



LEETON
SHIRE COUNCIL

ORDINARY COUNCIL MEETING
AGENDA

26 JULY 2023
7:00PM

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

Authorised for release: Christopher Watson (Acting General Manager)

LEETON SHIRE COUNCIL

AGENDA

ORDINARY COUNCIL MEETING

26 July 2023

7:00PM

1. CIVIC PRAYER
2. ACKNOWLEDGEMENT OF COUNTRY
3. APOLOGIES AND APPLICATIONS FOR LEAVE OF ABSENCE BY COUNCILLORS
4. CONFIRMATION OF MINUTES AND ANY MATTERS ARISING

RECOMMENDATION

THAT the Minutes of the Ordinary Council Meeting held on Wednesday 28 June 2023, as circulated, be taken as read and CONFIRMED.

5. DISCLOSURES OF INTERESTS
6. MAYORAL MINUTES
7. REPORTS TO COUNCIL

CORPORATE MATTERS

- | | | |
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| 7.1 | INVESTMENTS REPORT FOR JUNE 2023 | 5 |
| 7.2 | MINUTES OF THE YANCO COMMUNITY HALL AND MARKET COMMITTEE MEETING - 8 MAY 2023..... | 18 |
| 7.3 | MINUTES OF THE YANCO TOWN IMPROVEMENT COMMITTEE MEETINGS - 1 MAY 2023 AND 5 JUNE 2023..... | 26 |
| 7.4 | MINUTES OF THE WHITTON TOWN IMPROVEMENT COMMITTEE MEETING - 19 JUNE 2023 | 33 |

OPERATIONAL MATTERS

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| 7.5 | MINUTES OF THE LEETON LOCAL AREA TRAFFIC COMMITTEE ELECTRONIC MEETING - JUNE 2023 | 38 |
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ECONOMIC AND COMMUNITY DEVELOPMENT MATTERS

**7.6 QUICK RESPONSE GRANT APPLICATIONS - YANCO PUBLIC
SCHOOL P&C AND LEETON RAINBOW PRIDE COLLECTIVE84**

8. NOTICES OF MOTIONS

9. CONFIDENTIAL MATTERS

**9.1 AWARD OF THE KERBSIDE COLLECTION CONTRACT AND
IMPLEMENTATION OF THE FOGO SERVICE**

It is recommended that the Council resolve into Closed Council with the press and public excluded to allow consideration of this item, as provided for under Section 10A(2) (d) of the *Local Government Act 1993*, on the grounds that the report contains commercial information of a confidential nature that would, if disclosed (i) prejudice the commercial position of the person who supplied it; or (ii) confer a commercial advantage on a competitor of the Council; or (iii) reveal a trade secret.

10. COUNCILLOR ACTIVITY REPORTS

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11. CONCLUSION OF THE MEETING

VIDEO RECORDING

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

ADDRESS COUNCIL

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

Contact Council's Governance Team via 02 6953 0911 or council@leeton.nsw.gov.au

OATH OF OFFICE

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

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

AFFIRMATION OF OFFICE

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

ETHICAL DECISION MAKING AND CONFLICTS OF INTEREST

A GUIDING CHECKLIST FOR COUNCILLORS,
OFFICERS AND COMMUNITY COMMITTEES

ETHICAL DECISION MAKING

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

CONFLICT OF INTEREST

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

THE TEST FOR CONFLICT OF INTEREST

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

IDENTIFYING PROBLEMS

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

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

AGENCY ADVICE

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

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

CORPORATE MATTERS

ITEM 7.1 INVESTMENTS REPORT FOR JUNE 2023

RECORD NUMBER	23/175
RELATED FILE NUMBER	EF22/30
AUTHOR/S	Accountant
APPROVER/S	Manager Finance Director Corporate

SUMMARY/PURPOSE

This report provides details of the performance of Council's investment portfolio for the period ending 30 June 2023.

RECOMMENDATION

That Council notes the information contained in the Investments Report for June 2023.

REPORT

(a) Background

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

(b) Discussion

Council's cash and investment holdings total \$ 53,867,225.

As at 30 June 2023, Leeton Shire Council has \$52,299,446 invested in Approved Deposit Institutions (ADIs) of which \$8,615,431 (16.47%) is invested with local bank branches.

Attached to this report is a Statement of Bank Reconciliation (**Attachment 1**) and a Summary of Investments (**Attachment 2**) as at 30 June 2023.

The Statement of Bank Reconciliation reconciles the Bank Statement balances to the General Ledger at 30 June 2023 by taking into account unrepresented cheques, unrepresented deposits, and unrepresented debits.

The Summary of Investments details all the investments held by Leeton Shire Council as at 30 June 2023.

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

Cash in Transaction Account	\$ 1,567,779
Deposits At Call Accounts	\$17,999,446
Investments	\$34,300,000
TOTAL	\$53,867,225

The table below details the monthly movements of investments for June 2023.

Opening Investments Balance	\$ 47,250,173
Less:	
Maturities	\$ 2,500,000
Transfer to CBA Current Account	\$ 500,000
Subtotal	\$ 44,250,173
Plus:	
Roll-overs	\$ 2,500,000
New Investments	\$ 5,500,000
CBA Business Online Saver (BOS) movements	\$ 14,517
AMP Business Saver Account	\$ 1
AMP 31 Day Notice Account	\$ 24,928
Macquarie Cash Management Accelerator Account	\$ 9,827
Closing Investments Balance	\$ 52,299,446
Add back Cash in Transaction accounts	1,567,779
Total Cash and Investments	\$ 53,867,225

The following table details the break-up of investments according to the restrictions which are placed on them. The following is forecast in the March 2023 QBRS forecast (subject to daily movements).

Total Cash and Investments	\$ 53,867,225
Less restrictions	
Water Supply (Excl. Unfinished Works)	\$ 20,543,382
Sewerage Services (Excl. Unfinished Works)	\$ 2,380,810
Domestic Waste Management	\$ 4,704,428
*Other external restrictions	\$ 8,377,007
External Restrictions (Excl. Unfinished Works) - Sub Total	\$ 36,005,627
Internal restrictions	\$ 6,190,593
Total restrictions	\$ 42,196,220
Operating Capital & Unfinished Works	\$ 11,671,005

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

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

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

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

Water Investments Summary

In accordance with Murrumbidgee Irrigation (MI) records, the total Water Licenses currently held are 5,584 ML. As at 16 January 2023, there was 100% allocation for town water, 100% for high security and 100% for general security water.

Table of Water Sales as at the end of June 2023:

Date	Qty	Price/ML	Total Water Sale	Brokerage	Net Total
21/07/2022	300	\$70	\$21,000	-\$930	\$20,070
10/08/2022	600	\$70	\$42,000	-\$1,310	\$40,690
2/12/2022	500	\$22	\$11,000	-\$420	\$10,580
23/03/2023	500	\$9	\$4,500	-\$185	\$4,315
1/06/2023	959	\$3	\$2,877	-\$136	\$2,741
5/06/2023	117	\$3	\$351	-\$90	\$261
General and Water Fund Sales	2976		\$81,728	-\$3,071	\$78,657

Council has undertaken temporary trade of 2976 ML for \$78,657 (net of sale brokerage fees) as at 30 June 2023. The annualised return on investment for the sale is 0.88%. It is worth noting that water sales pricing is unreliable and as such the ROI is volatile.

In accordance with the Temporary Trade of Water Allocation Policy the safety margin has been set at 10% of the predicted town water demand for the remainder of the water year.

Water Entitlements	Allocation (%)	Total Allocation (ML)	F'cast + Usage (ML)	Sales this month	Total Volume Sold (ML)	Safety Margin (ML)	Remaining Allocation (Saleable)	Market rate 30.6.23	Potential Income from Sales
Town Water High Security (C7) - 4,097ML	100%	4,097	2,181	560	1,489		427	\$5.00	\$2,135
Investment Water									
*General Security (C1) - 516 ML	100%	516		516	516		-	\$5.00	\$0
High Security (C3) - 971ML	100%	971		-	971		-	\$5.00	\$0
Total		5,584	2,181	1,076	2,976	-	427		\$ 2,135

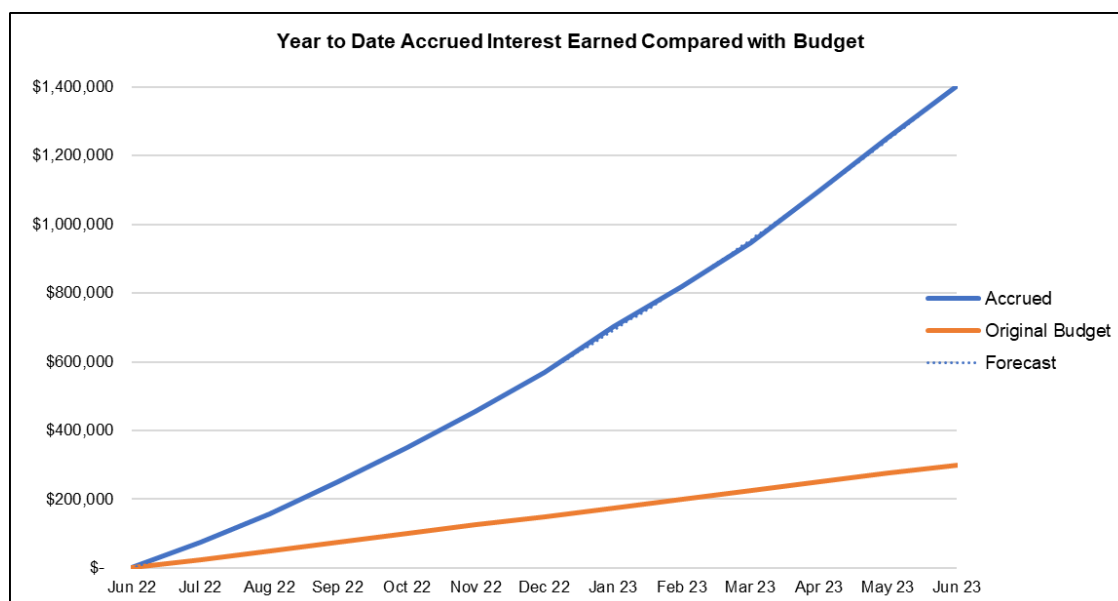
Please note these breakdowns are internal only and will be reviewed and reconciled at year end to ensure results for all funds are optimised.

IMPLICATIONS TO BE ADDRESSED

(a) Financial

For June 2023 the annualised rate of return across the investment portfolio is 4.05%. With continued higher than expected interest returns Council has increased the interest budget in the March QBRs to \$1.33m.

The following graph compares year-to-date interest with the revised budgeted interest for the period.



The consolidated actual investment income from 1 July 2022 to 30 June 2023 compared to the revised budgeted investment interest is detailed below.

Actual versus budgeted interest and earnings	Jun-23	Year To Date
Investments - Interest earned	\$ 97,980	\$ 925,918
Deposits at call	\$ 53,400	\$ 460,430
Rebates and Other earnings	\$ 4,443	\$ 16,608
Total Earnings	\$ 155,823	\$ 1,402,955
Budgeted Interest	\$ 110,833	\$ 1,330,000
Variance – Positive	\$ 44,990	\$72,955

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

Performance Measures	Year to Date	Last Year (Jun)
Portfolio Average Interest Rate (year to date inc. Cash)	3.15%	0.86%
Investment Balances	Year to Date	Last Year
Opening Balance as at 1 Jun	\$47,250,173	\$47,362,312
Current Balance as at 30 Jun	\$52,299,446	\$47,479,476

For the month of June 2023, the portfolio (excluding cash) provided a solid return of +0.31% (actual) or +3.83% p.a. (annualised), marginally outperforming the benchmark AusBond Bank Bill Index return of +0.30% (actual) or +3.72% p.a. (annualised). The longer-term outperformance continues to be driven by a combination of those deposits originally invested between 1-3 years, as well as the introduction of FRNs and fixed bonds into the portfolio, which have been locked-in at attractive margins.

RBA Board Meeting

The RBA Board raised interest rates at its June meeting by 25bps to 4.10% in what was an unexpected decision. In justifying the raise, the Board stated that since its last meeting “the balance of risks on inflation [had shifted] to the upside compared with a month earlier”. In the minutes, the Board cited numerous changes in risk or reasons for raising interest rates being: the monthly CPI indicator had surprised to the upside, goods inflation had fallen less than in other countries, services inflation was not yet declining, services inflation seemed to be persistent on a global basis, the federal government had increased the minimum wage, house prices had started to accelerate upwards, and financial conditions were not as restrictive as previously estimated based on home loan improvements stabilising

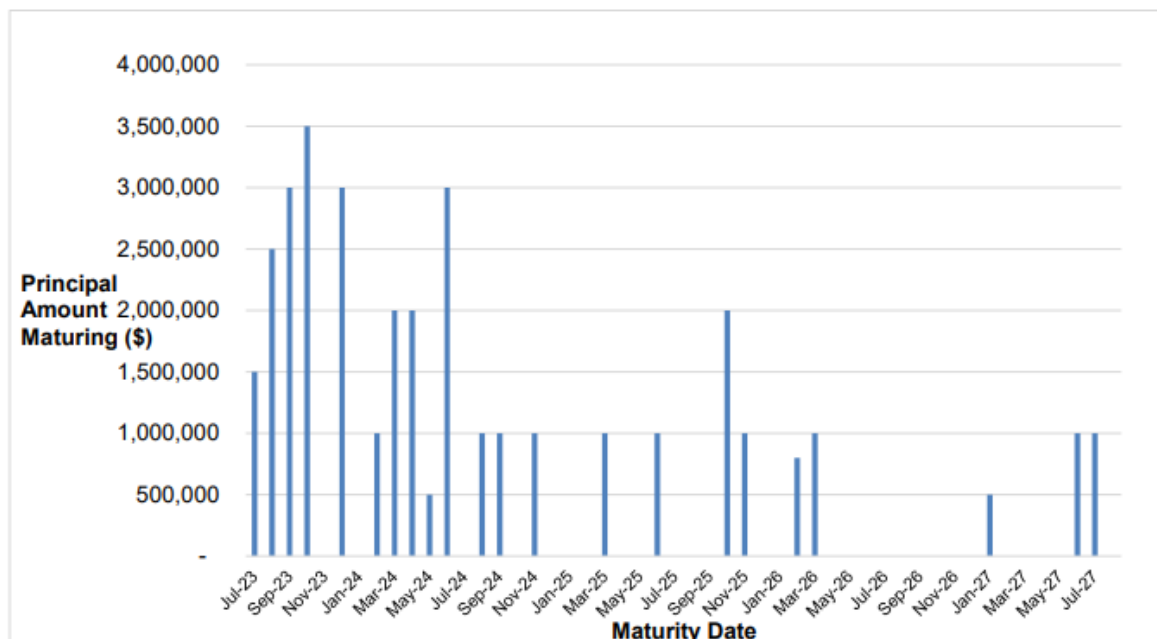
Council Portfolio Compliance

Investment Maturing Profile

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

Portfolio Cash Flows

(excludes At Call Accounts & Notice Saver Account)



Financial Asset Allocation

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

Investment Type	Risk Assessment		Investment Face Value	% of Portfolio
	Capital	Interest		
Term Deposits	Low	Low	25,000,000	47.80%
Cash/At Call Deposits	Low	Low	17,999,446	34.42%
Floating Rate Notes	Low	Low	5,800,000	11.09%
Bonds	Low	Low	3,500,000	6.69%
TOTAL			52,299,446	100%

Counterparty

As at the end of June 2023, Council did not have an overweight position to any single Authorised Deposit Taking Institution. The portfolio is well-diversified across the entire credit spectrum.

All aggregate ratings categories are within the Investment Policy limits.

Compliant	Issuer	Rating	Invested (\$) ^	Invested (%)	Max. Limit (%)	Available (\$)
✓	RBC Covered	AAA	\$990,352	1.90%	45%	\$22,506,591
✓	Suncorp Covered	AAA	\$501,068	0.96%	45%	\$22,995,874
✓	ANZ Bank	AA-	\$1,002,262	1.92%	45%	\$22,494,681
✓	CBA	AA-	\$10,613,270	20.33%	45%	\$12,883,673
✓	NAB	AA-	\$6,000,000	11.49%	45%	\$17,496,943
✓	NTTC	AA-	\$1,000,000	1.92%	45%	\$22,496,943
✓	WBC	AA-	\$5,000,000	9.58%	45%	\$18,496,943
✓	Macquarie	A+	\$4,105,232	7.86%	35%	\$14,170,168
✓	Aus. Military	BBB+	\$1,000,000	1.92%	30%	\$14,664,628
✓	Bendigo (Rural)	BBB+	\$959,071	1.84%	30%	\$14,705,557
✓	BoQ	BBB+	\$3,966,712	7.60%	30%	\$11,697,917
✓	QBank	BBB+	\$797,318	1.53%	30%	\$14,867,310
✓	AMP Bank	BBB	\$11,778,782	22.56%	30%	\$3,885,846
✓	Auswide Bank	BBB	\$999,614	1.91%	30%	\$14,665,015
✓	Bank Australia	BBB	\$1,002,752	1.92%	30%	\$14,661,877
✓	MyState Bank	BBB	\$2,498,996	4.79%	30%	\$13,165,633
			\$52,215,428	100.00%		

Credit Quality

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

Compliant	Credit Rating	Invested (\$)	Invested %	Max. Limit (%)
Yes	AAA Category	\$1,491,420	2.86%	100.00%
Yes	AA Category	\$23,615,532	45.23%	100.00%
Yes	A Category	\$4,105,232	7.86%	80.00%
Yes	BBB Category	\$23,003,245	44.05%	70.00%
Yes	Unrated ADI's	\$0	0.00%	30.00%
		\$52,215,428	100.00%	

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

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

(b) Legislative/Statutory

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

CONSULTATION

(a) External

Council's investment advisors are Amicus Advisory, Imperium Markets (for financial investment advice) and Marsden Jacobs (for water trading advice).

Advisors were contacted by staff for financial investment advice during the month of June 2023.

