



LEETON
SHIRE COUNCIL

Council Committee Information & Terms of Reference Book

**(Section 355, Advisory/ Working Groups
& Action Committees)**

August 2025

DOCUMENT CONTROL

RESPONSIBLE OFFICER:	Manager Governance, Corporate & Customer Service				
REVIEWED BY:	Director Corporate & CFO / Senior Management Team (SMT)				
LINK TO CSP/DELIVERY PROGRAM/OPERATIONAL PLAN:	DP Strategy: 4.9 Host major destinational events including Art Deco Festival (annual), SunRice Festival (bi-annual), Chill and Grill (annual) and Outback Band Spectacular CSP: Cc2 Cc3 Ec7 OP: 4.9.3 Help coordinate the biannual SunRice Festival in association with the Leeton Sunrice Festival Committee (355 Committee) DP Strategy: 9.1 Deploy reliable and efficient corporate and project governance CSP: L5 OP: 9.1.1 Prepare and issue Council business papers, meeting minutes, and coordinate Council Committee reports back to Council DP Strategy: 1.4 Promote and support volunteering, both in Council and in the community, including the celebration of Volunteer Week CSP: Cc1 L3 L4 OP: 1.4.1 Manage Council's volunteer program and support Leeton Connect to promote volunteering across the Shire DP Strategy: 1.6 Support a range of local community events including International Women's Day, Grandparents Day, International Day of People with Disability, Australia Day, Light Up Leeton and Fiesta La Leeton CSP: Cc1 Cc2 OP: 1.6.1 Coordinate key Council led community events including Australia Day, Light Up Leeton and Fiesta La Leeton DP Strategy: 1.9 Provide halls for communities to meet, with the support of local hall Committees in Whitton, Murrarni and Yanco CSP: Cc1 OP: 1.9.2 Provide access to Yanco, Murrarni and Whitton Community Halls through Section 355 Committees DP Strategy: 2.2 Support the Whitton Museum Committee CSP: CC2 L1 CC4 OP: 2.2.1 Support the Whitton Museum Committee (355) DP Strategy: 9.3 Deploy reliable, efficient and effective financial management CSP: L5 OP: 9.2.1 Achieve long term financial sustainability				
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1	July 2025	New document – supersedes previous Terms of Reference	Manager Governance	Council	24/240

REVIEW OF THIS DOCUMENT

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

Any major amendments to the document must be made by way of a Council Resolution. Minor amendments such as corrections to spelling, changes to wording for improved clarity, formatting and updates to the Appendixes may be made with approval from the General Manager.

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1. Introduction

Leeton Shire Council has a strong tradition of working with its community through a range of Committees. These Committees strengthen the connection between Council and residents by providing valuable insight into local needs, issues, and aspirations—and in some cases, delivering direct services.

Council operates three (3) types of Committees: Section 355, Advisory, and Action Committees. Each plays an important role in fostering collaboration, encouraging shared responsibility, and delivering meaningful outcomes, particularly in areas such as cultural events, facility management, and community planning.

Community Committees are formally appointed by resolution of Council under the provisions of Section 377 of the *Local Government Act 1993*. These Committees are established entirely at the discretion of Council and may be altered, withdrawn, or amended at any time.

Committees are legally part of Council and act on its behalf within the scope of their delegated functions. Committee members should be aware that their actions carry the same legal and liability implications as those of Council. The authority given to each Committee is clearly set out below and in the Committee's Terms of Reference

Purpose of Community Committees

Committees give the community a formal voice in Council's decisions. They bring local knowledge, lived experience, and practical ideas to help shape Council priorities and plans. Their work supports long-term goals, like *Leeton on the Go 2035*, and gives residents a way to actively influence what happens in their community.

By listening to Committee feedback, Council can better understand community expectations, identify challenges early, and deliver more responsive services and programs.

What is a Section 355 Committee?

A section 355 Committee is a volunteer group that is formally appointed by Council.

At its discretion, Council may delegate some of its functions (e.g. managing assets such as halls and open spaces) to a Committee. Sections 355(b) and 377 of the *Local Government Act 1993* (NSW) (the Act) allow Council to do this.

Section 355 Committees support local communities to actively participate in Council operations.

Each Committee should:

- reflect Council's vision and objectives
- inform Council of their local communities' current and future needs for the community asset/s they manage.

Each Committee is made up of local community members. While no qualifications are necessary to be a member of a Committee, a positive commitment to the Committee's activities and a willingness to be actively involved in Committee activities/issues is essential. A basic knowledge of meeting procedures is beneficial. While the Council remains ultimately responsible for all decisions and finances, Section 355 Committees operate within approved delegations, Council policies and frameworks.

2. What is an Advisory Committee?

Advisory Committees are formally established by Council to provide expert advice and community perspectives on strategic issues, plans, and initiatives. These Committees do not have delegated authority but instead play a **consultative and advisory role**.

They are made up of:

- Local volunteers with relevant experience or knowledge.
- Representatives from stakeholder groups or specific sectors (e.g., heritage, environment, arts).
- Councillors and Council staff (as appropriate to each Committee's focus).

Advisory Committees:

- Offer guidance on specific topics, such as environmental sustainability, town planning, or heritage conservation.
- Support community-led initiatives by acting as sounding boards for ideas and helping Council assess proposals.
- Enable residents to participate in shaping Council policy and priorities in a structured and constructive way.

Although these Committees do not manage budgets or projects directly, their recommendations are highly valued. Council considers their input before making final decisions.

3. What is an Action Committee?

Action Committees support Council by undertaking specific tasks or activities that help achieve defined community goals. While they are not formally delegated to make decisions on behalf of Council, they can provide recommendations and play an active, hands-on role in delivering events or local initiatives.

These Committees typically focus on areas such as community events and place-making. They provide a structured and effective way for community members to participate in meaningful local action.

Acting as a bridge between the community and Council, Action Committees ensure that local needs, concerns, and ideas are heard. Through their involvement, they help inform Council's decisions by offering practical insights and suggestions relevant to their area of focus.

4. Committee's Terms of Reference

Each Committee operates under a Terms of Reference (ToR), which sets out what it can and cannot do. Council reviews these regularly, including after elections or if requested by the Committee or General Manager.

5. What Section 355 Committees cannot do

Some responsibilities remain strictly with Council. Committees **may not** make decisions about:

- fixing of charges or fees (noting the Committee may submit recommendations to Council about the fixing of charges and fees for the use of the facility under its control),
- waiving fees or charges. Committee **cannot** waive fees or charges, only Council has the authority to waive a fee or charge.
- borrowing any monies without the prior written consent of Council on each such occasion,
- the sale, lease or surrender of any land or other property vested in its care,
- the acceptance of tenders, which are required to be called by Council,
- a decision under section 356 of the Act to contribute or donate money to individuals or organisations unless prior approval has been granted from Council,

- making submissions to government on policies or their implementation, without the prior written consent of Council,
- the carrying out of any work on or to the facility including alterations, reconstruction or construction, without the prior written consent of Council (this does not include minor maintenance work). Council will not reimburse the Committee without prior written consent,
- unreasonably withholding consent for the hiring of the facility to any group that agreed to comply with and adhere to the rules adopted for the use of the facility, providing the acceptable hiring period is available,
- no payment is to be made to Committee members or volunteers without prior written approval from Council.

The Committee must observe any rules and regulations determined by Council about the facility/function under its management and control.

If a Committee (including Action and Advisory Committees) operates outside its authority or delegated functions, Council may disband the Committee.

6. Membership

Council aims for Committees to reflect the diversity of the Leeton Shire. Membership should be fair, inclusive, and based on merit.

Recruitment

At the start of each Council term and when required, committee membership opportunities are publicly advertised via an Expression of Interest process. Applicants must meet the published eligibility criteria.

In some cases, Council officers may directly invite or nominate specific community members to participate on a Committee.

Applications are assessed on knowledge, skills, lived experience, and commitment to the Committee's focus area (e.g. heritage, events, facilities). This process ensures a balance of perspectives and broad community representation.

Selection and Appointment

Council staff review applications and provide recommendations. Final appointments are confirmed by Council resolution. Members normally serve for the full Council term (4 years) unless otherwise determined.

Filling Vacancies

If a vacancy occurs mid-term, Council may either directly appoint a replacement or reopen the recruitment process, depending on the circumstances.

This approach ensures Committees remain representative, engaged, and effective.

7. Committee's Role

Committees are advisory and administrative in nature — all final decision-making authority remains with Council.

Working in partnership with Council, Committee members are expected to:

- Act in the best interests of the community.
- Work cooperatively and respect diverse views.
- Support Council's strategic goals and policies.
- Contribute their time, skills, and experience to the Committee's work.

8. Code of Conduct

Committee members must follow Council's **Code of Conduct**, which sets standards for ethical and respectful behaviour.

Members are expected to:

- Act honestly and in good faith.
- Treat others with respect and courtesy.
- Avoid conflicts of interest.
- Maintain confidentiality where required.
- Use Council resources responsibly.

Breaches of the Code may result in removal from the Committee.

9. Training and Development

Council provides training and resources to help Committee members carry out their roles effectively.

This includes:

- Induction sessions for new members.
- Guidance on governance, meeting procedures, and recordkeeping.
- Training on WHS, Risk Management, and financial responsibilities (if applicable).

Participation in training is **compulsory**, as it supports good governance and strengthens the Committee's ability to deliver for the community.

10. Committee Structure

Committees are usually made up of **Executive Members** and **General Members**. Executive Members are chosen at the first meeting of the Committee's new term and re-elected each year at the Annual General Meeting (AGM).

Executive positions usually include a **Chairperson**, **Deputy Chairperson**, and **Secretary**, with a **Treasurer** added for Section 355 Committees. Executive roles are held for twelve (12) months. General Members are appointed for the full four (4) year Council term, either through the Expressions of Interest process or nomination by a Council Officer.

To take on Executive roles (Chairperson, Deputy Chairperson, Secretary, or Treasurer), members should have access to a computer or smart device, be comfortable with email, and have basic computer skills.

To maintain fairness and avoid conflicts of interest, no more than two (2) immediate family members may serve on the Executive at the same time. In Section 355 Committees, Executive Members may also be responsible for financial management.

Voting Rights

Each appointed community member and nominated Councillor representative holds one (1) vote on matters considered by the Committee. In the event of a tied vote, the Chairperson exercises a casting vote.

Council staff (unless specifically appointed as a member) including the Committee Liaison Officer, **do not** hold voting rights.

Although the Chairperson provides leadership, all Committee Members have equal decision-making rights. The Chairperson only uses a casting vote when necessary.

Chairperson

The Chairperson provides leadership, encourages collaboration, and ensures meetings are effective and compliant with Council procedures.

Key Responsibilities include:

- Following Council's Code of Meeting Practice at all times.
- Chairing meetings and representing the Committee in formal or public settings.
- Supporting long-term planning and direction.
- Ensuring all members, volunteers and contractors register to sign On/Sign Off (**Appendix 6**) sheet for all Committee meetings and activities.
- Ensuring Committee adheres to Council's policies and procedures, including WHS and Risk Management.

Meeting-specific responsibilities:

- Before a meeting: Prepare the agenda with the Secretary and ensure the meeting is properly convened (quorum present).
- During a meeting: Chair the meeting, welcome members and guests, maintain focus, encourage participation, ensure procedures are followed, and confirm all recommendations are recorded for Council.
- Closure of the meeting: Formally close the meeting and confirm the date/time of the next meeting.

Deputy Chairperson

The Deputy Chairperson steps in whenever the Chairperson is unavailable and performs all responsibilities of the Chairperson during that time.

Secretary

The Secretary coordinates all administrative aspects of the Committee.

Key responsibilities include:

- Managing correspondence and distributing meeting notices and agendas (**Appendix 1**).
- Taking and distributing minutes (**Appendix 3**).
- Maintaining records and providing them to the Council Liaison Officer.
- Assisting with bookings, forms, payments, and bond refunds (if applicable) (**Appendix 5**).
- Supporting the Chairperson with administrative tasks.

Meeting-specific responsibilities:

- Before a meeting: Prepare and distribute the agenda at least seven (7) business days in advance.
- During a meeting: Take minutes, accurately record motions, amendments, and recommendations for Council.
- After a meeting: Type and distribute minutes within ten (10) days after the meeting, complete any assigned actions, and provide all records to the Council Liaison Officer.

Treasurer (Section 355 Committee's Only)

The Treasurer manages financial transactions and ensures compliance with Council procedures.

