



LEETON
SHIRE COUNCIL

ORDINARY COUNCIL MEETING
AGENDA

28 JUNE 2023
7:00PM

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

Authorised for release: Chris Martin (Acting General Manager)

**LEETON SHIRE COUNCIL
AGENDA
ORDINARY COUNCIL MEETING
28 June 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 24 May 2023, as circulated, be taken as read and CONFIRMED.

THAT the Minutes of the Extraordinary Council Meeting held on Monday 29 May 2023, as circulated, be taken as read and CONFIRMED.

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

CORPORATE MATTERS

- 7.1 **ADOPTION OF THE OPERATIONAL PLAN FOR 2023/24, BUDGET FOR 2023/24, REVENUE POLICY (INCLUDING FEES AND CHARGES) AND LONG TERM FINANCIAL PLAN FOR 2023/245**
- 7.2 **THE MAKING OF RATES AND CHARGES FOR THE 2023/24 FINANCIAL YEAR12**
- 7.3 **INVESTMENTS REPORT FOR MAY 2023.....18**
- 7.4 **QUARTERLY CAPITAL WORKS UPDATE REPORT - MAJOR PROJECTS - JUNE 202331**

OPERATIONAL MATTERS

- 7.5 **MINUTES OF THE LEETON LOCAL AREA TRAFFIC COMMITTEE MEETING - MAY 202346**

ECONOMIC AND COMMUNITY DEVELOPMENT MATTERS

**7.6 QUICK RESPONSE GRANT APPLICATION - LEETON
BASKETBALL ASSOCIATION110**

PEOPLE AND CULTURE MATTERS

7.7 LEETON SHIRE LIBRARY OPENING HOURS - UPDATE REPORT.....120

- 8. NOTICES OF MOTIONS**
- 9. CONFIDENTIAL MATTERS**
- 10. COUNCILLOR ACTIVITY REPORTS**
- 11. CONCLUSION OF THE MEETING**

PUBLIC REPRESENTATION

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

Contact Governance Team via 6953 0911 or email council@leeton.nsw.gov.au

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

OATH OF OFFICE

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

AFFIRMATION OF OFFICE

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

RECORDING OF COUNCIL MEETING

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

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 ADOPTION OF THE OPERATIONAL PLAN FOR 2023/24, BUDGET FOR 2023/24, REVENUE POLICY (INCLUDING FEES AND CHARGES) AND LONG TERM FINANCIAL PLAN FOR 2023/24

RECORD NUMBER	23/127
RELATED FILE NUMBER	EF22/30
AUTHOR/S	Manager Finance IP&R Coordinator
APPROVER/S	Director Corporate General Manager

SUMMARY/PURPOSE

The purpose of this report is to enable the Council to review staff and community feedback received on the following documents:

1. The DRAFT Operational Plan for the 2023/24 financial year (**Attachment 1**)
2. The DRAFT Budget for the 2023/24 financial year, including the capital works budget (**Attachment 2**)
3. The DRAFT Revenue Policy, including the DRAFT Schedule of Fees and Charges for the 2023/24 financial year (**Attachment 3**)
4. The DRAFT Long Term Financial Plan 2023/24 financial year (**Attachment 4**)
5. The Delivery Program 2022-2025 (**Attachment 5**), and to adopt the documents as amended in response to that feedback.

RECOMMENDATION

THAT Council adopts, as presented:

1. The Operational Plan for the 2023/24 financial year
 2. The Budget for the 2023/24 financial year
 3. The Revenue Policy for the 2023/24 financial year, including the Schedule of Fees and Charges for the 2023/24 financial year.
 4. Long Term Financial Plan 2023/24
 5. The Delivery Program 2022-2025
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REPORT

(a) Background

At an Ordinary Council Meeting on 26 April 2023, Council resolved (Resolution 23/034) to endorse the following documents for public exhibition for the 28-day period from Thursday 27 April 2023 until Thursday 25 May 2023:

1. The Operational Plan for the 2023/24 financial year
2. The Budget for the 2023/24 financial year
3. The Revenue Policy for the 2023/24 financial year, including the Schedule of Fees and Charges for the 2023/24 financial year.
4. Long Term Financial Plan 2023/24

These documents were subsequently placed on public exhibition and submissions were invited.

The Delivery Program 2022-2025 subsequently underwent minor changes to accurately reflect the revised documents listed above. Due to the nature of the changes, it was not required to be on exhibition.

(b) Discussion

During the submission period, Council received 3 separate submissions from community members. One submission was received via Council's *Have Your Say Leeton* online portal, 2 further submissions were made via email/letter sent directly to Council.

Council appreciates the time taken to provide feedback on the draft documents. A personal invitation to address their submission at the 7 June Councillor Workshop was extended to each of the submitters for whom Council has contact details.

While the draft documents for the 2023/24 financial year were on public exhibition, Council staff were also afforded the opportunity to make submissions. Eighteen staff made submissions. Most submissions related to the Revenue Policy (including fees and charges). They dealt with minor typographical errors and the document was revised where necessary.

Eight staff submissions related to the Operational Plan. These submissions were also reviewed, and the wording was updated where necessary.

In addition to the changes made in response to staff feedback, the DRAFT fees and charges are yet to be updated in line with increases to planning services fees, as they are not due to be advised by the Department of Planning and Environment until 1 July 2023.

Amendments were required to be made to the draft Budget on public exhibition as a result of the wages award announcement and the impact of the Lloyd Group liquidation on the timeline for completion of the Roxy Theatre Redevelopment.

A workshop was conducted on 7 June 2023 to brief Councillors on the feedback received and to enable them to consider and respond to the feedback, staff comments and proposed changes to the documents. A summary of the submissions received along with Council officer responses and recommendations for amendments in response to the submissions are attached to this report (**Attachment 6**).

The Delivery Program 2022-2025 was reviewed to ensure the changes made in the Draft Operational Plan, Budget, Revenue Policy (including Fees and Charges) and Long-Term Financial Plan 2023/24 were reflected.

As part of the review, the following changes were made:

- Identification of when an action must meet Regulatory Compliance and Standards Requirements
- Updating of the financial year from 2022/23 to 2023/24 where relevant
- Updating of section 5. Council's Finances

DRAFT OPERATIONAL PLAN FOR 2023/24 (Attachment 1)

The annual Operational Plan supports the Delivery Program. It is Council's action plan for achieving the community priorities outlined in the Community Strategic Plan (CSP) and Delivery Program. It details the activities – projects, programs and actions – Council will undertake in the coming year to achieve the Delivery Program strategies. The Operational Plan also details how Council will fund these actions.

Quarterly reports to Council's Senior Management Team track Council's performance against the targets identified in the Operational Plan. These reports include performance against service delivery activities and performance measures.

Six-monthly reports to Council and the community track Council's performance against the targets identified in the Delivery Program.

The DRAFT Annual Operational Plan 2023/24 (**Attachment 1**) has been developed for the purpose of consultation with the community. The public exhibition period will enable submissions to be made and considered before the final document is adopted by Council at the June 2023 Ordinary Council Meeting.

THE DRAFT BUDGET FOR 2023/24 (Attachment 2)

The Budget for 2023/24 provides the funding for Council to achieve the actions identified in the Operational Plan. The following identifies key information, assumptions and guidelines used in the preparation of the 2023/24 Budget.

- Rates income is based on a rate peg amount of 3.7%
- User Charges and Fees have increased on average from 0% to 10% resulting in a 2% increase overall compared to the year prior
- Interest on Investments is based on an average of investment returns of 4%

- Wages have been calculated based on an increase of 4.5% and superannuation has increased by 0.5% from 1 July 2024 as per legislation. A revision of overheads was also undertaken.

Operational Budget

The DRAFT Operational Budget 2023/24 is prepared on a "by fund" basis with the General Fund excluding Domestic Waste Management (DWM), Water Fund and Sewer fund separated where practicable. An analysis of the budgeted consolidated operating result for 2023/2024 shows the following breakdown between the Funds, delivering a deficit overall.

Operating result excluding Capital Grants and Contributions

General Fund	(\$3,489K)
Domestic Waste Management (DWM)	\$ 55K
Water Fund	\$ 11K
Sewerage Fund	\$ 12K
Consolidated	(\$3,411K)

Council has earmarked \$10.6M to be borrowed during the 2023/24 Financial Year. This will take Council's total borrowings to \$13.6M.

Capital Budget

The draft budget (**Attachment 2**) details Council's Capital Works Program for the 2023/24 Financial Year. The proposed Capital Works amounts to **\$8.5M** including Revotes but excluding Carry Forward works.

DRAFT REVENUE POLICY INCLUDING DRAFT FEES AND CHARGES FOR 2023/24 (Attachment 3)

The Rate Peg of 3.7% has been applied to Council's General Rates. While this means that Council's General Rates income increase is capped at 3.7%, it does not necessarily mean that any individual rates obligation will increase by 3.7% - some may be less, some may be more. This is especially true in 2023/24 as the Valuer General has issued new property valuation data to be applied in 2023/24

The maximum interest chargeable on overdue rates and accounts of 9% was advised by the Office of Local Government.

2023/24 has seen change to several fees and charges with some being removed. While most have increased marginally some have increased by 10% due to a "catch up" on inflation in 2022/23 coupled with indexation for 2023/24. There is an overall increase of 2% in fees and charges.

DRAFT LONG TERM FINANCIAL PLAN (Attachment 4)

In ensuring Council maintains the capacity to sustainably deliver infrastructure and services over the medium to long term, Council's Long Term Financial Plan (LTFP) is regularly reviewed. The ten-year plan presents a forecast and several scenarios to assist in planning and analysis by Council. The LTFP considers range of

inputs that impact on Council's projected finances and key performance indicators.

The Long Term Financial Plan signals strongly that Council needs to urgently address the financial sustainability of its General Fund.

(c) Options

Council has a legislative obligation to adopt an Operational Plan, Budget, Revenue Policy and Long-Term Financial Plan no later than 30 June for commencement from 1 July. Major amendments to the documents would require that the documents be re-exhibited, which would mean that Council would be unable to meet the prescribed deadline.

THAT Council:

1. Adopts the 2023/24 Operational Plan, Budget, Revenue Policy and Long-Term Financial Plan as presented. **This is the recommend option.**
2. Adopts the 2023/24 Operational Plan, Budget, Revenue Policy and Long-Term Financial Plan with minor amendments.

IMPLICATIONS TO BE ADDRESSED

(a) Financial

The 2023/24 Budget is in deficit for the General Fund excluding Domestic Waste Management (DWM). While Council does have the cash reserves to remain operational for the next 12 months ("a going concern") the cash reserves are depleting. This trend is forecast to continue in the base case of the LTFP.

The financial implications of the proposed Budget and Revenue Policy are outlined in the body of this report.

Proposed borrowings will only be drawn down as and when they are required.

(b) Policy

Liveable Leeton 2035 Community Strategic Plan
Community Engagement Strategy
DRAFT Delivery Program 2022–2025
DRAFT Long Term Financial Plan 2022–2032
Strategic Asset Management Plan 2022–2032
Workforce Management Strategy 2022–2025

(c) Legislative/Statutory

Council is required, under Section 405 of the *Local Government Act 1993*, to have an Operational Plan adopted before the beginning of each new financial year. This Plan is required to outline the activities in which Council will be engaged during the year towards achieving its Delivery Program commitments, as well as a

statement of the Council's budget and revenue policy for the year covered by the Operational Plan.

(d) Risk

Council's risks in relation to the Operational Plan and Budget for the 2023/24 financial year are twofold: reputational risk and financial/credit risk.

There is reputational risk inherent in community expectations of Council to deliver facilities and services. This level of expectation, when not managed appropriately, can create reputational risk. However, this has been mitigated by Council's approach to proactively inviting community submissions in response to the draft documents prior to their formal adoption.

To manage its financial/credit risk, Council needs to assess its capacity to repay the proposed borrowings and the impact on cashflow now and in future years in anticipation of the loan repayments which will be required as part of the Capital Works Program.

Council is heavily reliant on Capital Grants as part of its carry over Capital Works Program. As Grant funding is generally fixed yet the expected costs associated with projects continues to rise. If Project costs become too excessive these projects may be postponed to future years or, if it is determined that they are urgent priorities, then additional funds need to be sourced or other projects contained in the Capital Works Program will need to be deferred to complete these priority projects. For every new asset Council must fund the repair and renewal of this asset and may also need to fund its operation.

CONSULTATION

(a) External

Audit, Risk and Improvement Committee.

The 28-day public exhibition period commenced on Thursday 27 April 2023 until Thursday 25 May 2023. Engagement activities included:

- a double-page spread in *The Irrigator* summarising the major points of the Operational Plan and Budget 2023/24,
- hard copies of the documents being made available at Council's administration building, and in the library and Whitton/Yanco post offices,
- conducting a survey on Council's *Have Your Say Leeton* community engagement website to encourage electronic submissions,
- five in person community engagement sessions across the Shire,
- media releases and Facebook posts to advise the Leeton Shire community that the draft documents were available for review and to encourage feedback.

(b) Internal

Managers and other responsible officers
Senior Management Team

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

Under the Key Priority Area THEME 6 - "STRONG LEADERSHIP" within Council's adopted Delivery Program/Operational Plan – 20 - A community that is always on the front foot - 20a is to "Strive to deliver the aspirations of the community through community leadership - Operate an efficient and effective Local Government Administration

ATTACHMENTS

- 1 Attachment 1 - Operational Plan 2023/24 - ***Attached in a separate document***
- 2 Attachment 2 - Budget 2023/24 - ***Attached in a separate document***
- 3 Attachment 3 - Revenue Policy (including schedule of fees & charges) 2023/24 - ***Attached in a separate document***
- 4 Attachment 4 - Long Term Financial Plan (LTFP) 2023/24 - ***Attached in a separate document***
- 5 Attachment 5 - Delivery Program 2022-25 - ***Attached in a separate document***
- 6 Attachment 6 - Summary of Submissions - ***Attached in a separate document***

ITEM 7.2 THE MAKING OF RATES AND CHARGES FOR THE 2023/24 FINANCIAL YEAR

RECORD NUMBER	23/156
RELATED FILE NUMBER	EF22/30
AUTHOR/S	Manager Finance
APPROVER/S	Director Corporate

SUMMARY/PURPOSE

The purpose of this report is to make the Rates and Charges for the 2023/24 financial year. Once the Operational Plan 2023/24 and Budget 2023/24 have been adopted by Council, the Rates and Charges can be made in accordance with section 532 of the *Local Government Act 1993*.

RECOMMENDATION

THAT Council authorises the General Manager to prepare and serve the following 2023/24 Rate Notices or, in her absence, they may be served by the Director Corporate.

1. Ordinary Rates

a) Ordinary Rate - Residential

In accordance with section 494 of the *Local Government Act 1993*, Council makes the Base Amount \$502 for Ordinary Rates for the 2023/24 financial year, which represents 48% of the total revenue for the Residential Rating category and make the Ad Valorem component of the rate at 0.00462483 (0.00748273 in 2022/23) cents in the dollar on all land value of all rateable land within the Residential Rating category.

b) Ordinary Rate - Farmland

In accordance with section 494 of the *Local Government Act 1993*, Council makes the Base Amount \$771 for Ordinary Rates for the 2023/24 financial year, which represents 20% of the total revenue for the Farmland Rating category and make the Ad Valorem component of the rate at 0.00429114 (0.0772242 in 2022/23) cents in the dollar on all land value of all rateable land within the Farmland Rating category.

c) Ordinary Rate – Business

In accordance with section 494 of the *Local Government Act 1993*, Council makes the Base Amount \$349 for Ordinary Rates for the 2023/24 financial year, which represents 25% of the total revenue for the Business Rating category and make the Ad Valorem component of the rate at 0.00666703 (0.00901359 in 2022/23) cents in the dollar on all land value of all rateable land within the Business Rating category.

2. Charges – Sewerage Local Fund**a) Sewerage Annual Charge - Residential**

That Council makes the Sewerage Annual Charge – Residential for the 2023/24 financial year \$720 for each parcel of land categorised as Residential land within the Leeton, Yanco and Whitton Sewerage Local Rate Areas in accordance with section 501 of the *Local Government Act 1993*.

b) Sewerage Annual Charge – Non-Residential

The charge is to apply to each water meter attached to the assessment categorised as Non-Residential land within the Leeton, Yanco and Whitton Sewerage Local Rate Areas in accordance with section 501 of the *Local Government Act 1993*.

The usage charge is proposed to be \$ 1.25 cents per kilolitre with a minimum charge equivalent to the Residential charge of \$ 720.

The Non-Residential Sewer Access charge be as follows:

Meter Size	2023/2024 (\$)
20mm	153.00
25mm	240.00
32mm	392.00
40mm	613.00
50mm	957.00
80mm	2,450.00
100mm	3,827.00
150mm	8,611.00
200mm	15,308.00

3. Interest Rate on Overdue Rates and Charges

That the interest rate to be charged on all overdue Rates and Charges and arrears during the 2023/24 financial year to be set at 9% for the period 1 July 2023 to 30 June 2024.

4. Domestic Waste Management Charge

That Council makes a Domestic Waste Management Charge under section 496 of the *Local Government Act 1993* of \$330 on all rateable parcels of land for which there is a full waste collection service.

5. Waste Management Charge

That Council makes a Waste Management Charge under section 501 of the *Local Government Act 1993* of \$330 to the non-residential and non-rateable parcels of land in the Leeton Shire Council area being rendered a full waste collection service.

6. Landfill Access Charge

That Council makes a Landfill Management Charge under section 501 of the *Local Government Act 1993* of \$72 (GST Inclusive) to all parcels of land not having access to the Domestic Waste Collection Service under section 496 and Waste Collection Services under section 501 of the *Local Government Act 1993*.

That Council makes a Landfill Management Charge under section 501 of the *Local Government Act 1993* of \$72 (GST Inclusive) for each parcel of rateable land for which the service is available and is unoccupied.

7. Recycling Service Charge

That Council makes a Recycling Service Charge under section 501 of the *Local Government Act 1993* of \$165 on all parcels of land for which there is a full Domestic Recycling Collection Service.

Recycling Services for non-residential and non-rateable properties will be optional and those properties wishing to use the service will be charged at the rate of \$165 per annum.

8. Water Charges

That Council makes the following water charges:

a) Access Charges

Meter Size	2023/2024 (\$)
20mm	319.00
25mm	319.00
32mm	811.00
40mm	1,265.00
50mm	2,034.00
65mm	3,439.00
80mm	5,210.00
100mm	7,787.00
150mm	13,673.00

b) Consumption Charges – Residential

- for the first 300 kilolitres (kL) = \$1.25 per kL
- from 301 kilolitres to 600 kilolitres = \$1.92 per kL
- thereafter = \$3.41 per kL

Strata Properties with single meter \$2.11 per kL for all consumption.

c) Consumption Charges – Non-Residential

- for the first 300 kilolitres (kL) = \$1.25 per kL
- thereafter = \$1.92 per kL

9. Stormwater Management Charge

That Council makes a Stormwater Management Charge under section 496A of the *Local Government Act 1993* of \$25 for developed residential properties, \$12.50 for each residential strata unit and \$25 for eligible properties within the Ordinary Business Rating category area and \$12.50 for each business strata title unit.

10. On-site Sewerage Management Service Fee

That Council makes an annual Administration Service Fee under Section 608 (2) of the *Local Government Act 1993* of \$15 per annum for an approval to operate a system of sewerage management.

11. Fees and Charges

That Council makes the Fees and Charges for the 2023/24 financial year as per the adopted Operational Plan 2023/24 and Revenue Policy (including the Fees and Charges 2023/24).

REPORT

(a) Background

The proposed rates and charges for the 2023/24 financial year, along with the DRAFT Operational Plan 2023/24 and the DRAFT Budget 2023/24, were endorsed for public exhibition by Council at a Meeting on 26 April 2023. Council consulted on rates increase of 3.7%.

The DRAFT documents were subsequently advertised and placed on public exhibition from Thursday 27 April 2023 until Thursday 25 May 2023

(b) Discussion

Rates and charges are the primary source of revenue for Council. Such revenue is critical for funding operational expenditure used in service delivery to the community in addition to the funding of the maintenance and renewal of Council's Infrastructure assets.

Section 532 of the *Local Government Act 1993* - Publication of draft operational plan states the following “A Council must not make a rate or charge until it has given public notice (in accordance with section 405) of its draft operational plan for the year for which the rate or charge is to be made and has considered any matters concerning the draft operational plan (in accordance with that section)”.

Properties in Leeton Shire were subject to a valuation by the NSW Valuer General. This valuation saw the total property values increase considerably. To counter this, increase the Ad Valorem rates have been reduced substantially. Council's other Fees & Charges have been critically considered with many being removed. While many have increased, many have not.

(c) Options

THAT Council:

1. Adopts the recommendation. ***This is the recommended option.***
2. Amend the recommendation.

IMPLICATIONS TO BE ADDRESSED

(a) Financial

The details of the income raised by rates and charges including how it is spent is as outlined in Council's adopted Operational Plan 2023/24.

(b) Policy

All rates and charges are listed in Council's Revenue Policy (including the Fees and Charges 2023/24).

(c) Legislative/Statutory

Local Government Act 1993

(d) Risk

Without a resolution from Council staff cannot make the rates needed to fund Council's operations. Section 533 of the LG Act states that the rates need to be made prior to 1 August in the year the rate or charge is made.

There may be a reduced capacity to pay rates from some ratepayers. Council has a Hardship Policy and ratepayers can make application if they are in financial strife.

CONSULTATION

(a) External

The DRAFT Operational Plan 2023/24, DRAFT Budget and DRAFT Revenue Policy 2023/24 (including Fees and Charges for 2023/24) were placed on public exhibition

and on Council's website for the period from Thursday 27 April 2023 to Thursday 25 May 2023.

(b) Internal

Senior Rates Officer

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

Under the Key Priority Area THEME 6 - "STRONG LEADERSHIP" within Council's adopted Delivery Program/Operational Plan – 20 - A community that is always on the front foot - 20a is to "Strive to deliver the aspirations of the community through community leadership - Operate an efficient and effective Local Government Administration

ATTACHMENTS

There are no attachments for this report

ITEM 7.3 INVESTMENTS REPORT FOR MAY 2023

RECORD NUMBER	23/152
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 31 May 2023.

RECOMMENDATION

THAT Council notes the information contained in the Investments Report for May 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 \$ 49,547,478.

As at 31 May 2023, Leeton Shire Council has \$47,250,173 invested in Approved Deposit Institutions (ADIs) of which \$4,100,914 (8.68%) is invested with local bank branches.

Attached to this report is a Statement of Bank Reconciliation (**Attachment 1**) and a Summary of Investments (**Attachment 2**) as at 31 May 2023.

The Statement of Bank Reconciliation reconciles the Bank Statement balances to the General Ledger at 31 May 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 31 May 2023.

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

Cash in Transaction Account	\$ 2,297,305
Deposits At Call Accounts	\$13,450,173
Investments	\$33,800,000
TOTAL	\$49,547,478

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

Opening Investments Balance	\$ 47,344,948
Less:	
Maturities	\$ 500,000
Transfer to CBA Current Account	\$ 1,500,000
Subtotal	\$ 45,344,948
Plus:	
Roll-overs	\$ 500,000
New Investments	\$ 1,351,825
CBA Business Online Saver (BOS) movements	\$ 19,665
AMP Business Saver Account	\$ 1
AMP 31 Day Notice Account	\$ 23,613
Macquarie Cash Management Accelerator Account	\$ 10,121
Closing Investments Balance	\$ 47,250,173
Add back Cash in Transaction accounts	2,297,305
Total Cash and Investments	\$ 49,547,478

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	\$ 49,547,478
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	\$ 7,351,258

*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 May 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	-\$204	\$4,297
General and Water Fund Sales	1900		\$78,500	-\$2,864	\$75,637

Council has undertaken temporary trade of 1900 ML for \$75,637 (net of sale brokerage fees) as at 31 May 2023. The annualised return on investment for the sale is 0.92%. 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 31.5.23	Potential Income from Sales
Town Water High Security (C7) - 4,097ML	100%	4,097	2,424	-	929	14	730	\$3.00	\$2,190
Investment Water									
*General Security (C1) - 516 ML	100%	516		-			516	\$3.00	\$1,548
High Security (C3) - 971ML	100%	971		-	971		-	\$3.00	\$0
Total		5,584	2,424	-	1,900	14	1,246		\$ 3,738

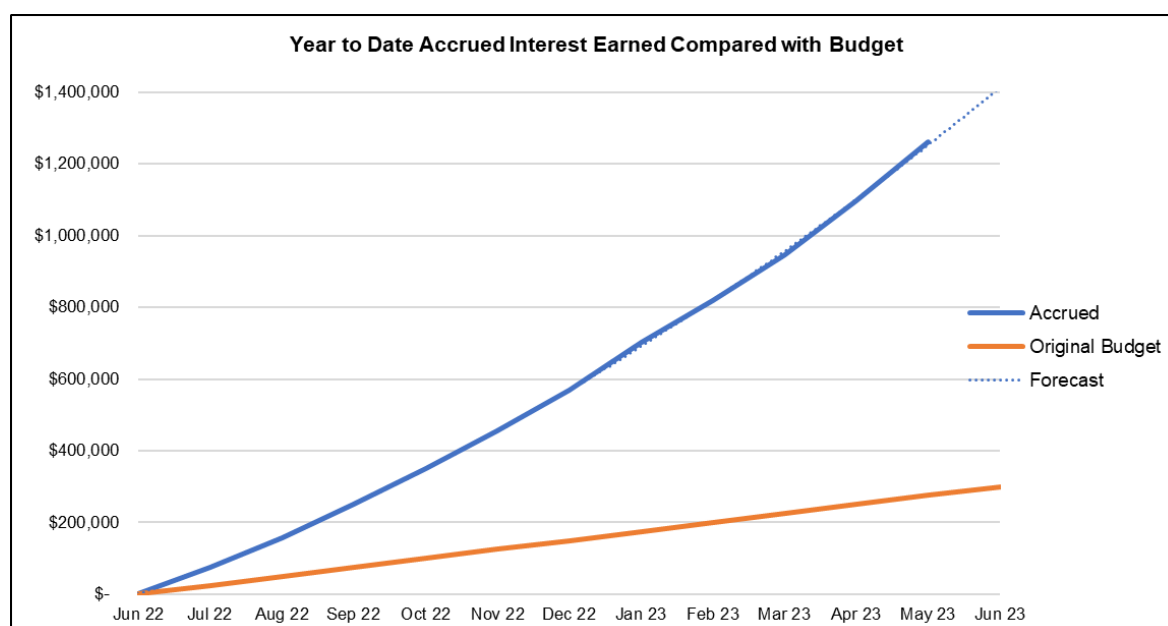
Please note these breakdowns are internal only and will be reviewed and reconciled at year end to ensure results for all funds are optimised.

IMPLICATIONS TO BE ADDRESSED

(a) Financial

For May 2023 the annualised rate of return across the investment portfolio is 3.86%. 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 31 May 2023 compared to the revised budgeted investment interest is detailed below.

