



**LEETON**  
SHIRE COUNCIL

# **ORDINARY COUNCIL MEETING AGENDA**

**Tuesday 17 December 2024  
6:30 pm**

TO BE HELD IN THE Leeton Shire Council Chambers  
23-25 Chelmsford Place, Leeton NSW 2705

Authorised for release: Jackie Kruger (General Manager)

## STATEMENT OF ETHICAL OBLIGATIONS

OBLIGATIONS	
<b>Oath [Affirmation] of Office by Councillors</b>	I swear [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 Council and that I will faithfully and impartially carry out the functions, powers, authorities and discretions vested in me under the <i>Local Government Act 1993</i> or any other Act to the best of my ability and judgement.
Code of Conduct / Conflicts of Interest	
It is also a requirement that the Mayor and Councillors disclose conflicts of interest in relation to items listed for consideration on the Agenda or which are considered at this meeting in accordance with Council's Code of Conduct.	
<b>Pecuniary Interests</b>	<p>A Councillor who has a <b>pecuniary interest</b> in any matter with which the Council is concerned, and who is present at a meeting of the Council at which the matter is being considered, must disclose the nature of the interest to the meeting.</p> <p>The Councillor must not be present at, or in sight of, the meeting:</p> <ol style="list-style-type: none"> <li>a. at any time during which the matter is being considered or discussed, or</li> <li>b. at any time during which the Council is voting on any question in relation to the matter.</li> </ol>
<b>Non-pecuniary conflict of interests</b>	A Councillor who has a <b>non-pecuniary conflict of interest</b> in a matter, must disclose the relevant private interest in relation to the matter fully and on each occasion on which the non-pecuniary conflict of interest arises in relation to the matter.
<b>Significant nonpecuniary interests</b>	A Councillor who has a <b>significant</b> non-pecuniary conflict of interest in relation to a matter under consideration at a Council meeting, must manage the conflict of interest as if they had a pecuniary interest in the matter.
<b>Non-significant nonpecuniary interests</b>	A Councillor who determines that they have a non-pecuniary conflict of interest in a matter that is <b>not significant</b> and does not require further action, when disclosing the interest must also explain why conflict of interest is not significant and does not require further action in the circumstances.
Code of Meeting Practice	
<b>Council Meetings</b>	Meetings of Leeton Shire Council are conducted in accordance with the Code of Meeting Practice which supports open, accessible and accountable government.

## GENERAL INFORMATION

Recording of Council Meetings	
<b>Videorecording</b>	<p>In the spirit of open, accessible and transparent government, this meeting of the Leeton Shire Council is being streamed live on Council's website. By speaking at a Council meeting, members of the public agree to being recorded and must ensure their speech to the Council is respectful and use appropriate language. A person who uses defamatory, discriminatory or offensive language may be exposed to liability for which Council takes no responsibility. Any part of this meeting that is held in closed session will not be recorded.</p> <p>Council meetings are uploaded to Council's website and social media accounts. This allows our community greater access to Council proceedings, decisions and debate.</p>
Speaking / Addressing Council (Public Forum)	
<b>Pre-Registration to Speak at Council Meetings</b>	<p>Members of the public must register <b>by Midday</b> via Councils' website or email <a href="mailto:council@leeton.nsw.gov.au">council@leeton.nsw.gov.au</a> of the day of the Meeting to speak at Council Meetings.</p> <p>If you wish to register to speak, please fill the Apply to Address Council Form, available from the Leeton Shire Council website, including:</p> <ul style="list-style-type: none"><li>• your name;</li><li>• contact details;</li><li>• item on the agenda you wish to speak to; and</li></ul> <p>whether you are for or against the recommendation in the agenda.</p>

# TABLE OF CONTENTS

<b>1. LORD'S PRAYER / CIVIC PRAYER</b> .....	<b>5</b>
<b>2. ACKNOWLEDGEMENT OF COUNTRY</b> .....	<b>5</b>
<b>3. APOLOGIES AND APPLICATIONS FOR LEAVE OF ABSENCE BY COUNCILLORS</b> .....	<b>5</b>
<b>4. CONFIRMATION OF MINUTES AND ANY MATTERS ARISING</b> .....	<b>5</b>
<b>5. PROCEDURAL MOTIONS</b> .....	<b>5</b>
<b>6. DISCLOSURE OF INTERESTS</b> .....	<b>5</b>
<b>7. MAYORAL MINUTES</b> .....	<b>5</b>
<b>8. NOTICES OF MOTION</b> .....	<b>5</b>
<b>9. REPORTS TO COUNCIL</b> .....	<b>9</b>
<b>9.1. GENERAL MANAGER'S MATTERS</b> .....	<b>9</b>
9.1.1. Roxy Community Theatre - Build and Budget Update - December 2024.....	9
9.1.2. Roxy Redevelopment Advisory Committee Meetings - Quarterly Update .	17
9.1.3. Minutes of Country Mayors Meeting - 15 November 2024 .....	23
9.1.4. DRAFT Community Strategic Plan - Leeton On The Go - Towards 2035 .....	37
<b>9.2. CORPORATE MATTERS</b> .....	<b>40</b>
9.2.1. Ordinary Council Meeting Dates - February 2025 to March 2026 .....	40
9.2.2. Investment Report - November 2024 .....	43
<b>9.3. OPERATIONAL MATTERS</b> .....	<b>56</b>
9.3.1. Capital Works Update Report - Major Projects - October 2024 .....	56
<b>9.4. ECONOMIC AND COMMUNITY DEVELOPMENT MATTERS</b> .....	<b>60</b>
9.4.1. DA120/2024 - Change of use from dwelling to community facility - 15 Sycamore St Leeton .....	60
<b>10. CONFIDENTIAL MATTERS</b> .....	<b>132</b>
<b>11. COUNCILLOR ACTIVITY REPORTS</b> .....	<b>132</b>
<b>12. CONCLUSION OF THE MEETING</b> .....	<b>133</b>

- 1. LORD'S PRAYER / CIVIC PRAYER**
- 2. ACKNOWLEDGEMENT OF COUNTRY**
- 3. APOLOGIES AND APPLICATIONS FOR LEAVE OF ABSENCE BY COUNCILLORS**
- 4. CONFIRMATION OF MINUTES AND ANY MATTERS ARISING**
- 5. PROCEDURAL MOTIONS**
- 6. DISCLOSURE OF INTERESTS**
- 7. MAYORAL MINUTES**
- 8. NOTICES OF MOTION**

**AUTHOR/S:** Cr. Stephen Tynan

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#### **NOTICE OF MOTION**

I consider the Roxy business case highly speculative and not fit for purpose. As the Roxy is a \$12 million-dollar asset with an intergenerational time frame, a lack of planning may see it become a major debt burden for future generations. As stage 2 will not be completed unless it is fully funded, the possibility that the venue will not be fully activated for some time is more likely than not. Consequently, a more modest appreciation of its revenue generating capacity is needed, which will only push out its loan repayment date and more cost onto future generations.

The General Manager has sought a theatre specialist with the right skills and experience to undertake a review of the draft financials and prepare a risk matrix template.

I have reviewed the proposed scope and wish to recommend as follows:

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#### **RECOMMENDATION**

THAT Council engages Positive-Solutions to review the forecast Roxy Community Theatre operating financials and prepare a risk matrix template at a cost of \$8,700 plus GST.

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#### **REPORT FROM GENERAL MANAGER IN RESPONSE**

In support of Cr. Tynan's Notice Of Motion, the following scope of works has been determined and a price sought from Positive-Solutions.

The company is unknown to Council or Council staff and has been recommended as having vast experience in arts and culture, including theatres. It is noted that Positive-Solutions works in rural and regional areas across Australia, not only in major metropolitan centres.

The scope includes:

- Review the financials provided.
- Interview staff to fully understand the method for arriving at the financials.
- Workshop with staff, and possibly other officers who may be identified, to interrogate closely the basis of the revenue forecasts.
  
- Prepare a risk matrix template for the operation of the Roxy (and the relationship with any contractor appointed to operate).
- Compare with industry standards (including Positive Solutions' own experience of budget planning and financial modelling for a range of performing arts venues at different scales and locations) while adjusting for any local market factors.
- Draft a short report to summarise findings and advice, specifically in relation to the reasonableness and achievability of the figures, the levels of risk, and how the risk can be mitigated.
- Discuss and finalise.

The works would be undertaken remotely and is estimated to take 3.75 days. The cost, excluding GST is \$8,700. If Council wishes Positive-Solutions to present the findings, that will be at an additional charge.

As available consulting budget is already committed, it is recommended that the cost of this review is covered by working capital in the interim and then from a source to be identified in the next QBR (Quarterly Budget Review). This may require funds to be drawn from general fund reserves. The quantum will not have a material impact on the reserve.

## ATTACHMENTS

1. David Fishel - Biography - Facilities or Precinct Projects [**8.1.1** - 2 pages]



## DAVID FISHEL

### DIRECTOR. POSITIVE SOLUTIONS

David's unique combination of arts consulting, non-profit governance and management of arts facilities has equipped him to lead and support a wide range of facility and precinct developments, from preliminary scoping to detailed operational planning.

### SKILLS

- > Arts, cultural and heritage planning
- > Business case development
- > Feasibility studies
- > Business and strategic planning
- > Funding program reviews and planning
- > Board and governance reviews
- > Board development and training

### PROFESSIONAL EXPERIENCE

David enjoys harnessing his skills and experience in organisational development and cultural planning to make a visible difference in communities throughout Australia and overseas. His work ranges from improvements in board performance and the effectiveness of individual organisations to operational and management planning for major facilities and precincts. His focus on results is visible in cultural facilities from Springvale Library and Community Hub to the Brisbane Powerhouse and the West Kowloon Cultural District, from the board reporting processes of Oxfam to the new corporate structures at Shepperton Art Museum and Art Gallery Ballarat.

David has been Chair of leading physical theatre company, Circa, and of Brisbane Writers Festival and Creative Enterprise Australia, a subsidiary entity of QUT. David is the author of [The Book of the Board](#), published by [Federation Press](#) (third edition, 2014; fourth edition in preparation).

David previously managed arts organisations from touring theatre companies to Battersea Arts Centre, London, and the Liverpool Playhouse. He co-founded Positive Solutions in 1990.

### RECENT SIGNIFICANT PROJECTS

A included an audit of facilities and their utilisation within the Precinct and to advise on options for governance arrangements. Engaged several years later to update the audit, Positive Solutions highlighted major changes that had occurred whilst identifying gaps that could be prioritised for future developments in infrastructure and site opportunities.

Positive Solutions was commissioned by [Arts NSW to provide Programming and Governance Advice for the Walsh Bay Precinct](#). The project looked to develop programming and governance frameworks to feed into the long-term development plans for the Precinct. These frameworks further delivered on the NSW Government's arts, tourism and events objectives.

Positive Solutions supported The Maytrix Group with an [Integrated Cultural Precinct Feasibility Study for the City of Monash](#). The precinct will see the Monash Gallery of Art, Wheelers Hill Library and surrounding landscape and sculpture park transformed into an arts and educational centre. Positive Solutions is assisting with the Vision, needs analysis and preliminary and final Business Case.

Positive Solutions was engaged by the [Auckland City Council to conduct a Cultural Demand Study on the Aotea Quarter Arts Precinct](#). Research included extensive consultation with arts and cultural groups, the key stakeholders in the Aotea Quarter, and international research into the benefits of arts precinct development. Recommendations were generated for consideration and adopted by Council.



Positive Solutions was engaged by the [Cultural Facilities Corporation to undertake a Governance Study on the Civic Square Precinct](#). The project included research and reporting on management options that have been adopted, both in Australia and overseas, for cultural precincts comparable to the Precinct.

Positive Solutions assisted Norman Foster Architects on their competition-winning [Development Plan for the West Kowloon Cultural District, Hong Kong](#). Positive Solutions undertook the demand assessment, concept and vision articulation and advised on the operational implications of the design choices. Along with GHK (now ICF) and Deloitte Positive Solutions, prepared financial projections for the performing arts facilities to inform costings for the Cultural District (2006-2008). Positive Solutions also advised the WKCD Authority on the governance and operation of the performing arts facilities planned for the site (2009-2010).



## 9.1. GENERAL MANAGER'S MATTERS

### Item 9.1.1.

**AUTHOR/S:** Roxy Project ManagerRoxy Project Manager

**APPROVER/S:** General Manager

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### SUMMARY/PURPOSE

Council is provided an update on the Roxy Build Project since assuming the role of the Principal as determined on 29 May 2023. The reporting period is 01 July 2024 to 30 Nov 2024.

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### RECOMMENDATION

THAT Council receives and notes the update on the Roxy build project.

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### REPORT

#### (a) Background

In May 2023, Council resolved to complete the Roxy Project as Principal following the demise of the Lloyd Group, the initial builder that went bankrupt. Council requested project updates to be provided every second month at its Ordinary Council meetings.

In June 2024, the project was split into 2 Stages, with Stage 1 fully funded and Stage 2 placed on hold pending further funding. An application has been made for Growing Regions funding.

Council also allocated an additional \$800K from Section 7.12 funds towards the project in June 2024.

#### (b) Discussion

##### Project Summey - Status

##### Project Scope

On track - occupation certificate has been issued for Stage 1 in December 2024. The project is now in the defect and liability period, as well as technical services commissioning. There is still some technical fit-out being completed for Stage 1 (sound, light etc)

##### Project Cost Management

On watch - The PMO is constantly watching costs and adjusting where possible to stretch the available funds. With the Office of Local Government (OLG) \$1M Evacuation Centre funds now approved, there will need to be a reconciliation of any additional scope needed there under that grant and what is currently being delivered through the available resourcing. Currently nothing too significant is being anticipated beyond a fully functioning kitchen but the details are still being investigated.

## **Procurement**

Completed. 100% of forty-six (46) trade package contracts have been let, with:

- Mechanical (labor only, fixed price).
- Electrical (open book contract hourly rates) (For both mechanical and electrical, materials are being sourced directly by Council).
- Specialist Equipment contract has been executed, and work has commenced. Stage 2 works are on hold.

## **Construction Progress**

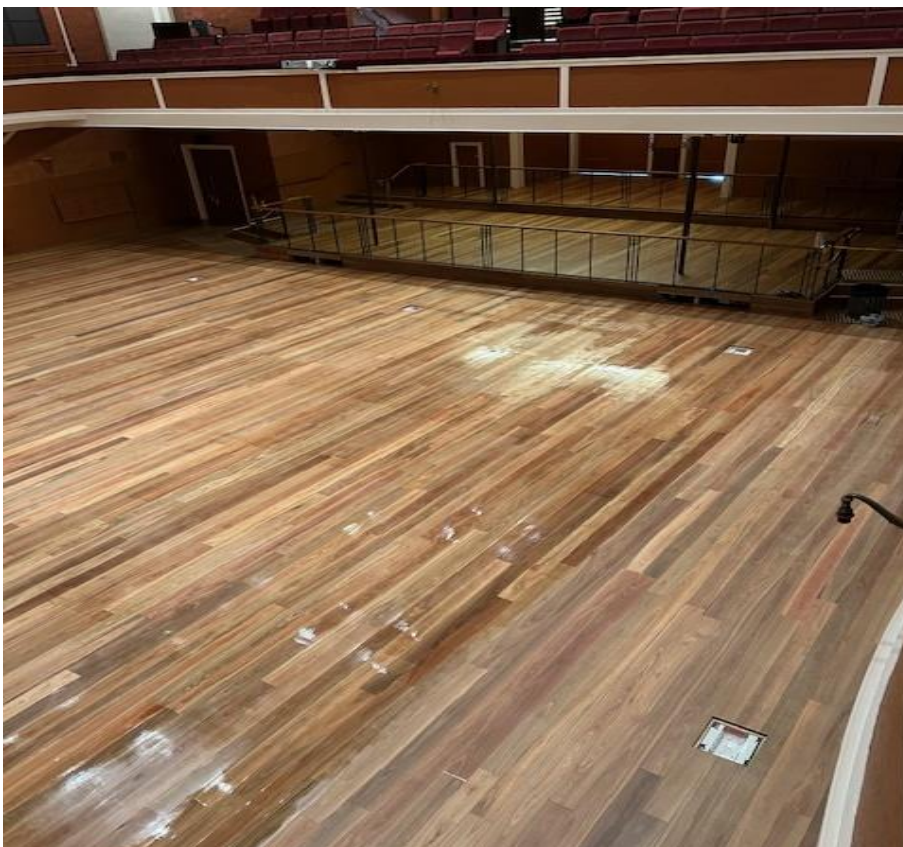
- Mechanical switchboards have been installed and commissioned. Smoke spills tested and signed off.
- Rough in: Electrical rough in is 100% complete. Specialist cabling is complete with cable termination 95% complete. Dimmer room terminations of patch points underway. The wet and dry fire has been completed and signed off by the Fire Engineer. Data is at 95 % with integration ongoing to ensure correct operation and quality control.
- Hydraulics: Kitchen and toilets Hydraulic fit off are now complete.
- Carpentry: Installation of new doors is complete with door hardware.
- Theatre Key Management Hierarchy in progress. Proposal to be provided by locksmith for sign off by Theatre management.
- Painting: Internal painting is complete with minor exterior works in progress.
- Loading Dock: Installation complete and commissioned.
- Auditorium Seating complete (fixed and retractable).
- Auditorium Timber Flooring final finish is complete.
- All balustrades have been installed.
- Vinyl Floor Linings 100% complete.
- All DDA automated door operators have been integrated into the security matrix on the Council's main server.
- Emergency egress to Roxy Lane is complete.
- Specialist Equipment contract 98% complete. House curtain and valance to be installed.
- Joinery to dressing rooms is complete, mirrors, lights and PA completed.
- Mandatory fire hydrants and the sprinkler valve assembly have been installed and commissioned.

The overall build status at 98% complete for Stage 1. Some specialist technical work still underway and due to be completed by the Christmas break.

**(c) Photos**



**Photo: New lighting bars.**



**Photo: Final sealer to auditorium floor.**



**Photo: Completed lift lobby.**



**Photo: Emergency egress to Roxy Lane.**



**Photo: Cafe / Bar area.**



**Photo: Completed auditorium platform.**



**Photo: Retractable seating deployed in auditorium.**

### **Compliance**

- WHS – Zero (0) accident for this reporting period.
- WHS - Weekly, monthly, and quarterly inspections carried out by management.
- Heritage Advisor has done his monthly walk of site and determined works to be satisfactory – Monthly.
- Occupation Certificate (OC) requirements are being collated as the build progresses. External certifier on site observations is being addressed.

### **Associated works**

- Fire water main installation is complete.
- Electrical cable installation is complete.
- Electrical power pole and transformer upgrade (Roxy Lane) is complete.
- Roxy forecourt work is complete. Wade Avenue footpath rectification has been completed.
- NBN installation has been completed.
- The Roxy Lane upgrade is complete pending final inspection.

### **Roxy Redevelopment Advisory Committee (RRC)**

- RRC has been kept abreast of progress.
- RRC has signed off on all final finishes.
- RRC signed off the heritage interpretation concept plan (a condition of consent) which will be installed in the Supper room.
- RRC has developed funding strategies with plans afoot to raise \$400K via a seat campaign.

**IMPLICATIONS TO BE ADDRESSED**

**(a) Financial**

According to Authority, for the period 01 July 2024 to 30 November 2024, \$2,400,117 was expensed.

The total spent to date on the redevelopment (including the original Lloyd Group contract) is \$11,636,358. The total budget is \$12,554,819.

This leaves an available balance of \$ 918,461.

A \$280K cost over-run is anticipated for Stage 1 against budget (mainly related to open-book contracts and pro-longation costs for PMO) however this can be absorbed by a mix of Stage 2 works, confirmed external grant funding and voted Council budget. It should be noted that this Stage 1 project over-run does not exceed Council's overall voted contribution of \$6,084,000 (May 2023 and June 2024). How best to deal with the over-run will be tabled at a future Council meeting once all invoices are in and finalised for Stage 1.

**Roxy Summary to 30/11/24**

Roxy Financials Summary	Life to Date (LTD) Budget	LTD Actual to 30/6/24 (After Audit)	Remaining Budget 2024/25	Actual 01/7/24 to 30/11/24	Available Budget 2024/25
Roxy Project (WO2319 - GL 15530)	11,754,819	9,236,241	2,518,578	2,400,117	118,461
Roxy - additional amount 24/6 funded from Dev Ctbs	800,000	0	800,000	0	800,000
<b>Total Expenditure</b>	<b>12,554,819</b>	<b>9,236,241</b>	<b>3,318,578</b>	<b>2,400,117</b>	<b>918,461</b>
<b>Funding:</b>					
Create NSW for Build	-3,945,000	-2,545,000	-1,400,000	0	-1,400,000
Create NSW (RIPA) for Specialist Equipment	-168,806	-135,045	-33,761	0	-33,761
MDBED - Murray Darling Econ Dev Fund	-999,999	-999,999	0	0	0
SCCF #5 - Roxy Seating, Lifts and Specialist Equipment	-981,981	-785,585	-196,396	0	-196,396
Office of Responsible Gambling - Disability Lift & Hearing Augmentation	-133,430	-120,087	-13,343	0	-13,343
Roxy Redevelopment Committee	-300,000	0	-300,000	0	-300,000
OLG Grant	-1,000,000	0	-1,000,000	0	-1,000,000
Developer Contributions	-800,000	0	-800,000	0	-800,000
Loan Funding	-4,225,603	0	-4,225,603	-4,000,000	-225,603
<b>Total Funding</b>	<b>-12,554,819</b>	<b>-4,585,716</b>	<b>-7,969,103</b>	<b>-4,000,000</b>	<b>-3,969,103</b>
<b>Net Cost to Council</b>	<b>0</b>	<b>4,650,525</b>	<b>-4,650,525</b>	<b>-1,599,883</b>	<b>-3,050,642</b>

**(b) Policy**

- Budget 2024 - 2025
- Code of Conduct
- Grants Policy
- Procurement Guidelines Quick Reference
- Procurement Policy
- Procurement Procedure
- Work, Health & Safety Committee Charter
- Work, Health & Safety Management Plan

**(c) Legislative/Statutory**

- Local Government Act 1993
- Environmental Planning and Assessment Act 1979
- Work Health and Safety Act 2011
- Local Government (General) Regulation 2021

**(d) Risk**

- Defects and liabilities need to be identified and sorted as soon as possible.
- A funding strategy is required to deal with cost overruns in Stage 1.

**CONSULTATION**

**(a) External**

Regular communications (including social media) to keep community up to date. Videos continue to be well received.

Stakeholder engagement is ongoing with the Roxy Redevelopment Advisory Committee (RCC) developing ways in which to engage the community in soft and grand openings, sponsorship, and broader stakeholder engagement.

**(b) Internal**

Project Control Group (PCG) includes General Manager (Chairperson), Katherine Herrmann (Project Director), Gideon Vos (Roxy Project Manager), Peter Salisbury (Contract / Construction Manager), Andrew Valenta (Manager WHS, QA and Risk), Simon Bridges (Superintendent) and Avtar Singh (Director Corporate / CFO).

Director Operations  
Manager Road and Drainage  
Manager Water and Wastewater

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

- 2. Museum, Arts and Cultural Services
  - 2.5 Operate the Roxy Community Theatre, including:
    - a) Completing the facility redevelopment
    - b) Setting up RIPA (Roxy Institute of Performing Arts)
    - c) Collaborating with NIDA (National Institute of Dramatic Arts)

- 2. Museums, Arts and Cultural Services
  - 2.5 Operate the Roxy Theatre
    - 2.5.1 Complete the refurbishment of the Roxy Theatre both internally and externally

**ATTACHMENTS**

Nil



### **Item 9.1.2. Roxy Redevelopment Advisory Committee Meetings - Quarterly Update**

**AUTHOR/S:** Manager Community Development & Cultural Services

**APPROVER/S:** General Manager

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#### **SUMMARY/PURPOSE**

This report provides information and the minutes (**Attachment 1**) from the Roxy Redevelopment Advisory Committee (RRC) meeting held on Monday, 18 November 2024.

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#### **RECOMMENDATION**

THAT Council notes for information the minutes of the Roxy Redevelopment Advisory Committee (RRC) meeting held on Monday, 18 November 2024.

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#### **REPORT**

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

The Roxy Redevelopment Advisory Committee (RRC) was established in 2021 to ensure the Shire community's voice is represented in the redevelopment of the Roxy Community Theatre. The committee is comprised of 17 members, including five (5) Councillors.

##### **(b) Discussion**

At the meeting held on 18 November 2024, the following items were discussed (**Attachment 1**):

##### **Opening Gala Concept:**

- Plans for the Gala Concert scheduled on 1 March 2025 were presented, with discussions focusing on the vision and programming details.

##### **Volunteer Engagement**

- The first Volunteer Induction Session was successfully held on Sunday 17 November 2024.

##### **George Conson Bust and Plinth**

- A sculpture of George Conson, donated by his son, Don Conson.

##### **Community First Program (Update)**

- Program materials have been printed and distributed. The website and ticketing system are now operational online.

##### **Vision for Roxy – Expression of Interest (EOI)**

- Members reviewed the Council's plan to issue an Expression of Interest for the operational management of the Roxy Community Theatre.

Upcoming Roxy Redevelopment Advisory Committee (RRC) meetings are scheduled to take place in the Council Chambers at 6:30pm on:

- Monday 16 December 2024
- Monday 27 January 2025
- Monday 24 February 2025

### **(c) Options**

Nil – this report is for information purposes only.

## **IMPLICATIONS TO BE ADDRESSED**

### **(a) Financial**

There are no financial implications derived from this paper.

Nil

### **(b) Policy**

Community Strategic Plan (CSP)  
Volunteer Handbook  
Volunteer Policy

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

Local Government (General) Regulation 2021  
*Local Government Act 1993*

### **(d) Risk**

The Roxy Redevelopment Advisory Committee (RRC) is a community committee that acts as a reference group to Council. There is a negligible amount of risk associated with this.

## **CONSULTATION**

### **(a) External**

Roxy Redevelopment Advisory Committee (RRC) consists of community members and Councillors.

### **(b) Internal**

Director Corporate / CFO

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

2. Museum, Arts and Cultural Services

2.5 Operate the Roxy Theatre, including:

- a) Completing the facility redevelopment
- b) Setting up RIPA (Roxy Institute of Performing Arts)
- c) Collaborating with NIDA (National Institute of Dramatic Arts)

9. Governance and Corporate Services

9.3 Provide respected and effective representation, leadership and advocacy

9.3.4 Support and report on Council's Section 355, Advisory and Action Committees ensuring they are operating in accordance with Committee Terms of Reference

**ATTACHMENTS**

- 1. RRC Meeting Notes 18112024 [**9.1.2.1** - 3 pages]

**Roxy Redevelopment Committee Notes  
 18 November 2024**

**6:30 PM, ON-LINE via TEAMS and Council Board Room**

**Attendees:**

Katherine Herrmann (Chair)	KH	Greg Brown (at Council)	GB
Emma Di Muzio (at Council)	EDM	Cr Tracey Morris	TM
Erin Draper (at Council)	ED	Maryann Iannelli	MI
Cr Sarah Tiffen	STi	Jake Speer	JS

**Apologies:**


Sarah McIntyre	SMc	Cr Michael Kidd	MK
Cynthia Arel	CA	William Barwick	WB
Ruth Tait	RT	Jackie Kruger	JK
Sue Gavel	SG	Cr Sandra Nardi	SN

**Actions**

#	Action	Who
<b>a</b>	Send all RRC members the link to signing up to be a volunteer (2.0)	SG/EDM
<b>b</b>	Short speech on behalf of Councillors for bust unveiling. (3.0)	Sti/MK
<b>c</b>	Short speech on behalf of RRC for bust unveiling. (3.0)	KH/JS/WB
<b>d</b>	Draft plaque wording to be circulated to RRC (3.0)	CA
<b>e</b>	Marketing meeting/call re sharing posts	EDM/MI

**Notes**

No	Item	Sponsor
<b>Meeting Started: 6:53pm</b>		
<b>1.0</b>	<b>Presentation of Opening Gala concept</b> Well received by all Discussion after presentation included: – Acknowledgement of work still to come, auditions for performers, stakeholders varied, early contact with schools needed, concert to be ticketed or free? Kensington House to be the production company for this event (and run as per Henry V) If anyone knows a potential artist, please let Emma know	JS
<b>2.0</b>	<b>Volunteer Engagement</b> – 1 <sup>st</sup> Volunteer Induction Session, Sunday 17 Nov	SG / EDM

	 <p>Sue's paper shared and discussion followed including:</p> <ul style="list-style-type: none"> <li>- Encouraging youth to volunteer. Most likely will occur organically via youth events programmed</li> </ul>	
<p><b>3.0</b></p>	<p><b>Don Conson – George Conson Bust and Plinth</b></p> <ul style="list-style-type: none"> <li>- Commissioning donated by Don Conson (George's Son).</li> <li>- Artist is an Australian sculpture</li> <li>- Plaque wording to be decided / will go out to RRC</li> <li>- Unveiling of bust 4pm (TBC) on 9 Dec. Don Conson in Leeton.</li> <li>- Media engaged</li> <li>- Small event at The Hydro to follow                         <ul style="list-style-type: none"> <li>o Short speeches by RRC and Councillors</li> </ul> </li> <li>- TM advised of Council workshops on 9 &amp; 10 Dec</li> </ul>	<p>KH</p>
<p><b>4.0</b></p>	<p><b>A. Community First Program (update)</b></p> <p>Final file prior to printing sent to all RRC via We Transfer. We now have a short run of these programs on hand. Web site and ticketing shown online. Discussion included:</p> <ul style="list-style-type: none"> <li>- Need to get hard copy printed programs out to all asap. Distribution plan in place businesses and volunteers are key. 5000 programs to be printed (short run completed already and the rest to come at end of this week)</li> <li>- Great diversity of artforms – not just movies</li> <li>- Community groups set their own ticket prices</li> <li>- Social media strategy – MI and Sti ready to share posts</li> </ul> <p><b>B. EOI</b></p> <ul style="list-style-type: none"> <li>- From the February 2023 Council Paper...</li> </ul> <p>“With the redevelopment of the Roxy Community Theatre due to be completed by end July 2023 and commissioned during the month of August (assuming all steel supplies go to plan), it is timely to now consider the facility's future operations.</p> <p>The Roxy Redevelopment Committee engaged heavily with user groups and community in recent years to flesh out its goal of gearing up a refurbished Roxy “to be open for business in new and exciting ways”.</p> <p>This culminated in a VISION FOR THE ROXY that includes:</p>	<p>EDM</p>

	<ol style="list-style-type: none"> <li>1. A venue that provides high quality theatre experiences from performances given by the local community to professional touring groups (spanning music, comedy, dance and more)</li> <li>2. A venue that is at the heart of the town, that brings people together and connects young and old, generating a hive of activity that overflows into and activates the CBD</li> <li>3. A venue that generates high quality cultural activity from and by local talent</li> <li>4. A venue that is fully accessible and caters for special events and is for hire</li> <li>5. A venue for cinema use and that will attract first releases</li> <li>6. A venue that doubles as a general-purpose civic hall and caters for functions, community use and fund raisers</li> </ol> <p>The OPERATING OBJECTIVES for the Roxy, include:</p> <ul style="list-style-type: none"> <li>- Bring high quality cultural content and touring shows to Leeton</li> <li>- Provide a platform for broad community engagement and participation</li> <li>- Be an economic activator of the heart of the town, increasing local retail turnover</li> <li>- Leverage the unique heritage value of the Roxy</li> <li>- Leverage the significant stakeholders in education and health across the region</li> <li>- Leverage the significant economic trade and innovation that underpins our region nationally and internationally</li> </ul> <p>The redeveloped Roxy includes the main auditorium, stage, dressing rooms, office space, a theatrette and café/bar and foyer."</p> <p>-----</p> <p>Declaration of conflict of Interests KH and JS – RIPA to submit application                  KH left meeting (7:44pm)                  Discussion around requirements of potential operators and EOI process itself</p> <ul style="list-style-type: none"> <li>- EOI to go to market in November 2024</li> <li>- Assessment of applications to occur at RRC meeting on 27 January 2025</li> <li>- Key to assessment is alignment with requirements, and value for delivery of services</li> </ul>	
<b>5.0</b>	With a staggered start to meeting, ED welcomed Sti to RRC (and her first meeting) now.	
<b>6.0</b>	<p><b>Next RRC Meetings</b></p> <p>16 December                  27 January                  24 February</p>	
<b>Meeting Closed: 7:55pm</b>		

**Item 9.1.3. Minutes of Country Mayors Meeting - 15 November 2024**

**AUTHOR/S:** Executive Assistant to General Manager and Mayor

**APPROVER/S:** General Manager

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**SUMMARY/PURPOSE**

The purpose of this report is to provide the minutes (**Attachment 1**) of the Country Mayors Association Annual General Meeting and Ordinary Meeting held on Friday 15 November 2024.