Key responsibilities include:

- Managing income and expenditure (**Appendix 2**).
- Keeping accurate financial records, including receipts and invoices.
- Preparing and submitting financial reports for AGMs or audits.
- Ensuring all financial activity aligns with Council's Procurement Policy.
- Providing financial documentation to Council or the Committee as requested.

Councillors

Appointed Councillor representative/s are required to attend Committee meetings, preferably in person.

An alternative Councillor may be nominated to attend if required. The Mayor and other Councillors have a standing invitation to attend Committee meetings in a non-voting, observer-only capacity.

Council Liaison Officer

Committee is supported by a dedicated Council Liaison Officer, appointed by the General Manager.

Key responsibilities include:

- Governance and Compliance: Review and maintain Terms of Reference, ensure compliance with Council policies, Code of Conduct, and Code of Meeting Practice.
- Training and Induction: Coordinate member induction, including WHS, risk management, insurance, and WWCC compliance.
- Administration and Records: Maintain records (attendance, correspondence, minutes, financials), support meeting administration, prepare agendas and minutes if Secretary is unavailable.
- Reporting: Prepare at least quarterly reports for the Ordinary Council Meeting, including minutes, financial statements, and general updates. Time-sensitive matters may be reported earlier to Council.

11. Meeting and Reporting Requirements

Committees must follow clear processes for meetings and reporting to ensure transparency, accountability, and efficiency. Meetings are conducted according to Council's adopted **Code of Meeting Practice**.

General Meeting Rules

Meetings require a quorum, proper notice, an agenda, and accurate recordkeeping. Committees should schedule meetings at convenient times, ideally at the facility itself or at another suitable community venue (e.g., library, community hall). Meetings must not be held at private residences.

Attendance

Members are expected to attend all scheduled meetings and contribute actively. Missing three (3) consecutive meetings without an approved apology may result in removal from the Committee.

Councillors unable to attend must arrange a substitute. Remote participation may be approved in special circumstances (illness, travel, accessibility) if requested in advance.

Quorum

A valid meeting must include at least one (1) Councillor and a majority of appointed community members. If a quorum is not present, informal discussions may proceed, but decisions must be ratified at the next meeting.

Annual General Meeting (AGM)

Section 355 Committees must hold an AGM each year. The date is set at an ordinary meeting and publicly advertised at least fourteen (14) days in advance.

At the AGM:

- The Chairperson presents an annual report of activities.
- The Treasurer presents the annual financial report for adoption (submitted to Council for audit).
- Members elect office bearers for the next financial year. Only existing members may vote.
- New members may join after the election but cannot vote.

An ordinary meeting may follow immediately after the AGM.

12. Conflicts of Interest

Committee members must always act in the public interest. Decisions should never be influenced by personal or financial gain.

A **conflict of interest** arises when your private interests could affect, or be seen to affect, your role on the Committee.

This includes:

- Pecuniary conflicts: where there is a reasonable chance of financial gain or loss (e.g. your business could benefit from a decision).
- Non-pecuniary conflicts: where personal relationships, affiliations, or loyalties may affect impartiality (e.g. family or close friends could benefit).

Declaring a Conflict

Conflicts of interest must be declared at the start of the meeting, recorded in the minutes, and documented using the Conflict of Interest Declaration Form (**Appendix 4**). The completed form is included with the meeting records.

What Happens Next

- Members with a **pecuniary interest** must leave the room while the matter is discussed.
- For **significant non-pecuniary interests**, the same rule applies.
- For **minor non-pecuniary interests**, members may stay and participate if it is considered appropriate.

Declaring interests protects both the Committee's integrity and the reputation of individual members.

13. Financial Management (Section 355 Committees and some Action Committees)

General Responsibilities

Committees must follow the same financial standards as Council. All funds and assets belong to Council, even if they are held in a separate Committee bank account. Money received or spent must relate only to the functions that Council has delegated to the Terms of Reference for each Committee.

Rules for Managing Money

- Bank Accounts: Must have two (2) signatories — the Treasurer and one other executive member. Council must be notified of account details and signatories. Note: Signatories can not be from the same family.
- Record Keeping: Keep clear and accurate records of all income, expenses, and reconciliations, with receipts.
- Reporting: All funds received or spent must be disclosed at Committee meetings. Financial statements, , and end-of-year accounts must be included in quarterly reports to Council.
- Council Policies: Committees must follow Council's Procurement Policy (including obtaining quotes) and Revenue Policy (including fees and charges).
- Restrictions: Committees cannot issue donations, enter contracts, or change fees without Council's approval. (Exception: Leeton SunRice Festival Ambassador fundraising — see Committee's Terms of Reference.)
- Use of Funds: All money raised must directly support the Committee's agreed purpose and activities.
- Audited Financial Statements: Committees utilising Council's ABN **are not** required to submit audited financial statements to Council.

The Treasurer is responsible for bookkeeping (**Appendix 2**). Records can be kept electronically (preferred) or in hard copy, using spreadsheets, accounting software, or proper record books.

Receiving Money

- Prefer direct deposit into the Committee bank account.
- Never deposit into a personal account.
- When receiving cash or cheques, issue a Committee receipt and keep a duplicate for audit purposes.

Spending Money

- Pay bills by cheque, online banking, or direct deposit, keeping receipts for all payments.
- Cheques must:
 - Be signed by two (2) authorised signatories.
 - Be crossed and marked *Not Negotiable*.
 - Be made out to a person or organisation (not "Cash" unless for petty cash).
 - Never be pre-signed in blank.
- Committees **cannot** spend more than \$5K without written (via email) approval from the Council Liaison Officer's Director.

Donations and Contributions

Any funds or items donated to a Committee become Council property. Funds and or items are required to be used to improve the facility or towards the specific event for which they were given.

Community groups (such as charities or sporting clubs) may donate items to improve a facility, but they must be told that these items will belong to Council and not remain for their exclusive use.

Recordkeeping

Committees must keep accurate records to ensure accountability and transparency. Records include:

- Meeting minutes and decisions.
- Financial transactions.
- Volunteer agreements.
- Correspondence.
- Insurance documents.

Records must be stored securely, either digitally or on paper, and kept for at least seven (7) years.

The Council Liaison Officer will upload all official records into Council's electronic system (HP Content Manager/Trim). Good recordkeeping makes reporting, auditing, and handing over between Committee terms much easier.

Hiring Council Halls Rules

Funds raised through hall hire help cover running costs, maintenance, and improvements.

Booking Process

- All hirers must complete the booking form (**Appendix 5**) and pay in full before using the Council halls, venue, facility or asset.
- Each Committee is responsible for its own bookings. A designated Secretary manages bookings using a Committee email (published on Council's website).
- The Secretary provides fee details, bonds, deposits, and forms, then records the booking in the Committee's calendar or diary.
- Fees may change each financial year. The fee at the time of the event applies, not the fee at the time of booking.
- A summary of all bookings is reported at the next Committee meeting (**Appendix 2**).

Bonds and Deposits

Committees must collect a bond to cover damage, cleaning, or equipment issues. Hirers should be told upfront that the bond may not be refunded if conditions of hire are breached.

Alcohol Rules

Committees must advise hirers of alcohol conditions:

- Alcohol cannot be consumed by anyone under 18.
- Bulk alcohol (e.g., kegs) is not allowed.
- Alcohol cannot be sold without a valid Function Licence.
- Anyone serving alcohol must hold a Responsible Service of Alcohol (RSA) Certificate, checked by a Committee member.

Copies of all alcohol-related licences must be provided to Council (council@leeton.nsw.gov.au) before the event. No exemptions apply.

Maintenance on Council Asset, Facilities & Halls

Council is responsible for major maintenance and repairs, as well as managing insurance, fees, and charges.

Committees are responsible for the overall cleanliness and maintenance of the assets, facilities and halls under their control. They must provide Council with details of any maintenance work completed in each financial year, including reporting this in their quarterly reports.

If Committees engage contractors for improvement works, a report on the nature and outcome of the work must be included in the next available meeting minutes.

Duty of Care for Community Assets, Facilities & Halls

Committee members have a duty of care to:

- Ensure the health, safety, and welfare of people using a halls or facility or attending Committee events.
- Inspect buildings and recreation reserves every three (3) months.
- Carry out minor maintenance and repairs (e.g., replacing consumables, fixing small breakages) without Council approval.

- Refer maintenance or repair work that exceeds the Committee's funding or delegation to council@leeton.nsw.gov.au .
- Follow Council's Asset Management Plans when carrying out maintenance.
- Test and tag electrical equipment as required.
- Ensure the hall or facility is secure and that adequate security systems are in place.
- Advise Council of substantial repair or upgrade works, potential insurance risks, or any graffiti. Photos of graffiti tags should be forwarded to Council.
- Ensure sufficient funds are available to maintain the hall or facility.
- Provide equitable access to the hall or facility for the community.
- Make sure all users comply with insurance requirements outlined in this document.

Major Improvements

Council funds and installs significant improvement works in line with the adopted Annual Operational Plan and available funds. Committees should advise Council of their improvement goals.

Council provides funds for:

- Urgent repairs due to damage, wear, or safety/security issues.
- Licensing or statutory requirements.
- Periodic maintenance.

Committees can submit written requests to council@leeton.nsw.gov.au for upgrades or improvements each November for consideration in the next year's budget. Approved projects may only commence in July of the following year.

General Repairs and Minor Maintenance

Committees are responsible for ensuring that the hall, facility and or asset is maintained in a state of reasonable repair and does not present hazards. This may include regular cleaning, replacing consumables, mowing, watering, and minor repairs.

Minor maintenance is defined as non-structural repairs or cleaning of existing works, structures, or buildings.

Council's WHS and Building Services staff may inspect facilities as required. Committees must notify Council (via council@leeton.nsw.gov.au) of any substantial repairs, works, or upgrades, including quotations, where the value is approximately \$5K (GST inclusive). Noting that delivery of such works will depend on funding availability and urgency.

Any Committee expenditure above its delegated limit requires approval from the relevant Council Director through the Council Liaison Officer.

14. Workplace Health and Safety (WHS)

Council's Manager WHS, QA and Risk, together with the Committee's Council Liaison Officer, will provide all Committee members as part of their induction with initial and then ongoing refresher WHS training, as well as guidance on WHS laws and responsibilities. Volunteers have a legal duty of care to ensure their activities are undertaken safely.

Council will:

- Explain how WHS is managed within Council.
- Provide training on hazard identification, safe use of equipment, and personal protective equipment (PPE).
- Instruct volunteers on how to report hazards, incidents, or near misses to council@leeton.nsw.gov.au

Committee members are expected to:

- Follow WHS procedures and reasonable directions from Council staff.
- Work cooperatively to ensure compliance with safety requirements.
- Carry out risk assessments for all activities.
- Wear and use appropriate PPE.
- Sign on and off when undertaking Committee-related work.
- Report all hazards, near misses, accidents, or injuries immediately to council@leeton.nsw.gov.au

Risk Management

Risk management is about preventing injury, loss, or damage to people and property. Committees have a duty of care to keep facilities safe and to protect those attending meetings, events, or activities.

This involves regular maintenance and inspections (**Appendix 7 and 8**) to identify hazards early. Inspection reports must be emailed to Council (council@leeton.nsw.gov.au) so action can be taken if needed.

Council has policies and procedures to ensure compliance with legal requirements. Committees are responsible for following these procedures and keeping accurate records. In practice, this may include simple steps such as stacking chairs safely, cleaning spills, and removing rubbish.

During planning, Committees must always consider safety, identify risks, and apply control measures. This is particularly important for public events and volunteer activities.

Any damage to halls or facilities (such as vandalism, storm damage, or accidental breakages) must be reported immediately to Council at council@leeton.nsw.gov.au.

Events, Festivals, and Markets

Each event requires its own risk assessment (**Appendix 8**). Committees should contact Council for guidance and prepare a draft risk assessment in consultation with staff. At least two (2) Committee members must review and sign off the final assessment.

Adequate time must be allowed to prepare and lodge the risk assessment within Council's required timeframes.

User Groups and Hirers

Groups or individuals who use halls or facilities are responsible for checking that the site is safe before and during use (**Appendix 8**). Committees remain responsible for overall WHS compliance.

Halls & Facility Inspections

Routine Inspections

Committees should regularly walk through their halls or facilities, looking for hazards and recording findings.

Formal Inspections

Section 355 Committees managing Council halls or facilities must also carry out formal inspections every three (3) months. (**Appendix 7**).

These inspections must:

- Use Council's Facility Hazard and Risk Inspection Checklist (**Appendix 7**).
- Be signed by at least one (1) Committee member present.
- Be submitted to the Council Liaison Officer within one (1) week.

