



**LEETON**  
SHIRE COUNCIL

# **ORDINARY COUNCIL MEETING AGENDA**

**Tuesday 25 March 2025  
6:30 pm**

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

Authorised for release: Jackie Kruger (General Manager)

## STATEMENT OF ETHICAL OBLIGATIONS

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



## GENERAL INFORMATION

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

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#### 8.1. GENERAL MANAGER'S MATTERS

##### Item 8.1.1. DRAFT MOTIONS FOR SUBMISSION TO THE 2025 NATIONAL GENERAL ASSEMBLY OF LOCAL GOVERNMENT

**AUTHOR/S:** IP&R Coordinator

**APPROVER/S:** General Manager

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#### SUMMARY/PURPOSE

The purpose of this report is to seek Council's endorsement of the draft motions to be submitted for debate at the National General Assembly of Local Government being held in Canberra on the 24 to 27 June 2025.

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#### RECOMMENDATION

THAT Council endorses the following motions for submission to the 2025 National General Assembly of Local Government:

1. **Streamlined Visa Processes to Address Health Workforce Shortages in Regional Australia:** That the National General Assembly calls on the Australian Government to implement streamlined and expedited visa processes to attract and retain international health professionals, including doctors, nurses, and allied health workers, in regional areas to address critical workforce shortages.
2. **Increased Support for Housing Initiatives in rural Australia:** That the National General Assembly calls on the Australian Government to dedicate a proportion of their financial assistance for housing initiatives to rural Australia where the need is great but the scale of development is unable to compete with metropolitan areas and major regional centres.

3. **Reimagining the PALM Scheme:** That the National General Assembly calls on the Australian Government to: provide local Councils with both the mandate and direct financial resourcing to provide local oversight to the PALM Scheme Program and provide contextual partner-based representation to employers (and workers), and provide temporary work rights for workers disengaged from the PALM Scheme who are residing and working in regional areas

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## REPORT

### **(a) Background**

The National General Assembly of Local Government will be held on 24-27 June 2025 in Canberra.

Convened annually by the Australian Local Government Association (ALGA), the National General Assembly of Local Government is the peak annual event for Local Government, attracting around 800 to 1000 Mayors and Councillors each year.

The theme for the 2025 National General Assembly is "National Priorities Need Local Solutions". This theme puts focus on the unique role Australia's 537 Councils can play delivering local, placed-based solutions that meet the needs of their communities, while addressing broader national priorities.

The assembly is an important opportunity for Leeton Shire Council to influence the national policy agenda. ALGA is calling for the submission of Notices of Motion for the National General Assembly 2025.

The deadline for motion submissions is Monday 31 March 2025.

To be eligible for inclusion in the National General Assembly (NGA) Business Papers and subsequent debate on the floor of the National General Assembly, motions must:

1. Be relevant to the work of Local Government nationally.
2. Not be focused on a specific jurisdiction, location or region – unless the project or issue has national implications.
3. Be consistent with the themes of the NGA.
4. Complement or build on the policy objectives of ALGA and your state or territory Local Government association.
5. Be submitted by a Council which is a financial member of their state or territory Local Government association.
6. Propose a clear action and outcome i.e. call on the Australian Government to act on something.
7. Not be advanced on behalf of external third parties that may seek to use the NGA to apply pressure to Board members, or to gain national political exposure for positions that are not directly relevant to the work of, or in the national interests of, Local Government.
8. Address issues that will directly improve the capacity of Local Government to deliver services and infrastructure for the benefit of all Australian communities.
9. Not seek to advance an outcome that would result in a benefit to one group of Councils to the detriment of another.

10. Be supported by sufficient evidence and demonstrate the relevance and significance of the matter to Local Government nationally

It is noted that ALGA does not discuss / debate repeat motions where these have already been included as part of their regular policy positions / advocacy priorities. Restoring Financial Assistance Grants to 1% of Commonwealth taxation revenue is a case in point, as is constitutional recognition of Local Government.

The Mayor, Deputy Mayor and General Manager will attend the ALGA NGA and present the motions for debate.

## **(b) Discussion**

Three (3) motions have been drafted for Council's endorsement, with supporting commentary included, as suggested by the National General Assembly guidelines.

### **1. Streamlined Visa Processes to Address Health Workforce Shortages in Regional Australia**

#### **Motion:**

That the National General Assembly of Local Government calls on the Australian Government to implement streamlined and expedited visa processes to attract and retain international health professionals, including doctors, nurses, and allied health workers, in regional areas to address critical workforce shortages, as well as a concierge service to support the efficient registration of doctors.

#### **National Objective:**

Many regional and rural communities in NSW are facing an acute shortage of health professionals, particularly doctors, which is leading to reduced healthcare access, longer wait times, and increased pressure on existing medical staff. Simplifying visa pathways and expediting the approval process for international health workers is essential to ensuring equitable healthcare access across regional areas.

#### **Background:**

Regional healthcare facilities continue to struggle with recruitment and retention of qualified medical professionals, impacting the provision of essential health services. While international recruitment is a viable solution, the current visa process is complex, slow, and often discouraging for both employers and prospective health workers.

Addressing this issue will strengthen healthcare service delivery in regional communities.

#### **This motion calls for:**

- a. **Faster visa processing** for internationally trained doctors, nurses, and allied health professionals committed to working in regional NSW.
- b. **Simplified visa pathways** to reduce bureaucratic delays and administrative burdens for healthcare workers and employers.
- c. **Incentives and priority processing** for medical professionals choosing to work in areas with critical shortages.

- d. **Concierge services** for full medical registration to ensure immigrant doctors are supported to efficiently navigate application processes.
- e. **A long-term strategy** to improve international recruitment, retention, and permanent residency pathways for regional health workers.

By improving visa and registration processes, the Australian Government can support regional communities to have access to the healthcare professionals needed to maintain quality medical services and community well-being.

## **2. Increased Funding for Housing in Regional NSW**

### **Motion:**

That the National General Assembly of Local Government calls on the Australian Government to increase funding and support for housing development in regional New South Wales (NSW) to address the growing demand for affordable and accessible housing.

### **National Objective:**

Housing affordability and availability are critical issues in regional NSW, impacting workforce attraction, economic development, and community well-being. Many regional Councils are facing significant challenges due to housing shortages, rising costs, and insufficient investment in essential infrastructure to support growth.

### **Background:**

Regional NSW is experiencing increasing pressure on housing supply due to population shifts, workforce demand, and constrained housing development. Limited funding for housing initiatives, infrastructure, and planning support has hindered the ability of Local Governments to meet these challenges.

### **This motion calls for:**

- a. Increased direct investment in regional housing projects, including affordable and key worker housing.
- b. Expanded federal funding programs to assist Councils with infrastructure and planning to unlock land for housing.
- c. Strengthened collaboration between federal, state, and Local Governments to develop long-term housing strategies for regional areas.
- d. Support for Local Government-led housing initiatives that align with regional development needs.

By addressing these issues, the Australian Government can help ensure regional communities have the housing supply necessary to support sustainable growth and economic development.

## **3. A 'Re-imagined' Pacific Australia Labour Mobility (PALM) Scheme**

### **Motion:**

That the National General Assembly calls on the Australian Government to: provide local Councils with both the mandate and direct financial resourcing to provide local oversight to the PALM Scheme Program and provide contextual partner-based representation to employers (and workers), and provide temporary work rights for

workers disengaged from the PALM Scheme who are residing and working in regional areas

**National Objective:**

Regional and rural areas across Australia, particularly in sectors such as agriculture, aged care, and hospitality, rely on the PALM Scheme to meet essential workforce needs. However, inefficiencies in its administration, and limitations in worker support mechanisms hinder its effectiveness. Reforming the scheme will strengthen regional economies and ensure better outcomes for workers and employers alike.

**Background:**

The PALM Scheme provides an important labour source for industries that struggle to attract local workers. Several Councils under the aegis of Welcoming Australia formed the Mayoral Alliance for the Pacific (MAP) in 2024, to have a unified voice in advocating for PALM scheme reforms.

**This motion aligns with** the PALM Scheme Position Paper and calls for:

- a. A consultative framework to be established to facilitate collaboration between local, state, and federal governments. Engagement with Welcoming Cities and the Mayoral Alliance for the Pacific should be strengthened to enhance support networks for PALM workers.
- b. Mandating employers to undergo culturally responsive training and Australian labour law education. PALM Approved Employers must be certified as "Employers of Choice" through the Welcoming Workplaces initiative.
- c. Visa conditions should be revised to support worker retention, integration, and job mobility. The presence of Departmental officers in regional areas should be increased to address local challenges.
- d. Funding should be provided to local organisations to establish regional migrant support hubs. Employers should be connected with community services to facilitate social participation for PALM workers.
- e. Minimum accommodation standards for PALM workers should be clearly defined and enforced. Local Governments should be empowered to monitor and ensure safe housing conditions.
- f. PALM workers should have seamless access to Medicare and necessary healthcare services.

By optimising the PALM Scheme, the Australian Government can provide more effective workforce solutions for regional Australia while maintaining strong protections and opportunities for workers from Pacific nations.

**(c) Options**

THAT Council:

1. Adopts as recommended. ***This is the recommended option.***
2. Adopts with amendments.
3. Declines to adopt.



## **IMPLICATIONS TO BE ADDRESSED**

### **(a) Financial**

There is no cost for submitting motions.

### **(b) Policy**

Operational Plan 2024/2025

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

Nil

### **(d) Risk**

The motions as prepared are intended to address policy gaps that negatively impact on the wellbeing of residents of Leeton Shire, with joint advisory by the national collective of Councils via the ALGA

## **CONSULTATION**

### **(a) External**

The draft motions were prepared with the guidance of the Welcoming Workplaces Coordinator at Welcoming Cities.

If endorsed, the motions will be submitted to ALGA for inclusion in their 2025 National General Assembly agenda.

### **(b) Internal**

The draft motions were prepared with the guidance of the General Manager and Director Economic and Community Development

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

9. Governance and Administration

9.3 Provide respected and effective representation, leadership and advocacy

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

9. Governance and Corporate Services

9.3 Provide respected and effective representation, leadership and advocacy

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

## **ATTACHMENTS**

Nil

## 8.2. CORPORATE MATTERS

### Item 8.2.1. INVESTMENT REPORT - FEBRUARY 2025

**AUTHOR/S:** Accountant

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

#### SUMMARY/PURPOSE

This report provides details of the performance of Council's investment portfolio for the period ending 28 February 2025.

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#### RECOMMENDATION

THAT Council notes the information contained in the Investments Report for February 2025.

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#### REPORT

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

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

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

Council's cash and investment holdings total \$49,008,266.

As at 28 February 2025, Leeton Shire Council has \$46,521,217 invested in Approved Deposit Institutions (ADIs) of which \$2,111,464 (4.54%) 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 28 February 2025.

The Statement of Bank Reconciliation reconciles the Bank Statement balances to the General Ledger at 28 February 2025 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 28 February 2025. The following table details the total Cash, Cash Equivalents and Investment holdings:

Cash in Transaction Account	\$ 2,567,049
Deposits At Call Accounts	\$ 14,621,217
Investments	\$ 31,900,000
<b>TOTAL</b>	<b>\$ 49,088,266</b>

The table below details the monthly movements of investments for February 2025:

<b>Opening Investments Balance</b>	<b>\$ 47,721,746</b>
<b>Less:</b>	
Maturities	\$ 1,000,000
Transfer to CBA Current Account	\$ 260,000
<b>Subtotal</b>	<b>\$ 46,461,746</b>
<b>Plus:</b>	
Roll-overs	\$ 0
New Investments	\$ 0
CBA Business Online Saver (BOS) movements	\$ 2,981
AMP Business Saver Account	\$ 226
AMP 31 Day Notice Account	\$ 53,965
Macquarie Cash Management Accelerator Account	\$ 2,299
<b>Closing Investments Balance</b>	<b>\$ 46,521,217</b>
Add back Cash in Transaction accounts	2,567,049
<b>Total Cash and Investments</b>	<b>\$ 49,088,266</b>

The following table details the break-up of investments according to the restrictions which are placed on them based on the QBRs 31 December 2024:

<b>Total Cash and Investments</b>	<b>\$ 49,088,266</b>
<b>Less restrictions</b>	
Water Supply (Excl. Unfinished Works)	\$ 21,328,740
Sewerage Services (Excl. Unfinished Works)	\$ 9,117,434
Domestic Waste Management	\$ 6,304,907
*Other external restrictions	\$ 2,287,434
<b>External Restrictions (Excl. Unfinished Works) - Sub Total</b>	<b>\$ 39,038,515</b>
<b>Internal restrictions</b>	<b>\$ 7,919,945</b>
<b>Total restrictions</b>	<b>\$ 46,958,460</b>
Operating Capital	\$ 2,129,806

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

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

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

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

**Water Investments Summary**

In accordance with Murrumbidgee Irrigation (MI) records, the total Water Licences held are 5,584 ML. As of the 17 February 2025 Water Allocation update, Murrumbidgee General Security has a 37% allocation, High Security has a 95% and Carryover has 27% allocation:

Water Entitlements	Entitlement	Allocation (%)	Total Allocation (ML)	Usage to date	Sales this month	Total Volume Sold (ML)	Estimated Remaining Usage + 10% Safety Margin*	Allocation Available For Sale (ML)
Town Water High Security	4,097	100%	4,097	1,823	100	750	774	750
<b>Investment Water</b>								
High Security	971	95%	922		37	922		-
General Security	516	37%	191		18	168		23
Carryover	167	27%	45		45	45		-
<b>Total</b>	<b>5,751</b>		<b>5,255</b>		<b>200</b>	<b>1,885</b>		<b>773</b>

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

Council has undertaken temporary trade of 1885 ML for \$294,019 (net of sale brokerage fees) as at 28 February 2025.

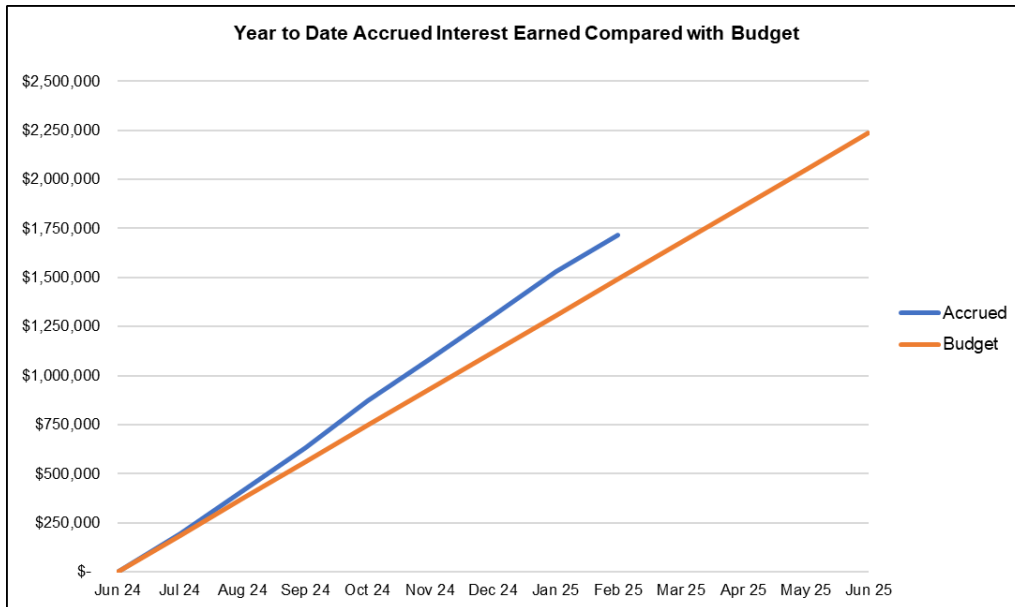
Date	Qty	Price/ML	Water Sales Gross Income	Brokerage	Water Sales Net Income
26/08/2024	70	\$132	\$9,240	-\$277	\$8,963
27/08/2024	200	\$125	\$25,000	-\$1,160	\$23,840
27/08/2024	60	\$120	\$7,200	-\$516	\$6,684
28/08/2024	30	\$130	\$3,900	-\$117	\$3,783
29/08/2024	300	\$130	\$39,000	-\$1,580	\$37,420
29/08/2024	150	\$130	\$19,500	-\$585	\$18,915
16/09/2024	20	\$145	\$2,900	-\$87	\$2,813
31/10/2024	5	\$140	\$701	\$0	\$701
7/11/2024	200	\$150	\$30,000	-\$950	\$29,050
14/11/2024	250	\$150	\$37,500	-\$1,175	\$36,325
24/12/2024	150	\$150	\$22,500	-\$975	\$21,525
14/01/2025	150	\$240	\$36,000	-\$1,080	\$34,920
31/01/2025	100	\$235	\$23,500	-\$755	\$22,745
4/02/2025	100	\$235	\$23,500	-\$1,115	\$22,385
11/02/2025	100	\$250	\$25,000	-\$1,050	\$23,950
<b>Total Water Sales (all funds)</b>	<b>1885</b>		<b>\$305,441</b>	<b>-\$11,422</b>	<b>\$294,019</b>

**IMPLICATIONS TO BE ADDRESSED**

**(a) Financial**

The annualised rate of return across the portfolio is 4.96% for February 2025.

Budgeted Interest for FY24/25 is \$2,237,544. The actual \$191,148 in interest earned for February 2025 is higher than the budgeted amount of \$186,462 by \$4,686.



The consolidated actual investment income from 1 July 2024 to 28 February 2025 compared to the budgeted investment interest is detailed below:

Actual versus budgeted interest and earnings	Feb-25	Year To Date
Investments - Interest earned	\$ 127,080	\$ 1,131,531
Deposits at call	\$ 64,068	\$ 582,512
Rebates and Other earnings	\$ -	\$ 8,305
<b>Total Earnings</b>	<b>\$ 191,148</b>	<b>\$ 1,722,348</b>
Budgeted Interest	\$ 186,462	\$ 1,491,696
<b>Variance - Positive</b>	<b>\$ 4,686</b>	<b>\$230,652</b>

Total investment income allocation by fund is detailed below:

Interest Apportionment	Feb-25	Year to Date
General Fund	\$ 74,976	\$ 716,795
Water Fund	\$ 78,009	\$ 675,608
Sewer Fund	\$ 38,163	\$ 329,945
<b>Total Interest Earned</b>	<b>\$ 191,148</b>	<b>\$ 1,722,348</b>

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

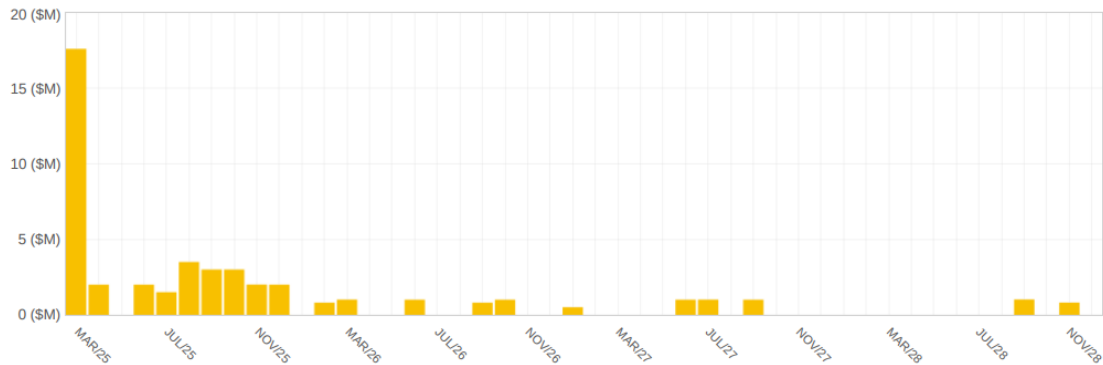
Performance Measures	Year to Date	Last Year (Feb)
Portfolio Average Interest Rate (YTD inc. Cash)	5.02%	4.50%
Investment Balances	Year to Date	Last Year
Opening Balance as at 1 Feb	\$47,721,746	\$48,507,701
Current Balance as at 28 Feb	\$46,521,217	\$43,742,591

### Council Portfolio Compliance

#### Investment Maturing Profile

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

**Maturity Cash Flow Distribution**



#### 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	22,000,000	47.29%
Cash/At Call Deposits	Low	Low	14,621,217	31.43%
Floating Rate Notes	Low	Low	6,400,000	13.76%
Bonds	Low	Low	3,500,000	7.52%
<b>TOTAL</b>			<b>46,521,217</b>	<b>100%</b>

#### Counterparty

As at the end of February 2025, Council was within Policy limits with every single ADI. Overall, the portfolio is well diversified across the investment grade spectrum (all are rated BBB or higher).

Compliant	Issuer	Rating	Invested \$^	Invested (%)	Max Limit (%)	Available (\$)
✓	ANZ (Suncorp) Covered	AAA	\$501,467	1.08%	45%	\$20,455,447
✓	RBC Covered	AAA	\$1,006,326	2.16%	45%	\$19,950,588
✓	ANZ Bank	AA-	\$1,015,551	2.18%	45%	\$19,941,363
✓	Commonwealth Bank	AA-	\$2,613,061	5.61%	45%	\$18,343,853
✓	National Australia Bank	AA-	\$11,307,946	24.28%	45%	\$9,648,967
✓	Westpac	AA-	\$7,000,000	15.03%	45%	\$13,956,914
✓	Macquarie	A+	\$2,816,136	6.05%	35%	\$13,483,686
✓	ING Bank	A	\$1,000,000	2.15%	35%	\$15,299,822
✓	Bendigo and Adelaide	A-	\$998,968	2.15%	35%	\$15,300,854
✓	BoQ	A-	\$2,995,546	6.43%	35%	\$13,304,276
✓	AMP Bank	BBB+	\$11,996,840	25.76%	30%	\$1,974,436
✓	Bank Australia	BBB+	\$1,005,385	2.16%	30%	\$12,965,891
✓	RACQ Bank (Qbank)	BBB+	\$804,302	1.73%	30%	\$13,166,973
✓	Auswide Bank	BBB	\$1,007,498	2.16%	30%	\$12,963,778
✓	MyState Bank	BBB	\$501,894	1.08%	30%	\$13,469,382
			<b>\$46,570,920</b>	<b>100.00%</b>		

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

### Credit Quality

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

Compliant	Credit Rating	Invested \$^	Invested (%)	Max Limit (%)	Available (\$)
✓	AAA Category	\$1,507,793	3.24%	100%	\$45,063,127
✓	AA Category	\$21,936,558	47.10%	100%	\$24,634,361
✓	A Category	\$7,810,650	16.77%	80%	\$29,446,085
✓	BBB Category	\$15,315,919	32.89%	70%	\$17,283,725
✓	Unrated ADIs	\$0	0.00%	30%	\$13,971,276
		<b>\$46,570,920</b>	<b>100.00%</b>		

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

### (b) Policy

Investment Policy

### (c) Legislative / Statutory

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

## CONSULTATION

### (a) External

Council's investment advisor is Arlo Advisory for financial investment advice during the month of February 2025.

### (b) Internal

General Manager

Director Operations

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

9. Governance and Administration

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

9. Governance and Corporate Services

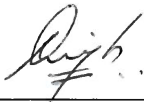
9.7 Deploy reliable and efficient financial management and administration

9.7.3 Practice sound financial management

[ATTACHMENTS](#)

1. Bank Reconciliation February 25 [**8.2.1.1** - 2 pages]
2. Investments February 25 [**8.2.1.2** - 4 pages]



<b>MONTH END BANK RECONCILIATION REPORT</b>																	
<b>Prepared by the Accountant</b>																	
<p><b><u>INTRODUCTION</u></b></p> <p>The purpose of this report is to inform Council of its position in respect of bank balances.</p> <p><b><u>BACKGROUND</u></b></p> <p>This report is prepared monthly and presents movements in the Council's bank account.</p>																	
<b>BANK RECONCILIATION STATEMENT</b>																	
<b>as at 28 February 2025</b>																	
<p><b>BALANCE AS PER GENERAL LEDGER</b></p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 40%;">Opening Balance:</td> <td style="width: 20%; text-align: center;">1/02/2025</td> <td style="width: 40%; text-align: right;">\$ 1,197,420.27</td> </tr> <tr> <td>February Movements :</td> <td></td> <td style="text-align: right;">\$ 1,745,840.71</td> </tr> <tr> <td>Closing Balance:</td> <td style="text-align: center;">28/02/2025</td> <td style="text-align: right; border-top: 1px solid black;">\$ 2,943,260.98</td> </tr> <tr> <td>Less Unprocessed Bank Statement Transactions:</td> <td></td> <td style="text-align: right; color: red;">-\$ 376,212.34</td> </tr> <tr> <td>Total:</td> <td></td> <td style="text-align: right; border-top: 1px solid black; border-bottom: 3px double black;">\$ 2,567,048.64</td> </tr> </table>			Opening Balance:	1/02/2025	\$ 1,197,420.27	February Movements :		\$ 1,745,840.71	Closing Balance:	28/02/2025	\$ 2,943,260.98	Less Unprocessed Bank Statement Transactions:		-\$ 376,212.34	Total:		\$ 2,567,048.64
Opening Balance:	1/02/2025	\$ 1,197,420.27															
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Closing Balance:	28/02/2025	\$ 2,943,260.98															
Less Unprocessed Bank Statement Transactions:		-\$ 376,212.34															
Total:		\$ 2,567,048.64															
<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 60%;"><b>BALANCE AS PER BANK STATEMENTS</b></td> <td style="width: 40%; text-align: right; border-top: 1px solid black;">\$ 2,533,320.84</td> </tr> <tr> <td>Less Unpresented Cheques</td> <td style="text-align: right; color: red;">-\$ 1,075.00</td> </tr> <tr> <td>Less Unpresented Debits</td> <td></td> </tr> <tr> <td>Plus Unpresented Deposits</td> <td style="text-align: right;">\$ 34,802.80</td> </tr> <tr> <td>Total</td> <td style="text-align: right; border-top: 1px solid black; border-bottom: 3px double black;">\$ 2,567,048.64</td> </tr> </table>			<b>BALANCE AS PER BANK STATEMENTS</b>	\$ 2,533,320.84	Less Unpresented Cheques	-\$ 1,075.00	Less Unpresented Debits		Plus Unpresented Deposits	\$ 34,802.80	Total	\$ 2,567,048.64					
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Total	\$ 2,567,048.64																
<div style="text-align: center;">   <hr style="width: 20%; margin: 0 auto;"/>                 Responsible Accounting Officer                  11 March 2025             </div>																	

## MONTH END BANK RECONCILIATION REPORT

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

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

### **BACKGROUND**

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

## BANK RECONCILIATION STATEMENT

as at 28 February 2025

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

Opening Balance:	1/02/2025		\$ 14,821,745.69
February Movements:			
Transfer to CBA Working Account		-\$	260,000.00
Interest Earned		\$	59,470.82
Closing Balance:	28/02/2025	\$	14,621,216.51
Less Unprocessed Bank Statement Transactions:			
Total:			\$ 14,621,216.51

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

	\$ 14,621,216.51
Less Unpresented Cheques	
Add Unpresented Credit	
Plus Unpresented Deposits	
Total	\$ 14,621,216.51

  
 \_\_\_\_\_  
 Responsible Accounting Officer  
 11 March 2025

## Leeton Shire Council

### Summary of Term Investments as at: 28/02/2025

Inv No	Financial Institution/Broker	Investment	Note	Ref No	Investment Date	Investment Term (months)	Remaining Term (months)	Principal	Yield %	Maturity	Type
								<b>Average Yield: 4.96%</b>			
10-00	Commonwealth Bank	GBA Business Online Saver - Cash	AMP Business Saver Account	10206481	12/10/09	184	0	2,111,463.74	4.05%	11/03/25	DAC
20-00	AMP Bank	AMP 31 Day Notice	AMP 31 Day Notice Account	437844762	10/07/20	56	0	10,390,98	2.60%	11/03/25	DAC
21-00	AMP Bank	Macquarie Cash Management	Macquarie Cash Management	971165956	17/07/20	56	1	10,486,448.82	4.85%	11/04/25	DAC
22-00	Macquarie Bank	Accelerator Account	Accelerator Account	940367790	07/11/20	52	0	2,012,912.97	4.40%	11/03/25	DAC
23-15	Curve Securities Pty Ltd	Members Banking Group Ltd	Members Banking Group Ltd	AU3FND075453	24/02/23	36	11	800,000.00	5.63%	24/02/26	FRN
23-16	Laminar Capital	Auswide Bank	Auswide Bank	AU3FND076352	17/03/23	36	12	1,000,000.00	5.82%	17/03/26	FRN
22-21	Commonwealth Bank	Commonwealth Bank	Commonwealth Bank	AU3FND065579	14/01/22	60	22	500,000.00	5.12%	14/01/27	FRN
23-01	Commonwealth Bank	Royal Bank of Canada	Royal Bank of Canada	AU3FND070025	13/07/22	60	28	500,000.00	5.45%	13/07/27	FRN
23-10	Laminar Capital	MyState Bank Ltd	MyState Bank Ltd	AU3FND072369	13/10/22	36	7	500,000.00	5.45%	13/10/25	FRN
23-11	Commonwealth Bank	Suncorp-Metway Ltd	Suncorp-Metway Ltd	AU3FND072617	17/10/22	36	7	500,000.00	5.21%	17/10/25	FRN
23-13	Curve Securities Pty Ltd	Bank Australia	Bank Australia	AU3FND073797	24/11/22	36	8	1,000,000.00	5.73%	24/11/25	FRN
24-05	Commonwealth Bank	Macquarie Bank	Macquarie Bank	AU3FND081170	14/09/23	36	35	800,000.00	5.19%	14/09/26	FRN
24-11	Commonwealth Bank	National Aust Bank	National Aust Bank	AU3FND082996	16/11/23	36	35	800,000.00	5.20%	16/11/28	FRN
22-23	Commonwealth Bank	Bendigo and Adelaide Bank	Bendigo and Adelaide Bank	8156149	17/03/22	36	0	1,000,000.00	3.00%	17/03/25	Bond
22-27	Commonwealth Bank	Bank of Queensland	Bank of Queensland	AU3CB0288843	29/04/22	42	7	1,000,000.00	4.00%	29/10/25	Bond
23-02	Commonwealth Bank	Royal Bank of Canada	Royal Bank of Canada	AU3CB0290682	13/07/22	60	28	500,000.00	4.50%	13/07/27	Bond
24-07	Laminar Capital	ANZ Bank	ANZ Bank	AU3CB0302404	22/09/23	59	42	1,000,000.00	4.95%	11/09/28	Bond
23-21	National Aust Bank	National Aust Bank	National Aust Bank	36-359-9876	08/06/23	24	3	1,000,000.00	5.17%	08/06/25	LTD
23-22	Bank of Queensland	Bank of Queensland	Bank of Queensland	772448	21/06/23	48	27	1,000,000.00	5.40%	21/06/27	LTD
24-06	Westpac Bank	Westpac Bank	Westpac Bank	11067864	14/09/23	48	30	1,000,000.00	4.94%	14/09/27	LTD
24-08	Bank of Queensland	Bank of Queensland	Bank of Queensland	833891	29/09/23	24	7	1,000,000.00	5.23%	29/09/25	LTD
24-10	Westpac Bank	Westpac Bank	Westpac Bank	11154604	26/10/23	36	19	1,000,000.00	5.38%	26/10/26	LTD
24-13	AMP Bank	AMP Bank	AMP Bank	TD89330126	15/12/23	24	9	1,000,000.00	5.45%	15/12/25	LTD
24-16	Westpac Bank	Westpac Bank	Westpac Bank	11469068	22/03/24	12	0	1,000,000.00	5.06%	24/03/25	LTD
24-17	National Aust Bank	National Aust Bank	National Aust Bank	36-309-4165	22/03/24	12	0	1,000,000.00	5.02%	24/03/25	LTD
24-18	Westpac Bank	Westpac Bank	Westpac Bank	11505860	11/04/24	12	1	1,000,000.00	5.13%	11/04/25	LTD
24-19	Westpac Bank	Westpac Bank	Westpac Bank	11511980	15/04/24	12	1	1,000,000.00	5.12%	15/04/25	LTD
24-20	National Aust Bank	National Aust Bank	National Aust Bank	92-841-9765	24/06/24	12	3	1,000,000.00	5.24%	24/06/25	LTD
24-21	ING Bank	ING Bank	ING Bank	1243285	24/06/24	23	15	1,000,000.00	5.12%	24/06/26	LTD
25-01	National Aust Bank	National Aust Bank	National Aust Bank	98-095-1687	11/07/24	12	4	1,500,000.00	5.40%	11/07/25	LTD
25-02	AMP Bank	AMP Bank	AMP Bank	TD528016306	08/08/24	12	5	500,000.00	5.20%	08/08/25	LTD
25-03	National Aust Bank	National Aust Bank	National Aust Bank	89-019-7190	15/08/24	12	5	2,000,000.00	5.10%	15/08/25	LTD
25-04	National Aust Bank	National Aust Bank	National Aust Bank	73-650-5693	29/08/24	12	5	1,000,000.00	5.00%	29/08/25	LTD
25-05	National Aust Bank	National Aust Bank	National Aust Bank	47-016-9900	11/09/24	12	6	1,000,000.00	4.95%	11/09/25	LTD
25-06	National Aust Bank	National Aust Bank	National Aust Bank	37-177-7994	27/09/24	12	7	1,000,000.00	4.90%	29/09/25	LTD
25-07	Westpac Bank	Westpac Bank	Westpac Bank	11960600	18/10/24	12	7	1,000,000.00	5.03%	20/10/25	LTD

## Leeton Shire Council

<b>Summary of Term Investments as at:</b>		<b>28/02/2025</b>		<b>BBSW 90:</b>	<b>4.12%</b>	<b>Average Yield:</b>	<b>4.86%</b>
25-08	Westpac Bank	12016723	11/11/24	12	8	1,000,000.00	5.12%
25-09	National Aust Bank		11/12/24	12	9	1,000,000.00	5.00%
				<b>Total Investments:</b>		<b>\$ 46,521,216.51</b>	

# Leeton Shire Council

**Summary of Term Investments as at: 28/02/2025**      **BBSW 90: 4.12%**      **Average Yield: 4.96%**

Investment by Type		
Investment	Amount	%
AMP Bank	1,500,000	3.2%
Auswide Bank	1,000,000	2.1%
National Aust Bank	11,300,000	24.3%
ANZ Bank	1,000,000	2.1%
CBA Business Online Saver - Cash at Call (Co	2,111,464	4.5%
AMP 31 Day Notice Account	10,486,449	22.5%
Macquarie Cash Management Accelerator	2,012,913	4.3%
Commonwealth Bank	500,000	1.1%
Westpac Bank	7,000,000	15.0%
Bendigo and Adelaide Bank	1,000,000	2.1%
Bank of Queensland	3,000,000	6.4%
Macquarie Bank	800,000	1.7%
AMP Business Saver Account	10,391	0.0%
Royal Bank of Canada	1,000,000	2.1%
MyState Bank Ltd	500,000	1.1%
Suncorp-Metway Ltd	500,000	1.1%
Bank Australia	1,000,000	2.1%
Members Banking Group Ltd	800,000	1.7%
ING Bank	1,000,000	2.1%
<b>TOTAL</b>	<b>46,521,217</b>	<b>100.0%</b>
Local	2,111,464	4.54%
Non Local	44,409,753	95.46%

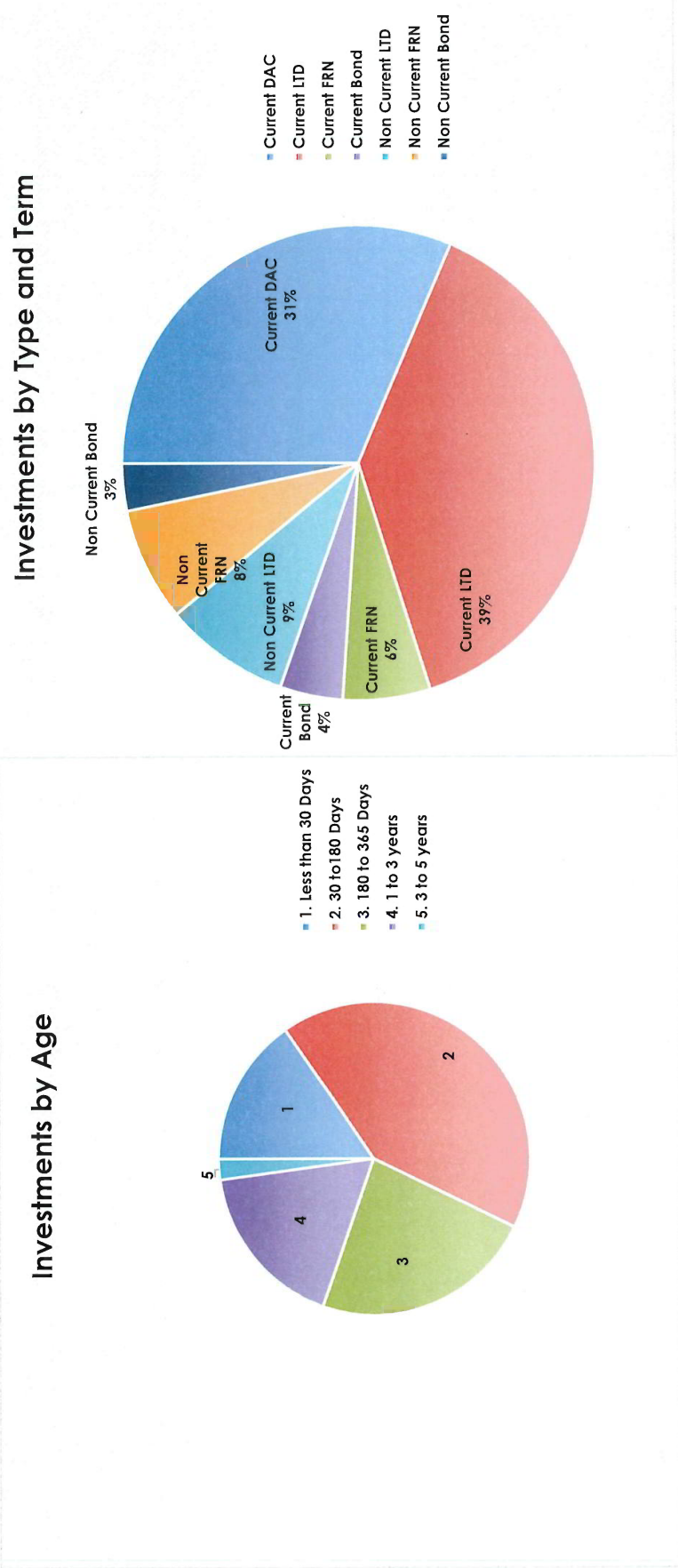
Investments by Age		
Age	Amount	%
1. Less than 30 Days	7,134,768	15%
2. 30 to 180 Days	19,486,449	42%
3. 180 to 365 Days	10,800,000	23%
4. 1 to 3 years	8,100,000	17%
5. 3 to 5 years	1,000,000	2%
<b>TOTAL</b>	<b>46,521,217</b>	<b>100%</b>

Investments by Age and Type		
Sum of Principal		Total
Current	DAC	14,621,217
	LTD	18,000,000
	FRN	2,800,000
	Bond	2,000,000
<b>Current Total</b>		<b>37,421,217</b>
Non Current	LTD	4,000,000
	FRN	3,600,000
	Bond	1,500,000
<b>Non Current Total</b>		<b>9,100,000</b>
<b>Grand Total</b>		<b>46,521,217</b>
DAC	Deposit At Call	
LTD	Long Term Deposit	
FRN	Floating Rate Notes	
Bond	Long Term Bond	



# Leeton Shire Council

Summary of Term Investments as at: **28/02/2025**      BBSW 90: **4.12%**      Average Yield: **4.96%**



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

*Alison*  
 Responsible Accounting Officer  
 11 March, 2025

**Item 8.2.2. AUDIT, RISK & IMPROVEMENT COMMITTEE (ARIC) MEETING - THURSDAY 13 FEBRUARY 2025 - CHAIRPERSON'S REPORT AND MINUTES**

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

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

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**SUMMARY/PURPOSE**

The purpose of this report is to provide Council with the Chairperson's Report (**Attachment 1**) and the minutes (**Attachment 2**) from the Audit, Risk, and Improvement Committee (ARIC) meeting held on Thursday 13 February 2025, for information.

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**RECOMMENDATION**

THAT Council:

1. Notes the Chairperson's Report to the Mayor and Councillors from the Audit, Risk and Improvement Committee meeting held on Thursday 13 February 2025.
  2. Notes the Minutes of the Audit, Risk and Improvement Committee meeting held on Thursday 13 February 2025.
- 

**REPORT**

**(a) Background**

Leeton Shire Council's Audit, Risk, and Improvement Committee (ARIC) met on Thursday 13 February 2025. The Chairperson's Report (**Attachment 1**) and the meeting minutes (**Attachment 2**) are now presented for Council's information.

The ARIC provides independent assurance and support to Council on risk management, governance, control, and external accountability, while also focusing on quality assurance and continuous improvement.

**(b) Discussion**

At the meeting held on Thursday 13 February 2025 the ARIC reviewed the following:

- External Audit – Annual Engagement Plan (AEP),
- Financial Performance as of 31 December 2024,
- People and Culture – Quarterly Update Report – February 2025,
- Strategic, Operational and Project Risk Report – February 2025,
- Delivery Program Six Monthly Progress Report 2024/25,
- ICT Strategy and ICT Roadmap Update – February 2025,
- ARIC Policy Review; DRAFT (Revised)- Audit, Risk and Improvement Committee Terms of Reference and DRAFT (Reviewed) – Internal Audit Function Charter, and
- General Business.

### **(c) Options**

Nil – this report is for information purposes only.

### **IMPLICATIONS TO BE ADDRESSED**

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

This report has no financial implications, Internal Audits and Improvement Plans are funded through the approved 2024/2025 budget.

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

ARIC Terms of Reference  
ARIC 2024/2025 Workplan  
Code of Conduct  
Code of Meeting Practice  
Internal Audit Function Charter  
Office of Local Government - *Guidelines for Risk Management and Internal Audit for Local Government in NSW*  
Procedures for the Administration of the Code of Conduct  
Public Interest Disclosure Policy

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

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

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

The Strategic Operational and Project Risk Report is presented to ARIC at each of their meetings.

### **CONSULTATION**

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

The Audit Office of NSW and Council's contracted auditor RSD were in attendance via videoconference at the meeting.

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

General Manager  
Executive Manager People & Culture  
Manager Finance  
Manager WHS, QA & Risk  
Manager ICT & OT  
IP&R Coordinator

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



9. Governance and Administration

9.6 Deploy reliable and efficient corporate and project governance including audit, risk and improvement.

This is in accordance with the Local Government act, the Guidelines for Risk management and Internal Audit for Local Government in NSW and new legislative and governance requirements.

9. Governance and Corporate Services

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

9.6.7 Run an Audit, Risk and Improvement program in accordance with the Guidelines for Risk Management and Internal Audit for Local Government in NSW

**ATTACHMENTS**

1. ARIC Chairperson Report - Meeting - 13 February 2025 [**8.2.2.1** - 4 pages]
2. Minutes - ARIC Meeting - Thursday 13 February 2025 (Unconfirmed) [**8.2.2.2** - 6 pages]

**That AUDIT, RISK AND IMPROVEMENT COMMITTEE CHAIRMAN'S REPORT TO COUNCIL**

**FEBRUARY, 2025**

**Attention Cr George Weston - Mayor**

I advise that the Leeton Shire Council Audit, Risk and Improvement Committee met on Thursday 13th February, 2025. The majority of the Committee members were present with Kerry Phillips, David Kortum attending on site and Max Shanahan via video conference. Cr. Stephen Tynan was an apology. Mayor Councillor George Weston attended via video conference.

Council representatives present included Jackie Kruger (arrived 30 minutes after the commencement of the meeting), Sarah Kingsbury, Avtar Singh, Gerard Simms, Andrew Valenta, Tracey Pearce-Brambley and Sibongubhle Tshuma.

Other Attendees via videoconference included, Josh Porker (RSD Audit), Cranos Moyo (RSD Audit), Michael Kharzoo (Audit Office of NSW) and Mubashshir Hassan (Audit Office of NSW)

Our principal items of business were to receive and review the following:

1. External Audit – Annual Engagement Plan (AEP)
2. Finance Report YTD – 31 December 2024
3. People and Culture – Quarterly Update report – February 2025
4. Strategic, Operational and Project Risk Report - February 2025
5. Delivery Program six monthly progress report 2024-2025
6. ICT Strategy and ICT Roadmap update – February 2025
7. ARIC Policy Review – February 2025
8. General Business – Verbal Internal Audit Progress Update Report – February 2025 (including scopes for Payroll and Leave and Plant and Fleet Management upcoming internal audits)

Matters that were resolved are as follows:

**Item 1 External Audit – Annual Engagement Plan**

Action – Accepted and Noted the plan.

Josh Porker from RSD Audit presented the plan in full to the committee.

Areas of interest centred on valuation activities including the determination that APV will provide valuation services. Management shared with the committee that data preparation for roads has been thorough and should support a smooth and valuable process. Management advised Audit of NSW issued a roads asset management report for local government November 2024, which may be beneficial for the committee to review out of session.

Also, there was some discussion regarding the benefits of preparing a shell set of financial statements inclusive of year to date results for consideration at the interim audit. The committee has some skills in quality assurance and offered to provide support in this area regarding both shell statement preparation and position paper development. It was

acknowledged that some of this work would require completion out of session to adhere to timelines.

Management was encouraged by the committee to consider the benefit of establishing the financial statement preparation process as a formal project and utilise a formal project management framework to support delivery.

Checklists of the requirements for both interim and final external audit visits will be provided by RSD audits.

### **Item 2 Finance Report YTD – 31 December 2024**

Action Noted the report.

Sibongubuhle Tshuma (Manager Finance) presented the report to the committee. As this was a late item a page turn discussion approach was undertaken.

It was suggested that commentary would be easier to interpret if values were provided rather than percentage shifts.

It was confirmed that the increased depreciation/amortisation expense will sustain and the impact will be doubled by year end.