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**RECOMMENDATION**

That Council notes for information the minutes of the Country Mayors Association Annual General Meeting and Ordinary Meeting held on 15 November 2024.

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**REPORT**

**(a) Background**

The Country Mayors Association (CMA) allows Local Government (LG) from rural and regional NSW to come together to discuss issues of specific interest to areas outside the major metropolitan centres as well as looking at the bigger picture of the whole LG sector within the State. The CMA represents about three (3) quarters of the state in land mass.

**(b) Discussion**

The CMA held an Annual General Meeting and Ordinary Meeting and on the 15 November 2024. It was noted that there were over 40 new Mayors.

Presenters and Reports included:

- NSW Opposition Leader & Liberal Leader, the Hon Mark Speakman MP
- Acting CMA Chairman Cr Rick Firman
- LGNSW President Cr Darriea Turley AM
- Minister for Skills, TAFE & Tertiary Education, the Hon Steve Whan MP
- Minister for Regional Roads and Transport, the Hon Jenny Atchinson MP

Election of Office Bearers included:

- Chairman for two-year term – Cr Rick Firman OAM (Mayor Temora)
- Deputy Chairperson – Cr Russell Fitzpatrick (Mayor Bega Valley)
- Executive Board -
  - Cr. Phyllis Miller OAM, Mayor Forbes Shire Council
  - Cr. Sam Coupland, Mayor Armidale Regional Council
  - Cr. John Medcalf OAM, Mayor Lachlan Shire Council
  - Cr. Sue Moore, Mayor Singleton Council
  - Cr. Josh Black, Mayor Dubbo Regional Council
  - Cr. Russell Webb, Mayor Tamworth Regional Council
  - Cr. Sharon Cadwallader, Mayor Ballina Shire Council
- Secretariat/Executive Officer – Mr Gary Fry

CMA members also discussed several other matters on:

- Setting of Annual Membership Fees
- CMA Constitution proposed amendments
- Setting of Meeting Dates for 2025
- Signatories
- Hosting Non-Metropolitan Meeting in 2025
- Member Motions
- CMA pins were presented to new Mayors

### **(c) Options**

Nil – this report is for information purposes only.

## **IMPLICATIONS TO BE ADDRESSED**

### **(a) Financial**

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

### **(b) Policy**

Nil

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

Nil

### **(d) Risk**

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

## **CONSULTATION**

### **(a) External**

Members of the Country Mayors Association

### **(b) Internal**

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

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

9. Governance and Administration

9.3 Provide respected and effective representation, leadership and advocacy

This is in accordance with the Councilor Induction and Professional Development Guidelines and Committee Terms of Reference



9. Governance and Corporate Services

9.3 Provide respected and effective representation, leadership and advocacy

9.3.2 Participate in State and national Local Government Associations (LGNSW, ALGA and Country Mayors, Local Government Professionals)

**ATTACHMENTS**

1. CMA MINUTES 15- Nov-2024-f [**9.1.3.1** - 11 pages]



# THE COUNTRY MAYORS ASSOCIATION OF NSW INC

*"What we want is nothing more than equity"*

**Chairman:** Cr Rick Firman OAM  
C/- Temora Shire Council,  
PO Box 262, Temora NSW 2666  
**Email:** admin@nswcountrymayors.com.au

## MINUTES

The ANNUAL GENERAL MEETING of the Country Mayors Association of NSW Inc was held on **Friday 15 November 2024, in the Theatre, Parliament House, Macquarie Street from 8:20am until 1pm. The meeting had a Skills and Education theme.**

**Acting Chairman Cr. Rick Firman OAM extended the official Welcome.**

**Guest Speaker;  
NSW Opposition Leader & Liberal Leader, the Hon Mark Speakman MP**

Opposition Leader Speakman congratulated recently elected mayors. He described the regional connectedness of the NSW Coalition Opposition.

"Our shadow skills and education ministers are regionally based."

"There's a lot of pain and frustration in the regions. Pressures including difficulties getting skilled staff are a real challenge, as are the accommodation shortages. I was recently in Cowra with Local Member Steph Cooke and the increasing water costs was a pressure on agribusiness there."

"The issue with common planning assumptions (which understate growth projections and thus, funding) was another issue in Cowra and Parkes. There are dramatic reductions in funding. Councils have to repair the roads after floods and we are determined to support them."

"Prefabricated, smaller homes is one of the alternative approaches floated that will help address the housing needs of country NSW."

**Introduction of new Mayors, who were presented with CMA pins. There was also acknowledgement of those who were not re-elected and recognition for retiring Executive Board Members. Three former CMA Executive Board members were presented with plaques which acknowledged their service:**

Cr. Firman again paid tribute to the work of former CMA Chairman and Mayor of Gunnedah Shire, Mr Jamie Chaffey, who was pleased to take a break from campaigning for the Federal Seat of Parkes to support the CMA. Mr Chaffey encouraged Mayors to make the most of their time as Mayors and highlighted the value of the CMA.

LEETON SHIRE COUNCIL  
Ordinary Council Meeting - Tuesday 17 December 2024

Former CMA Executive Member and Mayor of Narromine Shire Cr. Craig Davies reiterated the importance of the bio-conservation Act issue and the CMA.

Former CMA Executive Member and Mayor of Federation Council, Cr. Patrick Bourke reiterated how he valued the CMA and the relationships from it.

**Attendance 150**

Cr. Kevin Mack	Mayor	Albury City Council
Frank Zaknich	CEO	Albury City Council
Cr. Todd Redwood	Deputy Mayor	Armidale Regional Council
James Roncon	GM	Armidale Regional Council
Linda Scott	Former President	ALGA
Cr. Robert Taylor	Mayor	Bathurst Regional Council
David Sherley	GM	Bathurst Regional Council
Cr. Sharon Cadwallader	Mayor	Ballina Shire Council
Cr. Russell Fitzpatrick	Mayor	Bega Valley Shire Council
Anthony McMahon	CEO	Bega Valley Shire Council
Mark Griffioen	GM	Bellingen Shire Council
Cr. Stephen Allan	Mayor	Bellingen Shire Council
Cr. Julia Cornwell McKean	Mayor	Berrigan Shire Council
Cr. Brian Monaghan	Mayor	Bland Shire Council
Grant Baker	GM	Bland Shire Council
Cr. Bruce Reynolds	Mayor	Blayney Shire Council
Mark Dicker	GM	Blayney Shire Council
Cr. Lachlan Ford	Mayor	Bourke Shire Council
Leonie Brown	GM	Bourke Shire Council
Cr. Jim Hickey	Deputy Mayor	Broken Hill City Council
Cr. Sarah Ndiaye	Mayor	Byron Shire Council
Mark Arnold	GM	Byron Shire Council
Cr. Kevin Beatty	Mayor	Cabonne Shire Council
Bradley Byrnes	GM	Cabonne Shire Council
Sharon Houlihan	EO	Canberra Region JO
Greg Hill	GM	Central Darling Shire Council
Cr. Daniel Watton	Mayor	Cessnock City Council
Cr. Ray Smith	Mayor	Clarence Valley Council
Laura Black	GM	Clarence Valley Council
Gary Fry	Secretariat	CMA
Cr. Jarrod Marsden	Mayor	Cobar Shire Council
Cr. Nikki Williams	Mayor	Coffs Harbour City Council
Cr. David McCann	Mayor	Coolamon Shire Council
Tony Donoghue	GM	Coolamon Shire Council
Cr. Daniel Keady	Mayor	Coonamble Shire Council
Paul Gallagher	GM	Coonamble Shire Council
Dirk Wymer	Acting GM	Cowra Shire Council
Cr. Paul Smith	Mayor	Cowra Shire Council
Cr. Josh Black	Mayor	Dubbo Regional Council
Murray Wood	CEO	Dubbo Regional Council
Gareth Curtis	GM	Dungog Shire Council
Cr. Digby Rayward	Mayor	Dungog Shire Council
Gary Arnold	CEO	Edward River Council

LEETON SHIRE COUNCIL  
 Ordinary Council Meeting - Tuesday 17 December 2024

Cr. Ashley Hall	Mayor	Edward River Council
Cr. Mathew Hatcher	Mayor	Eurobodalla Shire Council
Cr. Cheryl Cook	Mayor	Federation Council
	Council and past CMA Executive	
Cr. Patrick Bourke	Member	Federation Council
Adrian Butler	GM	Federation Council
Cr. Phyllis Miller OAM	Mayor	Forbes Shire Council
Cr. Doug Batten	Mayor	Gilgandra Shire Council
Cr. Nicholas White	Councillor	Gilgandra Shire Council
Cr. Margot Davis	Mayor	Glen Innes Severn Council
Bernard Smith	GM	Glen Innes Severn Council
Cr. Nina Dillon	Mayor	Goulburn Mulwaree Council
Marina Hollands	Acting CEO	Goulburn Mulwaree Council
Cr. Ben Hooper	Deputy Mayor	Greater Hume Council
Evelyn Arnold	GM	Greater Hume Council
Cr. Doug Curran	Mayor	Griffith City Council
Brett Stonestreet	GM	Griffith City Council
Cr. Colleen Fuller	Mayor	Gunnedah Shire Council
Eric Groth	GM	Gunnedah Shire Council
Cr. Tiffany Galvin	Mayor	Gwydir Shire Council
Max Eastcott	GM	Gwydir Shire Council
	Executive Manager Economic	
Alison McLean	Development & Tourism	Hay Shire Council
Cr. Brian Ingram	Mayor	Hilltops Council
Anothony O'Reilly	GM	Hilltops Council
Cr. Kate Dight	Mayor	Inverell Shire Council
Brett McInnes	GM	Inverell Shire Council
Cr. Kinne Ring	Mayor	Kempsey Shire Council
Craig Milburn	GM	Kempspey Shire Council
Stephen Mitchell	Director Corporate and Commercial	Kempspey Shire Council
Cr. Cameron McDonald	Mayor	Kiama Municipal Council
Jane Stroud	CEO	Kiama Municipal Council
Cr. Danielle Mulholland	Mayor	Kyogle Council
Cr. John Medcalf OAM	Mayor	Lachlan Shire Council
Greg Tory	GM	Lachlan Shire Council
Cr. George Weston	Mayor	Leeton Shire Council
Jackie Kruger	GM	Leeton Shire Council
Cr. Steve Krieg	Mayor	Lismore City Council
John Gibbons	GM	Lismore City Council
Ross Gurney	GM	Lithgow City Council
Cr. Cass Coleman	Mayor	Lithgow City Council
Cr. Ken Cudmore	Mayor	Liverpool Plains Shire Council
Gary Murphy	GM	Liverpool Plains Shire Council
Cr. Peter Sharp	Mayor	Lockhart Shire Council
Gavin Rhodes	GM	Lockhart Shire Council
Cr. Claire Pontin	Mayor	MidCoast Council
Cr. Des Kennedy	Mayor	Mid-Western Regional Council
Brad Cam	GM	Mid-Western Regional Council
Cr. Susannah Pearse	Mayor	Moree Plains Shire Council
Kelvin Tytherleigh	GM	Moree Plains Shire Council
Sarah Ryan	Acting CEO	Murray River Council

LEETON SHIRE COUNCIL  
 Ordinary Council Meeting - Tuesday 17 December 2024

Cr. John Harvie	Mayor	Murray River Council
Cr. Ruth McRae OAM	Mayor	Murrumbidgee Council
John Scarce	GM	Murrumbidgee Council
Cr. Jeff Drayton	Mayor	Muswellbrook Shire Council
Derek Finnigan	GM	Muswellbrook Shire Council
Cr Darrell Tiemens	Mayor	Narrabri Shire Council
Eloise Chaplain	GM	Narrabri Shire Council
Cr. Neville Kschenka	Mayor	Narrandera Shire Council
Cr. Craig Davies	Councillor and past CMA Executive	Narromine Shire Council
Cr. Ewen Jones	Mayor	Narromine Shire Council
Phil Johnston	Director	Narromine Shire Council
Jamie Chaffey	Past CMA Chariman	Nationals Candidate for Parkes
Jonathan Malota	Policy Advisor – Transport & Data	NRMA
Cr. Katie Graham	Deputy Mayor	Oberon Council
Gary Wallace	GM	Oberon Council
Erica Van Den Honert	Executive Director	OLG
Sharne Colefax	Manager, Council Engagement Council Engagement Manager, North Coast and Eastern Sydney	OLG
Anita Gambhir		OLG
Cr. Tony Mileto	Mayor	Orange City Council
Cr. Neil Westcott	Mayor	Parkes Shire Council
Cr. Marg Applebee	Deputy Mayor	Parkes Shire Council
Cr. Leah Anderson	Mayor	Port Stephens Council
Cr. Robert Mustow	Mayor	Richmond Valley Council
Vaughan Macdonald	GM	Richmond Valley Council
Cr. Kenrick Winchester	Mayor	Queanbeyan-Palerang Regional Council
Rebecca Ryan	GM	Queanbeyan-Palerang Regional Council
Yvonne Lingua	Executive Officer	RAMJO
Julie Briggs	CEO outgoing	REROC
Megan Mulrooney	CEO incoming	REROC
Cr. Robert Mustow	Mayor	Richmond Valley Council
Vaughan Macdonald	GM	Richmond Valley Council
Cr. Chris Homer	Mayor	Shellharbour City Council
Cr. Patricia White	Mayor	Shoalhaven City Council
James Ruprai	Acting GM	Shoalhaven City Council
Cr. Sue Moore	Mayor	Singleton Council
Justin Fitzpatrick-Barr	GM	Singleton Council
Cr. Chris Hanna	Mayor	Snowy Monaro Regional Council
Cr. Julia Ham	Mayor	Snowy Valleys Council
Paul Bennett	GM	Tamworth Regional Council
Cr. Rick Firman OAM	Mayor (CMA Acting Chairman)	Temora Shire Council
Melissa Boxall	GM	Temora Shire Council
Cr. Bronwyn Petrie	Mayor	Tenterfield Shire Council
Cr. Paul Culhane	Mayor	Upper Lachlan Shire Council
Alex Waldron	CEO	Upper Lachlan Shire Council
Cr. Robert Bell	Mayor	Uralla Shire Council
Toni Averay	GM	Uralla Shire Council
Cr. Eric Noakes	Mayor	Walcha Council
Megan Dixon	GM	Walgett Shire Council
Cr. Jasen Ramien	Mayor	Walgett Shire Council
Gary Woodman	GM	Warren Shire Council

LEETON SHIRE COUNCIL  
 Ordinary Council Meeting - Tuesday 17 December 2024

Cr. Greg Whiteley	Mayor	Warren Shire Council
Lindsay Mason	Acting GM	Warrumbungle Shire Council
Cr. Paul Best	Mayor	Weddin Shire Council
Noreen Vu	GM	Weddin Shire Council
Ken Ross	GM	Wentowrth Shire Council
Cr. Daniel Linklater	Mayor	Wentowrth Shire Council
Cr. Jesse Fitzpatrick	Mayor	Wingecarribee Shire Council
Lisa Miscamble	GM	Wingecarribee Shire Council

**Apologies**

Adrian Panuccio	MidCoast Council	GM
Cr. Bob Callow	Junee Shire Council	Mayor
James Davis	Junee Shire Council	GM
Cr. Abb McAlister	Cootamundra-Gundagai Regional Council	Mayor
Steve McGrath	Cootamundra-Gundagai Regional Council	Acting GM
Cr. Dallas Tout	Wagga	Mayor
Steve Loane OAM	Forbes Shire Council	GM
Cr. Russell Webb	Tamworth Regional Council	Mayor
Lord Mayor Tania Brown	Wollongong City Council	
Cr. Glen Neill	Bogan Shire Council	Mayor
Cr. Andrew McKibbob	Oberon Mayor	
Cr. Kathryn Rindfleish	Warrumbungle Shire Mayor	
Cr. Sam Coupland	Armidale Regional Council Mayor	
George Cowan	Narrandera Shire	
Cr. Carol Oataway	Hay Shire Mayor	
David Waddell	Orange City Council CEO	
	Central Darling Shire	
Bob Stewart	Administrator	
Phil Hood	Walcha Council GM	
Jay Nankivell	Broken Hill City Council GM	
Steve Pinnuck	Snowy Valleys Council	

Apologies moved by Snowy Monaro Regional Council Mayor Cr. Chris Hanna and seconded by Bellingen Shire Council Mayor Cr. Steve Allan.

**Reports**

**Year in Review      Acting Chairman’s Report**

Cr. Firman spoke of the very big year that the CMA has had. Cabonne Mayor Cr. Kevin Beattie moved and Bellingen Mayor Cr. Steve Allan seconded that the report be accepted. Unanimously endorsed.

**LGNSW Report**

President of LGNSW, Cr. Darriea Turley AM congratulated mayors on their election. “We are a family. LGNSW has a strong MoU with the CMA and we stand together.”  
 Moved by Kyogle Mayor Cr. Danielle Mulholland, Mayor of Eurobodalla and Cr. Mathew Hatcher

seconded that the report be accepted. Unanimously endorsed.

### **ALGA Report**

Cr. Darriea Turley AM returned to the lectern as Vice-President of ALGA. Matt Burnett was elected President of ALGA unopposed. Cr. Turley encouraged participation and Ministerial contact at the ALGA conference.

Moved by Forbes Shire Council Mayor and CMA Executive Member Cr. Phillys Miller OAM and Seconded Kyogle Mayor, Cr Dannielle Mulholland. Unanimously endorsed.

### **Guest Speaker**

#### **Minister for Skills, TAFE & Tertiary Education, the Hon. Steve Whan MP**

Minister Whan spoke of the linkages between educational institutions, training providers and industry that are being developed. "The Educational Partnerships program is doing that (linking) with Careers advisors in schools."

"Raising awareness of the options available is important. A NSW Skills Plan will be released later this year."

"Increased visibility of options at TAFE campuses has been called for, as with increased links between TAFE and communities.

1,300 apprenticeships place for LG was announced by Minister Hoenig and other initiatives are underway."

"A strong investment in skill development like fee-free courses in VET has been undertaken by the Government. This includes encouraging people to upskill in trade skills. Doing a VET course can be financially far better than a university degree and leaves someone with a lot less debt."

"Skilled Migration is also important. NSW Government does have State nominated visa programs and we are working with the Australian Government on that. The process of assessing skills can be complicated or slow. School fees will no longer be required certain visa holders and that will make NSW more attractive for skilled migrants."

"TAFE teachers will be made less casual, more permanent and we've seen 500 transition to permanency already."

Q. Cr. Sarah Ndiaye from Byron Shire: Southern Cross University is cutting the Arts – face to face creative arts is being cut out in our education institutions, including high schools. A The previous Federal Government introduced policy that increased Arts fees and I will follow up with the Government.  
My daughter is a drama teacher, so I am certainly looking into the discussion paper.

Q. Cr. Neville Kschenka (Narrandera Shire Mayor). Doctors from overseas take too long to get their skills assessed.

A. Unfortunately, that is a Federal issue and licensing in the medical sector is very complex.

Q. Cr. Robert Bell (Mayor of Uralla Shire). Speaking from the New England REZ, there is a need for training. There are great opportunities for trades with renewable energy projects. An

electrician gets \$70/hr in town and \$180/hr at a solar farm.

A. Our Skills Plan will hopefully incorporate that. The challenge is that a solar farm construction does not last long enough for an apprenticeship.

Q. Cr. George Weston (Mayor of Leeton Shire). Commented on the difficulty skilled migrants have in traveling to distant TAFE courses.

Q. Armidale Regional Council (Deputy Mayor Todd Redwood) also highlighted the New England REZ challenges.

Q. Cr. Kinny Ring (Mayor of Kempsey Shire Council). What are you doing about key skill shortage areas?

A. We are teaching more nursing in TAFE. RPL is difficult with skilled migrants. It often involves industry bodies, Government and it can be cumbersome. Keep an eye out for the Government's Skills Plan.

Q. Cr. Cass Coleman (Lithgow City Council Mayor), our TAFE students have to travel to Sydney or Orange. We need trade TAFEs and we need to make them more accessible to regional communities.

A. We cannot make all trades available at all campuses but some online components does help. We are looking at how we can reduce travel demands.

**Morning tea in the Fountain Court of the NSW Parliament building was a brief respite that was a welcomed chance to relax and network with peers from around the State.**

## **AGM business**

**Minutes from 2023 AGM** – Bega Valley Shire Council Mayor and CMA Executive Member Cr. Russell Fitzpatrick moved and Forbes Shire Council Mayor and CMA Executive Member Cr. Phyllis Miller OAM seconded. Unanimously endorsed.

**Correspondence** - Forbes Shire Council Mayor and CMA Executive Member Cr. Phyllis Miller OAM moved and Lachlan Shire Council Mayor Cr. John Medcalf OAM seconded. Unanimously endorsed.

### **Financials**

CMA Secretary and Temora Shire GM Melissa Boxall provided a summary, given financials had been supplied.

The financials were moved by Singleton Council Mayor and CMA Executive Member Cr. Sue Moore, Seconded by Bega Valley Shire Council Mayor and CMA Executive Member Cr. Russell Fitzpatrick. Unanimously endorsed.

### **Appointment of Returning Officers**

RECOMMENDATION: That the Acting CMA Secretary/Public Officer Ms. Melissa Boxall and Secretariat Mr. Gary Fry be appointed as returning officers for the CMA Executive Board elections.

Motion of returning officers – Mayor of Wentworth Shire Council Cr. Daniel Linklater moved the motion and CMA Executive Member Cr. Phyllis Miller OAM seconded. Unanimously endorsed.

That the election be conducted by secret ballot.

Moved Cr. Phyllis Miller, seconded Cr. Sue Moore (Singleton Council).



**Election results:**

**Ms. Boxall announced the following Election results for a two-year term:**

**Mayor of Temora Shire Council, Cr. Rick Firman OAM was endorsed as Chairman unopposed.**

**Bega Valley Shire Council Mayor Cr. Russell Fitzpatrick and Armidale Regional Council Mayor Cr. Sam Coupland contested for the Deputy Chairman Position. Mayor Fitzpatrick won.**

**From 13 candidates, the following (7) Mayors were elected to the Executive Board of the CMA:**

Cr. Phyllis Miller OAM, Forbes Shire Council  
Cr. Sam Coupland, Armidale Regional Council  
Cr. John Medcalf OAM, Lachlan Shire Council  
Cr. Sue Moore, Singleton Council  
Cr. Josh Black, Dubbo Regional Council  
Cr. Russell Webb, Tamworth Regional Council  
Cr. Sharon Cadwallader, Ballina Shire Council

**The vote was close across the Board and there were no informal votes.**

**The following Mayors were unsuccessful:**

Cr. Steve Allan, Bellingen Shire Council  
Cr. Chris Hanna, Snowy Monaro Regional Council  
Cr. Mathew Hatcher, Eurobodalla Shire Council  
Cr. Brian Monaghan, Bland Shire Council  
Cr. Danielle Mulholland, Kyogle Council  
And Cr. Darrell Tiemens, Narrabri Shire Council

**A motion was moved that should a vacancy occur in the Executive it would be filled by the candidate with the 8<sup>th</sup> highest vote count, with another vacancy occurrence going to 9<sup>th</sup> place etc. This was moved by Mayor of Bland Shire Council Cr. Brian Monaghan, seconded by Kempsey Shire Mayor Cr. Kinne Ring. Endorsed unanimously.**

**Forbes Shire Council Mayor and CMA Executive Member Cr. Phyllis Miller OAM and Bland Shire Council Mayor Cr. Brian Monaghan seconded that ballot papers be destroyed. Unanimous.**

**Orange City Council Mayor Cr. Tony Mileto moved that all elected positions be accepted and Leeton Shire Mayor Cr. George Weston seconded. Endorsed unanimously.**

### **Appointment of Secretariat**

EXECUTIVE RECOMMENDATION: That Gary Fry, through Regional Development Australia Inland Northern NSW be re-contracted as CMA Secretariat/Executive Officer for 2025 but that the hours for the role be extended to 30 per week, with annual cost of \$80,000 ex GST for an average of 4 days per week.

Moved – Cr. Sue Moore (Mayor, Singleton Council)

Seconded – Cr. Phyllis Miller OAM (Mayor, Forbes Shire Council)

Carried unanimously.

### **Setting of Annual Membership Fees**

EXECUTIVE RECOMMENDATION: That the CMA increase membership fees by 10%, in light of the increasing workload with advocacy to Government Inquiries. This 10% increase would result in the fees for the 2025 calendar year becoming \$1,650 for Councils with a population of 10,000 and over, and Councils with a population of less than 10,000 paying 75% of the full fee, becoming \$1,237.50, which would also be the new fee for not-for-profit Associate Membership, while for-profit Associate Membership would become \$3,300 per year.

Moved – Cr. Phyllis Miller (Mayor Forbes Shire Council)

Seconded – Cr. Chris Hanna (Mayor Snowy Monaro Regional Council)

Carried unanimously.

### **General Business:**

#### **CMA Constitution. Proposed amendments have been supplied.**

RECOMMENDATION: That the proposed amendments be endorsed and that the resultant constitution for the CMA be accepted by members as the currently endorsed version (15 November 2024).

Moved – Cr. Danielle Mulholland (Mayor Kyogle Council)

Seconded – Cr. John Medcalf OAM (Mayor Lachlan Shire Council)

Carried unanimously.

### **Membership**

RECOMMENDATION: That Coffs Harbour City Council be endorsed as a Member of the Country Mayors Association of NSW.

Moved – Cr. Stephen Allan (Mayor Bellingen Shire Council)

Seconded – Cr. Mathew Hatcher (Mayor Eurobodalla Shire Council)

Carried unanimously.

RECOMMENDATION: That the Riverina and Murray Joint Organisation (RAMJO) be endorsed as an Associate Member of the Country Mayors Association of NSW.

Moved – Cr. Russell Fitzpatrick (Mayor Bega Valley Shire Council)

Seconded – Cr. Phyllis Miller OAM (Mayor Forbes Shire Council)

Carried unanimously.

**Setting of Meeting Dates for 2025**

RECOMMENDATION: That the meeting dates for 2025 be set to coincide with NSW Parliament sitting dates, as was the case in 2024 – the Friday of the first week of each parliamentary session. [It was stated that these dates would be communicated to members as soon as they are ascertained].

Moved – Cr. Kevin Mack (Mayor Albury City Council)

Seconded – Cr. Chris Hanna (Mayor Snowy Monaro Regional Council)

Carried unanimously.

**Signatories.**

RECOMMENDATION: That signatories from the former Chairman’s Council [Gunnedah Shire] be removed from the Country Mayors Association account and that the new Chairman and two staff members from their Council be authorised as signatories.

Moved – Cr. Kevin Mack (Mayor Albury City Council)

Seconded – Cr. Steve Krieg (Mayor Lismore City Council)

Carried unanimously.

**Hosting Non-Metropolitan Meetings in 2025**

Submissions to host a non-metropolitan meeting in 2025 have been received from Orange City Council, Ballina Shire Council and Inverell Shire Council.

RECOMMENDATION: That members vote to determine if there will be one CMA member hosted meeting in 2025 or two. Further, that new CMA Executive Board assess the applications and make the selection/s and choose the optimal date.

That One CMA Regional Meeting be held in 2025.

Moved – Cr. Sue Moore (Mayor Singleton Council)

Seconded – Cr. Phyllis Miller (Mayor Forbes Shire Council)

Carried unanimously.

CMA Executive Board to determine

Moved – Cr. Kevin Mack (Mayor Albury City Council)

Seconded – Cr. Steve Krieg (Mayor Lismore City Council)

Carried unanimously.

**Member motions.**

Mayor of Tenterfield Shire Council Cr. Bronwyn Petrie moved “That the Country Mayors Association writes to the Premier of NSW requesting an urgent ban of importation of turf product into NSW from Queensland and increased border surveillance, and b) requests of the Premiers of NSW and Queensland and the Federal government an urgent improvement in the eradication measures delivered by Biosecurity Queensland and the National Management Group governing the National Fire Ant Eradication Program.”

Seconded - Mayor Stephen Allan (Mayor of Bellingen Shire Council).

Carried unanimously.

**Final Guest Speaker**

The **Premier, the Hon. Chris Minns MP** was originally scheduled to speak at 9:15am, he requested a change to 12:30pm days before the meeting and had to send an apology halfway through the meeting. He sent **Minister for Regional Roads and Transport, the Hon. Jenny Atchinson MP** as his representative.

Minister Atchinson spoke of the Government’s current priorities, which included housing and essential workers. A focus has been on increased staffing of health professionals and Police with the Academy seeing the largest intake as a result of the introduction of paid study.

Like Minister Whan, she highlighted the \$252 million funding for cadets, apprentices and trainees across all NSW Councils – which will (it is hoped) result in an additional 1300 staff.

Three new TAFE Centres of excellence across NSW was announced.

There was also an announcement of 100 new preschools to be built near schools (with 49 in regional areas) to help improve literacy and numeracy.

**Meeting closed at 12:55pm**

Cr Rick Firman OAM  
Chairman

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

**Item 9.1.4. DRAFT Community Strategic Plan - Leeton On The Go - Towards 2035**

**AUTHOR/S:** Manager Governance, Corporate & Customer Service

**APPROVER/S:** General Manager

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**SUMMARY/PURPOSE**

The purpose of this report is to present the draft Community Strategic Plan (CSP) to Council to gain endorsement to place the document on public exhibition from 20 December 2024 to 30 January 2025.