Failure to do so may affect insurance cover and Committee operations.

Insurance

Council insures all Council-owned halls, buildings, fixtures, and fittings, and provides public liability, professional indemnity, and volunteer insurance cover for Committees. However, contents or equipment not owned by Council are not covered.

Key Points

- Volunteer Insurance: Covers recognised volunteers inducted by Council. Volunteers under 10 or over 90 years of age are not covered.
- Incident Reporting: All incidents must be reported to Council within 24 hours using the official incident form. Potential claims must be reported immediately to allow Council to notify insurers.
- Volunteer Projects: Committees must provide Council with written details of any volunteer projects at least fourteen (14) days before commencement. A volunteer sign-on/sign-off sheet must be completed and kept on record.

Types of Insurance

- Public Liability: Covers Council and Committees for property damage or personal injury caused by negligence. Incorporated bodies and sporting clubs must have their own cover.
- Workers Compensation: Only applies to Council employees. Contractors must provide evidence of their own policy.
- Property Insurance: Covers Council-owned facilities only. Community groups storing equipment must arrange their own insurance.
- Personal Accident: Covers Committee members and volunteers while undertaking approved Council-related activities (sign-on/sign-off sheets ensure coverage).
- Casual Hirer Insurance: Covers non-commercial private hirers of Council facilities, excluding clubs, associations, or incorporated bodies.

Public Statements / Media

Only the Committee Chairperson or a Council-appointed spokesperson can make official statements on behalf of the Committee.

Committee members are welcome to speak positively about activities in the community but:

- Personal opinions must not be presented as official Council or Committee views.
- Confidential matters must never be shared.
- All media enquiries must be directed to the Chairperson or Council's Communications Coordinator (council@leeton.nsw.gov.au).

15. Committee Review

Each Committee will be reviewed at least once (1) per Council term. The review assesses performance, governance compliance, community value, and alignment with Council priorities.

Based on the findings, Council may choose to continue, restructure, or retire the Committee. Reviews help ensure Committees remain fit for purpose and contribute meaningfully to Council's work.

16. Disbanding or Realigning the Committee

Council may disband or realign a Committee where it is no longer viable or required. This may happen due to changes in Council priorities, sustained non-compliance, failure to meet regularly, or when the Committee's purpose is no longer relevant.

If community membership falls below the required minimum, the Committee will have three (3) months to rebuild. During this period, the Committee should attract new members through outreach, Expressions of Interest, or targeted engagement.

If rebuilding is unsuccessful or strategic considerations require it, the Committee may be:

- **Dissolved**, with all assets, records, and unspent funds (Section 355 Committees) returned to Council, or
- **Realigned** into an Advisory or Working Group with a modified scope or function.

Committees may also initiate this process by formally recommending voluntary disbandment or restructuring to better reflect operational needs.

17. Legislative and Policy Compliance

Committees must operate in line with the *Local Government Act 1993*, including:

- Section 355 (Establishment of Committees)
- Section 377 (Delegation of Functions)
- Sections 441–443 (Pecuniary Interests)

All Section 355 Committee members must hold a valid Working with Children Check (WWCC). Any Action Committees whose work may involve the attendance of children must hold a valid Working with Children Check (WWCC).

Key Supporting Documents

Committee members are expected to be familiar with Council's key governance and operational documents, that are relevant to their functions and which provide the foundation for their work.

These may include, but are not limited to:

- Alcohol Other Drugs Policy
- Anti-Discrimination Equal Opportunity Harassment and Bullying Policy
- Cash Handling Policy
- Child Safe Policy
- Code of Conduct
- Code of Meeting Practice
- Community Engagement Strategy
- Community Strategic Plan – Leeton on the Go 2035
- Delivery and Operational Plans
- Extreme Weather Policy
- Integrated Risk Management Policy, Procedure and Plan
- Local Preference Policy
- Media Policy (including Social Media)
- No Smoking Policy
- Private Use of Council Tools, Plant, Property and Equipment Policy
- Procedures for the Administration for the Code of Conduct
- Procurement Policy and Procedures
- Protective Clothing and Equipment Policy
- Public Interest Disclosure Policy
- Revenue Policy (including Fees and Charges)
- Risk Appetite Statement
- Strategic Asset Management Plans
- Tree Management Policy
- Tree Planting Strategy
- Volunteer Handbook
- Volunteer Policy

- Whitton Town Improvement Action Plans
- WHS Commitment Statement
- Yanco Town Improvement Action Plans

These documents are available via the Council website (www.leeton.nsw.gov.au) or by contacting council@leeton.nsw.gov.au.

18. Public Interest Disclosures

Council encourages Committee members to report serious wrongdoing in a confidential and protected manner under the *Public Interest Disclosures Act 2022*.

Disclosures may be:

- Written or verbal
- Submitted anonymously

Reports are handled by authorised officers. Disclosures can be lodged via:

- **Email:** speakup@leeton.nsw.gov.au
- **Phone:** 02 6953 0911
- **Post:** Attn. Speak Up Team, 23–25 Chelmsford Place, Leeton NSW 2705

All reports are treated with confidentiality and legal protection. For additional information please refer to Council's Public Interest Disclosure Policy.

Reporting General Council Operational Concerns

Committee members may notice general Council operational issues, such as damaged infrastructure, maintenance needs, or safety concerns. These should not be raised in Committee meetings unless they relate directly to strategic planning or Committee events.

Instead, these matters should be reported directly to Council via email (council@leeton.nsw.gov.au) or by phone (02 6953 0911). This ensures timely responses while keeping Committee meetings focused.

Definitions

Term	Meaning
Act	The Local Government Act 1993 (NSW).
Operational Plan	A one-year plan that sets out the detailed actions of Council's Delivery Program. The Operational Plan: - identifies the individual projects and activities that will be undertaken in a financial year to achieve the commitments made in the four-year Delivery Program - includes Council's detailed annual budget and rates, fees and charges.
Asset	An item that has a useful life and provides potential service or future economic benefit. Examples include plant, equipment, furniture, fittings and improvements.
Committee	A section 355 Committee established under sections 355 and 377 of the Local Government Act 1993 (NSW).
Community Asset	The building and/or open space that a Committee manages on behalf of Council.

Council	Leeton Shire Council.
Councillor	Elected member of Leeton Shire Council.
Council Liaison Officer	Council staff member nominated by General Manager
Delivery Program	The four-year strategic plan that turns the strategic goals in Council's Community Strategic Plan (CSP) into actions. It sets out the key activities the Council has committed to undertake over its four-year term. All plans, projects, activities and funding allocations must be directly linked to the Delivery Program.
Facility	Refers to halls, buildings or sites managed by Council Committees..
Formal inspections	Inspection of the facility completed by the Committee every three (3) months and documented in a checklist.
Routine inspections	Incidental in the course of Committee business. Any defect or problem discovered must be dealt with in accordance with the Committees responsibilities for maintaining assets/facilities.
Minor maintenance/cleaning	The NSW Department of Fair Trading defines minor maintenance/cleaning as nonstructural maintenance (including minor repairs) or cleaning of existing works/structures/buildings.
Non-pecuniary conflict of interest	A private or personal interest resulting from relationships or associations with sporting or social clubs. The closeness of the relationship would determine whether it is a significant or non-significant non-pecuniary conflict of interest. To determine the level of an interest, refer to Council's Code of Conduct Policy.
Pecuniary conflict of interest	A pecuniary interest has the same meaning given to that term in section 442 of the <i>Local Government Act 1993</i> (NSW). A pecuniary conflict of interest involves a financial gain or loss by an individual, or their close friend or relative.
Record	Includes: a. An audio, visual or audio-visual record b. Any soft or hard copy documentation is considered a record i.e. emails, documents, reports, post, letter, bank statement, financial transactions, contractor quotes, receipts, completed forms or templates etc. c. A documentary record prepared from a record referred to in a. and b.
Record Management System	HP Content Manager (Trim)

Section 355

Committees – Terms of Reference

Leeton SunRice Festival Committee Terms of Reference

Purpose of the Committee

Held biennially at Easter, the Leeton SunRice Festival is a signature event for the region, celebrating the heritage and economic significance of the rice industry. The event brings together the community through a wide range of attractions including the iconic Balloon Glow, the vibrant Festival Street Parade, the family-friendly Festival on Mountford, the Riverina Skate Championships, and the Festival Ambassador competition. In the off years, the Committee delivers the Balloon Glow.

Function and Responsibilities

The Committee will:

- Support planning, promotion, and delivery of the Festival and Balloon Glow.
- Engage, coordinate, and support volunteers for event activities.
- Liaise with sponsors, performers, and external stakeholders.
- Ensure compliance with Council policies, WHS, risk management, and insurance requirements.
- Monitor and manage financial activities in accordance with Council's financial delegations.
- Provide practical support during events, including setup, operations, and pack-up.

Expected Outcomes

The Committee aims to deliver:

- **Event Delivery within Budget** – High-quality festival experiences that remain within the Council budget and attract external sponsorship.
- **Tourism Growth** – Increased visitation to Leeton Shire and promotion of the region as a tourism destination.
- **Community Engagement** – Inclusive volunteer opportunities and event participation that build community pride.
- **Economic Stimulation** – Positive economic benefits for local businesses through increased visitation and event-related spending.
- **Cultural Celebration** – Showcasing Leeton's rice industry heritage and multicultural identity through activities and themes.
- **Volunteer Development** – Opportunities for local volunteers to develop skills, leadership, and community involvement.
- **Safety and Accessibility** – Ensuring the Festival is family-friendly, safe, and accessible to all attendees.

Membership and Appointment

- **Community Members:** Minimum of eight (8), maximum of twelve (12).
- **Councillors:** Two (2) elected Councillors.
- **Council Liaison Officer:** Events Officer.

Members are appointed by Council and expected to actively contribute to planning, meetings, and event delivery.

Meetings

Meetings are held monthly, beginning in May of the year before the Festival, and take place in person at the McGrath Office on the third Thursday of each month at 7:00 pm. Additional meetings or site visits may occur as required, and members are required to assist with event activities beyond formal meetings.

General Committee Financial Responsibilities

The Committee must adhere to the same financial standards as Council. All funds and assets belong to Council, even if held in a separate Committee bank account. Any money received or spent must relate only to the functions delegated to the Committee by Council.

For detailed guidance on financial processes and responsibilities, refer to **Section 15** – Financial Management in this document.

Financial Delegations

The Leeton SunRice Festival Committee have been:

- Authorised to spend the committee's own funds in accordance with **Section 15** – Financial Management of this document.
- Authorised to hold a separate Committee bank account outside Council.
- Authorised to hold to distribute funds raised by the Festival Ambassadors to community groups at the Committee's discretion. Allocations must be reported to Council.
- Authorised to spend Council's allocation (if applicable) only.
- Committees cannot spend more than \$5K without written (via email) approval from the Council Liaison Officer's Director.

Light Up Leeton Terms of Reference

Purpose of the Committee

The Light Up Leeton Committee is responsible for planning, coordinating, and delivering the annual Light Up Leeton event, a Christmas extravaganza held at Mountford Park. Typically held on the first Sunday in December, the event officially launches the festive season in Leeton, featuring a community Christmas carnival, live music, amusements, food vendors, and a Christmas lights trail that showcases local creativity.

Function and Responsibilities

The Committee will:

- Support planning, promotion, and delivery of the Light Up Leeton Event.
- Engage, coordinate, and support volunteers for event activities.
- Liaise with sponsors, performers, and external stakeholders.
- Ensure compliance with Council policies, WHS, risk management, and insurance requirements.
- Monitor and manage financial activities in accordance with Council's financial delegations.
- Provide practical support during events, including setup, operations, and pack-up.

Expected Outcomes

The Committee aims to deliver:

- **High-Quality Event Delivery** – A memorable, family-friendly event that remains within the Council budget and attracts external sponsorship where possible.
- **Community Participation** – Encouraging strong attendance and engagement from the Leeton community.
- **Community Pride and Engagement** – Inclusive activities and volunteer involvement that foster civic pride and social cohesion.
- **Volunteer Development** – Opportunities for volunteers to develop skills, leadership, and community involvement.
- **Safety and Accessibility** – Ensuring the event is delivered safely, inclusively, and accessibly for all attendees.

Membership and Appointment

- **Community Members:** Minimum of six (6), maximum of ten (10).
- **Councillors:** Two (2) elected Councillors.
- **Council Liaison Officer:** Nominated as the Events Officer.

Members are appointed by Council and are expected to actively contribute to planning, meetings, and event delivery.