Actual versus budgeted interest and earnings	May-23	Year To Date
Investments - Interest earned	\$ 97,980	\$ 827,585
Deposits at call	\$ 53,400	\$ 408,071
Rebates and Other earnings	\$ 4,443	\$ 16,608
Total Earnings	\$ 155,823	\$ 1,252,264
Budgeted Interest	\$ 110,833	\$ 1,219,163
Variance – Positive	\$ 44,990	\$33,101

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 (May)
Portfolio Average Interest Rate (year to date inc. Cash)	3.08%	0.78%
Investment Balances	Year to Date	Last Year
Opening Balance as at 1 May	\$47,344,948	\$47,356,087
Current Balance as at 31 May	\$47,250,173	\$47,362,312

For the month of May 2023, the portfolio (excluding cash) provided a solid return of +0.31% (actual) or +3.74% p.a. (annualised), marginally outperforming the benchmark AusBond Bank Bill Index return of +0.29% (actual) or +3.53% 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

The RBA surprised markets in May by raising the cash rate a further 25bp to 3.85% after the briefest of pauses the previous month (April). Underpinning the Bank's concerns are signs that the labour market remains tight, wages growth has picked up but remains consistent with target only if productivity growth picks up (both are key risks over this year to the RBA's outlook)

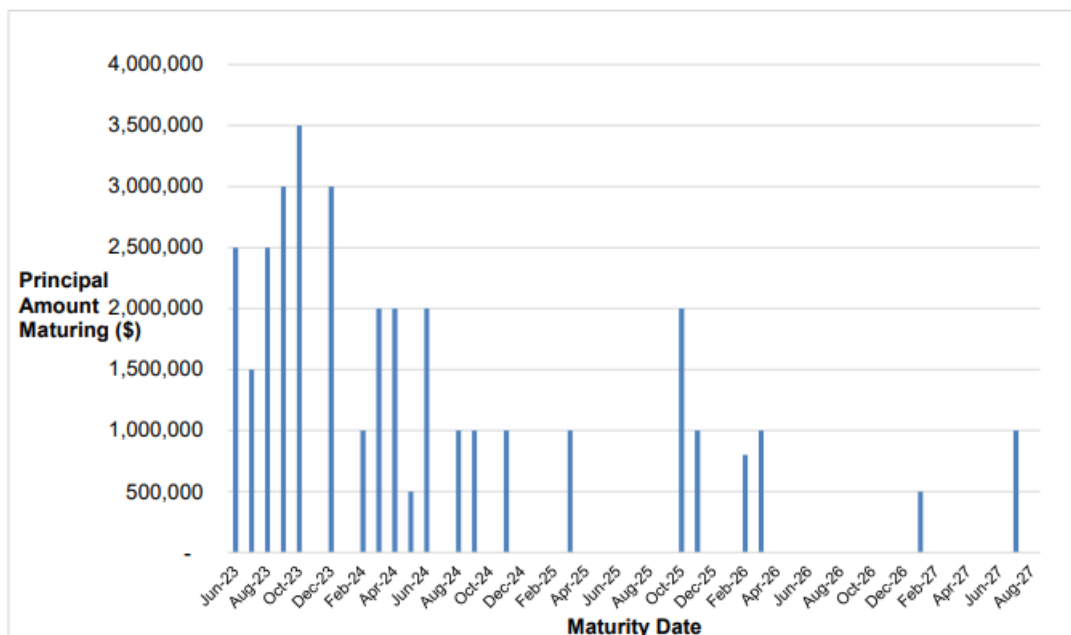
Council Portfolio Compliance

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	24,500,000	51.85%
Cash/At Call Deposits	Low	Low	13,450,173	28.47%
Floating Rate Notes	Low	Low	5,800,000	12.28%
Bonds	Low	Low	3,500,000	7.41%
TOTAL			47,250,173	100%

Counterparty

As at the end of May 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	\$998,228	2.12%	45%	\$20,239,223
✓	Suncorp Covered	AAA	\$501,063	1.06%	45%	\$20,736,388
✓	ANZ Bank	AA-	\$1,002,909	2.13%	45%	\$20,234,542
✓	CBA	AA-	\$7,098,425	15.04%	45%	\$14,139,026
✓	NAB	AA-	\$5,000,000	10.59%	45%	\$16,237,451
✓	NTTC	AA-	\$1,000,000	2.12%	45%	\$20,237,451
✓	WBC	AA-	\$5,500,000	11.65%	45%	\$15,737,451
✓	Macquarie	A+	\$4,095,405	8.68%	35%	\$12,422,612
✓	Aus. Military	BBB+	\$1,000,000	2.12%	30%	\$13,158,301
✓	Bendigo (Rural)	BBB+	\$967,363	2.05%	30%	\$13,190,938
✓	BoQ	BBB+	\$3,978,378	8.43%	30%	\$10,179,923
✓	QBank	BBB+	\$797,963	1.69%	30%	\$13,360,338
✓	AMP Bank	BBB	\$11,753,854	24.91%	30%	\$2,404,447
✓	Auswide Bank	BBB	\$999,108	2.12%	30%	\$13,159,193
✓	Bank Australia	BBB	\$1,002,989	2.13%	30%	\$13,155,312
✓	MyState Bank	BBB	\$1,498,652	3.18%	30%	\$12,659,649
			\$47,194,335	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	\$1,499,291	3.18%	100.00%
Yes	AA Category	\$19,601,334	41.53%	100.00%
Yes	A Category	\$4,095,405	8.68%	80.00%
Yes	BBB Category	\$21,998,305	46.61%	70.00%
Yes	Unrated ADI's	\$0	0.00%	30.00%
		\$47,194,335	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 May 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 May 23
- 2 Summary of Investments May 23

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 31 May 2023

BALANCE AS PER GENERAL LEDGER

Opening Balance:	1/05/2023	\$	1,268,946.71
May Movements:		\$	1,036,753.03
Closing Balance:	31/05/2023	\$	2,305,699.74
Less Unprocessed Bank Statement Transactions:		-\$	8,394.26
Total:		\$	2,297,305.48

BALANCE AS PER BANK STATEMENTS

	\$	2,250,117.92
Less Unpresented Cheques	-\$	640.82
Less Unpresented Debits	\$	-
Plus Unpresented Deposits	\$	47,828.38
Total	\$	2,297,305.48


 Responsible Accounting Officer
 1 June 2023

Leeton Shire Council

Summary of Term Investments as at: 31/05/2023

Summary of Term Investments as at: 31/05/2023										BBSW 90:	3.98%	Average Yield:	3.86%
Inv No	Financial Institution/Broker	Investment	Note	Ref No	Investment Date	Investment Term (months)	Remaining Term (months)	Principal	Yield %	Maturity	Type		
10-00	Commonwealth Bank L	CBA Business Online Saver - Cash	AMP Business Saver	10206481	12/10/09	163	0	4,100,914.08	3.85%	07/06/23	DAC		
20-00	AMP Bank	Account	AMP 31 Day Notice	437864762	10/07/20	34	0	517.62	2.30%	07/06/23	DAC		
21-00	AMP Bank	Account	Macquarie Cash Management	971165956	17/07/20	34	0	6,253,336.26	4.90%	07/06/23	DAC		
22-00	Macquarie Bank	Accelerator Account		940367790	07/11/20	30	0	3,095,404.86	3.78%	07/06/23	DAC		
20-11	ANZ Bank	ANZ Bank		AU3FN00497	29/08/19	60	14	1,000,000.00	4.72%	29/08/24	FRN		
23-15	Curve Securities Pty Ltd	Members Banking Group Ltd		AU3FN00754	24/02/23	36	32	800,000.00	5.42%	24/02/26	FRN		
23-16	Laminar Capital	Auswide Bank		AU3FN00763	17/03/23	36	33	1,000,000.00	5.00%	17/03/26	FRN		
22-21	Commonwealth Bank L	Commonwealth Bank		AU3FN00655	14/01/22	60	43	500,000.00	4.36%	14/01/27	FRN		
23-01	Commonwealth Bank L	Commonwealth Bank of Canada		AU3FN00700	13/07/22	60	49	500,000.00	4.69%	13/07/27	FRN		
23-10	Laminar Capital	MyState Bank Ltd		AU3FN00723	13/10/22	36	28	500,000.00	4.94%	13/10/25	FRN		
23-11	Commonwealth Bank L	Suncorp-Metway Ltd		AU3FN00726	17/10/22	36	28	500,000.00	4.54%	17/10/25	FRN		
23-13	Curve Securities Pty Ltd	Bank Australia		AU3FN00737	24/11/22	36	29	1,000,000.00	5.52%	24/11/25	FRN		
22-23	Commonwealth Bank L	Bendigo and Adelaide Bank		8156149	17/03/22	36	21	1,000,000.00	3.00%	17/03/25	Bond		
22-27	Commonwealth Bank L	Bank of Queensland		AU3CB02881	29/04/22	42	28	1,000,000.00	4.00%	29/10/25	Bond		
21-10	Northern Territory Treasury	Territory Bond		AA-109-38	14/09/20	38	6	1,000,000.00	1.25%	15/12/23	Bond		
23-02	Commonwealth Bank L	Royal Bank of Canada		AU3CB02901	13/07/22	60	49	500,000.00	4.50%	13/07/27	Bond		
21-26	Australian Military Bank	Australian Military Bank		301037038	13/04/21	36	10	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	2	1,000,000.00	0.65%	25/08/23	LTD		
22-15	Westpac Bank	Westpac Bank		9514165	21/10/21	24	4	1,000,000.00	0.87%	23/10/23	LTD		
22-17	Westpac Bank	Westpac Bank		9563400	11/11/21	36	17	1,000,000.00	1.60%	11/11/24	LTD		
22-19	Westpac Bank	Westpac Bank		9620456	09/12/21	24	6	1,000,000.00	1.21%	11/12/23	LTD		
22-20	AMP Bank	AMP Bank		TD34064791	21/12/21	24	6	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	8	1,000,000.00	1.80%	24/02/24	LTD		
22-24	Westpac Bank	Westpac Bank		9806557	22/03/22	24	9	1,000,000.00	2.21%	22/03/24	LTD		
22-28	Westpac Bank	Westpac Bank		9653246	08/06/22	12	0	500,000.00	3.50%	08/06/23	LTD		
22-30	Commonwealth Bank L	Commonwealth Bank		38344709	21/06/22	12	0	1,000,000.00	4.30%	21/06/23	LTD		
22-31	Bank of Queensland	Bank of Queensland		508507	23/06/22	24	12	1,000,000.00	4.40%	24/06/24	LTD		
22-32	Macquarie Bank	Macquarie Bank		232613257	24/06/22	24	12	1,000,000.00	4.43%	24/06/24	LTD		
22-34	Members Equity Bank	Member Equity Bank		416264	28/06/22	12	0	1,000,000.00	4.00%	28/06/23	LTD		
23-03	AMP Bank	AMP Bank		TD52801630	08/08/22	12	2	500,000.00	4.35%	08/08/23	LTD		
23-04	National Aust Bank	National Aust Bank		71-990-2283	16/08/22	12	2	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	3	1,000,000.00	4.10%	11/09/23	LTD		
23-06	AMP Bank	AMP Bank		TD06515165	14/09/22	12	3	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	15	1,000,000.00	4.90%	27/09/24	LTD		
23-08	Westpac Bank	Westpac Bank		9929030	30/09/22	11	3	1,000,000.00	4.59%	29/09/23	LTD		
23-09	AMP Bank	AMP Bank		TD35113463	06/10/22	12	4	500,000.00	4.55%	06/10/23	LTD		

Leeton Shire Council

Summary of Term Investments as at: 31/05/2023		BBSW 90:	3.98%	Average Yield:	3.86%
23-12	AMP Bank	TD11296728	12	1,000,000.00	5.00%
23-14	Commonwealth Bank Commonwealth Bank	38344709	5	1,500,000.00	4.37%
23-17	AMP Bank	TD22644030	11	1,000,000.00	5.05%
23-18	Bank of Queensland	724391	12	1,000,000.00	4.75%
23-19	AMP Bank	TD56942364	12	500,000.00	5.10%
23-20	MyState Bank	CN064569	5	1,000,000.00	4.80%
			Total Investments:	\$ 47,250,172.82	

27/10/23
10/07/23
22/03/24
11/04/24
01/05/24
31/10/23

LTD
LTD
LTD
LTD
LTD
LTD

Leeton Shire Council

Summary of Term Investments as at: 31/05/2023 **BBSW 90: 3.98%** **Average Yield: 3.86%**

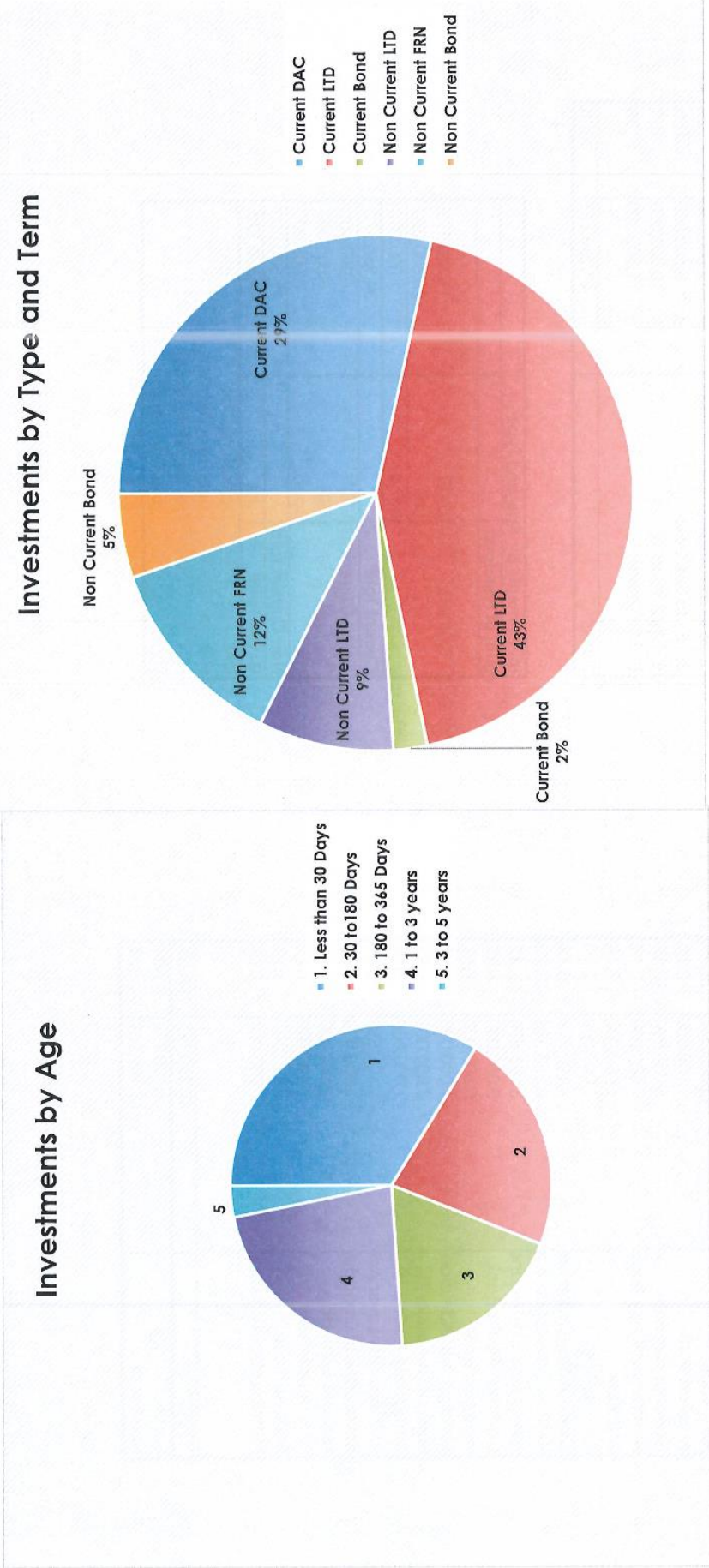
Investment by Type			
Investment	Amount	%	
Member Equity Bank	1,000,000	2.1%	
AMP Bank	5,500,000	11.6%	
Auswide Bank	1,000,000	2.1%	
National Aust Bank	5,000,000	10.6%	
Australian Military Bank	1,000,000	2.1%	
ANZ Bank	1,000,000	2.1%	
Territory Bond	1,000,000	2.1%	
CBA Business Online Sa	4,100,914	8.7%	
AMP 31 Day Notice Acc	6,253,336	13.2%	
Macquarie Cash Man	3,095,405	6.6%	
Commonwealth Bank	3,000,000	6.3%	
Westpac Bank	5,500,000	11.6%	
Bendigo and Adelaide	1,000,000	2.1%	
Bank of Queensland	3,000,000	6.3%	
Macquarie Bank	1,000,000	2.1%	
AMP Business Saver Acc	518	0.0%	
Royal Bank of Canada	1,000,000	2.1%	
MYState Bank Ltd	1,500,000	3.2%	
Suncorp-Metway Ltd	500,000	1.1%	
Bank Australia	1,000,000	2.1%	
Members Banking Grou	800,000	1.7%	
TOTAL	47,250,173	100.0%	
Local	4,100,914	8.68%	
Non Local	43,149,259	91.32%	

Investments by Age			
Age	Amount	%	
1. Less than 30 Days	15,950,173	34%	
2. 30 to 180 Days	10,500,000	22%	
3. 180 to 365 Days	8,500,000	18%	
4. 1 to 3 years	10,800,000	23%	
5. 3 to 5 years	1,500,000	3%	
TOTAL	47,250,173	100%	

Investments by Age and Type			
Sum of Principal			Total
Current	DAC		13,450,173
	LTD		20,500,000
	Bond		1,000,000
Current Total			34,950,173
Non Current	LTD		4,000,000
	FRN		5,800,000
	Bond		2,500,000
Non Current Total			12,300,000
Grand Total			47,250,173
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: 31/05/2023	BBSW 90: 3.98%	Average Yield: 3.86%
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Explanatory notes:
 All investments noted above were made in accordance with the Act, the regulations and Council's Investment Policy

Responsible Accounting Officer
 14 June, 2023

ITEM 7.4 QUARTERLY CAPITAL WORKS UPDATE REPORT - MAJOR PROJECTS - JUNE 2023

RECORD NUMBER	23/117
RELATED FILE NUMBER	EF22/30
AUTHOR/S	Director Corporate
APPROVER/S	General Manager

SUMMARY/PURPOSE

The purpose of this report is to provide Council with an update on the progress of the major capital works projects that Leeton Shire Council is currently undertaking.

RECOMMENDATION

THAT Council

1. Notes for information the Quarterly Capital Works Update Report as of the 16 June 2023.
 2. Approves that the Roxy value managed budget-to-complete is now \$6.041M (down from \$6.4M), the value management component is now \$751K (up from \$420K); and the approved Roxy Redevelopment budget remains at \$12.2M.
 3. Notes that staff will continue to pursue up to \$1.221M of grant funding to help return some or all value managed items, provided that Council's contribution of \$5.284M remains unchanged.
-

REPORT

(a) Background

Leeton Shire Council continues to have an extensive program of capital works.

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

(b) Discussion

Refer to (**Attachment 1**) – Project Status Report Update as of the 16 June 2023.

IMPLICATIONS TO BE ADDRESSED

(a) Financial

All financials are included in the attachment for each project.

(b) Policy

Leeton Shire Council Procurement Policy

(c) Legislative/Statutory

Local Government Act 1993

Environmental Planning and Assessment Act 1979

(d) Risk

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

CONSULTATION

(a) External

Each capital work report addresses stakeholder engagement.

(b) Internal












General Manager
Director Corporate
Director Operations
Executive Manager Economic & Community Development
Manager Roads & Drainage
Manager Business Services
Manager Water & Wastewater
Building Services Coordinator & Roxy Project Manager
Special Projects Manager
Manager Open Spaces & Recreation












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









Under the Key Priority Area CSP FOCUS AREA 5 - Strong leadership and civic participation within Council's adopted Delivery Program/Operational Plan – DELIVERY PROGRAM FUNCTIONAL AREA 9 - Governance and Administration – DELIVERY PROGRAM ACTIVITY 9.6 - Deploy reliable and efficient corporate and project governance including audit, risk and improvement – OPERATIONAL PLAN ACTIVITY 9.6.3 - Operate a project management office to support asset managers with major projects.










ATTACHMENTS





- 1 Project Status Report Council Business Paper - June Update
- 2 Updated Budget - Roxy Cost to Complete - 8 June 2023 Final












	Project Name	Vance Industrial Estate Expansion				Current Phase	Definition	Report Date	June 2023		
							Approval			X	
							Delivery			Estimated Completion	Oct-2022, June-2022, Oct-2023
							Completion				March 2024
Key Project Team Members	PCG (Chair)	Michelle Evans (Executive Manager)	Project Manager / Author	Adrian Edgcome-Lucas (Special Projects Manager)	Asset Owner	Tom Steele (Director Operations)					
Key Project Aspects	Comments										
Project Scope	Council has acquired 20ha of land through a land swap and partial purchase. The goal is to develop an expanded industrial estate with roads, services, and energy supply (electricity and possibly gas). The available Council owned area will see 22 lots delivered. The land swap / subdivision was to deliver a useable site for the previous landowner by October 2022 by formal agreement, which has now been extended to October 2023. The project aim is to generate economic activity and aims to break even.										
Milestones Achieved / Upcoming	<ul style="list-style-type: none"> DA has been approved in October 2022. Application for Subdivision Certificate has been lodged. SKM completed tender documentation with the exception of electrical drawings due week of 27th Mar. AS2124 draft contract completed however LSC are now drafting an AS4000 contract for the project. To date 10 lots have been 'sold' off the plans (pending subdivision approval). Enquires about a further 2 lots have been received. Budget estimate has been tested by a Quantity Surveyor and needs to be adjusted. Report going to Council in Feb 2023. 										
Project Schedule	<ul style="list-style-type: none"> Project planning is complete. Awaiting finalisation of the AS4000 construction contract by Council's solicitors. A schedule of works will be developed by the successful contractor once the work is awarded. 						Current Status	Previous Status			
Stakeholder Management	<ul style="list-style-type: none"> Original part landowner has been kept up to date with progress and timeframes. Real Estate Agent (QPL) is attending to enquiries for lots. MI have approved new drainage plans for the development. 										
Risk Management	<ul style="list-style-type: none"> Risk management plan completed and up to date. Risks include: <ul style="list-style-type: none"> Delivery timeframe of electrical infrastructure for estate (could risk delivery program timeframe). Increased costs for development impacting business case. Discussions with MI to accept the drainage plan are ongoing. Confirming a PM & Superintendent source to direct the project for LSC post June 2023. 										
Budget	Project Budget	LSC Contribution	Actual Costs	Committed Costs	Variations	Forecast Cost					
	\$7.83M	\$5.59M (Loan)	\$205,494	\$68,018	Nil	\$7.83M					
Funding has been approved from Local Roads Community Infrastructure funding (\$1.243M). Funding has been applied for from the Office of Local Government Economic Recovery Fund (\$1M)											
Procurement	<ul style="list-style-type: none"> Remaining documentation includes construction contract. Once this is complete the tender can be let. 										
Total Project Status	Status	Comments									
		Project design completed, ready for tender, once contract is drafted by Council's solicitors.									
Legend	On Track		At Risk		Major Concern						







	Project Name	Leeton Aquatic Centre – Water Slide				Current Phase	Definition		Report Date	June 2023
							Approval			
							Delivery	x	Estimated Completion	Aug 2023
							Completion			
Key Project Team Members	PCG (Chair)	Tom Steele (Director Operations)	Project Manager / Author	Adrian Edgcome-Lucas (Special Projects Manager)	Asset Owner	Josh Clyne (Manager Open Space & Recreation)				
Key Project Aspects	Comments									
Project Scope	The scope of the works includes procurement and installation of a 9m high dual water slide, one slide to be fully enclosed the other open.									
Milestones Achieved / Upcoming	<ul style="list-style-type: none"> Tender awarded to Swimplex for the slide. The contract has been executed and the new design is complete. Awaiting submission and approval of the structural drawings for the slide tower. Slide footings now complete. 									
Project Schedule	<ul style="list-style-type: none"> Project is on schedule for delivery as per project schedule submitted by Swimplex. Site works to date are complete and we are now awaiting arrival of shipping containers with slide structure and flumes May and June 2023. 						Current Status	Previous Status		
Stakeholder Management	<ul style="list-style-type: none"> Community will be kept abreast of progress with the slide installation via media releases and social media posts, commencing end February 2023. 									
Risk Management	<ul style="list-style-type: none"> Risks identified: <ul style="list-style-type: none"> Material Availability – low (Swimplex has in hand). Weather – unknown. These risks will be managed by having regular project meetings to ensure early warning of any prolongation or Extensions of Time (EOT's) and plans can be put into place to minimise any costs associated. Confirming a PM source to direct the project for LSC post June 2023. 									
Budget	Project Budget	LSC Contribution	Actual Costs	Committed Costs	Variations	Forecast Cost				
	\$937,079	\$937,079	\$248,697	\$688,382	-	\$937,079				
	The new slide is being funded from LSC Pool Reserve. Council now processing second progress claim.									
Procurement	Complete – Design and Construct Contract issued.									
Total Project Status	Status	Comments								
										
Legend	On Track		At Risk		Major Concern					









	Project Name Chelmsford Town Square (Formally CBD Phase 3) including Sycamore Carpark Toilet	Current Phase	Definition		Report Date June 2023				
			Approval	X					
			Delivery		Estimated Completion Dec 2023				
			Completion						
Key Project Team Members	PCG (Chair) Tom Steele (Director Operations)	Project Manager / Author Adrian Edgcome-Lucas (Special Projects Manager)	Asset Owner Josh Clyne (Manager Open Space & Recreation)						
Key Project Aspects	Comments								
Project Scope	<ul style="list-style-type: none"> Create an open, continuous, vibrant, and inclusive parkland setting that restores Sir Walter Burley Griffin's vision of a central town square with bold features. Widen park islands into adjoining traffic lanes and replace a little used traffic crossing. Install a raised pedestrian walkway to provide a safe crossing point and a strong visual connection. Incorporate mature Canary Island palms into concept design and undertake further linear tree plantings up to the historic water towers that will draw pedestrians along the lines of the entire open space. Install inground linear lighting to highlight central axis and provide a safe environment. Refurbish existing historic bandstand and introduce a central sloping lawn area will face the bandstand. 								
Milestones Achieved / Upcoming since last update	<ul style="list-style-type: none"> All tenders were rejected on price. Scope reduction and value managed items were presented to the CBD Enhancement Committee on 8 December 2022. Brief was prepared and presented to Council on 14 December 2022. Revised project adopted, 100% grant funding. The funder (Legacy) has provided an extension of funding to Dec 2023. LSC is also applying for an extension for the Stronger Country Communities R3 funding. 								
Project Schedule	<ul style="list-style-type: none"> Project is behind schedule (smaller grants were to be expended by December 2022, Legacy by June 2023). Project plan to be delivered as part of tender submission, and key milestone tasks to be maintained in Pulse for monitoring of completion. 			Current Status	Previous Status				
Stakeholder Management	<ul style="list-style-type: none"> CBD Enhancement Committee and Council members will be provided the revised design in March 2023 for information. Council has engaged with Boots Civil to provide pricing on revised scope. The community will be kept informed via Facebook and The Irrigator, commencing end February 2023. 								
Risk Management	<ul style="list-style-type: none"> Important risks being managed: <ul style="list-style-type: none"> Contractor availability to complete works. Costs exceeding budget risk to complete the works. These risks will be mitigated by having regular project meetings to ensure communication lines are kept open and PCG is updated with important information that may affect the scope of the project. 								
Budget	Project Budget	LSC Contribution	Actual Costs (To Date)	Committed Costs	Variations	Forecast Cost			
	\$2,262,617	-	\$387,059	\$4,167	-	\$2,262,617			
	Budget of \$2,262,617 all grant funded (NSW Open Spaces Legacy Fund and NSW Stronger Country Communities) Costs incurred of \$387,059 are for design, preliminaries, and ongoing project management. Council removed their contribution by Resolution at the December 2022 ordinary meeting.								
Procurement	Updated price from Boots received 17 th of April, LSC now identifying additional scope costs outside of Boots works. This is complete, except for pricing of hydraulic works for fountain/water feature. Council is awaiting this price from its own independent contractor. Once this is complete the final price can be incorporated into the contract and awarded.								
Total Project Status	Status	Comments							
									




	Project Name	W2410 - Canal Street Rehabilitation				Current Phase	Definition		Report Date	June 2023
							Approval			
							Delivery	X	Estimated Completion	May 2024
							Completion			
Key Project Team Members	PCG (Chair)	Tom Steele (Director Operations)	Project Manager / Author	Chris Lashbrook (Manager Roads & Drainage)	Asset Owner		Chris Lashbrook (Manager Roads & Drainage)			
Key Project Aspects	Comments									
Project Scope	<ul style="list-style-type: none"> The scope of the project is to rehabilitate the current Canal Street from Market Road to Brady Way. Project Scope has reduced following initial concept plans: removal of Concrete Median Barrier, required drainage augmentation, and reduction of vegetation plantings. Following feedback from TfNSW additional intersection treatments were requested and allowed for in updated designs. This has reduced estimated costs and brings the project back on budget within available funding. Official change of Scope document completed and approved for Fixing Local Roads Program funding. 									
Milestones Achieved / Upcoming	<ul style="list-style-type: none"> Final "for construction" drawings completed and issued. Tensor Triax Mechanical stabilisation grid has arrived at depot for commencement of works. Continuation of delivery of Gravel material for road base pavement. Potential road swap details to be confirmed with TfNSW – No update from Transport formally. Social Media materials developed ahead of construction start and distributed via Council's comms team. Tender released for Asphalt Supply & Lay – Mid June 2023. To close Mid July 2023. 									
Project Schedule	<ul style="list-style-type: none"> Works commenced Thursday 27 April with excavation of base material to subgrade. First stage of roadworks to completed up to Calrose Street, with Prime Seal Completed Mid June 2023. This provides waterproofing in preparation for asphalt and potential wet weather during winter. Works to recommence after the winter/wet weather period. 					Current Status	Previous Status			
										
Stakeholder Management	<ul style="list-style-type: none"> Stakeholder and communication with residents ongoing. Residents will be kept updated as build progresses. Infrastructure Committee were presented preliminary design for comment and was approved. TfNSW being continuously engaged and updated with the potential road swap options tabled with LSC. This however seems to be at risk with upcoming election. 									
Risk Management	<ul style="list-style-type: none"> Key project risks being managed are: <ul style="list-style-type: none"> Budget constraints and shortfall to complete project. Material supply availability identified as a risk given the shortage in the industry at present. Unknown risk identified (not in Pulse): <ul style="list-style-type: none"> High Pressure Gas pipeline – DBYD conducted, utilities located and potholed using non-destructive methods. Incorrect procedure followed – Jemena Gas to be contacted and high-pressure requirements sought. Procedures updated and relayed out to all crews, follow ups conducted with Utility locator employed on project. Stop works issued on the day, with recommencement outside 5m corridor from gas main until Jemena Onsite Meeting. 									
Budget	Project Budget	LSC Contribution	Actual Costs (To Date)	Committed Costs	Variations	Forecast Cost				
	\$2.070M	\$307,000	\$372,590	\$174,581		\$2.070M				
	<ul style="list-style-type: none"> Funding (\$1.7M) from fixing Local Roads has been secured and an extension has been offered which LSC has committed to taking up. 									
Procurement	<ul style="list-style-type: none"> Gravel Supply Tender & Plant & Equipment Hire tender all end current contracts this Financial Year – indications that future tender contracts will have significant increases in rates. Possibility to affect overall budget for project. 									