The committee identified that a change to the landfill provision budget phasing or the application of accruals to actual expense recognition may improve matching.

The water fund has been impacted positively by an underspend in maintenance. The General Manager confirmed that she will investigate this to determine if it is a real saving or just a timing difference.

Budget assumptions and planning for capital and operational projects was expected to be presented to the committee at this meeting. Management advised that presentations to elected members of proposed capital works were planned for delivery later this month (February) and operational projects in March. The General Manager advised Professor Joseph Drew will be providing guidance regarding a possible SRV and a briefing maybe of interest to the committee for the May 2025 meeting.

### **Item 3 People and Culture – Quarterly Update report – February 2025**

Action - Accepted and Noted the report.

Tracey Pearce- Brambley (Executive Manager People and Culture) presented an overview of the report.

The committee appreciated the inclusion of demographic data and look forward to monitoring trends going forward.

The leave liability was highlighted as a focus of management and a plan is under development to formally address the growth.

It was noted that children services are a significant employer of council and enquiries were made pertaining to Child Safe standards compliance and risk. Management have committed to provide further reporting to the committee regarding this area of risk and delivery against

actions required for compliance and accreditation. Management advise that children services operate under a separate safety management system which is well developed. The committee did query the need for Council to be engaged in Children Services provision.

Hazard reporting was identified by the committee as an opportunity to manage the workplace environment more proactively. It was noted that Take 5 which is inclusive of hazard assessment is a current regular practice across Council.

Performance review process was explored to understand more context. The committee was impressed by the completion percentage. The use of narrative in the framework was suggested for review to further improve and encourage engagement.

The Workforce Management Plan 2022-2025 was included in the papers. The committee requested that a report regarding delivery against the plan would be of interest to the committee. The development of the latest draft Workforce Management Plan for 2025- 2028 was discussed, the committee are happy to review and provide feedback out of session to support the process and stay on track with desired timelines.

#### **Item 4. Strategic, Operational and Project Risk Report - February 2025**

Action - Accepted and Noted the report.

A comprehensive overview was provided by Andrew Valenta (Manager Work Health and Safety, Quality Assurance and Risk). The report provided considerable detail and committee members were happy with the level of detail provided. There was some discussion regarding the Business Continuity Plan (BCP) testing and the committee requested a report regarding the scenario and learnings.

There was a discussion regarding the classification of operational risks, and it was conformed that this is a maturity process at the operational level. Regarding strategic risk the committee explored the potential for emerging risks to be initiated as strategic initially and then potentially transitioned to operational over an appropriate timeframe

#### **Item 5. Delivery Program six monthly progress report 2024-2025**

Action - Accepted and Noted the report.

The General Manager spoke to the report and provided context to assist with navigation. The committee appreciated the detail and content and gained deeper insight into the delivery plans and requirements of Council. In general, the vast majority of items are tracking well. Exceptions were identified by drilling into items colour coded for attention.

There was some discussion regarding discharge into waterways associated EPA fines and community impact. Management was able to provide comfort to the committee that the threat level is not alarming and financial impact manageable.

The committee queried the assessment and colour code attributed to item 4.6 (i.e. Number of job vacancies, number of new jobs and participation rates in local business programs) in relation to job numbers. The General Manager will investigate and advise.

**Item 6. ICT Strategy and ICT Roadmap update – February 2025**

Action - Noted the progress and the report

The strategy and roadmap were presented by Gerard Simms (Manager ICT and OT). The intent was to provide the committee with insight beyond the cyber security response.

The committee were impressed with the information provided. The roadmap will take some time for deeper appreciation and is expected overtime with familiarisation.

**Item 7. ARIC Policy Review – February 2025**

Action - Endorsed the tabling of the revised policy documents with Council for approval

Sarah Kingsbury (Manager Governance, Corporate and Customer Service) presented the documents and highlighted the minor amendments made to the Audit, Risk and Improvement Committee Terms of Reference and the Internal Audit Function Charter. The committee appreciated the review and opportunity to provide feedback. The committee was happy to endorse the revised versions for tabling with Council for approval.

**Item 8. General Business – Verbal Internal Audit Progress Update Report – February 2025** (including scopes for Payroll and Leave and Plant and Fleet Management upcoming reviews)

Action Noted the verbal update and received the scopes of work

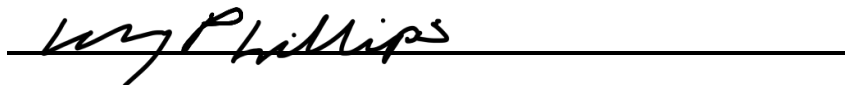
Sarah Kingsbury (Manager Governance, Corporate and Customer Service) verbally advised the committee regarding the status of the internal audit delivery plan and provided access to the committee to the scopes of upcoming audits to be delivered by OCM – Payroll and Leave and Plant and Fleet Management

**CLOSING COMMENTS**

The meeting was extremely collegiate. As chair I shared my observation and appreciation to the presenters, management, advisors, observers and committee members regarding the culture emerging from the group and potential for valuable outcomes from the work we are undertaking together. There appears to be a very genuine desire to take on board opportunities for improvement identified from these meetings.

Yours faithfully

Kerry Phillips ( Chairperson)



17/02/2025

**MINUTES OF THE  
AUDIT, RISK AND IMPROVEMENT  
COMMITTEE  
THURSDAY 13 FEBRUARY 2025  
COMMENCING AT 3:30 PM  
AT THE LEETON SHIRE COUNCIL CHAMBERS**



**PRESENT (Voting Members):**

Kerry Phillips (Chair), David Kortum and Max Shanahan via videoconference.

**PRESENT (Non-Voting Attendees):**

Mayor Cr. George Weston via videoconference, Jackie Kruger (General Manager), Avtar Singh (Director Corporate / CFO), Tracy Pearce-Brambley (Executive Manager People and Culture), Sarah Kingsbury (Manager Governance, Corporate and Customer Service), Sibongubhle Tshuma (Manager Finance), Gerard Simms (Manager ICT and OT) and Andrew Valenta (Manager WHS, QA & Risk).

**PRESENT (Others via videoconference):**

Michael Kharzoo (Audit Office of NSW), Mubashshir Hassan (Audit Office of NSW), Josh Porker (RSD Audit) and Cranos Moyo (RSD Audit).

LEETON SHIRE COUNCIL  
Audit, Risk & Improvement Committee (ARIC) - Thursday 13 February 2025

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## **1. ACKNOWLEDGEMENT OF COUNTRY**

By Mrs. Kerry Phillips

## **2. APOLOGIES**

Apology by Cr. Stephen Tynan

## **3. CONFIRMATION OF THE MINUTES**

### **ARIC 24/8**

#### **Resolved**

THAT the Minutes of the Audit, Risk and Improvement Committee Meeting held on Friday 25 October 2024, as circulated, be taken as read and CONFIRMED.

**(Moved Kerry Phillips, seconded Max Shanahan)**

## **4. DECLARATION OF INTERESTS**

Nil

## **5. OFFICER'S REPORTS**

### **5.1. EXTERNAL AUDIT - ANNUAL ENGAGEMENT PLAN (AEP)**

#### **ARIC 24/9**

#### **Resolved**

THAT the Committee notes and accepts the external Audit Engagement Plan for 2025.

**(Moved Kerry Phillips, seconded David Kortum)**

### **5.2. FINANCIAL PERFORMANCE AS OF 31 DECEMBER 2024**

#### **ARIC 24/10**

#### **Resolved**

THAT the Audit, Risk and Improvement Committee notes the Finance Report - YTD 31 December 2024.

**(Moved Kerry Phillips, seconded David Kortum)**

Michael Kharzoo (Audit Office of NSW) left the meeting via videoconference at the time being 4:18pm.

Mubashshir Hassan (Audit Office of NSW) left the meeting via videoconference at the time being 4:18pm.

LEETON SHIRE COUNCIL  
Audit, Risk & Improvement Committee (ARIC) - Thursday 13 February 2025

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Josh Porker (RSD Audit) left the meeting via videoconference at the time being 4:18pm.

Cranos Moyo (RSD Audit) left the meeting via videoconference at the time being 4:18pm.

### **5.3. PEOPLE AND CULTURE - QUARTERLY UPDATE REPORT - FEBRUARY 2025**

**ARIC 24/11**

**Resolved**

THAT Audit, Risk and Improvement Committee notes for information quarterly update on risk management within People and Culture.

**(Moved Kerry Phillips, seconded Max Shanahan)**

### **5.4. STRATEGIC, OPERATIONAL AND PROJECT RISK REPORT - FEBRUARY 2025**

**ARIC 24/12**

**Resolved**

THAT the Audit, Risk and Improvement Committee notes the January 2025 WHS and Risk Report.

**(Moved Kerry Phillips, seconded David Kortum)**

Executive Manager People and Culture left the meeting at the time being 5:00pm

Manager Finance left the meeting at the time being 5:00pm.

### **5.5. DELIVERY PROGRAM SIX MONTHLY PROGRESS REPORT 2024-25**

**ARIC 24/13**

**Resolved**

THAT Council notes for information the six monthly (1 July to 31 December 2024) Progress Report on the implementation of the Leeton Shire Council Delivery Program (2022–2025).

**(Moved Kerry Phillips, seconded David Kortum)**

### **5.6. ICT STRATEGY AND ICT ROADMAP UPDATE - FEBRUARY 2025**

**ARIC 24/14**

**Resolved**

THAT the Audit, Risk and Improvement Committee notes the progress updates provided in the ICT Strategy and ICT Roadmap.

**(Moved Kerry Phillips, seconded Max Shanahan)**

3 of 6



**5.7. ARIC POLICY REVIEW - FEBRUARY 2025**

**ARIC 24/15**

**Resolved**

THAT Audit, Risk and Improvement Committee (ARIC) endorses the DRAFT (Revised)- Audit, Risk and Improvement Committee Terms of Reference and DRAFT (Reviewed) – Internal Audit Function Charter to be tabled at the February 2025 Ordinary Council meeting.

**(Moved Kerry Phillips, seconded David Kortum)**

**6. GENERAL BUSINESS**

Manager Governance, Corporate and Customer Service provided a verbal update on the status of the 2024/2025 Internal Audits, including:

- OCM has been engaged to conduct the Internal Audits.
- Payroll and Leave Management audit will be conducted first, followed by the Plant and Fleet Management audit.
- Both Internal Audit reports are scheduled for completion by 30 June 2025, with findings to be presented at the July 2025 ARIC meeting.

**7. ACTIONS ARISING FROM MEETING**

No.	Actions	Responsible Officer/s	Due date	Status
1	Sharing of the following documents for information: <ul style="list-style-type: none"> <li>• Council's Business Continuity Plan (BCP)</li> <li>• Council's ICT Disaster Recovery Plan (DRP) – BCP Subplan</li> <li>• Audit Office of NSW – Roads Asset Management in Local Government Report</li> </ul>	<ul style="list-style-type: none"> <li>• Manager Governance, Corporate &amp; Customer Service</li> </ul>	31 March 2025	
2.	Creation of Action / Project Plan and Schedule for Council's asset revaluation requirements to meet deadline for interim audit	<ul style="list-style-type: none"> <li>• Director Corporate / CFO</li> <li>• Director Operations</li> <li>• Manager Environmental Sustainability</li> </ul>	May 2025 ARIC meeting	
3.	Creation of Action Plan / Schedule for financial statements to meet deadlines	<ul style="list-style-type: none"> <li>• Director Corporate / CFO</li> <li>• Manager Finance</li> </ul>	May 2025 ARIC meeting	

LEETON SHIRE COUNCIL  
 Ordinary Council Meeting - Tuesday 25 March 2025

LEETON SHIRE COUNCIL  
 Audit, Risk & Improvement Committee (ARIC) - Thursday 13 February 2025

No.	Actions	Responsible Officer/s	Due date	Status
4.	Children Services (LELC & LOOSC) report to include: <ul style="list-style-type: none"> <li>• Comparison of LELC &amp; LOOSC in relation to compliance of Child Safe Standards</li> <li>• Action Plan Re: mitigation and resolution of Risks Report (Low/ Medium/ High), incidents and near misses, audits actions</li> <li>• Status of Working With Children Checks (WWCC) and service accreditation</li> </ul>	<ul style="list-style-type: none"> <li>• Manager Business Services</li> <li>• Director Corporate / CFO</li> </ul>	May 2025 ARIC Meeting	
5.	Information on status of WWCC within Council, including contractors, volunteers (to be included in Strategic, Operational & Project Risk Report)	<ul style="list-style-type: none"> <li>• Manager WHS, QA &amp; Risk</li> <li>• Manager Business Services</li> </ul>	May 2025 ARIC Meeting	
6.	SRV Overview Report including recommendations provided by Prof. Joseph Drew	<ul style="list-style-type: none"> <li>• General Manager</li> <li>• Director Corporate / CFO</li> </ul>	May 2025 ARIC Meeting	
7.	Strategic, Operational & Project Risk Report to include moving forward: <ul style="list-style-type: none"> <li>• Hazard Identification (take 5's)</li> <li>• How risks have been mitigated or reduced (so reports can be compared etc.)</li> </ul>	<ul style="list-style-type: none"> <li>• Manager WHS, QA &amp; Risk</li> </ul>	May 2025 ARIC Meeting	
8.	Fraud and Corruption Report, including updated policies and plans	<ul style="list-style-type: none"> <li>• Manager Governance, Corporate &amp; Customer Service</li> </ul>	May 2025 ARIC Meeting	
9.	Investigate seeming underspend in water fund maintenance	<ul style="list-style-type: none"> <li>• Director Operations / Manager Water &amp; Waste Water</li> </ul>	May 2025 ARIC Meeting	
10.	Report on Business Continuity Plan (BCP) testing, including scenarios, learnings and corrective actions.	<ul style="list-style-type: none"> <li>• Manager WHS, QA &amp; Risk</li> </ul>	May 2025 ARIC Meeting	

No.	Actions	Responsible Officer/s	Due date	Status
11.	Water & Sewer (WWW) Overview, to provide ARIC with information on: <ul style="list-style-type: none"> <li>• How (WWW) operates within Council?</li> <li>• Risks within WWW</li> <li>• Renewal of assets</li> </ul> Water supply / quality	<ul style="list-style-type: none"> <li>• Manager WWW</li> <li>• Director Operations</li> </ul>	July 2025 ARIC Meeting	
12.	Implement AI Training, provide status of completion and Usage Policy for Staff	<ul style="list-style-type: none"> <li>• Manager IT &amp; OT</li> </ul>	July 2025 ARIC Meeting	
13.	Circulate new Workforce Plan for comment when draft is ready for Council in April.	<ul style="list-style-type: none"> <li>• Executive Manager People and Culture</li> </ul>	Out of session - share Plan when available	
14.	Delivery Program 6-monthly progress report – clarification of the assessment and colour code attributed to item 4.6 (i.e. Number of job vacancies, number of new jobs and participation rates in local business programs) in relation to job numbers	<ul style="list-style-type: none"> <li>• IP&amp;R Coordinator / Director Economic &amp; Community Development</li> </ul>	Out of session - provide information to Committee when available	
15.	Council's Roads Asset Management Report	<ul style="list-style-type: none"> <li>• Manager Environmental Suitability</li> </ul>	Out of session – provide report when available	

## 8. CONCLUSION OF MEETING

There has been no further business, the meeting closed at 6:20pm.

..... signed by  
 the Chairman of the meeting held on  
 Thursday 22 May 2025 at which meeting the  
 signature hereon was subscribed.

**Item 8.2.3. FRAUD AND CORRUPTION POLICY REVIEW – MARCH 2025**

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

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

---

**SUMMARY/PURPOSE**

The purpose of this report is to present for Council's endorsement for the following documents for public exhibition for 28 days:

1. DRAFT (Revised)- Fraud and Corruption Policy,
  2. DRAFT (New) – Fraud and Corruption Plan.
- 

**RECOMMENDATION**

THAT Council endorses the following DRAFT documents for public exhibition for 28 days and the Audit, Risk and Improvement Committee for comment, if no substantive feedback is received, the following documents will be considered adopted:

1. DRAFT (Revised)- Fraud and Corruption Policy,
  2. DRAFT (New) – Fraud and Corruption Plan.
- 

**REPORT**

**(a) Background**

Council is guided by a range of laws, regulations and policies to support them make good decisions that creates positive outcomes for our community. Council must comply with laws and mandatory policies or guidelines.

Council has implemented a plan for the regular review of policies, plans and strategies to ensure currency and assist in ongoing efforts for good governance.

**(b) Discussion**

**DRAFT (Revised)- Fraud and Corruption Policy**

The DRAFT Fraud and Corruption Policy (**Attachment 1**) is recommended for re-adoption with minor changes, as outlined below. Upon adoption, the previous version of the policy will be rescinded.

Revised Policy	Comments on Changes
DRAFT (Revised)- Fraud and Corruption	Content reviewed and updated in accordance with the <i>Independent Commission Against Corruption Act 1988</i> , the <i>Public Interest Disclosures Act 2022</i> , and recommendations from the NSW Audit Office.

**DRAFT (New) – Fraud and Corruption Plan**

The DRAFT Fraud and Corruption Plan (**Attachment 2**) is recommended for adoption, to support Council's fraud and corruption prevention framework.

Revised Policy	Comments on Changes
DRAFT (New) – Fraud and Corruption Plan	New document aligning with the revised Fraud and Corruption Policy. The Control Plan is a required component, outlining Council's fraud and corruption strategies and actions.

### Public Exhibition Period

Pursuant to Section 160 of the *Local Government Act 1993*, Council must give public notice of its intention to adopt or amend these policies, allowing at least 28 days for public exhibition during which submissions may be made. If no substantive feedback is received, the policies will be considered adopted after the exhibition period.

Council's Audit, Risk and Improvement Committee is also interested to have a chance to review these documents.

### (c) Options

THAT Council:

1. Endorses the DRAFT (Revised)- Fraud and Corruption Policy and DRAFT (New) – Fraud and Corruption Plan for public exhibition for 28 days and, Council's ARIC for comment, if no substantive feedback is received, these documents will be considered adopted. ***This is the recommended option.***
2. Makes amendments the DRAFT (Revised)- Fraud and Corruption Policy and DRAFT (New) – Fraud and Corruption prior to endorsement.

### IMPLICATIONS TO BE ADDRESSED

#### (a) Financial

Nil

#### (b) Policy

Documents once adopted, will supersede previous versions of these documents.

#### (c) Legislative/Statutory

Local Government (General) Regulation 2021  
*Local Government Act 1993*  
*Independent Commission Against Corruption Act 1988*  
*Public Interest Disclosures Act 2022*

Council must adopt certain documents according to the following sections of the *Local Government Act 1993*:

- Section 160
- Section 165
- Section 252
- Section 253
- Section 402
- Clause 403
- Section 404

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

Failure to review, update, and adopt policies, plans, and strategies leaves Council exposed to being legislatively out of date and not fit for purpose. Additionally, without clear policies and strategies, there are insufficient accountability and responsibility mechanisms, hindering Council's ability to operate efficiently and effectively.

### **CONSULTATION**

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

All policies, plans, and strategies are placed on public exhibition for a minimum of 28 days. Draft documents that receive substantive feedback will be reviewed and returned to Council for further consideration and adoption.

If no substantive feedback is received, the policies will be considered adopted after the exhibition period has closed.

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

Each of the policies, plans and strategies has been reviewed/updated by the relevant subject experts within Council, their supervisors, Governance staff and the Senior Management Team.

ARIC will be invited to comment on the DRAFT documents in tandem with the general public.

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

9. Governance and Administration

9.3 Provide respected and effective representation, leadership and advocacy  
Continuously review and update of Council policies and plans to appropriately support Council's operation

### **ATTACHMENTS**

1. DRAFT - Revised - Fraud and Corruption Policy [**8.2.3.1** - 23 pages]
2. DRAFT - New - Fraud and Corruption Control Plan [**8.2.3.2** - 23 pages]



LEETON  
SHIRE COUNCIL

**DRAFT (REVISED)**

**FRAUD AND CORRUPTION  
PREVENTION POLICY**

February 2025

## DOCUMENT CONTROL

<b>RESPONSIBLE OFFICER:</b>	Manager Governance, Corporate & Customer Service				
<b>REVIEWED BY:</b>	Director Corporate & CFO / Senior Management Team (SMT) / Audit, Risk & Improvement Committee (ARIC)				
<b>LINK TO CSP/DELIVERY PROGRAM/OPERATIONAL PLAN:</b>	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 improvement – OPERATIONAL PLAN ACTIVITY 9.6.5 – Continuously review and update of Council policies and plans to appropriately support Council's operations".				
<b>DATE ADOPTED:</b>	TBC				
<b>ADOPTED BY:</b>	Council				
<b>RESOLUTION NO: (IF RELEVANT):</b>	TBC				
<b>FOR PUBLICATION:</b>	<input type="checkbox"/> INTRANET <input type="checkbox"/> COUNCIL WEBSITE <input checked="" type="checkbox"/> BOTH				
<b>REVIEW DUE DATE:</b>	February 2027				
<b>REVISION NUMBER:</b>	3				
<b>PREVIOUS VERSIONS:</b>	<b>DATE</b>	<b>DESCRIPTION OF AMENDMENTS</b>	<b>AUTHOR/EDITOR</b>	<b>REVIEW/SIGN OFF</b>	<b>MINUTE NO (IF RELEVANT)</b>
1	28/10/2019		Governance Manager		19/236
2	28/9/2022	In accordance with the Fraud Control Framework Review 2021 – Endorsed by ARIC	Director Corporate	Council	22/150
3	February 2025	Reviewed & updated based on Independent Commission Against Corruption Act 1988 / Public Interest Disclosures Act 2022 and recommendations from NSW Audit Office.  Aligned policy with Council's Fraud and Corruption Control Plan.	Manager Governance	Council	TBC

## REVIEW OF THIS DOCUMENT

This document will be reviewed every two (2) years or as required in the event of legislative changes or operational requirements.

Any major amendments to the document must be made by way of a Council Resolution. Minor amendments such as corrections to spelling, changes to wording for improved clarity, formatting and updates to the Appendixes may be made without approval from the Council.



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## 1. Purpose

Council is committed to a 'zero tolerance' approach to fraudulent and corrupt behaviour and seeks to minimise the incidence of fraud by implementing and regularly reviewing a range of strategies that aim to prevent, detect and respond to such behaviour.

This Policy serves to outline the high standards of ethical behaviour expected by Council and introduces a Fraud and Corruption Control Framework to ensure appropriate mechanisms are in place to prevent, deter, detect, and respond to fraud and corruption.

To clearly state the commitment by Leeton Shire Council (Council) to the prevention of fraud and corruption and to outline the methodology to detect and deter fraudulent behaviour and corrupt conduct.

## 2. Legislation, Related Documents, Council Policies

This Framework links with the following legislation:

- *Local Government Act 1993* (the Act)
- *Independent Commission Against Corruption Act 1988* (ICAC Act 1988)
- *Public Interest Disclosures Act 2022* (PID Act 2022)
- *Government Information (Information Commissioner) Act 2009*
- *Government Information (Public Access) Act 2009* (GIPA Act)
- *State Records Act 1998* (SR Act)
- *Privacy and Personal Information Protection Act 1998* (PPIP Act)
- *Health Records and Information Privacy Act 2002* (HRIP Act)
- Local Government (General) Regulation 2021

The following related document supports the Framework of this Policy:

- NSW Audit Office – Fraud Control Improvement Kit (Managing your fraud control obligations), February 2015

The following Council policies and procedures support this Policy:

- Code of Conduct
- Public Interest Disclosures Policy
- Secondary Employment Policy
- Integrated Enterprise Risk Management Policy, Procedure and Matrix
- Complaints Management Policy
- Internal Audit Framework
- Conflict of Interest Policy (with dealing with Development Applications lodged by Council Staff, Councillors and Council)
- Private Works Policy
- Procurement Guidelines Quick Reference Guide, Policy and Procedures
- General Terms and Conditions of Supply
- Related Party Policy
- Execution of Documents Matrix
- Supplier Contract Management Policy

### 3. Scope

This Policy applies to everyone who has any interaction with Council or Council staff. This includes Councillors, Council staff members, committee members, consultants, contractors, suppliers, applicants and volunteers who all have obligations in the prevention of fraud and corruption and the fostering of an ethical and accountable work environment at Council.

Expectations of this Policy also apply to customers, community and any relevant third parties with regard to the functions and/or operations undertaken for or on behalf of Council.

~~This Policy applies to all Council Officials~~

### 4. Principles

~~Leeton Shire Council will not tolerate fraudulent or corrupt conduct by its Councillors and staffs or by any contractor, consultant or volunteer.~~

Council is committed to a culture of good governance and ethical behaviour. As such, it will not tolerate fraudulent or corrupt behaviour and is committed to building a corruption resistant culture supported by appropriate policies, procedures and strategies that prevent fraudulent and corrupt behaviour through:

- minimising the opportunity for fraudulent or corrupt conduct through ongoing education and training of all Council officials and stakeholders in relation to their obligations in combating dishonest and fraudulent behaviour;
- regular review of fraud and corruption risk assessments to identify circumstances where fraud and corruption could occur;
- implementation of fraud and corruption prevention and mitigation procedures in day-to-day operations;
- use of formal procedures for the investigation of allegations of corrupt and fraudulent behaviour;
- maintenance of processes and procedures that encourage all business dealings with tenderers, suppliers, consultants and contractors to be conducted in an ethical manner;
- promoting an organisational environment that encourages professionalism, integrity, accountability, and ethical conduct; and
- the reporting of any fraud or corrupt conduct to the Independent Commission Against Corruption (ICAC) and other authorities where appropriate.

## 5. Definitions

Term	Definition
<b>Complaints Officers</b>	Council's Complaint Officers are Executive Manager People and Culture and the Manager Governance, Corporate and Customer Service for the purpose of Council's Complaints Management.
<b>Corruption (or corrupt conduct)</b>	As per the ICAC Act 1988 (Sect 7, 8, 9): <ul style="list-style-type: none"> <li>any conduct of a person (whether or not a public official) that adversely affects, or could affect the honest and impartial exercise of public official functions, or</li> <li>any conduct of a public official that involves the dishonest or partial exercise of any of his or her public official functions, or</li> <li>any conduct of a public official or former public official that constitutes or involves a breach of public trust, or</li> <li>any conduct of a public official or former public official that involves the misuse of information or material that he or she has acquired in the course of his or her official functions, whether or not for his or her benefit or for the benefit of any other person.</li> </ul>
<b>Disclosure Coordinator</b>	Council's Disclosure Coordinator is Council's Manager Governance, Corporate and Customer Service for the purpose of Council's Public Interest Disclosures Policy.
<b>Fraud</b>	Defined in <i>Australian Standard AS8001-2021: Fraud and Corruption Control</i> :  Dishonest activity causing actual or potential financial loss to any person or entity including theft of moneys or other property by staffs or persons external to the entity and whether or not deception is used at the time, immediately before or immediately following the activity. This also includes the deliberate falsification, concealment, destruction or use of falsified documentation used or intended for use for a normal business purpose or the improper use of information or position.
<b>Fraud and Corruption Control Plan (FCCP)</b>	Council's Fraud and Corruption Control Plan (FCCP) documents Council's approach to controlling fraud at a strategic and operational level, including the responsibilities for implementing and monitoring related activities.
<b>Government information contravention</b>	A government information contravention is a failure, other than a trivial failure, by an agency or public official to exercise functions in accordance with the: <ul style="list-style-type: none"> <li><i>Government Information (Information Commissioner) Act 2009</i></li> <li><i>Government Information (Public Access) Act 2009 (GIPA Act)</i>, or</li> <li><i>State Records Act 1998 (SR Act)</i>.</li> </ul> Examples of a failure to exercise functions under the GIPA Act include: <ul style="list-style-type: none"> <li>having a policy of charging a fee for open access information, which should be free of charge, either purposely or due to a lack of understanding of the rules around open access,</li> <li>intentionally overlooking documents that should clearly be included in response to an access application,</li> </ul>

	<ul style="list-style-type: none"> <li>• destroying, concealing or altering records to prevent them from being released,</li> <li>• knowingly making decisions that are contrary to the GIPA Act</li> <li>• directing another person to make a decision that is contrary to the GIPA Act.</li> </ul> <p>Examples of a failure to exercise functions under the SR Act include:</p> <ul style="list-style-type: none"> <li>• intentionally disposing of records that must be retained under the SR Act,</li> <li>• systemic issues with an agency's record-keeping system that means information is not being stored appropriately.</li> </ul>
<p><b>Local government pecuniary interest contravention</b></p>	<p>A local government pecuniary interest contravention means the contravention of an obligation in relation to a pecuniary interest, imposed by:</p> <ul style="list-style-type: none"> <li>• the <i>Local Government Act 1993</i> (LG Act), or</li> <li>• a code of conduct adopted by a council under section 440(3) of the LG Act</li> </ul> <p>A pecuniary interest is an interest that a person has in a matter because they have a reasonable likelihood, or expectation, of appreciable financial gain or loss to themselves or someone within their family.</p> <p>The LG Act places specific obligations on councillors, council delegates, council staff and other people involved in making decisions or giving advice on council matters to act honestly and responsibly in carrying out their functions. Generally, those obligations are to lodge disclosure of interests returns, lodge written declarations and disclose pecuniary interests at council and council committee meetings.</p>
<p><b>Maladministration</b></p>	<p>Serious maladministration is defined in the PID Act as conduct, other than conduct of a trivial nature, of an agency or a public official relating to a matter of administration that is:</p> <ul style="list-style-type: none"> <li>• unlawful</li> <li>• unreasonable, unjust, oppressive or improperly discriminatory, or</li> <li>• based wholly or partly on improper motives.</li> </ul> <p>There are three (3) elements to serious maladministration in this definition:</p> <ol style="list-style-type: none"> <li>1. The conduct relates to a matter of administration. This means that there must be a link between the relevant action or inaction and the exercise of a power, function or duty of an agency or public official.</li> <li>2. The conduct is:             <ol style="list-style-type: none"> <li>a. unlawful</li> <li>b. unreasonable, unjust, oppressive or improperly discriminatory, or</li> <li>c. based wholly or partly on improper motives.</li> </ol> </li> <li>3. The action or inaction is serious. This means only that it must be more than trifling or trivial.</li> </ol>

	<p><b>Some examples of serious maladministration include:</b></p> <ul style="list-style-type: none"> <li>• an agency contravenes legal procurement processes when engaging contractors</li> <li>• senior staff fail to deal with multiple reports of toxic materials in government-owned properties over a period of time</li> <li>• an agency implements policies and procedures which are contrary to its governing legislation and result in misuse of powers</li> <li>• agency procedures are unfairly discriminatory.</li> </ul>
<p><b>Privacy contravention</b></p>	<p>A privacy contravention is a failure, other than a trivial failure, by an agency or public official to exercise functions in accordance with the <i>Privacy and Personal Information Protection Act 1998</i> or the <i>Health Records and Information Privacy Act 2002</i>.</p> <p>Examples of a privacy contravention include:</p> <p><b>Personal information</b></p> <ul style="list-style-type: none"> <li>• a public official unlawfully accessing a person's personal information, for their personal use or for another non-work-related matter, on a database that is used by an agency to retain customer information,</li> <li>• an agency having poor data management processes in place which leads to the disclosure of the personal information about a person, or group of persons, to another agency or entity without a lawful reason,</li> <li>• an agency's poor email practices resulting in repeated failures by staff of the agency to ensure emails containing personal information go to the correct recipient.</li> </ul> <p><b>Health information</b></p> <ul style="list-style-type: none"> <li>• unlawfully accessing someone's health information on an agency database and then disclosing this to a third party,</li> <li>• agencies which legitimately retain health information, failing to properly ensure that access to those records is restricted to the appropriate part of the business,</li> <li>• agencies that retain health information for one purpose disclosing it internally to another section of the agency for it to be used for another purpose.</li> </ul>
<p><b>Serious and substantial waste of public money</b></p>	<p>A serious and substantial waste of public money includes any uneconomical, inefficient or ineffective use of resources, whether authorised or unauthorised, and which results in a loss of public funds or resources.</p> <p><b>Examples of waste include:</b></p> <ul style="list-style-type: none"> <li>• misappropriation or misuse of public property,</li> <li>• the purchase of unnecessary or inappropriate goods and services,</li> <li>• incurring costs which might otherwise have been avoided,</li> <li>• programs not achieving their objectives and therefore the costs being clearly ineffective and inefficient,</li> <li>• failure to maintain public property in a way that results in far greater expense being incurred in the future.</li> </ul>

	<p><b>Waste can result from such things as:</b></p> <ul style="list-style-type: none"> <li>• not following a competitive tendering process,</li> <li>• having poor or no processes in place when administering large amounts of public funds,</li> <li>• the absence of appropriate safeguards to prevent the theft or misuse of public property,</li> <li>• purchasing procedures and practices which fail to ensure that goods and services are necessary and adequate for their intended purpose,</li> <li>• purchasing practices where the lowest price is not obtained for comparable goods or services without appropriate justification.</li> </ul>
<b>Serious Wrongdoing</b>	<p>Under section 13 of the PID Act, there are six categories of serious wrongdoing:</p> <ol style="list-style-type: none"> <li>1. corrupt conduct,</li> <li>2. serious maladministration,</li> <li>3. a government information contravention,</li> <li>4. a privacy contravention,</li> <li>5. a serious and substantial waste of public money,</li> <li>6. a local government pecuniary interest contravention.</li> </ol>
<b>Stakeholders</b>	<p>Stakeholders refer to Councillors, Council staff members, committee members, consultants, contractors, delegates, suppliers, applicants and volunteers.</p>

## 6. Fraud and Corruption Control Plan (FCCP)

Council's Fraud and Corruption Control Plan (FCCP) demonstrates Council's commitment to preventing and controlling fraud and corruption. FCCP compliments Council's Fraud and Corruption Prevention Policy 2025 and details Council's approach to deterring and detecting fraudulent and corrupt behaviour and provide strategies to assist stakeholders to meet their fraud and corruption prevention responsibilities.

To achieve best practice, Council adopts the fraud and control standards from the Fraud Control Framework of the Audit Office of NSW. Fraud and corruption control is viewed as a holistic concept, with continuous monitoring across three key themes:

- **Prevention:** Strategies aimed at preventing or mitigating potential fraud and corruption.
- **Detection:** Strategies to identify fraud and corruption as soon as possible.
- **Response:** Systems and processes to respond appropriately when an incident is detected.





## 7. Council's Approach to Fraud and Corruption Control

Council's approach to fraud and corruption control is based on the ten (10) key attributes from the Fraud Control Framework of the Audit Office of NSW, which aligns with the themes of prevention, detection, and response:

Attribute	Theme
1. Leadership	Prevention
2. Ethical Framework	Prevention, Detection, Response
3. Responsibility Structures	Prevention, Detection, Response
4. Fraud Control Policy	Prevention
5. Prevention Systems	Prevention
6. Fraud Awareness	Prevention, Response
7. Third Party Management Systems	Prevention, Response
8. Notification Systems	Detection, Response
9. Detection Systems	Detection
10. Investigation Systems	Response

Each attribute has a checklist of high-level processes and behaviours that should be present:

### 7.1 Attribute 1: Leadership (Prevention)

A successful Fraud and Corruption Control Plan (FCCP) is led by a committed and Senior Management Team, Managers and elected Council. Council's General Manager has ultimate responsibility for the FCCP and endorses fraud and corruption control activities within Council.

General Manager is supported by the Senior Management Team (SMT), the Audit, Risk and Improvement Committee (ARIC) and the Manager Governance, Corporate and Customer Service.

### 7.2 Attribute 2: Ethical Framework (Prevention, Detection, Response)

The Fraud and Corruption Prevention Policy and FCCP builds upon Council's commitment to ethical, transparent, and accountable behaviour. Council has clear policies, such as its Code of Conduct, setting out acceptable standards of ethical behaviour which are available to all stakeholders via the staff intranet and/or website.

Leeton Shire Council has adopted a Code of Conduct that clearly sets out acceptable standards of ethical behaviour. The Code of Conduct is provided to all Councillors at the start of each term of Council and to all Council staff upon commencement. Training is provided to ensure that all Councillors and Council staff understand their obligations. In addition, complementary policies and corporate practices have been adopted that are listed in this Policy under section

### 7.3 Attribute 3: Responsibility Structures (Prevention, Detection, Response)

This Policy applies to everyone (stakeholders) who has any interaction with Council or Council staff to the maximum extent that Council has the authority to require it. This includes Councillors, Council staff members, committee members, consultants,

contractors, suppliers, applicants and volunteers who all have obligations in the prevention of fraud and corruption and the fostering of an ethical and accountable work environment at Council.

Expectations of this Policy and the FCCP also apply to customers, community and any relevant third parties with regard to the functions and/or operations undertaken for or on behalf of Council.

### **7.3.1 All Staff**

It is important that all Council Staff contribute to a workplace culture that has a 'zero tolerance' approach towards fraudulent and corrupt behaviour. As such, all staff have responsibilities in accordance with this Policy, specifically:

- maintain awareness and compliance with the requirements of this Policy and the FCCP,
- perform their duties to the best of their abilities with honesty, integrity, and impartiality
- have regard to fraud and corruption related risks when performing their duties, and support processes that report and mitigate risks,
- prevent, mitigate and report on (suspected, actual or attempted) fraud, corruption, maladministration and waste. This shall be done in accordance with Council's Code of Conduct and Public Interest Disclosures Policy,
- cooperate with and provide assistance to investigators or officials investigating suspected or reported fraud or corruption,
- manage and declare pecuniary and non-pecuniary interests in compliance with Council's Code of Conduct.

### **7.3.2 Directors and Managers**

In addition to the general responsibilities of all staff, Directors and Managers have a supervisory role in the implementation of this Policy and promotion of an ethical workplace culture by demonstrably supporting the objectives of this Policy, specifically:

- leading by example through ethical workplace behaviour, decision making and acting with honesty, integrity and impartiality when dealing with others,
- promoting and disseminating this Policy and the standards of ethical behaviour expected by Council,
- ensure training is provided to staff surrounding fraud and corruption awareness, Council's expectations, and the reporting requirements in accordance with Council's Code of Conduct and Council's Public Interest Disclosures Policy,
- provide ethical advice and support to staff,
- identify and ensure appropriate internal controls are in place to manage potential fraud and corruption risks. This includes systematic review of risks and controls over time as well as initial identification, and assessment of training needs including refresher training.

### **7.3.3 General Manager**

The General Manager is responsible for the efficient and effective operation of Council and the implementation of systems and practices that proactively minimise risks of fraud and corruption while promoting an ethical workplace culture that has 'zero tolerance' towards fraudulent and corrupt behaviour and is readily reported should it occur. In addition to the responsibilities of all staff, the General Manager is required to:

- promote Council's commitment to fraud and corruption prevention,
- lead by example through ethical workplace behaviour, decision making and acting with honesty, integrity and impartiality when dealing with others,
- ensure processes exist to monitor Directors' and Managers' compliance with their duties in accordance with this Policy and the FCCP,
- ensure Councillors are aware of their obligations in accordance with this Policy
- monitor and review fraud and corruption risk assessments on a regular basis,
- ensure any allegations of wrongdoing are fully investigated and report actual or suspected corrupt conduct to the Independent Commission Against Corruption (ICAC) in accordance with Section 11 of the ICAC Act 1988,
- report criminal offences to the NSW Police Force.

### **7.3.4 Executive Manager People and Culture / Manager Governance, Corporate and Customer Service**

In addition to the general responsibilities of all staff, the Complaints Officers (Executive Manager People and Culture and or Manager Governance, Corporate and Customer Service) will be responsible for review and refer complaints received, following the Complaints Management Policy.

All complaints will be impartially and objectively managed and investigated with records kept in HP Content Manager (TRIM).

### **7.3.5 Internal Audit Function (Manager Governance, Corporate and Customer Service)**

The Internal Audit Function is supported by the Manager Governance, Corporate and Customer Service. Internal audits are conducted in accordance with the 4-year Internal Audit Workplan as adopted by ARIC. Completed audits and action progress updates are reported to ARIC.

### **7.3.6 Mayor and Councillors**

Responsibilities in accordance with this Policy, specifically:

- lead by example,
- maintain awareness and compliance with the requirements of this Policy,
- perform their duties to the best of their abilities with honesty, integrity and impartiality,
- have regard to fraud and corruption related risks when performing their duties, and support processes that report and mitigate risks,

- prevent, mitigate and report on (suspected, actual or attempted) fraud, corruption, maladministration and waste. This shall be done in accordance with Council's Code of Conduct and Public Interest Disclosures Policy,
- cooperate with and provide assistance to investigators or officials investigating suspected or reported fraud or corruption,
- reporting all instances of possible fraud or corrupt conduct, in accordance with Council's Code of Conduct and Public Interest Disclosures Policy,
- provide support to the General Manager to implement adequate strategies to prevent fraud and corruption implementing and promoting Council's commitment to fraud and corruption prevention,
- manage and declare pecuniary and non-pecuniary interests in compliance with Council's Code of Conduct.

### **7.3.7 Audit, Risk and Improvement Committee (ARIC)**

ARIC is an independent committee of the Council which will provide unbiased assessment of the Council's operations and risk and control activities. The ARIC is a key component of the Council's governance and assurance framework and is responsible for communicating any internal audit issues and information to the governing body.

If a fraud and/or corruption complaint is investigated, ARIC will be notified and the outcome of such an investigation will be reported to ARIC.

The responsibilities of the ARIC are set out in the ARIC Terms of Reference (TOR) as resolved by Council on 24 February 2024. At the time of adoption, the responsibilities included:

- Internal Audit – Review and advise
- External Audit – Review and advise
- Risk Management – Review and advise
- Internal Controls – Review and advise
- Compliance – review and advise on adequacy and effectiveness of Council's compliance framework
- Fraud and Corruption – Review and advise of the adequacy and effectiveness of the Council's fraud and corruption prevention framework and activities
- Financial Management – Review and advise
- Governance – Review and advise on the adequacy of the Council's governance framework
- Strategic Planning – Review and advise
- Service Reviews and Business Improvement – Review and advise
- Performance Data and Measurement – Review and advise

### **7.3.8 Volunteers and Contractors acting for Council**

Volunteers and contractors providing services or otherwise acting on behalf of Council are required to:

- perform their duties to the best of their abilities with honesty, integrity and impartiality,
- have regard to fraud and corruption related risks when performing their duties, and support processes that report and mitigate risks,

- prevent, mitigate and report on (suspected, actual or attempted) fraud, corruption, maladministration and waste. This shall be done in accordance with Council's Code of Conduct and Public Interest Disclosures Policy,
- cooperate with and provide assistance to investigators or officials investigating suspected or reported fraud or corruption.

#### **7.3.9 Residents and Members of the Public**

Council encourages residents, customers and members of the public to support Council in preventing and responding to fraudulent or corrupt behaviour and invites those who suspect fraud or corruption that involves Council, to report their suspicions to the General Manager, Complaints Officer or other appropriate authority.

#### **7.3.10 External Parties**

Council requires that all external parties act ethically and honestly in their business dealings with Council and that:

- actual or perceived conflicts of interest are declared at the point any conflict becomes apparent,
- any persons doing business with Council are to provide accurate and reliable information to Council when required, and
- take all preventative measures to prevent the unauthorised disclosure of confidential Council information.

External parties include contractors, consultants, suppliers, applicants, other Government Agencies or any other party engaged in business dealings with Council.

### **7.4 Attribute 4: Fraud and Corruption Prevention Policy (Prevention)**

This Policy reinforces Council's commitment to fraud and corruption prevention by providing clear guidance and expectation of staff that responsibility falls with every individual who is involved with the functions and/or operations undertaken for, or on behalf of Council. Fraud and Corruption risks are to be monitored in accordance with Council's Integrated Risk Management Policy and Procedure.

### **7.5 Attribute 5: Prevention Systems (Prevention)**

Council's main objective is to minimise the occurrence of fraud and corruption within Council. This objective will be achieved by:

- identifying fraud and corruption risks,
- determining strategies to control those risks,
- defining responsibility and timeframes for strategies to be implemented.

Council's identified fraud and corruption risks, internal controls and proposed risk treatment action plans will be documented and recorded in Council's Risk Register.

Council recognises that internal audit complements the internal assessment of fraud and corruption related risks and controls. Independent identification and assessment of Council's fraud and corruption risks will be arranged with Council's Internal Auditor to the extent that the Audit, Risk and Improvement Committee (ARIC) deems warranted.

## 7.6 Attribute 6: Fraud Awareness (Prevention, Response)

One of the most common ways in which fraud and corruption is detected is by observation, investigation and reporting by those who work with, or deal directly with, the offender(s).

Council will commit to providing all staff with a general awareness of fraud and corruption and provide guidance on how they are to respond if such behaviour is suspected, detected or attempted. This will be achieved in a number of ways by:

- incorporating a brief session on fraud and corruption prevention into induction training for new staff,
- incorporating an annual staff attestation to the Code of Conduct, this Policy and FCCP through Pulse,
- making the Code of Conduct and the Fraud and Corruption Prevention Policy available to all staff and the general public via Council's website and staff intranet,
- disseminating articles of interest on fraud and corruption to staff via staff newsletters, publications and circulars,
- promotion of this Policy, FCCP and associated documents through Council's procurement framework and procurement documentation,
- regular attendance at relevant industry forums and seminars,
- PID training for Senior Management Team (SMT) and Managers by Manager Governance, Corporate and Customer Service.

Additionally, Council routinely interacts with a wide range of stakeholders such as residents, ratepayers, suppliers, contractors and developers, volunteers, applicants, media, community organisations and various other interested parties.

There is a need to ensure that these stakeholders are actively aware of Council's attitude towards fraud and corruption and that such behaviour will not be tolerated, through the promotion of this Policy and FCCP in an effort to reduce the likelihood of improper dealings and/or attempts by external parties to influence Councillors or Council staff.

## 7.7 Attribute 7: Third Party Management Systems (Prevention, Response)

Council ensures that appropriate controls are in place via an assortment of policies to manage our dealings with third parties and conflicts of interest. In doing so we provide a copy of our General Terms and Conditions of Supply to contractors and suppliers to ensure understanding of the standards of behaviour expected by Council.

