



LEETON
SHIRE COUNCIL

ORDINARY COUNCIL MEETING
AGENDA

22 NOVEMBER 2023
7:00PM

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

Authorised for release: Jackie Kruger General Manager

**LEETON SHIRE COUNCIL
AGENDA
ORDINARY COUNCIL MEETING
22 November 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 25 October 2023, as circulated, be taken as read and CONFIRMED.

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

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10. CONFIDENTIAL MATTERS

10.1 CONSTRUCTION OF LANDFILL TRENCH TENDER

It is recommended that the Council resolve into Closed Council with the press and public excluded to allow consideration of this item, as provided for under Section 10A(2) (c) of the Local Government Act, 1993, on the grounds that the report contains information that would, if disclosed, confer a commercial advantage on a person with whom the Council is conducting (or proposes to conduct) business.

10.2 LEETON SEWER TREATMENT PLANT TENDER

It is recommended that the Council resolve into Closed Council with the press and public excluded to allow consideration of this item, as provided for under Section 10A(2) (c) of the Local Government Act, 1993, on the grounds that the report contains information that would, if disclosed, confer a commercial advantage on a person with whom the Council is conducting (or proposes to conduct) business.

10.3 VANCE ESTATE STAGE 3 TENDER

It is recommended that the Council resolve into Closed Council with the press and public excluded to allow consideration of this item, as provided for under Section 10A(2) (c) of the Local Government Act, 1993, on the grounds that the report contains information that would, if disclosed, confer a commercial advantage on a person with whom the Council is conducting (or proposes to conduct) business.

10. CONCLUSION OF THE MEETING

VIDEO RECORDING

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

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 6953 0911 or email council@leeton.nsw.gov.au

OATH OF OFFICE

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

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

AFFIRMATION OF OFFICE

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

ETHICAL DECISION MAKING AND CONFLICTS OF INTEREST

A GUIDING CHECKLIST FOR COUNCILLORS,
OFFICERS AND COMMUNITY COMMITTEES

ETHICAL DECISION MAKING

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

CONFLICT OF INTEREST

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

THE TEST FOR CONFLICT OF INTEREST

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

IDENTIFYING PROBLEMS

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

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

AGENCY ADVICE

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

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

GENERAL MANAGER'S MATTERS

ITEM 7.1 COUNCIL MEETING, COUNCIL WORKSHOPS AND COMMUNITY COUNCILLOR CATCH UP'S - DATES FEBRUARY 2024 TO FEBRUARY 2025

RECORD NUMBER	22/466
RELATED FILE NUMBER	EF22/36
AUTHOR/S	Governance & Customer Service Coordinator
APPROVER/S	General Manager

SUMMARY/PURPOSE

The purpose of this report is to present to Council a proposed timetable for the Council Meetings, Council Workshops and Community Councillor Catch Up's for the period between February 2024 to February 2025.

RECOMMENDATION

THAT Council adopts the following:

1. Ordinary Council meetings to be held on the following dates of every month, excluding January 2024 to allow for school holidays and September 2024 to comply with the election caretaker period, with the dates being:
 - Wednesday 21 February 2024
 - Wednesday 27 March 2024
 - Wednesday 24 April 2024
 - Wednesday 29 May 2024
 - Wednesday 26 June 2024
 - Wednesday 24 July 2024
 - Wednesday 21 August 2024
 - Wednesday 23 October 2024
 - Wednesday 27 November 2024
 - Wednesday 18 December 2024
 - Wednesday 26 February 2025
 2. Ordinary Council Meetings will commence at 7pm in the Council Chambers, Leeton.
 3. Council Workshops to be held on the following dates of every month, excluding January 2024 to allow for school holidays and September 2024 to comply with the election caretaker period, with the dates being:
 - Wednesday 14 February 2024
 - Wednesday 13 March 2024
-

- Wednesday 10 April 2024
 - Wednesday 15 May 2024
 - Wednesday 12 June 2024
 - Wednesday 10 July 2024
 - Wednesday 7 August 2024
 - Wednesday 9 October 2024
 - Wednesday 13 November 2024
 - Wednesday 4 December 2024
 - Wednesday 12 February 2025
4. Council Workshops will commence at 6pm in the Council Chambers, Leeton.
 5. Community Councillor Catch Up's will be held periodically on the following dates in 2024, excluding January 2024 to allow for school holidays and September 2024 to comply with the election caretaker period, with the dates being:
 - Wednesday 6 March 2024 at the Yanco Community Memorial Hall, Yanco.
 - Wednesday 1 May 2024 at the Whitton Community Hall, Whitton.
 - Wednesday 31 July 2024 at the Council Chambers, Leeton.
 - Wednesday 6 November 2024 at the Murrami Community Hall, Murrami.
 6. Community Councillor Catch Up's will commence at 6:30pm at each nominated location.
 7. In the case of an urgent administrative matter or emergency and after consultation with the Mayor and the General Manager, the date, time and location of a Council meeting may be altered, providing as much notice to the Councillors and the public as practicable.
-

REPORT

(a) Background

Section 365 of the *Local Government Act 1993* requires Council to meet at least ten times per year, each time in a different month unless the Minister for Local Government has approved a reduction in the number of times that a Council is required to meet each year under section 365(a).

Currently, Council holds its Ordinary Council meetings at 7pm on the fourth Wednesday of each month, with some variations to avoid school holidays and state or national conferences, where relevant.

The first Ordinary Council meeting in 2024 is scheduled for Wednesday 21 February 2024, and further meeting dates for the year now need to be confirmed.

In 2024 the Local Government Ordinary Election will be held on Saturday 14 September 2024 and pursuant to section 393B under Local Government (General) Regulation 2021 the caretaker period for the Local Government elections will commence at 6pm on Friday 23 August 2024 for a period of 4 weeks preceding the

date of an ordinary election. Therefore, no Ordinary Council Meetings, Council Workshops or Community Councillor Catch Up's will be held in September 2024.

(b) Discussion

NSW School terms for 2024 are as follows:

- Term 1 – 30 January 2024 to 12 April 2024
- Term 2 – 29 April 2024 to 5 July 2024
- Term 3 – 22 July 2024 to 27 September 2024
- Term 4 – 14 October 2024 to 20 December 2024

It is proposed that the timetable for Ordinary Council meetings continue to adhere to the traditional 7pm on the fourth Wednesday of every month except for the months of December, January and September 2024. The summer school holidays run from 20 December 2024 to 30 January 2025.

The proposed dates for Ordinary Council Meetings from February 2024 to February 2025 are as follows:

- Wednesday 21 February 2024
- Wednesday 27 March 2024
- Wednesday 24 April 2024
- Wednesday 29 May 2024
- Wednesday 26 June 2024
- Wednesday 24 July 2024
- Wednesday 21 August 2024
- Wednesday 23 October 2024
- Wednesday 27 November 2024
- Wednesday 18 December 2024
- Wednesday 26 February 2025

It is proposed that the timetable for Council Workshops continue to adhere to the traditional 6pm on the second Wednesday of every month except for the months of December, January, and September 2024. The summer school holidays run from 20 December 2024 to 30 January 2025.

The proposed dates for Council Workshops from February 2024 to February 2024 are as follows:

- Wednesday 14 February 2024
- Wednesday 13 March 2024
- Wednesday 10 April 2024
- Wednesday 15 May 2024
- Wednesday 12 June 2024
- Wednesday 10 July 2024
- Wednesday 7 August 2024
- Wednesday 9 October 2024
- Wednesday 13 November 2024

- Wednesday 4 December 2024
- Wednesday 12 February 2024.

Community engagement is an essential part of local government planning, policy development and service delivery. It demonstrates Council's long-standing Commitment to open government and its guiding principles of integrity, accountability, transparency, and community participation. Therefore, to optimism attendance at these community engagement events it is proposed that a schedule for the Community Councillor Catch Up's is set. The proposed dates and locations for Community Councillor Catch Up's in 2024 are as follows:

- Wednesday 6 March 2024 at the Yanco Community Memorial Hall, Yanco.
- Wednesday 31 July 2024 at the Council Chambers, Leeton.
- Wednesday 6 November 2024 at the Murrami Community Hall, Murrami.

Community Councillor Catch Up's will commence at 6:30pm at each nominated location.

Note: The dates for the following annual conferences attended by the Mayor are yet to be determined:

- Country Mayors Association (March 2024),
- The National General Assembly of Local Government (June 2024),
- Murray Darling Association (July 2024),
- Local Government NSW (November 2024).

(c) Options

THAT Council:

1. Adopts the proposed Ordinary Council Meeting, Council Workshops and Community Councillor Catch Up's dates for 2024 as per the recommendation. ***This is the recommended option.***
2. Decides on alternative dates to those recommended if so desired.

IMPLICATIONS TO BE ADDRESSED

(a) Financial

Nil

(b) Policy

Nil

(c) Legislative/Statutory

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

Section 393B under Local Government (General) Regulation 2021 the caretaker period for the Local Government elections will commence for a period of 4 weeks preceding the date of an ordinary election.

(d) Risk

By locking in a calendar of dates in advance, Councillors attendance at Ordinary Council Meetings, Council Workshops and Community Councillor Catch Up's can be optimised.

CONSULTATION

(a) External

Ordinary Council Meeting and Community Councillor Catch Up dates will be advertised in the Irrigator, Council's website and on social media.

(b) Internal

Executive Assistant to the General Manager and Mayor

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

CSP FOCUS AREA 5 - Strong leadership and civic participation - DELIVERY PROGRAM
FUNCTIONAL AREA 9 - Governance and Administration – DELIVERY PROGRAM
ACTIVITY 9.6 - Deploy reliable and efficient corporate and project governance including audit, risk and improvements".

ATTACHMENTS

There are no attachments for this report

ITEM 7.2 LEETON SHIRE COUNCIL ANNUAL REPORT 2023

RECORD NUMBER	23/255
RELATED FILE NUMBER	EF21/104/02
AUTHOR/S	IP&R Coordinator
APPROVER/S	General Manager

SUMMARY/PURPOSE

The purpose of this report is to present the Leeton Shire Council Annual Report 2023 to Council.

RECOMMENDATION

THAT Council adopts the Leeton Shire Council Annual Report 2022/23, noting:

1. The activities and progress made during the 2022/23 financial year, towards achieving Council's Delivery Program commitments.
 2. The financial statements are not yet finalised and are yet to be audited.
 3. Authorises the General Manager to make minor corrections if required.
 4. The Leeton Shire Council Annual Report 2023 as required by legislation will be uploaded to Leeton Shire Council's website prior to 30 November 2023 and a link to the document will be provided to the Minister by way of an email to the Office of Local Government.
-

REPORT

(a) Background

Under Section 428 of the *Local Government Act 1993*, each year Council is required to prepare and publish an Annual Report within 5 months after the end of each financial year. The Annual Report must report on:

- Council's achievements in implementing its Delivery Program
- the effectiveness of the principal activities undertaken in achieving the objectives at which those principal activities are directed.

(b) Discussion

Council's Annual Report is one of the key points of accountability between the council and its community. The requirement to report to the community is a key element in the Integrated Planning and Reporting Framework.

The Local Government (General) Regulation 2021 and a range of other legislation also prescribes specific information about a Council's activities that must be included in the Annual Report.

The Annual Report is not a report to the Office of Local Government or the NSW Government. It is a report to the local community and other stakeholders of Council. Its purpose is to provide information about the progress Council has made towards achieving the commitments of Council's Delivery Program.

The Leeton Shire Council Annual Report 2023 (**Attachment 1**) has been prepared in accordance with Integrated Planning and Reporting Guidelines. It focuses on Council's progress in implementing its Delivery Program 2022–2025 and Operational Plan 2022/23 commitments. It provides details of what the organisation has and hasn't managed to achieve during the financial year ending 30 June 2023, and clearly demonstrates how Council is meeting its commitments and obligations on behalf of the Leeton Shire community. The report also includes the statutory information about which Council is required to report.

Ideally, the Annual Report should be read in conjunction with the Leeton Shire Council Annual Financial Statements for the year ended 30 June 2023. The financial statements have yet to be finalised and audited. The Office of Local Government (OLG) have provided an extension to 30 November 2023 with the possibility of a further extension until 31 January 2024.

(c) Options

THAT Council:

1. Adopts the Annual Report as presented. ***This is the recommended option.***
2. Adopts the Annual Report with amendments.

IMPLICATIONS TO BE ADDRESSED

(a) Financial

Nil

(b) Policy

Nil

(c) Legislative/Statutory

Local Government Act 1993 – s 68, s 406, s 428, s 54P(1), s 356,

Local Government (General) Regulation 2021 – cl 217(1)

Carers Recognition Act 2010 – s 8(2)

Disability Inclusion Act 2014 – s 13(1)

Environmental Planning and Assessment Act 1979 – s 7.5(5)

Environment Planning and Assessment Regulation 2021 cl 218A(1)

Fisheries Management Act 1994 – s 220ZT(2)

Swimming Pools Act 1992 – s 22F(2)
Swimming Pools Regulation 2018 – cl 23
Government Information (Public Access) Act 2009 – s 125(1)
Government Information (Public Access) Regulation 2018 – cl 8, Schedule 2
Public Interest Disclosures Act 1994 – s 31
Public Interest Disclosures Regulation 2011 – cl 4
Office of Local Government Capital Expenditure Guidelines
Integrated Planning and Reporting Guidelines

(d) Risk

Failure to publish an Annual Report by 30 November 2023 would constitute non-compliance by Leeton Shire Council. It would also mean a lack of accountability to ratepayers and residents which would be reputationally damaging to the Council.

CONSULTATION

(a) External

The community will be notified of the Annual Report via Social Media and The Irrigator.

The Minister for Local Government will be notified of the publication of the Leeton Shire Council Annual Report 2023 via an email to the Office of Local Government.

(b) Internal

Responsible Officers
Managers
Senior Management Team

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 9.4 - Nurture strong partnerships with Murray Darling Association, RAMJO, MI Ltd, NSW Government, Commonwealth - OPERATIONAL PLAN ACTIVITY 9.4.4 - Strategic engagement with NSW government departments.

ATTACHMENTS

- 1 Leeton Shire Council 2022/23 Annual Report - **Attached separately**

ITEM 7.3 ROXY COMMUNITY THEATRE - BUILD AND BUDGET UPDATE

RECORD NUMBER	23/299
RELATED FILE NUMBER	EF22/36
AUTHOR/S	Roxy Project Manager
APPROVER/S	General Manager

SUMMARY/PURPOSE

Council is provided an update on the Roxy Build Project since assuming the role of the Principal as determined in May 2023. The reporting period is mid September 2023 to mid November 2023.

RECOMMENDATION

THAT Council:

1. Receives and notes the update on the Roxy Project.
 2. Notes that an Expression of Interest has been lodged with Growing Better Regions to enable the return of most value managed items and, if invited to the next round in November 2023, this may have implications for the project's completion date.
-

REPORT

(a) Background

At the May 2023 Extraordinary Council meeting, Council determined to complete the Roxy Project as Principal following the demise of the Lloyd Group. At that meeting Council confirmed a build project budget of \$6.4M (a value managed figure) and funding strategy that includes grants (54%), fund raising (2%) and Council investment (44%). The budget included the cost of the build, the Project Management Office, defect remediation and a contingency of \$430K.

(b) Discussion

Project Summary - Status

Procurement

- 86% of 46 trade package contracts have been let, including blockwork and concreting works for suspended slabs. Multiple trades are now working concurrently with rapid progress being made on site.
-

- 80% of quotes are confirmed as fixed prices. Electrical and mechanical are “open book“ for labour only.
- Lift one has been delivered to site.
- Retractable seating has been delivered and is in storage in Leeton along with Roxy 2 seating. This leaves only the Dress Circle seating to arrive. Delivery early December 2023.
- Council has now received the Shop Drawings done by HME (sound and lighting specialist that is being liquidated) which the theatre consultant is currently reviewing. Council has also secured cabling, winch hoists, and various control systems via our theatre consultant as part of the wind up of HME.

Defects Remediation

- Block work has been demolished (a previous Llyod defect) and rebuilt on the correct grid lines to the correct structural specifications.
- A price has been obtained for the roof rectification works which will be undertaken by the current subcontractor. They will be providing Council with a certificate after remedial works are complete. This will occur later as it is not currently on the critical path.

Works Program

- Works Program delay has been reduced from 3 to 2 weeks, with structural steel installation up to grid 5 being completed ahead of time, making up the week. To further mitigate the delay, carpentry and concreting will commence earlier. The next-door property has been leased to accommodate a crane for steel installation purposes, which will accelerate the works and reduce the costs of undertaking works on a public road.
- Practical Completion (PC) target date remains 31 May 2024, however, if Growing Better Regions is successful, this PC date will have to be extended to accommodate contract obligations and timeframes.

Compliance

- WHS – One incident recorded – no injuries. Staff reminded to follow Standard Operating Procedures.
- WorkSafe conducted a site inspection and recommended additional signage when working at heights and adjustments to temporary electrical supply.
- Heritage advisor has done monthly walk of site and determined works to be satisfactory.

Construction Progress (Mid-September to Mid-November 2023)

- Final demolition works have progressed under supervision / inspection and signoff by the temporary works structural engineer with approximately 10% remaining, being the openings between different buildings. Larger openings

have had temporary propping installed with final steel lintels and penetrations have commenced and will continue in alignment with our Works Program.

- Fabrication of structural steel 100% completed.
- Sewer services rectification works complete.
- Block work defects have been rectified.
- Structural steel in stage area is complete.
- Permanent needles have been installed in stage area.
- Block work first stage lift has formwork for and temporary propping in place for the Bondek suspended slab.
- Structural steel in the Crate /Movie café is complete up to grid 5.
- Crate and Movie Café roof sheets have been installed.
- Mechanical Shop drawings are 80% complete.

Associated works are in progress and will be timed to complement Roxy build program: Power upgrade contract has been let; fire waterline partially installed with the remainder due to coincide with electrical upgrade. NSW Fire and Building Surveyor; Roxy forecourt integrated into Chelmsford / CBD upgrade; Roxy Laneway including intersection with Wade Ave planning is complete.



Structural steel to stage



West Wall needle and props



Blockwork rectification and temporary propping for concrete slab



Structural steel in Crate Cafe and new roof



Additional block work -first lift

IMPLICATIONS TO BE ADDRESSED

(a) Financial

Budget is on track. There will be redesign of sound and lighting to close remaining gaps. The potential risk of a \$300K shortfall due to HME liquidation has been significantly reduced by the acquisition of the shop drawings, some equipment and materials required to complete the project.

An expression of interest has also been submitted to Growing Better Regions for \$2.2M which, if successful, will also assist with returning items that have been value managed out at various stages since 2021. Council has yet to be notified.

Total redevelopment payments for second reporting period as Principal (14 September 2023 to 13 November 2023) is \$1,484,611, summarised below:

Roxy Redevelopment - Financial Report 13th November 2023	Council Feb 2023		Approved Council Budget May 2023		Construction Phase Payments as at 13 November 2023	
Roxy Redevelopment Expenses	Approved Budget		Value Managed - Reduced Scope 2023			
	Voted to complete	Paid as at Feb 2023	Forecast to Complete	Approved Total Project Cost	Paid since 14 September 2023	Total Paid to Date
Consultants Various	\$ 1,522,094	\$ 1,399,374	\$ 250,000	\$ 1,772,094	\$ 296,822	\$ 1,696,196
Build / Construction (Includes Prelims)	\$ 7,136,495	\$ 2,257,316	\$ 6,040,997	\$ 8,298,313	\$ 1,003,256	\$ 3,260,572
Power - Additional Supply Required	\$ 146,000	\$ 78,884	\$ 67,116	\$ 146,000	\$ -	\$ 78,884
Seating	\$ 650,000	\$ 390,000	\$ 260,000	\$ 650,000	\$ 133,541	\$ 523,541
Specialist Equipment	\$ 886,000	\$ 300,000	\$ 586,000	\$ 886,000	\$ 50,991	\$ 350,991
Contingency	\$ 1,034,059	\$ -	\$ 430,000	\$ 430,000	\$ -	\$ -
Internal Project Management	\$ 62,500			Incl in prelims		
Return items value managed out in 2021						
TOTAL EXPENSES	\$ 11,437,148	\$ 4,425,574	\$ 7,634,113	\$ 12,182,407	\$ 1,484,611	\$ 5,910,184

(b) Policy

Procurement Policy
 Work Health and Safety Policy

(c) Legislative/Statutory

Local Government Act 1993
 Environmental Planning and Assessment Act 1979
 Work Health and Safety Act 2011

(d) Risk

- Critical path delays:
 - Provide crane access on adjoining property for steel installation.

- Ensure Council operations led tasks (forecourt, laneway, and fire line) are aligned to Roxy works program as critical for achieving occupation certificate. - Ongoing
- Specialist equipment is still at risk due to a limited contractor pool. The only alternative contractor has indicated that they cannot commence on site until May 2024. Project Management Office (PMO) is in discussions with local trades who have the skills for some components which can be completed under the guidance and assistance of our specialist theatre consultant.
- Financial:
 - Where deposits cannot be waived for goods, Council will need transfer ownership from the supplier to Council to mitigate some of the risk.
 - For contingency management, expose all latent and defect work as soon as possible to enable pricing and any further value management, if required.
 - Undertake further value management if necessary.
 - Keep a tight watch on financials using CAT system to audit expenditure to budget.
 - Seek further grant funding.
- Reputational – delivering in full and on time:
 - Project Team meet twice weekly and report to Project Control Group monthly and Council bi-monthly.
 - Keep up fortnightly communications with community and including virtual tours (SafeWork has recommended suspending onsite tours).

CONSULTATION

(a) External

Fortnightly media releases (including social media) to keep community up to date. Activity for the reporting period is captured in (**Attachment 1**). Virtual tours will commence in November 2023.

(b) Internal

Project Control Group – includes General Manager (Chairperson), Katherine Herrmann (Project Director), Gideon Vos (Roxy Project Manager), Peter Salisbury (Contract / Construction Manager), Andrew Valenta (Manager WHS, QA and Risk), Simon Bridges (Superintendent) and Manager Finance (currently vacant).

Director Operations (Acting)
Manager Road and Drainage

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


Under the Key Priority Area CSP FOCUS AREA 1 - A connected, inclusive and enriched community within Council's adopted Delivery Program/Operational Plan – DELIVERY PROGRAM FUNCTIONAL AREA 2 - Museum, Arts and Cultural Services - DELIVERY PROGRAM ACTIVITY 2.5 - Operate the Roxy Theatre, including: Completing the facility redevelopment; Setting up RIPA (Roxy Institute of Performing Arts); Collaborating with NIDA (National Institute of Dramatic Arts) - OPERATIONAL PLAN ACTIVITY 2.5.1 - Complete the refurbishment of the Roxy Theatre both internally and externally".

ATTACHMENTS

- 1 Roxy Media Report November 2023

ROXY MEDIA REPORT – NOVEMBER 2023

Facebook:



Leeton Shire Council is at Leeton Roxy Community Theatre.


Published by Thore Schmidt · 10 October · Leeton

...

PROJECT UPDATE | BEHIND THE SCENES AT THE ROXY - 10 OCTOBER 2023

👉 Click through the slides to read our latest update on the works taking place at the [Leeton Roxy Community Theatre](#).

🇺🇸 **4** Roxy Site Tours are set to return from 23 October 2023, subject to safety considerations. Running on a fortnightly basis for approximately 20 minutes, the tours will provide an exclusive look behind the curtain and unique insight into the build process of our beloved Roxy Community Theatre. Mo... See more




PROJECT UPDATE

Behind the Scenes at the Roxy – 10 October 2023


➤ Swipe left to read on

leeton.nsw.gov.au




The Roxy continues to be a hive of activity with Narrandera-based Hutchins Bros progressing with the installation of structural steel in the stage area and the old Movie Cafe.

In the stage area, the above pictured beams were specifically installed for theatre rigging equipment and reinforcing the structural integrity of the 90-year-old building. Imagine rows of backstage curtains, retractable walls, winches, lighting bars, and more which will be supported here.




The flying gallery (pictured at the top right) will provide an all-important platform for operating theatre equipment – with the ladders soon to be installed.

The highlighted section in yellow will be opened up to make room for the stage wing, an extra large room off to the side where all of the lighting will be controlled as well as providing the stage manager an area to work from during productions.




The structural steel in the stage area will also enable the installation of a fire curtain, an important safety feature of the refurbished Roxy.

If a fire was to happen in the stage area, the curtain will be released to seal off the stage and stop the fire from transferring into the auditorium. These are all mandatory requirements under the Building Code of Australia to make the building compliant for modern use as a town hall and theatre.



Significant work has also taken place in the old Movie Cafe, adjacent to the Roxy.

The steel structure pictured below supports the Roxy Theatre as well as a new opening which will lead into the extended foyer and Roxy office (highlighted in yellow).

 35

1 comment 2 shares



Leeton Shire Council is at Leeton Roxy Community Theatre.


Published by Thore Schmidt · 3 November at 18:00 · Leeton ·

...

PROJECT UPDATE | BEHIND THE SCENES AT THE ROXY - A CONVERSATION WITH LIGHTING SPECIALIST LEE ETHERINGTON

👉 Click through the slides to read our latest update on the works taking place at the Leeton Roxy Community Theatre.

#LeetonShireCouncil #ProjectUpdate #RoxyCommunityTheatre #LightingTech





PROJECT UPDATE

Behind the Scenes at the Roxy –
 A Conversation with Lighting Specialist
 Lee Etherington

leeton.nsw.gov.au

While works are progressing at the Roxy, we want to shine a light on another specialist involved in the project: Lee Etherington.

Lee is the Business Development Director at LPA Lighting and Energy Solutions (LPA) which specialises in cutting-edge lighting systems, design and heritage light restoration, and boasts an impressive portfolio, including the delivery of Sydney's T2 Domestic Airport upgrade, the Art Gallery of NSW lower level 3 upgrade, Santa Sophia Catholic College, and The Institute of Applied Technology – Kingswood TAFE.

LPA has a team of experienced lighting professionals who can offer a unique full turnkey solution, from concept design to project management and final commissioning of the lighting control. Lee works with Luken Smyth, LPA's technical Project Manager, and the LPA design team to realise restoration building upgrades such as the Roxy.

So what changes to the lighting can the community expect in the redeveloped Roxy Theatre?

The lighting for the Roxy will combine new and old lighting technologies, complementing the existing charm of the building.

Tunable white LEDs will be featured in the architecture in the foyer.

The main theatre space will utilise "Dim to Dark" technology which will allow the LED lighting to be dimmed to 0.01%, something that will come in very handy during stage productions and movie screenings.




LPA will be working with the Architect to retain and refurbish existing lighting fixtures as well as creating some custom elements developed for specific areas. The lighting for the entire complex will link together through a wireless Bluetooth mesh controlled via the CASAMBI smart lighting app.

The decision was made to use CASAMBI to negate the need for additional communication cabling. Given the system is wireless, there is less of a footprint, and it makes changes and additions simple to implement.

All the lighting elements in the main theatre will be integrated with the stage lighting system.

“

Lee says he feels privileged to be a part of the Roxy journey.

“The Roxy redevelopment is a unique, one-of-a-kind undertaking. Our aim is to deliver the best lighting solution for this complex project.

In illuminating the theatre, we illuminate the spirit of a community, preserving its heritage and illuminating its future.”