Meetings

Meetings are held monthly on the third Thursday at 6:00 pm at the Leeton Soldiers Club, starting several months before the event. Additional meetings, site visits, or hands-on assistance during the event may be scheduled as required.

General Committee Financial Responsibilities

The Committee must adhere to the same financial standards as Council. All funds and assets belong to Council, even if held in a separate Committee bank account. Any money received or spent must relate only to the functions delegated to the Committee by Council.

For detailed guidance on financial processes and responsibilities, refer to **Section 15 – Financial Management** in this document.

Financial Delegations

The Light Up Leeton Committee have been:

- Authorised to spend the committee's own funds in accordance with **Section 15** – Financial Management of this document.
- Authorised to hold a separate Committee bank account outside Council.
- Authorised to spend Council's allocation (if applicable) only.
- Committees cannot spend more than \$5K without written (via email) approval from the Council Liaison Officer's Director.

Whitton Courthouse and Historical Museum Committee Terms of Reference

Purpose of the Committee

The Whitton Courthouse and Historical Museum Committee operates and promotes this important local cultural facility. The Committee serves as a key link between Council and the Whitton community to ensure that the museum and its collection are well cared for, promoted, and accessible to the public.

Committee's Function and Responsibilities

The Committee will:

- Oversee the day-to-day operation of the museum and care for its collections.
- Provide guidance on the strategic direction of the museum by making recommendations to Council.
- Promote the museum to increase visitation and encourage broader community engagement.
- Ensure the building, grounds, and exhibits are safe, well-maintained, and accessible.
- Support volunteer coordination and encourage participation in heritage-related initiatives.

Expected Outcomes

The Committee aims to deliver:

- **Preservation of Local Heritage** – Maintain the museum and its collection to a high standard, preserving cultural, historical, and architectural significance.
- **Enhanced Community Engagement** – Foster community pride through volunteer involvement, heritage programs, and events that celebrate Whitton's history.
- **Increased Visitation** – Promote the museum locally and regionally to raise awareness and contribute to tourism and economic activity.
- **Sustainable Operation** – Ensure effective day-to-day management, including volunteer coordination and minor maintenance.
- **Safe and Accessible Facility** – Maintain a secure and accessible environment for all visitors.
- **Informed Strategic Direction** – Provide Council with advice and recommendations to ensure the museum remains relevant and aligned with community expectations and Council priorities.

Membership and Appointment

- **Community Members:** Minimum of six (6), maximum of ten (10).
- **Councillors:** Two (2) elected Councillors.
- **Council Liaison Officer:** Museum, Gallery & Heritage Coordinator.

Members are appointed by Council and are expected to actively contribute to planning, meetings, and ongoing operations of the museum.

Meetings

Meetings are held in person on the third Wednesday of the month at 6:00 pm at the Whitton Museum. Additional meetings or volunteer activities may be scheduled as required.

General Committee Financial Responsibilities

The Committee must adhere to the same financial standards as Council. All funds and assets belong to Council, even if held in a separate Committee bank account. Any money received or spent must relate only to the functions delegated to the Committee by Council.

For detailed guidance on financial processes and responsibilities, refer to **Section 15** – Financial Management in this document.

Financial Delegations

The Whitton Courthouse and Historical Museum Committee have been:

- Authorised to spend the committee's own funds in accordance with **Section 15** – Financial Management of this document.
- Authorised to hold a separate Committee bank account outside Council.
- Authorised to spend Council's allocation (if applicable) only.
- Committees cannot spend more than \$5K without written (via email) approval from the Council Liaison Officer's Director.

Whitton Town Hall Committee Terms of Reference

Purpose of the Committee

The Whitton Town Hall Committee oversees the care, management, and community use of the Whitton Community Hall. The Committee ensures the Hall is maintained and operated sustainably, meeting the needs and aspirations of the Whitton community.

Function and Responsibilities

The Committee will:

- Manage the care, control, cleaning, and day-to-day operations of the Hall.
- Promote the Hall to encourage community use and participation.
- Organise and oversee bookings, maintenance, and basic operational matters.
- Ensure a safe, welcoming, and accessible environment for all patrons.
- Manage finances responsibly, including the collection of hall hire fees in line with Council's Revenue Policy.

Expected Outcomes

The Committee aims to deliver:

- **Optimal Use of the Hall** – Encourage broad community use for events, celebrations, and civic activities.
- **Well-Maintained Facility** – Ensure proactive maintenance and minor repairs are undertaken.
- **Enhanced Civic Pride** – Foster community involvement through volunteer participation.
- **Transparent Financial Management** – Collect fees and report on financial activity to Council accurately.
- **Advice to Council** – Provide informed recommendations regarding the Hall's use, maintenance, and improvements

Membership and Appointment

- **Community Members:** Minimum of six (6), maximum of ten (10).
- **Councillors:** Two (2) elected Councillors.
- **Council Liaison Officer:** Manager Business Services.

Members are appointed by Council and are expected to actively contribute to planning, meetings, and operations of the Hall.

Meetings

Meetings are generally held in person at the Whitton Community Hall, a minimum of twice a year, after business hours. Additional meetings or activities may be scheduled as required

General Committee Financial Responsibilities

The Committee must adhere to the same financial standards as Council. All funds and assets belong to Council, even if held in a separate Committee bank account. Any money received or spent must relate only to the functions delegated to the Committee by Council.

For detailed guidance on financial processes and responsibilities, refer to **Section 15** – Financial Management in this document.

Financial Delegations

The Whitton Town Hall Committee have been:

- Authorised to spend the committee's own funds in accordance with **Section 15** – Financial Management of this document.
- Authorised to hold a separate Committee bank account outside Council.
- Authorised to spend Council's allocation (if applicable) only.
- Committees cannot spend more than \$5K without written (via email) approval from the Council Liaison Officer's Director.

Yanco Hall and Market Committee Terms of Reference

Purpose of the Committee

The Yanco Hall and Market Committee oversees the care, management, and community use of the Yanco Hall, a valued facility for local events, celebrations, and civic activities. The Committee ensures the Hall is managed sustainably to meet the needs and aspirations of the Yanco community.

The Hall is also the hub for the **Yanco Markets**, held on the last Sunday of every month from 9:00 am to 1:00 pm. The Markets feature fresh produce, handmade goods, books, gifts, and food stalls, providing an outlet for local enterprise and enriching community life.

Function and Responsibilities

The Committee will:

- Manage the care, control, cleaning, and day-to-day operations of the Hall.
- Promote the Hall and the Yanco Markets to encourage community use and participation.
- Organise and oversee bookings, maintenance, and basic operational matters.
- Ensure a safe, welcoming, and accessible environment for all patrons.
- Manage finances responsibly, including the collection of hall hire fees in line with Council's Revenue Policy.

Expected Outcomes

The Committee aims to deliver:

- **Optimal Use of the Hall and Markets** – Encourage broad community use and vibrant market participation.
- **Well-Maintained Facility** – Ensure proactive maintenance and minor repairs are undertaken.
- **Enhanced Civic Pride** – Foster community involvement through volunteer participation.
- **Transparent Financial Management** – Collect fees and report on financial activity to Council accurately.
- **Advice to Council** – Provide informed recommendations regarding the Hall, Markets, and facility operations.

Membership and Appointment

- **Community Members:** Minimum of six (6), maximum of ten (10).
- **Councillor:** One (1) elected Councillor.
- **Council Liaison Officer:** Manager Business Services.

Members are appointed by Council and are expected to actively contribute to planning, meetings, and operations of the Hall and Markets.

Meetings

Meetings are held in person bi-monthly on the second Monday of the month at 1:30 pm at the Yanco Community Hall. Additional meetings or site visits may occur as required.

General Committee Financial Responsibilities

The Committee must adhere to the same financial standards as Council. All funds and assets belong to Council, even if held in a separate Committee bank account. Any money received or spent must relate only to the functions delegated to the Committee by Council.

For detailed guidance on financial processes and responsibilities, refer to **Section 15** – Financial Management in this document.

Financial Delegations

The Yanco Hall and Market Committee have been:

- Authorised to spend the committee's own funds in accordance with **Section 15** – Financial Management of this document.
- Authorised to hold a separate Committee bank account outside Council.
- Authorised to spend Council's allocation (if applicable) only.
- Committees cannot spend more than \$5K without written (via email) approval from the Council Liaison Officer's Director.

Advisory Committees / Working Groups Terms of Reference

Financial Sustainability Advisory Committee Terms of Reference

Purpose of the Committee

The Financial Sustainability Advisory Committee (FSAC) is established to support robust and transparent decision-making regarding the long-term financial health of Leeton Shire Council. The Committee provides expert and community-informed advice to strengthen Council's capacity for strategic financial decisions, ensure sustainability, and deliver efficient services aligned with the Community Strategic Plan - *Leeton On The Go – Towards 2035*.

Function and Responsibilities

The Committee will:

- Review Council's Long-Term Financial Plan (LTFP), Delivery Program, and Operational Plans and Asset Management Plans providing advice on fiscal sustainability.
- Assess key financial sustainability indicators, risks, and performance benchmarks.
- Provide feedback on major financial strategies, including rates, reserves, infrastructure investment, and debt management.
- Monitor emerging trends, legislative changes, and funding opportunities.
- Promote accountability and continuous improvement in Council's financial planning and reporting frameworks.

Expected Outcomes

The Committee will:

- Create a Plan of Action for achieving long-term financial sustainability.
- Increase transparency and community trust in Council's financial management.
- Strengthen financial literacy and awareness across Councillors, Council staff and the community.

Community Membership and Appointment

- **Chairperson:** Professor Jospeh Drew. In the absence of Professor Drew, a nominated Councillor may act at the Chair for the meeting.
- **Community Members:** Five (5) suitably qualified community representatives.
- **Councillors:** Two (2) elected Councillors.
- **Council Staff:** Two (2) Council staff via EOI (one indoor and one outdoor).
- **Council Liaison Officer / Secretariat:** Manager Governance, Corporate & Customer Service

Meetings

The Committee is expected to meet fortnightly or as required in the Council Chambers, generally after hours at Council Chambers or online. Additional meetings may be convened as required by the Chairperson or Council Liaison Officer.

Financial Delegation

Nil

Gogeldrie Riverside Park Advisory Committee Terms of Reference

Purpose of the Committee

The Gogeldrie Riverside Park Advisory Committee provides community-based advice to Leeton Shire Council on the management and future direction of Gogeldrie Riverside Park, located at the Gogeldrie Weir site.

Council acquired the site in 2015 from Government Property NSW, and it is classified as Community Land, ensuring it remains for community use. If the classification is ever removed, the land must revert to State Government ownership.

Council manages the site through caretakers, providing facilities including 36 powered and unpowered camping sites, BBQ areas, a kiosk, laundry, toilets and showers, a large function shed, and a boat ramp. Future development is guided by the Gogeldrie Weir Public Recreation Area Master Plan (adopted September 2021).

Function and Responsibilities

The Committee will:

- Safeguard community interests in the management of Gogeldrie Weir and its facilities.
- Provide advice and feedback on day-to-day management of camping and visitor facilities within Council's scope of responsibility.
- Contribute to strategic planning, including operational needs, development priorities, and the long-term vision for the Park.

Expected Outcomes

The Committee aims to deliver:

- **Sustainable Operations** – Support financially viable and environmentally responsible management that provides enjoyable visitor experiences.
- **Marketing and Promotion** – Advise on campaigns and strategies to increase guest bookings and encourage repeat visitation.
- **High-Quality Facilities and Services** – Maintain clean, functional, and well-presented facilities while promoting excellent customer service.
- **Compliance and Risk Management** – Ensure operations meet relevant laws, environmental standards, and health and safety requirements to reduce risks for Council and park users.

Community Membership and Appointment

- **Community Members:** Minimum of two (2), maximum of four (4).
- **Councillors:** Two (2) elected Councillors.
- **Council Liaison Officer:** Manager Business Services.

Members are appointed by Council and expected to contribute actively to meetings and provide input on Park management and strategic planning.

Meetings

Meetings are held at least twice a year in person, after business hours. Additional meetings or site visits may occur as required.

Financial Delegation

Nil

Leeton Flood Plain Management Advisory Committee Terms of Reference

Purpose of the Committee

The Leeton Flood Plain Management Advisory Committee assists Council in developing and implementing effective **floodplain risk management strategies**. These strategies aim to reduce social, environmental, and economic impacts from flooding, using technical expertise, local knowledge, and community input to guide decision-making.