Third party management also covers managing staff conflicts of interest in accordance with Council's Code of Conduct, Public Interest Disclosure and Related Party Policy and secondary employment declaration requirements are in accordance with Section 353 Local Government Act 1993.

Third party management also covers managing Conflicts of Interest. The Code of Conduct set out how Council officers should manage conflicts of interest, including secondary employment.

## 7.8 Attribute 8: Notification Systems (Detections, Response)

Council's Code of Conduct compels all staff to report any instances of possible fraud, corruption, maladministration or serious and substantial wastage. Members of the public are actively encouraged to report any such behaviour that is known or suspected.

Council supports and encourages a culture of reporting and any person who makes a report in accordance with Council's Public Interest Disclosure Policy will be protected under the *Public Interest Disclosures Act 2022*.

Reports of all suspected unethical activity, corrupt conduct, serious maladministration, government information contravention, privacy contravention, a serious and substantial waste of public money, local government pecuniary interest or Conflict of Interest contraventions should be made to Council's Complaints Officers:

- Executive Manager People and Culture: [tracyp@leeton.nsw.gov.au](mailto:tracyp@leeton.nsw.gov.au)
- Disclosure Coordinator / Manager Governance, Corporate and Customer Service: [sarahk@leeton.nsw.gov.au](mailto:sarahk@leeton.nsw.gov.au)

~~Council requires Council staff, and encourages its stakeholders and suppliers, to report known or suspected fraud or unethical behaviour. Council staff should be aware of the provision in section 316(1) of the Crimes Act 1900 which says that a failure to report a serious offence, including fraud, is an offence.~~

## 7.9 Attribute 9: Detection Systems (Detections)

Internal controls are effective at detecting fraudulent and corrupt behaviour with Council maintaining appropriate controls such as:

- segregation of duties;
- delegations, approvals and authorisation;
- verification;
- reconciliations;
- management reviews;
- risk assessments;
- internal and external audits;
- independent reviews like internal and external audits and peer reviews; and
- Audit, Risk and Improvement Committee (ARIC).

### Protection Against Reprisals

Council will not tolerate any reprisal action against staff who uncover and report such behaviour and will ensure appropriate methods are in place for their protection.

If someone believes that detrimental action has been or is being taken against them, or someone else who has reported suspected fraud or corruption, they should advise the Executive Manager People and Culture ([tracyp@leeton.nsw.gov.au](mailto:tracyp@leeton.nsw.gov.au)) and or Disclosure Coordinator (Manager Governance, Corporate and Customer Service) [sarahk@leeton.nsw.gov.au](mailto:sarahk@leeton.nsw.gov.au) in accordance with the Public Interest Disclosures Policy immediately.

## 7.10 Attribute 10: Investigation Systems

### 7.10.1 Assessment

When an allegation of fraud or corruption is made under a Public Interest Disclosure, the Executive Manager People and Culture and Disclosure Coordinator will undertake a preliminary assessment and may recommend that the matter be referred to an external body or that a full investigation be conducted. The complainant will be advised, and action taken as appropriate in accordance with Council's Public Interest Disclosures and Code of Conduct.

### 7.10.2 Support

Council will deal fairly with all parties in the course of investigating allegations of fraud or corruption, however if fraud or corruption is proven, Council will apply the appropriate sanctions or refer the matter to external law enforcement agencies if criminal offending is detected. Council's investigation standards are clearly documented in various Council policies and procedures that include Council's Code of Conduct and Public Interest Disclosure Policy.

### 7.10.3 Maintaining Confidentiality

Every effort will be made to ensure that any allegations of fraudulent or corrupt conduct are handled confidentially. In some situations, confidentiality may not be possible or appropriate and will be managed in accordance with the Public Interest Disclosures Policy.

Council will accept and consider anonymous reports; however anonymity may limit Council's ability to seek further information or adequately assess the report.

### 7.10.4 Vexations, Frivolous or Misleading Allegations

Any report that is found to be vexatious, frivolous or deliberately misleading may result in disciplinary action against the staff member for making the allegation.

### 7.10.5 Documenting Reported Fraud and Corruption

The Complaints Officers will maintain a database of all reports of suspected fraud and corruption. The database will help Council determine where it should focus its efforts and where changes to controls, policies or procedures are required.

The results of any investigation will be reported to the General Manager who will decide on the appropriate communication and action required.

## 8. Policy Contact

### Responsible Officer for this Policy

Manager Governance, Corporate and Customer Service is the responsible officer and the contact for this Policy, [sarahk@leeton.nsw.gov.au](mailto:sarahk@leeton.nsw.gov.au)



## Appendix 1 - Reporting Fraud and Corruption

People who disclose wrongdoing should feel confident that they will be **protected** from detrimental action against them because of their disclosure.

When people come forward and report incidents of wrongdoing, they are helping to promote integrity, accountability and good management within Council.

Option # 1 - Internal Reporting
<p><b>Raise Concerns Internally</b></p> <p>Initially report your concern or suspected concern to your Manager or Supervisor.</p> <p>If uncomfortable reporting to a Manager or Supervisor, escalate your concern or suspected concern to either:</p> <ul style="list-style-type: none"> <li>• General Manager,</li> <li>• Director</li> <li>• Executive Manager, People and Culture,</li> <li>• Manager Governance, Corporate and Customer Service</li> </ul> <p>Written reports or disclosures can be provided via:</p> <ul style="list-style-type: none"> <li>• Email: <a href="mailto:speakup@leeton.nsw.gov.au">speakup@leeton.nsw.gov.au</a></li> <li>• Mail: Attn: Manager Governance, Leeton Shire Council, 23-25 Chelmsford Place, Leeton NSW 2705</li> </ul>

Option # 2 - Public Interest Disclosure (PID) Reporting
<p><b>Public Interest Disclosure (PID) Reporting "Speak Up"</b></p> <p>If the concern involves corrupt conduct, maladministration, or serious waste of public funds, report it using the:</p> <ul style="list-style-type: none"> <li>• Confidential Public Interest Disclosure Form online via the staff intranet, or</li> <li>• Email: <a href="mailto:speakup@leeton.nsw.gov.au">speakup@leeton.nsw.gov.au</a></li> <li>• Mail: Attn: Manager Governance, Leeton Shire Council, 23-25 Chelmsford Place, Leeton NSW 2705</li> </ul> <p>The <i>Public Interest Disclosures Act 2022</i> <b>protects</b> staff who make disclosures under this Policy.</p>

Option # 3 – External Reporting		
If internal reporting is not appropriate or concerns persist, staff can report directly to:		
<b>Independent Commission Against Corruption (ICAC)</b>		
Contact regarding alleged corruption	Telephone:	1800 463 909
	Email:	<a href="mailto:icac@icac.nsw.gov.au">icac@icac.nsw.gov.au</a>
<b>Office of Local Government (OLG)</b>		
Contact regarding serious and substantial waste	Telephone:	(02) 4428 4100
	Email:	<a href="mailto:olg@olg.nsw.gov.au">olg@olg.nsw.gov.au</a>
<b>NSW Ombudsman</b>		
Contact about alleged serious wrongdoing	Telephone:	(02) 9286 1000
	Email:	<a href="mailto:nswombo@ombo.nsw.gov.au">nswombo@ombo.nsw.gov.au</a>
<b>Information and Privacy Commission NSW (IPC)</b>		
Contact about alleged information breaches	Telephone:	1800 472 679
	Email:	<a href="mailto:ipcinfo@ipc.nsw.gov.au">ipcinfo@ipc.nsw.gov.au</a>

## Appendix 2: Fraud and Corruption Examples

Council does not tolerate fraudulent or corrupt behaviour and treat both suspected and actual fraud and corruption seriously. It is possible that conduct can constitute both fraud and corruption.

### **Corrupt Behaviour**

Dishonest activity in which a staff member acts contrary to the interest of Council, in order to achieve some gain or advantage, or to avoid loss or disadvantage, for the staff member or for another person or entity.

Corruption can include, but is not limited to, behaviour such as fraud, deception, misuse of a position or authority.

Examples of the types of conduct that would fall within the definition of corruption include (but are not limited to):

- Bribery, domestic or foreign – obtaining, offering or soliciting secret commissions, kickbacks or gratuities
- Fraud, forgery and embezzlement
- Theft or misappropriation of official assets
- Nepotism – preferential treatment of family members
- Cronyism – preferential treatment of friends
- Acting (or failing to act) in the presence of a Conflict of Interest
- Unlawful disclosure of Council information
- Blackmail
- Perverting the course of justice
- Colluding, conspiring with, or harbouring criminals
- Insider trading – misusing official information to gain an unfair private, commercial or market advantage for self or others
- Green-lighting – making official decisions that improperly favour a person or company, or disadvantage another
- Staff not complying with all conditions and limitations of a delegation or authorisation, relevant legislation, resolutions of Council and all Council policies and procedures.

### **Fraud**

Dishonest activity causing actual or potential loss to any person or entity including the theft of monies or other property by employees or persons external to the entity and where deception is used at the time, immediately before or immediately following, the activity.

This also includes deliberate falsification, concealment, destruction or use of falsified documentation used or intended for use for a normal purpose or the improper use of information or position for personal benefit.

Examples of the types of conduct that would fall within the definition of fraud include (but are not limited to):

- theft of Council assets and monies,
- misuse of Council assets, equipment or facilities,
- misuse of Council credit cards,
- misuse of your time at work,
- timesheet fraud,
- accounting fraud (false invoices, misappropriation, splitting invoices etc.),
- unlawful use of, or obtaining property, equipment, material or services
- providing false or misleading information to Council,
- making, or using false and forged documents,
- wrongfully using Council information or intellectual property.

### **Examples of Common Fraud and Corruption**

Type of Fraud	Examples of related risks
<b>Rate Revenue Fraud</b> Fraudulent manipulation of rates to receive a self, family or friend benefit	a. incorrectly claiming pensioner discounts to benefit employees, friends, family and colleagues, b. making changes to rates to benefit staff, friends, family and colleagues
<b>Development Applications and Rezoning</b> Frauds relating to development applications and rezoning of land for commercial and residential purposes	a. misuse of commercially sensitive information; b. providing kickbacks to Councillors or Council staff for favourable decisions, c. undeclared conflicts of interest involving Councillors and/or Council staff.
<b>Service Delivery Fraud</b> Frauds relating to the use of Council provided services to which the resident would normally not be entitled	a. oversupplying goods or services to benefit third parties, b. undersupplying to 'skim' good or services (or time that would normally be devoted to the service).
<b>Compensation Fraud</b> Frauds relating to falsely claiming Council responsibility for incidents and accidents and attempting to falsely claim compensation	a. falsely claiming pedestrian accidents on footpaths or Council premises, b. falsely claiming road quality-related accidents, c. falsely claiming storm water or drainage related incidents.
<b>Grants Fraud</b> Frauds relating to grant funds not being used for the intended service delivery objective.	a. overpaying of grants, duplicating payments of grants or having grants claimed multiple times, b. redirecting grant funds to personal accounts, c. poor record keeping for grants, resulting in misstatement, mismanagement or loss of information d. providing grants to individuals or organisations that don't meet the required criteria, e. making or using forged or falsified documents or signatures, f. incorrect reconciliation of grant funding.

<p><b>Procurement Fraud</b>                  Frauds relating to the process of acquisition of goods, services and project delivery from third parties</p>	<ul style="list-style-type: none"> <li>a. unauthorised use of corporate credit or fuel cards,</li> <li>b. paying claims for goods or services that were not delivered,</li> <li>c. receiving kickbacks or being involved in bribery, corruption or coercion related to manipulation of the procurement process,</li> <li>d. making or using forged or falsified documents or signatures,</li> <li>e. poor record keeping for grants, resulting in misstatement, mismanagement or loss of information.</li> </ul>
<p><b>Travel and allowance fraud</b>                  Frauds relating to falsely claiming reimbursement of costs of allowances for which there is no entitlement</p>	<ul style="list-style-type: none"> <li>a. making claims for journeys not made or overstating distance,</li> <li>b. reimbursing expenses not related to Council business.</li> </ul>
<p><b>Payroll and salary fraud</b>                  Frauds relating to claiming pay that doesn't match work performed or conditions of employment</p>	<ul style="list-style-type: none"> <li>a. creating 'ghost' staff to receive additional pay,</li> <li>b. falsely claiming overtime,</li> <li>c. falsifying timesheets,</li> <li>d. misuse of your time at work,</li> <li>e. poor record keeping for grants, resulting in misstatement, mismanagement or loss of information.</li> </ul>
<p><b>Asset Fraud</b>                  Using Council assets for other than official purposes or gaining other personal benefit</p>	<ul style="list-style-type: none"> <li>a. manipulation of asset value or fraudulent asset divestment process for personal gain,</li> <li>b. stealing assets, i.e. mobile phones, stationary, computer equipment, construction materials etc,</li> <li>c. using Council assets or removing Council assets from premises without authorisation,</li> <li>d. misusing Council's funds or resources for personal use.</li> </ul>
<p><b>Exploiting Council Information</b>                  Using confidential or commercially sensitive information for personal gain.</p>	<ul style="list-style-type: none"> <li>a. falsifying official records,</li> <li>b. providing confidential and sensitive information to others for personal gain,</li> <li>c. using confidential and sensitive information for personal benefit.</li> </ul>
<p><b>Conflicts of Interest</b>                  Exists when a reasonable person potentially or perceives that a Council staff member/s personal interest(s) conflicts with their duty to serve the community.</p>	<ul style="list-style-type: none"> <li>a. failing to disclose an actual, perceived or potential Conflict of Interest contrary to the Code of Conduct,</li> <li>b. failing to actively manage a disclosed Conflict of Interest,</li> <li>c. allowing a Conflict of Interest to undermine your independence,</li> <li>d. receiving a personal benefit for assisting a person or entity to gain work or business at Council,</li> <li>e. appointing a person to a position due to personal relationships or motives other than merit</li> <li>f. failure to comply with Council's Secondary Employment Policy</li> </ul>

<p><b>Contracts Management</b></p>	<ul style="list-style-type: none"> <li>a. negligent or deliberate mismanagement of contracts which may include non-compliance with contract schedules or rates, misrepresentation of dates, description of services or identifies of contract provide,</li> <li>b. failure to comply with tender procedures and policies,</li> <li>c. entering into a commercial transaction where there is a Conflict of Interest (without complying with the Conflict of Interest Policy),</li> <li>d. invoice and purchase order splitting to circumvent procedures or delegation levels,</li> <li>e. false documentation in support of invoices,</li> <li>f. creation and payments made to ghost suppliers</li> <li>g. making or using forged or falsified documents or signatures,</li> </ul>
<p><b>Tendering</b></p>	<ul style="list-style-type: none"> <li>a. failure to comply with tender procedures,</li> <li>b. manipulating a tender process to achieve a desired outcome,</li> <li>c. unauthorised or improper release of pricing or other tendering information,</li> <li>d. accepting or conferring gifts and benefits contrary to Council's Gifts and Benefits Policy,</li> <li>e. non-compliance with the Conflict of Interest Policy.</li> </ul>

**Gifts, Benefits and Bribes**

Council staff should not solicit or accept any gifts, benefits or hospitality that could be perceived as intended to influence them, or if they are more than token value. Offers of money in any form should never be accepted.



LEETON  
SHIRE COUNCIL

**DRAFT (NEW)**

**FRAUD AND CORRUPTION  
CONTROL PLAN**

February 2025

## DOCUMENT CONTROL

<b>RESPONSIBLE OFFICER:</b>	Manager Governance, Corporate & Customer Service				
<b>REVIEWED BY:</b>	Director Corporate & CFO / Senior Management Team (SMT) / Audit, Risk & Improvement Committee (ARIC)				
<b>LINK TO CSP/DELIVERY PROGRAM/OPERATIONAL PLAN:</b>	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 improvement – OPERATIONAL PLAN ACTIVITY 9.6.5 – Continuously review and update of Council policies and plans to appropriately support Council's operations".				
<b>DATE ADOPTED:</b>	TBC				
<b>ADOPTED BY:</b>	Council				
<b>RESOLUTION NO: (IF RELEVANT):</b>	TBC				
<b>FOR PUBLICATION:</b>	<input type="checkbox"/> INTRANET <input type="checkbox"/> COUNCIL WEBSITE <input checked="" type="checkbox"/> BOTH				
<b>REVIEW DUE DATE:</b>	January 2027				
<b>REVISION NUMBER:</b>	New				
<b>PREVIOUS VERSIONS:</b>	<b>DATE</b>	<b>DESCRIPTION OF AMENDMENTS</b>	<b>AUTHOR/EDITOR</b>	<b>REVIEW/ SIGN OFF</b>	<b>MINUTE NO (IF RELEVANT)</b>
1	January 2025	New document, aligned with revised Fraud and Corruption Policy	Manager Governance	Council	TBC

## REVIEW OF THIS DOCUMENT

This document will be reviewed every two (2) years or as required in the event of legislative changes or operational requirements.

Any major amendments to the document must be made by way of a Council Resolution. Minor amendments such as corrections to spelling, changes to wording for improved clarity, formatting and updates to the Appendixes may be made without approval from the Council.

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## 1. Overview

Leeton Shire Council ("Council") is committed to maintaining a work environment that is resistant to Fraud and Corruption and is dedicated to implementing effective measures to minimise fraud and corruption risks. Fraud and Corruption can undermine Council's ability to achieve its objectives, and can have detrimental consequences such as:

- financial loss;
- waste of resources, including management time;
- damage to corporate reputation;
- loss of public confidence in Council's ability to provide strong, effective and accountable local government; and
- impact on staff morale and subsequent effects on productivity.

This Fraud and Corruption Control Plan (FCCP) documents Council's approach to controlling fraud at a strategic and operational level, including the responsibilities for implementing and monitoring related activities.

It provides the basis on which Council can obtain assurance that it is aware of all its major fraud risks, and that it has adequate prevention, detection and response initiatives in place.

FCCP is based on the Australian Standard 8001-2008, Fraud and Corruption Control and upon completion will be endorsed by Council's Senior Management Team (SMT) and noted by the Audit, Risk and Improvement Committee (ARIC).

## 2. Objective

This Fraud and Corruption Control Plan (FCCP) demonstrates Council's commitment to preventing and controlling fraud and corruption. FCCP compliments Council's Fraud and Corruption Prevention Policy 2025 and details Council's approach to deterring and detecting fraudulent and corrupt behaviour and provides strategies to assist stakeholders to meet their fraud and corruption prevention responsibilities.

## 3. Purpose

The purpose of the FCCP is to provide:

- an integrated and overarching strategy to control Fraud and Corruption risk at Council,
- context to guide and align all Fraud and Corruption management activities,
- context for evaluation and continuous improvement of Fraud and Corruption management activities at Council.

## 4. Scope

The FCCP sets out the commitment of the General Managers, and Senior Management Team and Managers to a Council free from Fraud and Corruption.

Everyone at Council (Councillors, Council staff, volunteers and contractors) are responsible and can contribute to ensuring Council business and operations are free from Fraud and Corruption.

## 5. Council’s Approach to Fraud and Corruption

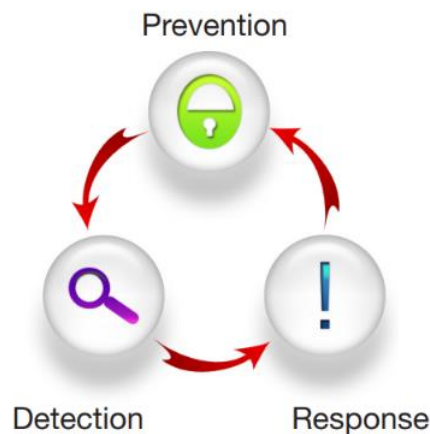
Council has zero tolerance for corrupt conduct or fraudulent activities and is committed to the prevention, detection and response of all forms of fraud and corruption.

### 5.1 Framework

The FCCP and the control framework outlined within it are modelled on Standards Australia AS8001-2008 Fraud and Corruption Control and the ten (10) attributes of fraud control contained in the NSW Audit Office’s Fraud Control Improvement Kit.

The Standards view fraud and corruption control as a holistic concept involving implementation and continuous monitoring across three (3) key fraud and corruption themes:

- **Prevention:** strategies designed to prevent fraud and corruption from occurring in the first instance or to mitigate the effect of potential fraud.
- **Detection:** strategies to discover fraud and corruption as soon as possible after it has occurred.
- **Response:** systems and processes that assist an organisation to respond appropriately to an alleged fraud and corruption incident when it is detected.



Council’s approach to fraud control is based on the ten (10) key attributes which sit within the themes of prevention, detection and response. Each attribute has a checklist of high-level processes and behaviours that should be present:

Attribute	Theme
1. Leadership	Prevention
2. Ethical Framework	Prevention, Detection, Response
3. Responsibility Structures	Prevention, Detection, Response
4. Fraud Control Policy	Prevention
5. Prevention Systems	Prevention
6. Fraud Awareness	Prevention, Response
7. Third Party Management Systems	Prevention, Response
8. Notification Systems	Detection, Response
9. Detection Systems	Detection
10. Investigation Systems	Response

Monitoring and reviewing fraud and corruption controls, along with reporting and evaluating their effectiveness, is essential to ensure that legislative responsibilities are met. This process also promotes accountability by providing evidence of compliance with fraud and corruption control strategies.

Effective management oversight through strong governance ensures that each strategy works in tandem, with interdependencies identified and managed appropriately.

## 5.2 Code of Conduct

Council's FCCP, Fraud and Corruption Prevention Policy 2025, Code of Conduct, and Public Interest Disclosure Policy are key documents that outline Council's objectives and expectations for managing fraud and corruption.

Together, the FCCP and Fraud and Corruption Prevention Policy define Council's stance and approach to fraud and corruption control. The Code of Conduct, Public Interest Disclosure Policy, Integrated Enterprise Risk Management Policy, and General Terms and Conditions of Supply establish high standards of ethical behavior, ensuring Council's commitment to achieving these outcomes.

## 6. Fraud and Corruption Control Planning

The NSW Auditor General's Office Fraud Control Improvement Kit (2015) recommends that councils develop a Fraud and Corruption Control Plan (FCCP) that includes:

- Key fraud control activities, responsibilities, and timeframes.
- Review mechanisms to evaluate the effectiveness of fraud control strategies regularly.
- A requirement to review and update the plan at least every two years.
- Reporting of outcomes to senior management and the Audit, Risk, and Improvement Committee.

Council has developed the FCCP based on these recommendations, detailing its actions for implementing and monitoring fraud prevention, detection, and response initiatives.

The FCCP will be communicated to external stakeholders through:

- A note in the Annual Report as part of the general declaration of integrity or corporate governance.
- Declarations in the general terms and conditions of business dealings with external parties.
- Declarations in "requests for tender" or similar invitations to propose to Council.
- Publication on Council's website.

Internally, regular communication will ensure management and staff are informed about fraud and corruption control issues, policies, and processes. The FCCP will be accessible to all staff via the intranet, website, and during inductions, staff training, and fraud awareness programs.

## 7. Responsibilities for Fraud and Corruption Control

The General Manager holds the ultimate responsibility for Council's fraud and corruption risk management environment. This responsibility involves endorsing effective practices, maintaining a culture of integrity, and overseeing the implementation of the Fraud and Corruption Control Plan (FCCP).

While the General Manager has overall responsibility, successful implementation depends on active participation from all who are subject to its guidelines, including adherence to risk-based approaches, internal controls, and proper reporting of suspected fraud and corruption.

### 7.1 Mayor and Councillors

The Mayor and Councillors demonstrate their responsibility by:

- leading and demonstrating a culture of ethical behaviour,
- setting the budget and ensuring sufficient allocation of resources for fraud and corruption control activities at Council,
- receiving annual reports from ARIC,
- conducting themselves and performing their duties in accordance with the principles of the Code of Conduct and Council's values,
- approving and adopting fraud and corruption control policies and procedures.

### 7.2 Audit, Risk and Improvement Committee

The Audit, Risk and Improvement Committee (ARIC) provides independent assurance and assistance to Council on risk management, compliance, control, governance, internal audit, fraud control, strategic plan implementation, organisational performance and improvement, and external accountability responsibilities.

ARIC ensures, assesses and advises whether there are adequate and effective systems of internal control in place throughout Council and assists in the implementation of the internal and external audit plans. ARIC also provides information to Council for the purpose of improving Council's performance of its functions.

### 7.3 General Manager

The General Manager (GM) has the primary responsibility for the prevention and detection of fraud and corruption as part of the governance of Council. This involves a commitment to creating and maintaining a culture of honesty and ethical behaviour. Responsibilities include:

- demonstrating leadership and commitment to fraud control and prevention by endorsing and promoting the plan and associated tools and procedures,
- approving, adopting and reviewing the FCCP,
- ensuring that appropriate resources are dedicated to fraud and corruption control and communicating responsibilities under the Plan,
- ensuring effective internal controls and risk assessment and management systems are in place,
- ensuring identified fraud and corruption risks are fully addressed,
- approving and monitoring systems of control and accountability for Council,

- receiving reports on suspected cases of fraud and corruption and approving any further action plans or activities relating to the handling of matters,
- Council's compliance with relevant legislation and regulation;
- Ensuring that those subject to the FCCP are aware of their responsibilities under the FCCP and the consequences of fraud and corruption; and
- Reporting instances of suspected fraud and corruption to ICAC in accordance with the *Independent Commission Against Corruption Act 1988* and, where appropriate, to the NSW Police.

## 7.4 Senior Management Team

Senior Management Team (SMT) has a leadership role in:

- developing and promoting an ethical culture, and share responsibility for prevention and detection of fraud and corruption, governance of the Council and risk management,
- ensuring that specific and ongoing training is provided for staff primarily engaged in fraud and corruption control activities and staff working in high risk fraud and corruption areas,
- considering strategic issues impacting their respective clusters, including any ongoing or emerging fraud and corruption risks, and monitor performance in delivering outcomes.

## 7.5 Managers

Managers are responsible for:

- championing the FCCP and promoting ethical behaviour and culture,
- implementing the FCCP and compliance with relevant codes, legislation and Council's policies and procedures relating to their area,
- enabling internal control systems to operate effectively,
- communicating the FCCP and responsibilities of staff in their area,
- identifying risks and developing appropriate internal risk mitigation control systems,
- considering new and emerging risks and where necessary adjusting controls,
- staffs understanding the purpose of and comply with internal control, and
- reporting suspected fraud and corruption through the appropriate channel.

## 7.6 Internal Audit Function

Under Council's Fraud and Corruption Prevention Policy and the FCCP the primary responsibility for the identification of fraud and corruption rests with SMT and Managers. However, it is recognised that internal audit activity can also be an effective part of the overall control environment to identify fraud and corruption.

The Internal Audit Function (Manager Governance, Corporate and Customer Service) is a key independent governance tool that plans and conducts a series of reviews, which incorporates the detection and prevention of fraud and corruption throughout Council.

## 7.7 Manager Governance, Corporate and Customer Service

Manager, Governance, Corporate and Customer Service has responsibility for ensuring that the processes underpinning Council's fraud and corruption control resources work together in a coordinated way to achieve the objectives as set out in the FCP.

When deemed necessary, Council will utilise Manager Governance, Corporate and Customer Service in the investigation and reporting of any suspected fraud or corrupt activity. Where required and approved by the General Manager, external assistance will be engaged, to support the delivery of any aspects of the FCCP.

## 7.8 All Council Staff, Contractors and Volunteers

All Council Staff, Contractors and Volunteers are responsible for:

- fulfilling their responsibilities under the FCCP;
- conducting themselves and performing their duties in accordance with the principles of the Code of Conduct and Council's values,
- complying with Council's internal control systems, policies and procedures; and
- reporting suspected fraud and corruption through the appropriate channels.

## 8. Fraud and Corruption Prevention

Appropriate governance structures are critical to the effective operation of fraud and corruption control. Implementing an effective control environment for fraud and corruption prevention is a practical demonstration that Council is serious about its commitment to ethical practice.

### 8.1 Objectives

The objectives of the relevant operation of fraud and corruption control strategies are:

- policies, systems and procedures are in place to encourage the reporting of suspect behaviours;
- fraud and corruption notification systems give the complainant the opportunity to report the suspect behaviours anonymously;
- protection under Public Interest Disclosures;
- policies, systems and procedures give equal opportunities to Managers, staff, contractors, consultants and customers to notify Council of suspect behaviour; and
- data is monitored to ensure that irregularities are identified and investigated.

### 8.2 Reporting Fraud and Corruption

Council is committed to:

- creating a climate of trust where staff are comfortable and confident about reporting wrongdoing;
- encouraging staff to report wrongdoing;
- maintaining the confidentiality of a report of wrongdoing; and
- protecting staff who disclose wrongdoing from reprisals.

Council staff are required to report all instances of suspected fraud and corruption and Council will strongly support all Council staff who report genuinely held suspicions of fraudulent or corrupt conduct. Council has developed the Public Interest Disclosure Policy which is compatible with the *Public Interest Disclosures Act 2022*.

Internal reports can be made to the Disclosure Coordinator, a nominated Disclosure Officer, the General Manager or the Mayor in accordance with Council's Public Interest Disclosures Policy.

### 8.3 Internal Audit Function

Council has developed a program of internal audits to provide assurance that internal controls are implemented and are effective in achieving the desired objectives including the prevention and detection of fraud and corruption.

The internal audits will be conducted or coordinated by the Manager Governance, Corporate and Customer Service with consideration of the fraud and corruption risk assessments, fraud and corruption incidents (either at Council or similar entities) and the results of previous internal audits.

ARIC approves the 4-year Internal Audit Plan and is responsible for monitoring the results and implementation of approved recommendations arising from internal audits.

### 8.4 Exit Interviews

The Executive Manager People and Culture and or Human Resources Officer will ensure that when conducting exit interviews, enquiries are made as to whether any fraud or corruption has caused the resignation of the staff and whether there are any fraud and corruption risks requiring management.

## 9. Fraud and Corruption Response

Response strategies are designed to ensure that any suspected fraud or corruption is investigated thoroughly, and appropriate action taken.

### 9.1 Objectives

Objectives of the response strategy are to ensure:

- procedures and other appropriate support (including training, where required) is provided to staff undertaking investigation activity on behalf of the Council;
- Investigation actions undertaken are consistent with the principles of procedural fairness and natural justice;
- where appropriate expertise is not available internally, then external assistance will be sought;
- all investigations consider what improvements can be made to policies, systems and procedures within the organisation;
- staff understand that fraud and corruption will not be tolerated and that offenders will face disciplinary action;
- Council has policies which clearly identify the nature of suspect actions, which may require reporting to the NSW Police and the NSW Independent Commission Against Corruption ("ICAC").



## 9.2 Investigations

The investigation of suspicions of fraud and corruption can be a complex and at times technical process. The consequences of a poorly conducted investigation include:

- denial of natural justice;
- denial of inadmissibility of evidence;
- potential inability to commence criminal or civil proceedings for the recovery of assets and adverse publicity; and
- erosion of Council's reputation and community confidence in Council.

The General Manager may appoint the Executive Manager People and Culture and or the independent Manager Governance, Corporate and Customer Service. If the independent Manager Governance, Corporate and Customer Service is appointed to conduct or coordinate the investigation they will consult with the Executive Manager People and Culture on technical aspects of the investigation and seek assistance where required.

## 9.3 External Investigations Resources

Where appropriate, external expertise may be sought to conduct an investigation. The decision to obtain such external expertise will be at the discretion of the General Manager.

## 9.4 Disciplinary Procedures

Any breach of the Council policies or procedures will be considered as serious and disciplinary action may follow. The disciplinary process will be conducted in accordance with applicable legislation, guidance and the principles of natural justice.

## 9.5 Reporting to ICAC

Under section 11 of the *Independent Commission Against Corruption Act 1988* ("ICAC Act"), the General Manager is required to report actual corrupt conduct or any matter that the General Manager suspects on reasonable grounds concerns or may concern corrupt conduct to the ICAC and to respond to any referral requiring the Council to investigate or take other specified action.

## 9.6 Reporting to NSW Police or other regulators

The General Manager (subject to the requirements of ICAC) may report to Police or other regulators, any circumstances in which there is evidence giving rise to a suspicion on reasonable grounds, of fraud or corruption.

Where an allegation of fraud has been investigated and sufficient evidence to prove the allegation has been obtained, the matter may be reported to Police for investigation (subject to the directions of ICAC).

For matters not involving ICAC, the General Manager has the discretion of reporting to Police and may report to Police, unless exceptional circumstances warrant the matter not being reported. Any decision by the General Manager to not report a reasonable suspicion of fraudulent or corrupt conduct to Police will be documented.

## 9.7 Recovery of Proceeds of Fraud and Corruption

Council will actively pursue the recovery of any money or property lost through fraud or corruption, provided there is a strong prospect of a net benefit from such action.

Civil action for the recovery may, at the discretion of the General Manager, extend to seeking a Garnishee Order or the appointment of a Trustee in Bankruptcy to the estate of the person against whom an order for restitution has been obtained but not satisfied.

## 9.8 Professional Indemnity and Combined Crime Insurance

Council's insurance largely reflects the risks posed to Council and its operations including fraud and corruption and the applicable policies are in place.

## 9.9 External Communications

Council is committed to preserving its reputation in the event of any incidence of fraud or corruption. Should an incident be suspected, the General Manager will assess the need for, and management of, all media releases. An appropriate spokesperson will be assigned to address all questions in relation to the incident.

Council Staff will be briefed on how to respond to questions from the media or general public.

## 9.10 Internal Control Review

In each instance where fraud or corruption is detected, the relevant Director with support from the Manager Governance, Corporate and Customer Service will reassess the adequacy of the internal control environment (particularly those controls directly impacting on the incident and potentially allowing it to occur) and consider whether improvements are required. Where improvements are required, these should be implemented as soon as practicable.

## 9.11 Annual Reporting Requirements

In addition to the reporting of individual incidents of fraud and corruption, the Manager Governance, Corporate and Customer Service will provide the following information to the ARIC as outlined in the endorsed the annual work plan:

- details of all instances of proven or suspected fraud and corruption;
- the number of cases of fraud referred to the Police for investigation;
- the reasons of any decisions not to report suspicions of fraud and corruption to the Police;
- a summary of the results of any completed prosecution action;
- the number of cases reported to the regulators;
- the number of cases resolved using administrative remedies only (i.e. dismissal of an staff);
- the amount of monies recovered, both by administrative action and the use of the judicial process;
- whether external investigation resources have been used in carrying out the investigations; and

- changes to the internal control environment subsequent to each case reported during the year (to allow the ARIC to assess whether internal control enhancements made will be effective in preventing fraud or corruption of that type in the future).

## 10. Strategies and Actions

Council recognises that despite a comprehensive FCCP, it is possible that fraud and corruption may still occur. Council has adopted strategies aimed at mitigation of fraud and corruption risks.

The key strategies and actions for each fraud control function within Council are as follows:

Area / Strategy	Action	Responsibility	Frequency	Due
<b>Prevention</b>				
<b>Develop a coordinated approach to manage fraud</b>	Departments to undertake a fraud risk assessment every two (2) years with a view to maintaining a Fraud and Corruption Risk Register	Senior Management Team (SMT) Support from Manager Governance, Corporate & Customer Service	2025, and at least every 2 years thereafter	Oct-Dec 2025
	Council's Fraud & Corruption Control Plan and Fraud and Corruption Policy is in place and reviewed at least once every 2 years.	Manager Governance, Corporate & Customer Service	2025, and at least every 2 years thereafter	Oct-Dec 2025
	Internal Audits consider fraud risks of management processes and control activities	Manager Governance, Corporate & Customer Service Audit, Risk & Improvement Committee (ARIC)	Ongoing as part of 4-year internal audit plan	Each Audit Report
<b>Create a fraud resistant Council &amp; early detection</b>	Staff induction includes fraud and corruption awareness training and PID Training for SMT and managers	Executive Manager People & Culture / Manager Governance, Corporate & Customer Service	When required, as part of staff induction	To be completed prior to staff member commencing work.
	Refresher training to the SMT and Managers on Public Interest Disclosures and receiving reports of fraud and corruption	Manager Governance, Corporate & Customer Service	Once a year (Annually)	By December each year
	Monthly awareness on fraud and corruption prevention for example: <ul style="list-style-type: none"> <li>• to SMT and Managers managing high fraud risk areas, and</li> <li>• to staff on how to report fraud published on in staff newsletter, on staff intranet and posters displayed in common areas.</li> </ul>	Manager Governance, Corporate & Customer Service	Monthly	Ongoing

<b>Foster an Environment which promotes the highest standards of ethical behaviour</b>	Acknowledge an understanding of the Code of Conduct and Public Interest Disclosure Policy, commitment to terms and conditions of employment and the Council's zero tolerance towards fraud,	All staff  Managed by Manager Governance, Corporate & Customer Service)	Annual Attestation of the Code of Conduct & Public Interest Disclosure Policy through Pulse	By December each year
<b>Internal controls in high risk areas are in place</b>	Risk based pre-employment screening for fraud risk	HR Officer	Prior to commencement of employment	Before commencement
	Supplier vetting, particularly for high-risk or high value purchases	Managers	At procurement stage and prior to execution of contract, engagement of supplier and/or processing a new supplier form	As required
	Finance internal controls: <ul style="list-style-type: none"> <li>• Supplier due diligence</li> <li>• Supplier management procedures</li> <li>• Segregation of duties</li> <li>• Masterfile changes review</li> <li>• 2 persons involved in payments and bank transfer approvals</li> <li>• Reconciliation</li> <li>• Expenditure review</li> </ul>	Director Corporate & CFO / Manager Finance	6-monthly	June, December
	Governance internal controls: <ul style="list-style-type: none"> <li>• Purchasing / Financial delegations</li> <li>• Contract management procedures</li> <li>• Delegations</li> </ul>	Manager Governance, Corporate & Customer Service	Annually	By December each year
	ICT internal controls: <ul style="list-style-type: none"> <li>• IT security procedures</li> <li>• Firewalls</li> <li>• Password management</li> <li>• Cybersecurity</li> </ul>	Effectiveness	Quarterly	March, June, September, December.
	Disclosure of pecuniary interests by Councillors and designated persons, including disclosures of interests in written returns and at meetings	Councillors, SMT, Managers and designated persons  (Managed by Manager Governance, Corporate & Customer Service)	Annually	By December each year
	Communicate to staff procedures for gifts and benefits declarations, conflict of interest identification and reporting and check register	Manager Governance, Corporate & Customer Service	Quarterly	March, June, September, December.

Area / Strategy	Action	Responsibility	Frequency	Due
<b>Detection</b>				
<b>Council is committed to swiftly addressing and preventing fraud, ensuring strong oversight and proactive measures to mitigate risks.</b>	Council has systems in place to quickly detect fraud and corruption, including data analysis and quarterly reviews of supplier transactions and payment reports.	Manager Finance	Quarterly	March, June, September, December.
	Council reviews variance and exception reports to detect fraud risks in key areas, including: <ul style="list-style-type: none"> <li>• <b>Payroll &amp; Leave</b> – Monitoring overtime and allowances.</li> <li>• <b>Purchasing</b> – Tracking supplier spending and budgets.</li> <li>• <b>Stores &amp; Fleet</b> – Ensuring proper use and management</li> <li>• <b>Credit Card</b> – Monitoring and review credit card transactions for unusual transactions.</li> </ul>	Executive Manager People & Culture Director Corporate / CFO Director Operations Manager Governance, Corporate & Customer Service	Quarterly	March, June, September, December.
	Reporting processes are well advertised, and include anonymous options: <ul style="list-style-type: none"> <li>• Complaints Management Policy</li> <li>• Public Disclosure Interest Policy</li> <li>• Code of Conduct</li> </ul> Staff, the public, and suppliers have several ways to report concerns, such as verbal or online fraud reporting, as well as the Speakup email account for public interest disclosures.	Manager Governance, Corporate & Customer Service	6-monthly	June, December
<b>Response</b>				
Processes are in place to record, analyse, and escalate all incidents.	Maintain fraud incident Register for all matters reported to the General Manager	Manager Governance, Corporate & Customer Service	Quarterly	March, June, September, December.
	When there is reasonable suspicion that fraud or corrupt conduct has occurred to report it to ICAC and/or NSW Ombudsman	General Manager Executive Manager People & Culture Manager Governance, Corporate & Customer Service	In line with notification requirements	As required

	If deemed cost effective Council will initiate appropriate recovery action	General Manager	As necessary	As required
	Disciplinary Policy and Procedures outline potential disciplinary outcomes	Executive Manager People & Culture	Ongoing	As required
Processes are in place to review internal controls after incidents.	Where fraud is detected, the internal controls directly relating to the fraud involved will be reviewed and improvements implemented where necessary.  Report provided to the General Manager and SMT with recommended actions and timeframes identified.	SMT  Managers	As necessary	At conclusion of investigation

## 11. Review and Evaluation

The FCCP is reviewed and amended at intervals appropriate to Council but at minimum, once every two (2) years to take consideration of business and technological change.

When reviewing the FCCP, the Manager Governance, Corporate and Customer Service shall give regard to the following:

- confirmation or amendment to Council's fraud and corruption control objectives,
- significant changes in business conditions,
- strategies arising out of recently detected fraud or corruption control incidents results of fraud and corruption risk assessments completed,
- changes in fraud and corruption control practices locally and internationally,
- resourcing requirements,
- any identified changing nature of fraud and corruption within the public sector.

## 12. Background and Related Legislation

The Fraud and Corruption Control Plan (FCCP) aligns with the following:

### Legislation

- *Local Government Act 1993* (the Act)
- *Independent Commission Against Corruption Act 1988* (ICAC Act 1998)
- *Public Interest Disclosures Act 2022* (PID Act 2022)
- *Ombudsman Act 1974*
- *Public Finance and Audit Act 1983*
- Local Government (General) Regulation 2021

### Related Policies

- Code of Conduct
- Public Interest Disclosures Policy
- Secondary Employment Policy
- Integrated Enterprise Risk Management Policy, Procedure and Matrix
- Complaints Handling Policy
- Internal Audit Framework

- Conflict of Interest Policy (with dealing with Development Applications lodged by Council Staff, Councillors and Council)
- Private Works Policy
- Procurement Guidelines Quick Reference Guide, Policy and Procedures
- General Terms and Conditions of Supply
- Related Party Policy

**Related Documents**

- Australian Standard AS8001-2008 Fraud and Corruption Control
- NSW Audit Office – Fraud Control Improvement Kit (Managing your fraud control obligations), February 2015

**13. Definitions**

Term	Definition
<b>Complaints Officers</b>	Council's Complaint Officers are Executive Manager People and Culture and the Manager Governance, Corporate and Customer Service for the purpose of Council's Complaints Management.
<b>Corruption (or corrupt conduct)</b>	As per the ICAC Act 1988 (Sect 7, 8, 9): <ul style="list-style-type: none"> <li>• any conduct of a person (whether or not a public official) that adversely affects, or could affect the honest and impartial exercise of public official functions, or</li> <li>• any conduct of a public official that involves the dishonest or partial exercise of any of his or her public official functions, or</li> <li>• any conduct of a public official or former public official that constitutes or involves a breach of public trust, or</li> <li>• any conduct of a public official or former public official that involves the misuse of information or material that he or she has acquired in the course of his or her official functions, whether or not for his or her benefit or for the benefit of any other person.</li> </ul>
<b>Disclosure Coordinator</b>	Council's Disclosure Coordinator is Council's Manager Governance, Corporate and Customer Service for the purpose of Council's Public Interest Disclosures Policy.
<b>Fraud</b>	Defined in <i>Australian Standard AS8001-2021: Fraud and Corruption Control</i> :  Dishonest activity causing actual or potential financial loss to any person or entity including theft of moneys or other property by staffs or persons external to the entity and whether or not deception is used at the time, immediately before or immediately following the activity. This also includes the deliberate falsification, concealment, destruction or use of falsified documentation used or intended for use for a normal business purpose or the improper use of information or position.
<b>Fraud and Corruption Control Plan (FCCP)</b>	Council's Fraud and Corruption Control Plan (FCCP) documents Council's approach to controlling fraud at a strategic and operational level, including the responsibilities for implementing and monitoring related activities.