---

**RECOMMENDATION**

THAT Council:

1. Endorses the draft Community Strategic Plan for public exhibition.
  2. Requests a further report be presented to Council following the exhibition period to allow for any submissions to the draft Community Strategic Plan to be considered.
- 

**REPORT**

**(a) Background**

Under the Integrated Planning and Reporting Framework, Council is required to prepare a number of documents to facilitate integration of long-term planning and implementation of Council activities.

Core documents include a 10-year Community Strategic Plan (CSP) which is then used to inform each term of Council's four (4) year Delivery Program and the Annual Operating Plans.

In accordance with the *Local Government Act 1993*, a review of the CSP must be completed within nine (9) months of the Council election (prior to 30 June 2025), to allow Council to prepare its Delivery Program, Annual Operating Plan and budget for the forthcoming financial year.

Council is essentially a steward for preparing the CSP on behalf of and in consultation with the community. It is important to note that the CSP is "owned by the community" and covers a broad range of matters relevant to the whole community and is not limited to the services provided by Council.

**(b) Discussion**

The CSP has various strategies under each theme with indicators that can be tracked to help to signal improved results for the community over time. The indicators are not intended to measure absolutely everything but to give a general sense that

community aspirations are being achieved. Indicators have been selected that use data that is readily available.

Over the past six (6) months Council staff have engaged extensively with various key stakeholders and community members to ensure the draft CSP is representative of the key objectives of the community at this time.

Following the adoption of the draft there will be further opportunity for community feedback.

At the conclusion of the public exhibition period, a further report will be presented to the February 2025 Council Meeting to allow Council to consider any submissions received prior to the endorsement of the final CSP "Leeton On The Go – Towards 2035"

### **(c) Options**

THAT Council:

1. Endorses as recommended. ***This is the recommended option.***
2. Endorses with amendments.

### **IMPLICATIONS TO BE ADDRESSED**

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

Nil direct - all engagement activities have been budgeted.

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

Community Strategic Plan (CSP)  
Integrated Planning & Reporting Guidelines

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

*Local Government Act 1993*

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

Ensuring the CSP has resonated widely with the community.

### **CONSULTATION**

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

Community members  
Government Departments  
Community Groups / NGO's

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

Various staff

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

9. Governance and Administration

9.2 Undertake authentic and timely community engagement where community input genuinely shapes Council decisions

9. Governance and Corporate Services

9.2 Undertake authentic community engagement

9.2.1 Run an active community engagement program

**ATTACHMENTS**

Attachment will be distributed once it is returned from the graphic designer.

## 9.2. CORPORATE MATTERS

### Item 9.2.1. Ordinary Council Meeting Dates - February 2025 to March 2026

**AUTHOR/S:** Manager Governance, Corporate & Customer Service

**APPROVER/S:** Director Corporate/CFO

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#### SUMMARY/PURPOSE

This report presents a proposed timetable for the Ordinary Council Meetings for the period of February 2025 to March 2026.

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#### RECOMMENDATION

THAT Council adopts the following:

1. Dates for the Ordinary Council Meetings to be held on the last Tuesday of every month at 6:30pm, excluding January 2026 to accommodate school holidays, on the following dates:
    - Tuesday 25 February 2025
    - Tuesday 25 March 2025
    - Tuesday 29 April 2025
    - Tuesday 27 May 2025
    - Tuesday 17 June 2025
    - Tuesday 29 July 2025
    - Tuesday 26 August 2025
    - Tuesday 23 September 2025
    - Tuesday 28 October 2025
    - Thursday 27 November 2025
    - Tuesday 16 December 2025
    - Tuesday 24 February 2026
    - Tuesday 31 March 2026
  2. In the case of an urgent administrative matter or emergency situations and after consultation with the Mayor the General Manager, the date, time and location of a Council Meeting may be altered by giving as much notice to the Councillors and the public as is practicable.
- 

#### REPORT

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

Section 365 of the *Local Government Act 1993* mandates that Council must meet at least ten (10) times per year, with meetings occurring in different months unless an exemption is granted by the Minister for Local Government under section 365A.



## (b) Discussion

The proposed timetable for the Ordinary Council Meetings for the period of February 2025 to March 2026 is outlined below:

- **Ordinary Council Meetings** to be held on the last Tuesday of each month, excluding January 2026, commencing at 6:30pm, as follows:
  - Tuesday 25 February 2025
  - Tuesday 25 March 2025
  - Tuesday 29 April 2025
  - Tuesday 27 May 2025
  - Tuesday 17 June 2025
  - Tuesday 29 July 2025
  - Tuesday 26 August 2025
  - Tuesday 23 September 2025
  - Tuesday 28 October 2025
  - Thursday 27 November 2025
  - Tuesday 16 December 2025
  - Tuesday 24 February 2026
  - Tuesday 31 March 2026

Please note the following conferences, which have impacted scheduling:

- **31st National General Assembly of Local Government (NGA):** This event will be held from 24 to 27 June 2025 in Canberra, ACT.
- **Murray Darling Association (MDA) 80<sup>th</sup> National Conference and AGM:** This event will be held in Griffith, NSW from 29 September to 2 October 2025.
- **2025 Local Government NSW Annual Conference:** This event will take place from 23 November to 25 November 2025 in Penrith, NSW.

## (c) Options

THAT Council:

1. Accepts the proposed Ordinary Council meeting dates for the period of February 2025 to March 2026. **This is the recommended option.**
2. Selects alternative dates for the meetings.

## IMPLICATIONS TO BE ADDRESSED

### (a) Financial

Nil

### (b) Policy

Code of Conduct  
Code of Meeting Practice  
Procedures of the Administration for the Code of Conduct

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

*Local Government Act 1993*  
Local Government (General) Regulation 2021

Section 365 of the *Local Government Act 1993* requires Council to meet at least ten (10) times per year, each time in a difference month.

### **(d) Risk**

If Council fails to meet the requirements of Section 365 of the *Local Government Act 1993*, it could face legal consequences, a loss of public trust, and delays in decision-making. This could lead to increased costs, missed opportunities, and strained relationships with the community and partners.

## **CONSULTATION**

### **(a) External**

Council meeting dates will be advertised on Council's website.

### **(b) Internal**

Councillors  
General Manager

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

### 9. Governance and Administration

#### 9.3 Provide respected and effective representation, leadership and advocacy

This is in accordance with the Councilor Induction and Professional Development Guidelines and Committee Terms of Reference

### 9. Governance and Corporate Services

#### 9.6 Deploy reliable and efficient governance, audit, risk and improvement services

9.6.1 Prepare and issue Council business papers and meeting minutes, and coordinate Council Committee reports back to Council.

## **ATTACHMENTS**

Nil

**Item 9.2.2. Investment Report - November 2024**

**AUTHOR/S:** Accountant

**APPROVER/S:** Manager Finance  
Director Corporate/CFO

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**SUMMARY/PURPOSE**

This report provides details of the performance of Council's investment portfolio for the period ending 30 November 2024.

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**RECOMMENDATION**

THAT Council notes the information contained in the Investments Report for November 2024.

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**REPORT**

**(a) Background**

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

**(b) Discussion**

Council's cash and investment holdings total \$53,597,207

As at 30 November 2024, Leeton Shire Council has \$51,579,305 invested in Approved Deposit Institutions (ADIs) of which \$2,094,110 (4.06%) is invested with local bank branches.

Attached to this report is a Statement of Bank Reconciliation (**Attachment 1**) and a Summary of Investments (**Attachment 2**) as at 30 November 2024.

The Statement of Bank Reconciliation reconciles the Bank Statement balances to the General Ledger at 30 November 2024 by taking into account unrepresented cheques, unrepresented deposits, and unrepresented debits.

The Summary of Investments details all the investments held by Leeton Shire Council as at 30 November 2024. The following table details the total Cash, Cash Equivalents and Investment holdings:

Cash in Transaction Account	\$ 2,017,902
Deposits At Call Accounts	\$ 17,679,305
Investments	\$ 33,900,000
<b>TOTAL</b>	<b>\$ 53,597,207</b>

The table below details the monthly movements of investments for November 2024:

<b>Opening Investments Balance</b>	<b>\$</b>	<b>53,496,064</b>
<b>Less:</b>		
Maturities (1)	\$	1,000,000
Transfer to CBA Current Account	\$	2,000,000
<b>Subtotal</b>	<b>\$</b>	<b>50,496,064</b>
<b>Plus:</b>		
Roll-overs (1)	\$	1,000,000
New Investments	\$	0
CBA Business Online Saver (BOS) movements	\$	18,347
AMP Business Saver Account	\$	25
AMP 31 Day Notice Account	\$	56,692
Macquarie Cash Management Accelerator Account	\$	8,177
<b>Closing Investments Balance</b>	<b>\$</b>	<b>51,579,305</b>
Add back Cash in Transaction accounts		2,017,902
<b>Total Cash and Investments</b>	<b>\$</b>	<b>53,597,207</b>

The following table details the break-up of investments according to the restrictions which are placed on them based on the QBRs 30 September 2024:

<b>Total Cash and Investments</b>	<b>\$</b>	<b>53,597,207</b>
<b>Less restrictions</b>		
Water Supply (Excl. Unfinished Works)	\$	20,764,405
Sewerage Services (Excl. Unfinished Works)	\$	9,090,434
Domestic Waste Management	\$	6,304,907
*Other external restrictions	\$	2,878,770
<b>External Restrictions (Excl. Unfinished Works) - Sub Total</b>	<b>\$</b>	<b>39,038,516</b>
<b>Internal restrictions</b>	<b>\$</b>	<b>7,919,945</b>
<b>Total restrictions</b>	<b>\$</b>	<b>46,958,461</b>
Operating Capital	\$	6,638,746

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

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

**Internally restricted funds** are set aside through Council resolution for specific purposes such as plant replacement, infrastructure renewal or funded provisions. Internal

restrictions are considered as part of the Budget adoption or the Quarterly Budget Review process.

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

**Water Investments Summary**

In accordance with Murrumbidgee Irrigation (MI) records, the total Water Licences held are 5,584 ML. As of the 9 September 2024 Water Allocation update, Murrumbidgee General Security has a 34% allocation and High Security has a 95% allocation:

Water Entitlements	Entitlement	Allocation (%)	Total Allocation (ML)	Usage to date	Sales this month	Total Volume Sold (ML)	Estimated Remaining Usage + 10% Safety Margin*	Allocation Available For Sale (ML)
Town Water High Security	4,097	100%	4,097	793	250	250	1,560	1,494
<b>Investment Water</b>								
High Security	971	95%	922		50	885		37
General Security	516	34%	175		150	150		170
<b>Total</b>	<b>5,584</b>		<b>5,194</b>		<b>450</b>	<b>1,285</b>		<b>1,701</b>

\* In accordance with the Temporary Sale of Water Allocation Policy, Council can sell up to 500ML of Town Water up until 31 October. From 1 November, the available allocation for sale is the balance of usage to date less the remaining expected water demand after a 10% safety margin applied.

Council has undertaken temporary trade of 1285 ML for \$168,494 (net of sale brokerage fees) as at 30 November 2024.

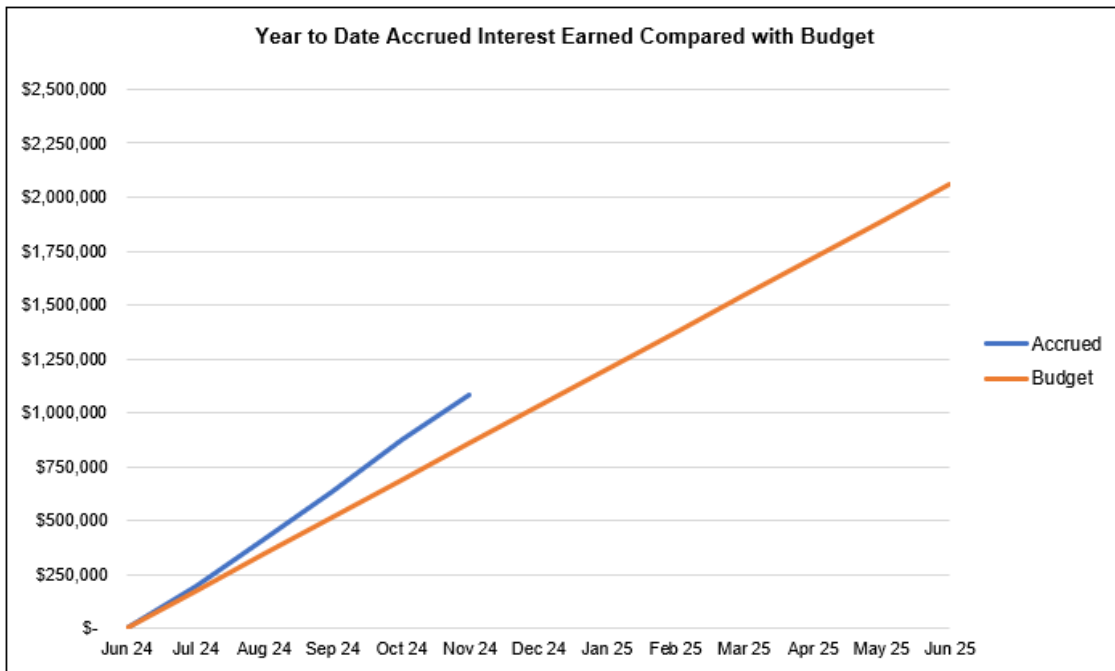
Date	Qty	Price/ML	Water Sales Gross Income	Brokerage	Water Sales Net Income
26/08/2024	70	\$132	\$9,240	-\$277	\$8,963
27/08/2024	200	\$125	\$25,000	-\$1,160	\$23,840
27/08/2024	60	\$120	\$7,200	-\$516	\$6,684
28/08/2024	30	\$130	\$3,900	-\$117	\$3,783
29/08/2024	300	\$130	\$39,000	-\$1,580	\$37,420
29/08/2024	150	\$130	\$19,500	-\$585	\$18,915
16/09/2024	20	\$145	\$2,900	-\$87	\$2,813
31/10/2024	5	\$140	\$701	\$0	\$701
7/11/2024	200	\$150	\$30,000	-\$950	\$29,050
14/11/2024	250	\$150	\$37,500	-\$1,175	\$36,325
<b>Total Water Sales (all funds)</b>	<b>1285</b>		<b>\$174,941</b>	<b>-\$6,447</b>	<b>\$168,494</b>

**IMPLICATIONS TO BE ADDRESSED**

**(a) Financial**

The annualised rate of return across the portfolio is 5.11% for November 2024.

Budgeted Interest for FY24/25 is \$2,061,682. The actual \$223,197 in interest earned for November 2024 is higher than the budgeted amount of \$171,807 by \$51,390.



The consolidated actual investment income from 1 July 2024 to 30 November 2024 compared to the budgeted investment interest is detailed below:

Actual versus budgeted interest and earnings	Nov-24	Year To Date
Investments - Interest earned	\$ 127,089	\$ 712,555
Deposits at call	\$ 95,039	\$ 366,901
Rebates and Other earnings	\$ 1,069	\$ 6,705
<b>Total Earnings</b>	<b>\$ 223,197</b>	<b>\$ 1,086,161</b>
Budgeted Interest	\$ 171,807	\$ 859,034
<b>Variance - Positive</b>	<b>\$ 51,390</b>	<b>\$227,127</b>

Total investment income allocation by fund is detailed below:

Interest Apportionment	Nov-24	Year to Date
General Fund	\$ 110,965	\$ 459,092
Water Fund	\$ 85,529	\$ 420,951
Sewer Fund	\$ 42,018	\$ 206,118
<b>Total Interest Earned</b>	<b>\$ 214,217</b>	<b>\$ 1,086,161</b>

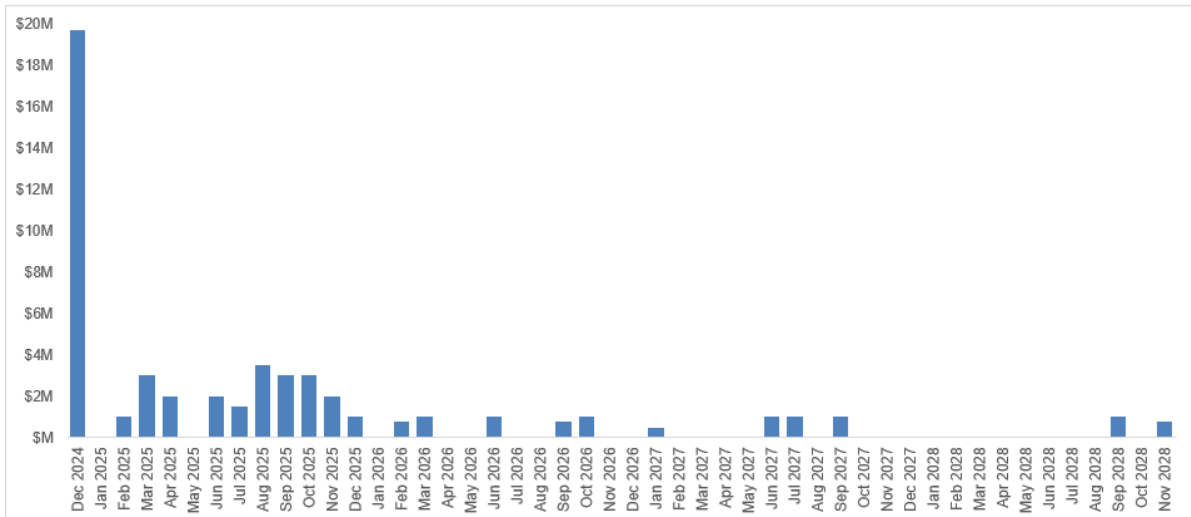
The following tables provide information on investment rates this year compared to last year, as well as a comparison of investment balances from this year to last year:

Performance Measures	Year to Date	Last Year (Nov)
Portfolio Average Interest Rate (YTD inc. Cash)	5.00%	4.32%
Investment Balances	Year to Date	Last Year
Opening Balance as at 1 Nov	\$53,496,064	\$48,034,786
Current Balance as at 30 Nov	\$51,579,305	\$48,891,246

### Council Portfolio Compliance

#### Investment Maturing Profile

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



#### Financial Asset Allocation

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

Investment Type	Risk Assessment		Investment Face Value	% of Portfolio
	Capital	Interest		
Term Deposits	Low	Low	24,000,000	46.53%
Cash/At Call Deposits	Low	Low	17,679,305	34.28%
Floating Rate Notes	Low	Low	6,400,000	12.41%
Bonds	Low	Low	3,500,000	6.79%
<b>TOTAL</b>			<b>51,579,305</b>	<b>100%</b>

#### Counterparty

As at the end of November 2024, aside from the slight over exposure to AMP (BBB+) Council was within Policy limits with every single ADI. Council's aggregate exposure to AMP (BBB+) is currently just above the Policy Limit of 30%, though we note around \$13.3 million or 25% of the portfolio is allocated to AMP Notice Account. Overall, the portfolio is well diversified across the investment grade spectrum (all are rated BBB or higher).

Compliant	Issuer	Rating	Invested (\$) ^	Invested (%)	Max. Limit (%)	Available (\$)
✓	ANZ (Suncorp) Covered	AAA	\$501,927	0.97%	45%	\$22,722,832
✓	RBC Covered	AAA	\$1,003,044	1.94%	45%	\$22,221,715
✓	ANZ Bank	AA-	\$1,009,269	1.96%	45%	\$22,215,490
✓	Commonwealth Bank	AA-	\$2,595,057	5.03%	45%	\$20,629,703
✓	National Australia Bank	AA-	\$10,307,019	19.97%	45%	\$12,917,740
✓	Westpac	AA-	\$9,000,000	17.44%	45%	\$14,224,759
✓	Macquarie	A+	\$3,056,531	5.92%	35%	\$15,007,171
✓	ING Bank	A	\$1,000,000	1.94%	35%	\$17,063,702
✓	Bendigo and Adelaide	A-	\$994,165	1.93%	35%	\$17,069,537
✓	BoQ	A-	\$2,991,461	5.80%	35%	\$15,072,241
X	AMP Bank	BBB+	\$15,831,344	30.67%	30%	-\$348,171
✓	Bank Australia	BBB+	\$1,006,917	1.95%	30%	\$14,476,256
✓	RACQ Bank (Qbank)	BBB+	\$804,671	1.56%	30%	\$14,678,502
✓	Auswide Bank	BBB	\$1,007,244	1.95%	30%	\$14,475,929
✓	MyState Bank	BBB	\$501,928	0.97%	30%	\$14,981,245
			<b>\$51,610,576</b>	<b>100.00%</b>		

^Note valuations of Council's senior FRNs 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.

### Credit Quality

The following table details the credit rating of each of the categories in which Council has money invested. The portfolio remains well diversified from a credit ratings perspective with the portfolio spread across the entire credit spectrum. All investments are compliant with Council's Investment Policy.

Compliant	Credit Rating	Invested (\$) ^	Invested (%)	Max. Limit (%)	Available (\$)
✓	AAA Category	\$1,504,971	2.92%	100%	\$50,105,605
✓	AA Category	\$22,911,345	44.39%	100%	\$28,699,231
✓	A Category	\$8,042,157	15.58%	80%	\$33,246,305
✓	BBB Category	\$19,152,104	37.11%	70%	\$16,975,300
✓	Unrated ADIs	\$0	0.00%	30%	\$15,483,173
		<b>\$51,610,576</b>	<b>100.00%</b>		

^Note valuations of Council's senior FRNs 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.

### (b) Policy

Investment Policy

### (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 advisor is Arlo Advisory for financial investment advice during the month of November 2024.

### **(b) Internal**

General Manager  
Director Operations

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

9. Governance and Administration

9.7 Deploy reliable and efficient corporate management - financial, asset, property, records, information technology, buildings and plant/fleet in accordance with relevant legislation including *Government Information (Public Access) Act 2009*

9. Governance and Corporate Services

9.7 Deploy reliable and efficient financial management and administration

9.7.3 Practice sound financial management

## **ATTACHMENTS**

1. Bank Reconciliation November 2024 [**9.2.2.1** - 2 pages]
2. Investments November 2024 [**9.2.2.2** - 4 pages]

## MONTH END BANK RECONCILIATION REPORT

Prepared by the Accountant

### INTRODUCTION

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

### BACKGROUND

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

## BANK RECONCILIATION STATEMENT

as at 30 November 2024

### **BALANCE AS PER GENERAL LEDGER**

Opening Balance:	1/11/2024		\$	313,085.35
November Movements:			\$	1,759,708.43
Closing Balance:	30/11/2024		\$	2,072,793.78
Less Unprocessed Bank Statement Transactions:			-\$	54,891.41
Total:			\$	2,017,902.37

### **BALANCE AS PER BANK STATEMENTS**

			\$	1,986,774.09
Less Unpresented Cheques			-\$	2,799.22
Less Unpresented Debits				
Plus Unpresented Deposits			\$	33,927.50
Total			\$	2,017,902.37



Responsible Accounting Officer  
 5 December 2024

## MONTH END BANK RECONCILIATION REPORT

Deposit At Call Accounts  
 (Commonwealth Bank, AMP Bank and Macquarie Bank)  
 Prepared by the Accountant

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

### **BACKGROUND**

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

### **BANK RECONCILIATION STATEMENT**

as at 30 November 2024

#### **BALANCE AS PER GENERAL LEDGER**

Opening Balance:	1/11/2024	\$	19,596,063.92
June Movements:			
Transfer to CBA Working Account		-\$	2,000,000.00
Interest Earned		\$	83,240.61
Closing Balance:	30/11/2024	\$	17,679,304.53
Less Unprocessed Bank Statement Transactions:			
Total:		\$	<u>17,679,304.53</u>

#### **BALANCE AS PER BANK STATEMENTS**

	\$	<u>17,679,304.53</u>
Less Unpresented Cheques		
Add Unpresented Credit		
Plus Unpresented Deposits		
Total	\$	<u>17,679,304.53</u>



\_\_\_\_\_  
 Responsible Accounting Officer  
 5 December 2024

## Leeton Shire Council

<b>Summary of Term Investments as at: 30/11/2024</b>										BBSW 90: 4.43%	Average Yield: 5.11%
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 Ltd	CBA Business Online Saver - AMP Business Saver Account		10206481	12/10/09	181	0	2,094,110.27	4.05%	05/12/24	DAC
20-00	AMP Bank	AMP 31 Day Notice Account		437864762	10/07/20	52	0	10,113.21	3.10%	05/12/24	DAC
21-00	AMP Bank	Macquarie Cash Management Accelerator Account		971165956	17/07/20	53	1	13,321,230.48	5.30%	05/01/25	DAC
22-00	Macquarie Bank	Account		940367790	07/11/20	48	0	2,253,850.57	4.65%	05/12/24	DAC
23-15	Curve Securities Pty Ltd	Members Banking Group Ltd		AU3FN0075453	24/02/23	36	14	800,000.00	5.85%	24/02/26	FRN
23-16	Laminar Capital	Auswide Bank		AU3FN0076352	17/03/23	36	15	1,000,000.00	5.82%	17/03/26	FRN
22-21	Commonwealth Bank Ltd	Commonwealth Bank		AU3FN0065579	14/01/22	60	25	500,000.00	5.12%	14/01/27	FRN
23-01	Commonwealth Bank Ltd	Royal Bank of Canada		AU3FN0070025	13/07/22	60	31	500,000.00	5.45%	13/07/27	FRN
23-10	Laminar Capital	MyState Bank Ltd		AU3FN0072369	13/10/22	36	10	500,000.00	5.45%	13/10/25	FRN
23-11	Commonwealth Bank Ltd	Suncorp-Metway Ltd		AU3FN0072617	17/10/22	36	10	500,000.00	5.32%	17/10/25	FRN
23-13	Curve Securities Pty Ltd	Bank Australia		AU3FN0073797	24/11/22	36	11	1,000,000.00	5.95%	24/11/25	FRN
24-05	Commonwealth Bank Ltd	Macquarie Bank		AU3FN0081170	14/09/23	36	35	800,000.00	5.19%	14/09/26	FRN
24-11	Commonwealth Bank Ltd	National Aust Bank		AU3FN0082996	16/11/23	36	35	800,000.00	5.46%	16/11/28	FRN
22-23	Commonwealth Bank Ltd	Bendigo and Adelaide Bank		8156149	17/03/22	36	3	1,000,000.00	3.00%	17/03/25	Bond
22-27	Commonwealth Bank Ltd	Bank of Queensland		AU3CB0288843	29/04/22	42	10	1,000,000.00	4.00%	29/10/25	Bond
23-02	Commonwealth Bank Ltd	Royal Bank of Canada		AU3CB0290682	13/07/22	60	31	500,000.00	4.50%	13/07/27	Bond
24-07	Laminar Capital	ANZ Bank		AU3CB0302404	22/09/23	59	45	1,000,000.00	4.95%	11/09/28	Bond
23-21	National Aust Bank	National Aust Bank		36-359-9876	08/06/23	24	6	1,000,000.00	5.17%	08/06/25	LTD
23-22	Bank of Queensland	Bank of Queensland		772448	21/06/23	48	30	1,000,000.00	5.40%	21/06/27	LTD
24-06	Westpac Bank	Westpac Bank		11067864	14/09/23	48	33	1,000,000.00	4.94%	14/09/27	LTD
24-08	Bank of Queensland	Bank of Queensland		833891	29/09/23	24	9	1,000,000.00	5.23%	29/09/25	LTD
24-10	Westpac Bank	Westpac Bank		11154604	26/10/23	36	22	1,000,000.00	5.38%	26/10/26	LTD
24-12	Westpac Bank	Westpac Bank		11256899	11/12/23	12	0	1,000,000.00	5.27%	11/12/24	LTD
24-13	AMP Bank	AMP Bank		TD869330126	15/12/23	24	12	1,000,000.00	5.45%	15/12/25	LTD
24-14	AMP Bank	AMP Bank		TD518603931	21/12/23	11	0	1,000,000.00	5.40%	19/12/24	LTD
24-15	Westpac Bank	Westpac Bank		11408864	27/02/24	12	2	1,000,000.00	5.14%	27/02/25	LTD
24-16	Westpac Bank	Westpac Bank		11469068	22/03/24	11	2	1,000,000.00	5.06%	24/02/25	LTD
24-17	National Aust Bank	National Aust Bank		36-309-4165	22/03/24	12	3	1,000,000.00	5.02%	24/03/25	LTD
24-18	Westpac Bank	Westpac Bank		11505860	11/04/24	12	4	1,000,000.00	5.13%	11/04/25	LTD
24-19	Westpac Bank	Westpac Bank		11511980	15/04/24	12	4	1,000,000.00	5.12%	15/04/25	LTD
24-20	National Aust Bank	National Aust Bank		92-841-9765	24/06/24	12	6	1,000,000.00	5.24%	24/06/25	LTD
24-21	ING Bank	ING Bank		1243285	24/06/24	23	18	1,000,000.00	5.12%	24/06/26	LTD
25-01	National Aust Bank	National Aust Bank		98-095-1687	11/07/24	12	7	1,500,000.00	5.40%	11/07/25	LTD
25-02	AMP Bank	AMP Bank		TD528016306	08/08/24	12	8	500,000.00	5.20%	08/08/25	LTD
25-03	National Aust Bank	National Aust Bank		89-019-7190	15/08/24	12	8	2,000,000.00	5.10%	15/08/25	LTD

## Leeton Shire Council

		<b>Summary of Term Investments as at: 30/11/2024</b>		<b>BBSW 90: 4.43%</b>	<b>Average Yield: 5.11%</b>			
25-04	National Aust Bank	73-650-5693	29/08/24	12	1,000,000.00	5.00%	29/08/25	LTD
25-05	National Aust Bank	47-016-9900	11/09/24	12	1,000,000.00	4.95%	11/09/25	LTD
25-06	National Aust Bank	37-177-7994	27/09/24	12	1,000,000.00	4.90%	29/09/25	LTD
25-07	Westpac Bank	11960600	18/10/24	12	1,000,000.00	5.03%	20/10/25	LTD
25-08	Westpac Bank	12016723	11/11/24	12	1,000,000.00	5.12%	11/11/25	LTD
				<b>Total Investments:</b>				
						<b>\$ 51,579,304.53</b>		