(b) Internal

Director Corporate
Director Operations
Manager Finance
Accountant

LINK/S TO THE DELIVERY PROGRAM/OPERATIONAL PLAN

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

ATTACHMENTS

- 1 Bank Reconciliation June 2023
- 2 Summary of Investments June 2023

MONTH END BANK RECONCILIATION REPORT

Prepared by the Accountant

INTRODUCTION

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

BACKGROUND

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

BANK RECONCILIATION STATEMENT

as at 30 June 2023

BALANCE AS PER GENERAL LEDGER

Opening Balance:	1/06/2023	\$	2,305,699.74
June Movements:		-\$	737,921.14
Closing Balance:	30/06/2023	\$	1,567,778.60
Less Unprocessed Bank Statement Transactions:			
Total:		\$	1,567,778.60

BALANCE AS PER BANK STATEMENTS

	\$	1,563,519.03
Less Unpresented Cheques	-\$	2,590.00
Add Unpresented Credit		
Plus Unpresented Deposits	\$	6,849.57
Total	\$	1,567,778.60



Responsible Accounting Officer
 17 July 2023

Leeton Shire Council

Summary of Term Investments as at: 30/06/2023				BBSW 90: 4.35%	Average Yield: 4.05%					
Inv No	Financial Institution/Broker	Investment	Note Ref No	Investment Date	Investment Term (months)	Remaining Term	Principal	Yield %	Maturity	Type
10-00	Commonwealth Bank Ltn	CBA Business Online AMP Business	10206481	12/10/09	165	0	8,615,431.43	4.10%	14/07/23	DAC
20-00	AMP Bank	Saver Account AMP 31 Day	437864762	10/07/20	36	0	518.51	2.30%	14/07/23	DAC
21-00	AMP Bank	Notice Account Cash Management	971165956	17/07/20	35	0	6,278,263.94	5.15%	14/07/23	DAC
22-00	Macquarie Bank	Accelerator	940367790	07/11/20	32	0	3,105,231.86	4.10%	14/07/23	DAC
20-11	ANZ Bank	ANZ Bank	AU3FN0049730	29/08/19	60	13	1,000,000.00	4.72%	29/08/24	FRN
23-15	Curve Securities Pty Ltd	Members Banking Group	AU3FN0075453	24/02/23	36	31	800,000.00	5.42%	24/02/26	FRN
23-16	Laminar Capital	Auswide Bank	AU3FN0076352	17/03/23	36	32	1,000,000.00	5.82%	17/03/26	FRN
22-21	Commonwealth Bank Ltn	Commonwealth Bank	AU3FN0065579	14/01/22	60	42	500,000.00	4.36%	14/01/27	FRN
23-01	Commonwealth Bank Ltn	Royal Bank of Canada	AU3FN0070025	13/07/22	60	48	500,000.00	4.69%	13/07/27	FRN
23-10	Laminar Capital	MyState Bank Ltd	AU3FN0072369	13/10/22	36	27	500,000.00	4.94%	13/10/25	FRN
23-11	Commonwealth Bank Ltn	Suncorp-Metway Ltd	AU3FN0072617	17/10/22	36	27	500,000.00	4.54%	17/10/25	FRN
23-13	Curve Securities Pty Ltd	Bank Australia	AU3FN0073797	24/11/22	36	28	1,000,000.00	5.52%	24/11/25	FRN
22-23	Commonwealth Bank Ltn	Bendigo and Adelaide Bank	8156149	17/03/22	36	20	1,000,000.00	3.00%	17/03/25	Bond
22-27	Commonwealth Bank Ltn	Bank of Queensland	AU3CB0288843	29/04/22	42	27	1,000,000.00	4.00%	29/10/25	Bond
21-10	Northern Territory Treasury Corporation	Territory Bond	AA-109-3B	14/09/20	38	5	1,000,000.00	1.25%	15/12/23	Bond
23-02	Commonwealth Bank Ltn	Royal Bank of Canada	AU3CB0290682	13/07/22	60	48	500,000.00	4.50%	13/07/27	Bond
21-26	Australian Military Bank	Australian Military Bank	301037038	13/04/21	36	9	1,000,000.00	0.76%	15/04/24	LTD
22-06	National Aust Bank	National Aust Bank	33-718-2858	25/08/21	24	1	1,000,000.00	0.65%	25/08/23	LTD
22-15	Westpac Bank	Westpac Bank	9514165	21/10/21	24	3	1,000,000.00	0.87%	23/10/23	LTD
22-17	Westpac Bank	Westpac Bank	9563400	11/11/21	36	16	1,000,000.00	1.60%	11/11/24	LTD
22-19	Westpac Bank	Westpac Bank	9620456	09/12/21	24	5	1,000,000.00	1.21%	11/12/23	LTD
22-20	AMP Bank	AMP Bank	TD340647916	21/12/21	24	5	1,000,000.00	1.55%	21/12/23	LTD
22-22	National Aust Bank	National Aust Bank	88-293-8040	23/02/22	24	7	1,000,000.00	1.80%	24/02/24	LTD
22-24	Westpac Bank	Westpac Bank	9806557	22/03/22	24	8	1,000,000.00	2.21%	22/03/24	LTD
22-31	Bank of Queensland	Bank of Queensland	508507	23/06/22	24	11	1,000,000.00	4.40%	24/06/24	LTD
22-32	Macquarie Bank	Macquarie Bank	232613257	24/06/22	24	11	1,000,000.00	4.43%	24/06/24	LTD
23-03	AMP Bank	AMP Bank	TD528016306	08/08/22	12	1	500,000.00	4.35%	08/08/23	LTD
23-04	National Aust Bank	National Aust Bank	71-990-2283	16/08/22	12	1	1,000,000.00	4.00%	16/08/23	LTD
23-05	National Aust Bank	National Aust Bank	88-085-5591	09/09/22	12	2	1,000,000.00	4.10%	11/09/23	LTD
23-06	AMP Bank	AMP Bank	TD065151656	14/09/22	12	2	1,000,000.00	4.65%	14/09/23	LTD
23-07	National Aust Bank	National Aust Bank	97-327-3005	27/09/22	24	14	1,000,000.00	4.90%	27/09/24	LTD
23-08	Westpac Bank	Westpac Bank	9929030	30/09/22	11	2	1,000,000.00	4.59%	29/09/23	LTD
23-09	AMP Bank	AMP Bank	TD351134630	06/10/22	12	3	500,000.00	4.55%	06/10/23	LTD
23-12	AMP Bank	AMP Bank	TD112967286	27/10/22	12	3	1,000,000.00	5.00%	27/10/23	LTD
23-14	Commonwealth Bank Ltn	Commonwealth Bank	38344709	11/01/23	5	0	1,500,000.00	4.37%	10/07/23	LTD
23-17	AMP Bank	AMP Bank	TD226440303	23/03/23	11	8	1,000,000.00	5.05%	22/03/24	LTD
23-18	Bank of Queensland	Bank of Queensland	724391	11/04/23	12	9	1,000,000.00	4.75%	11/04/24	LTD
23-19	AMP Bank	AMP Bank	TD569423643	01/05/23	12	10	500,000.00	5.10%	01/05/24	LTD

Leeton Shire Council

Summary of Term Investments as at: 30/06/2023					BBSW 90: 4.35%	Average Yield: 4.05%				
23-20	Curve Securities Pty Ltd	MyState Bank Ltd	CN064569	03/05/23	5	4	1,000,000.00	4.80%	31/10/23	LTD
23-21	National Aust Bank	National Aust Bank	10846859	08/06/23	24	23	1,000,000.00	5.17%	08/06/25	LTD
23-22	Bank of Queensland	Bank of Queensland	772448	21/06/23	48	47	1,000,000.00	5.40%	21/06/27	LTD
23-23	MyState Bank	MyState Bank Ltd	30271520	28/06/23	12	11	1,000,000.00	5.65%	28/06/24	LTD
Total Investments:							<u>\$ 52,299,445.74</u>			

Leeton Shire Council

Summary of Term Investments as at:

30/06/2023

BBSW 90:

4.35%

Average Yield: 4.05%

Investment by Type		
Investment	Amount	%
AMP Bank	5,500,000	10.5%
Auswide Bank	1,000,000	1.9%
National Aust Bank	6,000,000	11.5%
Australian Military Bank	1,000,000	1.9%
ANZ Bank	1,000,000	1.9%
Territory Bond	1,000,000	1.9%
CBA Business Online Saver - Cash	8,615,431	16.5%
AMP 31 Day Notice Account	6,278,264	12.0%
Macquarie Cash Management A	3,105,232	5.9%
Commonwealth Bank	2,000,000	3.8%
Westpac Bank	5,000,000	9.6%
Bendigo and Adelaide Bank	1,000,000	1.9%
Bank of Queensland	4,000,000	7.6%
Macquarie Bank	1,000,000	1.9%
AMP Business Saver Account	519	0.0%
Royal Bank of Canada	1,000,000	1.9%
MyState Bank Ltd	2,500,000	4.8%
Suncorp-Metway Ltd	500,000	1.0%
Bank Australia	1,000,000	1.9%
Members Banking Group Ltd	800,000	1.5%
TOTAL	52,299,446	100.0%
Local	8,615,431	16.47%
Non Local	43,684,014	83.53%

Investments by Age		
Age	Amount	%
1. Less than 30 Days	19,499,446	37%
2. 30 to 180 Days	12,000,000	23%
3. 180 to 365 Days	8,500,000	16%
4. 1 to 3 years	9,800,000	19%
5. 3 to 5 years	2,500,000	5%
TOTAL	52,299,446	100%

Investments by Age and Type		
Sum of Principal		Total
Current	DAC	17,999,446
	LTD	21,000,000
	Bond	1,000,000
Current Total		39,999,446
Non Current	LTD	4,000,000
	FRN	5,800,000
	Bond	2,500,000
Non Current Total		12,300,000
Grand Total		52,299,446
DAC	Deposit at Call	
LTD	Long Term Deposit	
FRN	Floating Rate Notes	
Bond	Long Term Bond	

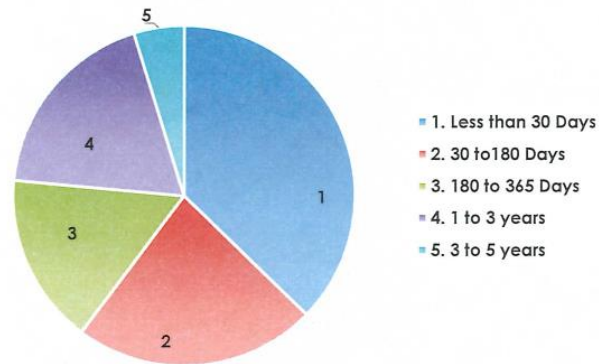
Leeton Shire Council

Summary of Term Investments as at: **30/06/2023**

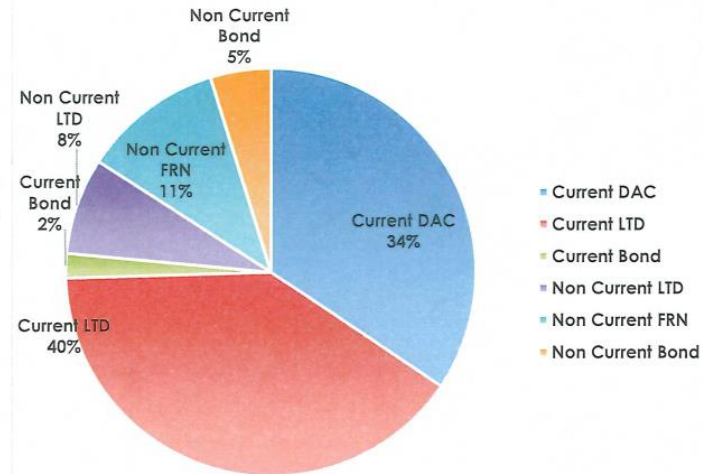
BBSW 90: 4.35%

Average Yield: 4.05%

Investments by Age



Investments by Type and Term



Explanatory notes:

All investments noted above were made in accordance with the Act, the regulations and Council's Investment Policy
 Responsible Accounting Officer
 14 July, 2023

ITEM 7.2 MINUTES OF THE YANCO COMMUNITY HALL AND MARKET COMMITTEE MEETING - 8 MAY 2023

RECORD NUMBER	23/153
RELATED FILE NUMBER	EF21/436
AUTHOR/S	Manager Business Services
APPROVER/S	Director Corporate

SUMMARY/PURPOSE

The purpose of this report is to provide Council with the Minutes of the Yanco Community Hall and Market Committee held on Monday 8 May 2023 (**Attachment 1**).

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

RECOMMENDATION

THAT Council receives for information the minutes of the Yanco Community Hall and Market Committee held on Monday 8 May 2023.

REPORT

(a) Background

The Yanco Community Hall and Market Committee is a Section 355 Committee of Leeton Shire Council.

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

- Oversee the day-to-day operations of the Yanco Community Hall and Market as per the delegation issued by Leeton Shire Council.
- Overview the strategic direction of the Yanco Community Hall and Market and provide reports and recommendations to the Council as considered appropriate.
- Promote optimum usage of the Yanco Community Hall.
- Care for and maintain the facility through responsible day-to-day management.
- Ensure the safety of the patrons of the Yanco Community Hall and Market.

(b) Discussion

The main points of discussion across the meeting were:

- Mayor Reneker enquired as to whether the “tree branches” had been attended to, which was discussed at the previous meeting. Hugh noted that 2 trees have been pruned and that the ‘leaf litter’ is an ongoing problem.
-

Action: Council's Manager Business Services to follow up with Manager Open Space and Recreation as well as Open Space and Recreation Coordinator.

- Committee member Beryl Coelli re-iterated about the gutters. **Action:** Manager Business Services to follow this up with Council's General Maintenance Officer.

(c) Options

Nil – this report is for information noting purposes only.

IMPLICATIONS TO BE ADDRESSED

(a) Financial

The Yanco Community Hall Committee is a Section 355 Committee and any identified day-to-day maintenance issues are met through Council's annual maintenance program.

The Yanco Community Hall and Market Committee term deposit currently sits at approximately \$30K. It is also noted that the Yanco Community Hall and Market Committee has \$4K in its working account.

(b) Policy

Committee Terms of Reference

(c) Legislative/Statutory

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

(d) Risk

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

CONSULTATION

(a) External

Committee members

(b) Internal

Manager Open Space and Recreation
Open Space and Recreation Superintendent
General Maintenance Officer

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

CSP FOCUS AREA 5 - Strong leadership and civic participation – DELIVERY PROGRAM
FUNCTIONAL AREA 9 - Governance and Administration - DELIVERY PROGRAM
ACTIVITY 9.3 - Provide respected and effective representation, leadership and

advocacy - OPERATIONAL PLAN ACTIVITY 9.3.5 - Support and report on Council's Section 355, Advisory and Action Committees.

ATTACHMENTS

- 1 YANCO COMMUNITY HALL & MARKET COMMITTEE MEETING MINUTES - 8 MAY 2023

YANCO TOWN HALL AND MARKET'S COMMITTEE

Meeting minutes

MONDAY 8th MAY 2023

Attendees: Hugh Milvain & Yvonne Milvain, Josie & Tony Bagiante, Robert Quodling, Pam Bonfield, Robert Hermes, Beryl Coelli and Leeton Shire Council representatives (Tony Reneker and Brent Lawrence).

Apologies: Terry Coelli, (Leeton Shire Council – Julie Halden).

NB: Brent will no longer be recorded as an apology, as he is not required to attend all meetings.

Meeting Opened: at 1.07pm.

Previous Minutes: Moved by Pam Bonfield and seconded by Tony Bagiante.

General Business:

1. The 'Borneo Committee' still has a booking for the 11th of June (long weekend). They will be performing a practice run on the Saturday of the long weekend. No extra charge for use over public holidays. Note: New fees will commence on July 1st 2023. They have requested a 'Practice run' of which Hugh shall advise which weekend will be available.
2. The Hall was leased for the Council meeting on the 3rd of May.
3. Mayor Reneker enquired as to whether the "tree branches" had been attended to, which was discussed at the previous meeting. Hugh noted that two trees have been pruned and that the 'leaf litter' is an ongoing problem. Brent will 'follow up'.
4. Beryl re-iterated about the gutters and mentioned a 'hole' in the ground, to both Mayor Reneker and Brent Lawrence, which does pose as a safety hazard.

Brent responded that he will 'add it' as a work job for the Council to attend to. Hugh then mentioned the 'ivy' along the fence line needed cutting back. Brent commented that he will 'roll it' into the previous 'work order'.

5. ONGOING. The “Boot Sale” will remain as a ‘concept’ and possibly revisited in the future. Julie mentioned that a ‘substantial’ and non-refundable deposit should be implemented. Tony commented that all Stallholders should pay ‘up front’ for their booking. Julie did not agree. Robert to continue to ‘seek’ expressions of interest on Facebook and advertise further for both the ‘Boot Sale’ and ‘New Stallholders’ offering a greater variety of attractions.
6. Robert to continue to advertise ‘*More Stallholders Welcome*’ in the endeavour to increase the diversity of our Markets.
7. Julie Halden has found a ‘Suggestion Box’ and will deliver it shortly. NB: Brent committed (during the meeting) that he will follow up on it.
8. Beryl queried Mayor Reneker as to when will the Slippery Dip be returning. Mayor Reneker replied that it was still ‘in the pipeline’ alongside some other capital works scheduled for May at McCaughey Park. He reaffirmed this again during the May meeting.
9. Hugh and Tony brought up the contract for the ‘Supper Room’ and its management. Tony mentioned that the ‘Contract’ for the leasing of the Supper room, should try to be found. Robert to investigate. Found and being re-drafted. Hugh & Robert.
10. Yvonne pointed out that the Narrandera based ‘International Food Festival’ event had great variety, including food, drink, music and entertainment etc. Brent commented that he thought that was a ‘one off’ cultural event, and probably not plausible on an ongoing basis.
11. The committee agreed that it should start looking for other potential vendors to ‘take over’ the management of the Supper Room in the case that the current vendors leave. Robert suggested contacting the YAHS. He also maintained that anyone utilising the area to prepare or store food, must have ‘Food Safety’ certification.
12. The ‘concept’ of utilising balloons along the roadside to attract attention to the Market was unanimously agreed to by the committee.
13. A request from a Stallholder to have the ability to message thru their posts of their goods and services for ‘approval’ before posting on the Facebook page was unanimously approved by the committee. Robert to organise. (In Process).
14. Beryl made it clear that she believes moving to “electronic” banking would be beneficial to the committee. (ON-GOING).
15. Robert suggested that from “feedback” from Stallholders and Visitors, that an “Eftpos” machine would be an effective addition to the Markets. (ON-GOING)

Julie mentioned that after researching the proposal, that there was no 'Community Wi-Fi' available in the area. Additionally, Julie researched the cost to the customer/client of the utilisation of a portable Eftpos machine was a rate of 1.9% per swipe of the card.

16. Robert commented that as he had been approached by visitors about Eftpos facilities that this point should remain on the list. Pam Bonfield agreed. Additionally, Robert mentioned that Yanco should have a least one available Wi-Fi service for visitors to the Town. (ON-GOING. To be followed up).
17. Council have still not updated the contact details for our Hall on their website. Julie & Mayor Reneker to follow up.

Correspondence

- The Hall was hired for a funeral in April.
- A thank you card was received from Alison.
- A card for Nola was sent.
- Letter received from the bank re: Term deposit. Correction: The new Term rate is 3.15% not 3.16%.

Financial Transactions

Beryl provided the 3mnty Financial Statement as well as the Financial Transactions for April. Moved by Robert, seconded by Josie.