<p><b>Government information contravention</b></p>	<p>A government information contravention is a failure, other than a trivial failure, by an agency or public official to exercise functions in accordance with the:</p> <ul style="list-style-type: none"> <li>• <i>Government Information (Information Commissioner) Act 2009</i></li> <li>• <i>Government Information (Public Access) Act 2009 (GIPA Act)</i>), or</li> <li>• <i>State Records Act 1998 (SR Act)</i>.</li> </ul> <p>Examples of a failure to exercise functions under the GIPA Act include:</p> <ul style="list-style-type: none"> <li>• having a policy of charging a fee for open access information, which should be free of charge, either purposely or due to a lack of understanding of the rules around open access,</li> <li>• intentionally overlooking documents that should clearly be included in response to an access application,</li> <li>• destroying, concealing or altering records to prevent them from being released,</li> <li>• knowingly making decisions that are contrary to the GIPA Act</li> <li>• directing another person to make a decision that is contrary to the GIPA Act.</li> </ul> <p>Examples of a failure to exercise functions under the SR Act include:</p> <ul style="list-style-type: none"> <li>• intentionally disposing of records that must be retained under the SR Act,</li> <li>• systemic issues with an agency's record-keeping system that means information is not being stored appropriately.</li> </ul>
<p><b>Local government pecuniary interest contravention</b></p>	<p>A local government pecuniary interest contravention means the contravention of an obligation in relation to a pecuniary interest, imposed by:</p> <ul style="list-style-type: none"> <li>• the <i>Local Government Act 1993 (LG Act)</i>, or</li> <li>• a code of conduct adopted by a council under section 440(3) of the LG Act</li> </ul> <p>A pecuniary interest is an interest that a person has in a matter because they have a reasonable likelihood, or expectation, of appreciable financial gain or loss to themselves or someone within their family.</p> <p>The LG Act places specific obligations on councillors, council delegates, council staff and other people involved in making decisions or giving advice on council matters to act honestly and responsibly in carrying out their functions. Generally, those obligations are to lodge disclosure of interests returns, lodge written declarations and disclose pecuniary interests at council and council committee meetings.</p>
<p><b>Maladministration</b></p>	<p>Serious maladministration is defined in the PID Act as conduct, other than conduct of a trivial nature, of an agency or a public official relating to a matter of administration that is:</p> <ul style="list-style-type: none"> <li>• unlawful</li> <li>• unreasonable, unjust, oppressive or improperly discriminatory, or</li> <li>• based wholly or partly on improper motives.</li> </ul> <p>There are three (3) elements to serious maladministration in this definition:</p> <ol style="list-style-type: none"> <li>1. The conduct relates to a matter of administration. This means that there must be a link between the relevant action or</li> </ol>



	<p>inaction and the exercise of a power, function or duty of an agency or public official.</p> <ol style="list-style-type: none"> <li>2. The conduct is:             <ol style="list-style-type: none"> <li>a. unlawful</li> <li>b. unreasonable, unjust, oppressive or improperly discriminatory, or</li> <li>c. based wholly or partly on improper motives.</li> </ol> </li> <li>3. The action or inaction is serious. This means only that it must be more than trifling or trivial.</li> </ol> <p><b>Some examples of serious maladministration include:</b></p> <ul style="list-style-type: none"> <li>• an agency contravenes legal procurement processes when engaging contractors</li> <li>• senior staff fail to deal with multiple reports of toxic materials in government-owned properties over a period of time</li> <li>• an agency implements policies and procedures which are contrary to its governing legislation and result in misuse of powers</li> <li>• agency procedures are unfairly discriminatory.</li> </ul>
<p><b>Privacy contravention</b></p>	<p>A privacy contravention is a failure, other than a trivial failure, by an agency or public official to exercise functions in accordance with the <i>Privacy and Personal Information Protection Act 1998</i> or the <i>Health Records and Information Privacy Act 2002</i>.</p> <p>Examples of a privacy contravention include:</p> <p><b>Personal information</b></p> <ul style="list-style-type: none"> <li>• a public official unlawfully accessing a person's personal information, for their personal use or for another non-work-related matter, on a database that is used by an agency to retain customer information,</li> <li>• an agency having poor data management processes in place which leads to the disclosure of the personal information about a person, or group of persons, to another agency or entity without a lawful reason,</li> <li>• an agency's poor email practices resulting in repeated failures by staff of the agency to ensure emails containing personal information go to the correct recipient.</li> </ul> <p><b>Health information</b></p> <ul style="list-style-type: none"> <li>• unlawfully accessing someone's health information on an agency database and then disclosing this to a third party,</li> <li>• agencies which legitimately retain health information, failing to properly ensure that access to those records is restricted to the appropriate part of the business,</li> <li>• agencies that retain health information for one purpose disclosing it internally to another section of the agency for it to be used for another purpose.</li> </ul>
<p><b>Serious and substantial waste of public money</b></p>	<p>A serious and substantial waste of public money includes any uneconomical, inefficient or ineffective use of resources, whether authorised or unauthorised, and which results in a loss of public funds or resources.</p>

	<p><b>Examples of waste include:</b></p> <ul style="list-style-type: none"> <li>• misappropriation or misuse of public property,</li> <li>• the purchase of unnecessary or inappropriate goods and services,</li> <li>• incurring costs which might otherwise have been avoided,</li> <li>• programs not achieving their objectives and therefore the costs being clearly ineffective and inefficient,</li> <li>• failure to maintain public property in a way that results in far greater expense being incurred in the future.</li> </ul> <p><b>Waste can result from such things as:</b></p> <ul style="list-style-type: none"> <li>• not following a competitive tendering process,</li> <li>• having poor or no processes in place when administering large amounts of public funds,</li> <li>• the absence of appropriate safeguards to prevent the theft or misuse of public property,</li> <li>• purchasing procedures and practices which fail to ensure that goods and services are necessary and adequate for their intended purpose,</li> <li>• purchasing practices where the lowest price is not obtained for comparable goods or services without appropriate justification.</li> </ul>
<b>Serious Wrongdoing</b>	<p>Under section 13 of the PID Act, there are six categories of serious wrongdoing:</p> <ol style="list-style-type: none"> <li>1. corrupt conduct,</li> <li>2. serious maladministration,</li> <li>3. a government information contravention,</li> <li>4. a privacy contravention,</li> <li>5. a serious and substantial waste of public money,</li> <li>6. a local government pecuniary interest contravention.</li> </ol>
<b>Stakeholders</b>	<p>Stakeholders refer to Councillors, Council staff members, committee members, consultants, contractors, delegates, suppliers, applicants and volunteers.</p>

### 13. Reporting Fraud and Corruption

All staff must report any suspected fraud or corruption as outlined in **Appendix 1**, following the Public Interest Disclosure Policy and this Policy. Staff who become aware of suspected fraud or corruption must notify their Manager, Director, Manager Governance, or the General Manager.

If there are reasonable grounds to suspect corruption or a criminal offence has occurred or is imminent, the General Manager must report the matter to the appropriate external body. Council will review all reported allegations and ensure they are appropriately addressed.

Council is committed to maintaining an open and transparent workplace where staff can report suspected misconduct without fear of reprisal. Staff who make reports in good faith are protected from any form of prejudice or retaliation. Council does not tolerate any reprisals against staff for reporting concerns.

### 13.1 Internal Audit Systems

The General Manager and Manager Governance, Corporate and Customer Service oversee Council's risk management framework, ensuring proper monitoring and reporting of risk management practices. The Manager Governance, Corporate and Customer Service also manages the Annual Internal Audit Plan, assessing the effectiveness of internal controls and addressing any necessary corrective actions.

Internal audits and reviews are conducted regularly on high- and medium-risk processes to assess control effectiveness and detect irregularities. The results are reported to the Audit, Risk and Improvement Committee (ARIC). The General Manager and Manager Governance, Corporate and Customer Service monitor the implementation of audit recommendations to enhance accountability and safeguard Council from fraud and corruption.

### 13.2 Responding to Reports of Fraud and Corruption

All reports of alleged fraudulent and corrupt conduct will be investigated and treated confidentially. Information will only be provided to parties that have a legitimate role in the review/investigation process. At the conclusion of the investigation, the complainant may be advised of the outcome recommended by Council.

#### Disciplinary Avenues

Substantiated allegations of fraud and corruption, or attempted fraud and corruption, will result in disciplinary action.

Consequences for committing or attempting fraud and/or corruption may include, but are not limited to:

- dismissal,
- warnings,
- repayment of misappropriate funds and other costs,
- referral to the Independent Commission Against Corruption (ICAC) or prosecution agencies.

Fraud and corruption may lead to criminal prosecution.

### 13.3 Breach of this Policy

Any breach of this Policy may result in disciplinary action, up to and including termination of employment or engagement.

Individuals found to have committed an offence under applicable legislation may face penalties, including imprisonment.

## Appendix 1 - Reporting Fraud and Corruption

People who disclose wrongdoing should feel confident that they will be **protected** from detrimental action against them as a result of their disclosure.

When people come forward and report incidents of wrongdoing they are helping to promote integrity, accountability and good management within Council.

Option # 1 - Internal Reporting
<p><b>Raise Concerns Internally</b></p> <p>Initially report your concern or suspected concern to your Manager or Supervisor.</p> <p>If uncomfortable reporting to a Manager or Supervisor, escalate your concern or suspected concern to either:</p> <ol style="list-style-type: none"> <li>1. General Manager,</li> <li>2. Director</li> <li>3. Executive Manager, People and Culture,</li> <li>4. Manager Governance, Corporate and Customer Service</li> </ol> <p>Written reports or disclosures can be provided via:</p> <ul style="list-style-type: none"> <li>• Email: <a href="mailto:speakup@leeton.nsw.gov.au">speakup@leeton.nsw.gov.au</a></li> <li>• Mail: Attn: Manager Governance, Leeton Shire Council, 23-25 Chelmsford Place, Leeton NSW 2705</li> </ul>

Option # 2 - Public Interest Disclosure (PID) Reporting
<p><b>Public Interest Disclosure (PID) Reporting "Speak Up"</b></p> <p>If the concern involves corrupt conduct, maladministration, or serious waste of public funds, report it using the:</p> <ul style="list-style-type: none"> <li>• Confidential Public Interest Disclosure Form online via the staff intranet, or</li> <li>• Email: <a href="mailto:speakup@leeton.nsw.gov.au">speakup@leeton.nsw.gov.au</a></li> <li>• Mail: Attn: Manager Governance, Leeton Shire Council, 23-25 Chelmsford Place, Leeton NSW 2705</li> </ul> <p>The <i>Public Interest Disclosures Act 2022</i> <b>protects</b> staff who make disclosures under this Policy.</p>

Option # 3 – External Reporting		
If internal reporting is not appropriate or concerns persist, staff can report directly to:		
Independent Commission Against Corruption (ICAC)		
Contact regarding alleged corruption	Telephone:	1800 463 909
	Email:	<a href="mailto:icac@icac.nsw.gov.au">icac@icac.nsw.gov.au</a>
Office of Local Government (OLG)		
Contact regarding serious and substantial waste	Telephone:	(02) 4428 4100
	Email:	<a href="mailto:olg@olg.nsw.gov.au">olg@olg.nsw.gov.au</a>
NSW Ombudsman		
Contact about alleged serious wrongdoing	Telephone:	(02) 9286 1000
	Email:	<a href="mailto:nswombo@ombo.nsw.gov.au">nswombo@ombo.nsw.gov.au</a>
Information and Privacy Commission NSW (IPC)		
Contact about alleged information breaches	Telephone:	1800 472 679
	Email:	<a href="mailto:ipcinfo@ipc.nsw.gov.au">ipcinfo@ipc.nsw.gov.au</a>

**Item 8.2.4. ENDORSEMENT OF CCTV MEMORANDUM OF UNDERSTANDING, CODE OF PRACTICE AND STANDING OPERATING PROCEDURE**

**AUTHOR/S:** Manager ICT

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

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**SUMMARY/PURPOSE**

To seek Council's endorsement of the DRAFT Memorandum of Understanding (MoU) between Leeton Shire Council and the NSW Police (Murrumbidgee Police District) and the adoption of the accompanying DRAFT Closed Circuit Television (CCTV) Code of Practice and Standard Operating Procedure (SOP).

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**RECOMMENDATION**

THAT Council:

1. Endorses the DRAFT Memorandum of Understanding (MoU) between Leeton Shire Council and NSW Police (Murrumbidgee Police District) for the operation and management of the Leeton CCTV system.
  2. Adopts the DRAFT CCTV Code of Practice and Standard Operating Procedure (SOP) as the governing framework for the operation of the CCTV system.
  3. Authorises the General Manager to execute the MoU on behalf of Leeton Shire Council.
- 

**REPORT**

**(a) Background**

The Council's CCTV system is a vital tool in crime prevention and enhancing community safety within the Leeton Local Government Area (LGA). The CCTV system aims to deter criminal activity, assist in law enforcement investigations, and improve public perceptions of safety.

A DRAFT Memorandum of Understanding (MoU) (**Attachment 1**) has also been created to formalise the roles and responsibilities of both Leeton Shire Council and NSW Police.

In collaboration with the NSW Police, a DRAFT Code of Practice and Standard Operating Procedure (SOP) (**Attachment 2**) have been developed to establish a framework for the lawful and ethical use of the system.

## (b) Discussion

### **Memorandum of Understanding (MoU) (Attachment 1)**

The MoU outlines the shared responsibilities of the Council and NSW Police in the implementation and operation of the CCTV system.

Key provisions include:

- Ownership and maintenance of the CCTV system by Council.
- Access to CCTV footage by NSW Police for lawful purposes.
- Commitment to privacy principles under the *Privacy and Personal Information Protection Act 1998 (NSW)*.
- Joint responsibilities in training, auditing, and evaluating the system's effectiveness.

The MoU ensures a structured partnership, facilitating effective crime prevention and public safety outcomes while safeguarding individual privacy.

### **Code of Practice and Standard Operating Procedure (SOP) (Attachment 2)**

The CCTV Code of Practice and SOP provide the operational framework for the system, including:

- Objectives: To reduce crime, improve community safety, and support police investigations.
- Responsibilities: Clear roles for Council staff and authorised NSW Police officers.
- Privacy Protections: Safeguards to ensure data is accessed and used lawfully and securely.
- Monitoring and optional Auditing: Routine audits to ensure compliance with the Code and SOP.
- Provision of a CCTV live monitoring station at the Leeton Police Station, enabling police to monitor and retrieve footage independently, reducing the demand on Council's IT resources.

The documents align with legal obligations, including the *Privacy and Personal Information Protection Act 1998* and the *Security Industry Act 1997*, ensuring transparency and accountability in CCTV operations.

## (c) Options

THAT Council:

1. Endorses the DRAFT Memorandum of Understanding (MoU) MoU and adopts the DRAFT CCTV Code of Practice and Standard Operating Procedure. ***This is the recommended option.***
2. Requests amendments to the DRAFT Memorandum of Understanding (MoU) MoU and adopts the DRAFT CCTV Code of Practice and Standard Operating Procedure and defers endorsement until these changes are made.
3. Declines to endorse the DRAFT Memorandum of Understanding (MoU) MoU and adopts the DRAFT CCTV Code of Practice and Standard Operating Procedure at this time, providing reasons for the rejection.

## **IMPLICATIONS TO BE ADDRESSED**

### **(a) Financial**

The implementation and maintenance of the CCTV system, including training are accommodated within the existing budget.

### **(b) Policy**

This proposal aligns with Council's Community Strategic Plan (CSP) priorities for safety and security within the Leeton LGA.

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

*Privacy and Personal Information Protection Act 1998*  
*Surveillance Devices Act 2007*  
*Security Industry Act 1997*

### **(d) Risk**

Adopting a structured framework mitigates risks associated with unauthorised access, privacy breaches, and misuse of the CCTV system.

## **CONSULTATION**

### **(a) External**

NSW Police (Inspector Clarke, Murrumbidgee Police District)

### **(b) Internal**

Senior Management Team

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

1. Community Services and Community Development  
1.3 Provide CCTV and free Wi-Fi services in the CBD of Leeton and in all major Council Facilities

1. Community Development and Community Services  
1.3 Provide CCTV and free WiFi services  
1.3.2 Maintain and enhance a CCTV network to promote community safety.

## **ATTACHMENTS**

1. DRAFT - NEW - CCTV Memorandum of Understanding [8.2.4.1 - 6 pages]
2. DRAFT - New - CCTV Code of Practice and Standard Operating Procedure [8.2.4.2 - 16 pages]



LEETON  
SHIRE COUNCIL

**DRAFT (NEW)**

## **MEMORANDUM OF UNDERSTANDING**

Closed Circuit Television (CCTV)

December 2024

Leeton Shire Council

and

NSW Police (MURRUMBIDGEE POLICE DISTRICT)



## DOCUMENT CONTROL

<b>RESPONSIBLE OFFICER:</b>	Manager Information Technology and Operational Technology				
<b>REVIEWED BY:</b>	Director Corporate/ CFO and Senior Management Team (SMT)				
<b>LINK TO CSP/DELIVERY PROGRAM/OPERATIONAL PLAN:</b>	Sc 1.2: Take action to safeguard public health and safety DP 1.3: Provide CCTV (...) services in the CBD of Leeton and in all major Council facilities OP: 1.3.2 Maintain and enhance a CCTV network to promote community safety.				
<b>DATE ADOPTED:</b>	TBC				
<b>ADOPTED BY:</b>	Council				
<b>RESOLUTION NO: (IF RELEVANT):</b>	TBC				
<b>FOR PUBLICATION:</b>	<input type="checkbox"/> INTRANET <input type="checkbox"/> COUNCIL WEBSITE <input checked="" type="checkbox"/> BOTH				
<b>REVIEW DUE DATE:</b>	January 2029				
<b>REVISION NUMBER:</b>	New				
<b>PREVIOUS VERSIONS:</b>	<b>DATE</b>	<b>DESCRIPTION OF AMENDMENTS</b>	<b>AUTHOR/ EDITOR</b>	<b>REVIEW/ SIGN OFF</b>	<b>MINUTE NO (IF RELEVANT)</b>
1.0	January 2025	New Policy	Manager IC & OT	Council	TBC

## REVIEW OF THIS DOCUMENT

This document will be reviewed, in consultation with the police, every 4 years or as required in the event of legislative changes.

Any major amendments to the manual must be made by way of a Council Resolution or the approval of the General Manager. Minor amendments, such as corrections to spelling, changes to wording for improved clarity and formatting, may be made without approval from the Council or the General Manager.

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## 1. Parties

1. **LEETON SHIRE COUNCIL** of 23-25 Chelmsford Place Leeton, NSW 2680 ("**the Council**")  
 and
2. **NSW POLICE FORCE (MURRUMBIDGEE POLICE DISTRICT )** of Leeton, NSW 2680 ("**the Police**").

## 2. Background

1. It is recognised that the threat of crimes against person/s and other serious criminal offences such as stealing, break and enter and other anti-social behaviour are important factors in any public perception about the safety of the Leeton Shire Central Business District (CBD).
2. In an effort to address these issues, Council has committed funds and will apply for funds from the Federal and State Governments and to implement a CCTV system in the Leeton CBD.
3. The development of this CCTV Project has been conducted with the full support and encouragement of the Police.
4. The respective responsibilities of the Police and Council are established in the Code of Practice.
5. The Police agree to work with Council in the implementation and ongoing work of the CCTV Project.
6. The Council has a responsibility for the wellbeing of the Leeton Local Government Area.
7. The Police has a responsibility for combating crime in the Leeton community.
8. This MOU is intended to demonstrate a mutual understanding of the management and implementation of the CCTV Project.
9. In entering into this Memorandum of Understanding, the parties acknowledge their respective obligations under the *Privacy and Personal Information Protection Act 1998* (NSW).

## 3. Glossary of Terms

Term	Definition
<b>Authorised Person</b>	A police officer authorised by the Police to access the Monitoring Equipment and approve an application to Council for a copy of Recorded
<b>CBD</b>	Central Business District
<b>CCTV</b>	Closed Circuit Television
<b>Code</b>	The Code of Practice developed by Council and attached to the Memorandum of Understanding as Attachment 1.
<b>Image Recording Equipment</b>	The computer that records and stores all footage recorded by the Closed-Circuit Television cameras
<b>Monitoring Equipment</b>	The monitor and computer from which live footage and Recorded Material can be viewed
<b>MOU</b>	The Memorandum of Understanding between Council and the Police
<b>Recorded Material</b>	The footage recorded by the Closed-Circuit Television cameras.

<b>Register of Authorised Persons</b>	The register maintained by the police in accordance with the Standard Operating Procedure.
<b>SOP</b>	The Standard Operating Procedures attached to the Code

## 4. Terms of the MOU

### 4.1. Roles and Responsibilities

4.1.1. Both Parties agree to abide by the CCTV Code of Practice and CCTV Standard Operating Procedure (SOP).

4.1.2. **The Parties acknowledge that Council:**

- **Ownership and Responsibility:**
  - Is the owner of the CCTV Project.
  - Retains ownership of and copyright in all equipment, recorded material, photographs, and documentation pertaining to the CCTV Project.
  - Will install, maintain, and replace (when required) the monitoring equipment and image recording equipment.
  - Will retain ultimate responsibility for the administration and oversight of the CCTV Project in accordance with the Code and SOP.
- **Access and Costs:**
  - Will provide authorised Police officers with access to recorded material as per the Code and SOP, ensuring appropriate safeguards and auditing processes are in place.
  - Will meet the costs of processing requests for access to copies of recorded material stored on the image recording equipment by the Police.
- **Maintenance and Emergencies:**
  - Will have a technician available to access the image recording equipment after hours in times of an emergency.
  - Will endeavour to process routine requests for access to recorded material for the Police within 48 hours of receiving the request.
- **Training and Monitoring:**
  - Will provide training to the Police in the operation of the monitoring equipment, as well as appropriate protocols for accessing and using recorded material.
  - Will conduct routine audits of access to recorded material and monitoring equipment to ensure compliance with the Code, SOP, and Security Industry Act 1997.

4.1.3. **The Parties acknowledge that the Police will:**

- **Monitoring and Access:**
  - May choose to intermittently monitor the CCTV live footage shown on the monitoring equipment as required in accordance with the Code and SOP.
  - Have access to recorded material under authorised circumstances and as agreed with the Council in accordance with the Code and SOP.
- **Requests for Access:**
  - Submit formal requests to Council for access to copies of recorded material, except where immediate access is authorised as per the Code and SOP.
  - Take all necessary care in using the monitoring equipment and recorded material and will be responsible for repairing damage caused by negligent use of that equipment.

- **Incident Response:**
  - Respond to incidents identified on the monitoring equipment to the extent that its resources and priorities allow.
- **Compliance and Oversight:**
  - Ensure that every authorised person listed in the Register of Authorised Persons is aware of and agrees to abide by the Code, MOU, and SOP.
  - Not authorise or allow any of its officers to remove any data or photograph, operate any monitoring equipment, or access recorded material without proper authorisation as outlined in the Code and SOP.
  - Advise Council of any change in existing arrangements for Police contact with and use of the CCTV Project. Any such changes will amount to a major change to the Code and must be agreed upon before implementation.
- **Collaboration and Reporting:**
  - Work with Council in the implementation and ongoing work of the CCTV Project.
  - Provide Council, upon request, with crime statistics for the Leeton Local Government Area to enable monitoring, evaluation, and auditing of the CCTV Project.
- **Ethics and Conduct:**
  - Abide by the NSW Police Force Code of Conduct and Ethics in relation to their involvement with the CCTV Project.
  - Ensure all officers accessing or utilising recorded material do so strictly within the bounds of the agreed Code, MOU, and SOP.

## 4.2. Complaints

- 4.2.1 The Police will direct all of its complaints about the CCTV Project to the General Manager of Council.
- 4.2.2 Council will direct all of its complaints (non-public) about the CCTV Project that relate to the Police to the Local Area Commander.

## 4.3. General

- 4.3.1 The MOU is not to be construed as creating legally enforceable contractual obligations nor any relationship or partnership as defined in the *Partnership Act 1892* (NSW)
- 4.3.2 The parties expressly acknowledge that this MOU:
- This MOU does not constitute legislation and does not create any statutory obligations.
  - This MOU is not a legal instrument and does not override or replace any existing legislation.
  - This MOU is a cooperative agreement and is not intended to have legislative effect.
  - Nothing in this MOU shall be interpreted as creating statutory obligations or altering legislative requirements.
  - does not derogate or otherwise affect the parties' obligations under the *Privacy and Personal Information Protection Act 1998* (NSW)
  - Cannot override any provision in legislation that is inconsistent with this MOU or any attachment thereto.



LEETON  
SHIRE COUNCIL

**DRAFT (NEW)**

**CCTV CODE OF PRACTICE AND  
STANDARD OPERATING  
PROCEDURE**

January 2025

## DOCUMENT CONTROL

<b>RESPONSIBLE OFFICER:</b>	Manager Information Technology and Operational Technology				
<b>REVIEWED BY:</b>	Director Corporate/ CFO and Senior Management Team (SMT)				
<b>LINK TO CSP/DELIVERY PROGRAM/OPERATIONAL PLAN:</b>	Administration through Information and Communication Technology (ICT)				
<b>DATE ADOPTED:</b>	TBC				
<b>ADOPTED BY:</b>	Council				
<b>RESOLUTION NO: (IF RELEVANT):</b>	TBC				
<b>FOR PUBLICATION:</b>	<input type="checkbox"/> INTRANET <input type="checkbox"/> COUNCIL WEBSITE <input type="checkbox"/> BOTH				
<b>REVIEW DUE DATE:</b>	January 2029				
<b>REVISION NUMBER:</b>	New				
<b>PREVIOUS VERSIONS:</b>	<b>DATE</b>	<b>DESCRIPTION OF AMENDMENTS</b>	<b>AUTHOR/EDITOR</b>	<b>REVIEW/SIGN OFF</b>	<b>MINUTE NO (IF RELEVANT)</b>
1.0	January 2025	New Policy	Manager IC & OT	Council	TBC

## REVIEW OF THIS DOCUMENT

This document will be reviewed every 4 years or as required in the event of legislative changes.

Any major amendments to the document must be made by way of a Council Resolution or the approval of the General Manager. Minor amendments, such as corrections to spelling, changes to wording for improved clarity, formatting and updates to the Appendixes, may be made without approval from the Council or the General Manager.

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## 1. Purpose

The purpose of this Code of Practice and Standard Operating Procedure (Code) is to outline the basic standards under which Closed Circuit Television (CCTV) will be operated by Council. Further, it will give instructions on all aspects of the operation of CCTV and guide the roles and responsibilities of the various stakeholders, to ensure the effective, appropriate and lawful use of CCTV by Council in public areas, designated workplaces and Council buildings across the Leeton Local Government Area (LGA).

## 2. Scope

This Code relates to CCTV surveillance system used and operated by Council and applies to all Council Officers and to both sworn and unsworn officers of the NSW Police.

All references to CCTV cameras in this Code refer only to cameras operated and monitored by or on behalf of Council. This includes the fixed and portable cameras that make up the closed circuit as well as some portable cameras that are not part of the closed circuit. Handheld devices that might also be used for surveillance, such as smart phones, tablet computers and dash cams are not included in this Code.

Any CCTV cameras installed by tenants and licensees of Council land or buildings lie outside the scope of this Code.

Workplace surveillance cameras and video surveillance of Council employees, Councillors, volunteers and contractors in the workplace is not dealt with in this Code. Workplace surveillance is dealt with in Council's Workplace Surveillance Policy.

## 3. Objectives

The objective of this Code of Practice and Standard Operating Procedure is to ensure the effective, appropriate and lawful use of CCTV by Council in public areas, designated workplaces and Council buildings across the Leeton Local Government Area (LGA).

The objective of the installation and operation of a CCTV surveillance system in Leeton is to:

- provide an effective means by which to prevent and reduce crime in the monitored area (particularly street crime – eg vandalism and graffiti) via an increased fear of detection and apprehension on the part of offenders
- improve the public's general feeling of safety and security with regard to the area being monitored
- provide accurate identification of offenders and events
- assist police in securing convictions.

## 4. Definitions

**Council Officers** (also known as Public Officials) includes full-time, part-time and casual staff members (whether they are permanent or temporary employees) and contractors.

**Authorised Council Officer** means a Council Officer who has been granted delegated authority by the General Manager to undertake certain functions of Council.

**Closed Circuit Television (CCTV)** is a television system that transmits images on a 'closed loop' basis, where images are only available to those directly connected to the transmission system. The CCTV system consists of cameras, monitors, recorders, interconnecting hardware and support infrastructure, and may be fixed or portable.

**Code** is this Code of Practice and Standard Operating Procedure.

**Control Room** is the room in the Council Administration Building in which the CCTV cameras are accessed.

**Dummy camera** means equipment or housing that resembles or gives the illusion of a CCTV camera being in existence, without a CCTV camera being in operation.

**Image recording equipment** means the electronic equipment that records and stores all footage recorded by the CCTV camera(s).

**Image recording point** means the area of the Council where the video monitoring equipment is located and secured.

**Leeton CBD** means the area including Pine Avenue, the Roxy Roundabout and the Multipurpose Centre.

**Leeton Sport and Recreation Precinct** means the Skate Park and surrounding area including Apex Park, the Visitor Information Centre, the Coach Terminal, town ovals and the Leeton Regional Aquatic Centre.

**Leeton Library** means the internal area of the Leeton Major Dooley Library.

**Licensed** means holding an appropriate license under the *Security Industry Act 1997* to undertake activities associated with CCTV.

**Monitoring equipment** is the electronic equipment that live footage and recorded material may be viewed from. This equipment is located in the Control Room.

**Monitoring Point (Admin)** means the area of the Council Administration Building where the monitoring equipment is located.

**Memorandum of Understanding (MoU)** means the documented agreement between Council and Police in accordance with the Code.

**Police** means the NSW Police Force.

**Portable Camera** means a camera that is not part of a closed circuit and whose location may change from time to time as operationally required.

**Public Place** is defined from the Local Government Act 1993 and refers to public reserves, public bathing reserves, public baths or swimming pools, public roads, public bridges, with the addition of public transport and car parks.

**Recorded Material** means the footage recorded by the CCTV cameras.

**Register of Access to CCTV Footage** is the register maintained by Council detailing the circumstance under which CCTV is accessed. The register will be part of the Element Org System.

**Video surveillance** is defined as surveillance by a CCTV system for direct visual monitoring and/or recording of activities on premises or in a place. In Council's case, the video surveillance system also includes mobile cameras.

## 5. Key Principles

This Code is based on ten (10) key principles which address issues relating to privacy, fairness, public confidence and support, managerial efficiency and effectiveness, and police involvement in public area CCTV. These are:

<b>Principle 1</b>	CCTV will be operated fairly, within applicable law, and only for the purposes for which it has been established or which are subsequently agreed upon in accordance with this Code.
<b>Principle 2</b>	CCTV will not limit the privacy and civil liberties of individual members of the public, including the right of freedom of religious and political expression and assembly.
<b>Principle 3</b>	Council has primary responsibility for the maintenance, management and security of CCTV, and the protection of the interests of the public in relation to CCTV.
<b>Principle 4</b>	The Police are a partner to CCTV in the Leeton CBD and agree to act in accordance with the Code.
<b>Principle 5</b>	The public will be provided with clear and easily accessible information in relation to the operation of CCTV.
<b>Principle 6</b>	Regular review and evaluation of CCTV will be undertaken to identify whether the purposes and objectives of CCTV are being achieved.
<b>Principle 7</b>	Information recorded will be accurate, relevant and not exceed that necessary to fulfil the purposes of CCTV.
<b>Principle 8</b>	Recorded Material will be retained for 90 days unless it is required for Law Enforcement purposes or other lawful requirements.
<b>Principle 9</b>	Access to Recorded Material will only be provided in accordance with purposes provided by this Code.
<b>Principle 10</b>	All contact between Council and Police in relation to CCTV will be conducted strictly in accordance with the Code.

## 6. Legislation and Supporting Documents

- *Government Information (Public Access) Act 2009 (GIPA Act)*
- NSW Department of Justice (2014). *NSW Government policy statement and guidelines for the establishment and implementation of closed circuit television (CCTV) in public places*
- *Privacy and Personal Information Protection Act 1998 (PPIPA)*
- *Security Industry Act 1997*
- *Workplace Surveillance Act 2005*
- Council's adopted Code of Conduct
- Council's Privacy Management Plan
- Council's Complaints Handling Policy

## 7. Ownership of the CCTV system

Council is the owner of the CCTV system. The Council also owns the copyright of all documentation and other material related to CCTV within the Leeton LGA.

## 8. Responsibilities

A MoU in relation to the CCTV Project has been agreed to by both Council and Police. The MoU outlines the respective roles of both parties.

### 8.1 Responsibilities of Council

Council will be responsible for:

- financing the implementation and ongoing costs of CCTV,
- developing, implementing and monitoring the auditing procedures for the implementation of CCTV as a crime prevention strategy,
- developing and implementing an effective complaints-handling mechanism,
- monitoring the effectiveness of CCTV as part of a crime prevention strategy,
- developing, in consultation with other key stakeholders and the CCTV Committee, a Code of Practice and Standard Operating Procedures with other agencies in relation to their roles in the CCTV program,
- selecting personnel to install and operate CCTV,
- providing training to staff involved in operating and working with the CCTV program,
- ensuring that all relevant parties comply with the Code of Practice and Standard Operating Procedures,
- finalising specifications and Standard Operating Procedures in conjunction with personnel selected to install and operate CCTV.

### 8.2 Responsibilities of Police

The Police are a partner to the CCTV Project in the Leeton CBD. They will be responsible for:

- providing information for and advice on the crime assessment,
- participating in the Community Safety and/or CCTV Committee,
- working with Council to develop the Codes of Practice governing the conduct of the CCTV program,
- developing, in consultation with Council, the Standard Operating Procedures between police and Council in relation to their respective roles in the program,
- training local police in their responsibilities in relation to the CCTV program as set out in the Code of Practice and NSW Police Service Standard Operating Procedures,
- ensuring compliance with the Code of Practice and NSW Police Service Standard Operating Procedures,
- participating in the evaluation and monitoring processes for the CCTV program,
- determining the appropriate level and priority of responses required to incidents identified by the CCTV cameras, according to available resources and existing priorities.

## 9. CCTV Network Description

### Cameras

CCTV in Council facilities – including the Leeton CBD and Leeton Skatepark – corporate cameras connected to the Council Administration Building which can be viewed as required.

No sound will be recorded in public places and dummy cameras will not be used.

The technology will be reviewed to ensure the equipment is fit for the purpose of CCTV.

### Camera Location and Purpose

The location of the cameras making up Council's CCTV surveillance system has been guided by crime statistics and discussions with police and the objectives of the CCTV. As well as environmental factors, camera positions take into account the locations of:

- Identified crime hotspots.
- ATMs and banking institutions.
- Licensed premises.
- Key entry and exit points to the town or high-traffic intersections: Installing cameras at major entry and exit roads can provide valuable information for tracking vehicle movements into and out of the area. This is particularly helpful in aiding police investigations involving stolen vehicles, persons of interest, or vehicles involved in offences outside the town.
- Strategic placement at intersections or roadways leading to industrial zones or isolated areas can also enhance coverage. bus stops, taxi ranks and car parks.
- Community facilities.
- Places (including parks and playgrounds) are frequented by potentially at-risk groups such as the elderly and young people.

Other CCTV cameras, generally fixed cameras, have been installed in or on Council assets such as the Leeton Shire Major Dooley Library and Leeton Landfill.

The location and purpose of CCTV cameras for each of the cameras in the Leeton Shire CCTV network is shown in **Appendix 1**.

In locating and directing cameras, all efforts have been taken to avoid the inclusion of private property within the camera view of the monitored area. CCTV cameras are positioned so that no

private property is filmed (unless it is not reasonably practicable to avoid filming the other land when filming the public space).

Cameras will not be used to look into adjacent or nearby premises or buildings, unless it is explicitly for the purpose of following (in real time) participants in crime, which originated in a public place. Any misuse is to be treated as a breach of this Code and subject to disciplinary action by the respective partners to this Code.

It is acknowledged that CCTV cameras installed in public places and as part of Council infrastructure may also capture Council Officers performing work tasks. CCTV that is subject to this Code is not designed to intentionally provide workplace surveillance. Where the purpose is to provide workplace surveillance, Council's Workplace Surveillance Procedure must be complied with.

Camera locations will be reviewed as operationally required and, where necessary, consultation may be undertaken with Police and other stakeholders.

The cameras will operate on a 24-hour basis. Council will make commercially reasonable attempts to maintain the continuous operation of CCTV.

## **The Control Room, Monitoring Points, Image Recording Points**

### **The Control Room**

Council has a Control Room located at the Council Administration Building at 23-25 Chelmsford Place Leeton. The Control Room contains the Monitoring Equipment and Monitoring point.

### **Monitoring points**

In addition to the Monitoring Point (Admin), a live monitoring point will be installed at the police station located at 24 Oak St, Leeton NSW 2705. Authorised police officers may intermittently monitor the CCTV footage as needed.

Monitoring Equipment at both Monitoring Points is used to review CCTV footage by authorised Council Officers and police officers as the need arises and is not actively monitored.

All Monitoring Equipment is located in areas that are not accessible to the public.

Access to the Monitoring Points is restricted to authorised Council Officers and police officers, and is protected from unauthorised access by way of username and password.

Only authorised Council Officers and police officers will be able to control and operate the cameras, and this will be undertaken in accordance with the purposes of CCTV outlined in this Code.

Operators of camera equipment will act in accordance with the highest standard of probity. Council Officers and police officers are reminded of their obligations under the Council Code of Conduct. Camera operators must be appropriately licensed as required under the Security Industry Act 1997.

Authorised Council Officers and police officers with access to the Monitoring Points and Image Recording Point will be made aware that the Recorded Material and access to the same are

subject to routine audit by Council, and they may be required to justify their access to Recorded Material.

#### **Leeton CBD**

The equipment is secured and located at the Image Recording Point:

1. Image Recording Equipment is located in an area that is secured from unauthorised access.
2. Monitoring Equipment is located in an area that is not accessible by the public.

Access to the Image Recording Point and Monitoring Point is restricted to only Authorised Council Officers, and the Image Recording Point and Monitoring Point (Police) is protected from unauthorised access.

#### **Leeton Library**

Council has a Control Area located at the Leeton Library at the staff counter. Library staff are able to monitor the live stream of footage but do not have access to the recording equipment. Recorded footage is obtained by from the Monitoring Equipment by authorised Council Officers.

Images from cameras at the Leeton Library are transmitted to a live observation monitor which can be viewed and monitored by authorised Council Officers. The Monitoring Equipment at the Monitoring Point provides authorised Council Officers with the ability to review Recorded Material for a period of 90 days.

#### **Leeton CBD**

The CCTV network in the Leeton CBD incorporates cameras connected to the Council main office building.

Images from Leeton CBD cameras are transmitted to a server Monitoring Point which can be viewed by IT Staff. The Monitoring Equipment at the Monitoring Point provides Council with the ability to review Recorded Material for a period of 90 days

#### **Leeton Sport and Recreation Precinct**

Images from cameras at the Leeton Skatepark are transmitted to a server at the Monitoring Point which can be viewed and monitored by authorised Council Officers. The Monitoring Equipment at the Monitoring Point provides authorised Council Officers with the ability to review Recorded Material for a period of 90 days.

#### **CCTV Information and Signage**

Clear and visible signage informing the public of the existence of CCTV cameras will be displayed at each main access point to areas where cameras are in operation and that the members of the public are entitled to use.

These signs will:

- be distinctive, located in areas with good lighting, placed within normal eyesight range, and large enough that any text message can be easily read,
- inform the public that cameras are continuously recording over a 24-hour period,
- provide information about the size/extent of the area being recorded,
- describe the primary purpose for which information is being collected,
- identify Council as the owner and operator of the system,
- identify any partners to the system that will have access to the Recorded Material,
- provide contact information for inquiries and complaints relating to the CCTV program.

This Code of Practice will be published on Council's website along with other information on the CCTV program and the availability of the Code will be publicised in connection with any publicity arranged for CCTV.

A copy of Council's privacy policy will be made available to the public. The availability of the Privacy Notification will be publicised in connection with any publicity arranged for CCTV

## 10. Confidentiality

Information obtained using CCTV must be held in the strictest confidence. Council Officers involved in any aspect of CCTV will not disclose to any person or third party organisation, unless otherwise lawfully directed to do so, any information about any images which they observed generated by the CCTV cameras.

Council Officers are reminded of their obligations under the Council Code of Conduct.

## 11. Access to and Use of Recorded Material by Council and Police

### Access to and Use of Recorded Material by Council and Police

Law enforcement agencies may seek access to the Council-operated CCTV system for any lawful and permitted purpose. Council may provide the NSW Police Force with the ability to livestream footage from any externally facing cameras. Requests for access to recorded data must comply with the procedures outlined in this Code of Practice and the associated Standard Operating Procedures.

Requests to access recorded footage from internal cameras will only be considered upon special request to Council.

### Police Access to Recorded Material

Police are authorised to retrieve Recorded Material directly under the following conditions:

- Approval Process:
  - A police shift supervisor must approve all retrieval requests, confirming they are lawful and related to the prevention, detection, or investigation of a criminal offence.



- The request must be documented on the *CCTV Footage Retrieval and Approval Form* a Digital form located on Element Org. This form places an entry into the CCTV Request register
- Notification:
  - Police must submit a *CCTV Footage Retrieval and Approval Form* within 48 hours of accessing or retrieving footage.
- Auditing and Compliance:
  - Council will retain oversight and may conduct audits of police retrieval actions to ensure compliance with this Code.

#### **Access Conditions**

Access to the data captured by the CCTV Program is only permissible for a lawful purpose by:

- An authorised Council officer; or
- A law enforcement agency, specifically for purposes related to the prevention, detection, or investigation of a criminal offence.

#### **General Principles for Access**

Access to and use of Recorded Material must:

- Be compliant with law enforcement functions;
- Be necessary for the purpose of legal proceedings or other lawful requirements; and
- Be documented and registered for auditing purposes.

#### **Prohibitions**

- Recorded Material will not be sold or used for commercial purposes or entertainment.
- Display of Recorded Material to the public (e.g., by the LAC Crime Management Unit or Police Public Affairs Branch) is permissible only where there is a demonstrated overriding public interest or as required by law.
- Police officers are prohibited from removing or sharing copies of Recorded Material unless it is in accordance with this Code.

#### **Confidentiality and Data Security**

Council will implement appropriate security measures to protect Recorded Material from unauthorised access, alteration, disclosure, or destruction. Any unauthorised access or breaches must be reported and investigated promptly.

## **12. Storage of Recorded Material**

All Recorded Material will be retained for a minimum of 90 days unless required for:

- Crime investigation;
- Legal proceedings; or
- Other lawful obligations.

### 13. Breaches of this Code

Council is responsible for ensuring compliance with this Code. Council is required to investigate any alleged breach of this Code. If a breach is found to have occurred, Council will remedy that breach to the extent possible under this Code and appropriate action will be taken.

Complaints in relation to any aspect of the management of CCTV may be made in writing to:

The General Manager  
Council  
23-25 Chelmsford Place  
LEETON NSW 2705  
Email: [council@leeton.nsw.gov.au](mailto:council@leeton.nsw.gov.au)  
Telephone: (02) 6953 0911

The General Manager will inform the Audit Committee in writing of the nature of any complaint received.

A copy of Council's Complaints Handling Policy can be obtained from Council.

Privacy complaints in relation to CCTV may be made to Council in accordance with Council's Privacy Management Plan. A copy of the Privacy Management Plan can be obtained from Council.

Privacy complaints in relation to CCTV may also be made to the NSW Privacy Commissioner. The *Privacy and Personal Information Protection Act 1998* (PIIP Act) authorises the NSW Privacy Commissioner to investigate complaints about alleged violations of privacy. Any member of the public is entitled to lodge a complaint with the NSW Privacy Commissioner through the Information and Privacy Commission (IPC).

The contact details of the IPC are:

Information and Privacy Commission  
GPO Box 7011  
Sydney NSW 2001  
Email: [ipcinfo@ipc.nsw.gov.au](mailto:ipcinfo@ipc.nsw.gov.au)  
Telephone: 1800 472 679

Council will cooperate with any complaint investigation undertaken by, or in association with, the IPC.

### 14. Changes to this Code

A minor change to this Code may be made with the agreement of the General Manager of Council. Minor changes will be advised to Councillors.

A minor amendment is a change to the existing document that is of an insubstantial nature, not affecting the meaning or intent of CCTV or this Code.

Amendments that are minor in nature include, but are not limited to, the following:

- Changes to the format;
- Changes to title or name of a position, Directorate, Group, Team, document, publication, address (including URL), or legislation referred to in the existing document;
- Correcting spelling or grammar;
- Editing for language consistency;
- Changes to those responsible for implementing the document as a result of an organisational restructure or realignment.

An example of a minor change is a change to the wording of a particular section of this Code where its meaning might otherwise be ambiguous.

A major change to this Code can only be made after consultation with relevant stakeholders and upon the agreement of Council. Major changes must consider any requirements of the MoU.

A major change is any change that will have significant impact upon the operation of CCTV or this Code. An example of a major change is a change to the purposes of the system or a proposal to install further permanent cameras.

The consideration and/or introduction of any major change to CCTV or to this Code will be included in the evaluation report detailed in part 13 of this Code.

## 15. Standard Operating Procedure

### 15.1. Monitoring Equipment Usage

Both NSW Police and Council will have a Monitoring Point to allow footage to be viewed live. The Monitoring Equipment for Council will be located at the Monitoring Point in the main council offices at 23-25 Chelmsford Place, and the Monitoring Point for NSW Police will be located at the Police Station on Oak Street, Leeton.

The Monitoring Equipment must be positioned to ensure it is not visible to the public.

The Monitoring Equipment will be used strictly for the objectives detailed in Part 6 of this Code.

### 15.2. Image Recording Equipment Usage

The Image Recording Equipment will be located at the Image Recording Point.

The Image Recording Equipment will be operated by authorised Council Officers and officers listed on the Register of Authorised Persons

### 15.3. Access to Recorded Material

Council will be solely responsible for allowing access to Recorded Material in accordance with this Code. Those Council Officers authorised to access, review and disclose Recorded Material will be detailed in the Delegations of Authority from General Manager to Staff.

Police will be required to apply to Council for any recorded images or notify council on occasions that Police have accessed recorded images.

Applications or notifications from may be completed using the *CCTV Footage Retrieval and Approval Form* or hand delivered.

Any application, by Police, for Recorded Images must be approved by an authorised Police Officer whose details are to appear on the Register of Authorised Persons. Which is a Digital Form located on Element Org where each submission adds to the register of Authorised Persons.

Each authorised person is to be aware of and agree to abide by the Code and MoU.

All authorised person details must be entered onto the Register of Authorised Persons. Council will provide a form for police to complete for officers to acknowledge reading of the code and MOU.

The Register of Authorised Persons may be used to undertake audits and reviews to ensure proper use is being made of the CCTV cameras.

## 16. Appendixes

### Appendix 1 - CCTV Camera Location and Purpose

Location	Camera Type	Purpose
Council Building and Car Park	Fixed	Crime prevention and security
Council Depot	Fixed	Crime prevention and security, and for operational requirements (such as ensuring boom gates are operating effectively)
Leeton CBD	Fixed	Crime prevention and security generally but, more specifically, to enhance community safety and security, both in real terms by reducing street crime, violence, and anti-social behaviour and through increased perception of safety in the community
Leeton Parks	Fixed	Crime prevention and security generally but, more specifically, to enhance community safety and security, both in real terms by reducing street crime, violence, and anti-social behaviour and through increased perception of safety in the community
Yanco Parks	Fixed	Crime prevention and security generally but, more specifically, to enhance community safety and security, both in real terms by reducing street crime, violence, and anti-social behaviour and through increased perception of safety in the community
Whitton Parks	Fixed	Crime prevention and security generally but, more specifically, to enhance community safety and security, both in real terms by reducing street crime, violence, and anti-social behaviour and through increased perception of safety in the community
Leeton Landfill and Whitton Transfer Station	Fixed	Crime prevention and security

Leeton Shire Major Dooley Library	Fixed	Crime prevention and security
Leeton Sport and Recreation Precinct	Fixed	Crime prevention and security generally but, more specifically, to enhance community safety and security, both in real terms by reducing street crime, violence, and anti-social behaviour and through increased perception of safety in the community
Water Filtration Plant	Fixed	Crime prevention and security
Sewer Treatment Plant	Fixed	Crime prevention and security
Portable Cameras	Mobile	Crime prevention, security and smart city functions such as vehicle counting.
Automatic Number Plate Recognition Camera's (ANPR) Key entry and exit points to the town or high-traffic intersections:	Fixed	Installing cameras at major entry and exit roads can provide valuable information for tracking vehicle movements into and out of the area. This is particularly helpful in aiding police investigations involving stolen vehicles, persons of interest, or vehicles involved in offences outside the town.
Roxy Theatre	Fixed	Crime prevention and security

**Item 8.2.5. QUARTERLY REPORT AND MINUTES - WHITTON TOWN IMPROVEMENT COMMITTEE (WTIC)**

**AUTHOR/S:** Manager Business Services

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

---

**SUMMARY/PURPOSE**

The purpose of this report is to provide Council with the minutes of the Whitton Town Improvement Committee meeting that was held on Monday 18 November 2024.

