/member. This could be increased to \$28 to cover this cost.

- AMSA Industrial Special Risks insurance (ISR11) is used if a Shed wants to insure above \$100,000 for property and equipment. Via the ASMA website, the rough indication of premium cost is \$350 per \$100,000 insured. In the case of LSMS, the additional insurance cover of say \$300,000 would cost approximately \$1050 per annum. This could be reduced if LSMS decide to under insure or self-insure.

Council will continue to insure the buildings if the site is licenced or leased to LSMS.

## 2.2 Rates

The LSMS operates from a Council owned shed on Council operational land at 3-5 Brobenah Road Leeton (Lot 330 DP 751742). This parcel of land includes the old caravan park/off leash area and a residential house and will need to be subdivided to enable a lease. Council has effectively covered the costs of rates and charges since the inception of the LSMS.

If LSMS does not achieve charitable status, then rates and charges would be approximately \$2,658 per annum plus consumption (based on an estimated Land Value of \$100K). The Land Value cannot be calculated until the subdivision is completed.

If the LSMS achieves charitable status, then the property will be non-rateable and only charges will apply. This cost is estimated at \$1415 per annum plus water consumption. LSMS could also apply for an 80% subsidy on some of the charges, reducing the total rates and charges to approximately \$643 per annum plus consumption.

Table 2 shows how these rates and charges have been calculated. They do not include water consumption, which has been estimated at \$200 per annum. Figures are based on 2022/23 values.

**Table 2 – Estimate of rates and charges on subdivided lot**

Item	Full rates and charges	Charitable status	If 80% subsidy approved
Waste collection	\$300	\$300	\$300
Recycling	\$150	\$150	\$150
Water access (20mm)	\$295	\$295	\$59
Non Res Sewer (on water account)	\$670	\$670	\$134
Land Value (~100K)			
General Rate – Business 0.00901359	\$901	\$0	\$0
Base Rate – Business	\$342		
<b>Total</b>	<b>\$2,658</b>	<b>\$1,415</b>	<b>\$643</b>

**2.3 Summary of additional costs to LSMS if incorporated****Table 3 – Additional costs if incorporated**

	Item	Estimated cost	Comments
1	AMSA ISR1 (Public liability, member insurance and \$100K contents)	\$28/member (minimum charge 15 members ~\$420)	This cost can be covered by the membership fees. Total cost depends on number of members.
2	AMSA Industrial Special Risks insurance (ISR11) Estimated at \$350/\$100K insured	\$200K ~ \$700 \$300K ~ \$1050 \$400K ~ \$1400	Depends on what level of cover LSMS requires above \$100K in ISR1 cover.  LSMS Executive want to insure contents for \$375K but this may not be necessary
3	Land rates and charges	\$2658 full rates \$1415 if charitable status \$643 if 80% charitable subsidy applied	These are based on an estimated land value of \$100K
4	Water consumption	\$200	Estimate
5	Incorporation fees	\$50	Estimate
6	Rent	\$1 per annum	Immaterial

**Higher estimate:** \$420 + \$1400 + \$2658 + \$200 + \$50 = **\$4,728**

**Lower estimate:** \$420 + \$700 + \$643 + \$200 + \$50 = **\$2,013**

As indicated in Table 1 at the top of this section, with the exception of 2020, when the LSMS made a loss of \$2754, the LSMS has demonstrated their ability to generate sufficient income to cover the additional costs associated with incorporation.

#### **2.4 Examples of how other Men's Sheds operate**

The following Men's Sheds were contacted by Council's Community Project Planner by phone. All are Incorporated and have different arrangements around property ownership and membership fees. All use ASMA insurance that they pay for out of membership fees and fundraising.

##### Coleambally Men's Shed Inc

- 8 members
- \$20 annual membership fee
- Use AMSA insurance
- Meet Monday, Wednesday & Friday 9am-12pm
- Own their shed and land and pay the full rates. (Have not applied for charitable status)
- Main fundraising from battery recycling and Drum Muster. A recent battery collection earned them \$9000. They usually do two per year.
- Offered to meet with the LSMS to support them through Incorporation and ideas for fundraising.

##### Darlington Point Inc

- 13 members, 8-9 regulars
- \$30 annual membership fee, covers ASMA ISR1 insurance
- Decided to self-insure for equipment as have substantial cash reserve
- Meet Tuesday & Thursday 9am-2pm
- Their shed is on Council land (Depot)
- Council pays the rates
- PV Solar on shed. Currently in credit for electricity
- Fundraising includes Bunnings BBQ, 4 times per year, \$2500-\$3000 total.

##### Narrandera Shed for Men Inc

- 34 members, 12 on a good day
- \$50 annual membership fee, covers AMSA insurance
- Meet Tuesday, Thursday and Saturday 8am-12pm
- Their sheds are on Narrandera Showground (Crown Land). They rent from Showground Trust through a license agreement.
- Pay their own electricity
- Fundraising through jobs for the community (donations), grants for equipment and Council grants.

##### Blaney Shire Community Men's Shed

- 28 members
- \$30 annual membership fee, covers AMSA ISR1 insurance
- Meet Tuesday and Friday 10am-2pm

- Property insurance paid from fundraising
- Their shed is on Crownland with a \$500 annual license fee
- Blaney Shire Council have a Financial Assistance program for community groups in their Shire. From this fund, the Council reimburse the \$500 license fee and 50% of their member insurance (currently \$14/member ~\$392).

### **3. Administrative and financial support available to the LSMS**

One concern of LSMS is navigating the process to become incorporated and applying for Charitable and Deductible Gift Recipient (DGR) status. The following support is available to LSMS:

- Council staff
- AMSA staff and website ([www.mensshed.org](http://www.mensshed.org))
- Ian Tooke - Zone 4 Coordinator & Secretary for AMSA Committee, and current President of Blaney Shire Community Men's Shed
- Department of Fair Trading staff

The LSMS is a member of the Australian Men's Shed Association (AMSA), the peak body supporting more than 1,050 men's sheds across Australia. Through their ASMA membership LSMS has access to ASMA staff for advice and a comprehensive website that has resources and templates covering the operations of a Men's Shed.

AMSA has \$1M in funds available annually in grants through their Australian Government National Shed Development Programme (NSDP). The LSMS has been successful in applying for these grants previously.

The LSMS has demonstrated its capacity to raise funds through acquiring grants and generating income from donations and the sale of products.

LSMS had requested that Council sets aside \$5,000 annually, ongoing, as "fall back security" should they ever need financial support. It is not recommended that Council enters into such an arrangement, but that Council indicates its willingness to consider requests for support, on a case-by-case basis, should the need ever arise.

After reviewing LSMS financials, Council staff consider that LSMS has the capability to finance the additional costs associated with incorporation. However, to facilitate the transition, and in response to recent feedback from the Men's Shed, it is proposed to offer support of up to \$5,000pa for 2022/23 and 2023/24 only.

To keep costs even lower, the LSMS can apply for charitable status to receive the 80% subsidy on rates.

It is also possible for the LSMS membership fee to be increased from \$25 to \$28 per annum to cover AMSA ISR1 insurance. That way, if the membership remains above 15 (minimum charge) the estimated total cost of incorporation to LSMS would be reduced by a further \$420.

### **4. Exclusive use of the Men's Shed facility**

The LSMS operates from a Council owned shed on Council operational land at 3-5 Brobenah Road Leeton (Lot 330 DP 751742). This parcel of land includes the old caravan park/off leash area and a residential house.

The LSMS would like security from Council for the continued use of the shed at the site and has requested that Council enable the long-term use of the area on which the Men's Shed is located. **Attachment 5** refers.

The LSMS would prefer to purchase the land and buildings for a nominal amount, such as \$1 in order to secure continued access to the site. The LSMS is concerned that Council could terminate a lease in the future.

Council has no intention to evict the LSMS from the site and is willing to give secure tenure to ensure their continued occupation of the site but, wishes to protect the land and buildings for future community use, in the case that the LSMS ceases to operate.

Staff have received legal advice that, in the case of the land and buildings being sold to the LSMS, there is no legal mechanism that can guarantee that the land will return to Council, in the case the LSMS wind up.

For this reason, staff do not recommend selling the land to the Leeton Men's Shed and instead propose a 3 x 10-year lease for the sum of \$1.00 per annum plus rates and charges. This will provide exclusive access to the facility by LSMS and provide security of the land that the facility is situated upon for future community use, should the LSMS ever wind up.

Under this proposal of a peppercorn lease, Council will continue to insure and maintain the fixed buildings (roof, walls, etc), however the LSMS will be responsible for the rates and charges, as well as the general maintenance of the facility and the area being leased (including heating/cooling; hot water, driveways, lighting, kitchen or bathroom updates, etc). Of course, the Men's Shed would be able to apply for a Council community grant for discreet projects, as can all other community groups across the Shire.

It is noted that the Men's Shed already occupies the site and has done so, for no cost, since 2008. On this basis, a peppercorn licence or lease is considered appropriate.

In order to effect the long-term lease, the Men's Shed would be required to be a stand-alone incorporated association and Council would be required to prepare a lease plan or plan of subdivision for the leased area. The cost of the survey requirements for the subdivision would be in the vicinity of \$9,500-\$12,000.

A separate water connection has recently been installed to the proposed lease area and there is already a separate sewer connection.

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

#### **5. Request to adjust boundary**

LSMS has requested that the southern boundary be moved approximately 6-7m into the off-leash area, to future proof their site. **Attachment 5** refers.

They would like to develop a covered area for the men to sit around and talk. This would encroach onto the current parking and truck access to the container that stores steel. The additional land would also provide them alternative vehicle access.

Council has earmarked the Brobenah Caravan Park (currently used as an off-leash area) for a proposed subdivision. Ideally there should be a buffer area between the Men's Shed and residences.

Staff do not recommend the boundary change due to the importance and value of the residual land for future housing development and suggest that the LSMS identify an alternative position on the site for outdoor seating.

## **6. Sale of 3 Pendula St, Leeton**

The LSMS was gifted this vacant block of land in 2014. Since the LSMS is a Section 355 Committee, Council has held the land in trust.

During the period of holding the property in trust, Council has paid \$11,930 in rates and charges from Council's general revenue on behalf of the Leeton Men's Shed.

Council had continued to market the land for several years with no interest. The Men's Shed requested that Council engage an alternate real estate agency. In July 2022, following a competitive process, Council listed the land for sale for a three-month exclusive period with Leeton Real Estate to test the market. Exclusivity was to be reviewed if the property was not sold within that time however, at time of writing this report, an offer of \$38,000 has been accepted, contracts exchanged and settlement is due is 2 September 2022. Documents associated with the acquiring of 3 Pendula St and the latest valuation is attached as **Attachment 6** (confidential).

The costs associated with acquiring and selling 3 Pendula St are:

- \$710 stamp duty when land transferred to LSC
- \$100 marketing fee (paid upfront)
- \$3500 flat fee to sell the property (payable when sold)
- \$1800-\$2500 legal fees (estimate)
- \$3455 (GST)

After deducting costs associated with acquiring and selling, approximately \$27,700 will be available to transfer to the LSMS.

Council may also want to consider recouping the rates paid as the 2014 resolution to sell the land most likely did not anticipate Council funding the rates for an extended length of time. This is not currently part of the recommendation to Council.

## **7. Proposed process to Incorporation**

If Council resolves to dissolve the LSMS as a Section 355 committee by 30 September 2022, the following process is proposed for the short term:

1. Incorporate the LSMS
2. Dissolve the Section 355 committee

- Issue a 2-year licence over the land and buildings currently utilised by LSMS, for \$1pa, plus payment of all rates, charges and insurances with Council support of up to \$5Kpa (capped) for 2022/23 and 2023/24.

### 8. Proposed process for long term lease

If Council resolves to dissolve the LSMS as a Section 355 committee by 30 September 2022, the following process is proposed for the long term:

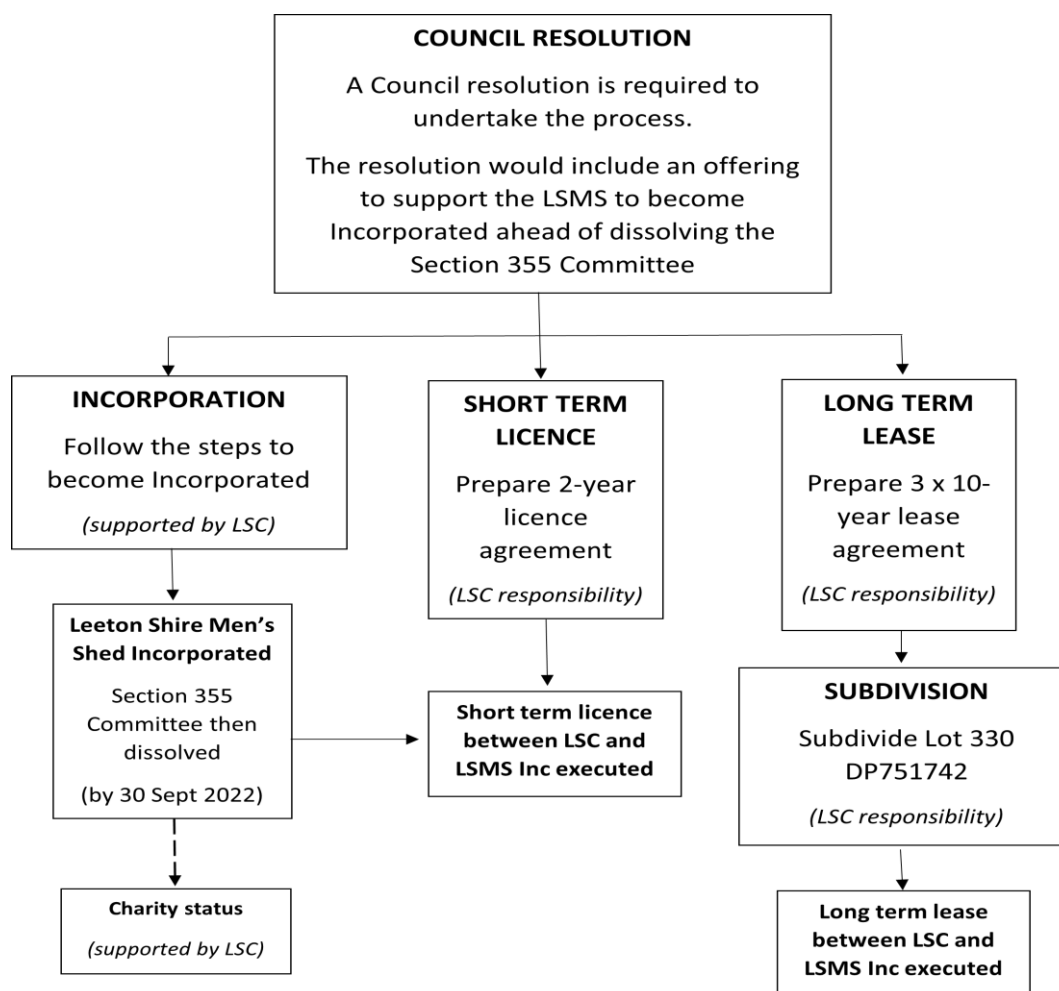
- Subdivide Lot 330 DP 751742
- Prepare 30-year lease agreement
- Apply for Charitable status
- Apply to Council for rates subsidy (if Charitable status achieved)

Note that achieving Charitable status can occur before or after the lease is finalised.

Council has developed a Heads of Agreement which contains the terms and conditions of the 2-year interim licence, these terms and conditions will follow over to the further long-term lease or licence of the property. The purpose of the Heads of Agreement is to give both Council and the Men's Shed a firm idea of what will be contained in the document when giving their approval.

The estimated timeline for subdivision is 3-5 months and will be the responsibility of Council staff. The following diagram (Figure 1) explains the process.

**Figure 1- Proposed process to incorporate the LSMS**





**(c) Options**

1. THAT Council:

- Commences the process of dissolving the Leeton Shire Men's Shed Section 355 Committee by 30 September 2022 and support them to become incorporated.
- Offer the LSMS the security of tenure with a short term (2-year) licence in the interim while the subdivision and long-term lease is being prepared.
- Allows the Leeton Shire Men's Shed to retain ownership of the funds and non-fixed assets it currently holds in its capacity as a Section 355 Committee
- Provides staff support to assist with incorporation and application for charity status.
- Subdivides the Lot 330 DP 751742 and leases the portion, shown in Attachment 5, to the LSMS for 3 x 10-year term with a rent of \$1 per annum plus rates and charges. Council to cover all subdivision and legal costs.
- Provides financial support to the LSMS to cover rates, charges and insurance costs for 2022/23 and 2023/24 up to a maximum of \$5000pa.
- Endeavours to sell 3 Pendula St and once sold, transfers the proceeds, less all costs related to the acquisition, sale and GST. **This is the preferred option.**

2. THAT Council:

Adopts Option 1 with adjustments to the support offered. This could include one or more of the following: Claim rates paid on 3 Pendula Street from the sale income; financially support the Men's Shed for longer or shorter; change the lease period; vary the area being leased; etc.

3. THAT Council:

Retains the status quo, noting that additional staff resourcing will need to be applied to appropriately supervise the activities of the LSMS to mitigate the potential risks to Council and the activities at the LSMS will need to be added to Council's Delivery Program as a Council service.

**IMPLICATIONS TO BE ADDRESSED**

**(a) Financial**

The following two (2) tables detail the estimated cost to Council based on options 1 and 3:

**Table 4 - Option 1 – LSMS dissolved and becomes incorporated**

	<b>Item</b>	<b>Estimated cost</b>
1	<u>Subdivision</u> Cost of Plan of Subdivision including registration of the plan \$8,000-\$10,000 Legal fees for lease \$1500-\$2,000	\$9500-\$12,000 <b>Needs to be done anyway to develop housing</b>
2	Staff support to incorporate and get charitable status (~60hrs)	\$4,000
3	<u>Insurance</u> Building (paid by LSC) Contents and volunteer insurance (to be paid	No material change to LSC due to the way premium is calculated

	by LSMS)	
4	Subsidy towards: ASMA ISR1 insurance (based on 46 members) ASMA ISR11 insurance Land rates & charges Water consumption	\$10,000 Maximum over 2 years
<b>Estimated total cost</b>		<b>\$23,500 - \$25,000 (one off)</b>

**Table 5 - Option 3 – LSMS remains Section 355 committee**

	Item	Estimated cost
1	Staff time to mitigate risk Documented inspection each week by LSMS (~1hr staff time per week to review and action) LSC staff inspect every 8 weeks Observing operations, Test and tag dates, Check inspection paperwork (1.5hr inspection + 1/2hr report + follow up any actions ~4hrs)	~\$5,000pa ongoing
2	Ongoing Staff time to support Section 355 committee. (Attend monthly meetings, quarterly report to Council, follow up any actions ~4hrs/month)	~\$3,000pa ongoing
3	Building, contents and volunteers' insurance (Council premium)	No material change due to the way premium is calculated
<b>Estimated total cost</b>		<b>\$8,000pa (ongoing)</b>

**(b) Policy**

As a Section 355 Committee, the Leeton Shire Men's Shed is subject to Leeton Shire Council's Code of Conduct and other policies.

As a member of the AMSA, the Leeton Shire Men's Shed must comply with the Association's national compliance standard for Men's Sheds and Men's-Shed-specific Health and Safety and Risk Management systems.

**(c) Legislative/Statutory**

Under Section 355 of the *Local Government Act 1993* a council may exercise its functions by a Committee of Council, known as Section 355 Committees.

Section 355 Committees should be able to demonstrate clear links with the goals of council's Delivery Program and meet required governance and accounting standards.

While the Leeton Shire Men's Shed offers a valuable service to the community, it does not perform any functions of Council identified in council's current Delivery Program.

Local Government Act 1993 – Sect 355

**355 How a council may exercise functions**

A function of a council may, subject to this Chapter, be exercised--

- (a) by the council by means of the councillors or employees, by its agents or contractors, by financial provision, by the provision of goods, equipment, services, amenities or facilities or by any other means, or
- (b) by a committee of the council, or
- (c) partly or jointly by the council and another person or persons, or
- (d) jointly by the council and another council or councils (including by means of a joint organisation or a Voluntary Regional Organisation of Councils of which the councils concerned are members), or
- (e) by a delegate of the council (which may, for example, be a joint organisation or a Voluntary Regional Organisation of Councils of which the council is a member).

Work Health and Safety Act 2011

**(d) Risk**

Pages 3 and 4 of this report outline the risks of delivering a Men's Shed Service as a Section 355 Committee under the *Local Government Act (1993)*. To mitigate these risks, management recommends that the LSMS be dissolved, as a Section 355 Committee, and be supported to become an independent incorporated association responsible for its own governance.

**CONSULTATION**

**(a) External**

The Leeton Shire Men's Shed Executive and members  
Australian Men's Shed Association (AMSA)  
Regional Risk Manager - Statewide Mutual  
Account Manager - NSW JLT Public Sector - JLT Risk Solutions Pty Ltd  
Zone 4 Coordinator & Secretary for AMSA Committee, and current President of  
Blaney Shire Community Men's Shed

**(b) Internal**

Group Manager Operations  
Group Manager Corporate  
Group Manager Shire Activation  
Manager WHS, QA & Risk  
Manager Finance  
Manager Water & Waste Water  
Property Coordinator & Native Title Manager  
Asset Management Coordinator  
Senior Rates Officer  
WHS, QA & Risk Officer

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

Under the Key Priority Area FOCUS AREA 5. Strong leadership and civic participation within Council's adopted Delivery Program/Operational Plan – 5 - Our Council operates efficiently and effectively - 5.2 - Maintain a framework of up-to-date plans,

policies, procedures, systems and service standards - Support and report on Council's Section 355, Advisory and Action Committees".

### **ATTACHMENTS**

- 1 Attachment 1 - Documents relating to sale of 3 Pendula St - **Confidential**
- 2 [↓](#) Attachment 2 - Office of Local Government Circular
- 3 [↓](#) Attachment 3 - Delivery Plan extracts
- 4 [↓](#) Attachment 4 - Financial reports
- 5 [↓](#) Attachment 5 - Proposed area to be leased to LSMS



<b>Circular Details</b>	16-24 / 15 August 2016 / A506736
<b>Previous Circular</b>	N/A
<b>Who should read this</b>	Councillors / General Managers / Council staff
<b>Contact</b>	Council Governance Team - 02 4428 4100 – <a href="mailto:olg@olg.nsw.gov.au">olg@olg.nsw.gov.au</a>
<b>Action required</b>	Information

## Section 355 committees

### What's new or changing

- Councils are encouraged to review the operations of committees established under section 355 of the *Local Government Act 1993* (the Act).

### Key points

- There have been several recent cases of section 355 committees failing to meet basic governance and accounting standards. This creates significant and ongoing risks for councils.
- Where councils delegate functions to section 355 committees, including the expenditure of council funds, it is important that the activities of these committees remain transparent and subject to critical oversight.
- Committees should be able to demonstrate clear links with the goals of the council's Delivery Program, while meeting required standards of governance.
- Following the upcoming local government elections, councils are encouraged to review the operations of all section 355 committees to ensure they continue to be fit for purpose, and their functions and expenditures align with the goals of the incoming council's Delivery Program.

### Where to go for further information

- For further information on the obligations of section 355 committees, contact the Office's Council Governance Team on 02 4428 4100.

**Tim Hurst**  
Acting Chief Executive

Office of Local Government  
5 O'Keefe Avenue NOWRA NSW 2541  
Locked Bag 3015 NOWRA NSW 2541  
T 02 4428 4100 F 02 4428 4199 TTY 02 4428 4209  
E [olg@olg.nsw.gov.au](mailto:olg@olg.nsw.gov.au) W [www.olg.nsw.gov.au](http://www.olg.nsw.gov.au) ABN 44 913 630 046

DP Ref.	Activity	CSP Links	Years	Tracking success	
				Measures	Targets
1.4	Promote and supporting <b>volunteering</b> , both in Council and in the community	Cc1 L3 L4	2022/23 2023/24 2024/25	Golf club, VIC and LMAG volunteer numbers	↑
1.5	<b>Offer advice, active support and grants to community groups</b> , including: <ul style="list-style-type: none"> <li>a community grants program</li> <li>annual donations to the Town Band, Men's Shed and Eisteddfod Society</li> <li>annual school prizes</li> <li>low or subsidised leases / licences for community groups</li> <li>payroll services for grant funded staff at Leeton Connect, Leeton Multicultural Support Group and Jumpstart</li> </ul>	Cc1 Cc2 Cc3 Cc4 Sc3 L3	2022/23 2023/24 2024/25	Grant and donations delivered and used well	✓
				MPC tenancy full	✓
1.6	Support a range of <b>local community events</b> , including NAIDOC Week, International Women's Day, Grandparents Day, Australia Day, <b>Light Up Leeton</b> , Harmony Day, Fiesta La Leeton, Reconciliation Day, Sorry Day	Cc1 Cc2	2022/23 2023/24 2024/25	Participation rates	↑
1.7	Promote <b>community inclusion and wellbeing</b> – including healthy lifestyles, safety at home, disability inclusion and ageing in place  <i>Note: Council has a Disability Inclusion Action Plan and an Ageing Well Strategy</i>	Cc1 Sc1 Sc3	2022/23 2023/24 2024/25	DIAP revision completed 22/23	✓
				DIAP implementation on track	✓
				Ageing Well Strategy implementation on track	✓
1.8	Support and <b>promote multiculturalism and social cohesion</b> , including our local Aboriginal community and new migrants  <i>Note:</i> <ul style="list-style-type: none"> <li>Council is a migrant and refugee friendly council, a member of Welcoming Cities and is a participant in the NSW GROW program</li> <li>Council seeks to further strengthen its relationship with the Leeton and District Local Aboriginal Land Council</li> </ul>	Cc1 Cc2 Cc3 L3	2022/23 2023/24 2024/25	Reconciliation Action Plan developed 23/24	✓
				Inaugural Fiesta La Leeton held	✓
				Welcoming Cities Strategy Implemented as per action plan	✓
				Number of new citizens	↑
1.9	<b>Provide halls for communities to meet</b> , with the support of local hall committees in <b>Whitton, Murrami and Yanco</b>	Cc1	2022/23 2023/24 2024/25	Utilisation rates	↑
1.10	Foster youth leadership and engagement through setting up a <b>Leeton Youth Council</b>	Cc1	2022/23 2023/24 2024/25	With experience, presentations or submissions to Council	↑

## 2. Museum, Arts and Cultural Services

**As your Council we understand that you, our residents, would like us to invest time and resources into the arts, heritage and other cultural services.**

You said that cultural services, such as the provision of the Leeton Museum and Gallery and the Roxy Community Theatre, are among the Council services with which you are most satisfied. You also said you want more – only 67% of you feel there is a good range of cultural and artistic activities in Leeton Shire.

During the period 2022 to 2025, our promise to you is that we will undertake the following activities.

**Responsible Group:**  
Shire Activation

**Cost 2022/23 –**  
**Capex: \$3.15M**  
**Opex: \$666K**

DP Ref.	Activity	CSP Links	Years	Tracking success	
				Measures	Targets
2.1	Operate the <b>Leeton Museum and Art Gallery</b> including: <ul style="list-style-type: none"> <li>Supporting Penny Paniz Acquisitive Arts Competition</li> <li>Expanding the exhibition space upstairs, including addition of a lift</li> <li>Collection management</li> </ul>	CC3 CC2 CC1	2022/23 2023/24 2024/25	Number of visitors	↑
				Number of local exhibitions	
				Number of procured exhibitions and associated grants	
				Number of new permanent exhibitions developed and associated grants	
2.2	Support the <b>Whitton and Yanco Museums and Committees</b> , including with collection management	CC2 L1 CC4	2022/23 2023/24 2024/25	Number of training sessions delivered to volunteers	↑
				Number of visitors	
2.3	Maintain strong working relationships with: <ul style="list-style-type: none"> <li><b>Western Riverina Arts</b>, including being an active member of the Board</li> <li><b>Leeton Family and Local History Society</b>, including systems support for collection management</li> </ul>	CC2 L1	2022/23 2023/24 2024/25	Number of WRA programs accessed by Leeton Shire residents	↑
				Percentage of LF&LHS collection recorded digitally	
2.4	Deliver a Program of <b>Public Art</b> , including <ul style="list-style-type: none"> <li>Visual art</li> <li>Performing Art</li> <li>Poetry Days at Henry Lawson Cottage</li> </ul>	CC4 CC2	2022/23 2023/24 2024/25	Delivery of virtual silo art on Chelmsford Water Tower 22/23	✓
				Number of street/public performers	↑

DP Ref.	Activity	CSP Links	Years	Tracking success	
				Measures	Targets
4.4	Continue to <b>enhance the CBD</b> of Leeton	Ec1	2022/23	Chelmsford Place Town Square opened	✓
				At least \$60K more investment in CBD facades in Leeton	✓
4.5	Continue to invest in the <b>Narrandera – Leeton Airport Shared Service</b>  <i>Note: Both councils will collaborate on developing a strategic plan for the airport by 2025</i>	Ec3 L3	2022/23 2023/24 2024/25	# of passengers	↑
4.6	Grow jobs in Leeton by:  <ul style="list-style-type: none"> <li>• Supporting <b>local businesses</b> <ul style="list-style-type: none"> <li>○ to expand</li> <li>○ to meet their workforce needs</li> <li>○ to build capacity and capability</li> </ul> </li> <li>• Attracting <b>new businesses</b> to Leeton Shire</li> </ul>	Ec1 Ec2	2022/23 2023/24 2024/25	# new jobs	↑
				# job vacancies	↓
				Participation rates in local business programs	↑
				Confirmed government investment	\$
4.7	Develop new business units for:  <ul style="list-style-type: none"> <li>• Council-owned <b>quarry</b> – profit making goal</li> <li>• Gogeldrie Weir Riverside Park – including new cabins – break even goal</li> </ul>	Ec7 L3 L5	2022/23 2023/24 2024/25	Business cases completed 22/23	✓
				Profit earned	↑
				Operating losses	↓
4.8	Support <b>local economy</b> <ul style="list-style-type: none"> <li>• Help promote the Leeton Community Markets</li> <li>• Maintain membership of and promote the Leeton Business Chamber</li> <li>• Maintain membership of Business NSW and advocate for local and regional priorities</li> </ul>	Ec2 L2	2022/23 2023/24 2024/25	# stall holders	↑
				Local membership of Leeton Business Chamber	↑
4.9	Promote and market Leeton as a visitor destination via <b>Murrumbidgee Trails Visitor Guide, Art Deco Way Touring Route</b> and the <b>Leeton Visitor Information Centre</b>	Ec7	2022/23 2023/24 2024/25	# bednights	↑



DP Ref.	Activity	CSP Links	Years	Tracking success	
				Measures	Targets
4.10	<b>Host major destinational events</b> , including <ul style="list-style-type: none"> <li>• Art Deco Festival (annual)</li> <li>• SunRice Festival (bi-annual)</li> </ul>	Cc2 Cc3 Ec7	2022/23 2023/24 2024/25	# patrons for each	↑
	<b>Promote important destinational events</b> , including <ul style="list-style-type: none"> <li>• Outback Band Spectacular (\$ and staff)</li> <li>• Leeton Eisteddfod (\$ and staff)</li> <li>• Bridge Classic (\$)</li> </ul>			Estimated economic return to Leeton Shire	↑

RECEIVED  
27 JUN 2022

# Leeton Men's Shed

## Statement of Receipts & Payments

Year ended 30th June 2021

	\$	\$
<u>Receipts</u>		
Memberships		1440.00
Donations - General	670.00	
Jobs	<u>19805.00</u>	<u>20475.00</u>
Garden Produce Sales		111.25
Smoko Bucket		2665.60
Material Sales		1068.70
Shop Sales		2383.00
Bank Interest		111.65
Electricity Credit		232.58
CRA bonus		1103.70
Uncle Tobys		1600.00
Sunrice Festival		1220.00
Christmas party & raffle		180.00
BMT Donation		689.50
Grant - Community Strengthening		828.00
<u>Total Receipts</u>		<u>34108.98</u>

<u>Payments</u>		
Administration		1324.05
Project & Job		
Materials		5068.42
Repairs &		
Maintenance:	Buildings	12455.86
	Machinery	3204.54
		<hr/>
Electricity		0.00
Garden Ex's		383.15
Smoke "O"		1070.39
Cancer Council - Donation		500.00
Cancer Council - Biggest Morning Tea		745.30
Christmas Luncheon		349.88
		<hr/>
Total Payments		25101.59
<u>Surplus of Income over Payments</u>		<hr/>
		9007.39

## Leeton Men's Shed

### Statement of Receipts and Payments

Year Ended 30th June 2020

<u>Receipts</u>			
Membership			1050.00
Donations - General	1927.81		
Jobs	<u>4472.38</u>		6400.19
Garden Sales			5.00
Smoke "O"			1577.70
Material Sales			220.00
Shop Sales			5897.90
Bank Interest			259.78
Leeton fire Brigade			425.00
NSDP Grant			4400.00
Christmas Lunch			356.00
Don Melville CS			<u>35.00</u>
			<u>20626.57</u>
<u>TOTAL RECEIPTS</u>			
<u>Payments</u>			
Administraton			1861.45
Project & job Materials			3497.95
Repairs & Maintenance	Buildings	8368.51	
	Machinery	<u>7596.37</u>	
			15964.88
Electricity			233.54
Garden			7.34
Smoke "O"			1291.27
Christmas Luncheon			60.00
Reimbursement			465.00
<u>TOTAL PAYMENTS</u>			<u>23381.43</u>
<u>SURPLUS OF RECEIPRTS OVER PAYMENTS</u>			<u>\$2,754.86</u>

### Bank Reconciliation at 30th June 2019

<u>Opening Cash Balances 01.07.2019</u>		<u>Cash at Bank Balances at 30th June 2020</u>	
S15		S15	1294.90
S10		S10	26179.49
S13		Visa	637.83
Petty Cash	0.00	Men's Heal	1859.77
Add Receipts		Petty Cash	100.00
Less Payments	0.00		
Ending Cashbook balance			<u>\$30,071.99</u>

Leeton Men's Shed  
Statement of Receipts & Payments  
 Year ended 30th June 2018

<u>Receipts</u>			\$	\$
Membership			1350.00	
Donations - General	564.00			
Jobs	8627.73		9191.73	
Garden Produce Sales			340.50	
Smoko Bucket			1898.85	
Material Sales			46.00	
Shop Sales			4521.35	
Bank Interest			275.28	
L& D Raffles			1291.40	
SunRice Festival			951.00	
Uncle Tobys			2018.30	21884.41
<u>Less Payments</u>				
Administration			1496.70	
Project & Job Materials			7435.31	
Repairs & Maintenance:				
	Buildings	1552.95		
	Machinery	2050.41	3603.36	
Electricity			399.47	
Garden Ex's			197.80	
Smoke "O"			1939.05	
Bank Charges			7.75	
Men's Shed Australia membership			200.00	
Advertising			120.14	15399.58
<u>Surplus of Income over Payments</u>				<u>6484.83</u>

Bank Reconciliation at 30.06.2018

<u>Cash Balances at 30th June 2018</u>	s15	1425.20	Opening Cash Balance	01.07.2017	15925.37	
	s10	20287.42	Add Receipts		<u>21884.41</u>	37809.78
	s13	500.82	Less Payments			<u>15399.58</u>
	Petty cash	196.76	Ending Cashbook Balance	30.06.2018		<u>22410.20</u>
		<u>22410.20</u>				

## Leeton Men's Shed

### Statement of Receipts & Payments

Year ended 30th June 2016

<u>Receipts</u>	\$	\$
Membership	1445.00	
Donations - General	788.50	
Jobs	9501.00	
Garden Produce Sales	259.05	
Smoko Bucket	1690.00	
Material Sales	186.00	
Shop Sales	6298.50	
Bank Interest	153.85	
Chair Hire	50.00	
Adult Learning Grant	396.00	
Xmas lunch raffle takings	68.00	
Xmas lunch dooor takings	110.00	
Shire Council Grant	1000.00	
Safety Equip Grant	1250.00	
SunRice Grant	800.00	
Sundry Income	220.50	24216.40

#### Less Payments

Administration	1825.27	
Project & Job Materials	5767.91	
Repairs & Maintenance:		
Buildings	1482.71	
Machinery	5168.30	
Electricity	2743.50	
Garden Ex's	174.16	
Smoke "O"	1737.00	
Spiral Cutter advertisement	150.18	
Loan to Christmas Lotto a/c	83.60	
Sander	33.00	
Accs paid twice (bank error on changeover)	308.71	
Plates	8.00	
BMT Supplies	12.00	
Bank Charges	12.50	19506.84
<u>Surplus of Payments over Income</u>		4709.56

#### Bank Reconciliation at 30.06.2016

Balance as per Bank Statement	30.06.2016	13814.72	Opening Cashbook Balance	01.07.2015	9205.16
Less unrepresented cheques		0.00	Add Receipts		24216.40
Balance as per Cashbook	30.06.2016	13814.72	Less Payments		19606.84
			Ending Cashbook Balance	30.06.2016	13814.72
<u>Bank Accounts 30.06.2014</u>	s15	2110.40			
	s10	11673.07			
	Visa	31.25			
		13814.72			

#### AUDITOR'S REPORT

I have prepared the above Statement of Receipts & Payments from the books and records of the Leeton's Men's Shed. In my opinion it shows a true & fair view of the Men's Shed's affairs for the year ended 30th June 2016.