Total Project Status	Status	Comments					
		<ul style="list-style-type: none"> Supply of materials underway and targeting initial commencement date at the end of February 2023 – with possibility of delays to commencement. Extension of completion date confirmed to be 30 May 2024. Low (but present) risk of material cost escalation for duration of project. It will be important to secure asphalt supply quickly. 					
	Legend	On Track		At Risk		Major Concern	





	Project Name LELC Extension			Current Phase	Definition	Report Date	16 June 2023		
					Approval				
					Delivery		X	Estimated Completion	24 March 2023 26 May 2023 21 July 2023
					Completion				
Key Project Team Members	PCG (Chair)	Mandy Rogers (Director Corporate)	Project Manager / Author	Brent Lawrence (Manager Business Services)	Asset Owner	Kylie Knight (LELC Manager / Nominated Supervisor)			
Key Project Aspects	Comments								
Project Scope	To produce an additional classroom to allow the Leeton Early Learning Centre (LELC) to take a further 20 children per day as well as to install a new storage shed, boundary fence and secure additional land for the purpose of a required additional play area. This will increase the daily operating capacity of the LELC and allow access to the facility for more local families who are currently on a waiting list. The project is currently in its final stages of delivery.								
Milestones Achieved / Upcoming	<ul style="list-style-type: none"> Demountable building as per original scope delivered to site (Completed) Stormwater connection and internal/external plumbing requirements for new classroom and shed (Completed) Slab for new storage shed (Completed) New Storage shed construction and installation (Completed) New boundary fence construction and installation (Completed) Electrical works for new classroom and storage shed (Completed) New sewerage pit and sewer connection tanks to finalise remaining plumbing works for new classroom (Completed) Additional access ramp, verandah balustrade and concreting to provide access from the existing service to the new building (Completed) New COLA structure to be erected where old storage shed was previously (Completed) New playground shade structures (Completed) Leeton Shire Council planning team to issue Occupation Certificate once demountable building installed and associated works completed to allow Council to formally apply to the NSW Department of Education for an increase to the LELC daily operating capacity. (Upcoming - once shade cloths have been installed on new playground shade structures in early July) New playground equipment (to be installed by week ending 21 July 2023 - please note this is not part of requirements of being issued an Occupation Certificate) 								
Project Schedule	<ul style="list-style-type: none"> Associated works ran 8-10 weeks behind schedule due to material delays and other projects our local contractors had scheduled for completion prior to commencing works they were awarded at LELC. Additional funds were requested and approved by Council via a report that went to the March Ordinary Council Meeting on Wednesday 22 March, mainly to allow for the provision of new playground equipment for the expanded playground area. 					Current Status	Previous Status		
									
Stakeholder Management	<ul style="list-style-type: none"> Community enquiries about capacity increases are being responded to by the LELC Manager and Administration Officer. Manager Business Services liaising with the local contractors engaged in the project to ensure that associated works keep progressing towards completion. 								
									
Risk Management	<ul style="list-style-type: none"> Overall build risks are all very low and each item has been reviewed and approved by Council's Manager WHS & Risk via a project risk assessment that was completed by the Manager Business Services. Risk of finding suitably trained staff is being addressed with growing our own staff from within. Currently we have 3 x Diploma level staff studying towards their Early Childhood degrees. 								
									

Budget	Original Project Budget	Original LSC Contribution	Actual Costs	Committed Costs	Variations	Forecast Cost		
	\$500,000	\$500K	\$564,829.62	0	Additional Council funding up to \$73k (approved)	\$573,000		
	<ul style="list-style-type: none"> Council is taking out a loan to fund the project which will be paid back over a period of 5 years generated from LELC user fees and charges. 							
Procurement	<ul style="list-style-type: none"> A formal tender process was conducted for the new demountable classroom and quotations have been obtained for the associated works as per Council's Procurement Policy. 							
Total Project Status	Status	Comments						
		As advised above, associated works ran behind schedule due to material delays and other projects our local contractors had scheduled for completion prior to commencing works they were awarded at LELC. All works have now been completed aside from the shade cloth to be fitted onto the new playground shade structures in early July. Once the Occupation Certificate is received it will take up to 90 days to gain approval to increase our daily operating capacity from a 68 to 88 place per day service.						
	Legend	On Track		At Risk		Major Concern		

	Project Name Wamoon Sewer Project		Current Phase		Definition	Report Date June 2023	
					Approval		
					Delivery	x	Estimated Completion Jun 2023
					Completion		
Key Project Team Members	PCG (Chair) Tom Steele (Director Operations)	Project Manager / Author John Pearson (Manager Water & Wastewater), assisted by PWA	Asset Owner John Pearson (Manager Water & Wastewater)				
Key Project Aspects	Comments						
Project Scope	<ul style="list-style-type: none"> Install low pressure sewer units on individual properties. Construct pressure sewer reticulation network in Wamoon and pumping line back to Blackwood St sewer pump station (SPS7). 						
Milestones Achieved / Upcoming	<ul style="list-style-type: none"> Contract has been executed for project. Wamoon resident sessions occurred on 15 December 2022 to discuss works. Individual resident meetings on site to plan lot ground works are now completed. Construction commenced at the end January 2023. Rising main installation along Henry Lawson Dr is complete. Works on the sewerage network within Wamoon village have commenced, starting with works on the flushing station in the park, concrete in place and equipment on-site for installation. The Low-Pressure Sewer Policy has been endorsed by Council for public exhibition. 						
Project Schedule	<ul style="list-style-type: none"> Project is on track for July/August 2023 completion. 5 days total have been lost to wet weather. This has not affected the scheduled completion date. The contractor has mobilised additional resources (1 extra directional boring machine) to site to meet completion date. 				Current Status	Previous Status	
Stakeholder Management	<ul style="list-style-type: none"> Wamoon resident sessions occurred in mid-December 2022 (Completed). Letter was sent preparing residents for on-site appointments with H2H to discuss individual house drainage designs were sent and discussions (Completed). External PCG meetings held monthly to ensure DPIE and PWA are kept informed of project status. 2 outstanding properties have had additional letters sent for clean up so work can be completed. 						
Risk Management	<ul style="list-style-type: none"> Public Works Advisory is the external Project Manager. Project risk management plan is up to date. Important risks being managed: <ul style="list-style-type: none"> Material supply availability identified as a risk given the shortage in the industry at present. Potential resident discontent with having council infrastructure on their properties, additional annual charges once commissioned and increased electricity costs. Health benefits need to be re-iterated, and potentially increased value to their homes explained. Resident awareness – a communication strategy has been prepared and is being implemented. 						
Budget	Project Budget	LSC Contribution	Actual Costs (To Date)	Committed Costs	Variations	Forecast Cost	
	\$4.1M	\$2.933M	\$523,595	\$204,824	\$153,450.91	\$3.8M	
	Budget of \$4.1M with \$1.1675M remaining from the Restart NSW funding and \$2.9325M the LSC contribution. Wamoon residents are not paying for the installation of the scheme but will contribute to ongoing running costs.						
Procurement	No additional procurement activity required. Project is being delivered under contract.						
Total Project Status	Status	Comments					
		Whilst the original project is years behind schedule, in terms of the revised, contracted project, this is now showing as on track and within budget.					
	Legend	On Track 	At Risk 	Major Concern 			

	Project Name Roxy Redevelopment with Council as Principal – resolved 29 May 2023. - Build, Seating, Specialist Equipment, Power, and Consultants	Current Phase	Definition		Report Date June 2023
			Approval		
			Delivery	X	Estimated Completion May 2024
			Completion		
Key Project Team Members	PCG (Chair) Jackie Kruger (General Manager)	Project Manager / Author Gideon Vos	Project Director Katherine Herrmann		
Key Project Aspects	Comments				
Project Scope	Deliver a refurbished Roxy that is fire, WHS and disabled access compliant (including augmented hearing), including an upgraded stage, upgraded services, new dressing rooms, new toilets, new heating / cooling, new roof sheeting on Roxy main building, more versatile auditorium with flat floor and retractable seating, bar area, theatrette, repaired awning and upgraded power supply. (Fireline, Roxy Lane and CBD forecourt are separate projects to this report.) <i>Note: When Lloyd Group was liquidated, the following was completed: Demolition (95% complete); Auditorium Concrete Floor (100% complete); Movie Café ground level reinforcement, floor slabs and façade and temporary propping 100% complete; SW corner ground level reinforcement, strip footings and slab 100% complete; Lift one Block work to Southwest corner is complete; First lift block work core fill complete; Roof replacement 70% complete.</i>				
Milestones Achieved / Upcoming	<ul style="list-style-type: none"> • BUILD STATUS: Council has determined to proceed as Principal. Current focus is on finalising insurance, setting up PMO and preparing contracts in readiness for negotiations with trades. • PMO STATUS: On hold pending insurance confirmation – team working on an interim basis in the meantime. Project Director Katherine Herrmann, Project Manager Gideon Vos, Contracts Administrator / Construction Manager Peter Salisbury. Site manager/ foreman to be advised. • CONTRACTING STATUS: PMO is finalising template Sub contractor Agreement that will be used to engage all trades. An AS 4000 Minor works Contract will be used for the steel component of the build, with legal support from Maddocks. • SEATING STATUS: Contract with Maxwood signed Dec 2022. We have taken possession of the Roxy 2 seating component with insurance confirmed. • SPECIALIST EQUIPMENT STATUS: Contract with HME signed March 2023. • POWER STATUS: Deposit paid to JRC Electrical, and transformer ordered. Essential energy requires survey points to be provided along Roxy Lane. • CONSULTANTS STATUS: The Design Team has contributed to Cost to Complete recommendations. All rectification works have been identified. • CERTIFICATION STATUS: All up to date, except plumbing which has been defectived (now Council’s issue at estimated cost of \$40K) 				
Project Schedule	BUILD <ul style="list-style-type: none"> • On track, with commencement on site scheduled for July 2023. • Shop drawings for steel have been reviewed by Connex and re issued. Steel package is being finalised with Hutchens Bros. • PHL Surveyors have been engaged to verify all site grids and service locations before re commencement on site. • Power upgrade has been procured for installation end September 2023. • Ongoing discussions with trades. Mechanical, electrical, and hydraulic contracts to be re-signed with Council without any price escalations. This does not include variations. SEATING <ul style="list-style-type: none"> • Ordered and on-track. Additional storage required. SPECIALIST EQUIPMENT <ul style="list-style-type: none"> • Ordered and on track. PROJECT BUILD / DESIGN MEETINGS	Current Status 	Previous Status 		

	<ul style="list-style-type: none"> Design meetings have been held weekly to troubleshoot / accelerate strategy moving forward with Leeton Shire Council as Principal. Consultants are happy to continue in this format. 							
Stakeholder Management	<ul style="list-style-type: none"> FUNDERS: Create NSW and MDBEDF have been briefed and offered variations to accommodate the new works program. MDBEDF has already executed a revised agreement. COMMUNITY: Media updates are continuing, including Council Noticeboard and Facebook. 							
Risk Management	<ul style="list-style-type: none"> Project Director and Project Manager completed an up-to-date Risk Assessment. Top Risks include: <ul style="list-style-type: none"> Financial – cost escalation of build and consultants due to project stalling, prolongation, supply shortages, material price increases, latent defects, variations, difficulty accessing trades. Mitigation – robust contracting, tight contract management and diligent project management. Workforce – Inability to attract labour and trades remains a concern. Mitigation – facilitate ongoing involvement of local trades. Community perceptions about the quality of work, cost escalations and delays. Mitigation – increase media to fortnightly. Public tours of the site will re commence once site has been audited from a WHS perspective and all relevant insurances are in place. Contingency is small – Superintendent to assist with assessing trade progress payments and variation claims. Explore ongoing Value Management opportunities during build and ensure no additional new Scope to be included. Legal – Deloitte may yet respond to Council rejection of the Lloyd Group’s last Payment claim. Mitigation – follow legal advice from Maddocks. New PMO – first project together. Learning. As Principal Council will require stringent record keeping, WHS monitoring and defects management. Mitigation – procure and diligently use an appropriate PM system. 							
Budget for BUILD specifically	Project Budget		Actual Costs (To Date)	Committed Costs (To Date)	Approved Variations (To Date)	Forecast Cost		
(Excludes works done previously by Lloyd Group of \$2,257,316; seating, specialist equipment and power upgrade)	\$6,040,997 Assumes value management of \$751K		\$0	\$0	No Variations	\$6,040,997 (assuming full VM remains) Or \$7,261,997 (assuming grant funds of \$1,221,000 to return all VM items)		
Budget for consultants specifically	Project Budget		Actual Costs (To Date)	Committed Costs (To Date)	Approved Variations (To Date)	Forecast Cost		
	\$250,000		\$0	\$250,000	1 Variation \$55k Under review	\$250,000	Contingency for build and consultants is \$430k	

Funding	<ul style="list-style-type: none"> • Full Roxy Project Value is \$12,182,407. (June 2023 Option 2, which includes \$750K of Value Management). • Grant funding of \$6,228,786 has been secured from Create NSW, MDBPEDF, SCCF Rd5 & Office of Responsible Gambling. This represents 54% of total project costs. Additional grants of up to \$1,211,000 will be pursued to endeavour to replace some or all Value Managed items. • Lloyd Group bank guarantees of \$350K were drawn down. • Council's contribution is \$5,284,000 (noting Roxy Redevelopment Committee has committed to reimbursing \$300K) 						
Procurement	<ul style="list-style-type: none"> • Nil new. Preparation for direct contracting of trades is underway to ensure build continuity where possible. 						
Total (Council as Principal) Project Status	Status	Comments					
		Council's May 2023 resolution had an error which has since been corrected and circulated to Councillors. See updated options attached with corrected figures. For the abundance of clarity, it is recommended that the June 2023 Capital Works Report to Council notes the budget to complete is now \$6,041K (down from \$6.4M); the value management component is now \$750K (up from \$402K); and that staff will continue to pursue up to \$1,221M of grant funding to help return some or all value managed items provided that Council's contribution of \$5,284 remains unchanged.					
	Legend	On Track		At Risk		Major Concern	

LEETON SHIRE COUNCIL
Ordinary Council Meeting - Wednesday 28 June 2023

UPDATED ROXY THEATRE COST TO COMPLETE BUDGET 08 JUNE 2023	Council Feb 2023		OPTION 1 June 2023		OPTION 2 June 2023	
Roxy Redevelopment Expenses	Approved Budget		Full Scope 2023		Value Managed - Reduced Scope 2023	
	Voted to complete	Paid to date	Forecast to Complete	Total Project Cost	Forecast to Complete	Total Project Cost
Consultants Various	\$ 1,522,094	\$ 1,399,374	\$ 250,000	\$ 1,772,094	\$ 250,000	\$ 1,772,094
Build / Construction	\$ 7,136,495	\$ 2,257,316	\$ 6,791,997	\$ 9,049,313	\$ 6,040,997	\$ 8,298,313
Power - Additional Supply Required	\$ 146,000	\$ 78,884	\$ 67,116	\$ 146,000	\$ 67,116	\$ 146,000
Seating	\$ 650,000	\$ 390,000	\$ 260,000	\$ 650,000	\$ 260,000	\$ 650,000
Specialist Equipment	\$ 886,000	\$ 300,000	\$ 586,000	\$ 886,000	\$ 586,000	\$ 886,000
Contingency	\$ 1,034,059	\$ -	\$ 430,000	\$ 430,000	\$ 430,000	\$ 430,000
Internal Project Management	\$ 62,500			Incl in prelims		Incl in prelims
Return items value managed out in 2021						
TOTAL EXPENSES	\$ 11,437,148	\$ 4,425,574	\$ 8,385,113	\$ 12,933,407	\$ 7,634,113	\$ 12,182,407
Total Project cost difference compared to resolved Feb 2023 expenses only				\$ -1,496,259		\$ -745,259
Total Project cost difference incorporating resolved Feb 2023 surplus of \$438,138 (incl RRC \$300K reimbursement)				\$ -1,058,121		\$ -307,121
Total Project cost difference after new bank guarantees and additional ops wages (\$12,500) added						\$ 57,204
Total cost difference after bank guarantees, additional ops wages and new grant funds (100%) added						\$ 57,204
Roxy Redevelopment Income				Confirmed		Confirmed
Create NSW for Build	\$ 3,945,000		\$ 3,945,000	\$ 3,945,000	\$ 3,945,000	\$ 3,945,000
Create NSW for Specialist Equipment	\$ 168,806		\$ 168,806	\$ 168,806	\$ 168,806	\$ 168,806
Murray Darling Econ Dev Fund	\$ 999,999		\$ 999,999	\$ 999,999	\$ 999,999	\$ 999,999
SCCF Round 5	\$ 981,981		\$ 981,981	\$ 981,981	\$ 981,981	\$ 981,981
Office of Responsible Gambling	\$ 133,000		\$ 133,000	\$ 133,000	\$ 133,000	\$ 133,000
Council	\$ 4,634,000		\$ 4,634,000	\$ 4,634,000	\$ 4,634,000	\$ 4,634,000
Council for retractable seating	\$ 321,000		\$ 321,000	\$ 321,000	\$ 321,000	\$ 321,000
Council for seating dress circle added (\$300K underwritten on behalf of RRC)	\$ 329,000		\$ 329,000	\$ 329,000	\$ 329,000	\$ 329,000
Council Roxy Operations (for PMO, details of whether opex or capital tba)	\$ 62,500		\$ 75,000	\$ 75,000	\$ 75,000	\$ 75,000
Bank Guarantees			\$ 351,825	\$ 351,825	\$ 351,825	\$ 351,825
Additional Grant Funding - eg Regional Growth (Fed) - to return VM items 2021 and 2023						
TOTAL INCOME	\$ 11,575,286		\$ 11,939,611	\$ 11,939,611	\$ 11,939,611	\$ 11,939,611
Deficit / Surplus (Expenses - Income)	\$ 138,138		\$ -993,796	\$ -993,796	\$ -242,796	\$ -242,796
Deficit / Surplus after RRC seat re-imbursement of \$300K	\$ 438,138		\$ -693,796	\$ -693,796	\$ 57,204	\$ 57,204

FUNDING SOURCES SUMMARY

EXTERNAL GRANT INCOME AS AT 08 JUNE 2023	\$ 6,228,786
COUNCIL CONTRIBUTION (incl underwritten RRC fundraising amount of \$300K, excl ops wages)	\$ 5,284,000 No change to Feb 2023
Note - this investment is in the building redevelopment specifically and excludes water fire line, forecourt and Roxy Lane which are separate projects	
BANK GUARANTEES	\$ 351,825
ROXY OPS WAGES	\$ 75,000
TOTAL	11,939,611

Option 2 - Value Management Items 2023

Roxy 2 disabled lift mechanism	\$53,000
Kitchen Equipment	\$69,000
Upstairs - Dressing Room Fitout	\$30,000
Security	\$63,000
Light fittings / lighting	\$211,000
Roxy 2 Fit out / Equip	\$250,000
Prelims / PMO	\$75,000
Subtotal	\$751,000

OPERATIONAL MATTERS

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

RECORD NUMBER	23/134
RELATED FILE NUMBER	EF21/430/02
AUTHOR/S	Road Safety Officer
APPROVER/S	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 on Wednesday 17 May 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 on 17 May 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

Copy of the agenda and minutes of the meeting held on 17 May 2023 are included as attachments to this report (**Attachments 1 and 2**).

The meeting addressed the following matters:

1. Business Arising/Outstanding Action Report
 2. Special Event Yanco Twilight Markets 25 November 2023
 3. Chelmsford Town Square - Proposed Traffic Changes
 4. Leeton Pride Festival - 30 September 2023
 5. Linden Way On Street Parking
-

(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

Whitton Pedestrian Facility and carparking works will be funded through the Regional Road Repair Program (RRRP).

Yanco Twilight Markets will be funded externally through the Yanco Town Improvement Committee.

Chelmsford Town Square has received grant funding under the NSW Public Spaces Legacy Program and partly under the NSW Government Stronger Country Communities Program Round Three.

Linden Way On Street parking change will be under \$500 and will be funded through the traffic facilities budget.

(b) Policy

Nil

(c) Legislative/Statutory

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

(d) Risk

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

CONSULTATION

(a) External

Murrumbidgee Police District
Roads and Maritime Services
Delegate for the Local Member of the Murray Electorate (NSW Government)

(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 of Traffic Committee - Wednesday, 17 May 2023
- 2 Minutes - Minutes of Traffic Committee - Wednesday, 17 May 2023



LEETON
SHIRE COUNCIL

**LEETON SHIRE COUNCIL TRAFFIC
COMMITTEE**

WEDNESDAY 17 MAY 2023

12 NOON

COUNCIL CHAMBERS

LEETON SHIRE COUNCIL
AGENDA
TRAFFIC COMMITTEE
Wednesday 17 May 2023
12 Noon

1. APOLOGIES

2. CONFIRMATION OF THE MINUTES

RECOMMENDATION

THAT the Minutes of the Traffic Committee held on Wednesday 15 February 2023, as circulated, be taken as read and CONFIRMED.

3. OFFICERS REPORTS

OFFICERS REPORTS

3.1. OUTSTANDING ACTION REPORT.....	2
3.2. SPECIAL EVENT YANCO TWILIGHT MARKETS 25 NOVEMBER 2023.....	4
3.3. CHELMSFORD TOWN SQUARE - PROPOSED TRAFFIC CHANGES.....	24
3.4. LEETON PRIDE FESTIVAL 30 SEPTEMBER 2023.....	45
3.5. LINDEN WAY ON STREET PARKING	55

4. CONFIDENTIAL ITEMS

LEETON SHIRE COUNCIL
 Traffic Committee - Wednesday 17 May 2023

OFFICERS REPORTS

1 OUTSTANDING ACTION REPORT

RECORD NUMBER 23/107
RELATED FILE NUMBER EF21/430
AUTHOR/S Road Safety Officer
APPROVER/S Manager Roads and Drainage
 Director Operations

INTRODUCTION

Matters arising from previous Minutes.

Traffic Committee Outstanding Actions				
Date of Meeting	Item	Action/Recommendation	Responsible Officer	Status
August 2021	Pedestrian Crossing Pine Avenue	That the Committee endorse Leeton Shire Council to investigate options for the pedestrian crossing moving forward.	LSC	LSC to look at options of making Maple Street one way.
May 2022	Chelmsford Place/Grevillia Street Upgrade	That LSC pursue public consultation for the traffic changes, installation of traffic devices and parking Chelmsford Town Square. The consultation will highlight the change of priority for the intersection of Wade Avenue and Grevillia Street.	LSC	Report at May 2023 LATC
August 2022	Whitton Pedestrian Crossing	Pedestrian facilities and carparking works approved at the February 2023 LATC.	LSC	LSC to schedule works to be undertaken

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November 2022	Roxy Lane Traffic Management Changes	Traffic Changes approved as per August 2022 LATC meeting.	LSC	Will be complete as part of Roxy upgrade
February 2023	Kathryn Drive Bus Bay	Bus Bay installation approved at the February 2023 LATC	LSC	LSC to schedule works to be complete
February 2023	Disabled carparking space 106 Pine Avenue (outside Roxy Theatre)	Traffic Changes approved as per August 2022 LATC meeting.	LSC	Will be complete as part of Roxy upgrade

RECOMMENDATION

THAT the information regarding matters arising from former meetings contained within the agenda be received and noted.

ATTACHMENTS

There are no attachments for this report

LEETON SHIRE COUNCIL
Traffic Committee - Wednesday 17 May 2023

2 SPECIAL EVENT YANCO TWILIGHT MARKETS 25 NOVEMBER 2023

RECORD NUMBER	23/108
RELATED FILE NUMBER	EF21/430/02
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 run the Yanco Twilight Markets in Main Avenue, Yanco on Saturday 25 November 2023 from 12noon to 10pm.