Financial Transactions for April 2023

INCOME		EXPENDITURE	
Hall Hire	158.00	GST	24.00
Market Door	284.00		
Market Stalls	345.00		
Total	\$787.00	Total	\$24.00

Financial Statement – Jan, Feb, March 2023

Balance Bt. Fwd.					3571.59
<u>INCOME</u>	<u>Jan</u>	<u>Feb</u>	<u>March</u>		
Market Stalls					
Market Door					
G,S,T					
	-----	-----	-----		
	=====	73.45	485.25		1217.70
					<u>4789.29</u>
<u>EXPENSES</u>					
Gas & Elec	75.11	418.45	=====		
P.O. BOX	=====	148.00	=====		
Cleaning	=====	=====	105.00		
	-----	-----	-----		
	75.11	559.45	105.00		739.56
<u>Add Council Cheque – Destroyed</u>					4049.73 24.00

					\$4073.73
					=====
<u>Balance as per Statement</u>					<u>\$4073.73</u>
<u>Term Deposit</u>	\$30,247.00				
<u>Re-Invested</u>	On the 03.03.2023	@ 3.15% For 3 Months			

OTHER BUSINESS, INITIATIVES OR IMPROVEMENTS and SAFETY

- Robert proposed that a 90th birthday card should be purchased and given to Terry Coelli, in recognition of his 'youthful maturity' and many years' service to the Markets. Unanimously agreed by the committee. Robert to organise.

Next Meeting: Monday, July 10th.

Next Market: Sunday, May 28th.

End of meeting: 1.56pm

End of Document.

**ITEM 7.3 MINUTES OF THE YANCO TOWN IMPROVEMENT COMMITTEE MEETINGS -
1 MAY 2023 AND 5 JUNE 2023**

RECORD NUMBER	23/154
RELATED FILE NUMBER	EF21/446/02
AUTHOR/S	Manager Business Services
APPROVER/S	Director Corporate

SUMMARY/PURPOSE

The purpose of this report is to provide Council with the minutes of the Yanco Town Improvement Committee (YTIC) meetings that were held on Monday 1 May 2023 (**Attachment 1**) and Monday 5 June 2023 (**Attachment 2**).

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

RECOMMENDATION

THAT Council receives for information the minutes of the Yanco Town Improvement Committee meetings that were held on Monday 1 May 2023 and Monday 5 June 2023.

REPORT

(a) Background

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

(b) Discussion

Key discussion points/updates from the 2 meetings were as follows:

- **Old Yanco CWA Building Sale Funds**– YTIC Secretary and Yanco CWA President Tracey Hamilton spoke to the meeting regarding the funds Yanco Branch of CWA has available after the sale of their building. CWA are looking to place a structure in McCaughey Park, current idea is an outdoor kitchen. **Action:** Yanco CWA are currently seeking costings for this idea and will present them to the August meeting. If this project falls outside their budget parameters another idea is the placement of a water

station on the Yanco to Leeton bike/walking track and seating also on the track.

- **“Yanco’s Family Day Out” event in McCaughey Park** – the YTIC committee held a successful Family Day Out event on Sunday 21 May 2023. Despite the cold weather there were 30 kids and 20 adults that attended and enjoyed the activities, food, and novelties on offer.
- **Call for more volunteers-** Mayor Reneker suggested that the committee actively pursue new members for YTIC. He suggested a “Friends of YTIC” where community members need not attend meetings but would make themselves available to help when required such as on the day of the Yanco Twilight Market event. **Action:** YTIC Secretary Tracey Hamilton suggested a letterbox drop in Yanco township, with those present agreeing. YTIC President Karen O’Grady to coordinate the flyer and distribution.
- **2023 Yanco Twilight Market Event** – stallholders’ expression of interest forms will be sent out by YTIC during the month of June to last year’s stallholders and advertised to potential new stallholders commencing July. **Action:** Next meeting of YTIC to be held on Monday 7 August 2023, committee having a break for month of July.

(c) Options

Nil – this report is for information purposes only.

IMPLICATIONS TO BE ADDRESSED

(a) Financial

NIL – No additional cost to Council.

(b) Policy

Yanco Town Improvement Committee - Terms of Reference

(c) Legislative/Statutory

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

(d) Risk

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

CONSULTATION

(a) External

Committee members

(b) Internal

Nil

LINK/S TO THE DELIVERY PROGRAM/OPERATIONAL PLAN

CSP FOCUS AREA 5 - Strong leadership and civic participation – DELIVERY PROGRAM
FUNCTIONAL AREA 9 - Governance and Administration - DELIVERY PROGRAM
ACTIVITY 9.3 - Provide respected and effective representation, leadership and
advocacy - OPERATIONAL PLAN ACTIVITY 9.3.5 - Support and report on Council's
Section 355, Advisory and Action Committees".

ATTACHMENTS

- 1** YANCO TOWN IMPROVEMENT COMMITTEE MEETING MINUTES - MONDAY 1 MAY 2023 MEETING

- 2** YANCO TOWN IMPROVEMENT COMMITTEE MEETING MINUTES - MONDAY 5 JUNE 2023 MEETING

**YANCO TOWN IMPROVEMENT COMMITTEE
MAY 2023 MEETING**

MINUTES

Date: 1 May 2023

Place of Meeting: Yanco All Servicemen's Club

Meeting commenced: 6:10 pm with Karen O'Grady in the Chair. Karen welcomed all who were in attendance.

Present: Tracey Hamilton, Hugh Milvain, Karen O'Grady, Tessa Hamilton, Annette Ashton, Helen Macarthur and Brent Lawrence

Apologies: Sue Driscoll, Councillor Paul Smith, Halina Capstick, Mayor Tony Reneker and Graham Williams.

Minutes of Previous meeting, March 2023, were confirmed as true and correct.
Moved: Tessa Hamilton Seconded Helen Macarthur

Business arising from previous minutes: (Note all Family Day Out business will be discussed in General Business)

Twilight Market 2023, "save the date" has been posted

Correspondence in: Email:

- Brent Lawrence - Family Day Out
- Andrew Valenta RE wording on flyer regarding the supervising of children near the water at McCaughey Park.
- Fran Macdonald Re advertising on the LSC events website

Correspondence out: Email:

- Invitation to Yanco Ag High School to attend the Family Fun Day

General Business:

Brent Lawrence informed the meeting of the community info sessions happening on Wednesday May 3, at Yanco Hall, for the Draft Leeton Shire Council 2023-24 Operational Plan, Long Term Financial Plan and Revenue Policy. Karen and Hugh are to attend on behalf of YTIC.

Tracey Hamilton suggested inviting members of the Miniature Railway and Powerhouse Museum to be a part of YTIC. Yanco CWA, Lions, Hall Committee and Public School P&C are already represented. All agreed. Tracey to contact both organisations.

Brent Lawrence spoke about the new Council plans for green waste garbage bins.

Family Fun Day at McCaughey Park:-

- * YTIC to check if the BBQ's are all in working order.

- * Tracey Hamilton reported that Halina Capstick had organised Yanco Public School P&C to sell popcorn, slushy and fairy floss on the day. Halina was also going to place the flyer on the school newsletter.

- * Karen O'Grady is to supply the plastic spoons and buckets for the orange races. Helen Macarthur has donated the plastic eggs.

- * Annette Ashton to place a poster at the front of her home as advertising.

- * Helen Macarthur asked as to what Yanco Lions should supply/sell for the day and it was suggested sausage sandwiches and hot chips.

- * Tracey Hamilton will contact Cr Paul Smith regarding borrowing sacks from SES.

- * Brent Lawrence and Helen Macarthur are apologies for the fun day due to prior commitments.

Twilight Market 2023

- * Stall holder EOI was discussed

- * Traffic plan is to be presented on 18th May 2023.

- * Save the date has been posted on YTIC Facebook site.

Brent Lawrence and Tracey Hamilton spoke to the meeting regarding the funds Yanco Branch of CWA has available after the sale of their building. CWA are looking to place a structure in McCaughey Park, current idea is an outdoor kitchen. More information on rough costings to come at the next YTIC meeting. Another idea is the placement of a water station on the bike/walking track and seating also on the track.

Brent spoke about Whitton Town Improvement Committee and their idea for a Free van site in the town.

Meeting closed: 6:45pm

Next meeting: Monday 5 June 2023. 6pm at Yanco All Servicemen's Club.

**YANCO TOWN IMPROVEMENT COMMITTEE
JUNE 2023 MEETING**

MINUTES

Date: 5 June 2023

Place of Meeting: Yanco All Servicemen's Club

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

Present: Tracey Hamilton, Karen O'Grady, Brent Lawrence and Mayor Tony Reneker

Apologies: Sue Driscoll, Councillor Paul Smith, Helen Macarthur, Tessa Hamilton, and Graham Williams.

Brent mentioned that Dan is leaving Council and maybe leaving YTIC. Tracey told the committee that Graham is also leaving due to work commitments.

Minutes of Previous Meeting, May 2023, were confirmed as true and correct.
Moved: Tracey Hamilton Seconded Karen O'Grady

Business arising from previous minutes: Family Day out debrief will be discussed in General Business

Correspondence in:

Email:

- Invoice from Meg's Face Painting from Family Day Out. *Moved Brent Seconded Tony that Meg's account be paid.*

- Nicki Waldron - Sussan Ley's Office, that we were successful with our Volunteer Grant application of \$2K.

- Department of Social Security - Letter of Agreement for Grant. Funds will be forwarded to our nominated account by 30 June 2023. Time frame to spent \$2K is 12 months.

Correspondence out:

Email:

- Minutes of May 2023 meeting

Post:

- Invitation letters to join YTIC to Yanco Powerhouse Museum Committee and Miniature Trains Committee.

Correspondence Moved Karen Seconded Tracey

General Business:

Family Day Out Debrief:

- * Definitely run this event again.
- * Good attendance with children enjoying the tug of war, orange races and egg and spoon races.
- * Yanco School catering was great with popcorn, fairy floss, slushies, hot dogs and sausage sandwiches.
- * Karen to source some photos of the day.
- * Many thanks to the “YTIC helpers” on the day.

Twilight Market 2023

- * Brent suggested we get the EOI out ASAP, especially to the stall holders who were present in 2022. Tracey will contact Tessa for this job.
- * Place the EOI on socials to encourage new stallholders. Brent also suggested forwarding EOI to Maria, the convenor of the Leeton Farmers Markets, for her to forward to the stall holders who attend that market.

Yanco CWA

- * Tracey informed the committee that the CWA Sale Committee is currently gaining quotes for outdoor kitchens and shade structure for McCaughey Park. When a decision is made we will gain quotes for all sewerage and electrical work and then forward to Council for a DA to be issued.

Letterbox Drop

Mayor Tony suggested we actively pursue new members for YTIC. He suggested a “Friends of YTIC” where community members need not attend meetings, but would make themselves available to help out when required. Brent informed us that any new members would just need to be endorsed by Council, which is filling and returning a form to council. Tracey suggested a letterbox drop, with those present agreeing and Karen volunteering to distribute as she will have lots of spare time now as the sale changeover day for The Yanco Shop was this day. Those present congratulated Karen and Brad on their success with the business and wished them well in the future. Brent suggested asking the new owners of Yanco Shop to join YTIC. Tracey suggested they possibly need to settle in first.

Tracey suggested that we do not meet again until 7 August 2023. All agreed.

Meeting Closed : 6.35pm

Next Meeting 7 August 2023

**ITEM 7.4 MINUTES OF THE WHITTON TOWN IMPROVEMENT COMMITTEE MEETING -
19 JUNE 2023**

RECORD NUMBER	23/168
RELATED FILE NUMBER	EF21/446/02
AUTHOR/S	Manager Business Services
APPROVER/S	Director Corporate

SUMMARY/PURPOSE

The purpose of this report is to provide Council with the minutes of the Whitton Town Improvement Committee (WTIC) meeting that was held on Monday 19 June 2023.

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

RECOMMENDATION

THAT Council receives for information the minutes of the Whitton Town Improvement Committee meeting held on Monday 19 June 2023.

REPORT

(a) Background

The purpose of the Whitton Town Improvement Committee is to be a forum for engagement between the community of Whitton and Leeton Shire Council. To facilitate this purpose, the committee holds meetings on a quarterly basis to discuss priorities for the Whitton community.

(b) Discussion

Whitton Town Improvement Committee's last meeting was on Monday 19 June 2023.

Four key discussion points/updates from the meeting included:

- **Proposed Motorhome/Caravan Parking and Dump Station** – a meeting was held on Tuesday 2 May 2023 with relevant Council officers onsite at the Whitton Memorial Park. Further investigations into setting up the back of the park for an RV overnight stop revealed that a development application (DA) for a primitive campground was required. To do this, a minimum 2 hectares of land needs to be available to allow 2 campsites on a primitive campground. This ruled out the park location as it is not even 1 hectare. **Action:** Whitton Town Improvement Committee members will now have a rethink and look if other options within the town centre area are available.
-

- **New digital sign for Whitton being funded by Whitton-Murrumbidgee Public School/NSW Department of Education** – Whitton-Murrumbidgee Public School Principal (Ms. Lyn Evans) advised that total cost for the construction and installation of the new digital information sign (to go near the Whitton Community Hall) came back at a total of \$29k. Whitton-Murrumbidgee Public School Principal advised that the project is now in the hands of the NSW Department of Education to lodge the DA. **Action:** Manager Business Services to follow up with Council's Planning Team to see if DA has been lodged by NSW Department of Education and let the Whitton-Murrumbidgee School Principal know. **Post Meeting Update:** Council's Manager Planning, Building and Health has advised that the DA has not been lodged by NSW Department of Education and Whitton-Murrumbidgee School Principal will now follow up this matter directly with the Department.
- **Old Whitton Police Station Residence-** Council's Manager Business Services advised that Council is still waiting to receive ownership transfer from Property NSW which should occur at the end of September 2023. Driveway access work has commenced at the property in preparation for renting it out. Murrumbidgee Investment Services will be providing the property management service, and this can only be enacted once ownership of the property is in the name of Leeton Shire Council.
- **Big Lift 2023-** Tracy Catlin advised that the Big Lift Group are coming to Whitton again in July 2023. The group of 40 university student volunteers from UTS Sydney will stay overnight in Whitton and provide 4 hours of volunteer work to the community of Whitton during their stay.

A full copy of the minutes can be viewed in (**Attachment 1**).

a) Options

Nil. This report is for information purposes only.

IMPLICATIONS TO BE ADDRESSED

(a) Financial

Nil. The proposed motorhome/caravan parking and dump station at Whitton has not been included in the 2023/24 capital budget. Management can further assess this once there is a better understanding of the proposal, including the costs and benefits.

(b) Policy

Whitton Town Improvement Committee - Terms of Reference

(c) Legislative/Statutory

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

(d) Risk

Financial (ensuring community knows identified projects are subject to budget bids).

Representative (ensuring voice of community is heard, not just Committee).

CONSULTATION

(a) External

Committee members
Property NSW

(b) Internal

Manager Planning, Building and Health
Manager Water & Wastewater
Manager Roads and Drainage
Water & Wastewater Engineer
Roads Superintendent

LINK/S TO THE DELIVERY PROGRAM/OPERATIONAL PLAN

CSP FOCUS AREA 5 - Strong leadership and civic participation – DELIVERY PROGRAM
FUNCTIONAL AREA 9 - Governance and Administration - DELIVERY PROGRAM
ACTIVITY 9.3 - Provide respected and effective representation, leadership and
advocacy - OPERATIONAL PLAN ACTIVITY 9.3.5 - Support and report on Council's
Section 355, Advisory and Action Committees".

ATTACHMENTS

- 1 WHITTON TOWN IMPROVEMENT COMMITTEE MEETING MINUTES - MONDAY 19
JUNE 2023

WHITTON TOWN IMPROVEMENT COMMITTEE

Minutes of Meeting held at Whitton Hall on 19/06/2023.

Agenda

- 1) Apologies
- 2a) Minutes of the previous meeting
- 2b) Business arising from those minutes.
- 3) Correspondence inward & outward
- 4) Update from Brent on RV parking/dump point.
- 5)Anzac Day Service Program
- 6)Big Lift 2023 Visit.
- 7) General Business
- 8) Date of Next Meeting

Meeting Commenced at 6.05pm

Present: Tracy Catlin, Ron DeMamiel, Lorraine & Craig Kefford, Tony Reneker, Paul Smith, Margaret Strong, Brent Lawrence, Lyn Evans (School Principal)

Apologies: Lexi Hone.

Confirmation of Minutes of meeting held 20/03/2023 by Tony & Ron

Correspondence:

General Business/Matters Arising

- Toilets at the Weir have been completed.
- Digital Sign – Now in the hands of Dept Education to lodge the DA. Cost for sign and electrics \$29k. Brent does not think DA has been lodged with Council yet. He will check and let Lyn know.
- Draft Budget- Very little feedback from the public, so it should be accepted at the next Council meeting.
- RV Parking- Stakeholders had a very productive meeting. All looked favourable. However investigations reveal that a minimum 2ha of land needs to be available to allow 2 campsites on a primitive campground. This rules out the park location. Committee will now have a rethink and look if other options are available.
- Police residence- Still waiting for council to receive ownership from Property NSW. (hopefully by end of Sept). Some driveway access work has been done in preparation for renting it out. Murrumbidgee Investment Services will be providing the rental service.
- ANZAC Day Service in Whitton- We are going to take some ownership of the Anzac Day Service in Whitton to ensure it's smooth running on the day and to add some specific

content. We will work with the Leeton RSL Sub Branch to update the printed program to include all steps and actions for the days proceedings. Margaret has drafted some of the suggested alterations (see attachment). We also need some formal traffic control as nearly every year traffic manages to drive through the service, even though everyone is lined up on the road. This last Anzac Day it was a delivery truck.

- The Big Lift Group are coming to Whitton again in July 2023. The group of 40 student volunteers from University Technology Sydney will stay overnight in Whitton and provide 4 hours of volunteer work to the community of Whitton. They last came in 2018 with a group of 80.

Meeting Closed: Meeting Dates have been set as the 3rd Monday of the month quarterly.

Next Meeting: Monday 18th September 2023, 6pm at Whitton Community Hall.

OPERATIONAL MATTERS

ITEM 7.5 MINUTES OF THE LEETON LOCAL AREA TRAFFIC COMMITTEE ELECTRONIC MEETING - JUNE 2023

RECORD NUMBER	23/172
RELATED FILE NUMBER	EF21/430/02
AUTHOR/S	Road Safety Officer
APPROVER/S	Acting Director Operations

SUMMARY/PURPOSE

The purpose of this report is to inform Council of the outcomes of the Local Area Traffic Committee (LATC) meeting held electronically on Wednesday 28 June 2023 and to seek Council's endorsement of the recommendations made by the LATC.

RECOMMENDATION

THAT Council notes the minutes and endorses the recommendations of the Local Area Traffic Committee meeting held electronic on Wednesday 28 June 2023

REPORT

(a) Background

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

(b) Discussion

The LATC meeting held on Wednesday 28 June 2023 addressed the following agenda items:

1. Leeton Pride Festival road closures on 30 September 2023, and
2. Changes to parking outside 2 Pine Avenue Leeton.

During this meeting, there were 2 additional conditions recommend for the Leeton Pride Festival road closures on 30 September 2023 being:

1. Condition # 6 - All floats where passengers are carried on/or in the rear of vehicles (including trailers) needs to have fixed seating attached to the vehicle with a rail or safety barrier attached.
-

2. Condition # 12 - Public Liability Insurance is to be updated and include Transport for NSW, NSW Police and Leeton Shire Council as interested parties and received by Council no later than 1 month prior to the event.