# Leeton Shire Council

**Summary of Term Investments as at: 30/11/2024**      **BBSW 90: 4.43%**      **Average Yield: 5.11%**

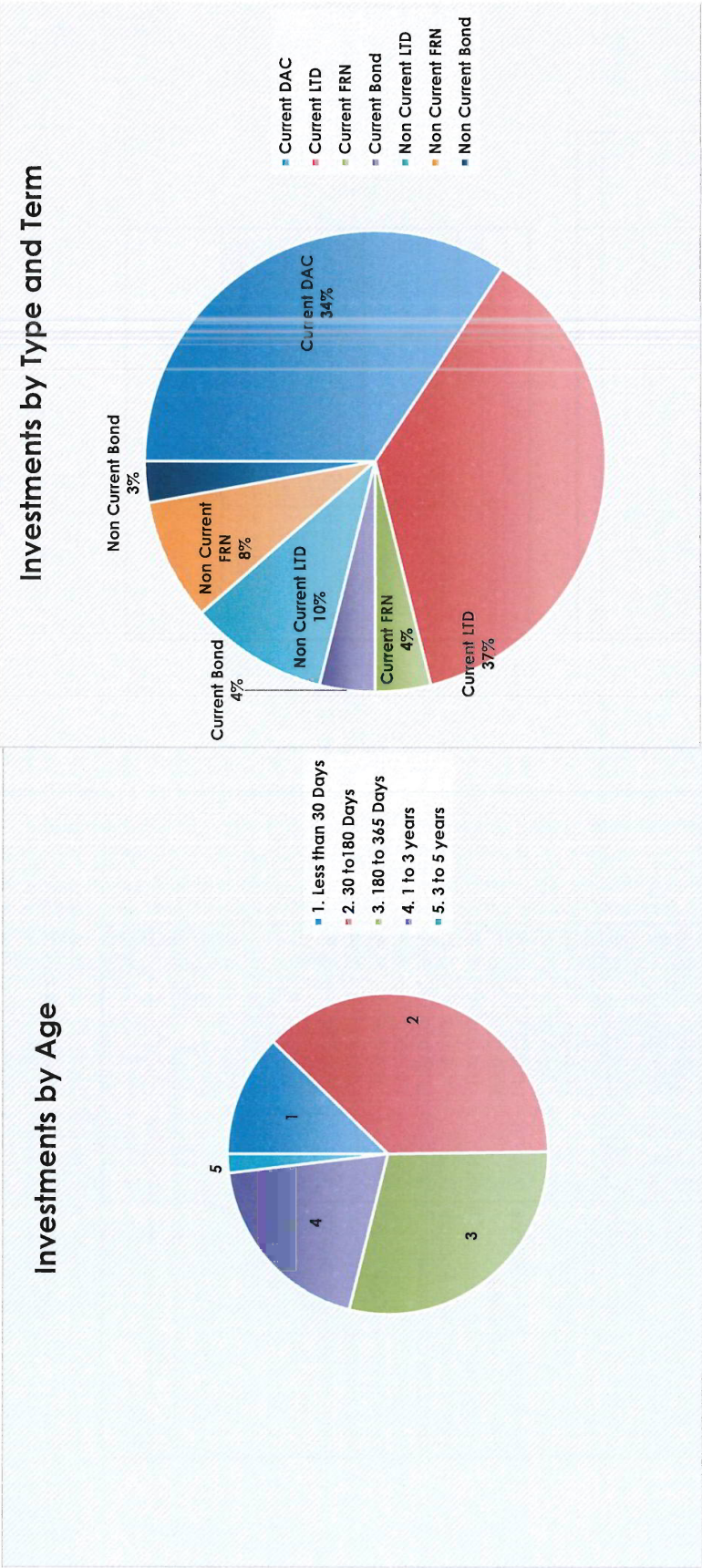
Investment by Type		
Investment	Amount	%
AMP Bank	2,500,000	4.8%
Auswide Bank	1,000,000	1.9%
National Aust Bank	10,300,000	20.0%
ANZ Bank	1,000,000	1.9%
CBA Business Online Saver - C	2,094,110	4.1%
AMP 31 Day Notice Account	13,321,230	25.8%
Macquarie Cash Managemen	2,253,851	4.4%
Commonwealth Bank	500,000	1.0%
Westpac Bank	9,000,000	17.4%
Bendigo and Adelaide Bank	1,000,000	1.9%
Bank of Queensland	3,000,000	5.8%
Macquarie Bank	800,000	1.6%
AMP Business Saver Account	10,113	0.0%
Royal Bank of Canada	1,000,000	1.9%
MyState Bank Ltd	500,000	1.0%
Suncorp-Metway Ltd	500,000	1.0%
Bank Australia	1,000,000	1.9%
Members Banking Group Ltd	800,000	1.6%
ING Bank	1,000,000	1.9%
<b>TOTAL</b>	<b>51,579,305</b>	<b>100.0%</b>
Local	2,094,110	4.06%
Non Local	49,485,194	95.94%

Investments by Age		
Age	Amount	%
1. Less than 30 Days	6,358,074	12%
2. 30 to 180 Days	19,321,230	37%
3. 180 to 365 Days	15,000,000	29%
4. 1 to 3 years	9,900,000	19%
5. 3 to 5 years	1,000,000	2%
<b>TOTAL</b>	<b>51,579,305</b>	<b>100%</b>

Investments by Age and Type	
Sum of Principal	Total
Current	17,679,305
DAC	19,000,000
LTD	2,000,000
FRN	2,000,000
Bond	2,000,000
<b>Current Total</b>	<b>40,679,305</b>
Non Current	5,000,000
LTD	4,400,000
FRN	1,500,000
Bond	1,500,000
<b>Non Current Total</b>	<b>10,900,000</b>
<b>Grand Total</b>	<b>51,579,305</b>
DAC	Deposit At Call
LTD	Long Term Deposit
FRN	Floating Rate Notes
Bond	Long Term Bond

# Leeton Shire Council

Summary of Term Investments as at: **30/11/2024**      BBSW 90: **4.43%**      Average Yield: **5.11%**



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

*[Signature]*  
 Responsible Accounting Officer  
 5 December, 2024

### 9.3. OPERATIONAL MATTERS

#### Item 9.3.1. Capital Works Update Report - Major Projects - October 2024

**AUTHOR/S:** Director Operations

**APPROVER/S:** General Manager

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#### SUMMARY/PURPOSE

The purpose of this report is to provide Council with an update on the progress of the major capital works projects that Leeton Shire Council is currently undertaking (excluding the Roxy Theatre that is reported separately).

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#### RECOMMENDATION

THAT Council notes for information the Quarterly Capital Work Update Report Major Projects as of the 10 December 2024.

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#### REPORT

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

The major capital works projects help to build or renew critical infrastructure in our towns, upgrade facilities to provide a better standard of living, boost local jobs creation, revitalise the economy and increase the livability of Leeton Shire.

With the Roxy redevelopment reported separately, and with Canal Street bypass upgrade and Chelmsford Town Square now complete, the current report covers only Vance Estate.

##### **(b) Discussion**

Refer to (**Attachment 1**) – Capital Works Major Project Status Update Report as of the 10 December 2024.

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

Nil – this report is noting for information only.

#### IMPLICATIONS TO BE ADDRESSED

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

All financials are included in the attachment for each project.



### **(b) Policy**

Procurement Guidelines Quick Reference  
Procurement Policy  
Procurement Procedure

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

Local Government (General) Regulation 2021  
*Local Government Act 1993*  
*Modern Slavery Act 2018*

### **(d) Risk**

Risks for each project are outlined in the attached "Risk Management" section. Detailed risk assessments form part of the project management process for each project.

## **CONSULTATION**

### **(a) External**

Each capital work program addresses stakeholder engagement.

### **(b) Internal**








Senior Management Team  
Manager Roads and Drainage  
Manager Water and Wastewater  
Manager Open Spaces and Recreation  
Manager Governance, Corporate and Customer Service  
Project Manager

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





- 4. Economic Development
  - 4.2 Develop land at Vance Industrial Estate and WR Connect Freight Intermodal - ideally break even to Council in the long term.
    - 4.2.1 Facilitate the growth of local industry by developing Vance Industrial Estate (North)

## **ATTACHMENTS**

1. Project Status Report Council Business Paper November v 4 [**9.3.1.1** - 2 pages]

	<b>Project Name</b>	Vance Industrial Estate Expansion			<b>Current Phase</b>	Definition		<b>Report Date</b>	December 2024
						Approval			
						Delivery	X	<b>Estimated Completion</b>	Oct 2022, June 2022, Oct 2023 March 2024 Feb/Mar 2025
						Completion			
<b>Key Project Team Members</b>	<b>PCG (Chair)</b>	Michelle Evans (Director Economic and Community Development)	<b>Project Manager / Author</b>	Silas Darby (Director Operations)	<b>Asset Owner</b>	Various coordinated by Director Operations: <ul style="list-style-type: none"> <li>• Manager Roads &amp; Drainage (roads and stormwater)</li> <li>• Manager Water &amp; Wastewater (water and sewer services)</li> <li>• Manager Governance, Corporate and Customer Service (property sales transactions)</li> </ul>			
<b>Key Project Aspects</b>	<b>Comments</b>								
<b>Project Scope</b>	Council has acquired 20ha of land including a land swap and partial purchase. The goal is to develop an expanded industrial estate with roads, services, and energy supply (electricity and possibly gas). The available Council owned area will see 21 lots delivered. The land swap/subdivision was to deliver a usable site for the previous landowner by October 2022 by formal agreement, which has now been extended to October 2024. The project aim is to generate economic activity and aims to eventually break even.								
<b>Milestones Achieved / Upcoming</b>	<ul style="list-style-type: none"> <li>• Tenders were called and Council has determined at its November 2023 Council meeting to reject all tenders in favour of direct negotiation.</li> <li>• Two tenderers were selected to reprice the works and Excel Gray Bruni was the lowest price.</li> <li>• Separable Portion 1 – Site Earthworks (funded by LRCI Phase 3) is complete.</li> <li>• Land valuation complete as at October 2024.</li> <li>• Sewer, water, stormwater and electrical commenced.</li> </ul>								
<b>Project Schedule</b>	<ul style="list-style-type: none"> <li>• A schedule of works has been developed by Excel Gray Bruni.</li> <li>• Contracted delivery dates have been extended by agreement with relevant landholders and grant funding bodies.</li> <li>• Delivery for Phase 3 of LRCI funding has been achieved.</li> <li>• 22 days of inclement weather have been reported to date.</li> </ul>					<b>Current Status</b>	<b>Previous Status</b>		
<b>Stakeholder Management</b>	<ul style="list-style-type: none"> <li>• Original part landowner has been kept up to date with progress and timeframes, with further updates to be provided now that work is well under way.</li> </ul>								
<b>Risk Management</b>	<ul style="list-style-type: none"> <li>• Risk management plan updated as at October 2024. Risks include:                             <ul style="list-style-type: none"> <li>○ Cost overruns</li> <li>○ Weather delays</li> <li>○ PCG meetings have commenced and are ongoing.</li> <li>○ During the extensive earthworks program signs of non-friable asbestos were found on site. In line with the EPA requirements work was stopped and a hygienist employed. All such asbestos has now been removed and it is so certified. During the process, a small area of friable asbestos was located (burnt AC sheets). This removal work is now in train, but it is not interfering with the rest of the works. The total estimated cost of removal, currently, is \$110,000.00 excl GST which is well covered by the allowed contingency and is being closely monitored.</li> </ul> </li> </ul>								
									

LEETON SHIRE COUNCIL  
 Ordinary Council Meeting - Tuesday 17 December 2024

	<ul style="list-style-type: none"> <li>○ The delay in the works is more than covered by the contract and this is built into the program therefore no delay cost and no change to completion date at this time.</li> <li>○ It is rumoured that industrial action at Essential energy is holding up “switch-ons” of new developments. We will update as soon as more information is at hand.</li> <li>○ Some ground water has been encountered at 5.5m depth in the SPS excavation. Engineers are developing a solution.</li> </ul>							
<b>Budget</b>	<b>Project Budget</b>	<b>LSC Contribution</b>	<b>Actual Costs</b>	<b>Committed Costs</b>	<b>Variations (Absorbed by contingency)</b>	<b>Forecast Cost</b>		
	\$7.83M	\$5.50M (Loan)	\$2,550,447	\$4,069,380	\$110,000	\$7.83M		
	Funding has been approved from Local Roads Community Infrastructure funding phases 3 and 4 totalling \$2.277M, with loan funding in the amount of approx. 5.5M making up the balance.  The sale of the lots will generate approximately 4.5M to pay down the loan. Following legal advice Council is able to submit an application to modify the DA. This will relieve council of +/- \$500K of the headworks costs, if approved, the forecast cost reduces to \$7.33M and the loan to \$5M.							
<b>Procurement</b>	Completed							
<b>Total Project Status</b>	<b>Status</b>	<b>Comments</b>						
		Progress is good and after the asbestos was removed the works are back on track. The only long lead items that are not certain yet are the transformer deliveries.						
	<b>Legend</b>	On Track		At Risk		Major Concern		

## 9.4. ECONOMIC AND COMMUNITY DEVELOPMENT MATTERS

### Item 9.4.1. DA120/2024 - Change of use from dwelling to community facility - 15 Sycamore St Leeton

**AUTHOR/S:** Environmental Health Office/ Building Surveyor

**APPROVER/S:** Manager Planning, Building and Health  
Director Economic and Community Development

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#### SUMMARY/PURPOSE

Council has received a development application (**Attachment 1**) for a change of use from a dwelling house to a community facility at Lot 9 Section 52 Deposited Plan 758606, 15 Sycamore Street, Leeton.

The application was placed on neighbour notification, in accordance with the criteria listed in Part 2 - Community Participation Plan of the Leeton Shire Council Community Engagement Strategy 2022 – 2025. Three (3) submissions were received opposing the development.

As required under Part 8 of the Leeton Shire Council Development Application Objections Policy, where a Development Application is the subject of more than one objection, the matter will be submitted to Council for determination.

Please note that the applicant and property owner (Susie Rowe) is an employee of Council. The development application has been processed and managed in accordance with the relevant provisions of Council's Conflicts Of Interest Policy (when dealing with development applications lodged by Council staff, Councillors or Council).

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#### RECOMMENDATION

THAT Council grants consent to Development Application 120/2024 for a change of use from a dwelling house to a community facility at Lot 9 Section 52 Deposited Plan 758606 (15 Sycamore Street, Leeton), subject to the following conditions of consent.

#### GENERAL CONDITIONS

##### 1. Approved plans and documentation

The development is to be implemented in accordance with the plans and supporting documents set out in the following table except where modified by any conditions of this consent.

Title/Plan no:	Ref no:	Sheet no:	Revision:	Prepared by:	Dated:
Statement of Environmental Effects	15 Sycamore	1 - 7-	-	Applicant	Nil
Site Plan	15 Sycamore	-	-4	Cadtech	6.9.2024
Existing Floor Plan	15 Sycamore	-	-4	Cadtech	6.9.2024
Proposed Floor Plan	15 Sycamore	-	-4	Cadtech	6.9.2024

**{Reason: To ensure that the development is undertaken in accordance with that assessed}**

**2. Hours of operation**

The approved hours of operation for this development are:

Monday to Friday	7:00am to 7:00pm
Saturday	7:00am to 7:00pm
Sunday	9:00am to 5:00pm
Public holidays	9:00am to 5:00pm

**{Reason: To protect and preserve the amenity of the surrounding locality}**

**3. Noise levels**

Noise from the use of the community facility ( $L_{Aeq}$ ) shall not exceed the background noise level ( $L_{A90}$ ) by more than 5dB(A) at any time including any allowance for impulsiveness and tonal characteristics, when measured at the most affected residence.

**{Reason: Council requirement to prevent the generation of a noise nuisance}**

**4. Intrusive noise**

The use and occupation of the premises, including all plant and equipment installed thereon, is not to give rise to any intrusive noise, as defined under the *Protection of the Environment Operations Act 1997 (NSW)*.

Should Council consider intrusive noise has emanated from the premises, the owner/occupier of the premises will be required to submit an acoustic assessment prepared by a suitably qualified acoustic consultant recommending appropriate acoustic measures necessary to ensure future compliance with this condition and will be required to implement such measures within a nominated period. Furthermore, written certification from the acoustic consultant confirming the recommended acoustic measures have been satisfactorily implemented will be required to be submitted to Council prior to the expiration of the nominated period.

**{Reason: To protect the amenity of the surrounding environment and compliance with the Protection of the Environment Operations Act 1997.}**

**PRIOR TO THE ISSUE OF A CONSTRUCTION CERTIFICATE**

**5. Access for people with disabilities**

Access for people with disabilities shall be provided to and within the building by means of a continuous path of travel in accordance with the provisions of Australian Standard AS1428.1 from: -

- a) The main points of a pedestrian entry at the allotment boundary; and
- c) From any required accessible car parking space on the allotment
- d) Through the principal pedestrian entrance.

Full details are to be included in the documentation for a Construction Certificate application.

**{Reason: To ensure suitable access is provided to the building for people with disabilities.}**

**6. Sanitary facility for people with disabilities**

A unisex accessible sanitary facility shall be provided within the building in accordance with the provisions of Australian Standard AS1428.1.

Full details are to be included in the documentation for a Construction Certificate application.

**{Reason: To ensure appropriate sanitary facilities are provided for occupants of the building.}**

## 7. Building Upgrade Requirements

The existing building shall be brought into partial conformity with the Building Code of Australia. The following works shall be completed in conformity with the relevant provisions of the Building Code of Australia;

- a) front entrance door - widen & swing door outwards,
- b) exit signage,
- c) portable fire extinguishers,
- d) eastern external wall – cladding to eave soffit & enclose subfloor
- e) front porch – stairway and/or disability access ramp
- f) rear door – threshold, stairway & handrail
- g) accessible facility & associated airlock
- h) accessible pathway to disability carpark & front boundary

Design details are to be submitted to the appointed certifying authority prior to the release of the construction certificate.

Full details are to be included in the documentation for a Construction Certificate application.

**{Reason: To provide an appropriate level of fire safety and to ensure appropriate access and facilities are provided for occupants of the building.}**

## 8. Off-street parking

Off-street parking is to be provided for a minimum of 3 vehicles, including 1 for disabled persons. The design and layout of off-street parking facilities shall be in accordance with AS/NZS 2890.1:2004 - *Parking facilities - Off-street car parking* and AS/NZS 2890.6:2009 - *Parking facilities - Off-street parking for people with disabilities*. Full details are to be included in the documentation for a Construction Certificate application.

**{Reason: to provide car parking spaces commensurate with the level of development.}**

## 9. Sealing of vehicle manoeuvring areas

All internal driveway, parking areas and vehicular turning areas shall be constructed with a base course of adequate depth to suit design traffic, being sealed with either bitumen seal, asphaltic concrete, concrete, or interlocking pavers and being properly maintained to facilitate the use of vehicular access and parking facilities and to minimise any associated noise and dust nuisance.

Full details are to be included in the documentation for a Construction Certificate application.

**{Reason: to provide a surface that will withstand the proposed traffic movements and to suppress dust levels so as not to cause a nuisance to adjoining properties.}**

## 10. Landscaping Plan

Landscaping shall be provided to the setback area of the property. A landscape plan shall be submitted to Council and approved prior to issue of a Construction Certificate.

The landscape plan shall include the following detail:

- a) Minimum scale of 1:200
- b) Location of all proposed trees and shrubs
- c) The species of all proposed trees and shrubs
- d) Height and spread of selected species at maturity
- e) Irrigation measures

**{Reason: to reduce the impact of the development on adjoining development}**

#### **11. Activity on site**

No activity is to be carried out on site until the Construction Certificate has been issued, other than:

- a) Site investigation for the preparation of the construction, and/or
- b) Implementation of environmental protection measures, such as erosion control etc that are required by this consent.

**{Reason: To ensure the construction certificate is issued prior to the commencement of works.}**

#### **12. Application to be made in Planning Portal**

An application for a Construction Certificate shall be submitted through the NSW Planning Portal and approved prior to the commencement of any building work, with appropriate fees being paid.

**{Reason: To ensure the applicant has submitted the appropriate documentation prior to the commencement of works.}**

### **PRIOR TO THE COMMENCEMENT OF WORKS**

#### **13. Section 68 Approval**

An application to carry out water supply, sewerage and stormwater drainage work, under Section 68 of the *Local Government Act 1993* must be submitted through the NSW Planning Portal and approved by the consent Authority, prior to the commencement of work.

**{Reason: To ensure the correct approvals under the Local Government Act 1993 have been issued.}**

### **DURING BUILDING WORKS**

#### **14. Building Code of Australia**

All building works shall be carried out in accordance with the Building Code of Australia.

**{Reason: Compliance with prescribed conditions made under Environmental Planning & Assessment Regulation 2021.}**

#### **15. Construction hours**

Construction work shall only be carried out within the following time:

Monday to Friday: 7.00am to 6:00pm

Saturday: 8:00am to 4:00pm

Sunday and public holidays: No construction work permitted

**{Reason: Council requirement to reduce likelihood of noise nuisance}**

#### **16. Public access to site**

Public access to the construction site is to be prevented, when building work is not in progress or the site is unoccupied.

These prevention measures shall be in accordance with SafeWork NSW publication titled, 'Site Security and Public Access onto Housing Construction Sites' and installed prior to the commencement of any demolition, excavation or building works and be maintained throughout construction. The use of barbed wire and/or electric fencing is not to form part of the protective fencing to construction sites.

**{Reason: To comply with the requirements set by SafeWork NSW.}**

#### **17. Protection of public places**

A suitable hoarding or fence is to be erected between the building or site of the proposed building and any public place to prevent any materials from or in connection with the work, falling onto the public place. If it is intended or proposed to erect the hoarding or fence on the road reserve or public place, a separate application made under the Roads Act 1993 will need to be lodged with Council together with the associated fee.

**{Reason: To ensure the protection of the surrounding public from all building related materials.}**

#### **18. Site signage**

A sign is required to be erected in a prominent position on any work site on which building or demolition work is being carried out. The sign shall indicate:

- a) The name, address and telephone number of the Principal Certifier for the work; and
- b) The name of the Principal Contractor and a telephone number at which that person may be contacted outside of working hours; and
- c) That unauthorised entry to the work site is prohibited.

Any such sign is to be maintained while the building work, subdivision work or demolition work is being carried out, but shall be removed when the work has been completed.

**{Reason: Compliance with prescribed conditions made under Environmental Planning & Assessment Regulation 2021.}**

#### **19. Temporary Closet Facility**

Temporary closet accommodation being provided throughout the course of building operations by means of a chemical closet complying with the requirements of the Department of Environment and Climate Change or temporary connections to Council's sewer where available, such connections to be carried out by a licensed plumber and drainer.

**{Reason: To ensure all workers on site have access to toilet facilities.}**

#### **20. Erosion and sediment control - site**

Erosion and sediment control measures shall be undertaken and maintained in respect to any part of the land where the natural surface is disturbed, or earthworks are carried out.

**{Reason: To ensure no detrimental effects are caused to Council infrastructure.}**

#### **21. Erosion and sediment control – vehicles**

Materials from the site are not to be tracked into the road by vehicles entering or leaving the site. At the end of each working day any dust/dirt or other sediment shall be swept off the road and contained on the site and not washed down any stormwater pit or gutter.

**{Reason: To protect and council infrastructure and to ensure all system functions remain in good working order.}**



## **22. Application under Section 138 of the Roads Act 1993**

A separate Council approval under Section 138 of the Roads Act 1993 is required prior to any works commencing within the road reserve, including the upgrading of access driveways for this development. An application must be submitted to Council and approved prior to commencement of works within the road reserve. The Section 138 application is to include:

- a) Detailed construction plans, including a long section where appropriate.
- b) Details of the contractors engaged to undertake works within the road reserve. The contractor must maintain public liability insurance cover to the minimum value of \$20 million. The policy shall specifically indemnify Council from all claims arising from the execution of the works. Documentary evidence of the currency of the policy shall be provided to Council prior to the commencement of work and upon request, during the progress of the work.
- c) A Traffic Control Plan (TCP) that has been prepared by a person with the applicable certification from Roads and Maritime Services (RMS) in accordance with AS1742.3-2009 and the RMS current version of the "Traffic Control at Worksites" manual.

***{Reason: Compliance with Roads Act 1993 Section 138 for undertaking work on a public road reserve}***

## **23. Construction vehicles**

Vehicles used in the construction of the development are to be managed such that they do not inhibit traffic flow within the road reserve. At no time are construction or delivery vehicles to block the road or private accesses without prior approval of Council through a Section 138 Application under the Roads Act.

***{Reason: to ensure traffic effects are minimised.}***

## **24. Damage to public infrastructure**

Any damage incurred to the footpath, kerbing and guttering, road or road shoulder, or any other utility services, shall be repaired/restored at full cost to the Developer and in accordance with Council's adopted AUS-SPEC #1 Development Specification Series - Construction standards. Should the Developer not complete repairs as necessary, and/or as directed by Council, Council will undertake such repair work(s) and recover the cost(s) from the Developer.

Note: It is recommended that the Applicant record the existing conditions of all footpaths, road and other Council property adjoining the subject site prior to the Contractor taking possession of the site).

***{Reason: Implementation of Council policy}***

## **25. Approved Plans**

A copy of the stamped approved plans shall be kept on site for the duration of site works and be made available upon request to either the Principal Certifier or an officer of the Council.

***{Reason: To ensure the Principal Contractor has access to the approved plans.}***

## **PRIOR TO ISSUE OF AN OCCUPATION CERTIFICATE**

## **26. Occupation**

The premises shall not be occupied until the Occupation Certificate has been issued.

***{Reason: Compliance with Section 42 of the Environmental Planning & Assessment (Development Certification & Fire Safety) Regulation 2021.}***

**27. Application for any Occupation Certificate**

Application for any Occupation Certificate shall be submitted through the NSW Planning Portal and approved by the Principal Certifier prior to occupation of the building.

***{Reason: Compliance with Section 37 of the Environmental Planning & Assessment (Development Certification & Fire Safety) Regulation 2021.}***

**28. Completion of works**

All works prescribed by this consent (conditions 5, 6 and 7) are to be completed prior to the issue of an occupation certificate.

***{Reason: To ensure compliance with Section 42 of the Environmental Planning and Assessment (Development Certification & Fire Safety) Regulation 2021.}***

**29. Sealing of vehicle manoeuvring areas**

Prior to the issue of an Occupation Certificate, the sealing of all internal driveways, parking areas and vehicular turning areas required under condition 9 shall be completed.

***{Reason: to provide a surface that will withstand the proposed traffic movements and to suppress dust levels so as not to cause a nuisance to adjoining properties.}***

**30. Parking spaces**

Prior to the issue of an Occupation Certificate, delineation and signage shall be provided to distinguish designated parking spaces.

***{Reason: to provide car parking spaces commensurate with the level of development.}***

**31. Landscaping**

Prior to the issue of an Occupation Certificate, the landscaping required under condition 10 shall be completed.

***{Reason: To maintain and improve the aesthetic quality of the development}***

**32. Final Fire Safety Certificate**

Prior to the issue of an Occupation Certificate, a Final Fire Safety Certificate issued by an appropriately qualified person shall be obtained for all the Essential Fire Safety Measures installed in the building. A copy of the Fire Safety Certificate shall be submitted to the Commissioner of NSW Fire Brigade and Council and prominently displayed in the building.

***{Reason: To ensure compliance with Section 41 & 85 of the Environmental Planning and Assessment Development Certification & Fire Safety Regulation 2021.}***

**33. Sewer Service & Stormwater drainage diagrams**

The contracted plumber as the "responsible person" must submit a Sewer Service Diagram (SSD) and stormwater drainage diagram to Leeton Shire Council as the delegated Water Authority, and the owner of the land or owner's agent for all plumbing and drainage work on a sanitary drainage system. The SSD is required to be submitted Prior to the issue of any Occupation Certificate. The plans must comply with the following requirements;

- a) A4 and A3 SSD Templates are available via the Fair Trading website
- b) For all drawings larger than A3 only PDF & AutoCAD versions are accepted using the correct Fair Trading SSD legend and sign off template.

- c) All drawn and required text information on the diagram must be complete and legible in a fine point black pen
- d) SSD must be drawn to a scale. Preferred scales are: 1:100; 1:200; 1:250;1:500
- e) North point must be shown on the diagram
- f) Include only symbols and abbreviations as shown on the template legend
- g) All lettering and figures are to be drawn clear and legible
- h) Diagrams are only to show sanitary drainage up to the point of connection within the property boundary, property boundaries and building outlines
- i) Clearly show the sanitary drainage layout up to the point of connection within the property boundary indicating all internal points, external drainage, trade waste and any greywater treatment / diversion system up to the point of connection with the Network Utility Operator's sewer including any existing sanitary drainage remaining in use on the property
- j) Street name and number (for street frontage) and/or Lot number and DP (deposited plan) number.
- k) Suburb and municipality
- l) if there is no connection to a Network Utility Operator's sewer please label as private sewer, community title, onsite septic tank or AWTS etc.

***{Reason: To comply with the requirement of NSW Fair Trading and Leeton Shire Council as the delegated Water Authority.}***

#### **34. Rectification of damage to public infrastructure**

Prior to the issue of any occupation certificate, any damage to Council infrastructure in, on or under the road reserve as a result of works undertaken for the development site shall be rectified by the Developer to the satisfaction of the Council so as to ensure the integrity of public infrastructure. Any damage to Council's infrastructure which is obvious before construction is to be immediately notified to Council to avoid later conflict.

***{Reason: To ensure that any damage to Council's property is at the full cost to the developer. Environmental Planning & Assessment Act 1979 Section 4.15 (6) (a)}***

#### **ONGOING USE**

##### **35. Maintenance**

The sealing of the vehicle access driveway is to be always maintained.

***{Reason: to ensure the access remains suitable and the road reserve is maintained safe with no obstructions.}***

##### **36. Annual Fire Safety Statement**

The owner of the building shall ensure the Essential Fire Safety Measures are inspected and an Annual Fire Safety Statement issued. A copy of the Annual Fire Safety Statement shall be submitted to the Commissioner of NSW Fire Brigade and Council and prominently displayed in the building.

***{Reason: To ensure compliance with Part 12 of the Environmental Planning and Assessment Development Certification & Fire Safety Regulation 2021.}***

##### **37. Lighting**

Any lighting of the premises is to be designed, positioned, and installed, including appropriate shielding and orientation of the lighting fixture, as to not give rise to obtrusive light or detract from the amenity of surrounding properties in accordance with Australian Standard 4282:1997 - Control of the obtrusive effects of outdoor lighting.

***{Reason: To protect and preserve the amenity of the surrounding locality}***

## REPORT

### (a) Background

#### **Proposed Development**

Ms Susie Rowe, acting as applicant and property owner, lodged a development application (DA120/2024) on 21 October 2024.

The application (**Attachment 1**) seeks development consent for a change of use from a dwelling house to a community facility at Lot 9 Section 52 Deposited Plan 758606, 15 Sycamore Street, Leeton. The proposed development includes the following;

- Alterations to the existing dwelling with respect to its' change of building classification (Class 1a to 9b) including the widening of doorways, disabled persons access and facilities, external threshold/landings.
- Hours and days of operation;

Monday to Friday	7:00am – 10:00pm
Saturday	9:00am – 10:00pm
Sunday	9:00am – 9:00pm
Public holidays	9:00am – 6:00pm

Please note that the proposed hours of operation are not supported, and it is intended, as a condition of the consent, to restrict them.