👍❤️ 11

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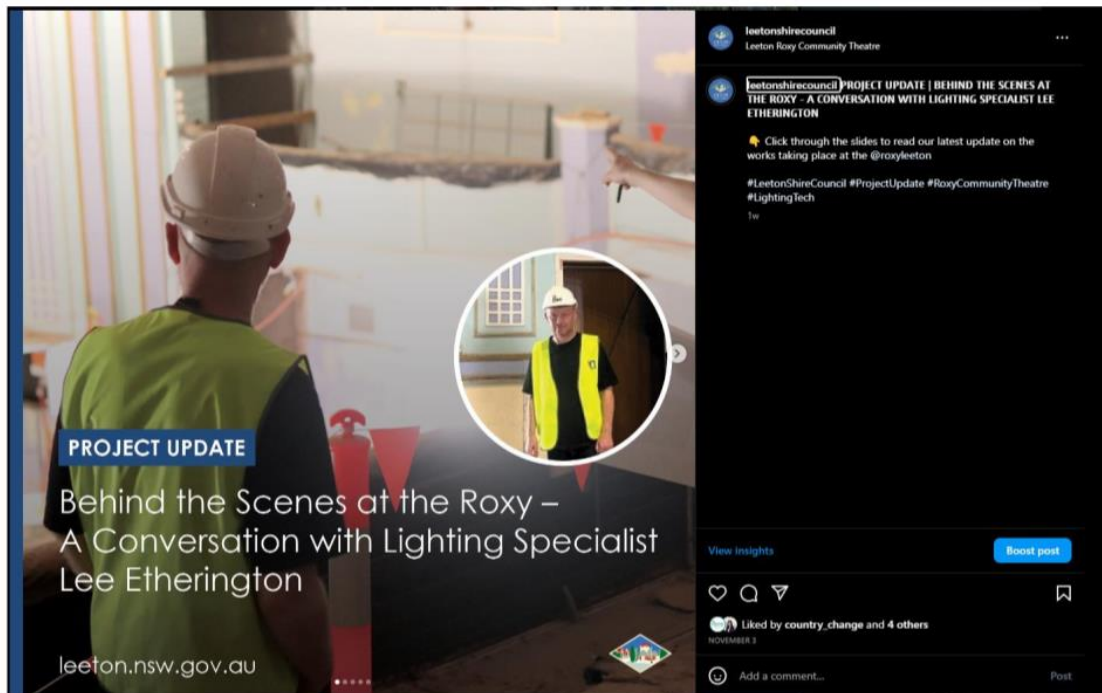
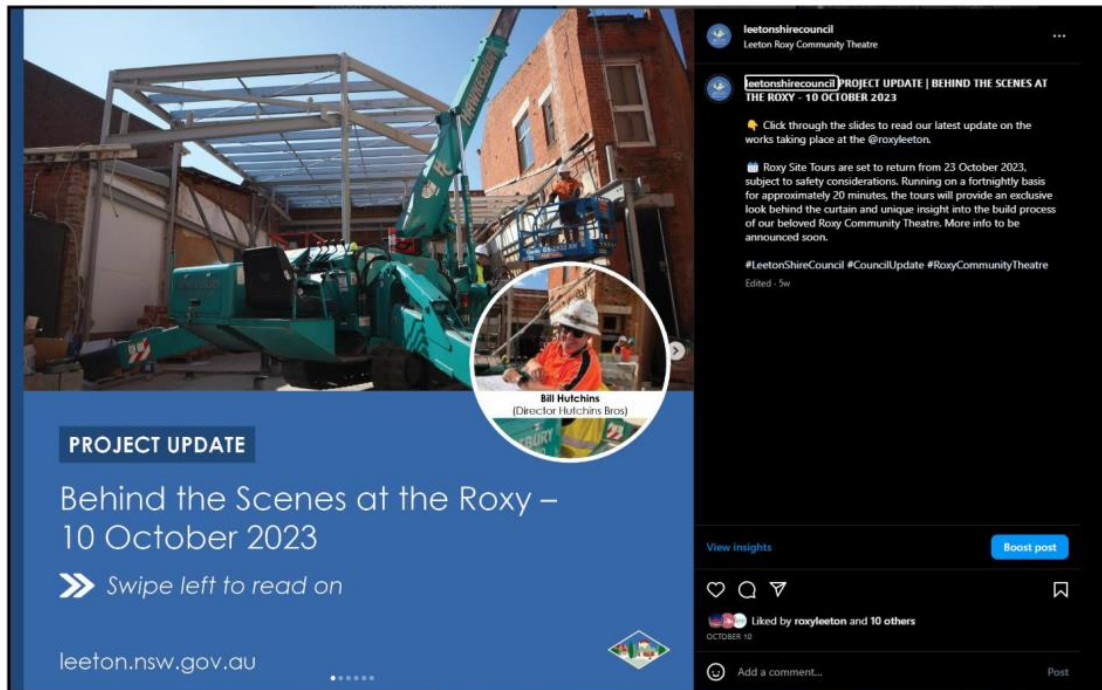
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PROJECT UPDATE | BEHIND THE SCENES AT THE ROXY - 10 OCTOBER 2023

Click through the slides to read our latest update on the works takin ...see more




Bill Hutchins
 PROJECT MANAGER

PROJECT UPDATE

Behind the Scenes at the Roxy –
 10 October 2023

➤ Swipe left to read on

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Roxy continues to be a hive of activity with brandera-based Hutchins Bros progressing with the installation of structural steel in the stage area and the Olive Cafe.

In the stage area, the above pictured beams were specifically installed for theatre rigging equipment and for reinforcing the structural integrity of the 90-year-old building. Imagine rows of backstage curtains, retractable walls, winches, lighting bars, and more which will be supported here.

Working gallery (pictured the top right) will provide an important platform for operational theatre equipment – with the boxes to be installed.

A highlight section in row will be covered up to make room for the stage rig, an extra large area off the side where all of the rigging will be controlled as well as providing the stage manager an area to work in during productions.





Structural steel in the stage area will also enable the installation of the curtain on important safety features in the refurbished Roxy.


It was to happen in the stage area, the curtain will be used to seal off the stage and stop the fire from entering into the auditorium. These are all mandatory elements under the Building Code of Australia for the building compliant for modern use as a town hall or theatre.

Additional work has also taken place in the old Music room, adjacent to the Roxy.

Steel structure pictured below supports the Roxy's cantilevered balcony. Once opening up, it will lead to an external foyer and Roxy office, including a cycle rack.







3

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PROJECT UPDATE | BEHIND THE SCENES AT THE ROXY - A CONVERSATION WITH LIGHTING SPECIALIST LEE ETHERINGTON

...see more



As the works are progressing at the Roxy, we want to shine a spotlight on another specialist involved in the project: Lee Etherington.

Lee is the Business Development Director at LPA Lighting and Energy Solutions (LPA) which specialises in cutting-edge lighting systems, sign and heritage light restoration, and boasts an impressive portfolio, including the delivery of Sydney's T2 Domestic Airport upgrade, the Art Gallery of NSW lower level 3 upgrade, Santa Sophia Catholic College, and The Institute of Applied Technology – Kingswood TAFE.



PROJECT UPDATE

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LPA has a team of experienced lighting professionals who offer a unique full turnkey solution, from concept design to project management and final commissioning of the lighting control. Lee works with Luken Smyth, LPA's Technical Project Manager, and the LPA design team to oversee restoration building upgrades such as the Roxy.

What changes to the building can the community expect in the redeveloped theatre?

Lighting for the Roxy contains new and cutting-edge lighting technologies, implementing the existing form of the building.

LEDs will be installed in the architecture in the Roxy.

Modern theatre spaces utilise "Dim to Dark" technology which will allow the LED lighting to be dimmed to 0.1%, something that will come in very handy during stage productions and live screenings.



LPA will be working with the Architect to retain and restore existing lighting fixtures as well as creating some custom elements developed for specific areas of lighting for the entire complex.

Link together through a wire Bluetooth mesh controlled via CASAA's smart lighting.

The decision was made to use CASAA to navigate the need for additional communication capabilities for this complex project.

It's less of a footprint, and it makes changes and additions simpler.

At the lighting elements in the heritage and World War II stage lighting systems.

LPA says he feels privileged to be a part of the Roxy journey.

The Roxy redevelopment is a unique, one-of-a-kind undertaking. Our aim is to deliver the best lighting solution for this complex project.

Illuminate the spirit of a community, preserving its heritage and World War II.



5

The Irrigator:



Leeton Shire Ratepayers and Residents' Association pleased with transparency surrounding Roxy Theatre redevelopment

By Tafia Pattison
Updated November 3 2023 - 2:48pm, first published November 2 2023 - 5:00pm



Leeton Shire Ratepayers and Residents' Association says it welcomes transparency surrounding the Roxy Theatre redevelopment project. Picture by Liz Quarles

THE Leeton Shire Ratepayers and Residents' Association says it welcomes transparency surrounding the Roxy Theatre redevelopment project.

Tours have re-started of the work, with small groups of residents booking in to go inside the building recently where they were given an insight to the Roxy's transformation.



CORPORATE MATTERS

ITEM 7.5 INVESTMENTS REPORT FOR OCTOBER 2023

RECORD NUMBER	23/296
RELATED FILE NUMBER	EF22/36
AUTHOR/S	Accountant
APPROVER/S	Director Corporate (Acting)

SUMMARY/PURPOSE

This report provides details of the performance of Council's investment portfolio for the period ending 31 October 2023.

RECOMMENDATION

THAT Council notes the information contained in the Investments Report for October 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 \$50,731,290.

As at 31 October 2023, Leeton Shire Council has \$48,034,786 invested in Approved Deposit Institutions (ADIs) of which \$5,406,194 (11.25%) 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 October 2023.

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

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

Cash in Transaction Account	\$ 2,696,504
Deposits At Call Accounts	\$13,934,786
Investments	\$34,100,000
TOTAL	\$50,731,290

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

Opening Investments Balance	\$ 50,976,386
Less:	
Maturities (4)	\$ 3,500,000
Transfer to CBA Current Account	\$ 1,000,000
Subtotal	\$ 46,476,386
Plus:	
Roll-overs	\$ 1,500,000
New Investments	\$ 0
CBA Business Online Saver (BOS) movements	\$ 23,318
AMP Business Saver Account	\$ 1
AMP 31 Day Notice Account	\$ 26,725
Macquarie Cash Management Accelerator Account	\$ 8,356
Closing Investments Balance	\$ 48,034,786
Add back Cash in Transaction accounts	2,696,504
Total Cash and Investments	\$ 50,731,290

The following table details the break-up of investments according to the restrictions which are placed on them based on the Notes to the Financial Statements (Draft) 30 June 2023.

Total Cash and Investments	\$ 50,731,290
Less restrictions	
Water Supply (Excl. Unfinished Works)	\$ 18,005,000
Sewerage Services (Excl. Unfinished Works)	\$ 8,936,000
Domestic Waste Management	\$ 5,545,000
*Other external restrictions	\$ 2,496,000
External Restrictions (Excl. Unfinished Works) - Sub Total	\$ 34,982,000
Internal restrictions	\$ 12,879,000
Total restrictions	\$ 47,861,000
Operating Capital & Unfinished Works	\$ 2,870,290

*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 of the 19 October 2023 Water Allocation update, Murrumbidgee General Security has a 46% allocation, High Security has 95% allocation.

(Attachment 3) is the October 2023 Marsden Jacob report for the information of Councillors.

Council has undertaken temporary trade of 750 ML for \$115,904 (net of sale brokerage fees) as at 31 October 2023.

Water Entitlements	Entitlement	Allocation (%)	Total Allocation (ML)	F'cast + Usage (ML)	Sales this month	Total Volume Sold (ML)	Safety Margin (ML)	Remaining Allocation (Saleable) (1)	Market rate 19.10.23	Potential Income from Sales
Town Water High Security (C7)	4,097	100%	4,097	2,400			-	500	\$195.00	\$97,500
Investment Water										
High Security (C3)	971	95%	922		750	750		172	\$195.00	\$33,540
*General Security (C1)	516	46%	237		-	-		237	\$195.00	\$46,215
Carryover		100%	155		-	-		155	\$195.00	\$30,225
Unmetered Usage		100%	(42)							
Total	5,584		5,369	2,400	750	750	-	1,064		\$207,480

Council currently has an estimated 1,060 ML of allocation available for trade. Temporary prices are currently at about \$195/ML.

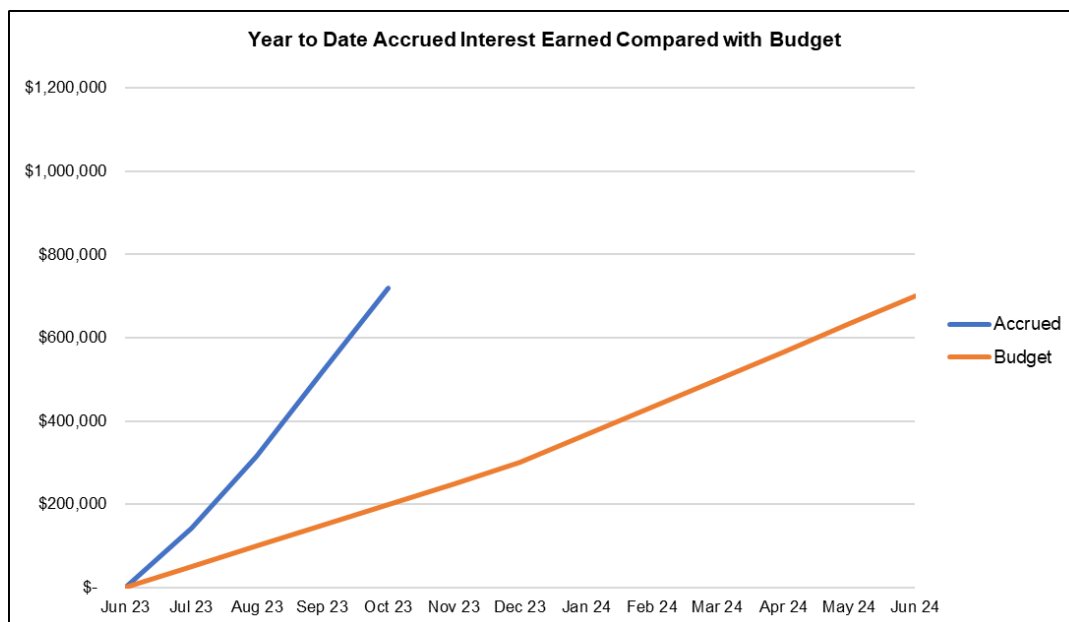
IMPLICATIONS TO BE ADDRESSED

(a) Financial

The annualised rate of return across the portfolio is 4.42% for October 2023.

The actual \$201,246 in interest earned for October 2023 is higher than the original budgeted amount of \$58,333 by \$142,913.

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



The Budgeted Interest for FY23/24 is \$700K. The consolidated actual investment income from 1 July 2023 to 31 October 2023 compared to the original budgeted investment interest is detailed below.

Actual versus budgeted interest and earnings	Oct-23	Year To Date
Investments - Interest earned	\$ 136,791	\$ 461,788
Deposits at call	\$ 62,899	\$ 257,546
Rebates and Other earnings	\$ 1,556	\$ 1,280
Total Earnings	\$ 201,246	\$ 720,614
Budgeted Interest	\$ 58,333	\$ 233,332
Variance – Positive	\$ 142,913	\$487,282

Total investment income allocation by fund is detailed below:

Interest Apportionment	Oct-23	Year to Date
General Fund	\$ 100,119	\$ 369,890
Water Fund	\$ 67,543	\$ 254,147
Sewer Fund	\$ 33,584	\$ 96,577
Total Interest Earned	\$ 201,246	\$ 720,614

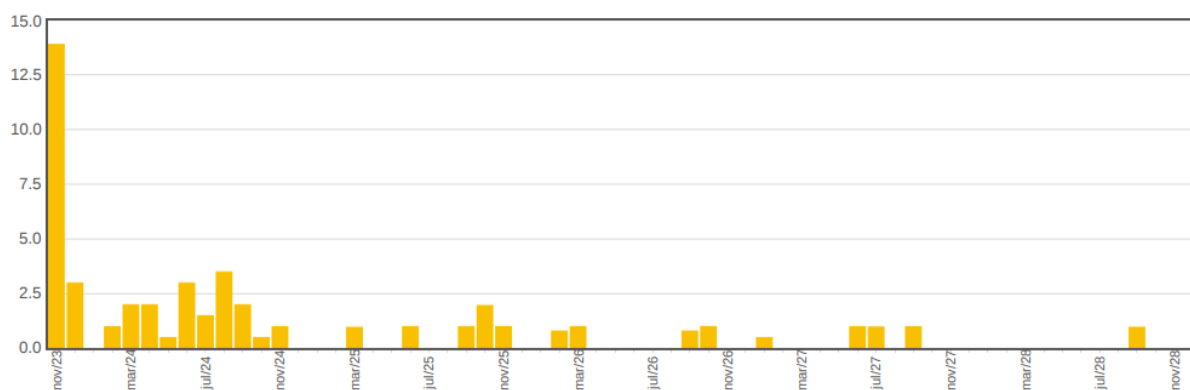
The following tables provide information on investment rates this year compared to last year, as well as a comparison of investment balances from this year to last year.

Performance Measures	Year to Date	Last Year (Oct)
Portfolio Average Interest Rate (YTD inc. Cash)	4.27%	2.99%
Investment Balances	Year to Date	Last Year
Opening Balance as at 1 Oct	\$50,976,386	\$48,275,270
Current Balance as at 31 Oct	\$48,034,786	\$47,305,732

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.



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	23,000,000	47.88%
Cash/At Call Deposits	Low	Low	13,934,786	29.01%
Floating Rate Notes	Low	Low	6,600,000	13.74%
Bonds	Low	Low	4,500,000	9.37%
TOTAL			48,034,786	100%

Counterparty

As at the end of October 2023, Council did not have an overweight position to any single Authorised Deposit Taking Institution. The portfolio is well-diversified across the investment grade spectrum (all are rated BBB or higher).

All aggregate ratings categories are within the Investment Policy limits.

Compliant	Issuer	Rating	Invested (\$) ^	Invested (%)	Max. Limit (%)	Available (\$)
✓	RBC Covered	AAA	\$985,004	2.06%	45%	\$20,583,738
✓	Suncorp Covered	AAA	\$500,767	1.04%	45%	\$21,067,976
✓	ANZ Bank	AA-	\$1,974,117	4.12%	45%	\$19,594,625
✓	CBA	AA-	\$7,904,296	16.49%	45%	\$13,664,446
✓	NAB	AA-	\$6,000,000	12.52%	45%	\$15,568,742
✓	NTTC	AA-	\$1,000,000	2.09%	45%	\$20,568,742
✓	WBC	AA-	\$5,000,000	10.43%	45%	\$16,568,742
✓	Macquarie	A+	\$3,943,412	8.23%	35%	\$12,832,277
✓	Aus. Military	BBB+	\$1,000,000	2.09%	30%	\$13,379,162
✓	Bendigo (Rural)	BBB+	\$967,112	2.02%	30%	\$13,412,050
✓	BoQ	BBB+	\$4,968,185	10.37%	30%	\$9,410,977
✓	QBank	BBB+	\$799,063	1.67%	30%	\$13,580,098
✓	AMP Bank	BBB	\$9,384,146	19.58%	30%	\$4,995,016
✓	Auswide Bank	BBB	\$1,000,288	2.09%	30%	\$13,378,874
✓	Bank Australia	BBB	\$1,004,790	2.10%	30%	\$13,374,372
✓	MyState Bank	BBB	\$1,499,360	3.13%	30%	\$12,879,802
			\$47,930,539	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	\$1,485,771	3.10%	100.00%
Yes	AA Category	\$21,878,413	45.65%	100.00%
Yes	A Category	\$3,943,412	8.23%	80.00%
Yes	BBB Category	\$20,622,943	43.03%	70.00%
Yes	Unrated ADI's	\$0	0.00%	30.00%
		\$47,930,539	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 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 October 2023.

(b) Internal

Director Operations

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 October 23
- 2 Summary of Investments October 23
- 3 Marsden Jacob October 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 October 2023

BALANCE AS PER GENERAL LEDGER

Opening Balance:	1/10/2023	\$	2,032,155.50
October Movements:		\$	706,490.76
Closing Balance:	31/10/2023	\$	2,738,646.26
Less Unprocessed Bank Statement Transactions:		-\$	42,142.49
Total:		\$	2,696,503.77

BALANCE AS PER BANK STATEMENTS

	\$	2,692,809.85
Less Unpresented Cheques	\$	-
Less Unpresented Debits	-\$	242.00
Plus Unpresented Deposits	\$	3,935.92
Total	\$	2,696,503.77



Responsible Accounting Officer
 7 November 2023

Leeton Shire Council

Summary of Term Investments as at: 31/10/2023

BBSW 90: 4.35% Average Yield: 4.42%

Inv No	Financial Institution/Broker	Investment	Note	Ref No	Investment Date	Investment Term (months)	Remaining Term (months)	Principal	Yield %	Maturity	Type
10-00	Commonwealth Bank L	CBA Business Online Saver - Cash	Cash	10206481	12/10/09	169	0	5,406,194.10	4.10%	13/11/23	DAC
20-00	AMP Bank	AMP Business Saver Account		437864762	10/07/20	40	0	498.08	3.25%	13/11/23	DAC
21-00	AMP Bank	AMP 31 Day Notice Account		971165956	17/07/20	39	0	6,383,647.43	5.15%	13/11/23	DAC
22-00	Macquarie Bank	Macquarie Cash Management Accelerator Account		940367790	07/11/20	36	0	2,144,446.30	4.50%	13/11/23	DAC
20-11	ANZ Bank	ANZ Bank		AU3FN0049730	29/08/19	60	9	1,000,000.00	4.72%	29/08/24	FRN
23-15	Curve Securities Pty Ltd	Members Banking Group Ltd		AU3FN0075453	24/02/23	36	27	800,000.00	5.63%	24/02/26	FRN
23-16	Laminar Capital	Auswide Bank		AU3FN0076352	17/03/23	36	28	1,000,000.00	5.82%	17/03/26	FRN
22-21	Commonwealth Bank L	Commonwealth Bank		AU3FN0065579	14/01/22	60	38	500,000.00	4.86%	14/01/27	FRN
23-01	Commonwealth Bank L	Royal Bank of Canada		AU3FN0070025	13/07/22	60	44	500,000.00	5.20%	13/07/27	FRN
23-10	Laminar Capital	MyState Bank Ltd		AU3FN0072369	13/10/22	36	23	500,000.00	5.45%	13/10/25	FRN
23-11	Commonwealth Bank L	Suncorp-Metway Ltd		AU3FN0072617	17/10/22	36	23	500,000.00	5.03%	17/10/25	FRN
23-13	Curve Securities Pty Ltd	Macquarie Bank		AU3FN0073797	24/11/22	36	24	1,000,000.00	5.73%	24/11/25	FRN
24-05	Commonwealth Bank L	Macquarie Bank		AU3FN0081170	14/09/23	36	35	800,000.00	4.98%	14/09/26	FRN
22-23	Commonwealth Bank L	Bendigo and Adelaide Bank		8156149	17/03/22	36	16	1,000,000.00	3.00%	17/03/25	Bond
22-27	Commonwealth Bank L	Bank of Queensland		AU3CB0288843	29/04/22	42	23	1,000,000.00	4.00%	29/10/25	Bond
21-10	Northern Territory Treas	Territory Bond		AA-109-3B	14/09/20	38	1	1,000,000.00	1.25%	15/12/23	Bond
23-02	Commonwealth Bank L	Royal Bank of Canada		AU3CB0290682	13/07/22	60	44	500,000.00	4.50%	13/07/27	Bond
24-07	Laminar Capital	ANZ Bank		AU3CB0302404	22/09/23	59	58	1,000,000.00	4.95%	11/09/28	Bond
21-26	Australian Military Bank	Australian Military Bank		301037038	13/04/21	36	5	1,000,000.00	0.76%	15/04/24	LTD
22-17	Westpac Bank	Westpac Bank		9563400	11/11/21	36	12	1,000,000.00	1.60%	11/11/24	LTD
22-19	Westpac Bank	Westpac Bank		9620456	09/12/21	24	1	1,000,000.00	1.21%	11/12/23	LTD
22-20	AMP Bank	AMP Bank		TD340647916	21/12/21	24	1	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	3	1,000,000.00	1.80%	24/02/24	LTD
22-24	Westpac Bank	Westpac Bank		9806557	22/03/22	24	4	1,000,000.00	2.21%	22/03/24	LTD
22-31	Bank of Queensland	Bank of Queensland		508507	23/06/22	24	7	1,000,000.00	4.40%	24/06/24	LTD
22-32	Macquarie Bank	Macquarie Bank		232613257	24/06/22	24	7	1,000,000.00	4.43%	24/06/24	LTD
23-07	National Aust Bank	National Aust Bank		97-327-3005	27/09/22	24	10	1,000,000.00	4.90%	27/09/24	LTD
23-17	AMP Bank	AMP Bank		TD226440303	23/03/23	11	4	1,000,000.00	5.05%	22/03/24	LTD
23-18	Bank of Queensland	Bank of Queensland		724391	11/04/23	12	5	1,000,000.00	4.75%	11/04/24	LTD
23-19	AMP Bank	AMP Bank		TD569423643	01/05/23	12	6	500,000.00	5.10%	01/05/24	LTD
23-21	National Aust Bank	National Aust Bank		36-359-9876	08/06/23	24	19	1,000,000.00	5.17%	08/06/25	LTD
23-22	Bank of Queensland	Bank of Queensland		772448	21/06/23	48	43	1,000,000.00	5.40%	21/06/27	LTD
23-23	MyState Bank	MyState Bank Ltd		30271520	28/06/23	12	7	1,000,000.00	5.65%	28/06/24	LTD
24-01	National Aust Bank	National Aust Bank		26-415-8864	11/07/23	12	8	1,500,000.00	5.55%	11/07/24	LTD
24-02	AMP Bank	AMP Bank		TD528016306	08/08/23	12	9	500,000.00	5.65%	08/08/24	LTD
24-03	Commonwealth Bank L	Commonwealth Bank		38344709	16/08/23	11	9	2,000,000.00	5.57%	15/08/24	LTD

Leeton Shire Council

Summary of Term Investments as at: 31/10/2023		BBSW 90:	4.35%	Average Yield: 4.42%			
24-04	National Aust Bank	42-900-9737	11/09/23	1,000,000.00	5.20%	11/09/24	LTD
24-06	Westpac Bank	11067864	14/09/23	1,000,000.00	4.94%	14/09/27	LTD
24-08	Bank of Queensland	833891	29/09/23	1,000,000.00	5.23%	29/09/25	LTD
24-09	National Aust Bank	89-130-6344	06/10/23	500,000.00	5.25%	06/10/24	LTD
24-10	Westpac Bank	11154604	26/10/23	1,000,000.00	5.38%	26/10/26	LTD
Total Investments:				\$ 48,034,785.91			

Leeton Shire Council

Summary of Term Investments as at: 31/10/2023

BBSW 90: 4.35% Average Yield: 4.42%

Investment by Type		
Investment	Amount	%
AMP Bank	3,000,000	6.2%
Auswide Bank	1,000,000	2.1%
National Aust Bank	6,000,000	12.5%
Australian Military Bank	1,000,000	2.1%
ANZ Bank	2,000,000	4.2%
Territory Bond	1,000,000	2.1%
CBA Business Online Sa	5,406,194	11.3%
AMP 31 Day Notice Acc	6,383,647	13.3%
Macquarie Cash Mana	2,144,446	4.5%
Commonwealth Bank	2,500,000	5.2%
Westpac Bank	5,000,000	10.4%
Bendigo and Adelaide	1,000,000	2.1%
Bank of Queensland	5,000,000	10.4%
Macquarie Bank	1,800,000	3.7%
AMP Business Saver Acc	498	0.0%
Royal Bank of Canada	1,000,000	2.1%
MyState Bank Ltd	1,500,000	3.1%
Suncorp-Metway Ltd	500,000	1.0%
Bank Australia	1,000,000	2.1%
Members Banking Grou	800,000	1.7%
TOTAL	48,034,786	100.0%
Local	5,406,194	11.25%
Non Local	42,628,592	88.75%