RECOMMENDATION

THAT the Committee endorses Leeton Shire Council to approve the road closures for the Yanco Town Improvement Committee to hold the Yanco twilight markets on Main Avenue, Yanco on Saturday 25 November from 12noon to 10pm as per the Traffic Control Plan, subject to the schedule of conditions as outlined in the RMS Guide to Traffic and Transport Management for Special Events including the following conditions:

1. The event is conducted as per times, location of conditions and circumstances that are indicated in the application documents.
 2. 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 by police.
 4. Event organisers and participants immediately obey all direction by Leeton Shire Council Officers.
 5. Advertising of the event is to take place in local newspapers two weeks prior to the event, to ensure locals are aware of the event.
 6. Letter drops are to be completed to all residents/businesses who will be affected by this road closure.
 7. Failure to comply with any of the above conditions will immediately void this approval.
-

BACKGROUND

This is the second time that the Yanco Town improvement committee holds a market in this location. The event was held in 2022 and no incidents were recorded or any

LEETON SHIRE COUNCIL
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complaints received from the community in relations to traffic management at the event.

COMMENT

The road closure will see Main Avenue Yanco closed from Regulator Road through to the first break in the Median outside 12 Main Avenue Yanco (Yanco Lions premises). A detailed site map and TCP can be viewed in attachment 1.

ATTACHMENTS

- 1 Traffic Management Plan - 2023 Yanco Twilight Market Event - Saturday 25 November 2023

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: Yanco Twilight Markets
Event Location: Service Lane, Main Avenue, Yanco
Event Date: 25/11/23 Event Start Time: 4pm Event Finish Time: 8pm
Event Setup Start Time: 12noon Event Packdown Finish Time: 10pm
Event is off-street on-street moving on-street non-moving
 held regularly throughout the year (calendar attached)

I.2 Contact names

Event Organiser * Leeton Shire Council
Phone: 6953 0912 Fax: Mobile: E-mail: brent@leeton
Event Management Company (if applicable)
Phone: Fax: Mobile: E-mail:
Police
Phone: Fax: Mobile: E-mail:
Council
Phone: Fax: Mobile: E-mail:
Roads & Traffic Authority (if Class 1)
Phone: Fax: Mobile: E-mail:

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

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

A family friendly street market event with live music, food market stalls and amusements for kids. Food vendors on the streets lining the Service Lane in Main Avenue, Yanco and children's entertainment in the surrounding park area. Alcohol will be available to patrons for wine tastings only.

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 type="checkbox"/> Police written approval obtained |
| | 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 type="checkbox"/> This is a moving event - details attached. | |
| <input checked="" 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 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 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 3	4.1 Access for local residents, businesses, hospitals and emergency vehicles
	<input type="checkbox"/> Plans to minimise impact on non-event community attached <input checked="" type="checkbox"/> This event does not impact the non-event community either on the main route (or location) or detour routes
Class 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
	4.3 Special event warning signs
Class 2	<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
	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 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.

Schedule I Form - Notice of Intention to Hold a Public Assembly

SUMMARY OFFENCES ACT 1988 - Sec 23

To the Commissioner of Police

1	<p>I <u>Brent William Lawrence</u> (name) of <u>76 Yanco Avenue, Leeton</u> (address) on behalf of <u>Leeton Shire Council</u> (organisation) notify the Commissioner of Police that on the <u>26</u> (day) of <u>11</u> (month), <u>22</u> (year), it is intended to hold</p> <p><i>either:</i></p> <p>(a) a public assembly, not being a procession, of approximately <u>1000</u> (number) persons, which will assemble at <u>Service Lane, Main Avenue, Yanco</u> (Place) at approximately <u>4</u> am/pm, and disperse at approximately <u>9</u> am/pm.</p> <p><i>or</i></p> <p>(b) a public assembly, being a procession of approximately (number) persons, which will assemble at approximately am/pm, and at approximately am/pm the procession will commence and shall proceed</p> <p><i>(Specify route, any stopping places and the approximate duration of any stop; and the approximate time of termination. A diagram may be attached.)</i></p>
2	<p>The purpose of the proposed assembly is..... <u>a family-friendly event with live music, kids amusements, market food stalls plus wine tastings for the general public.</u></p>

3 The following special characteristics associated with the assembly would be useful for the Commissioner of Police to be aware of in regulating the flow of traffic or in regulating the assembly (*strike out whichever is not applicable*):

(i) There will be nil (number) of vehicles and/or..... (number) of floats involved.
The type and dimensions are as follows:
.....
.....

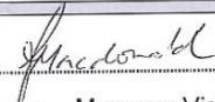
(ii) There will be 1-2 (number) of bands, musicians, entertainers, etc. which will entertain or address the assembly.

(iii) The following number and type of animals will be involved in the assembly:
nil
.....

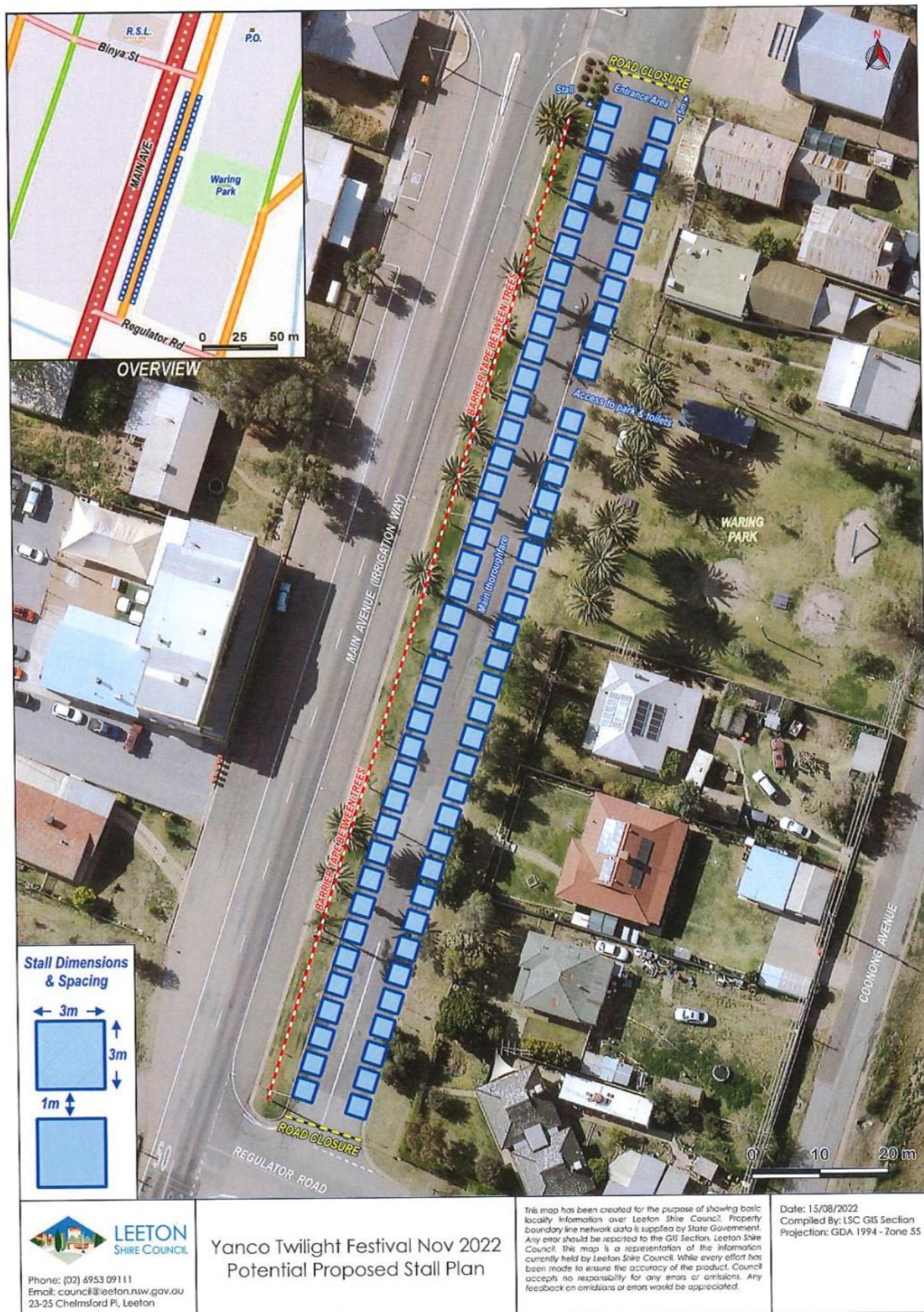
(iv) Other special characteristics of the proposed assembly are as follows:
Special one-off event liquor license proposed for wine tastings by local winemakers.
.....

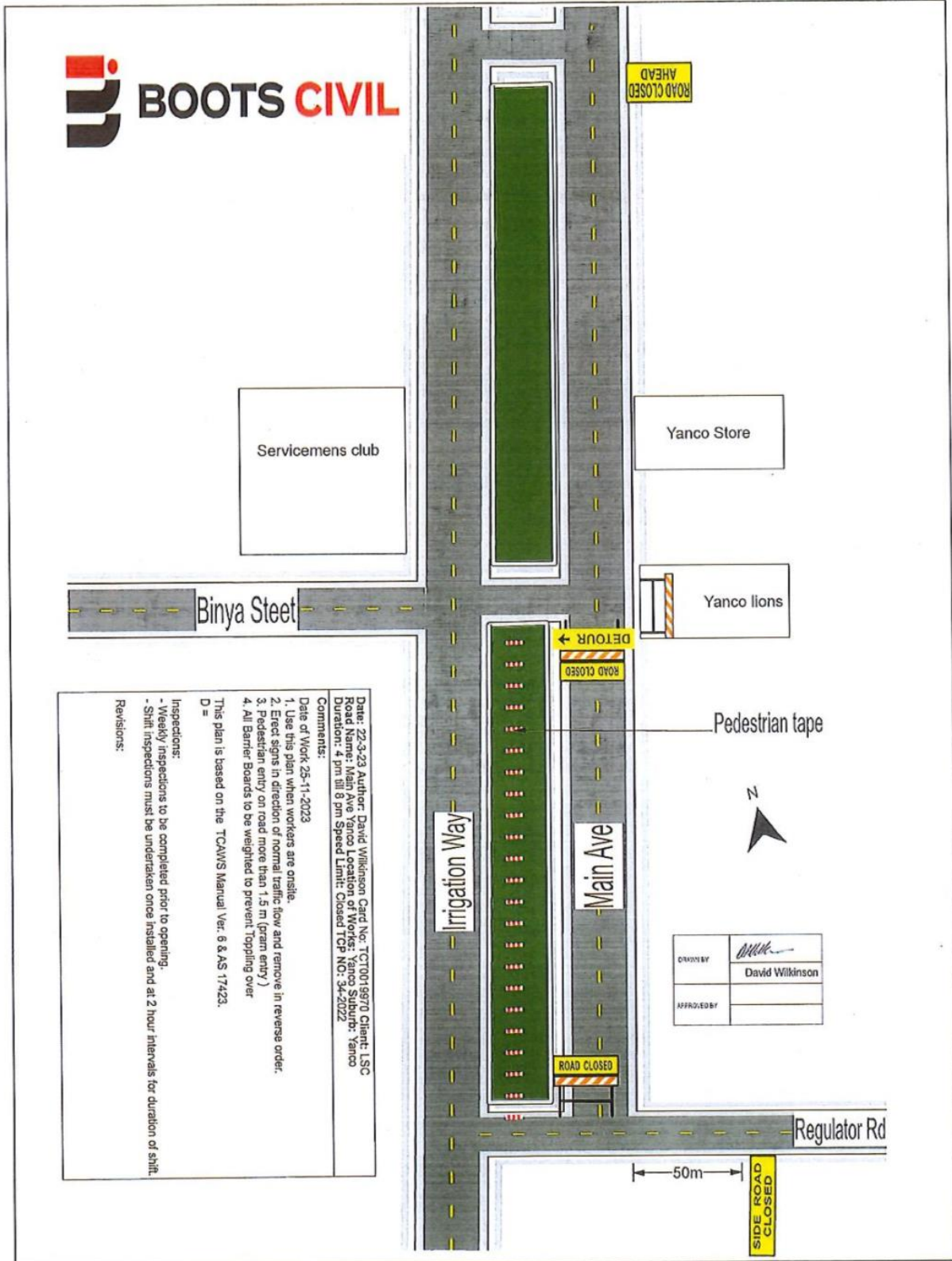
4 I take responsibility for organising and conducting the proposed assembly.

5 Notices for the purposes of the *Summary Offences Act 1988* may be served upon me at the following address:
Brent Lawrence
76 Yanco Avenue, LEETON NSW 2705
..... Postcode.
Telephone No. 0439839090

6 Signed 
Capacity/Title Manager Visitor Services - LSC
Date 24/3/2023

Event Class	Description	Features	Examples	Lead Times for Agency Approvals	Police Fees	Council Fees	RTA Fees	Transport Mgt Plan	Risk Management Plans (Traffic Control) under OHMS ACT 2000	Advisive Transport Management Arrangements	Liability Insurance	Special Event Cleanway - Heavy Vehicle Detours	Public Transport	Emergency Vehicle & Local Access	Parking	Contingency planning
1	A Class 1 event: <ul style="list-style-type: none"> impacts major traffic and transport systems disrupts the non-event community over a wide area requires the involvement of Police, one or more of the RTA and the RTA Management Plan requires advertising the event's traffic aspects to a wide audience. 	<ul style="list-style-type: none"> A Class 1 event may: • be conducted on-road or in its own venue involve trusts and authorities when using facilities involve Transport NSW involve the State Rail and State Transit Authorities involve private bus and coach organisations involve the road transport industry require RTA to provide special event clearways require RTA to adjust traffic signals require RTA to manage Variable Message Signs depending on the nature of the event, involve the Police "User Pays" policy. 	<p>For example:</p> <ul style="list-style-type: none"> an event that affects a principal transport route in Sydney, or an event that reduces the capacity of the main highway through a country vehicle race, or a bicycle race that involves the Sydney Harbour Bridge. 	<p>Minimum 4 months from first approach to Council to proposed start date.</p> <p>6 months for vehicle races.</p>	<p>Charges apply where: "It is deemed the services are specifically for the organising and/or attending the event and not for the benefit of the public at large."</p>	<p>As described in Council's Special Events Policy.</p> <p>Asset rental: refer to Council.</p>	<p>Marginal costs apply where services are provided to the community.</p> <p>RTA provides quotes.</p> <p>Asset rental: refer to RTA.</p>	<p>TMP model recommended</p>	<p>Traffic Control layouts drawn up by a qualified person under the guidance of a qualified person recommended.</p> <p>Need to consider access for disabled persons.</p>	<p>28 days for all events that require regulation of traffic or where a special event clearways in operation.</p> <p>Not required where there is no regulation of traffic.</p>	<p>Required with (If Police User Pays in force) RTA using RTA asset.</p> <p>Certificate of currency required.</p>	<p>RTA arranges if practicable</p> <p>RTA provides quote.</p>	<p>Promoted where practicable</p>	<p>Required. Refer to TMP.</p> <p>Need to consider parking for disabled persons.</p>	<p>Recommended</p>	
2	A Class 2 event: <ul style="list-style-type: none"> impacts local traffic and transport systems and does not major disrupts the non-event community in a wide area requires the involvement of Police and Local Council requires a detailed Transport Management Plan requires advertising the event's traffic aspects to the local community. 	<ul style="list-style-type: none"> A Class 2 event may: • be conducted on-road or in its own venue involve trusts and authorities when using facilities managed by them involve State Rail and the State Transit Authority involve private bus and coach organisations. depending on the nature of the event, involve the Police "User Pays" policy. 	<p>For example:</p> <ul style="list-style-type: none"> an event that blocks off the main street of a town or shopping centre but does not impact a principal transport route or a highway a motor rally on a local country roads. 	<p>Minimum 3 months.</p> <p>3 months for vehicle races, FBOS.</p>	<p>Charges apply where: "It is deemed the services are specifically for the benefit of the organising and/or attending the event and not for the benefit of the public at large."</p>	<p>As described in Council's Special Events Policy</p> <p>Asset rental: refer to Council</p>	<p>TMP model recommended</p>	<p>Traffic Control layouts drawn up by a qualified person and installed under the guidance of a qualified person recommended.</p> <p>Need to consider access for disabled persons.</p>	<p>28 days for all events that require regulation of traffic or where a special event clearways in operation.</p> <p>Not required where there is no regulation of traffic.</p>	<p>Required with Council & Police (If Police User Pays in force) named on policy.</p> <p>Certificate of currency required.</p>	<p>Promoted where practicable</p>	<p>Required. Refer to TMP.</p> <p>Need to consider parking for disabled persons.</p>	<p>Recommended</p>			
3	A Class 3 event: <ul style="list-style-type: none"> does not impact local or major traffic and transport systems disrupts the non-event community in the immediate area only requires Local Council and Police consent is conducted on-street in a very low traffic area such as a dead-end or cul-de-sac requires Police agreement that event qualifies as a Class 3 event is never used for vehicle races. 	<ul style="list-style-type: none"> A Class 3 event, depending on Local Council policy, may: • be conducted on-road or in its own venue involve trusts and authorities when using facilities involve State Rail and the State Transit Authority involve private bus and coach organisations. depending on the nature of the event, involve the Police "User Pays" policy. require advertising the event's traffic aspects to the community. 	<p>For example:</p> <ul style="list-style-type: none"> an on-street neighbourhood Christmas party. 	<p>Minimum 6 weeks</p>	<p>Charges apply where: "It is deemed the services are specifically for the benefit of those organising and/or attending the event and not for the benefit of the public at large."</p>	<p>As described in Council's Special Events Policy</p> <p>Asset rental: refer to Council</p>	<p>Council may require TMP</p>	<p>Traffic Control layouts drawn up by a qualified person and installed under the guidance of a qualified person recommended.</p> <p>Need to consider access for disabled persons.</p>	<p>28 days for all events that require regulation of traffic.</p> <p>Not required where there is no regulation of traffic.</p>	<p>Required with Council & Police (If Police User Pays in force) named on policy.</p> <p>Certificate of currency required.</p>	<p>Required with Council & Police (If Police User Pays in force) named on policy.</p> <p>Certificate of currency required.</p>	<p>Required. Refer to TMP.</p>	<p>Required. Refer to TMP.</p>	<p>Recommended</p>		
4	A Class 4 event: <ul style="list-style-type: none"> is intended for small on-street events and: requires Police consent only is within the capacity of the Police to manage on their own is not a protest or demonstration is always an on-street event does not require RTA or Council consent does not require advertising the event's traffic aspects to the community does not require a TMP does not require the involvement of other Government agencies. 	<ul style="list-style-type: none"> A Class 4 event may: • be conducted on classified or unclassified roads cause zero to considerable disruption to the non-event community cross Police Local Area Commands (LACs) cross Local Government Areas (LGAs) require Council and RTA to assist when requested by Police depending on the nature of the event, involve the Police "User Pays" policy. 	<p>For example:</p> <ul style="list-style-type: none"> a small ANZAC Day march in a country town a small parade under Police escort. 	<p>Minimum 1 month</p>	<p>Charges apply where: "It is deemed the services are specifically for the benefit of those organising and/or attending the event and not for the benefit of the public at large."</p>	<p>As described in Council's Special Events Policy</p> <p>Asset rental: refer to Council</p>	<p>Charges apply where: "It is deemed the services are specifically for the benefit of those organising and/or attending the event and not for the benefit of the public at large."</p>	<p>Council may require TMP</p>	<p>Traffic Control layouts drawn up by a qualified person and installed under the guidance of a qualified person recommended.</p> <p>Need to consider access for disabled persons.</p>	<p>28 days for all events that require regulation of traffic.</p> <p>Not required where there is no regulation of traffic.</p>	<p>Required with Council & Police (If Police User Pays in force) named on policy.</p> <p>Certificate of currency required.</p>	<p>Required with Council & Police (If Police User Pays in force) named on policy.</p> <p>Certificate of currency required.</p>	<p>Required. Refer to TMP.</p>	<p>Required. Refer to TMP.</p>	<p>Recommended</p>	







24 March 2023

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

NOTIFICATION OF EVENT

Dear Sgt Johnson,

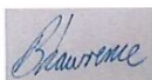
On behalf of the Yanco Town Improvement Committee, which is an advisory committee of Leeton Shire Council, I wish to notify you that a new event called the Yanco Twilight Markets is to take place on **Saturday 25 November 2023** in a closed off section of the Service Lane, Main Avenue, Yanco.

The event will take place from 4pm – 8pm and will feature a number of food, craft, wine (for tastings) and boutique market stalls as well as live entertainment and children's amusements.

I have included a copy of the proposed Traffic Control Plan and event site map as an indication of where the event set up will be.

Should you have any queries regarding this event or if you would like to discuss this further, please do not hesitate to contact me on (02) 6953 0912 or brentl@leeton.nsw.gov.au

Regards



Brent Lawrence



24 March 2023

Ms Angela Fraser
Station Officer
Leeton Ambulance Station
Chelmsford Place
LEETON NSW 2705

NOTIFICATION OF EVENT

Dear Angela,

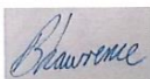
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I have included a copy of the proposed Traffic Control Plan and event site map as an indication of where the event set up will be.

Should you have any queries regarding this event or if you would like to discuss this further, please do not hesitate to contact me on (02) 6953 0912 or brentl@leeton.nsw.gov.au

Regards



Brent Lawrence



24 March 2023

Mr Kirk Walker
Station Officer
Leeton Fire Brigade
c/- 9 Belah Street
Leeton NSW 2705

NOTIFICATION OF EVENT

Dear Kirk,

On behalf of the Yanco Town Improvement Committee, which is an advisory committee of Leeton Shire Council, I wish to notify you that a new event called the Yanco Twilight Markets is to take place on **Saturday 25 November 2023** in a closed off section of the Service Lane, Main Avenue, Yanco.

The event will take place from 4pm – 8pm and will feature a number of food, craft, wine (for tastings) and boutique market stalls as well as live entertainment and children's amusements.

I have included a copy of the proposed Traffic Control Plan and event site map as an indication of where the event set up will be.

Should you have any queries regarding this event or if you would like to discuss this further, please do not hesitate to contact me on (02) 6953 0912 or brentl@leeton.nsw.gov.au

Regards



Brent Lawrence

Operational Risk Assessment

Workgroup:	Yanco Twilight Markets Event	Employees involved in Risk Assessment:
Division / Area:	Business Services	Manager Business Services Manager WHS, QA and Risk
Task Description:	Event	
Date:	24/3/23	
Version:	2.0	

Background
 The Yanco Twilight Markets Event is going to be held on Saturday 25 November 2023 from 4pm – 8pm in a closed off section of the Service Lane, main Avenue, Yanco. 160m of the Service Lane will be fenced off with barrier tape to create an enclosed space for the event. This is the inaugural event being facilitated by Yanco Town Improvement Committee with event support from Leeton Shire Council staff. The event is expected to attract approximately 1,000 attendees. Food and beverage vendors will be set up along the roads of the closed of Service Lane. Live entertainment will be in Waring Park, as well as children's entertainment such as face painting.

Purpose
 To hold an event for the Yanco and surrounding communities

Scope of Risk Assessment

Methodology

RISK LEVEL RATING	Likelihood				
	1 - Rare	2 - Unlikely	3 - Possible	4 - Likely	5 - Almost Certain
5 -Catastrophic	5 -Moderate	10 -High	15 -High	20 -Extreme	25 - Extreme
4 -Major	4 -Low	8 -Moderate	12 -High	16 -High	20 -Extreme
3 -Medium	3 -Low	6 -Moderate	9 -Moderate	12 -High	15 -High
2 -Minor	2 -Low	4 -Low	6 -Moderate	8 -Moderate	10 -High
1 -Insignificant	1 -Low	2 -Low	3 -Low	4 -Low	5 -Moderate

Issued By: Manager WHS, QA & Risk	Issue Date: 24/03/2023	Version: 2
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		Page 1 of 5



Operational Risk Assessment

Operational WHS Hazard and Risk Register

Task / Activity	Hazard/ Source of Hazard / Risk	Initial Risk Rating	Control Measures	Residual Risk Rating
Slips, trips, falls	Trip Hazard: People tripping or falling by not paying attention to surrounds or hazards not being adequately dealt with	8	<ul style="list-style-type: none"> - Avoid having any trip hazards in walkways - Have first aid kit available on site - Ensure power leads are off the ground or taped down 	6
Event Layout	Inadequate spacing between stalls and walkways	6	<ul style="list-style-type: none"> - Ensure adequate spacing between stalls - Ensure walkways are clear of obstacles, including sandbags 	4
Power	Electrical shortages Electric shock	9	<ul style="list-style-type: none"> - Ensure all power cords and outlets are tested and tagged prior to event - Ensure appliances are kept away from water, heat etc - Never leave an electrical device unattended - Ensure a Residual Current Device is used to test outlets prior to use - Stallholders will be responsible for their own power supply (via generators etc) 	6
Waste Removal	Inadequate rubbish bins People leaving litter	4	<ul style="list-style-type: none"> - Council to provide additional bins to cater for rubbish - Bins to be emptied/checked at regular intervals - Skip bin to be provided to stallholder rubbish - Volunteers to ensure no rubbish is left on site 	3
Weather	Exposure to excessive heat, rain, wind, thunderstorms, hail could cause damage to equipment and harm those exposed to the bad weather. Damage to equipment Temporary infrastructure blows away and causes injury to a person or equipment Sunburn/dehydration from heat exposure Slippery surfaces	12	<ul style="list-style-type: none"> - Watch long range weather forecast in the leadup to the event - Event to be cancelled in cases of high temperatures, high wind and/or electrical storms - Shade available at location - Marquees must have their marquees secured/weighted down on all four legs 	9

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		Page 2 of 5



Operational Risk Assessment

Task / Activity	Hazard/ Source of Hazard / Risk	Initial Risk Rating	Control Measures	Residual Risk Rating
Crowd Control	Too many people at event Disturbing behavior Disorderly Patrons	12	<ul style="list-style-type: none"> Sunscreen available at event Police presence requested for walk-through Committee, volunteers and security to observe crowd behavior Police to remove or detain disorderly patrons 	8
Fatigue, exhaustion and dehydration	Exposure to excessive heat	9	<ul style="list-style-type: none"> Stalls available with food and cold non-alcoholic beverages First aid kit on site with trained staff Event held in late afternoon/early evening to avoid peak heat periods 	6
Seating	Inadequate seating for the elderly and disabled patrons	6	<ul style="list-style-type: none"> Ensure adequate seating is available for elderly and disabled patrons (hire where necessary) 	4
Food poisoning/allergy	Attendees eating food that hasn't been stored/prepared to food standards Attendees eating food their allergic to causing anaphylaxis	15	<ul style="list-style-type: none"> Advertise table/seating reservations in advance All people serving/preparing food are to be trained in Food Handling requirements as per the Food Authority NSW Receive copies of stallholder's food handling certificates Site inspections to vendors to ensure they're preparing and serving food to standard Stallholders to label and advertise food correctly 	10
Stallholders	Stallholder injury Stallholder not preparing/serving food to standard which makes those eating their food unwell Stallholders having an unsafe stall	12	<ul style="list-style-type: none"> Ask stallholders are required to sign on and off at the event Stallholders are to report any incidents to a staff member Marquees must have their marquees secured/weighted down on all four legs Stallholders to provide council with a copy of the Public Liability Insurance Stallholders will be provided with an info pack prior to and on the day 	9

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			Page 3 of 5

Operational Risk Assessment



Task / Activity	Hazard/ Source of Hazard / Risk	Initial Risk Rating	Control Measures	Residual Risk Rating
Children	Children exposed to people drinking alcohol	12	<ul style="list-style-type: none"> - Children must always be supervised by an adult - Children's entertainment to be on grassed area 	8
Entertainment/ Amusements	People getting injured on amusements Faulty equipment being set up	12	<ul style="list-style-type: none"> - All entertainment providers will be required to provide council with a copy of their PIL Insurance - Copy of design registration to be obtained from any amusements - First aid kit available on site 	6
Responsible Service of Alcohol – license conditions	Vendors selling alcohol not adhering to the license conditions Liquor License disqualification Police fines	10	<ul style="list-style-type: none"> - All individuals selling alcohol must have their RSA competency card with them at event - Appropriate signage erected on all access points and gates - Strictly no alcohol to be served in glasses - Leeton VRA to check proof of age upon entry and attach wristbands to people over the age of 18. 	4
Manual handling	Volunteers and stallholders obtaining an injury from manual handling tasks Lifting and moving items that are too heavy or using poor lifting techniques	9	<ul style="list-style-type: none"> - Use two people to carry heavy/awkward items - Use best practice manual handling techniques - First aid personnel on site 	6

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			Page 4 of 5

Operational Risk Assessment



Relevant Documents

N/A

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

Competency Requirements for Workgroup

Position	Competencies Required
People selling/serving alcohol	Responsible service of Alcohol

Plant, Machinery, Equipment Used

N/A

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

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		Page 5 of 5



6 July 2022

Attention: Andrew Valenta

The General Manager
Leeton Shire Council
23-25 Chelmsford Place
LEETON NSW 2705



ABN 69 009 098 864
One International Towers, 100 Barangaroo
Ave,
Sydney, NSW, 2000
Tel +61 2 9320 2700
Direct (02) 9320 2726
Mob (02) 9320 2799
Naamon.Eurell@jita.com.au
www.statewidemutual.com.au

Dear Andrew,

Certificate of Currency

This is to certify that membership is current, as at the date stated above. This certificate provides a summary of the cover and is not intended to amend, extend, replace or override the terms and conditions provided by the Statewide Mutual Liability Scheme.