B.W. Allen  
 17th August 2016

AGM  
**Leeton Men's Shed**

Statement of Receipts and Payments  
Year ended 30th June 2015

<u>Receipts</u>	\$	\$
Membership		1590.00
Donations - General	2171.80	
Jobs	<u>15526.96</u>	17698.76
Garden Produce Sales		131.55
Smoko Bucket		1690.20
Material Sales		227.00
Shop Sales		7245.30
Bank Interest		160.60
T-Shirts & Caps		120.00
Christma Raffle		109.00
Show prize		29.00
Donation: Leeton Shire Council - Broadband		360.00
Parking proceeds - Little Athletics		119.20
Seniors Day		<u>370.95</u> 29851.56

Less Payments

Administration		1473.31
Project & Job Materials		11578.36
Repairs & Maintenance:		
Buildings	1386.82	
Machinery	<u>4181.96</u>	5568.78
Electricity		3144.74
Garden Ex's		220.35
Smoke "O"		1605.20
Bank Charges		5.00
First Aid Course		451.25
Stall Fee		55.00
Bin Empty		120.00
Block Clearing		28.85
Newspaper Advertising		437.36
Hoses		11.20
BQB Costs		399.00
Freight		12.10
Sundries		178.50
<u>Surplus of Payments over Income</u>		<u>25289.00</u> <u>4562.56</u>

Bank Reconciliation at 30.06.2015

Balance as per Bank Statement	30.06.2015	9205.16	Opening Cashbook Balance	01.07.2014	4642.60
Less Unpresented cheques		0.00	Add Receipts		<u>29851.56</u> 34494.16
Balance as per Cashbook	30.06.2015	<u>9205.16</u>	Less Payments		<u>25289.00</u>
			Ending Cashbook Balance	30.06.2015	<u>9205.16</u>
<u>Bank Accounts</u> 30.06.2015	s15	794.25			
	s10	8410.91			
		<u>9205.16</u>			

AUDITOR'S REPORT

I have prepared the above Statement of Receipts & Payments from the books and records of the Leeton's Men's Shed. In my opinion it shows a true & fair view of the Men's Shed's affairs for the year ended 30th June 2015.



B.W. Allen

03/08/2015

## Leeton Men's Shed

### Statement of Receipts & Payments

Year ended 30th June 2013

<u>Receipts</u>	\$	\$
Membership	1575.00	
Donations - General	714.50	
Jobs	9155.55	
Garden Produce Sales	367.40	
Smoko Bucket	2108.90	
Material Sales	424.40	
Shop Sales	5939.00	
Commonwealth Grant	1000.00	
Bank Interest	428.72	
T-Shirts, Caps & Beanies	20.00	
Bread Sales	1336.00	
Sundry Income	80.00	23149.47

### Less Payments

Administration	3077.02	
Project & Job Materials	7565.78	
Repairs & Maintenance:		
Buildings	926.24	
Machinery	1711.29	
Guillotine & Folder	5000.00	
Paint Shed	4322.98	
Electricity	3311.67	
Garden Ex's	267.32	
Smoke "O"	1462.85	
Bread Purchases	384.05	
Horse Hire	200.00	
Sundry Expenses	131.44	28360.64
<u>Surplus of Payments over Income</u>		<u>5211.17</u>

#### Bank Reconciliation at 30.06.2013

Balance as per Bank Statement	30.06.2013	5967.80	Opening Cashbook Balance	01.07.2012	11178.97
Less unrepresented cheques		0.00	Add Receipts		23149.47
Balance as per Cashbook	30.06.2013	<u>5967.80</u>	Less Payments		28360.64
			Ending Cashbook Balance	30.06.2013	<u>5967.80</u>
			<u>Bank Accounts</u>	<u>30.06.2013</u>	
				s15	1.81
				s10	916.00
				s13	5049.99
					<u>5967.80</u>

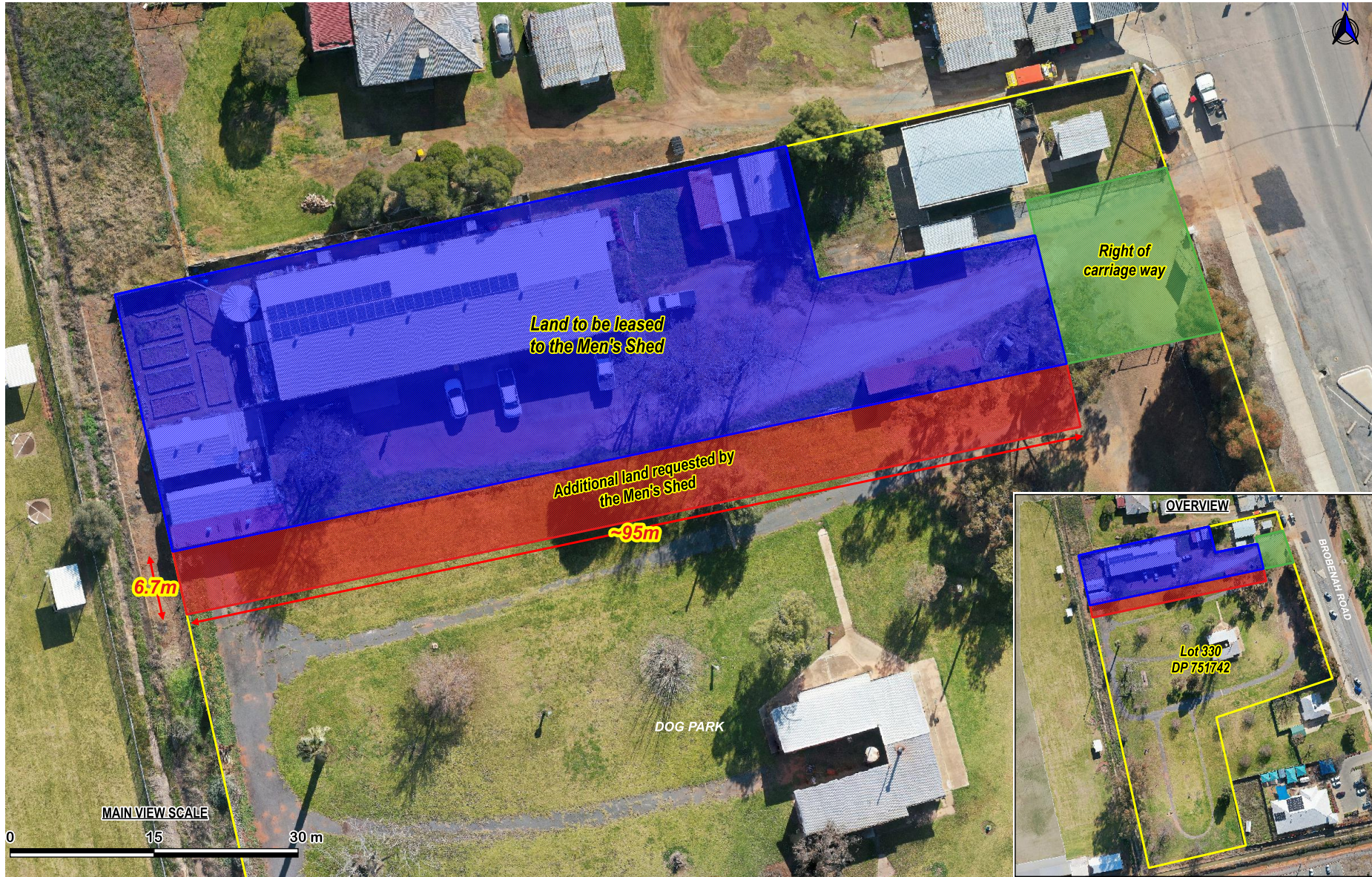
#### AUDITOR'S REPORT

I have prepared the above Statement of Receipts & Payments from the books and records of the Leeton's Men's Shed. In my opinion it shows a true & fair view of the Men's Shed's affairs for the year ended 30th June 2013.



B.W. Allen  
 25th August 2013





**LEETON MEN'S SHED PROPOSED LAND LEASE  
 AS PART OF LOT 330 DP 751742**

This map has been created for the purpose of showing basic, locally, information over Leeton Shire Council. Property boundary line network data is supplied by State Government. Any error should be reported to the GIS Section, Leeton Shire Council. This map is a representation of the information currently held by Leeton Shire Council. While every effort has been made to ensure the accuracy of the product, Council accepts no responsibility for any errors or omissions. Any feedback on omissions or errors would be appreciated.

## CORPORATE MATTERS

### ITEM 7.2 INVESTMENTS REPORT FOR JULY 2022

RECORD NUMBER	22/332
RELATED FILE NUMBER	EF21/312
AUTHOR/S	Accountant
APPROVER/S	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 31 July 2022.

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### RECOMMENDATION

THAT Council notes the information contained in the Investments Report for July 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**

As at 31 July 2022 Leeton Shire Council has \$46,232,671.56 invested in Approved Deposit Institutions (ADIs) of which \$7,133,639 (15.43%) 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 31 July 2022.

The Statement of Bank Reconciliation reconciles the Bank Statement balances to the General Ledger at 31 July 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 31 July 2022.

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

---

<b>Opening Balance</b>	<b>\$ 47,479,476</b>
<b>Less:</b>	
Maturities (3)	\$ 2,260,000
Transfer to CBA Current Account	
<b>Subtotal</b>	<b>\$ 45,219,476</b>
<b>Plus:</b>	
Roll-overs (2)	\$ 1,000,000
New Investments	\$
CBA Business Online Saver (BOS) movements	\$ 1,888
AMP Business Saver Account	\$
AMP 31 Day Notice Account	\$ 8,448
Macquarie Cash Management Accelerator Account	\$ 2,860
<b>Closing balance as at 31 July 2022</b>	<b>\$ \$46,232,672</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>\$ 46,232,672</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	\$ 5,547,009

\*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. As at 31 July 2022, there was 100% allocation for town water, 95% for high security and 35% for general security water.

Table of Water Sales to date

Date	Qty	Price/ML	Total Water Sale	Brokerage	Net Total
21/07/2022	300	\$70	\$21,000	-\$930	\$20,070
<b>General Fund Sales</b>	<b>300</b>		<b>\$21,000</b>	<b>-\$930</b>	<b>\$20,070</b>

For the month ending 31 July 2022 Council has undertaken temporary trade of 300 ML for \$20,070 (net of sale brokerage fees). The annualised return on investment for this sale is 2.65%. It is worth noting that water sales this early in the season are not consistent and as such the ROI may reduce substantially until further sales are made.

As at 25 July water was trading at \$70.00 per ML (Source: Waterfind)

Water Entitlements	Allocation (%)	Total Allocation (ML)	Feast + 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%	4,058	2,733	-	-	1,950	625	\$70.00	-\$43,750
<b>Investment Water</b>									
*General Security (C1) - 516 ML	35%	196		-	-		196	\$70.00	\$13,720
High Security (C3) - 971ML	95%	962		300	300		662	\$70.00	\$46,340
<b>Total</b>		<b>5,584</b>	<b>2,329</b>	<b>300</b>	<b>300</b>	<b>1,950</b>			

### IMPLICATIONS TO BE ADDRESSED

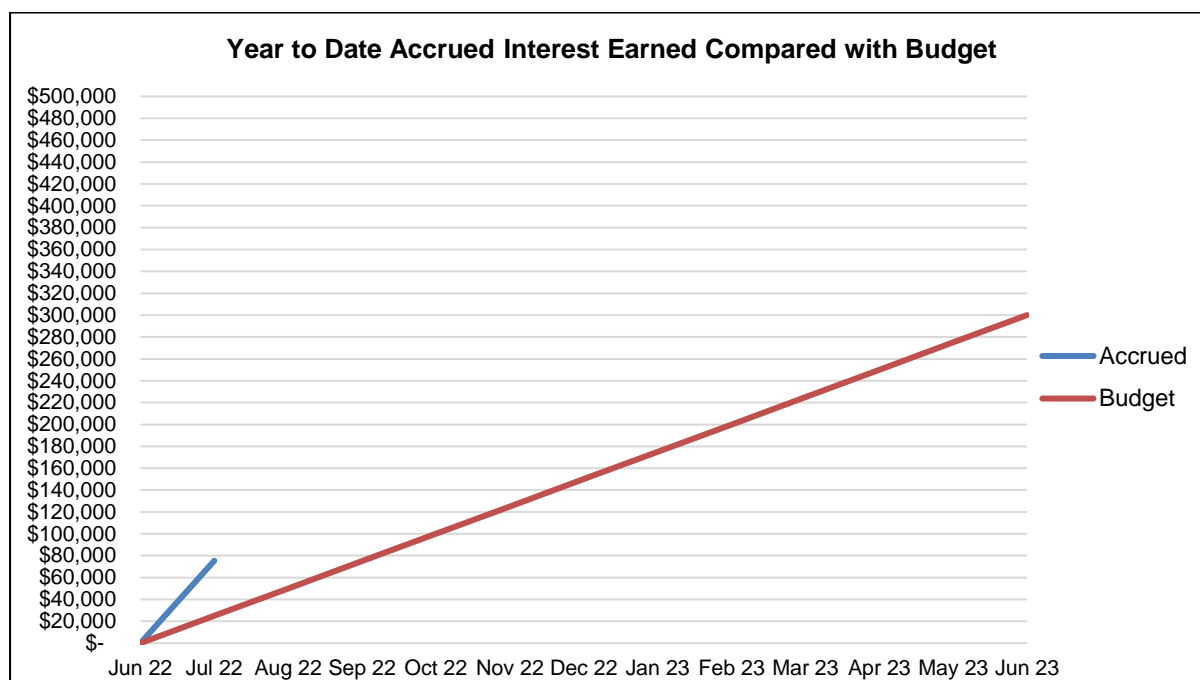
#### **(a) Financial**

The annualised rate of return across the portfolio is 1.93% for July 2022.

The budgeted percentage for the 2022/23 Financial Year equates to 0.85%.

The actual \$75,400 in interest earned for July 2022 is higher than the original budgeted amount of \$25,000 by \$50,400.

The following graph compares year-to-date interest with the original budgeted interest for the period. This shows that Council's actual investment income is higher than the original budget as at 31 July 2022.



Original Budgeted Interest for FY22-23 is \$300,000.00. The consolidated actual investment income from 1 July 2022 to 31 July 2022 compared to the original budgeted investment interest is detailed below.

Actual versus budgeted interest and earnings	Jul-22	Year To Date
Investments - Interest earned	\$ 57,896	\$ 57,896
Deposits at call	\$ 13,196	\$ 13,196
Rebates and Other earnings	\$ 4,308	\$ 4,308
<b>Total Earnings</b>	<b>\$ 75,400</b>	<b>\$ 75,400</b>
Budgeted Interest	\$ 25,000	\$ 25,000
<b>Variance – Positive</b>	<b>\$50,400.14</b>	<b>\$50,400.14</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 (Jun)
Portfolio Average Interest Rate (year to date inc. Cash)	1.93%	0.86%
Investment Balances	Year to Date	Last Year
Opening Balance as at 1 July	\$47,479,476	\$45,415,590
Current Balance as at 31 July	\$46,232,672	\$43,519,517

For the month of July 2022, the portfolio (excluding cash) provided a solid return of +0.16% (actual) or +1.95% p.a. (annualised), outperforming the benchmark AusBond Bank Bill Index return of +0.12% (actual) or +1.45% 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 increased the official cash rate by another 50 basis points to 1.85% in early August 2022 and is looking to move towards their neutral setting of 2.5% by calendar year-end, although the “timing of future interest rate increases will be guided by the incoming data and the Board’s assessment of the outlook for inflation and the labour market.

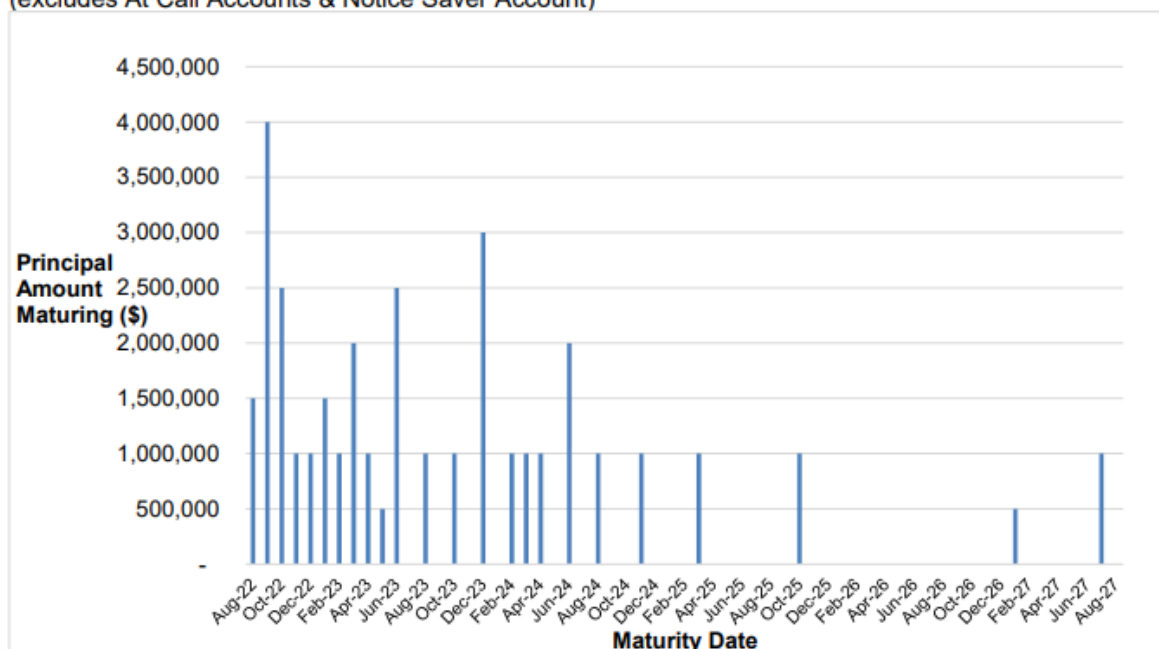
## (b) Council Portfolio Compliance

### **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.

## Portfolio Cash Flows

(excludes At Call Accounts & Notice Saver Account)



### **Financial Asset Allocation**

The majority of the portfolio is directed to Fixed-Term Deposits (57.32%), followed by the cash at call accounts with the Commonwealth Bank of Australia, AMP Bank and Macquarie Bank (26.46%). Floating Rate Notes are 8.65% of the portfolio, and 7.57% is held in Bonds and Fixed Rate Notes.

### **Counterparty**

At 31 July 2022, Council did not have an overweight position to any single Authorised Deposit Taking Institution. The portfolio is well-diversified across the entire credit spectrum.

All aggregate ratings categories are within the Investment Policy limits.

Compliant	Issuer	Rating	Invested (\$) ^	Invested (%)	Max. Limit (%)	Available (\$)
✓	RBC	AAA	\$1,009,831	2.19%	45%	\$19,782,464
✓	ANZ Bank	AA-	\$1,001,039	2.17%	45%	\$19,791,256
✓	CBA	AA-	\$7,128,049	15.43%	45%	\$13,664,246
✓	NAB	AA-	\$3,000,000	6.49%	45%	\$17,792,295
✓	NTTC	AA-	\$1,000,000	2.16%	45%	\$19,792,295
✓	WBC	AA-	\$5,500,000	11.90%	45%	\$15,292,295
✓	Macquarie	A+	\$4,020,446	8.70%	35%	\$12,151,339
✓	Aus. Military	BBB+	\$1,000,000	2.16%	30%	\$12,861,530
✓	Bendigo (Rural)	BBB+	\$974,828	2.11%	30%	\$12,886,702
✓	BoQ	BBB+	\$3,997,514	8.65%	30%	\$9,864,016
✓	Qbank	BBB+	\$994,941	2.15%	30%	\$12,866,589
✓	AMP Bank	BBB	\$10,578,586	22.89%	30%	\$3,282,944
✓	Auswide Bank	BBB	\$1,999,866	4.33%	30%	\$11,861,664
✓	Beyond Bank	BBB	\$4,000,000	8.66%	30%	\$9,861,530
			<b>\$46,205,100</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	AAA Category	\$1,009,831	2.19%	100.00%
Yes	AA Category	\$17,629,087	38.15%	100.00%
Yes	A Category	\$ 4,020,446	8.70%	80.00%
Yes	BBB Category	\$23545,735	50.96%	70.00%
Yes	Unrated ADI's	\$0	0.00%	30.00%
		<b>\$46,205,100</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.

### (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 July 2022.

### **(b) Internal**

No additional internal consultation was undertaken.

## **LINK/S TO THE DELIVERY PROGRAM/OPERATIONAL PLAN**

Under the Key Priority Area FOCUS AREA 5. Strong leadership and civic participation within Council's adopted Delivery Program/Operational Plan – 5 - Our Council operates efficiently and effectively - 5.1 - Practice sound financial and resource management - Foster Council's financial sustainability through maximising investment returns, including cash and water sales".

## **ATTACHMENTS**

**1** [↓](#) Bank Reconciliation July 22

**2** [↓](#) Investments July 22



## MONTH END BANK RECONCILIATION REPORT

Prepared by the Accountant

### INTRODUCTION

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

### BACKGROUND

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

## BANK RECONCILIATION STATEMENT


as at 29 July 2022

### BALANCE AS PER GENERAL LEDGER

Opening Balance:	1/07/2022	\$	2,228,150.90
July Movements:		-\$	586,104.24
Closing Balance:	29/07/2022	\$	<u>1,642,046.66</u>
Less Unprocessed Bank Statement Transactions:		-\$	<u>23,975.56</u>
Total:		\$	<u><u>1,618,071.10</u></u>

### BALANCE AS PER BANK STATEMENTS

		\$	<u>1,617,296.03</u>
Less Unpresented Cheques		-\$	<u>188.93</u>
Less Unpresented Debits			
Plus Unpresented Deposits		\$	964.00
Total		\$	<u><u>1,618,071.10</u></u>

  
Responsible Accounting Officer  
8 August 2022

# Leeton Shire Council

## Summary of Term Investments as at: 31/07/2022

BBSW 90: 2.12% Average Yield: 1.93%

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	Cash	10206481	12/10/09	153	0	3,133,638.93	1.35%	08/08/22	DAC
		AMP Business Saver									
20-00	AMP Bank	Account		437864762	10/07/20	24	0	532.88	0.70%	08/08/22	DAC
21-00	AMP Bank	AMP 31 Day Notice		971165956	17/07/20	24	0	6,078,053.38	2.00%	08/08/22	DAC
22-00	Macquarie Bank	Macquarie Cash		940367790	07/11/20	20	0	3,020,446.37	1.35%	08/08/22	DAC
20-11	ANZ Bank	ANZ Bank		AU3FN00497	29/08/19	60	24	1,000,000.00	1.94%	29/08/24	FRN
20-31	National Aust Bank	RACQ Bank		AU3FN00531	24/02/20	36	6	1,000,000.00	2.93%	24/02/23	FRN
20-35	Laminar Capital	Auswide Bank		AU3FN00531	17/03/20	35	7	1,000,000.00	2.85%	17/03/23	FRN
22-21	Commonwealth Bank L	Commonwealth Bank		AU3FN00651	14/01/22	60	53	500,000.00	2.74%	14/01/27	FRN
23-01	Commonwealth Bank L	Royal Bank of Canada		AU3FN0070C	13/07/22	60	59	500,000.00	2.86%	13/07/27	FRN
22-23	National Aust Bank	Bendigo and Adelaide Bank		8156149	17/03/22	36	31	1,000,000.00	3.00%	17/03/25	Bond
22-27	Commonwealth Bank L	Bank of Queensland		AU3CB02881	29/04/22	42	38	1,000,000.00	4.00%	29/10/25	Bond
21-10	Northern Territory Treas	Territory Bond		AA-109-3B	14/09/20	38	16	1,000,000.00	1.25%	15/12/23	Bond
23-02	Commonwealth Bank L	Royal Bank of Canada		AU3CB0290	13/07/22	60	59	500,000.00	4.50%	13/07/27	Bond
21-12	Commonwealth Bank L	Beyond Bank Leeton		123075182	28/10/20	23	2	1,000,000.00	0.95%	28/10/22	LTD
21-17	AMP Bank	AMP Bank		TD52801630	08/02/21	17	0	500,000.00	0.95%	08/08/22	LTD
21-25	AMP Bank	AMP Bank		TD86556078	06/04/21	18	2	500,000.00	0.50%	06/10/22	LTD
21-26	Australian Military Bank	Australian Military Bank		301037038	13/04/21	36	20	1,000,000.00	0.76%	15/04/24	LTD
22-04	AMP Bank	AMP Bank		TD13745815	16/08/21	12	0	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	12	1,000,000.00	0.65%	25/08/23	LTD
22-07	Beyond Bank Leeton	Beyond Bank Leeton		123086194	06/09/21	12	1	1,000,000.00	0.60%	06/09/22	LTD
22-08	Beyond Bank Leeton	Beyond Bank Leeton		123092627	11/09/21	12	1	1,000,000.00	0.60%	11/09/22	LTD
22-11	National Aust Bank	National Aust Bank		97-327-3005	27/09/21	12	1	1,000,000.00	0.35%	27/09/22	LTD
22-12	Beyond Bank Leeton	Beyond Bank Leeton		123087332	28/09/21	12	1	1,000,000.00	0.60%	28/09/22	LTD
22-13	Auswide Bank	Auswide Bank		5652782.16	05/10/21	12	2	1,000,000.00	0.50%	05/10/22	LTD
22-15	Westpac Bank	Westpac Bank		9514165	21/10/21	24	14	1,000,000.00	0.87%	23/10/23	LTD
22-16	AMP Bank	AMP Bank		TD60160792	29/10/21	18	9	500,000.00	1.20%	01/05/23	LTD
22-17	Westpac Bank	Westpac Bank		9563400	11/11/21	36	27	1,000,000.00	1.60%	11/11/24	LTD
22-18	AMP Bank	AMP Bank		TD02163069	01/12/21	10	2	1,000,000.00	1.20%	27/10/22	LTD
22-19	Westpac Bank	Westpac Bank		9620456	09/12/21	24	16	1,000,000.00	1.21%	11/12/23	LTD
22-20	AMP Bank	AMP Bank		TD34064791	21/12/21	24	16	1,000,000.00	1.55%	21/12/23	LTD
22-22	National Aust Bank	National Aust Bank		88-293-8040	23/02/22	24	18	1,000,000.00	1.80%	24/02/24	LTD
22-24	Westpac Bank	Westpac Bank		9806557	22/03/22	24	19	1,000,000.00	2.21%	22/03/24	LTD
22-25	Westpac Bank	Westpac Bank		9486425	23/03/22	12	7	1,000,000.00	1.38%	23/03/23	LTD
22-26	Bank of Queensland	Bank of Queensland		486112	07/04/22	12	8	1,000,000.00	1.85%	11/04/23	LTD
22-28	Westpac Bank	Westpac Bank		9653246	08/06/22	12	10	500,000.00	3.50%	08/06/23	LTD
22-29	Commonwealth Bank L	Commonwealth Bank		38344709	14/06/22	6	4	1,000,000.00	3.16%	14/12/22	LTD
22-30	Commonwealth Bank L	Commonwealth Bank		38344709	21/06/22	12	10	1,000,000.00	4.30%	21/06/23	LTD
22-31	Bank of Queensland	Bank of Queensland		508507	23/06/22	24	22	1,000,000.00	4.40%	24/06/24	LTD
22-32	Macquarie Bank	Macquarie Bank		232613257	24/06/22	24	22	1,000,000.00	4.43%	24/06/24	LTD

## Leeton Shire Council

<b>Summary of Term Investments as at: 31/07/2022</b>		<b>BBSW 90:</b>	<b>2.12%</b>	<b>Average Yield:</b>	<b>1.93%</b>	
22-33	Commonwealth Bank 1 Commonwealth Bank	6	5	1,500,000.00	3.06%	09/01/23 LTD
22-34	Members Equity Bank Member Equity Bank	12	10	1,000,000.00	4.00%	28/06/23 LTD
<b>Total Investments:</b>				<b>\$ 46,232,671.56</b>		

# Leeton Shire Council

Summary of Term Investments as at: **31/07/2022**

BBSW 90: **2.12%**      Average Yield: **1.93%**

Investment by Type		
Investment	Amount	%
Beyond Bank Leeton	4,000,000	8.7%
Member Equity Bank	1,000,000	2.2%
AMP Bank	4,500,000	9.7%
Auswide Bank	2,000,000	4.3%
National Aust Bank	3,000,000	6.5%
Australian Military Bank	1,000,000	2.2%
ANZ Bank	1,000,000	2.2%
RACQ Bank	1,000,000	2.2%
Territory Bond	1,000,000	2.2%
CBA Business Online Sa	3,133,639	6.8%
AMP 31 Day Notice Acc	6,078,053	13.1%
Macquarie Cash Mana	3,020,446	6.5%
Commonwealth Bank	4,000,000	8.7%
Westpac Bank	5,500,000	11.9%
Bendigo and Adelaide	1,000,000	2.2%
Bank of Queensland	3,000,000	6.5%
Macquarie Bank	1,000,000	2.2%
AMP Business Saver Acc	533	0.0%
Royal Bank of Canada	1,000,000	2.2%
<b>TOTAL</b>	<b>46,232,672</b>	<b>100.0%</b>
Local	7,133,639	15.43%
Non Local	39,099,033	84.57%