Function and Responsibilities

The Committee will:

- Support the development and implementation of a Flood Study, Floodplain Risk Management Study, and Floodplain Risk Management Plan for identified areas of Leeton Shire.
- Promote ecologically sustainable flood mitigation approaches.
- Facilitate informed community input on flood-related infrastructure and planning decisions.
- Act as a bridge between Council and the community, ensuring local knowledge and concerns are reflected in planning.
- Assist in reviewing and designing risk mitigation measures, including land use planning, flood infrastructure, and warning systems.
- Support collaboration between Council, residents, technical consultants, and relevant agencies.
- Provide observations and historic flood behaviour insights to inform studies and planning.
- Assist in monitoring and reviewing the performance of flood management plans after implementation.
- Lead community engagement and consultation, liaising with local groups and residents affected by flood risks.

Expected Outcomes

The Committee aims to support Council in achieving:

- **Evidence-based planning** – Flood studies and risk management plans tailored to Leeton's conditions.
- **Improved flood resilience** – Reduced impacts on people, property, and the environment.
- **Transparent communication** – Clear, proactive engagement between Council, the community, and technical stakeholders.
- **Community preparedness** – Increased awareness and readiness for flood events.

Membership and Appointment

- **Community Members:** Minimum of four (4), maximum of six (6).
- **Councillors:** Two (2) elected Councillors.
- **Council Liaison Officer:** Manager Roads and Drainage.

Members are appointed by Council and are expected to actively contribute to planning, meetings, and community engagement activities.

Meetings

Meetings are held quarterly in person during business hours, usually at the Council Chambers. Additional meetings or site visits may occur as required.

Financial Delegation

Nil

Leeton Local Transport Forum (LTF) Terms of Reference

Purpose of the Committee

The Leeton Local Transport Forum (LTF) replaces the former Local Area Traffic Committee (LATC) and acts as an advisory body to Council on transport matters. It provides technical expertise, advice, and coordination on road and street management within Leeton Shire. The LTF does not make decisions; Council retains full responsibility for all roads and traffic-related actions.

Function and Responsibilities

The Committee will:

- Support collaboration between agencies involved in transport management.
- Provide advice on street design, infrastructure, and traffic control facilities.
- Coordinate planned events and activities affecting roads or streets.
- Share information and provide advice on transport plans, policies, and management.
- Ensure a public record is maintained of advice and discussions relating to roads and streets.

The Committee will provide advice in good faith, but Council alone exercises decision-making authority. Advice from the LTF does not need to be unanimous, and members do not vote.

Committee Focus

The LTF ensures:

- Advice and coordination between agencies involved in transport management.
- Public safety, efficient traffic operation, and compliance with relevant legislation.
- Consideration of community interests, including residents, businesses, and road users.
- Maintenance of clear records of advice, discussions, and recommendations.

Membership

The LTF is convened by Council, which acts as both proponent and decision-maker. Membership includes:

- **Council Representatives** – representing all community and road user interests.
- **Transport for NSW** – providing advice on state road network operations, safety, and standards.
- **NSW Police Force** – providing advice on public safety, event management, and enforcement.
- **Local Member(s) of NSW Parliament** – providing advice on community interests.

Additionally, operators of public passenger services affected by proposals must be invited when relevant (commonly local bus operators).

Meeting Process

- Members provide advice but do not vote.
- Council must consider all advice provided.
- If significant concerns cannot be resolved, Transport for NSW may file a Statement of Concern, and Council must respond in writing within seven days before proceeding.
- Proposals that must be referred to the LTF include:
 - Temporary or long-term restrictions on roads, turns, or access affecting public transport.
 - Any change affecting the safe operation of public passenger services for longer than 24 hours

Administration

- Meetings are administered by Council's Road Safety Officer.
- Agendas must be provided at least seven (7) calendar days in advance, unless otherwise agreed.
- Attendees must have the opportunity to review minutes before finalisation and be provided a copy once finalised.
- Minutes must record: attendance, items discussed, key advice provided, and any for-information-only reports.
- Agendas and minutes must clearly differentiate items referred for advice, tabled for information, and raised for general discussion.
- Proceedings must be recorded and made publicly available as soon as practicable.

Delegation

Council's powers under the *Road Transport Act 2013* (s122) and *Roads Act 1993* (s115) are delegated by Transport for NSW via the 2025 Authorisation and Delegation Instrument. The LTF provides advice within this framework; all regulatory or operational decisions remain Council's responsibility.

Financial Delegation

Nil

Leeton Shire Heritage Advisory Committee Terms of Reference

Purpose of the Committee

The Leeton Shire Heritage Advisory Committee provides advice to Council on local cultural and natural heritage. It supports Council's commitment to protecting, conserving, and activating heritage assets, including both built heritage and movable collections.

Function and Responsibilities

The Committee will:

- Review and provide advice on Council and NSW Government heritage policies, strategies, and planning documents.
- Recommend conservation objectives and priorities for heritage items and places, including those listed in the Leeton Local Environmental Plan 2014 and the State Heritage Inventory.
- Assist Council in fostering community awareness, engagement, and appreciation of local heritage.
- Act as a liaison between Council and the community on heritage matters.
- Provide peer review and input on heritage surveys, conservation reports, planning studies, and related projects.
- Advise on the management of Council's heritage collections, including those at the Leeton Museum and Gallery and Whitton Courthouse and Historical Museum.
- Support Council in securing external heritage funding from organisations such as the Heritage Council of NSW.
- Review and provide recommendations on Heritage Grant applications.

Expected Outcomes

The Committee aims to:

- Serve as a trusted forum for community input on heritage matters.
- Promote understanding and appreciation of Leeton Shire's cultural and natural heritage.
- Advocate for the role of heritage in shaping local identity and character.
- Support the objectives of the Leeton Heritage Strategy 2025–2027.
- Contribute to heritage-related policies, strategies, and programs.
- Help activate Council-managed heritage sites for public use and enjoyment.
- Provide input on exhibitions, programming, education, and public events highlighting heritage.
- Support the preservation and promotion of the Shire's movable heritage collections and items.

Membership and Appointment

- **Community Members:** Minimum of four (4), maximum of six (6) including:
 - One (1) member from the Whitton Courthouse and Historical Committee
 - One (1) member from the Yanco Powerhouse Museum
 - One (1) member from the Local Lands Council,
 - One (1) member from the Leeton Local & Family History Society,
 - Two (2) community members.
- **Councillors:** Two (2) elected Councillors.
- **Council's Heritage Advisor:** Noel Thompson
- **Council Liaison Officer:** Manager Building, Planning & Health.

Members are appointed by Council and are expected to actively contribute to planning, meetings, and advisory activities.

Meetings

The Committee meets at least quarterly, in person, typically on the third Thursday of the month during business hours.

Financial Delegation

Nil

Leeton Sports Precinct Advisory Committee Terms of Reference

Purpose of the Committee

The Leeton Sports Precinct Advisory Committee provides strategic, community-informed advice to Council on the development of a Masterplan for the Leeton Sports Precinct. The Masterplan will identify and prioritise improvements across the Precinct and provide Council with a clear, actionable plan for implementation.

The Committee aims for the Masterplan is to create a vibrant, inclusive, and sustainable sport and recreation environment that encourages healthy, active lifestyles for all Shire residents.

The Committee is advisory only and does not manage the day-to-day operations of individual sporting assets. Its purpose primarily covers the Masterplan development, though Council may seek further advice during the implementation phase.

Function and Responsibilities

The Committee will:

- Provide independent advice to Council in line with its expected outcomes, including recommendations on the Masterplan's alignment with Council's Disability Inclusion Action Plan.
- Promote collaboration among Council, community organisations, and other stakeholders to strengthen sport and recreation infrastructure and services.
- Advocate for the benefits of all sport and recreation activities, including physical health, mental wellbeing, and social cohesion, while raising awareness of available opportunities and resources.

Expected Outcomes

The Committee aims to deliver:

- **Masterplan Scope:** Clearly defined scope for engaging qualified consultants, including inclusions and exclusions.
- **Strategic Alignment:** Ensure the Masterplan aligns with *Leeton On The Go – Towards 2035*.
- **Community Engagement:** Strong consultation and community buy-in that identifies local needs and priorities.
- **Long-Term Vision:** A strategic framework for the ongoing development and use of the Sporting Precinct.
- **Completed Masterplan:** A comprehensive plan to guide future development.
- **Cost Estimates:** Detailed estimates for each stage of the Masterplan.
- **Implementation and Phasing Plan:** Short-, medium, and long-term staged project plans aligned with Council's fiscal capacity.
- **Funding Strategy:** Identification of potential funding options to support Masterplan delivery.

Community Membership and Appointment

- **Leeton Sporting Associations / Groups:** One (1) representative each from:
 - Leeton and District Cricket Association
 - Leeton Basketball Association
 - Leeton Greenies Rugby League Football Club
 - Leeton Raiders Junior Rugby League Club
 - Leeton Little Athletics Club
 - Leeton Netball Association
 - Leeton Parkrun
 - Leeton Phantoms Rugby Union Club (Junior & Senior)
 - Leeton Touch Association
 - Leeton United Football Club

- Leeton Whitton Crows Football & Netball Club
- Leeton/ Yanco Swimming Club Inc.
- Tennis Representative
- Yanco Wamoon Hawks Rugby League Football Club
- **Community Members:** Two (2) community representatives via EOI process.
- **Councillors:** Two (2) elected Councillors.
- **Council Liaison Officer:** Manager Open Spaces & Recreation.

Members are appointed by Council and are expected to actively contribute to planning, meetings, and advisory activities.

Meetings

The Committee is expected to meet in person at the Council Chambers at least quarterly, after business hours. Additional meetings may be scheduled as required to support timely input on Masterplan development or other Committee matters.

Financial Delegation

Nil

Leeton Tree Advisory Committee Terms of Reference

Purpose of the Committee

The Leeton Tree Advisory Committee provides strategic, community-informed advice to Council on the care, preservation, and sustainable management of trees throughout Leeton Shire. This includes trees along streets, in parks and gardens, on rural roadsides, and in other Council-managed reserves.

The Committee supports the Tree Management Policy and Tree Planting Strategy, contributing to broader environmental objectives and embedding the value of trees in Council decision-making.

Function and Responsibilities

The Committee will:

- Guide the strategic direction of Council's tree management initiatives.
- Promote community awareness and appreciation of trees.
- Encourage community participation in tree planting, care, and protection.
- Advise on policies that enhance canopy cover, biodiversity, and climate resilience.

Key responsibilities include:

- Reviewing and providing feedback on tree removal and planting requests, with reference to arborist assessments, risk evaluations, and Council policy.
- Advising on species selection, planting locations, and integration of trees in urban design.
- Recommending improvements to tree-related strategies and programs.
- Promoting education about the environmental, social, and cultural value of trees.
- Identifying grant or funding opportunities for tree initiatives.
- Monitoring progress of tree planting and maintenance programs and suggesting refinements.

Expected Outcomes

The Committee aims to:

- Improve urban amenity, reduce heat, enhance air and water quality, and grow for wildlife habitats.
- Promote collaborative management and protection of Leeton's tree canopy.
- Ensure tree-related decisions that reflect both environmental best practice and community values.
- Contribute to long-term planning to address climate, water, and ecological challenges.

Community Membership and Appointment

- **Community Members:** Minimum of two (2), maximum of four (4).
- **Councillors:** Two (2) elected Councillors.
- **Council Liaison Officer:** Manager Open Spaces & Recreation.

Members are appointed by Council and are expected to actively contribute to planning, meetings, and advisory activities.

Meetings

The Committee meets at least twice per year, in person, after business hours, or as required.

Financial Delegation

Nil

Leeton Weeds Advisory Committee Terms of Reference

Purpose of the Committee

The Leeton Weeds Advisory Committee provides strategic advice and community-informed recommendations to Council on weed management and broader biosecurity matters across the Leeton Local Government Area (LGA). The Committee supports Council in meeting its obligations under the *NSW Biosecurity Act 2015*, with a focus on prevention, education, collaboration, and effective on-ground action.

Function and Responsibilities

The Committee will:

- Advise on the implementation of the Leeton Weed Action Program 2023–2025.
- Support awareness and understanding of weed risks and control responsibilities among landholders and the wider community.
- Provide a community forum for discussing weed and biosecurity issues.
- Promote integrated weed management practices.
- Consider collaboration with neighbouring Councils, agencies, and industry stakeholders.
- Assist with reviewing relevant state, regional, and local weed strategies.
- Recommend support for external funding and grant opportunities that benefit local weed control efforts.