For reference, the agenda and minutes (**Attachments 1 and 2**) from the LATC meeting held electronically on Wednesday 28 June 2023 are attached to this report.

(c) Options

THAT Council:

1. Endorses the Local Area Traffic Committee recommendations. ***This is the recommended option.***
2. Does not endorse the Local Area Traffic Committee recommendations, noting there is a process that should be followed when such occasions occur.

IMPLICATIONS TO BE ADDRESSED

(a) Financial

Leeton Pride Festival will fund the road closures through their own funding. No Council budget has been allocated for the funding of these road closures.

Changes to parking outside 2 Pine Avenue will be funded externally by the developer submitting the development application.

(b) Policy

Nil

(c) Legislative/Statutory

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

(d) Risk

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

CONSULTATION

(a) External

Murrumbidgee Police District
Transport for NSW
Delegate for the Local Member of the Murray Electorate (NSW Government)
Leeton Pride Festival Committee

(b) Internal

Manager WHS, QA & Risk
Manager Roads & Drainage
Events Officer

[LINK/S TO THE DELIVERY PROGRAM/OPERATIONAL PLAN \(DPOP\)](#)

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

ATTACHMENTS

- 1** Agenda - Leeton Area Traffic Committee - Meeting - Wednesday, 28 June 2023
- 2** Minutes - Leeton Area Traffic Committee - Meeting - Wednesday, 28 June 2023



LEETON
SHIRE COUNCIL

**LEETON SHIRE COUNCIL TRAFFIC
COMMITTEE**

**THURSDAY 29 JUNE 2023
ELECTRONIC MEETING**

LEETON SHIRE COUNCIL

AGENDA

TRAFFIC COMMITTEE

Thursday 29 June 2023

1. OFFICERS REPORTS

OFFICERS REPORTS

1.1. LEETON PRIDE FESTIVAL 30 SEPTEMBER 2023.....2

1.2. CHANGES TO PARKING OUTSIDE 2 PINE AVENUE LEETON.....37

LEETON SHIRE COUNCIL
Traffic Committee - Wednesday, 28 June 2023

OFFICERS REPORTS

1 LEETON PRIDE FESTIVAL 30 SEPTEMBER 2023

RECORD NUMBER	23/169
RELATED FILE NUMBER	EF21/403/02
AUTHOR/S	Road Safety Officer
APPROVER/S	Manager Roads and Drainage Director Operations

INTRODUCTION

The purpose of this report is to seek the Committee's approval to hold the Leeton Pride Festival Parade and events on Saturday 30 September 2023 on both local and state roads.

RECOMMENDATION

THAT the Committee endorses Leeton Shire Council to approve the road closures for the Leeton Rainbow Pride Committee to hold the Leeton Pride Festival Parade on State and Local Roads subject to the schedule of conditions as outlined in the RMS Guide to Traffic and Transport Management for Special Events including the following conditions:

1. The event is conducted as per times, location of conditions and circumstances that are invoked in the application documents.
 2. A certified traffic control plan for the event is to be prepared, implemented, monitored and decommissioned by an accredited person.
 3. Event Organisers and participants immediately obey all directions given by Police.
 4. Transport Companies notify their insurers of their involvement in the parade.
 5. Vehicle registration and insurance are to be current and collected as part of parade registration process.
 6. Parade instructions are circulated to all parade participants through various methods (briefing session, and through email) and waiver forms are collected as part of the registration process.
 7. Event Organisers and participants immediately obey all direction by Leeton Shire Council Officers.
 8. The roundabout (monument) on Wade Avenue, Pine Avenue is to be closed off to the public during the parade so now by-standers are to watch the parade from the roundabout.
-

LEETON SHIRE COUNCIL
Traffic Committee - Wednesday, 28 June 2023

9. Advertising of the event is to take place in local newspapers to ensure locals are aware of the event. All emergency services are to be notified of the event and road closures associated with the event.
10. A ROL (Road Occupancy License) is to be applied for by the company managing traffic control on the day and activated and deactivated as per the event times. Road closures will also have to be registered through One Road so it is updated on Live Traffic NSW.
11. Public Liability Insurance is to be updated and include Transport for NSW, NSW Police and Leeton Shire Council as interested parties.

Failure to comply with any of the above conditions will immediately void approval.

BACKGROUND

At the Leeton Local Area Traffic Committee held in May NSW Police raised the safety issue of people being carried on parts of vehicles that were not designed for passengers during the parade whether they be sitting or standing.

Another concern raised was that all vehicles carrying people are to have the relevant insurance as well.

Recommendations 4, 5 & 6 have been added to cover the concerns raised.

The attached Special Event Application (attachment 1) has been received from the Committee organising the Leeton Pride Festival of which the Festival Parade is a part of.

The Parade is schedule to take place on Saturday 30 September 2023 from 1pm which will see road closures between 11am and 3pm. This will result in the closures of Pine Avenue and Kurrajong Avenue (MR80) and Belah Street during this time.

Further closures of Roxy Lane and Jarrah Street are also required from 11am to 6pm for the subsequent festival in Mountford Park.

For full road closures details please see the Leeton Pride Festival Traffic Control Plans (attachment 2).

The Pride festival parade will follow the same route as the SunRice festival parade which no problems have arisen from previous years.

COMMENT

The Leeton Pride Festival is a NEW significant event in the Leeton Shire Event Calendar that celebrates Pride, Diversity, Inclusion and all things queer.

The Traffic Management Plan attached with the Special Event application is attached which also includes risk assessment documents, and the road closure notice for the event (attachment 1). An example of waiver letters to be used are

LEETON SHIRE COUNCIL
Traffic Committee - Wednesday, 28 June 2023

included (see attachment). These letters will need to be updated to reflect the Leeton pride Events details.

Residents that are also affected by the road closures are also informed by a letter drop undertaken by the Leeton Pride Festival Committee.

Emergency services are to be notified of the event and any road closures associated with the event. Council is now affiliated with Oneroad, and road closure need to be updated in the OneRoad portal to ensure they are registered with Live Traffic NSW.

Insurance for the event will need to be updated and list Transport for NSW, NSW Police and Leeton Shire Council as interested parties.

ATTACHMENTS

- 1 [↓](#) Special Event Form Leeton Pride Festival September 2023
- 2 [↓](#) Traffic Control Plan Leeton Pride Festival September 2023
- 3 [↓](#) Parade Waiver Letters

Special Event Resources

Special Event Transport Management Plan Template

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

I EVENT DETAILS

I.1 Event summary

Event Name: Leeton Pride Festival – Mountford Park Fair and Street Parade
Event Location: Acacia Ave, Kurrajong Ave, Pine Ave, Belah St, Jarrah St, Roxy and Reservoir La
Event Date: 30/9/2023 Event Start Time: 11am Event Finish Time: 6pm
Event Setup Start Time: 8.00am Event Packdown Finish Time: 6.00pm
Event is off-street on-street moving on-street non-moving (Jarrah Street only)
 held regularly throughout the year (calendar attached)

I.2 Contact names

Event Organiser * Leeton Rainbow Pride Collective Inc
Phone:..... Fax:..... Mobile: 0402246392 E-mail: leetonrainbow
Event Management Company (if applicable).....
Phone:..... Fax:..... Mobile: E-mail:.....
Police Leeton Police Station
Phone: 02 6953 1399 Fax:..... Mobile: E-mail:.....
Council Leeton Shire Council
Phone: 02 6953 0911 Fax: 02 6953 0977 Mobile: E-mail: leeton@nsw.c
Roads & Traffic Authority (if Class 1).....
Phone:..... Fax:..... Mobile: E-mail:.....

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

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

Leeton Pride Festival is a three day event celebrating Pride, Diversity, Inclusion and 'all things queer!'
It will include two public events that will require temporary street closures on Saturday 30th September 2023
• Pride Fair in Mountford Park 11am - 6pm.
• Pride Parade from 1nm - 2.30nm

2 RISK MANAGEMENT - TRAFFIC

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

3 TRAFFIC AND TRANSPORT MANAGEMENT

CLASS 1 CLASS 2 CLASS 3	3.1 The route or location
	<input checked="" type="checkbox"/> Map attached
	3.2 Parking
	<input type="checkbox"/> Parking organised - details attached
	<input checked="" type="checkbox"/> Parking not required
	3.3 Construction, traffic calming and traffic generating developments
	<input type="checkbox"/> Plans to minimise impact of construction activities, traffic calming devices or traffic-generating developments attached
	<input checked="" type="checkbox"/> There are no construction activities, traffic calming devices or traffic-generating developments at the location/route or on the detour routes
3.4 Trusts, authorities or Government enterprises	
<input type="checkbox"/> This event uses a facility managed by a trust, authority or enterprise; written approval attached	
<input checked="" type="checkbox"/> This event does not use a facility managed by a trust, authority or enterprise	
3.5 Impact on/of Public transport	
<input type="checkbox"/> Public transport plans created - details attached	
<input checked="" type="checkbox"/> Public transport not impacted or will not impact event	
3.6 Reopening roads after moving events	
<input checked="" type="checkbox"/> This is a moving event - details attached. All roads reopened following the parade at approx. 2.30pm, excluding Jarrah Street as per TCP.	
<input type="checkbox"/> This is a non-moving event.	
3.7 Traffic management requirements unique to this event	
<input type="checkbox"/> Description of unique traffic management requirements attached	
<input checked="" type="checkbox"/> There are no unique traffic requirements for this event	
3.8 Contingency plans	
<input type="checkbox"/> Contingency plans attached	

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

5 PRIVACY NOTICE

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

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

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

6 APPROVAL

TMP Approved by: Event Organiser Date

7 AUTHORISATION TO *REGULATE TRAFFIC

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

Regulation of traffic authorised by: Council Date

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

Regulation of traffic authorised by: RTA Date

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



Australian
Charities and
Not-for-profits
Commission



THIS CERTIFIES THAT

Leeton Rainbow Pride Collective Incorporated

ABN: 44191483439

HAS BEEN REGISTERED BY THE

Australian Charities and Not-for-profits Commission

ON THE DATE OF

02/05/2019

CERTIFIED BY

A handwritten signature in black ink, appearing to read 'Sue Woodward'.

Sue Woodward AM

Commissioner

Australian Charities and Not-for-profits Commission





INFORMATION FOR STALL HOLDERS

Please ensure all volunteers have read and familiarized themselves with the Leeton Pride Festival on Mountford Risk Assessment provided.

Please ensure all volunteers sign on before commencing work, and also sign off when finished, using the Volunteer Sign On/Off Register provided.

Please return your Volunteer Sign On/Off Register to a Pride Festival Committee Member at the end of the event. Please note that all Registers MUST be returned ASAP please.

If you hurt yourself while working, please seek First Aid Assistance from the Leeton VRA stand. (position as indicated on the Park Map). Please also advise Denise McGrath on 0402246392.

Please use the McMahon's skip bins for all your stall rubbish. The wheelie bins are for the general public and will fill up too quickly if used by the stalls.

Road closures around the park will commence from 11am. Stalls will be able to set up from 8am with all vehicles not connected to equipment to be out of Mountford Park by 10am, after which time no vehicles are to re-enter the park until the conclusion of the event (at approximately 6pm). Vehicle entry will be via the pathway entrance on Jarrah Street or under the Arbour on Church Street side.

It does mean that no vehicles can enter or exit the park whilst a crowd is present without escort or guidance. If it is absolutely necessary to exit the park prior to 6pm your equipment will have to be carted off the park by manual means.

FOOD STALLS ONLY: A 'food stall site fee' will be collected on the day at the Fair.

If you require any other assistance, please call Denise McGrath on 0402246392

In short:

- Sign on & off – return sheets to the Leeton Pride Festival Committee ASAP
- Bump-in 8am to 10am, kick off 11am Event closes 6pm, Bump out 6pm to 8pm

**Thank You for Participating in
Leeton's Inaugural Pride Festival
We hope to see you again in 2025**



LEETON SHIRE COUNCIL

Leeton Shire Council ABN 59 217 957 665
23-25 Chelmsford Place, Leeton NSW 2705
Telephone: (02) 6953 0911 Fax: (02) 6953 3337
Email: council@leeton.nsw.gov.au
Website: www.leeton.nsw.gov.au

S138 Road Opening/Activity Permit Application

Made under Section 138 Roads Act 1993 (NSW)

Leeton Shire Council is the Road Authority for public roads within Leeton Shire, with the exception of freeways and crown roads. To undertake work/activity on, or alongside, public roads an S138 permit must first be obtained. This advises Council of the planned work/activity and allows Council to assess the necessary implementation of standards relevant to the work/activity being proposed. These specific standards need to be identified and adhered to, ensuring Leeton Shire roads are kept safe and well maintained.

Trim No.

Applicant details

Applicant name	Leeton Rainbow Pride Collective Inc		
Address	1 Yarrabee Street Yanco NSW 2703	Phone	0402246392
		Email	leetonrainbowpridecollective@gmail.com

Location and specifications of proposed works (you are required to attach a plan)

Name and location of road to be affected	Please Refer to Annexure 'A' for detailed explanation.		
Details of work/activity to be carried out			
DA Number: _____			
<input type="checkbox"/> Extend/Connect Road			
<input type="checkbox"/> Shoulder Widening			
<input type="checkbox"/> Footpath/Cycleway			
<input type="checkbox"/> Occupy Carpark Space/s No: ____			
<input type="checkbox"/> Kerb & Gutter works			
<input type="checkbox"/> Drainage Works			
<input type="checkbox"/> Occupy Footpath			
<input type="checkbox"/> Swing Hoist/Crane			
<input checked="" type="checkbox"/> Other (please Specify)			

Request Road Closures (as detailed in Annexure 'A') to conduct a Street Procession between 1pm and 2.30pm on 30/9/2023
Request closure of Reservoir Lane (between Jarrah and Church Street - west bound) for placement of amusements and rides.

Duration of consent period

Commencement date	30th September 2023	Completion date	30th September 2023
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Declaration of Applicant

I/we, the applicant, apply to Leeton Shire Council, as the roads authority for the road and/or road reserve, for consent to undertake the above mentioned works and/or activity in, on or over the specified road as shown in the attached plan.

Signature of Applicant or Director		Print name	Denise Kay McGrath - Festival Director
		Date	19th April 2023

Signed for and on behalf of Leeton Shire Council by its duly authorised delegate

Manager Roads and Drainage

Date

Office use only

Conditions

1. Manner of Work and/or Activity

- 1.1. The Work/Activity must be conducted according to the Plan and the Specifications.
- 1.2. The Applicant must complete any backfilling of trenching works in accordance with Council's Conditions.

2. Council Requirements

The Applicant must comply with all Council requirements in relation to the Work/Activity:

- a) Contained in this Permit and annexures;
- b) Contained in any notice in writing concerning the Work/Activity given to the Applicant by the Council; and
- c) Any direction given to the Applicant by the Council.

3. Legislation

The Applicant must observe all requirements with respect to the Work/Activity imposed by any statute, regulation or ordinance or otherwise imposed by a statutory or other authority.

4. Term

The Work/Activity must not be carried out at any time other than during the Consent Period.

5. Proceed Continuously

The Applicant must carry out the Work as expeditiously and safely as practicable and proceed continuously until completion.

6. Layout of Work

- 6.1. All pipe work crossing the Road must be laid perpendicular to the direction of the Road unless otherwise consented to by Council and described in the Specifications or shown in the Plan.
- 6.2. All pipework crossing the road must be easily identified by means of boundary markers or pipe location markers. These are to be installed and maintained by the applicant.
- 6.3. If pipe is approved to be laid longitudinally with the road markings are to be placed at regular intervals (150m) along the length of the pipeline. These are to be installed and maintained by the applicant.
- 6.4. The pavement surrounding any excavation of the Road must be neatly saw-cut prior to excavation.
- 6.5. The Applicant must ensure that any cut pavement maintains a neatly finished edge at all times.

7. Advise Council

- 7.1. The Applicant must give the Council a minimum of five working days notice prior to when the Work/Activity is to commence.
- 7.2. The Applicant must notify Council as soon as the Work is completed if completion occurs during Business Hours.
- 7.3. The Applicant must notify Council during the next Business Hours if the Work is completed outside of Business Hours.

8. Expense

The Work is carried out at the Applicant's expense.

9. Consent and Acknowledgement

This Permit must be signed for and on behalf of Council in order for consent to be granted; and must also signed by the Applicant in acknowledgement of the conditions under which this consent is granted.

10. Service Conduit

Any Service Conduit placed across the Road must have at least 600mm of fill cover.

11. Footpaths

Where any footpath is disturbed it must be restored to the original condition by the Applicant at the Applicant's cost.

12. Fee

The Permit Fee is to be paid for the issue of this Permit.

13. Restoration Fees

- 13.1. Where Council is required to undertake Restoration works, determination of the Restoration Fees is governed by Section 67 of the Local Government Act.
- 13.2. Where a Restoration Fee is applicable the Applicant must pay the Restoration Fee:
 - a) As soon as the Work is completed if completion occurs during Business Hours; or
 - b) During the next Business Hours if the Work is completed outside of Business Hours.
- 13.3. If disturbance to the Road exceeds that shown on the Specifications, the Applicant must pay the additional cost to Council for restoration.

14. Indemnity

The Applicant indemnifies and holds Council harmless against all Claims by any person arising in connection with any acts or performance of an obligation under this Permit.

- 14.1. Specific Indemnities: - Without limiting clause 13.5 the Applicant indemnifies and holds Council harmless against any Claim arising directly or indirectly out of the following:
 - a) The construction and installation of the Work;
 - b) Conduct by the Applicant which amounts to a breach of any license, permit, approval or legislation;
 - c) Council granting consent to the Applicant to carry out the Work;
 - d) Failure to comply with any obligation of the Applicant under this permit.
- 14.2. Applicant to Maintain Insurance
 - a) The Applicant must maintain a public liability insurance policy with an insurer approved by Council with a limit for any one event of not less than twenty million dollars (\$20,000,000).

- b) The Applicant must produce evidence of the currency and terms of insurance as part of each permit application.
- c) The insurance must be on terms to the reasonable satisfaction of Council and name Council as an insured party

15. Traffic Management Plan

- 15.1. The Applicant must ensure that a Traffic Management Plan is in place whilst the Work is being carried out.
- 15.2. The appropriate traffic control measures must be established at the Applicant's cost.
- 15.3. The traffic control measures must be in accordance with the current RMS Guidelines "Traffic Control at Work Sites".
- 15.4. The Applicant must not interrupt or otherwise disturb the traffic flow on the Road without the written consent of Council.

16. Responsibility for Restoration works

- 16.1. Where the applicant is not able to meet the standards required, the applicant can contract the services of another provider that can.
- 16.2. Where council is required to undertake the restoration works, the Applicant is responsible for the Works until Council's road maintenance service provider completes the standard road pavement restoration. Where the applicant undertakes to do the restoration work themselves, then the applicant is responsible until Council agrees to the standard of that restoration work

17. Responsibility in the event of absence or emergency.

- 17.1. In the Applicant's absence from the site of the Work, or in the event of any emergency (for which the Council has sole right of decision), Council may take such action as it considers necessary to prevent:
 - a) Loss of or damage to the whole or any part of the Work;
 - b) Loss or damage to the Road or any property adjacent to the work; or
 - c) To prevent personal injury to any person;
- 17.2. Any such action (under sub-clause 15.2) is at the Applicant's expense.