CLASS	Public Liability/Professional Indemnity
MEMBER	Leeton Shire Council, extended to note the interests of Transport for New South Wales and New South Wales Police in respect of Council's liability for negligent acts, errors or omissions committed, or alleged to have been committed, arising from traffic management and road closures during Council run events.
BUSINESS OF MEMBER:	Local Government Authority, as defined in wording.
EXPIRY DATE	30 June 2023
GEOGRAPHICAL SCOPE	Anywhere in the World, excluding the Dominion of Canada and the United States of America.
LIMITS OF PROTECTION	Public Liability \$20,000,000 any one occurrence Products Liability \$20,000,000 any one occurrence and in the aggregate any one Period of Protection Professional Indemnity \$20,000,000 any one claim and in the aggregate any one Period of Protection
STATEWIDE CERTIFICATE NUMBER	000115

This certificate of currency is issued as a matter of information only and confers no rights upon the certificate holder.

Yours sincerely,

Naamon Eurell
Executive Officer

LEETON SHIRE COUNCIL
Traffic Committee - Wednesday 17 May 2023

3 CHELMSFORD TOWN SQUARE - PROPOSED TRAFFIC CHANGES

RECORD NUMBER	23/109
RELATED FILE NUMBER	EF21/430/02
AUTHOR/S	Road Safety Officer
APPROVER/S	Manager Roads and Drainage Director Operations

INTRODUCTION

The purpose of the report is to seek the Committee's recommendation for the proposed traffic changes in Chelmsford Place as part of the Chelmsford Town Square project.

RECOMMENDATION

THAT the Committee endorse the traffic changes and installation of traffic devices for Chelmsford Town Square as part of the re-construction works including a raised crossing and sign installation. Any further changes will be brought to the Traffic Committee for approval.

BACKGROUND

At the November 2021 LATC meeting a recommendation was made for a traffic guidance scheme to be presented to the LATC to indicate the traffic changes that would be occurring as part of the Chelmsford Square redevelopment. A design was presented at the March 2022 LATC meeting.

Since the March 2022 LATC meeting the scope of the re-constructions works has changed and the project no longer includes the intersection treatments and change of prioritisation for the Grevillea Street and Wade Avenue intersection.

Leeton Shire Council has received funding from Public Spaces Legacy Fund and NSW Government Stronger Country Communities to undertake Stage 3 of the Leeton CBD Enhancement. Stage 3 will deliver Chelmsford Town Square which aims to activate this space as a public park and tourist attraction.

The Chelmsford Town Square enhancements will improve the safety of pedestrians, improve the parking facilities, increase parking spaces and improve the disability carparks and access in the area.

COMMENT

The changes that will be undertaken due to the works in Chelmsford Place will be:

1. Closing between the two medians on Chelmsford Place between Leeton Shire Council and Leeton Museum and Art Gallery.
-

LEETON SHIRE COUNCIL
Traffic Committee - Wednesday 17 May 2023

2. Raised threshold on both approaches to Chelmsford places from Grevillia Street and entering Grevillia Street from Wade Avenue.
3. Four additional ramps installed to allow for easier crossing from the eastern side of Chelmsford Place to the western side.
4. A designated bus zone will be installed on the western side of Chelmsford Place (outside the Historic Hydro).

Attachments one and two include the Civil Drawings for stage one and two reconstruction works of Chelmsford Town Square.

A traffic count was undertaken of vehicles that use the centre median to undertake a turning movement between the median located outside 23-25 Chelmsford Place.

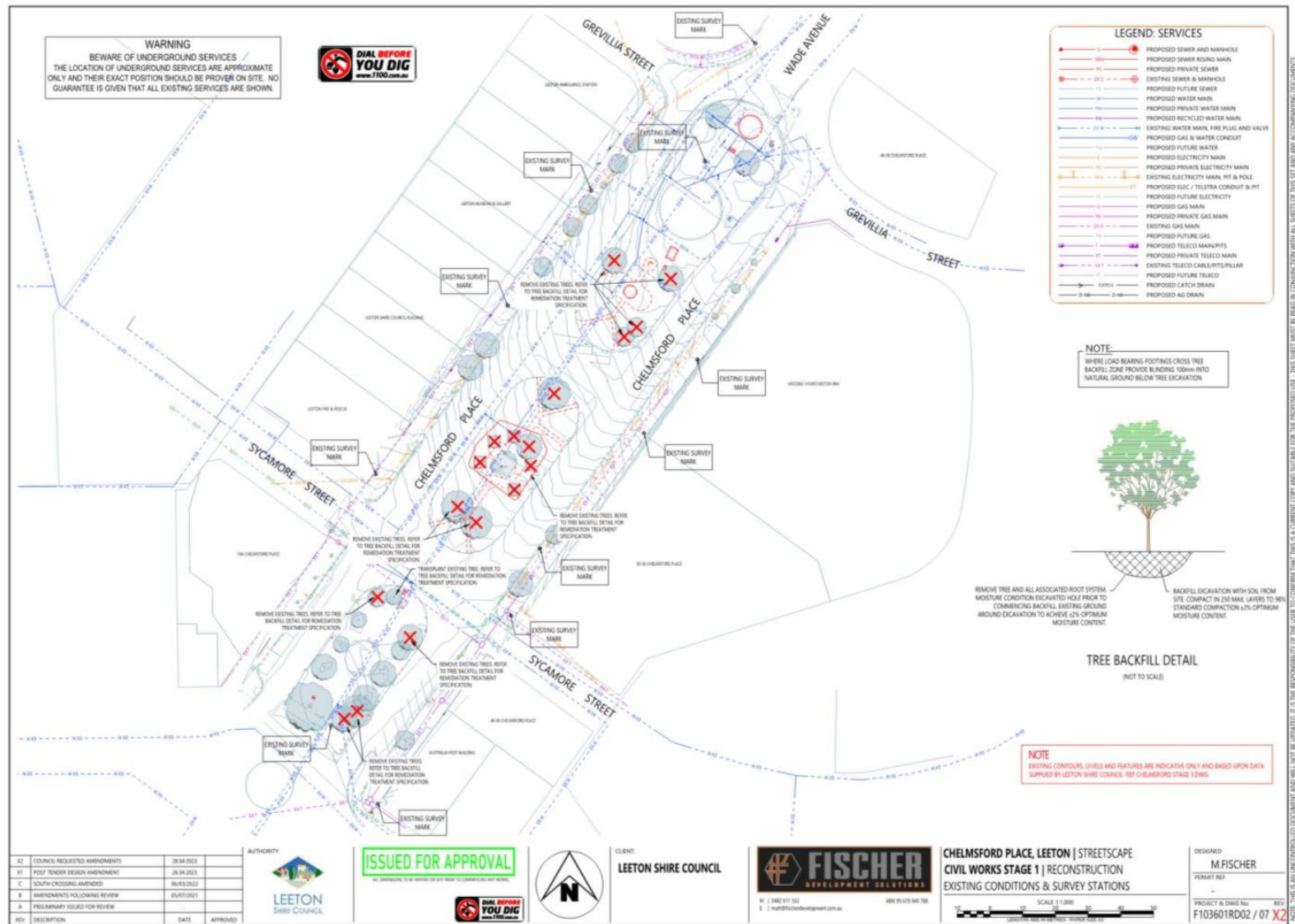
The traffic count was undertaken on Friday 5th May 2023:

Time	Vehicle turning in median	Comment
8:30am-9:30am	1	Parking in Hydro Caprark
12:30pm-1:30pm	2	1x parked car leaving from parking bay
2:30pm-3:30pm	4	1x parked car leaving from parking bay

ATTACHMENTS

- 1** Stage 1 Drawing Chelmsford Place F103601R+D X2
- 2** Stage 2 Drawing Chelmsford Place F103602R+D X2





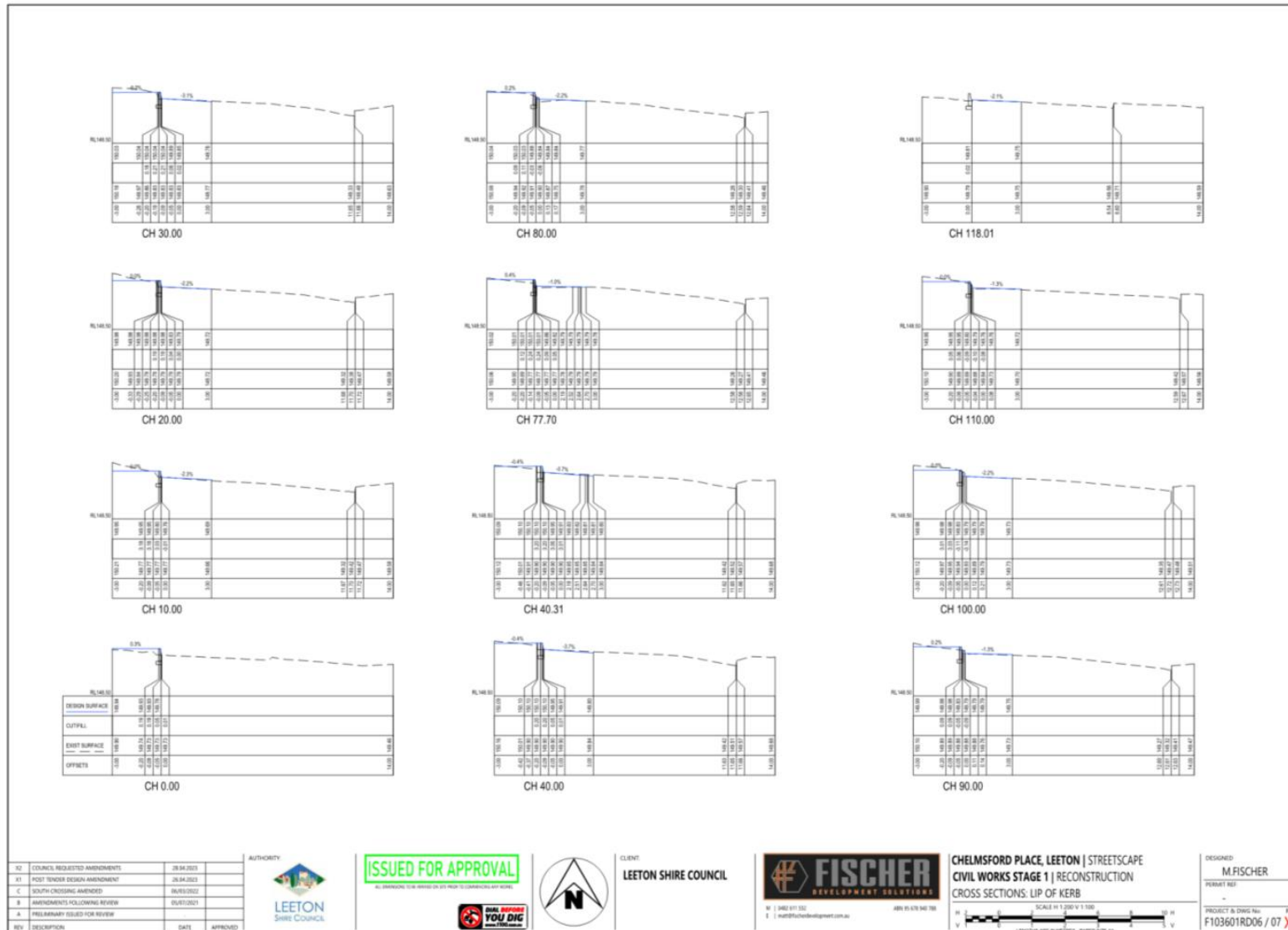
Item 7.5 Attachment 1 - Stage 1 Drawing Chelmsford Place F103601RD Y3



Item 7.5 Attachment 1 - Stage 1 Drawing Chelmsford Place F103601R-D Y3



Item 7.5 Attachment 1 - Stage 1 Drawing Chelmsford Place F103601RD04 V2



Item 7.5 Attachment 1 - Stage 1 Drawing Chelmsford Place F103601B+D V3

CHELMSFORD PLACE, LEETON | STREETSCAPE CIVIL WORKS STAGE 2 | RECONSTRUCTION WORKS

LOCALITY PLAN

GENERAL NOTES:

PROT TO THE COMMENCEMENT OF WORKS

- THE CONTRACTOR MUST NOTIFY THE RELEVANT AUTHORITY 7 DAYS PRIOR TO COMMENCEMENT OF CONSTRUCTION OF THE RELEVANT WORKS.
- THE CONTRACTOR MUST OBTAIN ALL NECESSARY PERMITS FROM THE MUNICIPALITY & PROVIDE FOR ANY WORKS UNDERTAKEN WITHIN AN EXISTING ROAD RESERVE PRIOR TO THE COMMENCEMENT OF WORKS.
- THE CONSULTANT HAS MADE EVERY REASONABLE ATTEMPT TO LOCATE EXISTING SERVICES AND HAS SHOWN THEM ON THE DRAWINGS. THE CONTRACTOR SHALL TAKE PHOTOGRAPHIC AND PROVIDE A WRITTEN REPORT DETAILING THE CONDITION REGARDING ALL EXISTING INFRASTRUCTURE WHICH THEY ARE INTERFERING WITH OR OTHERWISE HAVING AN IMPACT ON.
- PRIOR TO COMMENCING WORKS THE CONTRACTOR SHALL VERIFY THE LOCATION OF ALL SERVICES BY SITE SURVEY INSPECTION AND CONSULTATION WITH ALL RELEVANT SURVIVAL AUTHORITIES. THE CONTRACTOR SHALL BE RESPONSIBLE FOR ANY DAMAGE TO EXISTING SERVICES, WHETHER SHOWN OR NOT.
- THE CONTRACTOR MUST CONTACT DIAL BEFORE YOU DIG (CALL 1300 130 130) OR VISIT THE DIAL BEFORE YOU DIG WEBSITE PRIOR TO COMMENCING WORKS AND SATURN THROUGHWAYS THAT THERE ARE NO SERVICES WITHIN THE VICINITY OF THE WORK AREA.
- NO WORK IS TO COMMENCE BEFORE THE CONTRACTOR HAS ASCERTAINED WHAT UNDERGROUND SERVICES ARE PRESENT.
- CONTRACTOR MUST FOLLOW THE "NO GO ZONE" SAFETY PROCEDURES AT ALL TIMES WHICH ARE AVAILABLE FROM ALL UTILITY AND TELECOMMUNICATIONS COMPANIES INCLUDING THE OFFICE OF THE CHIEF ELECTRICAL INSPECTOR, THE OFFICE OF GAS SAFETY AND WORKSAFE VICTORIA.
- IF THESE SAFETY PROCEDURES CANNOT BE COMPLIED WITH THEN NO WORK IS TO BE UNDERTAKEN WITHOUT PERMISSION FROM THE UTILITY COMPANY.
- THE CONTRACTOR MUST PREPARE A PROJECT MANAGEMENT PLAN OTHERWISE CALLED A CONSTRUCTION OR SITE MANAGEMENT PLAN AND HAVE IT APPROVED BY BOTH COUNCIL & THE SUPERINTENDENT PRIOR TO THE COMMENCEMENT OF ANY WORKS. THIS PROJECT MANAGEMENT PLAN IS TO INCORPORATE THE FOLLOWING AT A MINIMUM AND IN ACCORDANCE WITH ANY LEGISLATION REQUIREMENTS:
 - OCCUPATIONAL HEALTH & SAFETY PROCEDURES
 - SITE STAFFING INCLUDING CONTACT DETAILS
 - TRAFFIC MANAGEMENT PLAN
 - ENVIRONMENTAL MANAGEMENT PLAN
 - QUALITY ASSURANCE DETAILS FOR QA CERTIFIED CONTRACTORS
 - CONSTRUCTION PROGRAM

CONSTRUCTION SETOUT

- ALL LEVELS ARE TO 0.1M AND ARE REFERENCED TO THE TM 10 INDICATED.
- COORDINATION OF THIS DESIGN WORKS MUST BE COMPLETED AS OF THE DATE OF THESE PLANS. FROM 1ST JANUARY 2021, THIS MUST BE IN STANDARD USE AND WILL OBLIGATE IN POSITION BY AROUND 1.8 METRES FROM THIS DOCUMENT.
- NO TM 10 CAN BE USED WITHOUT FIRST PROVING IT TO BE CONNECT TO A SECOND TM. NO HORIZONTAL SETOUT CONTROL CAN BE USED WITHOUT FIRST PROVING IT TO BE CONNECT TO A THIRD KNOWN POINT. THE CONSULTING SURVEYOR IS TO BE NOTIFIED OF ANY DISCREPANCIES IMMEDIATELY. THIS REQUIREMENT IS TO BE ESTABLISHED BY A LICENSED SURVEYOR IF FOUND TO BE MISSING.
- USING GRIDS (LINES TO SETOUT FOR CONSTRUCTION PLEASE NOTE:
 - ONES HAS REDUCED VERTICAL PRECISION COMPARED TO TRADITIONAL SURVEY METHODS.
 - ONLY USE A SINGLE POINT CALIBRATION FOR THE VERTICAL TEST TEST TO AT LEAST 1 CM OVER STATE TM BEFORE PROCEEDING.
 - IF YOU HAVE ANY QUERIES OR CONCERNS CONTACT THE CONSULTING SURVEYOR.

SITE MANAGEMENT DURING CONSTRUCTION

- THE SUPERINTENDENT IS RESPONSIBLE FOR THE DESIGN AND MANAGEMENT OF THE CONSTRUCTION WORKS. ANY PROBLEMS ARISING DURING CONSTRUCTION SHALL BE DIRECTED TO THE SUPERINTENDENT.
- ALL WORKS SHALL BE CONSTRUCTED IN ACCORDANCE WITH THE LEETON SHIRE COUNCIL ENGINEERING STANDARDS AND ANY OTHER RELEVANT AUTHORITY SPECIFICATIONS.
- ALL WORKS MUST ARISE BY THE APPROVED CONSTRUCTION MANAGEMENT PLAN AND MUST COMPLY WITH THE RECOMMENDATIONS OF THE SUPERINTENDENT PROTECTION AUTHORITY PUBLIC ROAD CONSTRUCTION TECHNIQUES FOR SEDIMENT POLLUTION CONTROL - PUBLICATION NO 276. APPROPRIATE SILTATION CONTROLS IS TO BE CARRIED OUT DURING THE CONSTRUCTION AND MAINTENANCE PERIOD.
- BEFORE COMMENCING ANY EXCAVATION WORKS OF 1.5m DEPTH OR GREATER, THE CONTRACTOR IS REQUIRED TO SUBMIT THE REQUIRED NOTIFICATION TO WORKSAFE FOR. THE NOTIFICATION MUST BE RECEIVED BY THE AUTHORITY AT LEAST 10 DAYS PRIOR TO COMMENCING EXCAVATION. A COPY OF THE NOTIFICATION IS TO BE PROVIDED TO THE SUPERINTENDENT. THE CONTRACTOR SHALL COMPLY WITH MHS ACT, OCCUPATIONAL HEALTH AND SAFETY ACT, WORKSAFE VICTORIA REQUIREMENTS INCLUDING COMPLIANCE CODES.
- THIRTY FOUR (24) HOUR NOTIFICATION TO DIRECTORS OF RELEVANT

DRAWING LIST:

- F10361R001 LOCALITY PLAN & GENERAL NOTES
- F10361R002 EXISTING CONDITIONS & SURVEY STATIONS
- F10361R003 OVERALL STAGING PLAN
- F10361R004-06 DETAIL LAYOUT PLANS (3 SHEETS)
- F10361R007 PEDESTRIAN CROSSING DETAIL
- F10361R008 PAVEMENT & TYPICAL DETAILS
- F10361R009-11 CONSTRUCTION CENTRE MEDIANS (3 SHEETS)
- F10361R010-13 SIGNAGE AND UNMARKING (2 SHEETS)

REFER TO ELECTRICAL AND TELECOM PLANS FOR SERVICE AND CONDUIT DETAILS

WARNING

BEWARE OF UNDERGROUND SERVICES. THE LOCATIONS OF UNDERGROUND SERVICES ARE APPROXIMATE ONLY AND THEIR EXACT POSITION SHOULD BE PROVEN ON SITE. NO GUARANTEE IS GIVEN THAT ALL EXISTING SERVICES ARE SHOWN.

TABLE OF OFFSETS FOR SERVICES

STREET	GAS	NDW	DW	TELCO	OH ELEC	LIGHTING	BOK
CHELMSFORD PLACE	-	-	VARIES	0.30 W	4.50 W	4.50 W	5.70W / 6.00E
SYCAMORE STREET	-	-	5.40 N	1.90 N	2.40 N	2.50 N	3.80N / 4.02S

ID	COUNCIL REQUESTED AMENDMENTS	28.04.2023
1	POST TENSION AMENDMENTS	28.04.2023
2	AMEND DRAINAGE & KERB. ADD SIGNAGE	28.04.2023
3	REVISIONS PER COUNCIL FEEDBACK	04/05/2023
4	PRELIMINARY SIGNED FOR REVIEW	14/05/2023
REV	DESCRIPTION	DATE APPROVED

ISSUED FOR APPROVAL

ALL INFORMATION ON THESE PLANS IS TO BE USED IN CONSTRUCTION OF THIS PROJECT.