Investments by Age		
Age	Amount	%
1. Less than 30 Days	13,732,672	30%
2. 30 to 180 Days	10,000,000	22%
3. 180 to 365 Days	7,000,000	15%
4. 1 to 3 years	13,000,000	28%
5. 3 to 5 years	2,500,000	5%
<b>TOTAL</b>	<b>46,232,672</b>	<b>100%</b>

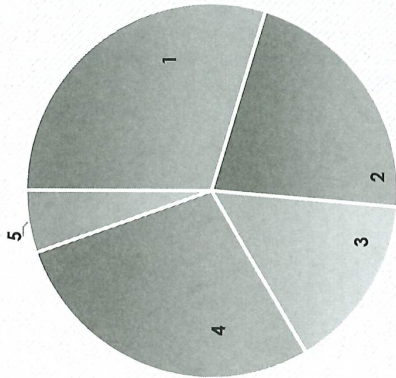
Investments by Age and Type		
Sum of Principal	Type	Total
Current	DAC	12,232,672
	LTD	16,500,000
	FRN	2,000,000
<b>Current Total</b>		<b>30,732,672</b>
Non Current	LTD	10,000,000
	FRN	2,000,000
	Bond	3,500,000
<b>Non Current Total</b>		<b>15,500,000</b>
<b>Grand Total</b>		<b>46,232,672</b>

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

# Leeton Shire Council

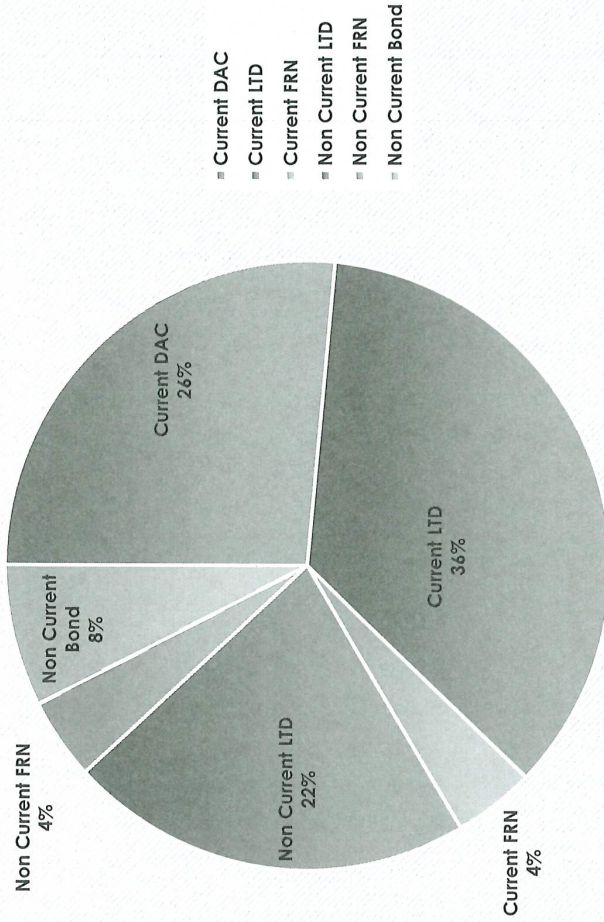
Summary of Term Investments as at: **31/07/2022**      BBSW 90: **2.12%**      Average Yield: **1.93%**

## Investments by Age



- 1. Less than 30 Days
- 2. 30 to 180 Days
- 3. 180 to 365 Days
- 4. 1 to 3 years
- 5. 3 to 5 years

## Investments by Type and Term



- Current DAC
- Current LTD
- Current FRN
- Non Current LTD
- Non Current FRN
- Non Current Bond

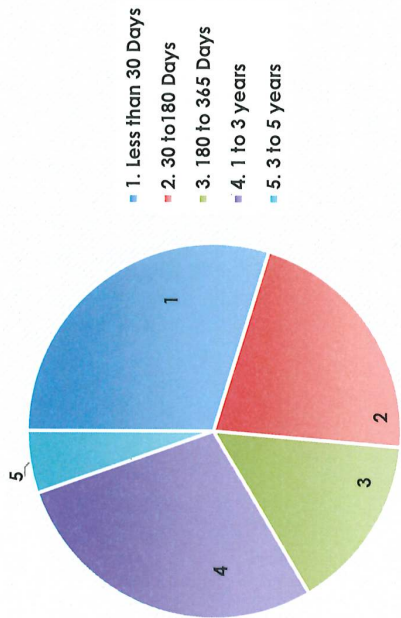
Explanatory notes:  
 All investments noted above were made in accordance with the Act, the regulations and Council's Investment Policy

Responsible Accounting Officer  
 8 August, 2022

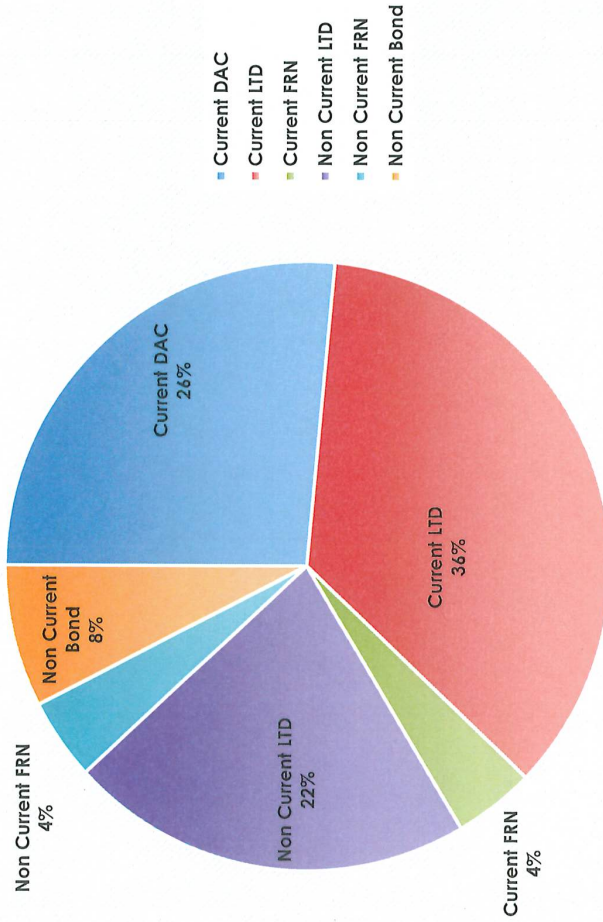
# Leeton Shire Council

Summary of Term Investments as at: **31/07/2022**      BBSW 90: **2.12%**      Average Yield: **1.93%**

**Investments by Age**



**Investments by Type and Term**



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

*[Signature]*  
 Responsible Accounting Officer  
 8 August, 2022

**ITEM 7.3      POLICY REVIEW - 2022**

<b>RECORD NUMBER</b>	22/350
<b>RELATED FILE NUMBER</b>	EF20/62
<b>AUTHOR/S</b>	Governance and Records Officer
<b>APPROVER/S</b>	Customer Service and Governance Coordinator Group Manager Corporate

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

UPDATED DRAFT

- Applications for the Waiving of Building and Development Application Fees and Charges
- Onsite Sewage Management Policy
- Swimming Pools Policy
- Building in the Vicinity of Sewer and Trunk Water Mains Guidelines
- Private Assets on Road Reserves Policy

MAKE OBSOLETE

- Trees (Issue of Vouchers) Policy
  - Water Allocation Access 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.

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**(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:

Draft Policy	Comments on Changes
<b>Building and Development Policies</b>	
Applications for the Waiving of Building and Development Fees and Charges	In new format – no content change
Onsite Sewage Management Policy	In new format - Minor information changes to Risk Matrix
Swimming Pools Policy	In new format - Information changes to reference new legislation
<b>Water and Waste Water Services Policies</b>	
Building in the Vicinity of Sewer and Trunk Water Mains Guidelines	Policy changed into a guidelines in line with new legislation and changed to new format
<b>Roads Services Policies</b>	
Private Assets on Road Reserves Policy	Some information changes including a name change and changed to the new format
<b>Make Obsolete</b>	
<b>Comments on Changes</b>	
Water Allocation Access Policy	Policy being made obsolete – superseded by the Temporary Trade of Water Allocation Policy (adopted March 2022)
Trees (Issue of Tree Vouchers) Policy	Policy being made obsolete – Council no longer issues vouchers

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 'Your Council/About Council/Policies'.

**(c) Options**

1. THAT Council endorses the above draft policies or policy obsolescence 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 FOCUS AREA 5. Strong leadership and civic participation within Council's adopted Delivery Program/Operational Plan – 5 - Our Council operates efficiently and effectively - 5.2 - Maintain a framework of up-to-date plans, policies, procedures, systems and service standards - Continuously review and update of Council policies and plans to appropriately support Council's operations".

### **ATTACHMENTS**

- 1** DRAFT - Applications for the Waiving of Building and Development Fees - *Attached separately*
- 2** DRAFT - Onsite Sewage Management Policy - *Attached separately*

- 3** DRAFT - Swimming Pools Policy - *Attached separately*
- 4** DRAFT - Building in The Vicinity of Sewer and Trunk Water Mains Guidelines - *Attached separately*
- 5** DRAFT - Private Assets on Road Reserves Policy - *Attached separately*
- 6** OBSOLETE - Water Allocation Access Policy - *Attached separately*
- 7** OBSOLETE - Trees - Issue of Vouchers Policy - *Attached separately*

## **OPERATIONAL MATTERS**

### **ITEM 7.4 LEETON GOLF COURSE UPDATE 1 JULY 2021 TO 30 JUNE 2022**

<b>RECORD NUMBER</b>	22/351
<b>RELATED FILE NUMBER</b>	EF13/1
<b>AUTHOR/S</b>	Manager Open Space and Recreation
<b>APPROVER/S</b>	Group Manager Operations

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## **SUMMARY/PURPOSE**

The purpose of this report is to provide Council with a report on the operation of the Leeton Golf Course for the 2021/22 financial year.

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## **RECOMMENDATION**

THAT Council notes for information the update on the operation of the Leeton Golf Course, including the Income and Expenses Report, for the period 1 July 2021 to 30 June 2022.

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## **REPORT**

### **(a) Background**

Council took on management of the Leeton Golf Course in 2013.

Staff provide Council with six-monthly reports. This report is for the 2020/-2021 financial year.

In it's most recent adopted Delivery Program and Operations Plan 2022-2025, Council has resolved to continue managing the course.

## **(b) Discussion**

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

### **Membership Numbers**

<b>Memberships</b>	<b>Membership numbers 2021/22 (1 July 2021–30 June 2022)</b>	<b>Membership Numbers 2020/21 (1 July 2020–30 June 2021)</b>
Full Members	161	161
Sporting Members	19	32
Junior Members	14	16
Pensioners	40	42
18–29 Years Members	27	23
<b>Total Members</b>	<b>261</b>	<b>274</b>

The total number of Golf Club Members for 2021/22 has decreased compared to 2020/21, with the biggest drop being in sporting members. Some of these sporting members have now become full members which has helped to maintain the number of full members

The table below details the number of rounds played from 1 July to 30 June for each of the past two years.

### **Rounds Played**

<b>Rounds</b>	<b>Numbers in 2021/22</b>	<b>Numbers in 2020/21</b>
Competition Rounds Played	8509	8207
Social Rounds Played	10085	9537
<b>Total Rounds</b>	<b>18,594</b>	<b>17,744</b>

There has been an increase in the rounds of golf played during the 1 July 2021–30 June 2022 period compared to the previous year. This is a pleasing result and offsets the small drop in memberships with an increase in social and membership rounds.

### **1 January 2021 to 30 June 2021 Events Summary**

A number of events went ahead during the period including:

- Twilight Golf Finals Series
- Veterans Week of Golf
- Riverina District Pennants x 2 & Grand Final
- MS Charity Golf Day
- Can Assist Charity Golf Day
- Ladies Open Tournament
- IronPlan Charity Golf Day
- SunRice Pro-Am
- Ladies Open Tournament.

**(c) Options**

Nil – This report is for information only.

**IMPLICATIONS TO BE ADDRESSED**

**(a) Financial**

Council budgeted for an annual operating deficit for the Leeton Golf Course of \$120,000 for the 2021/22 Financial Year.

The below table shows the full income and expenditure report against budget for the period ended 31 June 2022. There was a net operating deficit of \$98,750 (which includes staff oncosts), which is a pleasing result. The renewal of the 15<sup>th</sup> green was originally included as a capital project with a budget of \$50,000 and was completed under budget at \$43,445. The green renewal project was however reallocated as an operating expense and is therefore shown below the line.

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

<b>Account Description</b>	<b>Annual Budget</b>	<b>Actual 30/6/2022</b>	<b>Actual/Budget</b>
<b>Income</b>			
Golf Course Members Fees	95,000	<b>95,664</b>	101%
Golf Course Green Fees	225,540	<b>243,174</b>	108%
Volunteers contribution - Golf Course	20,000	-	0%
<b>Total Income</b>	<b>340,540</b>	<b>338,838</b>	<b>100%</b>
<b>Expenditure</b>			
Golf Green Renewals	-	-	0%
Licences & Permits	50	-	0%
Advertising	2,500	<b>2,070</b>	83%
Affiliation Fees - Golf	12,500	<b>12,445</b>	100%
Bad Debts Expense	50	-	0%
Building Maintenance	5,100	<b>594</b>	12%
Chemical Expenses	12,500	<b>7,440</b>	60%
Cleaning Expenses	4,000	<b>3,378</b>	84%
Consultant	-	-	0%
Electricity	12,000	<b>13,532</b>	113%
Fertiliser Expenses	8,000	<b>11,228</b>	140%
Golf Club Pro	52,500	<b>56,430</b>	107%
Ground Maintenance Wages	84,444	<b>126,052</b>	149%
Grounds Maintenance Internal Plant Hire	50,000	<b>63,580</b>	127%

Ground Maintenance Stores Issues	500	<b>279</b>	56%
Ground Maintenance Purchases	34,740	<b>5,783</b>	17%
Ground Maintenance Other		<b>5,276</b>	0%
Ground Maintenance Oncosts & Overheads	67,556	<b>107,734</b>	159%
Leasing/Rental/Hire Expense	3,500	<b>4,637</b>	132%
Plant and Equipment Maintenance	1,600	<b>1,171</b>	73%
Postage & Freight	200	<b>129</b>	65%
Rates & Charges	6,500	<b>6,478</b>	100%
Security	3,200	<b>3,324</b>	104%
Sewerage Consumption Charges	1,500	<b>1,917</b>	128%
Telephone & Communication	1,000	<b>572</b>	57%
Water Consumption	2,000	<b>599</b>	30%
Water Purchases - Fixed	-	-	0%
Water Purchases - Volumetric	-	-	0%
Watering & System Repairs	8,100	<b>2,940</b>	36%
<b>Total Operating Expenditure</b>	<b>374,040</b>	<b>437,588</b>	<b>117%</b>
<b>Council's Contribution Surplus/-Deficit</b>	<b>- 33,500</b>	<b>- 98,750</b>	<b>295%</b>
<i>Adjustment for Overheads</i>		-	
<b>Council's Contribution Surplus/-Deficit</b>	<b>- 33,500</b>	<b>- 98,750</b>	<b>295%</b>
<b>Project &amp; Capital Expenses</b>			
15th Green Renewal	<b>- 50,000</b>	<b>- 43,445</b>	87%
<b>Council's Gross Contribution Surplus/-Deficit</b>	<b>- 83,500</b>	<b>- 142,196</b>	<b>170%</b>

**(b) Policy**

Nil

**(c) Legislative/Statutory**

Nil

**(d) Risk**

There is a risk of greater than budget expenditure due to significant weather or unexpected events requiring additional spend or resources. A monthly review of expenditure against budget is undertaken to manage resource utilisation.

There is also a risk of lower than expected income via green fees due to unexpected events or circumstances preventing play. Continued promotion of the Golf Course and its events to raise the facility's profile in the wider community will help to mitigate this risk.

### **CONSULTATION**

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

Golf Course Professional

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

Group Manager Operations  
Manager Finance  
Golf Course Superintendent

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

Under the Key Priority Area FOCUS AREA 4. A quality environment within Council's adopted Delivery Program/Operational Plan – 3 - Our built environment is attractive and serviceable - 3.1 - Maintain and improve the appearance of our streetscapes, parks, gardens and other open spaces - Maintain and operate the Leeton Golf Course".

### **ATTACHMENTS**

There are no attachments for this report.

## **ACTIVATION MATTERS**

### **ITEM 7.5 "AMBITION 2030" ECONOMIC DEVELOPMENT, TOURISM AND EVENTS STRATEGIC PLAN**

<b>RECORD NUMBER</b>	22/334
<b>RELATED FILE NUMBER</b>	EF16/40/04
<b>AUTHOR/S</b>	Economic and Strategic Development Manager
<b>APPROVER/S</b>	Group Manager Shire Activation

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## **SUMMARY/PURPOSE**

The purpose of this report is to present the Draft Economic Development, Tourism, and Events Strategic Plan "Ambition 2030" to Council for endorsement.

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## **RECOMMENDATION**

THAT Council:

1. Endorses the DRAFT Economic Development, Tourism, and Events Strategic Plan "Ambition 2030" for placement on public exhibition for a period of at least 28 days.
  2. Adopts the DRAFT Economic Development, Tourism, and Events Strategic Plan "Ambition 2030" on completion of the public exhibition period if no formal submissions requiring substantive changes are received.
- 

## **REPORT**

### **(a) Background**

In 2016 Council adopted "Envisage 2024 "The Economic Development, Tourism, and Events Strategic Plan. This plan is now out of date and requires updating to reflect current strategies.

### **(b) Discussion**

Council's Economic and Community Development Manager has worked with stakeholders to understand the greatest areas of need in Leeton, identify opportunities and potential projects that will support continued economic growth, foster local employment opportunities, and position Leeton as a leader in innovation. Stakeholders played a large role in providing feedback on the key drivers, challenges, and opportunities in determining six core focus areas.

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The 6 core focus areas highlight the areas in which Council's Economic Development, Tourism, and Events team in partnership with the community and external stakeholders will work towards over the next 6 years, and includes;

Focus Area 1 – Business Retention and Attraction

Focus Area 2 – Infrastructure to support the Economy

Sub Focus Area 2.2 WR Connect – Western Riverina Terminal

Focus Area 3 – Workforce Economy

Focus Area 4 – Environmentally Sustainable Economy

Focus Area 5 - Liveability

Focus Area 6 – Tourism and Visitor Economy

“Ambition 2030” aligns with the Community Strategic Plan and is designed to be updated every 4 years.

### **(c) Options**

1. Endorse the DRAFT Economic Development, Tourism, and Events Strategic Plan “Ambition 2030” as recommended. **This is the preferred option**
2. Endorse the DRAFT Economic Development, Tourism, and Events Strategic Plan “Ambition 2030” with suggested amendments.
3. Another resolution as determined by Council.

### **IMPLICATIONS TO BE ADDRESSED**

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

Nil direct implications. The Strategy is a policy consideration for future investment decisions.

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

Delivery Program 2022-2025, Implement Economic Development Strategy

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

Delivery of actions to comply with the Local Government Act 1993.

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

Without an Economic Development, Tourism, and Events Strategy, there is no agreed direction for delivering economic outcomes.

### **CONSULTATION**

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

Local Business and Industry

Local Business Chamber  
Local Community members  
Business NSW  
RDA Riverina  
Tourism NSW  
Destination Riverina Murray

**(b) Internal**

Senior Management Team  
Manager of Environmental Sustainability  
Events Officer

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

Under the Key Priority Area FOCUS AREA 3. A thriving regional economy within Council's adopted Delivery Program/Operational Plan – 2 - We attract and retain new businesses and residents and our population is growing - 2.2 - Support business development opportunities throughout the Shire - Support and facilitate the retention and expansion of existing local business, industry or government services in Leeton Shire, including Yanco Agricultural Institute".

**ATTACHMENTS**

1 [↓](#) "Ambition 2030" Draft Economic Development, Tourism and Events Strategy







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# 1. Envisage 2030 — A framework for Economic Growth



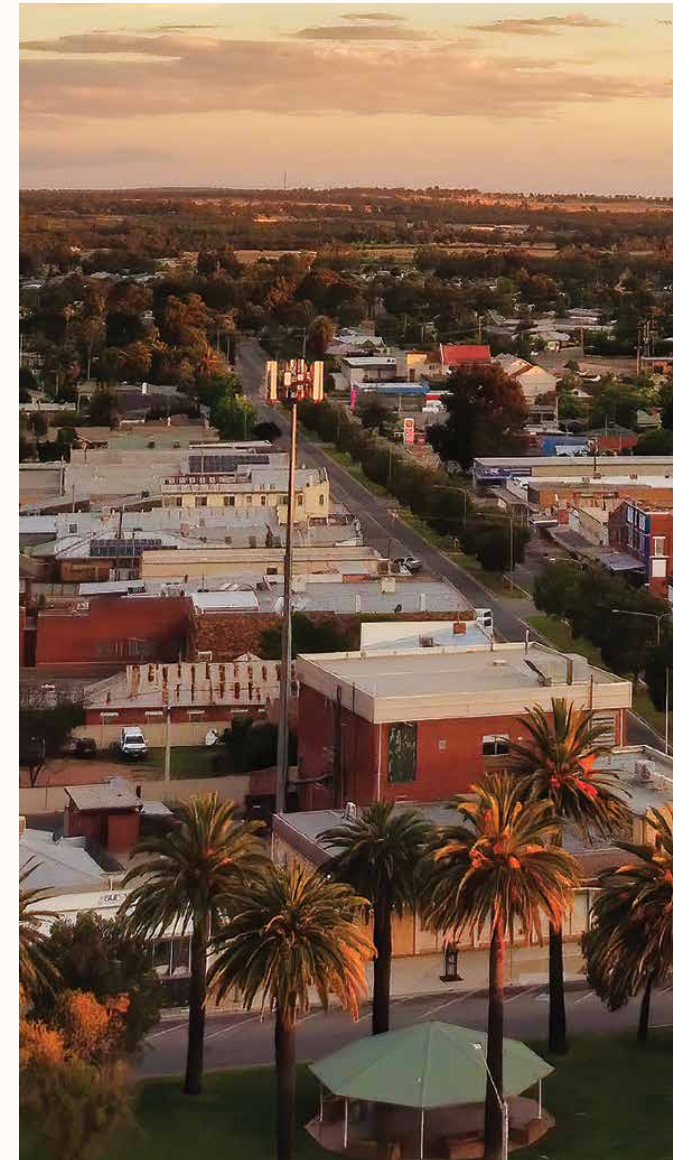
5 | Leeton Shire Council // Ambition 2030

## 1.1 Our Vision — Enhancing our Lifestyle

OUR VISION: Leeton Shire will have a connected, sustainable and diverse economy in 2030, with an abundance of employment opportunities, growth, and investment that will protect Leeton's sense of community and enhance our lifestyle.

Leeton Shire Council's Economic Development, Tourism, and Events Strategy Ambition 2030 is a framework for strengthening Leeton shire's liveability, and economic sustainability. The goal of Ambition 2030 is to capture the shire's economic growth vision.

Ambition 2030 serves as an inspiration and guide for Council and the local community to take action to ensure the future growth of the shire.









## 1.2 Leeton — A Glimpse of a Thriving Community

Leeton, founded in 1913, and named after Sir Charles Alfred Lee, former NSW Minister for Public Works is the birthplace of the Murrumbidgee Irrigation Area (MIA) and was purposely built by the Water Conservation and Irrigation Commission. The shire includes the main township of Leeton, with Yanco and Wamoon nearby as well as the villages of Murrami and Whitton. The traditional owners of the land in and around Leeton Shire are the Wiradjuri people.

Located in the Western Riverina food bowl, Leeton is approximately 580km from Sydney, 470km from Melbourne, and 370km from Canberra, with the shire covering an area of 1,167km<sup>2</sup>.

Leeton Shire has an estimated population of 11,343 with the largest populated area being the township of Leeton. People of Aboriginal or Torres Strait Islander origin make up 5.7% of our population with much of the population being of Australian, English, Irish, Scottish and Italian descent. We are a Refugee Welcome Zone with the percentage of people born overseas being 8.1%.

Leeton is also renowned for quality education facilities which include six primary schools, and three high schools that attract students from across the state. There is also the Leeton campus of TAFE NSW and the Country Universities Learning Center at the town library that provides several training options for the community while remaining in the local area. The district also boasts the Yanco Agricultural Institute which has been at the forefront of development and research for the irrigation farmers of the MIA.

Leeton is fortunate to have several high-quality sporting fields and facilities that cater to a range of activities for all ages. Councils' facilities include the newly redeveloped Leeton Aquatic Centre and the Whitton Swimming Pool. Throughout the shire, there is a range of sporting fields that cater for numerous codes of football, cricket, tennis, netball as well as the Leeton Indoor Stadium that accommodates basketball, netball, volleyball,

badminton, indoor soccer and is available for private functions.

Leeton, referred to as the jewel in Australia's Art Deco crown is affluent in Arts and Culture. 35 buildings in the town are listed with the Australian Institute of Architects Register of Significant 20th Century Buildings, including the soon to be updated Roxy Community Theatre, The Historic Hydro Hotel, and the Water Conservation and Irrigation Commission building that now is home to the Leeton Museum and Gallery.

Leeton Shire has a thriving economy primarily driven by our access to water from the Murrumbidgee River and prime agricultural land. It is one of the most productive farming regions in the state with citrus, rice, grapes, cotton, walnuts, almonds, and cereal grains all grown throughout the shire. Aquaculture is also an emerging farming practice with its low eco-footprint, traceability, and sustainability.

The processing of agricultural products from local producers comprises one of Leeton's largest industries. Ricegrowers Limited operating as SunRice and CopRice is one of the shire's largest employers with its main office, rice mill, and manufacturing plant located in Leeton. Other major companies located within the Leeton shire include The Daily Juice Company (Bega Dairy and Drinks Pty Ltd) juice factory, JSB Australia (as a subsidiary of JBS S.A) operating a cattle feedlot and abattoirs, Stahman Webster walnut orchard and processing plant, Murrumbidgee Irrigation, Pacific Fresh Premium Australian Citrus, with Southern Cotton, Voyager Craft Malt and the Whitton Malt House located in Whitton.

## 1.3 Community Priorities and Council's Role

Engagement with a wide range of stakeholders was sought to provide detailed feedback in relation to some of the key drivers and key challenges for Leeton and how the Council can play a key role in shaping the future of the Leeton economy. This was completed in conjunction with the Community Strategic Plan and industry consultation with the local business community.

The key drivers identified by stakeholders include population growth and industry retention/attraction, agri-food production and manufacturing, irrigated agriculture, education, and a skilled workforce.

Key challenges centre around skilled workers to assist in driving business growth, housing including rental and owner-occupied accommodation to house a growing workforce, diversification of industry, educational qualifications, and connectivity in heavy vehicle and rail networks.

Council alone will not be able to achieve growth in these key areas. Community leaders, State, and Federal agencies all play an important role in driving the Leeton economy forward and tackling challenges head-on through collaboration, innovation, and the strength and resilience of the local community.

Council's main role will be directional support, facilitation, and planning with each term of Council determining what actions will be included in its 4-year Delivery Program.



### KEY DRIVERS

- Population Growth
- Industry Retention/Attraction
- Agri-food production and manufacturing
- Irrigated Agriculture
- Education
- Skilled workforce



### CHALLENGES

- Skilled workforce
- Housing - owner-occupied & rental accommodation
- Diversification of industry
- Heavy Vehicle & Rail networks
- Educational Qualifications



### COUNCIL'S ROLE

- Leadership
- Facilitation
- Planning
- Partnership
- Infrastructure
- Continued consultation



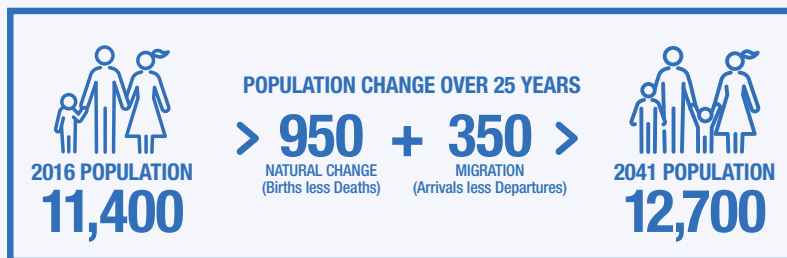


## 1.4 Population — A growing Community

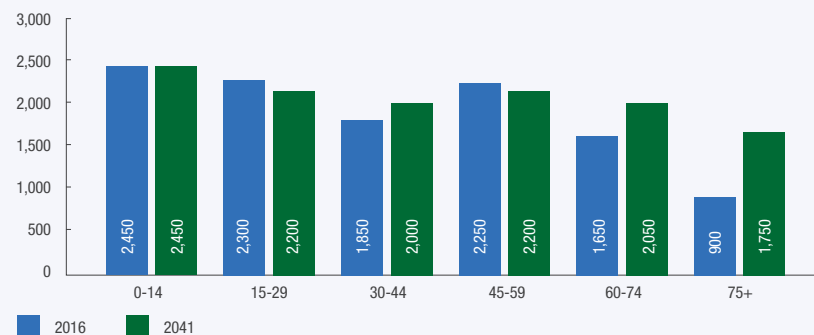
Leeton was the birthplace of the Murrumbidgee Irrigation Area (MIA) and is the second largest regional centre in the Western Riverina region. The shire includes the main township of Leeton with Yanco and Wamoon nearby as well as the villages of Murrami and Whitton.

Leeton Shire has a thriving economy and plays an integral role in value-added agricultural processing, agriculture, education and research, transport, and logistics which is primarily driven by our access to water and prime agricultural land.

Leeton's population has increased marginally in the past decade with the population forecasted to increase by approximately 1,300 people by 2041. The main increases included 30-44 years (working age) and + 60 years (retirement age).



Population by Age



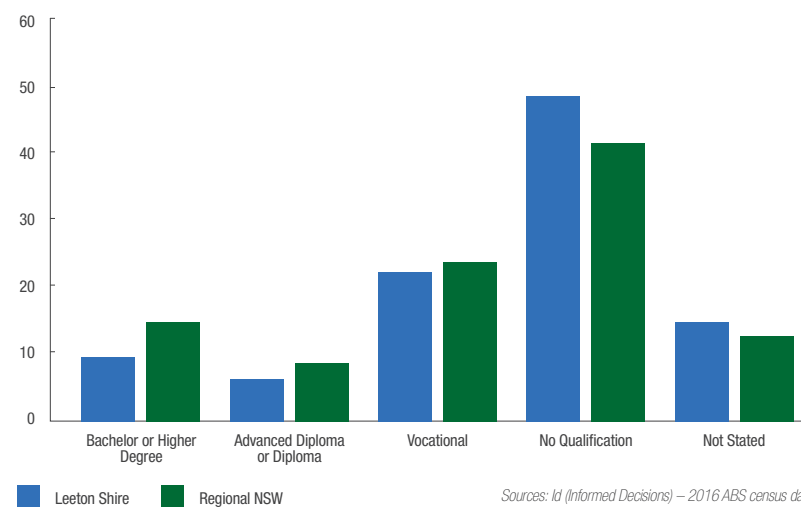
## 1.5 Education — Learning to Grow

Leeton is also known for its excellent educational facilities, which include six primary schools and three secondary schools, with two of them offering boarding facilities, that draw students from across the state.

TAFE NSW Leeton campus and the Country Universities Center in the town library offer a variety of vocational training choices locally for the community. The Yanco Agricultural Institute, which has been at the forefront of development and research for the MIA's irrigation farmers also offers as part of Tocal College, short-term training courses for primary producers.

The Australian Bureau of Statistics (ABS) 2016 Census analysis of the qualifications of the working-age population in Leeton Shire shows that there was a lower percentage (52.8%) of the population holding formal qualifications (Bachelor or higher degree, Advanced Diploma or Diploma; or Vocational qualifications), and a higher percentage (42.8%) with no formal qualifications when compared with 65.9% and 31.1% respectively for New South Wales.

Highest Level of Education









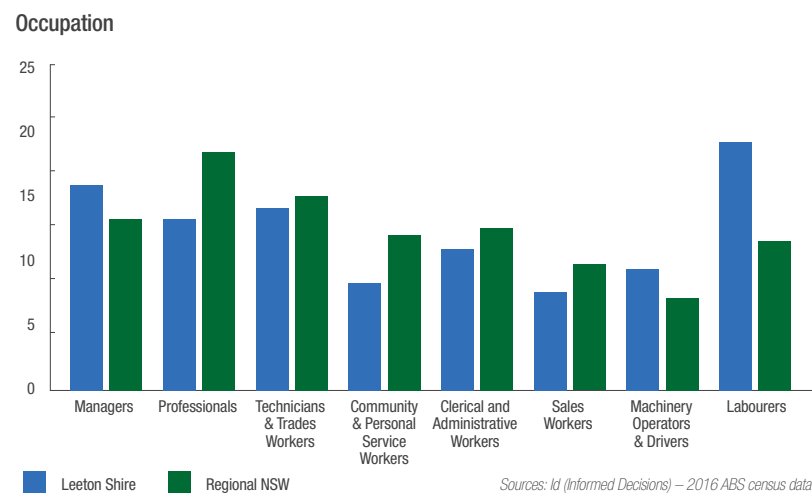
## 1.6 Occupational Profile — By Profession

Leeton was the birthplace of the Murrumbidgee Irrigation Area (MIA) and is part of the Riverina area often referred to as the “Food Bowl of Australia.