18. Safety

The Applicant must:

- 18.1. Carry out the Work with due regard to the safety and rights of the public;
- 18.2. In addition to clauses 0 and 3 comply with the requirements of the NSW Workcover Authority, the Department of Industrial Relations & Employment, and the Police Service of NSW.

19. Relocation

- 19.1. If it is necessary in the reasonable opinion of Council:
 - a) To relocate or remove any portion of the Work; or
 - b) Carry out any additional work for the safety and protection of the public, Applicant must relocate or carry out such removal or additional work as reasonably determined by the Council.
- 19.2. Any such relocation and/or additional work required to be carried out is at the Applicant's expense.

20. Public Risk

Nothing in this consent shall be deemed to:

- a) Prejudice or affect the rights of the public to free passage upon or along the Road;
- b) Authorise any nuisance to, or permanent obstruction of, the Road or public places;
- c) Confer upon the Applicant exclusive right or title to that part of the Work within the boundaries of the Road, or
- d) In any way restrict or limit the powers of the Authority and the Council in respect of the Road.

21. Deemed Acknowledgement

Upon commencement by the Applicant of any part of the Work it shall be deemed that the Applicant has agreed with the Council to comply with the conditions of this consent.

22. Conditions for moving or grazing stock on Council roads

- a) That stock warning signs as described in the Local Land Act 2013 indicating the presence of stock on the road shall be prominently displayed 200 metres before and after the section of road being used;
- b) Stock signs must be displayed at all times when stock are on or adjacent to a roadway, and removed when stock are no longer present;
- c) That the distance over which stock are being grazed does not exceed 2kms at any one time;
- d) When stock are being moved along the road, warning signs shall be no further than 5kms apart;
- e) That at least one person shall be attending the stock at all times;
- f) That the stock may only be present on a public road during daylight hours.

See Privacy Notification on page 3.

Recitals

- A. The Council is a public roads authority for the Road under s7(4)(b) of the Roads Act 1993 (NSW).
- B. The Council consents to the Applicant placing, installing or erecting the Work within or across the Road under the conditions contained in this Permit.
- C. The consent is granted under s138 of the Roads Act 1993.

Definitions

“Act” means Roads Act 1993 (NSW)

“Applicant” means the signatory on the application being the individual(s) with the authority and the responsibility for the carrying out of the work;

“Business Hours” means the opening hours of Leeton Shire Council Administration Centre;

“Claims” means any loss, damages, claims, demands, causes of action or suits of any kind;

“Consent Period” means dates as per the dates on the application;

“Council” means Leeton Shire Council;

“Council Officer” means the Leeton Shire Council’s nominated officer;

“Permit Fee” means the fee paid by the Applicant to Council for the administrative costs associated with the issue of the Permit and shown in the Specifications;

“Pipe work” means pipes, conduits, hoses, tubing, cables and wires;

“Plan” means the plan attached and marked Annexure “A”;

“Restoration Fee” means a fee paid to Council in consideration for the Council restoring the Road surface after completion of the Work;

“Road” means the listed road in the application including the road reserve.

“RMS” means Roads and Maritime Services;

“Service Conduit” means conduits used to run service wires and cables underground;

“Traffic Management Plan” means the Traffic Management Plan (also referred to as Traffic Control Plan or TCP) as required by Council; and

“Work” means the plan of works described in application, including any restoration whether by the applicant or Council, and special instructions as deemed required by Council.

Notes

An Application should be lodged for Consent to Carry out a Section 138 Roads Act Activity if the Applicant proposes to:

- erect a structure or carry out a work in, on or over a public road, or
- dig up or disturb the surface of a public road, or
- remove or interfere with a structure, work or tree on a public road, or
- pump water into a public road from any land adjoining the road, or
- connect a road (whether public or private) to a classified road being a main road, a state highway, a controlled access road or a secondary road.

The applicant must lodge with the application the following:

- A plan showing the exact location of the proposed Road Works
- Specifications/Plan of the proposed Road Works
- Evidence of suitable public liability insurance
- Traffic control plan
- The application fee of \$ (the current fee as set by Council)

Any permit issued will not be valid without the above information and the original application attached

Payment methods

cash cheque Mastercard Visa credit card no.

Card holder’s name Expiry date

Signature Today’s date

Daytime ph
(for payment processing queries)

Amount \$

Privacy notification

The personal information that Council is collecting from you is personal information for the purposes of the Privacy and Personal Information Protection Act 1998.

The intended recipients of the personal information may be:

- Officers within the Council
- Data service providers engaged by the Council from time to time
- Any other agent of the Council
- Financial institute involved in the process

The supply of the information by you is/is not voluntary. If you cannot provide or do

not wish to provide the information sought, the Council may/will be unable to process your application.

Council is collecting this personal information from you in order to provide Council approved services.

You may make application for access or amendment to information held by Council. You may also make a request that Council suppress your personal information from a public register. Council will consider any such application in accordance with the Act.

Address enquires concerning this matter to the Public Officer.

Leeton Pride Festival on Mountford 2023 RISK ASSESSMENT

Name of Business	Leeton Rainbow Pride Collective Inc	Date of Event	30th September 2023
Name of Event	Pride Fair - Festival on Mountford	Prepared by	D McGrath - F Macdonald
Location of Event	Mountford Park, Leeton	Reviewed by	

Risk Related Issues & Hazards	Control Measures
GENERAL	
Stallholders & Volunteers	<ul style="list-style-type: none"> All volunteers, stallholders and vendors are required to sign on using the Volunteer Sign On/Off Register provided. All stallholders required to provide current Public Liability Insurance. All stallholders to ensure all incidents are reported to a LRPC Committee member.
Inclement Weather Conditions	<ul style="list-style-type: none"> This is an all-weather event – watch long range weather forecast. Committee Chair to make a decision two hours before event is due to start.
Crowd Control – too many people, disturbing or rowdy behaviour	<ul style="list-style-type: none"> Committee members and Council staff present to observe. All events held in open spaces.
Litter/Inadequate Rubbish Bins	<ul style="list-style-type: none"> Ensure plenty of bins are dispersed throughout event area – to be checked and emptied at regular intervals. Stallholders to use McMahon’s skip bins where possible (to avoid filling smaller bins too quickly)
Injuries from bites, stings, slips, trips & falls etc	<ul style="list-style-type: none"> VRA on site providing first aid services. Committee dressed in uniform to be easily identifiable to be able to assist in the event of an incident or emergency. First aid kit and mobile defibrillator located in side-wing of Mountford Park stage in case of emergency.
Dehydration	<ul style="list-style-type: none"> Beverages available at numerous stalls. VRA on site to provide first aid.
Sunburn/Heat	<ul style="list-style-type: none"> Encourage the use of hats, protective clothing etc. Encourage the use of shade from trees in the area. Event starting in late afternoon avoiding extreme heat of the day.
Fatigue & Exhaustion	<ul style="list-style-type: none"> Food and beverages available from numerous stalls. VRA on site to provide first aid. First aid kit located side of stage. All stallholders are to ensure they have adequate staffing to run the stall.
Alcohol & Drug Consumption	<ul style="list-style-type: none"> Strictly no alcohol or drugs to be consumed by participants, volunteers or stallholders. No alcohol to be brought into event area - Mountford Park is an alcohol-free zone from 8pm onward.
Child separated from parent	<ul style="list-style-type: none"> VRA stand designated site to act as assembly point. Performers on stage to announce missing child at that location as needed.
Ambulance access	<ul style="list-style-type: none"> Emergency vehicle access path to be identified and kept clear of objects.

Inadequate lighting in Park	<ul style="list-style-type: none"> Council to ensure all park lights are in working order for event.
Movement of vehicles in Park	<ul style="list-style-type: none"> All stallholders to be set up and vehicles to be off site by designated times. Vehicles to only access Park by designated access points. Whilst crowd is present, vehicles may move through area under guidance/escort of committee or staff.
FOOD / DRINK STALLS	
Temporary infrastructure causes damage/injury to person or equipment	<ul style="list-style-type: none"> Stallholders are to ensure all structures and equipment are tied down and secured/weighted on all corners.
Staking into grasses areas resulting in damage to underground services	<ul style="list-style-type: none"> <u>All stallholders to secure shelters with weights rather than pegs.</u> In instances of stallholders who need further stabilization, ensure underground services are identified on the site plan prior to bump in. NO star pickets are to be put into grounds without consultation from Council staff.
Food poisoning Anaphylaxis/allergic reaction	<ul style="list-style-type: none"> All food service stalls to ensure food handling and storage guidelines are followed. Food to be stored at correct temperatures eg. Hot food >60°C Cold food <5°C. All persons preparing or serving food to be suitably qualified OR supervised by a person trained in Food Handling requirements – Food Safety Supervisor. Food to be labelled correctly. Always wash hands after handling food.
Electrical Surges/Shocks	<ul style="list-style-type: none"> Ensure all electrical appliances and outlets have been tagged and tested. Ensure appliances are kept away from water, heat etc. Never leave an electrical appliance unattended. Ensure outlets/power boxes are tested for use and in working order. Do not overload outlets/power boxes.
Burns/Scalds	<ul style="list-style-type: none"> Volunteers and stallholders to be aware of first aid stations. VRA on site providing first aid services and first aid kit with designated Committee member. Only trained members to use equipment. Heat resistant gloves to be worn when draining hot oil vats. Adequate preparation space to be made available
Smoke inhalation from BBQs and cooking appliances	<ul style="list-style-type: none"> Ensure adequate ventilation in cooking vans and appliances. Never leave cooking appliance unattended.
Trip hazards caused by electrical supply to stalls	<ul style="list-style-type: none"> Avoid running electrical leads across walkways. Keep leads contained neatly/taped down or in cable covers and clearly marked.
OTHER	
Skin irritations from face paint	<ul style="list-style-type: none"> Only use non-toxic, washable face paints Volunteers to wear gloves in cable cover Face paint around eye and mouth areas to be used sparingly

COVID-19 COMPLIANCE

Cleanliness and hygiene

Limiting the spread of
COVID-19

- Stallholders to ensure hand hygiene is followed and cleaning protocols are adhered to eg. keep touched surfaces clean and regularly wipe down with disinfectant spray/wipes.
- Mask wearing for front-facing service staff and food servers is not mandatory but encouraged.
- Stallholders are to ensure hand sanitizer is available.

Leeton Pride Festival - Parade 2023 RISK ASSESSMENT

Name of Business	Leeton Rainbow Pride Collective Inc	Date of Event	30th September 2023
Name of Event	Pride Parade	Prepared by	D McGrath - F Macdonald
Location of Event	Leeton - Refer Parade Route Map	Reviewed by	

Risk Related Issues & Hazards	Control Measures
GENERAL	
Volunteers and Marshals	<ul style="list-style-type: none"> All volunteers, are required to sign on using the Volunteer Sign On/Off Register provided.
NFP Groups	<ul style="list-style-type: none"> All NFP Groups participating in the parade are required to provide current Public Liability Insurance.
Vehicles and Drivers	<ul style="list-style-type: none"> To provide evidence of Rego, Third Party Insur and Driver's Lic
Inclement Weather Conditions	<ul style="list-style-type: none"> This is an all-weather event – watch long range weather forecast. Committee Chair to make a decision two hours before event is due to start.
Crowd Control --- Too many people. Disturbing or Risky Behaviour	<ul style="list-style-type: none"> LRPC Committee/Volunteer Marshals to observe behavioural changes. Participants Displaying Risky/Disturbing will be asked to leave event. All events held in open spaces.
Motorized floats exit strategy Ambulance access	<ul style="list-style-type: none"> All parade vehicles are to exit under supervision via Belah Street. Emergency vehicle access to be identified and kept clear of objects.
Injuries from bites, stings, slips, trips & falls etc	<ul style="list-style-type: none"> VRA on site providing first aid services. LRPC Festival Committee and Marshals to be dressed in uniform to be easily identified. LRPC Festival Committee and Marshals to be willing to assist in the event of an incident or emergency.
Dehydration	<ul style="list-style-type: none"> Encourage participants to rehydrate regularly. Beverages must be available at the Parade Marshaling Point and along the route.
Sunburn/Heat	<ul style="list-style-type: none"> Encourage the use of hats, protective clothing etc. Encourage the use of shade from trees in the Marshaling area. Encourage the use of Sunblock.
Fatigue & Exhaustion	<ul style="list-style-type: none"> Individual Float Marshals to observe participants for signs of exhaustion. Parade participants to ensure they are 'fit for the long walk.' Slower walking parade participants to be at rear of procession.
Alcohol & Drug Consumption	<ul style="list-style-type: none"> Strictly no alcohol or drugs to be consumed on route by participants or volunteers. Mountford Park is an alcohol-free zone from 8pm onward.
Child separated from parent	<ul style="list-style-type: none"> VRA stand in Mountford Park designated site to act as assembly point. Performers on stage to announce missing child at that location as needed.
Litter/Inadequate Rubbish Bins	<ul style="list-style-type: none"> Ensure plenty of bins are placed at the Parade Marshaling area.

COVID-19

Cleanliness and hygiene

Limiting the spread of
COVID-19

- Stallholders to ensure hand hygiene is followed and cleaning protocols are adhered to eg. keep touched surfaces clean and regularly wipe down with disinfectant spray/wipes.
- Mask wearing for front-facing service staff and food servers is not mandatory but encouraged.
- Stallholders are to ensure hand sanitizer is available.



Sgt Craig Johnson
Leeton Police Station
24 Oak Street
Leeton NSW 2705

20th April 2023

NOTIFICATION OF EVENT

Dear Sgt Johnson,

On behalf of Leeton Rainbow Pride Collective, I wish to advise you that we will be presenting Leeton's Inaugural Pride Festival on the 30th September this year, which will include a Pride Fair and Street Parade.

This event will have the most significant impact on the community on Saturday 30th September between 11am and 2.30pm as we have requested the closure of Acacia Avenue East, Kurrajong Avenue, Pine Avenue, Belah and Jarrah Streets for the purpose of a street parade.

I have included a copy of the Traffic Management Plan for your information as we seeking your approval to temporarily close the roads mentioned above in order to optimise safely street parade.

A full program of events and street closure information will be available in a liftout published in *The Irrigator* on Tuesday 26th September 2023.

Should you have any queries regarding this event or if you would like to discuss this further, please do not hesitate to contact me. 0402246392 leetonpridefestival@gmail.com

Regards

Denise McGrath (Festival Director)

1 Yarrabee Street Yanco NSW 2703



PRIDE PARADE MARSHALLING MAP



Semi-trailers and vehicles of long length **MUST** approach from Yanco to allow for turning space.

11am Register and pick up information Packs
12noon Parade entries to commence lining up
1pm Parade *Moves Off* exiting Acacia Avenue East Gate
All instructions given by VRA marshals must be followed
For assistance call or text Denise 0402246392 or Nicholas 0409691427



5 October 2022

Leeton Rainbow Pride Collective Incorporated
C/- Denise McGrath
1 Yarrabee Street
Yanco, NSW 2705

A division of
JLT Risk Solutions Pty Ltd
ABN 69 009 098 864

Level 1
148 Frome Street
ADELAIDE SA 5000
GPO Box 1693
ADELAIDE SA 5001

Tel: 1300 853 800
Fax: +61 8 8235 6448
Direct 1300 853 800
insurance@lcis.com.au
www.localcommunityinsurance.com.au

CERTIFICATE OF CURRENCY PUBLIC & PRODUCTS LIABILITY

Quote Number: 17921772384

THIS CERTIFICATE OF CURRENCY PROVIDES A SUMMARY OF THE POLICY COVER AND IS CURRENT ON THE DATE OF ISSUE. IT IS NOT INTENDED TO AMEND, EXTEND, REPLACE OR OVERRIDE THE POLICY TERMS AND CONDITIONS CONTAINED IN THE ACTUAL POLICY DOCUMENT. THIS CERTIFICATE OF CURRENCY IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. WE ACCEPT NO RESPONSIBILITY WHATSOEVER FOR ANY INADVERTENT OR NEGLIGENT ACT, ERROR OR OMISSION ON OUR PART IN PREPARING THESE STATEMENTS OR IN TRANSMITTING THIS CERTIFICATE BY EMAIL OR FOR ANY LOSS, DAMAGE OR EXPENSE THEREBY OCCASIONED TO ANY RECIPIENT OF THIS LETTER.