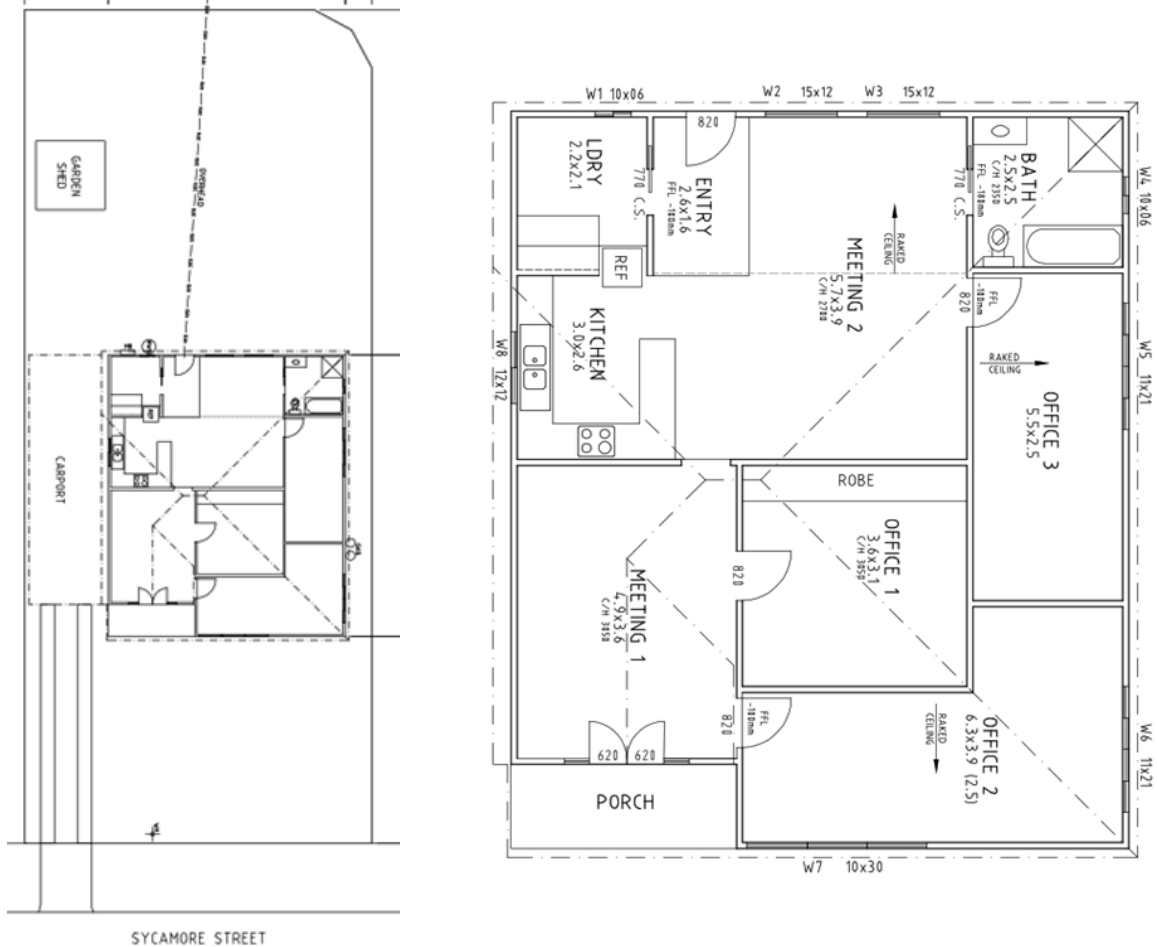
The applicant has submitted the following to explain the purpose of the proposed community facility:

*The intention is to convert this residence into a community facility for the Culturally and Linguistically Diverse (CALD) communities of Leeton and as a central point for Leeton Multicultural Support Group (LMSG). For many years Leeton and LMSG have needed a central hub for the CALD communities, for meetings and for small scale activities.*

*The primary purposes of this facility will include;*

- *Convenient contact point for CALD members, including newcomers to Leeton where they can seek assistance.*
- *Central offices and resources for LMSG and associated services.*
- *Safe and secure spaces for CALD members to meet LMSG volunteers/support workers in privacy and where any case notes can be kept in locked cabinets.*
- *A place for small scale cultural activities and events.*

Figure 1 illustrates the proposed development.



**Figure 1 - Proposed development**

### **Site Characteristics**

The subject site is legally identified as Lot 9 Section 52 DP 758606 and is known as 15 Sycamore Street, Leeton. Refer Figure 2 for a location map.

The subject site is generally rectangular in shape, has an area of 544m<sup>2</sup>, frontage to Sycamore Street 15.1m and side boundaries 36.4m. There are no known easements, restrictions or covenants that affect the subject site.

The site slopes from the front boundary to the rear boundary.

Vehicular access is available from the Sycamore Street carriageway.

Reticulated water supply, sewerage, electricity and telecommunications are available to the site.

The properties adjoining the side and rear boundaries are of a similar size (562m<sup>2</sup> – 784m<sup>2</sup>) and contain residential development. Across Sycamore Street is a Leeton Shire Council public carpark.



**Figure 2 - Site Location**



**Figure 3 - Street Frontage**

Existing Development

Council records indicate that there is one development application relating to the site. DA53-2001 - Carport. Determined 11.4.2001

No Pre DA meeting has been submitted for a development similar to this current application.

## **(b) Discussion**

An assessment of the development application has been completed, pursuant to the provisions of Section 4.15 of the Environmental Planning and Assessment Act 1979. The assessment report is available at (**Attachment 2**).

### **Land Use Zoning**

The subject site is zoned R3 Medium Density Residential as shown on the Land Zoning Map - 4750\_COM\_LZN\_014E\_010\_20210420 referenced in the Leeton Local Environmental Plan 2014 (LLEP 2014).

#### **Objectives of R3 Medium Density Residential zone**

The proposed development is considered to be satisfactory in regard to the objectives of the R3 Medium Density zone:

- *To provide for the housing needs of the community within a medium density residential environment.*
- *To provide a variety of housing types within a medium density residential environment.*
- *To enable other land uses that provide facilities or services to meet the day to day needs of residents.*
- *To ensure that a high level of residential amenity is achieved and maintained.*
- *To enable and enhance a high level of streetscape and urban design in the area.*

### **Permissibility**

Community facilities are permitted with consent in the R3 Medium Density Residential zone.

The LLEP 2014 defines a community facility as;

*"...a building or place—*

*(a) owned or controlled by a public authority or non-profit community organisation, and*

*(b) used for the physical, social, cultural or intellectual development or welfare of the community,*

*but does not include an educational establishment, hospital, retail premises, place of public worship or residential accommodation."*

### **LLEP 2014 Clauses**

#### **4.3 Height of Buildings**

The maximum building height for the subject site is 8.5 metres.

The existing building does not exceed 8.5m in height.

#### **4.4 Floor Space Ratio**

The maximum floor space ratio (FSR) for the subject site is 0.80.

The FSR of the proposed development (0.24) does not exceed the prescribed FSR (0.80).

#### **5.10 Heritage Conservation**

The subject site does not contain a heritage item nor is it within a heritage conservation area.

A search was conducted through the Aboriginal Heritage Information Management System (AHIMS), which indicated for the location of the subject site that;

- No aboriginal sites are recorded, and
- No aboriginal places have been declared.

### **5.21 Flood Planning**

The subject site is not located within a flood planning area.

### **6.12 Essential Services**

The listed essential services (water, sewer, stormwater, electricity and vehicular access) are available for the proposed development.

### **Submissions**

The application was placed on neighbour notification, in accordance with the criteria listed in Part 2 - Community Participation Plan of the Leeton Shire Council Community Engagement Strategy 2022 – 2025.

Three (3) submissions (**Attachment 3**) were received during the notification period that closed on 11 November 2024.

The applicant was made aware of the submissions and was invited to make do consideration of the issues raised in the submissions and to provide a response, including details of any proposals to amend the development. Subsequently, the applicant submitted a response to the submissions (**Attachment 4**).

The submissions raised the following matters (in bold):

#### **Traffic impacts**

Comments: The use of the proposed development is considered to generate additional traffic movements in the vicinity of the subject site. However, the impact from the traffic movements is considered to be acceptable, given the scale of the development and the broad operating hours of the facility. The proposed development will have a negligible impact on the adjacent road network.

#### **Parking**

Comments: Car parking for the proposed development is considered to be sufficient and satisfies the provisions of Part J1.5 of the Leeton Development Control Plan 2022. The impact on the adjacent public carpark is considered to be minimal.

#### **Noise**

Comments: The proposed hours of use are:

Monday to Friday	7:00am to 10:00pm
Saturday	7:00am to 10:00pm
Sunday	9:00am to 9:00pm
Public holidays	9:00am to 6:00pm

There are four (4) potential noise sources when the facility is operational:

- 1) Activities within the building,
- 2) Staff and clients arriving and departing,
- 3) Manoeuvring of vehicles
- 4) Small scale cultural activities and events



The use of the community facility from 7:00am to 7:00pm Monday to Friday is considered to potentially generate noise that would be consistent with residential uses in the vicinity of the subject site.

The use of the community facility outside those hours is considered to potentially generate noise that could disturb residents in the vicinity of the subject site. The impact from those activities is considered to be unacceptable and it is proposed to restrict the hours of operation as follows:

Monday to Friday	7:00am to 7:00pm
Saturday	7:00am to 7:00pm
Sunday	9:00am to 5:00pm
Public holidays	9:00am to 5:00pm

A condition will be included in the consent stipulating that noise arising from the development shall be controlled in accordance with the requirements of the Protection of the *Environment Operations Act 1997* and the guidelines contained in the New South Wales Environment Protection Authority Environmental Noise Control Manual.

#### **Safety and security of residents**

Comments: The proposed development is not considered to generate any impacts in regard to the safety and security of residents in the vicinity of the subject site.

#### **Loss in value of property**

Comments: The potential future economic loss, due to the impacts generated by the proposed development, is not considered to be a relevant matter in the assessment of the development application. The potential effects on property values is not easily quantifiable as they are subject to market forces and a wide range of other factors.

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

THAT Council:

1. Approves the application with the recommended conditions. ***This is the recommended option.***
2. Approves the application with additional and/or amended conditions.
3. Refuses the application. Reasons for the refusal will need to be specified.

#### **IMPLICATIONS TO BE ADDRESSED**

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

There are no adverse financial implications for Council through adopting the recommendation. If the application were to be refused, legal costs may be incurred should proceedings be commenced in the Land and Environment Court.

### **(b) Policy**

The application has been notified and assessed in accordance with the following policies:

- Leeton Development Control Plan 2022
- Community Engagement Strategy 2022 – 2025
- Development Application Objections Policy
- Conflicts Of Interest Policy (when dealing with development applications lodged by Council staff, Councillors or Council
- Council Developer Contribution Plan (Fixed Levy- Section 7.12)

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

The application has been assessed in accordance with the following statutory documents;

- *Local Government Act 1993*
- *Environmental Planning and Assessment Act 1979*
- Environmental Planning and Assessment Regulation 2021
- Leeton Local Environmental Plan 2014

### **(d) Risk**

The development application has been assessed in accordance with the relevant provisions of the *Environmental Planning and Assessment Act 1979*.

There is not considered to be any undue risks associated with Council determining to adopt the recommendation. If the application were to be refused, proceedings may be commenced in the Land and Environment Court. Pursuant to Section 8.7 of the *Environmental Planning and Assessment Act 1979*, the proponent has the right to appeal to the Land and Environment Court within 6 months after the date on which they receive the notice of determination.

It is noted that staff involved in the assessment of the development application have declared that they do not have any conflicts of interest.

## **CONSULTATION**

### **(a) External**

The application was placed on public notification. This included notifying adjacent landowners.

### **(b) Internal**

General Manager

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

5. Planning, Building and Public Health

5.2 Provide helpful, friendly and timely planning and building assessment services for development application, including development approvals (DAs); construction certificates (CCs), occupation certificates (OCs), planning certificates (PCs) and

complying development certificates (CDCs) in compliance with the environmental Planning and Assessment (Development Certification and Fire Safety Regulation 2021)

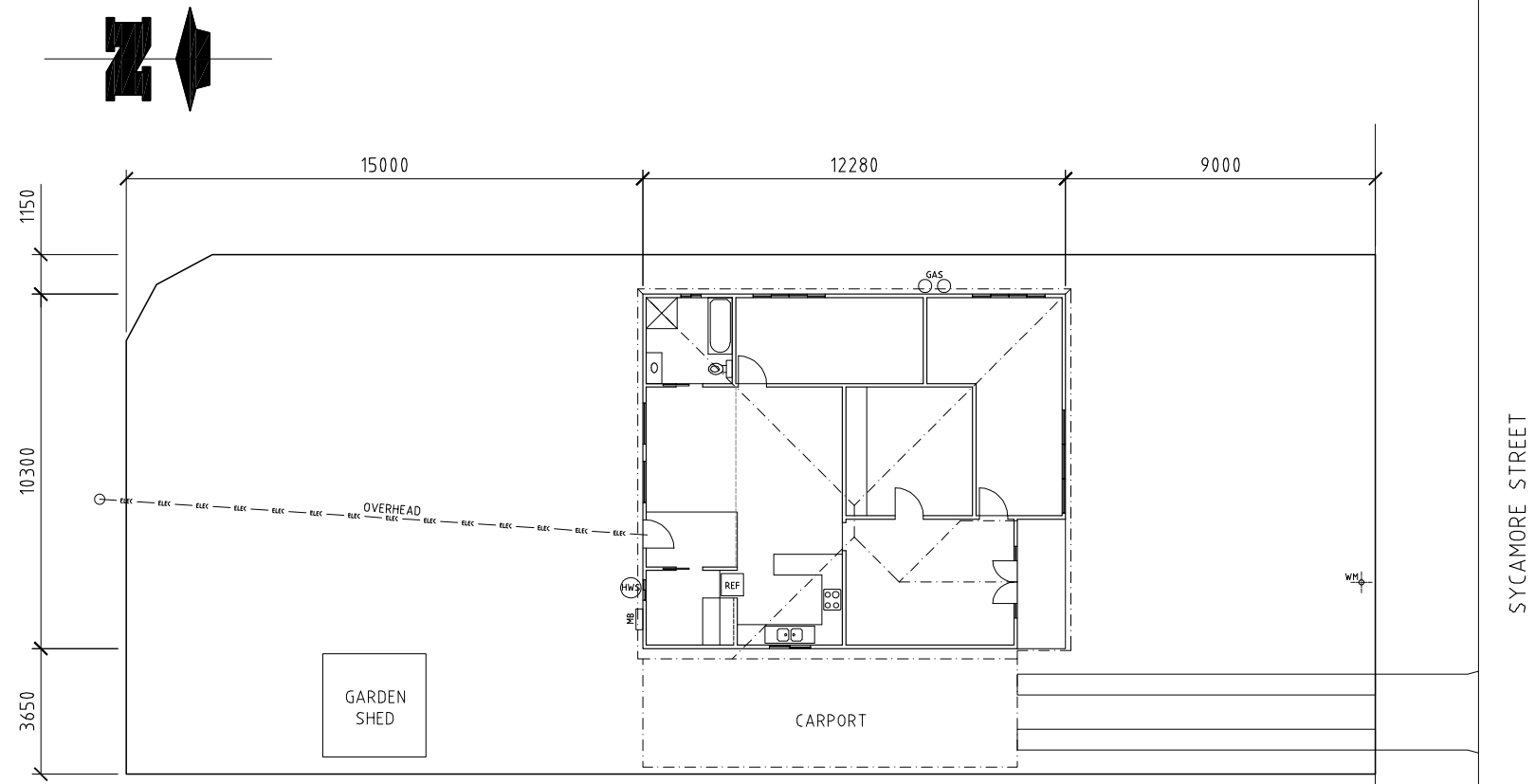
5. Planning Building and Health

5.2 Provide timely planning and building assessment services

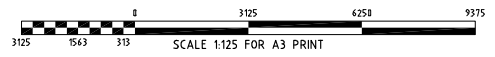
5.2.1 Provide timely, accurate and professional development services to the Shire

**ATTACHMENTS**

1. Attachment 1 - Development Application Documents - D A 120-2024 - 15 Sycamore St Leeton [**9.4.1.1** - 10 pages]
2. Attachment 2 - Assessment Report - D A 120-2024 - 15 Sycamore St Leeton [**9.4.1.2** - 40 pages]
3. Attachment 3 - Submissions - D A 120-2024 - 15 Sycamore St Leeton [**9.4.1.3** - 4 pages]
4. Attachment 4 - Response to submissions from S Rowe - D A 120-2024 - 15 Sycamore St Leeton [**9.4.1.4** - 2 pages]



**SITE LOCATION PLAN**  
 15 SYCAMORE STREET, LEETON  
 LOT 9 - DP758606



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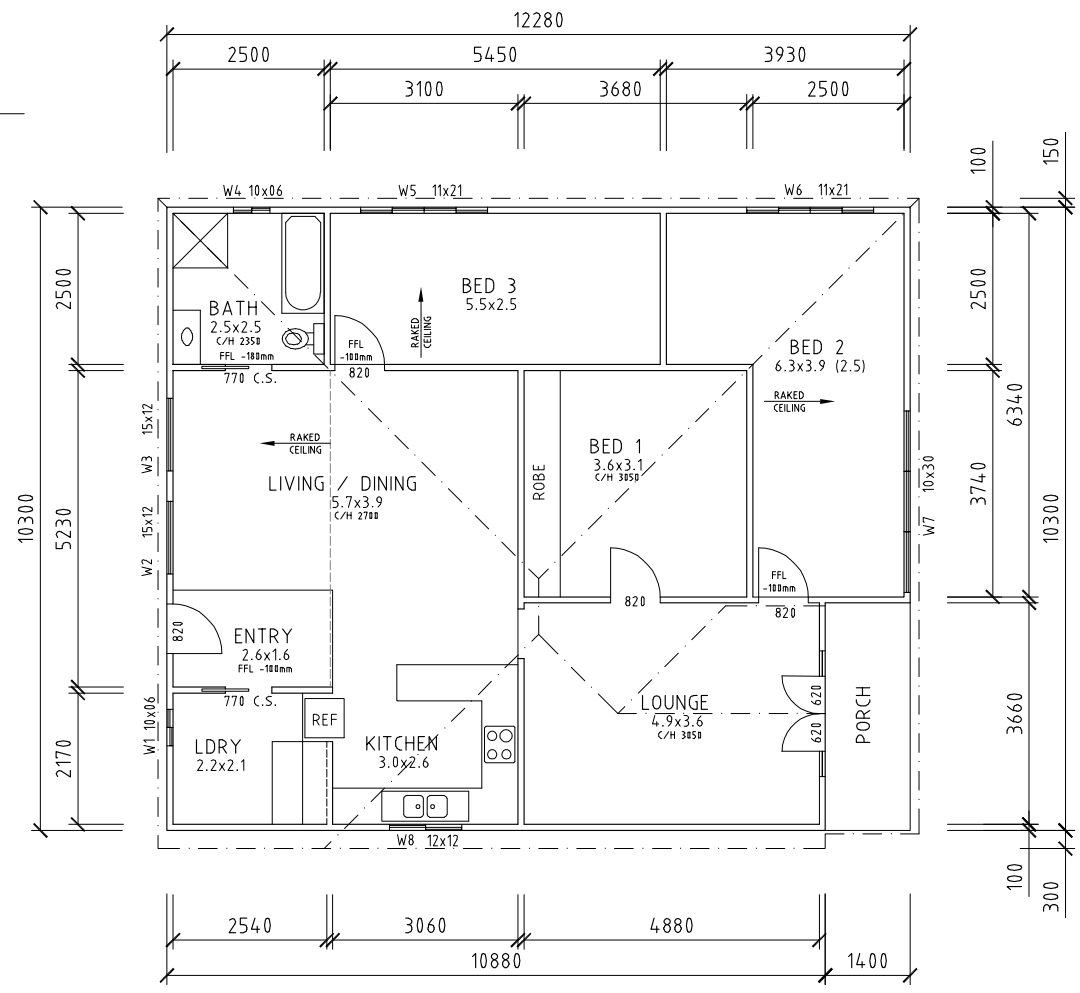
ISSUE	DATE	DESCRIPTION	BY:	APPROVED



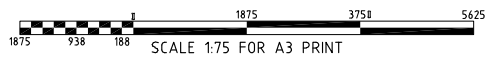
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 15 SYCAMORE STREET, LEETON  
 DRAWN: BFR DATE: 6/9/2024 CHECKED: SCALE: 1:125 UNO

TITLE: PROPOSED DWELLING CONVERSION  
 SITE LOCATION PLAN

JOB No.	ISSUE No.
DRAWING No. 24090	FILE No.



EXISTING FLOOR PLAN



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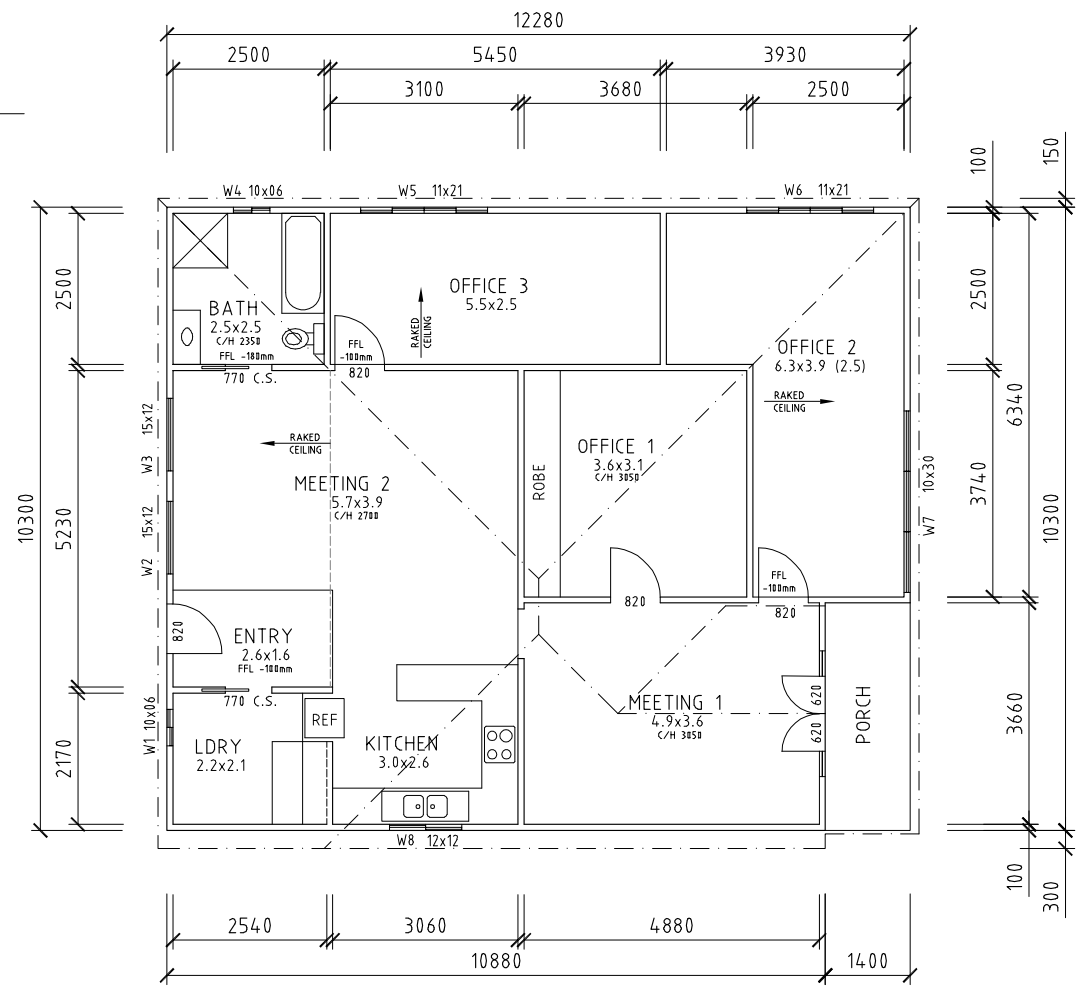
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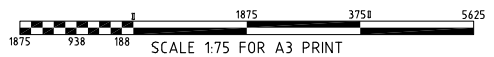
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DRAWN:	BFR
DATE:	6/9/2024
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SCALE:	1:75 UNO

TITLE:	PROPOSED DWELLING CONVERSION EXISTING FLOOR PLAN LAYOUT
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JOB No.	ISSUE No.
DRAWING No. 24091	FILE No.



PROPOSED FLOOR PLAN



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ISSUE	DATE	DESCRIPTION	BY:	APPROVED



CLIENT: SUZIE ROWE  
 15 SYCAMORE STREET, LEETON  
 DRAWN: BFR DATE: 6/9/2024 CHECKED: SCALE: 1:75 UNO

TITLE: PROPOSED DWELLING CONVERSION  
 PROPOSED FLOOR PLAN LAYOUT

JOB No.	ISSUE No.
DRAWING No. 24 092	FILE No.



**LEETON SHIRE COUNCIL**  
*Preserving the Past, Enhancing the Future*

## Statement of Environmental Effects

For minor Commercial/Industrial development

New buildings and alterations and additions.

Accompanying Plans: Your plans should be detailed and accurate enough to show exactly what your proposal is. Some details you may need to consider for your plans are signage, disabled access and facilities, seating capacities, materials and colour schemes, traffic management (including parking areas, loading and unloading areas), landscaping, earthworks, waste storage, physical features of the building, etc. you will also need to include an existing site plan that clearly describes the site as it is now (slope, vegetation, access points, services, existing structures, etc).

### Property Details

Lot: 9 Section: 52 DP/SP: 758606  
Street No: 15 Street: Sycamore  
Suburb: Leeton Postcode: 2705 Site Area 543.8 m<sup>2</sup>/ha

### 1. Description of the Proposal

What is the proposed development?

Change of use from residential to  
Community Facility

What is the total floor area of the proposal?

120 m<sup>2</sup>

What are the proposal setbacks?

Front 9 m

Rear 15 m

Side 1.5 m

Side 3.65 m (carport)

What is the overall height of the proposal?

     m

### 2. Operational and Management Details

Describe in detail the proposed business/activity.

Please see attached document entitled -  
2. Describe in detail the proposed business/activity.

Total number of staff: 4 Full-time volunteers, 3 part-time volunteers

Maximum number of staff on duty at any one time:

4 - 6

Maximum number of clients/customers expected in a day:

40 - 50

Maximum number of clients/customers expected at any one time:

25 - 30

Hours and days of operation: *will be flexible but potentially could include:*

7 am to 10 pm Monday  
7 am to 10 pm Tuesday  
7 am to 10 pm Wednesday  
7 am to 10 pm Thursday  
7 am to 10 pm Friday  
9 am to 10 pm Saturday  
9 am to 9 pm Sunday

Will you be open public holidays?  No  Yes time: 9am - 6pm

All expected vehicle types associated with the proposal:

Passenger vehicles

What is the largest size of vehicle?

Number of carparking spaces provided: Public Parking over the road, 3 on-site

Number of Disabled carparking spaces provided: 1

What is the expected frequency of deliveries, size of vehicles and frequency of truck movements?

None

List machinery associated with the proposed business/activity.

Lawn mower, office equipment

List the type and quantity of raw materials, finished products and waste materials.

Nil

How will waste be disposed of?

LSC bin system

Is a Trade Waste Agreement required?

No

Yes - please contact Council's Engineering Department to discuss before lodgement of Development Application.

**Note:** if you are unsure you will need to Contact Council's Engineering department for further information

Identify any proposed hazardous materials or processes.



**3. Description of the Site**

Does the Development involve the demolition of any existing structures?  No  Yes

(If yes please elaborate)

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Describe the use of lands adjoining the site.

(Please include uses on the other side of roads)

Public car park on other side of road - south  
Public housing to the east  
Residential west and north

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**4. Present and Previous Uses**

What is the present use of the site and when did this use commence?

Residential since dwelling was built - prior  
to 1964 (see Plan of Allotment document  
attached)

List any known previous uses of the site.

N/A

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Have any potentially contaminating activities been undertaken on the property?

No

Yes please identify: \_\_\_\_\_

Unsure

If yes, you will need to provide the relevant documentation in the form of a Site Contamination Assessment.

**5. Threatened Species, Populations and Ecological Communities and their Habitats**

If the answer is yes to either of the following questions or you are unsure of the answer it may be necessary to have a formal seven-part test completed to assess the impact on threatened species – applicants are encouraged to consult Council

Is the development likely to significantly affect threatened species, populations or ecological communities, or their habitats?

No

Yes

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Will the development involve direct or indirect impacts on existing vegetation?

- No  
 Yes - please provide further detail

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**7. Leeton Local Environmental Plan 2014 (LEP 2014)**

What is the Land Zoned?

R3 medium density residential

Is this use permissible within the zone?

- No – Are you relying on existing use rights?  
 No – Council advises that you seek professional help to prepare your Statement of environmental Effects.  
 Yes  
 Yes

Essential Infrastructure

Tick the essential infrastructure available to the subject site.

- Council supply of water  
 Provision of energy  
 Provision of telecommunications  
 System for the disposal and management of sewage  
 Connected to Council sewer  
 On-site wastewater treatment

Temporary use of Land (Clause 2.8)

Is the proposed development for less than 75 days in a twelve month period?

- No  
 Yes – please provide details

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Subdivision

Do you propose to subdivide as part of this development?

- No  
 Yes – How many existing Lots are there? \_\_\_\_\_  
How may additional Lots are proposed? \_\_\_\_\_

Does the proposed subdivision comply with relevant clauses in Part 4 of LEP2014?

(cl. 4.1, cl.4.1AA, cl. 4.2, cl. 4.2A, and cl. 4.2D)

- No  
 Yes

Please provide details

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Control of Pollution

Will your proposal result in air, noise or water pollution?

- No
- Yes

Please expand on what measures will be implemented to minimise and/or control pollution.

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Erosion and Sediment Control

What erosion prevention and sediment control measures do you propose to implement?

N/A

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Flood Prone Land

Is your land identified as flood prone land on Leeton LEP2014 Flood Prone Map?

- No
- Yes

Bushfire Considerations

Is your land identified as being bushfire prone?

- No
- Yes - please provide details of compliance with *Planning for Bush Fire Protection 2006*

Heritage

Is the proposal a heritage item?

- No
- Yes

Is the proposal within the vicinity of a heritage item?

- No
- Yes

Is the proposal within a heritage conservation area?

- No
- Yes

Will your development cause known potential harm and/or disturbance to Aboriginal objects?

- No
- Yes

If you have ticked 'Yes' to any of the above, please expand and expand on any potential impact to the above:

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**8. State Environmental Planning Polices (SEPP)**

List any SEPPs applicable to your proposal and demonstrate as an additional document how your proposal complies with the provisions of the relevant SEPPs.

N/A

SEPP \_\_\_\_\_

SEPP \_\_\_\_\_

SEPP \_\_\_\_\_

**2. Describe in detail the proposed business/activity.**

The intention is to convert this Residence into a Community Facility for the Culturally and Linguistically Diverse (CALD) communities of Leeton and as a central point for Leeton Multicultural Support Group (LMSG). For many years Leeton and LMSG have needed a central hub for the CALD communities, for meetings and small scale activities.

When 15 Sycamore Street became listed for sale it was such an ideal opportunity for this purpose due to:

- its central location
- proximity to the main street businesses
- a few steps from the services of the library
- ample public car park in front of the building
- the building's size and outside space

So now, the primary purposes of this facility will include:

- convenient contact point for CALD members, including newcomers to Leeton where they can seek assistance
- central offices and resources for LMSG and associated services
- safe and secure spaces for CALD members to meet LMSG volunteers/support workers in privacy and where any case notes can be kept in locked cabinets
- a place for small scale cultural activities and events

The aims and objectives of LMSG have always been:

- (a) To support the settlement of migrants and refugees by assisting them to connect with any support services they require to be a part of the Leeton community.
- (b) To contribute to the community understanding of the nature of the challenges that migrants and refugees face, and the positive impact newcomers make in our community and immediate region.
- (c) To support cultural events and cultural diversity awareness and sensitivity programs.