Leeton Shire has a thriving economy, which is primarily driven by our access to water, prime agricultural land, and the ability to grow a wide variety of agricultural commodities.

Leeton is also home to several large food processors, as well as the supporting industries that cater to the wide range of agricultural commodities produced in the area.

The three most common occupations in the Leeton Shire according to the ABS 2016 census were Labourers (900 people or 19.1%), Managers (737 people or 15.6%), and Technicians and Trades Workers (650 people or 13.8%). These three occupations accounted for 48.5% of the employed resident population.



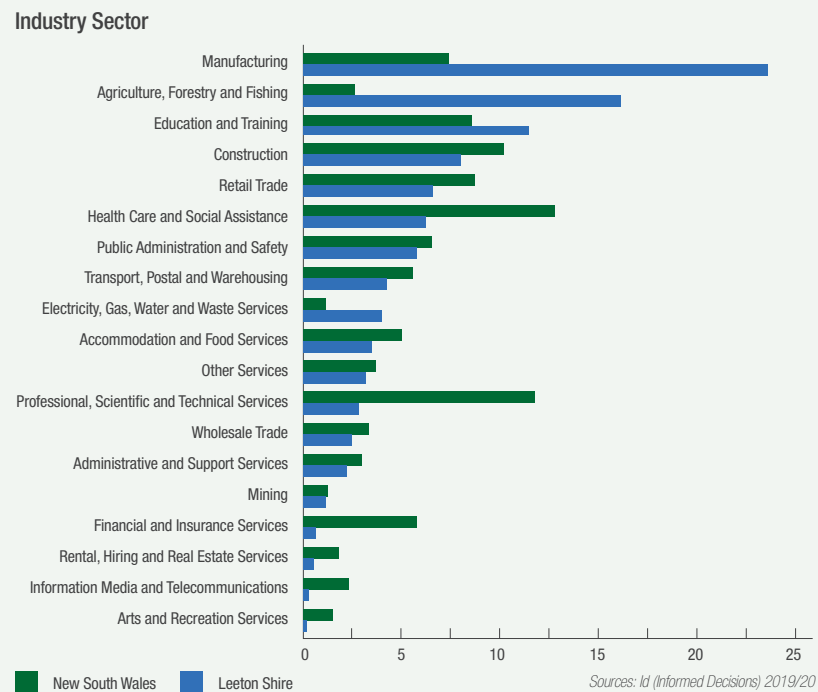
## 1.7 Occupational Profile — By Industry

There are 957 businesses employing 5,039 residents in 4,773 full-time equivalents (FTE) jobs in the Leeton Local Government Area (LGA). The majority of Industry is driven by the Murrumbidgee Irrigation Area – the availability of water and prime agricultural land.

Manufacturing, in particular, Food Product Manufacturing is the largest sector of employment (22.6%) followed by Agriculture, Forestry and Fishing (15.5%), Education and Training (11.1%), Construction (7.8%), Retail Trade (6.4%) and Health Care and Social Services (6.1%).

The major difference between the employment opportunities held in the Leeton LGA and New South Wales was a larger percentage of FTE were employed in Manufacturing (22.6% compared to 7.1%) and in Agriculture, Forestry, and Fishing (15.5% compared to 2.6%).

The national unemployment rate as of September 2021 from the National Skills Commission was 4.5%, NSW at 5.4% with Leeton being much lower at 2.6%. The largest rise in the unemployed for Leeton was in the younger demographic, going from 6.6% in March 2020 to 12.2% in October 2021 driven predominately by COVID-19 restrictions and temporary business closures.





Leeton Shire Council / Ambition 2030  
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## 1.8 Occupational Profile — Opportunities

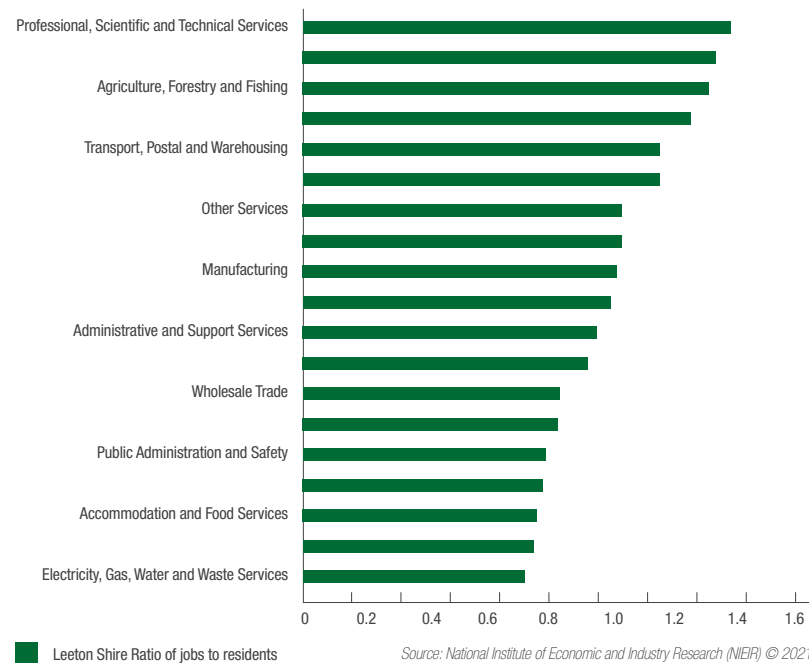
Employment capacity is a straightforward way of looking at whether the industry in Leeton Shire could provide jobs for all its residents.

The number of employment opportunities available in an industry is divided by the number of residents employed in that industry, whether that be in Leeton Shire or outside of the shire. A figure over 1.0 means there are more jobs available than residents employed in that industry and Under 1.0 means there are more residents employed in that industry that reside in the LGA than jobs available in the LGA with residents traveling outside of the LGA for employment.

Maximising the employment opportunities available locally within the Leeton shire will decrease unemployment and build a more sustainable community. In 2021 there were 4,773 jobs across a range of employment types being casual part-time and full-time.

The jobs to resident ratio for Leeton Shire in June 2021 was 0.95, meaning that there were fewer jobs than resident workers. Professional, Scientific and Technical Services had the highest ratio (1.38), although the largest gap in actual workers was in Agriculture, Forestry, and Fishing with a combined total of 139 fewer employed residents than available jobs, while the lowest ratio was found in Electricity, Gas, Water and Waste Services (0.71%) with 73 more residents employed than available jobs.

Industry June 2021

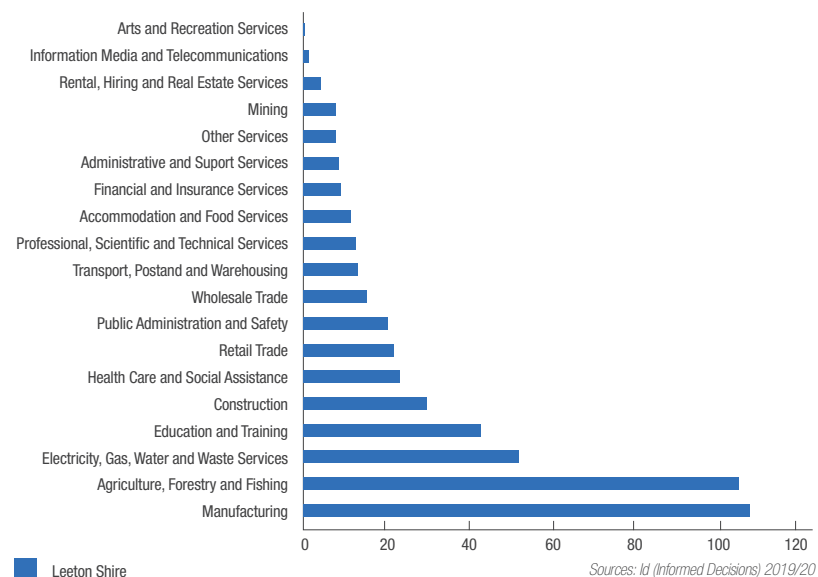


## 1.9 Industry Value — Diversity and Vertical Integration

Value added by industry is an indicator of business productivity. It is the value of goods and/or services produced less the cost of production.

The value-added in Leeton Shire in 2020/21 shows the largest industries were Manufacturing (\$107m or 21.7%), Agriculture, Forestry and Fishing (\$104.7m or 21.3%), and Electricity, Gas, Water and Waste Services (\$51.9m or 10.5%) with these three industries accounting for 53.5% (\$264m) of the total value added by industry in the Leeton Shire. The fastest growing industry in Leeton Shire in 2020/21 was Agriculture, Forestry, and Fishing, growing by 132% or \$25.7m.

Value Added by Industry Sector 2020-2021









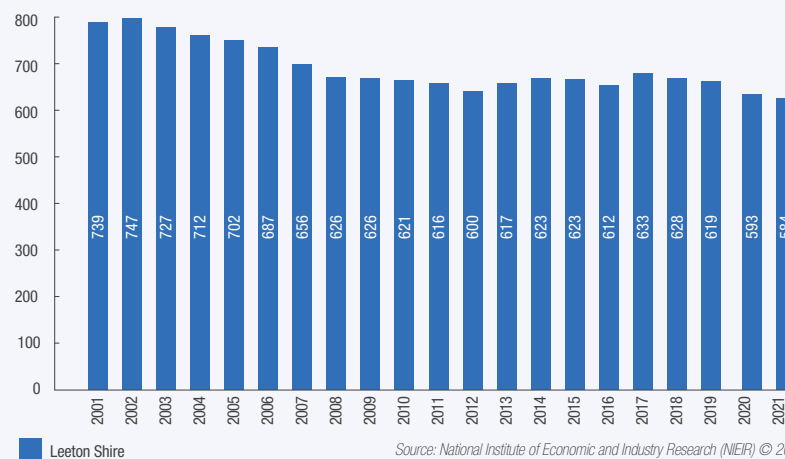
## 1.10 Gross Regional Product (GRP)

Gross Regional Product (GRP) is the monetary measure or net wealth generated by the local economy. The GRP for Leeton Shire is largely dependent on climate and the availability of water (high/general security allocation) and the price of commodities for our major agricultural industries.

This is evident in the trajectory of the GRP over the past 20 years with a high of \$747m in 2002 to a low of \$584m in 2021. The lingering drought and low allocation of water have seen a reduction in the growing of commodities in the region which in turn reduces our local manufacturing.

The Gross Regional Product as of June 2021 was \$584m.

Gross Regional Product (GRP)



## 1.11 Exports By Industry — Feeding a Nation and the World

Sales of goods and services to non-resident consumers, businesses, and other organisations beyond the Leeton Shire limits are referred to as exports.

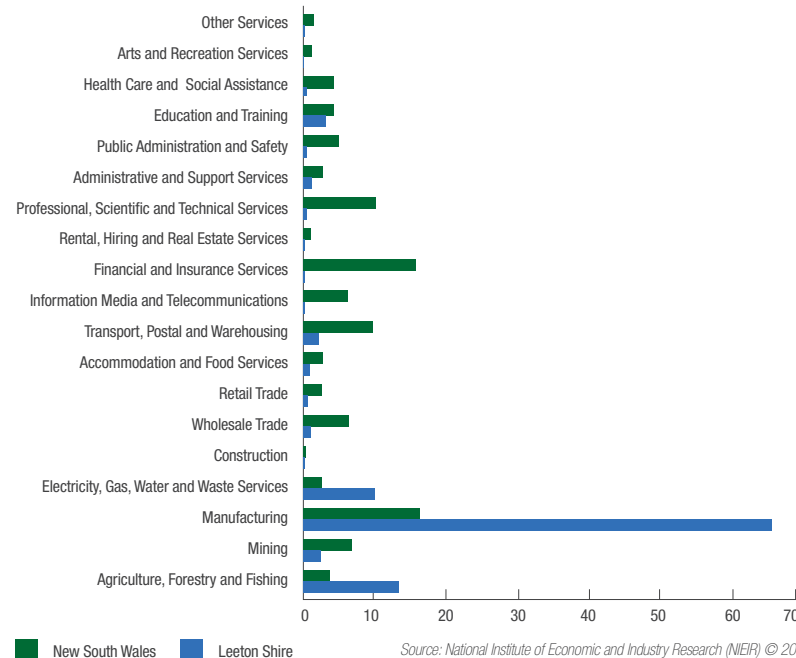
Exports from the shire to other areas of Australia are classified as domestic exports and all exports from the shire to nations outside of Australia are classed as International Exports.

We contribute considerably to Australia's export profits as a community. The average farmer in the MIA is estimated to feed on average 600 people, 450 of these are through exports. In a typical year, around 18,000 containers leave Leeton. JBS Riverina Feedlot processes 153,000 head of cattle per year. Walnuts Australia processes 13,000 tonnes of walnuts at its Leeton factory each year, with 4,000 tonnes of those walnuts originating in Leeton. Over 600,000 paddy tonnes of rice are produced over the Riverina in a typical crop year.

Total exports for Leeton Shire in 2020/21 reached \$625m, \$508m of this was Domestic, and \$117m was International.

Overall, the three largest industries in Leeton Shire according to a study of total exports by industry sectors were Manufacturing of goods (\$409m or 65.4%) with food production manufacturing accounting for \$375m of this, Agriculture, Forestry and Fishing (\$83m or 13.3%) and services for Electricity, Gas, Water and Waste Services (\$61m or 9.8%).

Total Exports by Industry 2020-2021





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## 1.12 The Visitor Economy — Building on our Attractions

Over the next five years, the tourism sector is expected to recover from the COVID-19 pandemic and flourish.

However, many factors, including lingering concerns about the COVID-19 pandemic and the global economic and political crisis, are likely to hamper the industry's recovery in the medium term.

As a result, domestic families, travelling for leisure, and visiting friends and relatives are anticipated to continue to be significant drivers of the visitor economy. Travel for business purposes is expected to return to pre-pandemic levels but will be slower to recover.

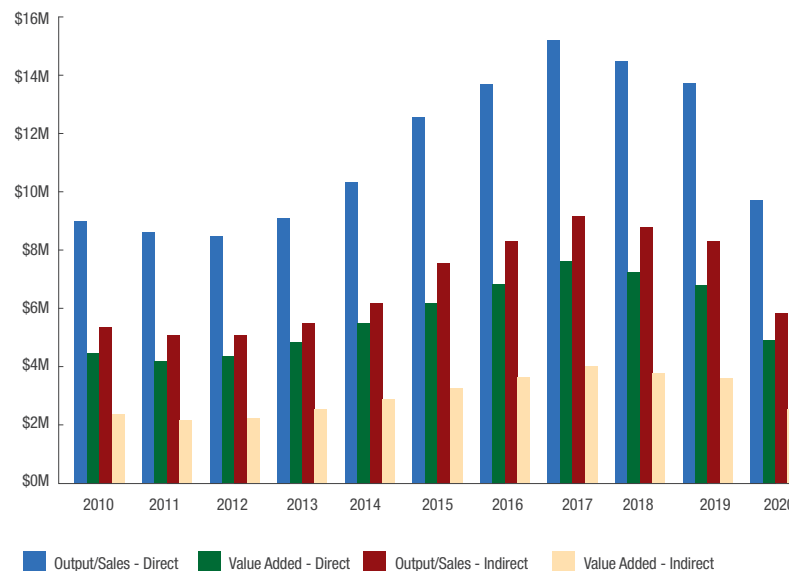
Understanding the current role of the tourism sector is important if you are looking at attracting visitors to your area, and as information for businesses looking to locate in the area.

Most visitors stay for three nights and spend an average of \$147 per day. People who visit for sport spend about \$262 each day.

We offer a variety of public and private tourist attractions and activities that help draw 43,000 domestic overnight visitors to Leeton each year. This contributes around \$15 million to our community's economy with a value add of \$7.1M.

The Australian Art Deco Festival Leeton, the SunRice Festival (held biannually), the Bidgee Classic, the Leeton Show, the SunRice Golf Pro-Am, the Outback Band Spectacular, and the Leeton Eisteddfod are some of our most popular tourist events.

Value of Tourism in Leeton



## 1.13 Strategic Context — Working together

Ambition 2030 has been developed to align with our Community Strategic Plan (CSP) – Liveable Leeton 2035

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### Focus Area 1. A connected, inclusive, and enriched community (Cc)

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**Outcome Cc. We are friendly, inclusive, and connected**

Cc1.1 Build and support connections and relationships within the community

**Outcome Cc4 We have access to a range of local educational opportunities for students of all ages and abilities**

Cc4.1 Provide quality childcare and early learning to preschool-aged children

Cc4.2 Provide quality education to local school-aged children

Cc4.3 Provide local access to tertiary and further education

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### Focus Area 3. A thriving regional economy (Ec)

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**Outcome Ec1 Our local businesses are prospering**

Ec1.1 Support local businesses

Ec1.3 Ensure Federal and State water policy frameworks enhance productivity in the region

Ec1.4 Facilitate access to labour, both skilled and unskilled

**Outcome Ec2 We attract and retain new businesses and residents and our population is growing**

Ec2.1 Promote Leeton Shire as an attractive business location

Ec2.2 Support business development opportunities throughout the Shire

Ec2.3 Support ideas and programs that will expand the number and variety of local jobs

**Outcome Ec3 We have the infrastructure we need to support our economy**

Ec3.1 Provide a transport network that meets the Shire's transport needs

Ec3.2 Improve freight and logistics capabilities

Ec3.3 Provide enough appropriately located commercial and industrial land to allow for growth

**Outcome Ec4 We have the skills and knowledge required to undertake the work available**

Ec4.1 Increase access to a range of vocational education pathways

Ec4.2 Expand skills and knowledge in sectors of local skills shortage

**Outcome Ec5 We have access to a range of housing options that suit the needs of short- and long-term residents**

Ec5.1 Encourage and facilitate the development of land for affordable housing in suitable locations across the Shire

**Outcome Ec6 We have diverse employment opportunities**

Ec6.1 Provide jobs

Ec6.2 Provide traineeships and apprenticeships

**Outcome Ec7 We are a popular tourist destination**

Ec7.1 Promote our towns, villages, and attractions

Ec7.3 Host events, festivals and activities that attract visitors to the shire

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### Focus Area 4. A quality environment (En)

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**Outcome En1 We enjoy a protected natural environment and quality agricultural land**

En1.2 Provide the access and facilities required to enable community members and visitors to enjoy our natural environment

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### Focus Area 5. Strong leadership and civic participation (L)

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**Outcome L3 We work together to achieve our goals**

L3.1 Develop and maintain relationships and partnerships for the benefit of the community





<b>LOCAL</b>	Liveable Leeton 2035– Our Community Strategic Plan Towards 2030	This outlines the community's vision and long-term plans for the future of Leeton Shire.
	Leeton Shire Council Delivery Program 2017-2022 and Operational Plan 2021-22	Outlines the major projects in the region, and how Council aims to deliver on the community objectives and vision from the Community Strategic Plan.
	Leeton Shire Council Local Strategic Planning Statement 2020	Defines the land-use planning priorities for Leeton Shire and provides a framework for building on the strengths of the region.
<b>REGIONAL</b>	Western Riverina Regional Economic Development Strategy 2018-2022	Articulate a framework for identifying actions crucial to achieving regional economic growth as a combined community
	Destination Riverina Murray Strategic Plan & Destination Management Plan	Aims to strengthen the regional visitor economy by fostering partnerships through strategic planning
	Riverina and Murry Joint Organisation (RAMJO) Statement of Regional Priorities	To collaborate effectively through strategic planning, priority setting, advocating, engaging with governments and key stakeholders to ensure the long-term sustainability, wellbeing, and liveability of the region's communities.
<b>STATE</b>	Riverina Murray Regional Plan 2036	Encompasses a vision, goals, directions, and actions that were developed with the community and stakeholders to deliver greater prosperity to the Riverina Murray region.
	Premier's & State Priorities	The priorities of the NSW Government to enhance communities and address challenges that arise.
	20 Year Economic Vision for Regional NSW 2021 Refresh	Aims to drive economic recovery and rebound from the drought, bushfires, floods, and the COVID-19 pandemic that affected the regional economy from 2018-to 2020. The Vision aims to guide regional NSW towards a sustainable and resilient future economy through clear priority actions

## 2. Ambition 2030 — Focus Areas

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Focus Area 1. Business Retention and Attraction

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Focus Area 2. Infrastructure to Support the Economy

2.1 WR Connect – Western Riverina Terminal

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Focus Area 3. Workforce Economy

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Focus Area 4. Environmentally Sustainable Economy

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Focus Area 5. Liveability

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Focus Area 6. Tourism and Visitor Economy

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## 2.1 Focus Area 1. Business Retention and Attraction

The majority of future investment and job development in the Leeton Shire will come from existing businesses. Making sure they can grow locally will encourage a more innovative and vibrant local economy.

Supporting current businesses by increasing capacity and capabilities, expanding their client base, gaining access to new technologies and markets, and utilising state and federal business assistance programs will stimulate investment and employment creation across the area, propelling the economy forwards.

Engaging in communication with the local business community will also help it flourish and provide vital insights into issues that may affect the future of the business community giving council the ability to identify, and act to support the retention or expansion of the businesses.

Attracting new investment into the economy can have a variety of positive benefits, including the creation of supply chains, the expansion of employment, the promotion of sharing knowledge, the expansion of export capacity, and the generation of innovation. A strategy for targeted investment to bring new industry not reliant on agriculture to the shire would provide additional employment and a buffer to the effects of climate and our access to water. More marketing measures for the community as a business and tourism destination were strongly supported by stakeholders. Aside from more marketing and promotion, stakeholders believed that Council could play an important role in creating an environment favourable to investment by collaborating with regional companies.

Focus Area	Opportunity	Action to Support	Timeline	Collaboration Partners
<b>BUSINESS RETENTION AND EXPANSION</b>	Support Local Businesses to build capacity and capability through workshops or webinars	<ul style="list-style-type: none"> <li>Liaise with collaboration Partners on upcoming workshops or webinars for local businesses</li> <li>Promote via bi-monthly newsletter and direct engagement</li> </ul>	Quarterly	Leeton Shire Council – Economic and Community Development Manager Leeton Business Chamber BEC – Business Enterprise Riverina Murray Business Business NSW
	Support business retention and expansion through business engagement and visitation programs	<ul style="list-style-type: none"> <li>Visitation schedule to connect with local Businesses</li> <li>Encourage businesses to contact council for support – from visitation schedule</li> <li>Quarterly business networking event</li> <li>Advise businesses of state and federal assistance packages and funding opportunities via targeted contact</li> </ul>	Immediate	Leeton Shire Council – Economic and Community Development Manager
	Establish and facilitate open-forum sessions with key industries and Council to discuss, promote and acknowledge economic development issues and improvements across the region	<ul style="list-style-type: none"> <li>Ensure any local issues are tabled to report to state and Federal Government</li> <li>6 monthly forum schedule with key industries and Leeton Shire Council</li> </ul>	Short term	Leeton Shire Council – Local Activation and Economic and Community Development Manager NSW State & Regional Government
	Support business-to-business Networking to connect local businesses with each other (customers and suppliers)	<ul style="list-style-type: none"> <li>Business After Hours meetings to promote local business</li> <li>Quarterly business networking event</li> <li>Small Business Months Yearly Dinner</li> </ul>	Short Term Quarterly	Leeton Shire Council Economic and Community Development Manager Leeton Business Chamber
	Monitor and maximise Council's expenditure within the local economy	<ul style="list-style-type: none"> <li>Promote businesses to register with Vendor Panel</li> <li>Procurement policy buy local</li> </ul>	Short Term Ongoing	Leeton Shire Council Economic and Community Development Manager Procurement Coordinator
	Promote Buy Local Campaign	<ul style="list-style-type: none"> <li>Research options for local online gift cards replacing existing gift cards as they are limited to specific technology</li> <li>Social Media Campaign – Buy Local/Stay Local with local businesses promoting each other</li> </ul>	Short Term	Leeton Shire Council Economic and Community Development Manager Communications Coordinator Leeton business Chamber Local Businesses

Focus Area	Opportunity	Action to Support	Timeline	Collaboration Partners
<b>BUSINESS RETENTION AND EXPANSION</b>	Update marketing material to promote identified investment opportunities and Leeton Shire as a business and investment destination	<ul style="list-style-type: none"> <li>Update Leeton Shire Business Attraction Prospectus</li> <li>Research Targeted marketing to promote new industry investment</li> </ul>	Short Term	Leeton Shire Council – Economic and Community Development Manager
	Identify and seek investment opportunities in tourism products (accommodation and experiences) and event/ experience infrastructure	<ul style="list-style-type: none"> <li>Investigate possible Food/Wine/music festival (Day on the Green type event)</li> <li>Work with existing tourism businesses for expansion and collaboration ideas</li> </ul>	Short Term	Leeton Shire Council – Economic and Strategic Development Manager Manager Visitor Services and Local Activation Events Manager
	Review all Council held land and identify surplus sites for targeted investment	<ul style="list-style-type: none"> <li>Research best-fit businesses for available land – look for businesses that are needed and do not currently have a presence</li> </ul>	Short term	Leeton Shire Council – Local Activation Local Businesses
	Secure investment in the region's infrastructure and other region-building projects	<ul style="list-style-type: none"> <li>Proactively look for grant funding to update and provide new infrastructure in line with our Delivery Program</li> <li>Promote local infrastructure projects to state and Federal Government</li> <li>Promote state and federal government projects to local businesses for tender</li> </ul>	Short Term Ongoing as they arise	Leeton Shire Council State and Federal Government
	Promote expansion of Vance Industrial Estate for new investors	<ul style="list-style-type: none"> <li>Seek EOI for purchase prior to subdivision completion</li> <li>Real Estate marketing to promote investment outside of LGA</li> <li>Targeted Marketing by Real Estate for new industry investment</li> </ul>	Short Term	Leeton Shire Council Local Activation Economic and Community Development Manager QPL Real Estate
	Promote business capability within the Shire	<ul style="list-style-type: none"> <li>Produce a 1-page brochure to be updated 6 monthly covering major projects along with business capability within the shire</li> </ul>	Short Term	Leeton Shire Council Local Activation Economic and Community Development Manager Local Business

## 2.2 Focus Area 2. Infrastructure to Support the Economy

Infrastructure promotes economic growth by facilitating trade and investment, promoting business prospects, and creating jobs.

Leeton Shire is dedicated to addressing infrastructure challenges to foster long-term economic growth and expand investment possibilities throughout the region.

One of these challenges is the availability of suitable industrial land throughout the region. Leeton Shire is in the early planning stages of expanding the Vance Industrial Estate to provide suitable land for additional industrial development in the shire.

The development of transportation infrastructure contributes to investment and economic growth by increasing productivity and efficiency since it connects resources to industry, people to employment, and goods to markets.

Increasing regional investment in road and rail infrastructure will enable the expansion of freight and warehousing-related development within Leeton Shire. Forward planning to improve the integration of regional transportation and land use planning will ensure effective supply chain links with the main industrial and activation precincts.



Focus Area	Opportunity	Action to Support	Timeline	Collaboration Partners
<b>INFRASTRUCTURE TO SUPPORT THE ECONOMY</b>	Provide a road transport network that meets the Shire's transport needs	<ul style="list-style-type: none"> <li>Continue Road maintenance schedule in line with the Delivery Program</li> <li>Seek funding to improve road infrastructure within the shire to improve accessibility where required</li> <li>Review road train and heavy vehicle bypass for funding and upgrade supporting infrastructure</li> <li>Facilitate findings of the "WR Connect" Road Linkages Plan</li> </ul>	Short Term Ongoing	Leeton Shire Council Operations Manager Roads & Drainage Transport for NSW Neighbouring Councils RAMJO State & Federal Government
	Provide enough appropriately located commercial and industrial land to allow for growth	<ul style="list-style-type: none"> <li>Complete Vance Estate expansion project producing 20 industrial lots for industrial development and investment</li> </ul>	Short Term	Leeton Shire Council Local Activation Economic and Community Development Manager
	Review and identify appropriate land for rezoning	<ul style="list-style-type: none"> <li>Review the Leeton Local Environment Plan (LEP)</li> <li>Identify appropriate land for rezoning to allow for additional investment</li> </ul>	Short Term	Leeton Shire Council – Planning NSW Dept Planning External Planning consultants
	Improve and expand telecommunications capacity across the Shire (NBN, mobile phone coverage)	<ul style="list-style-type: none"> <li>Advocate with collaboration partners for additional infrastructure to improve the capability in known blackspots</li> <li>Continue to work with FSG to supply place-based telecommunications to improve digital connectivity infrastructure to improve digital connectivity across the shire</li> </ul>	Short Term FSG project currently underway	Leeton Shire Council Telecommunications providers FSG NBN Co Federal Government, Local MPs
	Monitor and maximise Council's expenditure within the local economy	<ul style="list-style-type: none"> <li>Encouraging local businesses to register on Vendor Panel to tender for bigger projects within the shire</li> <li>Leeton Shire Council Procurement Policy gives preference to local suppliers</li> </ul>	Short Term Ongoing	Leeton Shire Council - Economic and Community Development Manager Procurement Coordinator
	Improve and provide enabling infrastructure for housing development	<ul style="list-style-type: none"> <li>Advocate with collaboration partners for additional enabling infrastructure and funding to increase housing development across the shire</li> </ul>	Short – Medium Term	Leeton Shire Council Local Activation Economic and Community Development Manager State and Federal Government

## Focus Area 2.1 WR Connect — Western Riverina Terminal

A key focus for investment in logistics within Leeton Shire is the development of the Western Riverina Terminal, WR Connect located on MR80 within the Leeton Shire boundary at Wambulgal.

The state government has recently completed a \$60.4m upgrade of the line from Griffith to Junee which runs through the site at WR Connect, connecting it to the Inland Rail Project. The Inland Rail project is a \$9.3b investment to connect Melbourne to Brisbane by rail through Albury, Wagga Wagga, and Junee. Rail Freight from the Western Riverina is carried along the existing Hillston to Junee rail line to Junee, most containers are then delivered to the Port of Melbourne and bulk commodities to Port Kembla.

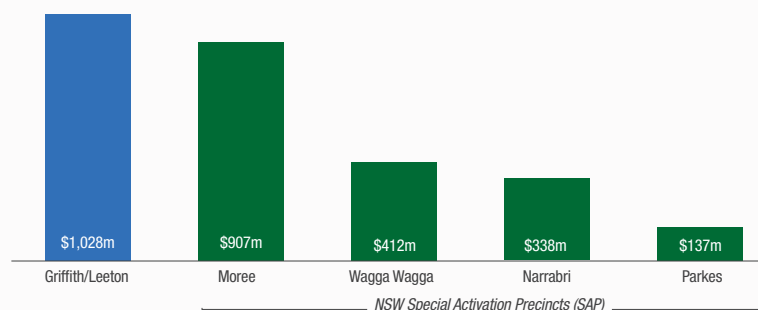
The investment and expansion of WR Connect would provide a mixed freight logistics and manufacturing activation precinct, capable of:

- more efficiently capturing and consolidating freight from across the Region at a central intermodal point,
- optimising development of the site for product processing and manufacturing of products,
- diversifying developments on the site to allow for renewable energy generation, education, vehicle maintenance, small scale retail and so on,
- utilising contemporary smart technologies such as blockchain and internet of things (IoT) applications to provide greater efficiency on-site and throughout the supply chain,
- facilitating the movement of LINX Cargo Car, the current logistics operator in the Griffith CBD, to WR Connect and thereby eliminating the negative community impacts of heavy freight movements

- allowing access to Inland Rail and thereby allowing regional products to get to markets more efficiently
- Reducing truck movements and improving road safety in built-up areas
- Strategy alignment –Western Riverina Regional Economic Development Strategy 2018-2022
- Western Riverina being the “food Bowl” has higher agricultural export values (\$1,028M) than any of the approved NSW Special Activation Precincts (SAP) on the Inland Rail corridor
- Achieving projected freight volumes for Western Riverina. +24% by 2030 with the existing freight facility located in Griffith at capacity

The NSW Treasury approved a Gateway review of the project. Recently Leeton Shire Council in collaboration with Griffith City Council has been assisting with the finalisation of the Gate 4 Business plan which has been submitted for further consideration. Feedback will be provided and if successful we would move into the next gate for funding approval.