INSURED NAME	Leeton Rainbow Pride Collective Incorporated
INTERESTED PARTY	N/A
POLICY INCEPTION DATE	07-11-2022
POLICY EXPIRY DATE	07-11-2023
SITUATION	Worldwide excluding USA and Canada
LIMIT OF LIABILITY	Public \$20,000,000 any one event Products \$20,000,000 in the aggregate any one year
DEDUCTIBLE/EXCESS	The insured shall bear the first \$100 of each and every Property Damage claim or series of Property Damage claims arising out of any one Occurrence.
SPECIAL CONDITIONS	N/A

SPECIAL NOTE	THIS POLICY DOES NOT COVER FAIRS, FESTIVALS, FETES, PARADES, MARCHES OR OTHER SPECIAL EVENTS THAT YOUR GROUP ORGANISE WHERE MORE THAN 500 PEOPLE ARE EXPECTED UNLESS AGREED BY LCIS AND NOTED IN THE SPECIAL CONDITIONS ABOVE
INSURER	QBE Insurance (Australia) Ltd
PROPORTION	100.000%
POLICY NUMBER	LCI059992PLB

Yours sincerely,

LCIS

Local Community Insurance Services

RUN SHEET - PRIDE FAIR - MOUNTFORD PARK					
Time	Activity	Where	Provider	Contacts	
				Who	
Friday					
3pm	Collect Keys for Leeton Multipurpose Community Centre	Leeton Multipurpose Community Centre	Leeton Shire Council	Fran	Fran 0438954045
3pm	Keys to be collected are: Jarrah Mall key Meter Box Street Stall Stage Toilets Bins	Council	Council	Fran	Fran 0438954045
	Safety Vests		Council	Fran	Fran 0438954045
10am			SR Fest Committee	Julie	Julie 0422 432504
4pm	Drop off Skips x 3	Mountford Park	McMahons	McMahons	Steve 0409696012
Friday					
3pm	KENNARDS deliver toilets x6 scissor Lift cable covers x3 chairs x40 generator	Denise	KENNARDS	Denise	DENISE 0402246392
Saturday					
5.00am	Set up Amusements	Mountford Park	Greenhalghs PJS	Greenhalghs PJS	Fran 0438954045 Jennifer 0401177276 Greenhalghs

6.00am	Start setup PA	Main Street / Mountford Park	John Silvestro	John Silvestro	John Silvestro 0418 668 990
7am	Council to drop off bins to side stage	Mountford Park Stage	Council	Fran	
8am	Pick up signage and deliver to stage. <i>Will need ladders to put up signs</i>	Mountford Park stage	Pride Festival Committee		
8:30am	Park set up	Mountford Park	Pride Festival Committee	All	All
8:30 am	Unlock stage power box and doors	Mountford Park	Pride Festival Committee	Fran	Fran 0438954045
8:30am	Set up Sponsor signage	Mountford Park	Pride Festival Committee		
8:30am	Stick signs over parking signs in main street	Main Street	Pride Festival Committee	Fran	Fran 043895045
9.00am	Set up community stalls in the park	Mountford Park	Individual Community Groups	Denise	Denise 0402246392
		Multi Purpose Centre			
9.45am	Meet w street performers then buskers	Senior Citizens MPC	Pride Festival Committee		
10:00am	Ensure vehicles are off the park	Mountford Park	Pride Festival Committee	Fran	Fran 0438954045
10:30 am	Street Performers begin performing	Main Street		Empress Street Performers	Sydney Smith - 0430504084 Andea Barrett - 0452 224 240
10.30	Fence off Gardens in main street	Main Street	Phantoms	Liz Munn	Liz 0477429761
11:30 - 12		Main Street	Council	Fran	Fran 0438954045

	Hot Rods arriving in main street MIA Cruisers			Dave Warburton	Dave						
12.30	Pick up street performers from the Multipurpose Centre and drop off at Soldiers Club	Main Street	Vicki	Vicki	Vicki 0481953150						
11am to 3.30pm	Check and empty bins into skip	Mountford Park	SR Fest Committee	All							
	Toilets checked; bins emptied more paper		C/- LSC contractors	Fran	Fran 0438954045						
12 pm	Crowd Control Marshalls sign on	Jarrah Mall desk	SR Fest Committee	Cheryl Whymark	Cheryl Whymark 0412 494 563						
1.00–2- 2.15pm	Parade		Rotary Central (5) Leeton Rotary (10) Men’s Shed		<table border="1"> <tr> <td>Craig Weston</td> <td>0410894411</td> </tr> <tr> <td>Brain Munro</td> <td>0428696780</td> </tr> <tr> <td>Lindsay Marsh</td> <td>0428310687</td> </tr> </table>	Craig Weston	0410894411	Brain Munro	0428696780	Lindsay Marsh	0428310687
Craig Weston	0410894411										
Brain Munro	0428696780										
Lindsay Marsh	0428310687										
9:00 am	VRA first aid set up	Mountford Park	VRA	Paul Smith	Paul Smith 0428 276 486 Glen Hehir 0409 444 734						
2pm	Concert begins	M’ford Park			See concert run sheet						
12pm – 3pm	Ambassador money counting begins:	Leeton Multi purpose Centre	SR Fest Committee	Sally Doig Kristy Pike	Sally Doig 0447 915 177 Kristy Pike 0458 544 009 Cheryl Whymark 0412 494 563						
3 pm	Street Performers Sign off	Leeton Multi purpose	SR Fest Committee	Kristy Pike Sally Doig Cheryl Whymark	Sally Doig 0447 915 177 Kristy Pike 0458 544 009 Cheryl Whymark 0412 494 563						
3.20-4.10 pm	Official Ceremony	Mountford Park Stage	SR Fest Committee	Travis Irvin Julie Axtill Tony Reneker (LSC) (SunRice) Liz Munn Tamara Bartram Ambassadors	Julie Axtill 0422432504						
	Pack up signage and return to side stage	Mountford Park	SR Fest Committee	All							

after 7pm	Bins removed from fixed location and placed near toilets		Council	Fran	Fran 0438954045
	Move tables and chairs and pack into stage for Picnic		SR Fest Committee		

RUN SHEET – PRIDE PARADE

Time	Activity	Where	Participant/ Convenor	Contact	
8.00am	Drop off Road Signs		Council	Fran	Fran MacDonald 0438954045 Josh Eurell 0417297082
9am	Gates at Showground open	Showground	Showground Committee	Bill Aliendi Janne Skews	
10am	Sign on/off desk Database of floats	Showground Bar area	Pride Festival Committee	Nicholas Wright	Nicholas Wright 0409691427
10.30am	Call for street to be cleared	PA System	Denise McGrath John Silvestro	Denise John	Denise McGrath 0402246392 John Silvestro
11:00am- 11:30am	Vests/ for Crowd Control/Security Sign On Take Instruction	Jarrah Mall Jarrah Mall	Fran MacDonald Pride Festival Committee TBA	Fran to drop at Jarrah Mall	Fran 0438954045 Denise 0402246392
11.30	Walk streets to ensure that they are clear	Main Street	Pride Festival Committee	Diane Denise	Diane Harrison 0447551211 Denise McGrath 0402246392
11.30-2.30pm	Road Closures in place		Council	Fran	Fran 0438954045
11.00am	Scissor Lift viewing platform in place Scissor Lift will be delivered Friday pm	Roxy (Alternative outside QPL)		Denise	Denise 0402246392
11:30am	Barriers put in place	Cenotaph Main Street	Council	Fran	Fran 0438954045
12.00pm	Floats marshal for parade	Showground	Rescue Squad	Paul Smith Glen Hehir	Paul Smith 0428 276 486 Glen Hehir 0409 444 734
12.00pm	Procession order relay Device with internet iPad/device with internet	Showground gate	Pride Festival Committee	Nicholas Wright	Nicholas Wright 0409691427
		Roxy	Pride Festival Committee	Denise McGrath	Denise McGrath 0402246392

Parade Crowd control volunteers in place	Mainstreet	Rotary Central	Craig Weston	0410894411
		Leeton Rotary	Brain Munro	0428696780
		Men's Shed	Lindsay Marsh	0428310687
Any additional Pride Festival Committee Members who can assist are asked to be in the main street	Mainstreet	Pride Festival Committee	TBA	(Diane transporting performers to Soldiers Club to join parade)
12.45pm - Highway patrol Car to arrive	Rescue Squad finalise order of parade	Rescue Squad	Paul Smith	Paul Smith 0428276486
12.50pm DYKES ON BIKES do TWO LAPS OF MAIN STREET TO 'WARM UP CROWD'!	Parade moves off via Acacia Avenue East	Rescue Squad	Paul Smith	Paul Smith 0428276486
1.00pm	Parade begins	Rescue Squad	Paul Smith	Paul Smith 0428 276 486 Glen Hehir 0409 444 734
2.00pm	Parade ends Belah St People on back of vehicles dismount under supervision	Belah Street	Pride Festival Committee	TBA
2pm	Collect sign on sheets from cars / trucks as they enter Belah St at the end of the parade	Belah Street	Pride Festival Committee	TBA
2.00-2.15pm	Security/Crowd control sign off/Hand in Vests	Multi Purpose Centre	Pride Festival Committee	TBA
1pm	Pack up desk @ Showgrounds at completion of marshalling	Showgrounds	Pride Festival Committee	TBA
1pm	Pack up Jarrah mall desk/chairs	Jarrah Mall	Pride Festival Committee	TBA
2.30pm	Road closures re-open	Council	Fran	Fran 0438954045 Josh Eurell 0417297082



ANNEXURE A

SPECIAL EVENT - TRANSPORT MANAGEMENT PLAN

REQUEST FOR TEMPORARY ROAD CLOSURES
on the 30th September 2023
BETWEEN 08:00AM AND 6:00PM FOR THE MOUNTFORD PARK FAIR
BETWEEN 11:00AM AND 2:30PM FOR THE PRIDE FESTIVAL PARADE

MOUNTFORD PARK FAIR 11AM – 6PM

- JARRAH ST between Wade Avenue and Reservoir Lane.
- ROXY LANE full length.
- RESERVOIR LANE between Jarrah Street and Church Street (westbound lane)

TEMPORARY ROAD CLOSURES BETWEEN 8:00AM AND 6PM TO FACILITATE PLACEMENT OF AMUSEMENTS AND RIDES IN RESERVOIR LANE.

BUMP IN 8AM – 10AM
BUMP OUT 6PM – 8PM

PRIDE PARADE 1PM – 2.30PM

TEMPORARY ROAD CLOSURES BETWEEN 11am – 2.30pm

- 11AM - FINALISE PARADE REGISTRATION – Showground.
- 12PM - PARADE LINE UP - (Showground - refer to show ground map)
- 1PM PARADE COMMENCES - exiting via the Acacia Ave East Gate.
Proceeds down Acacia Avenue East and turns left into Kurrajong Avenue at intersection of Palm Ave (near the Soldiers Club) and continues to Chelmsford Place.
Proceeds along Pine Avenue and exits into Belah Street terminating near Coolibah Street.
At this point, marshals will manage vehicles entering Belah Street and assist parade participants to safely disembark floats.

STREETS THAT WILL BE AFFECTED BY ROAD CLOSURES

ACACIA AVENUE EAST

- STREETS INTERSECTING WITH ACACIA AVE EAST
- MAIDEN AVE, BOREE ST, KOOBA ST AND ELM ST.

KURRAJONG AVENUE

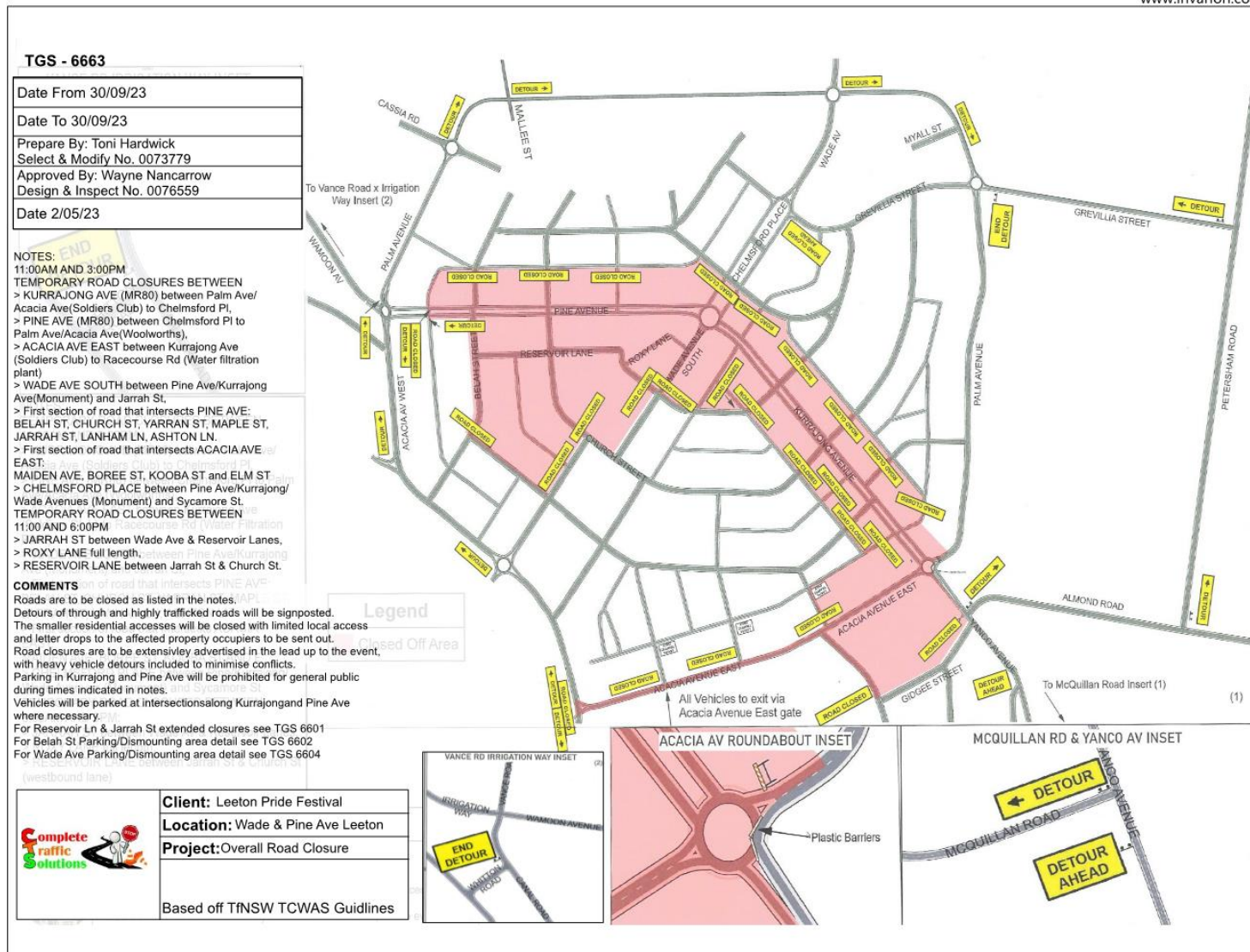
- STREETS INTERSECTING WITH KURRAJONG AVENUE.
- COMMISSION LANE, CONSERVATION LANE, COOLIBAH STREET, WATTLE STREET, CHURCH STREET, WANDOO STREET, JARRAH AND CYPRESS STREETS, LINDEN WAY, ANDERSON LANE, WADE AND CHELMSFORD PLACE.

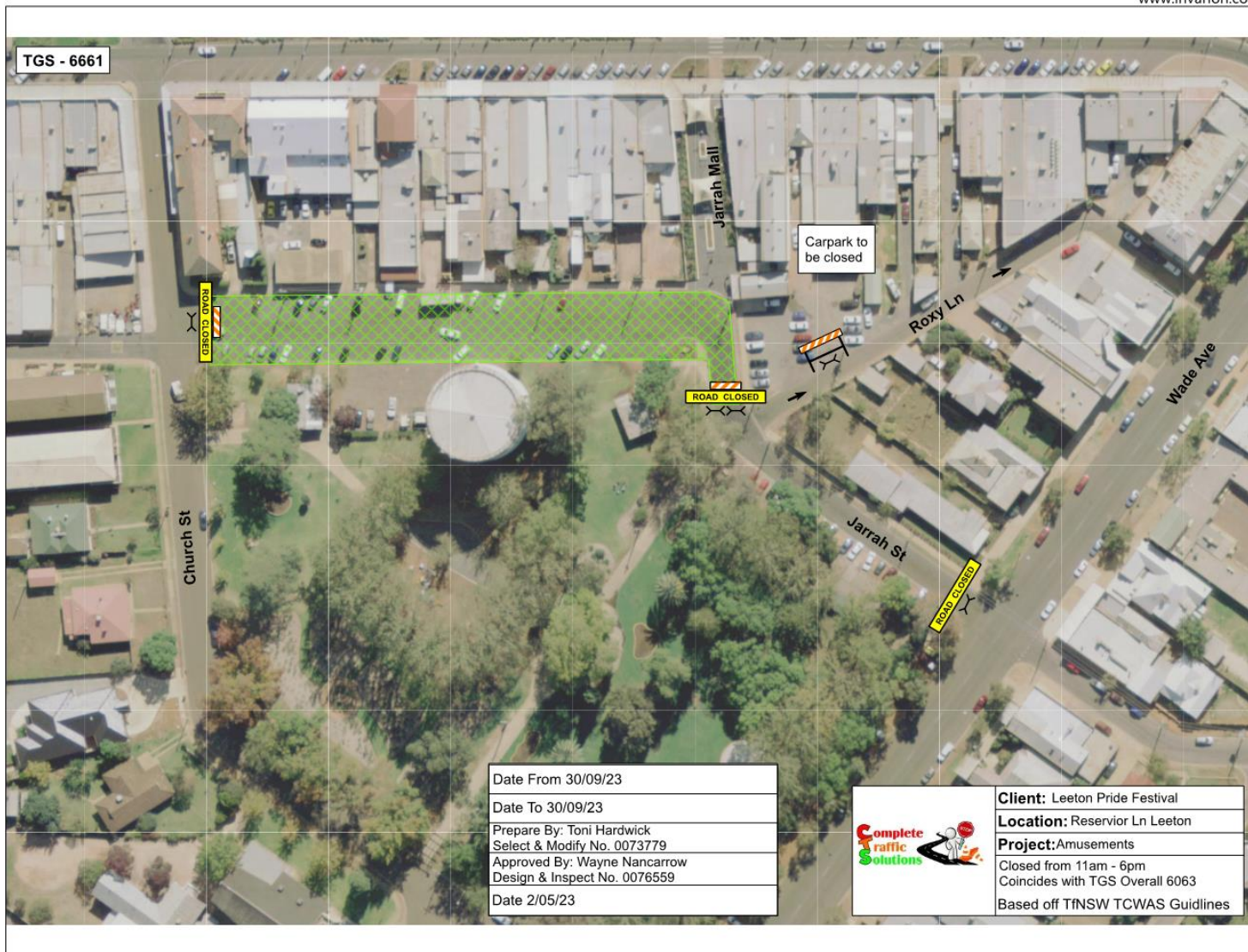
PINE AVENUE

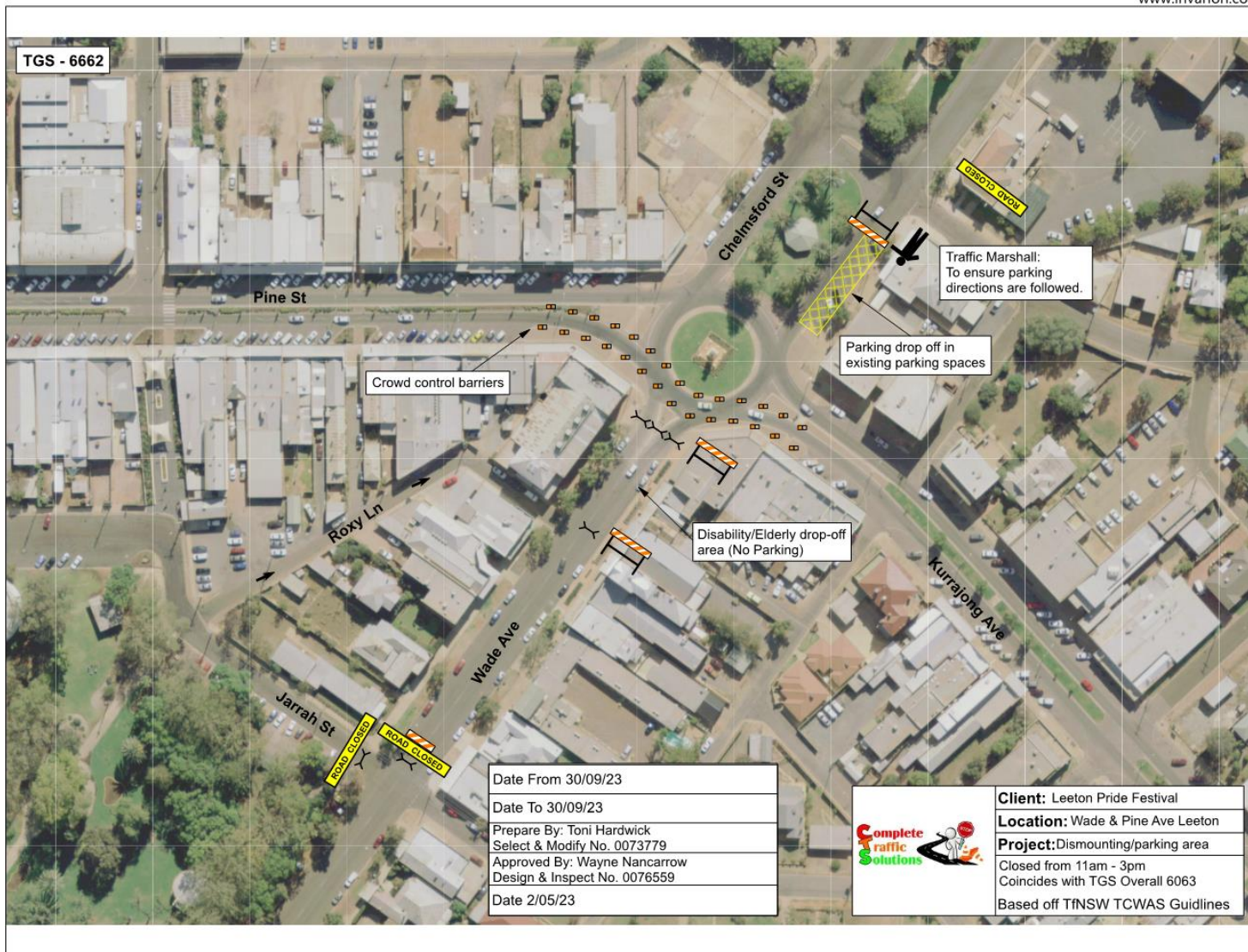
- STREETS INTERSECTING WITH PINE AVENUE
- BELAH ST, CHURCH ST, YARRAN ST, MAPLE ST, JARRAH ST, LANHAM LANE AND ASHTON LANE.