CLIENT

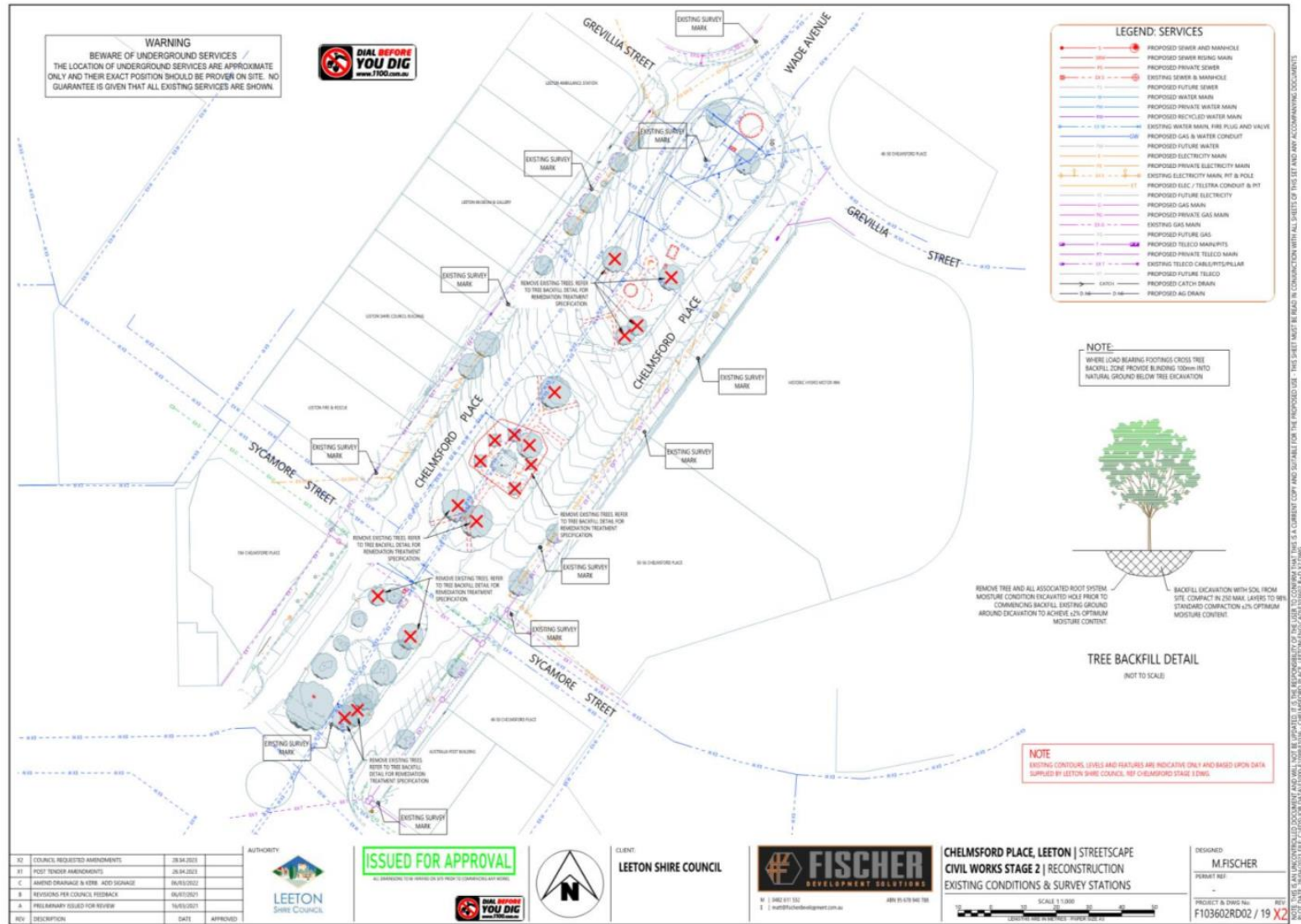
LEETON SHIRE COUNCIL

DESIGNED: M.FISCHER
 PERMIT REF: F103602RD01 / 19

**CHELMSFORD PLACE, LEETON | STREETSCAPE
 CIVIL WORKS STAGE 2 | RECONSTRUCTION
 LOCALITY PLAN & GENERAL NOTES**

SCALE: N/A

DESIGNED: M.FISCHER
 PERMIT REF: F103602RD01 / 19



Item 7.5 Attachment 2 - Stage 2 Drawing Chelmsford Place F103602RD X2



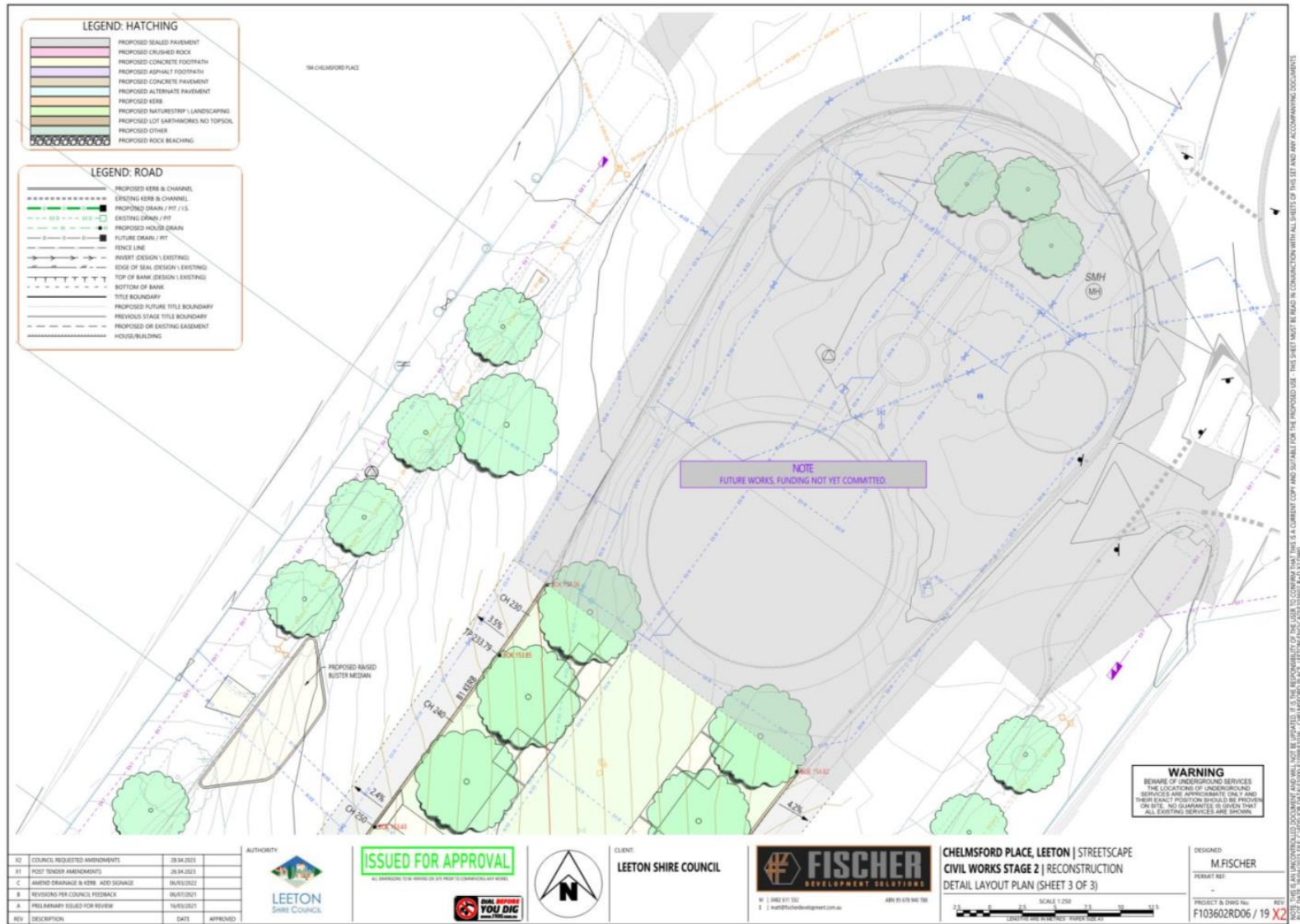
Item 7.5 Attachment 1 - Stage 2 Drawing Chelmsford Place F103602RD Y2



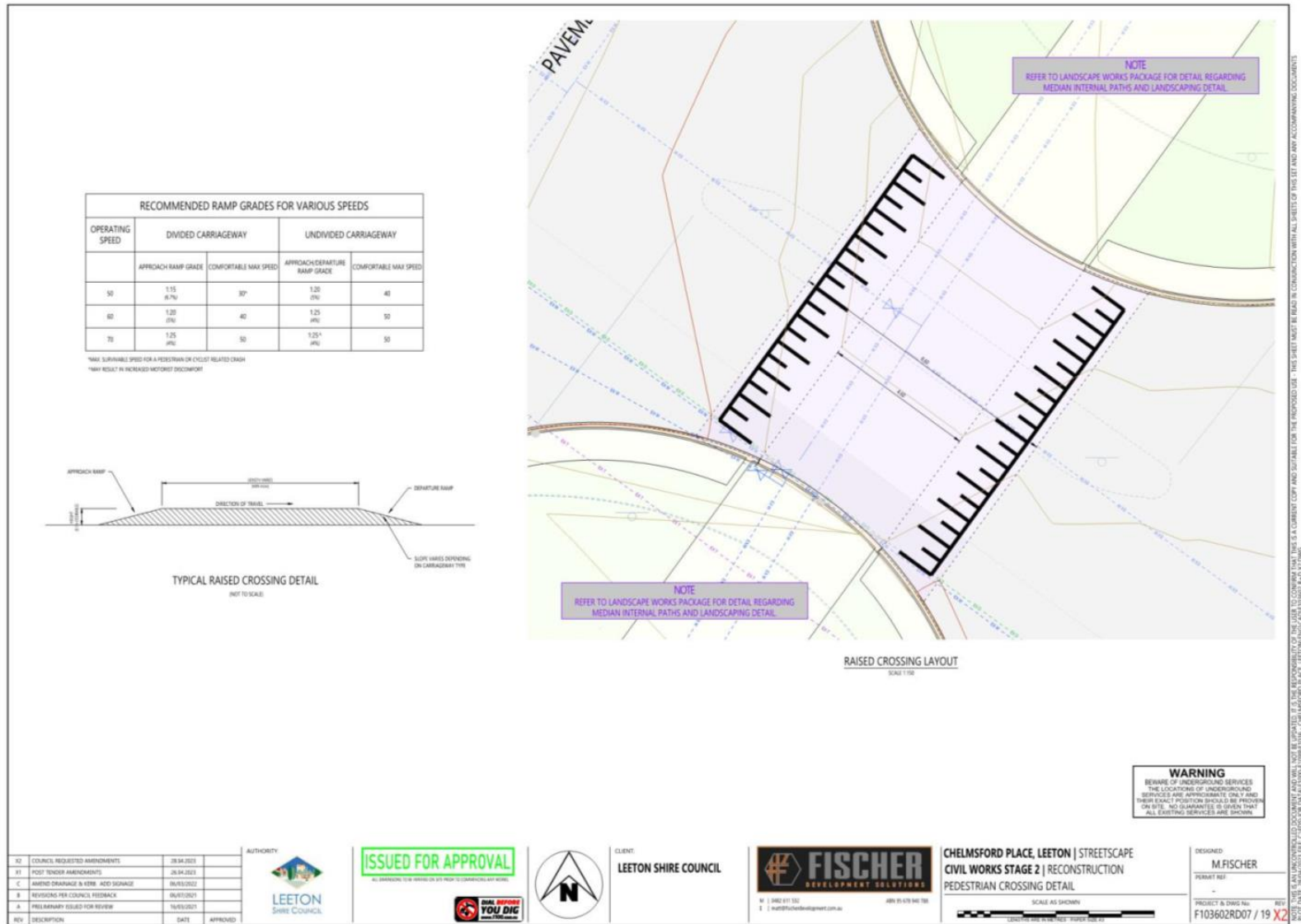
Item 7.5 Attachment 2 - Stage 2 Drawing Chelmsford Place F10362RD+D X2

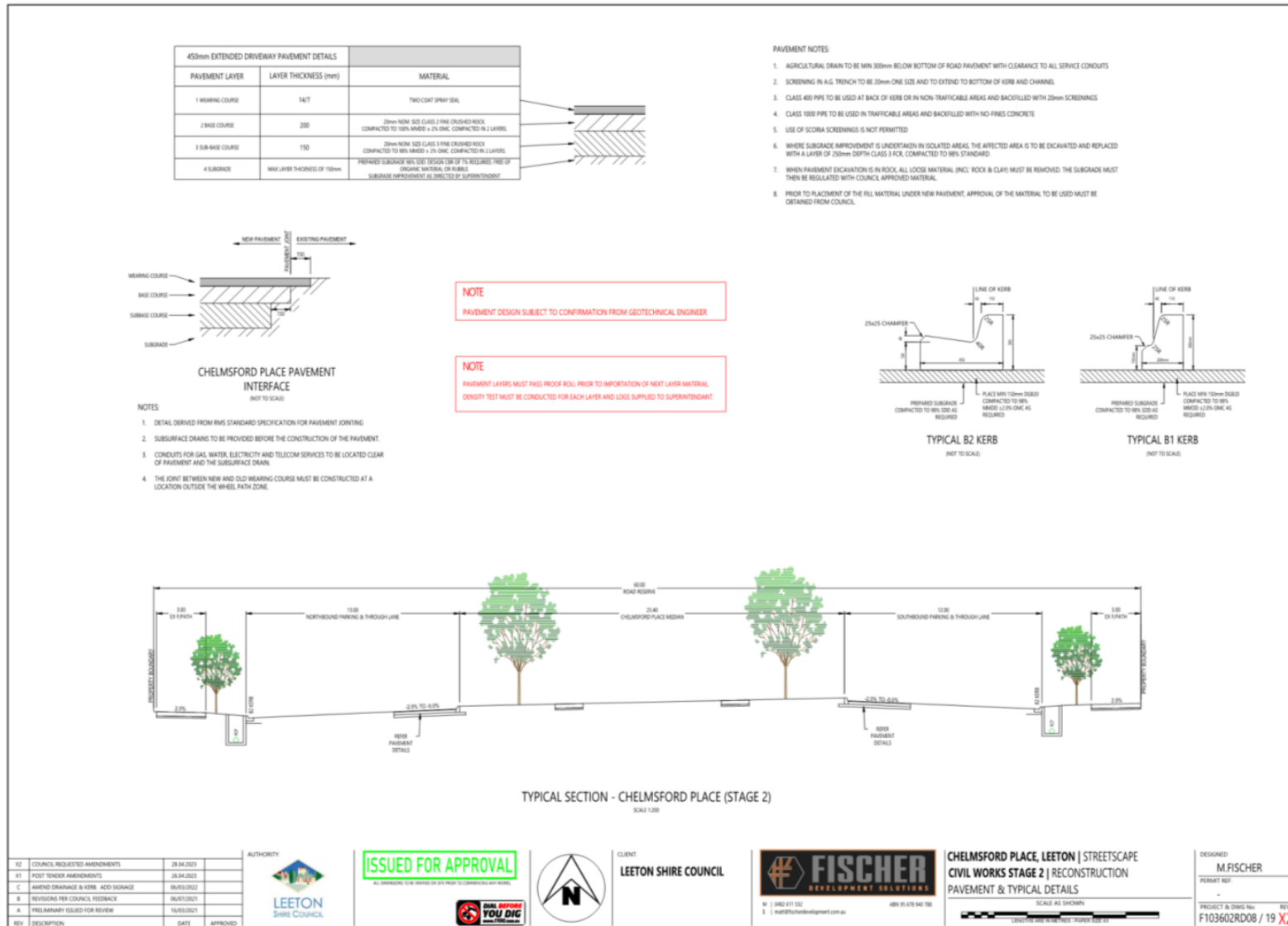


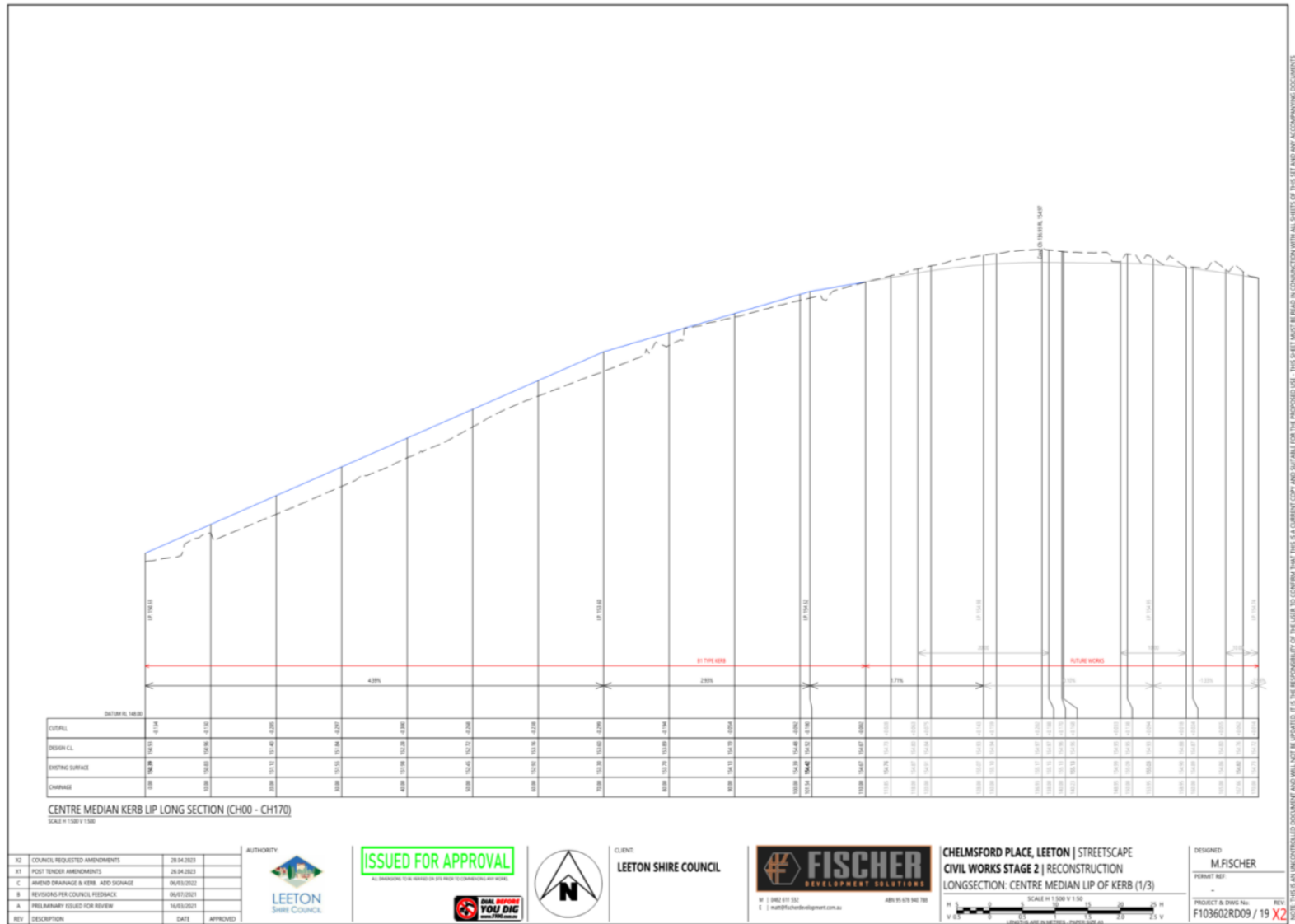
Item 7.5 Attachment 2 - Stage 2 Drawing Chelmsford Place F103602RD Y2