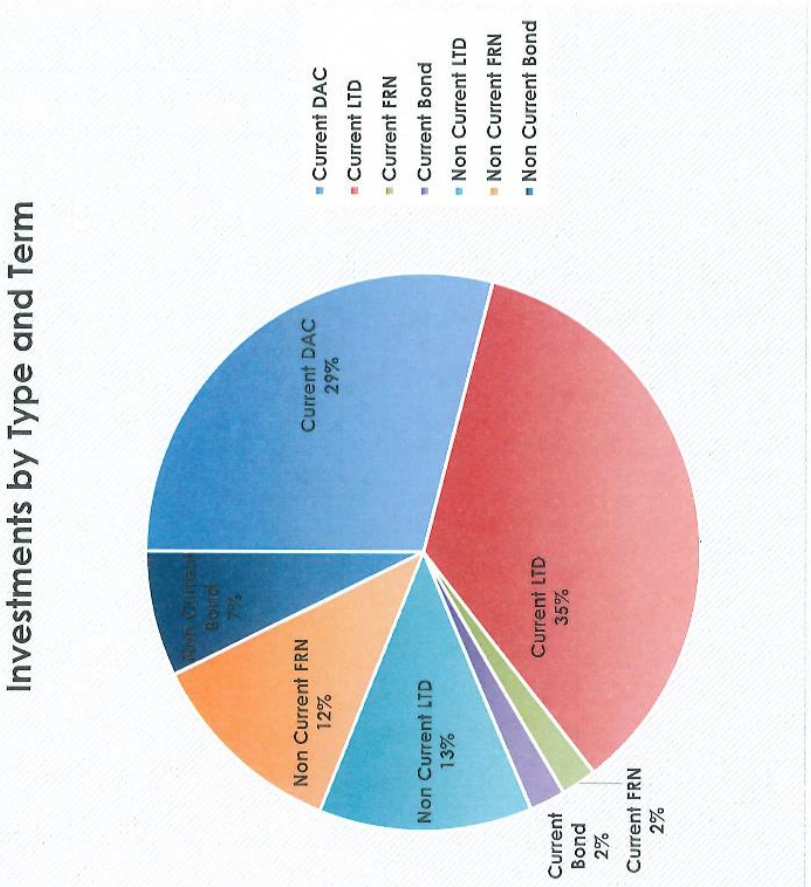
Investments by Age		
Age	Amount	%
1. Less than 30 Days	13,934,786	29%
2. 30 to 180 Days	8,000,000	17%
3. 180 to 365 Days	11,000,000	23%
4. 1 to 3 years	10,600,000	22%
5. 3 to 5 years	4,500,000	9%
TOTAL	48,034,786	100%

Investments by Age and Type		
Sum of Principal		Total
Current	DAC	13,934,786
	LTD	17,000,000
	FRN	1,000,000
	Bond	1,000,000
Current Total		32,934,786
Non Current	LTD	6,000,000
	FRN	5,600,000
	Bond	3,500,000
Non Current Total		15,100,000
Grand Total		48,034,786
DAC	Deposit At Call	
LTD	Long Term Deposit	
FRN	Floating Rate Notes	
Bond	Long Term Bond	

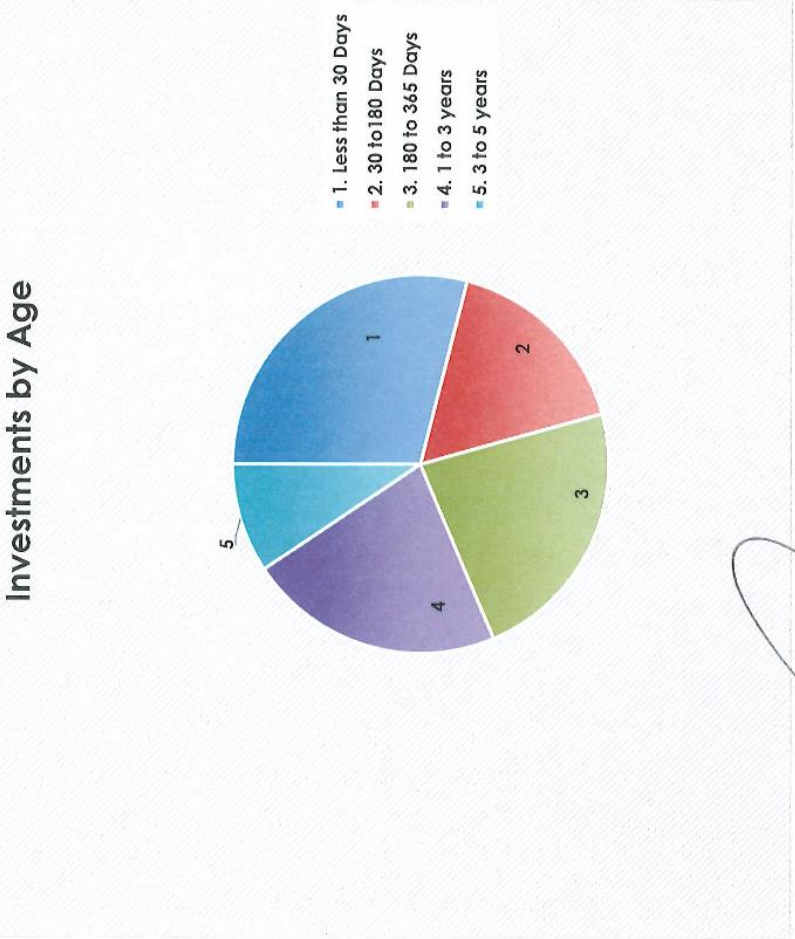
Leeton Shire Council

Summary of Term Investments as at: 31/10/2023	BBSW 90: 4.35%	Average Yield: 4.42%
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Investments by Type and Term



Investments by Age



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

[Signature]
 Responsible Accounting Officer
 13 November, 2023

Water Market Update – 19th October 2023

Market Summary

- Leeton Shire Council currently has an estimated **1,060 ML** of temporary allocation available for trade. See water balance on last page. The surplus can be either sold now or held until later in the year (Nov-Jan) when demand increases due to summer irrigation.
- From 1 November, a 10% safety margin on remaining expected water demand is used and will provide an additional 500ML of allocation for sale. This will put Leeton Shire Council in a good position for the irrigation watering season.
- Temporary prices are currently at about **\$195/ML, down from \$210 in September** (see chart below). Price is relatively stable during the transition period between the end of winter cropping and beginning of summer cropping seasons.
- Murrumbidgee General Security has a 46% allocation, up from 44% in September. The next Murrumbidgee water allocation statement will be published on Wednesday 1 November 2023.
- With dry conditions forecast and inflows reducing substantially in recent weeks, water to ensure high priority needs for 2024/25 may be required. Each assessment going forward will need to consider the requirements for 2024/25 prior to allocating further water in 2023/24.
- The Bureau of Meteorology (BoM) seasonal outlook for November 2023 to January 2024 does not currently show a clear indication of drier or wetter than average conditions, meaning there are appreciable chances of either dry, wet, or average conditions unfolding. Daytime and overnight temperatures are expected to be hotter than median over this period.

Forecast general security allocations (%)

(Any carryover water can be added to these indicative allocations)

Repeat of historical inflow conditions	1 Dec 2023	1 Feb 2024
99 chances in 100 (extreme dry) (99%)	46%	46%
9 chances in 10 (very dry) (90%)	46%	46%
3 chances in 4 (dry) (75%)	46%	46%
1 chance in 2 (median) (50%)	46%	51%
1 chance in 4 (wet) (25%)	52%	64%

Note 1: Estimated values indicative only, not guaranteed and subject to change based on actual events unfolding.

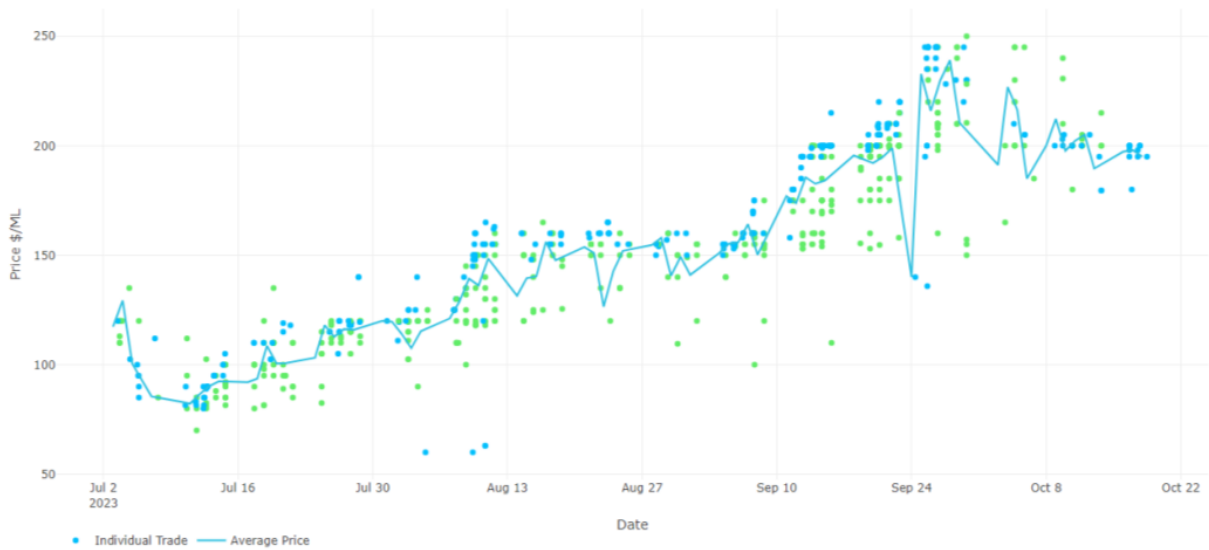
Note 2: Forecast assumes 28% carryover on average.

MARSDEN JACOB ASSOCIATES

Murrumbidgee market prices as of 19th October 2023, Temporary Market

Trade type	Current spot price	Chart description
Temporary Allocation	\$195/ML	Price trending relatively steady from \$210/ML to \$195/ML on 16 th October 2023.

Temporary allocation trade history



www.waterflow.io

Last 5 Temporary Trades

13 MURRUMBIDGEE

Last traded 18th Oct

^ Hide last 5 Trades

Date	Price / ML	Volume	Broker
18th Oct 2023	\$195	300 ML	Ruralco Water
17th Oct 2023	\$200	100 ML	Ruralco Water
17th Oct 2023	\$200	100 ML	Ruralco Water
17th Oct 2023	\$200	100 ML	Ruralco Water
17th Oct 2023	\$198	50 ML	Ruralco Water

www.marsdenjacob.com.au

www.waterflow.io

MARSDEN JACOB ASSOCIATES

Water Availability	Volumes (ML)	
General Security	237	A
Carryover	155	B
High Security	922	C
Town Water	4097	
MI deduction	42	
Total available allocation	5369	

Town Water	Volumes (ML)	
Usage to date	731	
Estimated remaining usage	1669	
Town Water Available for Sale*	500	D

Water Sales	Volumes (ML)
Sales to date	750

Estimated Water available for sale (ML) A+B+C+D	1,060
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Source: MI Statements and LSC

*The council trade policy states that up to 500 ML of Town Water can be sold at any time after the commencement of the water year up until 31 October. From 1 November, a 10% safety margin on remaining expected water demand is used.

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OPERATIONAL MATTERS

ITEM 7.6 SUBMISSION ON PROTECTION OF LOCAL WATER UTILITIES AGAINST PRIVATISATION

RECORD NUMBER	23/276
RELATED FILE NUMBER	EF22/36
AUTHOR/S	Manager Water and Wastewater
APPROVER/S	Director Operations

SUMMARY/PURPOSE

The purpose of this report is to provide Council with information on the letter (**Attachment 1**) sent to the NSW Joint Select Committee on Protecting Local Water Utilities from Privatisation.

RECOMMENDATION

THAT Council notes for information the letter (**Attachment 1**) submitted on Councils behalf outlining Leeton Shire Council's response to the inquiry into protecting Local Water Utilities from privatisation.

REPORT

(a) Background

On 27 September 2023, Council provided information outlining the Joint Select Committee of the NSW was conducting an inquiry into protecting Local Water Utilities (LWU) from privatisation in the NSW Parliament. All Councils and LWU's were invited to make a submission to the inquiry by the 29 October 2023.

The terms of reference for the inquiry were as follows.

- The Committee will inquire into and report on how the Government can prevent and stop privatisation of local water utilities with reference to:
 - a. How local water utilities and their assets can be best protected against privatisation, forced amalgamations and sell-offs;
 - b. Reviewing governance and other legislation relating to the potential privatisation of local water utilities; and
 - c. Any other matters relating to the potential privatisation of LWU's.

(b) Discussion

The purpose of the letter (**Attachment 1**) was to promote the view that it is important to secure the future of LWU's across regional NSW, and that our regional water assets should be protected. Councils submission aligns with the Joint Select Committee's

views in safeguarding LWU's from the privatisation whilst indicating current practiced undertaken at Council engage and often align with the private sector via contractor and supplier engagement.

The response Council submitted also stated that Council does not support the privatisation of LWU's in the regions or the sell-off of assets, nor does Council support forced Council or LWU's amalgamations.

Council's letter outlines what is required to support the sustainability of water services to consumers in regional NSW. (**Attachment 1**). And encourages the Government to further explore and commit to these measures as preferred options.

(c) Options

Nil – This report is for information only.

IMPLICATIONS TO BE ADDRESSED

(a) Financial

Loss of revenue to Council through fees for water and sewerage services
Potential for price escalation for residents for water and sewerage services

(b) Policy

Leeton Shire Councils Revenue Policy
Leeton Shire Councils Fees and Charges

(c) Legislative/Statutory

NSW Local Government Act 1993,
NSW Water Management Act 2000,
NSW Public Health Act 2010,
NSW Protection of the Environment Operations Act 1997,

(d) Risk

The Joint Select Committee has noted the concerns received from Councils across NSW about privatisation of local water utilities and forced amalgamations. These options would lead to the loss of local community involvement and control over water and sewerage services and the potential for price escalation of water and sewerage services charges to residents and rate payers.

There is also the risk of lost revenue to Council through fees and charges for water and sewerage services should privatisation or forced amalgamations be legislated.

CONSULTATION

(a) External

Both LGNSW and NSW Country Mayors have strong positions recommending water supply services remain owned and managed by Local Councils.

(b) Internal

General Manager
Director Operations (Acting)
Manager Water and Wastewater
Engineer Water and Wastewater

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 9.4 - Nurture strong partnerships with Murray Darling Association, RAMJO, MI Ltd, NSW Government, Commonwealth - OPERATIONAL PLAN ACTIVITY 9.4.5 - Strategic engagement with Commonwealth government departments Local MPS and government agencies on key issues for the region

ATTACHMENTS

- 1 Leeton Shire Council response against privatisation of LWUs - 28 October 2023



JP/EF23/178

28 October 2023

Joint Select Committee on
Protecting Local Water Utilities from Privatisation
Parliament House
Macquarie Street
NSW 2000

Per Select Committee Submission Portal

Dear Joint Select Committee Members

RE: Leeton Shire Council Response to Inquiry into Protecting Local Water Utilities from Privatisation

Leeton Shire Council is a Local Water Utility (LWU) that offers both water supply and sewerage services. We consider these services to be our most significant contribution to public health and undertake them with care and diligence.

The purpose of this letter is to outline Leeton Shire Council's view that it is important to secure the future of LWUs across regional NSW, just as the government has done for Sydney and the Hunter Valley - *Constitution Amendment (Sydney and Hunter Water) Bill 2023*.

Our regional water assets should be protected. We do not support the privatisation of LWUs in the regions or the sell-off of assets, nor do we support forced council or LWU amalgamations.

We also outline what is required to support the sustainability of water services to consumers in regional NSW. Certainly, privatisation is NOT the solution to under investment in water and sewerage infrastructure and service capacity over many decades. Instead there should be better consideration of the different operating conditions of LWUs across the State, and these should be supported to succeed through a more efficient governance model and greater State Government investment in ongoing operations to build capacity and deal with emergencies.

Leeton Shire Council's Position:

- Leeton Shire Council considers it essential that the local community (via their Council or alliance of Councils) retains ownership, involvement and control over local water and sewerage services. We note that our position aligns with the that of Local Government NSW and NSW Country Mayors.

1

- Leeton Shire Council strongly opposes the privatisation of Local Water Utilities (LWU) and supports legal protections being introduced against privatisation, just as the NSW Government has done for Sydney and the Hunter Valley. It is, however, important to ensure that these protections still accommodate a degree of outsourcing to the private sector when required by a local council, such as during times of disaster or times of short-term staff shortages. Councils having this discretion is imperative to keeping critical and essential water and sewerage services available during times of disaster or staff shortage and during extreme incidents and climate events.
- Leeton Shire Council believes the NSW Government should not have any legal ability to sell-off any water utility or sewer services being offered by local councils across NSW. The need to consult with councils first is in place already, needs to be retained, and should be strengthened. Local communities lost control of electricity supplies previously and we do not support this potentially happening to our water supply and sewer services too.
- Leeton Shire Council opposes forced amalgamations of councils and LWUs. Instead, Council supports opportunity for voluntary collaborative models at a regional level, such as regional water alliances, where a council deems this useful and efficient.
- Leeton Shire Council believes that all towns across regional NSW deserve to receive drinking quality water at an affordable cost. Council notes the disparity of cost burden on consumers of water and sewer services in the regions compared to the metropolitan areas, most especially in smaller communities, dispersed communities and communities in dry/arid climates.

As well as economies of scale, the rainfall differences between inland and coastal NSW must be acknowledged and cannot be ignored when the State Government is determining how best to support LWUs.

Council recommends that the NSW government considers delivering permanent ongoing operational funding for LWUs - and alliances of councils - to assist them with delivering efficient water and sewerage services. Perhaps the redistribution of Financial Assistance Grants could assist to achieve better service equity. Also, additional State Government funding should be available to support communities when there are climate induced emergency events / incidents that require remediation and expert technical support.

- Leeton Shire Council considers the legislative environment for LWUs to be complex, cumbersome and inefficient. Currently LWUs have to report against at least 8 pieces of legislation, namely *NSW Local Government Act 1993*, *NSW Water Management Act 2000*, *NSW Public Health Act 2010*, *NSW Protection of the Environment Operations Act 1997*, *NSW Environment Planning and Assessment Act 1979*, *NSW Dams Safety Act 2015*, *NSW Work Health and Safety Act 2011*, and *Commonwealth Water Act 2007*, along with a host of guidelines and supporting regulations. Council reports on its services separately to NSW DPE (Department Planning and Environment), NSW Health and NSW EPA (Environment Protection Authority).

Council advocates strongly for a revised governance model that is simpler to administer and that aligns more closely with Integrated Planning and Reporting under the *Local Government Act 1993*. Council would prefer a consolidated, whole of government, regulatory approach from LWUs that is streamlined, coordinated, and strategic.

- Leeton Shire Council is of the view that risk appetite for LWUs should be developed in consultation with elected councillors and local communities rather than being unilaterally imposed by any regulator. Significant unnecessary cost burdens can accrue on a LWU due to a change in risk appetite from a regulator. A case in point is 'Good Dams Safety Performance' which is difficult to navigate and often not fit for purpose for our levels of service.
- Leeton Shire Council acknowledges there is a need to invest in LWU resilience and seeks support from the NSW Government for not only capital investment, but also increased capacity building, improved water utility risk management (to predict, mitigate and monitor risk), improved digital technology upgrades, and ready access to water operator training.

Concluding comments:

Thank you to the Committee for the opportunity to provide a submission.

Residents of NSW deserve safe, reliable and affordable water and sewerage services. Smaller communities deserve equitable access to these critical and essential services too.

In our Local Government Area, Leeton Shire Council is best positioned to deliver these services.

Refreshing governance models and introducing funding for operations for regional LWUs would represent a transformational opportunity for regional communities in NSW. The benefits from State Government investment in budget support for water and sewerage services will complement existing capital project subsidies and will ultimately flow back to NSW's success through improved economic development.

For further information, please contact John Pearson, Manager Water and Wastewater, on johnp@leeton.nsw.gov.au.

Yours faithfully



Jackie Kruger
General Manager

ECONOMIC AND COMMUNITY DEVELOPMENT MATTERS

ITEM 7.7 CONSTRUCTION OF NEW ANIMAL POUND FACILITY

RECORD NUMBER	23/261
RELATED FILE NUMBER	EF22/36
AUTHOR/S	Manager Planning, Building and Health
APPROVER/S	Executive Manager Economic & Community Development

SUMMARY/PURPOSE

This report is presented to Council to consider Development Application 98/2023 for the construction of a new animal pound facility.

The matter is being reported to Council for determination in accordance with Council's *Conflict-of-Interest Policy (when dealing with Development Applications lodged by Council Staff, Councillors and Council)*.

The application was notified in accordance with Council's *Community Engagement Strategy (CES)*, and no submissions were received.

The development has been assessed regarding the matters for consideration set out in Section 4.15 of the Environmental Planning & Assessment Act, 1979. The evaluation of the development is set out in Attachment A, and it concludes that the proposed development has merit, and is recommended for approval.

RECOMMENDATION

THAT Leeton Shire Council consent authority pursuant to Section 4.16(1)(a) of the *Environmental Planning & Assessment Act 1979*:

1. Grants consent to Development Application No: DA98-2023 for the demolition of the existing animal shelter and the erection of a replacement animal shelter within the depot at 10-16 Massey Avenue, Leeton subject to the conditions set out in Attachment "B".
2. Refers the application to the General Manager for the issue of the notice of determination.

REPORT

(a) Background

A development application has been made by Leeton Shire Council for the upgrade of its animal pound at 10-16 Massey Avenue, Leeton. The application

involves the construction of a new shelter with the existing shelter being decommissioned and demolished upon the new facility becoming operational.

(b) Discussion

The assessment of the development application was undertaken by town planning staff from Murrumbidgee Council, in accordance with the Conflict of Interest Management Statement issued on 5 September 2023 and *Council's Conflict of Interest Policy (when dealing with Development Applications lodged by Council Staff, Councillors and Council)*.

The proposed development was assessed and evaluated in accordance with the provisions of section 4.15 of the *Environmental Planning and Assessment Act, 1979*. The assessment report is provided in Attachment A and can be summarised as follows:

- a. The subject land is zoned E4 General Industrial and under Part 2 Land Use Table of Leeton Local Environmental Plan 2014 and the development is deemed permissible as it is ancillary to the dominant use of the land as a depot.
- b. The proposed development is unlikely to have any unreasonable impact on the environment, and where an adverse impact has been identified appropriate conditions have been imposed to mitigate the effects.
- c. The subject site is suitable for the proposed development.
- d. The proposed development does not raise any matter contrary to the public interest.

(c) Options

THAT Leeton Shire Council consent authority pursuant to Section 4.16(1)(a) of the *Environmental Planning & Assessment Act 1979*:

1. Grants consent to Development Application No: DA98-2023 for the demolition of the existing animal shelter and the erection of a replacement animal shelter within the depot at 10-16 Massey Avenue, Leeton subject to the conditions set out in Attachment "B".
2. Refers the application to the General Manager for the issue of the notice of determination. ***This is the recommended option.***
3. Any other resolution as determined by Council.

IMPLICATIONS TO BE ADDRESSED

(a) Financial

Council has set aside funding for the proposed redevelopment of the animal shelter at its depot.

(b) Policy

The proposed development has been considered regarding relevant policies, including its *Conflict-of-Interest Policy (when dealing with Development Applications lodged by Council Staff, Councillors and Council* and Council's Community Engagement Strategy.

(c) Legislative/Statutory

1. The development application has been assessed in accordance with the provisions of the *Environmental Planning & Assessment Act, 1979*, the *Environmental Planning & Assessment Regulation, 2021*, Leeton Local Environmental Plan 2014 and relevant environmental planning instruments.
2. The provision of an animal pound facility must comply with the NSW Animal Welfare Code of Practice no. 5 – Dogs and cats in animal boarding establishments.

(d) Risk

Council has notified the development in accordance with its Community Engagement Strategy. Council engaged an independent assessor in accordance with the Conflict of Interest Management Statement, mitigating conflict of interest risks.

CONSULTATION

(a) External

In accordance with Conflict of Interest Management Statement dated 5 September 2023 the application required independent assessment to be undertaken. The independent assessment was undertaken by planning staff from Murrumbidgee Council.

Development application DA 98/2023 was on public exhibition for 28 days in accordance with the provisions of Leeton Shire Council's Community Engagement Strategy. No submissions were received.

(b) Internal

Senior Management Team
Director Operations
Executive Manager Economic and Community Development
Council's Rangers
Development Engineer
Trade Waste Coordinator

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

Under the Key Priority Area CSP FOCUS AREA 3 - A thriving regional economy within Council's adopted Delivery Program/Operational Plan – DELIVERY PROGRAM

FUNCTIONAL AREA 5 - Planning, Building and Public Health - DELIVERY PROGRAM
ACTIVITY 5.6 - Provide regulatory/ranger services: Animal control; Noise Control; Pest Control; Overgrown Blocks; Non-complying development; Graffiti/vandalism management - OPERATIONAL PLAN ACTIVITY 5.6.3 - Promote and foster responsible pet ownership, including Annual free microchipping day and All-year-round subsidised microchipping".

ATTACHMENTS

- 1** DA 98/2023 - Attachment A - Assessment report for Leeton Animal Pound Facility
- 2** DA 98/2023 - LSC Animal Pound Facility - Recommended conditions

DA No.	DA98/2023 (PAN-361543)
ESTIMATED COST OF DEVELOPMENT	\$99,000
APPLICANT	Glenn McVittie (Leeton Shire Council)
OWNER	Leeton Shire Council
PROPERTY	Lot 2 DP 1024392 10-16 Massey Avenue, Leeton
PROPOSAL	The applicant seeks consent to replace an existing building used by Leeton Shire Council as its pound and replace it with a new building.

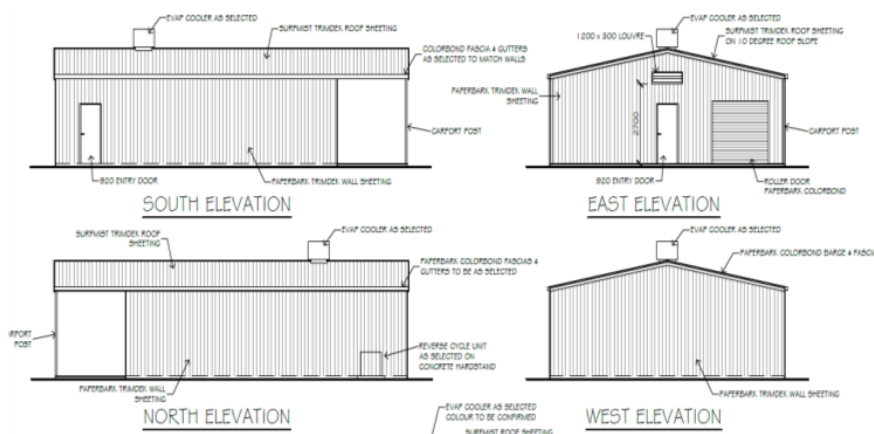
The proposed building is located within the confines of the Leeton Shire Council's depot and it is approximately 3.8 metres in height and has a floor area of 120m² (12m x 10m) with an attached carport (3m x 10m). The shed is setback 23 metres from the western (front) boundary, 130m from the eastern (rear) boundary and approximately 15 & 150 metres from the southern and northern side boundaries respectively. It incorporates the following features:

- An office
- An enclosure for cats (maximum capacity 6)
- 10 enclosures for dogs (maximum capacity 10)

The applicant states that the building is to be constructed in accordance with the NSW Department of Primary Industries Animal Welfare Code of Practice No.5 – Dogs and Cats in Animal Boarding Establishments.

The original building used to board, keep and care for cats and dogs will be demolished once the new structure is commissioned. As such there is no proposed changes to the existing hours of operation, number of employees or parking.

Figure 1 – Elevation drawings¹



¹ © CJ Design Services Pty Ltd, drawing 2308-01-3

SITE

The subject site can be legally described as Lot 2 DP 1024392 and has the street address of 10-16 Massey Avenue, Leeton. The site has an area of 3.092ha² and is rectangular in shape with a frontage of approximately 171 metres to Massey Avenue.

The property does not appear to benefit from nor is it burdened by any easement or restriction-as-to-user on the title of the land. An overhead power pole is located at the front of the site approximately 10 metres from the front boundary.

Massey Avenue is a local collector road, designed to accommodate heavy vehicles including B-double transport.

The topography is flat with no noticeable fall in any particular direction.