Expected Outcomes

The Committee aims to:

- Strengthen Council's strategic focus on weed control through informed, locally relevant advice.
- Encourage collaboration between Council and landholders to meet biosecurity obligations.
- Support education campaigns that raise community awareness about identifying, preventing, and controlling invasive plants.
- Build partnerships that increase access to funding and resources for weed control projects.
- Promote integrated approaches to managing weeds in urban, rural, and natural landscapes.
- Ensure that weed management practices are compliant with legislation and aligned with community values and priorities.

Community Membership and Appointment

- **Community Members:** Minimum of two (2), maximum of four (4).
- **Councillors:** Two (2) elected Councillors.
- **Council Liaison Officer:** Manager Building, Planning & Health.

Members are appointed by Council and are expected to actively contribute to planning, meetings, and advisory activities.

Meetings

Meetings are held at least twice per year in person, during business hours, or as required.

Financial Delegation

Nil

Roxy Advisory Committee (RAC) Terms of Reference

Previously known as Roxy Redevelopment Committee

Purpose of the Committee

The Roxy Advisory Committee (RAC), previously known as the Roxy Redevelopment Committee, provides advice to Council on the redevelopment and ongoing operations of the Roxy Community Theatre. The Theatre is a state heritage-listed, multi-functional venue that serves as a theatre, cinema, town hall, conference venue, tourist attraction, and evacuation centre. The Committee supports Council in optimising the use of the facility, developing income streams, fostering partnerships, and guiding future governance arrangements, including potential charitable trust involvement.

Function and Responsibilities

The Committee will:

- Provide strategic advice to Council on the future governance and operations of the Roxy Community Theatre.
- Give feedback on day-to-day operations, including functionality, safety, and accessibility of the facility.
- Engage with the arts, cultural, community, and business sectors to raise awareness of the Theatre's potential and programming.
- Offer ideas for raising one-off and ongoing income to support capital works and operations.
- Promote volunteering through the Roxy "Dream Team."
- Support arts and cultural programming that strengthens community engagement and social outcomes.
- Facilitate communication between the community and Council throughout the Stage 2 redevelopment project.
- Provide opinions and advice to the Stage 2 Build Project Management Office, as required.
- Undertake fundraising activities on behalf of Council, including for specific projects like the dress circle seats.

Expected Outcomes

The Committee aims to:

- Achieve a revitalised, contemporary Roxy that honours its heritage while optimising versatility.
- Ensure the Theatre hosts a wide range of programming and attracts diverse user groups.
- Build a strong sense of community ownership and support for the Roxy.
- Develop sustainable local, regional, and national partnerships and funding streams.
- Establish an enduring governance and management model that meets cultural, civic, and emergency needs while remaining affordable for Leeton ratepayers and patrons.
- across Leeton Shire.

Membership and Appointment

- **Councillors:** Two (2), with a maximum of four (4).
- **Community Representatives:** Three (3) (appointed via EOI and recommendation by the existing RAC).
- **Performing Arts Specialists:** Two (2) (appointed via EOI and recommendation by the existing RAC).
- **Local Sector Representatives:** Invited nominations and recommendations, endorsed by Council, including:
 - Leeton Eisteddfod
 - Leeton Town Band

- Leeton Business Chamber
- Leeton & District Lands Council
- One (1) Leeton School Representative
- Roxy Dream Team Representative
- Roxy Project Management Office
- Western Riverina Arts (WRA)

Council Liaison Officers

- Manager Roxy Community Theatre (Lead)
- General Manager
- Special Project Manager (Stage 2 build only)

Committee Structure

- Chairperson: Initially the Roxy Project Management Office representative; after Stage 2 completion, elected by Committee members.
- Secretary: To be determined by the Committee.
- Facilitator: Fundraising Committee: To be determined by the Committee.

Meetings

The Committee is expected to meet at least six (6) times per year, usually on Mondays after business hours, preferably in person at the Council Chambers. Meetings may be held online if required. Additional meetings may occur during business hours or on weekends as needed for events or redevelopment activities.

Financial Delegation

Nil

Action Committees

Terms of Reference

Henry Lawson Cottage Committee Terms of Reference

Purpose of the Committee

The Henry Lawson Cottage Action Committee has been established to support Leeton Shire Council in the conservation, activation, and strategic use of the historic Henry Lawson Cottage. This includes recognising its heritage value, overseeing planned upgrades, and exploring its potential as a tourism asset.

Function and Responsibilities

The Committee will:

- Reinforce the recognition of the cultural and historical significance of the Henry Lawson Cottage, including hosting open days at least once per year.
- Oversee and advise on necessary works to upgrade the Cottage in line with its classification as a Class 8 building in Council's Building Asset Management Plan (currently under development).
- Safeguard the heritage integrity of the building for current and future generations.
- Provide oversight and input on the application of allocated funds for heritage registration processes, interpretive signage installation, and preservation and improvement works.
- Source, recommend, and advocate for additional funding opportunities, such as grant programs, aligned with asset renewal needs outlined in Council's Building Asset Management Plan.

Expected Outcomes

The Committee aims to:

- Ensure the heritage significance of the Henry Lawson Cottage is formally recognised and preserved.
- Promote the Cottage as a tourism icon for Leeton.
- Oversee that planned upgrades and improvements are implemented in accordance with heritage and asset management priorities.

Membership and Appointment

- **Community Members:** Minimum of three (3) and a maximum of five (5).
- **Councillors:** Two (2) elected Councillors.
- **Council Liaison Officer:** Manager, Business Services.

Members are appointed by Council and expected to actively contribute to planning, meetings, and heritage initiatives.

Meetings

Meetings are held at least twice per year in person, during business hours, or as required.

Financial Delegation

Nil

Leeton Shire Australia Day Committee Terms of Reference

Purpose of the Committee

The Leeton Shire Australia Day Committee delivers inclusive, safe, and enjoyable Australia Day events for Leeton and its surrounding villages. The Committee celebrates community spirit, acknowledges diverse histories, reflects on what it means to be Australian, and hosts the Australia Day Ambassador program.

Function and Responsibilities

The Committee will:

- Provide advice and local insight to help shape Australia Day celebrations.
- Promote and encourage inclusive community participation.
- Support the coordination of events and award ceremonies in Leeton, Whitton, Yanco, and Murrumbidgee.
- Recommend nominees for Citizen of the Year awards to Council.
- Coordinate the citizenship ceremony.
- Collaborate with volunteer groups and stakeholders to deliver localised events.
- Guide strategic and logistical planning for activities across all sites.
- Assist with the development and implementation of promotional campaigns.
- Assess nominations and make recommendations to Council for Australia Day Awards.
- Promote civic pride and respectful observance of Australia Day.

The Committee holds no delegated authority and may only make recommendations to Council for formal adoption.

Expected Outcomes

The Committee aims to:

- Deliver well-attended Australia Day events in Leeton, Whitton, Yanco, and Murrumbidgee.
- Foster civic pride and social cohesion.
- Celebrate volunteers and individuals who have delivered outstanding service to the community.

Membership and Appointment

- **Councillors:** Three (3) elected Councillors.
- **Community Members:** There are no permanent community members, though judges are organised to confidentially oversee the annual award nominations.
- **Council Liaison Officer:** Events Officer.

Members are expected to actively contribute to planning, meetings, and event delivery.

Meetings

Meetings are held in person as required from September to February. Committee members are also expected to assist with Australia Day events on the day.

Financial Delegation

- The Committee receives an annual event operating budget. All event-related expenses must be within the approved budget and require approval from the Authorised to spend Council's allocation (if applicable).
- Authorised to spend Council's allocation (if applicable) only.
- Committees cannot spend more than \$5K without written (via email) approval from the Council Liaison Officer's Director.

Whitton Town Improvement Committee Terms of Reference

Purpose of the Committee

The Whitton Town Improvement Committee leads the development and implementation of the Whitton Town Improvement Plan. It provides a formal channel for residents to raise local issues, ideas, and aspirations with Leeton Shire Council. The Committee plays a key role in promoting civic participation, enhancing local amenity, and supporting economic development within Whitton.

Function and Responsibilities

The Committee operates in both an advisory and participatory capacity. Its core responsibilities include:

- **Community Advocacy:** Representing the voice of Whitton residents in matters relating to town improvement and development.
- **Strategic Input:** Contributing local insights and recommendations to Council's broader strategic planning and decision-making processes.
- **Issue Identification:** Raising and discussing emerging local needs, opportunities, and challenges.
- **Prioritisation of Improvements:** Assisting Council in identifying and prioritising projects and initiatives within Whitton, ensuring resource allocation aligns with community needs.
- **Promotion of Engagement:** Supporting broader community participation in consultation processes and local initiatives.

The Committee will also:

- Assist Council with creating the four-year Whitton Town Improvement Plan.
- Facilitate constructive dialogue between the Whitton community and Council.
- Support the identification of local projects and priorities for inclusion in Council's planning frameworks (e.g., Delivery Program, Operational Plan).
- Promote transparent communication and civic pride.
- Assist Council in ensuring Whitton remains a vibrant, inclusive, and sustainable township

Expected Outcomes

The Committee aims to:

- Achieve steady progress on Whitton community priorities.
- Provide a reliable engagement conduit between Council and the Whitton community.

Membership and Appointment

- **Community Members:** Minimum of four (4) and maximum of eight (8).
- **Councillors:** Two (2) elected Councillors.
- **Council Liaison Officer:** Manager Business Services.

Members are expected to actively contribute to planning, meetings, and town improvement initiatives.

Meetings

Meetings are held in person, generally quarterly, on the third Monday of the month at 6:00 pm at the Whitton Community Hall.

General Committee Financial Responsibilities

The Committee must adhere to the same financial standards as Council. All funds and assets belong to Council, even if held in a separate Committee bank account. Any money received or spent must relate only to the functions delegated to the Committee by Council.

For detailed guidance on financial processes and responsibilities, refer to **Section 15** – Financial Management in this document.

Financial Delegation

The Whitton Town Improvement Committee have been:

- Authorised to spend the committee's own funds in accordance with **Section 15** – Financial Management of this document.
- Authorised to spend Council's allocation (if applicable) only.
- Committees cannot spend more than \$5K without written (via email) approval from the Council Liaison Officer's Director.

Yanco Town Improvement Committee Terms of Reference

Purpose of the Committee

The Yanco Town Improvement Committee leads the development and implementation of the Yanco Town Improvement Plan. It provides a formal channel for residents to raise local issues, ideas, and aspirations with Leeton Shire Council. The Committee plays a key role in promoting civic participation, enhancing local amenities, and supporting economic development within Yanco.

Function and Responsibilities

The Committee operates in an advisory capacity. Its core responsibilities include:

- **Community Advocacy:** Representing the voice of Yanco residents in matters relating to town improvement and development.
- **Strategic Input:** Contributing local insights and recommendations to Council's broader strategic planning and decision-making processes.
- **Issue Identification:** Raising and discussing emerging local needs, opportunities, and challenges.
- **Prioritisation of Improvements:** Assisting Council in identifying and prioritising projects and initiatives within Yanco, ensuring resource allocation aligns with community needs.
- **Promotion of Engagement:** Supporting broader community participation in consultation processes and local initiatives.

The Committee will also:

- Assist Council with creating the four (4) year Yanco Town Improvement Plan.
- Facilitate constructive dialogue between the Yanco community and Council.
- Support the identification of local projects and priorities for inclusion in Council's planning frameworks (e.g., Delivery Program, Operational Plan).
- Promote transparent communication and civic pride.
- Assist Council in ensuring Yanco remains a vibrant, inclusive, and sustainable township.

Expected Outcomes

The Committee aims to:

- Achieve steady progress on Yanco community priorities.
- Provide a reliable engagement conduit between Council and the Yanco community.

Community Membership and Appointment

- **Community Members:** Minimum of four (4) and maximum of eight (8).
- **Councillors:** Two (2) elected Councillors.
- **Council Liaison Officer:** Manager Business Services.

Members are expected to actively contribute to planning, meetings, and town improvement initiatives.

Meeting Schedule

Meetings are held in person, generally monthly on the first Monday of the month at 6:00 pm at the Yanco All Servicemen's Club.

General Committee Financial Responsibilities

The Committee must adhere to the same financial standards as Council. All funds and assets belong to Council, even if held in a separate Committee bank account. Any money received or spent must relate only to the functions delegated to the Committee by Council.

For detailed guidance on financial processes and responsibilities, refer to **Section 15** – Financial Management in this document.

Financial Delegation

The Yanco Town Improvement Committee have been:

- Authorised to spend the committee's own funds in accordance with **Section 15** – Financial Management of this document.
- Authorised to spend Council's allocation (if applicable) only.
- Committees cannot spend more than \$5K without written (via email) approval from the Council Liaison Officer's Director.