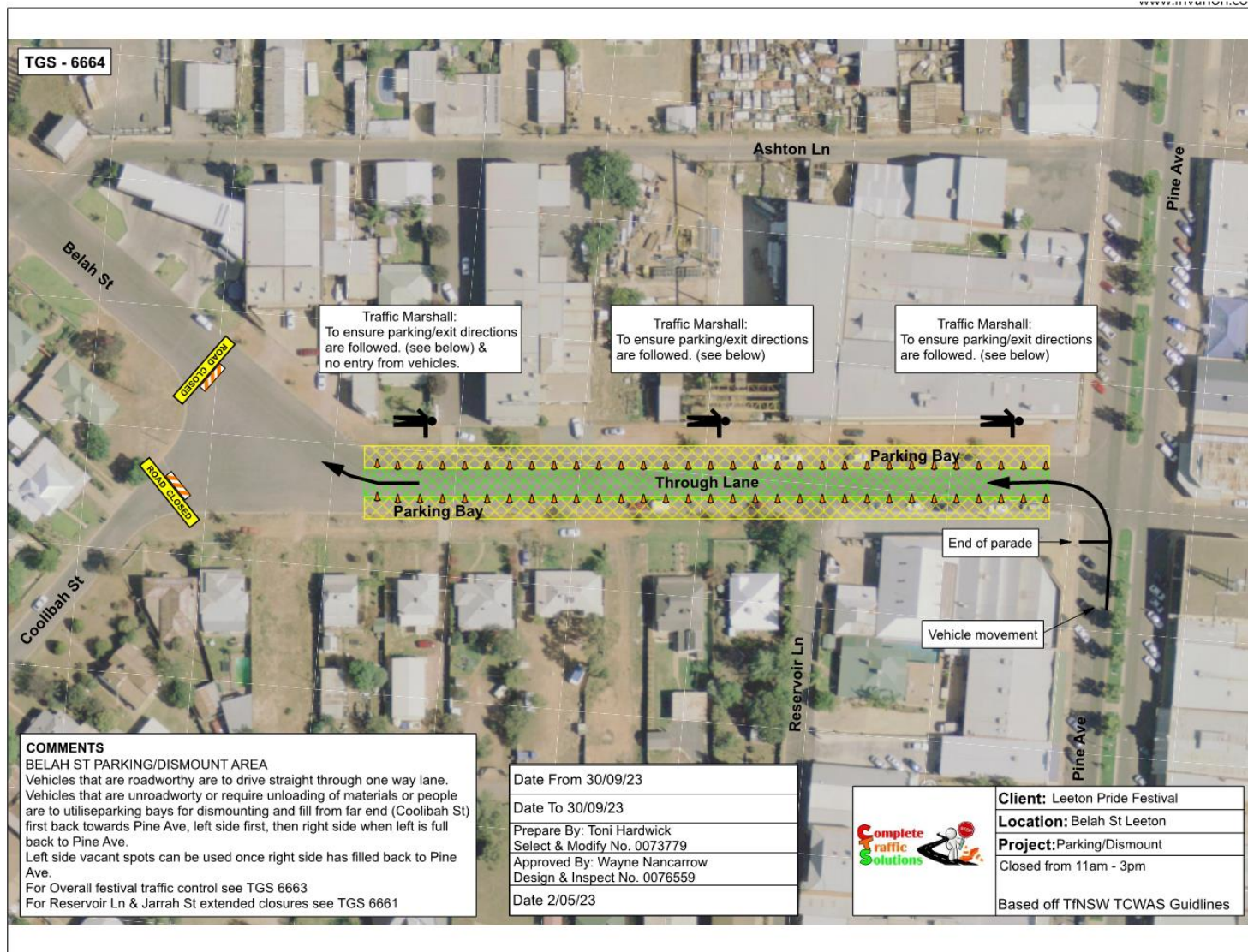
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Prepared by Denise McGrath Festival Director 18/4/2023











SunRice Festival Parade Waiver Agreement



We, as members of
(Organisation / Group), have agreed to participate in the 2022 SunRice

Festival Street Parade. We understand that inherent in our participation is the risk of serious personal injury and property damage. We understand that Leeton Shire Council will not provide us with protection against such injury and damage and we assume all risk for injury and damage to us and all members of our group, and to all other property under our directions and control.

We hereby waive and release any claim we have and may have in the future against Leeton Shire Council and any of their directors, employees and volunteers, for any personal injury, property damage or other damage that we may sustain, whether or not caused in whole or in part by the negligence of such directors, employees and volunteers, which occurs during or as a result of our participation in the SunRice Festival Parade.

We understand that inherent in our participation is the risk of causing serious personal injury and property damage and we assume all risk of such injury and damage caused by us and all members of our group and we indemnify Leeton Shire Council, against any such loss or damage. We understand that Leeton Shire Council will not provide us with liability protection against such injury and damage, we hereby assume responsibility for any personal injury, property damage or other damage that we may cause, whether or not caused in whole or in part by the negligence of such directors, employees and volunteers, which occurs during or as a result of our participation in the SunRice Festival Parade.

Furthermore, we represent that we or anyone operating a vehicle in the SunRice Festival Parade or in conjunction with the event has a valid licence to drive such a vehicle and has appropriate vehicle insurance.

We furthermore agree to obey the rules and regulations put forth by the SunRice Festival Parade Committee including, but not limited to, abstaining from throwing objects from parade units and the laws regarding the consumption of alcohol by drivers or passengers or participants during the line-up, on the parade float, or along the parade route.

Contact Name of Organisation/Group:

Signature:

Date:

Witness:

Signature:

Date:

**LEETON SUNKICE FESTIVAL
PROCESSION SAFETY REQUIREMENTS 2022**

Special events enrich our Leeton Community and reinforce the fun and festive values that Australians hold dear.

A special event is any planned activity that is wholly or partly conducted on a road, requires multiple agency involvement, requires special traffic management arrangements, and may involve large numbers of participants and/or spectators.

Schools, businesses and charities use special events to attract attention to their cause. Many events indirectly advertise Leeton Shire as a great place in which to live and do business.

The Street Parade will be coordinated with the assistance of the Leeton Volunteer Rescue Squad (VRA) and Leeton Shire Council

SAFETY ISSUES TO BE APPLIED TO ALL MEMBERS OF SPECIAL EVENTS

- Showground will be open from 9am.
- All floats to enter thru gates near Jockey Club entrance. Semi-trailers and vehicles of similar & longer length will need to approach from Yanco to allow enough turning space to access this gate.
- All floats to exit for parade from gates near Golf Club
- All participants being dropped off for parade must enter thru gates near Jockey Club, and exit at Secretary gates
- Ensure all instructions given by VRA personnel are followed
- All participating groups must provide an updated copy of their public liability insurance
- All vehicle owners must provide a copy of their comprehensive motor vehicle insurance and registration paperwork
- Drivers of vehicles must be employees of the transport company and /or hold a suitably qualified drivers license for the vehicle being driven with a blood alcohol of zero
- All vehicles must be registered in accordance with the motor traffic act
- Each float is to nominate a float supervisor/Coordinator
- All volunteers must sign the volunteer register on the date of the procession
- All volunteers will remain seated while vehicles in parades are moving
- Objects must not be thrown or passed off the vehicle
- Use of mobile phones is not permitted on the back of transport except in the case of emergency
- 1:5 ratio for adults to children for children under ten (10) years of age
- Motorbikes, push bikes, skateboards and rollerblades riders must wear approved helmets and protective gear
- No children under the age of three (3) to be included on floats
- Ensure parents of children have been communicated the correct drop off point (Showgrounds) and pick up point (Mountford Park)
- Vehicles in the procession must not exceed ten (10) kilometers per hour
- Procession route must follow and comply with traffic plan or instruction on the day from police officer in charge
- All regular road rules apply at the end of the controlled area (Belah St). This means no children/participants remaining on the back of vehicles.
- Basic first aid equipment must be made available by the float supervisor
- The float supervisor is responsible for ensuring the above instructions are carried out
- Failure to comply will result in the float not participating in the event
- In case of emergency contact '000'. For all other concerns see your float supervisor and/or the police officer in charge of procession
- If your vehicle is carrying participants not restrained with seatbelts (i.e. the back of trucks) the driver will proceed to Belah Street for participants to disembark and move away from disembarking area.
- If your vehicle is not carrying any participants, you may proceed to exit the parade.

**THANK YOU FOR YOUR COOPERATION
ENJOY THE DAY AND STAY SAFE**



Monday 20 December 2021

Preston's Leeton Pty Ltd
Tea Tree Avenue
Leeton NSW 2705

Dear Phil,

On behalf of the 2022 Leeton SunRice Festival Committee I am writing in relation to the SunRice Festival Parade. In the upcoming future your company may be approached to participate in the parade. If this does occur, we would encourage you as a formality to inform your insurance provider of your truck/s being used in the SunRice Festival Parade on Saturday 16 April 2022.

If you have any enquires or questions please do not hesitate to contact me at Leeton Shire Council on (02) 6951 3103.

Kind Regards

A handwritten signature in black ink that reads "Fran Macdonald". The signature is written in a cursive style.

Fran Macdonald
Events Officer

LEETON SHIRE COUNCIL
Traffic Committee - Wednesday 28 June 2023

2 CHANGES TO PARKING OUTSIDE 2 PINE AVENUE LEETON

RECORD NUMBER 23/173

RELATED FILE NUMBER

AUTHOR/S Road Safety Officer

APPROVER/S Manager Roads and Drainage
Director Operations

INTRODUCTION

Leeton Shire Council has received a Development Application from Twindo Pty Ltd and Twinmo Pty Ltd which involves changing the parking configuration from Parallel Parking to 45 degree angle parking outside 2 Pine Avenue (MR80).

RECOMMENDATION

THAT the Committee endorse Leeton Shire Council to replace the current parallel parking with 45 degree angle timed car parking spaces outside 2 Pine Avenue Leeton (outside Leeton Toyota). The timed parking will be from 8:30am-5:30pm Monday to Friday and 8:30am-12:30noon on Saturdays.

BACKGROUND

A development application (DA) has been received for 2 Pine Avenue Leeton which involves removing the two driveways that are exit onto Pine Avenue and removing the 3 parallel carparks replacing them with 45 degree angle carparks.

A site plan outlining the parking changes is attached (See attachment 1).

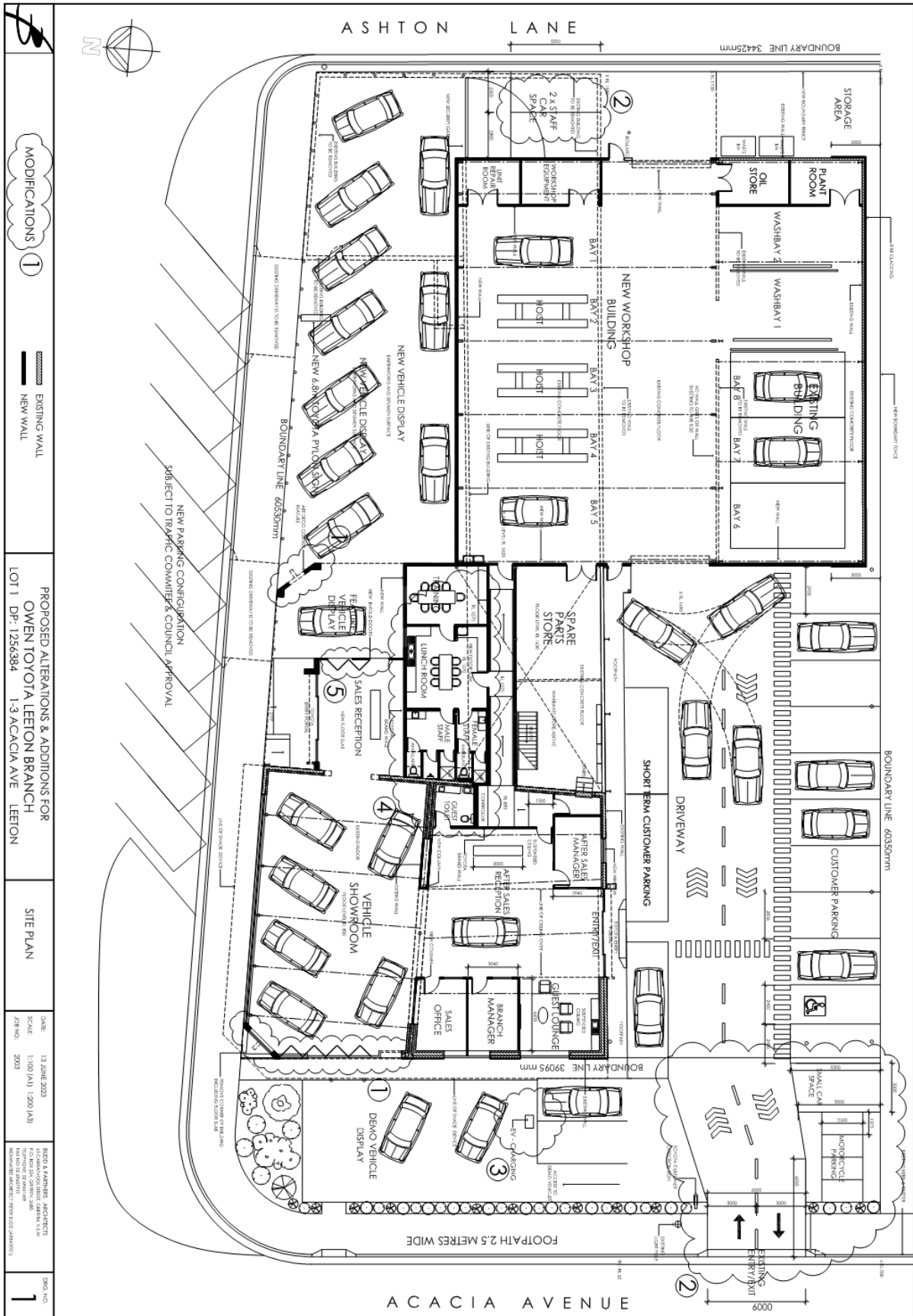
COMMENT

The change in this carpark will also allow it to fall under the current timed parking in the Leeton CBD which sees two hours parking from Monday to Friday between the hours of 8:30am-5:30pm and 8:30am-12:30noon on Saturday. This will bring this area in line with the rest of the timed parking in Pine Avenue.

The 45 degree angle carparking spaces are to be a minimum 2.4 wide as per the Current Australian Standard. A final design with is to be supplied to Council with a Section 138 form before any carpark works are undertaken. With the S138 approval a TfNSW concurrence ROL will be required for the works to be undertaken

ATTACHMENTS

1 [↓](#) 2 Pine Avenue Site Plan.



MODIFICATIONS ①

EXISTING WALL
 NEW WALL

PROPOSED ALTERATIONS & ADDITIONS FOR
 OWEN TOYOTA LEETON BRANCH
 LOT 1 DP: 1256984 1-3 ACACIA AVE LEETON

SITE PLAN

DATE: 13 JUNE 2023
 SCALE: 1:100 (A1) 1:200 (A3)
 JOB NO.: 2003

WORLD & ANTHONY ARCHITECTS
 4/222 SOUTH STREET, SUITE 101
 LEETON, SA 5203
 PHONE: 08 8523 4444
 WWW.WORLDANDANTHONY.COM.AU

DRG NO. 1



LEETON SHIRE COUNCIL

MINUTES OF THE TRAFFIC COMMITTEE

LEETON SHIRE COUNCIL

WEDNESDAY 28 JUNE 2023

ELECTRONIC MEETING

FORMAL MEMBERS

Leeton Shire Council:	Cr Tony Cicca Cr Matt Holt
NSW Police:	Sgt Adam Cooper
TfNSW:	Greg Minehan
Local MP Nominee:	Shane O'Connell

INFORMAL MEMBERS

Leeton Shire RSO:	Stephanie Puntoriero
Leeton Shire GMO:	
Leeton Shire MRD:	Chris Lashbrook

LEETON SHIRE COUNCIL
Traffic Committee - Wednesday, 28 June 2023

APOLOGIES

CONFIRMATION OF THE MINUTES

OFFICERS REPORTS

OFFICERS REPORTS

Item 3.1 LEETON PRIDE FESTIVAL 30 SEPTEMBER 2023

RECOMMENDATION

THAT the Committee endorses Leeton Shire Council to approve the road closures for the Leeton Rainbow Pride Committee to hold the Leeton Pride Festival Parade on State and Local Roads subject to the schedule of conditions as outlined in the RMS Guide to Traffic and Transport Management for Special Events including the following conditions:

1. The event is conducted as per times, location of conditions and circumstances that are invoked in the application documents.
2. A certified traffic control plan for the event is to be prepared, implemented, monitored and decommissioned by an accredited person.
3. Event Organisers and participants immediately obey all directions given by Police.
4. Transport Companies notify their insurers of their involvement in the parade.
5. Vehicle registration and insurance are to be current and collected as part of parade registration process.
6. All floats where passengers are carried on/or in the rear of vehicles (including trailers) needs to have fixed seating attached to the vehicle with a rail or safety barrier attached.
7. Parade instructions are circulated to all parade participants through various methods (briefing session, and through email) and waiver forms are collected as part of the registration process.
8. Event Organisers and participants immediately obey all direction by Leeton Shire Council Officers.

LEETON SHIRE COUNCIL
Traffic Committee - Wednesday, 28 June 2023

9. The roundabout (monument) on Wade Avenue, Pine Avenue is to be closed off to the public during the parade so now by-standers are to watch the parade from the roundabout.
10. Advertising of the event is to take place in local newspapers to ensure locals are aware of the event. All emergency services are to be notified of the event and road closures associated with the event.
11. A ROL (Road Occupancy License) is to be applied for by the company managing traffic control on the day and activated and deactivated as per the event times. Road closures will also have to be registered through One Road so it is updated on Live Traffic NSW.
12. Public Liability Insurance is to be updated and include Transport for NSW, NSW Police and Leeton Shire Council as interested parties and received by Council no later than 1 month prior to the event.