The forecourt of the Leeton Council depot, which includes the staff car park is constructed to an all-weather gravel standard is features a number of significant trees which provide a screen to the site. These trees are to be retained.

The subject land is not affected by landslip, subsidence, acid sulphate soils nor has it has it been mapped as being subject to flooding nor has it been identified a being bushfire prone.

Figure 2 – Aerial Image/Locality showing location of shed²



² SixMaps (downloaded 3 October 2023)

Figure 3 – Subject site (existing shelter from Massey Ave)³



Figure 4 – Subject site (approximate position of new shelter)



Figure 5 – Adjoining site (Massey Ave)



³ © Steven Parisotto 2023 (images in Figures 3-5 taken 3 October 2023)

Section 4.55 Assessment

In determining a development application, a consent authority is to take into consideration Section 4.15 of the Environmental Planning and Assessment Act 1979. The following matters as are of relevance to the development the subject of the development application.

<i>Exempt or complying development</i>	The application is not categorised as complying development for the purposes of State Environmental Planning Policy (Exempt and Complying Development Codes) 2008.
<i>Designated development</i>	The proposed development is not categorised designated development for the purposes of Section 4.10 of the Environmental Planning and Assessment Act, 1979 and Schedule 3 of the Environmental Planning and Assessment Regulations, 2000.
<i>Integrated development</i>	The proposed development is not categorised as integrated development for the purposes of Section 4.46 of the Environmental Planning and Assessment Act, 1979.
<i>State significant development</i>	The proposed development is not State significant development as set out in Division 4.7 of the Act.
<i>Other</i>	The application has been referred to Murrumbidgee Council as part of a resource sharing agreement for Council-related development.

4.15(1)(a)(i) - the provision of any environmental planning instrument

The following environmental planning instruments have been taken into consideration in the evaluation of the development.

<i>SEPP (Transport & Infrastructure) 2021</i>	<p>Council must consider the following provisions within this SEPP, and the relevance of the applicable clauses to this development, are as follows:</p> <p>Development likely to affect an electricity transmission or distribution network</p> <p>The provisions of clause 2.48 applies to a development application that involves any of the following—</p> <p>(a) <i>the penetration of ground within 2m of an underground electricity power line or an electricity distribution pole or within 10m of any part of an electricity tower,</i></p> <p>(b) <i>development carried out—</i></p> <p style="padding-left: 40px;">(i) <i>within or immediately adjacent to an easement for electricity purposes (whether or not the electricity infrastructure exists), or</i></p> <p style="padding-left: 40px;">(ii) <i>immediately adjacent to an electricity substation, or</i></p> <p style="padding-left: 40px;">(iii) <i>within 5m of an exposed overhead electricity power line....</i></p> <p>The works are not within 5m of an exposed overhead electricity power line a referral is not required.</p>
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Development in or adjacent to road corridors and road reservations

The proposed development does not have frontage to a classified road, nor does it have access that is within 90m of a classified road. Therefore the provisions of clause 2.119 does not apply.

*Leeton Local
Environmental
Plan 2014*

The subject site falls under the provisions of Leeton Local Environmental Plan 2014.

*Definition of
development
and
permissibility*

The use of the proposed building would broadly fall within the definition of an *animal boarding or training establishment* which is defined in the standard instrument dictionary as:

animal boarding or training establishment means a building or place used for the breeding, boarding, training, keeping or caring of animals for commercial purposes (other than for the agistment of horses), and includes any associated riding school or ancillary veterinary hospital.

It should be noted that neither the boarding, nor the keeping or caring of the dogs and cats would be for commercial purposes, rather it is a statutory responsibility for local authorities under the Companion Animals Act, 1998.

The subject site is zoned E4 General industrial and *animal boarding or training establishments* are listed in Item 4 as being prohibited within the zone.

On the basis that an *animal boarding or training establishments* is prohibited, the development can only proceed on the following basis:

- a. The site benefits from existing use rights as per Division 4.11 of the Environmental Planning & Assessment Act, 1979; or
- b. The development is deemed ancillary to another permissible use of the land.

To establish existing use rights, relevant case law, directs the consent authority to take into consideration the following questions:

- a. Whether the use of the land as an *animal boarding or training establishment* was relevantly prohibited by Leeton Local Environmental Plan 2014 within the meaning of section 4.65 of the Environmental Planning and Assessment Act, 1979?
- b. Whether the use of the land as an *animal boarding or training establishment* has been:
 - lawfully commenced, and
 - has lawfully continued.

Leeton Local Environmental Plan 2014 came into force on 10 June 2014 which is the relevant date for establishing existing use rights. An *animal boarding or training establishment* was listed as prohibited development in the IN1 (now E4) General Industrial zone.

Prior to LLEP 2014, the land was zoned 5(a) Special Uses – Council Depot, under Leeton Local Environmental No. 4. This plan came into effect in 1983

and any purpose incidental or subsidiary to the specified purpose was permissible with consent.

The use of the land as a depot appears to pre-date LLEP No.4, with at least one building approval (9/82) being issued on 2 March 1982 under the provisions of Interim Development Order No. 1 – Leeton Shire Council.

On this basis it may be concluded that as of the date of commencement (10 June 2014) 6-16 Massey Avenue, included facilities that provided for the boarding, keeping and caring of animals, and that an *animal boarding or training establishment* was prohibited.

The approval of Building Application No. 9/82 suggest that the use of the land as a depot was lawfully approved and it has continued lawfully since at least 2 March 1982. It is unclear as to when the existing building used to board cats and dogs was constructed.

The absence of any development consent for the building currently being used for the housing of animals makes it difficult to establish whether it was lawfully erected. While it may be assumed that this is the case, especially given that it would have been deemed to be incidental to subsidiary to the use of the site as a depot, it cannot be an absolute and existing use rights cannot be properly established.

On the basis that the burden of proof for existing use cannot be established, Council must consider whether the proposed development, which is to replace the existing building use to board, keep and care for animals with a new building is ancillary to the permitted land use.

The predominant use of the site is that of a *depot* which is defined as:

***depot** means a building or place used for the storage (but not sale or hire) of plant, machinery or other goods (that support the operations of an existing undertaking) when not required for use, but does not include a farm building.*

The current use of the land satisfies the definition of a depot.

Planning Circular PS 21-008 issued by the Department of Planning & Environment on 2 December 2021 provides guidance to Council in characterising development for the purpose of permissibility. In considering the replacement building Council has taken into consideration the following:

- a. The site currently provides facilities for the temporary boarding, keeping and care of cats and dogs. This use is considered to be an ancillary aspect of the use of the land as a depot by Leeton Shire Council and is not a separate undertaking.
- b. The area of the land occupied by the building is 120m² on a site that is 3ha which is approximately 0.4% of the total site area, and approximately 5% of the total building areas.
- c. The proposed development is not inconsistent with the dominant use of the land.
- d. Access to the building by Council staff is via the main entrance to the site.

Council may be satisfied that the erection of a new building, purpose built to provide facilities to provide temporary housing and care for lost and

	<p>surrendered animals can be categorised as being ancillary to the dominant use of the land as a depot and therefore is permissible development.</p>
<i>Aims & Objectives</i>	<p>The proposed development is consistent with the aims of Leeton Local Environmental Plan 2014 and the objectives of the E4 General Industrial zone.</p>
<i>Development Standards</i>	<p>Section 4 of the Environmental Planning and Assessment Act 1979 defines a <i>development standard</i> as being a provision of an environmental planning instrument in relation to the carrying out of a development, being provisions by or under which requirements are specified or standards are fixed in respect to any aspect of the development.</p> <p>Part 4 of Leeton Local Environmental Plan 2014 identifies the principal development standards that apply. In this instance there are no development standards applicable to the proposed development.</p>
<i>Miscellaneous Provisions</i>	<p>Part 5 of Leeton Local Environmental Plan 2014 addresses numerous miscellaneous provisions. The following matters are of relevance to the proposed development:</p>
<i>5.10 Heritage conservation</i>	<p>Clause 5.10 of Leeton Local Environmental Plan 2014 sets down objectives in respect to the conservation of environmental heritage within part of the Leeton Council local government area. Specifically, it applies to the protection of heritage items and heritage conservation areas; development affecting places or sites of known or potential Aboriginal heritage significance; development affecting known or potential archaeological sites of relics of non-Aboriginal heritage significance; development in the vicinity of a heritage item; provision of conservation incentives; and development in heritage conservation areas.</p> <p>The subject site is does not contain nor is it within the vicinity of a heritage item listed in Schedule 5 of LLEP 2014.</p>
<i>5.21 Flood planning</i>	<p>Clause 5.21 applies to land that is at or below the flood planning level, which means the level of a 1:100 ARI (average recurrent interval) flood event plus 0.5 metre freeboard.</p> <p>The objectives of this clause are:</p> <ul style="list-style-type: none">(a) <i>to minimise the flood risk to life and property associated with the use of land,</i>(b) <i>to allow development on land that is compatible with the land's flood hazard, considering projected changes as a result of climate change,</i>(c) <i>to avoid significant adverse impacts on flood behaviour and the environment.</i> <p>The subject land is identified as being flood affected.</p>
<i>Additional local provisions</i>	<p>Part 6 of Leeton Local Environmental Plan 2014 identifies a number of additional local provisions that the consent authority must consider when evaluating a development application under section. 4.15(1)(a)(i) of the Environmental Planning & Assessment Act, 1979.</p>
<i>6.1 Earthworks</i>	<p>The objectives set out in clause 6.1(1) are as follows:</p>

- (a) to ensure that earthworks for which development consent is required will not have a detrimental impact on environmental functions and processes, neighbouring uses, cultural or heritage items or features of the surrounding land,
- (b) to allow earthworks of a minor nature without separate development consent.

The proposal includes site preparation works including the establishment of a building pad. Drainage patterns on site would be maintained with the site being levelled to ensure stormwater is discharged to the street. As the site has been previously disturbed during the original development of the area, the likelihood of disturbing any relics or artefacts is considered low.

Clause 6.3 Terrestrial biodiversity The objective of this clause is to maintain terrestrial biodiversity and applies to the land identified as “Biodiversity” on the [Terrestrial Biodiversity Map](#).

The subject site has not been mapped as being an area of biodiversity and therefore the provisions of this clause do not apply.

Clause 6.4 Groundwater vulnerability The object of Clause 6.4 is to maintain the hydrological functions of key ground water systems and to protect vulnerable groundwater resources from contamination as a result of inappropriate development. The site has not been mapped as being groundwater vulnerable land on [Groundwater Vulnerability Map](#).

Clause 6.5 Riparian land and watercourses The site is not identified as being within the boundaries of the [Riparian Land and Watercourses Map](#).

Clause 6.6 Wetlands The site is not identified as being part of a wetland identified on the [Wetlands Map](#).

Clause 6.7 Development on river front areas Not applicable.

Clause 6.8 Development on river beds and banks Not applicable.

Clause 6.9 Airspace operations The proposed development does not penetrate the Obstacle Limitation Surface and therefore does not impact in the safe operation of the Narrandera-Leeton Airport.

Clause 6.10 Development in areas subject to aircraft noise The proposed development is not considered to be a noise sensitive development, therefore the provisions of clause 6.10 do not apply.

Clause 6.11 Tourist and visitor accommodation Not applicable.

<i>on land within Zone RU1</i>	
<i>Clause 6.12 Essential services</i>	<p>The provisions of Part 6.12 of Leeton Local Environmental Plan 2014 states that the consent authority must be satisfied the following services that are essential for the development are available or that adequate arrangements have been made to make them available when required:</p> <ul style="list-style-type: none">(a) <i>the supply of water,</i>(b) <i>the supply of electricity,</i>(c) <i>the disposal and management of sewage,</i>(d) <i>stormwater drainage or on-site conservation,</i>(e) <i>suitable vehicular access.</i> <p>The subject site is connected to Council's reticulated potable water network, stormwater and local sewer infrastructure.</p> <p>The subject site is presently connected to Essential Energy's infrastructure at its frontage. Any amplification of services would be at the applicant's expense and to the satisfaction of Essential Energy.</p> <p>The existing access to the site is satisfactory.</p>
<i>6.13 Location of sex service premises</i>	Not applicable

4.15(1)(a)(ii) - the provision of any draft environmental planning instrument

At the time of preparing this report the assessing officer is not aware of any draft environmental planning instrument that applies to the development or to land within the Leeton Council local government area relevant to the proposed development.

4.15(1)(a)(iii) - Development control plan

The provisions of Section 4.15(1)(a)(iii) require the consent authority to take into consideration any relevant development control plan. Part G of the Leeton Development Control Plan (LDCP) provides a guide for industrial development.

G1.1 – The proposed development is deemed satisfactory in terms of the earthworks and proposed means of site drainage.

G1.2 – The proposed development is unlikely to result in any adverse land use conflicts nor would it result in any nuisance, particularly from noise or odour.

G1.3 – The position of the proposed animal shelter complies with the controls set down in this part.

G1.4 – The proposed building is one of function over form and is not architectural creative. It complies with the height limits set down, and is largely obscured from view by existing fencing and overall the proposed building would have a neutral impact on the streetscape.

G1.5 – Waste management (cleaning of kennels and removal of animal faeces) will involve the treatment onsite before entering the sewer system.

G1.6 – No new advertising signage is proposed.

G1.7 – No additional landscaping is proposed nor is it deemed necessary.

G1.8 – The site already has access to water, sewer and electricity. While the new building will need to be connected to these utilities, network amplification is unlikely given that this is a replacement structure.

G1.9 – Stormwater can be directed into the existing system and onsite detention is not required.

Council can be satisfied that the proposed animal shelter is consistent with the objectives for development within the industrial zone and therefore accords with the DCP.

4.15(1)(a)(iiia) - Planning agreement or draft planning agreement

The developer has not entered into any planning agreement under section 93F of the Act, nor has the developer offered to enter into any draft planning agreement under section 93F.

Relevant Section 7.12 contributions plan

The development is subject to the Leeton Council Section 94A contributions plans which applies to all development that is valued in excess of \$100,000. As the proposed development is valued at less than \$100,000 a levy is not payable.

4.15(1)(a)(iv)- Matters prescribed by the regulations

Section 4.15(1)(a)(iv) requires Council to take into consideration the provisions of Environmental Planning and Assessment Regulation 2021 and the Environmental Planning and Assessment (Development Certification and Fire Safety) Regulation, 2021

<i>Clause 61 Additional matters for consideration</i>	Clause 61(1) of the Environmental Planning & Assessment Regulation 2021 requires the consent authority to consider the provisions of Australian Standard AS 2601-1991: The demolition of Structures. In this instance no structures are to be demolished. The application is not for the carrying out of development on land that is subject to a subdivision order made under Schedule 5 to the Act. The development is not located within the local government area of Coonamble, City of Dubbo, Gilgandra or Warrumbungle (to which the Dark Sky Planning Guideline applies).
<i>Clause 62 consideration of fire safety</i>	The development is not for a change of building use for an existing building.
<i>Clause 63 considerations for the erection of temporary structures</i>	The development is not for a temporary structure.
<i>Clause 64 consent authority may require upgrade of buildings</i>	The development does involve the rebuilding, alteration, enlargement or extension of an existing building.

4.15(1)(b) - The likely impacts of that development

<i>Context and setting</i>	<p>The proposed development is generally keeping with the nature of the surrounding industrial zoned land.</p> <p>The scenic quality and features of the natural landscape or the built environment are not negatively impacted upon by the construction of the works proposed.</p> <p>The development will not result in any loss of views or vistas, will not impact on anyone's visual or acoustic privacy and will not overshadow any other property.</p>
<i>Access, transport and traffic</i>	<p>The proposed development and use of the site will not generate additional traffic, which presently limited to Council employees accessing the site. The site is designed, and provides access, for heavy vehicles including a b-double combination. The visitors to the site would be people surrendering animals or retrieving them is limited, and these are undertaken on an appointment like basis.</p>
<i>Public domain</i>	<p>The development will not have an adverse impact on public recreation or the amount, location, design, use and management of public spaces.</p>
<i>Utilities</i>	<p>The site has access to power, telecommunications, and water. Any amplification of services would be at the expense of the applicant and will have to be designed to meet the relevant authorities' requirements.</p>
<i>Heritage</i>	<p>The subject site does not contain nor is it within the vicinity of a heritage item listed in Schedule 5 of LLEP 2014.</p> <p>Council may be satisfied that the proposed development will not be a significant impact on heritage.</p>
<i>Other land resources</i>	<p>There is unlikely to be any impact on land resources such as mineral extractive resources or water supply catchments, is expected.</p>
<i>Water</i>	<p>It is considered that any impact upon groundwater or any riparian corridor or waterways can be satisfactorily mitigated through proper ongoing management of the site.</p>
<i>Soils</i>	<p>It is considered that any impact upon local and off-site soil conditions can be satisfactorily mitigated through proper ongoing management of the site.</p>
<i>Air and microclimate</i>	<p>It is considered that any impact upon air quality (odour management) can be satisfactorily mitigated through proper ongoing management of the site.</p>
<i>Flora and fauna</i>	<p>Council can be satisfied that the proposed development would not have an impact on local native ecological communities, flora or fauna and their habitats.</p>
<i>Waste</i>	<p>The operational aspects of the development requires wastewater from the animal shelter washdown area be pre-treated in an existing tank before being collected by a licensed contractor.</p>

<i>Energy</i>	Nil.
<i>Noise and vibration</i>	The operational activities associated with the development may generate some noise however anticipated noise levels will be in keeping with other nearby land uses and will be consistent with the existing ambient background levels.
<i>Natural hazards</i>	The subject site is not prone to natural hazards such as tidal inundation, subsidence, slip, mass movement, flooding or bushfires.
<i>Technological risks</i>	There are no known technological risks to people, property or the natural environment from the activities.
<i>Safety, security and crime prevention</i>	The proposed development would not pose any risk in terms of criminal activity, safety or security.
<i>Social & economic impact in the locality</i>	The proposed development has positive economic impact and would be to the benefit to the local community.
<i>Site design and internal design</i>	The proposed site and internal design are considered satisfactory.
<i>Construction</i>	Should the application be approved conditions of consent will be placed on the development to ensure that no nuisance, soil erosion and sedimentation transport occurs, and in relation to hours of construction.
<i>Cumulative impacts</i>	Nil.

4.15(1)(d) - Any submissions made

The provisions of the Environmental Planning and Assessment Act 1979 the Environmental Planning and Assessment Regulation 2021 and Leeton Shire Council's Community Engagement Strategy (including Land Use Community Participation Plan), concurrence and advertising requirements for specific types of development applications and taking into consideration any submissions received in response to the notification process.

The proposed development was notified in accordance with Council's CES and no submissions were received.

4.15(1)(e) - The public interest

The provisions of Section 4.15(1)(e) of the Environmental Planning and Assessment Act 1979 provides an overarching requirement to consider the public interest. It is considered that the public interest is best served by the consistent application of the requirements of the relevant Commonwealth and State government legislation, environmental planning instruments,

development control plan, Council policy, and by Council ensuring that any adverse effects on the surrounding area and the environmental are avoided.

On the basis that the proposed development is considered to be consistent with the aims and objectives of Leeton Local Environmental Plan 2014 and other relevant environmental planning instruments, development control plans or policies; and Land and Environment Court Planning Principles, it is therefore unlikely to raise any issues that are contrary to the public interest.

Conclusion

The development application has been evaluated with regard to the matters for consideration listed in Section 4.15 of the Environmental Planning and Assessment Act 1979. On the basis of this assessment it is considered the proposal has merit and the development can be supported for the following reasons:

- The proposed development is permissible within the zone under Leeton Local Environmental Plan 2014 and is consistent with the aims, objectives and special provisions of that environmental planning instrument.
- The proposed development is consistent with the provision the relevant SEPPs that apply.
- The proposed development is considered satisfactory with regard to performance outcomes and acceptable solutions set down in Leeton Development Control Plan.
- The proposed development is unlikely to have any unreasonable impact on the environment, and where an adverse impact has been identified appropriate conditions have been imposed to mitigate the effects.
- The subject site is suitable for the proposed development.
- The proposed development does not raise any matter contrary to the public interest.

Recommendation

- a) That the matter be reported to a meeting of Leeton Shire Council.
- b) That the report to Council recommend that Leeton Shire Council as the consent authority pursuant to Section 4.16(1)(a) of the Environmental Planning & Assessment Act 1979 grant consent to Development Application No: DA98-2023 for the demolition of the existing animal shelter and the erection of a replacement animal shelter within the depot at 10-16 Massey Avenue, Leeton subject to the conditions.

ASSESSING OFFICER

Name:

Steven Parisotto
Senior Town Planner
(Murrumbidgee Council)

Date

31 October 2023

Signature:



PART A – GENERAL CONDITIONS

CONDITIONS	REASON																												
<p>1) Approved plans and supporting documentation</p> <p>Development consent has been granted for a demolition of the existing animal shelter and the erection of a replacement animal shelter within the depot at Lot 2 DP 1024392, 10-16 Massey Avenue, Leeton.</p> <p>Development must be carried out in accordance with the following approved plans and supporting documentation (stamped by Council), except where the conditions of this consent expressly require otherwise.</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr style="background-color: #e0e0e0;"> <th>Plan Reference</th> <th>Plan Title</th> <th>Prepared by</th> <th>Date</th> </tr> </thead> <tbody> <tr> <td>Drawing 2308-01-1</td> <td>Site Plan</td> <td>CJDS</td> <td>06.02.2023</td> </tr> <tr> <td>Drawing 2308-01-2</td> <td>General layout</td> <td>CJDS</td> <td>06.02.2023</td> </tr> <tr> <td>Drawing 2308-01-3</td> <td>Elevations & sections</td> <td>CJDS</td> <td>06.02.2023</td> </tr> <tr> <td>Drawing 2308-01-4</td> <td>Plumbing layout</td> <td>CJDS</td> <td>06.02.2023</td> </tr> </tbody> </table> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr style="background-color: #e0e0e0;"> <th>Document</th> <th>Reference No</th> <th>Prepared by</th> <th>Date</th> </tr> </thead> <tbody> <tr> <td>Statement of Environmental Effects (SEE)</td> <td></td> <td>Leeton Shire Council</td> <td>Undated</td> </tr> </tbody> </table> <p>In the event of any inconsistency between the approved plans and the supporting documentation, the approved plans prevail. In the event of any inconsistency between the approved plans and a condition of this consent, the condition prevails.</p> <p>Note 1: An inconsistency occurs between an approved plan and supporting documentation or between an approved plan and a condition when it is not possible to comply with both at the relevant time.</p>	Plan Reference	Plan Title	Prepared by	Date	Drawing 2308-01-1	Site Plan	CJDS	06.02.2023	Drawing 2308-01-2	General layout	CJDS	06.02.2023	Drawing 2308-01-3	Elevations & sections	CJDS	06.02.2023	Drawing 2308-01-4	Plumbing layout	CJDS	06.02.2023	Document	Reference No	Prepared by	Date	Statement of Environmental Effects (SEE)		Leeton Shire Council	Undated	<p>To ensure that all parties with an interest in the application are aware of the approved plans and supporting documentation that has been approved as part of the development.</p>
Plan Reference	Plan Title	Prepared by	Date																										
Drawing 2308-01-1	Site Plan	CJDS	06.02.2023																										
Drawing 2308-01-2	General layout	CJDS	06.02.2023																										
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Statement of Environmental Effects (SEE)		Leeton Shire Council	Undated																										
<p>2) Construction Certificate</p> <p>In accordance with the provisions of Part 6, Divisions 6.2 and 6.3 of the EP&A Act, 1979 a person must not carry out building works, including associated excavation works (as applicable) until such time as:</p> <p>(a) A <i>Construction Certificate</i> has been obtained from either Murrumbidgee Council or an <i>Accredited Certifier</i> holding the appropriate accreditation under the Building Professions Act, 2005;</p> <p>The following plans/details are to be submitted to the accredited certifier:</p> <p>(i) A compliance certificate and plans and details of the design and construction of the building (s) prepared and signed by a practising structural engineer. Plans are to include details of the reinforced concrete footings and slab and any structural steel framework.</p>	<p>To ensure that the requirements of the EP&A Act, 1979 are met.</p>																												

- (ii) Architectural plans or scaled drawings of the building(s) that demonstrate conformity with the National Construction Code and the design requirements of the NSW Department of Primary Industries Animal Welfare Code of Practice No.5 – Dogs and Cats in Animal Boarding Establishments.
- (iii) For sites with reactive soils, engineering drawings and details of stormwater to show compliance with AS2870 and AS3500 (This includes lagging, swivel and expansion joints, trenching, grade, clay plug and backfill)

- (b) A *Principal Certifier* has been appointed; and
- (c) The person with the benefit of the development consent has given at least two (2) days' notice to Leeton Shire Council and the *Principal Certifier* of the person's intention to commence the erection of the building.

Should the plans submitted with the Construction Certificate differ substantially from the plans approved as part of the development consent then a Section 4.55 modification of consent application shall be made to Council.

Note 2: Where a *Performance Requirement* is proposed to be satisfied by a *Performance Solution*, the following steps must be undertaken to comply with the National Construction Code:

- (a) Prepare a *Performance-based design brief* in consultation with relevant stakeholders.
- (b) Carry out analysis, using one or more of the *Assessment Methods* listed in (2), as proposed by the
- (c) *Performance-based design brief*.
- (d) Evaluate results from (b) against the acceptance criteria in the *Performance-based design brief*.
- (e) Prepare a final report that includes –
 - (i) all *Performance Requirements* and/or *Deemed-to-Satisfy Provisions* identified through A2.2(3) or
 - (ii) A2.4(3) as applicable; and
 - (iii) identification of all *Assessment Methods* used; and
 - (iv) details of steps (a) to (c); and
 - (v) confirmation that the *Performance Requirement* has been met; and
 - (vi) details of conditions and limitations, if any exists, regarding the *Performance Solution*.

3) National Construction Code

- a) All building work must comply with and be carried out in accordance with the requirements of the Building Code of Australia.
- b) All plumbing and drainage works must comply with and be carried out in accordance with the requirements of the Plumbing Code of Australia.

Prescribed by clause 69(1) of the EP&A Regulation, 2021.

4) Services & Assets

- a) The applicant is to be responsible for all amplification, extension, relocation and adequate provision for connection to and any alteration to services at their own expense. The work is to be in accordance with Council's and other relevant authorities' specifications.
- b) **Dial before your dig** - the applicant shall contact "Dial Before You Dig on 1100" to obtain a Service Diagram. The sequence number obtained from "Dial Before You Dig" shall be forwarded to the Principal Certifying Authority (PCA) and Council for their records.

To ensure that the services to the subject site are able to meet the needs of the development.

- c) If any damage is occasioned to Council property during construction and associated works, the cost of repairs will be recoverable. It is therefore required that any damage which is obvious before works commence be immediately notified to Council to avoid later conflict.

5) **Demolition Works (existing animal shelter)**

Should the existing animal shelter be decommissioned and demolished then all demolition work shall be carried out in accordance with *Australian Standards AS 2601-1991 Demolition of Structures*, other relevant Australian Standards, and the requirements of SafeWork NSW. Demolition work must be carried out in accordance with the following:

- a) The applicant must give relevant notice to all relevant statutory authorities of the demolition.
- b) All existing utility services to the building to be demolished are to be terminated and sealed off in a manner that ensures there will be no leaks or odours escaping from their respective points of access to or within the building.
- c) No demolition material shall be burnt on site.
- d) Dust suppression should be adopted during demolition when required.
- e) Prior to the commencement of demolition work a licensed demolisher who is registered with SafeWork NSW must prepare a Safe Work Method Statement ('SWMS') to the satisfaction of Council.
- f) Prior to the commencement of demolition, the structures are to be inspected for asbestos or other hazardous building materials. Any material containing asbestos or other hazardous building materials found on site during the demolition process shall be removed and disposed of in accordance with the requirements of SafeWork NSW, the *Protection of the Environment Operations Act 1997*, the *Protection of the Environment Operations (Waste) Regulation 2014* and the NSW Environment Protection Authority *Waste Classification Guidelines 2014*.
- g) Identified hazardous building materials within the building to be demolished must be removed in accordance with current legislation and the approved Hazardous Building Materials Survey prior to the general demolition of the building. This hazardous building material removal must be undertaken by the relevant licensed specialists, as documented in the Hazardous Building Materials Survey.