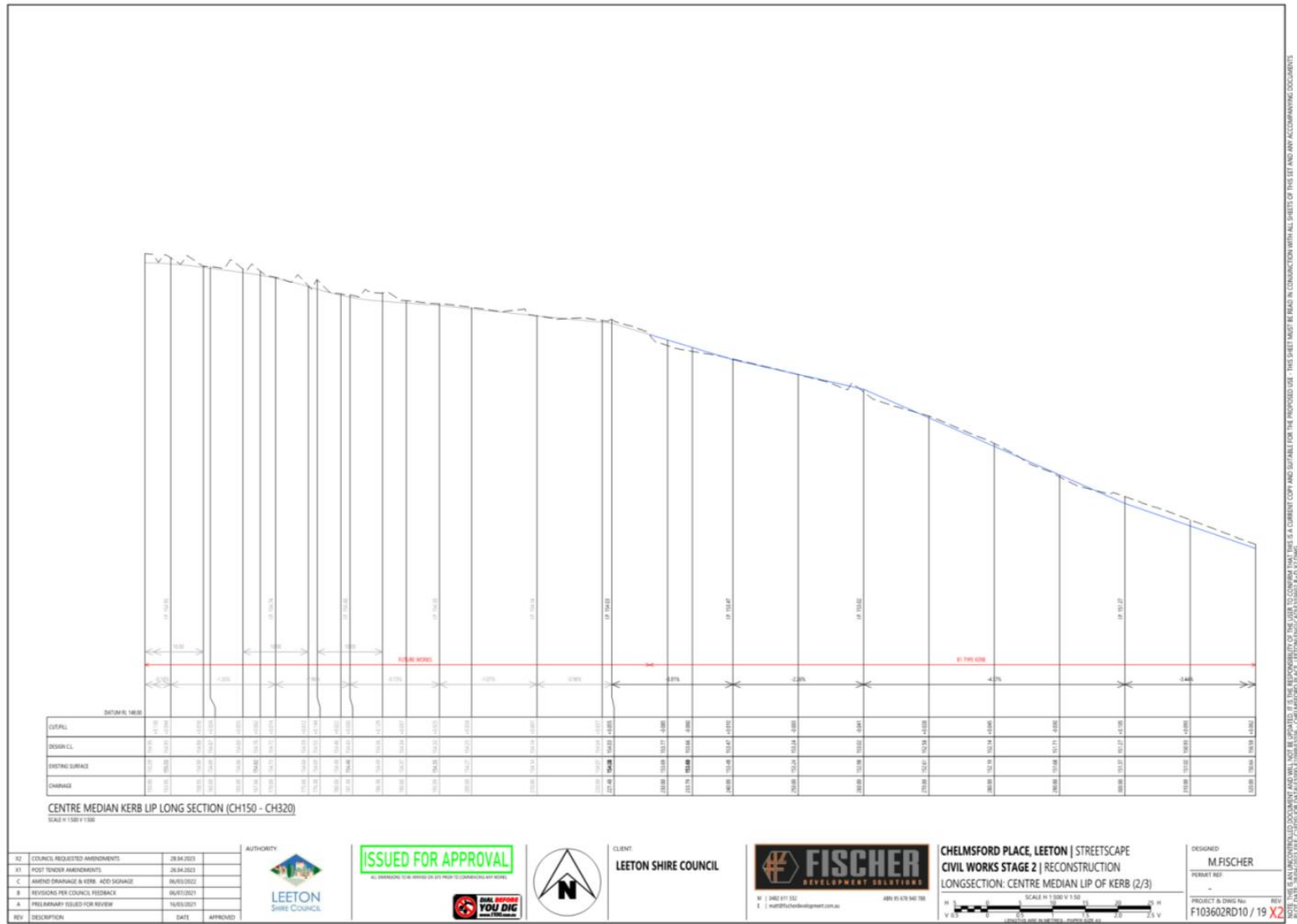


Item 7.5 Attachment 2 - Stage 2 Drawing Chelmsford Place F103602RD Y2

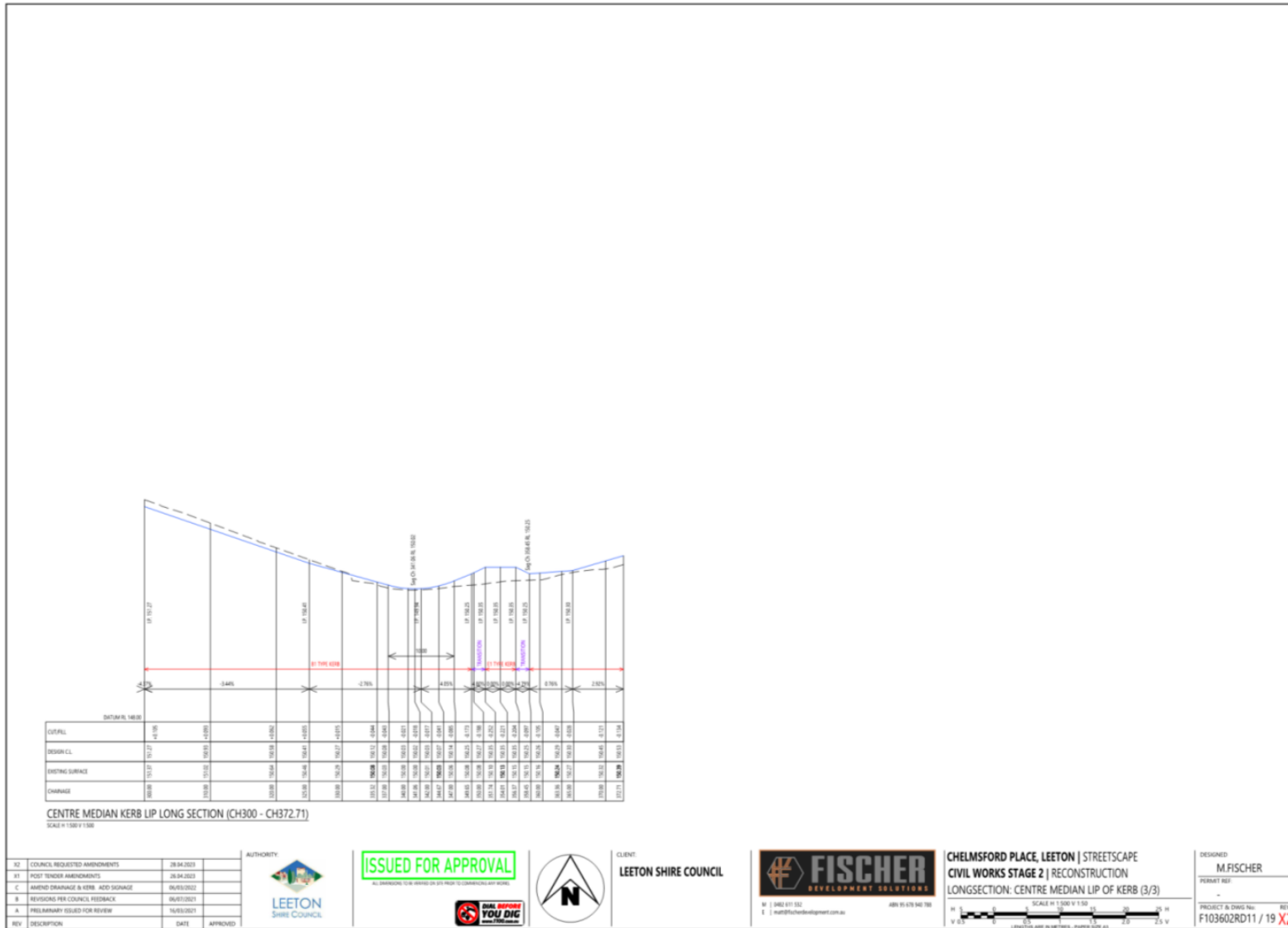


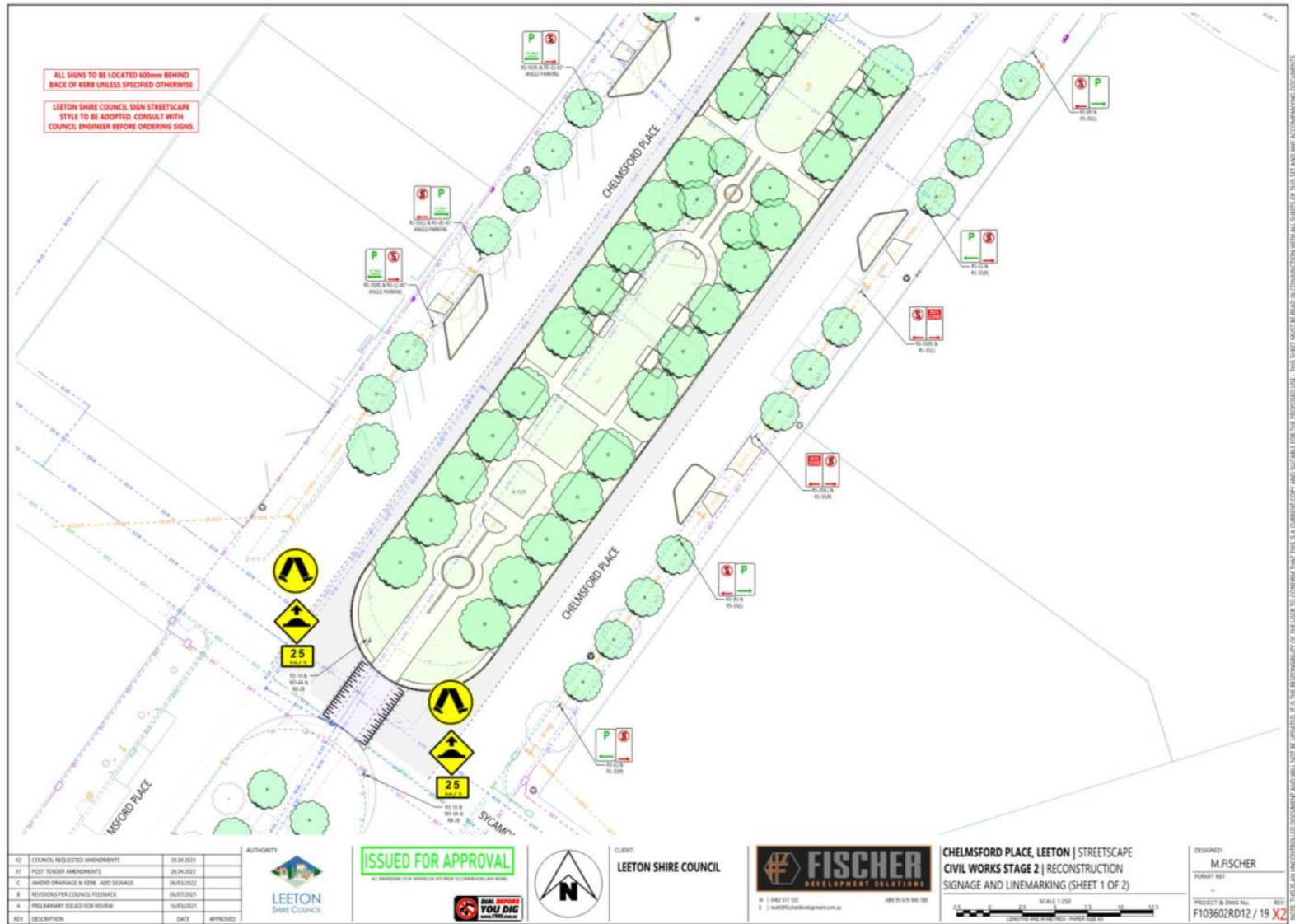




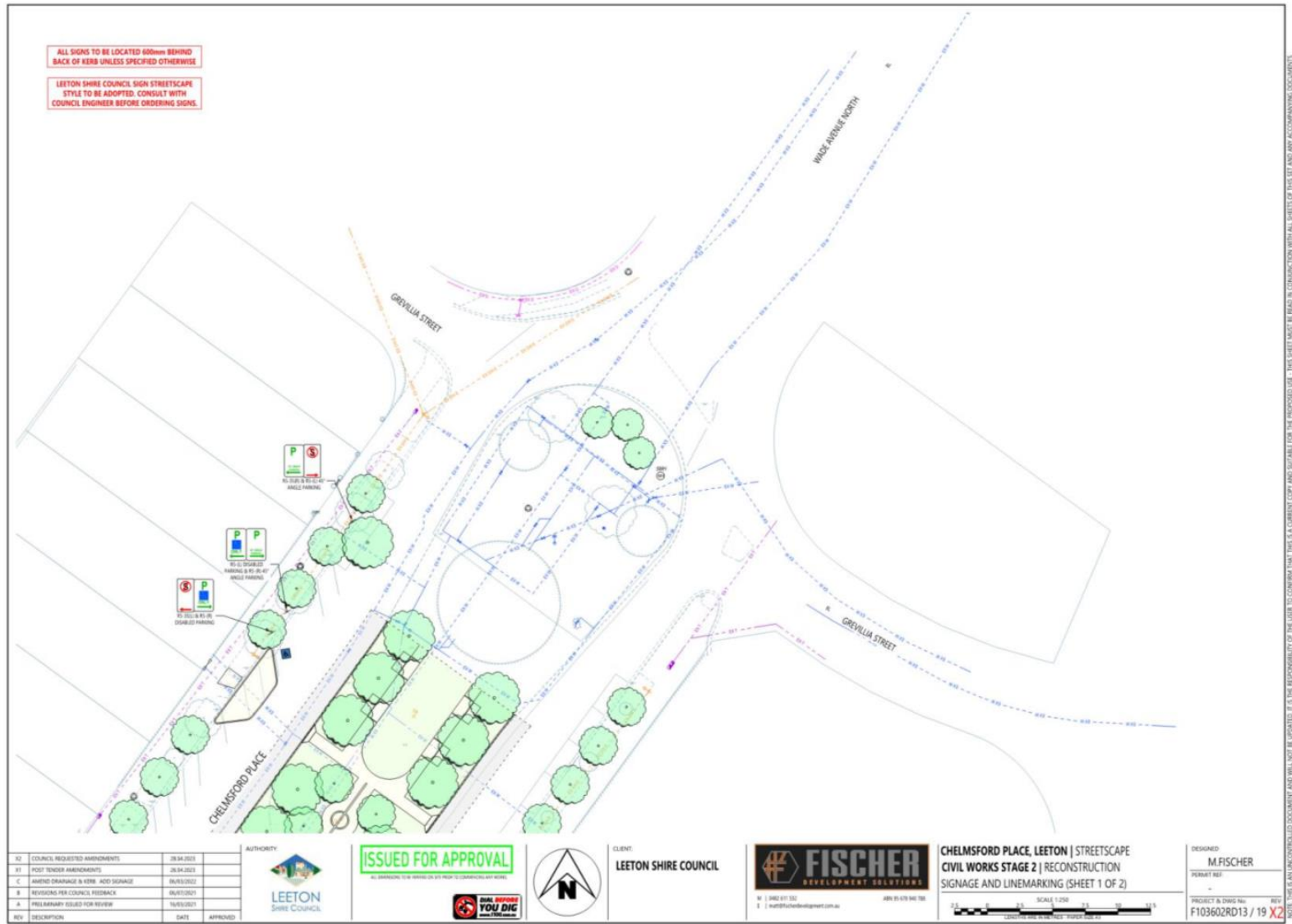


Item 7.5 Attachment 2 - Stage 2 Drawing Chelmsford Place E102402B+D V2





Item 7.5 Attachment 2 - Stage 2 Drawing Chelmsford Place F103602RD 12



Item 7.5 Attachment 2 - Stage 2 Drawing Chelmsford Place F103602RD 13

LEETON SHIRE COUNCIL
Traffic Committee - Wednesday 17 May 2023

4 LEETON PRIDE FESTIVAL 30 SEPTEMBER 2023

RECORD NUMBER	23/110
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 run 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. Event Organisers and participants immediately obey all direction by Leeton Shire Council Officers.
 5. The roundabout (monument) on Wade Avenue, Irrigation Way it to be closed off to the public during the parade so now by-standers are to watch the parade from the roundabout.
 6. 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.
 7. 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.
 8. Public Liability Insurance is to be updated and include Transport for NSW, NSW Police and Leeton Shire Council as interested parties.
-

LEETON SHIRE COUNCIL
Traffic Committee - Wednesday 17 May 2023

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

BACKGROUND

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 risk assessment documents and the road closure notice for the event are attached for reference (attachment 1).

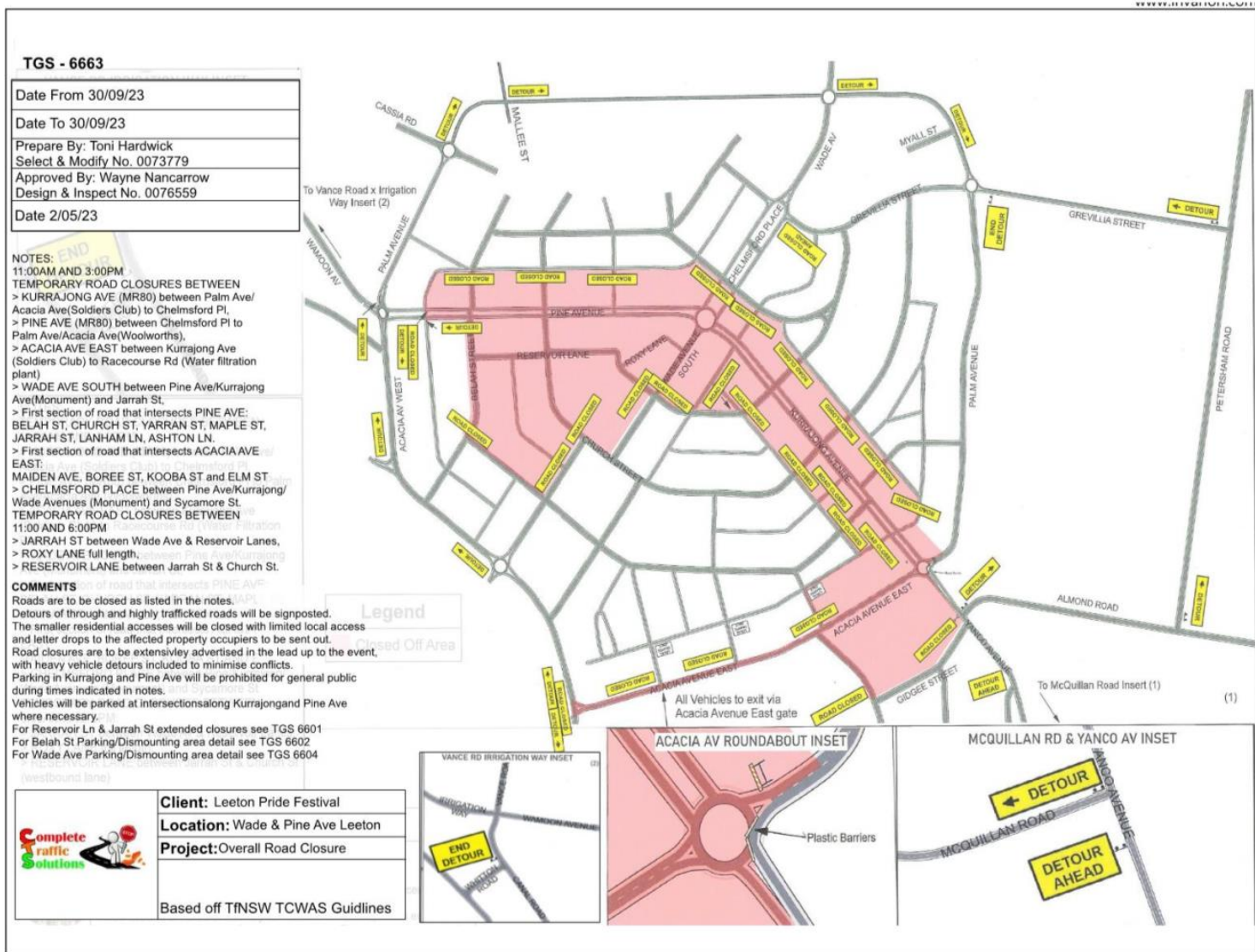
Residents that are also affected by the road closures are also informed by a letter drop undertaken by the Leeton Pride Festival Committee.

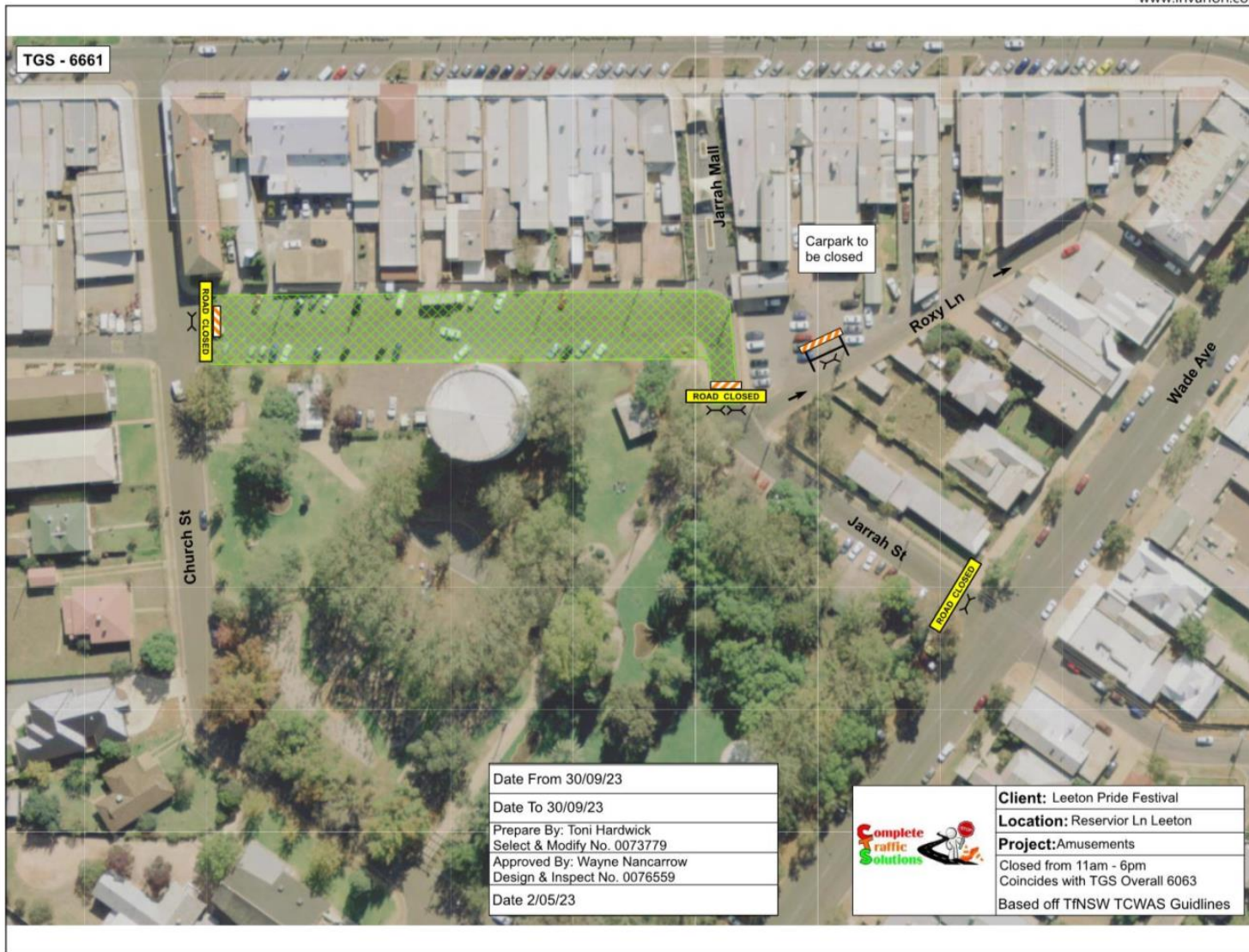
Emergency services have also been notified of the event.

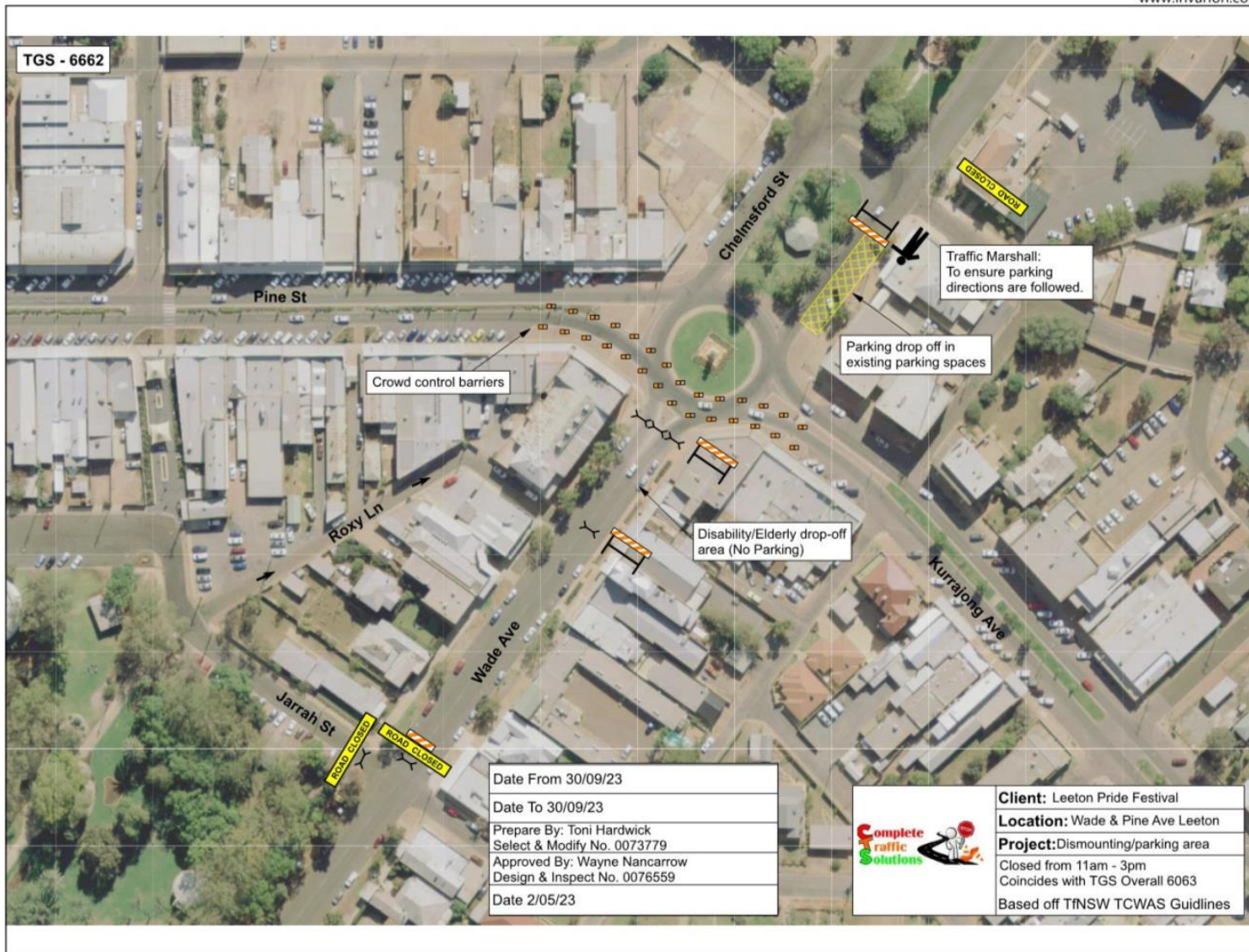
Insurance for the event will need to be updated and list Transport for NSW, NSW Police and Leeton Shire Council as interested parties.

ATTACHMENTS

- 1 Special Event Form Leeton Pride Festival September 2023
- 2 Traffic Control Plan Leeton Pride Festival September 2023







TGS - 6664

Belah St

Ashton Ln

Coolibah St

Reservoir Ln

Pine Ave

Traffic Marshal: To ensure parking/exit directions are followed. (see below) & no entry from vehicles.

Traffic Marshal: To ensure parking/exit directions are followed. (see below)

Traffic Marshal: To ensure parking/exit directions are followed. (see below)

Parking Bay

Through Lane

Parking Bay

End of parade

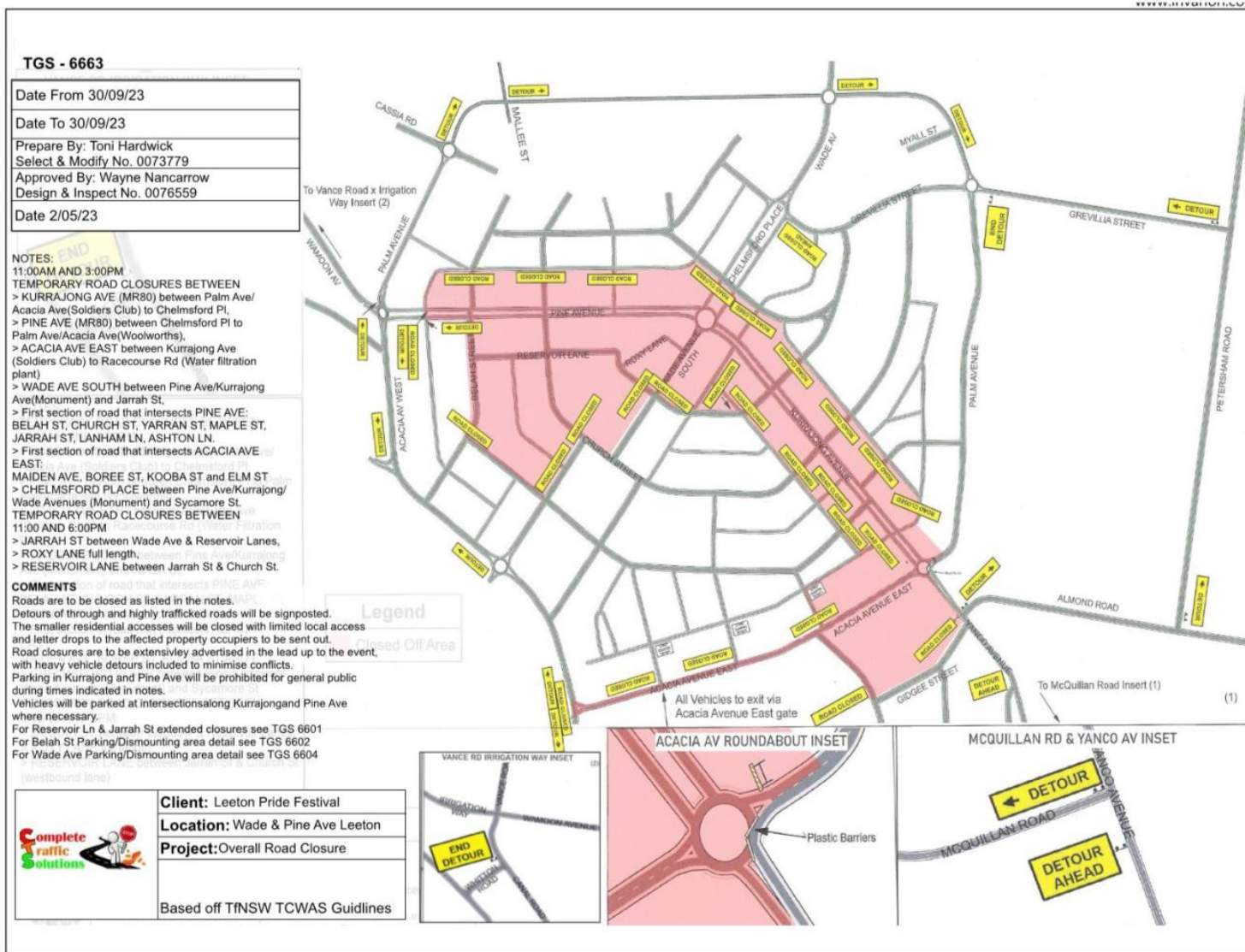
Vehicle movement

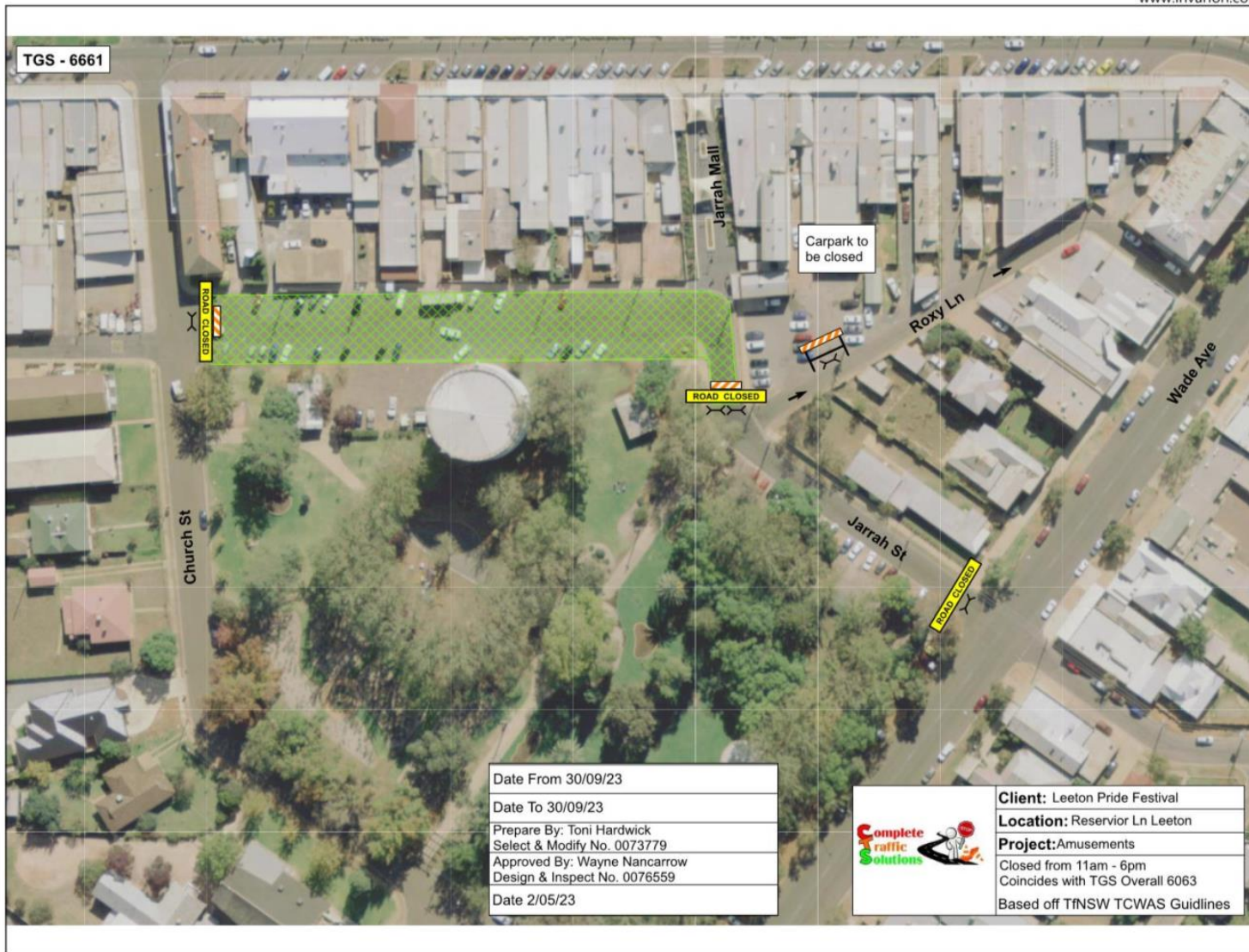
COMMENTS
 BELAH ST PARKING/DISMOUNT AREA
 Vehicles that are roadworthy are to drive straight through one way lane. Vehicles that are unroadworthy or require unloading of materials or people are to utilise parking bays for dismounting and fill from far end (Coolibah St) first back towards Pine Ave, left side first, then right side when left is full back to Pine Ave.
 Left side vacant spots can be used once right side has filled back to Pine Ave.
 For Overall festival traffic control see TGS 6663
 For Reservoir Ln & Jarrah St extended closures see TGS 6661

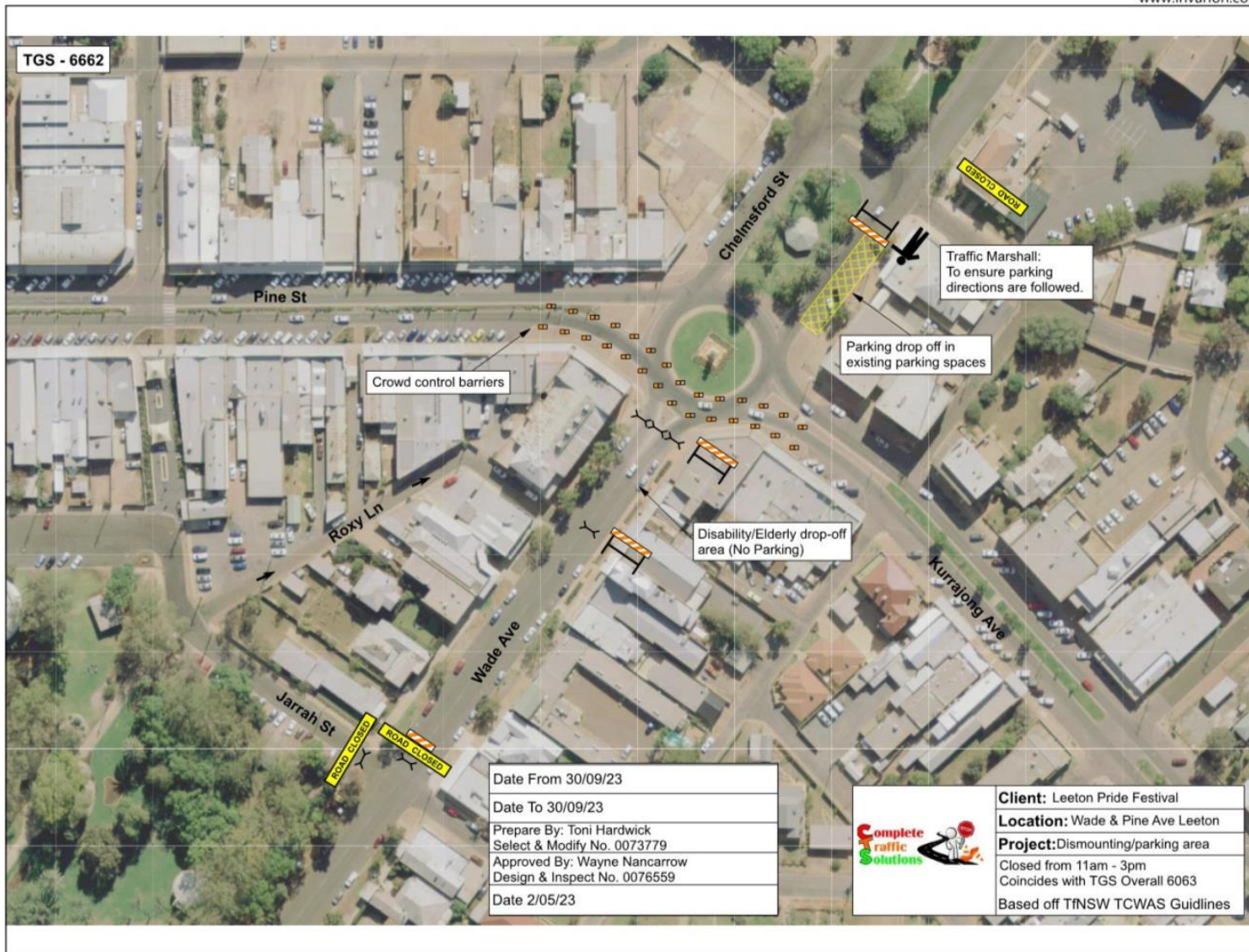
Date From 30/09/23
Date To 30/09/23
Prepare By: Toni Hardwick
Select & Modify No. 0073779
Approved By: Wayne Nancarrow
Design & Inspect No. 0076559
Date 2/05/23