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

---

**RECOMMENDATION**

THAT Council receives for information the minutes of the Whitton Town Improvement Committee meeting held on Monday 18 November 2024.

---

**REPORT**

**(a) Background**

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

**(b) Discussion**

Whitton Town Improvement Committee's last meeting was held on Monday 18 November 2024.

Key discussion points/updates from the meeting included:

- Welcome to new Councillor representative Cr. Nicholas Wright.
- Terms of Reference for the Committee (TOR) and callout for new committee members to be undertaken during April 2025.
- Whitton-Murrumbidgee Public School P&C cleaning contract for the Whitton Memorial Park toilets.

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

**(c) Options**

Nil – this report is for information purposes only.

## **IMPLICATIONS TO BE ADDRESSED**

### **(a) Financial**

Increased cleaning costs for the public toilets will be accommodated for through the work order budget allocation for the cleaning of Whitton Memorial Park toilets.

### **(b) Policy**

Child Safe Policy  
Code of Conduct  
Code of Meeting Practice  
Procedures for the Administration of the Code of Conduct  
Public Interest Disclosures Policy  
Records Management Policy  
Revenue Policy (including fees and charges)  
Volunteer Handbook  
Volunteer Policy  
Whitton Town Improvement Committee – Terms of Reference  
Work Health and Safety Commitment Statement

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

*Local Government Act 1993*  
*Public Interest Disclosures Act 2022*  
*State Records Act 1998*

Local Government (General) Regulations 2021

### **(d) Risk**

As the Whitton Town Improvement Committee is an Action Committee of Council and manages its own financial account, there is a risk of limited financial oversight, potential non-compliance with regulations, and misalignment with Council policies. This could expose the Council to financial liability, reputational damage, and operational challenges if funds are mismanaged or projects are delayed.

This financial risk is deemed to be low as the finances are reported routinely at town improvement committee meetings and discussed in detail.

## **CONSULTATION**

### **(a) External**

Committee members

### **(b) Internal**

Manager WHS, QA & Risk  
Manager Governance, Corporate & Customer Service

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

1. Community Services and Community Development
  - 1.11 Facilitate town improvement planning in Whitton, Yanco and Wattle Hill, in collaboration with local residents.
  
1. Community Development and Community Services
  - 1.11 Facilitate town/village improvement planning
    - 1.11.2 Support the delivery of town improvement initiatives in Whitton (355 Committee)

**ATTACHMENTS**

1. Whitton Town Improvement Committee Meeting Minutes Monday 18 November 2024 [**8.2.5.1** - 1 page]



## WHITTON TOWN IMPROVEMENT COMMITTEE

Minutes of Meeting held at Whitton Hall on 18/11/2024

### Agenda- Next Meeting

- 1) Apologies
- 2a) Minutes of the previous meeting
- 2b) Business arising from those minutes.
- 3) Correspondence inward & outward
- 4) Update from Brent LSC
- 5) Peter Kenyon visit & his first collation of information.
- 6) Margaret- updated factual Whitton History
- 7) General Business
- 8) Date of Next Meeting Confirmation

### Meeting Commenced at 6.05pm

**Present:** Tracy Catlin, Lorraine Kefford, Brent Lawrence, Cr Nicholas Wright.

**Apologies:** Craig Kefford, Ron DeMamiel, Margaret Strong, Karosha Reddy, Cr Michael Kidd.

**Confirmation of Minutes** (Reading) of meeting held 24/06/2024

**Correspondence:**

### General Business/Matters Arising/Council Updates

- After welcoming new Councillor Nicholas Wright, (We also welcome Councillor Michael Kidd) we held a general discussion around Whitton as well as the various gains, issues, initiatives and items that have been dealt with via the WTIC since its inception. In the New Year we will put a call out for volunteers to form a new committee, to take us through the duration of the new council term. We will update the Terms of Reference and make a new plan to take us through to the next council elections
- P&C Toilet Cleaning Contract. P&C have been fulfilling this contract for around 9 years, after taking over from the Whitton Tidy Towns Committee. There was meant to be price increases at the rate of inflation. No increases were made or sought and the payments have remained the same for the entire period. Nicholas calculated the amount it would be now in line with the CPI. Going forward the invoices submitted for the quarterly payments will now be \$1214 after being \$933.59 for the last 9 years.

**Meeting Closed:** Meeting Dates have been set as the 3<sup>rd</sup> Monday of the month quarterly, 6pm.

**Next Meeting:** Monday March 17<sup>th</sup>, 6pm at Whitton Community Hall.

**Item 8.2.6. QUARTERLY REPORT AND MINUTES - YANCO TOWN IMPROVEMENT COMMITTEE (YTIC)**

**AUTHOR/S:** Manager Business Services

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

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**SUMMARY/PURPOSE**

The purpose of this report is to provide Council with the minutes of the Yanco Town Improvement Committee (YTIC) meetings held on 2 September 2024, 4 November 2024, 18 November 2024 and 2 December 2024.

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

---

**RECOMMENDATION**

THAT Council receives for information the minutes of the Yanco Town Improvement Committee meetings held on 2 September 2024, 4 November 2024, 18 November 2024 and 2 December 2024.

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**REPORT**

**(a) Background**

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

**(b) Discussion**

Key discussion points/updates from these meetings are as follows:

- **2024 Twilight Market Event** – the 2024 event was held on a Friday this year and whilst stall holder numbers were comparative with our usual Saturday evening timeslot, the crowd numbers were down. YTIC to consider delivering a different town activation event in 2025.
- **New Community Noticeboard** – YTIC have successfully installed a new community noticeboard in the Yanco Shop/Post Office. This has been well received by locals and is being utilised as it was intended, to promote events and services within the community.
- **Projects Funded by Yanco CWA** – all the projects funded from the proceeds of the sale of the old Yanco CWA building have been completed. Projects completed that were specific to the enhancement of McCaughey Park were

a new shade shelter and seating that overlooks the Yanco Splash Pad as well as a state-of-the-art exercise equipment in McCaughey Park. A new hydration state (for humans and dogs) was also installed just on the outskirts of Yanco on the Yanco to Leeton shared user path.

- **Community Outdoor Movie Night** - Tessa and Tracey Hamilton put forward the idea of a Community Outdoor Movie Night at Yanco Sportsground, with selected local food stalls asked to attend. The event to be held possibly in September (before daylight saving). Committee briefly discussed date options, being aware of other events that occur in September (i.e.- football finals etc) Councillor Maytom spoke of other outdoor movie nights she has attended. Committee asked to come up with two date options to present to our next meeting to be held in April 2025 as our March meeting date was postponed allowing for the facilitation of the Yanco Town Improvement Planning Workshop conducted by Peter Kenyon.

Copies of these minutes have been included (**Attachments 1 to 4**).

### (c) Options

Nil – this report is for information purposes only.

## IMPLICATIONS TO BE ADDRESSED

### (a) Financial

Nil – no budget funds have been allocated to Yanco Town Improvement Committee (YTIC).

### (b) Policy

Child Safe Policy  
Code of Conduct  
Code of Meeting Practice  
Procedures for the Administration of the Code of Conduct  
Public Interest Disclosures Policy  
Records Management Policy  
Revenue Policy (including fees and charges)  
Volunteer Handbook  
Volunteer Policy  
Whitton Town Improvement Committee – Terms of Reference  
Work Health and Safety Commitment Statement

### (c) Legislative/Statutory

*Local Government Act 1993*  
*Public Interest Disclosures Act 2022*  
*State Records Act 1998*

Local Government (General) Regulations 2021

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

As the Yanco Town Improvement Committee (YTIC) is an Action Committee of Council and manages its own financial account, there is a risk of limited financial oversight, potential non-compliance with regulations, and misalignment with Council policies. This could expose the Council to financial liability, reputational damage, and operational challenges if funds are mismanaged or projects are delayed.

This financial risk is deemed to be low as the finances are reported routinely at town improvement committee meetings and discussed in detail.

#### **CONSULTATION**

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

Committee members

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

Road Safety Officer  
Manager Open Space and Recreation

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

1. Community Services and Community Development
  - 1.11 Facilitate town improvement planning in Whitton, Yanco and Wattle Hill, in collaboration with local residents.
  
1. Community Development and Community Services
  - 1.11 Facilitate town/village improvement planning
    - 1.11.1 Support the delivery of town improvement initiatives in Yanco (Yanco Town Improvement Committee)

#### **ATTACHMENTS**

1. Yanco Town Improvement Committee Meeting Minutes 2nd September 2024  
**[8.2.6.1 - 2 pages]**
2. Yanco Town Improvement Committee Meeting Minutes 4 November 2024  
**[8.2.6.2 - 2 pages]**
3. Yanco Town Improvement Committee Meeting Minutes 18 November 2024  
**[8.2.6.3 - 2 pages]**
4. Yanco Town Improvement Committee Meeting Minutes 2 December 2024  
**[8.2.6.4 - 2 pages]**

## Minutes of Yanco Town Improvement Committee Meeting

DATE 2 September 2024

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MEETING COMMENCED 6.00PM

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CHAIRPERSON Tessa Hamilton

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### IN ATTENDANCE

Brent Lawrence, Helen Macarthur, Tessa Hamilton and Hugh Milvain

### APOLOGIES

Tracey Hamilton

### APPROVAL OF MINUTES

Minutes for the August 2024 meeting approved

Moved Brent Seconded Helen

### CORRESPONDENCE

IN

- Email from Pullens Honey Re: stall
- Email from The Community Grants Hub, they received YTIC acquittal forms

OUT

- Minutes of August 2024 meeting
- Email photo of CWA Hydration Station
- Emails to Pullens Honey and AlisSpuds

GENERAL BUSINESS

- 2024 Twilight Market –
  - Jumping Castle has been booked. One large castle booked at cost of \$450, but we need to supply supervisors
  - Debbie Hone has agreed to provide entertainment – have access to a generator for Debbie, thank you Helen.
  - Meg’s Face Painting has been booked.
  - Brent to organise chairs, stage, extra bins and road gang for closure and reopening of service road and McMahons bin.
  - Yanco School will be creating posters again this year.
  - Traffic Management Plan has been approved.
  - All Committee members to reach out to local food places for stalls
- Community Noticeboard
  - To be discussed at the next meeting
- Question raised about the possibility of a rubbish bin to be positioned on the walking/cycle track, on the Yanco side of Merungle Hill Rd. Brent to ask relevant Council department.

NEXT MEETING

Monday 14 October 2024 at Yanco Club. (Change of Date due to Long Weekend)

MEETING CLOSED 6.15pm

## Minutes of Yanco Town Improvement Committee Meeting

DATE	4 November 2024
MEETING COMMENCED	6.05PM
CHAIRPERSON	Tracey Hamilton

### IN ATTENDANCE

Brent Lawrence, Helen Macarthur, Tracey Hamilton, Tessa Hamilton, Annette Ashton, Hugh Milvain and Councillor Boston Edwards.

### APOLOGIES

Liz Mason and Councillor Krystal Maytom

### APPROVAL OF MINUTES

Minutes for the October 2024 meeting approved

Moved Hugh Seconded Helen

### CORRESPONDENCE

#### IN

- Emails from various stall holders requiring information on Twilight Market

#### OUT

- Minutes of October 2024 meeting
- Various emails to stall holders
- Email to Talia at Irrigator

### GENERAL BUSINESS

#### *2024 Twilight Market*

- List of stalls shown to meeting, 23 stalls to date.
- Brent confirmed availability of staging, chairs (to be collected by YTIC at a time to be decided) & bins. Tracey asked for the key to the toilet block and power box.
- Letters to residents affected by the service road closure will be delivered Friday 8<sup>th</sup> November 2024.
- Agreed by all that we have a "Donation Bucket at the entrance to our market.
- Agreed by all we conduct a raffle on the day, Annette has donated an Air Fryer as prize. Many thanks Annette.
- Roster organised for supervision of children on the jumping castle. Tracey has emailed Keeno's to confirm hire date, time and fee.
- Posters designed by children at Yanco Public School, were distributed to committee members to distribute. Many thanks YPS.

- Members are to put up our street Christmas decorations on Saturday 16<sup>th</sup> November at 9am. Decided to decorate the large metal circle, at present at the Yanco Club, for people at our Market to have a photo opportunity. Tracey has purchased outdoor Christmas bunting to be erected between the trees.
- Tracey will contact Yanco Bush Fire Brigade and Leeton VRA to see if they are willing to help with manpower on the day of the market.
- Talia from Irrigator has written an article on our 2024 Twilight Market, which is yet to be published in the Irrigator.

*Community Noticeboard*

Noticeboard has been purchased and will be erected by committee members, in Yanco Shop as soon as possible.

*Yanco CWA*

Tracey informed the committee, especially bringing Councillor Boston up to speed, that the first and second projects CWA are initiating from the funds from the sale of CWA's building are completed. The Hydration Station is up and running on the walking track opposite Maltman Rd. And the Exercise equipment is now functional in McCaughey Park. Photos were shown. Brent will ask relevant LSC staff about backfilling the cement slab on which the exercise equipment is placed as there is a big gap. The third project, a shade shelter, has commenced and updates will occur at future meetings.

**NEXT MEETING**

Monday 19th November 2024

MEETING CLOSED 6.45pm



## Minutes of Yanco Town Improvement Committee Meeting

DATE	18 November 2024
MEETING COMMENCED	6.05PM
CHAIRPERSON	Tracey Hamilton

### IN ATTENDANCE

Helen Macarthur, Tracey Hamilton, Tessa Hamilton, Annette Ashton and Liz Mason

### APOLOGIES

Brent Lawrence and Hugh Milvain

### APPROVAL OF MINUTES

Minutes for the 4 November 2024 meeting approved  
Moved Tessa Seconded Annette

### CORRESPONDENCE

#### IN

- Emails from various stall holders requiring information on Twilight Market

#### OUT

- Minutes of 4 November 2024 meeting
- Various emails to stall holders

### GENERAL BUSINESS

#### *2024 Twilight Market*

- List of stalls shown to meeting, 24 stalls to date, filling 40 sites
- All stall holders have been allocated sites
- Jumping castle, face painting and singer have all been confirmed.
- Leeton Lions are conducting ham raffle at 7pm, generator has been confirmed.
- Tracey will message Yanco RFS on Tuesday to confirm.
- Raffle tickets are being pre-sold at Yanco shop. Thank you, Liz.
- Liz was added to the roster organised for supervision of children on the jumping castle.
- Posters designed by children at Yanco Public School, were distributed to all Yanco residents by way of mail out from Post Office. Thank you, Liz
- Members and helpers installed our street Christmas decorations on Saturday 16<sup>th</sup> November.
- Run/Time sheet was given to all members at the meeting
- A survey form was developed to be given to each stall holder and collected on the night, to gauge how we are progressing.

- Brent will confirm times for staging to be delivered, sites to be marked out and delivery of extra bins. McMahons bin has also been organised by Brent.
- Tracey to email Brent to ask about spraying for mozzies.

*Community Noticeboard*

Noticeboard has been installed inside Yanco Shop and Liz informed the meeting that she is getting excellent feedback. A flyer informing Yanco residents of the new community noticeboard has been produced and Liz has offered to do a mailbox drop after the Twilight Market.

**NEXT MEETING**

*Monday 2 December 2024 - Twilight Market debrief.*

MEETING CLOSED 6.35pm

# Minutes of Yanco Town Improvement Committee Meeting

DATE	2 December 2024
MEETING COMMENCED	6.00PM
CHAIRPERSON	Tracey Hamilton

## IN ATTENDANCE

Helen Macarthur, Tracey Hamilton, Tessa Hamilton, Brent Lawrence, Hugh Milvain, Councillor Boston Edwards, Councillor Krystal Maytom, Loma Harrison and Trevor Harrison. *(Loma and Trevor have expressed an interest in joining YTIC)*

## APOLOGIES

Liz Mason

## APPROVAL OF MINUTES

Minutes for the 18 November meeting approved  
Moved Tessa Seconded Helen

## CORRESPONDENCE

### IN

- Emails from various stall holders requiring information and confirming attendance at
- 2024 Twilight Market

### OUT

- Minutes of 18 November 2024 meeting
- Various emails to stall holders with various information

## GENERAL BUSINESS

### *2024 Twilight Market Debrief*

- General consensus of committee was our 2024 Twilight Market was not as successful as in past years. Factors that could have contributed are:
  - Heat factor on the day.
  - Change of day, Saturday to Friday.
  - Overload of Market events in the Shire, including a large event scheduled for the following day.
  - General discussion on results of the YTIC Twilight Market survey that was issued to all participating stallholders. Favourable comments, with some good ideas to act on in future events.

- Tracey asked if the Committee would consider donating \$200 to Yanco RFS for their efforts at our Market. All agreed.
- Total income for YTIC from 2024 Twilight Market \$940.45 (which included a \$50.00 donation received from Yanco Shop, thank you Liz and Gordon)
- List of “Thank you’s “was compiled.
- Committee has decided to put the 2025 Twilight Market on hold and concentrate on another community event.

#### *Community Outdoor Movie Night*

Tessa and Tracey put forward the idea of a Community Outdoor Movie Night, with selected local food stalls asked to attend. The event to be held possibly in September (before daylight saving). Committee discussed date options, being aware of other events that occur in September. Councillor Maytom spoke of other outdoor movie nights she has attended. Committee asked to come up with two date options to present to our first meeting in March 2025.

- Possible locations being:
  - Yanco Sportsground – Brent is to check with Josh Clyne for the close off date for booking this site. Brent also spoke of the Community Strengthening Grant that we could possibly apply for, to help with the hire charge of the Sportsground and other fee subsidies that may be available.
  - McCaughey Park – Committee is well aware of the danger of the water with a large event and temp fencing was discussed.
  - Yanco Public School grounds
- Brent to speak with Tim at Council to check size of screen.

#### *Planning Workshops*

Brent spoke of LSC wanting to organise Planning Workshops with Peter Kenyon, possibly in March 2025. Workshops would be available for YTIC to encourage future thinking and achievable goals.

*Councillor Boston Edwards* thanked YTIC for their commitment over the past year. Received with thanks.

#### *Helen gave an update from Yanco Lions:*

- Catering van has been sold to Dubbo Lions Club
- Building has interested parties wanting to purchase.
- Funds from the sales will be distributed in the Yanco community.

*Brent spoke about possible façade upgrades* at Yanco and Whitton being investigated by Council. All agreed this would greatly enhance both towns.

#### NEXT MEETING

***Monday 3 March 2025***

MEETING CLOSED 6.45pm

**Item 8.2.7. QUARTERLY REPORT - WHITTON TOWN HALL COMMITTEE**

**AUTHOR/S:** Manager Business Services

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

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**SUMMARY/PURPOSE**

The purpose of this report is to advise Council that the Whitton Town Hall Committee was unable to meet in the last three (3) months due to the unavailability of committee members. As a result, the next Whitton Town Hall Committee Meeting has been rescheduled to Monday 7 April 2025 at 6:00pm.

---

**RECOMMENDATION**

THAT Council notes this report for information only.

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**REPORT**

**(a) Background**

The Whitton Community Hall Committee is scheduled to meet quarterly in accordance with its Section 355 Committee of Council requirements.

**(b) Discussion**

Due to the unavailability of Committee members, the quarterly meeting could not be held during the first three (3) months of 2025. As a result, the Committee members have agreed to hold the next Whitton Town Hall Committee Meeting on Monday 7 April 2025 at 6:00pm.

**(c) Options**

Nil - This report is for information only.

**IMPLICATIONS TO BE ADDRESSED**

**(a) Financial**

Whitton Town Hall Committee are reported routinely by the Treasurer at Committee meetings and are discussed in detail.

**(b) Policy**

Child Safe Policy  
Code of Conduct  
Code of Meeting Practice  
Procedures for the Administration of the Code of Conduct

Public Interest Disclosures Policy  
Records Management Policy  
Revenue Policy (including fees and charges)  
Volunteer Handbook  
Volunteer Policy  
Whitton Tall Hall Committee – Terms of Reference  
Work Health and Safety Commitment Statement

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

*Local Government Act 1993*  
*Public Interest Disclosures Act 2022*  
*State Records Act 1998*

Local Government (General) Regulations 2021

### **(d) Risk**

There is a low risk to Council of not holding a quarterly Whitton Town Hall Committee meeting due to the unavailability of Committee members is minimal, as any urgent matters can be addressed through alternative communication methods or rescheduled meetings without significantly impacting on the Committee's operations.

## **CONSULTATION**

### **(a) External**

Committee members

### **(b) Internal**

Manager Finance  
Manager Open Spaces & Recreation

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

1. Community Services and Community Development
  - 1.9 Provide halls for communities to meet, with the support of the local hall Committees in Whitton, Murrami and Yanco.
  
1. Community Development and Community Services
  - 1.9 Provide halls for communities to meet
    - 1.9.2 Provide access to Yanco, Murrami and Whitton Community Halls through Section 355 Committees

## **ATTACHMENTS**

Nil

**Item 8.2.8. MINUTES - YANCO TOWN HALL AND MARKET COMMITTEE - MEETINGS HELD ON 11 NOVEMBER 2024 & 9 DECEMBER 2024**

**AUTHOR/S:** Manager Business Services

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

---

**SUMMARY/PURPOSE**

The purpose of this report is to provide Council with the Minutes of the Yanco Community Hall and Market Committee meetings held on Monday 11 November 2024 and 9 December 2024.

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

---

**RECOMMENDATION**

THAT Council receives for information the Minutes of the Yanco Community Hall and Market Committee meetings held on 11 November 2024 and 9 December 2024.

---

**REPORT**

**(a) Background**

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

- Oversee the day-to-day operations of the Yanco Community Hall and Market as per the delegation issued by Leeton Shire Council.
- Promote optimum usage of the Yanco Community Hall.
- Care for and maintain the facility through responsible day-to-day management.

**(b) Discussion**

A full copy of the Minutes for the meetings held on 11 November 2024 (**Attachment 1**) and 9 December 2024 (**Attachment 2**) have been included.

During the Yanco Community Hall and Market Committee meeting held on the Monday 11 November 2024 and 9 December 2024, the key points of discussion were:

- resignation of Secretary Robert Quodling due to personal health reasons (**Attachment 3**),
- a new secretary and Committee member will need to be identified when new Committee members are called for.

### **(c) Options**

Nil - this report is for information only.

### **IMPLICATIONS TO BE ADDRESSED**

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

The Yanco Community Hall and Market Committee is a Section 355 Committee, and any identified day-to-day maintenance issues are met through Council's annual maintenance program. Committee's finances are reported routinely by the Treasurer at Committee meetings and are discussed in detail.

If outside that budget allocation scope, any new enhancements proposed for the Hall by the Committee are to be funded via the Yanco Community Hall and Market Committee term deposit.

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

Child Safe Policy  
Code of Conduct  
Code of Meeting Practice  
Procedures for the Administration of the Code of Conduct  
Public Interest Disclosures Policy  
Records Management Policy  
Revenue Policy (including fees and charges)  
Volunteer Handbook  
Volunteer Policy  
Committee – Terms of Reference  
Work Health and Safety Commitment Statement

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

*Local Government Act 1993*  
*Public Interest Disclosures Act 2022*  
*State Records Act 1998*

Local Government (General) Regulations 2021

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

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

### **CONSULTATION**

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

Committee members



**(b) Internal**

Manager Finance  
Manager Open Spaces & Recreation

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

1. Community Services and Community Development  
1.9 Provide halls for communities to meet, with the support of the local hall Committees in Whitton, Murrami and Yanco.

1. Community Development and Community Services  
1.9 Provide halls for communities to meet  
1.9.2 Provide access to Yanco, Murrami and Whitton Community Halls through Section 355 Committees

**ATTACHMENTS**

1. Minutes - Meeting - Monday 11 November 2024 [**8.2.8.1** - 3 pages]
2. Minutes - Meeting - Monday 9 December 2024 [**8.2.8.2** - 2 pages]
3. Resignation Letter - Mr Robert Quodling [**8.2.8.3** - 1 page]

**YANCO TOWN HALL and MANAGEMENT COMMITTEE**

**General Monthly Meeting minutes**

**MONDAY 11<sup>th</sup> November 2024**

**Attendees:** Hugh Milvain & Yvonne Milvain, Beryl Coeli, Pam Bonfield and Tony and Josie Bagiante, Robert Hermes & Brent Lawrence.

**Apologies:** Robert Quodling & Terry Coeli.

**Meeting Opened:** at 1.00pm.

Previous Minutes: No Secretary. Previous minutes were available.

NB: Signatories have been approved. Outstanding Insurance has been paid and old cheque to have a "stop payment" made. Debit cards have been instituted for smaller purchases and have been accepted by the committee and approved by the bank. Hugh and Pam hold the cards.

**General Business:**

1. Friday night Twilight Market is on.
2. Robert requested to create a 'graphic design' poster (advertising our Market), to be used on the electronic notice board on the Leeton to Griffith road. Send to Brent at Council (without dates).

**Financial Transactions**

The financial statement for September to October 2024. 2024 was presented.

They were moved by Pam and seconded by Tony. (See following page)

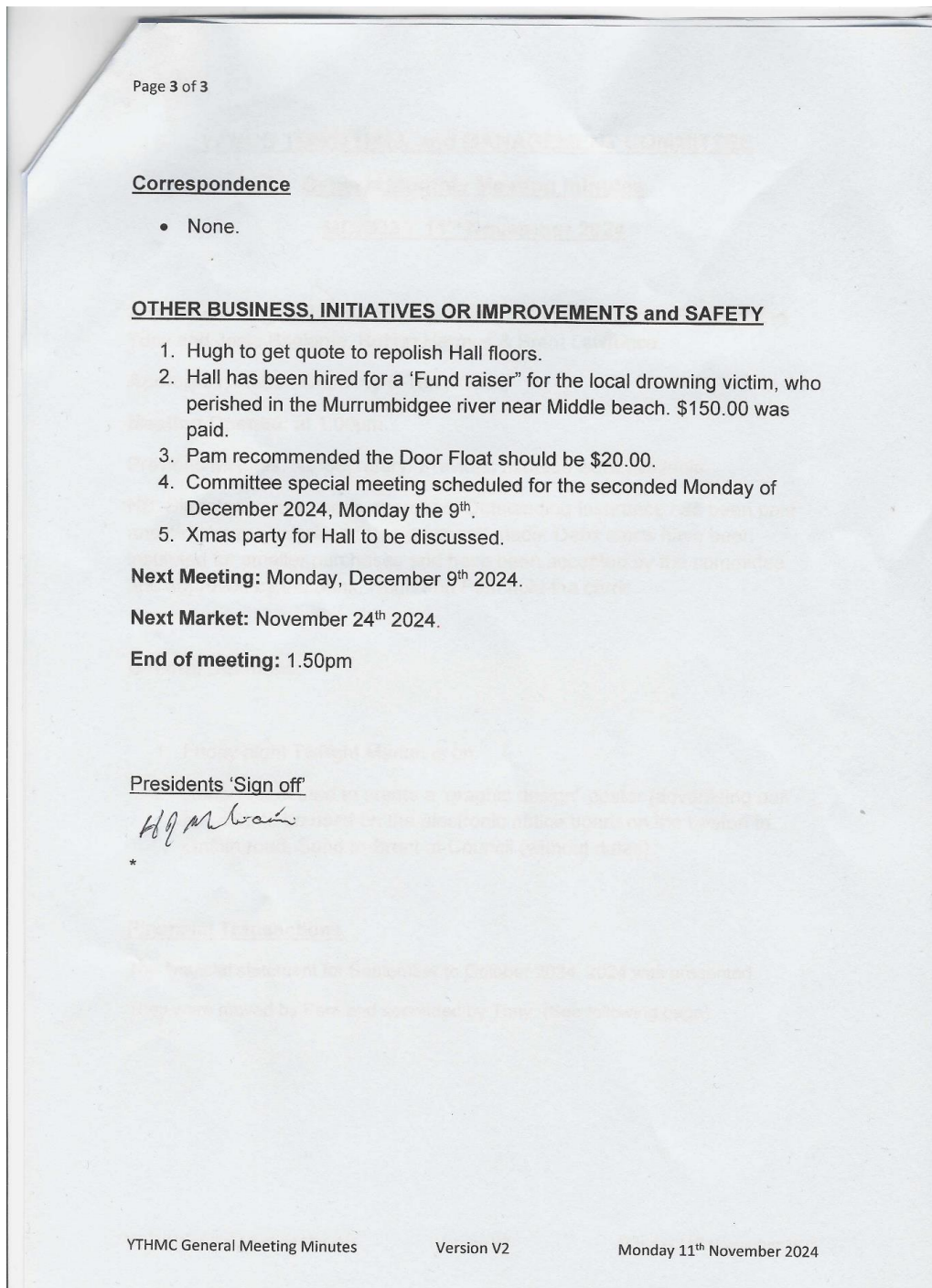
YANCO HALL MANAGEMENT COMMITTEE FINANCIAL REPORT

1 September to 31 October 2024

Balance Brought Forward from Aug 16601.49

Income	September			October		
	Stalls	Door		Stalls	Door	
Market	613.3	266.3		645.6	413	232.6
Hall Hire				600		
ATO GST				362		
<b>Total</b>	<b>613.3</b>		<b>Total</b>	<b>1607.6</b>		<b>2220.9</b>
<b>Expenses</b>						
One Underwriting			GST			
Tony Wilden	2750					
Origin	120					
Dayne Butler	325.73					
	465.3					
	3661.03			0		3661.03
				2750		
<b>Sub Total</b>	<b>3661.03</b>		<b>79.3</b>	<b>-2750</b>		<b>911.03</b>

*14,302.86 Bal.*  
*16,477.52 Team Dep.*





**YANCO TOWN HALL and MANAGEMENT COMMITTEE**

**General Monthly Meeting minutes**

**MONDAY 09<sup>th</sup> December 2024**

**Attendees:** Hugh Milvain & Yvonne Milvain and Tony and Josie Bagiante, Robert Quodling, April Lamprey (Guest) & Brent Lawrence (Council).

**Apologies:** Terry Coeli & Beryl Coeli, Pam Bonfield and Robert Hermes

**Meeting Opened:** at 1.42pm.

Previous Minutes: Moved by Yvonne and seconded by Josie.

**General Business:**

1. Secretary requested to create a 'graphic design' poster (advertising our Market), to be used on the electronic notice board on the Leeton to Griffith road. Send to Brent at Council (without dates). (ONGOING)

**Financial Transactions**

Not available at the time of the meeting.

**Correspondence**

There has been a \$150 Hall hire fee paid.

**Other Business, Initiatives, Improvements and Safety**

1. Hugh still to obtain quote for the repolishing of the Hall floor.
2. Several Sprinkler heads were noticed to be broken or dysfunctional at the front of the Hall, to the left of the main doorway.
3. The November Market Stallholder fees were not collected from our Stallholders, as a thank you, due to a very poor vendor turnout.
4. Hugh mentioned that 'new laws' will be coming into place soon regarding food preparation and serving.

Page 2 of 2


5. Josie mentioned that the 'Cheery Man" will be coming to the December Market.
6. Xmas party for the committee members was agreed to be held at the Yanco Hotel on Thursday the 19<sup>th</sup> of December at 12.30pm.
7. A thank you luncheon of 'finger food" is being organised for post the December 15<sup>th</sup> Market. Tony & Josie and Hugh & Yvonne supplying the food and drinks.
8. Robert tendered his resignation as Secretary of the committee due to personal reasons. His letter was delivered to the President and read out to the committee. April Lamprey has voiced her interest to Robert about filling the position of Secretary, and this was communicated to the committee at the meeting. Tony said it would have to go before the next meeting.
9. Yvonne requested that Robert return the computer he was using. Robert then gave the computer to Hugh. Hugh inspected and took possession of same.
10. Robert said he would type up the December meeting minutes and assist the incoming Secretary settle into their role, before retiring completely from all committee roles.

Next Meeting: Monday 03rd February 2025

Next Market: December 15<sup>th</sup> 2024

End of Meeting: 2.35pm

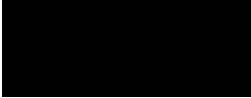
Presidents Sign off:



\*

End of document.



From: Mr Robert Quodling  


09/Dec/2024

To: Hugh Milvain  
President  
Yanco Community Town Hall Committee,  
Main Street  
Yanco, NSW 2703

Dear Hugh

It is with great sadness and mixed emotions that I must tender my resignation, as Secretary of the committee effective immediately.

The Yanco Community Town Hall has been a great passion of mine for many years, so please note that I have not taken this decision lightly.

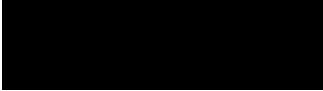
Unfortunately, due to personal reasons, I am unable to continue in the "functional capacity" of Secretary on the committee. Including all the attention to detail and attendance it requires.

I may, however, be contacted from time to time for advice or any assistance that it is within my capacity to provide. You have my contact details, provided herein.

It is my great hope that the Market flourishes and continues well into the future. Both for the committee members countless hours of unpaid work and for the wonderful community of Yanco, that it serves.

My last day on the Yanco Community Town Hall Committee, will be 9th of December 2024. I would be happy to meet with you at your convenience to discuss the transition of my duties to my successor.

I wish the committee, our Council and all our wonderful long-term Stallholders all the best, now and in the future, as always.

Sincerely,  


Robert Quodling  
Secretary

### 8.3. OPERATIONAL MATTERS

#### Item 8.3.1. LEETON GOLF COURSE UPDATE – 1 JULY 2024 TO 31 DECEMBER 2024

**AUTHOR/S:** Manager Open Space and Recreation

**APPROVER/S:** Director Operations

#### SUMMARY/PURPOSE

The purpose of this report is to provide Council with a report on the operation of the Leeton Golf Course for the 2024/2025 financial year. This report covers the first six (6) months of the financial year from 1 July 2024 to 31 December 2024

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#### RECOMMENDATION

THAT Council notes for information the update on the operation of the Leeton Golf Course, including the Income and Expenses Report for the period 1 July 2024 to 31 December 2024.

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#### REPORT

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

Council assumed management of the Leeton Golf Course in 2012.

When adopting the 2022-2025 Delivery Program, Council resolved to continue management including financial support of the Leeton Golf Course until the completion of the current 2022-2025 delivery program.

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

The following table details the membership numbers for the Golf Club for the past two (2) financial years, for the period July to December.

<b>Memberships</b>	<b>Membership numbers 2024/25 (1 July 2024 – 31 Dec 2024)</b>	<b>Membership Numbers 2023/24 (1 July 2023 – 31 Dec 2023)</b>
Full Members	163	162
Sporting Members	15	16
Junior Members	17	19
Pensioners	41	41
18–29 Years Members	16	22
<b>Total Members</b>	<b>252</b>	<b>260</b>

The total number of Golf Club Members for 2023/24 has decreased by eight (8) across the various categories.



The table below details the number of rounds played from 1 July to 31 December for the past two (2) years:

**Rounds Played**

<b>Rounds</b>	<b>Numbers in 2024/25</b>	<b>Numbers in 2023/24</b>
Competition Rounds Played	3,639	3,459
Social Rounds Played	6,025	6,188
<b>Total Rounds</b>	<b>9,664</b>	<b>9,647</b>

There has been a modest increase of seventeen (17) rounds of golf played during the 1 July 2024 to 1 December 2024 period compared to the previous year.

**1 July 2024 to 31 Dec 2024 Events Summary**

The following events were held during this period:

- Twilight Golf
- MS Charity Golf Day
- Veterans Week of Golf

**(c) Options**

Nil – This report is for information only.

**IMPLICATIONS TO BE ADDRESSED**

**(a) Financial**

Council budgeted for an operating deficit for the Leeton Golf Course of \$47,529 for the 2024/25 Financial Year. For the 6-month period ending 31 December 2024, the overall result was running at a net operating profit of \$42,531 which is a solid half year outcome.

This can be attributed to consistent membership numbers (with fees mostly paid-up front) and through maintaining high numbers of rounds of golf played.

It should, however, be noted that the final six (6) months of operations will still see running costs continue to be expensed but without the same levels of income as the previous six (6) months, except for the financial contribution of green fees. On this basis, Council has forecasted a deficit for year end at \$41,641.

Additional costs are likely to be incurred during the integration of the new Leeton Golf Club development including maintenance and improvements to the existing golf course landscape.

**Golf Club Income and Expenses Report for the period 1 July 2024 to 31 Dec 2024**

Account Description	Budget 2023/24	Actual 2023/24	Budget 2024/25	Actual 31/12/24	Actual/ Budget	Forecast 30/6/2025
<b>Income</b>						
Golf Course Members Fees	95,000	98,942	99,275	101,516	102%	<b>101,981</b>
Golf Course Green Fees	230,000	274,785	240,350	140,665	59%	<b>260,000</b>
Volunteers' contribution - Golf Course	-	-	-	-	0%	-
<b>Total Income</b>	<b>325,000</b>	<b>373,727</b>	<b>339,625</b>	<b>242,181</b>	<b>71%</b>	<b>361,981</b>
<b>Expenditure</b>						
Licences & Permits	-	-	-	-	0%	-
Advertising	1,500	2,020	1,568	1,020	65%	1,800
Affiliation Fees - Golf	12,500	12,906	13,063	14,182	109%	14,182
Bad Debts Expense	-	-	-	-	0%	-
Building Maintenance	2,000	3,685	2,090	993	48%	1,600
Chemical Expenses	12,000	16,170	12,540	6,379	51%	12,000
Cleaning Expenses	4,087	4,437	4,257	2,074	49%	4,350
Consultant	-	-	-	-	0%	-
Electricity	16,000	12,614	16,720	6,461	39%	16,000
Fertiliser Expenses	12,000	7,578	12,540	7,768	62%	12,000
Golf Club Pro	62,500	66,088	65,313	30,784	47%	68,000
Green Renewals	2,232	-	3,118	-	0%	-
Ground Maintenance	242,485	283,449	230,305	115,774	50%	240,000
Leasing/Rental/Hire Expense	5,200	4,534	5,434	1,895	35%	5,400
Plant and Equipment Maintenance	2,202	595	667	540	81%	1,000
Postage & Freight	116	-	121	-	0%	100
Rates & Charges	6,500	3,508	6,793	3,902	57%	6,500
Security	3,500	6,256	3,658	2,447	67%	4,000
Sewerage Consumption Charges	2,000	1,440	2,090	514	25%	2,090
Telephone & Communication	1,000	692	1,045	279	27%	600
Water Consumption	2,000	861	2,090	157	8%	2,000
Water Purchases - Fixed	-	-	-	-	0%	-
Water Purchases - Volumetric	-	-	-	-	0%	-
Vandalism	53	115	-	-	0%	-
Watering & System Repairs	17,819	13,358	3,742	4,481	120%	12,000
<b>Total Operating Expenditure</b>	<b>407,694</b>	<b>440,306</b>	<b>387,154</b>	<b>199,650</b>	<b>52%</b>	<b>403,622</b>
<b>Council's Contribution Surplus/-Deficit</b>	<b>-82,694</b>	<b>-66,579</b>	<b>-47,529</b>	<b>42,531</b>	<b>-89%</b>	<b>-41,641</b>

### **(b) Policy**

Child Safe Policy  
Code of Conduct  
Code of Meeting Practice  
Procedures for the Administration of the Code of Conduct  
Public Interest Disclosures Policy  
Records Management Policy  
Revenue Policy (including fees and charges)  
Volunteer Handbook  
Volunteer Policy  
Work Health and Safety Commitment Statement

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

*Crown Land Management Act 2016*  
*Crown Land Management Regulation 2018*  
*Local Government Act 1993*  
*Public Interest Disclosures Act 2022*  
*State Records Act 1998*

Local Government (General) Regulations 2021

### **(d) Risk**

There is a risk going over the budget expenditure due to circumstances beyond Council's control including rising costs of materials and supplies requiring additional spend or resources. A monthly review of expenditure against budget is undertaken to manage this risk.

Another option risk is lower-than-expected income via green fees due to inclement weather or conditions preventing play. Promotion of the Golf Course and associated events assists with mitigating this risk by increasing the facility's profile in the wider community.

## **CONSULTATION**

### **(a) External**

Golf Course Professional – Jason Mimmo

### **(b) Internal**

Golf Course Superintendent

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

3. Parks, Streetscapes and Sporting Facilities  
3.2 Provide quality parks, ovals, sporting fields and public toilets

- 3. Parks, Streetscapes and Sporting Facilities
- 3.2 Provide quality parks, ovals, sporting fields and amenities
- 3.2.2 Maintain and operate the Leeton Golf Course

#### **ATTACHMENTS**

There are no attachments to this report

**Item 8.3.2. MINUTES OF THE LOCAL TRAFFIC COMMITTEE - 6 MARCH 2025**

**AUTHOR/S:** Road Safety Officer

**APPROVER/S:** Manager Roads & Drainage  
Director of Operations

---

**SUMMARY/PURPOSE**

The purpose of this report is to provide the Agenda (**Attachment 1**) and Minutes (**Attachment 2**) of the Local Area Traffic Committee (LATC) meeting held on 6 March 2025 for Council's information and request Council's endorsement of the recommendations made by the LATC.

---

**RECOMMENDATION**

THAT Council notes the minutes for information and endorses the recommendations of the Local Area Traffic Committee meeting held on Thursday 6 March 2025.

---

**REPORT**

**(a) Background**

The Local Area Traffic Committee (LATC) is a technical review Committee which advises on matters referred to Council. These matters are related to prescribed traffic control devices and facilities for which Council has delegated authority.

Council must refer all traffic related matters to the LATC prior to exercising its delegated functions. All recommendations of the LATC must be referred to Council for adoption prior to enactment.

**(b) Discussion**

The LATC meeting was held electronically on Thursday 6 March 2025 to discuss:

- Special Event Application – Anzac Day Dawn Service and Morning March
- Special Event Application - Anzac Day Service Whitton
- Special Event Application - Australian Art Deco Festival
- Special Event Application – Fiesta La Leeton
- Special Event Application – Lap it Up Leeton
- Special Event Application – Leeton Pride Street Parade
- Special Event Application – Ride to Give Leeton
- General Business

### (c) Options

THAT Council:

1. Notes for information the minutes of the Local Area Traffic Committee meeting that was held on Thursday 6 March 2025 and endorses the recommendations made by the LATC. ***This is the recommended option.***
2. Does not endorse the Local Area Traffic Committee recommendations, noting there is a process that should be followed when such occasions occur.

### IMPLICATIONS TO BE ADDRESSED

#### (a) Financial

Road closures associated with the ANZAC Day Services, Fiesta La Leeton, Art Deco Festival are funded through Council's event budget.

Lap it Up Leeton Event, Leeton Pride Street Parade and Pride to Give are all externally privately funded events.

#### (b) Policy

Operational Plan 2024/2025  
Code of Conduct  
Code of Meeting Practice  
Child Safe Policy  
Public Interest Disclosures Policy  
Records Management Policy  
Revenue Policy (including fees and charges)  
Volunteer Handbook  
Volunteer Policy  
Work Health and Safety Commitment Statement

#### (c) Legislative/Statutory

*Roads Act 1993*  
*Local Government Act 1993*  
*Public Interest Disclosures Act 2022*  
*State Records Act 1998*

Local Government (General) Regulations 2021

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

#### (d) Risk

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

## **CONSULTATION**

### **(a) External**

Murrumbidgee Police District  
Transport for NSW  
Delegate for the Local Member of the Murray Electorate (NSW Government)  
Whitton Town Improvement Committee  
Leeton RSL  
Leeton Multicultural Group  
Lap it up Leeton Committee  
Ride to Give Committee  
Leeton Pride Committee

### **(b) Internal**

Manager Community Development & Cultural Services  
Manger of Roads & Drainage  
Manager WHS, QA & Risk  
Roads & Project Co-Ordinator  
Events Co-Ordinator  
Events Officer

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

6. Roads and Drainage  
6.5 Provide road safety programs, including roadside vegetation management, permitting, traffic management and accident assistance

6. Roads and Drainage  
6.5 Optimise road safety  
6.5.3 Promote road safety through design and appropriate regulation

## **ATTACHMENTS**

1. Minutes - Leeton Local Traffic Committee Meeting - 6 March 2025 [**8.3.2.1** - 10 pages]
2. Agenda - Local Traffic Committee Meeting - 6 March 2025 [**8.3.2.2** - 205 pages]



**LEETON**  
SHIRE COUNCIL

**MINUTES OF THE**  
**Leeton Local Traffic Committee**  
**THURSDAY 6 MARCH 2025**  
**COMMENCING AT 10:30 AM**  
**AT THE COUNCIL BOARDROOM**

**LEETON SHIRE COUNCIL**

T. (02) 6953 0911 F. (02) 6953 0977  
council@leeton.nsw.gov.au  
23-25 Chelmsford Place Leeton NSW 2705  
[www.leeton.nsw.gov.au](http://www.leeton.nsw.gov.au) 



LEETON SHIRE COUNCIL  
Leeton Local Traffic Committee - Thursday 6 March 2025

---

### **1. OPEN MEETING/CHAIR ADDRESS**

Meeting commenced at 10:36 am

### **2. ACKNOWLEDGEMENT OF COUNTRY**

Leeton Shire Council acknowledges the Wiradjuri People and their continued impact on our Community.