Templates

APPENDIX 1 – Standard Committee Meeting Agenda Template



AGENDA TEMPLATE – COMMITTEE MEETING

Committee:	
Meeting Time:	
Location:	
Meeting Date:	

Item	Agenda Item	Responsible	Description
1	Acknowledgement of Country	Chairperson	Pay respect to the Traditional Custodians of the land and acknowledge Elders past, present, and emerging.
2	Welcome	Chairperson	Officially open the meeting and welcome members and guests.
3	Present & Apologies	Secretary	Record all attendees and note apologies. Confirm quorum is met.
4	Conflict of Interest Declaration	Chairperson	Members declare any conflicts of interest regarding agenda items. Conflict of Interest Declaration Forms should be completed, if required.
5	Acceptance of Previous Minutes	Chairperson	Confirm and adopt the minutes from the previous meeting as a true and accurate record
6	Business Arising and Action Register	Chairperson	Review progress on actions from the previous meeting and discuss any unresolved matters.
7	Correspondence In / Out	Chairperson	Table relevant correspondence received or sent since the last meeting.
8	General Committee Update by Chair	Chairperson	Discussions of the following example items: • Current hall or facility bookings or concerns • Event / Festival Workplans • Any concerns that have been raised to the Chair by Committee members.
8	Treasurer's report (if applicable)	Treasurer / Council Liaison Officer	Present a summary using Council's financial templates, including current income, expenditure, account balances and purchase requests. Receipts to be attached.
9	Council Liaison Officer Update Report	Council Liaison Officer	Provide updates from Council relevant to committee operations, decisions, or governance matters.
10	WHS / Risk Management & Inspection Report Updates	Chairperson	Discussions of for example, the following: • Hall & Facility inspection report/s (to be attached) • Risk Management / Event Reports (to be attached) • WHS Incident Reports (to be attached) • Maintenance concerns from inspection reports

11	General Committee Business	Committee Members	Opportunity for Committee members to raise new items for discussion or provide information to the Committee. Members are encouraged to submit items in writing to the Secretary in advance where possible.
12	Next Committee meeting	Chairperson	Confirm the date, time, and venue for the next scheduled meeting.
13	Meeting close	Chairperson	Officially close the meeting and thank attendees for their contributions.

APPENDIX 2 – Committee Financial Summary Template



COMMITTEE FINANCIAL SUMMARY TEMPLATE

Committee:	
Date:	
Treasurer:	

Current Income

Date	Source	Amount (\$)	GST Included (Yes/No)	Receipts Attached (Yes/No)	Notes
Total Income (\$)		[Enter Total]			

Current Expenditure

Date	Item/Service	Amount (\$)	GST Included (Yes/No)	Receipts Attached (Yes/No)	Notes
Total Expenditure (\$)		[Enter Total]			

Account Balances

Account Name	Account Number	Balance (\$)	Notes
Total Balance (\$)			

Committee Seeks Council Approval for Proposed Purchases, Maintenance or Works

Date	Item/Service Description	Estimated Cost (\$)	Reason for Purchase	Quotes Attached (Yes/No)	Notes

Note: The Committee confirms that all income and expenditure listed above has been managed in accordance with Council's procurement policies and procedures. For any expense/s exceeding \$5K the appropriate documentation and approvals have been obtained in line with Council requirements including written approval by the Council Liaison Officer's Director.

APPENDIX 3 – Committee Meeting Minutes Template



COMMITTEE MEETING MINUTES TEMPLATE

Meeting Minutes

Committee:	
Date:	
Start Time:	
Finish Time:	
Venue:	
Meeting Chairperson:	
Councillors (in attendance):	
Committee Members (in attendance)	
Council Liaison Officer:	
Apologies:	

ITEM 1

ACKNOWLEDGEMENT OF COUNTRY

Responsible:

Chairperson

Description:

Pay respect to the Traditional Custodians of the land and acknowledge Elders past, present, and emerging.

ITEM 2

WELCOME BY CHAIRPERSON

Responsible:

Chairperson

Description:

Officially open the meeting and welcome members and guests.

ITEM 3

PRESENT & APOLOGIES

Responsible:

Secretary

Description:

Record all attendees and note apologies. Confirm quorum is met.

ITEM 4

CONFLICT OF INTEREST DECLARATION

Responsible:

Chairperson

Description:

Include names, agenda item, and nature of the conflict declared. Attach Conflict of Interest forms as needed.

ITEM 5

ACCEPTANCE OF PREVIOUS MINUTES

Responsible:

Chairperson

Description:

Confirm and adopt the minutes from the previous meeting as a true and accurate record.

Resolution:

That the minutes of the [insert date] meeting be confirmed as a true and accurate record.

Moved:

[Name]

Seconded:

[Name]

Carried: ☐ Yes ☐ No

ITEM 6**BUSINESS ARISING AND ACTION REGISTER****Responsible:**

Chairperson

Description:

Review progress on actions from the previous meeting and discuss any unresolved matters, includes WHS, Risk Management and hall/ facility inspection reports.

Actions Summary

Item	Action	Responsible	Due Date	Update/ Notes
1				
2				
3				

ITEM 7**CORRESPONDENCE IN / OUT****Responsible:**

Chairperson

Description:

Table relevant correspondence received or sent since the last meeting.

ITEM 8**GENERAL COMMITTEE UPDATE REPORT BY CHAIR****Responsible:**

Chairperson

Description:

Discussions of the following example items:

- Current hall or facility bookings or concerns
- Event / Festival Workplans
- Any concerns that have been raised to the Chair

ITEM 9**TREASURERS REPORT** (if applicable)**Responsible:**

Treasurer

Description:

Present a summary using Council's financial templates, including current income, expenditure, and account balances.

Bank accounts, receipts and statements are to be attached.

ITEM 10**COUNCIL LIAISON OFFICER UPDATE REPORT****Responsible:**

Council Liaison Officer

Description:

Provide updates from Council relevant to committee operations, financial decisions and or governance matters.

ITEM 11**WHS / RISK MANAGEMENT & INSPECTION REPORT UPDATES****Responsible:**

Chairperson

Description:

Discussions of for example, the following:

- Hall & Facility inspection report/s (to be attached)
- Risk Management / Event Reports (to be attached)
- WHS Incident Reports (to be attached)
- Maintenance concerns from inspection reports

ITEM 12**GENERAL COMMITTEE BUSINESS****Responsible:**

Committee Members

Description:

Opportunity for Committee members to raise new items for discussion or provide information to the Committee. Members are encouraged to submit items in writing to the Secretary in advance where possible.

ITEM 13**NEXT COMMITTEE MEETING****Responsible:**

Chairperson

Description:

Confirm the date, time, and venue for the next scheduled meeting.

ITEM 14**MEETING CLOSE****Responsible:**

Chairperson

Description:

Officially close the meeting and thank attendees for their contributions.

Note: Reminder that the Committee / Volunteer / Contractor Sign On/ Off registered is required to be completed.

APPENDIX 4 – Conflict of Interest Declaration Form



CONFLICT OF INTEREST DECLARATION

Name:

Committee Meeting:

MATTER BEING CONSIDERED IN WHICH YOU WISH TO DECLARE AN INTEREST

Date:

Agenda Item:

TYPE OF CONFLICT

☐ **Less than significant non-pecuniary conflict of interest.**

Required Action: Make a declaration, stay in the meeting, participate in the debate and vote on the item after describing why the conflict is less than significant and why they are choosing to remain in the Chamber

☐ **Significant non-pecuniary conflict of interest**

Required Action: Immediately make a declaration, do not participate in the item, leave the meeting during discussion and/or consideration of the matter. Not return until the matter is resolved after describing why the conflict is significant.

☐ **Pecuniary conflict of interest.**

Required Action: Immediately make a declaration, do not participate in the item, leave the meeting during discussion and/or consideration of the matter. Not return until the matter is resolved after describing the conflict.

DESCRIPTION OF CONFLICT OF INTEREST (Description wording to be included in meeting minutes)

.....
.....
.....
.....
.....

DECLARATION

I HEREBY DECLARE THAT THE ABOVE DETAILS ARE CORRECT TO THE BEST OF MY KNOWLEDGE AND I MAKE THIS CONFLICT OF INTERESTS DISCLOSURE IN GOOD FAITH

SIGNATURE: : **DATE:**.....

PLEASE NOTE: In accordance with the Local Government (General) Regulation 2021, if a Councillor or Committee Member has declared a conflict of interest, remains in the meeting although does not vote, it will be taken that they have voted against the motion.

APPENDIX 5 – Booking Hire Form – Council Halls, Venues, Assets or Facilities



HIRE FORM – COUNCIL HALLS, VENUE, ASSETS OR FACILITIES

Applicant / Hirer Name:		
Email:		
Mobile No:		
Address:		
Name of Venue: (i.e. Hall, Facility, Park, Asset etc)		
Date/s of Hire:		
Time:	Start Time:	Finish Time:
Type of Event: (i.e. birthday, wake, christening, meeting, celebration etc)		
Number of Attendees:		

Applicable Hire Fees (refer to Council's Revenue Policy)

	Amount Due	Payment Method (i.e Direct debit, Effpos, Cheque)	Date Received
Fees Charged:	\$		
Bond Charged:	\$		
Total Amount:	\$		
Receipt No:			
Bond Returned (Y/N)	\$		Date Returned:

Applicant (Hirer)	Committee Member
Name:	Name:
Signature:	Signature:
Date:	Date:

Hiring Booking Conditions

The applicant / hirer must be at least 18 years of age and will be responsible for the conduct of all attendees at the event, the activities held during the hire period, and ensuring the venue, hall, asset or facility.

Photo identification must be provided when signing the hire form.

Hire Period

Your booking is valid for only the dates and times stated on this hire form. Access to the venue, hall, asset or facility before or after the agreed times is not permitted unless approved by the Committee. All set up, pack-up and cleaning must occur within the hire period, and extra charges may apply for late departure.

Bond

The bond will be refunded only if all booking conditions are met and there is no damage or excessive cleaning required. If the cost of any damage or cleaning exceeds the bond, the hirer will be liable for the difference.

Payment of Charges

Full payment of all charges (including bond) is required at least 3 working days before the event.

Cancellation

The Committee reserves the right to cancel a booking immediately for breach of conditions.

If the hirer cancels, notice must be provided by email. Cancellations within two (2) weeks' notice will forfeit 50% of the full hire charges payable.

Insurance / Liability

Low-risk and non-commercial events such as birthday parties are covered by Council's insurance for incidents directly related to the hire. High-risk or commercial events require the hirer to arrange their own insurance. The Committee accepts no responsibility for loss or damage to personal property.

No-Smoking / Vaping

Smoking and vaping are not permitted at any Council facility.

Emergency and Evacuation Procedures

Hirers must comply with the emergency instructions displayed at the hall, venue, park, asset or facility. If the fire alarm is activated, do not attempt to switch it off – the fire department will respond. Two (2) nominated persons should coordinate the evacuation by directing attendees to the nearest emergency exits, checking all rooms (only if safe to do so) and ensuring everyone assembles at the designated meeting point. All access areas for emergency vehicles must remain clear at all times.

Emergency exits and lighting must remain visible and unobstructed. Passageways, exits and walkways must be kept free of furniture and other obstacles. Council's WHS Department will ensure exits and evacuation procedures are clearly marked.

Attendees Behaviour

The number of people attending must not exceed the limited provided on this hire form. Attendees are expected to behave respectfully and in accordance with the law. Responsible adults must be present for the duration of the hire.

Cleanliness

The hall, venue, asset, park and or facility must be left clean and in the same condition it was found.

Decorations

Decorations must not be fixed to walls, floors, or any other surfaces without the prior consent of the Committee. All decorations must be removed within the hire period.

The use of confetti, glitter, sequins, rice, or other small items is not permitted.

Keys

Keys are returned as arranged. Any lost or unreturned keys will incur a \$100 replacement fee.

Scheduled Fees and Charges

Fees and charges are set under Council' adopted Revenue Policy. The Committee cannot waive or reduce fees – only Council has that authority.

APPENDIX 6 – Committee / Volunteer / Contractor - Sign On/ Off Register



COMMITTEE / VOLUNTEER / CONTRACTOR - SIGN ON/OFF REGISTER

NAME OF COMMITTEE:

LOCATION:

Date	Name of volunteer / committee member / contractor	Activity being undertaken	Time started (sign on)	Time ended (sign off)	Signature

Completed registers are to be emailed to the Committee's Council Liaison Officer for attention and recordkeeping.