6) **Access to Premises**

The proposed development must be made accessible in accordance with the Building Code of Australia, Access to Premises Code and AS1428.1. The applicant/owner is advised that this approval does not guarantee compliance with the provisions of the *Commonwealth Disability Discrimination Act 1992* and the applicant should therefore consider their liability under the Act.

To ensure that the applicant meets their responsibilities in terms of equity of access.

PART B – BEFORE THE ISSUE OF A CONSTRUCTION CERTIFICATE

CONDITIONS	REASON
<p>7) Payment of building and construction industry long service levy</p> <p>Before the issue of a construction certificate, the applicant is to ensure that the person liable pays the long service levy as calculated at the date of this consent to the Long Service Corporation or Council under section 34 of the <i>Building and Construction Industry Long Service Payments Act 1986</i> (B&CILSP) and provides proof of this payment to the certifier.</p>	<p>To comply with the provisions of the B&CILSP Act, 1986.</p>
<p>8) Liquid Trade Waste</p> <p>Prior to the issue of any Construction Certificate an application is to be made to Council for Liquid Trade Waste Approval, pursuant to Section 68C(4) of the Local Government Act, 1993. The application to Council must include the following documentation:</p> <p>a) Detailed plans which indicate size, type, and location of all pre-treatment devices.</p> <p>b) A copy of the Liquid Trade Waste Approval issued by Council shall be provided to the Principal Certifying Authority prior to the issue of any Construction Certificate</p>	<p>To ensure the development satisfies the provisions of the Local Government Act, and that liquid trade waste is disposal of in a satisfactory manner.</p>
<p>9) Construction Management Plan</p> <p>Before the issue of a construction certificate, the applicant must ensure a construction management plan is prepared before it is provided to and approved by the certifier. The plan must include the following matters:</p> <p>a) Erosion and sediment control measures as set out in the NSW Department of Housing manual 'Managing Urban Stormwater: Soils and Construction Certificate' (the Blue Book).</p> <p>b) A waste management plan that includes:</p> <p style="margin-left: 40px;">(i) the contact details of the person(s) removing the waste; and</p> <p style="margin-left: 40px;">(ii) an estimate of the waste (type and quantity) and whether the waste is expected to be reused, recycled or go to landfill; and</p> <p style="margin-left: 40px;">(iii) the address of the disposal location(s) where the waste is to be taken.</p> <p>c) Details and location of temporary site fencing or hoardings required to provide controlled access to the site and for public safety.</p> <p>d) Location of pedestrian and vehicular site access points and construction activity zones.</p> <p>e) Details of construction traffic management, including proposed truck movements to and from the site and estimated frequency of those movements, and measures to preserve pedestrian safety in the vicinity of the site.</p> <p>f) Location of site storage areas, temporary toilets and any temporary site offices.</p> <p>A copy of the approved construction management plan must be kept on-site at all times during construction.</p>	<p>To require details of measures that will protect the public, and the surrounding environment, during site works and construction.</p>

PART C - BEFORE THE COMMENCEMENT OF BUILDING WORK

CONDITIONS	REASON
<p>10) Erosion and sediment controls in place Before the commencement of any site or building work, the principal certifier must be satisfied the erosion and sediment controls in the erosion and sediment control plan, (as detail in the construction management plan and approved by the principal certifier) are in place until the site is rectified.</p> <p>11) Signs on site A sign must be erected in a prominent position on any site on which building work or demolition work is being carried out:</p> <ul style="list-style-type: none"> a) showing the name, address and telephone number of the principal certifier for the work, and b) showing the name of the principal contractor (if any) for any building work and a telephone number on which that person may be contacted outside working hours, and c) stating that unauthorised entry to the work site is prohibited. <p>Any such sign is to be maintained while the building work or demolition work is being carried out, but must be removed when the work has been completed.</p> <p>Note 3: This does not apply in relation to building work or demolition work that is carried out inside an existing building that does not affect the external walls of the building.</p>	<p>To ensure runoff and site debris do not impact local stormwater systems and waterways.</p> <p>Prescribed by clause 70 (2) & (3) of the EP&A Regulation, 2022.</p>
<p>12) Plumbing and Drainage Works A Section 68 Approval must be obtained from Council prior to any sewer or stormwater work being carried out on the site. The licensed plumber must submit to Council, at least two (2) days prior to the commencement of any plumbing and drainage works on site a "Notice of Works".</p> <p>Note 4: A copy of the Notice of Works form can be found on Council's website.</p>	<p>It is in the public interest that plumbing and drainage work is carried out with the relevant approvals required under the Local Government Act 1993 and the National Construction Code</p>
<p>13) Works in Road Reserve A Section 138 approval must be obtained from Council prior to any works within the road reserve.</p>	<p>It is in the public interest that plumbing and drainage work is carried out with the relevant approvals required under the Roads Act 1993 and the National Construction Code</p>

PART D WHILE BUILDING WORK IS BEING CARRIED OUT

CONDITIONS	REASON
<p>14) Compliance with the Building Code of Australia Building work must be carried out in accordance with the requirements of the BCA.</p> <p>15) Procedure for critical stage inspections While building work is being carried out, any such work must not continue after each critical stage inspection unless the principal certifier is satisfied the work may proceed in accordance with this consent and the relevant construction certificate.</p> <p>Class 1 and 10 Buildings Critical stage inspections are:</p> <p>(a) after excavation for, and prior to the placement of, any footings, and (b) prior to pouring any in-situ reinforced concrete building element, and (c) prior to covering of the framework for any floor, wall, roof, or other building element, and (d) prior to covering any stormwater drainage connections, and (e) after the building work has been completed and prior to any occupation certificate being issued in relation to the building.</p> <p>Plumbing inspections: As Leeton Shire Council is the water supply authority an inspection is also required for internal and external plumbing work prior to covering all plumbing and drainage. During works plumbing inspections are to be carried out and a Compliance Certificate for the plumbing and drainage work must be obtained from the Council. The Builder must ensure that the plumber is provided with any engineering plans that detail requirements for plumbing and drainage.</p> <p>Note 5: Prior to the final plumbing inspection a sewer service diagram (SSD) drawn to the standard template details of Department of Fair Trading is required to be submitted to the Council.</p> <p>16) Hours of work The principal certifier must ensure that building work, demolition or vegetation removal is only carried out between:</p> <ul style="list-style-type: none"> ▪ 7.00am to 6.00pm on Monday to Fridays ▪ 8.00am to 1.00pm on Saturdays ▪ No work on Sundays or Public Holidays <p>The principal certifier must ensure building work, demolition or vegetation removal is not carried out on Sundays and public holidays, except where there is an emergency.</p>	<p>Prescribed by clause 69(1) of the EP&A Regulation, 2021.</p> <p>To require approval to proceed with building work following each critical stage inspection.</p> <p>To protect the amenity of the surrounding area in accordance with the provisions of the NSW EPA draft Construction Noise Guideline, 2020.</p>

Unless otherwise approved within a construction site management plan, construction vehicles, machinery, goods or materials must not be delivered to the site outside the approved hours of site works.

Note 6: Any variation to the hours of work requires Council's approval.

17) **Construction noise**

The applicant is to ensure that any noise caused by demolition, vegetation removal or construction does not exceed a LAeq (15 min) of 5dB (A) above background noise, when measured at any lot boundary of the property where the construction is being carried out.

To protect the amenity of the surrounding area in accordance with the provisions of the NSW EPA draft Construction Noise Guideline, 2020.

18) **Discovery of contamination**

Should any contaminated, scheduled, hazardous or asbestos material be discovered before or during construction works, the applicant and contractor shall ensure the appropriate regulatory authority is notified and that such material is contained, encapsulated, sealed, handled, or otherwise disposed of to the requirements of such Authority.

To ensure any contamination found during construction or demolition is dealt with as quickly as possible and to protect the health of the community and the environment.

19) **Uncovering relics or Aboriginal objects**

While demolition or building work is being carried out, all such works must cease immediately if a relic or Aboriginal object is unexpectedly discovered. The applicant must notify the Heritage Council of NSW in respect of a relic and notify the Secretary of the Department of Planning, Industry and Environment and the Heritage Council of NSW in respect of an Aboriginal object. Building work may recommence at a time confirmed by either the Heritage Council of NSW or the Secretary of the Department of Planning, Industry and Environment.

To ensure the protection of objects of potential significance during works.

In this condition:

“relic” means any deposit, artefact, object or material evidence that:

- (a) relates to the settlement of the area that comprises New South Wales, not being Aboriginal settlement, and
- (b) is of State or local heritage significance; and

“Aboriginal object” means any deposit, object or material evidence (not being a handicraft made for sale) relating to the Aboriginal habitation of the area that comprises New South Wales, being habitation before or concurrent with (or both) the occupation of that area by persons of non-Aboriginal extraction and includes Aboriginal remains.

20) **Waste management**

While building work, demolition or vegetation removal is being carried out, the principal certifier must be satisfied all waste management is undertaken in accordance with the approved waste management plan.

Upon disposal of waste, the applicant is to compile and provide records of the disposal to the principal certifier, detailing the following:

- The contact details of the person(s) who removed the waste
- The waste carrier vehicle registration
- The date and time of waste collection
- A description of the waste (type of waste and estimated quantity) and whether the waste is expected to be reused, recycled or go to landfill
- The address of the disposal location(s) where the waste was taken
- The corresponding tip docket/receipt from the site(s) to which the waste is transferred, noting date and time of delivery, description (type and quantity) of waste.

Note 7: If waste has been removed from the site under an EPA Resource Recovery Order or Exemption, the applicant is to maintain all records in relation to that Order or Exemption and provide the records to the principal certifier and Council.

21) **SafeWork NSW**

The applicant is to comply with all the requirements of SafeWork NSW.

To ensure the construction site is maintained in accordance with legislative requirements.

PART E - BEFORE THE ISSUE OF AN OCCUPATION CERTIFICATE

CONDITIONS	REASON
<p>22) Works-as-executed plans and any other documentary evidence</p> <p>Before the issue of the relevant occupation certificate, the applicant must submit, to the satisfaction of the principal certifier, works-as-executed plans, any compliance certificates and any other evidence confirming the following completed works:</p> <p>(a) All stormwater drainage systems and storage systems (b) Council requires Compliance Certificates for the following:</p> <ul style="list-style-type: none"> (i) Waterproofing; (ii) plumbing and drainage; (iii) That the building has been constructed in accordance with the design requirements of the NSW Department of Primary Industries Animal Welfare Code of Practice No.5 – Dogs and Cats in Animal Boarding Establishments <p>The principal certifier must provide a copy of the plans to Council with the occupation certificate.</p>	<p>To confirm the location of works once constructed that will become council assets</p>
<p>23) Final Plumbing Inspection</p> <p>A final inspection must be carried out upon completion of plumbing and drainage work and prior to occupation of the development, prior to the issuing of a final plumbing certificate Council must be in possession of Notice of Works, Certificate of Compliance and Works as Executed Diagrams for the works. The works as Executed Diagram must be submitted in electronic format in either AutoCAD or PDF file in accordance with Council requirements.</p> <p>All plumbing and drainage work must be carried out by a licensed plumber and drainer and to the requirements of the Plumbing and Drainage Act 2011.</p>	<p>To ensure compliance with the National Construction Code</p>
<p>24) Repair of infrastructure</p> <p>Before the issue of an occupation certificate, the applicant must ensure any public infrastructure damaged as a result of the carrying out of building works (including damage caused by, but not limited to, delivery vehicles, waste collection, contractors, sub-contractors, concreting vehicles) is fully repaired to the written satisfaction of Council, and at no cost to Council.</p> <p>Note 8: If the council is not satisfied, the whole or part of the bond submitted will be used to cover the rectification work.</p>	<p>To ensure any damage to public infrastructure is rectified</p>

PART F – OCCUPATION AND ONGOING USE

CONDITIONS	REASON				
<p>25) Stormwater Management</p> <p>The development must not result in the diversion of overland surface waters onto adjoining properties and where necessary shall construct appropriate surface drainage systems that connect to Council's stormwater system.</p> <p>Note 9: Stormwater runoff shall not be permitted to flow over property boundaries onto the adjoining properties unless legally created easements in accordance with Section 88B of the Conveyancing Act are created.</p>	<p>To ensure that stormwater is appropriately managed on the site and is properly directed to the drainage network.</p>				
<p>26) Maintenance of wastewater and stormwater treatment device</p> <p>During occupation and ongoing use of the building, the applicant must ensure all wastewater treatment devices (including drainage systems, sumps and traps) are regularly maintained, to remain effective.</p>	<p>To protect sewerage and stormwater systems</p>				
<p>27) Location of mechanical ventilation</p> <p>During occupation and ongoing use of the building, the applicant must ensure all subsequently installed noise generating mechanical ventilation system(s) or other plant and equipment that generates noise are in an appropriate location on the site (including a soundproofed area where necessary) to ensure the noise generated does not exceed 5dBa at the boundary adjacent to any habitable room of an adjoining residential premises.</p>	<p>To protect the residential amenity of neighbouring properties</p>				
<p>28) Amenity</p> <p>The ongoing use of the site is to be conducted in such a manner so as not to have a detrimental impact on the amenity of the neighbourhood or environment by way of noise, vibration, smell, fumes, vapour, steam, soot, ash, dust, waste water, waste products, grit, oil or any other matter.</p>	<p>To mitigate nuisance on neighbouring properties and the environment.</p>				
<p>29) Hours of Operation</p> <p>The hours of operation are limited to the hours set out in the table below:</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">Days</th> <th style="text-align: left;">Time Period</th> </tr> </thead> <tbody> <tr> <td style="text-align: left;">Mondays to Fridays</td> <td style="text-align: left;">8.30am to 5.30pm</td> </tr> </tbody> </table> <p>Staff assigned to animal shelter on the site may access the site at any time for the purpose of maintaining animal welfare.</p>	Days	Time Period	Mondays to Fridays	8.30am to 5.30pm	<p>To ensure that there is no impact on nearby residential receptors as a result of the use of the subject site.</p>
Days	Time Period				
Mondays to Fridays	8.30am to 5.30pm				
<p>30) Storage of Goods and Trade Waste</p> <p>No goods, materials or trade waste are to be stored at any time outside the other than in the approved garbage facilities or storage facilities.</p>	<p>To mitigate nuisance on neighbours.</p>				

31) **Outdoor lighting**

Any outdoor display and/or security lighting is to be so located or shielded so that no additional light is cast on adjoining land or that it will distract traffic.

To mitigate nuisance on neighbours.

Appendix 1

Dictionary

The following terms have the following meanings for the purpose of this consent (except where the context clearly indicates otherwise):

Applicant means the applicant for development consent or any person having the benefit of the consent (including, but not limited to, the owner of the property from time to time).

Approved plans means the plans endorsed by Council and specified in Part A of this consent.

AS means Australian Standard published by Standards Australia International Limited and means the current standard which applies at the time the relevant work is undertaken.

BCA means the Building Code of Australia published by the Australian Building Codes Board.

Building work means any physical activity involved in the erection of a building.

Certifier means a council or a person that is registered to carry out certification work under the *Building and Development Certifiers Act 2018* and principal certifier means the certifier appointed as the principal certifier for the building work under section 6.6(1) of the EP&A Act.

Construction certificate means a certificate to the effect that building work completed in accordance with specified plans and specifications or standards will comply with the requirements of the EP&A Regulation.

Council means Murrumbidgee Council.

Court means the NSW Land and Environment Court.

Emergency means an actual or imminent occurrence which endangers or threatens to endanger the safety or health of any person(s), property or the environment above the normal state of affairs.

EPA means the NSW Environment Protection Authority.

EP&A Act means the *Environmental Planning and Assessment Act 1979*.

EP&A Regulation means the *Environmental Planning and Assessment Regulation 2000*.

LG Act means the *Local Government Act 1993*.

Occupation certificate means a certificate that authorises the occupation and use of a new building or a change of building use for an existing building in accordance with this consent.

Owner-builder means a person who does 'owner-builder work' as defined in section 29(1) of the *Home Building Act 1989* under an owner-builder permit issued to the person for that work.

Owner means the registered proprietor of the property from time to time.

Principal contractor means the person responsible for the overall co-ordination and control of the carrying out of the building works or the owner where a principal contractor has not been appointed by the owner of the site.

Property means the land to which the development application relates, upon which the development is to be carried out, as set out on page 1 of this consent.

Stormwater drainage system means all works and facilities relating to: the collection of stormwater, the reuse of stormwater, the detention of stormwater, the controlled release of stormwater, and connections to easements and public stormwater systems.

Suitably qualified means a person with at least a degree and 5 years' experience carrying out the type of work that is the subject of the relevant condition.

ITEM 7.8 ROUND ONE OF THE 2023/24 COMMUNITY STRENGTHENING GRANTS PROGRAM ALLOCATIONS

RECORD NUMBER	23/293
RELATED FILE NUMBER	EF22/36
AUTHOR/S	Community Development Coordinator
APPROVER/S	Executive Manager Economic & Community Development

SUMMARY/PURPOSE

The purpose of this report is to advise Council of the applications received for Round One of the 2023/24 Community Strengthening Grants program, and to seek Council's approval to allocate the funds as recommended by the Community Grant Funding Working Group.

In addition, the report advises Council that \$2,500 from the Community Strengthening Grant budget has been reserved for future 2023-24 Youth Development Grants.

RECOMMENDATION

THAT Council:

1. Approves the following applications for funding under Round One of the 2023/24 Community Strengthening Grants program:

Gogeldrie RFS Community Gym	\$ 659.00
Leeton Aqua Exercise (auspiced by MLHD)	\$ 2,000.00
Leeton Connect	\$ 1,845.90
Leeton Show Society	\$ 1,000.00
Leeton Jockey Club	\$ 2,000.00
Jim Grahame re-enactment committee (auspiced by Western Riverina Arts)	\$ 1,500.00
Yanco Wamoon Rugby League Football Club Ladies Auxillary (auspiced by Yanco Wamoon FC)	\$ 1,499.00
TOTAL	<u>\$10,503.90</u>

2. Notes the allocation of \$2,500 from the Community Strengthening Grants budget for future 2023-24 Youth Development Grants.

REPORT

(a) Background

Community groups and organisations can apply for financial assistance, resources and/or covering the costs of hiring Council facilities under Council's Grants Policy.

Council adopted a Grants Policy and updated Community Grants Program Guidelines in May 2022. The policy and guidelines articulate community grant funding criteria and the acquittals process.

Round One of the Community Strengthening Grants program opened on 1 September 2023 and was promoted throughout September and October 2023 with a closing date of 31 October 2023.

Methods of promotion included multiple posts on Council's Facebook and Instagram pages, distribution to Leeton Connect to promote through their networks, a media release that was picked up by The Irrigator and conversations with local community groups as part of the Community Development Coordinator's community engagement.

(b) Discussion

Eleven applications were received, seeking a total value of \$17,471.55.

As per the policy, the applications were first assessed by Council staff to determine their eligibility. The Community Grant Funding Working Group, met on 6 November 2023 to assess the applications and was attended by Cr Nardi and Cr Smith.

The Working Group also considered the funding applicants had received from the Council in the past. (**Attachment 1**)

The following recommendations are made by the Working Group:

Name	Request	Alignment with Community Strategic Plan	Amount Requested (\$)	Amount Allocated (\$)
Gogeldrie Rural Fire Service Community Gym	Purchase a battery powered blower vac to clean the fire shed floor before gym classes.	Focus Area 2 - A safe, active and healthy community and enriched community.	\$659	\$659
Leeton Aqua Exercise (auspiced by NSW Health MLHD)	Purchase equipment to run low-cost water aerobics classes for older people in Leeton Shire.	Focus Area 2 - A safe, active and healthy community.	\$2,000	\$2,000
Leeton Connect	Purchase two mobile phones for the Coordinator and Grants Support Officer.	Focus Area 1 - A connected, inclusive and enriched community	\$1845.90	\$1845.90

Name	Request	Alignment with Community Strategic Plan	Amount Requested (\$)	Amount Allocated (\$)
Leeton Show Society	Purchase printer, office furniture and ladders. <i>(only ladders funded)</i>	Focus Area 1 - A connected, inclusive and enriched community	\$1,988	\$1,000
Leeton Jockey Club	Purchase a 13m container to store equipment that is currently stored under the grandstand that will be demolished	Focus Area 1 - A connected, inclusive and enriched community	\$2,000	\$2,000
Jim Grahame re-enactment committee (Western Riverina Arts)	Jim Grahame re-enactment - development of project prospectus	Focus Area 1 - A connected, inclusive and enriched community	\$2,000	\$1,500
Yanco Wamoon Rugby League Football Club Ladies Auxillary	Purchase an automatic coffee machine for canteen and fundraising	Focus Area 2 - A safe, active and healthy community	\$2,000	\$1,499
Riverina Writing House	Purchase a laptop	Focus Area 5 - Strong Leadership and civic participation	\$1,000	\$0
Riverina Writing House	Design of booklet – Celebrating Place	Focus Area 2 - A safe, active and healthy community	\$1,750	\$0
Leeton District Dressage Club	Provide transport for donated sand for arena	Focus Area 2 - A safe, active and healthy community	\$675.65	\$0
Lions Club of Leeton	Purchase camera system for Lions train to improve passenger safety	Focus Area 1 - A connected, inclusive and enriched community	\$1,601	\$0
TOTALS			\$17,471.55	\$10,503.90

Insufficient detail on how requested funds would be used to achieve project goals, was the reason some applications were unsuccessful.

Council's Community Development Coordinator will provide feedback to applicants, that received partial or no funding, to improve future applications.

(c) Options

THAT Council:

1. Endorses the recommendations of the Community Grant Funding Working Group. **This is the recommended option.**
2. Amend all or some of the recommendations of the Community Grant Funding Working Group.

IMPLICATIONS TO BE ADDRESSED

(a) Financial

There is \$25K allocated to the Community Strengthening Grants Program for the 2023/24 financial year. The recommendation is to allocate \$10,503.90 to Round One.

The Youth Development Grants have been well promoted this year and as a result Council has received an increased number of applications and the budget allocation has been spent. To allow for further Youth Development Grants to be funded this financial year, \$2,500 will be allocated from the Community Strengthening Grants budget. This will fund ten (10) Youth Development Grants.

This will leave \$11,996.10 for Round Two of the Community Strengthening Grants.

There is no remaining budget for Quick Response Grants.

(b) Policy

Grants Policy
Community Grants Program Guidelines

(c) Legislative/Statutory

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

1. 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. 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

There is a low risk that successful applicants may utilise the funds in a way that is not agreed upon. A funding agreement and acquittal process aims to mitigate this risk.

CONSULTATION

(a) External

Staff have consulted with each organisation that has requested financial assistance and Leeton Connect who assisted some of the applicants.

(b) Internal

Councillors on the Community Grant Funding Working Group

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

CSP FOCUS AREA 1 - A connected, inclusive and enriched community – DELIVERY PROGRAM FUNCTIONAL AREA 1 - Community Services and Community Development - DELIVERY PROGRAM ACTIVITY 1.5 - Offer advice, active support and grants to community groups including: A community grants program; Annual donations to the Town Band, Men's Shed and Eisteddfod Society; Annual school prizes; Low and subsidised leases/licences for community groups; Payroll services for grant funded staff at Leeton Connect, Leeton Multicultural Support Group and Jumpstart - OPERATIONAL PLAN ACTIVITY 1.5.1 - Support the community by offering a Community Grants program”.

ATTACHMENTS

- 1 ATTACHMENT 1 - Council grant funding previously received by applicants

Council Community Grant funding previously received

Leeton Connect

Funding	Project	Council grant
CSG 2022-23 R1	TV screen for promoting community and marketing collateral	\$1815
CSG 2021-22 R2	Purchase of a projector for use at meetings, networking and training events to support other NFP organisations in Leeton.	\$2,000

Lions Club of Leeton

Funding	Project	Council grant
CSG 2018-19 R2	Purchase medi alerts	\$3,500

Leeton Show Society

Funding	Project	Council grant
QR 2023-24	Purchase a new laptop	\$1,499
CSG 2021-22 R2	Lining of pelmet on top of the Arts & Crafts Hall	\$2,000
CSG 2020-21 R1	Construction of cement footings for proposed cola	\$1,000
CSG 2020-21 R2	To build permanent display cabinet in the Arts and Crafts Pavilion replacing outdated and unsafe portable display unit.	\$2,000

Leeton District Dressage Club

Funding	Project	Council grant
CSG 2022-23 R2	Provide transport for donated sand	\$1,000
QR 2022-23	Weed management of arenas and surrounds	\$2,000

Sarah Tiffen/Rivierina Writing House/Writer in Residence

Funding	Project	Council grant
CSG 2021-22 R1	To assist with collation and design of COVID poetry books	\$500
CSG 2020-21 R1	Phase 3 of the writers residency program. (publish a second volume of writings by the writers group, develop an administrative structure for formal incorporated entity and set the writers residency program up for the future)	\$1,000
CSG 2019-20 R2	Further support for the Writer in Residence Program - PHASE 2	\$2,000
CSG 2019-20 R1	Pilot program Writer in Residence (auspiced by Hydro Hotel)	\$2,000

Leeton Jockey Club

Funding	Project	Council grant
CSG 2012-13 R2	To replace toilet cisterns	\$1,000

Yanco Wamoon Football Club

Funding	Project	Council grant
CSG 2019-20 R2	Cover costs of lodging a DA for the women's changeroom and shelter	\$2,000

ITEM 7.9 MINUTES OF THE LEETON SHIRE YOUTH COUNCIL AND TERMS OF REFERENCE

RECORD NUMBER	23/295
RELATED FILE NUMBER	EF21/433/02
AUTHOR/S	Community Development Coordinator
APPROVER/S	Executive Manager Economic & Community Development

SUMMARY/PURPOSE

The Leeton Shire Youth Council is an Advisory Committee that was established in December 2022. It has held 3 meetings in 2023.

The purpose of this report is to provide Council with the Minutes of the Leeton Shire Youth Council (**Attachments 1 to 3**) and the draft Terms of Reference for consideration (**Attachment 4**).

RECOMMENDATION

THAT Council receives for information the Leeton Shire Youth Council minutes of meetings held on 27 February, 15 May and 4 September 2023 and adopts the Terms of Reference as recommended in (**Attachment 4**).

REPORT

(a) Background

The Leeton Shire Youth Council has been established to provide advice to Leeton Shire Council and an opportunity for Leeton's youth participate in civic life.

The Youth Council is an Advisory Committee only. It has no delegations from Council and no authority to make decisions or to direct the activities of Council staff.

The Youth Council aims to:

- Act as a voice for the young people of Leeton Shire by providing advice from the perspective of young people to Council, including making presentations to Council when appropriate.
 - Be an inclusive space where all views are respected.
 - Provide an opportunity to attend official Council events such as Citizenship ceremonies, civic receptions, NAIDOC flag raising ceremony etc.
 - Offer an opportunity to attend Council facilities and worksites.
-

Membership of the Youth Council of made up of up to twelve young people - ideally four from each secondary-level school in the Shire.

The Youth Council will meet six (6) times per year. The need for any additional meetings will be decided by the Responsible Officer in consultation with the Youth Councillors and their schools.

(b) Discussion

The local high schools have been very supportive of the Youth Council initiative and have actively recruited students and brought them to the meetings. Council is working with Yanco Agricultural High School to fill the 3 vacant positions with students from their school.

The next Youth Council meeting is scheduled for Monday 4th December 2023.

Current Youth Councillors

School	Student	Year	Year joined
Leeton High School	Naz dana Saifi	11	2023
Leeton High School	Fatana Yousufi	11	2023
Leeton High School	Adelaide Heins	11	2023
Leeton High School	Chelsea Clark	11	2023
Leeton High School	Ruby Miller	10	2023
Leeton High School	Xavier Johnstone	9	2023
St Francis de Sales Regional College	Stella Mallamace	10	2022
St Francis de Sales Regional College	Eustace Ihuarulam	10	2022
St Francis de Sales Regional College	Oliver Bruno	10	2023

Retired Youth Councillors

School	Student	Year	Year joined
St Francis de Sales Regional College	Michael Ciurleo	12	2022
St Francis de Sales Regional College	Ella Hookway	12	2022
St Francis de Sales Regional College	Hafsa Chashman	12	2022
Leeton High School	Genevieve Hillman	12	2022
Leeton High School	Sabrina Maimone	12	2022

The meeting minutes are included with this report as (**Attachments 1-3**).