Daily, the volunteers of LMSG are approached by members of Leeton's (sometimes from elsewhere too) CALD communities and they assist as needed. They now have a network of services with which they collaborate and seek advice.

LMSG, an incorporated association, now has a profile recognised by many other organisations, agencies, Government departments and Shire Councils.

They need a dedicated Community Facility from where they can provide more efficient and professional services to Leeton's ever-increasing CALD communities.

**DEVELOPMENT ASSESSMENT REPORT DA 120/2024**

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**APPLICATION SUMMARY**

<b>Application No:</b>	120/2024
<b>Title Details:</b>	Lot: 9 Sec: 52 DP: 758606
<b>Address:</b>	15 Sycamore St, Leeton
<b>Applicant:</b>	Susie Rowe
<b>Owner:</b>	Mrs S M Rowe "Narimba" Narrandera NSW 2700
<b>Is this a Council related DA:</b>	No
<b>Has this DA been submitted by a Council Staff Member:</b>	Yes
<b>Has this DA been submitted by a Councillor:</b>	No
<b>Date Application Received:</b>	21.10.2024
<b>Site Area:</b>	543.8m <sup>2</sup>
<b>Zoning:</b>	R3 Medium Density Residential
<b>Existing Use:</b>	Residential
<b>Proposed Development:</b>	Change of use to a community facility

**TABLE OF CONTENTS**

**1.00 INTRODUCTION**

- 1.01 Description of development
- 1.02 The site and locality
- 1.03 Development history

**2.00 NOTIFICATION / COMMUNITY CONSULTATION**

**3.00 REFERRALS**

- 3.01 Internal referrals
- 3.02 External referrals

**4.00 DEVELOPMENT ASSESSMENT**

- 4.01 Environmental Planning and Assessment Act 1979 (EPAA)
  - a) Section 1.7 Part 7 Biodiversity Conservation Act 2016
  - b) Section 1.7 Part 7A of the Fisheries Management Act 1994
  - c) Section 4.14 Consultation and development consent—certain bush fire prone land
  - d) Division 4.11 Existing Use rights
  - e) Section 7.12 Fixed Development Consent Levies
- 4.02 Matters for consideration pursuant to Section 4.15(1) of the EPAA
  - a) Section 4.15(a)(i) – The provisions of any environmental planning instrument
    - i) Leeton Local Environmental Plan 2014
    - ii) State Environmental Planning Policies (SEPPs)
    - iii) Regional Environmental Planning Policies (REPs)
  - b) Section 4.15(1)(a)(ii) – The provisions of any proposed instrument that is or has been the subject of public consultation under this Act and that has been notified to the consent authority
  - c) Section 4.15(1)(a)(iii) – The provisions of any development control plan  
Leeton Comprehensive Development Control Plan 2022
  - d) Section 4.15(1)(a)(iiia) – The provisions of any planning agreement that has been entered into under section 7.4, or any draft planning agreement that a developer has offered to enter into under section 7.4
  - e) Section 4.15(1)(a)(iv) – The provisions of the regulations (to the extent that they prescribe matters for the purposes of this paragraph)
  - f) Section 4.15(1)(b) – the likely impacts of that development, including environmental impacts on both the natural and built environments, and social and economic impacts in the locality
  - g) Section 4.15(c) – The suitability of the site for the development
  - h) Section 4.15(d) – any submissions made in accordance with the Act or the regulations
  - i) Section 4.15(e) – the public interest
- 4.03 Other Legislative Requirements
  - a) Commonwealth

- b) New South Wales
- c) Council Policies

**5.00 ADMINISTRATION**

- 5.01 Conflicts Of Interest
- 5.02 Delegations
- 5.03 Disclosure of political donations and gifts

**6.00 CONCLUSION**

- 6.01 Summary
- 6.02 Recommendation
- 6.03 Determination

**APPENDIX A**

**FLOOR SPACE RATIO CALCULATION**

**APPENDIX B**

**DRAFT CONDITIONS OF CONSENT**



## 1. INTRODUCTION

### 1.01 Description of Development

The applicant is seeking development consent for a change of use to a community facility at 15 Sycamore Street, Leeton. The existing dwelling is proposed to be converted into a community facility for the culturally and linguistically diverse (CALD) communities of Leeton and as a central point for Leeton Multicultural Support Group (LMSG). The proposed hours of use are;

Monday to Friday	7am to 10pm
Saturday	7am to 10pm
Sunday	9am to 9pm
Public holidays	9am to 6pm

Figure 1 illustrates the proposed development.

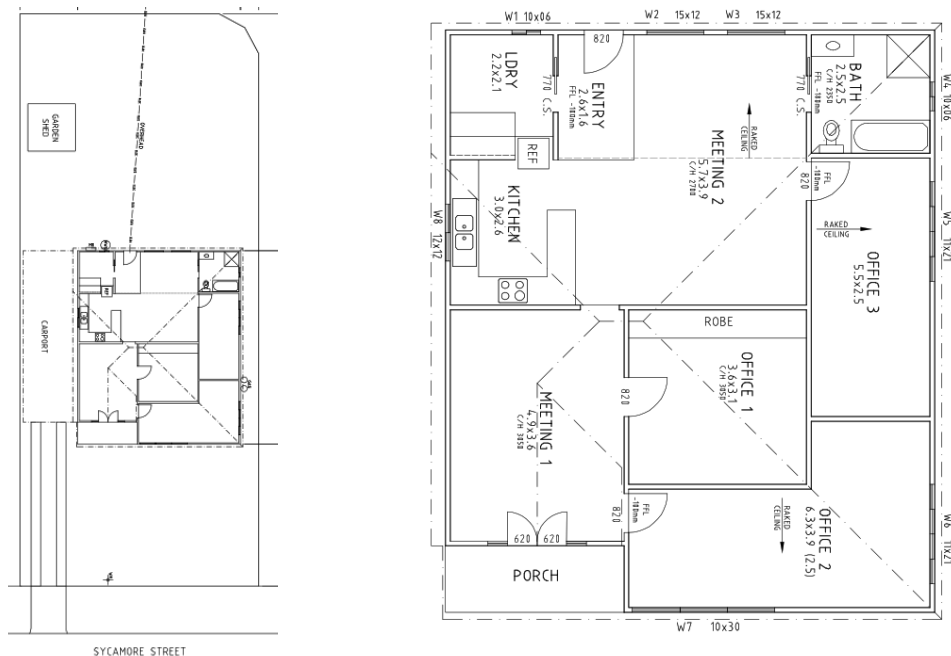


Figure 1 - Proposed development

### 1.02 The site and locality

The subject site is legally identified as Lot 9 Section 52 DP 758606 and is known as 15 Sycamore Street, Leeton. Refer Figure 2 for a location map.

The subject site is generally rectangular in shape, has an area of 544m<sup>2</sup>, frontage to Sycamore Street 15.1m and side boundaries 36.4m. There are no known easements, restrictions or covenants that affect the subject site.

The site slopes from the front boundary to the rear boundary.

Vehicular access is available from the Sycamore Street carriageway.

Reticulated water supply, sewerage, electricity and telecommunications are available to the site.

The properties adjoining the side and rear boundaries are of a similar size (562m<sup>2</sup> – 784m<sup>2</sup>) and contain residential development. Across Sycamore Street is a Leeton Shire Council public carpark.



**Figure-2: Site Location**



**Figure 3: Street Frontage**

### **1.03 Development History**

There is one Council record relating to the existing development on the site.  
DA53-2001 Carport. Determined 11.4.2001

No Pre DA meeting has been submitted for a development similar to this current application.

**2. NOTIFICATION / COMMUNITY CONSULTATION**

The nature, scale and likely impact of the proposed development was considered to warrant public notification in accordance with the provisions of Part 2 of the Leeton Shire Council Community Engagement Strategy 2022 – 2025.

The Development Application was placed on public exhibition for a period of 14 days during which time adjoining landowners were notified of the proposed development.

Three (3) submissions were received during the notification period that closed on 11<sup>th</sup> November 2024.

The applicant was made aware of the submissions and was invited to make due consideration of the issues raised in the submissions and to provide a response, including details of any proposals to amend the development.

Subsequently, the applicant provided a response to the submissions.

An assessment of the submissions has been made, as required under Section 4.15(d) (*any submissions made in accordance with the Act or the regulations*) of the Environmental Planning and Assessment Act 1979. Please refer to Part 4.02(h) of the report.

**Leeton Shire Council Community Engagement Strategy 2022 – 2025**

**Part 2 - Community Participation Plan**

**The Community Participation Process**

**Minimum Notification Timeframes and Advertising Requirements**

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

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

**Complying developments and other occasions where exhibition will not occur**

Council will not publicly exhibit the following development applications:

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

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

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

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

### **3. REFERRALS**

#### **3.01 Internal referrals:**

The development application was not considered to require a referral to Council's Development Engineer.

#### **3.02 External referrals**

No external referrals were considered necessary.

### **4. DEVELOPMENT ASSESSMENT**

#### **4.01 Environmental Planning and Assessment Act 1979 (EPAA)**

Under the Environmental Planning and Assessment Act the development is classified as local development

##### **a) Section 1.7 EPAA – Part 7 Biodiversity Conservation Act 2016**

The development site is located in a R3 Medium Density Residential zone and will not remove any significant vegetation. The development will have no impact on any threatened species in the vicinity.

##### **b) Section 1.7 EPAA - Part 7A of the Fisheries Management Act 1994**

The development will not impact on the conservation of threatened species.

##### **c) Section 4.14 EPAA – Consultation and development consent—certain bush fire prone land**

The subject site is not considered to be bush fire prone land.

##### **d) Division 4.11 Existing Use rights**

The development application is not seeking consent based on existing use rights.

##### **e) Section 7.12 EPAA Fixed Development Consent Levies**

*Leeton Shire Council Developer Contribution Plan (Fixed Levy- Section 7.12) June 2023*

###### **2. Scope**

*This Plan applies to all land within the local government area of Leeton as shown in Schedule 1.*

*This Plan applies to applications for development consent and applications for complying development certificates under Part 7 Division 7.1 Subsection 3 of the Act.*

*Exemptions to the Contributions Plan.*

*Council will not authorise or impose a fixed levy in respect of development for the purpose of:*

- *disabled access,*
- *providing affordable housing (including part of a development),*
- *reducing a building's use of potable water (where supplied from water mains) or energy,*

- sole purpose of the adaptive reuse of an item of environmental heritage,
- works undertaken for charitable purposes or by a registered charity,
- Council-led developments.

**7.2 How will development contributions be calculated?**

The development contribution will be calculated as follows:

Development contribution = A x B where:

- A
- i. If the cost of works is ≤ \$100,000 is 0 (zero)
  - ii. If the cost of works is >\$100,001 but ≤ \$200,000 is 0.5% (half a percent)
  - iii. If the cost of works is >\$200,001 is 1% (one percent)
- B
- is the cost of the development\*

\* The cost of the development is determined in accordance with clause 208 of the Environmental Planning and Assessment Regulation 2021, which is included at Schedule 2 (as at the date of this Plan).

The cost of the development is \$88,000.

The applicable development contribution = \$0

**4.02 Matters for consideration pursuant to Section 4.15(1) of the EPAA**

**4.15 Evaluation**

**(1) Matters for consideration—general**

In determining a development application, a consent authority is to take into consideration such of the following matters as are of relevance to the development the subject of the development application—

**a) Section 4.15(a)(i) - The provisions of any environmental planning instrument (EPI)**

**i) Leeton Local Environmental Plan 2014 (LLEP 2014)**

LLEP 2014 Clause	Comments
<b>Part 1 Preliminary</b>	
<b>1.2 Aims of Plan</b>	
(1) This Plan aims to make local environmental planning provisions for land in Leeton in accordance with the relevant standard environmental planning instrument under section 3.20 of the Act.	Noted.
(2) The particular aims of this Plan are as follows—	The proposed development is considered to be consistent with the aims of the LLEP 2014, particularly those specified in aa, a, d, e, g and h.
(aa) to protect and promote the use and development of land for arts and cultural activity, including music and other performance arts,	
(a) to encourage sustainable economic growth and development,	
(b) to preserve rural land for all forms of primary production,	
(c) to identify, protect, conserve and enhance Leeton’s natural assets,	
(d) to identify and protect Leeton’s built and	

<p>cultural heritage assets for future generations,</p> <p>(e) to allow for the equitable provision of social services and facilities for the community,</p> <p>(f) to provide housing choices for the community,</p> <p>(g) to minimise land use conflicts and adverse environmental impacts,</p> <p>(h) to promote ecologically sustainable development.</p>	
<p><b>1.3 Land to which Plan applies</b></p> <p>This Plan applies to the land identified on the <a href="#">Land Application Map</a>.</p>	<p>The subject site is located within the land identified on the Land Application Map.</p>
<p><b>1.6 Consent authority</b></p> <p>The consent authority for the purposes of this Plan is (subject to the Act) the Council.</p>	<p>Leeton Shire Council is the consent authority.</p>
<p><b>1.9 Application of SEPPs</b></p> <p>(1) This Plan is subject to the provisions of any State environmental planning policy that prevails over this Plan as provided by section 3.28 of the Act.</p>	<p>Noted.</p>
<p>(2) The following State environmental planning policies (or provisions) do not apply to the land to which this Plan applies—</p>	<p>Noted.</p>
<p><b>1.9A Suspension of covenants, agreements and instruments</b></p>	<p>Noted.</p>
<p><b>Part 2 Permitted or prohibited development</b></p>	
<p><b>2.1 Land use zones</b></p>	<p>Noted.</p>
<p><b>2.2 Zoning of land to which Plan applies</b></p> <p>For the purposes of this Plan, land is within the zones shown on the <a href="#">Land Zoning Map</a>.</p>	<p>The subject site is zoned R3 Medium Density Residential and is shown on the Land Zoning Map - 4750_COM_LZN_014E_010_20210420.</p>
<p><b>2.3 Zone objectives and Land Use Table</b></p>	
<p><b>Land Use Table</b></p>	
<p><b>Zone R3 Medium Density Residential</b></p>	
<p><b>1 Objectives of zone</b></p>	
<ul style="list-style-type: none"> <li>• To provide for the housing needs of the community within a medium density residential environment.</li> <li>• To provide a variety of housing types within a medium density residential environment.</li> <li>• To enable other land uses that provide facilities or services to meet the day to day needs of residents.</li> <li>• To ensure that a high level of residential amenity is achieved and maintained.</li> <li>• To enable and enhance a high level of streetscape and urban design in the area.</li> </ul>	<p>The proposed development is considered to be satisfactory in regard to the objectives of the R3 Medium Density zone. In particular, it is considered to achieve the objectives</p> <p><i>“To enable other land uses that provide facilities or services to meet the day to day needs of residents”</i></p> <p><i>“To ensure that a high level of residential amenity is achieved and maintained”.</i></p> <p>Figure 4 shows the land use zoning of the subject site.</p> <p>In the land use table, “community facilities” are permitted with consent. The dictionary in the LLEP 2014 provides a definition of “community facilities”.</p>

- 2 Permitted without consent**  
 Home occupations; Roads
- 3 Permitted with consent**  
 Attached dwellings; Boarding houses;  
 Building identification signs; Business  
 identification signs; Centre-based child care  
 facilities; **Community facilities**; Group homes;  
 Home industries; Multi dwelling housing;  
 Neighbourhood shops; Oyster aquaculture;  
 Places of public worship; Respite day care  
 centres; Seniors housing; Sewage reticulation  
 systems; Tank-based aquaculture; Water  
 storage facilities; Any other development not  
 specified in items 2 and 3
- 4 Prohibited**  
 Agriculture; Air transport facilities; Airstrips;  
 Amusement centres; Animal boarding or  
 training establishments; Boat building and  
 repair facilities; Boat launching ramps; Boat  
 sheds; Camping grounds; Caravan parks;  
 Charter and tourism boating facilities;  
 Commercial premises; Correctional centres;  
 Crematoria; Depots; Eco-tourist facilities;  
 Electricity generating works; Emergency  
 services facilities; Entertainment facilities;  
 Environmental facilities; Exhibition homes;  
 Exhibition villages; Extractive industries; Farm  
 buildings; Farm stay accommodation;  
 Forestry; Freight transport facilities; Function  
 centres; Heavy industrial storage  
 establishments; Helipads; Highway service  
 centres; Industrial retail outlets; Industrial  
 training facilities; Industries; Jetties; Local  
 distribution premises; Marinas; Mooring pens;  
 Moorings; Mortuaries; Open cut mining;  
 Public administration buildings; Recreation  
 facilities (indoor); Recreation facilities (major);  
 Registered clubs; Research stations;  
 Restricted premises; Rural industries; Rural  
 workers' dwellings; Service stations;  
 Sewerage systems; Sex services premises;  
 Signage; Storage premises; Transport  
 depots; Truck depots; Vehicle body repair  
 workshops; Vehicle repair stations; Veterinary  
 hospitals; Warehouse or distribution centres;  
 Waste or resource management facilities;  
 Water recreation structures; Water supply  
 systems; Wharf or boating facilities;  
 Wholesale supplies
- 2.4 Unzoned land**
- 2.5 Additional permitted uses for particular  
 land**
- 2.6 Subdivision—consent requirements**
- 2.7 Demolition requires development  
 consent**
- 2.8 Temporary use of land**
- 2.9 Canal estate development prohibited**

**community facility** means a building or place—  
 (a) owned or controlled by a public authority or  
 non-profit community organisation, and  
 (b) used for the physical, social, cultural or  
 intellectual development or welfare of the  
 community,  
 but does not include an educational  
 establishment, hospital, retail premises, place of  
 public worship or residential accommodation.

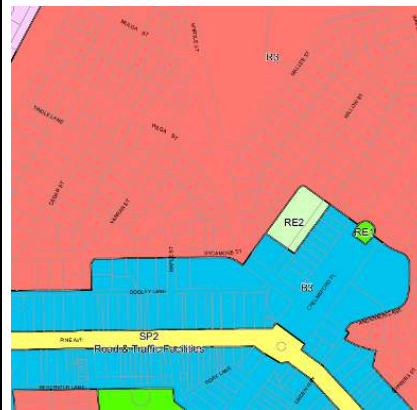


Figure 4 - Land Use Zoning

- Not applicable.
- Not applicable.
- Not applicable.
- Not applicable.
- Not applicable.
- Not applicable.
- Not applicable.

<b>Part 3 Exempt and complying development</b>	
<b>3.1 Exempt development</b>	Not applicable.
<b>3.2 Complying development</b>	Not applicable.
<b>3.3 Environmentally sensitive areas excluded</b>	Not applicable.
<b>Part 4 Principal development standards</b>	
<b>4.1 Minimum subdivision lot size</b>	Not applicable.
<b>4.1AA Minimum subdivision lot size for community title schemes</b>	Not applicable.
<b>4.1A Minimum lot sizes for dual occupancies, multi dwelling housing and residential flat buildings</b>	Not applicable.
<b>4.1A Exceptions to minimum subdivision lot sizes for certain residential development</b>	Not applicable.
<b>4.2 Rural subdivision</b>	Not applicable.
<b>4.2A Minimum subdivision lot size for strata plan schemes in certain rural and conservation zones</b>	Not applicable.
<b>4.2B Erection of dwelling houses or dual occupancies on land in certain rural and conservation zones</b>	Not applicable.
<b>4.2C Erection of rural workers' dwellings in Zone RU1</b>	Not applicable.
<b>4.2D Rural subdivision for intensive plant agriculture</b>	Not applicable.
<b>4.2E Exceptions to minimum lot sizes for certain rural subdivisions</b>	Not applicable.
<b>4.3 Height of buildings</b>	
(1) The objectives of this clause are as follows—	Noted.
(a) to limit the height of buildings,	
(b) to promote development that is compatible with the height of surrounding development and conforms to and reflects natural landforms by stepping development on sloping land to follow the natural gradient,	
(c) to promote the retention and, if appropriate, sharing of existing views,	
(d) to maintain solar access to new and existing dwellings and public places and to promote solar access to new buildings,	
(e) to maintain privacy for residents of existing dwellings and promote privacy for residents of new buildings.	
(2) The height of a building on any land is not to exceed the maximum height shown for the land on the Height of Buildings Map.	Complies. The maximum building height indicated on the <i>Height of Buildings Map</i> (Map 4750_COM_HOB_014E_010_20150723) = 8.5m. The existing building does not exceed 8.5m in



	height.
<b>4.4 Floor space ratio</b>	
(1) The objectives of this clause are as follows—	Noted.
(a) to identify maximum floor space ratios in those areas identified on the Floor Space Ratio Map,	
(b) to facilitate a variety of housing types,	
(c) to ensure that the density, bulk and scale of development integrates with the streetscape and character of the locality,	
(d) to ensure that development is compatible with the existing and desired built form and character of the locality,	
(e) to provide a high level of amenity for residential areas and ensure adequate provision for vehicle and pedestrian access, private open space and landscaping.	
(2) The maximum floor space ratio for a building on any land is not to exceed the floor space ratio shown for the land on the Floor Space Ratio Map.	Complies. The maximum floor space ratio (FSR) indicated on the <i>Floor Space Ratio Map</i> (Map 4750_COM_FSR_014E_010_20150723) = 0.80. The FSR of the proposed development (0.24) does not exceed the prescribed FSR (0.80). Refer Appendix A for calculation of the FSR.
<b>4.5 Calculation of floor space ratio and site area</b>	Noted. Refer Appendix A.
<b>4.6 Exceptions to development standards</b>	Not applicable.
<b>Part 5 Miscellaneous provisions</b>	
<b>5.1 Relevant acquisition authority</b>	Not applicable.
<b>5.2 Classification and reclassification of public land</b>	Not applicable.
<b>5.3 Development near zone boundaries</b>	Not applicable.
<b>5.4 Controls relating to miscellaneous permissible uses</b>	Not applicable.
<b>5.5 Controls relating to secondary dwellings on land in a rural zone</b>	Not adopted.
<b>5.6 Architectural roof features</b>	Not applicable.
<b>5.7 Development below mean high water mark</b>	Not applicable.
<b>5.8 Conversion of fire alarms</b>	Not applicable.
<b>5.9 Dwelling house or secondary dwelling affected by natural disaster</b>	Not adopted.
<b>5.9AA (Repealed)</b>	
<b>5.10 Heritage conservation</b>	Not applicable.
<b>Note—</b>	The subject site does not contain a heritage item nor is it within a heritage conservation area.
Heritage items (if any) are listed and described in Schedule 5. Heritage conservation areas (if any) are shown on the <i>Heritage Map</i> as well as being described in Schedule 5.	A search was conducted through the Aboriginal Heritage Information Management System (AHIMS), which indicated for the location of the subject site that;

	<ul style="list-style-type: none"> <li>No aboriginal sites are recorded, and</li> <li>No aboriginal places have been declared</li> </ul>
<b>5.11 Bush fire hazard reduction</b>	Not applicable.
<b>5.12 Infrastructure development and use of existing buildings of the Crown</b>	Not applicable.
<b>5.13 Eco-tourist facilities</b>	Not applicable.
<b>5.14 Siding Spring Observatory—maintaining dark sky</b>	Not adopted.
<b>5.15 Defence communications facility</b>	Not adopted.
<b>5.16 Subdivision of, or dwellings on, land in certain rural, residential or conservation zones</b>	Not applicable.
<b>5.17 Artificial waterbodies in environmentally sensitive areas in areas of operation of irrigation corporations</b>	Not applicable.
<b>5.18 Intensive livestock agriculture</b>	Not applicable.
<b>5.19 Pond-based, tank-based and oyster aquaculture</b>	Not applicable.
<b>5.20 Standards that cannot be used to refuse consent—playing and performing music</b>	Not applicable.
<b>5.21 Flood planning</b>	Not applicable. The subject site is not located within a flood planning area.
<b>5.22 Special flood considerations</b>	Not adopted.
<b>5.23 Public bushland</b>	Not adopted.
<b>5.24 Farm stay accommodation</b>	Not adopted.
<b>5.25 Farm gate premises</b>	Not adopted.
<b>Part 6 Additional local provisions</b>	
<b>6.1 Earthworks</b>	Not applicable.
<b>6.2 (Repealed)</b>	
<b>6.3 Terrestrial biodiversity</b>	Not applicable. The subject site is not land identified as “Biodiversity” on the Terrestrial Biodiversity Map - 4750_COM_BIO_014_040_20140131
<b>6.4 Groundwater vulnerability</b>	Not applicable. The subject site is not land identified as “Groundwater vulnerable” on the Groundwater Vulnerability Map - 4750_COM_GRV_014_040_20140131
<b>6.5 Riparian land and watercourses</b>	Not applicable. The subject site is not land identified as “Riparian land” on the Riparian Lands and Watercourses Map - 4750_COM_CL1_014_040_20140502
<b>6.6 Wetlands</b>	Not applicable. The subject site is not land identified as “Wetland” on the Wetlands Map- 4750_COM_CL1_014_040_20140502
<b>6.7 Development on river front areas</b>	Not applicable.
<b>6.8 Development on river-bed and banks</b>	Not applicable.
<b>6.9 Airspace operations</b>	Not applicable.
<b>6.10 Development in areas subject to</b>	Not applicable.

<b>aircraft noise</b>	
<b>6.11 Tourist and visitor accommodation on land within Zone RU1</b>	Not applicable.
<b>6.12 Essential services</b>	
Development consent must not be granted to development unless the consent authority is satisfied that any of the following services that are essential for the development are available or that adequate arrangements have been made to make them available when required—	The listed services are considered to be essential for the proposed development.
(a) the supply of water,	The supply of water is available from the existing water main located adjacent to the front boundary
(b) the supply of electricity,	The supply of electricity is subject to adequate arrangements being made with Essential Energy.
(c) the disposal and management of sewage,	The disposal of sewage is made to the existing reticulated sewer main located adjacent to the rear boundary.
(d) stormwater drainage or on-site conservation,	Stormwater drainage associated with the proposed development can be managed on site or directed to the Sycamore Street kerb and gutter.
(e) suitable vehicular access.	Suitable vehicular access is available to the allotment from Sycamore Street.
<b>6.13 Location of sex services premises</b>	Not applicable.

**ii) State Environmental Planning Policies (SEPPs)**

<b>State Environmental Planning Policy (Biodiversity and Conservation) 2021</b>	It is considered that the proposed development is likely to have no impact on koalas or koala habitat.
<b>SEPP (Exempt and Complying Development Codes) 2008</b>	Not applicable.
<b>SEPP (Housing) 2021</b>	Not applicable.
<b>Chapter 2 Affordable housing</b>	
<b>Chapter 3 Diverse housing</b>	
<b>Chapter 4 Design of residential apartment development</b>	
<b>SEPP (Industry and Employment) 2021</b>	Not applicable.
<b>Chapter 3 Advertising and signage</b>	
<b>SEPP (Precincts—Regional) 2021</b>	Not applicable.
<b>SEPP (Primary Production) 2021</b>	Not applicable.
<b>Chapter 2 Primary production and rural development</b>	
<b>SEPP (Resilience and Hazards) 2021</b>	
<b>Chapter 3 Hazardous and offensive development</b>	Not applicable.
<b>Chapter 4 Remediation of land</b>	Leeton is identified as being land to which State Environmental Planning Policy (Resilience and Hazards) 2021 applies. Clause 4.6 of the SEPP stipulates that Council

<p><b>SEPP (Resources and Energy) 2021</b>  <b>Chapter 2 Mining, petroleum production and extractive industries</b></p>	<p>must not grant consent to the carrying out of any development on land unless it has considered whether the land is contaminated.</p>
<p><b>SEPP (Sustainable Buildings) 2022</b></p>	<p>Should the land be contaminated, Council must be satisfied that the land is suitable in a contaminated state for the proposed use.</p>
<p><b>SEPP (Transport and Infrastructure) 2021</b>  <b>Chapter 2 Infrastructure</b>  <b>Part 2.3 Development controls</b>  <b>Division 5 Electricity transmission or distribution</b>  <b>Subdivision 2 Development likely to affect an electricity transmission or distribution network</b>  <b>Section 2.48 Determination of development applications—other development</b>  <b>Division 15 Railways</b>  <b>Subdivision 2 Development in or adjacent to rail corridors and interim rail corridors—notification and other requirements</b>  <b>Section 2.98 Development adjacent to rail corridors</b>  <b>2.99 Excavation in, above, below or adjacent to rail corridors</b>  <b>2.100 Impact of rail noise or vibration on non-rail development</b>  <b>Division 17 Roads and traffic</b>  <b>Subdivision 2 Development in or adjacent to road corridors and road reservations</b>  <b>Section 2.119 Development with frontage to classified road</b>  <b>Section 2.120 Impact of road noise or vibration on non-road development</b></p>	<p>The subject site is not listed on Council's contaminated land register. Whilst the proposed development is not considered to be a change of use, there is no evidence of any use of the site for a purpose listed in Table 1 of the guidelines.</p>
	<p>The site has been assessed as suitable for the construction of a dwelling house. No further consideration of the SEPP is required.</p>
	<p>Not applicable.</p>
	<p>The proposed development is not BASIX Development as defined under the <i>Environmental Planning and Assessment Regulation 2021</i>. Accordingly, a BASIX Certificate was not required to be submitted with the Development Application.</p>
	<p>Not applicable. The proposed development does not include development specified in Section 2.48.</p>
	<p>Not applicable. The subject site is not adjacent to a rail corridor.</p>
	<p>Not applicable. The proposed development does not include excavation in, above, below or adjacent to rail corridors</p>
	<p>Not applicable. The subject site is not adjacent to a rail corridor.</p>
	<p>Not applicable. The subject property does not have a frontage to a classified road.</p>
	<p>Not applicable. The traffic volume data published on the website of the RTA indicates Sycamore</p>

<b>Section 2.122 Traffic-generating development</b>	<p>Street does not have AADT traffic volume of greater than 20,000 vehicles. The proposed development is not considered likely to be adversely affected by road noise or vibration.</p> <p>Not applicable.</p> <p>The proposed development is not development specified in Column 1 of the Table to Schedule 3.</p>
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**iii) Regional Environmental Planning Policies (REPs)**

**Riverina Murray Regional Plan 2041**

The proposed development is considered to be consistent with the relevant provisions of the RMRP 2041.

**b) Section 4.15(1)(a)(ii) – The provisions of any proposed instrument that is or has been the subject of public consultation under this Act and that has been notified to the consent authority**

No proposed instrument is or has been the subject of public consultation under the EPAA and has been notified to the consent authority (Leeton Shire Council).

**c) Section 4.15(1)(a)(iii) – The provisions of any development control plan**

**Leeton Comprehensive Development Control Plan 2022**

**Part A INTRODUCTION**

**A.3 Aims and objectives**

The broad aims of the plan are:

- a. To provide guidance at the Development Application (DA) stage of new development.
- b. To promote growth and development in the Leeton Local Government Area.
- c. To ensure growth and development occurs in a consistent, orderly and environmentally sustainable manner.
- d. To ensure positive planning outcomes at individual sites are maximised for the benefit of the broader community.