APPENDIX 7 – Hall / Facility / Venue Event - Inspection Checklist



LEETON
SHIRE COUNCIL

FACILITY / HALL / EVENT - INSPECTION CHECKLIST

Date:		
Time:		
Location:		
Inspected by (1st) Committee Member Name:	Inspected by (2nd) Committee Member Name:	
Signature:	Signature:	

The following checklist is to be completed at a minimum every 3 months by Committee members and completed reports are to be emailed to council@leeton.nsw.gov.au

* Further action required Key: (i) Risk Management Plan (ii) Hazard Report form (iii) Incident Investigation (iv) Other

	Acceptable		Immediate action taken	Further action required *	Further Action Requested	Date Signed as Complete
	Y	N				
Thoroughfares (access and egress)						
Pathways/walkways/stairs/ramps and access areas clear of rubbish and obstructions						
Pathways/walkways are slip free. Surfaces are even, free of holes, cracks, fraying or uplifted edges						
Slip resistant materials or absorbent mats used in wet areas						
Steps/stairs/ramps/handrails are secure and in good repair						
Electrical cables/cords kept clear of walkways or secured						
Exit and egress points clearly identified and accessible						
Office environment (workstations and surrounding areas)						
Ergonomic furniture is appropriately adjusted e.g. keyboards, chairs						
Furniture is well maintained and in good/safe condition						
Materials are stored appropriately e.g. not on floor around work areas						
good housekeeping practices around work areas						
Sufficient space is provided around workstations so staff can move and work safely						
Walkways and aisles are clear of obstructions						
Floor mats do not present trip hazards						
Lifting aids are available where required						
Electrical equipment is in good working order						
Adequate ventilation in all areas						

Storage						
Storerooms and storage areas are tidy and free from obstruction						
Stored materials are secured appropriately to prevent them falling						
Heavy equipment is stored at waist level						
Storage areas are accessible and free from trip hazards						
Shelving is stable and well maintained						
Other:						
Electrical						
All electrical cables free of possible contact with water or other conductors						
Double adaptors are not used in conjunction with other double adaptors or extension leads						
No leads placed where subject to damage e.g. heat or cutting						
No broken plugs, sockets or switches						
Other:						
Master controls – whole workplace						
Perimeter fences and safety barriers in place and maintained						
Rubbish is stored appropriately and removed regularly						
Maintenance areas and contained debris are controlled through effective barriers against unauthorised access (if applicable)						
Other:						
Bathrooms and toilets						
Adequate and clean toilet facilities and supplies						
Toilets provided for people with disability						
Paper towels or air dryers available and working						
Toilet paper available with spare rolls readily accessible						
Sanitary towel disposal units in female toilets						
Facilities well ventilated						
Other:						
Kitchen						
Appropriate hand washing facilities are available						
Common rooms clean and tidy						
Food preparation areas are clean and hygienic						
Fridges and food storage areas are kept clean and hygienic						
Adequate drinking facilities						
Other:						
Room heaters, air conditioners and ventilation						
Heating/cooling units effective for the work area						
Heaters/coolers in good working condition						
Heaters/coolers0 situated clear of flammable items						
Photocopiers are placed in well-ventilated areas						
Other:						

	Acceptable		Immediate action taken	Further action required *	Further Action Requested	Date Signed as Complete
	Y	N				
Hazardous substances (chemical safety)						
The hazardous substances register is up to date						
Requirement - SDSs available to all committee members online (ChemWatch website).						
All chemicals are stored correctly according to SDSs and CSIS guidelines						
Chemical storerooms are locked and signs prohibiting unauthorised personnel from entering are in place						
Only minimal quantities of chemicals are kept on site						
Other:						
Personal protective equipment (PPE)						
All PPE is stored appropriately						
All PPE is checked and maintained appropriately e.g. cleaned or replaced as required						
PPE is supplied appropriately to the task and the user						
Sun Safety procedures and No Hat No Play policy is practiced						
Other:						
Gas cylinders (if applicable)						
Gas cylinders are secured from unauthorised access						
Gas cylinders have expiry date stamp						
Cylinders are in good condition i.e. no rusting, damage						
Other:						
Emergency management & Fire safety						
Emergency Management Plan and procedures are displayed on noticeboard(s)						
Emergency equipment (e.g. fire extinguishers) is located appropriately and regularly tested and tagged to ensure it's in good working order						
Access to all fire safety equipment is unobstructed						
Fire extinguishers mounted on the wall; signs located above them.						
Fire blanket available if required						
Fire and sprinkler heads clear of obstructions						
Clear instructions displayed for evacuation						
Adequate direction signs for emergency exits						
Fire doors and emergency exits clear of obstruction						
Correct operation of fire doors						
Other:						

Council Office Use Only

Council Liaison Officer		
Name:	Signature:	Date Received:
Comments:		
Actions Required:		Action Due Date:
1.		
2.		
3.		

WHS Team		
Name:	Signature:	Date Received:
Comments:		
Actions Required:	Entered in Pulse (Y/N):	Date:
1.		
2.		
3.		

APPENDIX 8 – Event / Halls / Venue / Facility - Operational Risk Assessment Template



LEETON
SHIRE COUNCIL

EVENT / OPERATIONAL RISK ASSESSMENT TEMPLATE

Committee:		Committee Members involved in Risk Assessment:
Facility / Area / Event:		
Task Description:		
Date:		
Time:		

Background:

Purpose:

Scope of Risk Assessment:

Methodology:

RISK LEVEL RATING		Likelihood				
		1 - Rare	2 - Unlikely	3 - Possible	4 - Likely	5 – Almost Certain
Consequence	5 -Catastrophic	Moderate	High	High	Extreme	Extreme
	4 -Major	Low	Moderate	High	High	Extreme
	3 -Medium	Low	Moderate	Moderate	High	High
	2 -Minor	Low	Low	Moderate	Moderate	High
	1 -Insignificant	Very Low	Low	Low	Low	Moderate

Operational WHS Hazard and Risk Register

Task / Activity	Hazard/ Source of Hazard / Risk	Initial Risk Rating	Control Measures	Residual Risk Rating
Set Up				
Event				

Task / Activity	Hazard/ Source of Hazard / Risk	Initial Risk Rating	Control Measures	Residual Risk Rating
Pack-Down				

Relevant Documents

Hazardous Substances Chemicals	Standard Operating Procedures - eg:	Safe Work Method Statements / Risk Assessments - e.g.:	Manufacturer Safety Guidelines	Traffic Control Plan

Competency Requirements for Committee / Volunteers

Position	Competencies Required

Plant, Machinery, Equipment Used

Type of Plant / Machinery / Equipment	Licenses, Permits, Competency, Training	Daily plant Inspection Report Required	Prestart Checks Required – Visual/ Documented	Maintenance Requirements

Council Office Use Only

Council Liaison Officer		
Name:	Signature:	Date Received:
Comments:		
Actions Required:		Action Due Date:
1.		
2.		
3.		

WHS Team		
Name:	Signature:	Date Received:
Comments:		
Actions Required:	Entered in Pulse (Y/N):	Date:
1.		
2.		
3.		

APPENDIX 9 – Council Committee Representation List 2025 - 2028

Section 355 Committees			
Committee	Membership	Council Liaison Officer / Contact Details	Meeting Schedule
Leeton SunRice Festival Committee	Cr. Tiffen Cr. Tynan Alt: Cr. Wright	Events Officer E: franm@leeton.nsw.gov.au P: 02 6953 0911	Meetings are held in person on the third Thursday of the month at 7pm at the McGrath Office. Monthly meetings starting in May of the year prior to the festival, increasing to fortnightly in Feb the year of, to weekly in the month prior.
Light Up Leeton Committee	Cr. Edwards Cr. Wright Alt: Cr. Tynan	Events Officer E: franm@leeton.nsw.gov.au P: 02 6953 0911	Meetings are held in person on the third Thursday evenings of the month at 6pm at the Leeton Soldiers Club.
Whitton Court House & Historical Museum Committee	Cr. Kidd Cr. Wright	Museum, Gallery & Heritage Coordinator E: karenb@leeton.nsw.gov.au P: 02 6953 0911	Meetings are held in person on the third Wednesday of the month from 6pm at Whitton Museum.
Whitton Town Hall Committee	Cr. Edwards Alt: Cr. Wright	Manager Business Services E: brentl@leeton.nsw.gov.au P: 02 6953 0911	Meetings are held in person for a minimum twice a year, after business hours at the Whitton Community Hall.
Yanco Hall & Market Committee	Cr. Maytom Alt: Cr. Edwards	Manager Business Services E: brentl@leeton.nsw.gov.au P: 02 6953 0911	Meetings are held in person for a minimum bi-monthly on the second Monday of the month at 1:30pm at Yanco Community Hall.
Advisory Committees / Working Groups			
Committee	Membership	Council Liaison Officer / Contact Details	Meeting Schedule
Financial Sustainability Advisory Committee	Two (2) Councillors – To be confirmed	Manager Governance, Corporate & Customer Service E: sarahk@leeton.nsw.gov.au P: 02 6953 0911	Meetings are held bi-monthly in person after business hours.
Gogeldrie Riverside Park Advisory Committee	Cr. Kidd Cr. Maytom Cr. Tiffen	Manager Business Services E: brentl@leeton.nsw.gov.au P: 02 6953 0911	Meetings are held minimum of twice a year in person after business hours.
Leeton Flood Plan Management Advisory Committee	Cr. Weston Cr. Kidd Alt: Cr. Wright	Manager Roads & Drainage E: chrisl@leeton.nsw.gov.au P: 02 6953 0911	Meetings are held quarterly in person during business hours.
Leeton Local Traffic Forum (LTF)	Cr. Edwards Cr. Wright Alt: Kidd	Roads Safety Officer E: council@leeton.nsw.gov.au P: 02 6953 0911	Meetings are held quarterly or when required, in person or online during business hours.
Leeton Sports Precinct Advisory Committee	Two (2) Councillors – To be confirmed	Manager Open Spaces & Recreation E: joshc@leeton.nsw.gov.au P: 02 6953 0911	Meetings are held minimum of twice a year in person after business hours

Leeton Shire Heritage Advisory Committee	Cr. Kidd Cr. Wright Alt: Cr. Weston	Manager Building, Planning & Health E: francoisv@leeton.nsw.gov.au P: 02 6953 0911	Quarterly on the third Thursday in the month in person during business hours.
Leeton Tree Advisory Committee	Cr. Kidd Cr. Tiffen Cr. Edwards	Manager Open Spaces & Recreation E: joshc@leeton.nsw.gov.au P: 02 6953 0911	Meetings are held minimum of twice a year in person after business hours
Leeton Weeds Advisory Committee	Cr. Kidd Cr. Edwards Alt: Cr. Tiffen	Manager Building, Planning & Health E: francoisv@leeton.nsw.gov.au P: 02 6953 0911	Meetings are held minimum of twice a year in person after business hours.
Roxy Advisory Committee (RAC)	Cr. Kidd Cr. Nardi Cr. Tiffen Cr. Morris	Manager Roxy Community Theatre E: emmad@leeton.nsw.gov.au P: 02 6953 0911	Meets minimum six (6) times a year after business hours, generally on a Monday in person or online. From time to time there are meeting planning sessions during the workday and or on weekends.

Action Committees

Committee	Membership	Council Liaison Officer / Contact Details	Meeting Schedule
Henry Lawson Cottage Committee	Cr. Weston Cr. Tiffen Alt: Cr. Nardi	Director Operations E: Council@leeton.nsw.gov.au P: 02 6953 0911	Meetings are held in person or online at a minimum of twice a year, during business hours.
Leeton Shire Australia Day Committee	Cr. Weston Cr. Kidd Cr. Nardi	Events Officer E: franm@leeton.nsw.gov.au P: 02 6953 0911	Meetings are held in person as required from September to February. Expected to attend / help run Australia Day.
Sporting Walk of Fame	Nil – in recess	Manager Open Spaces & Recreation E: joshc@leeton.nsw.gov.au P: 02 6953 0911	Currently in recess
Whitton Town Improvement Committee	Cr. Kidd Cr. Wright Alt: Cr. Tynan	Manager Business Services E: brentl@leeton.nsw.gov.au P: 02 6953 0911	Meetings are held in person generally quarterly on the third Monday at 6:00pm, held at the Whitton Community Hall.
Yanco Town Improvement Committee	Cr. Edwards Cr. Maytom Alt: Cr. Tynan	Manager Business Services E: brentl@leeton.nsw.gov.au P: 02 6953 0911	Meetings are held in person each month generally on the first Monday at 6:00pm, held at the Yanco All Servicemen's Club.

Note: Membership of each Committee will be updated with the names each individual Committee Members once endorsed by Council.