We acknowledge their connection to the land, water and sky.

We acknowledge all Aboriginal people who have made the Leeton Shire their home.

As such we pay our respects to all Aboriginal Elders, past, present and emerging of our Shire.

### **3. ATTENDANCE/PRESENT**

Leeton Shire Council:	Silas Darby
NSW Police:	Inspector Jason Clarke Adam Cooper
TfNSW:	Frank Goodyer
Local MP Nominee:	Shane O'Connell

### **INFORMAL MEMBERS**

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

#### 4. APOLOGIES

Cr Nicholas Wright  
Cr Steve Tynan

#### 5. MINUTES FROM THE PREVIOUS MEETING

**MOVED:** Frank Goodyer

**Seconded:** Chris Lashbrook

#### RECOMMENDATION

THAT the Minutes of the Leeton Local Traffic Committee held on DATE HERE, as circulated, be taken as read and CONFIRMED.

#### 6. UPDATE ON OUTSTANDING MATTERS AND ACTIONS

Item Number	Action	Responsible Person	Initial Due Date	Notes/Comments

#### 7. REPORTS

##### 7.1. SPECIAL EVENT APPLICATION - ANZAC DAY DAWN SERVICE AND MORNING EVENT - LEETON

#### RECOMMENDATION

THAT the Committee recommends that Leeton Shire Council endorses to hold the Leeton and ANZAC Dawn Service and March on Friday 25 April 2025 on State and Local Roads subject to the schedule of conditions as outlined in the RMS Guide to Traffic and Transport Management for Special Events including the following conditions;

1. The event is conducted as per times, location of conditions and circumstances that are invoked in the application documents.
2. A certified Traffic Guidance Scheme (TGS) for the event is to be prepared, implemented, monitored and decommissioned by an accredited person.
3. Event Organisers and participants immediately obey all directions given by Police.
4. Event Organisers and participants immediately obey all directions of Leeton Shire Council Officers.
5. Advertising of the event is to take place in local newspapers and social media to ensure locals are aware of the event.

LEETON SHIRE COUNCIL  
Leeton Local Traffic Committee - Thursday 6 March 2025

---

6. Event will need to be registered on the One Road portal so that road closures on the day are reflected in the live Traffic NSW App.
7. Public Liability insurance is to be updated and include Leeton Shire Council, Transport for NSW and NSW Police as interested parties.

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

Changes to Recommendation: Yes

<b>Voting Member</b>	<b>For</b>	<b>Against</b>
TfNSW	X	
Council	X	
NSW Police	X	
Member for Murry	X	

---

## **7.2. SPECIAL EVENT APPLICATION - ANZAC DAY SERVICE - WHITTON**

### **RECOMMENDATION**

THAT the Committee recommends that Leeton Shire Council endorses to hold the Whitton ANZAC Afternoon Service on Friday 25 April 2025 on Local Roads subject to the schedule of conditions as outlined in the RMS Guide to Traffic and Transport Management for Special Events including the following conditions;

1. The event is conducted as per times, location of conditions and circumstances that are invoked in the application documents.
2. A certified Traffic Guidance Scheme (TGS) for the event is to be prepared, implemented, monitored and decommissioned by an accredited person.
3. Event Organisers and participants immediately obey all directions given by Police.
4. Event Organisers and participants immediately obey all directions of Leeton Shire Council Officers.
5. Advertising of the event is to take place in local newspapers and social media to ensure locals are aware of the event.
6. Event will need to be registered on the One Road Portal so that road closures on the day are reflected in the live Traffic NSW App.
7. The event organiser will supply a copy of a Certificate of Currency referring to a current public liability insurance policy noting Transport for NSW and NSW Police as interested parties.

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

Changes to Recommendation: No

4 of 10

<b>Voting Member</b>	<b>For</b>	<b>Against</b>
TfNSW	X	
Council	X	
NSW Police	X	
Member for Murry	X	

### 7.3. SPECIAL EVENT APPLICATION - AUSTRALIAN ART DECO FESTIVAL - LEETON

#### RECOMMENDATION

THAT the Committee recommends that Leeton Shire Council endorses to hold the Leeton Art Deco Festival event on local roads as per the Traffic Control Plan, subject to the schedule of conditions as outlined in the RMS Guide to Traffic and Transport Management for Special Events including the following conditions:

1. The event is conducted as per times, location of conditions and circumstances that are indicated in the application documents.
2. A certified Traffic Guidance Scheme for the event is to be prepared, implemented monitored and decommissioned by an accredited person.
3. Event organisers and participants immediately obey all directions by police.
4. Event organisers and participants immediately obey all direction by Leeton Shire Council Officers.
5. Advertising of the event is to take place in local newspapers and social media four weeks prior to the event, to ensure locals are aware of the event.
6. Event will need to be registered on the One Road Portal so that road closures on the day are reflected in the live Traffic NSW App.
7. The event organiser will supply a copy of a Certificate of Currency referring to a current public liability insurance policy noting Transport for NSW and NSW Police as interested parties.

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

Changes to Recommendation: No

<b>Voting Member</b>	<b>For</b>	<b>Against</b>
TfNSW	X	
Council	X	
NSW Police	X	
Member for Murry	X	

### 7.4. SPECIAL EVENT APPLICATION - FIESTA LA LEETON

#### RECOMMENDATION

THAT the Committee recommends that Leeton Shire Council endorses to hold the Fiesta La Leeton event on local roads as per the Traffic Control Plan, subject to the schedule of conditions as outlined in the RMS Guide to Traffic and Transport Management for Special Events including the following conditions:

5 of 10

1. The event is conducted as per times, location of conditions and circumstances that are indicated in the application documents.
2. A certified Traffic Guidance Scheme for the event is to be prepared, implemented monitored and decommissioned by an accredited person.
3. Event organisers and participants immediately obey all directions by police.
4. Event organisers and participants immediately obey all directions of Leeton Shire Council Officers.
5. Advertising of the event is to take place in local newspapers and social media four weeks prior to the event, to ensure locals are aware of the event.
6. Event will need to be registered on the One Road Portal so that road closures on the day are reflected in the live Traffic NSW App.
7. The event organiser will supply a copy of a Certificate of Currency referring to a current public liability insurance policy noting Transport for NSW and NSW Police as interested parties.

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

Changes to Recommendation: No

<b>Voting Member</b>	<b>For</b>	<b>Against</b>
TfNSW	X	
Council	X	
NSW Police	X	
Member for Murry	X	

---

#### **7.5. TRAFFIC COMMITTEE TERMS OF REFERENCE**

##### **RECOMMENDATION**

To remove the Agenda Item Terms of Reference for the Leeton Local Area Traffic Committee and discuss at the next LATC meeting.

---

Changes to Recommendation: Yes

<b>Voting Member</b>	<b>For</b>	<b>Against</b>
TfNSW	X	
Council	X	
NSW Police	X	
Member for Murry	X	

#### **7.6. SPECIAL EVENT REQUEST - LAP IT UP LEETON**

##### **RECOMMENDATION**

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LEETON SHIRE COUNCIL  
Leeton Local Traffic Committee - Thursday 6 March 2025

---

THAT the Committee recommends that Leeton Shire Council endorses to hold the "Lap It Up Leeton" event on Saturday 6 September 2025 on State and Local Roads subject to the schedule of conditions as outlined in the RMS Guide to Traffic and Transport Management for Special Events including the following conditions;

1. The event is conducted as per times, location of conditions and circumstances that are invocated in the application documents.
2. A certified Traffic Guidance Scheme for the event is to be prepared, implemented, monitored and decommissioned by an accredited person.
3. Event Organisers and participants immediately obey all directions given by Police.
4. Event Organisers and participants immediately obey all direction by Leeton Shire Council Officers.
5. Advertising of the event is to take place in local newspapers and social media to ensure locals are aware of the event.
6. Event will need to be registered on the One Road Portal so that road closures on the day are reflected in the live Traffic NSW App.
7. Public Liability insurance is to be updated and include Leeton Shire Council, Transport for NSW and NSW Police as interested parties.
8. Participants notify their insurers of their involvement in the event.
9. Vehicle registration and insurance are to be current and collected as part of event registration process.
10. The roundabout (monument) on Pine Avenue (Irrigation Way) it to be closed off to the public during the parade so no by-standers are to watch the parade from the roundabout.
11. Parade instructions are circulated to all participants through various methods (briefing session, and through email) and waiver forms are collected as part of the registration process.
12. The wearing of Colours or paraphernalia associated with Outlaw Motorcycle Gangs is prohibited.

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

Changes to Recommendation: Yes

<b>Voting Member</b>	<b>For</b>	<b>Against</b>
TfNSW	X	

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LEETON SHIRE COUNCIL  
 Leeton Local Traffic Committee - Thursday 6 March 2025

Council	X	
NSW Police	X	
Member for Murry	X	

**7.7. SPECIAL EVENT REQUEST - LEETON PRIDE STREET PARADE**

**RECOMMENDATION**

THAT the Committee recommends that Leeton Shire Council endorses to hold the Leeton Pride Festival – Street Parade on State and Local Roads subject to the schedule of conditions as outlined in the RMS Guide to Traffic and Transport Management for Special Events including the following conditions;

1. The event is conducted as per times, location of conditions and circumstances that are invoked in the application documents.
2. A certified Traffic Guidance Scheme for the event is to be prepared, implemented, monitored and decommissioned by an accredited person.
3. Event Organisers and participants immediately obey all directions given by Police.
4. Event Organisers and participants immediately obey all directions of Leeton Shire Council Officers.
5. Advertising of the event is to take place in local newspapers and social media to ensure locals are aware of the event.
6. Event will need to be registered on the One Road Portal so that road closures on the day are reflected in the live Traffic NSW App.
7. Public Liability insurance is to be updated and include Leeton Shire Council, Transport for NSW and NSW Police as interested parties
8. Parade is to be a foot parade only. No floats are to be involved in the parade.
9. Parade instructions are circulated to all parade participants through various methods (briefing session, and through email) and waiver forms are collected as part of the registration process.

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

Changes to Recommendation: Yes

<b>Voting Member</b>	<b>For</b>	<b>Against</b>
TfNSW	X	
Council	X	
NSW Police	X	
Member for Murry	X	

**ATTACHMENTS**

LEETON SHIRE COUNCIL  
Leeton Local Traffic Committee - Thursday 6 March 2025

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1. Special Event Form Leeton Pride Festival [7.7.1 - 18 pages]  
**7.8. SPECIAL EVENT REQUEST- RIDE TO GIVE LEETON**

**RECOMMENDATION**

THAT the Committee recommends that Leeton Shire Council endorses to hold the Ride to Give Cycling Event on Leeton Roads on the 1ST of April 2025 on Local Roads subject to the schedule of conditions as outlined in the RMS Guide to Traffic and Transport Management for Special Events including the following conditions;

1. The event is conducted as per times, location of conditions and circumstances that are invocated in the application documents.
2. A certified Traffic Guidance Scheme (TGS) for the event is to be prepared, implemented, monitored and decommissioned by an accredited person.
3. Event Organisers and participants immediately obey all directions given by Police.
4. Event Organisers and participants immediately obey all directions of Leeton Shire Council Officers.
5. Public Liability insurance is to be updated and include Leeton Shire Council, Transport for NSW and NSW Police as interested parties.
6. Failure to comply with any of the above conditions will immediately void approval.

Changes to Recommendation: Yes

<b>Voting Member</b>	<b>For</b>	<b>Against</b>
TfNSW	X	
Council	X	
NSW Police	X	
Member for Murry	X	

---

**8. GENERAL BUSINESS**

**8.1. RESEARCH ROAD**

At the Local Emergency Mangement Committee held on the 8 October 2024 it was discussed to review a section of Research Road as 3 separate crashes have occurred in this area.

Council Road Safety and Officer and Transport for NSW Associate Community and Safety Partner have completed a signs review in the area and recommended

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LEETON SHIRE COUNCIL  
Leeton Local Traffic Committee - Thursday 6 March 2025

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increased signage, however a recommendation was also taken to look at undertaking a speed zone review in the area.

---

Meeting Closed: 11:28am

Next meeting: 5<sup>th</sup> June at 10:30am



LEETON  
SHIRE COUNCIL

**Agenda**  
**Leeton Local Traffic Committee**  
**Thursday 6 March 2025**  
**10:30 am**

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

Authorised for release: Governance Department

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LEETON SHIRE COUNCIL  
Leeton Local Traffic Committee - Thursday 6 March 2025

---

**1. OPEN MEETING/CHAIR ADDRESS**

Meeting commenced at 00:00 am/pm

**2. ACKNOWLEDGEMENT OF COUNTRY**

Leeton Shire Council acknowledges the Wiradjuri People and their continued impact on our Community.

We acknowledge their connection to the land, water and sky.

We acknowledge all Aboriginal people who have made the Leeton Shire their home.

As such we pay our respects to all Aboriginal Elders, past, present and emerging of our Shire.

**3. ATTENDANCE/PRESENT**

**4. APOLOGIES**

**5. MINUTES FROM THE PREVIOUS MEETING**

**RECOMMENDATION**

THAT the Minutes of the Leeton Local Traffic Committee held on DATE HERE, as circulated, be taken as read and CONFIRMED.

**6. UPDATE ON OUTSTANDING MATTERS AND ACTIONS**

Item Number	Action	Responsible Person	Initial Due Date	Notes/Comments

LEETON SHIRE COUNCIL  
Leeton Local Traffic Committee - Thursday 6 March 2025

---

## **7. REPORTS**

### **7.1. SPECIAL EVENT APPLICATION - ANZAC DAY DAWN SERVICE AND MORNING EVENT - LEETON**

**AUTHOR/S:** Road Safety Officer

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#### **SUMMARY/PURPOSE**

The purpose of the report is to seek the Committee's approval to hold the ANZAC Day Dawn Service and Morning Service in Leeton on Friday 25 April 2025.

---

#### **RECOMMENDATION**

THAT the Committee recommends that Leeton Shire Council endorses to hold the Leeton and ANZAC Dawn Service and March on Friday 25 April 2025 on State and Local Roads subject to the schedule of conditions as outlined in the RMS Guide to Traffic and Transport Management for Special Events including the following conditions;

1. The event is conducted as per times, location of conditions and circumstances that are invoked in the application documents.
2. A certified Traffic Guidance Scheme (TGS) for the event is to be prepared, implemented, monitored and decommissioned by an accredited person.
3. Event Organisers and participants immediately obey all directions given by Police.
4. Event Organisers and participants immediately obey all directions of Leeton Shire Council Officers.
5. Advertising of the event is to take place in local newspapers and social media to ensure locals are aware of the event.
6. A Road Occupancy license (ROL) is to be obtained for the event and activated and de-activated as part of the traffic control on the day.
7. Event will need to be registered on the One Road portal so that road closures on the day are reflected in the live Traffic NSW App.
8. Public Liability insurance is to be updated and include Leeton Shire Council, Transport for NSW and NSW Police as interested parties.

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

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#### **REPORT**

A special event application has been received from the Returned and Services League (RSL) of Australia, Leeton Branch requesting permission to conduct the Anzac

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Dawn Service and Parade on Friday 25 April 2025 (see attached 1). The special event application includes a Traffic Guidance Scheme (TGS) outlining the road closures and diversion, notification of event for emergency services, risk assessment, Certificate of Currency and advertising of the event.

The Dawn Service will commence from the corner of Church Street and Pine Avenue at 5.45am (TCP in place) and finished at 7.30am (TCP decommissioned) at the Cenotaph.

The Anzac Parade will commence at 9.45am (TCP in place) with assembly at the Court House and a march from there to the Wade Hotel, along Pine Avenue to the Cenotaph. An hour long service will then be conducted. Finish time is approximately 11.30am (TCP decommissioned).

It is requested to allow elderly people to park their vehicles near the Cenotaph to attend the parade at the time of placing barricades at approximately 5.45am.

The Traffic Control Plan and Public Liability insurance and the request from the Leeton RSL are attached for reference.

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

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

Leeton Shire Council staff are responsible for the traffic control on the day for the event and wages will be captured through the events budget.

##### **(b) Risk**

A risk assessment is attached to the Special Event Application.

#### **CONSULTATION**

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

Returned and Services League (RSL) of Australia, Leeton Branch

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

LSC Event Coordinator  
LSC Road Safety Officer  
LSC Roads & Project Coordinator

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

6. Roads and Drainage  
6.5 Provide road safety programs, including roadside vegetation management, permitting, traffic management and accident assistance

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- 6. Roads and Drainage    6.5 Optimise road safety
- 6.5.3 Promote road safety through design and appropriate regulation

**ATTACHMENTS**

1. Leeton 2025 Anzac Day Traffic Committee Submission [**7.1.1** - 14 pages]

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## Special Event Resources

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### Special Event Transport Management Plan Template

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

#### I EVENT DETAILS

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##### I.1 Event summary

Event Name: 2025 Anzac Day Commemorations  
Event Location: Pine Ave & Kurradjong Ave, Leeton  
Event Date: 25/4/25 Event Start Time: 5.45am Event Finish Time: 11.30am  
Event Setup Start Time: 5.30am Event Packdown Finish Time: 12noon  
Event is  off-street  on-street moving  on-street non-moving  
 held regularly throughout the year (calendar attached)

##### I.2 Contact names

Event Organiser \* Leeton Sub Branch, Returned & Services League of Australia (NSW Branch)  
Phone:..... Fax:..... Mobile: [REDACTED] E-mail: leetonsb@rslr  
Event Management Company (if applicable).....  
Phone:..... Fax:..... Mobile:..... E-mail:.....  
Police Leeton Police - 24 Oak Street, Leeton  
Phone: 6953 1399 Fax:..... Mobile:..... E-mail:.....  
Council Leeton Shire Council  
Phone: 6953 0911 Fax:..... Mobile:..... E-mail:.....  
Roads & Traffic Authority (if Class I).....  
Phone:..... Fax:..... Mobile:..... E-mail:.....

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

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

Conduct of dawn service and main service to commemorate Anzac Day, including a march from Mountford Park along Church Street and down Pine Avenue to cenotaph.



2 RISK MANAGEMENT - TRAFFIC	
CLASS 1 CLASS 2 CLASS 3	<b>2.1 Occupational Health &amp; Safety - Traffic Control</b> <input checked="" type="checkbox"/> Risk assessment plan (or plans) attached
	<b>2.2 Public Liability Insurance</b> <input checked="" type="checkbox"/> Public liability insurance arranged. Certificate of currency attached.
	<b>2.3 Police</b> <input type="checkbox"/> Police written approval obtained
	<b>2.4 Fire Brigades and Ambulance</b> <input checked="" type="checkbox"/> Fire brigades notified <input checked="" type="checkbox"/> Ambulance notified
3 TRAFFIC AND TRANSPORT MANAGEMENT	
CLASS 1 CLASS 2 CLASS 3	<b>3.1 The route or location</b> <input checked="" type="checkbox"/> Map attached
	<b>3.2 Parking</b> <input type="checkbox"/> Parking organised - details attached <input checked="" type="checkbox"/> Parking not required
	<b>3.3 Construction, traffic calming and traffic generating developments</b> <input type="checkbox"/> Plans to minimise impact of construction activities, traffic calming devices or traffic-generating developments attached <input checked="" type="checkbox"/> There are no construction activities, traffic calming devices or traffic-generating developments at the location/route or on the detour routes
	<b>3.4 Trusts, authorities or Government enterprises</b> <input type="checkbox"/> This event uses a facility managed by a trust, authority or enterprise; written approval attached <input checked="" type="checkbox"/> This event does not use a facility managed by a trust, authority or enterprise
	<b>3.5 Impact on/of Public transport</b> <input type="checkbox"/> Public transport plans created - details attached <input checked="" type="checkbox"/> Public transport not impacted or will not impact event
	<b>3.6 Reopening roads after moving events</b> <input checked="" type="checkbox"/> This is a moving event - details attached. <input checked="" type="checkbox"/> This is a non-moving event.
	<b>3.7 Traffic management requirements unique to this event</b> <input type="checkbox"/> Description of unique traffic management requirements attached <input checked="" type="checkbox"/> There are no unique traffic requirements for this event
	<b>3.8 Contingency plans</b> <input type="checkbox"/> Contingency plans attached

Class 1	Class 2	<b>3.9 Heavy vehicle impacts</b>
		<input type="checkbox"/> Impacts heavy vehicles - RTA to manage <input checked="" type="checkbox"/> Does not impact heavy vehicles
		<b>3.10 Special event clearways</b>
		<input type="checkbox"/> Special event clearways required - RTA to arrange <input checked="" type="checkbox"/> Special event clearways not required
<b>4 MINIMISING IMPACT ON NON-EVENT COMMUNITY &amp; EMERGENCY SERVICES</b>		
CLASS 1	CLASS 3	<b>4.1 Access for local residents, businesses, hospitals and emergency vehicles</b>
		<input checked="" type="checkbox"/> Plans to minimise impact on non-event community attached <input type="checkbox"/> This event does not impact the non-event community either on the main route (or location) or detour routes
	CLASS 2	<b>4.2 Advertise traffic management arrangements</b>
		<input checked="" type="checkbox"/> Road closures or restrictions - advertising medium and copy of proposed advertisements attached <input type="checkbox"/> No road closures or restrictions but special event clearways in place - advertising medium and copy of proposed advertisements attached <input type="checkbox"/> No road closures, restrictions or special event clearways - advertising not required
		<b>4.3 Special event warning signs</b>
		<input checked="" type="checkbox"/> Special event information signs are described in the Traffic Control Plan/s <input type="checkbox"/> This event does not require special event warning signs
		<b>4.4 Permanent Variable Message Signs</b>
		<input checked="" type="checkbox"/> Messages, locations and times attached <input type="checkbox"/> This event does not use permanent Variable Message Signs
		<b>4.5 Portable Variable Message Signs</b>
		<input type="checkbox"/> The proposed messages and locations for portable VMS are attached <input checked="" type="checkbox"/> This event does not use portable VMS
<b>5 PRIVACY NOTICE</b>		

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

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

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

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**6 APPROVAL**

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TMP Approved by: ..... Event Organiser ..... Date

**7 AUTHORISATION TO \*REGULATE TRAFFIC**

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

Regulation of traffic authorised by: ..... Council ..... Date

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

Regulation of traffic authorised by: ..... RTA ..... Date

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


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

**SUMMARY OFFENCES ACT 1988 - Sec 23**

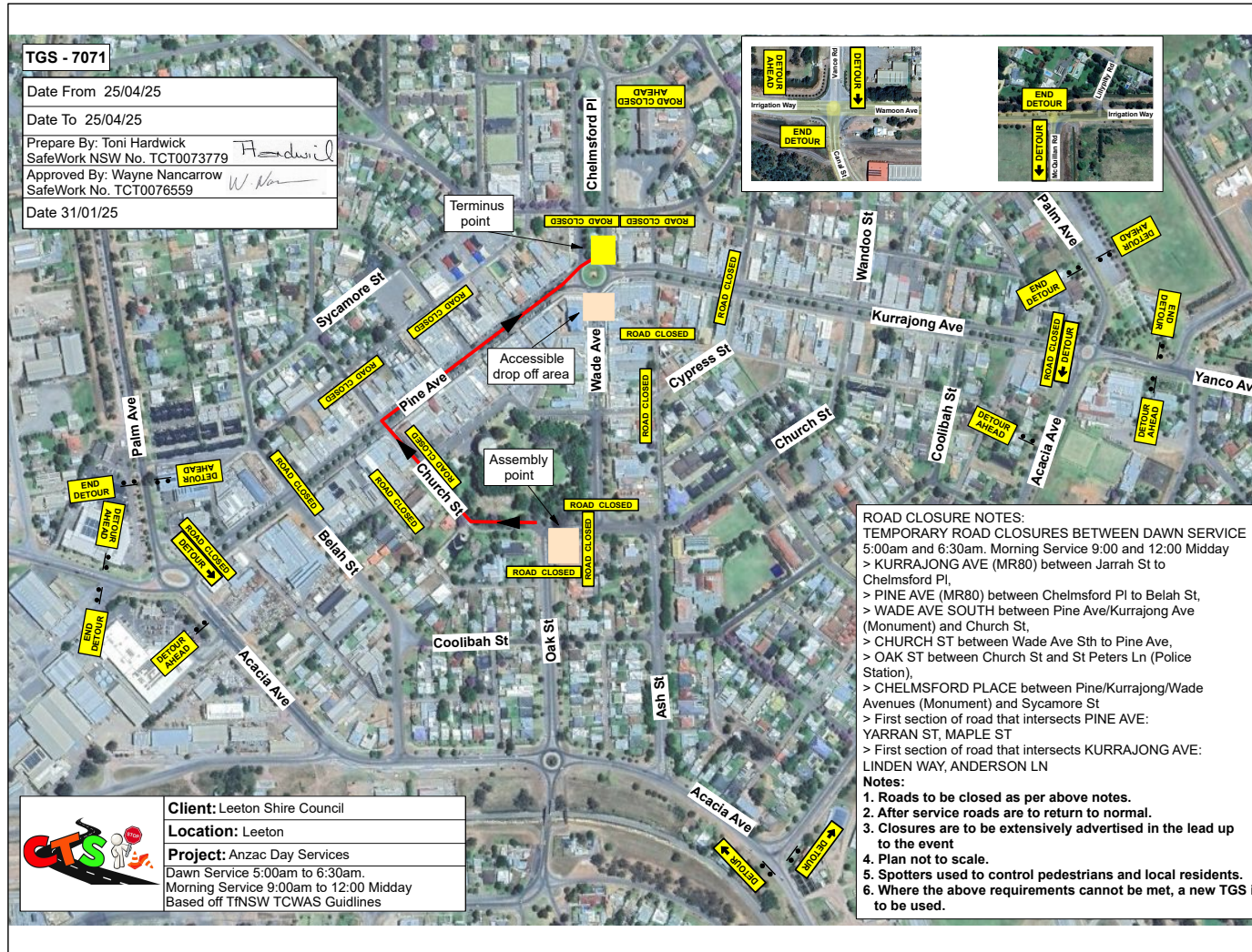
To the Commissioner of Police

1	<p>I <u>Luke Mahalm</u> (name)                  of <u>[REDACTED]</u> (address)                  on behalf of <u>Leeton RSL Sub Branch</u> (organisation)                  notify the Commissioner of Police that                  on the <u>25</u> (day) of <u>4</u> (month), <u>2025</u> (year), it is intended to hold</p> <p><i>either:</i></p> <p>(a) a public assembly, <b>not</b> being a procession, of approximately <u>500</u> (number) persons,                  which will assemble at <u>Leeton Cenotaph</u> (Place)                  at approximately <u>0945</u> am/pm,                  and disperse at approximately <u>1130</u> am/pm.</p> <p><i>or</i></p> <p>(b) a public assembly, being a procession of approximately <u>200</u> (number) persons,                  which will assemble at approximately <u>0945</u> am/pm, and at                  approximately <u>1000</u> am/pm the procession will commence and shall proceed  <u>from the intersection of Church St and Pine Ave to the cenotaph</u>  <u>at the intersection of Pine, Kurrajong and Wade Avenues</u></p> <p><small>(Specify route, any stopping places and the approximate duration of any stop; and the approximate time of termination. A diagram may be attached.)</small></p>
2	<p>The purpose of the proposed assembly is.....  <u>commemoration of Anzac Day</u>  <u>Dawn Service</u>  <u>assemble 0545, disperse 0630 - anticipated attendance 100pax</u>  <u>Main march &amp; service</u>  <u>assemble 0945, disperse 1130 - anticipated attendance 500pax</u></p>

3	<p>The following special characteristics associated with the assembly would be useful for the Commissioner of Police to be aware of in regulating the flow of traffic or in regulating the assembly (<i>strike out whichever is not applicable</i>):</p> <p>(i) There will be <u>1</u> (number) of vehicles and/or..... (number) of floats involved.</p> <p>The type and dimensions are as follows: <b>The Leeton Lions Train is a 2-piece vehicle approx. 10m in length which will be carrying veterans who are unable to march.</b></p> <p>(ii) There will be <u>3</u> (number) of bands, musicians, entertainers, etc. which will entertain or address the assembly.</p> <p>(iii) The following number and type of animals will be involved in the assembly: <b>Nil</b></p> <p>(iv) Other special characteristics of the proposed assembly are as follows: <b>Children will be marching in school groups</b></p>
4	<p>I take responsibility for organising and conducting the proposed assembly.</p>
5	<p>Notices for the purposes of the <i>Summary Offences Act 1988</i> may be served upon me at the following address:</p> <p><b>Luke Mahalm</b></p> <p>..... .....</p> <p><b>Leeton NSW 2705</b> ..... Postcode.</p> <p>Telephone No. <b>.....</b></p>
6	<p>Signed  .....</p> <p>Capacity/Title <b>President - Leeton RSL Sub Branch</b></p> <p>Date <b>04 Feb 2025</b></p>

**Special Event Planning & Resource Matrix**

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





LEETON SHIRE COUNCIL  
Leeton Local Traffic Committee - Thursday 6 March 2025

THE RETURNED AND  SERVICES LEAGUE

PRESIDENT Luke Mahalm  
HON. TREAS John Power  
HON. SEC. Belinda Mahalm

OF AUSTRALIA  
(NEW SOUTH WALES BRANCH)  
"The Price of Liberty is Eternal Vigilance"

LEETON SUBBRANCH  
PO Box 912  
LEETON NSW 2705

Email [leetonsb@rslnsw.org.au](mailto:leetonsb@rslnsw.org.au)

4<sup>th</sup> February 2025

**NOTIFICATION OF ANZAC DAY EVENT**

Dear Sir/Madam,

On behalf of the Leeton RSL Subbranch, I wish to notify you that the annual ANZAC Day commemoration services will once again take place on Friday 25 April 2025.

Our Dawn Service will commence with a short march comprising the Subbranch and members of the public at 0545am. The march will start at the intersection of Pine Avenue and Church Street and end at the Leeton Cenotaph at the intersection of Wade Avenue and Pine Avenue. The Dawn service will end at approximately 0645.

The assembly point for the Main March will be at the intersection of Church Street and Oak Street and extend along Church Street to accommodate all marchers. Assembly will commence at 0945 and step off will be at 1000. The march will proceed into Pine Avenue and then terminate at the Cenotaph. A commemorative service will then be held, and it is anticipated that a large number of people will attend. The service will end at approximately 1130.

Leeton RSL Subbranch members will the move to the Leeton Soldiers Club (by own means, not as a formed body) where a short service will be held at the Vietnam War Memorial in front of the Shrine of Remembrance.

Should you have any queries regarding this event or if you would like to discuss this further, please do not hesitate to contact me on 0422 460 074.

Regards



Luke Mahalm  
President, Leeton RSL Subbranch



**EVENT RISK ASSESSMENT**

<b>Name of Event</b>	Anzac Day Dawn Service & Morning Service			
<b>Date</b>	25 <sup>th</sup> April 2025	<b>Prepared By</b>	Fran Macdonald	
<b>Location of Event</b>	Leeton CBD	<b>Reviewed By</b>	Andrew Valenta	
<b>Risk Related Issues (eg. hazards)</b>	<b>Likelihood</b>	<b>Consequence</b>	<b>Rating</b>	<b>Control Measures</b>
• Crowd Control	D	3	M	Committee to monitor crowd numbers.
• Injured Participants (Crowd and Performers)	C	4	M	Committee to have First Aid Kit on hand. Emergency Services have been notified. Emergency contact phone list available at various locations.
• Weather	C	2	E	Watch long range weather forecast. Committee member to make decision <b>four hours</b> before event is due to start. (6am for main service)
• Traffic Management Plan	D	2	H	Traffic Management Plan complete. Emergency services and businesses informed of the event.

<b>Likelihood</b> A = Almost Certain: <b>Expected to occur</b> B = Likely: <b>Will probably occur</b> C = Possible: <b>Might occur at sometime</b> D = Unlikely: <b>Not likely to occur</b> E = Rare: <b>Exceptional circumstances</b>	<b>Consequence</b> 1 = Catastrophic: <b>Extreme pollution; Death or permanent disability; &gt; \$500,000</b> 2 = Major: <b>Severe pollution; Long term illness or serious injury; \$50,000 to \$500,000</b> 3 = Moderate: <b>Significant pollution; Medical attention &amp; off work; \$10,000 to \$50,000</b> 4 = Minor: <b>Low level pollution, First aid treatment; \$1,000 to \$10,000</b> 5 = Insignificant: <b>Minimal pollution, No injuries; Loss &lt; \$1,000</b>	<b>Rating</b> E = <b>Extreme</b> H = <b>High</b> M = <b>Moderate</b> L = <b>Low</b>	<b>Likelihood</b>					
			<b>Consequence</b>					
			1	E	E	E	E	H
			2	E	E	E	H	H
			3	E	H	H	M	M
			4	H	H	M	L	L
5	H	M	L	L	L			

LEETON SHIRE COUNCIL  
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### Certificate of Currency

The policy referred to is current as at the date of this certificate and whilst a due date has been indicated it should be noted that the policy may be cancelled in the future. Accordingly, reliance should not be placed on the expiry date.

<b>Policy Number:</b>	10M 7431902	
<b>Insured:</b>	RSL of Australia Sub Branches, Day Clubs and RSL Auxiliaries as declared and agreed, including Leeton RSL sub-Branch	
<b>Period of Insurance:</b>	(From) 31 May 2024	at 4:00pm local time at the place of issue
	(To) 31 May 2025	at 4:00pm local time at the place of issue
<b>Policy Type:</b>	General and Products Liability	
<b>Limit of Indemnity:</b>		
Public Liability	\$20,000,000	any one Occurrence
Advertising Injury	\$20,000,000	any one Occurrence
Products Liability	\$20,000,000	any one Occurrence and in the aggregate for any one Period of Insurance
<b>Interest Noted:</b>	It is noted and agreed that this Policy is endorsed to include the interests of: NSW Police, Transport NSW, Leeton Shire Council in respect of the Remembrance Day & ANZAC Day Services held by the Named Insured	
<b>Remarks:</b>	The above is subject always to the terms, conditions, exclusions and endorsements of the Policy.	

Signed for and on behalf of Insurance Australia Limited trading as CGU Insurance.



Kate Lowery  
Manager, Liability Small Commercial & Schemes  
31/05/2024

The graphic is a vertical rectangular poster for Anzac Day. It is divided into three main sections. The top section is black with white and gold text. The middle section is a blue horizontal band with white text. The bottom section is black with white and gold text. On the right side, there is a gold silhouette of a soldier in a trench coat and hat. The left side of the poster contains a white box with a blue border containing text and a map.

**LEETON SHIRE COUNCIL**

**TEMPORARY ROAD CLOSURE**

Notice is hereby given under Roads Act 1993 for the temporary closing of the following:

**Roads:** Kurrajong Avenue, Pine Avenue, Wade Avenue, Chelmsford Place and Church Street

**Duration:** 5.30am to 7.00am; and 9.00am to 12.00pm

**Date:** Friday 25 April 2025

**Reason:** Anzac Day celebrations

*Let us not forget*  
**ANZAC DAY**

**FRIDAY 25 APRIL**

**LEETON**  
Dawn Service 6am  
Main Service & March 9.45am for 10am

**YANCO**  
Yanco Hall Service 12 noon

**WHITTON**  
Whitton Park 3pm

**VMS Signage Display** Irrigation Way (Glenlee Cellars)



Scheduled display from 7 April to 25 April

**VMS Signage Display** Irrigation Way (Glenlee Cellars)



Scheduled display from 24 April to 25 April

LEETON SHIRE COUNCIL  
Leeton Local Traffic Committee - Thursday 6 March 2025

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## **7.2. SPECIAL EVENT APPLICATION - ANZAC DAY SERVICE - WHITTON**

**AUTHOR/S:** Road Safety Officer

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### **SUMMARY/PURPOSE**

The purpose of the report is to seek the Committee's approval to hold the ANZAC Day Afternoon Service in Whitton on Friday 25 April 2024.

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### **RECOMMENDATION**

THAT the Committee recommends that Leeton Shire Council endorses to hold the Whitton ANZAC Afternoon Service on Friday 25 April 2025 on Local Roads subject to the schedule of conditions as outlined in the RMS Guide to Traffic and Transport Management for Special Events including the following conditions;

1. The event is conducted as per times, location of conditions and circumstances that are invoked in the application documents.
2. A certified Traffic Guidance Scheme (TGS) for the event is to be prepared, implemented, monitored and decommissioned by an accredited person.
3. Event Organisers and participants immediately obey all directions given by Police.
4. Event Organisers and participants immediately obey all directions of Leeton Shire Council Officers.
5. Advertising of the event is to take place in local newspapers and social media to ensure locals are aware of the event.
6. Event will need to be registered on the One Road Portal so that road closures on the day are reflected in the live Traffic NSW App.
7. The event organiser will supply a copy of a Certificate of Currency referring to a current public liability insurance policy noting Transport for NSW and NSW Police as interested parties.

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

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### **REPORT**

A special event request (see attachment 1) has been received from the Whitton Town Improvement Committee requesting permission to conduct the Anzac Day Afternoon Service on Thursday 25 April 2025 (see attached).

The Afternoon Service in Whitton will commence from the Rice Bowl Hotel carpark at 3:00pm (TCP in place) with the march travelling along Benerembah Street to the

LEETON SHIRE COUNCIL  
Leeton Local Traffic Committee - Thursday 6 March 2025

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memorial gates at Whitton Park and finish time is approximately 3.30pm (TGS decommissioned).

This will see the traffic control plan in place from 2:00pm to 4:30pm and include the road closure of Benerembah Street from Melbergen Street to Hulong Street. Traffic along MR539 will be diverted down Stephenson Street.

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

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

Leeton Shire Council staff are responsible for the traffic control on the day for the event and wages will be funded through the events budget.

##### **(b) Risk**

A risk assessment is attached to the Special Event Application.

#### **CONSULTATION**

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

Whitton Town Improvement Committee

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

LSC Event Coordinator  
LSC Road Safety Officer  
LSC Roads & Project Coordinator

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

6. Roads and Drainage

6.5 Provide road safety programs, including roadside vegetation management, permitting, traffic management and accident assistance

6. Roads and Drainage 6.5 Optimise road safety

6.5.3 Promote road safety through design and appropriate regulation

#### **ATTACHMENTS**

1. Whitton 2025 Anzac Day Traffic Committee Submission [**7.2.1** - 17 pages]

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## Special Event Resources

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### Special Event Transport Management Plan Template

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

#### I EVENT DETAILS

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##### I.1 Event summary

Event Name: 2025 Anzac Day Commemorations  
Event Location: Benerembah Street, Whitton  
Event Date: 25/4/25 Event Start Time: 3.00pm Event Finish Time: 4.30pm  
Event Setup Start Time: 2.00pm Event Packdown Finish Time: 4.30pm  
Event is  off-street  on-street moving  on-street non-moving  
 held regularly throughout the year (calendar attached)

##### I.2 Contact names

Event Organiser \* Whitton Town Improvement Committee  
Phone:..... Fax:..... Mobile: [REDACTED] E-mail: whitton.lpo@c  
Event Management Company (if applicable).....  
Phone:..... Fax:..... Mobile:..... E-mail:.....  
Police Leeton Police - 24 Oak Street, Leeton  
Phone: 6953 1399 Fax:..... Mobile:..... E-mail:.....  
Council Leeton Shire Council  
Phone: 6953 0911 Fax:..... Mobile:..... E-mail:.....  
Roads & Traffic Authority (if Class I).....  
Phone:..... Fax:..... Mobile:..... E-mail:.....

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

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

Conduct of service to commemorate Anzac Day, including a march from the Rice Bowl Hotel along Benerembah Street to the memorial gates at Whitton Park.



2 RISK MANAGEMENT - TRAFFIC	
CLASS 1 CLASS 2 CLASS 3	<b>2.1 Occupational Health &amp; Safety - Traffic Control</b> <input checked="" type="checkbox"/> Risk assessment plan (or plans) attached
	<b>2.2 Public Liability Insurance</b> <input checked="" type="checkbox"/> Public liability insurance arranged. Certificate of currency attached.
	<b>2.3 Police</b> <input type="checkbox"/> Police written approval obtained
	<b>2.4 Fire Brigades and Ambulance</b> <input checked="" type="checkbox"/> Fire brigades notified <input checked="" type="checkbox"/> Ambulance notified
3 TRAFFIC AND TRANSPORT MANAGEMENT	
CLASS 1 CLASS 2 CLASS 3	<b>3.1 The route or location</b> <input checked="" type="checkbox"/> Map attached
	<b>3.2 Parking</b> <input type="checkbox"/> Parking organised - details attached <input checked="" type="checkbox"/> Parking not required
	<b>3.3 Construction, traffic calming and traffic generating developments</b> <input type="checkbox"/> Plans to minimise impact of construction activities, traffic calming devices or traffic-generating developments attached <input checked="" type="checkbox"/> There are no construction activities, traffic calming devices or traffic-generating developments at the location/route or on the detour routes
	<b>3.4 Trusts, authorities or Government enterprises</b> <input type="checkbox"/> This event uses a facility managed by a trust, authority or enterprise; written approval attached <input checked="" type="checkbox"/> This event does not use a facility managed by a trust, authority or enterprise
	<b>3.5 Impact on/of Public transport</b> <input type="checkbox"/> Public transport plans created - details attached <input checked="" type="checkbox"/> Public transport not impacted or will not impact event
	<b>3.6 Reopening roads after moving events</b> <input checked="" type="checkbox"/> This is a moving event - details attached. <input checked="" type="checkbox"/> This is a non-moving event.
	<b>3.7 Traffic management requirements unique to this event</b> <input type="checkbox"/> Description of unique traffic management requirements attached <input checked="" type="checkbox"/> There are no unique traffic requirements for this event
	<b>3.8 Contingency plans</b> <input type="checkbox"/> Contingency plans attached

Class 1	Class 2	<b>3.9 Heavy vehicle impacts</b>
		<input checked="" type="checkbox"/> Impacts heavy vehicles - RTA to manage <input type="checkbox"/> Does not impact heavy vehicles
		<b>3.10 Special event clearways</b>
		<input type="checkbox"/> Special event clearways required - RTA to arrange <input checked="" type="checkbox"/> Special event clearways not required
<b>4 MINIMISING IMPACT ON NON-EVENT COMMUNITY &amp; EMERGENCY SERVICES</b>		
CLASS 1	CLASS 3	<b>4.1 Access for local residents, businesses, hospitals and emergency vehicles</b>
		<input checked="" type="checkbox"/> Plans to minimise impact on non-event community attached <input type="checkbox"/> This event does not impact the non-event community either on the main route (or location) or detour routes
	CLASS 2	<b>4.2 Advertise traffic management arrangements</b>
		<input checked="" type="checkbox"/> Road closures or restrictions - advertising medium and copy of proposed advertisements attached <input type="checkbox"/> No road closures or restrictions but special event clearways in place - advertising medium and copy of proposed advertisements attached <input type="checkbox"/> No road closures, restrictions or special event clearways - advertising not required
		<b>4.3 Special event warning signs</b>
		<input checked="" type="checkbox"/> Special event information signs are described in the Traffic Control Plan/s <input type="checkbox"/> This event does not require special event warning signs
		<b>4.4 Permanent Variable Message Signs</b>
		<input checked="" type="checkbox"/> Messages, locations and times attached <input type="checkbox"/> This event does not use permanent Variable Message Signs
		<b>4.5 Portable Variable Message Signs</b>
		<input type="checkbox"/> The proposed messages and locations for portable VMS are attached <input checked="" type="checkbox"/> This event does not use portable VMS
<b>5 PRIVACY NOTICE</b>		

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

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

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

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**6 APPROVAL**

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TMP Approved by: ..... Event Organiser ..... Date

**7 AUTHORISATION TO \*REGULATE TRAFFIC**

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

Regulation of traffic authorised by: ..... Council ..... Date

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

Regulation of traffic authorised by: ..... RTA ..... Date

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


LEETON SHIRE COUNCIL  
Leeton Local Traffic Committee - Thursday 6 March 2025

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

**SUMMARY OFFENCES ACT 1988 - Sec 23**

To the Commissioner of Police

1	<p>I <u>Tracy Catlin</u> (name) of <u>[REDACTED]</u> (address) on behalf of <u>Whitton Town Improvement Committee</u> (organisation) notify the Commissioner of Police that on the <u>25</u> (day) of <u>4</u> (month), <u>2025</u> (year), it is intended to hold</p> <p><i>either:</i></p> <p>(a) a public assembly, <b>not</b> being a procession, of approximately <u>100</u> (number) persons, which will assemble at <u>Whitton Park memorial gates</u> (Place) at approximately <u>1500</u> am/pm, and disperse at approximately <u>1530</u> am/pm.</p> <p><i>or</i></p> <p>(b) a public assembly, being a procession of approximately <u>30</u> (number) persons, which will assemble at approximately <u>1445</u> am/pm, and at approximately <u>1500</u> am/pm the procession will commence and shall proceed <u>from the Rice Bowl Hotel carpark along Benerbah Street to the</u> <u>memorial gates at Whitton Park.</u></p> <p><small>(Specify route, any stopping places and the approximate duration of any stop; and the approximate time of termination. A diagram may be attached.)</small></p>
2	<p>The purpose of the proposed assembly is..... <u>commemoration of Anzac Day with a short march</u> <u>and service at the memorial gates,</u> <u>followed by speeches and refreshments</u> <u>at the Whitton Community Hall.</u></p>

3	<p>The following special characteristics associated with the assembly would be useful for the Commissioner of Police to be aware of in regulating the flow of traffic or in regulating the assembly (<i>strike out whichever is not applicable</i>):</p> <p>(i) There will be <u>nil</u> (number) of vehicles and/or..... (number) of floats involved.</p> <p>The type and dimensions are as follows: ..... ..... .....</p> <p>(ii) There will be <u>3</u> (number) of bands, musicians, entertainers, etc. which will entertain or address the assembly.</p> <p>(iii) The following number and type of animals will be involved in the assembly: <u>Nil</u> ..... .....</p> <p>(iv) Other special characteristics of the proposed assembly are as follows: ..... .....</p>
4	<p>I take responsibility for organising and conducting the proposed assembly.</p>
5	<p>Notices for the purposes of the <i>Summary Offences Act 1988</i> may be served upon me at the following address:</p> <p><u>Tracy Catlin</u> ..... <u>Whitton Post Office</u> ..... <u>1 Hulong Street, Whitton NSW</u> Postcode. <u>2705</u> ..... Telephone No. <u>0403 984 482</u> .....</p>
6	<p>Signed <u></u> ..... Capacity/Title <u>Chairperson, Whitton Town Improvement Committee</u> ..... Date <u>03-02-2025</u> .....</p>

**Special Event Planning & Resource Matrix**

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





LEETON SHIRE COUNCIL  
Leeton Local Traffic Committee - Thursday 6 March 2025



EF24/166/08

4 February 2025

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

Dear Sgt Johnson

**NOTIFICATION OF EVENT & ROAD CLOSURES  
ANZAC Day in Whitton – Friday 25 April 2025**

On behalf of the Whitton Town Improvement Committee, a section 355 committee of Leeton Shire Council, I wish to notify you that the annual ANZAC Day commemoration services in Whitton will once again take place on Friday 25 April 2025.