The DRAFT Terms of Reference are included with this report as (**Attachment 4**).

(c) Options

The meeting minutes are for information only. The Terms of Reference may be adopted as presented or amended.

IMPLICATIONS TO BE ADDRESSED

(a) Financial

Nil

(b) Policy

Leeton Shire Council Code of Conduct
Leeton Shire Council Code of Meeting Practice
Leeton Shire Council Work Health and Safety Management Plan
Leeton Shire Council's Child Safe Policy

(c) Legislative/Statutory

Work Health and Safety Act 2011

(d) Risk

Staff and Councillors who regularly engage with the Youth Council are required to have Working With Children Checks.

CONSULTATION

(a) External

Youth Councillors
Leeton High School
St Francis De Sales Regional College Leeton
Yanco Agricultural High School

(b) Internal

Mayor Cr. Reneker
Cr. Nardi
Cr. Maytom
Manager WHS, QA and Risk
Senior Management Team

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

CSP FOCUS AREA 1 - A connected, inclusive and enriched community – DELIVERY PROGRAM FUNCTIONAL AREA 1 - Community Services and Community Development - DELIVERY PROGRAM ACTIVITY 1.10 - Foster youth leadership and engagement through setting up a Leeton Youth Council - OPERATIONAL PLAN ACTIVITY 1.10.1 - Establish and coordinate a Youth Council".

ATTACHMENTS

- 1 ATTACHMENT 1 - Youth Council Minutes - Monday 27 February 2023
- 2 ATTACHMENT 2 - Youth Council Minutes - Monday 15 May 2023
- 3 ATTACHMENT 3 - Youth Council Minutes - Monday 4 September 2023
- 4 ATTACHMENT 4 - Draft Youth Council Terms of Reference



YOUTH COUNCIL MINUTES

Monday 27 February 2023

Council Chambers, Leeton Shire Council
23-25 Chelmsford Place, Leeton

Meeting opened 12:04pm

Present – Eustace Ihuarulam, Stella Mallamace, Ella Hookway, Hafsa Chashman, Michael Ciurleo, Ruby Miller, Sabrina Maimone, Genevieve Hillam, Mayor Cr Tony Reneker, Cr Sandra Nardi and Emily Goodall (Community Development Coordinator)

Apologies – Jackie Kruger, YAHS

1. Welcome

Emily welcomed everyone and thanked them for attending. Everyone introduced themselves.

2. Role of the Youth Council

Mayor Cr Tony Reneker welcomed the new students and welcomed back those who attended the first meeting in December.

3. Chelmsford Place redevelopment update

Cr Sandra Nardi advised that Youth Council that Council resolved to reduce the scope of the Chelmsford Place project to it would remaining within the existing budget. Council valued hearing the Youth Council's views on this project and issues with funding.

4. Engaging young people in local events

The Youth Council reviewed existing Council events and brainstormed ideas to enhance these events so that they appeal to young people (~12-17years)

	Event	Suggestion/Comment
	Australia Day	Not many had attended the Ceremony, but Ruby did and enjoyed the aboriginal food and art activity. Suggested that more advertising of those activities would be good.

	Event	Suggestion/Comment
		<p>The pool party only had options for little kids e.g princess, facepainting.</p> <p>Suggestions – live music with local bands, games like tug of war, large Jenga and Connect 4, glo stick party, cricket game, beach volleyball, flash mob</p>
	Sunrice Festival	<p>Parade needs seating and standing areas. It was a bit crowded. Suggested workshops on Sunrice history. Have competitions like Leeton Show. Skate comp needs more advertising</p> <p>Top quality Festival. Balloon Glow was a hit, skate comp alright, stalls do not cater towards us</p>
	Art Deco Festival	<p>Be more inclusive to younger ages Create more activities that are directed for 12-18yrs We are too young for this event</p>
	Light up Leeton	<p>Audience involvement, competitions like best dressed, have an art corner, need a designated seating area and more seating in general, giveaways.</p> <p>Looking at Christmas lights is good</p>
	Make Music Day	<p>Hadn't heard of it. Needs more advertising</p>
	Chill n Grill	<p>Okay event Didn't like how you had to register</p>
	The Band Spectacular	<p>Hadn't heard of it. Need more advertising</p>
	General comments	<ul style="list-style-type: none"> - Don't like registering for events. Concerned about giving out personal details - Marketing suggestions – Snapchat, Instagram, schools' newsletters, Notices at school (LHS) - Kite flying competition (Basant Festival) - Sporting events like Canberra Raiders, Country Rugby League. Cr Reneker explained cost in hosting such events. - Movie Theatre – make The Roxy great again

5. Possible topics for discussion at future meetings:

- a. FOGO – Food Organics Garden Organics
- b. Roxy Redevelopment/RIPA
- c. Update on slide project

6. Next meeting dates:

- a. Monday 15th May
- b. Monday 7th August
- c. Monday 4th December



YOUTH COUNCIL MINUTES

Monday 15 May 2023

Council Chambers, Leeton Shire Council
23-25 Chelmsford Place, Leeton

Meeting opened 12:00pm

Present – Eustace Ihuarulam, Stella Mallamace, Ella Hookway, Hafsa Chashman, Michael Ciurleo, Ruby Miller, Sabrina Maimone, Genevieve Hillam, Mayor Cr Tony Reneker, Cr Sandra Nardi, Cr Krystal Maytom, Jackie Kruger (General Manager) and Emily Goodall (Community Development Coordinator)

Apologies – YAHS

- 1. Acknowledgement of Country** Mayor Cr Tony Reneker
- 2. Previous Minutes** – moved by E. Hookway/seconded S. Maimone
- 3. Business arising** – none raised.
- 4. DRAFT 2023/24 Operational Plan and Budget** – presentation by Jackie Kruger, General Manager
- 5. Succession Planning for the Youth Council**

It has been identified that 4 of the Youth Council members are in Year 12 so we need to recruit replacements. It would be helpful to have a broader mix of ages and have year 9 students join. Recruitment suggestions are:

 - i. Speak to Principal
 - ii. Speak at assembly.
 - iii. Put in the school newsletter.
- 6. General Business**
 - a. **Holiday Break Funding** – Council may have the opportunity to apply for this funding. Emily asked the Youth Councillors for ideas:
 - i. Sabrina suggested activities that support creative arts, mini-MasterChef, social with a DJ.
 - ii. Genevieve suggested an arcade night and 90's theme.
 - iii. Battle of the bands was also suggested.
 - b. Emily advised the Youth Council that the next Council meeting would be held 7pm 24th May if they wanted to attend.
- 7. Proposed Meeting Dates for 2023**
 - a. Monday 7th August – will clash with trials and Eisteddfod.
 - b. Monday 4th December

Meeting closed 1:00pm

YOUTH COUNCIL MINUTES

Monday 4th September 2023
Council Chambers, Leeton Shire Council
23-25 Chelmsford Place, Leeton



Meeting opened 12:00pm

PRESENT

Youth Councillors:

Cr. Eustace Ihuarulam, Cr. Stella Mallamace, Cr. Genevieve Hillam, Cr. Ruby Miller,
Cr. Chelsea Clark, Cr. Naz dana Saifi, Cr. Fatana Yousufi and Cr. Oliver Bruno.

Councillors & Staff:

Mayor Cr. Tony Reneker, Cr Krystal Maytom, Emily Goodall (Community Development Coordinator) Guy Retallick (Waste & Recycling Coordinator) and Terry Schmidt (Communications Coordinator).

Apologies:

Cr Sandra Nardi, Cr Sabrina Maimone, Cr Adelaide Heins, Xavier Johnstone and Alison Hallam

1. ACKNOWLEDGEMENT OF COUNTRY Mayor Cr. Tony Reneker

2. CONFIRMATION OF MINUTES AND MATTERS ARISING

Resolved

THAT the minutes of the Youth Council Meeting held on Monday 15th May 2023, as circulated, be taken as read and confirmed.

(Moved by Cr. Hillam, seconded Cr. Miller)

3. FOGO (Food Organics and Garden Organics) presentation by Guy Retallick,
Waste & Recycling Coordinator

Resolved

THAT the Youth Council support the implementation of FOGO in Leeton Shire.

(Moved by Cr. Ihuarulam, seconded Cr. Bruno)

4. General Business

- a. It was agreed to meet 6 times per year. Schools advised term 4 can be difficult with exams so perhaps 2 meetings per terms 1, 2 and 3. The Community Development Coordinator to investigate with the schools.
- b. Cr Hillam asked if Councillors could continue being on the Youth Council once they have left School. The Community Development Coordinator advised that they must be at school to be a member of the Youth Council.
- c. Community Development Coordinator to identify opportunities for Youth Councillors to be involved in Civic duties e.g. Citizenship ceremony, Australia Day awards and send a calendar of dates to the schools.

5. Next meeting - Monday 4th December 2023, 12pm

Meeting closed 12:50pm

ATTACHMENT 4 - Draft Youth Council Terms of Reference

(TO BE PROVIDED SEPARATELY)

ITEM 7.10 MINUTES OF THE SUNRICE FESTIVAL COMMITTEE - JULY TO OCT 2023

RECORD NUMBER	23/270
RELATED FILE NUMBER	EF21/433/02
AUTHOR/S	Events Officer
APPROVER/S	Executive Manager Economic & Community Development

SUMMARY/PURPOSE

The Leeton SunRice Festival Committee is a Section 355 Committee of Council.

The purpose of this report is to provide Council with the Minutes of the Leeton SunRice Festival Committee meetings held on 20 July, 17 August, 21 September, and 19 October 2023 (**Attachments 1 to 4**) and the Minutes of the Annual General Meeting also held on 19 October 2023 (**Attachments 5 to 6**).

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

RECOMMENDATION

THAT Council receives for information the Minutes of the Leeton SunRice Festival Committee meetings held on 20 July, 17 August, 21 September, and 19 October 2023 and the Minutes of the Annual General Meeting held on 19 October 2023.

REPORT

(a) Background

The purpose of the Leeton SunRice Festival Committee is to coordinate and stage a successful biennial event and encourage individuals and businesses to participate in the Leeton SunRice Festival. The next festival will take place during Easter 2024.

The Leeton SunRice Festival Committee holds regular monthly meetings in the year leading up to the event.

(b) Discussion

The Leeton SunRice Festival Committee met in July, August, September, and October 2023, following the workplan to coordinate the 2024 event. Discussion and action on items have included:

- canvassing of potential participants for the Ambassador program,
 - preparation for promotion including the update of the website,
-

- booking of entertainers, infrastructure providers and caterers of the Longest Lunch and Launch events,
- confirmation of naming rights sponsorship agreement and continued canvassing of new sponsorship for the 2024 event,
- consultation with Transport for NSW and NSW Police regarding legislated requirements for parades in preparation for submission of documentation to Traffic Committee for the street parade.

The meeting minutes are included with this report as **(Attachments 1-4)**.

The Leeton SunRice Festival Committee held their Annual General Meeting on 19 October 2023 at which a new executive was elected.

The meeting minutes are included with this report as **(Attachment 5)**.

The audited financial report as tabled at the Annual General Meeting are also included with this report as **(Attachment 6)**.

(c) Options

Nil – meeting minutes are for information purposes only.

IMPLICATIONS TO BE ADDRESSED

(a) Financial

The Leeton SunRice Festival Committee is a Section 355 Committee. It currently manages its own finances.

Leeton Shire Council provides its contribution to this biennial event in the form of \$15K sponsorship per festival which contributes towards event costs and staff wages.

(b) Policy

Leeton Shire Council Code of Conduct
Child Safe Policy
Work, Health and Safety Policy

(c) Legislative/Statutory

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

(d) Risk

The legislative non-compliance of a Section 355 Committee could have legal, reputational, political, and financial impacts. Note that Council has commenced a review of all Section 355 Committees to check for legislative compliance.

CONSULTATION

(a) External

Committee members
Transport for NSW
NSW Police

(b) Internal

Executive Manager Economic and Community Development
Events Officer (Trainee)
Manager Roads and Drainage
Manager WHS, QA and Risk
Roads Safety Officer

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

Under the Key Priority Area CSP FOCUS AREA 3 - A thriving regional economy within Council's adopted Delivery Program/Operational Plan – DELIVERY PROGRAM FUNCTIONAL AREA 4 - Economic Development - DELIVERY PROGRAM ACTIVITY 4.10 - Host major destinational events, including: Art Deco Festival (annual); SunRice Festival (bi-annual) - OPERATIONAL PLAN ACTIVITY 4.10.3 - Help coordinate the SunRice Festival (held biannually) in association with the Leeton SunRice Festival Committee.

ATTACHMENTS

- 1 SunRice Festival Committee Minutes 20 JULY 2023
- 2 SunRice Festival Committee Minutes 17 AUG 2023
- 3 SunRice Festival Committee Minutes 21 SEPT 2023
- 4 SunRice Festival Committee Minutes 19 OCT 2023
- 5 SunRice Festival Committee AGM Minutes 19 OCT 2023
- 6 SunRice Festival Audited Financial Report for year ended 30 June 2023 - redacted version



Leeton SunRice Festival Committee Meeting

20 July 2023

Meeting Opened	7.00pm				
Present	Vicki Poulson, Sally Doig, Fran McDonald, Chris Thompson, Sarah Kinsbury				
Apologies	George Weston, Kristy Pike, Leigh Houghton, Julie Axtill, Nadine Morton				
Minutes of Previous Meeting	Moved	Sal	Seconded	Fran	
Meeting Closed	8.30pm				
Next Meeting	20 May 2023				
2024 Festival	28 th March – 01 st April 2024				

Treasurers Report	
General Funds	\$21,057.11
Ambassador	\$188.29
Balloons	\$13,862.48
General Information	<ul style="list-style-type: none"> - Prize money paid to Sophie - Signatures for bank accounts to be done – NAB still working out the issues - Pinnacle changing hands – Sal to follow up

Correspondence	
General	- Sponsorship
Bills	- Web123, PO Box

Festival Overview	
General	<ul style="list-style-type: none"> - Accommodation for the weekend – Chris looking into billeting - Need to look at new Website options – Fran to talk to Terry at council
Sponsorship	<ul style="list-style-type: none"> - SunRice funding confirmation – Julie to send email to confirm where the invoice should go - Sponsorship emails sent out to sponsors (27.06.23) Bronze sponsors - Bill Arnold, L&D, My Plan Connect Silver sponsors – Toyota Platinum – Microtech DPS - Follow up phone calls can now start - Kristy
Ambassadors 29.11.23 @ 6pm Visitors Centre	<ul style="list-style-type: none"> - Nadine agreed to be the new co-ordinator, will liase with Cheryl in regards to judges and rules - Questions are being updated – Lena - Potential Ambassadors Charlie Lamont (Julie), Adelaide Meline, Shelby Tiffen (Sally), Isobel Ryan (Chris), Zoe Stockton, Callum Dunn (Chris)
Opening event 28/03/2024 @ 6pm	<ul style="list-style-type: none"> - Yanco Club still to be asked if they want to sponsor – Julie to email - Same food format as last event – Julie has quote - Remedy to be asked if available, budget \$800 – Julie
Street Parade	<ul style="list-style-type: none"> - Kapooka Army band approached and want to know if we would like them at any other event over the weekend, price to be confirmed – Fran - PA issues will still be an issue, will need to book John Silvestro - Fran - Need to increase kid involvement – get schools involved, competition - Approach Leeton Connect in regard to additional volunteers to assist with marshalling at the parade. – they are putting in their newsletter.

	<ul style="list-style-type: none"> - Email received from the Showground Committee detailing hire of ground. Amendments required – Vicki to liase with Janne - Yanco Ag Drum band interested in performing the parade - New rules regarding floats has been implemented – Walking floats & statis displays or guarding around edge with seats secured to truck (see attachment) – will need to update rules - New rule – Monument needs to be blocked off – no access
Park and Stalls	<ul style="list-style-type: none"> - Stall Holders to be expanded from just community groups to include local businesses. Fran to send through her list from other events. Letter drop to local business – Facebook posts to update wider community of change - Green Hauls having insurance issues. Tony Joes sending info – Fran - Need to get quote from John for PA – Fran to organise (Park & Street Parade)
Longest Lunch 11 – 2pm Mountford Park	<ul style="list-style-type: none"> - Chairs available from council - Quote from MIA hire received - Nadine’s mum has plates and cutlery & glasses as an option - Catering options to include all facets – Ticket prices will be dependent on catering selected, with the committee acknowledging it will cost more - Catering letter to be updated with reduced numbers (100) – Sal to sent out reminder – NO responses received - Fran to talk to Vanessa. Other options Jarrah Mall, Gloden Chicken, Mugshot, Chaperone Ceremonies - Madonna Place to be booked as back up - Fran - Mostly Blues tentatively booked – need to review costs (1k budget)
Program	<ul style="list-style-type: none"> - Committee confirmed that we will use the flyer and leaflet option again this festival. - Full program not to be produced
Advertising	<ul style="list-style-type: none"> - New TV & Radio Ad – Julie to coordinate with Vince. Leave voice over generic, written word specific
Balloons	<ul style="list-style-type: none"> - Budget – incoming \$36K inc in kind, expenses \$35K - Shaped Balloon – 3k per session plus delivery – will need a sponsor to go ahead - Tender letter for Commercial Baloons ready to be sent - New risk assessment completed



Leeton SunRice Festival Committee Meeting

17 August 2023

Meeting Opened	7.00pm				
Present	Vicki Poulson, Sally Doig, Fran McDonald, Chris Thompson, Julie Axtill, Col Thompson				
Apologies	George Weston, Kristy Pike, Leigh Houghton, Nadine Morton, Sarah Kinsbury				
Minutes of Previous Meeting	Moved	Sal	Seconded	Fran	
Meeting Closed	8.30pm				
Next Meeting	21 Sept 2023				
2024 Festival	28 th March – 01 st April 2024				

Treasurers Report	
General Funds	\$22,337.11
Ambassador	\$188.29
Balloons	\$13,872.48
General Information	<ul style="list-style-type: none"> - Looking at changing financial auditors – Maginnes charge hours use, Maguires charge \$1200 – Sal to follow up - Sponsorship paid by Ltn Toyota, Ltn Connect

Correspondence	
General	- Sponsorship emails
Bills	- Web123, PO Box

Festival Overview	
General	<ul style="list-style-type: none"> - Accommodation for the weekend – Chris looking into billeting - New website space created by council, still need more work
Sponsorship	<ul style="list-style-type: none"> - SunRice funding confirmation – Julie to having meeting on sponsorship for the next festivals - Weston and Weston and Stahman have come on board as sponsors - Follow up phone calls can now start – Kristy - Send Chris list - Vicki
Ambassadors 29.11.23 @ 6pm Visitors Centre	<ul style="list-style-type: none"> - Nadine agreed to be the new co-ordinator, will liase with Cheryl in regards to judges and rules - Questions are being updated – Lena - Potential Ambassadors - Visa holders OK for Ambassadors, just need to commit to the Easter festival <p>Charlie Lamont (Julie), Adelaide Meline, Shelby Tiffen (Sally), Isobel Ryan (Chris), Zoe Stockton</p>
Opening event 28/03/2024 @ 6pm	<ul style="list-style-type: none"> - Yanco Club still to be asked if they want to sponsor – Julie to email - Same food format as last event – Julie has quote - Remedy booked - \$900
Street Parade	<ul style="list-style-type: none"> - Kapooka Army band approached and want to know if we would like them at any other event over the weekend, price to be confirmed – Fran - PA for main street should be sorted through council - Fran - Email received from the Showground Committee detailing hire of ground. Amendments required – Vicki to liase with Janne - Yanco Ag Drum band interested in performing the parade - New rules regarding floats has been implemented – Walking floats & stais displays or guarding around edge with seats secured to truck (see attachment) –

	<ul style="list-style-type: none"> will need to update rules – need to ask more questions - New rule – Monument needs to be blocked off – no access
Park and Stalls	<ul style="list-style-type: none"> - Stall Holders to be expanded from just community groups to include local businesses. Fran to send through her list from other events. Letter drop to local business – Facebook posts to update wider community of change - Green Hauls having insurance issues. Tony Joes sending info – Fran - Need to get quote from John for PA – Fran to organise
Longest Lunch 11 – 2pm Mountford Park	<ul style="list-style-type: none"> - Chairs available from council - Yanco Ag – potential plates, glasses etc - Nadine's mum has plates and cutlery & glasses as an option - Catering options to include all facets – Ticket prices will be dependent on catering selected, with the committee acknowledging it will cost more - Fran to talk to Vanessa. Other options Jarrah Mall, Gloden Chicken, Mugshot, Chaperone Ceremonies - Madonna Place to be booked as back up - Fran - Mostly Blues tentatively booked – need to review costs (1k budget)
Program	<ul style="list-style-type: none"> - Committee confirmed that we will use the flyer and leaflet option again this festival. - Full program not to be produced
Advertising	<ul style="list-style-type: none"> - New TV & Radio Ad – Julie to coordinate with Vince. Start Jan, getting quotes
Balloons	<ul style="list-style-type: none"> - Homestay options – maybe just start with balloonists - Commercial ballooning letter sent



Leeton SunRice Festival Committee Meeting

21 September 2023

Meeting Opened	7.00pm				
Present	Vicki Poulson, Sally Doig, Fran McDonald, Chris Thompson, Julie Axtill, Nadine Morton, Sarah Kinsbury				
Apologies	George Weston, Kristy Pike, Leigh Houghton, Col Thompson				
Minutes of Previous Meeting	Moved	Sal	Seconded	Fran	
Meeting Closed	8.30pm				
Next Meeting	21 Sept 2023				
2024 Festival	28 th March – 01 st April 2024				

Treasurers Report	
General Funds	\$23,241.77
Ambassador	\$188.29
Balloons	\$13,872.48
General Information	<ul style="list-style-type: none"> - Financial Audit underway - Sponsorship sent W & W - Baby Gift \$95.34

Correspondence	
General	- Sponsorship emails
Bills	- Web123, PO Box

Festival Overview	
General	<ul style="list-style-type: none"> - AGM set for 19/10/23 - Accommodation for the weekend – Chris looking into billeting - New website space created by council, still need more work
Sponsorship	<ul style="list-style-type: none"> - SunRice funding confirmation – Julie to having meeting on sponsorship for the next festivals - Follow up phone calls can now start – Kristy
Ambassadors 29.11.23 @ 6pm Visitors Centre	<ul style="list-style-type: none"> - Melissa Beecham confirm – Gone Western. Need to confirm charity - Potentials – Skye Dalglish, Harvey Meline (Vicki), Martel Magurie (Nadine) - Julie emailing past ambassadors to see if they have anyone - See if Mugshot want to cater opening as well
Opening event 28/03/2024 @ 6pm Remedy	<ul style="list-style-type: none"> - Yanco Club still to be asked if they want to sponsor – Julie to email - New people in the Yanco club, Julie to follow up with menu
Street Parade	<ul style="list-style-type: none"> - Kapooka Army band approached and want to know if we would like them at any other event over the weekend, price to be confirmed – Fran - PA for main street should be sorted through council - Fran - Email received from the Showground Committee detailing hire of ground. Amendments required – Vicki to liase with Janne - Yanco Ag Drum band interested in performing the parade - New rules regarding floats has been implemented – meeting with transport on the 6/10 11am - Rescue squad confirmed

Parks and Stalls	<ul style="list-style-type: none"> - Stall Holders to be expanded from just community groups to include local businesses. Fran to send through her list from other events. Letter drop to local business – Facebook posts to update wider community of change - Green Hauls having insurance issues. Tony Joes sending info – Fran - McMahons – 2 for park, 2 for glow – Fran - Thurgates – Portaloo 4 for park, 4 for glow – Julie - Book Lions Train – Julie
Longest Lunch 11 – 2pm Mountford Park	<ul style="list-style-type: none"> - Chairs available from council - Catering options 3 options, committee agreed on Mugshot <ul style="list-style-type: none"> - Michelle Seymour, includes plates etc - \$45.00 - Mugshot – check if it includes plates etc - \$50 - Anna's – super confusing menu - Uniting Church back up - Sal - Mostly Blues tentatively booked – need to review costs (1k budget) - Tables – MIA - Tableclothes – Fran - Paper linen napkins – Fran buying
Program	<ul style="list-style-type: none"> - Irrigator approved sponsorship with leaflet - Committee confirmed that we will use the flyer and leaflet option again this festival.
Advertising	<ul style="list-style-type: none"> - New TV & Radio Ad – Julie to coordinate with Vince. Start Jan, getting quotes - Matt – Julie - ABC - Nadine
Balloons	<ul style="list-style-type: none"> - Homestay options – maybe just start with balloonists - Commercial ballooning letter sent - Cadets doing security and clean up



Leeton SunRice Festival Committee Meeting

19 October 2023

Meeting Opened	7.30pm				
Present	Chris Thompson, Vicki Poulson, Julie Axtil, Sally Doig, Col Thompson, Sarah Kinsbury, Fran McDonald, Kristy Pike, Nadine Morton				
Apologies	George Weston				
Minutes of Previous Meeting	Moved	Sal	Seconded	Fran	
Meeting Closed	8.30pm				
Next Meeting	21 Sept 2023				
2024 Festival	28 th March – 01 st April 2024				

Treasurers Report	
General Funds	\$23,241.77
Ambassador	\$188.29
Balloons	\$13,872.48
General Information	<ul style="list-style-type: none"> - Financial Audit complete - Sponsorship sent - Letter from bank – Association confirmation - \$39,400 so far in sponsorship committed - Liz sent new docketts - tamara still to claim

Correspondence	
General	- Sponsorship emails
Bills	- Web123, PO Box

Festival Overview	
General	<ul style="list-style-type: none"> - No council representation - Accommodation for the weekend – Chris looking into billeting - New website space created by council, still need more work
Sponsorship	<ul style="list-style-type: none"> - SunRice funding confirmation – Julie to having meeting on sponsorship for the next festivals - Follow up phone calls can now start – Kristy - Yanco Club – in kind for tables and chairs for opening
Ambassadors 29.11.23 @ 6pm Visitors Centre	<ul style="list-style-type: none"> - Melissa Beecham confirm – Gone Western. RSL Sub-Branch - Martel Magurie confirmed, talking to the L&D - Julie emailing past ambassadors to see if they have anyone - Golden Chicken to be asked to cater – Nadine - Other potentials – Callum Ryan, Jane Rhodes - Drinks - Nadine
Opening event 28/03/2024 @ 6pm Remedy MC – Doig Family	<ul style="list-style-type: none"> - Yanco Club still to be asked if they want to sponsor – Julie to email - New people in the Yanco club, Julie to follow up with menu - Extra tables and socks to be provided by council
Street Parade	<ul style="list-style-type: none"> - Kapooka Army band approached and want to know if we would like them at any other event over the weekend, price to be confirmed – Fran - PA for main street should be sorted through council - Fran

	<ul style="list-style-type: none"> - Email received from the Showground Committee detailing hire of ground. Amendments required – Vicki to liase with Janne - Yanco Ag Drum band interested in performing the parade - New rules regarding floats has been implemented – moving vehicles need to have barriers and secured seating – barrier can be hay bales but can not sit on the barrier – Consequences to not follow are potential to be allowed in subsequent years parades - Hot Rods - Fran - Potential MC – Rob Hillier – Chris to ask - Scissor Lift hire - Fran
Parks and Stalls	<ul style="list-style-type: none"> - Stall Holders to be expanded from just community groups to include local businesses. Fran to send through her list from other events. Letter drop to local business – Facebook posts to update wider community of change - Green Hauls doing food and riced. Need to confirm if the cup and tramp can be at Glow as well. - McMahons – 2 for park, 2 for glow – Vicki to do letter (Bronze – inkind) - Thurgates – Portaloo 4 for park, 4 for glow – Julie - Book Lions Train – Julie
Longest Lunch 11 – 2pm Mountford Park \$75 ticket 100 people RSVP: 15.03.24	<ul style="list-style-type: none"> - Chairs available from council - Catering Mugshot – waiting on final details - Uniting Church back up - Sal - Change music from Mostly Blues to Claudia Raine - Fran - Tables – MIA - Tableclothes – Fran - Need to look into online ticket booking – Fran/Julie
Program	<ul style="list-style-type: none"> - Irrigator approved sponsorship with leaflet - Fran - Committee confirmed that we will use the flyer and leaflet option again this festival.
Advertising	<ul style="list-style-type: none"> - New TV & Radio Ad – Julie to coordinate with Vince. Start Jan, getting quotes - Matt – Julie - ABC – Nadine
Balloons	<ul style="list-style-type: none"> - Homestay options – maybe just start with balloonists - Commercial ballooning letter sent – not meeting brief - Fireworks booked



Leeton SunRice Festival Committee AGM

19 October 2023

Meeting Opened	7.00pm			
Present	Chris Thompson, Vicki Poulson, Julie Axtill, Sally Doig, Col Thompson, Sarah Kinsbury, Fran McDonald, Kristy Pike, Nadine Morton			
Apologies	George Weston			
Minutes of Previous Meeting	Moved	Julie	Seconded	Chris
Meeting Closed	7.30pm			

Directors Report	
General	Thank you to the committee for all their hard work and dedication.