**A.8 Using the plan**

The plan has been prepared based on a framework that consists of objectives and standards. There may be instances where a number of standards need to be met in order to achieve an objective. In order to assist users understand which parts of the plan may need to be considered for particular development types, a matrix has been prepared and included in Appendix A. Applicants are still encouraged to consult with Council for clarification as to which parts of the DCP apply.

**A.9 Variation to standards**

Council accepts that it is not possible to plan for all development scenarios and there will inevitably be situations where a development is not able to

The proposed development is consistent with the aims and objectives of this plan.

Noted.

Noted. The proposed development does not require a variation to the development controls listed in the DCP.

demonstrate compliance with one, or a number of standards in this plan. Where the plan sets a standard in relation to an aspect of a development, and a Development Application cannot demonstrate compliance with that standard, Council may still grant approval subject to a statement being submitted to Council that:

- a. Clearly identifies the standard(s) that cannot be complied with, and
- b. Clearly identifies why the standard(s) cannot be complied with, and
- c. Clearly explains why non-compliance with the standard(s) is warranted by special circumstances or to achieve a superior standard.

The requirements of Council's Community Participation Plan will prevail in terms of the advertisement / notification / consultation requirements for applications involving variations to the DCP.

A copy of the Community Participation Plan can be downloaded from the QR Code above.

Development Applications will be reported to a Council meeting for determination where significant variations to standards are proposed (i.e. more than 20% variation to standards). The process of reporting a Development Application to Council can lead to an increase in the time taken to finalise the determination of the Development Application. No guarantee of approval can be given for a Development Application proposing a variation to a planning standard.

#### **Part J**

#### **PARKING AND ACCESS**

#### **Part J1 Car Parking Code**

Part J1 provides introductory information for car parking and access associated with new development in the Leeton Shire Local Government Area.

#### **J1.1 Application of Section**

Section J.1 applies to:

- a. New floor space or buildings.
- b. Alterations or additions to any existing building that requires development consent, whether or not such additions or alterations involve a change in building use.
- c. A change of use for which development consent is required, and that would require the provision of a greater number of on-site parking spaces than the previous use.

Off street parking provided to existing developments shall be retained. Additional parking spaces required for any new development, redevelopment or change of use shall be provided in accordance with the provisions of this part of the Plan. Certain types of development may qualify for car parking exemptions.

The proposed development is a change of use.

A development comprising a combination of two or more uses, such as combined motor sales and repairs, will be assessed as if the two uses exist independently.

More detailed examination of how car parking rates apply to development is contained in Section J.1.5.

**J1.5 Off street parking calculations**

The proposed development is required to provide car parking in accordance with Table 5

*Community Facility - Rate should be drawn with regard to nature of development.*

Limited on-site parking can be provided (3 spaces) but it is supplemented by the public carpark opposite the site.

**Part J3 Parking + Access**

**Non-Residential Uses**

**J3.1 Parking area locations**

The following controls apply to new developments requiring the construction of new off-street car parking areas:

- a. Parking locations should be accessible to principal staff and/or customer entrances.
- b. Parking locations should enable adequate connections to existing and proposed road and pedestrian network.
- c. Parking locations should avoid areas that are constrained by slope and drainage.
- d. Parking locations should not result in adverse visual and acoustic amenity impacts for adjoining sites, particularly those which are used for residential purposes.

Complies.

Complies.

Complies.

Satisfactory.

**J3.2 Parking area design**

- a. The layout and dimensions of car parking areas shall be provided in accordance with the relevant Australian Standard.
- b. All parking areas should incorporate a rational circulation pattern. Dead-end parking aisles will not be permitted except in small parking areas or areas reserved for a specific low turnover (eg staff parking areas).
- c. No account will be taken of spaces which do not have direct access to a driveway or which are double banked or obstructed in any way when assessing the car parking spaces provided.
- d. Parking areas should be suitably marked by lines or other approved means to indicate the layout and circulation pattern of traffic.
- e. Where necessary, adequate space shall be made for the manoeuvring of rigid and articulated heavy vehicles.
- f. Car park design incorporates appropriate lighting where it is anticipated that the area will receive night-time use by customers or staff.

Noted. Condition to be included.

Not applicable.

Noted.

Noted. Condition to be included.

Not applicable.

Complies.

**J3.3 Site access design**

- a. Site access should be located:
- i. No closer than 1.5 metres from the boundary of the site and no closer than 6 metres to a corner boundary.
  - ii. Not within 12 metres on the approaches to a “stop” or “give way” sign.
  - iii. So that any vehicles entering or leaving the site can be readily seen by the driver of an approaching vehicle in the street.
  - iv. Clear of obstructions, which may prevent drivers having a timely view of pedestrians.
  - v. In locations that are visible and accessible from the road frontage.
  - vi. Where it will cause least interference with vehicle and pedestrian movement on public roads.
  - vii. In locations that do not provided direct access locations are not possible and appropriate design standards can be achieved.
  - viii. With sufficient proximity away from traffic signals, intersection.
  - ix. In areas which do not require the removal of street trees or other significant roadside vegetation.

Complies.

- b. Site accesses should be designed and constructed:
- i. In accordance with the Leeton Shire Council Engineering Guidelines (latest version).
  - ii. To suit design traffic loads.
  - iii. With signposting (including the use of “in” or “entrance” and “out” or “exit” signs,) where appropriate.
  - iv. At right angles to the centreline of any road where the access crosses a footpath or footway.
  - v. To allow vehicles to enter and leave the site in a forwards facing direction.
  - vi. With a turning radius that is located wholly within the property boundary where semicircle access or “in-out” access arrangements are proposed.
  - vii. To avoid roadside stormwater encroaching onto private property.
  - viii. With sufficient standing area to eliminate the potential for on-street queuing of vehicles entering parking and loading areas.

Complies.

- c. Entry and exit driveway widths are in accordance with:
- i. Leeton Shire Council Engineering Guidelines (latest version), and
  - ii. Relevant standards identified in Section J1.3.

Complies.

**J3.4 Disabled parking requirements**

Both Council and developers have a responsibility

1 space is required. Condition to be included.



to provide readily accessible parking for disabled persons in accordance with the Disability Discrimination Act.

The following controls apply:

- a. Parking for disabled persons are to be provided and signposted in accordance with the requirements of Australian / New Zealand Standard 2890.6:2009 Parking Facilities – Off Street Parking for People with Disabilities.
- b. Disabled parking spaces is to be provided at the rate of 1 space for parking areas comprising up to 20 spaces and thereafter at a rate of 2% of designated spaces.
- c. Car parks comprising 20 spaces or more are to be provided with tactile surfaces to assist vision impaired persons to access the premises in accordance with the requirements of Australian / New Zealand Standard 1428.4:2009 Design for Access and Mobility Part 4: Tactile Indicators.
- d. A continuous accessible path of travel must be provided between designated car parking spaces for people with a disability and lift, lobby or access points servicing the development, and this access should not have a gradient that is steeper than 1:14.

**J3.5 Internal road design**

Not applicable.

**J3.6 Loading / unloading facilities**

Not applicable.

**J3.7 Signage**

Noted. Condition to be included.

- a. Parking areas should be well sign posted to indicate the availability of off-street parking, with exit and entry points clearly visible from both the street and the site.
- b. Pavement arrows should clearly indicate the direction of traffic circulation. Parking areas shall be clearly delineated as well as spaces for specific uses (eg disabled, staff, visitors).
- c. Where car parking areas are not visible from the entrance to the development, directional sign posting will be required.
- d. Parking areas that are subject to frequent night time use by the public should utilise reflective materials for signs and line marking.

**J3.8 Pedestrian travel**

Not applicable.

- a. Pedestrian footpaths should be designed to optimise access to and within the development.
- b. Footpath gradients should be minimised taking into account the possible shopping trolley, pram and gopher traffic and the need to maximise ease of use.
- c. Safety lighting should be provided within the car park to ensure that pedestrian pathways have observable paths of travel.
- d. Provision of parking and access aisles should not compromise the equity and amenity of pedestrian access. Pathways should be wide enough to accommodate disabled access.

**J3.9 Safety and security**

- a. Development proposals involving large car parking areas, or night-time parking areas will be assessed in accordance with the principles of Crime Prevention Through Environmental Design (CPTED).
- b. The use of lighting should be considered where night use of parking areas is involved and where existing street lighting is inadequate.
- c. Where parking areas utilised at night are located within residential areas, consideration should be given to the positioning of lighting and location of driveways to minimise head light glare and traffic noise. In such cases fencing and/or landscaping may be necessary to avoid loss of amenity to residential areas.

Not applicable.

**J3.10 Landscaping**

- a. Parking areas should be landscaped to provide shade, improve the visual amenity of large all weather surfaces and to provide a buffer from neighbouring areas.
- b. Landscaping should be provided to enhance user amenity through sun control.
- c. Existing trees on site should be retained where possible. Care should be taken in the selection of new plant species not to block signs and to allow ingress and egress points to be clearly visible.
- d. Details of species selection of shade trees, species condition, size of beds, under storey and ground cover planting, irrigation provision should be provided with the landscape plan submitted to Council for approval.
- e. Landscaping provision for sun control (shading) should be provided at the rate of 1 shade tree for every 6 car parking spaces. Planting of shade trees within parking areas should be protected from damage from vehicles (eg tree guards/wheel stops).

Noted. Condition to be included.

**J3.11 Bicycle parking**

Not applicable.

**J3.12 Car park construction**

Noted. Condition to be included.

- a. Car parks are constructed generally in accordance with the Leeton Shire Council Engineering Guidelines (latest version).
- b. In addition to control a), the following general constructions apply to new car parking constructions:
  - i. All concrete / paved / impervious surfaces are to be properly drained to the public drainage system or another legal point of discharge.
  - ii. All trafficable surfaces should be bound with a suitable kerb to assist in stormwater management and prevent the movement of vehicles on non-trafficable areas.
  - iii. Parking areas are to be barricaded from non traffic areas by kerbs, barriers or landscaping.

iv. Parking spaces are to be defined by painted lines or permanent means where the approved car parking surface is not conducive to painting.

**J3.13 Surface materials**

a. All new car parking areas and their associated site accesses, vehicle manoeuvring areas and loading / unloading areas must be constructed with a surface finish in accordance with Table 11 below.

Noted. Condition to be included.

**Table 11 - Design requirements for service vehicles**

Component	Acceptable surface finish
Site Access (to property boundary)	concrete
Vehicle manoeuvring Areas	concrete / bitumen seal / crushed blue metal (or similar) if < 6 car psaces
Car Parking Spaces	concrete / bitumen seal
Accessible path of travel (where required)	concrete / bitumen seal

**d) Section 4.15(1)(a)(iiia) – The provisions of any planning agreement that has been entered into under section 7.4, or any draft planning agreement that a developer has offered to enter into under section 7.4**

There is no draft or current planning agreement applicable to this application under Section 7.4 of the *Environmental Planning and Assessment Act 1979*.

**e) Section 4.15(1)(a)(iv) – The provisions of the regulations (to the extent that they prescribe matters for the purposes of this paragraph)**

**61 Additional matters that consent authority must consider**

**Demolition**

Not applicable.

**Subdivision Orders**

Not applicable.

**Manor house or terraces**

Not applicable.

**62 Consideration of fire safety**

The applicant has submitted a report addressing the provisions of Clause 62. The report's author is Anthea Crack (True North Consulting) a registered certifier BDC2482 Building Surveyor - Restricted (all classes of building).

(1) This section applies to the determination of a development application for a change of building use for an existing building if the applicant does not seek the rebuilding or alteration of the building.

The development application is for a change of building use for an existing building where the applicant does not seek the rebuilding or alteration of the building.

*Change of building use* is defined in Section 1.4 of the *Environmental Planning and Assessment Act 1979*.

*Change of building use* means a change of use of a building from a use that the *Building Code of Australia* recognises as appropriate to one class of building to a use that the *Building Code of Australia* recognises as appropriate to a different class of building.

In this instance, the change of building use is

- (2) The consent authority must—
- (a) consider whether the fire protection and structural capacity of the building will be appropriate to the building's proposed use, and

- (b) not grant consent to the change of building use unless the consent authority is satisfied that the building complies, or will, when the development is completed, comply, with the Category 1 fire safety provisions that are applicable to the building's proposed use.

- (3) Subsection (2)(b) does not apply to the extent to which an exemption from a provision of the *Building*

from Class 1a dwelling to Class 9b community facility.

The Clause 62 report is considered to demonstrate that the structural capacity of the building will be appropriate to the building's proposed use.

*The structural capacity of the building is not able to be determined without further investigation from a structural engineer. There was no evidence at the time of inspection that the structural capacity is not adequate. Whilst the building is of a significant age, it is assumed that the building at the time of construction was to the engineering standards at that time.*

*The age of the building and lack of any evidence of structural deterioration would be presumed to be evidence of the structures ability to withstand all reasonably expected design actions.*

The Clause 62 report is considered to demonstrate that the fire protection of the building will be appropriate to the building's proposed use, subject to the completion of several works relating to the front entrance door, exit signage, portable fire extinguishers and the eastern external wall.

*Whilst the building does not comply with the current deemed to satisfy provisions of the NCC in relation to fire protection, consideration must be given to the fire safety systems in the building and those that could be implemented to mitigate the risk posed by the reduced fire protection.*

*The report provides several upgrade opportunities that would both increase fire safety and be considerate to the low risk that the building poses. There are other opportunities for additional upgrades in the future, with funding opportunities more accessible once occupation by the organisation has been achieved.*

Category 1 fire safety provision means the following provisions of the Building Code of Australia—

- (a) Volume 1, E1P3, E1P4, E1P6, E2P1, E2P2 and E3P2,  
(b) Volume 2, H3P2.

It is noted that (b) is not relevant as it relates only to Class 1 and 10 buildings.

The deemed-to-satisfy provisions that are relevant to the performance requirements listed in (a) are not applicable due to the floor area, proposed use and classification of the building.

E1P3 Fire hydrants,  
E1P4 Automatic fire suppression systems,  
E1P6 Fire control centres,  
E2P1 Automatic warning for sleeping occupants,  
E2P2 Safe evacuation routes and  
E3P2 Emergency lifts.

Not applicable.

Code of Australia or a fire safety standard is in force under the *Environmental Planning and Assessment (Development Certification and Fire Safety) Regulation 2021*.

**63 Considerations for erection of temporary structures**

Not applicable.

**64 Consent authority may require upgrade of buildings**

Not applicable.

(1) *This section applies to the determination of a development application that involves the rebuilding or alteration of an existing building if—*

The Clause 62 report details several works that are considered to be minor rebuilding or alterations of an existing building, including the works relating to the front entrance door, exit signage, portable fire extinguishers and the eastern external wall.

(a) *the proposed building work and previous building work together represent more than half of the total volume of the building, or*

Not applicable.

(b) *the measures contained in the building are inadequate—*

The works detailed in the Clause 62 report are considered to address the inadequacies listed in b(i – iii).

(i) *to protect persons using the building, if there is a fire, or*

(ii) *to facilitate the safe egress of persons using the building from the building, if there is a fire, or*

(iii) *to restrict the spread of fire from the building to other buildings nearby.*

(2) *The consent authority must consider whether it is appropriate to require the existing building to be brought into total or partial conformity with the Building Code of Australia.*

It is considered appropriate to require the existing building to be brought into partial conformity with the Building Code of Australia. The required works include;

- front entrance door - widen & swing door outwards,
- exit signage,
- portable fire extinguishers,
- eastern external wall – cladding to eave soffit & enclose subfloor

Other work considered appropriate includes;

- front porch – stairway and/or disability access ramp
- rear door – threshold, stairway & handrail
- accessible facility & airlock
- accessible pathway to disability carpark & front boundary

(3) *In this section—*

Noted.

**previous building work** means building work completed or authorised within the previous 3 years.

**total volume** of a building means the volume of the building before the previous building work commenced and measured over the building's roof and external walls.

**66A Council-related development applications—the Act, s 4.16(11)**

Not applicable.

**f) Section 4.15(1)(b) – the likely impacts of that development, including environmental impacts on both the natural and built environments, and social and economic impacts in the locality**

**Context and setting**

The proposed development is for the change of use to a community facility within a residential area. The proposed development is appropriate within the setting and consistent with the outcomes sought for the site.

**Streetscape**

The proposed development will not have a detrimental impact on the streetscape.

**Access, transport and traffic**

Suitable vehicular access is available to the allotment from Sycamore Street. Satisfactory arrangements are proposed to provide sufficient parking on the site. The proposed development will have a negligible impact on the adjacent road network.

**Noise and vibration**

The proposed hours of use are;

Monday to Friday	7am to 10pm
Saturday	7am to 10pm
Sunday	9am to 9pm
Public holidays	9am to 6pm

There are four potential noise sources when the facility is operational.

- 1) Activities within the building,
- 2) Staff and clients arriving and departing,
- 3) Manoeuvring of vehicles
- 4) Small scale cultural activities and events

The use of the community facility from 7am to 7pm Monday to Friday is considered to potentially generate noise that would be consistent with residential uses in the vicinity of the subject site.

The use of the community facility outside those hours is considered to potentially generate noise that could disturb residents in the vicinity of the subject site. The impact from those activities is considered to be unacceptable and it is proposed to restrict the hours of operation as follows.

Monday to Friday	7am to 7pm
Saturday	7am to 7pm
Sunday	9am to 5pm
Public holidays	9am to 5pm

A condition will be included in the consent stipulating that noise arising from the development shall be controlled in accordance with the requirements of the Protection of the Environment Operations Act 1997 and the guidelines contained in the New South Wales Environment Protection Authority Environmental Noise Control Manual.

**Services**

The subject site is adequately serviced.

**Heritage**

The subject site is not within the heritage conservation area and there are no listed heritage items within proximity of the site.

**Flora and Fauna**

The proposed development does not propose the removal of any vegetation.

#### **Natural Hazards**

The development has been considered against the relevant flood provisions of the LLEP 2014 and DCP. The subject site is not located within a flood planning area.

The development has been considered against the relevant bushfire provisions of the LLEP 2014 and DCP. A risk assessment is not required as the development is not mapped as being on Bushfire Prone Land.

#### **Man-made Hazards**

The site is not subject to any man-made hazards.

#### **Socio-Economic Impact in the Locality**

The proposal is considered to have positive impacts for the locality including the employment of persons involved in the provision of the community services. As previously indicated, the purpose of the community facility is to establish a meeting space for the cultural and linguistic diverse communities (CALD) of Leeton and a central point for the Leeton Multicultural Support Group. The community facility is considered likely to make a positive socio-economic impact on the Leeton community.

#### **The principals of Ecologically Sustainable Development:**

The proposed development will not result in any anticipated irreversible environmental damage.

#### **g) Section 4.15(c) – The suitability of the site for the development**

The subject site is considered to be suitable for the proposed development for the following reasons:

- The proposal is consistent with the relevant development controls and no adverse impacts have been identified.
- The proposed use is consistent with the land use zoning of the site.
- The site is of a sufficient land size to enable the proposed development.
- The proposed development is in keeping with the character of the local area.

#### **h) Section 4.15(d) – any submissions made in accordance with the Act or the regulations**

##### **Advertising**

The application was not required to be advertised.

##### **Referrals to Public Authorities**

The development application was not required to be referred to any public authorities.

##### **Notification**

Three (3) submissions were received during the notification period that closed on 11<sup>th</sup> November 2024.

The applicant was made aware of the submissions and was invited to make due consideration of the issues raised in the submissions and to provide a response, including details of any proposals to amend the development. Subsequently, the applicant provided a response to the submissions and an amended proposal.

The submissions raised the following matters (in bold):

##### **Traffic impacts**

The use of the proposed development is considered to generate additional traffic movements in the vicinity of the subject site. However, the impact from the traffic movements is considered to be acceptable, given the scale of the development and the broad operating hours of the facility. The proposed development will have a negligible impact on the adjacent road network.

#### **Parking**

Car parking for the proposed development is considered to be sufficient and satisfies the provisions of Part J1.5 of the Leeton Development Control Plan 2022. The impact on the adjacent public carpark is considered to be minimal.

#### **Noise**

The proposed hours of use are;

Monday to Friday	7am to 10pm
Saturday	7am to 10pm
Sunday	9am to 9pm
Public holidays	9am to 6pm

There are four potential noise sources when the facility is operational.

- 1) Activities within the building,
- 2) Staff and clients arriving and departing,
- 3) Manoeuvring of vehicles
- 4) Small scale cultural activities and events

The use of the community facility from 7am to 7pm Monday to Friday is considered to potentially generate noise that would be consistent with residential uses in the vicinity of the subject site.

The use of the community facility outside those hours is considered to potentially generate noise that could disturb residents in the vicinity of the subject site. The impact from those activities is considered to be unacceptable and it is proposed to restrict the hours of operation as follows.

Monday to Friday	7am to 7pm
Saturday	7am to 7pm
Sunday	9am to 5pm
Public holidays	9am to 5pm

A condition will be included in the consent stipulating that noise arising from the development shall be controlled in accordance with the requirements of the Protection of the Environment Operations Act 1997 and the guidelines contained in the New South Wales Environment Protection Authority Environmental Noise Control Manual.

#### **Safety and security of residents**

The proposed development is not considered to generate any impacts in regard to the safety and security of residents in the vicinity of the subject site.

#### **Loss in value of property**

The potential future economic loss, due to the impacts generated by the proposed development, is not considered to be a relevant matter in the assessment of the development application. The potential effects on property values is not easily quantifiable as they are subject to market forces and a wide range of other factors.

#### **i) Section 4.15(e) – the public interest**

The development is consistent with the aims and objectives contained in the Leeton Local Environmental Plan 2014, other relevant Environmental Planning Instruments and the Leeton Development Control Plan 2022. As discussed throughout this report, the development will not result in any significant impacts on the amenity of adjoining premises and the streetscape. The proposed development is in the public interest as it allows for the orderly and economic development of the site.

#### **4.03 Other Legislative Requirements**

##### **a) Commonwealth**

##### **Environmental Protection & Biodiversity Conservation Act 1999**



The provisions of the Environment Protection and Biodiversity Conservation (EPBC) Act only relates to proposed actions which have the potential to significantly impact on Matters of National Environmental Significance or the environment or Commonwealth owned land.

There are no matters of National Matters of Environmental Significance within the Leeton local government area and the development site is not listed as a National Heritage Place. There is not proposed to be any impact on flora and fauna as part of the development.

As a result, there will not be any impact on matters referenced in the EPBC Act and so there is not any need for any assessment to be carried out.

**b) New South Wales**

Biodiversity Conservation Act 2016	Considerations has been made under the provisions of Section 1.7 of the EPAA. Refer Part 4.01(a) of this report.
Fisheries Management Act	Considerations has been made under the provisions of Section 1.7 of the EPAA. Refer Part 4.01(b) of this report.
Local Government Act 1993	Not applicable. The proponent will require relevant approvals prior to work being carried out for water supply, sewerage and stormwater drainage.
Roads Act 1993	Not applicable. The proponent will require relevant approvals for any work carried out within the road reserve.
Heritage Act 1977	Not applicable.
Protection of the Environment Operations Act 1997	Not applicable.
Contaminated Land Management Act 1997	Not applicable.
National Parks & Wildlife Act 1974	Not applicable.
Water Management Act 2000	Not applicable.
Rural Fires Act 1997	Not applicable.

**c) Council Policies**

<b>Asbestos Policy</b>	Not applicable.
<b>Community Engagement Strategy 2022 - 2025 (incorporating Land Use Participation Plan)</b>	Refer above comments in Part 2 Notification/Community Consultation and Part 4.02(h) - Section 4.15(d) – any submissions made in accordance with the Act or the regulations.
<b>Conflicts of Interest Policy</b>	
<b>Part 4 - Where Council Staff Members or Councillors have a Potential Conflict of Interest</b>	The applicant/owner is a staff member of Leeton Shire Council.
<b>4.1 Principles</b>	
The following principles must be adhered to:	
a. If a Council staff member is the applicant and/ or landowner or is the delegated staff member to act as an applicant for a Council project / development, any discussion relating to the affected DA processing, status, etc., must be:	Noted.

<ul style="list-style-type: none"> <li>• undertaken in the staff member's (i.e., applicant) own time (if the matter is a private or personal project), and</li> <li>• held in a public location (e.g., foyer, front counter).</li> </ul>	
<p>b. If a Councillor or staff member is the applicant and/ or landowner, the Councillor or staff member must not use his/ her position:</p> <ul style="list-style-type: none"> <li>• to influence the assessing officer in the processing of his/ her application.</li> </ul>	<p>Noted.</p>
<p>c. The assessing officer is to ensure that:</p> <ul style="list-style-type: none"> <li>• all processes undertaken during the assessment of any DA are in accordance with Council's policies, procedures, and legislative requirements.</li> <li>• the applicant is not to be given any special, preferential treatment nor discriminated against.</li> </ul>	<p>All processes undertaken during the assessment of the DA are in accordance with Council's policies, procedures, and legislative requirements.</p> <p>The applicant has not been given any special, preferential treatment nor discriminated against.</p>
<p>d. Record Management controls are to be implemented:</p> <ul style="list-style-type: none"> <li>• Trim containers are to be 'blocked' where a staff member or a Council officer as delegate /applicant for a Council application is applicant / owner.</li> </ul>	<p>Noted.</p>
<p><b>4.2 Determination of Development Application</b></p> <p>Any DAs that are lodged where the applicant and/ or landowner is a Council staff member or Councillor, the DA should be processed in the normal manner, which may include determination under delegated authority.</p>	<p>The applicant/landowner is a Council staff member. The DA has been processed in the normal manner, but it required is to be determined by Council as three (3) submissions were received during the notification period. Refer below to Development Application Objections Policy.</p>
<p>If one (1) or more of the following matters are triggered, the DA is to be reported to the elected Council for determination:</p>	<p>None of the prescribed matters have been triggered.</p>
<p>a. the scale and extent of the DA lodged e.g., pergola / pool vs larger commercial proposal,</p>	<p>The scale and extent of the DA is considered to be relatively minor as it is a change of use from a dwelling to a community facility.</p>
<p>b. the proposed DA seeks a substantial variation to any performance based DCP or Council's Local Environmental Plan or policy,</p>	<p>The DA does not seek any substantial variations to the Leeton Local Environmental Plan 2014 or Leeton Development Control Plan 2022.</p>
<p>c. the proposed DA creates significant public interest and/ or large numbers of submissions,</p>	<p>The DA is required to be determined by Council as three (3) submissions were received during the notification period. Refer below to Development Application Objections Policy.</p>
<p>d. the applicant and/ or landowner is a staff member within Planning Development unless otherwise deemed exempt by the Manager Planning Building and Health, and</p>	<p>The applicant is a staff member but not within the Planning Department.</p>
<p>e. the extent of any public perception of a possible conflict of interest that may exist between the DA lodged and the applicant's and/ or landowner's relationship with the Planning Department (i.e., relevant assessment staff).</p>	<p>The public perception of a possible conflict of interest is considered to be minimal.</p>
<p><b>Part 5 - Implementation</b></p> <p>This policy is to be implemented by the Manager</p>	<p>Noted.</p>

Planning Building and Health.	
<b>Part 6 - Declarations of Conflicts of Interest</b>	
Where a staff member, team within Council, or a Councillor, is party to a development application as applicant and/or landowner, the person(s) must advise their manager or General Manager of their conflict of interest and complete the Declaration of Interest Form – Council Staff Member.	Noted.
Declarations must be made when submitting an application via the NSW Planning Portal.	
<b>Contaminated Land Management Policy</b>	Not applicable.
<b>Council Footpaths Use for Sales Advertising Structures Customer - Furniture etc</b>	Not applicable.
<b>Developer Contributions Deferred Payment Policy</b>	Not applicable.
<b>Development Application Objections Policy</b>	The application was placed on neighbour notification, in accordance with the criteria listed in Part 2 - Community Participation Plan of the Leeton Shire Council Community Engagement Strategy 2022 – 2025. Three (3) submissions were received during the notification period that closed on 11 <sup>th</sup> November 2024 As required under Part 8 of the Policy, where a Development Application is the subject of more than one objection, the matter will be submitted to Council for determination. Part 8 of the Policy also requires that staff endeavour to resolve/mediate an outcome between the objectors and the applicant. To that end, the applicant was made aware of the submissions and was invited to make due consideration of the issues raised in the submissions and to provide a response, including details of any proposals to amend the development. Subsequently, the applicant submitted a response to the submissions.
<b>Disability Inclusion Action Plan (DIAP).pdf</b>	Not applicable.
<b>Engineering Guidelines for Subdivisions &amp; Development Standards - 2022-2023</b>	The development application was not considered to require a referral to Council's Development Engineer.
<b>Environmental Sustainability Policy NQF OSHC NSW</b>	Not applicable.
<b>Heritage Strategy for Leeton Shire Council 2018-2021</b>	Not applicable.
<b>Housing Strategy - Leeton Shire Council - 2021 - 2041</b>	Not applicable.
<b>Leeton Local Strategic Planning Statement</b>	Not applicable.
<b>Leeton Shire Flood Study - Volume 1 Report</b>	Not applicable. The subject site is not in a flood planning area.
<b>Liquid Trade Waste Policy</b>	Not applicable.
<b>Low Pressure Sewer Policy</b>	Not applicable.
<b>Onsite Sewage Management Policy</b>	Not applicable.

<b>Pedestrian Access and Mobility Plan (PAMP)</b>	Not applicable.
<b>Swimming Pool Policy</b>	Not applicable.

## **5. ADMINISTRATION**

### **5.01 Conflicts Of Interest**

Members of staff must ensure that they do not engage in any activities that:

- a) Conflicts with official duties
- b) Involves using confidential information or council resources obtained through work with the council, or
- c) Discredits or disadvantages the council.

A conflict of interest arises if it is likely that a person with a private or personal interest could be prejudicially influenced in the performance of his or her public or professional duties by that interest, or that a reasonable person would believe that the person could be so influenced. Council's Code of Conduct requires staff to declare potential Conflicts of Interest and take appropriate action to resolve these situations.

No conflicts of interest arose during the assessment of this application.

### **5.02 Delegations**

The development application will be determined by the Council.

### **5.03 Disclosure of political donations and gifts**

Section 10.4 of the EPAA requires the disclosure of political donations and gifts, as defined within the Election Funding and Disclosures Act 1981.

No disclosures have been made by the applicant or any person making a submission to the application.

## **6. CONCLUSION**

### **6.01 Summary**

The development is considered to be satisfactory based on the foregoing assessment.

The development has been assessed against the matters for consideration that apply to the land to which the development application relates as outlined in Section 4.15 of the Environmental Planning and Assessment Act, 1979 as follows:

- The proposed development is, subject to the recommended conditions, consistent with the objectives of the relevant environmental planning instruments, being; Leeton Local Environmental Plan 2014 and applicable State Environmental Planning Policies.
- The proposed development is, subject to the recommended conditions, consistent with the objectives of the Leeton Council Comprehensive Development Control Plan 2022.
- The proposed development is considered to be of an appropriate scale and form for the site and the character of the locality.
- The proposed development has appropriate management and mitigation of impacts through conditions of consent.
- The proposed development, subject to the recommended conditions, will not result in unacceptable adverse impacts upon the natural or built environments.
- The proposed development is a suitable and planned use of the site and its approval is within the public interest.