The event will commence with a short march along Benerembah Street from the Rice Bowl Hotel car park to the Whitton Park Memorial Gates at 3.00pm. A short commemorative service of approximately 30 minutes will be held, after which the commemorations, including speeches, will continue in the Whitton Community Hall.

The proposed Traffic Control Plan detailing the closure of a section of Benerembah Street for the procession of the march and the service in front of the Park gates and the detour of traffic around the area is attached.

Should you have any queries regarding this event or if you would like to discuss this further, please do not hesitate to contact Council's Events team on 6951 3103 or a Whitton Town Improvement Committee representative on [REDACTED]

Regards,

Fran Macdonald  
Events Officer  
Leeton Shire Council



LEETON SHIRE COUNCIL  
Leeton Local Traffic Committee - Thursday 6 March 2025



EF24/166/08

4 February 2025

Kirk Walker  
Station Officer  
Leeton Fire Station  
19 Chelmsford Place  
Leeton NSW 2705

Dear Mr Walker

**NOTIFICATION OF EVENT & ROAD CLOSURES  
ANZAC Day in Whitton – Friday 25 April 2025**

On behalf of the Whitton Town Improvement Committee, a section 355 committee of Leeton Shire Council, I wish to notify you that the annual ANZAC Day commemoration services in Whitton will once again take place on Friday 25 April 2025.

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Should you have any queries regarding this event or if you would like to discuss this further, please do not hesitate to contact Council's Events team on 6951 3103 or a Whitton Town Improvement Committee representative of [REDACTED]

Regards,

Fran Macdonald  
Events Officer  
Leeton Shire Council

LEETON SHIRE COUNCIL  
Leeton Local Traffic Committee - Thursday 6 March 2025



EF24/166/08

4 February 2025

Angela Fraser  
NSW Ambulance  
Leeton Ambulance Station  
35 Chelmsford Place  
Leeton NSW 2705

Dear Ms Fraser

**NOTIFICATION OF EVENT & ROAD CLOSURES  
ANZAC Day in Whitton – Friday 25 April 2025**

On behalf of the Whitton Town Improvement Committee, a section 355 committee of Leeton Shire Council, I wish to notify you that the annual ANZAC Day commemoration services in Whitton will once again take place on Friday 25 April 2025.

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Should you have any queries regarding this event or if you would like to discuss this further, please do not hesitate to contact Council's Events team on 6951 3103 or a Whitton Town Improvement Committee representative on [REDACTED].

Regards,

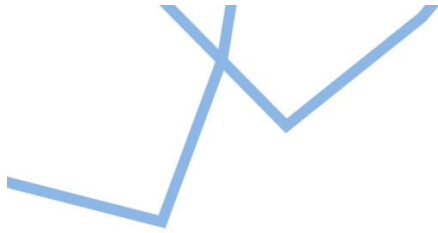
Fran Macdonald  
Events Officer  
Leeton Shire Council

### EVENT RISK ASSESSMENT

<b>Name of Event</b>	Anzac Day Service			
<b>Date</b>	25 <sup>th</sup> April 2025	<b>Prepared By</b>	Fran Macdonald	
<b>Location of Event</b>	Whitton Park	<b>Reviewed By</b>	Andrew Valenta	
<b>Risk Related Issues (eg. hazards)</b>	<b>Likelihood</b>	<b>Consequence</b>	<b>Rating</b>	<b>Control Measures</b>
• Crowd Control	D	3	M	Committee to monitor crowd numbers.
• Injured Participants (Crowd and Performers)	C	4	M	Committee to have First Aid Kit on hand. Emergency Services have been notified. Emergency contact phone list available at various locations.
• Weather	C	2	E	Watch long range weather forecast. Committee member to make decision <b>four hours</b> before event is due to start. (6am for main service)
• Traffic Management Plan	D	2	H	Traffic Management Plan complete. Emergency services and businesses informed of the event.

<b>Likelihood</b> A = Almost Certain: <b>Expected to occur</b> B = Likely: <b>Will probably occur</b> C = Possible: <b>Might occur at sometime</b> D = Unlikely: <b>Not likely to occur</b> E = Rare: <b>Exceptional circumstances</b>	<b>Consequence</b> 1 = Catastrophic: <b>Extreme pollution; Death or permanent disability; &gt; \$500,000</b> 2 = Major: <b>Severe pollution; Long term illness or serious injury; \$50,000 to \$500,000</b> 3 = Moderate: <b>Significant pollution; Medical attention &amp; off work; \$10,000 to \$50,000</b> 4 = Minor: <b>Low level pollution, First aid treatment; \$1,000 to \$10,000</b> 5 = Insignificant: <b>Minimal pollution, No injuries; Loss &lt; \$1,000</b>	<b>Rating</b> E = <b>Extreme</b> H = <b>High</b> M = <b>Moderate</b> L = <b>Low</b>	<b>Likelihood</b>					
			<b>Consequence</b>					
			A	B	C	D	E	
			1	E	E	E	E	H
			2	E	E	E	H	H
			3	E	H	H	M	M
4	H	H	M	L	L			
5	H	M	L	L	L			

LEETON SHIRE COUNCIL  
Leeton Local Traffic Committee - Thursday 6 March 2025



01 July 2024

Attention □ Andrew Valenta

The General Manager  
Leeton Shire Council  
23-23 Chelmsford Place  
L □ □ TON NSW 2705

Dear Andrew,

ABN 69 009 09 □ □ 64

One International Towers,  
100 Barangaroo Ave,  
Sydney, NSW, 2000

Tel □ (02) 9320 2700  
Direct □ (02) 9320 2726  
Naamon □ urell □ jta.com.au  
[www.statewidemutual.com.au](http://www.statewidemutual.com.au)

#### **Certificate of Currency**

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

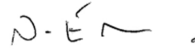
<b>CLASS</b>	Public Liability/Professional Indemnity
<b>MEMBER</b>	Leeton Shire Council
<b>BUSINESS OF MEMBER:</b>	Local Government Authority, as defined in wording
<b>INTERESTED PARTY</b>	□ Extended to note the interests of Transport for NSW and NSW Police in respect of liability incurred by Council as a result of its negligent acts, errors or omissions committed or alleged to have been committed, arising from planned road closures within Council.
<b>EXPIRY DATE</b>	30 June 2025
<b>GEOGRAPHICAL SCOPE</b>	Anywhere in the World, excluding the Dominion of Canada and the □ nited States of America.
<b>LIMITS OF PROTECTION</b>	Public Liability □20,000,000 any one occurrence Products Liability □20,000,000 any one occurrence and in the aggregate any one Period of Protection Professional Indemnity □20,000,000 any one claim and in the aggregate any one Period of Protection
<b>STATEWIDE CERTIFICATE NUMBER</b>	000115

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

LEETON SHIRE COUNCIL  
Leeton Local Traffic Committee - Thursday 6 March 2025



Yours sincerely,



Naamon E. Murell  
Executive Officer



The image is a vertical notice for Anzac Day traffic closures. It is divided into three main sections. The top section features the Leeton Shire Council logo and the title 'TEMPORARY ROAD CLOSURE'. Below this, it provides details: 'Notice is hereby given under Roads Act 1993 for the temporary closing of the following:', 'Roads: Benerambah Street (between Melbergen and Hulong Sts)', 'Duration: 3.00pm to 3.45pm', 'Date: Friday 25 April 2025', 'Reason: Anzac Day march and service', and 'Detours: Road closures will be clearly signposted. Detours for all traffic, including heavy vehicles, in place.' Below the text is a small aerial map of the area. The middle section is a dark blue/black background with the text 'Lest we forget ANZAC DAY FRIDAY 25 APRIL' and a silhouette of a soldier. It lists services for 'LEETON' (Dawn Service 6am, Main Service & March 9.45am for 10am) and 'YANCO' (Yanco Hall Service 12 noon). The bottom section is a blue background with 'WHITTON' and 'Whitton Park 3pm'.

**LEETON SHIRE COUNCIL**

**TEMPORARY ROAD CLOSURE**

Notice is hereby given under Roads Act 1993 for the temporary closing of the following:

**Roads:** Benerambah Street  
(between Melbergen and Hulong Sts)

**Duration:** 3.00pm to 3.45pm

**Date:** Friday 25 April 2025

**Reason:** Anzac Day march and service

**Detours:** Road closures will be clearly signposted. Detours for all traffic, including heavy vehicles, in place.

*Lest we forget*  
**ANZAC DAY**  
**FRIDAY 25 APRIL**

**LEETON**  
Dawn Service 6am  
Main Service & March  
9.45am for 10am

**YANCO**  
Yanco Hall Service  
12 noon

**WHITTON**  
Whitton Park 3pm

**VMS Signage Display** Irrigation Way (Glenlee Cellars)



Scheduled display from 7 April to 25 April

**VMS Signage Display** Irrigation Way (Glenlee Cellars)



Scheduled display from 24 April to 25 April



LEETON SHIRE COUNCIL  
Leeton Local Traffic Committee - Thursday 6 March 2025

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### 7.3. SPECIAL EVENT APPLICATION - AUSTRALIAN ART DECO FESTIVAL - LEETON

**AUTHOR/S:** Road Safety Officer

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#### SUMMARY/PURPOSE

The purpose of this report is to seek the Committee's approval for road closure of Chelmsford Place from Kurrajong Avenue to Grevillia Street for the Leeton Art Deco Festival to be held on Saturday the 12<sup>th</sup> July 2025 from 6am to 3pm.

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#### RECOMMENDATION

THAT the Committee recommends that Leeton Shire Council endorses to hold the Leeton Art Deco Festival event on local roads as per the Traffic Control Plan, subject to the schedule of conditions as outlined in the RMS Guide to Traffic and Transport Management for Special Events including the following conditions:

1. The event is conducted as per times, location of conditions and circumstances that are indicated in the application documents.
2. A certified Traffic Guidance Scheme for the event is to be prepared, implemented monitored and decommissioned by an accredited person.
3. Event organisers and participants immediately obey all directions by police.
4. Event organisers and participants immediately obey all direction by Leeton Shire Council Officers.
5. Advertising of the event is to take place in local newspapers and social media four weeks prior to the event, to ensure locals are aware of the event.
6. Event will need to be registered on the One Road Portal so that road closures on the day are reflected in the live Traffic NSW App.
7. The event organiser will supply a copy of a Certificate of Currency referring to a current public liability insurance policy noting Transport for NSW and NSW Police as interested parties.

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

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#### REPORT

The Special Event Application (**Attachment 1**) has been received from the organisational committee of the Australian Art Deco Festival – Leeton. The special event application includes a Traffic Guidance Scheme (TGS) outlining the road closures and diversion, notification of event for emergency services, risk assessment, Certificate of Currency and advertising of the event.

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LEETON SHIRE COUNCIL  
Leeton Local Traffic Committee - Thursday 6 March 2025

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The event is to celebrate Leeton's Art Deco heritage. Several key events are to take place in Chelmsford Place in which there are several high profile Art Deco buildings.

The events in Chelmsford Place will take place on Saturday 12 July 2025 and result in road closures from 6:00am till 3pm. The road closures will see Chelmsford Place closed from Pine Avenue to Grevillia Street to features a street festival event featuring a soapbox derby, car display, market stall and live entertainment as part of an overall program encompassing exhibitions, performances, workshops, food and market stalls based on theme and culture of the 1920s, 30s & 40s.

This is the sixth event of this type to be held in Leeton.

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

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

Leeton Shire Council staff are responsible for the traffic control on the day for the event and wages will be captured through the events budget.

##### **(b) Risk**

A risk assessment is attached to the Special Event Application.

#### **CONSULTATION**

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

Australian Art Deco Festival Organising committee

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

LSC Event Coordinator  
LSC Road Safety Officer  
LSC Roads & Project Coordinator

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

6. Roads and Drainage  
6.5 Provide road safety programs, including roadside vegetation management, permitting, traffic management and accident assistance

6. Roads and Drainage    6.5 Optimise road safety  
6.5.3 Promote road safety through design and appropriate regulation

#### **ATTACHMENTS**

1. AADFL 2025 Traffic Committee Submission [**7.3.1** - 21 pages]

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## Special Event Resources

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### Special Event Transport Management Plan Template

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

#### I EVENT DETAILS

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##### I.1 Event summary

Event Name: Australian Art Deco Festival - Leeton  
Event Location: Chelmsford Place, Leeton  
Event Date: 12/07/2025 Event Start Time: 10am Event Finish Time: 1pm  
Event Setup Start Time: 6am Event Packdown Finish Time: 3pm  
Event is  off-street  on-street moving  on-street non-moving  
 held regularly throughout the year (calendar attached)

##### I.2 Contact names

Event Organiser \* Leeton Shire Council - Fran Macdonald  
Phone:..... Fax:..... Mobile:                      E-mail:                       
Event Management Company (if applicable).....  
Phone:..... Fax:..... Mobile: ..... E-mail:.....  
Police .....  
Phone:..... Fax:..... Mobile: ..... E-mail:.....  
Council Leeton Shire Council  
Phone: 6953 0911 Fax:..... Mobile: ..... E-mail: council@leetc  
Roads & Traffic Authority (if Class I).....  
Phone:..... Fax:..... Mobile: ..... E-mail:.....

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

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

The Australian Art Deco Festival – Leeton features a street festival event featuring a soapbox derby, car display, market stall and live entertainment on Saturday 12 July as part of an overall program encompassing exhibitions, performances, workshops, food and market stalls based on theme and culture of the 1920s, 30s & 40s.

2 RISK MANAGEMENT - TRAFFIC	
CLASS 1 CLASS 2 CLASS 3	<b>2.1 Occupational Health &amp; Safety - Traffic Control</b> <input checked="" type="checkbox"/> Risk assessment plan (or plans) attached
	<b>2.2 Public Liability Insurance</b> <input checked="" type="checkbox"/> Public liability insurance arranged. Certificate of currency attached.
	<b>2.3 Police</b> <input type="checkbox"/> Police written approval obtained
	<b>2.4 Fire Brigades and Ambulance</b> <input checked="" type="checkbox"/> Fire brigades notified <input checked="" type="checkbox"/> Ambulance notified
3 TRAFFIC AND TRANSPORT MANAGEMENT	
CLASS 1 CLASS 2 CLASS 3	<b>3.1 The route or location</b> <input checked="" type="checkbox"/> Map attached
	<b>3.2 Parking</b> <input type="checkbox"/> Parking organised - details attached <input checked="" type="checkbox"/> Parking not required
	<b>3.3 Construction, traffic calming and traffic generating developments</b> <input type="checkbox"/> Plans to minimise impact of construction activities, traffic calming devices or traffic-generating developments attached <input checked="" type="checkbox"/> There are no construction activities, traffic calming devices or traffic-generating developments at the location/route or on the detour routes
	<b>3.4 Trusts, authorities or Government enterprises</b> <input type="checkbox"/> This event uses a facility managed by a trust, authority or enterprise; written approval attached <input checked="" type="checkbox"/> This event does not use a facility managed by a trust, authority or enterprise
	<b>3.5 Impact on/of Public transport</b> <input type="checkbox"/> Public transport plans created - details attached <input checked="" type="checkbox"/> Public transport not impacted or will not impact event
	<b>3.6 Reopening roads after moving events</b> <input type="checkbox"/> This is a moving event - details attached. <input checked="" type="checkbox"/> This is a non-moving event.
	<b>3.7 Traffic management requirements unique to this event</b> <input checked="" type="checkbox"/> Description of unique traffic management requirements attached <input type="checkbox"/> There are no unique traffic requirements for this event
	<b>3.8 Contingency plans</b> <input type="checkbox"/> Contingency plans attached

Class 1	Class 2	<b>3.9 Heavy vehicle impacts</b>
		<input type="checkbox"/> Impacts heavy vehicles - RTA to manage <input checked="" type="checkbox"/> Does not impact heavy vehicles
		<b>3.10 Special event clearways</b>
		<input type="checkbox"/> Special event clearways required - RTA to arrange <input checked="" type="checkbox"/> Special event clearways not required
<b>4 MINIMISING IMPACT ON NON-EVENT COMMUNITY &amp; EMERGENCY SERVICES</b>		
CLASS 1	CLASS 3	<b>4.1 Access for local residents, businesses, hospitals and emergency vehicles</b>
		<input checked="" type="checkbox"/> Plans to minimise impact on non-event community attached <input type="checkbox"/> This event does not impact the non-event community either on the main route (or location) or detour routes
	CLASS 2	<b>4.2 Advertise traffic management arrangements</b>
		<input checked="" type="checkbox"/> Road closures or restrictions - advertising medium and copy of proposed advertisements attached <input type="checkbox"/> No road closures or restrictions but special event clearways in place - advertising medium and copy of proposed advertisements attached <input type="checkbox"/> No road closures, restrictions or special event clearways - advertising not required
		<b>4.3 Special event warning signs</b>
		<input type="checkbox"/> Special event information signs are described in the Traffic Control Plan/s <input checked="" type="checkbox"/> This event does not require special event warning signs
		<b>4.4 Permanent Variable Message Signs</b>
		<input checked="" type="checkbox"/> Messages, locations and times attached <input type="checkbox"/> This event does not use permanent Variable Message Signs
		<b>4.5 Portable Variable Message Signs</b>
		<input type="checkbox"/> The proposed messages and locations for portable VMS are attached <input checked="" type="checkbox"/> This event does not use portable VMS
<b>5 PRIVACY NOTICE</b>		
<p>The "Personal Information" contained in the completed Transport Management Plan may be collected and held by the NSW Police, the NSW Roads and Traffic Authority (RTA), or Local Government.</p> <p>I declare that the details in this application are true and complete. I understand that:</p> <ul style="list-style-type: none"> <li>The "personal information" is being collected for submission of the Transport Management Plan for the event described in Section 1 of this document.</li> <li>I must supply the information under the Road Transport Legislation (as defined in the <i>Road Transport (General) Act 1999</i>) and the <i>Roads Act 1993</i>.</li> <li>Failure to supply full details and to sign or confirm this declaration can result in the event not proceeding.</li> <li>The "personal information" being supplied is either my own or I have the approval of the person concerned to provide his/her "personal information".</li> <li>The "personal information" held by the Police, RTA or Local Government may be disclosed inside and outside of NSW to event managers or any other person or organisation required to manage or provide resources required to conduct the event or to any business, road user or resident who may be impacted by the event.</li> <li>The person to whom the "personal information" relates has a right to access or correct it in accordance with the provisions of the relevant privacy legislation.</li> </ul>		
Page 86	Traffic & Transport Management of Special Events	Version 3.4 August 2, 2006

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**6 APPROVAL**

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TMP Approved by: ..... Event Organiser ..... Date

**7 AUTHORISATION TO \*REGULATE TRAFFIC**

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

Regulation of traffic authorised by: ..... Council ..... Date

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

Regulation of traffic authorised by: ..... RTA ..... Date

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

LEETON SHIRE COUNCIL  
Leeton Local Traffic Committee - Thursday 6 March 2025

**Schedule 1 Form - Notice of Intention to Hold a Public Assembly**

**SUMMARY OFFENCES ACT 1988 - Sec 23**

To the Commissioner of Police

1	<p>I ..... <u>Fran Macdonald</u> ..... (name) of ..... <span style="background-color: black; color: black;">[REDACTED]</span> ..... (address) on behalf of <u>Australian Art Deco Festival Leeton (Leeton Shire Council)</u> ..... (organisation) notify the Commissioner of Police that on the <u>12</u>. (day) of <u>7</u>..... (month), <u>2025</u>(year), it is intended to hold</p> <p><i>either:</i></p> <p>(a) a public assembly, <b>not</b> being a procession, of approximately <u>3000</u> (number) persons, which will assemble at <u>Chelmsford Place, Leeton</u> ..... (Place) at approximately <u>1000</u>am/pm, and disperse at approximately <u>1300</u>am/pm.</p> <p><i>or</i></p> <p>(b) a public assembly, being a procession of approximately ..... (number) persons, which will assemble at approximately ..... am/pm, and at approximately ..... am/pm the procession will commence and shall proceed ..... ..... .....</p> <p><i>(Specify route, any stopping places and the approximate duration of any stop; and the approximate time of termination. A diagram may be attached.)</i></p>
2	<p>The purpose of the proposed assembly is..... <u>a street market event as part of the Australian Art Deco Festival - Leeton</u> <u>encompassing exhibitions, performances, workshops, food &amp; market stalls,</u> <u>vehicle displays and a soapbox derby based on the theme and culture of</u>..... <u>the Art Deco period from the 1920s, 30s and 40s.</u> ..... ..... ..... .....</p>

3	<p>The following special characteristics associated with the assembly would be useful for the Commissioner of Police to be aware of in regulating the flow of traffic or in regulating the assembly (<i>strike out whichever is not applicable</i>):</p> <p>(i) There will be <del>.20-30</del>(number) of vehicles and/or..... (number) of floats involved.</p> <p>The type and dimensions are as follows:  <del>Vintage vehicle display featuring cars from 1910-1949</del>  <del>Soapbox Derby featuring non-professional billy carts</del></p> <p>(ii) There will be <del>.4-5</del>.. (number) of bands, musicians, entertainers, etc. which will entertain or address the assembly.</p> <p>(iii) The following number and type of animals will be involved in the assembly:  <del>nil</del></p> <p>(iv) Other special characteristics of the proposed assembly are as follows:  <del>Enclosed/cordoned event area containing live music on the rotunda.</del>  <del>market stalls, soapbox derby track, vehicle display and access to exhibition</del>  <del>on display in LMAC:</del></p>
4	<p>I take responsibility for organising and conducting the proposed assembly.</p>
5	<p>Notices for the purposes of the <i>Summary Offences Act 1988</i> may be served upon me at the following address:</p> <p><del>Fran Macdonald</del>  <del>.....</del>  <del>.....</del> Postcode.</p> <p>Telephone No. <del>.....</del></p>
6	<p>Signed <del>.....</del>          Capacity/Title <del>.....</del> <b>Leeton Shire Council Events Officer</b>          Date <del>.....</del> <b>04 February 2025</b></p>





TGS

**Comments:**

1. Ambulance/Fire Vehicles to be permitted access to stations as necessary.
2. Grevillea & Sycamore Sts half closed.

This plan is based on the  
 TCAWS Manual Ver 6 & AS 17423.  
 D = 50km

**MANIFEST**

- 23 x Sign single
- 9 x Detour Ahead T1-6
- 8 x Barrier
- 7 x Road Closed T2-4
- 6 x Detour (L) T5-1
- 4 x Detour (R) T5-1
- 2 x End Detour T2-23
- 1 x Sign
- 1 x End Detour TM2-23A



**Date:** 30 January 2025  
**Author:** Salim Choudhury  
**Project:** AADFL 2025  
 Chelmsford Festival - Sat 12 July  
**Plan Number:** EV 25-001

**Designed by:** Salim Choudhury  
**Cert #:** TCT1052497  
**Signature:** *Salim Choudhury* **Date:** 30-01-25  
**Approved by:** Chris Lashbrook  
**Cert #:** TCT0013974  
**Signature:** *Chris Lashbrook* **Date:** 30-1-25



LEETON SHIRE COUNCIL  
 Leeton Local Traffic Committee - Thursday 6 March 2025



TGS



**Date:** 30 January 2025  
**Author:** Salim Choudhury  
**Project:** AADFL 2025  
 Chelmsford Festival - Sat 12 July  
**Plan Number:** EV 25-001-2. Outer Detours

<b>Designed by:</b> Salim Choudhury	
<b>Cert #:</b> TCT1059497	
<b>Signature:</b> <i>Salim Choudhury</i>	<b>Date:</b> 30-01-25
<b>Approved by:</b> Chris Lashbrook	
<b>Cert #:</b> TCT0013974	
<b>Signature:</b> <i>Chris Lashbrook</i>	<b>Date:</b> 30-1-25

7.3.1 AADFL 2025 Traffic Committee Submission

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LEETON SHIRE COUNCIL  
Leeton Local Traffic Committee - Thursday 6 March 2025



EF 24/166/03

04 February 2025

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

Dear Ms Fraser,

**NOTIFICATION OF EVENT**  
**Australian Art Deco Festival Leeton – 11-13 July 2025**

On behalf of the Leeton Shire Council, I would like to notify you that the Australian Art Deco Festival Leeton 2025 will be taking place this year on July 11-13, 2025.

The Australian Art Deco Festival Leeton was developed with a vision to grow into a significant regional event and economic driver for the Shire. The three-day Festival consists of a variety of free and ticketed events across a number of venues, including a soapbox derby, market stalls, heritage tours, exhibitions, performances and other activities.

On Saturday 12 July our free public program features an open street festival in Chelmsford Place with market stalls and performers bumping in from 6am, and out from 2.30pm – the festival is open to the public between the hours of 10am and 1pm with the highlight drawcard being a soapbox derby down the southbound lane of Chelmsford Place from 10.30am.

Attached are the proposed traffic control plans - Chelmsford Place will be closed from Pine Avenue to Grevillea Street, with detours and access to be in place from Sycamore Street along Dooley and Anderson Lane. Access to the Ambulance Station is to be unimpeded; the Fire Station will have rear access via Dooley Lane and the temporary barricades on Sycamore Street can be removed in the event of emergency activation.

Should you have any queries regarding this event or if you would like to discuss this further, please do not hesitate to contact the event coordinator Fran Macdonald on 6951 3103.

Regards,

Fran Macdonald  
Events Officer  
Leeton Shire Council

LEETON SHIRE COUNCIL  
Leeton Local Traffic Committee - Thursday 6 March 2025



EF 24/166/03

04 February 2025

Kirk Walker  
Station Officer  
Leeton Fire Station  
19 Chelmsford Place  
Leeton NSW 2705

Dear Mr Walker,

**NOTIFICATION OF EVENT**  
**Australian Art Deco Festival Leeton – 11-13 July 2025**

On behalf of the Leeton Shire Council, I would like to notify you that the Australian Art Deco Festival Leeton 2025 will be taking place this year on July 11-13, 2025.

The Australian Art Deco Festival Leeton was developed with a vision to grow into a significant regional event and economic driver for the Shire. The three-day Festival consists of a variety of free and ticketed events across a number of venues, including a soapbox derby, market stalls, heritage tours, exhibitions, performances and other activities.

On Saturday 12 July our free public program features an open street festival in Chelmsford Place with market stalls and performers bumping in from 6am, and out from 2.30pm – the festival is open to the public between the hours of 10am and 1pm with the highlight drawcard being a soapbox derby down the southbound lane of Chelmsford Place from 10.30am.

Attached are the proposed traffic control plans - Chelmsford Place will be closed from Pine Avenue to Grevillea Street, with detours and access to be in place from Sycamore Street along Dooley and Anderson Lane. Access to the Ambulance Station is to be unimpeded; the Fire Station will have rear access via Dooley Lane and the temporary barricades on Sycamore Street can be removed in the event of emergency activation.

We welcome your support of this event, as per the 2019 event, with the display of your heritage vehicles and support from your volunteers in period dress.

Should you have any queries regarding this event or if you would like to discuss this further, please do not hesitate to contact the event coordinator Fran Macdonald on 6951 3103.

Regards,

Fran Macdonald  
Events Officer  
Leeton Shire Council

LEETON SHIRE COUNCIL  
Leeton Local Traffic Committee - Thursday 6 March 2025



EF 24/166/03

04 February 2025

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

Dear Sgt Johnson,

**NOTIFICATION OF EVENT**  
**Australian Art Deco Festival Leeton – 11-13 July 2025**

On behalf of the Leeton Shire Council, I would like to notify you that the Australian Art Deco Festival Leeton 2025 will be taking place this year on July 11-13, 2025.

The Australian Art Deco Festival Leeton was developed with a vision to grow into a significant regional event and economic driver for the Shire. The three-day Festival consists of a variety of free and ticketed events across a number of venues, including a soapbox derby, market stalls, heritage tours, exhibitions, performances and other activities.

On Saturday 12 July our free public program features an open street festival in Chelmsford Place with market stalls and performers bumping in from 6am, and out from 2.30pm – the festival is open to the public between the hours of 10am and 1pm with the highlight drawcard being a soapbox derby down the southbound lane of Chelmsford Place from 10.30am.

Attached are the proposed traffic control plans - Chelmsford Place will be closed from Pine Avenue to Grevillea Street, with detours and access to be in place from Sycamore Street along Dooley and Anderson Lane. Access to the Ambulance Station is to be unimpeded; the Fire Station will have rear access via Dooley Lane and the temporary barricades on Sycamore Street can be removed in the event of emergency activation.

Should you have any queries regarding this event or if you would like to discuss this further, please do not hesitate to contact the event coordinator Fran Macdonald on 6951 3103.

Regards,



Fran Macdonald  
Events Officer  
Leeton Shire Council



### Operational Risk Assessment

<b>Workgroup:</b>	Economic & Community Development	<b>Employees involved in Risk Assessment:</b> Fran Macdonald – LSC Events Officer Andrew Valenta – LSC Manager WHS, QA & Risk
<b>Division / Area:</b>	Events	
<b>Task Description:</b>	Australian Art Deco Festival - Leeton – 11-13 July 2025	
<b>Date:</b>	30 January 2025	
<b>Version:</b>	1	

**Background**

The Australian Art Deco Festival – Leeton (AADFL) was developed with a vision to grow into a significant regional event and economic driver for the Shire. The Festival consists of a variety of events over three days, including a soapbox derby, market stalls, heritage tours, exhibitions, performances and other activities.

**Purpose**

Soapbox Derby - promote local community involvement in a larger event designed to attract and increase visitation during the off-peak tourism period.

**Scope of Risk Assessment**

Soapbox Derby event on Chelmsford Place (Saturday 12 July from 10am-12.30pm)

**Methodology**

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

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### Operational Risk Assessment

#### Operational WHS Hazard and Risk Register

Task / Activity	Hazard/ Source of Hazard / Risk	Initial Risk Rating	Control Measures	Residual Risk Rating
Soapbox Derby	Spectators being impacted by moving vehicles  Injury to participants resulting from impact/collision with other participants	20	Pre-race condition inspections of carts to be conducted by event staff (Council staff/Rotary volunteers) and if deemed unsafe as per race compliance rules carts will be removed prior to the start of the race.  Race compliance rules: <ul style="list-style-type: none"> <li>• Carts must have brakes and be able to stop unaided.</li> <li>• All carts must have four (4) wheels, with a maximum wheel diameter of 600mm.</li> <li>• Maximum cart length is 2 metres.</li> <li>• Carts must be capable of being steered, with a 10–20-degree restriction to support better control.</li> <li>• No mechanical or driver propulsion (e.g. no pedals).</li> <li>• No dangerous extrusions from cart.</li> <li>• Each cart to have a driver and a pusher.</li> <li>• Drivers must wear helmets and enclosed footwear.</li> </ul> Barriered track area to protect spectators and participants. Crowd control barriers to line main track section to prevent spectators crossing into track area. Additional “soft break” barrier e.g. haybales, to lessen impact of moving vehicles into barrier fencing. Bulk bales/bales of rice hulls to be placed at the end of deceleration zone to provide a hard stop for vehicles.  Reduced starting push zone area – to minimize initial speed of vehicles and lessen number of bodies on track and potential impacts	10
	Weather Conditions	9 M	Committee member to view long range weather forecast. Event to be cancelled at 8am in the event of heavy rain, hail or electrical storms or temperature in expected to be greater than 40 degrees.	6 M

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### Operational Risk Assessment

Task / Activity	Hazard/ Source of Hazard / Risk	Initial Risk Rating	Control Measures	Residual Risk Rating
	Children	6 M	Children under 12 years old must be accompanied by an adult at all times. Appropriate clothing and footwear are recommended to be worn.	3 L
	Alcohol and Drug Consumption	9 M	Strictly no Alcohol or Drugs are to be consumed by participants, volunteers or spectators. Committee members/Council staff to observe.	6 M
	Slips, trips & falls Stings & bites	9 M	Appropriate clothing and footwear must be worn. Committee to have access to mobile phone and emergency services. First Aid provided through info desk area (LMAG)/on site.	6 M
	Sunburn	2 L	Sunscreen must be provided through Info desk area. Shade areas available.	2 L
	Traffic Control	9 M	Appropriate bunting and barriers to be placed as per the TMP. Road Closure signage to be installed. Road Closure notification in local papers. All emergency services are notified of event.	6 M
	Inadequate Parking	4 L	Ensure sufficient parking spaces are available within Sycamore Street carpark, along Chelmsford Place and in Pine and Wade Aves. Parking available at various sites – approx. 200 car spaces.	2 L

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### Operational Risk Assessment

**Relevant Documents**

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

**Competency Requirements for Workgroup**

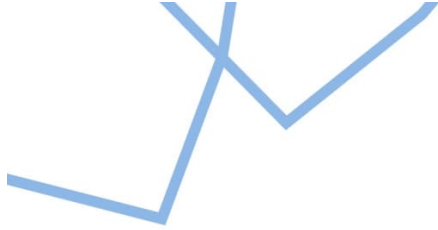
Position	Competencies Required

**Plant, Machinery, Equipment Used**

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

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LEETON SHIRE COUNCIL  
Leeton Local Traffic Committee - Thursday 6 March 2025



01 July 2024

Attention: Andrew Valenta

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

Dear Andrew,

ABN 9 009 098 844

One International Towers,  
100 Barangaroo Ave,  
Sydney, NSW, 2000

Tel: (02) 9320 2700

Direct: (02) 9320 2724

Naamon.Eurell@lta.com.au

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

#### **Certificate of Currency**

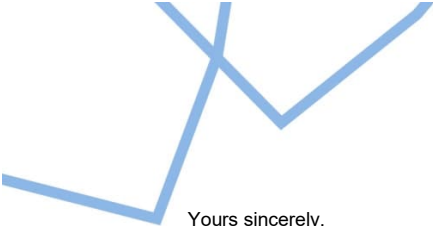
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This is to certify that membership is current, as at the date stated above. This certificate provides a summary of the cover and is not intended to amend, extend, replace or override the terms and conditions provided by the Statewide Mutual Liability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

<b>CLASS</b>	Public Liability/Professional Indemnity
<b>MEMBER</b>	Leeton Shire Council
<b>BUSINESS OF MEMBER:</b>	Local Government Authority, as defined in wording
<b>INTERESTED PARTY</b>	Extended to note the interests of Transport for NSW and NSW Police in respect of liability incurred by Council as a result of its negligent acts, errors or omissions committed or alleged to have been committed, arising from planned road closures within Council.
<b>EXPIRY DATE</b>	30 June 2025
<b>GEOGRAPHICAL SCOPE</b>	Anywhere in the World, excluding the Dominion of Canada and the United States of America.
<b>LIMITS OF PROTECTION</b>	Public Liability \$20,000,000 any one occurrence Products Liability \$20,000,000 any one occurrence and in the aggregate any one Period of Protection Professional Indemnity \$20,000,000 any one claim and in the aggregate any one Period of Protection
<b>STATEWIDE CERTIFICATE NUMBER</b>	000115

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

LEETON SHIRE COUNCIL  
Leeton Local Traffic Committee - Thursday 6 March 2025



Yours sincerely,

A handwritten signature in black ink, appearing to read 'N. E. M.' with a period at the end.

Naamon Eurell  
Executive Officer





### 11-13 JULY 2025 TEMPORARY ROAD CLOSURE

Notice is hereby given under Roads Act 1993 for the temporary closing of the following:

**Road:** Chelmsford Place from Grevillia Street to Pine Avenue, Sycamore Street from Anderson Lane to Chelmsford Place

**Duration:** 6am to 3pm

**Date:** Saturday 12 July 2025

**Reason:** Australian Art Deco Festival Leeton Chelmsford festival event

**Detours:** Road closures will be clearly signposted. Parking is available at Sycamore Street carpark.



**VMS Signage Display** Irrigation Way (Glenlee Cellars)



Scheduled display from mid-March to 11 July



Scheduled display from 23 June to 12 July

**VMS Signage Display** Irrigation Way (Glenlee Cellars)



Scheduled display from 01 July to 12 July

LEETON SHIRE COUNCIL  
Leeton Local Traffic Committee - Thursday 6 March 2025

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#### **7.4. SPECIAL EVENT APPLICATION - FIESTA LA LEETON**

**AUTHOR/S:** Road Safety Officer

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#### **SUMMARY/PURPOSE**

The purpose of this report is to seek the Committee's approval for the Fiesta La Leeton to be held on Saturday 12 April 2025.

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#### **RECOMMENDATION**

THAT the Committee recommends that Leeton Shire Council endorses to hold the Fiesta La Leeton event on local roads as per the Traffic Control Plan, subject to the schedule of conditions as outlined in the RMS Guide to Traffic and Transport Management for Special Events including the following conditions:

1. The event is conducted as per times, location of conditions and circumstances that are indicated in the application documents.
2. A certified Traffic Guidance Scheme for the event is to be prepared, implemented monitored and decommissioned by an accredited person.
3. Event organisers and participants immediately obey all directions by police.
4. Event organisers and participants immediately obey all directions of Leeton Shire Council Officers.
5. Advertising of the event is to take place in local newspapers and social media four weeks prior to the event, to ensure locals are aware of the event.
6. Event will need to be registered on the One Road Portal so that road closures on the day are reflected in the live Traffic NSW App.
7. The event organiser will supply a copy of a Certificate of Currency referring to a current public liability insurance policy noting Transport for NSW and NSW Police as interested parties.

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

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#### **REPORT**

Fiesta La Leeton is a family friendly multicultural event organised by the Leeton Multicultural Support Group with live music and food market stalls. Concert to be held on a rotunda with dance performances on roadway crossing, with food vendors and market stalls lining the street.

The committee have submitted Special Event Management form (see attachment 1). The special event application includes a Traffic Guidance Scheme (TGS) outlining the road closures and diversion, notification of event for emergency services, risk assessment, Certificate of Currency and advertising of the event.

63 of 205



LEETON SHIRE COUNCIL  
Leeton Local Traffic Committee - Thursday 6 March 2025

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Fiesta La Leeton will see Chelmsford Place closed to traffic from Pine Avenue to Grevillia Street from 10am to midnight on the 12 April 2025.

Previously the event has been held in Wade Avenue South and Mountford Park but has been moved to activate the event spaces in Chelmsford Place.

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

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

Leeton Shire Council staff are responsible for the traffic control on the day for the event and wages will be captured through the events budget.

##### **(b) Risk**

A risk assessment is attached to the Special Event Application.

#### **CONSULTATION**

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

Fiesta La Leeton Organising Committee

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

LSC Event Coordinator  
LSC Road Safety Officer  
LSC Roads & Project Coordinator

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

- 6. Roads and Drainage
  - 6.5 Provide road safety programs, including roadside vegetation management, permitting, traffic management and accident assistance
- 6. Roads and Drainage
  - 6.5 Optimise road safety
    - 6.5.3 Promote road safety through design and appropriate regulation

#### **ATTACHMENTS**

1. Fiesta 2025 Traffic Committee Submission [7.4.1 - 22 pages]

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## Special Event Resources

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### Special Event Transport Management Plan Template

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

#### I EVENT DETAILS

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##### I.1 Event summary

Event Name: Fiesta La Leeton  
Event Location: Chelmsford Place, Leeton  
Event Date: 12/4/25 Event Start Time: 5pm Event Finish Time: 9pm  
Event Setup Start Time: 10am Event Packdown Finish Time: 11.59pm  
Event is  off-street  on-street moving  on-street non-moving  
 held regularly throughout the year (calendar attached)

##### I.2 Contact names

Event Organiser \* Leeton Shire Council  
Phone: 02 6953 0911 Fax: ..... Mobile: ..... E-mail: [REDACTED]  
Event Management Company (if applicable).....  
Phone:..... Fax:..... Mobile: ..... E-mail:.....  
Police Leeton Police - 24 Oak Street, Leeton  
Phone: 6953 1399 Fax: ..... Mobile: ..... E-mail: .....  
Council Leeton Shire Council  
Phone: 6953 0911 Fax: ..... Mobile: ..... E-mail: .....  
Roads & Traffic Authority (if Class I).....  
Phone:..... Fax:..... Mobile: ..... E-mail:.....

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

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

A family friendly multicultural event with live music and food market stalls.  
Concert to be held on a rotunda with dance performances on roadway crossing, with food vendors and market stalls lining the street.

2 RISK MANAGEMENT - TRAFFIC	
CLASS 1 CLASS 2 CLASS 3	<b>2.1 Occupational Health &amp; Safety - Traffic Control</b> <input checked="" type="checkbox"/> Risk assessment plan (or plans) attached
	<b>2.2 Public Liability Insurance</b> <input checked="" type="checkbox"/> Public liability insurance arranged. Certificate of currency attached.
	<b>2.3 Police</b> <input type="checkbox"/> Police written approval obtained
	<b>2.4 Fire Brigades and Ambulance</b> <input checked="" type="checkbox"/> Fire brigades notified <input checked="" type="checkbox"/> Ambulance notified
3 TRAFFIC AND TRANSPORT MANAGEMENT	
CLASS 1 CLASS 2 CLASS 3	<b>3.1 The route or location</b> <input checked="" type="checkbox"/> Map attached
	<b>3.2 Parking</b> <input type="checkbox"/> Parking organised - details attached <input checked="" type="checkbox"/> Parking not required
	<b>3.3 Construction, traffic calming and traffic generating developments</b> <input type="checkbox"/> Plans to minimise impact of construction activities, traffic calming devices or traffic-generating developments attached <input checked="" type="checkbox"/> There are no construction activities, traffic calming devices or traffic-generating developments at the location/route or on the detour routes
	<b>3.4 Trusts, authorities or Government enterprises</b> <input type="checkbox"/> This event uses a facility managed by a trust, authority or enterprise; written approval attached <input checked="" type="checkbox"/> This event does not use a facility managed by a trust, authority or enterprise
	<b>3.5 Impact on/of Public transport</b> <input type="checkbox"/> Public transport plans created - details attached <input checked="" type="checkbox"/> Public transport not impacted or will not impact event
	<b>3.6 Reopening roads after moving events</b> <input type="checkbox"/> This is a moving event - details attached. <input checked="" type="checkbox"/> This is a non-moving event.
	<b>3.7 Traffic management requirements unique to this event</b> <input type="checkbox"/> Description of unique traffic management requirements attached <input checked="" type="checkbox"/> There are no unique traffic requirements for this event
	<b>3.8 Contingency plans</b> <input type="checkbox"/> Contingency plans attached

Class 1	Class 2	<b>3.9 Heavy vehicle impacts</b>
		<input type="checkbox"/> Impacts heavy vehicles - RTA to manage <input checked="" type="checkbox"/> Does not impact heavy vehicles
		<b>3.10 Special event clearways</b>
		<input type="checkbox"/> Special event clearways required - RTA to arrange <input checked="" type="checkbox"/> Special event clearways not required
<b>4 MINIMISING IMPACT ON NON-EVENT COMMUNITY &amp; EMERGENCY SERVICES</b>		
CLASS 1	CLASS 2	<b>4.1 Access for local residents, businesses, hospitals and emergency vehicles</b>
		<input checked="" type="checkbox"/> Plans to minimise impact on non-event community attached <input type="checkbox"/> This event does not impact the non-event community either on the main route (or location) or detour routes
		<b>4.2 Advertise traffic management arrangements</b>
		<input checked="" type="checkbox"/> Road closures or restrictions - advertising medium and copy of proposed advertisements attached <input type="checkbox"/> No road closures or restrictions but special event clearways in place - advertising medium and copy of proposed advertisements attached <input type="checkbox"/> No road closures, restrictions or special event clearways - advertising not required
		<b>4.3 Special event warning signs</b>
		<input checked="" type="checkbox"/> Special event information signs are described in the Traffic Control Plan/s <input type="checkbox"/> This event does not require special event warning signs
		<b>4.4 Permanent Variable Message Signs</b>
		<input checked="" type="checkbox"/> Messages, locations and times attached <input type="checkbox"/> This event does not use permanent Variable Message Signs
		<b>4.5 Portable Variable Message Signs</b>
		<input type="checkbox"/> The proposed messages and locations for portable VMS are attached <input checked="" type="checkbox"/> This event does not use portable VMS
<b>5 PRIVACY NOTICE</b>		
<p>The "Personal Information" contained in the completed Transport Management Plan may be collected and held by the NSW Police, the NSW Roads and Traffic Authority (RTA), or Local Government.</p> <p>I declare that the details in this application are true and complete. I understand that:</p> <ul style="list-style-type: none"> <li>• The "personal information" is being collected for submission of the Transport Management Plan for the event described in Section 1 of this document.</li> <li>• I must supply the information under the Road Transport Legislation (as defined in the <i>Road Transport (General) Act 1999</i>) and the <i>Roads Act 1993</i>.</li> <li>• Failure to supply full details and to sign or confirm this declaration can result in the event not proceeding.</li> <li>• The "personal information" being supplied is either my own or I have the approval of the person concerned to provide his/her "personal information".</li> <li>• The "personal information" held by the Police, RTA or Local Government may be disclosed inside and outside of NSW to event managers or any other person or organisation required to manage or provide resources required to conduct the event or to any business, road user or resident who may be impacted by the event.</li> <li>• The person to whom the "personal information" relates has a right to access or correct it in accordance with the provisions of the relevant privacy legislation.</li> </ul>		
Page 86	Traffic & Transport Management of Special Events	Version 3.4 August 2, 2006

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**6 APPROVAL**

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TMP Approved by: ..... Event Organiser ..... Date

**7 AUTHORISATION TO \*REGULATE TRAFFIC**

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

Regulation of traffic authorised by: ..... Council ..... Date

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

Regulation of traffic authorised by: ..... RTA ..... Date

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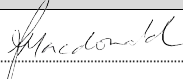
\* "Regulate traffic" means restrict or prohibit the passage along a road of persons, vehicles or animals (Roads Act, 1993). Council and RTA require traffic to be regulated as described in the risk management plans with the layouts installed under the direction of a qualified person.