Treasurers Report	
General	<p>\$9,012.57 loss for the financial year. This is due to past ambassadors getting their prize money and miscellaneous costs. All past Ambassadors have been told they need to use funds by Festival 2024</p> <p>Accounts were audit by Maginnes, they will charge per hour for audit.</p> <p>Financial report needs to be submitted to ACNC (Australian Charities and Not for Profit Commission). A copy has been given to council and Sally will retain the remaining copy.</p>
Balances as at June 30	<p>\$37,691.88 General Funds</p> <p>Signatories: Julie, Chris, Sally</p>

Elections – Returning Officer George declared all positions vacant	
Director 2023 – Julie Axtill	Julie nominated – Chris / Sally – Julie accepted No other nominations
Assistant Director 2023 – Elizabeth Munn	Chris nominated – Julie / Sally – Chris accepted No other nominations
Treasurer 2023 – Sally Doig	Sally nominated – Julie / Denise – Sally accepted No other nominations
Assistant Treasurer 2023 – Kristy Pike	Sally nominated – Chris / Julie – Kristy accepted No other nominations
Secretary 2023 – Vicki Poulson	Vicki nominated – Sally / Chris – Vicki accepted No other nominations
Ambassador Coordinator 2023 – Nadine Morton	
Committee: Sarah Kinsbury, Fran McDonald, Kristy Pike, George Weston	

General Business	
Constitution to be revised and updated after festival – Fran and Julie to review	

Balloons
Balloon Committee Co-ordinator: Col Thompson
Members: Chris Thompson, Kym Webb, Mark Carter, Rebecca Dunn, Brodie Smith
Second signatory has changed – Kym Webb is now the second signatory

LEETON SUNRICE FESTIVAL

Leeton Sunrice Festival

Financial Statements
For the year ended 30 June 2023

**FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30TH JUNE 2023**

McINNES & ASSOCIATES
ACCOUNTANTS & BUSINESS ADVISERS

Leeton Sunrice Festival

Financial Statements
For the year ended 30 June 2023

McInnes & Associates

Accountants and Business Advisers

15 Kurrajong Avenue
Leeton 2705

Phone: 69532622 Fax: 69533210

Email: office@mcinnesassoc.com.au

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Leeton Sunrice Festival

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Leeton Sunrice Festival

Detailed Profit and Loss Statement For the year ended 30 June 2023

	2023 \$	2022 \$
Income		
Sales	649.53	91,692.00
Total income	649.53	91,692.00
Expenses		
Accountancy	1,320.00	
Advertising & promotion	1,662.00	
Cleaning & rubbish removal	120.00	
Donations	200.00	
General expenses		95,860.00
Merchandise	1,395.63	
Postage	166.50	
Printing & stationery	50.00	
Subscriptions	5.00	
Subcontractors	4,743.37	
Total expenses	9,662.50	95,860.00
Profit (Loss) from Ordinary Activities before income tax	(9,012.97)	(4,168.00)

The accompanying notes form part of these financial statements.

Leeton Sunrice Festival

Detailed Balance Sheet as at 30 June 2023

	Note	2023 \$	2022 \$
Current Assets			
Cash Assets			
NAB - General		188.29	188.29
NAB - Balloon Glow		13,862.48	14,662.08
NAB - Sunrice Festival		23,641.11	31,854.48
		<u>37,691.88</u>	<u>46,704.85</u>
Total Current Assets		<u>37,691.88</u>	<u>46,704.85</u>
Total Assets		<u>37,691.88</u>	<u>46,704.85</u>
Net Assets		<u>37,691.88</u>	<u>46,704.85</u>
Equity			
Retained profits / (accumulated losses)		<u>37,691.88</u>	<u>46,704.85</u>
Total Equity		<u>37,691.88</u>	<u>46,704.85</u>

The accompanying notes form part of these financial statements.

Leeton Sunrice Festival

Directors' Declaration

The director has determined that the company is not a reporting entity and that this special purpose financial report should be prepared in accordance with the accounting policies prescribed in Note 1 to the financial statements.

The director of the company declares that:

1. the financial statements and notes, present fairly the company's financial position as at 30 June 2023 and its performance for the year ended on that date in accordance with the accounting policies described in Note 1 to the financial statements;
2. in the director's opinion, there are reasonable grounds to believe that the company will be able to pay its debts as and when they become due and payable.

This declaration is made in accordance with a resolution of the director.

Dated:

Leeton Sunrice Festival

Independent Auditor's Report

Report on the Audit of the Financial Report

Opinion

We have audited the financial report of Leeton Sunrice Festival (the Company), which comprises the Balance Sheet as at 30 June 2023, Statement of Profit or Loss, notes to the financial statements, including a summary of significant accounting policies, and the Director's Declaration.

In our opinion, the accompanying financial report presents fairly, in all material respects, the financial position of the company as at 30 June 2023 and its financial performance for the year then ended in accordance with the accounting policies described in Note 1 to the financial statements.

Basis for Opinion

We conducted our audit in accordance with Australian Auditing Standards. Our responsibilities under those standards are further described in the Auditor's Responsibilities for the Audit of the Financial Report section of our report. We are independent of the company in accordance with the ethical requirements of the Accounting Professional and Ethical Standards Board's APES 110 : Code of Ethics for Professional Accountants (the Code) that are relevant to our audit of the financial report in Australia. We have also fulfilled our other ethical responsibilities in accordance with the Code.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

Emphasis of Matter – Basis of Accounting

We draw attention to Note 1 to the financial report, which describes the basis of accounting. The financial report has been prepared to satisfy the requirements of the company's constitution and meet the needs of member. As a result, the financial report may not be suitable for another purpose. Our opinion is not modified in respect of this matter.

Responsibilities of the Director for the Financial Report

The director of the company is responsible for the preparation of the financial report that gives a true and fair view and has determined that the basis of preparation described in Note 1 to the financial report is appropriate to meet the requirements of the company's constitution and are appropriate to meet the needs of the member. The director's responsibility also includes such internal control as the director determines is necessary to enable the preparation of a financial report that gives a true and fair view and is free from material misstatement, whether due to fraud or error.

In preparing the financial report, the director is responsible for assessing the company's ability to continue as a going concern, disclosing, as applicable, matters relating to going concern and using the going concern basis of accounting unless the director either intends to liquidate the company or to cease operations, or has no realistic alternative but to do so.

Leeton Sunrice Festival

Independent Auditor's Report

Auditor's Responsibilities for the Audit of the Financial Report

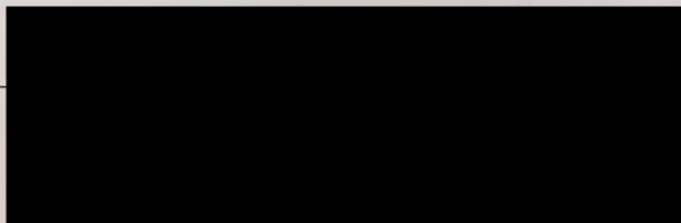
Our objectives are to obtain reasonable assurance about whether the financial report as a whole is free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with the Australian Auditing Standards will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of this financial report.

As part of an audit in accordance with the Australian Auditing Standards, we exercise professional judgment and maintain professional scepticism throughout the audit. We also:

- Identify and assess the risks of material misstatement of the financial report, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the company's internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by the director.
- Conclude on the appropriateness of the director's use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the company's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditor's report to the related disclosures in the financial report or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditor's report. However, future events or conditions may cause the company to cease to continue as a going concern.
- Evaluate the overall presentation, structure and content of the financial report, including the disclosures, and whether the financial report represents the underlying transactions and events in a manner that achieves fair presentation.

We communicate with the director regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.

Signed on :

A large black rectangular redaction box covers the signature area. A horizontal line is visible to the left of the box, and a diagonal line is visible below the box.

LEETON SUNRICE FESTIVAL

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 30 JUNE 2023

1. Summary of Significant Accounting Policies

This financial report is a special purpose financial report prepared in order to satisfy the financial reporting requirements of the Associations Incorporation Act NSW. The committee has determined that the association is not a reporting entity.

The financial report has been prepared on an accruals basis and is based on historic costs and does not take into account changing money values or, except where specifically stated, current valuations of non-current assets.

The following significant accounting policies, which are consistent with the previous period unless stated otherwise, have been adapted in the preparation of this financial report.

(a) Cash and Cash Equivalents

Cash and cash equivalents include cash on hand and deposits held at call with banks.

(b) Revenue and Other Income

Interest revenue is recognised using the effective interest method, which for floating rate financial assets is the rate inherent in the instrument.

Grant and donation income is recognized when the entity obtained control over the funds, which is generally at the time of receipt.

If conditions are attached to the grant that must be satisfied before the association is eligible to receive the contribution, recognition of the grant as revenue will be deferred until these conditions are satisfied.

ITEM 7.11 MINUTES OF THE LIGHT UP LEETON COMMITTEE - AUGUST TO OCTOBER 2023

RECORD NUMBER	23/271
RELATED FILE NUMBER	EF21/433/02
AUTHOR/S	Events Officer
APPROVER/S	Executive Manager Economic & Community Development

SUMMARY/PURPOSE

The Light Up Leeton Committee is a Section 355 Committee of Council.

The purpose of this report is to provide Council with the minutes of the Light Up Leeton Committee meetings held on 17 August, 7 and 21 September, 5 and 19 October 2023 (**Attachments 1-5**) and the minutes of the public meeting held 12 October 2023 to discuss the potential change of date of the Light Up Leeton event (**Attachment 6**).

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

RECOMMENDATION

THAT Council receives for information the minutes of the Light Up Leeton Committee meetings held on 17 August, 7 and 21 September, 5 and 19 October 2023 and the minutes of the public meeting held 12 October 2023.

REPORT

(a) Background

The purpose of the Light Up Leeton Committee is to encourage individuals and businesses to participate in Light Up Leeton events and coordinate and stage a successful event.

The Light Up Leeton Committee holds regular meetings in the months leading up to the event, which is held on an annual basis.

(b) Discussion

The Light Up Leeton Committee meetings commenced in August, increasing in frequency to fortnightly meetings in September and October, to coordinate the event on 3 December 2023.

Discussion and action on items have included:

- refresh of the event branding, including design of a new logo and committee shirts,
- canvassing of sponsors for the event,
- organisation of advertising and promotion,
- organisation and canvassing of concert participants,
- organisation and canvassing of stallholders.

The meeting minutes are included with this report as per (**Attachments 1-5**).

Feedback was received following the 2022 event proposing changing the event date from a Sunday to a Saturday, and separately from the first weekend in December to the last weekend in November. A public meeting was held on 12 October 2023 with a call for all stakeholders to attend to have input on the proposed changes. After discussion, it was decided to maintain the current date for the Light Up Leeton event, being the first Sunday in December. The minutes of that meeting are included with this report as (**Attachment 6**).

(c) Options

Nil – meeting minutes are for information only.

IMPLICATIONS TO BE ADDRESSED

(a) Financial

The Light Up Leeton Committee is a Section 355 Committee. It currently manages its own finances.

Leeton Shire Council provides its contribution to this annual event in the form of \$5K cash sponsorship and staff wages towards supporting facilitation of the event.

(b) Policy

Leeton Shire Council Code of Conduct

(c) Legislative/Statutory

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

(d) Risk

The legislative non-compliance of a Section 355 Committee could have legal, reputational, political and financial impacts. Note that Council has commenced a review of all Section 355 Committees to check for legislative compliance.

CONSULTATION

(a) External

Committee members
Community stakeholders

(b) Internal

Events Officer (Trainee)
Executive Manager Economic & Community Development
Manager WHS, QA and Risk
Manager Open Spaces and Recreation
Open Space and Recreation Coordinator
Roads and Drainage Coordinator
Roads Safety Officer

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

Under the Key Priority Area CSP FOCUS AREA 3 - A thriving regional economy within Council's adopted Delivery Program/Operational Plan – DELIVERY PROGRAM FUNCTIONAL AREA 4 - Economic Development - DELIVERY PROGRAM ACTIVITY 4.10 - Host major destinational events, including: Art Deco Festival (annual); SunRice Festival (bi-annual) - OPERATIONAL PLAN ACTIVITY 4.10.1 - Coordinate the Australian Art Deco Festival – Leeton's Premier destinational event – in Leeton.

ATTACHMENTS

- 1 Light Up Leeton Meeting Minutes 17-08-2023
- 2 Light Up Leeton Meeting Minutes 07-09-2023
- 3 Light Up Leeton Meeting Minutes 21-09-2023
- 4 Light Up Leeton Meeting Minutes 05-10-2023
- 5 Light Up Leeton Meeting Minutes 19-10-2023
- 6 Light Up Leeton Public Stakeholder Meeting Minutes 12-10-2023



Minutes 2023 – Meeting Thursday 17th August 2023

Meeting opened 6.25pm

Present – Robyn Retallick, Gwen Spadaro, Angela McNamara, Fran Macdonald

Apologies – Jenny & Peter Davidson, Daniel Watt, Sarah Graham, Fem Scanu

Minutes of Previous Meeting – *held over*

GENERAL MEETING

General Business

- **Bank statement received from Beyond Bank** – but addressed to Leeton and District Community SunRice Festival? which may go some way to explain issues Mawson's had with depositing sponsorship. Fran investigated – identified that was the official name of our account and that we needed to update the details of the account that was opened in 2007.
 - MOTION to change the name of the account from Leeton & District Community Sunrice Festival to Light Up Leeton (signatories and mailing address to remain as they are).

Moved Fran Macdonald Seconded Gwen Spadaro CARRIED
 - MOTION to request monthly e-statements to be sent to Council at events@leeton.nsw.gov.au email address, on top of the 6-monthly paper statement.

Moved Fran Macdonald Seconded Angela McNamara CARRIED
- **Refresh of LUL logo and shirt design** – tweaking of logo to maintain integrity of event name. Shirts to be sourced in red or green (or white) and members to choose their preference at next meeting to establish quantities to quote for production. Worklocker happy to print/embroider on.
- **Submission made to ClubGrants grant application** – nothing heard from as yet.
- **Acknowledgement** of Julie Maytom as a founding member of the Light Up Leeton committee. Gwen and Robyn to organise a suitable gift for presentation at the 2023 event. Acknowledgement of the original members – Carl, Ian and Julie – at the concert by MC.

Workplan:

- Fran to make enquiries about exemption from alcohol-free zone in the park following the event – to allow committee to have wind-down whilst packing up on site as opposed to another venue.
- Robyn to email schools to put LUL on the radar for preparations - waiting on Julie to do hand-over with registration forms and contacts
- Gwen has already approached Nicole Onewekwe and Bec van den Heuvel to sing on stage for Santa's arrival – will approach Aspire2B or Renae Sloan to coordinate some dancers to accompany them
- Sponsorship letter prepared to be sent out to businesses – this year to include a sponsorship level package (not done last year as we had grant funding). Database of businesses to approach to be reviewed and updated.

Next meeting: 6pm, Thursday 7 September

Future meeting dates: 21 September
5 & 19 October
2, 9, 16, 23 & 30 November
14 December (tentative – for wrap of light competition prizes)
18 January for post event wrap (*tentative*)

Meeting closed 7.15pm



Minutes 2023 – Meeting Thursday 7th September 2023

Meeting opened 6.05pm

Present – Alma & Ray Herrmann, Robyn Retallick, Angela McNamara, Fran Macdonald, Sarah Graham, Carol Weston

Apologies – Jenny & Peter Davidson, Daniel Watt, Fem Scanu, Gwen Spadaro, Lusi Korosi

Minutes of Previous Meetings – *moved Sarah Graham, seconded Ray Herrmann*

GENERAL MEETING

General Business

- **Concert coordination** – Robyn has touched base with Rachel Thomason (Wamoon PS) and Jo Pearce (LPS) who are both involved with Aspire2B and are willing to assist with the coordination of the concert. Robyn still to receive templates and registration forms from Julie – once received will also tweak with input from Rachel & Jo and John Silvestro.

Aspire2B to do a routine with singers while Santa comes to the stage.

Proposal to use the CWA Hall as kids change room supported – use varies on the number of kids in multiple acts and how many require a costume change. Cost of Madonna Place not really a cost-effective investment.

- **MC** – Gwen has asked Travis Irvin (will get back to us), Seb Spina has been floated as a backup.
- **Scissor-lift/bucket for stage** – need to check availability of businesses with equipment and cost the service.
- **Refresh of LUL logo and shirt design** – Dan has sample shirt, Fem to bring in size guide to order stock.
- **Decorations purchase** – Fran has organised the purchase of 18 large baubles at a cost of \$90 from Costco in Canberra via sister-in-law – will collect after the long weekend.
- **Working bee needed** – to organise stage fittings.

Workplan:

- Identified that some equipment wasn't tagged & tested last year – need to do a stocktake and contact Brayden Scarr if he's willing to be onboard again?
- Residential Lights Award Prize – reach out to Stahmann Webster again
- Archived files – Sarah to collect archive boxes for scanning into Council's electronic records management system

Next meeting: 6pm, Thursday 21 September

Future meeting dates: 5 & 19 October
2, 9, 16, 23 & 30 November
14 December (tentative – for wrap of light competition prizes)
18 January for post event wrap (*tentative*)

Meeting closed 7.05pm



Minutes 2023 – Meeting Thursday 21st September 2023

Meeting opened 6.05pm

Present – Alma & Ray Herrmann, Robyn Retallick, Angela McNamara, Fran Macdonald, Fem Scanu, Gwen Spadaro

Apologies – Jenny & Peter Davidson, Daniel Watt, Sarah Graham, George & Carol Weston, Lusi Korosi

Minutes of Previous Meetings – *moved Robyn Retallick, seconded Alma Herrmann*

GENERAL MEETING

General Business

- **Sponsorship** – Letters sent out. Responses in from Bill Arnold (Hotondo Homes) and Milbrae (Mawsons).
Fem to add further names and details to the sponsor list to be approached.
- **MC** – Travis Irvin still to get back to us.
- **Scissor-lift/bucket for stage** – need to check availability of businesses with equipment and cost the service. Robyn to investigate High Tree for a quote on services.
- **Refresh of LUL logo and shirt design** – Fem brought in sample shirts. Sizing not overly “true” so members to try on and advise what they wish to order (colour and size) and extras to be ordered to be in the larger range.
- **Decorations** – Do we need to refresh the wrapped boxes? Not based on last use, but worth investigating next time we’re at the container.
- **Stakeholder meeting** – to be organised for Thursday 12 October, booking the Rapps room at the Club. Letter of invitation to all stakeholders to be sent out + article in the Irrigator.
- **Test & Tagging of Electrical Equipment** - Brayden Scarr is moving from Leeton so unlikely to be interested in sponsoring again. S Dryburgh to be approached? Robyn to ask Gerrard Cooper. Fem to chase other contacts.
- **Archived files** – archive boxes delivered to Council for scanning into Council’s electronic records management system

Next meeting: 6pm, Thursday 5 October

Future meeting dates: 12 & 19 October
2, 9, 16, 23 & 30 November
14 December (tentative – for wrap of light competition prizes)
18 January for post event wrap (*tentative*)

Meeting closed 7.15pm



Minutes 2023 – Meeting Thursday 5th October 2023

Meeting opened 6.10pm

Present – Alma & Ray Herrmann, Robyn Retallick, Angela McNamara, Fran Macdonald, Fem Scanu, Gwen Spadaro, Jenny & Peter Davidson, Sarah Graham, George & Carol Weston, Lusi Korosi

Apologies – Daniel Watt

Minutes of Previous Meetings – *moved Gwen Spadaro, seconded Robyn Retallick*

GENERAL MEETING

General Business

- **Sponsorship** – No new sponsors from last meeting – Fran to follow up the letters already sent. Invoice for Mawsons to be raised for payment to be made. Fem has canvassed several businesses who are keen to pledge support – letter to be sent to those listed.
- **Scissor-lift/bucket for stage** – High Tree Patrol keen to be onboard. Costing of services for the stage decorations to determine sponsorship level. Also to look at other lighting opportunities to be involved – Wade Avenue, Jarrah Mall, Chelmsford Place as home of permanent lights?
- **Stakeholder meeting** – Thursday 12 October at 6.30pm in the Rapps room at the Club. All stakeholders emailed. Article in the Irrigator not exactly correct, but the most important info communicated. Post scheduled to go up on Facebook.
- **Test & Tagging of Electrical Equipment** – Dayne Butler has indicated he'll come on board. Ray to touch base to organise time and access to the container and gear.
- **Concert** – Bec van de Heuvel and Aspire2B confirmed as concert openers, Nicole Onewekwe TBC. VIP guests (Santa & Mrs Claus) also confirmed - Peter to organise trike. VRA confirmed as escorts. Gwen to organise purchase of lollies to be handed out enroute to stage.

John Silvestro to provide what he needs to know to form a tech rider for act registrations which are to be sent out to the schools – Fran to collect from him.

- **Stallholders** – Fran to check availability of Scout climbing wall. Potential for Islander group to do a food stall alongside concert performance? Associated with River of Life Church – just need their own PIL and food safety supervisor certification.
- Next meeting: 6.30pm, Thursday 12 October – public stakeholder meeting

Future meeting dates: 19 October
2, 9, 16, 23 & 30 November
14 December (tentative – for wrap of light competition prizes)
18 January for post event wrap (*tentative*)

Meeting closed 6.45pm



Minutes 2023 – Meeting Thursday 19th October 2023

Meeting opened 6.05pm

Present – Ray Herrmann, Robyn Retallick, Angela McNamara, Fran Macdonald, Gwen Spadaro, Carol Weston, Lusi Korosi, Evan Killen

Apologies – Alma Herrmann, Daniel Watt, Fem Scanu, Jenny & Peter Davidson, Sarah Graham

Minutes of Previous Meetings – *moved Gwen Spadaro, seconded Angela McNamara*

GENERAL MEETING

General Business

- **Sponsorship** – commitment received from Microtech DPS and Leeton Toyota. Awaiting confirmation from Blue Frog Optical, Boots Civil and the Woods family.
- **Stakeholder meeting** – held Thursday 12 October at 6.30pm in the Rapps room at the Club. Decision to maintain the current date being the first Sunday in December – last weekend in November clashes with Schools Spectacular (takes out most of the kids performing) and shift to Saturday too logistically challenging to combine/work around Farmers Markets.
- **Test & Tagging of Electrical Equipment** – Dayne Butler on board. Ray to touch base to organise time and access to the container and gear.
- **Concert** – Bec van de Heuvel, Nicole Onewekwe and Aspire2B confirmed as concert openers. VIP guests (Santa & Mrs Claus) also confirmed - Peter to organise trike. VRA confirmed as escorts. Gwen to organise purchase of lollies to be handed out enroute to stage.

Confirmed acts:

- Yanco Ag drummers
- Brooke Pearce to sing
- Joey Longford and the Cultural Dance Group to open with a Welcome dance
- Highland Dancers
- LHS dancers & choir
- Rommley from the Poisoned Apple in character

All schools to be contacted using Rachel's new form – St Joseph's & St Francis need to follow up. Robyn to check in with Renee Sloan (Bella Body & Soul), Fran to advise Filipino group for Tinikling dance?

Feedback to give John – report from last year that the children singing couldn't be heard over the backing music. Issue with/need to use more choir mics?

- **Children's activities** – Scout climbing wall may be in doubt. Do we get a jumping castle?
Poisoned Apple available and on board to have 3 characters wandering the event area, handing out lollipops and bubbles.
Face painting – potential option for a stallholder/Ambassador stall

- Next meeting: 6.30pm, Thursday 2 November

Future meeting dates: 9, 16, 23 & 30 November

14 December (tentative – for wrap of light competition prizes)

18 January for post event wrap (*tentative*)

Meeting closed 6.50pm



Minutes 2023 – Public Stakeholder Meeting Thursday 12th October 2023

Meeting opened 6.35pm

Present – Light Up Leeton Committee: Robyn Retallick, Angela McNamara, Fran Macdonald, Gwen Spadaro, Jenny & Peter Davidson, Daniel Watt, Krystal Maytom

Maria Lawrence (Farmers Markets), Chris Thompson (SunRice Fest Ambassadors), Nicolas Wright (Rotary), Nyree Dunn (Yanco PS), Paul Smith (VRA, Yanco Town Improvement Committee), Rachel Anderson (Gralee, LPS)

Apologies – Renee Sloan (Bella Body & Soul), Kellie Goman (LHS), Jo Pearce (LPS), Fran Artese (Xmas Lunch)

PREMISE

Light Up Leeton started in 1995 and has been a long-standing feature on the community calendar on the first Sunday of December.

Following the 2022 event, feedback was received with the suggestion to move the event date from a Sunday to a Saturday to allow participants a day recovery before returning to work/school. This however would impact the Farmers Markets who operate in Mountford Park on the first Saturday of the month, with their Christmas Market being the largest event of their operation.

All stakeholders were contacted to provide some insight into why the Sunday was originally chosen and how any potential change might affect them – the Farmers Markets indicated they were open to discussion about merging activities.

Following this initial consultation, a secondary request was put forward to move the date from the first weekend in December to the last weekend in November. A public meeting was then set for community consultation in the lead up to this year's event (with date unchanged for 2023).

Whilst stakeholders had been individually contacted for their input, the purpose of this meeting is to have an open discussion about how the proposed changes would affect the community groups and organisations that the event is run to benefit.

DISCUSSION

Change to last weekend in November / Change to Saturday

It was identified that the last weekend in November was unsuitable as being the weekend of the Schools Spectacular event in Sydney it would rule out a lot of the children who perform in the concert, which is the main drawcard of the event.

A shift to the last Saturday in November would also directly clash with the newly founded Yanco Twilight Markets.

A shift to the Saturday in the first week of December would directly impact the Farmers Markets – suggestion to merge events was not supported by a majority of LUL stallholders as the exclusivity of the LUL event ensured it was a worthwhile venture for them - being for many organisations one of their biggest and most profitable fundraising exercises for the year.

Logistically the events could not be combined – setting up the stage for the concert could not happen concurrently with the markets operating in the morning (a safety issue with the installation of equipment and decorations on stage), and the general layout of the markets with at least 50 stalls would mean the crowd expected for the concert would exceed the space available.

Other input given included clashes with:

- Saturday evening masses at both the Catholic and Anglican churches
- Western Riverina Zone Championships in Athletics (this year held in Leeton)
- End of year dance concerts
- Parents and students working Saturdays/travelling to children's commitments
- Christmas parties and school events

DECISION

The proposed changes of date were deemed unviable and so with the community's best interests in mind, Light Up Leeton will continue to operate on the first Sunday of December.