### **6.02 Recommendation**

It is recommended that development application DA120/2024 for "**Change of building use to a community facility**" be approved, pursuant to Section 4.16 of the Environmental Planning and Assessment Act 1979, subject to the conditions detailed in Appendix B.

### **6.03 Determination**

I hereby adopt the above recommendation. I am unaware of any revocation of the authority delegated to me.

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Michael Peisley  
**Building Surveyor**

**Date: 4.12.2024**

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Francois Van Der Berg  
**Manager Planning, Building & Health**

**Date: 4.12.2024**

**APPENDIX A**

<b>FLOOR SPACE RATIO CALCULATIONS – DA120/2024</b>		
<b>SITE AREA</b>		
<b>Total Site Area</b>	<b>543.8</b>	<b>m<sup>2</sup></b>
<b>Exclusions</b>		
land on which the proposed development is prohibited	-	
area of the access laneway of a battle-axe lot is not part of the area of the lot	-	
community land or a public place (except as provided by subclause (7))	-	
<b>FSR Site Area</b>	<b>543.8</b>	<b>m<sup>2</sup></b>
<b>GROSS FLOOR AREA</b>		
<b>Buildings</b>		
dwelling ground floor	121.4	m <sup>2</sup>
shed	9.0	m <sup>2</sup>
the area of a mezzanine	-	
habitable rooms in a basement or an attic	-	
any shop, auditorium, cinema, and the like, in a basement or attic	-	
<b>Sub total (GFA)</b>	<b>130.4</b>	<b>m<sup>2</sup></b>
excludes:		
	-	lifts (common vertical circulation)
	-	stairs (common vertical circulation)
		basement
	-	storage
	-	vehicular access
	-	loading areas
	-	garbage
	-	services
	-	plant rooms
	-	lift towers
	-	mechanical service areas
	-	ducting
	-	car parking to meet any requirements of the consent authority (including access to that car parking),
	-	space used for the loading or unloading of goods (including access to it)
	-	terraces and balconies with outer walls less than 1.4 metres high
	-	voids above a floor at the level of a storey or storey above
<b>TOTAL GROSS FLOOR AREA</b>	<b>130.4</b>	<b>m<sup>2</sup></b>
<b>Floor Space Ratio</b>	<b>0.24</b>	
<b>LEP Floor Space Ratio</b>	<b>0.80</b>	

**APPENDIX B – DRAFT CONDITIONS OF CONSENT**

**GENERAL CONDITIONS**

**1. Approved plans and documentation**

The development is to be implemented in accordance with the plans and supporting documents set out in the following table except where modified by any conditions of this consent.

<b>Title/Plan no:</b>	<b>Ref no:</b>	<b>Sheet no:</b>	<b>Revision:</b>	<b>Prepared by:</b>	<b>Dated:</b>
Statement of Environmental Effects	15 Sycamore	1 - 7-	-	Applicant	Nil
Site Plan	15 Sycamore	-	-4	Cadtech	6.9.2024
Existing Floor Plan	15 Sycamore	-	-4	Cadtech	6.9.2024
Proposed Floor Plan	15 Sycamore	-	-4	Cadtech	6.9.2024

***{Reason: To ensure that the development is undertaken in accordance with that assessed}***

**2. Hours of operation**

The approved hours of operation for this development are:

Monday to Friday	7am to 7pm
Saturday	7am to 7pm
Sunday	9am to 5pm
Public holidays	9am to 5pm

***{Reason: To protect and preserve the amenity of the surrounding locality}***

**3. Noise levels**

Noise from the use of the community facility ( $L_{Aeq}$ ) shall not exceed the background noise level ( $L_{A90}$ ) by more than 5dB(A) at any time including any allowance for impulsiveness and tonal characteristics, when measured at the most affected residence.

***{Reason: Council requirement to prevent the generation of a noise nuisance}***

**4. Intrusive noise**

The use and occupation of the premises, including all plant and equipment installed thereon, is not to give rise to any intrusive noise, as defined under the *Protection of the Environment Operations Act 1997 (NSW)*.

Should Council consider intrusive noise has emanated from the premises, the owner/occupier of the premises will be required to submit an acoustic assessment prepared by a suitably qualified acoustic consultant recommending appropriate acoustic measures necessary to ensure future compliance with this condition and will be required to implement such measures within a nominated period. Furthermore, written certification from the acoustic consultant confirming the recommended acoustic measures have been satisfactorily implemented will be required to be submitted to Council prior to the expiration of the nominated period.

***{Reason: To protect the amenity of the surrounding environment and compliance with the Protection of the Environment Operations Act 1997.}***

**PRIOR TO THE ISSUE OF A CONSTRUCTION CERTIFICATE**

**5. Access for people with disabilities**

Access for people with disabilities shall be provided to and within the building by means of a continuous path of travel in accordance with the provisions of Australian Standard AS1428.1 from:-

- a) The main points of a pedestrian entry at the allotment boundary; and
- c) From any required accessible car parking space on the allotment
- d) Through the principal pedestrian entrance.

Full details are to be included in the documentation for a Construction Certificate application.

***{Reason: To ensure suitable access is provided to the building for people with disabilities.}***

#### **6. Sanitary facility for people with disabilities**

A unisex accessible sanitary facility shall be provided within the building in accordance with the provisions of Australian Standard AS1428.1.

Full details are to be included in the documentation for a Construction Certificate application.

***{Reason: To ensure appropriate sanitary facilities are provided for occupants of the building.}***

#### **7. Building Upgrade Requirements**

The existing building shall be brought into partial conformity with the Building Code of Australia. The following works shall be completed in conformity with the relevant provisions of the Building Code of Australia;

- a) front entrance door - widen & swing door outwards,
- b) exit signage,
- c) portable fire extinguishers,
- d) eastern external wall – cladding to eave soffit & enclose subfloor
- e) front porch – stairway and/or disability access ramp
- f) rear door – threshold, stairway & handrail
- g) accessible facility & associated airlock
- h) accessible pathway to disability carpark & front boundary

Design details are to be submitted to the appointed certifying authority prior to the release of the construction certificate.

Full details are to be included in the documentation for a Construction Certificate application.

***{Reason: To provide an appropriate level of fire safety and to ensure appropriate access and facilities are provided for occupants of the building.}***

#### **8. Off-street parking**

Off-street parking is to be provided for a minimum of 3 vehicles, including 1 for disabled persons. The design and layout of off-street parking facilities shall be in accordance with AS/NZS 2890.1:2004 - *Parking facilities - Off-street car parking* and AS/NZS 2890.6:2009 - *Parking facilities - Off-street parking for people with disabilities*.

Full details are to be included in the documentation for a Construction Certificate application.

***{Reason: to provide car parking spaces commensurate with the level of development.}***

#### **9. Sealing of vehicle manoeuvring areas**

All internal driveway, parking areas and vehicular turning areas shall be constructed with a base course of adequate depth to suit design traffic, being sealed with either bitumen seal, asphaltic concrete, concrete, or interlocking pavers and being properly maintained to facilitate the use of vehicular access and parking facilities and to minimise any associated noise and dust nuisance.

Full details are to be included in the documentation for a Construction Certificate application.



***{Reason: to provide a surface that will withstand the proposed traffic movements and to suppress dust levels so as not to cause a nuisance to adjoining properties.}***

**10. Landscaping Plan**

Landscaping shall be provided to the setback area of the property. A landscape plan shall be submitted to Council and approved prior to issue of a Construction Certificate.

The landscape plan shall include the following detail:

- a) Minimum scale of 1:200
- b) Location of all proposed trees and shrubs
- c) The species of all proposed trees and shrubs
- d) Height and spread of selected species at maturity
- e) Irrigation measures

***{Reason: to reduce the impact of the development on adjoining development}***

**11. Activity on site**

No activity is to be carried out on site until the Construction Certificate has been issued, other than:

- a) Site investigation for the preparation of the construction, and/or
- b) Implementation of environmental protection measures, such as erosion control etc that are required by this consent.

***{Reason: To ensure the construction certificate is issued prior to the commencement of works.}***

**12. Application to be made in Planning Portal**

An application for a Construction Certificate shall be submitted through the NSW Planning Portal and approved prior to the commencement of any building work, with appropriate fees being paid.

***{Reason: To ensure the applicant has submitted the appropriate documentation prior to the commencement of works.}***

**PRIOR TO THE COMMENCEMENT OF WORKS**

**13. Section 68 Approval**

An application to carry out water supply, sewerage and stormwater drainage work, under Section 68 of the Local Government Act 1993 must be submitted through the NSW Planning Portal and approved by the consent Authority, prior to the commencement of work.

***{Reason: To ensure the correct approvals under the Local Government Act 1993 have been issued.}***

**DURING BUILDING WORKS**

**14. Building Code of Australia**

All building works shall be carried out in accordance with the Building Code of Australia.

***{Reason: Compliance with prescribed conditions made under Environmental Planning & Assessment Regulation 2021.}***

**15. Construction hours**

Construction work shall only be carried out within the following time:

Monday to Friday: 7.00 am to 6.00 pm

Saturday: 8:00am to 4:00pm

Sunday and public holidays: No construction work permitted

***{Reason: Council requirement to reduce likelihood of noise nuisance}***

**16. Public access to site**

Public access to the construction site is to be prevented, when building work is not in progress or the site is unoccupied.

These prevention measures shall be in accordance with SafeWork NSW publication titled, 'Site Security and Public Access onto Housing Construction Sites' and installed prior to the commencement of any demolition, excavation or building works and be maintained throughout construction. The use of barbed wire and/or electric fencing is not to form part of the protective fencing to construction sites.

***{Reason: To comply with the requirements set by SafeWork NSW.}***

#### **17. Protection of public places**

A suitable hoarding or fence is to be erected between the building or site of the proposed building and any public place to prevent any materials from or in connection with the work, falling onto the public place. If it is intended or proposed to erect the hoarding or fence on the road reserve or public place, a separate application made under the Roads Act 1993 will need to be lodged with Council together with the associated fee.

***{Reason: To ensure the protection of the surrounding public from all building related materials.}***

#### **18. Site signage**

A sign is required to be erected in a prominent position on any work site on which building or demolition work is being carried out. The sign shall indicate:

- a) The name, address and telephone number of the Principal Certifier for the work; and
- b) The name of the Principal Contractor and a telephone number at which that person may be contacted outside of working hours; and
- c) That unauthorised entry to the work site is prohibited.

Any such sign is to be maintained while the building work, subdivision work or demolition work is being carried out, but shall be removed when the work has been completed.

***{Reason: Compliance with prescribed conditions made under Environmental Planning & Assessment Regulation 2021.}***

#### **19. Temporary Closet Facility**

Temporary closet accommodation being provided throughout the course of building operations by means of a chemical closet complying with the requirements of the Department of Environment and Climate Change or temporary connections to Council's sewer where available, such connections to be carried out by a licensed plumber and drainer.

***{Reason: To ensure all workers on site have access to toilet facilities.}***

#### **20. Erosion and sediment control - site**

Erosion and sediment control measures shall be undertaken and maintained in respect to any part of the land where the natural surface is disturbed, or earthworks are carried out.

***{Reason: To ensure no detrimental effects are caused to Council infrastructure.}***

#### **21. Erosion and sediment control – vehicles**

Materials from the site are not to be tracked into the road by vehicles entering or leaving the site. At the end of each working day any dust/dirt or other sediment shall be swept off the road and contained on the site and not washed down any stormwater pit or gutter.

***{Reason: To protect and council infrastructure and to ensure all system functions remain in good working order.}***

#### **22. Application under Section 138 of the Roads Act 1993**

A separate Council approval under Section 138 of the Roads Act 1993 is required prior to any works commencing within the road reserve, including the upgrading of access driveways for this

development. An application must be submitted to Council and approved prior to commencement of works within the road reserve.

The Section 138 application is to include:

- a) Detailed construction plans, including a long section where appropriate.
- b) Details of the contractors engaged to undertake works within the road reserve. The contractor must maintain public liability insurance cover to the minimum value of \$20 million. The policy shall specifically indemnify Council from all claims arising from the execution of the works. Documentary evidence of the currency of the policy shall be provided to Council prior to the commencement of work and upon request, during the progress of the work.
- c) A Traffic Control Plan (TCP) that has been prepared by a person with the applicable certification from Roads and Maritime Services (RMS) in accordance with AS1742.3-2009 and the RMS current version of the "Traffic Control at Worksites" manual.

***{Reason: Compliance with Roads Act 1993 Section 138 for undertaking work on a public road reserve}***

### **23. Construction vehicles**

Vehicles used in the construction of the development are to be managed such that they do not inhibit traffic flow within the road reserve. At no time are construction or delivery vehicles to block the road or private accesses without prior approval of Council through a Section 138 Application under the Roads Act.

***{Reason: to ensure traffic effects are minimised.}***

### **24. Damage to public infrastructure**

Any damage incurred to the footpath, kerbing and guttering, road or road shoulder, or any other utility services, shall be repaired/restored at full cost to the Developer and in accordance with Council's adopted AUS-SPEC #1 Development Specification Series - Construction standards. Should the Developer not complete repairs as necessary, and/or as directed by Council, Council will undertake such repair work(s) and recover the cost(s) from the Developer.

Note: It is recommended that the Applicant record the existing conditions of all footpaths, road and other Council property adjoining the subject site prior to the Contractor taking possession of the site).

***{Reason: Implementation of Council policy}***

### **25. Approved Plans**

A copy of the stamped approved plans shall be kept on site for the duration of site works and be made available upon request to either the Principal Certifier or an officer of the Council.

***{Reason: To ensure the Principal Contractor has access to the approved plans.}***

## **PRIOR TO ISSUE OF AN OCCUPATION CERTIFICATE**

### **26. Occupation**

The premises shall not be occupied until the Occupation Certificate has been issued.

***{Reason: Compliance with Section 42 of the Environmental Planning & Assessment (Development Certification & Fire Safety) Regulation 2021.}***

### **27. Application for any Occupation Certificate**

Application for any Occupation Certificate shall be submitted through the NSW Planning Portal and approved by the Principal Certifier prior to occupation of the building.

***{Reason: Compliance with Section 37 of the Environmental Planning & Assessment (Development Certification & Fire Safety) Regulation 2021.}***

### **28. Completion of works**

All works prescribed by this consent (conditions 5, 6 and 7) are to be completed prior to the issue of an occupation certificate.

***{Reason: To ensure compliance with Section 42 of the Environmental Planning and Assessment (Development Certification & Fire Safety) Regulation 2021.}***

**29. Sealing of vehicle manoeuvring areas**

Prior to the issue of an Occupation Certificate, the sealing of all internal driveways, parking areas and vehicular turning areas required under condition 9 shall be completed.

***{Reason: to provide a surface that will withstand the proposed traffic movements and to suppress dust levels so as not to cause a nuisance to adjoining properties.}***

**30. Parking spaces**

Prior to the issue of an Occupation Certificate, delineation and signage shall be provided to distinguish designated parking spaces.

***{Reason: to provide car parking spaces commensurate with the level of development.}***

**31. Landscaping**

Prior to the issue of an Occupation Certificate, the landscaping required under condition 10 shall be completed.

***{Reason: To maintain and improve the aesthetic quality of the development}***

**32. Final Fire Safety Certificate**

Prior to the issue of an Occupation Certificate, a Final Fire Safety Certificate issued by an appropriately qualified person shall be obtained for all the Essential Fire Safety Measures installed in the building. A copy of the Fire Safety Certificate shall be submitted to the Commissioner of NSW Fire Brigade and Council and prominently displayed in the building.

***{Reason: To ensure compliance with Section 41 & 85 of the Environmental Planning and Assessment Development Certification & Fire Safety Regulation 2021.}***

**33. Sewer Service & Stormwater drainage diagrams**

The contracted plumber as the "responsible person" must submit a Sewer Service Diagram (SSD) and stormwater drainage diagram to Leeton Shire Council as the delegated Water Authority, and the owner of the land or owner's agent for all plumbing and drainage work on a sanitary drainage system. The SSD is required to be submitted Prior to the issue of any Occupation Certificate. The plans must comply with the following requirements;

- a) A4 and A3 SSD Templates are available via the Fair Trading website
- b) For all drawings larger than A3 only PDF & AutoCAD versions are accepted using the correct Fair Trading SSD legend and sign off template.
- c) All drawn and required text information on the diagram must be complete and legible in a fine point black pen
- d) SSD must be drawn to a scale. Preferred scales are: 1:100; 1:200; 1:250;1:500
- e) North point must be shown on the diagram
- f) Include only symbols and abbreviations as shown on the template legend
- g) All lettering and figures are to be drawn clear and legible
- h) Diagrams are only to show sanitary drainage up to the point of connection within the property boundary, property boundaries and building outlines
- i) Clearly show the sanitary drainage layout up to the point of connection within the property boundary indicating all internal points, external drainage, trade waste and any greywater treatment / diversion system up to the point of connection with the Network Utility Operator's sewer including any existing sanitary drainage remaining in use on the property
- j) Street name and number (for street frontage) and/or Lot number and DP (deposited plan) number.
- k) Suburb and municipality

- l) if there is no connection to a Network Utility Operator's sewer please label as private sewer, community title, onsite septic tank or AWTS etc.

***{Reason: To comply with the requirement of NSW Fair Trading and Leeton Shire Council as the delegated Water Authority.}***

**34. Rectification of damage to public infrastructure**

Prior to the issue of any occupation certificate, any damage to Council infrastructure in, on or under the road reserve as a result of works undertaken for the development site shall be rectified by the Developer to the satisfaction of the Council so as to ensure the integrity of public infrastructure. Any damage to Council's infrastructure which is obvious before construction is to be immediately notified to Council to avoid later conflict.

***{Reason: To ensure that any damage to Council's property is at the full cost to the developer. Environmental Planning & Assessment Act 1979 Section 4.15 (6) (a)}***

**ONGOING USE**

**35. Maintenance**

The sealing of the vehicle access driveway is to be always maintained.

***{Reason: to ensure the access remains suitable and the road reserve is maintained safe with no obstructions.}***

**36. Annual Fire Safety Statement**

The owner of the building shall ensure the Essential Fire Safety Measures are inspected and an Annual Fire Safety Statement issued. A copy of the Annual Fire Safety Statement shall be submitted to the Commissioner of NSW Fire Brigade and Council and prominently displayed in the building.

***{Reason: To ensure compliance with Part 12 of the Environmental Planning and Assessment Development Certification & Fire Safety Regulation 2021.}***

**37. Lighting**

Any lighting of the premises is to be designed, positioned, and installed, including appropriate shielding and orientation of the lighting fixture, as to not give rise to obtrusive light or detract from the amenity of surrounding properties in accordance with Australian Standard 4282:1997 - Control of the obtrusive effects of outdoor lighting.

***{Reason: To protect and preserve the amenity of the surrounding locality}***

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5<sup>th</sup> November 2024



Jackie Kruger  
General Manager  
Leeton Shire Council Chelmsford Place  
LEETON 2705

Dear Madam,

Subject: Development Application No. DA 120-2024

With regards to the proposed development at 15 Sycamore Street, Leeton I strongly object to this proposal on the following grounds.



This proposal affects the integrity of my property and also others in the area. I paid a significant amount when I purchased this property and I believe that a facility of this nature will de-value my home.

Sycamore Street is a very busy street and cannot handle any more traffic, car, bus or foot as the street is already inadequate for the amount of traffic that it carries on a daily basis.

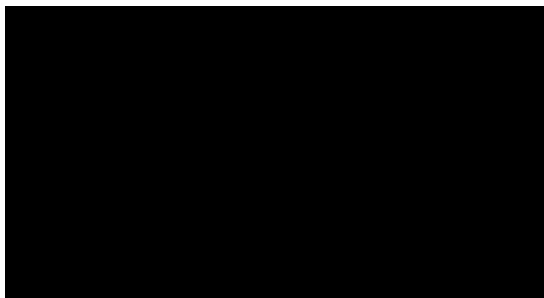
The car park mentioned in the proposal is a public facility which is at capacity level on any given day. This parking area compensates for the lack of parking in the main street of Leeton and not for a proposed development of this kind, which by most council requirements must provide parking for its clients. Any further use by the number of vehicles proposed in the submission would be detrimental and a burden on the residents of Leeton.

At the present time there is enough persons wandering around this part of the town and when the Department of Housing completes its refurbishment of its two blocks of units on the corner of Sycamore Street the area will be even more congested. Any more persons lingering in this residential area will only add to anxiety and depression.

I believe my safety is at risk as the proposed facility is to be open 7 days a week from 7am until 10pm weekdays and from 9am until 10pm on Saturday and 9am until 9pm on Sunday. These hours are completely unacceptable and there is no other facility in the area that has a 14 hour and 15 hour opening time. The number of clients expected to use this facility on any given day is a quite large.

This proposal has total disregard for the residents of the area many of whom are parents of young children and older folk who like to retire before late in the evening. The comings and goings late at night will be totally unacceptable in a residential area where, until now we have had privacy and felt safe in our homes.

This proposal, if it passes through council will have a detrimental effect on my mental health and I will no longer feel safe in my home.



**Michael Peisley**

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**From:** Francois Van Der Berg  
**Sent:** Monday, 11 November 2024 2:56 PM  
**To:** Michael Peisley  
**Subject:** FW: Concerns DA120-2024 15 Sycamore Street Leeton [REDACTED]

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**From:** [REDACTED]  
**Sent:** Wednesday, 6 November 2024 9:29 AM  
**To:** Leeton Shire Council <[Leeton\\_Shire\\_Council@leeton.nsw.gov.au](mailto:Leeton_Shire_Council@leeton.nsw.gov.au)>  
**Subject:** Concerns DA120-2024 15 Sycamore Street Leeton

General Manager,

As a nearby resident I wish to raise concerns regarding this DA and the proposed change of use of this address from residential to the proposed business/community facility.

Given the location and proximity to the main street and council's car park I do not envisage major disruptions during the course of normal business hours which I would describe as generally as being within the timeframe of 8am to 6pm Monday to Friday and 8am to 1pm on a Saturday.

[REDACTED] I also note [REDACTED] a commercial facility that that operates under late night trading - The Bottle-O.

The difference being that the proposed facility is looking to operate 7 days per week and operate from 7am to 10pm during the week and 9am to 10pm on Saturday as well as 9 am to 9pm on Sunday. I also note the intention to operate on public holidays. The expected number of clients at any one time being 25-30 people with planned events - presumably outside of normal hours. I also note that as publicised in the local media that the events conducted by the Multicultural Support Group have been well attended and supported, indicating an attendance of greater than the indicated 30 people in the DA application.

The Bottle-O by comparison while operating into the evening given the drive through nature of the business and the capacity for only a few vehicles at any one time rarely has more than 10 people attending at any one time and given that they are in for the most part in their vehicles are not remaining in the area or creating any additional disturbance to nearby neighbours.

I am supportive of the proposed use of 15 Sycamore Street within the hours of 8am to 6pm on weekdays and 8am to 1pm on Saturday. Operating outside of those hours would cause additional disturbance to nearby residents and change the nature of the area from its current residential intentions. Surely there are other locations that can continue to be utilised by this group for those outside of hours activities, just as they have done to date.

I therefore do not oppose the DA application within the normal hours I have indicated above, but request the conditions to exclude any activities or operations outside of those hours.

[REDACTED]





10 November 2024

Dear Madam,

**Re: Development Application DI20-2024**

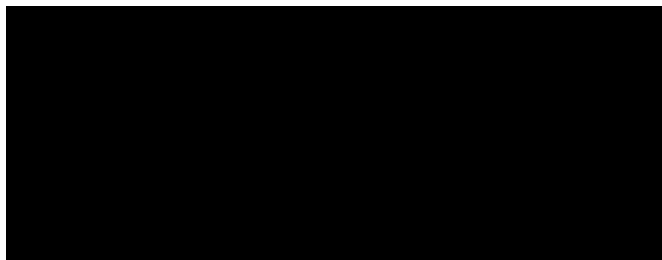
**15 Sycamore Street Leeton**

As [REDACTED] neighbours and regular foot traffic users to this above mentioned address we strongly oppose the proposed adjustment to the current residential usage.

The proposed hours of operation are of most concern to us.

The possibility of an increase in gatherings of users to this proposed facility are also of a significant disruption to local residents using the footpaths adjacent to this address. Current users of this thoroughfare already have anxiety with walking in close proximity to groups of people.

We are aware of vacant properties which already allow for this type of development and would emphasize the need for this property to remain as residential use, which is in demand for its location to most of Leeton's services.





22/11/2024

Michael Peisley, Building Surveyor  
Leeton Shire Council  
23-25 Chelmsford Place  
Leeton NSW 2705

Dear Michael

**In reference to: Submissions DA120-2024 15 Sycamore Street, Leeton**

Thank you for sending the three submissions about this proposed development and for the invitation to provide a response.

It is clear that the main concern is about the hours of operation which I can well understand. There were two reasons why I wrote those hours in Section 2 of the Statement of Environmental Effects (SOEE):

- I was advised to write the extreme possibility of hours that the building might be used
- The SOEE does not allow for flexibility, explanation or comment about the required responses

The times of operation included on the SOEE were to cover any possible eventuality.

In reality, the main hours of use would be usual business hours because the primary intended use will be for members of Leeton Multicultural Support Group (LMSG) to meet with agencies, organisations and clients – hence the need for meeting and office spaces. If LMSG receives grant funding and is able to employ a member of staff, that person would be working during usual business hours. However, the members of LMSG occasionally need to meet someone outside the hours of 9am-5pm before they have to go to work or after their work has finished for the day. These are usually one-on-one meetings and could normally be at about 8am (but possibly a bit before) or 6pm (usually finished by 8pm). These could be on any day Monday-Friday. However certainly there will not be people at the building regularly at these times.

The building will be used on some weekends or possibly public holidays, predominantly:

- for volunteer English classes to cater for those who want to improve their English/Australian language skills and cannot attend classes at other times due to their employment or visa restrictions.
- in case different cultural groups need a space to get together.

It will not necessarily be used every weekend or public holiday, but again this could not be expressed on the SOEE.

Unfortunately, the responses within the SOEE have created an unrealistic impression of what is intended for the use of this building. I am sorry if it has conjured ideas that people are going to be consistently coming and going at all hours which will not be the case. There are residential buildings that regularly have a lot more noise and comings and goings than this building will have.

Again, the maximum numbers of people at any one time, written into the SOEE were to cover any possible eventuality but 25-30 people or 4-6 staff would not be there regularly or even very often. At any one time, especially during business hours, the possibility of more than 5 or 6 cars visiting this building would not be a frequent occurrence. If there is an interagency meeting, people usually travel to Leeton together, sharing a car. I would hope that there wouldn't be any inconvenience caused to anyone wanting to use the Sycamore Street public carpark because of this building. From observation and comments by a few people, there is for most hours of the day, every day for

months, a car parked just in front of 15 Sycamore Street, belonging to a resident of 17 Sycamore Street. So apart from the potentially 3 spaces on the property, it is more desirable for any cars to be parked in the public carpark rather than along the street in front of people's houses. In the case of a cultural meeting, many people walk within Leeton as they don't own a car.

It must be said at this point, that if this DA is approved and the building is to have a change of use to a community facility, it will be up to the committee members of LMSG to create the guidelines for conduct and use which will also contain any restrictions about activities, noise levels, numbers of people involved and the hours of operation including the evening and weekend hours.

The Mayor, General Manager and members of Leeton Council know the LMSG committee members so I hope and expect that they will have confidence in LMSG to be considerate, respectful and reasonable in delineating the acceptable activities for this building. This will bear in mind people who live in close proximity and also for the reputation of Leeton and the work for which LMSG is already recognised. The afore-mentioned may also know some of the spokespeople/leaders of the CALD communities who are respected members of the Leeton community.

The activities/events such as the Harmony Day, Eid and other cultural/religious celebrations as well as the multicultural festival will definitely not be held at 15 Sycamore Street. They will continue to be held elsewhere in Leeton and surrounding areas as they potentially attract larger numbers of people and disturbances.

As for the concerns about the safety and security of residents and also the fear of devaluing the market of residential properties:

- for many years, the unit complex at 17 Sycamore Street has had an undesirable reputation, often for good reason
- also for many years, the Salvation Army at the corner of Sycamore Street and Maple Street has been a refuge for many people and has provided care and services for a variety of social issues – including weekends and outside business hours
- the library which is very close, also on Sycamore Street has always had members of the public visiting the premises after hours including nights and weekends to attend differing events, meetings and activities
- the Bottle-O mentioned in a submission has the potential to attract drunken, offensive behaviour

Residents of all ages and backgrounds, including older people and families, continue to settle in this vicinity. buy properties and live peacefully.

When considering the purchase of 15 Sycamore Street, I spoke to residents, volunteers and employees in close proximity to the property who assured me they hadn't faced any major problems over the last number of years. The tenants of 15 Sycamore Street, were a family with 3 small children and had lived there for 5 years.

There is no reason why this proposed community facility should attract threatening, undesirable or unacceptable behaviour any more than the library, Salvation Army or nearby churches and their halls.

Also the market value of housing and rent is still as comparable in this vicinity as it is anywhere else in Leeton.

With the right upkeep, respect and careful management of this facility, that too would remain as it is.

Yours sincerely



Susie Rowe

**10. CONFIDENTIAL MATTERS**

**11. COUNCILLOR ACTIVITY REPORTS**

**AUTHOR/S:** Executive Assistant to General Manager and Mayor  
**APPROVER/S:** {custom-field-approver}

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**RECOMMENDATION**

THAT Council notes the Councillor activity reports submitted for the period between 27 November 2024 to 18 December 2024.

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<b>Cr George Weston</b>	
29 November 2024	RAMJO Extraordinary Board Meeting
3 December 2024	Council Quarterly Update with MLHD
8 December 2024	Light Up Leeton
9 December 2024	Australia Day Committee Meeting & Unveiling of the Bust of George Conson at Roxy Theatre
10 December 2024	Leeton Public School End of Year Presentation Day
12 December 2024	One School End of Year Presentation Day
13 December 2024	Leeton High School End of Year Presentation Day
16 December 2024	Leeton Golf Clubhouse Inspection & Wamoon Public School End of Year Presentation Day
18 December 2024	Yanco Agricultural High School End of Year Presentation Day & visit with The Hon. Sussan Ley MP

<b>Cr Tracey Morris</b>	
27 November 2024	Roxy Community Theatre Volunteer Training
28 November 2024	Murray Darling Association Region 9 Meeting in Griffith
9 December 2024	Unveiling of the Bust of George Conson at Roxy Theatre
16 December 2024	Leeton Golf Clubhouse Inspection & Roxy Redevelopment Committee Meeting

<b>Cr Nicholas Wright</b>	
27 November 2024	CSP Focus Group 'Effective Local Government' Community Session
28 November 2024	Light Up Leeton Committee Meeting
8 December 2024	Light Up Leeton

9 December 2024	Unveiling of the Bust of George Conson at Roxy Theatre
11 December 2024	Flood Risk Management Committee Meeting
12 December 2024	Whitton-Murrami Public School End of Year Presentation & Light Up Leeton Final Debrief Meeting
16 December 2024	Whitton Courthouse and Museum Committee Meeting

## **12. CONCLUSION OF THE MEETING**