Failure to comply with any of the above conditions will immediately void approval.

Changes to recommendation: Yes

Representative	For	Against
RMS	Yes	
Police	Yes	
Member for Murrumbidgee	Yes	
Leeton Shire Council	Yes	

**Item 3.2 CHANGES TO PARKING OUTSIDE 2 PINE AVENUE LEETON
RECOMMENDATION**

THAT the Committee endorse Leeton Shire Council to replace the current parallel parking with 45 degree angle timed car parking spaces outside 2 Pine Avenue Leeton (outside Leeton Toyota). The timed parking will be from 8:30am-5:30pm Monday to Friday and 8:30am-12:30noon on Saturdays.

Changes to recommendation: No

Representative	For	Against
RMS	Yes	
Police	Yes	
Member for Murrumbidgee	Yes	

LEETON SHIRE COUNCIL
Traffic Committee - Wednesday, 28 June 2023

Leeton Shire Council	Yes	
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ECONOMIC AND COMMUNITY DEVELOPMENT MATTERS

ITEM 7.6 QUICK RESPONSE GRANT APPLICATIONS - YANCO PUBLIC SCHOOL P&C AND LEETON RAINBOW PRIDE COLLECTIVE

RECORD NUMBER	23/171
RELATED FILE NUMBER	EF21/359
AUTHOR/S	Community Development Coordinator
APPROVER/S	Executive Manager Economic & Community Development

SUMMARY/PURPOSE

The purpose of this report is to advise Council of 2 separate applications received through Council's Community Grants program under the Quick Response Grant Categories.

RECOMMENDATION

THAT Council awards:

1. Yanco Public School P&C \$2K from the Quick Response Grant program to go towards year 4-6 students attending the Wakakirri National Story-Dance Festival in Canberra to be held in August.
 2. Leeton Rainbow Pride Collective \$1,770 from the Quick Response Grant program to go towards the GLAM UP! workshop to be held in August.
-

REPORT

(a) Background

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

An application has been received from the Yanco Public School P&C requesting \$2K to subsidise the cost of the Year 4-6 students participating in the Wakakirri National Story-Dance Festival in Canberra. Quotes for the event were received in May and the event is in August, therefore missing both rounds of the Community Strengthening Grants.

An application has also been received from the Leeton Rainbow Pride Collective requesting \$1,770 to subsidise their GLAM UP! preparatory workshop for the Leeton Pride Festival 2023. They had applied for Create NSW Festival funding but were

unsuccessful. This advice was received after the last round of Council's Community Strengthening Grants and the event is before the next round.

(b) Discussion

Yanco Public School

Yanco Public School has entered all Year 4-6 students into the Wakakirri National Story-Dance Festival in Canberra. This is Australia's largest performing arts event for schools. The event involves an Artists in Residence program where Wakakirri teachers come into the school to give performing arts tuition and help refine a performance routine. Following this the students will travel to Canberra and participate in a day long rehearsal followed by a public concert that night.

Yanco Public School is a school ranked below average on the Index of Community Socio Educational Advantage (ICSEA) Scale. Many students from the school are from very disadvantaged backgrounds with limited opportunities to be involved in sport or performing arts pursuits. This event will benefit all children in Years 4-6 by giving them an opportunity to participate in performing arts, to present on stage to a large audience and step out of their comfort zones and to broaden their experiences.

The Yanco Public School P&C and families are contributing \$5,495 of their own funds to the cost of attending the event. See **(Attachment 1)** for more details.

Leeton Rainbow Pride Collective

GLAM UP! is a series of wig, makeup, and costume workshops with SFX makeup artist Rommley Brady, and textile and wig experts Chelsea Butler & Maxine Butler - all Leeton locals.

If successful, this grant will contribute to one of the four workshops being held at the TAFE NSW campus, where Leeton locals are learning new skills and each creating a fabulous look that will lift up the vibrancy of the Leeton Pride Parade and the Leeton Pride Festival on the 30 September 2023.

LGBTQIA+ Leetonians will benefit by having a safe and encouraging place to be creative, whilst exploring their self-expression through the medium of costume and makeup design. A local business consisting of 3 people will benefit from 8 hours paid work each, and the ability to expand their business offerings. The wider community will benefit in the short term by having a vibrant and successful Pride Festival, with character actors - essentially 12 street performers acting for free for a whole day on 30 September 2023. The community also benefits from showing that Leeton can be an overtly welcoming place for prospective LGBTQIA+ residents, which will assist the secondary migration goals of attracting a diverse range of people - livability is a complex and nuanced metric, which something like a Pride Festival will add greatly to.

Leeton Rainbow Pride Collective are contributing \$330 of their own funds and estimate \$740 in-kind donations. See **(Attachment 2)** for more details.

(c) Options

THAT Council:

1. Approves the Yanco Public School P&C grant application for \$2K and the Leeton Rainbow Pride Collective grant application for \$1,770. **This is the recommended option.**
2. Approves the Yanco Public School P&C and the Leeton Rainbow Pride Collective grant applications for a lesser amount.
3. Rejects the Yanco Public School P&C and the Leeton Rainbow Pride Collective grant applications.

IMPLICATIONS TO BE ADDRESSED

(a) Financial

The Quick Response and Youth Development Category of the Community Grants program has an annual budget of \$10K.

\$1,025 has been reserved for annual donations to each school in the Shire for end-of-year presentations.

To date \$0 has been allocated to Youth Development Grants and \$0 has been allocated to Quick Response Grants.

If these applications are awarded, there will be \$5,025 remaining in the 2023-24 budget.

(b) Policy

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

(c) Legislative/Statutory

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

Can a Council financially assist others?

1. A Council may, in accordance with a resolution of the Council, contribute money or otherwise grant financial assistance to persons for the purpose of exercising its functions.
2. A proposed recipient who acts for private gain is not ineligible to be granted financial assistance but must not receive any benefit under this section until at least 28 days' public notice of the Council proposal to pass the necessary resolution has been given.

(d) Risk

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

CONSULTATION

(a) External

Staff have consulted with the applicants.

(b) Internal

None

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

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

ATTACHMENTS

- 1 Quick Response Grant 2023-24 - Yanco Public School P&C
- 2 Quick Response Grant 2023-24 - Leeton Rainbow Pride Collective



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

ORGANISATION DETAILS

Name of community group or organisation	Yanco Public School P&C Assoc Inc
Contact Name	Nyree Dunn
Postal Address	c/- Yanco Public School, Main Ave Yanco NSW 2703
Email	nyreedunn99@gmail.com
Phone	0402783739

Incorporated non-profit organisation*	<input checked="" type="checkbox"/> Yes	No
Certificate of Currency*	<input checked="" type="checkbox"/> Yes	No
Public Liability*	<input checked="" type="checkbox"/> Yes	No

**Please attach copies*

AUSPICE DETAILS (ONLY IF APPLICABLE)

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

Incorporated non-profit organisation*	Yes	No
Certificate of Currency*	Yes	No
Public Liability*	Yes	No

**Please attach copies*

REASON FOR QUICK RESPONSE

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

It has taken a while to obtain the quotes with the Artists in Residence program and the Live Participation fee only being received in May. This was too late to lodge an application for the Community Building Partnership grant which closed 30 April.

PROJECT DESCRIPTION

Project Title:			
Yanco Public School yrs 4 - 6 to attend Wakakirri - Performing Arts Event in Canberra			
Project Summary:			
Yanco Public School has entered all Year 4-6 students into the Wakakirri National Story-Dance Festival in Canberra. This is Australia's largest performing arts event for schools. The event involves an Artists in Residence program where Wakakirri teachers come into the school to give performing a tuition and help refine a performance routine. Following this the students will travel to Canberra and participate in a day long rehearsal followed by a public concert that night.			
Community Benefit:			
Yanco Public School is a school ranked below average on the Index of Community Socio Educational Advantage (ICSEA) Scale. Many students from the school are from very disadvantaged backgrounds with limited opportunities to be involved in sport or performing arts pursuits. This event <u>will benefit</u> all children in Years 4-6 by giving them an opportunity to participate in performing arts, to present on stage to a large audience and step out of their comfort zones and to broaden their experiences. The contribution from council really help make it possible for all Year4-6 students attend and the YPS P&C is contributing towards the costs as well.			
Partner Organisation	Roles & Responsibilities	Contribution (\$)	Contribution (In Kind)

Project Start Date: 2 August 2023

Project End Date: 2 August 2023

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

Council Officer's Name: Emily Goodall

Date of Contact: 25/5/23

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

Link to Council's Community Strategic Plan:

Choose an item.

A connected, inclusive and enriched community benefiting Young People from the Leeton Shire.

PROJECT BUDGET

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

Income	C/NC/IK	Amount (\$)
Grant amount requested from Leeton Shire Council	NC	2,000
Entry/participant fees		
Cash from own organisation	C	3,000
In-kind from own organisation		
Cash from partner organisation		
Other: Parent Contribution	Approx \$100/student	3,495
Other:		
	Total	\$8,495

Expenditure	Amount (\$)
Materials and project costs	
Fees and wages	
Promotion and publicity	
Venue costs Participation Fee	\$1,225
Administration Artist in Residence Program	\$3,245
Other: Bus	\$4,025
Other:	
	Total
	\$8,495

*Total income should equal expenditure

<p>What items will be funded by the Community Strengthening Grant?</p> <p>The grant will help offset the total cost to participate including Artist in Residence program, live performance fee and the bus by contributing just under 25% of these costs. Parents are contributing towards these items as is the P&C.</p> <p>Parents are also contributing to accommodation and meals and the P&C will be holding additional fundraising activities to help reduce costs for all involved.</p>

CERTIFICATION

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

Group Organisation		Auspice Organisation	
Name	Nyree Dunn	Name	
Title	P&C Treasurer	Title	
Date	1/6/23	Date	
Signature	<i>Nyree Dunn</i>	Signature	

SUBMITTING YOUR APPLICATION

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

Email

council@leeton.nsw.gov.au

Mail

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

In person

Leeton Shire Council
23-25 Chelmsford Place
Leeton NSW 2705

CHECKLIST

To ensure your application is considered, it is essential that you complete all sections of this application form and provide all supporting documentation as requested.

Required supporting material

- Public liability insurance certificate
 - Certificate of Currency
 - Quotes
 - Email/letters of support
-
- The organisation/individual is an incorporated association or is auspiced by an incorporated body
 - The project will directly benefit residents of Leeton Shire Council
 - The project aligns with the strategic priorities of the Community Strategic Plan
 - The application was received prior to the closing date
 - Insurance paperwork was included in the application
 - All questions have been answered
 - An authorised person has signed the application
 - The project outlined in the application is a new project or program (ie doesn't replicate any activity previously funded by Council's grants program)
 - A clear understanding of a target group and their need has been demonstrated
 - if applicable, acquittals have been completed for previously funded projects



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

ORGANISATION DETAILS

Name of community group or organisation	Leeton Rainbow Pride Collective Inc.
Contact Name	Nicholas Wright
Postal Address	9/76 Wade Ave, Leeton NSW 2705
Email	nicholas.hamlyn.wright@gmail.com
Phone	0409 691 427

Incorporated non-profit organisation* Yes No
 Certificate of Currency* Yes No
 Public Liability* Yes No

**Please attach copies*

AUSPICE DETAILS (ONLY IF APPLICABLE)

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

Incorporated non-profit organisation* Yes No
 Certificate of Currency* Yes No
 Public Liability* Yes No

**Please attach copies*

REASON FOR QUICK RESPONSE

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

We applied but were not successful with the Create NSW Festivals funding, so our overall Festival budget has had to be severely trimmed. In their feedback, the grants panel advised us that the number of applicants for this funding had increased by 45% while the total amount available did not change from 2022. This meant that while we ranked in the upper third of applications, we were still below the ranking necessary to receive funding. This is an exceptional circumstance which Create NSW has attributed to a delayed events market post-COVID.

PROJECT DESCRIPTION

Project Title:
Glam Up! Preparatory Workshop for the Leeton Pride Festival 2023
Project Summary:
GLAM UP! is a series of wig, makeup, and costume workshops with sfx makeup artist Rommley Brady, and textile and wig experts Chelsea Buttler & Maxine Butler - all Leeton locals who are well known in the Esteidfodd scene and of course the Poisoned Apple Character performing. Over a series of 4 workshops held at the TAFE NSW campus, Leeton locals are learning new skills and each creating a fabulous look that will lift up the vibrancy of the Leeton Pride Parade and the Leeton Pride Festival on the 30th September 2023. Getting a group of queer locals gives us the opportunity to build community strength, create lasting positive links with local mental health services, and increases the resilience of LGBTQIA+ individuals as well as rainbow families (families with children who are trans/gay/bi). In particular, participation so far has included transgender Leetonians who have benefited from the safety of an understanding and trustworthy group of people, as they explore their gender expression in a way that can't necessarily be learnt from a book or website.
Community Benefit:
LGBTQIA+ Leetonians will benefit by having a safe and encouraging place to be creative, whilst exploring their self-expression through the medium of costume and makeup design. A local business consisting of 3 people will benefit from 8 hours paid work each, and the ability to expand their business offerings. The wider community will benefit in the short term by having a vibrant and successful Pride Festival, with character actors - essentially 12 street performers acting for free for a whole day on 30th September. The community also benefits from showing that Leeton can be an overtly welcoming place for prospective LGBTQIA+ residents, which will assist the secondary migration goals of attracting a diverse range of people - liveability is a complex and nuanced metric, which something like a Pride Festival will add greatly to.

Partner Organisation	Roles & Responsibilities	Contribution (\$)	Contribution (In Kind)
TAFE NSW Leeton	Providing premises for activities		\$320.00
NDM Photography	Photography services		\$150.00
Wellways	Counselling services		\$180

Project Start Date: 13-AUG-2023

Project End Date: 13-AUG-2023

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

Council Officer's Name: Emily Goodall

Date of Contact: 01-JUN-2023

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

Link to Council's Community Strategic Plan:

Choose an item. We believe that the Glam Up! Program as part of the Leeton Pride Festival, contributes to three of the Community Strategic Plan goals:

- Sustain Leeton Shire as a caring and supportive community - **LGBTQIA+ inclusion**
- Evolve Leeton Shire's culturally rich and vibrant community - **Festival events employ local creative talent and help to develop more creative skills.**
- Position Leeton Shire as a liveable place where we can all continue to enjoy a high quality of life. - **people will be more likely to choose Leeton due to our accepting culture.**

PROJECT BUDGET

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

Income	C/NC/IK	Amount (\$)
Grant amount requested from Leeton Shire Council	NC	\$1770.00
Entry/participant fees	C	\$0.00
Cash from own organisation	C	\$330.00
In-kind from own organisation	C	(\$90.00)
Cash from partner organisation	C	\$0.00
Other: in-kind from partner orgs	C	(\$650.00)
Other:		
	Total	\$2840.00

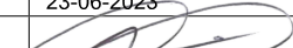
Expenditure	Amount (\$)
Materials and project costs (sewing machines & lunch catering)	\$330.00
Fees and wages	\$1200.00
Promotion and publicity	(\$150.00 - donated in kind)
Venue costs	(\$320.00 donated in kind i.e. waived)
Administration	(\$90.00)
Other: Accommodation for trainers	\$570
Other: Mental health support services	(\$180.00 - donated in-kind)
	Total
	\$2840.00

*Total income should equal expenditure

What items will be funded by the Community Strengthening Grant?
Wages of three (3) trainers for 6 hours face to face, and 2 hours online. Totalling 24 paid hours @ \$50/hr, totalling \$1200; and travel and accommodation expenses for one (1) trainer \$570.

CERTIFICATION

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

Group Organisation		Auspice Organisation	
Name	Nicholas Wright	Name	
Title	Chairperson	Title	
Date	23-06-2023	Date	
Signature		Signature	

SUBMITTING YOUR APPLICATION

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

Email

council@leeton.nsw.gov.au

Mail

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

In person

Leeton Shire Council
23-25 Chelmsford Place
Leeton NSW 2705

CHECKLIST

To ensure your application is considered, it is essential that you complete all sections of this application form and provide all supporting documentation as requested.

Required supporting material

- Public liability insurance certificate
 - Certificate of Currency
 - Quotes
 - Email/letters of support
-
- The organisation/individual is an incorporated association or is auspiced by an incorporated body
 - The project will directly benefit residents of Leeton Shire Council
 - The project aligns with the strategic priorities of the Community Strategic Plan
 - The application was received prior to the closing date
 - Insurance paperwork was included in the application
 - All questions have been answered
 - An authorised person has signed the application
 - The project outlined in the application is a new project or program (ie doesn't replicate any activity previously funded by Council's grants program)
 - A clear understanding of a target group and their need has been demonstrated
 - if applicable, acquittals have been completed for previously funded projects

COUNCILLOR ACTIVITY REPORTS

ITEM 10 COUNCILLOR ACTIVITY REPORT

RECORD NUMBER	23/186
RELATED FILE NUMBER	EF21/508
AUTHOR	Executive Assistant to the General Manager and Mayor

RECOMMENDATION

THAT Council notes the Councillor activity reports submitted for the period between 29 June 2023 to 26 July 2023.

Cr Tony Reneker

29 June 2023	Productivity Commission's 2023 Basin Plan Inquiry - Leeton Shire Council's meeting with the Commissioner and Murray-Darling Basin Plan: Implementation Review 2023 Public Forum
30 June 2023	NAIDOC Week 2023 Flag Raising Ceremony
5 July 2023	Rooms of Renown Opening and RAMJO Health Sub-Committee Meeting and Gogeldrie Weir Preliminary Meeting
6 July 2023	Visit from Minister Ryan Park MP - Minister for Regional, Meeting with current Gogeldrie Weir caretakers and VIP Launch for the Art Deco Festival
7-9 July 2023	Art Deco Festival Events
12 July 2023	LGNSW Training - Managing the Media for Councillors
13 July 2023	Rotary Change Over Dinner
15 July 2023	The Inner Wheel Club of Leeton Inc. Annual Changeover Luncheon
18 July 2023	MMM Radio Interview and Leeton Connect Meeting
20 July 2023	Historical Society AGM
21 July 2023	Leeton Business Awards
26 July 2023	Local Government Week - Storytime at the Library

Cr Tracey Morris

1 July 2023	Leeton Parkrun
5 July 2023	Rooms of Renown Opening
6 July 2023	VIP Launch for the Art Deco Festival
8-9 July 2023	Art Deco Festival Events
21 July 2023	Leeton Business Awards

Cr George Weston

5 July 2023	Gogeldrie Weir Preliminary Meeting
6 July 2023	Meeting with current Gogeldrie Weir caretakers and VIP Launch for the Art Deco Festival
7-9 July 2023	Art Deco Festival – Henry Lawson Cottage
18 July 2023	Interviews for New Gogeldrie Weir Caretakers
21 July 2023	Leeton Business Awards