**Agriculture Gross Value by Region - ABARES 2015-2016**

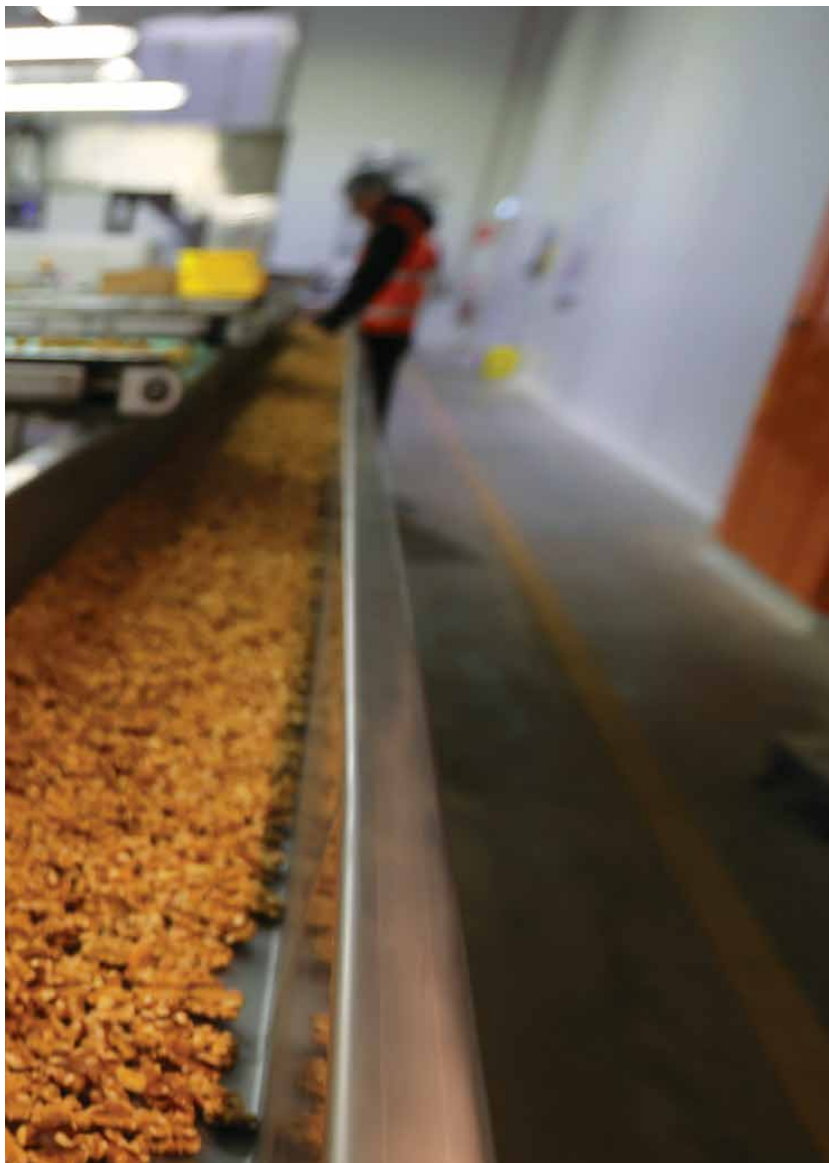




Focus Area	Opportunity	Action to Support	Timeline	Collaboration Partners
<b>WR CONNECT</b>	Contribute to the “WR Connect” Multimodal Business Plan	<ul style="list-style-type: none"> <li>Attend fortnightly meetings with collaboration partners For business case advancement</li> <li>Supply additional information as required for advancement from Gate 4 to 5 and funding</li> </ul>	Short Term Ongoing	Leeton Shire Council Griffith City Council Ernest & Young State & Federal Government Regional NSW
	Liaise with Key Industry Partners to encourage collaboration and support for WR Connect	<ul style="list-style-type: none"> <li>Schedule a meeting with each collaboration partner within 6 months to allow for additional input</li> </ul>	Short Term Ongoing	Leeton Shire council Griffith City Council GrainLink LINX Pacific National
	Liaise with key Government Departments and officials to advocate for WR Connect as a major freight logistics hub	<ul style="list-style-type: none"> <li>Advocate for WR Connect with Government officials in all interactions</li> <li>Continue to liaise with Regional NSW to gain support and assist with advocating for State/Federal Government funding</li> </ul>	Short Term Ongoing	Leeton Shire Council Griffith City Council Regional NSW State & Federal Government
	Promote WR Connect to existing local and new businesses for support and possible investment	<ul style="list-style-type: none"> <li>Identify industries within the LGA who would benefit from investment in WR Connect</li> </ul>	Short Term Ongoing	Leeton Shire Council Griffith City Council







## 2.3 Focus Area 3. Workforce Economy

The workforce economy can easily be described as the number of skilled and unskilled workers in the shire, the availability of appropriate housing and childcare, the number of employment opportunities, and the availability of education services to upskill our existing workforce and school leavers.

The businesses within Leeton Shire are experiencing a shortage in the workforce, both skilled and unskilled which is enhanced by the current shortage of available housing in the shire. With a rapidly aging workforce and a decline in workforce aged population, this shortage will only worsen as time goes on. The COVID-19 pandemic has also restricted the “Backpacker” labour force as international travel restrictions prevented the overseas workforce from filling these roles. Leeton Shire businesses have seen an increase in “Grey Nomad” visitors who are willing and able to fill some seasonal labour shortages.

Leeton Shire is considered the “Gold Standard” across regional areas for welcoming refugees, migrants, and new settlers and is home to over 35 different nationalities. We recently celebrated the official launch of the NSW Growing Regions of Welcome (GROW) Pilot program with partners Multicultural NSW, Australian Red Cross, Regional Development Australia Riverina, Temora Shire Council, and Leeton Shire Council. This is a 3-year funded program designed to bring interested migrants and refugees living in Western Sydney to the pilot sites of Leeton and Temora to assist with the workforce shortages.

Another strategy we are keen to support through the “Grow Our Own” initiative is encouraging school leavers to seriously consider Leeton Shire businesses as exciting options to develop their careers. With access to education facilities including TAFE NSW Leeton Campus, Country University Centre providing support for distance university study, and Tocal College allowing local career options without leaving the shire.

Focus Area	Opportunity	Action to Support	Timeline	Collaboration Partners
<b>WORKFORCE ECONOMY</b>	Facilitate access to labour, both skilled and unskilled through ongoing collaborations with agencies	<ul style="list-style-type: none"> <li>Continue to advocate for Leeton with NSW Growing Regions of Welcome (GROW) to increase labour supply</li> <li>Seek support from RDA for the promotion of skilled workforce requirement</li> <li>Assist industry find suitable accommodation for Skilled and Unskilled labour</li> <li>Research the ability to promote Leeton as a great location for "Grey Nomad" travellers to base themselves and be able to do some seasonal work and visit the local attractions.</li> </ul>	Short Term Ongoing	Leeton Shire Council Regional Development Australia – Riverina (RDA Riverina) Multicultural NSW Employment Agencies Skills NSW
	Provide local access to tertiary and further education through collaboration with education providers and council services	<ul style="list-style-type: none"> <li>Continue to Collaborate with Country University Centre by providing a dedicated center in the Library</li> <li>Promote Grow our Own and education pathways available</li> <li>Attend Regional Careers day to promote local education partners and career pathways</li> </ul>	Short Term Ongoing	Leeton Shire Council Country Universities Centre (CUC) Western Riverina TAFE NSW Leeton TOCAL College Yanco NSW Department of Education, Universities such as Deakin/Charles Sturt
	Provide quality childcare and early learning for pre-school children	<ul style="list-style-type: none"> <li>Increase the capacity at the Leeton Early Learning Centre with the Construction of an additional room</li> <li>Assisting and recommending private development in Childcare within the shire</li> </ul>	Short Term	Leeton Early Learning Centre Leeton Shire Council Local Contractors Private Development
	Facilitate and support the upskilling of the existing labour force and employment pathways for local school leavers	<ul style="list-style-type: none"> <li>Promote Grow our Own initiative in schools – video currently being distributed on pathways in Leeton Shire</li> <li>Attend Regional Careers day to promote education partners</li> </ul>	Short/Medium Term Ongoing	Leeton Shire Council Regional Development Australia – RDA Riverina Grow Our Own Apprenticeship Centre

Focus Area	Opportunity	Action to Support	Timeline	Collaboration Partners
<b>WORKFORCE ECONOMY</b>	Encourage and facilitate the development of land for housing in suitable locations across the Shire	<ul style="list-style-type: none"> <li>Action items from the Leeton housing Strategy and review on an annual basis</li> <li>Liaise with property developers to plan future development</li> <li>Develop and promote Council own land for housing</li> </ul>	Short – Long Term Ongoing – in conjunction with the Leeton Shire Council Housing Strategy	Leeton Shire Council Property Developers Housing Agencies
	Assist with short term accommodation solutions by fostering relationships with accommodation providers and larger employment providers	<ul style="list-style-type: none"> <li>Identify Local accommodation providers and provide details to key industry employers, particularly in relation to the Pacific Labour Scheme</li> <li>Investigate and Identify additional council land for the potential development of short term accommodation</li> <li>Investigate “Grey Nomad” opportunities within Gogeldrie Riverside Park</li> </ul>	Short-long Term Ongoing – as required	Leeton Shire Council Employment Providers Accommodation Providers Pacific Labour Scheme Gogeldrie Riverside Park
	Promote Leeton as a great place to work, live and raise a family	<ul style="list-style-type: none"> <li>Continue Country Change initiative promoting Leeton,</li> <li>Updating the new resident’s kit and Leeton Council Website</li> <li>Produce a video promoting Leeton as a great place to relocate from the hustle and bustle of the city</li> <li>Facilitate “The Hub” website promoting all things within the Leeton Shire</li> </ul>	Short Term Ongoing	Leeton Shire Council Country Change Leeton Business Chamber Leeton Connect

## 2.4 Focus Area 4. Environmentally Sustainable Economy

Leeton has a semi-arid climate with hot dry summers and cool winters. The maximum average summer temperature is 32°C and the maximum average winter temperature is 15°C.

The average annual rainfall is 457mm. Leeton is strategically located in the centre of the Murrumbidgee Irrigation Area, making it an ideal place to attract investment in organic waste recovery, recycling, raw water reticulation, and renewable energy projects.

There is great opportunity for organic compost that will increase due to the mandated Food Organics Garden Organics mandate by 2030 with circular economy benefits. Leeton Shire Council actively promotes, supports, and encourages increased recycling of all products through the Leeton Landfill and Recycling Centre and Whitton Transfer Station.

Leeton Shire is home to an extensive and diverse array of Businesses that are dependent on various forms of energy to enable the manufacturing of goods and the delivery of services to national and international markets. Since 2015 Leeton has seen a steady and continued increase in the uptake of renewable energy within the Shire. This trend is encouraged by Council and advocates a reduced reliance on fossil fuels and strengthens our local region's alignment to the Federal Government's net zero carbon emissions by 2050 target.





Focus Area	Challenges & Opportunities	Proposed Actions	Timeline	Collaboration Partners
<b>ENVIRONMENTALLY SUSTAINABLE ECONOMY</b>	To continue the reduction of Council's carbon footprint to improve environmental outcomes.	Council to take a lead in Energy Sustainability via the implementation of the Leeton Shire Council Energy Master Plan.	Short – Long Term	Leeton Shire Council Riverina Murray Joint Organisation (RAMJO) NSW Department of Planning and Industry. 100% Renewables
	An opportunity exists for Council to explore potential small-scale solar farms on closed landfill sites.	Council may conduct an assessment and feasibility study for solar farm installations on closed landfill sites to inform future capital investment works.	Short – Medium Term	Leeton Shire Council Riverina Murray Joint Organisation (RAMJO) NSW Department of Planning and Industry
	Funding opportunities for investment in renewable projects.	Implementation of a Revolving Energy fund to enable further funding contributions for an increase in renewable capital investments	Short – Long Term	Leeton Shire Council Riverina Murray Joint Organisation (RAMJO) NSW Department of Planning and Industry 100% Renewables
	Increase waste diversion and waste recovery programs to meet the 2030 mandated waste targets.	Implement Food Organics Garden Organics (FOGO) by 2030. Increase recycling initiatives within the community with increased messaging and education.	Short Term	Leeton Shire Council Riverina Murray Joint Organisation (RAMJO) NSW Department of Planning and Industry NSW Environmental Protection Agency







## 2.5 Focus Area 5. Liveability

Liveability is an assessment of what a place is like to live in, using criteria such as environmental quality, safety, an abundance of public spaces, access to shops and services such as transport, healthcare, education facilities, sporting facilities, access to employment opportunities and cultural activities.

Leeton has been renowned as the “heart of Australia’s food bowl” for more than a century. The average farmer in the MIA is estimated to feed on average 600 people, 450 of these are through exports and contributes 38% of NSW vegetable production. This provides an abundance in employment opportunities for skilled and unskilled workers.

We are also delighted to say that our Shire is much more. It serves as a hub for innovative growers and manufacturers, a small business incubator, a supplier of high-quality education, and a new home for migrants and refugees.

Leeton is also known for its high-quality educational facilities, which include six primary schools and three high schools that draw students from all across the state. There is also the Leeton campus of TAFE NSW and the Country Universities Centre in the town library, which offer a variety of training choices to the community while staying in the region. The Yanco Agricultural Institute, which has been at the forefront of development and research

for the MIA’s irrigation farmers, is also located in the shire.

Leeton is fortunate to have a number of high-quality sporting grounds and facilities that accommodate a variety of activities for people of all ages. The newly redeveloped Leeton Aquatic Centre and the Whitton Swimming Pool are two of the council’s amenities. There are several athletic grounds around the shire that provide for various codes of football, cricket, tennis, and netball, as well as the Leeton Indoor Stadium, which accommodates basketball, netball, volleyball, badminton, indoor soccer, and is accessible for private gatherings.

Leeton has a thriving arts and culture scene, including the soon-to-be-renovated Roxy Community Theatre, the Major Dooley Library, Henry Lawson Cottage, and the Leeton Museum and Gallery.

The Murrumbidgee River is in the shire offering fishing and other water-related activities. The Ramsar-listed and culturally significant Fivebough and Tuckerbil Wetlands plays an important part in the local ecology with up to 174 bird species have been recorded at the Wetlands.

We have a variety of health services available in Leeton, ranging from General Practitioners (GPs) or GP Registrars, dentists, and allied health services along with the Leeton District Hospital providing limited services. Attracting additional medical services to the Hospital and shire is a high priority of the Leeton Shire and the community.



Focus Area	Opportunity	Action to Support	Timeline	Collaboration Partners
<b>LIVEABILITY</b>	Provide facilities and opportunities to enable people to connect	<ul style="list-style-type: none"> <li>Promote Multicultural programs, community groups</li> <li>Maintain sporting facilities and promote participation with sporting groups</li> <li>Facilitate the development of "The Hub" an online platform promoting Leeton community groups, Businesses and facilities</li> <li>Maintain and promote council facilities for hire for community group</li> <li>Welcoming Committee</li> </ul>	Short – Medium Term	Leeton Shire Council Leeton Business Chamber Multicultural NSW Leeton Connect Community groups Community Halls Leeton Museum and Gallery Parks/Sports Grounds
	Provide quality childcare and early learning for pre-school children	<ul style="list-style-type: none"> <li>Increase the capacity at the Leeton Early Learning Centre with the Construction of an additional room</li> <li>Working with private development within the shire to provide additional child care facility</li> </ul>	Short – Long Term Ongoing LELC additional room by January 2023	Leeton Early Learning Centre Leeton Shire Council Local Contractors Private Development
	Support programs and services that promote the safety of residents and Visitors	<ul style="list-style-type: none"> <li>Promote road safety program, driver education, Safety inspections within the shire</li> <li>Advocate for local Police presence within the shire</li> </ul>	Short- Medium Term Ongoing	Leeton Shire Council Road Safety Officer NSW Police Forc Transport for NSW (TfNSW)
	Create, maintain and improve inclusive playgrounds within the shire	<ul style="list-style-type: none"> <li>Playground safety inspection program including the skate park, splash park</li> <li>As part of the Delivery Program identify equipment requiring upgrades in the coming year and seek funding for replacement</li> </ul>	Short – Medium Term	Leeton Shire Council NSW Planning and Environment State and Federal Government – Funding
	Provide sporting, recreational and leisure activities catering for people of all ages and abilities	<ul style="list-style-type: none"> <li>Maintain current recreation facilities</li> <li>Regular consultation with sporting groups on facility upgrade requirement including disability access requirements</li> <li>Seek funding from State and Federal government for improved facilities</li> </ul>	Medium Term Ongoing	Leeton Shire Council Sporting Groups NSW Office of Sport
	Advocate for the recruitment and retention of Hospital staff and doctors	<ul style="list-style-type: none"> <li>Support the newly formed Leeton Health Services Crisis Committee with MOU</li> <li>Consultation with MLHD on the recruitment drive, partly funded by Council</li> </ul>	Short Term Ongoing	Leeton Shire Council Leeton District Hospital MLHD Leeton Health Services Crisis Committee

## 2.6 Focus Area 6. Tourism and Visitor Economy

The tourism and visitor economy for the near future will predominantly consist of domestic travelers. Besides those traveling for work or to visit family and friends, the majority of visitors to our region will visit for a specific festival, event or sporting competition.

Being able to capture and plan when festivals, events, and sporting competitions are on in the region will enable local businesses to plan for extended trade to capture additional revenue in the town. It will also allow for the collaboration of events, bringing a larger visitor base to the shire.

Recent research has shown that those traveling for food, wine, and fresh produce are statistically going to spend more nights and money in regional towns. Combining these with other events and providing specific food/wine tours, will increase visitor numbers and contribute a greater share to local businesses.

Creating a new campaign with both video and imagery, promoting what Leeton has to offer as a tourist destination including accommodation, destinations, events, and local produce is essential to growing the tourism and visitor economy.





Focus Area	Opportunity	Action to Support	Timeline	Collaboration Partners
<b>TOURISM AND VISITOR ECONOMY</b>	Promote our towns, villages, events, and attractions across all forms of media	<ul style="list-style-type: none"> <li>• New council website including Tourism and Events</li> <li>• Create a yearly calendar of events in print, update additional events on the website and on social media</li> <li>• Promote across collaboration partners</li> <li>• Research and Develop a Leeton Open for Business Campaign – 4 times a year where businesses are open to capture weekend travellers and day-trippers</li> <li>• Invest in new content imagery and video promoting Leeton's current and emerging attractions. Seek funding for additional promotion</li> <li>• Promote Art Deco Way Leeton touring route</li> </ul>	Short – Medium Term	Leeton Shire Council Leeton Business Chamber Visit Riverina Destination Riverina Murray Murrumbidgee Trails Marketing Local Businesses
	Gogeldrie Riverside Park Redevelopment	<ul style="list-style-type: none"> <li>• Provide a range of cabin accommodation to suit a range of travellers</li> <li>• Provide new toilet facilities in the recreation reserve</li> <li>• Updating of recreation facilities, BBQ's picnic tables</li> <li>• Upgrade Function centre facilities</li> <li>• Collaborate with State Water and NSW National Parks and Wildlife Service to create and fund a destination profile promoting the natural environment and available activities</li> </ul>	Short – Medium Term	Leeton Shire Council State Water NSW National Parks and Wildlife Service
	Set a calendar of events for all known festivals, sporting events, and activities held across the shire	<ul style="list-style-type: none"> <li>• Calendar of Events for planning and promotion, including updating of councils' websites</li> <li>• Advocate for local businesses to support events/festivals and sporting activities by increasing trade over those events</li> </ul>	Short – Medium Term	Leeton Shire Council – Tourism and Events Destination Riverina Murray Visit Riverina Sporting Groups
	New Events opportunities	<ul style="list-style-type: none"> <li>• Research and collect ideas and feedback from local businesses and tourism operators to create a Food/ Wine/Music event twice a year</li> <li>• Research and Develop a Leeton Open for Business Campaign – 4 times a year where businesses are open to capture weekend travellers and day-trippers – can be in association with major events with a festival type fee</li> <li>• Advocate and promote local venues as ideally placed and equipped to host major conference's</li> </ul>	Medium – Long Term	Leeton Shire Council Local Businesses Local community groups
	Roxy Theatre Redevelopment	<ul style="list-style-type: none"> <li>• Promote the Roxy Theatre Redevelopment as a major events space</li> <li>• Collaborate with retail businesses in the CBD when major events/productions are on to capture additional trade</li> </ul>		Leeton Shire Council Ripa Local Businesses



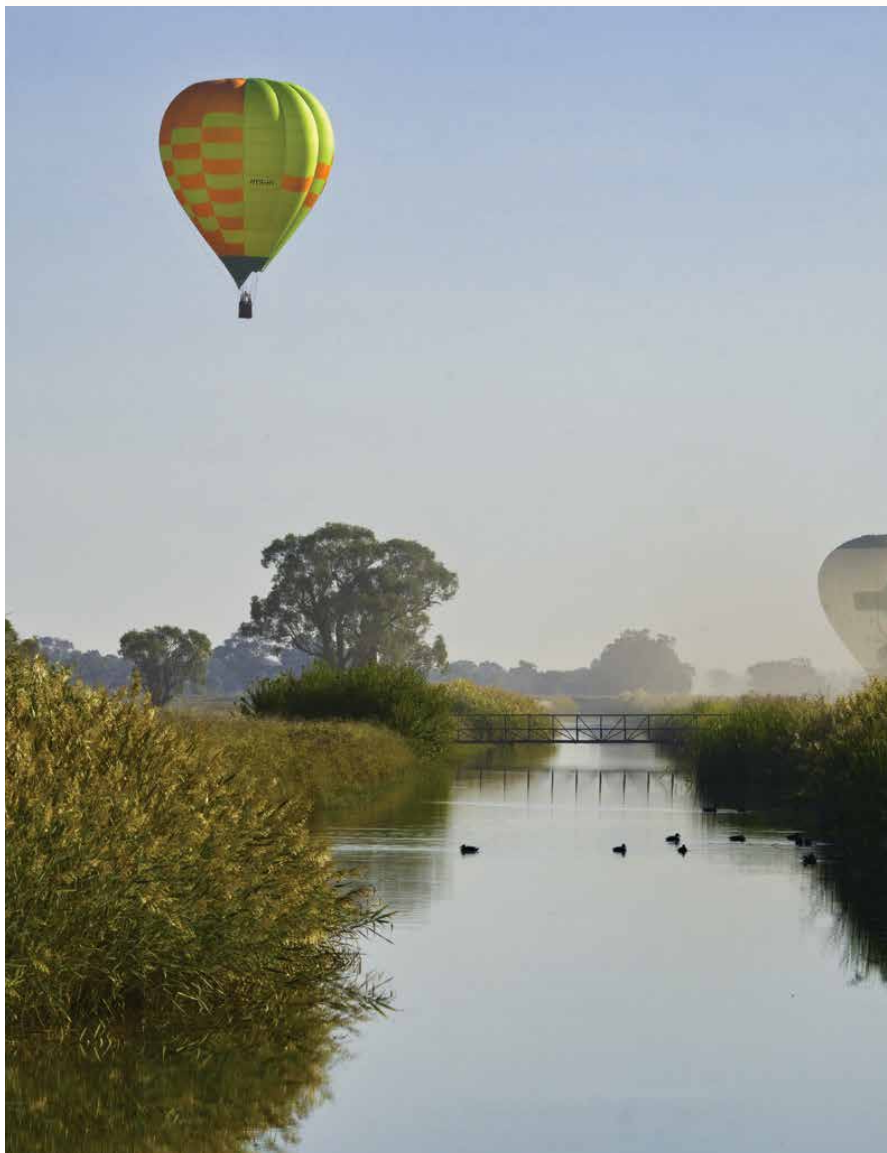


# 3. Measuring Success





Leeton Shire Council // Ambition 2030  
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## 3.1 Delivering the Strategy

Leeton Shire Council's Economic and Community Development Manager will manage and monitor the implementation of this strategy. The essential function of the Economic and Community Development Manager will be to maintain a consistent emphasis on the implementation of strategic measures that maximise collaboration.

Accountability for delivering specific initiatives listed in the plan rests with the Council department delegated primary responsibility for implementation. Collaboration partners for each action are required to contribute feedback, professional advice and information, contacts, and linkages, and to proactively advocate to other parties to progress delivery.

The Economic and Community Development Manager will assess the strategy yearly, with an annual report created on the year's implementation status, including coordinated input from all key regional collaboration partners to establish a one-year Action Plan that addresses the strategies goals. The Annual Implementation Report and Action Plan will be presented collectively to Leeton Shire Council's Senior Management Team and elected members of council for endorsement.

## 3.2 Economic Outcomes

Monitoring important data that reflect changes in jobs, investment, and economic diversity is one method of indirectly assessing the progress of the economic development strategy. Below lists the economic indicators that will be tracked in order to monitor the economy. These metrics give insight into the strategy's intended outcomes.

Outcome	Measure	Target	Report
Economic Growth	Gross Regional Product (GRP)	Increase	National Institute of Economics and Industry Research (NIEIR) as reported by ID.
Job Creation	Number of Jobs in the region	Increase	National Institute of Economics and Industry Research (NIEIR) as reported by ID.
Unemployment	Local Unemployment Rate	Decrease	Labour Market Information Portal – Small Area Labour Market Report
Population	Population Growth	Increase	ABS – Estimated Resident Population (ERP) as reported by ID.
New Business	Change in the number of Businesses	Increase	ABS - Counts of Australian Business as reported by ID.
Increased Construction Activity	Number of residential and non-residential building approvals	Increase	Internal - Quarterly
Increase Tourism Activity	Tourism and Hospitality Value	Increase	National Institute of Economics and Industry Research (NIEIR) as reported by ID.



LEETON  
SHIRE COUNCIL

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**ITEM 7.6 LEETON SHIRE LIBRARY REVISED OPENING HOURS PROPOSAL**

<b>RECORD NUMBER</b>	22/340
<b>RELATED FILE NUMBER</b>	EF22/11
<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 seek support from Council for a six-month trial of revised opening hours at the Leeton Shire Library.

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**RECOMMENDATION**

THAT Council:

1. Endorses the revised opening hours of 9.30am to 5.30pm (Monday to Friday) and 9am to 12noon (Saturday) for a six-month trial period effective from Monday 26 September 2022.
  2. Presents a further report to Council at the March 2023 Ordinary Council Meeting to review results from the revised opening hours trial.
- 

**REPORT**

**(a) Background**

In March 2022, Council resolved to join as a member of Riverina Regional Library (RRL) effective from 1 July 2022 for a period of 3 years.

The service provided by RRL provides the professional support functions for the operation of the member libraries. Library staff can therefore concentrate on providing high quality customer service and increased activities/programs to patrons.

Management of the Leeton Shire Library have been actively reviewing the daily operations as well as looking at opportunities where we can enhance our service to the community through ways that best suit it's needs and wants.

This has also involved investigating operational efficiencies and reviewing "visitor traffic" reports which highlight patterns of patronage.

Revising the daily opening hours at the Leeton Shire Library service to give the community the ability to have access to the library when it is needed has been a key consideration.

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## (b) Discussion

Under the previous operating model prior to transitioning to RRL, back-office duties were done between the library team members work starting time of 8.30am and the opening time of the library at 10.00am. Back-office duties included:

- book procurement.
- covering and cataloguing of new books.
- weeding (purging of old books).
- program creation – children's story time, craft groups, etc.
- statutory State Library returns to enable funding.
- management of online services.

As the back-office tasks are now provided by RRL, there is an opportunity to reduce those back-office hours and increase the patron service hours.

		<b>Current</b>		<b>Proposed Trial</b>
<b>Monday</b>	10am - 5pm	7hrs	9.30am – 5.30pm	8hrs
<b>Tuesday</b>	10am - 5pm	7hrs	9.30am – 5.30pm	8hrs
<b>Wednesday</b>	10am - 5pm	7hrs	9.30am – 5.30pm	8hrs
<b>Thursday</b>	10am - 7pm	9hrs	9.30am – 5.30pm	8hrs
<b>Friday</b>	10am - 5pm	7hrs	9.30am – 5.30pm	8hrs
<b>Saturday</b>	9am - 12 pm	3hrs	9am - 12 pm	3hrs
<b>Total</b>		<b>40hrs</b>		<b>43hrs</b>

A review of the attendance records in conjunction with RRL indicates the following:

- That the current late-night Thursday is not being utilised by the community.
- That there is high attendance at the current opening time of 10am. There is regularly a que of people waiting. Therefore, opening at 9.30am provides more timely access for these patrons.
- Extending the closing time until 5.30pm will provide patrons with regular after-hours access throughout the week.

It should also be noted that:

- No other libraries in the Riverina -Murray region are open after 5.30pm during the week.
- The library walk in visitor statistics have been consistent, even prior to COVID-19.

Most mornings patrons are waiting at the front door to gain access at 10am.

The above mentioned proposed opening hours would see the Leeton Shire Library open 43 hours per week, up from its current 40 hours per week trading hours which is an excellent result for the community.

Councillors and the community should also note the following:

- The Country Universities Centre (CUC), which operates out of the Leeton Shire Library, will not be affected by the proposed revised opening hours trial as students that utilise this facility are issued with their own swipe cards to gain entry to study within the CUC at any time of the day or night.



- The hiring of meeting rooms at the Leeton Shire Library outside of normal daily operating hours will not be impacted as we already have several regular external community groups and businesses using the rooms of an evening and any new hire enquiries/arrangements we will put access arrangements in place with on a need's basis.

### **(c) Options**

1. That Council endorses the revised opening hours of 9.30am to 5.30pm (Monday to Friday) and 9am to 12noon (Saturday) for a six-month trial period effective from Monday 26 September 2022. **This is the preferred option.**
2. That Council endorses the operating hours of the Leeton Shire Library remain unchanged.
3. That Council endorses the new opening hours of 9.30am to 5.30pm (Monday to Friday) and 9am to 12noon (Saturday) effective from Monday 26 September 2022.

### **IMPLICATIONS TO BE ADDRESSED**

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

If the proposed opening hours were supported by Council, this would deliver a casual wage cost saving of between \$5,000-\$10,000 per year.

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

Nil

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

Nil

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

- Financial - the proposed new opening hours will save Council money in casual wages and see the library service open for a further 3 hours per week.
- Reputational - the trial period will be well advertised via various communication mediums for a month prior to it commencing
- Steps to keep general Leeton Shire communities informed about the trial period - a Council report will be presented to the March 2023 Ordinary Council Meeting for consideration of the results from the trial period.

### **CONSULTATION**

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

Riverina Regional Library  
Regular Library users/user groups  
Country Universities Centre

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The six-month trial period will be advertised for a month prior to it commencing via:

- scheduled advertising weekly via Leeton Shire/Leeton Library Facebook pages
- 2 x advertisements in local newspaper publication The Irrigator
- Promotional awareness posters being displayed within the Leeton Shire Library, Council Administration Office, local coffee shops, local schools, doctors' surgeries as well as Yanco, Whitton, and Murrumbidgee Post Offices.

**(b) Internal**

Acting Library Supervisor

Library Team members

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

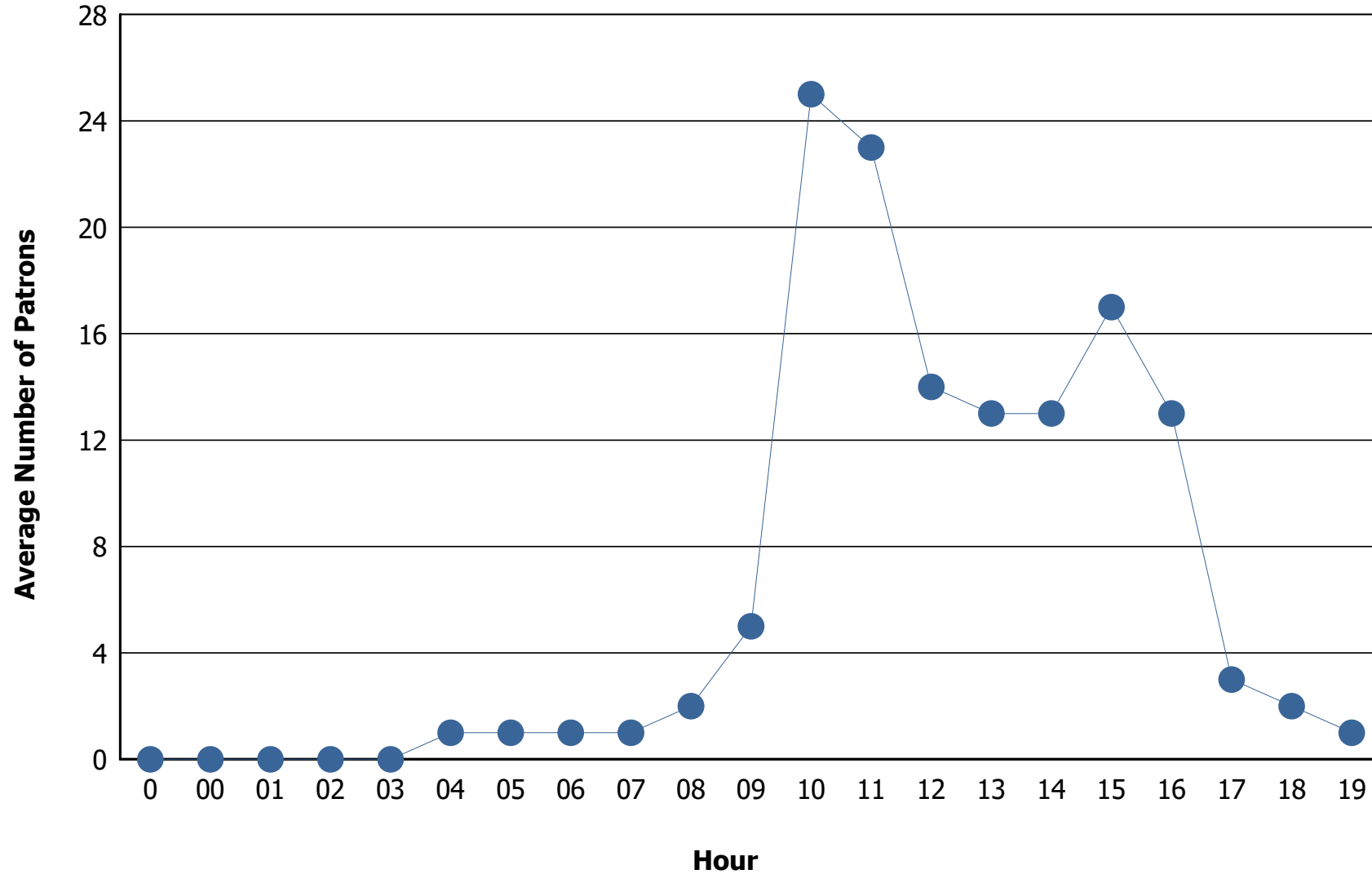
Under the Key Priority Area FOCUS AREA 1. A connected, inclusive and enriched community within Council's adopted Delivery Program/Operational Plan – 4 - We have access to a range of local educational opportunities for students of all ages and abilities - 4.4 - Provide Library services to the community - Offer library services with a quality and contemporary collection that promotes borrowing and monitors trends to guide collection development and purchase planning (in association with Riverina Regional Libraries)".