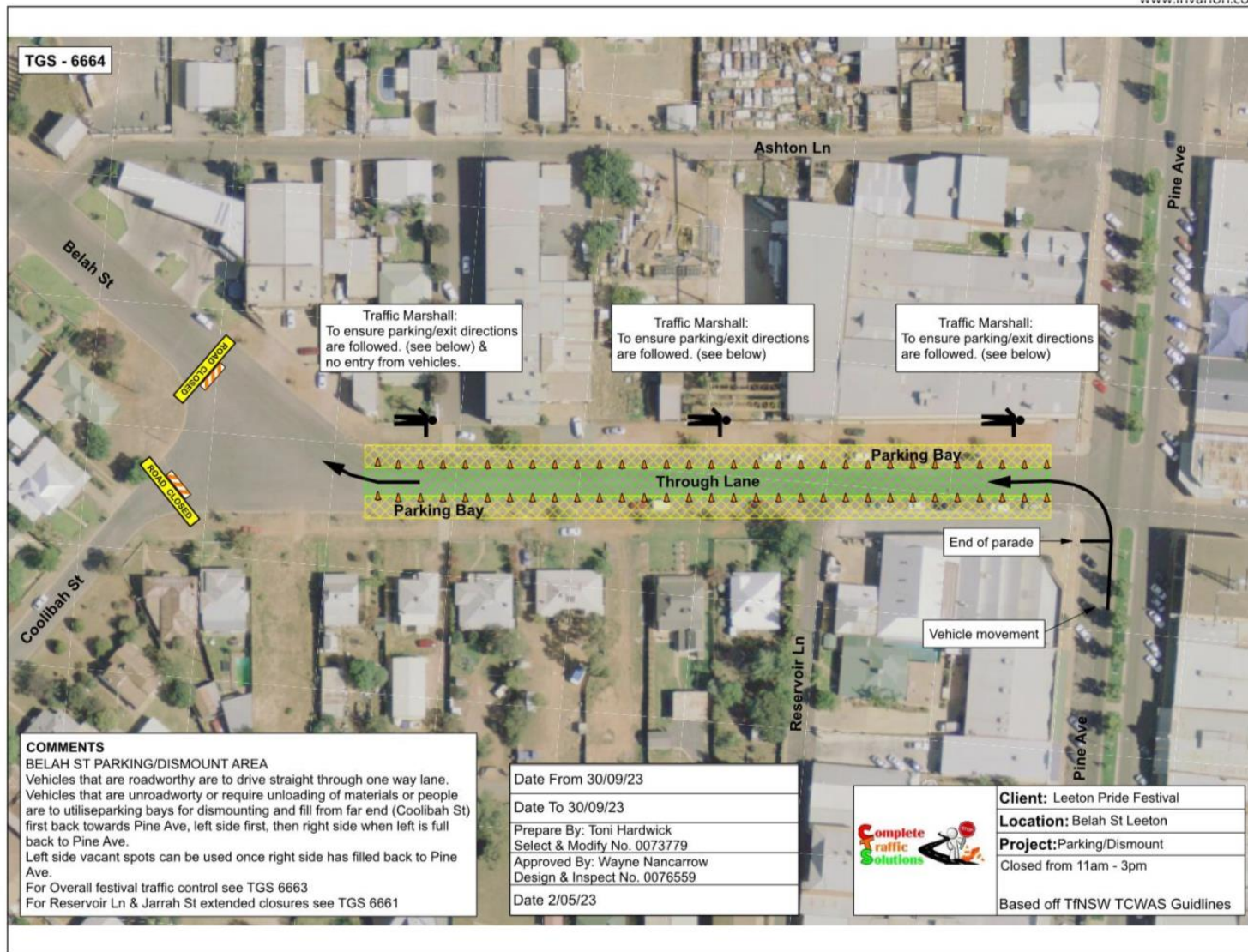
Complete Traffic Solutions

Client: Leeton Pride Festival
Location: Belah St Leeton
Project: Parking/Dismount
Closed from 11am - 3pm
Based off TfNSW TCWAS Guidelines









LEETON SHIRE COUNCIL
Traffic Committee - Wednesday 17 May 2023

5 LINDEN WAY ON STREET PARKING

RECORD NUMBER	23/112
RELATED FILE NUMBER	EF21/370
AUTHOR/S	Road Safety Officer
APPROVER/S	Manager Roads and Drainage Director Operations

INTRODUCTION

The purpose of this report is to inform the Committee of proposed changes to the parking restrictions in Linden Way.

RECOMMENDATION

THAT the Committee endorse Leeton Shire Council to:

- (a) Install a No Stopping zone for 77m on the left side of Linden Way from Church Street past the intersection with Watsonia Lane.
-

BACKGROUND

Linden Way is a one way street that runs from Church Street through to Kurrajong Avenue. It crosses Jarrah Street and also has Watsonia and Lilly Lanes branching off it.

Council adopted the Traffic Committee recommendation to convert Linden Way to one way traffic flow at its meeting held 2 May 2007. The main reason for this change was to reduce congestion around St Joseph's Primary School during drop-off and pick up times. This solution was supported by the school and also surrounding residents.

At the May 2014 Traffic Committee meeting a report was tabled to change parking signage in Linden Way to allow vehicles to park on the left hand side of Linden Way removing the current No Stopping Signage.

Since the No Parking Signage has been removed residents on Linden way who require vehicular access are constantly contacting Council regarding vehicles restricting access in and out of their driveways.

The Image below indicated the driveway where access is restricted and also shows the 75m length proposed for No parking.

LEETON SHIRE COUNCIL
Traffic Committee - Wednesday 17 May 2023

5m proposed
to Stopping area



Driveway with
restricted
access.

COMMENT

Linden Way currently has no Stopping along the Western side of it preventing any parking on this side of the road.

The complaints for parking are received when parents are picking children up from school or when large church services are being held.

ATTACHMENTS

There are no attachments for this report.



LEETON SHIRE COUNCIL

MINUTES OF THE TRAFFIC COMMITTEE

LEETON SHIRE COUNCIL

WEDNESDAY 17 MAY 2023

COMMENCING AT 12:00 NOON

COUNCIL CHAMBERS

FORMAL MEMBERS

Leeton Shire Council:	Cr Tony Cicca
NSW Police:	Snr Constable Brad Greenwood Snr Constable Tom Harper
TfNSW:	Kim Schultz
Local MP Nominee:	

INFORMAL MEMBERS

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

LEETON SHIRE COUNCIL
Traffic Committee - Wednesday, 17 May 2023

APOLOGIES

Matt Holt, Shane O'Connell

CONFIRMATION OF THE MINUTES

THAT the Minutes of the Traffic Committee held on Wednesday 15 February 2023, as circulated, be taken as read and CONFIRMED.

MOVED: Kim Schultz

SECONDED: Tony Ciccio

OFFICERS REPORTS

Item 3.1 OUTSTANDING ACTION REPORT

RECOMMENDATION

THAT the information regarding matters arising from former meetings contained within the agenda be received and noted.

Changes to recommendation: No

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

Item 3.2 SPECIAL EVENT YANCO TWILIGHT MARKETS 25 NOVEMBER 2023

RECOMMENDATION

THAT the Committee endorses Leeton Shire Council to approve the road closures for the Yanco Town Improvement Committee to hold the Yanco twilight markets on Main Avenue, Yanco on Saturday 25 November from 12noon to 10pm as per the Traffic Control Plan, subject to the schedule of conditions as outlined in the RMS Guide to Traffic and Transport Management for Special Events including the following conditions:

1. The event is conducted as per times, location of conditions and circumstances that are indicated in the application documents.
2. A certified traffic control plan for the event is to be prepared, implemented, monitored and decommissioned by an accredited person.

LEETON SHIRE COUNCIL
Traffic Committee - Wednesday, 17 May 2023

3. Event organisers and participants immediately obey all directions by police.
4. Event organisers and participants immediately obey all direction by Leeton Shire Council Officers.
5. Advertising of the event is to take place in local newspapers two weeks prior to the event, to ensure locals are aware of the event.
6. Letter drops are to be completed to all residents/businesses who will be affected by this road closure.
7. Failure to comply with any of the above conditions will immediately void this approval.

Changes to recommendation: No

<u>Representative</u>	<u>For</u>	<u>Against</u>
RMS	Yes	
Police	Yes	
Member for Murrumbidgee		
Leeton Shire Council	Yes	

**Item 3.3 CHELMSFORD TOWN SQUARE - PROPOSED TRAFFIC CHANGES
RECOMMENDATION**

THAT the Committee endorse the traffic changes and installation of traffic devices for Chelmsford Town Square as part of the re-construction works including a raised crossing and sign installation. Any further changes will be bought to the Traffic Committee for approval.

Changes to recommendation: No

<u>Representative</u>	<u>For</u>	<u>Against</u>
RMS	Yes	
Police	Yes	
Member for Murrumbidgee		
Leeton Shire Council	Yes	

LEETON SHIRE COUNCIL
Traffic Committee - Wednesday, 17 May 2023

Item 3.4 LEETON PRIDE FESTIVAL 30 SEPTEMBER 2023

RECOMMENDATION

THAT the Committee request more information from the Event Organisers of the Leeton Pride Festival in relation to floats and people on the flat bed trailers and what safety measures have been undertaken and that vehicles carrying people have the relevant insurance relating to this.

Changes to recommendation: Yes

<u>Representative</u>	<u>For</u>	<u>Against</u>
RMS	Yes	
Police	Yes	
Member for Murrumbidgee		
Leeton Shire Council	Yes	

Item 3.5 LINDEN WAY ON STREET PARKING

RECOMMENDATION

THAT the Committee endorse Leeton Shire Council to:

- (a) Install a No Stopping zone for 77m on the left side of Linden Way from Church Street past the intersection with Watsonia Lane.

Changes to recommendation: No

<u>Representative</u>	<u>For</u>	<u>Against</u>
RMS	Yes	
Police	Yes	
Member for Murrumbidgee		
Leeton Shire Council	Yes	

NEXT MEETING: WEDNESDAY 9TH AUGUST 2023 AT 10:30 AM.

There being no further business the meeting closed at 12:32 pm.

ECONOMIC AND COMMUNITY DEVELOPMENT MATTERS

ITEM 7.6 QUICK RESPONSE GRANT APPLICATION - LEETON BASKETBALL ASSOCIATION

RECORD NUMBER	23/157
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 an application received through Council's Community Grants program under the Quick Response Grant Categories.

RECOMMENDATION

THAT Council awards the Leeton Basketball Association \$2K from the Quick Response Grant program to go towards purchasing a new uniform kit for the Leeton Men and Women representative teams for MIA League.

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 Leeton Basketball Association requesting \$2K to subsidise the cost of purchasing new uniforms for the men and women representative teams playing in the MIA League. The senior branch of Leeton Basketball was reformed in May and the competition is in October, therefore missing both rounds of the Community Strengthening Grants.

(b) Discussion

The MIA League Basketball Competition is an inter town representative competition that began in 2011. The competition comprises of 4 towns Leeton, Narrandera, West Wyalong & Griffith and is played in October/Nov each year. The Leeton men and women's uniforms are currently different designs from each other and worn out from many years of use.

The new uniforms for both the men and women's teams will also match the junior uniforms, unifying the club as one.

The players and club are contributing \$2,235 of their own funds to the cost of purchasing new uniforms. See (**Attachment 1**) for more details.

(c) Options

THAT Council:

1. Approves the Leeton Basketball Association grant application for \$2K. **This is the recommended option.**
2. Approves the Leeton Basketball Association grant application for a lesser amount.
3. Rejects the Leeton Basketball Association grant application for \$2K.

IMPLICATIONS TO BE ADDRESSED

(a) Financial

The Quick Response and Youth Development Category of the Community Grants program has an annual budget of \$10K. At the May 2023 Council meeting, it was resolved to include \$1,716 funds left unallocated from the Community Strengthening Grant budget.

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

To date \$3,250 has been allocated to Youth Development Grants and \$5,060 has been allocated to Quick Response Grants.

If this application is awarded, there will be \$381 remaining in the 2022-23 budget.

(b) Policy

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

(c) Legislative/Statutory

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

Can a Council financially assist others?

1. A Council may, in accordance with a resolution of the Council, contribute money or otherwise grant financial assistance to persons for the purpose of exercising its functions.

2. A proposed recipient who acts for private gain is not ineligible to be granted financial assistance but must not receive any benefit under this section until at least 28 days' public notice of the Council proposal to pass the necessary resolution has been given.

(d) Risk

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

CONSULTATION

(a) External

Staff have consulted with the applicant.

(b) Internal

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 Application - Leeton Basketball Association



QUICK RESPONSE GRANT APPLICATION

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

ORGANISATION DETAILS

Name of community group or organisation	Leeton Basketball Association
Contact Name	Kasey Sullivan
Postal Address	C/O Leeton Indoor Stadium
Email	leetoneagles@gmail.com
Phone	0402 273 291

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	N/A
Contact Name	N/A
Postal Address	N/A
Email	N/A
Phone	N/A

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

The senior branch of Leeton Basketball was just recently formed in late May so we missed the 2nd round of the Community Strengthening Grant and need the money before the next round of CSG. The uniforms need to be ordered soon to arrive in time for the competition starting October.

PROJECT DESCRIPTION

Project Title:
 New Uniforms for the Leeton Men and Women representative teams for MIA League

Project Summary:
 The MIA League Basketball Competition is an inter town representative competition that began in 2011. The competition comprises of 4 towns Leeton, Narrandera, West Wyalong & Griffith and is played in October/Nov each year. The Leeton men and womens uniforms are currently different designs from each other and worn out from many years of use. We seek new uniforms for both the men and women's teams to match our junior uniforms to make us unified as one club.

Community Benefit:
 A sense of belonging is formed by these new uniforms as the men and women leeton eagles teams can be the same as the junior teams. We can also be proud to represent Leeton at both the home and away games throughout the competition. This year Leeton have the potential to host the MIA League Basketball finals at our home stadium for the first time.

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

Project Start Date: 14th October 2023 - first round of the competition

Project End Date: 25th November 2023

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

Looking to purchase uniforms in July to allow for the turnaround time for uniforms to arrive.

Council Officer's Name: Maddy Routley

Date of Contact: 25.05.23

**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 safe, active and healthy community
- A thriving regional economy

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	C	\$2000
Entry/participant fees	NC	\$50/Player = \$1,000
Cash from own organisation	NC	\$3535.00
In-kind from own organisation		
Cash from partner organisation		
Other:		
Other:		
	Total	\$6535.00

We attempt to keep player fees low to encourage participation in our competition and some players will need to pay Basketball NSW fees on top of the association registration fee.


Expenditure	Amount (\$)
Materials and project costs	
Fees and wages (Referees)	Approx \$800.00
Promotion and publicity	
Venue costs	Approx \$1500
Administration	
Other: uniforms	\$4235.00
Other:	
Total	\$6535.00

**Total income should equal expenditure*

What items will be funded by the Community Strengthening Grant?
Subsidy of the new uniform kit

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	Kasey Sullivan	Name	N/A
Title	President	Title	N/A
Date	29.05.2023	Date	N/A
Signature		Signature	N/A

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



V-Insurance Group Pty Ltd ABN 67 160 126 509
Telephone: +61 2 8599 8660
Fax: +61 2 8599 8661
Direct Line: +61 8599 8664
Email: sports@vinsurancegroup.com
Address: Level 25, 123 Pitt Street
Sydney NSW 2000

30-Aug-2022

To Whom It May Concern,

CERTIFICATE OF CURRENCY

In our capacity as Insurance Broker to the Named Insured shown below, we confirm having arranged the following insurance, the details of which are correct as at the Issue Date:

Named Insured: Basketball New South Wales, all affiliated Leagues, Associations, Centres, Clubs and including all registered Members, trialling participants, participating students, coaches, voluntary workers, Officials and Employees, Members of the Board of Management, administrators, directors and Executives.

Affiliated club: Leeton Basketball Association Inc

Class of Insurance: Public and Products Liability

Insurer(s): Canopus

Policy Number: 408591AAA

Limit of Liability:

Public Liability: \$20,000,000 any one occurrence

Products Liability: \$20,000,000 any one occurrence and in the aggregate

Professional Indemnity: \$20,000,000 any one occurrence and in the aggregate

Territorial Limits: Worldwide excluding USA & Canada

Policy Period: 4.00pm, 01 September 2022 to 4.00pm, 01 September 2023

Interested Party:

- Leeton Basketball Association Inc
- 23-25 Chelmsford Place, LEETON NSW 2705

Noting the above as an interested party but limited to indemnity for Personal Injury and/or Property Damage which arises solely as a result of the negligence by the name insured. This indemnity will not apply where the interested party is held or alleged to have its own independent liability arising from its own negligence, breach of contract, breach of any statute, or other act/omission. The indemnity provided is subject to the conditions, limits and exclusions of the policy. For full details regarding coverage, please refer to the policy documentation.

In all instances, cover afforded is subject to the policy terms, conditions and exclusions. Any queries concerning this insurance arrangement should be addressed to this office.

Yours sincerely,

Daniel Taotua
Account Manager
Authorised Representative Number: 000431835

Disclaimer:

This document has been prepared at the request of our client and does not represent an insurance policy, guarantee or warranty and cannot be relied upon as such. All coverage described is subject to the terms, conditions and limitations of the insurance policy and is issued as a matter of record only. This document does not alter or extend the coverage provided or assume continuity beyond the Expiry Date. It does not confer any rights under the insurance policy to any party. V-Insurance Group is under no obligation to inform any party if the insurance policy is cancelled, assigned or changed after the Issue Date.

V-Insurance Group Pty Ltd, Authorised Representative No. 432898, is an authorised representative of Willis Australia Limited ABN 90 000 321 237, AFSL No: 240600



Company Name **Bulldog Distribution**
 Trading Name **iAthletic**
 Address: 305 Gooch Street
 Thornbury
 Victoria 3071
 Web Site www.iathletic.com.au

ORDER

SO-00009012

Customer Name	Leeton Basketball	Order Date:	25/05/2023
Deliver To:	Leeton Basketball	Created By:	Amanda Marjanovic
Address:	37 Maiden Avenue	Reference:	AM - Uniforms
Suburb:	Leeton		
State:	NSW		

	Code	Description	Comments	Qty	Price	Total
	*SCRBSU-SUB-S	Standard Cut Reversible Basketball Singlet Unisex-Sublimation-S		15	45.00	675.00
	*PCBSHU-SUB-S	Pro Cut Basketball Shorts Unisex-Sublimation-S		15	35.00	525.00
	*SCRBSW-SUB-S	Standard Cut Reversible Basketball Singlet Womens-Sublimation-S		15	45.00	675.00
	*SCBSHW-SUB-S	Standard Cut Basketball Shorts Womens-Sublimation-S		15	35.00	525.00
	WUSS-SUB-S	Warm Up SS Tee-Sublimation-S		30	35.00	1,050.00
	SCPU-SUB-L	Standard Cut Polo Unisex-Sublimation-L		10	37.50	375.00

Charge	Price	Item Count	100
		Sub Total	3,825.00
Delivery	25.00	Charge Sub Total	25.00
		Tax Total	385.00
		Total	4,235.00

Payment Details: Bank – Commonwealth BANK
 Acct Name – Bulldog Distribution
 BSB – 063 212
 Acct Number – 1029 4075
 Please quote Client Name & Invoice Number when submitting payment Remittances can be sent to accounts@iathletic.com.au

PLEASE NOTE PAYMENT IS REQUIRED PRIOR TO DELIVERY

PEOPLE AND CULTURE MATTERS

ITEM 7.7 LEETON SHIRE LIBRARY OPENING HOURS - UPDATE REPORT

RECORD NUMBER	23/155
RELATED FILE NUMBER	EF22/30
AUTHOR/S	Executive Manager People & Culture
APPROVER/S	General Manager

SUMMARY/PURPOSE

The purpose of this report is to provide Council with an update for information and to recommend revised operating hours for the Leeton Shire Library.

RECOMMENDATION

THAT Council notes for information the reports on Library opening hours and endorses the amended Library operating hours being Monday to Friday 9:30am to 5:00pm and Saturday 9:00am to 12 Noon.

REPORT

(a) Background

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

The RRL service provides professional support for the operation of member libraries, allowing local Council library staff to dedicate their time to providing high quality customer service and increased activities/programs to patrons.

Management of the Leeton Shire Library has been actively reviewing daily patronage. This has also included optimising operational efficiencies and reviewing "visitor traffic" reports which highlight patterns of patronage.

At the March 2023 Council Meeting an extension was granted in which feedback on the library opening hours will be provided at the June 2023 Council Meeting.

(b) Discussion

Under the previous operating model prior to transitioning to RRL, back-office Library duties were completed by the library team members between the hours of work of 8:30am and the opening time of the library at 10:00am.

Library staff back-office duties included:

- book procurement,
- covering and cataloguing of new books,
- program creation,
- statutory State Library returns to enable funding,
- management of online services.

These back-office staff duties are no longer required since joining RRL which facilitated an earlier opening time of 9:30am Monday to Friday. With mornings proving much busier than afternoon / evenings, the Thursday late night was also removed.

The trial hours were as follows:

- Monday 9:30am – 5:30pm
- Tuesday 9:30am – 5:30pm
- Wednesday 9:30am – 5:30pm
- Thursday 9:30am – 5:30pm
- Friday 9:30am – 5:30pm
- Saturday 9:00am -12 (Noon)

Proposed Opening Hours:

- Monday 9.30am – 5:00pm
- Tuesday 9.30am – 5:00pm
- Wednesday 9.30am – 5:00pm
- Thursday 9.30am – 5:00pm
- Friday 9.30am – 5:00pm
- Saturday 9.00am – 12 (Noon)

In addition, a review of RRL patron attendance records over an 8-month period dated from 1 October 2022 to 1 May 2023, the responses indicate that patrons prefer to visit the library to borrow items from morning to mid-afternoon, highlighted in dark blue (**Attachment 1**).

Furthermore, a review of library staff traffic report (**Attachment 2**) confirms that the library traffic statistics are consistent with the borrowing activity.

Finally, to note for information:

- RRL has 20 branches with an average of 18 branches closing at 5pm.
- The Country Universities Centre (CUC), which operates out of the Leeton Shire Library has not been affected by the opening hours as students that utilise this facility are issued with their own swipe cards to gain entry to study within the CUC at any time.
- The hiring of meeting rooms at the Leeton Shire Library outside of normal daily operating hours have not been impacted, with several regular community groups and businesses using the rooms of an evening. Any new hire enquiries/arrangements have access arrangements put in place as required.

(c) Options

THAT Council:

1. Endorses the amended Library operating hours being Monday to Friday 9:30am to 5:00pm and Saturday 9:00am to 12 Noon. **This is the recommended option.**
2. Advises to continue with the current revised Library operating hours being Monday to Friday 9:30am to 5:30pm / Saturday 9:00am to 12 Noon.

IMPLICATIONS TO BE ADDRESSED

(a) Financial

Nil – this report is for information noting purposes only.

(b) Policy

Nil

(c) Legislative/Statutory

Library Act 1939

(d) Risk

Low risk as reports indicates patrons use of the library is morning to mid-afternoon.

CONSULTATION

(a) External

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

(b) Internal

Library Team members

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

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

ATTACHMENTS

- 1 RRL Patron Attendance Record
- 2 Library Staff Traffic Report

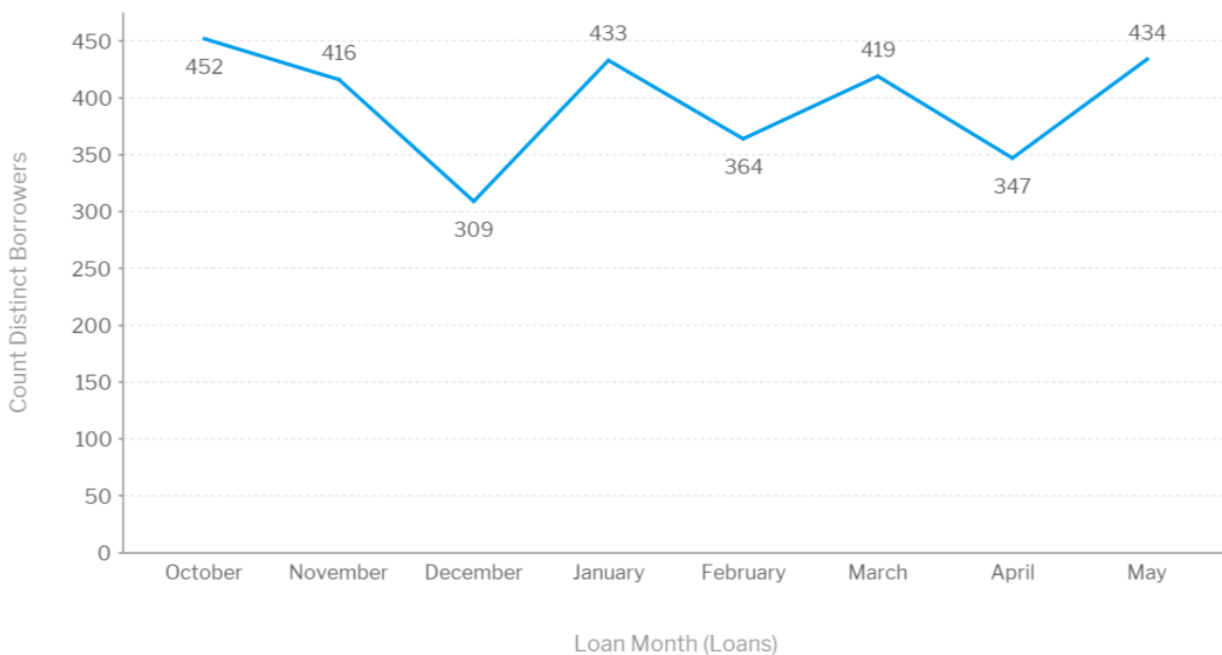
Leeton Visitation
 Loans, 6/6/2023 8:25 AM

Member Activity by Hour and Day of Week

7	2	0	0	0	0	0
8	20	14	19	13	13	30
9	55	57	44	47	57	80
10	115	109	110	98	103	128
11	109	110	112	73	92	95
12	70	70	57	63	60	8
13	59	76	49	52	29	0
14	64	37	65	51	77	0
15	62	53	67	59	87	0
16	43	41	33	29	48	0
17	12	18	16	11	3	0
	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday

Count Distinct Borrowers: 0  128

Loans per Month



Traffic Per Hour Average Report

This report will show the average traffic at hourly intervals for the date range specified.

Report all gates all branchesdate range From October To May