Meeting closed 7.05pm

ITEM 7.12 POST EVENT REPORT - 2023 LEETON CHILL & GRILL EVENT

RECORD NUMBER	23/273
RELATED FILE NUMBER	EF21/438/02
AUTHOR/S	Events Officer
APPROVER/S	Executive Manager Economic & Community Development

SUMMARY/PURPOSE

The purpose of this report is to provide Council with the post event review for the 2023 Leeton Chill & Grill held on 14 October 2023.

RECOMMENDATION

THAT Council:

1. Receives for information the 2023 Leeton Chill & Grill post event report,
 2. Notes the 2024 event has been set for Saturday 19 October 2024, and
 3. Acknowledges the sponsors and volunteers who contribute to the success of the event.
-

REPORT

(a) Background

The first Leeton Chill & Grill event was held in 2016. This pop-up food event showcases local produce and growers to the wider community.

In 2018, Leeton Chill & Grill was held at the Leeton Ovals carpark with 1400 patrons attending the event.

In 2019, the event was cancelled due to inclement weather. Then in 2020 and 2021, due to the Covid-19 pandemic, resultant public health orders and restrictions forced a hiatus.

In 2022, Leeton Chill & Grill returned to Mountford Park. The event was grant funded through the NSW Government's Reconnecting Regional NSW Community Events Program, with an estimated 1600 patrons attending.

(b) Discussion

The 2023 Leeton Chill & Grill event was held on Saturday 14 October 2023 in Mountford Park. Following feedback from the previous year, the restricted licenced

area was increased to include the entire event area and was fenced off in accordance with liquor licencing requirements.

All food and beverage vendors were positioned inside the event area, creating a festival atmosphere and maximising the space available in the park for the anticipated crowd to view the live entertainment which featured prominent and well-known local acts. A cooking demonstration and competition led by a well-known local chef were also included in the program, featuring and highlighting product supplied by major sponsors.

The adjacent Jarrah Street was intended to be closed to facilitate the inclusion of large scale and mechanical children's amusements however these appliances were unavailable on the day, so no road closures were enacted.

The event received some funding through the NSW Government's Reconnecting Regional NSW Community Events Program and generous support from local businesses, together these major sponsors enabled the financing of the event.

Entry to the event was free, but tickets were required for admission to enable the collection of data to fulfill grant acquittal requisites. These tickets were available through the Humanitix ticketing platform, which enabled direct communication to patrons via email and the ability to digitally check-in at the event gates. 73.5% percent of patrons who obtained online tickets attended the event.

A post-event survey was conducted where a range of positive and constructive feedback was received and has been summarised in the attached report (**Attachment 1**).

The event was very well received with 2194 people officially recorded in attendance. Numbers based on other counting methods estimate 2400 patrons.

The drawcard entertainment act (Jiakomo Thief) has indicated their availability in 2024 and have been booked with the date for the 2024 event set for Saturday 19 October 2024.

Recommendations for the next event include:

- Address the number and variety of food stallholders at the event by canvassing with an earlier lead time to facilitate availability and commitment from the vendors.
- Maintain a shared focus on music ("chill") and food ("grill"), with further canvassing of "grill-focussed" stallholders and further development of the cooking demonstration/competition aspect and other food-related activities.

(c) Options

Nil – this report is for information only.

IMPLICATIONS TO BE ADDRESSED

(a) Financial

Total expenditure of the Chill and Grill event was \$38,584.25 which was funded by:

- Council receiving a grant of \$14,308 from the NSW Government's Reconnecting Regional NSW Community Events Program.
- Sponsorship by local businesses (JBS Australia, Yenda Brewing Co, Stahmann Webster, Bega Food Group, Hotel Leeton, Issac Houghton Design & Construction, Washington's Furniture, Leeton Home Improvements, Matt Sheldrick Bobcat & Excavator Hire and Wayne Houghton Plumbing) to the value of \$14,400.
- Council's contribution of \$10K, including rostered outdoor staff wages.

(b) Policy

Child Safe Policy

Work, Health and Safety Policy

(c) Legislative/Statutory

Each event has a tailored risk plan, including a Traffic Management Plan when applicable. Leeton Chill & Grill is a fully licenced event, operating under a specified liquor licence (limited licence – trade fair).

(d) Risk

Risks were assessed and managed via a risk management plan.

CONSULTATION

(a) External

Traffic Committee

Liquor and Gaming NSW

NSW Police Licencing Supervisor

Local business sponsors

Local service groups

Entertainment providers

Food vendors and stallholders

Security providers

Public Feedback is recorded in (**Attachment 1**)

(b) Internal

Events Officer (Trainee)

Executive Manager Economic and Community Development

Community Development Coordinator

Road Safety Officer

Manager Roads and Drainage

Manager Open Space and Recreation

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

Under the Key Priority Area Outcome Four: A THRIVING ECONOMY AND GOOD JOBS within Council's adopted Delivery Program/Operational Plan – 13 - A community that has great attractions and events - 13 a - Encourage a range of exciting and interesting sports, arts and cultural events for the residents and visitors of Leeton Shire - Support the hosting of local community events across the Shire, including Chill 'n' Grill, Australia Day and Light Up Leeton.

ATTACHMENTS

- 1 2023 Leeton Chill & Grill Post Event Report



20 | POST EVENT 23 | REPORT

Compiled by:
Fran Macdonald | LSC Events Officer





ABOUT CHILL & GRILL

Saturday 14th October 2023
2pm – 9pm
Mountford Park, Leeton

Taking on board feedback from last year, the 2023 Leeton Chill & Grill was revamped to be more inclusive and accessible to deliver a quality entertainment experience for all ages, including utilizing as much of Mountford Park as the licensed event area as possible!

The event received government funding through the Reconnecting Regional NSW Community Events Program, and generous support from local businesses who came on board as major sponsors.

By popular demand, Jiakomo Thief returned as the headline act and were supported by local acts Fine2tuned and Claudia Raine. A culinary demonstration and cooking competition were added to the program to embrace more of the “grill” aspect.

Stallholders were canvassed on an earlier time frame, but the event date clashed with a number of other events within the region.

As an all-weather event, patrons were again encouraged to prepare for any weather – this year the weather was with us.

Overall the 2023 Leeton Chill & Grill was by all accounts a successful event – there is still room for improvement with the refinement of elements identified going forward.

The date for 2024 has already been set, based on the availability of headline entertainment – Saturday 19 October 2024.



LEETON
CHILL & GRILL

SATURDAY 14 OCTOBER

2pm – 9pm
MOUNTFORD PARK

LIVE ENTERTAINMENT BY
JIAKOMO THIEF
+ FINE2UNED
CLAUDIA RAINE

COOKING DEMONSTRATION & CULINARY COMPETITION
with **CHEF ROD PIEPER**

GOOD FOOD • GREAT MUSIC • KIDS AMUSEMENTS



FREE ENTRY Tickets online at events.humanitix.com/leeton-chill-and-grill-2023

Proudly funded by  Sponsored by      

QUICK STATS



- 12 food & beverage providers
- 7 alcohol providers
- 2 children's amusement providers
- 3 music entertainment acts
- 1 local chef-led cooking demonstration
- 3 eager local "celebrity" cooking comp contestants
- 7 major local sponsors



LEETON
SHIRE COUNCIL



The Irrigator



& 6 local VIP experience sponsors



whose involvement in the event was followed by
almost 2,000 Facebook and Instagram users
and seen by over 33,000 Facebook users from August to October
Facebook was the medium the public identified as their primary source
of information and engagement regarding the event

at least **2194** patrons in attendance¹
a potential **\$72,638** value-added to the local economy²

¹ number of tickets recorded checked-in at gates.

² i.d. Economic Profile Event Impact Assessment calculation based on average spend of estimated visitor attendance



Pre event coverage
 in The Irrigator



irrigator.com.au

TUESDAY AUGUST 22, 2023

The Irrigator

100 YEARS STRONG

Leeton's own newspaper since 1915

\$2.00 INC GST



Jiakomo Thief reunited in Leeton for Chill and Grill and are set to get the crowd moving again this year. Picture by Talia Pattison

Extra sizzle

BY TALIA PATTISON

EVENT organisers will throw a little extra on the grill when Chill and Grill returns to Mountford Park in October.

Residents enjoyed the chill factor last year and Leeton Shire Council's events officer Fran Macdonald said there would be extra focus on the grill factor.

Last year around 1600 people converged on Mountford

Park despite some rain and with the majority of people enjoying the live entertainment, delicious food and good company.

Mrs Macdonald said a local chef would be on hand for cooking demonstrations and a celebrity Masterchef-style competition would bring a little sizzle to the event.

"We're lining up producers to showcase their wares and put them on centre stage,"

Mrs Macdonald said.

She said the changes were in response to some of the feedback received after the 2022 event which was praised for live entertainment and children's activities but residents wanted to see a bigger focus on food.

"We're calling for stall holders and we encourage them to get in contact," Mrs Macdonald said.

One of the factor's beyond

the control of organisers last year was the flooding in other parts of the state which hampered the ability of some food trucks and stalls to make their way to Leeton.

Mrs Macdonald said Chill and Grill was an all-weather event and it would be going ahead 'rain, hail or shine'.

Jiakomo Thief - the brainchild of brothers Rhys and Christian Callinan are set to reunite again for the 2023

Chill and Grill after a rapturous response at last year's event.

Chill and Grill will return to Mountford Park on October 14 and has been penciled in to start from 2pm through to 9pm.

Foodstalls, or producers interested in participating can contact Leeton Shire Council's events team by emailing events@leeton.nsw.gov.au.

WIN
 \$15,190
 VIKING CRUISE
 INCLUDES
 \$4000
 FLIGHT CREDIT PER COUPLE



VIKING



SCAN TO ENTER

LIVE ENTERTAINMENT BY
JIAKOMO THIEF
 + FINE2UNED
 CLAUDIA RAINE

**SATURDAY
 OCTOBER 14**

2pm - 9pm
MOUNTFORD PARK

GOOD FOOD • GREAT MUSIC
 COOKING DEMONSTRATION
 & CULINARY COMPETITION
 with CHEF ROD PIEPER

Proudly funded by Sponsored by

The Irrigator

FREE ENTRY Get your tickets online at events.humanitix.com/leeton-chill-and-grill-2023 Follow us on



2 THE IRRIGATOR Tuesday October 10, 2023

NEWS



Naomi Sanderson, Hannah Middleton, Nikkea Hillman, Tim Legge and Rory Walker will be part of the day. Picture by Talia Pattison

Good times on menu

BY TALIA PATTISON

GOOD food, drinks, company and entertainment will combine for what is fast becoming one of Leeton's favourite events. Leeton Chill and Grill will return to Mountford Park on Saturday, October 14 with plenty of delicious food stalls, cooking demonstrations and music all on the menu. This year's event will include a wider area for the grown ups wanting to enjoy a

drink or two courtesy of stalls from the Hotel Leeton, Wade Hotel, Tumut River Brewing Co and Ladbroke Distilling Co. New to the program this year will be a cooking demonstration and culinary competition with chef Rod Pieper, while hugely-popular band Jiakomo Thief will be the headline act. Supporting acts on the Mountford Park stage will be Fine2uned and Claudia Raine.

A range of tasty eats will of course be available for purchase, including gourmet burgers, dumplings, noodles, roo burgers, emu steaks and much more. Leeton Shire Council events officer Fran Macdonald said it was all systems go. "It's all coming together ... we do need people to jump online and get their tickets, they are free, but it is so we have an idea of how many people are here," she said. "This year the whole park

is now a zone for alcohol to be sold for the event, so that's part of it, but also we did receive some grant funding again for Chill and Grill, so it's about capturing that data. "It's easy to do and like I said, it's free entry, we just need people to have their tickets like we did last year." Chill and Grill was a big success in 2022. A wild storm threatened to end the fun right before kick off, but residents and visitors turned out in their droves for an af-

ternoon and evening of fun, laughter, food, dancing and catch ups. "I think that's what people like about it ... you can come and relax with your family and friends, have something to eat and just enjoy what's on offer," Mrs Macdonald said. Chill and Grill will be held in Mountford Park on Saturday, October 14 from 2pm to 9pm, with tickets available at events.humanitix.com/leeton-chill-and-grill-2023.

Tickets sales were slow in comparison to 2022 and so an additional advertising campaign to reiterate the need to have a ticket for entry was started the week prior.

Whilst a free event, being ticketed enabled concise data collection and communication with patrons.



**SATURDAY
OCTOBER 14**

2pm – 9pm
MOUNTFORD PARK



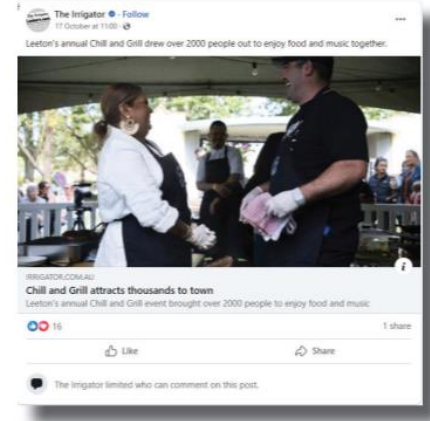


FREE ENTRY
 but it's a ticketed event
 so make sure you get your
 tickets online here!

Proudly funded by NSW GOVERNMENT
Sponsored by LEETON SHIRE COUNCIL
JBS
LENDERS
The Irrigator
stahmann WEBSTER
Bega GROUP



Post event coverage in The Irrigator



Promotion of the event in the newspaper was also supported by a short run advertising campaign on both radio and television, which hit the airwaves of the local channels starting the last week of September.



Chill and Grill 2023 brought plenty of smiling faces out to enjoy a day of food and fun. Picture supplied.

Chill and Grill attracts thousands to town

BY CAI HOLROYD

LEETON'S annual Chill and Grill brought thousands out to Mountford Park for a day of food and music, with businesses selling out and attendees enjoying themselves immensely. The celebration on October 14 kicked off at 2pm at Mountford Park, with plenty of food stalls, cooking demonstrations and music kept everyone entertained. Kids enjoyed tours on the classic Lions train, along with face painting, bubbles and the playground as a

background, while there was plenty for parents to enjoy as well. Adults visited cooking demonstrations by Rod Pieper, the culinary mind behind Reggie's Hospitality before the famed local celebrity cook-off challenge that he also presided over. Peeches Coffee served up a storm, the Rotary Club of Leeton sold their gourmet hamburgers while the Leeton High School P&C offered yakisoba noodles. The Leeton Hotel put up their steak burgers, while Prickly Lizard Events sold kangaroo burgers and emu steaks.

That's the grill, but the chill came from near and far. Local musician Claudia Raine and bands FineTuned and Thiel serenaded the town with their distinct styles to keep everyone moving and grooving throughout. The effort poured into every aspect of the day was felt in the numbers of people that attended, exceeding even the post-COVID influx last year. The 2022 event saw 1600 people turn out after several years off due to COVID-19, but any fears of a drop in excitement were put to rest almost immediately with

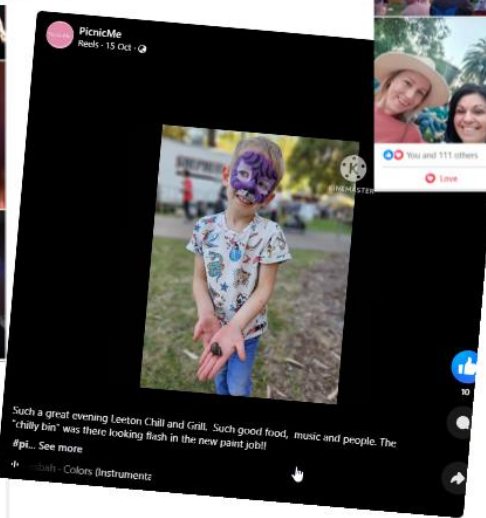
well over 2000 people joining in the fun. The event was funded by the Reconnecting Regional NSW Community Events Program, and sponsored by Leeton Shire Council, JBS Australia, Yenda Beer Co and Stahmann Webster. Leeton mayor Tony Reneker was thrilled with the response to Chill and Grill 2023. "I think it's probably the best one so far. A few minor adjustments made to the location and that worked well, and everyone who was there has nothing but positive things to say," he said.

"All the stalls were well patronised, a lot of places sold out ... I don't know how much money was involved, but they were trading well." He added a special thank you to the team who worked so hard to put it on, as well as all the locals who came out to show their support for the event and celebrate with the crowd. "Staff should be congratulated for what they did, and also the amount of local people that turned up, it's heartening to have that support." "It was a very positive weekend for Leeton."



Jakomo Thief is 🥳 feeling amazed at Mountford Park.
 15 October at 19:48 · Leeton · 🌐

Wowzers Leeton!! Thanks for getting your boogie on at the Leeton Chill and Grill!! You guys absolutely rip!!!! 🥳🥳🥳 Till next time 🥳🥳🥳
 Such an amazing day on all fronts!!
 Well done to all involved!!
 Leeton... See more



NDM Photography
 17 October at 21:55 · 🌐

What a day out!
 We're very lucky to have events like Leeton Chill and Grill and places like Mountford Park to hold them in. Well done Leeton Shire Council and the many people involved in making it such a great day.
 If you were in the Jakomo Thief mosh pit shouting out for a photo to be taken, you might find yourself in these!
 #ChillAndGrill2023 #CommunitySpirit #Gratitude #ClaudiaRaine #AustraliansBeerCo #FineCured #CommunityCelebration #JakomoThief #LeetonChillandGrill #RiversideLeef #FoodMusicFun



SOCIAL MEDIA STATS

#LeetonChillandGrill

Facebook	
Page followers	1,400
Post reach	12,700
Highest individual post reach	5,189
Highest reactions on a post	137
Instagram	
Page followers	488
Instagram post reach	860
Highest individual post reach	319
Highest likes on a post	46

AUDIENCE METRICS

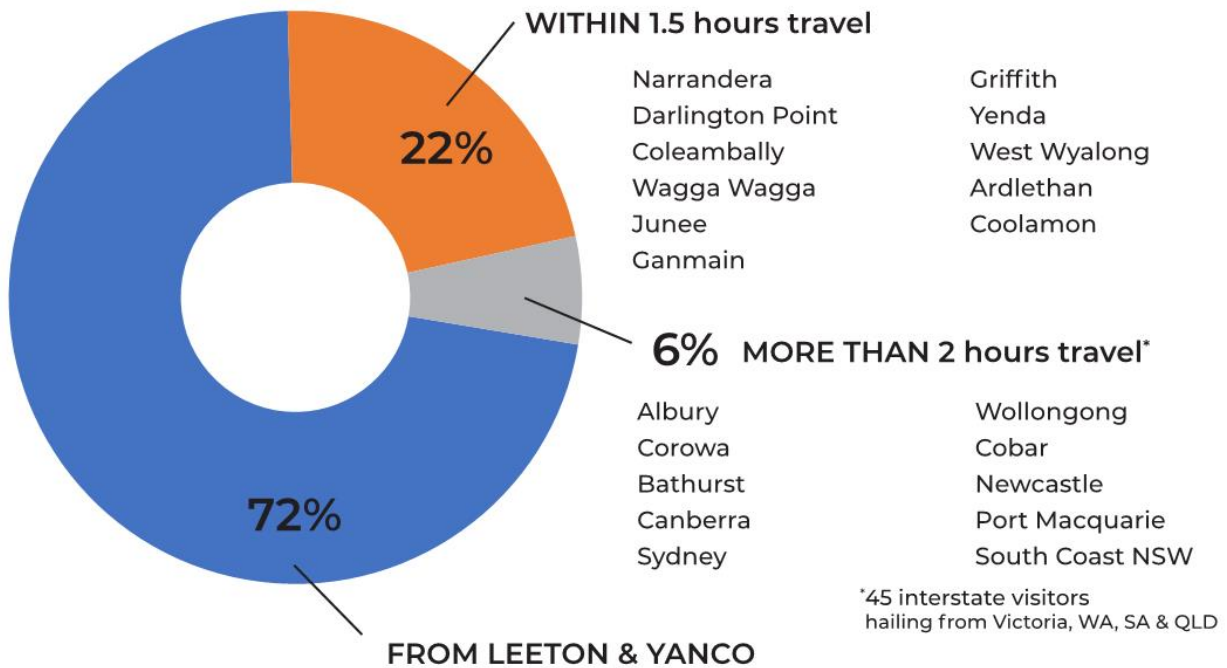


2985 tickets “sold” online (in 1125 orders) via Humanitix
2194 people checked into the venue
2400 people counted* in Mountford Park

*data collected by nCounters installed at Mountford Park

Ticket capacity increased by 1000 (from 2000 to 3000) at 4pm to accommodate those arriving at the gates who hadn’t pre-booked tickets.

TICKETS “SOLD”



Of the 79 respondents who completed the after-event survey, 7.5% spent the night away from home.



BUDGET BREAKDOWN



REVENUE

GRANT FUNDING



NSW Government
 Reconnecting Regional NSW Community Events Program \$14,308.00

SPONSORSHIP



Leeton Shire Council
 JBS Australia
 Yenda Brewing Co
 Stahmann Webster
 The Irrigator
 Bega Food Group
 Hotel Leeton

VIP Tradies:
 Issac Houghton Design & Construction
 Wayne Houghton Plumbing
 Washington's Furniture
 Leeton Home Improvements
 Matt Sheldrick Bobcat & Excavator Hire

\$24,400.00

STALLHOLDER FEES

\$745.40

\$39,453.40

EXPENDITURE

ENTERTAINMENT

Musical Acts \$5,165.00
 Cooking demonstration \$650.00
 Kids Entertainment \$76.00

INFRASTRUCTURE

AV Production \$4,250.00
 Infrastructure hire (marquees, tables, chairs, BBQs, generator) \$7,347.92
 Waste removal \$309.09
 Consumables \$2,254.22

PERSONNEL

Security \$4,104.00
 First Aid, Gate Entry and Event Support (Community Groups) \$2,250.00
 Council outdoor staff \$3,226.72

ADVERTISING & MARKETING (Posters, Radio, Newspaper)

\$2,769.56

PHOTOGRAPHY & VIDEOGRAPHY

\$3,632.00

LICENSING Liquor Licence & Traffic Control

\$1,049.93

\$38,584.25

PROFIT/LOSS

\$869.15



FEEDBACK

SUSTAIN - FIX - IMPROVE



Some comments from the 79 respondents who completed the after-event survey

What was the best thing about the event?



The event was chilled and had a great vibe. Stallholders were obliging and there was a good variety of food. Entertainment was good.

The live music, atmosphere, great vibe, variety of food vans, fantastic event - well done!

Food & music. The set up this year was so much better with more tables & chairs and the drinking zone made it so much better with families having underage kids with them.

Jiakomo Thief (x 10+ mentions)

The vibe. Variety of offerings. Friendly vendors. Family friendly but able to have a drink and listen to live music with the kids.

It was free!

Still had to register and it was closed off which made it exclusive and special.

Fantastic family event with a very relaxed & chilled mood. Everyone happy, friendly, not in a rush, patient.

Atmosphere, food, drink options and music. Family oriented.



FEEDBACK

SUSTAIN - **FIX** - IMPROVE



Some comments from the 79 respondents who completed the after-event survey

What elements of the event could be improved?



The food

More food options - most vendors ran out of food

Food ran out too early. Huge queues.

Beer - not everyone likes boutique beer.

Needed more "grill"... like Argentinian BBQs, kebabs, smoked meats

Have gluten free items - as a coeliac I couldn't eat anything.

More food options. Year after year it's the same unimaginative vendors. They are tasty but boring.

Wait times for food - queues were long and slow.

The layout

Stage area - people were dancing on the steps & security were having a hard time controlling them. Maybe a barrier is required.

Celebrity cooking contest was not heard because of the musical act on stage. Could have been centre stage so everyone could enjoy it - only a few people could see and hear the commentary.

More seating, maybe the ability to reserve a table with a small fee going to charity

The facilities

There wasn't a lot for kids. We couldn't locate the bubbles anywhere, the ice cream closed early and there was no amusement rides.

Food vans along footpaths meant the line up went across footpath, and people stopping and talking amongst these people made it difficult to walk through, especially with young kids and prams. Make footpaths accessible at all times.

More bathrooms or working public toilets.



FEEDBACK

SUSTAIN - FIX - IMPROVE



Patron feedback largely focused on the long wait times and lack of food and variety of vendors, and the lack of children's entertainment. Issues with facilities are acknowledged as unforeseen occurrences.

Vendors were allocated sites based on power needs and access, with the main event access points at Wade Avenue, Church Street and Jarrah Mall.

Alcohol vendors were spread across the event area, paired with food and non-alcoholic beverage vendors in compliance with liquor licensing conditions.

Road closures were planned to allow amusement equipment (jumping castles and mechanical rides) to be set up on road alongside park, however amusement provider advised they were unable to attend due to health issues and other options were already committed to other events (fete, Show circuit).

Children's entertainment consisted of the Lions Train and a face painter (henna artist was unable to attend) and was supplemented with the provision of 75 bubble wands. Wristbands on all patrons made access to the playground easier through the gates, however children jumping over fencing was identified as something to mitigate in the future.

The toilet amenities were hampered by blocked toilets which the Water & Sewer team were called in to diagnose – a blockage in the supply pipes meant the cisterns in the ladies toilets weren't filling fast enough to meet demand.

A power outage on one side of the park also caused a significant delay for two vendors until the cause of the problem was identified and rectified.

Security was called for one incident – a patron on the Leeton Liquor Accord's BFOBFA list who presented a false ID on entry but was identified by staff at one of the licensed stalls was escorted from the event area.

It is also noted that whilst well acknowledged on social media, acknowledgment of sponsors on the day was not to the standard expected. Sponsor banners were not collected prior to the event and so were not on display throughout the event area. This will be rectified for the 2024 event with inclusion in the work plan.

FEEDBACK

SUSTAIN - FIX - IMPROVE



Some comments from the 79 respondents who completed the after-event survey

Any other feedback or comments?



Great event. I love that it's family friendly and great for all ages. I have people travel for the event for the second year in a row. They can't wait to come back already. Keep up the good work!

Coming from a big city, it was really amazing! The length of time was great because we could come and go without the stress of time. Thank you so much to everyone involved :)

100/10 amazing

This is a wonderful event for the town. It was great that the alcohol area was increased this year to allow movement. It was still a really family friendly event with the kids dancing to the music

Definitely need more food vendors and variety of foods.

I liked the idea of ticketing - even though they were free - it made me definitely book and come. Maybe I would have got lazy and stayed home if I had not committed via a ticket.

Great event, it can only get better! Perhaps engage a few more food vendors and maybe a cocktail vendor, or a cocktail making demonstration/competition.

Needs to have more food demonstrations, recipes too including the alcohol selection. Would be good to utilize the food and drinks available on site in the cooking.



COUNCILLOR ACTIVITY REPORTS

ITEM 9.1 COUNCILLOR ACTIVITY REPORT

RECORD NUMBER	23/297
RELATED FILE NUMBER	EF21/508
AUTHOR	Executive Assistant to the General Manager and Mayor

RECOMMENDATION

THAT Council notes the Councillor activity reports submitted for the period between 26 October to 22 November 2023.

Cr Tony Reneker

26 October 2023	RAMJO Meeting
27 October 2023	The Curious Explorers Exhibition and Book Launch
6 November 2023	Youth Council Discussions with Yanco Agricultural High School and St Francis De Sales College Leeton
7 November 2023	RAMJO Water Sub Committee Meeting
8 November 2023	Murrumbidgee Irrigation AGM
9 November 2023	Public Consultation Session Rate Review & RAMJO Board Dinner
10 November 2023	RAMJO Board Meeting
11 November 2023	Remembrance Day Service & Outback Band Spectacular
12-14 November 2023	LGNSW Annual Conference
14 November 2023	Meeting with Senator Deborah O'Neill
15 November 2023	Rate Review Business Consultation
16 November 2023	Historical Society Meeting
20 November 2023	Yanco Town Improvement Committee Meeting
21 November 2023	Water Bill – Public Rally

Cr Sandra Nardi

6 November 2023	Community Strengthening Grant Meeting
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Cr Tony Ciccia

6 November 2023	Quick Response Grant Photo with Gralee School & Public Consultation Session Rate Review
8 November 2023	Infrastructure Working Group Meeting
9 November 2023	Public Consultation Session Rate Review
11 November 2023	Outback Band Spectacular