**ATTACHMENTS**

- [1](#) Visitor Traffic Report - August 2018 to August 2019
- [2](#) Visitor Traffic Report - August 2019 to August 2020
- [3](#) Visitor Traffic Report - August 2020 to August 2021
- [4](#) Visitor Traffic Report - August 2021 to August 2022

## Traffic Per Hour Average Report

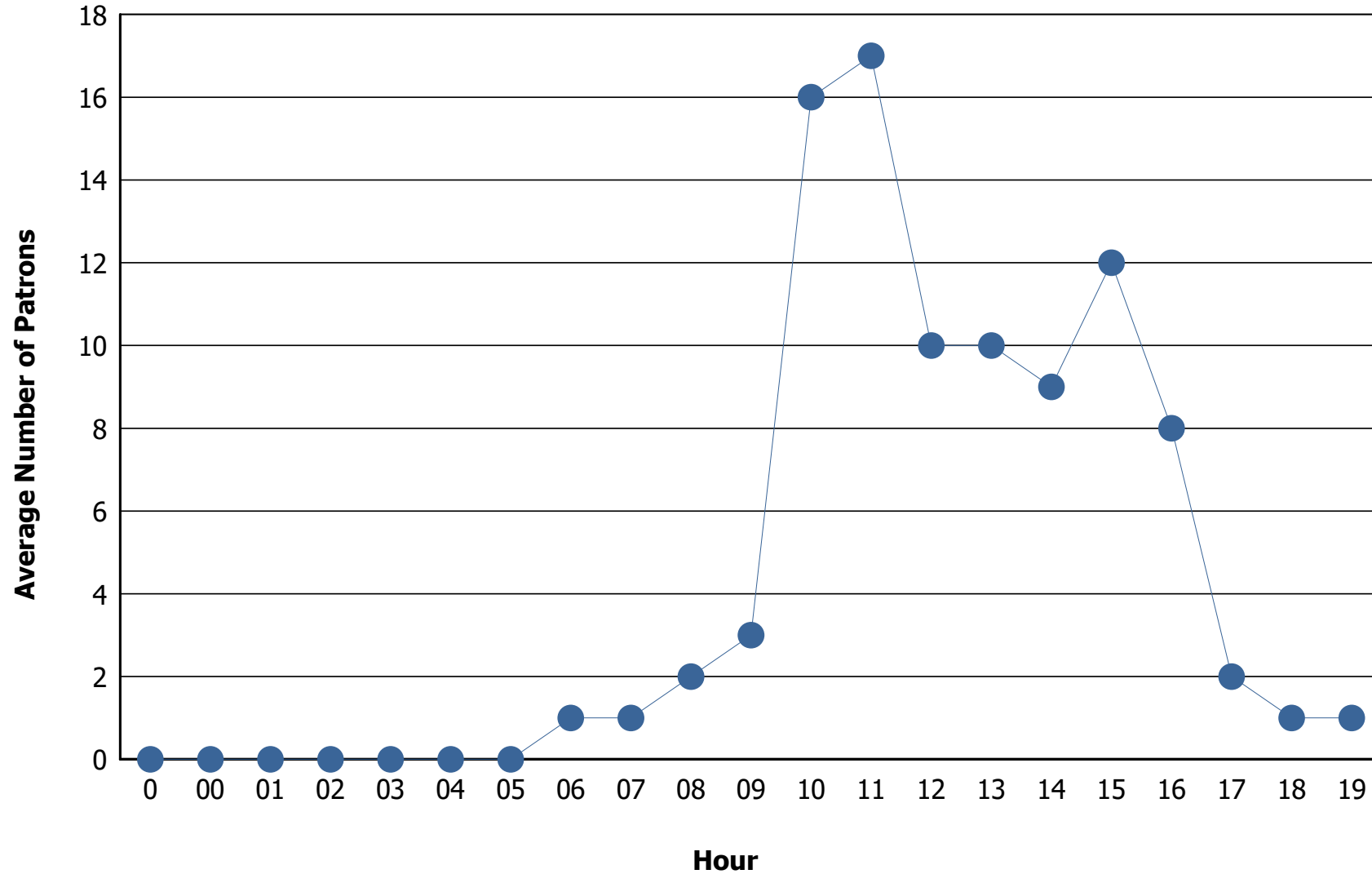
This report will show the average traffic at hourly intervals for the date range specified.  
Report all gates all branches date range From August To August



<b>Hour</b>	<b>In</b>	<b>Out</b>	<b>Average</b>
0	0.00	0.00	0.00
00	0.00	0.00	0.00
01	0.00	0.00	0.00
02	0.00	0.00	0.00
03	0.00	0.00	0.00
04	8.00	12.00	1.00
05	43.00	29.00	1.00
06	192.00	148.00	1.00
07	366.00	348.00	1.00
08	589.00	458.00	2.00
09	1,888.00	1,660.00	5.00
10	9,695.00	8,326.00	25.00
11	8,038.00	8,625.00	23.00
12	4,803.00	4,968.00	14.00
13	4,626.00	4,616.00	13.00
14	4,422.00	4,503.00	13.00
15	6,240.00	6,181.00	17.00
16	4,429.00	4,825.00	13.00
17	1,027.00	1,137.00	3.00
18	673.00	628.00	2.00
19	221.00	166.00	1.00

## Traffic Per Hour Average Report

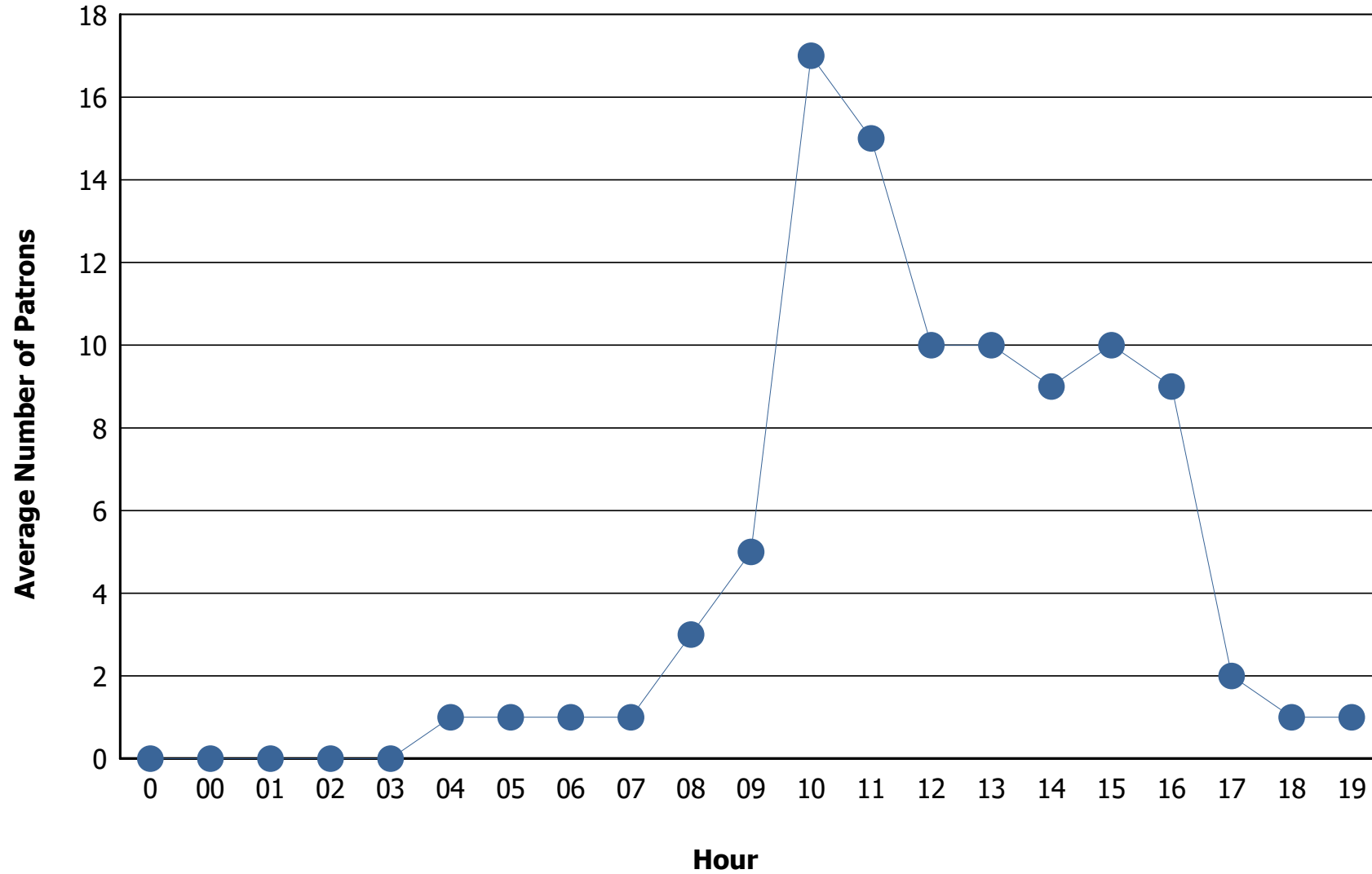
This report will show the average traffic at hourly intervals for the date range specified.  
Report all gates all branches date range From August To August



<b>Hour</b>	<b>In</b>	<b>Out</b>	<b>Average</b>
0	0.00	0.00	0.00
00	0.00	0.00	0.00
01	0.00	0.00	0.00
02	0.00	0.00	0.00
03	0.00	0.00	0.00
04	0.00	0.00	0.00
05	0.00	0.00	0.00
06	15.00	7.00	1.00
07	44.00	50.00	1.00
08	426.00	400.00	2.00
09	1,141.00	960.00	3.00
10	6,297.00	5,392.00	16.00
11	5,816.00	6,037.00	17.00
12	3,357.00	3,560.00	10.00
13	3,478.00	3,365.00	10.00
14	3,174.00	3,404.00	9.00
15	4,104.00	4,167.00	12.00
16	2,673.00	2,860.00	8.00
17	528.00	609.00	2.00
18	266.00	300.00	1.00
19	48.00	52.00	1.00

### Traffic Per Hour Average Report

This report will show the average traffic at hourly intervals for the date range specified.  
Report all gates all branches date range From August To August

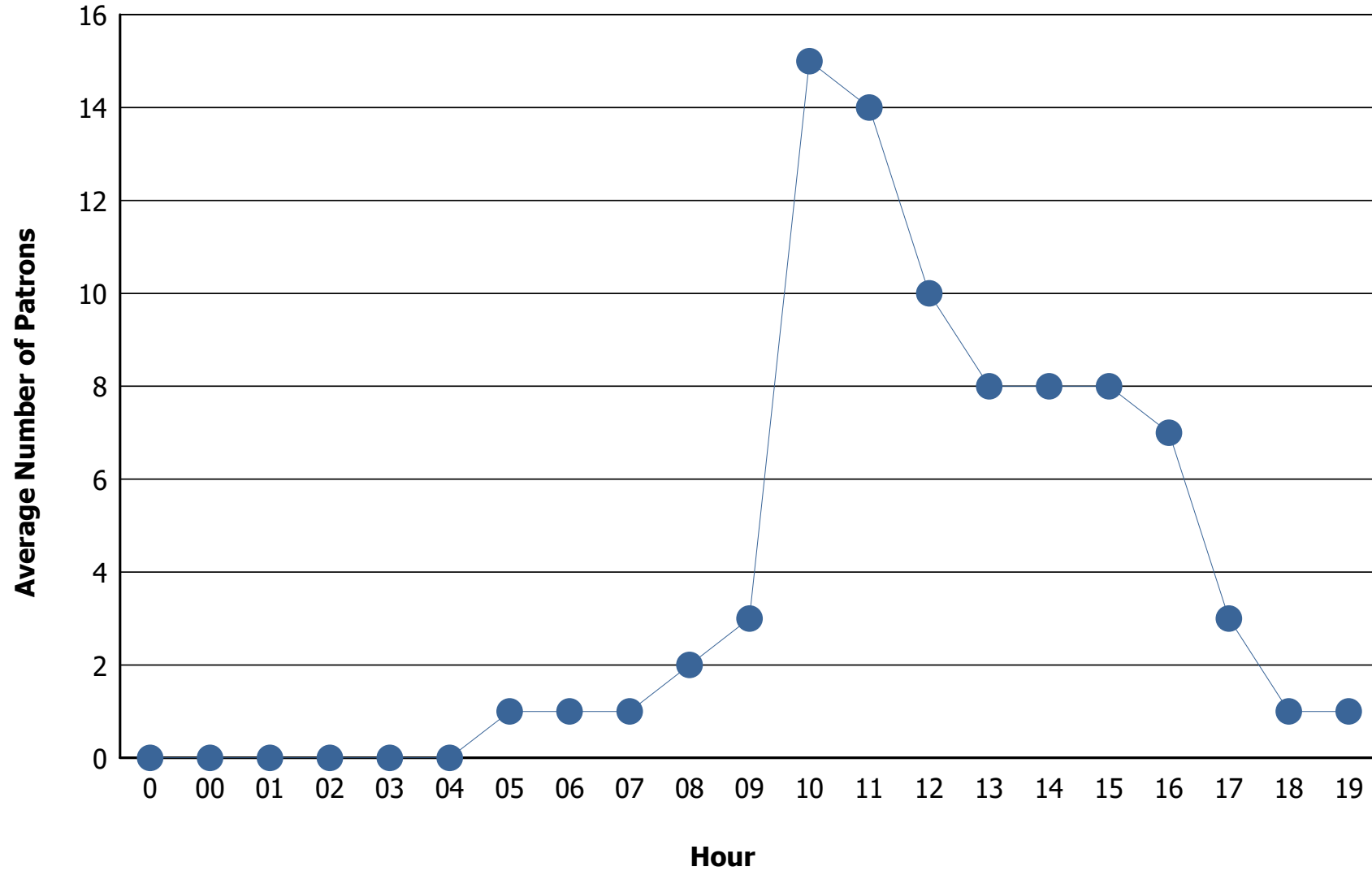


<b>Hour</b>	<b>In</b>	<b>Out</b>	<b>Average</b>
0	0.00	0.00	0.00
00	0.00	0.00	0.00
01	0.00	0.00	0.00
02	0.00	0.00	0.00
03	0.00	0.00	0.00
04	3.00	1.00	1.00
05	21.00	22.00	1.00
06	92.00	71.00	1.00
07	316.00	251.00	1.00
08	1,002.00	774.00	3.00
09	1,640.00	1,335.00	5.00
10	6,434.00	5,767.00	17.00
11	5,268.00	5,529.00	15.00
12	3,357.00	3,529.00	10.00
13	3,273.00	3,400.00	10.00
14	2,962.00	3,049.00	9.00
15	3,515.00	3,565.00	10.00
16	2,913.00	3,226.00	9.00
17	687.00	739.00	2.00
18	295.00	319.00	1.00
19	74.00	74.00	1.00



## Traffic Per Hour Average Report

This report will show the average traffic at hourly intervals for the date range specified.  
Report all gates all branches date range From August To August



<b>Hour</b>	<b>In</b>	<b>Out</b>	<b>Average</b>
0	0.00	0.00	0.00
00	0.00	0.00	0.00
01	0.00	0.00	0.00
02	0.00	0.00	0.00
03	0.00	0.00	0.00
04	0.00	0.00	0.00
05	24.00	19.00	1.00
06	79.00	73.00	1.00
07	84.00	73.00	1.00
08	499.00	381.00	2.00
09	1,118.00	957.00	3.00
10	5,811.00	4,829.00	15.00
11	4,776.00	5,095.00	14.00
12	3,312.00	3,412.00	10.00
13	2,864.00	2,866.00	8.00
14	2,605.00	2,722.00	8.00
15	2,773.00	2,744.00	8.00
16	2,464.00	2,604.00	7.00
17	764.00	815.00	3.00
18	366.00	372.00	1.00
19	106.00	106.00	1.00

**ITEM 7.7      QUICK RESPONSE GRANT APPLICATION - LEETON DISTRICT DRESSAGE CLUB**

<b>RECORD NUMBER</b>	22/336
<b>RELATED FILE NUMBER</b>	EF21/359
<b>AUTHOR/S</b>	Community Project Planner
<b>APPROVER/S</b>	Economic and Strategic Development Manager Group Manager Shire Activation

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**SUMMARY/PURPOSE**

The purpose of this report is to advise Council of an application received through Council's Community Grants program under the Quick Response Grant Categories.

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**RECOMMENDATION**

THAT Council awards the Leeton District Dressage Club a \$2000 Quick Response Grant to go towards slashing and weed spraying of the arenas and surrounds in preparation for the October 2022 competition.

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**REPORT**

**(a) Background**

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

An application has been received from Leeton District Dressage Club (LDDC) for funding to assist with the spraying and slashing of the four arenas in preparation for their event held in October. This event is outside the Community Grants Scheme.

The application was lodged with Council on Tuesday 4 August 2022 and is requesting \$2000.

**(b) Discussion**

The unseasonal wet weather has resulted in increased grass and weed growth. The LDDC have employed a contractor to assist them with slashing and spraying as the job was beyond the scope of the club members.

It costs the LDDC about \$2600 to prepare the arena and surrounds before each event. There are four (4) events held annually. This unexpected expense is depleting

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LDDC funds, and they are seeking financial support from Council for the October event.

The LDDC is contributing \$500 in cash and \$720 in-kind to the application, with the total project cost expected to be \$3,220.

LDDC have applied for a Clubgrants Category 3 Infrastructure Grant which, if successful, will provide a longer-term solution to grass and weed management. This grant will be announced after the October 2022 event.

### **(c) Options**

Council has the following options available:

1. Approve the Leeton District Dressage Club grant application for \$2000. **This is the preferred option.**
2. Approve the Leeton District Dressage Club grant application for a lesser amount.
3. Reject the Leeton District Dressage Club grant application for \$2000.

### **IMPLICATIONS TO BE ADDRESSED**

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

The Quick Response and Youth Development Category of the Community Grants program has an annual budget of \$10,000. Each year \$1,175 is allocated for annual donations to each school in the Shire for end-of-year presentations.

To date \$500 of the allocation has been utilised for Youth Development Grants and \$0 has been utilised for Quick Response Grants, leaving \$8,325 in the budget.

If this application is awarded there will be \$6,325 remaining for the 2022-23 budget.

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

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

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

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

#### **Can a Council financially assist others?**

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

least 28 days' public notice of the Council proposal to pass the necessary resolution has been given.

**(d) Risk**

To ensure funds are spent appropriately, all beneficiaries are required to acquit the grants received from Council.

**CONSULTATION**

**(a) External**

Staff have consulted with the applicant.

**(b) Internal**

General Manager

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

Under the Key Priority Area FOCUS AREA 5. Strong leadership and civic participation within Council's adopted Delivery Program/Operational Plan – 4 - We are active community members who recognise we all have a role to play - 4.3 - Provide and facilitate access to grant programs and funding opportunities - Support the community by offering a Community Grants program".

**ATTACHMENTS**

- 1  Quick Response Grant 2022/23 Application - Leeton District Dressage Club - Reacted



Please ensure that you have read a copy of the guidelines before completing this application

**ORGANISATION DETAILS**

Name of community group or organisation	Leeton District Dressage Club
Contact Name	Linda Dodds
Postal Address	[REDACTED]
Email	[REDACTED]
Phone	[REDACTED]

incorporated non-profit organisation\*  Yes  No  
 Certificate of Currency\*  Yes  No  
 Public Liability\*  Yes  No  
*Please attach copies*

**AUSPICE DETAILS (ONLY IF APPLICABLE)**

Auspice organisation applying on behalf of group	/
Contact Name	
Postal Address	
Email	
Phone	

incorporated non-profit organisation\*  Yes  No  
 Certificate of Currency\*  Yes  No  
 Public Liability\*  Yes  No  
*Please attach copies*

**PROJECT BUDGET**

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

Income	C/NC/IK	Amount (\$)
Grant amount requested from Leeton Shire Council		\$ 2,000.00
Entry/participant fees		
Cash from own organisation		\$ 500.00
In-kind from own organisation		\$ 720.00
Cash from partner organisation		
Other:		
Other:		
	<b>Total</b>	\$ 3,220.00.

Expenditure	Amount (\$)
Materials and project costs	\$ 2,500.00
Fees and wages	
Promotion and publicity	
Venue costs	
Administration	
Other: In kind work	\$ 720.00
Other:	
	<b>Total</b>
	\$ 3,220.00 .

Total income should equal expenditure

What items will be funded by the Community Strengthening Grant?

the cost of part of spraying arena's, surrounding access areas, warm up and lunge area over the 3 months between competitions and the cost of harrowing and trimming the areals.

**REASON FOR QUICK RESPONSE**

**Remember: Poor planning does not justify a quick response grant application**

To fund spraying, slashing & harrowing of area outside of Community Strengthening grant timing, as the wet year has caused issues with grass & weed management, in preparation for the October 22 competition

**PROJECT DESCRIPTION**

**Project Title:** Arena preparation Oct 22.

**Project Summary:**  
 to spray weeds over the next 2-3 months, in all 4 arenas and the warm up & lunge areas, and slash the surrounding areas, harrow arenas ready for competition. Participant numbers have

**Community Benefit:** steadily grown to 92 entries in June 22 with est 160 people in all  
 Provide an area and competition open to all people from all areas, from all walks of life, to encourage and grow inclusivity and draw people to Leeton, to benefit growth in the local area

Partner Organisation	Roles & Responsibilities	Contribution (\$)	Contribution (In Kind)

\* Of the 92 entries, 40 were Leeton based and 52 were from other areas

**Project Start Date:** 1/9/22  
**Project End Date:** 23/10/22  
 That competition had 3 fully booked arenas and up to 20 competitors turned away

\*Please keep in mind that projects can not begin before payment is approved and processes - see guidelines for more information

**Council Officer's Name:** Emily Goodall  
**Date of Contact:** 2.8.22

\*It is a requirement of the application process that you contact a Council Officer to discuss the project

**Link to Council's Community Strategic Plan:** - or ECT.3.  
 Choose an item. L4.3 Provide and facilitate access to grant programs & funding opportunities to help make Leeton an even better place to live and work



#### CERTIFICATION

I, the applicant, certify that all details supplied in this application form and in any attached documents are true and correct to the best of my knowledge. The application has been submitted with the full knowledge and agreement of the management of the community group, organisation or auspice body. I have read the accompanying guidelines and information to applicants provided with this application form.

<b>Group Organisation</b> LDDC		<b>Auspice Organisation</b>	
<b>Name</b>	Linda Dodds	<b>Name</b>	
<b>Title</b>	Volunteer	<b>Title</b>	
<b>Date</b>	5.8.22.	<b>Date</b>	
<b>Signature</b>	<i>L. Dodds</i>	<b>Signature</b>	

#### SUBMITTING YOUR APPLICATION

Complete the checklist on the following page before you submit your application using ONE of these methods:

##### Email

[council@leeton.nsw.gov.au](mailto:council@leeton.nsw.gov.au)

##### Mail

IPR, Governance and Engagement Team  
Leeton Shire Council  
23-25 Chelmsford Place  
Leeton NSW 2705

##### In person

Leeton Shire Council  
23-25 Chelmsford Place  
Leeton NSW 2705

**ITEM 7.8            MINUTES OF THE LEETON SHIRE MENS SHED COMMITTEE - APRIL TO JULY 2022**

<b>RECORD NUMBER</b>	22/291
<b>RELATED FILE NUMBER</b>	EF21/432/02
<b>AUTHOR/S</b>	Community Project Planner
<b>APPROVER/S</b>	Economic and Strategic Development Manager Group Manager Shire Activation

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**SUMMARY/PURPOSE**

The purpose of this report is to provide Council with the Minutes of the Leeton Men's Shed meetings held on Wednesday 13 April, 11 May, 8 June and 13 July 2022 (**Attachments 1, 2, 3 and 4**).

The minutes of the meetings are prepared by volunteers who sit on the Section 355 Committee and are presented as supplied to Council.

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**RECOMMENDATION**

THAT Council receives for information the minutes of the Leeton Men's Shed Committee meetings held on Wednesday 13 April, 11 May, 8 June and 13 July 2022.

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**REPORT**

**(a) Background**

The purpose of the Leeton Men's Shed Committee is to oversee the day-to-day operations of the Leeton Men's Shed as per the delegation issued by Leeton Shire Council:

- To develop the strategic direction of the Leeton Men's Shed.
- To provide appropriate reports and recommendations to Council.
- To care for and maintain the Men's Shed facility through responsible day-to-day management.
- To ensure the safety of the patrons of the shed.

The Leeton Men's Shed Committee holds regular monthly meetings to which all members are invited.

**(b) Discussion**

The following key items have been discussed over the past four (4) meetings:

- Wreath ordered for ANZAC Day service
  - Four (4) members volunteered for the Sunrice Festival Street parade
-

- Twelve members from Deniliquin Men's Shed visited in May
- Purchased sanding equipment for the paint shed
- Tool donation by community member
- Guest speaker Leeton Police Inspector Justin Comes attended in May
- Request for members to complete volunteer registration forms
- Planning for saleable items for the Leeton Show
- Bakers Cart made available for the Art Deco Festival
- Members resolved to make a \$500 donation to the Cancer Council biggest morning tea rather than hold an event.
- Various updates regarding discussions with Council staff regarding incorporation.

### **(c) Options**

Nil – this report is for noting only.

## **IMPLICATIONS TO BE ADDRESSED**

### **(a) Financial**

The Leeton Shire Men's Shed Committee is a Section 355 Committee. It currently manages its own finances. Any identified minor maintenance issues are met through Council's annual maintenance program. Any major enhancements are to be funded by the Leeton Men's Shed Committee.

As of 30 June 2022, Leeton Shire Men's Shed held \$49,918 in their bank account.

Staff requested before the July meeting that the committee itemise all invoices and pass a motion authorising payment. This did not happen at the July meeting.

### **(b) Policy**

As a Section 355 Committee the Leeton Shire Men's Shed must abide by Council's Code of Conduct and WHS requirements.

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

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

The Men's Shed is operated as a Section 355 Committee of Council. This is a relatively unusual situation for Men's Sheds in Australia.

### **(d) Risk**

The legislative non-compliance of a Section 355 Committee could have legal, reputational, political and financial impacts.

Staff are currently working with the LSMS to improve compliance with WHS and financial requirements.

## **CONSULTATION**

### **(a) External**

Nil

### **(b) Internal**

Nil

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

Under the Key Priority Area FOCUS AREA 5. Strong leadership and civic participation within Council's adopted Delivery Program/Operational Plan – 5 - Our Council operates efficiently and effectively - 5.2 - Maintain a framework of up-to-date plans, policies, procedures, systems and service standards - Support and report on Council's Section 355, Advisory and Action Committees.

## **ATTACHMENTS**

- 1** [↓](#) Attachment 1 - Minutes Leeton Mens Shed Committee - 13 April 2022
- 2** [↓](#) Attachment 2 - Minutes Leeton Mens Shed Committee - 11 May 2022
- 3** [↓](#) Attachment 3 - Minutes Leeton Mens Shed Committee - 8 June 2022
- 4** [↓](#) Attachment 4 - Minutes Leeton Mens Shed Committee - 13 July 2022

**LEETON SHIRE MEN'S SHED  
MINUTES OF MONTHLY MEETING WEDNESDAY 13th APRIL 2022**

**Meeting Opened:** 9.40 am.

**Present:** David C, George R, Tom K, Clyde K Jim M, Lindsay M, John J, Col A, Buddy S, Bob G, Terry O, Mick S, Tony R, John T

**Apologies:** Ron H, Jock H, Kerrie Hare LSC,  
Dave C/ Lindsay M      Moved /Seconded that apologies be accepted.

**Minutes:** That the Minutes of the last meeting be accepted as a true record of proceedings.  
John T/ Jim C Moved /Seconded

**Welcome New Members and Self Introductions:**

**Welcome Council Representatives:** Tony R

**Welcome Guest Speaker:** Nil

**Business arising from previous minutes:**

1. Disposal of surplus machinery. Planer sold. Surplus big radial arm saw to be sold "as is" donated to a Men's Shed. Batlow Men's Shed suggested. Action-Lindsay has emailed Batlow Men's Shed to gauge interest. No reply to date. Lindsay to contact. Planer to be picked up in near future confirmed by Dave C.
2. Tools donated by Frank Kennedy. Lindsay has completed photo record. George to arrange display cabinet to be mounted in meeting room entrance. Usable tools to be put into store room.
3. Speaker for a monthly meeting regarding road rules. Tony R to arrange speaker. No action to date. Action- Tony R to contact Justin Cornes re availability for next meeting 11<sup>th</sup> May 2022.
4. No further advice to date from Kerrie Hare re sale of the land. Action-Ron met with Mrs Kruger GM. Ron requested independent valuation of land prior to sale.
5. Motion by John J to get a quote to concrete area between container & garage. Moved. Motion - Action Motion amended John J/Ron H. New motion -Road base to be laid in the area between garage & container to make solid base. Moved John J/ Dave C. Action-John has quote from Boots 2 metres of road base \$271.00 & possible additional cost of \$145.00 in next week.. Members agreed to go ahead.
6. Members, please consult with committee prior to old/surplus tools being thrown out. Action-Members requested to consult with committee before action.
7. LMS members will need accreditation to operate new planer from MI. Planer installed. George R to coordinate. George will approach members for accreditation in near future. Suggest members, use extractor, take care over using saw, new ban saw blade has been fitted, adjust blade down to job. Action-Tom K to carry out accreditation for planer.
8. Request for LMS members to fill out volunteer application forms for return to LSC. Action-Volunteer forms LSC handed to members present. Members not present at meeting can pick a form up. Return to Lindsay please.
9. Motion- That LMS support Leeton Sunrice Festival managing security for the parade Saturday 16<sup>th</sup> April 2022. Ron H/Lindsay M. Action Lindsay to contact Gary Lanham re car trailer for Harrison cart. Member's names needed for availability on Sat 16<sup>th</sup> April. George R, Lindsay M,

Mick S, Tom K available so far. Action- Lindsay contacted Gary Lanham, no car trailer & driver available so baker's cart not to be entered.

10. A member questioned club badges for 2021-22. Motion- That LMS badges be perpetual & not changed each year. Moved Dave C/John J. Passed. Action- Badges completed on board.
11. Tony Reneker & Tony Ciccia LSC council representatives for LMS.

Opening Balance 1/3/22	\$	44,187.99
Receipts	\$	3,103.10
Expenditure	\$	1,359.89
Closing Balance 31/3/22	\$	46,026.70

**Accounts Due** Mitre 10, Telstra, Home Improvements.

**Accounts Paid:** All March accounts paid.

That the Treasurer's report be accepted and the accounts as presented be passed for payment and those accounts be paid and verified.

John J/ Terry O **Moved/Seconded:**

**Correspondence:** To be dealt with as read.

Moved/Seconded

**Inward:** Email from Arbour and Ivy re ANZAC wreath.  
Email form Cancer Council Morning Tea.  
Letter from Helen Symes, Senior Citizens Committee asking if men would like to attend meetings.

**Outward:** Nil

**General Business:**

1. Wreath for ANZAC Day. Action- Motion 'That a 14"' wreath be ordered from Arbour & Ivy for the LMS for ANZAC service." Jim M/ John J. Members asked to lay wreath at service, Tony R volunteered to lay the wreath at the service. Wreath ordered.
2. Cancer Council. LMS support for "Greatest Morning Tea" this year. Actions- Members expressed concerns regarding member's numbers to hold morning tea. Decided if going ahead to hold in late May.
3. Register for members with emergency contact details in case of an accident. Action- members to complete information on volunteer forms. Next of kin details in case of emergency can be taken from that.
4. Members, negotiations with Council Staff & Councillors only to be made through Executive. George spoke on need to keep discussions with LSC through Shed Executives only & members not to go to LSC individually.
5. Ron to meet with Mrs Kruger GM LSC on Monday regarding the Council Staff's position on the Leeton Shire Men's Shed Section 355 Committee. Action- Ron met with Mrs Kruger,

negotiations with GM & Council Administration ongoing. Motion will not be presented to Councillors at a meeting until negotiations between the Shed & Council Administration is completed. A report from Mrs Kruger promised by end of April for negotiations with the LMS. A member expressed his opinion that the floor has not been kept up to date with talks with LSC. George responded that every effort has been made by the executive at meetings & informally at smoko to keep members updated.

6. Dave C spoke re proposed visit from Deniliquin Men's Shed visit on the 10/5/22. Dave to contact Deni John Tonkins to confirm. Possibly 12 visitors for BBQ lunch. \$5.00 a head.
7. Jim M to follow up on availability for talk to LMS by Chris Delitz about his electric car.
8. Motion- 'That sanding equipment be purchased for the paint shed'. Moved Dave C/Sec Jim M. Carried. Action that Dave C & Jim M research suitable equipment & availability.
9. Tom asked about raising the flag at the Shed on ANZAC Day. George R & Dave C to assist.
10. Sunrice Street Parade volunteers for Sat. Tom K, Mick S, George R, Lindsay M. No more members volunteered.

**Next General Meeting** Wednesday 11<sup>th</sup> May 2022

**Meeting Closed:** 10.25 am

**LEETON SHIRE MEN'S SHED  
MINUTES OF MEETING WEDNESDAY 11<sup>TH</sup> MAY 2022**

**Meeting Opened:** 9.30 am.

**Present:** George R, Clyde C, Tom K, Dave C, Jim M, Ron H, Lindsay M, Col A, John J, Buddy S, Mick S, Dom P, J Thurgate.

**Apologies:**

Lindsay M/ Ron H- Moved /Seconded that apologies be accepted.

**Minutes:** That the Minutes of the last meeting be accepted as a true record of proceedings.  
Ron H / Dave C Moved /Seconded

**Welcome New Members and Self Introductions:**

**Welcome Council Representatives:** Tony Ciccia

**Welcome Guest Speaker:** Justin Comes Leeton Police Inspector

**Business arising from previous minutes:**

1. Tools donated by Frank Kennedy. Lindsay has completed photo record. George to arrange display cabinet to be mounted in meeting room entrance. Usable tools to be put into store room.
2. Speaker for a monthly meeting regarding road rules. Tony R to arrange speaker. No action to date. Action- Tony R to contact Justin Cornes, re availability for next meeting 11<sup>th</sup> May 2022.
3. Sale of the block. Action-Ron met with Mrs Kruger, GM. Ron requested independent valuation of land prior to sale. Awaiting response.
4. Motion by John J to get a quote to concrete area between container & garage. Moved. Motion - Action Motion amended John J/Ron H. New motion -Road base to be laid in the area between garage & container to make solid base. Moved John J/ Dave C. Action-John has quote from Boots 2 metres of road base \$271.00 & possible additional cost of \$145.00 in next week.. Members agreed to go ahead. Action John J to follow up invoice from Boots.
5. LMS members will need accreditation to operate new planer from MI. Planer installed. Action-Tom K to carry out accreditation for planer.
6. Request for LMS members to fill out volunteer application forms for return to LSC. Action-Volunteer forms LSC handed to members present. Members not present at meeting can pick a form up. Return to Lindsay please.
7. Wreath for ANZAC Day. Action- Motion "That a 14'" wreath be ordered from Arbour & Ivy for the LMS for ANZAC service." Jim M/ John J. Members asked to lay wreath at service, Tony R volunteered to lay the wreath at the service. Wreath ordered.
8. Cancer Council. LMS support for "Greatest Morning Tea" this year. Actions- Members expressed concerns regarding member's numbers to hold morning tea. Decided if going ahead to hold in late May. Action- Volunteer to organise. Action- Ron to follow up Community Calendar for clashes date. Date in June suggested.
9. Register for members with emergency contact details in case of an accident. Action- members to complete information on volunteer forms. Next of kin details in case of emergency can be taken from that.
10. Members, negotiations with Council Staff & Councillors only to be made through Executive. George spoke on need to keep discussions with LSC through Shed Executives only & members not to go to LSC individually. Action- Members at meeting concurred.



11. Ron to meet with Mrs Kruger GM LSC on Monday regarding the Council Staff's position on the Leeton Shire Men's Shed Section 355 Committee. Action- Ron met with Mrs Kruger, negotiations with GM & Council Administration ongoing. Motion will not be presented to Councillors at a meeting until negotiations between the Shed & Council Administration is completed. A report from Mrs Kruger promised by end of April for negotiations with the LMS. A member expressed his opinion that the floor has not been kept up to date with talks with LSC. George responded that every effort has been made by the executive at meetings & informally at smoko to keep members updated. Action- GM indicated details by the end of May, no action to date.
12. Dave C spoke re proposed visit from Deniliquin Men's Shed visit on the 10/5/22. Dave to contact Deni member John Tonkins to confirm. Possibly 12 visitors for BBQ lunch. \$5.00 a head. Action- The visit was enjoyed by all. Vote of thanks to Dave.
13. Jim M to follow up on availability for talk to LMS by Chris Delitz about his electric car. Jim to follow up.
14. Motion- 'That sanding equipment be purchased for the paint shed'. Moved Dave C/Sec Jim M. Carried. Action that Dave C & Jim M research suitable equipment & availability. Action- sander purchased. Paint shed members decided not to purchase larger sander.
15. Tom asked about raising the flag at the Shed on ANZAC Day. George R & Dave C to assist. Action- ANZAC Day flag raised. Action- vote of thanks to Tom K & Dave C.

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

Opening Balance 1/4/22	\$	46,026.70
Receipts	\$	1,233.85
Expenditure	\$	325.73
Closing Balance 30/4/22	\$	46,934.80

**Accounts Due** Mitre 10, Telstra, Home Improvements, Think Water, Wicker Works

**Accounts Paid:** All accounts paid for April.

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

MM

**Correspondence:** To be dealt with as read.

Lindsay M/ George R Moved/Seconded

**Inward:** Letter of thanks & donation of \$100 from the Leeton Eisteddfod Society for fixing the outdoor footpath sign.

Ian Tooke AMSA nominations for this year's zone 15 representation.

Email from Tony Renneker regarding council action to fill pot holes in Shed Driveway. Action-Tony Ciccio to contact Tony R regarding lack of action.

**Outward:** Nil

**General Business:**

1. Update to members on negotiations with LSC Administration re the Section 355 status.  
Members attendance would be appreciated to confirm our position.
2. Discuss saleable items for Leeton Show. Action Dave C to make arrangements.
3. Lectern completed for the Leeton Show Society. No charge. Action- contact Show Society.
4. Visit by Susan Ley, member for Farrer to the Leeton men's Shed last week led to some very interesting discussions. Thank you to members for their good attendance.
5. Leeton Sunrice festival Ambassador Grant. Closes 9<sup>th</sup> June 2022. Action- Lindsay to apply.
6. Volunteer registration forms. 7 forms completed. Members please complete.
7. Wagga Men's Shed invitation 25<sup>th</sup> May @ 11.00am RSVP- if interested by 17<sup>th</sup> May 2022.
8. Australia's Biggest Morning Tea registered. Members called to volunteer. No response.
9. Members suggested Inspector Justin Comes be invited to speak again to members. Vote of thanks to Justin for speaking with us.

**Next General Meeting Wednesday 8<sup>th</sup> June 2022**

**Meeting Closed: 11.20 am**

**LEETON SHIRE MEN'S SHED  
MEETING WEDNESDAY 8<sup>th</sup> JUNE 2022**

**Meeting Opened:** 9.30 am.

**Present:** David C, George R, Tom K, Clyde K, Lindsay M, Jock H, Jim M, Eric W,  
John T, Buddy S, Col A, Mick S, Nev W,

**Apologies:** John J, Ron H,  
John T/ Jock H - Moved /Seconded that apologies be accepted.

**Minutes:** That the Minutes of the last meeting be accepted as a true record of proceedings.  
Jock H/ Dave C-Moved /Seconded

**Welcome New Members and Self Introductions:** Nil

**Welcome Council Representatives:** Emily Goodall LSC, Tony Ciccio, Councillor. Tony left meeting  
@10.25am.

**Welcome Guest Speaker:** Nil

**Business arising from previous minutes:**

1. Tools donated by Frank Kennedy. Lindsay has completed photo record. George to arrange display cabinet to be mounted in meeting room entrance. Usable tools to be put into store room.
2. Sale of the block. Action-Ron met with Mrs Kruger GM. Ron requested independent valuation of land prior to sale. Awaiting response from GM.
3. Motion by John J to get a quote to concrete area between container & garage. Moved. Motion - Action Motion amended John J/Ron H. New motion -Road base to be laid in the area between garage & container to make solid base. Moved John J/ Dave C. Action- Job completed.
4. LMS members will need accreditation to operate new planer from MI. Planer installed. Action-Tom K to carry out accreditation for planer. No members approached Tom./
5. Request for LMS members to fill out volunteer application forms for return to LSC. Action-Volunteer forms LSC handed to members present. Members not present at meeting can pick a form up. Return to Lindsay please.
6. Wreath for ANZAC Day. Action- Wreath laid at ANZAC Day service.
7. Cancer Council. LMS support for "Greatest Morning Tea" this year. Actions- Members expressed concerns regarding member's numbers to hold morning tea. Decided if going ahead to hold in late May. Action- Volunteer to organise. Action- Ron to follow up Community Calendar for clashes date. Date in June suggested.
8. Register for members with emergency contact details in case of an accident. Action- members to complete information on volunteer forms. Next of kin details in case of emergency can be taken from that.
9. Members, negotiations with Council Staff & Councillors only to be made through Executive. George spoke on need to keep discussions with LSC through Shed Executives only & members not to go to LSC individually. Action- Members at meeting concurred.
10. Ron to meet with Mrs Kruger GM LSC on Monday regarding the Council Staff's position on the Leeton Shire Men's Shed Section 355 Committee. Action- Ron met with Mrs Kruger, negotiations with GM & Council Administration ongoing. Action- GM indicated details by the end of May. Emily Goodall, LSC is writing Council's response to LMS regarding the Section 355. No document to date.

11. Jim M to follow up on availability for talk to LMS by Chris Delitz about his electric car. Jim to follow up.
12. Discuss saleable items for Leeton Show. Action Dave C to make arrangements.
13. Lectern completed for the Leeton Show Society. No charge. Action- Show Society has picked up.
14. Leeton Sunrice festival Ambassador Grant. Closes 9<sup>th</sup> June 2022. Action- Lindsay to apply.
15. Volunteer registration forms. 7 forms completed. Members please complete.
16. Australia's Biggest Morning Tea registered. Members called to volunteer. No response.
17. Members suggested Inspector Justin Comes be invited to speak again to members. Vote of thanks to Justin for speaking with us.

### **TREASURER'S REPORT**

Opening Balance 1/5/22	\$	46,934.82
S15 1/5/22		20,964.28
S15 31/5/22		21,342.47
S10 1/5/22		24,045.18
S10 31/5/22		24,049.27
Visa 1/5/22		98.19
31/5/22		107.58
Health 1/5/22		1,754.17
31/5/22		1,754.39
P/C 1/5/22		73.00
31/5/22		73.00

Receipts	\$	2,079.43
Expenditure	\$	1,687
Closing Balance 30/5/22	\$	47,326.71

**Accounts Due :** No accounts due

**Accounts Paid:** All accounts paid for May.

That the Treasurer's report be accepted and the accounts as presented be passed for payment and those accounts be paid and verified.

Jock H/ Jim M- Moved/Seconded:

**Correspondence:** To be dealt with as read.

Jim M/ Dave C-Moved/Seconded

**Inward:** Email from Tony Renneker regarding council action to fill pot holes in Shed Driveway. Action-Tony Ciccio to contact Tony R regarding lack of action.  
Email from AMSA regarding the NSW Government is banning certain single-use plastic items. This will prevent nearly 2.7 billion plastic items from

entering the coastal, marine, and bushland environments of NSW over the next 20 years. Copy on sign on book.

**Email from Zac Harold** The Centre for Volunteering, we are delighted to offer you a full scholarship to attend The Volunteering NSW 2022 State Conference streaming in Griffith.

Email from Chloe the lifestyle coordinator at Assumption Villa. Our male residents recently want to do more male orientated activities. I was curious if there would be a chance that someone from the Leeton Men Shed may be able to put together a kit of something that the male residents here would be able to put together without power tools, as a lot have limited mobility. Even a small group project like a bedside table or chair.

Email from Barry Allen confirming he has reconciled March & April Financials.

Email from Emily Goodall LSC requesting Leeton Shed members list.

David Boots Account for roadbase \$331.00

Thinkwater Account for ball valve, gal tee, s/steel t \$29.63

Leeton Steel \$19.90

Beyond bank statements for May.

**Outward: Nil**

Email to Tony Reneker regarding pot holes in Shed driveway & gravel to repair.

**General Business:**

1. Leeton Sunrice festival Ambassador Fund. Application for a grant, closes 9<sup>th</sup> June 2022. Action Lindsay to complete app & apply.
2. No document from GM detailing LSC proposed Section 355 changes. LMS members invited to attend the Councillor's workshop on the 15<sup>th</sup> June to discuss with Councillors the LSC Section 355 proposal. Action- Workshop postponed until 13<sup>th</sup> July. LSC documentation not completed yet. Members need to be at this meeting 13<sup>th</sup> July to present our case to Councillors.
3. Emily Goodall LSC spoke from her notes regarding LSC's position. The Men's Shed not seen as core Council business ie Council would not put staff resources into it to restart if closed. Our role to promote the need for Men's Health not a role for Council. If Section 355 passed by Councillors & dissolved the Council would lease the land/shed to the men's Shed on 99 year lease @ \$1.00 annual fee & charge LMS annual rates, waste costs, estimated at approx. \$2000 + water costs. Council will pay subdivision costs. The Men's Shed would have to take insurance at a cost of approx. \$4000-5000 +. Boundary change not negotiable. Time frame from Council's perspective June 2023.  
To date the Shed has not received a written document outlining their position.
4. Sale of the land discussed by Emily Goodall LSC. Valuation has been attained by Council. Council has signed agreement with real estate business to advertise land sale. Council will seek to subtract costs of marketing fee, agents fee, legal fee, & back rates of \$12000 from sale.
5. Request from LSC for LMS to fabricate another memorial cross. Investigate the costs involved, steel material & powder coating to make a batch. Action Lindsay to investigate costs of job lot.

6. Biggest Morning Tea discussed. Members indicated not enough members to support a morning tea in the shed. Action- Motion- Moved Jock H/Seconded Tom K "That Leeton Shire Men's Shed donate \$500 to the Biggest Morning Tea cancer Council in lieu of holding the morning tea. Passed.
7. Leeton Show. Toys & items for sale being made.
8. Denise Mc Grath requested the Baker's Cart for the Art Deco Festival, Saturday 9<sup>th</sup> July. Members agreed in principal pending insurance, trailer transport & other considerations. Jock H & Lindsay M to coordinate. Action- Lindsay M to respond by email & ask for meeting with Denise.

**Next General Meeting Wednesday 13<sup>th</sup> July 2022**

**Meeting Closed: 10.45 am**

**LEETON SHIRE MEN'S SHED  
MINUTES WEDNESDAY 13TH JULY 2022**

**Meeting Opened:** 9.35am.

**Present:** D Carn, G Reynolds, C Kefford, T Knagge, L marsh, R Hutton, B Salafia, C Atree, (left meeting @ 10.08am) J Thompson, T Reneker (left meeting @10.20am)

**Apologies:** M. Smith

D Carn, B Salafia - Moved /Seconded that apologies be accepted.

**Minutes:** That the Minutes of the last meeting be accepted as a true record of proceedings.  
Dave C, Tom K -Moved /Seconded

**Welcome New Members and Self Introductions:** Nil

**Welcome Council Representatives:** Emily Goodall, Rebecca Mc Calum, Tony Ciccia.

**Welcome Guest Speaker:** Nil

**Business arising from previous minutes:**

1. Tools donated by Frank Kennedy. George to arrange display cabinet to be mounted in meeting room entrance. Usable tools to be put into store room. Action- Ongoing.
2. Sale of the block. Advised by Emily Goodall sale under contract with real estate. Action- Emily Goodall indicated some progress in sale, but no details yet.
3. Request for LMS members to fill out volunteer application forms for return to LSC. Action- Volunteer forms LSC handed to members present. Members not present at meeting can pick a form up. Return to Lindsay please.
4. Cancer Council. LMS support for "Greatest Morning Tea" this year. Action- Donation of \$500 completed.
5. Register for members with emergency contact details in case of an accident. Action- members to complete information on volunteer forms. Next of kin details in case of emergency can be taken from that.
6. Discuss saleable items for Leeton Show. Action-Dave C stated in hand.
7. Leeton Sunrice festival Ambassador Grant. Closes 9<sup>th</sup> June 2022. Action- Lindsay to apply. Action-Awarded \$950
8. Emily Goodall, Council has informed the LMS workshop The Men's Shed have been allocated 6.00pm – 7.00pm at the 10 August Council Workshop. No Council Document received to date..

### **TREASURER'S REPORT**

Opening Balance 1/6/22 \$ \$47326.71

Receipts	\$	\$3181.69
Expenditure	\$	\$590.00
Closing Balance 30/6/22	\$	\$49918.40

**Accounts Due :** No accounts due

**Accounts Paid:** All accounts to date paid

That the Treasurer's report be accepted and the accounts as presented be passed for payment and those accounts be paid and verified.

Ron H/B Salafia Moved/Seconded:

**Correspondence:** To be dealt with as read.

Jim M/ Dave C-Moved/Seconded

**Inward:** Thank you & receipt from Cancer Council.

8/7/22 Email from Emily Goodall LSC requesting treasurer's report clarification.

7/8/22 Email from Emily Goodall LSC requesting handout 16<sup>th</sup> June in lieu of Council Document be distributed to all members. Stated that figure of \$8000 + is incorrect & needs to be removed.

8/7/22 Email from Emily Goodall LSC answering request for operational costs post incorporation cannot provide figure available as many factors in play.

6/7/22 Email from Emily Goodall LSC stating the Council Document will not be ready for July workshop & Council has moved to August Workshop. The Council document will be provided to the Men's Shed well before the workshop on the 10<sup>th</sup> August allowing members to distribute information & to discuss. Emily will confirm date & time.

5/7/22 Cancer Council receipt for \$500 donation.

4/7/22 Email from Mary Errey re Club grants Category 3 Infrastructure now open. Close Monday 18<sup>th</sup> July 2022.

4/7/22 Email from Emily Goodall LSC stating Council is inviting Damien Connell Regional Risk Manager Statewide Mutual & Andrew valenta to speak regarding risk at meeting with LMS Wednesday 6/7/22 & to carry out risk assessment of shed workshop.



29/6/22 Email from Emily Goodall LSC responding to request for information on risk. Stated Emily Goodall & Andrew Valenta will speak with Mrs Kruger GM regarding our request & will then respond with what information we are able to provide & by when.

**Outward:** Nil

Email to Emily requesting a correct Council figure for cost of incorporation to replace the Men's Shed figure.

**General Business:**

1. Emily Goodall LSC spoke from her notes regarding LSC's position. Emily advised to date the written Council document outlining their position is not ready to provide to the shed. Emily advised the Workshop for 13<sup>th</sup> July has been postponed by Council to August because document not ready. Emily to advise date & time.
2. Sale of the land discussed by Emily Goodall LSC. Valuation has been attained by Council. Council has signed agreement with real estate business to advertise land sale. Council will seek to subtract costs of marketing fee, agents fee, legal fee, & back rates of \$12000 from sale.
3. Request from LSC for LMS to fabricate another memorial cross. Investigate the costs involved, steel material & powder coating to make a batch. Action- 5 crosses made.
4. Leeton Show. Toys & items for sale being made.
5. Denise Mc Grath requested the Baker's Cart for the Art Deco Festival, Saturday 9<sup>th</sup> July. Action-The cart provided to show at the Art Deco Festival. A thank you to members who helped load & unload the cart.
6. Wednesday 6<sup>th</sup> July. Leeton Shire Council WH&S & risk officer Andrew Valenta & their guest Damien Connell Regional risk manager Statewide Mutual spoke to members about perceived risks Council faces with 355 committees. Damien Connell spoke about Camden Council facing a fine for injury to a Men's Shed member. To an inquiry from a shed member as to whether the Council or individual Councillors faced a financial fine Damien Connell stated that the Council only was fined not individual Councillors.  
An inspection of the workshop was then carried out.
  - Andrew Valenta stated the report will be provided to us by Friday 15<sup>th</sup> July.
  - Andrew Valenta & Damien Conell stated that the shed &all the equipment etc in the shed belonged to the council.
  - That the accounts of the Men's Shed must be transferred to Council's accounts to avoid the risk of financial mismanagement.
  - That nearly all Men's Sheds were incorporated & that there were very few Men's Shed not incorporated.

Leeton Mans Shed (sic)

Summary. Leeton Shire Council requested Statewide Mutual Regional Risk Manager and Leeton Staff to attend Leeton Men's Shed monthly meeting and conduct site inspection to

document hazards and risks within workshop facility. Attendance included Councillor Tom Ciccia, Council staff Andrew, Emily Men's Shed executive, George, Ron and Lindsay and group members. Committee Meeting. Issues raised from members in regard to proposed changes from Section 355 committee to an incorporated body aligned with Australian Men's Shed Association. • Direct financial costs to be incurred by group without Council support, insurance cover, Council costs, rates and water. • Plant and equipment ownership, currently group understanding that they own equipment. • Lack of understanding to why decision is being "forced" upon them. Risk and Hazard issues raised. Andrew Valenta raised Councils concerns. • NSW Office of Local Government circular, raising concerns from both OLG and NSW Audit Office to management of Section 355 Committees, concern to functions conducted by committee outside of delegation and financial transparency. • WHS management processes, including induction to volunteers, equipment utilised, emergency procedures and adherence to Councils WHS system. • Financial management, significant funds held by committee, financial reporting requirements and Leeton Men's Shed terms of reference requirement. • Insurance, current cover aligned to Councils policy scheme, Councils exposure by committee not adhering to terms of reference with potential declining of claims. • Reputation of Council, committee's use of social media to demine Council and Officers, clear breach of Councils Code of Conduct Policy.

**Next General Meeting** Wednesday 10<sup>th</sup> August 2022

**Meeting Closed:** 11.15am

**ITEM 7.9            MINUTES OF THE YANCO COMMUNITY HALL AND MARKET COMMITTEE MEETING - 11 JULY 2022**

<b>RECORD NUMBER</b>	22/296
<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 July 2022 (**Attachment 1**).

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

---

**RECOMMENDATION**

THAT Council:

1. Receives for information the Minutes of the Yanco Community Hall and Market Committee meeting held on Monday 11 July 2022.
2. Adopts the Terms of Reference for the Yanco Community Hall and Market Committee.

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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 discussion at the meeting centred around the new 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. The new Terms of Reference are included as **Attachment 2** with this report for Council's consideration.

The next meeting of the Yanco Community Hall and Market Committee to be held on Monday 8 August will be the Committee's Annual General Meeting.

### **(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 \$30,000.

### **(b) Policy**

Yanco Community Hall and Market Committee Terms of Reference

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

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

### **(d) Risk**

The legislative non-compliance of a Section 355 Committee could have legal, reputational, political and financial impacts.

## **CONSULTATION**

### **(a) External**

Committee members

### **(b) Internal**

Nil

**LINK/S TO THE DELIVERY PROGRAM/OPERATIONAL PLAN**

Under the Key Priority Area FOCUS AREA 5. Strong leadership and civic participation within Council's adopted Delivery Program/Operational Plan – 5 - Our Council operates efficiently and effectively - 5.2 - Maintain a framework of up-to-date plans, policies, procedures, systems and service standards - Support and report on Council's Section 355, Advisory and Action Committees".

**ATTACHMENTS**

- 1 [↓](#) Yanco Community Hall and Market Committee Meeting Minutes - 11 July 2022
- 2 [↓](#) Yanco Community Hall and Market Committee Terms of Reference

**Yanco Hall Committee Meeting – Monday 11<sup>th</sup> April 2022**

**Present:** Tony Bagiante, Josie Bagiante, Hugh Milvain, Yvonne Milvain, Beryl Coelli, Terry Coelli, Bob Hermes, Pam Bonfield, Brent Lawrence (Manager Visitor Services and Local Activation, Leeton Shire Council), Tony Reneker (Mayor, Leeton Shire Council),

**Apologies:** Robert Quodling, Mary Stephenson

**MEETING OPENED: 1:01PM**

**PRESENTATION FROM TRACEY HAMILTON:**

Tracey Hamilton from the Yanco Town Improvement Committee presented to the hall and market committee members regarding it's upcoming Yanco Twilight Market event and the purpose behind the event. The purpose of this event is to create a new special event for Yanco and at the same time raise funds to continue to drive enhancement initiatives in Yanco.

**TERMS OF REFERENCE:**

The new Terms of Reference were tabled with the committee with no further changes suggested. These will now need to be endorsed by Council.

**CORRESPONDENCE:**

- **Term deposit balance– 11 July 2022 - \$30,000**
- **Working account balance 11 July 2022 – \$2,402.12**

**TREASURER'S REPORT:**

**Moved: Beryl**  
**Second: Josie**

**GENERAL BUSINESS**

- Letter of appreciation to be sent by Beryl Coelli to Bridgestone Tyre Service Leeton for donation of tubes and new tyres for Hall trolley.
- Mayor Tony Reneker went recently to check out the Yanco Miniature Railway which this committee funded the renewal of their insurance, he said it was a great experience and setup well worth a visit.
- Committee asked that thanks be conveyed to Council for the new cement and trees planted in the Yanco main street.
- Chair Hugh Milvain said that the Solomon Island and Afghani communities held celebrations at Yanco Community Hall on Saturday 9 and Sunday 10 July. They left the hall in great order and were some of the most obliging and respectful people he has ever met in Leeton. It would be great to have more of their events out at the Hall.

**Moved: Josie Second: Tony**

*Meeting closed at 1.45pm. Next meeting (AGM) Monday 8 August 2022 @1pm*



LEETON  
SHIRE COUNCIL

# YANCO COMMUNITY HALL AND MARKET COMMITTEE

TERMS OF REFERENCE

## DOCUMENT CONTROL

<b>RESPONSIBLE OFFICER:</b>	Manager Visitor Services and Local Activation				
<b>REVIEWED BY:</b>					
<b>LINK TO COMMUNITY STRATEGIC PLAN:</b>					
<b>DATE ADOPTED:</b>					
<b>ADOPTED BY:</b>	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>					
<b>REVISION NUMBER:</b>					
<b>PREVIOUS VERSIONS</b>	<b>DATE</b>	<b>DESCRIPTION OF AMENDMENTS</b>	<b>AUTHOR/EDITOR</b>	<b>REVIEW/SIGN OFF</b>	<b>MINUTE NO</b>
1	17/3/22	Rewritten into new template	Manager Visitor Services and Local Activation	Unknown	Unknown

## REVIEW OF THIS DOCUMENT

The Terms of Reference will be reviewed every 4 years or as required in the event of legislative changes or operational requirements.

Any major amendments to the Terms of Reference 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.

The Terms of Reference are to be endorsed by each elected Council within 12 months of their election.



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## **1. Committee Name**

Yanco Community Hall and Market Committee

## **2. What is a Section 355 Committee?**

Section 355 Committees are committees constituted under the powers granted by the *Local Government Act 1993*. Sections 355 and 377 of the Act give Council the authority to delegate some of its functions to a committee.

Section 355 allows Council to set up a committee, while Section 377 allows Council to delegate functions to the committee. The resulting committee is called a 355 Committee.

It is the role of a Council-appointed Section 355 Committee to act on behalf of the Council for the benefit of the community by carrying out the role specified in the Committee's Terms of Reference.

## **3. Facility Management Committees**

Facility Management Committees such as the Yanco Community Hall and Market Committee are Section 355 Committees that manage community facilities on behalf of the Council.

## **4. Term of the Committee**

In alignment with the Council Term of Office, the Yanco Community Hall and Market Committee will generally operate for a four-year period. This term of Council will operate for three years, from 2021–2024, in alignment with the shorter term of the Council.

The Council reserves the right to dissolve the Yanco Community Hall and Market Committee at any time by resolution of Council.

## **5. Purpose and Scope**

The Yanco Community Hall and Market Committee has been established to:

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

## 6. Limitation of Powers

There are some limits to the powers that Council can delegate to committees, and these are described under Section 377 of the *Local Government Act 1993*. By law, Section 355 committees may not:

- Set charges or fees. The Committee can, however, submit recommendations regarding the fees and charges that fall within the scope of its authority to Council for approval.
- Borrow money
- Sell, lease, sub-lease or surrender land and/or other property vested in its care under the provisions of the *Local Government Act 1993* (as amended).
- Accept tenders which are required to be called by Council. The Committee can, however, invite and accept quotations for minor works, goods and services covered within the scope of its authority or as agreed with Council
- Pay or give a gift (other than a token gift) to its members. This includes the payment of allowances or travelling expenses incurred while attending Committee meetings. 'Token gifts' are defined in the Council's Gifts and Benefits Policy and Code of Conduct
- Pay money for goods and services that fall outside the scope of the Committee's function
- Contribute money or otherwise grant financial assistance to persons or organisations
- Carry out of works on or a facility (including alterations, reconstructions or construction) without the prior consent of Council. This does not include minor maintenance works
- Unreasonably withhold consent for the letting of a facility to an organisation which agrees to comply with and adhere to the rules adopted for the use of the facility, providing an acceptable letting period is available
- Vote money for expenditure on the works, services or operations of Council
- Carry out any function under the *Local Government Act 1993* or any other Act that is expressly required to be exercised by resolution of Council.

In addition to the limitations outlined here, committees are also subject to any further limitations and conditions that may be imposed by law, specified by resolution of Council or in writing by the General Manager or their representatives to the committees. Committees are required to observe any rules and regulations made by Council in relation to the facility or function under its management and control.

**If a committee is deemed to be functioning outside the limits of its powers, all its powers may be revoked by written notice to the committee signed by the General Manager or their representative.**

## 7. Code of Conduct, Council Policies and other Legislation

Section 355 Committees and their members are bound by all the laws, legislation, regulations and policies that apply to employees of Leeton Shire Council. Leeton Shire Council has a Code of Conduct that is applicable to elected Councillors, employed staff, contractors, and committee members and other

volunteers. This Code of Conduct sets out the principles that ensure the business of Council is carried out in an efficient, honest and impartial way.

Fraudulent or corrupt behaviour is unacceptable, may constitute a criminal offence and may be prosecuted. All committee members need to familiarise themselves with Council's Fraud Policy and Public Interest Disclosure Policy. Suspected fraud or corruption should be reported by committee members to the Manager IPR, Governance and Engagement or the General Manager. The latter offers protection against reprisals for anyone performing official functions of Council and making a disclosure against another public official.

Council is a Child Safe organisation. Committee members will need to read Council's Child Safe Policy and ensure they understand their responsibilities in relation to the safety of children and young people.

Council's Code of Conduct, policies and other documents are located on the [Leeton Shire Council](#) website.

A list of the documents that are particularly relevant to Section 355 Committees is included in **Item 9.7**.

## **8. Membership**

Membership of the Committee shall comprise of:

- Councillors as determined by Leeton Shire Council
- Council staff as determined by Leeton Shire Council (Council staff not eligible to vote at meetings)
- Community representatives as the Committee deems fit.

Membership shall be appointed by resolution of Council.

All members shall be appointed for the period aligned with local government elections.

A member's appointment may be ended on the basis of one of the following:

- Resignation of a member
- Regular non-attendance at meetings
- Failure to respect the protocols and terms of reference for the Committee

### **8.1. Councillors**

At the start of each Council Term, Council will by resolution appoint two Councillors to the Committee.

The Mayor, by virtue of holding the office of Mayor, is a member of all committees established by Council. The appointment of the Mayor as a member of any Committee established by Council need not be taken into account when determining a quorum for a meeting of the committee.

### **8.2. Stakeholder Representatives**

Stakeholder representatives will be nominated by the Committee in consultation with the Responsible Officer and appointed by resolution of Council.

### **8.3. Community Members**

Community members will be invited by Expression of Interest, nominated by the Committee in consultation with the Responsible Officer and appointed by resolution of Council.

### **9. Appointment of Council Officer(s)**

The General Manager will appoint a Council officer as the Responsible Officer to the Committee.

The Council officer's responsibilities include:

- attendance at a minimum of four Committee meetings annually
- active involvement with the Committee
- the provision of advice and administrative support to the Committee including the preparation of an Agenda and taking of Minutes if needed
- keeping a register of the Minutes of Committee meetings in accordance with Council's record keeping policies and protocols
- ensuring the Minutes (unconfirmed but approved by the Chairperson for release) are reported to Council at the next available Council Meeting
- preparing reports to Council on behalf of the Committee
- providing to the Committee details of the outcome of Council Meetings and the resolutions of the Council regarding each Committee recommendation.

#### **9.1. Appointment of Office Bearers**

The Committee members must elect from their members certain roles which must be undertaken, including:

- Chairperson/President (Mandatory)
- Secretary (Mandatory)
- Treasurer (Mandatory if managing funds)
- Bookings officer (Mandatory if managing a facility).

The office bearers are to be elected at the Committee's Annual General Meeting and hold office for a period of twelve months or until their successors have been appointed.

The Committee may, at its discretion, elect or appoint additional positions from among its members. These include a:

- Deputy Chairperson
- Assistant Secretary/Treasurer
- Publicity Officer
- Other positions as deemed necessary.

#### **9.2. Meetings**

- Meetings of the Committee will be held at least once per quarter.
- The Responsible Officer and two appointed Councillors will be required to attend meetings on a quarterly basis only with meeting minutes to still be sent to the Responsible Officer and two councillor representatives monthly.
- Meeting minutes of the Yanco Community Hall and Market Committee will be tabled with the elected Council on a quarterly basis.
- Other Committee members and/or staff may make requests to the Chair for additional meetings.

### **9.3. Quorum**

A quorum refers to the minimum number of members who must be in attendance to transact business. A quorum is reached when more than one half of the members are present. For a committee with an even number of voting members, half that number plus one must be present. For a committee with an odd number of voting members, a majority must be present.

If a quorum is not present within half an hour after the appointed starting time, the meeting will be adjourned to a time fixed by the Chairperson/President or those present can hold an informal meeting to discuss matters. However, any decisions made are not recognised until a meeting of the committee (at which a quorum is present) has ratified them.

### **9.4. Agenda**

The agenda is an organised list of headings of all the major items, in order, that will be discussed at the meeting.

Each item of business to be discussed at the meeting needs to be put on the Agenda. Unfinished business and reports on actions taken since previous meetings are included in the agenda under the heading 'Business arising from previous Minutes'. If any items on the Agenda are not discussed due to limitations of time, they are carried over to the Agenda of the following meeting.

A copy of the agenda is to be provided to Committee members seven days prior to the meeting (if it is possible to do so). Late matters can be added to the Agenda at the opening of the meeting as the Chairperson calls for discussion on the Agenda.

### **9.5. Conduct of Meetings**

All meetings will be conducted in accordance with the Leeton Shire Council Section 355 Committee Manual.

### **9.6. Minutes of Meetings/Reporting to Council**

The Minutes will record the advice provided at meetings. The Minutes of each meeting will be provided to all Councillors at the next available Ordinary Council Meeting. All Minutes must be confirmed at the Committee's next meeting.

### **9.7. Governing Policies/Documents**

Leeton Shire Council Code of Conduct  
Leeton Shire Council Code of Meeting Practice  
Leeton Shire Council Section 355 Committee Manual  
*Work Health and Safety Act 2011*  
Leeton Shire Council Work Health and Safety Management Plan  
Leeton Shire Council's Child Safe Policy

**ITEM 7.10      MINUTES OF THE WHITTON TOWN IMPROVEMENT COMMITTEE MEETING -  
20 JUNE 2022**

<b>RECORD NUMBER</b>	22/311
<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 20 June 2022 (**Attachment 1**).

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

---

**RECOMMENDATION**

THAT Council receives for information the Minutes of the Whitton Town Improvement Committee meeting held on Monday 20 June 2022.

---

**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.

**(b) Discussion**

Whitton Town Improvement Committee had their most recent meeting on Monday 20 June 2022. Key discussion points/updates from the meeting were as follows:

- **Red Kelly Butcher Shop** – demolition of butcher shop has been completed. Council is looking for community feedback on something to be a memorial marker. It has been suggested a plaque like the sporting hall of fame one used in Leeton, with a QR code to be added later.

**Action:** Council's Manager Economic and Community Development and Group Manager Shire Activation to continue engaging with members of the Whitton Town Improvement Committee to ensure their voices are heard and they're kept well informed of latest developments.

- **Future tenanting of Police Station Residence** – Whitton-Murrumbidgee Public School Principal Debbie Morden has contacted a Senior Director at the NSW
-

Department of Education as the school is keen to seek this residence utilised as teacher housing. A response is still pending.

**Action:** Council's Manager Visitor Services and Local Activation to pass on contact details to the Group Manager Shire Activation and Manager Economic and Community Development to follow up with the Department of Education.

- **Street Sweeper Roster** – a question was asked about the street sweeper and not being seen in Whitton for a few months.

**Action:** Council's Manager Visitor Services and Local Activation to follow up with most relevant Council officer and report back at next meeting.

**Post Meeting Note:** The Manager Open Space and Recreation has advised that under normal circumstances the sweeper visits Whitton fortnightly however, this frequency changes with the advent of Autumn/Winter when leaves in the Leeton township becomes a problem and a focus. Both Whitton and Yanco don't suffer the same issues. The sweeper will complete a general sweep in the near future and then will gradually start to frequent Whitton again as per the roster.

- **Shade sails to cover playground area at Whitton Memorial Park** - it was flagged that the fantastic new playground equipment is largely not useable during summer months due to the fact they have no shade coverage meaning the equipment itself is very hot in the exposed sun.

**Action:** Council's Manager Visitor Services and Local Activation to follow up with Council's Manager Open Space and Recreation and report back at next meeting.

**Post Meeting Note:** The Manager Open Space and Recreation has advised that this project could be included as a budget submission in the 2023/24 Financial Year, or a grant funding opportunity could be sought.

- **Signage for Truck Compression Braking** – it was requested to investigate the installation of signs at the town entrances requesting truck drivers to limit compression braking.

**Action:** Council's Manager Visitor Services and Local Activation to follow up with Council's Manager Roads and Drainage and report back at next meeting.

**Post Meeting Note:** The Manager Roads and Drainage has asked Council's Road Safety Officer to follow up with Transport for NSW to verify the process to justify such signage. Such signs are not legislated, so may only require approval from the Council Traffic Committee.

A full copy of the minutes can be viewed in **Attachment 1** with this report.

### (c) Options

Nil – this report is for information purposes only.

## IMPLICATIONS TO BE ADDRESSED

### (a) Financial

Nil



**(b) Policy**

Whitton Town Improvement Committee Terms of Reference

**(c) Legislative/Statutory**

The Whitton Town Improvement Committee is an Advisory Committee of Council.

**(d) Risk**

- Financial (ensuring community knows identified projects are subject to budget bids).
- Representative (ensuring voice of community is heard, not just Committee).
- Steps to keep general Whitton Community informed about Committee/ plans/progress.

**CONSULTATION**

**(a) External**

Committee members

**(b) Internal**

Group Manager Shire Activation  
Manager Economic and Community Development  
Manger Roads and Drainage  
Manager Open Space and Recreation

**LINK/S TO THE DELIVERY PROGRAM/OPERATIONAL PLAN**

Under the Key Priority Area FOCUS AREA 5. Strong leadership and civic participation within Council's adopted Delivery Program/Operational Plan – 5 - Our Council operates efficiently and effectively - 5.2 - Maintain a framework of up-to-date plans, policies, procedures, systems and service standards - Support and report on Council's Section 355, Advisory and Action Committees".

**ATTACHMENTS**

- 1** [Whitton Town Improvement Committee Meeting Minutes - 20 June 2022](#)

## WHITTON TOWN IMPROVEMENT COMMITTEE

Minutes of Meeting held at Whitton Hall on 20/06/2022

### Agenda

1. Apologies
2. Minutes of previous meeting
3. Business from those minutes
4. Correspondence
5. Brent- Updates from Council
6. New fees for using Waste Transfer Station
7. Sign- Truck compression braking.
8. Digital sign update
9. Police (rental) residence update
10. Fire Shed update
11. Street sweeper roster
12. RV Parking project/ water tank in park
13. Other General Business
14. Set meeting dates for the rest of the year.

### Meeting Commenced at 6.05pm

**Present:** Tracy Catlin, Margaret Strong, Brent Lawrence, Paul Smith, Ron DeMamiel, Barb Smith, Steph Heath, Deb Morden, Kaia & India (WMPS Leaders)

**Apologies:** Lexi Hone, Andrew Creek, Lorraine & Craig Kefford, Cathy Kefford, Tony Reneker.

**Confirmation of Minutes** of meeting held 28/03/2022 by T Catlin & Ron DeMamiel. Adding that RV parking facility in Whitton Park was also discussed but omitted from the minutes. After the meeting Tracy, Craig, Lorraine, Brent, Tony & George visited the park to look at possible places it could be.

### Correspondence:

### Updates from Council presented by Brent

- Demolition of Butcher shop has commenced. Council is looking for community feedback on something to be a memorial marker. It has been suggested a plaque like the sporting hall of fame one used in Leeton, with a QR code to be added later. Council are still open to ideas on the use of the land. Community housing managed by a group like Argyle could be an option. The benefit of the block is that utility services are already available. An old suggestion was for it to become a social enterprise business such as a nursery, using work for the dole type of workforce. In any case Council want to see something happen for their own cost recovery and for the benefit of the town.

- Police Residence future. Deb has contacted her Director suggesting that Department of Education look at taking it on as teacher housing and is still awaiting a response. Deb is going to forward Dept of Education contact to Brent.
- Work on the courthouse at the Museum is complete, except the chemical underpinning. Margaret has asked for clarification on exactly what is meant by “the work”, as so far it seems to have been the floor in the side entrance, as that is where the activity has been. There should be more work than that before it is considered to be complete. As part of this discussion Deb has asked if the Museum would be available for inclusion in the Grandparents Day celebrations, as it was in a pre covid grand parents day.
- 355 committees and their members will be ratified at the next council meeting. Brent read out who had sent in their forms, and it appears that not all who may intend to be on the committees have applied. They can however be added later. Brent has supplied some paper forms for those who may find it easier, with Tracy offering to scan and send in for those who are not able to do it themselves.

### General Business

- Kiah & India- WMPS leaders, presented some ideas/input that have come from the primary school age group.
  1. A community Christmas Tree. Discussion from this identified a tree in the main street behind the former Robins Nest shop as a possibility.
  2. The Basketball/tennis court area needs some attention to make it more appealing to use. The weeds and bindis need to be dealt with and there are no tennis nets anymore.
  3. The town needs fuel to be available to purchase.
  4. School Bus shelters. Currently there is one on the north side of the railway. Thinking to have one on the south side around the Binyah street area. This is for the primary school bus pick up.
  5. Child safety cycling and walking. There are currently no safe bicycle paths for children riding in Whitton, especially for those riding to school. There is also no safe place to cross the main street where the foot traffic actually is. There is a crossing near the pub. A crossing nearer the shop, post office and railway walkway would be better.
  6. Park playground equipment is too hot to use during the summer. Could some shade sails be erected over the play equipment? (Discussion around possibly asking Rotary for assistance.)
- Digital notice board screen. Deb had correspondence back from signpac school sign specialist with product specifications and advised that a representative will be visiting Whitton this week. It is looking like a suitable sign can be done for around \$30k.
- Waste Transfer Station Fees. Residents and Committee are very concerned that the fees will see the return of illegal dumping. Paul Smith explained the reasoning behind the need to introduce fees for the transfer station and the Leeton tip. Discussion then turned to some alternatives to ease the burden such as holding some dump for free days or a loyalty card system allowing locals to have a certain number of free visits.

- Signs for Truck Compression Braking. Is it possible to have erected on the entrances to the town signs advising truck drivers to limit compression braking? The town has a very large number of trucks passing through the town and there are a lot of drivers that need to be reminded of this courtesy.
- Street Sweeper Roster. Has the street sweeper been out of action, or particularly busy elsewhere? It used to come to Whitton on a regular basis, however, has not been seen for a few months now. Brent to follow up.
- School Bus Stop (Celi's Leeton Service) at Whitton Post Office. This very dangerous bus stop situation on many different points. There is a much safer alternative at the existing bus stop in front of the Hall. Tony Reneker witnessed an afternoon bus arrival and was going to follow this up. What has been the progress of this?
- Hall carpark Gardens. Could the gardens in the Hall carpark please receive some attention? They have become overgrown, and snakes were seen going in and out of them over the summer.
- Fire Shed update. An update on the Fire shed for the meeting and council. The brigade are getting a quote to clear the gravel in front of the shed and move to the right hand side of the shed (when facing the shed), concrete in front of the shed to a depth that will carry the weight of the fire trucks. The quote also will have an allowance for costs for Essential Energy to do safety plans for when the excavator moves the gravel. There are power lines in front of the shed as well as on the right side of the shed.

A traffic plan will also need to be done. Maybe council can assist with this?

- Water tank/tower in the Park. What is the status of the retired town water tank in the park? Is it possible to have it removed as it would be a good location of proposed RV parking facility? Could the scrap metal be sold off by council as scrap metal has a significant dollar value. (ask for planning engineer to look at the site)

**Meeting Closed:** Meeting Dates have been set as the 3<sup>rd</sup> Monday of the month quarterly.

September 19<sup>th</sup>, December 19<sup>th</sup>, March 20<sup>th</sup>, December 19<sup>th</sup>.

Next Meeting , September Monday 19<sup>th</sup>, 6pm at Whitton Community Hall.

**ITEM 7.11      MINUTES OF THE YANCO TOWN IMPROVEMENT COMMITTEE MEETING - 1  
AUGUST 2022**

<b>RECORD NUMBER</b>	22/338
<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 Yanco Town Improvement Committee meeting held on Monday 1 August 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 Yanco Town Improvement Committee meeting held on Monday 1 August 2022.

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**REPORT**

**(a) Background**

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

**(b) Discussion**

YTIC met for a Committee Meeting on Monday 1 August 2022. Key discussion points/updates from the meeting were as follows:

- **Alcohol Free Zone** – Council's Manager Visitor Services and Local Activation reported that the service lane where the Yanco Twilight market will be held on Saturday 26 November is an alcohol-free zone.

**Action:** *YTIC secretary Tracey Hamilton forward a letter to Council's Manager Planning, Building and Health to request an exemption for the alcohol-free zone for the event taking place on Saturday 26 November.*

- **Banking of fundraising funds** – Council's Manager Visitor Services and Local Activation stated that he had spoken to relevant council officers and the process of Council managing funds raised for town improvement initiatives would be difficult. He suggested YTIC align with a local service club to handle the funds.
-

**Post Meeting Note:** *Yanco Lions Club have agreed to create a suspense account within their bank account for funds raised by Yanco Town Improvement Committee to go towards future town enhancement works/events.*

- **Light Up Leeton correspondence** – an email was received from current Light Up Leeton Committee President Robyn Retallick. The Light Up Leeton Committee have advised that all they can offer is a stall to the Yanco Town Improvement Committee at the Light up Leeton event. Councillor Paul Smith suggested a member of YTIC attend the Light up Leeton AGM to be held on Thursday 11 August which is their next meeting to clarify what we were trying to achieve with our event and discuss cross promotion opportunities.

**Action:** *Available members of the YTIC executive to attend the Light Up Leeton Committee AGM.*

- **McCaughey Park Playground Equipment Upgrade-** Council's Manager Visitor Services and Local Activation presented the two options for the new playground equipment for McCaughey Park on behalf of Council's Manager Open Space and Recreation. Option 1 was the selected option as it was voted on as the preference from the children attending Yanco Public School who were directly consulted as part of the community engagement process.
- **Christmas Pallet Trees Decorations for Yanco main street** - a suggestion of decorating for Christmas was pallet Christmas trees.

**Actions:**

1. *YTIC to approach Leeton Men's Shed to see if they are interested in making the trees from the pallets the committee would supply.*

2. *Committee member Annette Ashton to organise decorations, if trees are constructed.*

- **Yanco Twilight Market Update** – Committee member Tessa Hamilton reported that YTIC have had a fantastic response to its new Facebook page. There are nine (9) confirmed stalls to date. Very positive response from all whom Tessa has spoken to thus far. Committee member Graham Williams reported that the Yanco Lions Club Lions are going to hold their Christmas tree festival and ham raffles as part of the twilight event from their shed, and not Yanco Hall, as this will encourage all activity be held centrally within the service road precinct.

**Actions:**

1. *Tessa to continue following up with targeted stallholders – aim is to secure 20-30 stallholders for the event.*

2. *Site plan to determine stallholder layout and apply for single event liquor licence to be completed prior to the next meeting.*

3. *Traffic control arrangements to be organised by Council's Manager Visitor Services and Local Activation in liaison with the Manager Roads and Drainage and Road Safety Officer.*

- **Words of reflection by Mayor Tony Reneker** – the Mayor spoke of the positive vibe of the committee and willingness of all members to volunteer their time and desire for it to be successful with a view to future enhancement works in the long-term.

A full copy of the minutes can be viewed in **Attachment 1** with this report.

**(c) Options**

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Nil – this report is for information purposes only.

### **IMPLICATIONS TO BE ADDRESSED**

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

Nil

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

Yanco Town Improvement Committee Terms of Reference

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

The Yanco Town Improvement Committee is an Advisory Committee of Council.

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

- Financial (ensuring community knows identified projects are subject to budget bids).
- Representative (ensuring voice of community is heard, not just Committee).
- Steps to keep general Yanco Community informed about Committee/ plans/progress.

### **CONSULTATION**

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

Committee members

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

Manager Open Space and Recreation  
Manager Roads and Drainage  
Manager Finance

### **LINK/S TO THE DELIVERY PROGRAM/OPERATIONAL PLAN**

Under the Key Priority Area FOCUS AREA 5. Strong leadership and civic participation within Council's adopted Delivery Program/Operational Plan – 5 - Our Council operates efficiently and effectively - 5.2 - Maintain a framework of up-to-date plans, policies, procedures, systems and service standards - Support and report on Council's Section 355, Advisory and Action Committees".

### **ATTACHMENTS**

- 1 [Yanco Town Improvement Committee Meeting Minutes - 1 August 2022](#)

**YANCO TOWN IMPROVEMENT COMMITTEE  
AUGUST MEETING**

**MINUTES**

**Date:** 1 August 2022

**Place of Meeting:** Yanco All Servicemen's Club

**Meeting commenced:** 6:05 pm with Karen O'Grady in the Chair. Karen welcomed all who were in attendance.

**Present:** Tracey Hamilton, Fran Porter, Sue Driscoll, Tony Reneker (mayor), Hugh Milvain, Helen Macarthur, Rob Quodling, Graham Williams, Frank Millamaggi, Brent Lawrence, Tessa Hamilton, Karen O'Grady, Paul Smith (councillor) and Annette Ashton.

**Apologies:** Dan Watt and Halina Capstick

**Minutes of Previous meeting were confirmed as true and correct.**

Moved: Karen O'Grady Seconded Tracey Hamilton

**Business arising from previous minutes:**

- \* **Alcohol Free Zone.** Brent reported that the service lane where our twilight market will be held is an alcohol free zone. An exemption letter is to be forwarded to Council for the zone to be waived for the 4 hours of our twilight market. YTIC committee member to contact local wineries regarding wine tasting on the night.
- \* **Handling of fundraising funds.** Brent reported he had spoken to relevant council officers and the process through that avenue would be difficult. He suggested YTIC align with a local service club to handle our funds. Tracey to liaise with Yanco Lions Club.
- \* **Tracey reported on meeting with Yanco Hall committee.** They intend to go ahead with their markets on 27th November as its their 40th birthday.
- \* **Reply from Light up Leeton.** Tracey read email from Robyn Retallick (President). All they can offer is a stall at the Light up Leeton day. Paul suggested a member of YTIC attend the Light up Leeton AGM which is their next meeting. Mayor Tony informed all that he will contact relevant council staff to ask about Christmas decorations at Yanco and also about the supply of bunting decorations. A meeting could be arranged with YTIC. Tracey suggested Yanco school be approached for the children to produce posters to advertise the twilight market. Tracey will liaise with the school.



**Correspondence in:**

- \* Email - The Irrigator Re article regarding YTIC and Twilight market.
- \* Email - Robyn Retallick, Light up Leeton

**Correspondence out:**

- \* July 2022 Minutes
- \* Thank you letter to LSC General Manager for recent works carried out in Yanco
- \* Letter to "Light Up Leeton"

**General Business:**

- \* Rob spoke about contacting Helen Dalton to inform her of YTIC and our Twilight market.
- \* Karen to approach YAHS regarding advertising in their newsletter.
- \* 100 Club was drawn. Winner Maria Salafia. Winner to be advertised on our FB page with a thank you to the community for their support.
- \* Brent showed the two options for the new playground equipment for McCaughey Park. Option 1 was successful, as it was voted on as the preference from the children attending Yanco school.
- \* A suggestion of decorations for Christmas was pallet Christmas trees. YTIC to approach Leeton Men's Shed to see if they are interested in making the trees from the pallets we would supply. Annette is to organise decorations, if trees are constructed.
- \* An article regarding YTIC, that appeared in the Narrandera Argus, was circulated for all to read.

**\* Twilight Market Report:**

- Tessa reported we have had a fantastic response to our FB page. We have nine (9) confirmed stalls to date. Face painter, Meg Rowlands, has been booked for two (2) hours at a cost of \$120. Very positive response from all whom Tessa has spoken to.
- Graham from Yanco Lions reported that the Lions are going to hold their Christmas tree festival and ham raffles on the 26th Nov as well, in their shed, and not Yanco hall, as this will encourage all activity be restricted to the service road.
- Suggested advertising sign be erected out of town on the day of the market.
- Frank stated he was unable to provide entertainment at the market. He will research other local bands that may come on board. Fran is to ask singer, Debbie Smith, if she is available.
- All traffic related issues to be handled by Brent.
- Site plan to be produced ASAP. Target different stall holders was discussed.
- Suggestion Santa could arrive in the fire truck or similar. Karen offered to donate sweets for Santa to give to the children.

- \* Mayor Tony spoke of the positive vibe of our committee and willingness to volunteer and desire to be successful.

**Meeting closed:** 7pm

**ITEM 7.12      MINUTES OF THE LEETON SHIRE COUNCIL WEEDS COMMITTEE 23 MAY 2022**

<b>RECORD NUMBER</b>	22/339
<b>RELATED FILE NUMBER</b>	EF21/448
<b>AUTHOR/S</b>	Regulatory Services Coordinator
<b>APPROVER/S</b>	Manager Planning, Building and Health

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**SUMMARY/PURPOSE**

This report provides Council with the minutes from the Leeton Shire Council Weeds Committee Meeting held on 23 May 2022.

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**RECOMMENDATION**

THAT Council notes for information the Minutes of the Weeds Committee held on 23 May 2022.

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**REPORT**

**(a) Background**

The purpose of the Weeds Committee is to receive information in relation to Council's weed management strategic direction, Weed Action Plan (WAP) and its execution and recommendations to the Council. The Committee also considers updates in relation to nuisance weeds in towns and villages.

To facilitate this purpose, the Committee holds meetings on a six-monthly basis to discuss progress and issues in relation to the Weed Action Plan.

**(b) Discussion**

A copy of the Agenda and Minutes of the meeting held on 23 May 2022 are included as attachments to this report. **(Attachments 1 & 2)**

The meeting addressed the following matters:

**Overview of Weed Action Plan (WAP) 2020-2025**

- Weed Action Plan (WAP) which is a set of targets and agreed outcomes between Council, Local Land Services (LLS) and the Department of Primary Industry. The annual budget for the WAP is approximately \$100,000 with \$50,000 coming from grant funds (an increase of \$9,000 on last year's funding) and \$50,000 from Council.

(Weed Contractor is on target in relation to Weed Action Program).

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### **WAP Current projects**

- Control of Spiny Burr Grass, Kidney Leaf Mud Plantain and Mexican Feather grass management.
- Private property inspections on a regular basis.
- Biosecurity information system updated in relation to high-risk pathways monthly.
- Distribution of weed Identification booklets.
- Representation on Committees by Council's Weeds Contractor, Jeremy Crocker (Operations Manager RENWA/Leeton Weeds Management):
  - (LLS) Regional Weed Committee meetings.
  - State Biennial weeds meeting at Albury in March 2022 – this is NSW/Victorian combined.
  - A new Local Weeds Management Plan to be developed.

### Funding

- \$50,000 secured for this financial year which is a \$9,000 increase on previous year.
- Additional \$30,000 secured from Local Land Services (LLS) for priority weeds with a timeframe of twelve (12) months to spend.
- Additional \$10,000 from Crown Lands for Cudgel Prickly Pear and African Boxthorn control for 2022/23. (Amount paid to contractor for works by Crown Lands)
- Additional \$5000 allocated by Crown Lands for Corbie Hill African Boxthorn control for 2022/23. (Amount is paid to contractors by Crown Lands)

### **Weed Management – Leeton Shire Council Parks & Gardens**

Primarily look after urban weed infestation around town:

- Routine maintenance by way of mowing & slashing rye grass.
- Spraying of cat heads and khaki weed.
- Urban nuisance weeds eradication is an ongoing issue which is being managed by spraying with hand guns.

### **(c) Options**

Nil – this report is for noting only.

### **IMPLICATIONS TO BE ADDRESSED**

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

Funding:

- \$50,000 secured for this financial year which is a \$9,000 increase on previous year.
- Additional \$30,000 secured from Local Land Services (LLS) for priority weeds with a timeframe of twelve (12) months to spend.
- Additional \$10,000 from Crown Lands for Cudgel Prickly Pear and African Boxthorn control for 2022/23. (Amount paid to contractor for works by Crown Lands)
- Additional \$5000 allocated by Crown Lands for Corbie Hill African Boxthorn control for 2022/23. (Amount is paid to contractors by Crown Lands).

**(b) Policy**

Council's Weed Management Policy

**(c) Legislative/Statutory**

*Biosecurity Act 2015*

**(d) Risk**

Weeds pose a serious threat to our environment and farming industries. Weeds can harm native plants and animals, natural landscapes, water catchments and agriculture and can impact the economy, human health and recreational activities.

**CONSULTATION**

**(a) External**

Robert Ferguson – Weed Contractor  
Jeremy Crocker – Weed Contractor

**(b) Internal**

Weeds Committee members  
Manager Planning Building and Health

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

Under the Key Priority Area FOCUS AREA 4. A quality environment within Council's adopted Delivery Program/Operational Plan – 1 - We enjoy a protected natural environment and quality agricultural land - 1.1 - Support the healthy function of our ecosystems - Identify and manage high risk weeds in accordance with Council's Weed Action Plan".

**ATTACHMENTS**

- 1 [↓](#) Agenda of Weeds Committee
- 2 [↓](#) Minutes of Weeds Committee dated 23 May 2022

## **AGENDA**

### **LEETON SHIRE COUNCIL WEEDS COMMITTEE**

**BOARD ROOM – LEETON SHIRE COUNCIL 23-25 CHELMSFORD PLACE**

**23 MAY 2022 - 10.30AM**

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- 1. PRESENT**
- 2. APOLOGIES**
- 3. MINUTES OF THE PREVIOUS MEETING 24/11/2021 (attached)**
- 4. GENERAL BUSINESS**
  - 4.1 Overview of Weed Action Program
  - 4.2 Kidney leaf mud plaitain at Murrami
  - 4.3 Moth vine
  - 4.4 Crown land funding \$15,000 (Corbie Hill & Cudgel areas) and DPI & Riverina Local Land Services \$30,000 (appendix 2 weeds)
- 5. NEXT MEETING**

**LEETON SHIRE COUNCIL WEEDS COMMITTEE HELD ON MONDAY 23 MAY 2022  
AT BOARD ROOM**

**PRESENT:** Peter Skarlis, Jeremy Crocker, Cr Tony Reneker, Cr Tony Ciccio,  
Josh Clyne, Robert Ferguson

**APOLOGIES:** Francois Van Der Berg, Chris Lashbrook

**Confirmation of Minutes**

The Minutes of the previous meeting dated 24 November 2021 were confirmed and welcome to Mayor Tony Reneker

**GENERAL BUSINESS:**

**1 Overview of Weed Action Plan (WAP) 2020-2025 – Jeremy Crocker**

Weed Management in Leeton Shire is broken up into 3 sections:

1. Weed Action Plan WAP which is a set of targets and agreed outcomes between Council and LLS and the DPI. The annual budget for the WAP is approximately \$100,000. \$50,000 coming from grant funds (an increase of \$9,000 on last year's funding and \$50,000 from Council.
2. Roads also undertake roadside vegetation management.
3. Parks & Gardens/Open spaces undertake urban weed management.

**Tony Ciccio**

Noted that General Business of minutes 24/11/2021 \$ budget is listed as \$150,000 should be \$100,000. **Noted** Minutes 24/11/2021 will be amended.

**2 WAP Current projects (five (5) year period) Funding is over Financial Year  
Jeremy Crocker (Operations Manager RENWA/Leeton Weeds Management)**

- Spiny Burr Grass management underway in all previously known areas including Cudgel, Innisfail Road.
- Spiny Burr Grass in the Cudgel Farms area continues to be a focus, 2 Biosecurity Directions have been issued resulted in voluntary compliance. Both cases were related to Spiny burr grass infestations.
- Inspections – private property inspections on track 106/120 inspections year to date.
- Contractor on target with all agreed targets and outcomes in the Weed Action Program.
- Mexican Feather grass continues to pop up in small numbers in one of the management sites, continuous surveillance is needed.
- High risk pathways patrolled and logged into Biosecurity information system monthly.
- Developed new Local Weeds Manager plan.
- Distribution of the new weed ID booklets in underway.
- Represented Council at all Local Land Services (LLS) Regional Weed Committee meetings.

**LEETON SHIRE COUNCIL WEEDS COMMITTEE HELD ON MONDAY 23 MAY 2022**  
**AT BOARD ROOM**

- Jeremy Crocker holds a position on the executive committee and also on funding sub-committee.
- Represented Council at State Biennial weeds meeting at Albury in March 2022 – this is NSW/Victorian combined.
- High risk pathways patrolled and logged into Biosecurity information system. No new incursions of previously unknown weeds discovered.
- Kidney Leaf Mud Plantain at Apostle Yard Road inspected and treated. Response in conjunction with DPI, MI and Sunrice. This is the only known infestation of this plant west of the Great Divide. No additional funds provided by DPI for this incursion.
- WAP funding of \$50,000 secured for this financial year which is a \$9,000 increase on previous year. A good increase for Leeton Shire Council compared to other Shires in the area.
- Additional \$30,000 secured from Local Land Services (LLS) for priority weeds species finance contract has now been received. We have 12 months to spend.
- Additional \$10,000 from Crown Lands for Cudgel Prickly Pear and African Boxthorn control for 2022/23. This amount paid to contractor for works by Crown Lands.
- Additional \$5000 allocated by Crown Lands for Corbie Hill African Boxthorn control for 2022/23. (This amount is paid to contractors by Crown Lands)

This is the last stage of control on the site where we have been able to secure \$45,000 for various funding bodies over the last two (2) years to bring this infestation under control.

Significant physical reduction in the bio mass of both boxthorn and prickly pear.

- Councillor Ciccia asked about prickly pear and Council's ability to endorse control. Historically when he was the responsible Minister Al Grassby got the (Indian Fig) off the noxious weed list which limits our authority to ask residents to remove.

**3 Weed Management Parks & Gardens (Josh Clyne Manager Open Space & Recreation**

- Primary look after urban weed infestation around town
- routine maintenance – rye grass by way of mowing & slashing
- Spraying - cat heads and khaki weed have exploded in the past two (2) weeks.
- Urban nuisance weeds will be controlled but will not be eradicated. This is an ongoing issue which is being managed. Most of spraying is completed by hand guns.

**LEETON SHIRE COUNCIL WEEDS COMMITTEE HELD ON MONDAY 23 MAY 2022**  
**AT BOARD ROOM**

**4 Weed Management Roads (Chris Lashbrook Manager Roads & Drainage)**

- was an apology – no update available

**Other Business**

**Tony Ciccia**

Following Graham Minchin contacting Tony Ciccia in relation to Cudgel area infestation Tony suggested he would like to visit the area.

He also stated that it is quite important for property owners and WAP to work together to maintain the weed management containment within our area. He also realises that weeds are not very high on the priority list of the Government so funding will be limited.

**Tony Reneker (Mayor)**

Enquired in relation to the general targets - Discussion proceeded informing Mayor in relation to targets for the year which includes approximately 22 high risk target areas. Prohibited matter (exotic).

**Jeremy Crocker**

Control of priority weeds discussed by Jeremy Crocker - managed so does not get in the waterways. Also on-ground control costs are what people are interested in.

**Josh Clyne**

Murrumbidgee Irrigation are aware of the problem. Due to surveillance over the past two (2) years has prevented the spread any further.

**Peter Skarlis**

Spiny burr infestations in Cudgel area & Innisvale Lane - biosecurity notice has been issued for these areas.

Infestations in sandy areas is predominate. Ongoing suppression is the best way to approach spiny burr.

**Robert Ferguson**

It is up to the property owner to manage the weeds within their own property. Once outside their property or if it gets into the waterways it is quite difficult.

To enable "eradication" we require ongoing funding from the Government. He also mentioned that the money spent on product only through the Shires exceeds the budget amount allocated by grant funds.

As long as Council keeps managing the overall weed problem in the Shire this is the best that you can achieve.

**5 Date of Next Meeting to be advised**

**There being no further business Meeting closed at 11.22am**



**COUNCILLOR ACTIVITY REPORTS ITEM 1**

**COUNCILLOR ACTIVITY REPORT**

<b>RECORD NUMBER</b>	22/344
<b>RELATED FILE NUMBER</b>	EF21/508
<b>AUTHOR</b>	Executive Assistant to the General Manager and Mayor

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**RECOMMENDATION**

THAT Council notes the Councillor Activity Reports for the period 28 July 2022 to 24 August 2022.

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**Cr Tony Reneker**

28 July 2022	Leeton Whitton Football Netball Club New Amenities Block and Changerooms Upgrade Opening and meeting with The Hon. Wes Fang MLC
1 August 2022	Yanco Town Improvement Committee Meeting
3 August 2022	Sporting Walk of Fame Meeting
4 August 2022	Country Mayors Association Rural Skills Forum and LGNSW Local Government Awards Dinner
5 August 2022	Country Mayors Association General Meeting
6 August 2022	Leeton VRA Rescue Squad Inc. 2022 Region 5 Captains' Conference and Dinner
8 August 2022	Meeting with Senator Deborah O'Neill, Leeton Hospital Visit and Leeton Health Services Plan Meeting
9 August 2022	Fivebough Wetlands Tour with MDBA CEO Andrew McConville
11/12 August 2022	RAMJO Workshop and Board Meeting
16 August 2022	Murrumbidgee Police District Medal and Awards Ceremony
18 August 2022	NSW Volunteer of the Year Awards Wagga
19 August 2022	Rotary Ball
22 August 2022	Leeton Health Services Plan Meeting
26 August 2022	The Daily Telegraph Bush Summit 2022
29 August 2022	Stahmann Webster Site Visit
30 August 2022	State Resilience Strategy Workshop
25 July 2022	Project Update Meeting Leeton Health Service Plan
27 July 2022	Fivebough & Tuckerbil Wetlands Advisory Committee

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