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

**SUMMARY OFFENCES ACT 1988 - Sec 23**

To the Commissioner of Police

1	<p>I <u>Fran Macdonald</u> ..... (name) of <u>[REDACTED]</u> ..... (address) on behalf of <u>Leeton Shire Council</u> ..... (organisation) notify the Commissioner of Police that on the <u>12</u> (day) of <u>4</u> (month), <u>2025</u> (year), it is intended to hold</p> <p><i>either:</i></p> <p>(a) a public assembly, <b>not</b> being a procession, of approximately <u>2000</u> ..... (number) persons, which will assemble at <u>Chelmsford Place</u> ..... (Place) at approximately <u>1700</u> am/pm, and disperse at approximately <u>2100</u> am/pm.</p> <p><i>or</i></p> <p>(b) a public assembly, being a procession of approximately ..... (number) persons, which will assemble at approximately ..... am/pm, and at approximately ..... am/pm the procession will commence and shall proceed ..... ..... ..... <i>(Specify route, any stopping places and the approximate duration of any stop; and the approximate time of termination. A diagram may be attached.)</i></p>
2	<p>The purpose of the proposed assembly is..... <b>a multicultural festival showcasing street foods, live music and dance performances from a variety of cultures residing in Leeton</b> ..... ..... ..... .....</p>

3	<p>The following special characteristics associated with the assembly would be useful for the Commissioner of Police to be aware of in regulating the flow of traffic or in regulating the assembly (<i>strike out whichever is not applicable</i>):</p> <p>(i) There will be ..... (number) of vehicles and/or..... (number) of floats involved. The type and dimensions are as follows: ..... ..... .....</p> <p>(ii) There will be <b>10+</b> (number) of bands, musicians, entertainers, etc. which will entertain or address the assembly.</p> <p>(iii) The following number and type of animals will be involved in the assembly: ..... .....</p> <p>(iv) Other special characteristics of the proposed assembly are as follows: ..... .....</p>
4	<p>I take responsibility for organising and conducting the proposed assembly.</p>
5	<p>Notices for the purposes of the <i>Summary Offences Act 1988</i> may be served upon me at the following address:</p> <p>..... <b>Fran Macdonald</b> .....</p> <p>.....  .....</p> <p>..... <b>Narrandera NSW 2700</b> ..... Postcode.</p> <p>Telephone No. </p>
6	<p>Signed .....  .....</p> <p>Capacity/Title ..... <b>Events Officer - Leeton Shire Council</b> .....</p> <p>Date ..... <b>04 February 2025</b> .....</p>

**Special Event Planning & Resource Matrix**

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





**TGS**

**Comments:**

1. Ambulance/Fire Vehicles to be permitted access to stations as necessary.
2. Grevillea & Sycamore Sts half closed.

This plan is based on the TCAWS Manual Ver 6 & AS 17423.  
 D = 50km

- MANIFEST**
- 23 x Sign single
  - 9 x Detour Ahead T1-6
  - 8 x Barrier
  - 7 x Road Closed T2-4
  - 6 x Detour (L) T5-1
  - 4 x Detour (R) T5-1
  - 2 x End Detour T2-23
  - 1 x Sign
  - 1 x End Detour TM2-23A



**Date:** 30 January 2025  
**Author:** Salim Choudhury  
**Project:** Fiesta La Leeton 2025  
 Saturday 12 April  
**Plan Number:** EV 25-001

**Designed by:** Salim Choudhury  
**Cert #:** TCT1059497  
**Signature:** *Salim Choudhury* **Date:** 30.01.25  
**Approved by:** Chris Lashbrook  
**Cert #:** TCT0013974  
**Signature:** *Chris Lashbrook* **Date:** 30-1-25



LEETON SHIRE COUNCIL  
 Leeton Local Traffic Committee - Thursday 6 March 2025



**Date:** 30 January 2025  
**Author:** Salim Choudhury  
**Project:** Fiesta La Leeton 2025  
 Saturday 12 April  
**Plan Number:** EV 25-001-2 Outer Detours

**Designed by:** Salim Choudhury  
**Cert #:** TCT1059497  
**Signature:** *Salim Choudhury* **Date:** 30-01-25  
**Approved by:** Chris Lashbrook  
**Cert #:** TCT0013974  
**Signature:** *Chris Lashbrook* **Date:** 30-1-25

LEETON SHIRE COUNCIL  
 Leeton Local Traffic Committee - Thursday 6 March 2025

- Event area
- Crowd control barrier
- ▨ Road closure barriers
- Food stalls
- ⚡ Generator
- ❄ Cool room
- ⚕ First Aid
- Electrical cable trough
- Performance area

🚻  
 Toilets located at  
 Sycamore St carpark  
 Portaloos on Hydro carpark

⚕  
 First Aid positioned  
 in Council Chambers forecourt

🎭  
 Performer green room  
 located in Council Chambers



12 April 2025  
 5pm - 9pm

7.4.1 Fiesta 2025 Traffic Committee Submission



LEETON SHIRE COUNCIL  
Leeton Local Traffic Committee - Thursday 6 March 2025



EF 24/166/04

4 February 2025

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

Dear Sgt Johnson

**NOTIFICATION OF EVENT & ROAD CLOSURES**  
**Fiesta La Leeton – Saturday 12 April 2025**

On behalf of the Leeton Shire Council and the Leeton Multicultural Support Group, I wish to notify you that following two successful multicultural events in Wade Avenue South, Council is planning to hold the Fiesta La Leeton event in Chelmsford Place on Saturday 12 April 2025.

The event will take place from 5pm to 9pm and aims to showcase the multicultural diversity of Leeton in a street festival featuring food and market stalls and live entertainment including local community group performances alongside professional bands.

I would like to advise you of the closure of Chelmsford Place on Saturday 12 April between approximately 12noon to approximately 11.59pm, with the event running from 5pm to 9pm.

Attached is the proposed Traffic Control Plan and event site map as an indication of what the event set up will be.

Should you have any queries regarding this event or if you would like to discuss this further, please do not hesitate to contact Council's Events team on 6951 3103 or 6951 3111.

Regards,

Fran Macdonald  
Events Officer  
Leeton Shire Council

LEETON SHIRE COUNCIL  
Leeton Local Traffic Committee - Thursday 6 March 2025



EF 24/166/04

4 February 2025

Kirk Walker  
Station Officer  
Leeton Fire Station  
19 Chelmsford Place  
Leeton NSW 2705

Dear Mr Walker

**NOTIFICATION OF EVENT & ROAD CLOSURES**  
**Fiesta La Leeton – Saturday 12 April 2025**

On behalf of the Leeton Shire Council and the Leeton Multicultural Support Group, I wish to notify you that following two successful multicultural events in Wade Avenue South, Council is planning to hold the Fiesta La Leeton event in Chelmsford Place on Saturday 12 April 2025.

The event will take place from 5pm to 9pm and aims to showcase the multicultural diversity of Leeton in a street festival featuring food and market stalls and live entertainment including local community group performances alongside professional bands.

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Should you have any queries regarding this event or if you would like to discuss this further, please do not hesitate to contact Council's Events team on 6951 3103 or 6951 3111.

Regards,

Fran Macdonald  
Events Officer  
Leeton Shire Council

LEETON SHIRE COUNCIL  
Leeton Local Traffic Committee - Thursday 6 March 2025



EF 24/166/04

4 February 2025

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

Dear Ms Fraser

**NOTIFICATION OF EVENT & ROAD CLOSURES**  
**Fiesta La Leeton – Saturday 12 April 2025**

On behalf of the Leeton Shire Council and the Leeton Multicultural Support Group, I wish to notify you that following two successful multicultural events in Wade Avenue South, Council is planning to hold the Fiesta La Leeton event in Chelmsford Place on Saturday 12 April 2025.

The event will take place from 5pm to 9pm and aims to showcase the multicultural diversity of Leeton in a street festival featuring food and market stalls and live entertainment including local community group performances alongside professional bands.

I would like to advise you of the closure of Chelmsford Place on Saturday 12 April between approximately 12noon to approximately 11.59pm, with the event running from 5pm to 9pm.

Attached is the proposed Traffic Control Plan and event site map as an indication of what the event set up will be.

Should you have any queries regarding this event or if you would like to discuss this further, please do not hesitate to contact Council's Events team on 6951 3103 or 6951 3111.

Regards,

Fran Macdonald  
Events Officer  
Leeton Shire Council



### Operational Risk Assessment

<b>Workgroup:</b>	Fiesta La Leeton event	<b>Employees involved in Risk Assessment:</b>  Fran Macdonald – Events Officer
<b>Division / Area:</b>	Events and Cultural Services	
<b>Task Description:</b>	Event	
<b>Date:</b>	30 January 2025	
<b>Version:</b>	1.0	

**Background**

Fiesta La Leeton is a multicultural event going to be held on Saturday 12 April 2025 from 5pm – 9pm. Chelmsford Place will be closed to create a pedestrian space for the event. Food and beverage vendors will be set up along the road, live entertainment featuring local music and dance acts as well as professional bands will perform on the rotunda and the intersection roadspace.

**Purpose**

To celebrate multicultural diversity and showcase the cultures residing in Leeton, holding an event for the Leeton and surrounding communities

**Scope of Risk Assessment**

Impacts and potential risks to public of activities within the proposed event area

**Methodology**

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

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### Operational Risk Assessment

#### Operational WHS Hazard and Risk Register

Task / Activity	Hazard/ Source of Hazard / Risk	Initial Risk Rating	Control Measures	Residual Risk Rating
Slips, trips, falls	Trip Hazards: People tripping or falling by not paying attention to surrounds or hazards not being adequately dealt with	8	<ul style="list-style-type: none"> <li>- Avoid having any trip hazards in walkways</li> <li>- Have first aid kit available on site</li> <li>- Ensure power leads are off the ground or taped down</li> <li>- Crowd control barriers to be erected around areas that are unsafe/not for general public access</li> </ul>	6
Event Layout	Inadequate spacing between stalls and walkways	6	<ul style="list-style-type: none"> <li>- Ensure adequate spacing between stalls</li> <li>- Ensure walkways are clear of obstacles, including sandbags</li> </ul>	4
Power	Electrical shortages Electric shock	9	<ul style="list-style-type: none"> <li>- Ensure all power cords and outlets are tested and tagged prior to event</li> <li>- Ensure appliances are kept away from water, heat etc</li> <li>- Never leave an electrical device unattended</li> <li>- Ensure a Residual Current Device is used to test outlets prior to use</li> <li>- Stallholders will be responsible for their own power supply (via generators etc)</li> </ul>	6
Waste Removal	Inadequate rubbish bins People leaving litter	4	<ul style="list-style-type: none"> <li>- Council to provide additional bins to cater for rubbish</li> <li>- Bins to be emptied/checked at regular intervals</li> <li>- Skip bin to be provided to cater for stallholder rubbish</li> <li>- Volunteers to ensure no rubbish is left on site</li> </ul>	3

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**Operational Risk Assessment**

Weather	Exposure to excessive heat, rain, wind, thunderstorms, hail could cause damage to equipment and harm those exposed to the bad weather  Damage to equipment Temporary infrastructure blows away and causes injury to a person or equipment Sunburn/dehydration from heat exposure Slippery surfaces	12	<ul style="list-style-type: none"> <li>- Watch long range weather forecast in the lead up to the event</li> <li>- Event to be cancelled in cases of extreme high temperatures, high wind and/or electrical storms</li> <li>- Marquees must be secured/weighted down on all four legs</li> <li>- Sunscreen and cold beverages available at event</li> <li>- Event held in late afternoon/early evening to avoid peak heat periods</li> </ul>	9
Crowd Control	Too many people at event Disturbing behavior Disorderly Patrons	12	<ul style="list-style-type: none"> <li>- Intermittent Police presence requested to be in attendance</li> <li>- Committee and volunteers to observe crowd behavior</li> <li>- Volunteer personnel at entry points and throughout event counting the amount of people coming in and out of the event</li> </ul>	8
Fatigue, exhaustion and dehydration	Exposure to excessive heat	9	<ul style="list-style-type: none"> <li>- Stalls available with food and cold non-alcoholic beverages</li> <li>- First aid kit on site with trained staff</li> <li>- Event held in late afternoon/early evening to avoid peak heat periods</li> </ul>	6
Seating	Inadequate seating for the elderly and disabled patrons	6	<ul style="list-style-type: none"> <li>- Ensure adequate seating is available for patrons</li> </ul>	4

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**Operational Risk Assessment**

Alcohol & Drug Consumption	Alcohol and drug consumption People showing signs of intoxication Underage drinking	15	<ul style="list-style-type: none"> <li>- Strictly no drugs are to be consumed by participants, volunteers or stallholders</li> <li>- No BYO alcohol – monitor this on entry points</li> <li>- Promoted as a family friendly event</li> </ul>	12
Food poisoning/allergy	Attendees eating food that hasn't been stored/prepared to food standards Attendees eating food their allergic to causing anaphylaxis	15	<ul style="list-style-type: none"> <li>- All people serving/preparing food are to be trained in Food Handling requirements as per the Food Authority NSW</li> <li>- Receive copies of stallholder's food handling/supervisor certificates</li> <li>- Site inspections to vendors to ensure they're preparing and serving food to standard</li> <li>- Stallholders to label and advertise food correctly</li> </ul>	10
Stallholders	Stallholder injury  Stallholders having an unsafe stall  Stallholder not preparing/serving food to standard which makes those eating their food unwell	12	<ul style="list-style-type: none"> <li>- All stallholders are required to sign on and off at the event</li> <li>- Stallholders are to report any incidents to a staff member</li> <li>- Marquees must be secured/weighted down on all four legs</li> <li>- Stallholders not associated/listed with the LMSG are to provide Council with a copy of their Public Liability Insurance</li> <li>- All stallholders serving/preparing food are to be trained in Food Handling requirements as per the Food Authority NSW and have on hand copies of food handling/supervisor certificates</li> <li>- Site inspections to vendors to ensure they're preparing and serving food to standard</li> <li>- Stallholders will be provided with an info pack prior to and on the day</li> </ul>	9

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**Operational Risk Assessment**

Manual handling	Volunteers and stallholders obtaining an injury from manual handling tasks  Lifting and moving items that are too heavy or using poor lifting techniques	9	<ul style="list-style-type: none"> <li>- Use two people to carry heavy/awkward items</li> <li>- Use best practice manual handling techniques</li> <li>- First aid personnel on site</li> </ul>	6
Cooking appliances	Smoke inhalation from BBQs and cooking appliances  Gas bottles for BBQs/appliances	15	<ul style="list-style-type: none"> <li>- Ensure adequate ventilation in cooking vans and appliances</li> <li>- Never leave cooking appliance unattended</li> <li>- Gas cylinders checked and date stamped within last 10 years (check for stamp)</li> <li>- Cylinders must be anchored while in use ie. secured to appliance or placed in a crate/container to maintain stability on uneven surfaces</li> <li>- Hoses and fittings to be checked before use to ensure no leaks</li> <li>- Cylinders are not to be connected or disconnected in the vicinity of a naked flame</li> </ul>	10

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### Operational Risk Assessment

**Relevant Documents**

N/A

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

**Competency Requirements for Workgroup**

Position	Competencies Required
<i>Eg. People selling/serving alcohol</i>	<i>Responsible service of Alcohol</i>

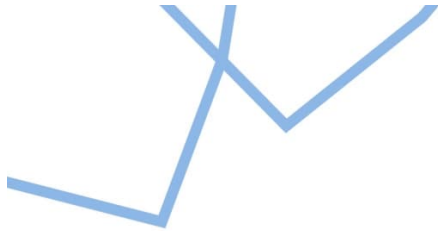
**Plant, Machinery, Equipment Used**

N/A

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

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LEETON SHIRE COUNCIL  
Leeton Local Traffic Committee - Thursday 6 March 2025



01 July 2024

Attention: Andrew Valenta

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

Dear Andrew,

ABN 69 009 098 864

One International Towers,  
100 Barangaroo Ave,  
Sydney, NSW, 2000

Tel: (02) 9320 2700

Direct: (02) 9320 2726

Naamon.Eurell@jta.com.au

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

#### **Certificate of Currency**

---

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

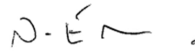
<b>CLASS</b>	Public Liability/Professional Indemnity
<b>MEMBER</b>	Leeton Shire Council
<b>BUSINESS OF MEMBER:</b>	Local Government Authority, as defined in wording
<b>INTERESTED PARTY</b>	Extended to note the interests of Transport for NSW and NSW Police in respect of liability incurred by Council as a result of its negligent acts, errors or omissions committed or alleged to have been committed, arising from planned road closures within Council.
<b>EXPIRY DATE</b>	30 June 2025
<b>GEOGRAPHICAL SCOPE</b>	Anywhere in the World, excluding the Dominion of Canada and the United States of America.
<b>LIMITS OF PROTECTION</b>	Public Liability \$20,000,000 any one occurrence Products Liability \$20,000,000 any one occurrence and in the aggregate any one Period of Protection Professional Indemnity \$20,000,000 any one claim and in the aggregate any one Period of Protection
<b>STATEWIDE CERTIFICATE NUMBER</b>	000115

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

LEETON SHIRE COUNCIL  
Leeton Local Traffic Committee - Thursday 6 March 2025



Yours sincerely,



Naamon Eurell  
Executive Officer



The image contains two posters side-by-side. The left poster is a 'TEMPORARY ROAD CLOSURE' notice from Leeton Shire Council. It features the council's logo and provides details for the closure of Chelmsford Place on Saturday 12 April 2025, from 12 noon to 11:59 pm, for the Fiesta La Leeton event. Below the text is a satellite map of the area with yellow markers indicating the closure zone. The right poster is for the '(JBS) Fiesta La Leeton' event on Saturday 18 May 2024. It has a vibrant yellow and orange background with the event title in a stylized font. It mentions 'a showcase of Leeton's diverse & multicultural character' and 'local performers + Nadya & the Gypsy Firecrackers'. A white box in the center of the poster reads 'EVENT PROMOTION ARTWORK TO BE FINALISED'. Logos for JBS, Leeton Shire Council, and The Irrigator are visible at the bottom.

LEETON SHIRE COUNCIL  
Leeton Local Traffic Committee - Thursday 6 March 2025

---

## 7.5. TRAFFIC COMMITTEE TERMS OF REFERENCE

**AUTHOR/S:** Road Safety Officer

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### SUMMARY/PURPOSE

To seek endorsement from the Traffic Committee on the Terms of Reference for the Leeton Local Area Traffic Committee.

---

### RECOMMENDATION

To seek endorsement from the Traffic Committee on the Terms of Reference for the Leeton Local Area Traffic Committee.

---

### REPORT

The Leeton Local Traffic Committee (LTC) is an advisory board only, that has been established as a Technical review Committee that advises the Council on matters related to regulation of traffic.

In alignment with the Council Term of Office, the Leeton Local Traffic Committee will generally operate for a four-year period. This term of Council will operate across four years, from 2024–2028, in alignment with the term of the elected Council.

The Terms of Reference will be reviewed every 4 years or as required in the event of legislative changes or operational requirements.

The Leeton Local Traffic Committee has no delegations from the Council.

Unless specifically resolved by the Council, the Committee has no power to commit or expend any Council funds and no authority to procure works or services, although it may make recommendations to Council on these matters.

The Committee is an advisory committee only and has no authority to make decisions. Nor does it have the authority or direct operational activities or Council staff.

### IMPLICATIONS TO BE ADDRESSED

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

<ENTER TEXT HERE>

#### **(b) Risk**

<ENTER TEXT HERE>

### CONSULTATION

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LEETON SHIRE COUNCIL  
Leeton Local Traffic Committee - Thursday 6 March 2025

---

**(a) External**

<ENTER TEXT HERE>

**(b) Internal**

<ENTER TEXT HERE>

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

6. Roads and Drainage

6.5 Provide road safety programs, including roadside vegetation management, permitting, traffic management and accident assistance

6. Roads and Drainage    6.5 Optimise road safety

6.5.3 Promote road safety through design and appropriate regulation

**ATTACHMENTS**

1. Leeton Local Traffic Committee - Terms of Reference [**7.5.1** - 6 pages]



**LEETON LOCAL TRAFFIC  
COMMITTEE**  
TERMS OF REFERENCE

**DOCUMENT CONTROL**

<b>RESPONSIBLE OFFICER:</b>	Road Safety Officer				
<b>REVIEWED BY:</b>					
<b>LINK TO COMMUNITY STRATEGIC PLAN:</b>					
<b>DATE ADOPTED:</b>					
<b>ADOPTED BY:</b>	Council				
<b>RESOLUTION NO: (IF RELEVANT):</b>					
<b>FOR PUBLICATION:</b>	<input type="checkbox"/> INTRANET <input type="checkbox"/> COUNCIL WEBSITE <input checked="" type="checkbox"/> BOTH				
<b>REVIEW DUE DATE:</b>					
<b>REVISION NUMBER:</b>					
<b>PREVIOUS VERSIONS</b>	<b>DATE</b>	<b>DESCRIPTION OF AMENDMENTS</b>	<b>AUTHOR/EDITOR</b>	<b>REVIEW/SIGN OFF</b>	<b>MINUTE NO</b>
1	10/2016	Unknown	Unknown	Unknown	Unknown

**REVIEW OF THIS DOCUMENT**

The Terms of Reference will be reviewed every 4 years or as required in the event of legislative changes or operational requirements.

Any major amendments to the Terms of Reference must be made by way of a Council Resolution. Minor amendments such as corrections to spelling, changes to wording for improved clarity, formatting and updates to the Appendixes, may be made without approval from the Council.

The Terms of Reference are to be endorsed by each elected Council within 12 months of their election.

**Contents**

- 1. Committee Name..... 3
- 2. Establishment ..... 3
- 3. Term of the Committee ..... 3
- 4. Purpose and Scope ..... 3
- 5. Limitations of Powers..... 3
- 6. Membership ..... 3
  - 6.1 Councillors ..... 3
  - 6.2 Stakeholder Representatives..... 4
- 7. Appointment of Council Officer(s) ..... 4
- 8. Meetings ..... 4
  - 8.1 *Conduct of Meetings*..... 4
  - 8.2 Minutes of Meetings/Reporting to Council ..... 4
- 9. Governing Policies/Documents ..... 4

### 1. Committee Name

Leeton Local Traffic Committee

### 2. Establishment

The Leeton Local Traffic Committee was established by resolution of Council on 29.10.2024 of the Committee  
In alignment with the Council Term of Office, the Leeton Local Traffic Committee will generally operate for a four-year period.

The Council reserves the right to dissolve the Leeton Local Traffic Committee at any time by resolution of Council.

### 3. Purpose and Scope

The Leeton Local Traffic Committee has been established to advise council on traffic control matters that have been referred to and require the consideration of Leeton Shire Council.

### 4. Limitations of Powers

The Leeton Local Traffic Committee has no delegations from the Council.

Unless specifically resolved by the Council, the Committee has no power to commit or expend any Council funds and no authority to procure works or services, although it may make recommendations to Council on these matters.

The Committee is an advisory committee only and has no authority to make decisions. Nor does it have the authority or direct operational activities or Council staff.

### 5. Membership

Membership of the Committee shall comprise of:

- Councillors as determined by Leeton Shire Council
- Council staff as determined by Leeton Shire Council (Council staff not eligible to vote at meetings)
- The Local State Member of Parliament (MP) or their nominee

Membership shall be appointed by resolution of Council.

All members shall be appointed for a four (4) year period, to be aligned with local government elections.

A member's appointment may be ended on the basis of one of the following:

- Resignation of a member
- Regular non-attendance at meetings
- Failure to respect the protocols and terms of reference for the Committee

#### 5.1 Councillors

At the start of each Council Term, Council will by resolution appoint two Councillors to the Committee.

The Mayor, by virtue of holding the office of Mayor, is a member of all committees established by Council. The appointment of the Mayor as a member of any Committee established by Council need not be taken into account when determining a quorum for a meeting of the committee.

#### **5.2 Stakeholder Representatives**

Stakeholder representatives will be nominated by the Committee in consultation with the Responsible Officer and appointed by resolution of Council.

#### **6. Appointment of Council Officer(s)**

The General Manager will appoint a Council officer as the Responsible Officer to the Committee.

The Council officer's responsibilities include:

- attendance at all Committee meetings
- active involvement with the Committee
- the provision of advice and administrative support to the Committee including the preparation of an Agenda and taking of Minutes
- keeping a register of the Minutes of Committee meetings in accordance with Council's record keeping policies and protocols
- ensuring the Minutes (unconfirmed but approved by the Chairperson for release) are reported to Council at the next available Council Meeting
- preparing reports to Council on behalf of the Committee
- providing to the Committee details of the outcome of Council Meetings and the resolutions of the Council regarding each Committee recommendation.

#### **7. Meetings**

Meetings of the Committee will be held on a quarterly basis. The need for any additional meetings will be decided by the Chair in consultation with the Responsible Officer. Other Committee members and/or staff may make requests to the Chair for additional meetings.

##### **7.1 Conduct of Meetings**

If membership is Councillors and stakeholders all meetings will be conducted in accordance with the Leeton Shire Council Section 355 Committee Manual.

##### **7.2 Minutes of Meetings/Reporting to Council**

The Minutes will record the advice provided at meetings. The Minutes of each meeting will be provided to all Councillors at the next available Ordinary Council Meeting. All Minutes must be confirmed at the Committees next meeting.

#### **8. Governing Policies/Documents**

Leeton Shire Council Code of Conduct  
Leeton Shire Council Code of Meeting Practice

*Work Health and Safety Act 2011*  
Leeton Shire Council Work Health and Safety Management Plan  
Leeton Shire Council's Child Safe Policy  
A guide to the delegation to councils for the regulation of traffic

LEETON SHIRE COUNCIL  
Leeton Local Traffic Committee - Thursday 6 March 2025

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## **7.6. SPECIAL EVENT REQUEST - LAP IT UP LEETON**

**AUTHOR/S:** Road Safety Officer

---

### **SUMMARY/PURPOSE**

The purpose of the report is to seek the Committee's approval to hold the Lap it Up Leeton Event in Leeton on Saturday 6 September 2025.

---

### **RECOMMENDATION**

THAT the Committee recommends that Leeton Shire Council endorses to hold the "Lap It Up Leeton" event on Saturday 6 September 2025 on State and Local Roads subject to the schedule of conditions as outlined in the RMS Guide to Traffic and Transport Management for Special Events including the following conditions;

1. The event is conducted as per times, location of conditions and circumstances that are invoked in the application documents.
2. A certified Traffic Guidance Scheme for the event is to be prepared, implemented, monitored and decommissioned by an accredited person.
3. Event Organisers and participants immediately obey all directions given by Police.
4. Event Organisers and participants immediately obey all direction by Leeton Shire Council Officers.
5. Advertising of the event is to take place in local newspapers and social media to ensure locals are aware of the event.
6. A Road Occupancy license (ROL) is to be obtained for the event and activated and de-activated as part of the traffic control on the day.
7. Event will need to be registered on the One Road Portal so that road closures on the day are reflected in the live Traffic NSW App.
8. Public Liability insurance is to be updated and include Leeton Shire Council, Transport for NSW and NSW Police as interested parties.
9. Participants notify their insurers of their involvement in the event.
10. Vehicle registration and insurance are to be current and collected as part of event registration process.
11. The roundabout (monument) on Pine Avenue (Irrigation Way) it to be closed off to the public during the parade so no by-standers are to watch the parade from the roundabout.

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12. Parade instructions are circulated to all participants through various methods (briefing session, and through email) and waiver forms are collected as part of the registration process.

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

---

## REPORT

Leeton Shire Council has received a Special Event Application for "Lap it up Leeton".

The event is a replica of Griffiths Biggest Lap and will be the second year the event has been held in Leeton. The event is scheduled to take place from 5:30pm on Saturday the 6<sup>th</sup> September 2025 with Belah Street being closed from 12noon for the marshalling and scrutineering of the vehicles prior to the event.

The event will then see Pine Avenue and Kurrajong Avenue closed from 4pm for the continuous cruising of vehicles from 5:30pm.

The vehicles will leave from Belah street travel along Pine Avenue and then turn around at the intersection of Church Street/Wandoo Street and then travel back up to Belah Street. The vehicles will then form a procession which will be "lapping" Pine & Kurrajong Avenues.

The special event application attached includes a Traffic Guidance Scheme (TGS) outlining the road closures and diversion, notification of event for emergency services, risk assessment, Certificate of Currency and advertising of the event.

The Lap it up Leeton Event is capped to 500 vehicle which will involve passenger vehicles, motorcycles and prime movers trucks. Prime Mover Parking will be available on Belah Street the committee has indicated prior to the event.

Additionally, vehicles participating in the event are required to abide by the following restrictions:

- Vehicles must be registered and roadworthy
- Drivers must be appropriately licensed
- Drivers must not have a blood alcohol level over the legal limit
- Vehicles are restricted to 4.3 meters in height.

All drivers registered in the event will agree to the Terms and Conditions when purchasing their tickets and will be told of the Terms and Conditions at the scrutineering of vehicles. The terms and conditions for the events are included in the attachment but include:

- NO BURNOUTS,
- No reckless driving and behavior
- Ensure they always obey the road rules
- Wearing of seat belts

LEETON SHIRE COUNCIL  
Leeton Local Traffic Committee - Thursday 6 March 2025

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All entrants will have a "Lap it up Leeton" sticker to identify entrants that a registered from the event.

The Lap it Up Leeton committee will need to do extensive advertising to advise businesses and locals of the event and ensure everyone is aware of the road closures.

### **IMPLICATIONS TO BE ADDRESSED**

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

Leeton Shire Council has no budget for the events. All road closures will need to be funded through the event externally. LSC has advised the organising committee to apply for a Council grant if funding is required.

#### **(b) Risk**

A risk assessment is attached to the Special Event Application. The event is required to hold its own Certificate of Currency and is to be presented one month before the event.

### **CONSULTATION**

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

Complete Traffic Solutions  
Lap It Up Leeton Organising Committee

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

LSC Road Safety Officer

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

6. Roads and Drainage

6.5 Provide road safety programs, including roadside vegetation management, permitting, traffic management and accident assistance

6. Roads and Drainage 6.5 Optimise road safety

6.5.3 Promote road safety through design and appropriate regulation

### **ATTACHMENTS**

1. Special Event Application Lap it Up Leeton [7.6.1 - 35 pages]

---

## Special Event Resources

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### Special Event Transport Management Plan Template

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

#### I EVENT DETAILS

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##### I.1 Event summary

Event Name: Lap it up Leeton  
Event Location: Pine Ave and Kurrajong Avenue  
Event Date: 06/09/2025 Event Start Time: 5.30pm Event Finish Time: 8.30pm  
Event Setup Start Time: 12.00pm Event Packdown Finish Time: 9.30pm  
Event is  off-street  on-street moving  on-street non-moving  
 held regularly throughout the year (calendar attached)

##### I.2 Contact names

Event Organiser \* Roly Zappacosta  
Phone: 0269559221 Fax: ..... Mobile: [REDACTED] E-mail: admin@leeton  
Event Management Company (if applicable) Roly Zappacosta - Event Coordinator  
Phone: 0407816467 Fax: ..... Mobile: ..... E-mail: .....  
Police Leeton Police Station  
Phone: 026953 1399 Fax: ..... Mobile: ..... E-mail: .....  
Council Leeton Shire Council  
Phone: 02 6953 0911 Fax: ..... Mobile: ..... E-mail: .....  
Roads & Traffic Authority (if Class I) .....  
Phone: ..... Fax: ..... Mobile: ..... E-mail: .....

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

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

An event for car, bike and truck enthusiast to cruise the main street of Leeton and raise money for local charities. A family friendly event with kids entertainment, market stalls and food vans. All vehicle must be registered and all drivers with current drivers licenses.

2 RISK MANAGEMENT - TRAFFIC	
CLASS 1 CLASS 2 CLASS 3	<b>2.1 Occupational Health &amp; Safety - Traffic Control</b> <input checked="" type="checkbox"/> Risk assessment plan (or plans) attached
	<b>2.2 Public Liability Insurance</b> <input type="checkbox"/> Public liability insurance arranged. Certificate of currency attached. <b>obtaining a policy</b>
	<b>2.3 Police</b> <input type="checkbox"/> Police written approval obtained
	<b>2.4 Fire Brigades and Ambulance</b> <input type="checkbox"/> Fire brigades notified <input type="checkbox"/> Ambulance notified
3 TRAFFIC AND TRANSPORT MANAGEMENT	
CLASS 1 CLASS 2 CLASS 3	<b>3.1 The route or location</b> <input checked="" type="checkbox"/> Map attached
	<b>3.2 Parking</b> <input checked="" type="checkbox"/> Parking organised - details attached <input type="checkbox"/> Parking not required
	<b>3.3 Construction, traffic calming and traffic generating developments</b> <input checked="" type="checkbox"/> Plans to minimise impact of construction activities, traffic calming devices or traffic-generating developments attached <input checked="" type="checkbox"/> There are no construction activities, traffic calming devices or traffic-generating developments at the location/route or on the detour routes
	<b>3.4 Trusts, authorities or Government enterprises</b> <input type="checkbox"/> This event uses a facility managed by a trust, authority or enterprise; written approval attached <input checked="" type="checkbox"/> This event does not use a facility managed by a trust, authority or enterprise
	<b>3.5 Impact on/of Public transport</b> <input type="checkbox"/> Public transport plans created - details attached <input checked="" type="checkbox"/> Public transport not impacted or will not impact event
	<b>3.6 Reopening roads after moving events</b> <input checked="" type="checkbox"/> This is a moving event - details attached. <input type="checkbox"/> This is a non-moving event.
	<b>3.7 Traffic management requirements unique to this event</b> <input checked="" type="checkbox"/> Description of unique traffic management requirements attached <input type="checkbox"/> There are no unique traffic requirements for this event
	<b>3.8 Contingency plans</b> <input checked="" type="checkbox"/> Contingency plans attached

Class 1	Class 2	<b>3.9 Heavy vehicle impacts</b>
		<input type="checkbox"/> Impacts heavy vehicles - RTA to manage <input checked="" type="checkbox"/> Does not impact heavy vehicles
Class 1	Class 2	<b>3.10 Special event clearways</b>
		<input type="checkbox"/> Special event clearways required - RTA to arrange <input checked="" type="checkbox"/> Special event clearways not required
<b>4 MINIMISING IMPACT ON NON-EVENT COMMUNITY &amp; EMERGENCY SERVICES</b>		
Class 1	Class 2	Class 3
<input type="checkbox"/> Plans to minimise impact on non-event community attached <input checked="" type="checkbox"/> This event does not impact the non-event community either on the main route (or location) or detour routes		
<b>4.2 Advertise traffic management arrangements</b>		
<input checked="" type="checkbox"/> Road closures or restrictions - advertising medium and copy of proposed advertisements attached <input type="checkbox"/> No road closures or restrictions but special event clearways in place - advertising medium and copy of proposed advertisements attached <input type="checkbox"/> No road closures, restrictions or special event clearways - advertising not required		
<b>4.3 Special event warning signs</b>		
<input type="checkbox"/> Special event information signs are described in the Traffic Control Plan/s <input checked="" type="checkbox"/> This event does not require special event warning signs		
<b>4.4 Permanent Variable Message Signs</b>		
<input checked="" type="checkbox"/> Messages, locations and times attached <input type="checkbox"/> This event does not use permanent Variable Message Signs		
<b>4.5 Portable Variable Message Signs</b>		
<input type="checkbox"/> The proposed messages and locations for portable VMS are attached <input checked="" type="checkbox"/> This event does not use portable VMS		
<b>5 PRIVACY NOTICE</b>		
<p>The "Personal Information" contained in the completed Transport Management Plan may be collected and held by the NSW Police, the NSW Roads and Traffic Authority (RTA), or Local Government.</p> <p>I declare that the details in this application are true and complete. I understand that:</p> <ul style="list-style-type: none"> <li>The "personal information" is being collected for submission of the Transport Management Plan for the event described in Section 1 of this document.</li> <li>I must supply the information under the Road Transport Legislation (as defined in the <i>Road Transport (General) Act 1999</i>) and the <i>Roads Act 1993</i>.</li> <li>Failure to supply full details and to sign or confirm this declaration can result in the event not proceeding.</li> <li>The "personal information" being supplied is either my own or I have the approval of the person concerned to provide his/her "personal information".</li> <li>The "personal information" held by the Police, RTA or Local Government may be disclosed inside and outside of NSW to event managers or any other person or organisation required to manage or provide resources required to conduct the event or to any business, road user or resident who may be impacted by the event.</li> <li>The person to whom the "personal information" relates has a right to access or correct it in accordance with the provisions of the relevant privacy legislation.</li> </ul>		
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**6 APPROVAL**

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TMP Approved by: ..... Event Organiser ..... Date

**7 AUTHORISATION TO \*REGULATE TRAFFIC**

---

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

Regulation of traffic authorised by: ..... Council ..... Date

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

Regulation of traffic authorised by: ..... RTA ..... Date

---

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

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

**SUMMARY OFFENCES ACT 1988 - Sec 23**

To the Commissioner of Police

1	<p>I ..... (name) of ..... (address) on behalf of ..... (organisation) notify the Commissioner of Police that on the ..... (day) of ..... (month), ..... (year), it is intended to hold</p> <p><b>either:</b></p> <p>(a) a public assembly, <b>not</b> being a procession, of approximately ..... (number) persons, which will assemble at..... (Place) at approximately ..... am/pm, and disperse at approximately ..... am/pm.</p> <p><b>or</b></p> <p>(b) a public assembly, being a procession of approximately ..... (number) persons, which will assemble at approximately ..... am/pm, and at approximately ..... am/pm the procession will commence and shall proceed ..... ..... .....</p> <p><i>(Specify route, any stopping places and the approximate duration of any stop; and the approximate time of termination. A diagram may be attached.)</i></p>
2	<p>The purpose of the proposed assembly is..... ..... ..... ..... ..... ..... .....</p>

3	<p>The following special characteristics associated with the assembly would be useful for the Commissioner of Police to be aware of in regulating the flow of traffic or in regulating the assembly (<i>strike out whichever is not applicable</i>):</p> <p>(i) There will be ..... (number) of vehicles and/or..... (number) of floats involved. The type and dimensions are as follows: ..... ..... .....</p> <p>(ii) There will be ..... (number) of bands, musicians, entertainers, etc. which will entertain or address the assembly.</p> <p>(iii) The following number and type of animals will be involved in the assembly: ..... .....</p> <p>(iv) Other special characteristics of the proposed assembly are as follows: ..... .....</p>
4	<p>I take responsibility for organising and conducting the proposed assembly.</p>
5	<p>Notices for the purposes of the <i>Summary Offences Act 1988</i> may be served upon me at the following address:</p> <p>..... ..... ..... Postcode. Telephone No. ....</p>
6	<p>Signed .....</p> <p>Capacity/Title .....</p> <p>Date .....</p>



**Special Event Planning & Resource Matrix**

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



**Lap it up**  
**Leeton**  
**Traffic Management Plan**  
**2025**

LEETON SHIRE COUNCIL  
Ordinary Council Meeting - Tuesday 25 March 2025

LEETON SHIRE COUNCIL  
Leeton Local Traffic Committee - Thursday 6 March 2025

**Lap it up Leeton 2025  
Traffic Management Plan**

October 2024

December 2024

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Positions: Director

Signed: 

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7.6.1 Special Event Application Lap it Up Leeton

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8.3.2.2 Agenda - Local Traffic Committee Meeting - 6 March  
2025

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## 1. Introduction

This Traffic Management Plan relates to the 2025 Lap it up Leeton event, which involves a procession of vehicles 'lapping' Pine & Kurrajong Avenues. The event is proposed to take place on the 6<sup>th</sup> September 2025, which will require the closure of two of Leeton's major arterial roads, Pine Avenue and Kurrajong Avenue.

Lap it up Leeton Committee in conjunction with Complete Traffic Solutions and several interested parties have organised the event to celebrate the love for cars and the unique culture of Leeton's car enthusiasts. The event gathers hundreds of people from across the region and raises funds for local charities. The event is a family friendly event which includes food stalls, kids entertainment & market stalls.

The event will involve the closure of.

- Belah Street (12:00pm – 7:00pm for marshalling purposes)
- Pine Avenue and Kurrajong Avenue between Acacia & Palm Avenue

Pine Avenue and Kurrajong Avenue shall be closed between 4:00pm and 8:30pm on Saturday 6<sup>th</sup> September 2025.

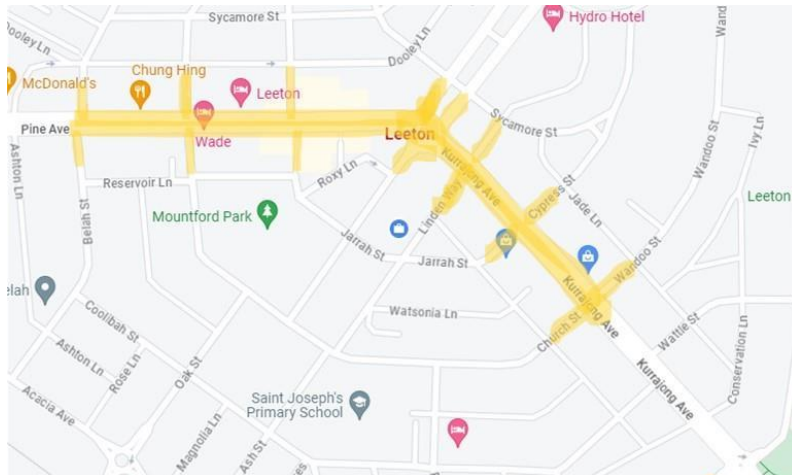


Figure 1 – Lap it up Leeton Road Closure

## 2. Event

The 2025 Lap it up Leeton is to officially commence at the intersection of Belah Street and Pine Avenue. The event will be limited to a maximum of 500 entrants, where all entrants will be required to be pre-registered for the event. The entrant vehicles will range from motorcycles, passenger vehicles and prime mover trucks. All participants will be issued an official Lap it up Leeton sticker and will be required to sign an induction form with their car registration details. The vehicles will be marshalled along Belah Street then turn right into Pine Avenue and onto Kurrajong Avenue and turn around at the U-turn bay at the intersection of Wandoo and Church Street and back onto Pine Avenue and U-turn at Belah Street and continue this route.

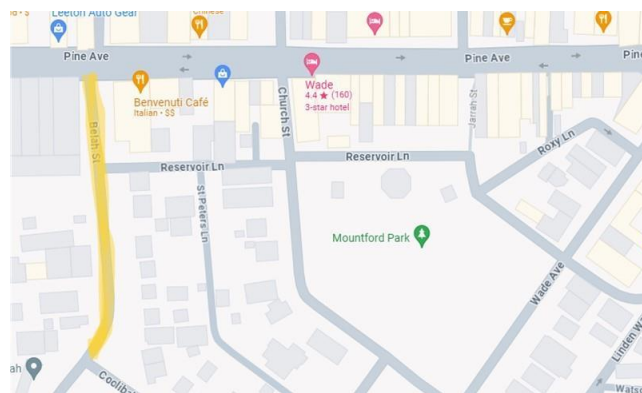


Figure 2 – Proposed Marshalling Area

As the event starts, the vehicles can commence lapping the main street. Vehicles will start the lap at the intersection of Belah Street and Pine Avenue. From here they will make a right turn onto Pine Avenue. The vehicles will be able to park with leisure during the event.

The event is set to take place on Saturday 6th September 2025 with road closures between 4:00pm and 8:30pm. Pine and Kurrajong Avenues will be reopened at 8:30pm where cars will be free to disperse.

The event is beneficial for the town of Leeton as it attracts many tourists and contributes to a significant proportion of economic stimulation for Leeton on the said weekend. The Lap it up Leeton Committee expresses their gratitude to the community by raising funds for two local charities in the region.

### 2.1 Lap Route

The lap will commence at the intersection of Belah Street and Pine Avenue, vehicles will start on Belah Street then turn right into Pine Avenue and onto Kurrajong Avenue and turn around at the U-turn bay at the intersection of Wandoo and Church Street and back onto Pine Avenue and U-turn at Belah Street and continue this route

Pine Avenue and Kurrajong Avenue form part of the state road network (B87) controlled by the Roads & Maritime Services (RMS). Approval from the RMS is required for the event to proceed; this shall be achieved through the Local Traffic Committee process. Pine Avenue is a two (2) lane, two (2) way

bitumen sealed road, with kerb and gutter located along both sides of the road. The road is divided by a centre median between Acacia Avenue and Palm Avenue. Pine Avenue and Kurrajong Avenue are classified as an "Arterial Road" as specified on *Council's Road Hierarchy Plan*. Pine Avenue and Kurrajong Avenue have a speed limit of 50km/h between Acacia Avenue and Palm Avenue roundabouts.

A variety of land-uses are present along the proposed route, including commercial and retail businesses and residential houses. Pine Avenue and Kurrajong Avenue are the main roads through Leeton's Central Business District; as such it services most Leeton's retail businesses and licensed premises. The event will have a significant impact on the business along the proposed route and in the road, network immediately surrounding the route.

### 3. Traffic Management

The event will involve a selection of passenger vehicles, motorcycles and prime mover trucks travelling along Pine Avenue and Kurrajong Avenue. Marshalling shall commence at approximately 12:00pm with the lap set to begin at 5:30pm. The lap will finish at approximately 8:30pm.

The event participants will be marshalled along Belah Street. Entrance to the marshalling area will be via Acacia Avenue. Participants will be assigned a registration number, which will be used to determine if they are a registered participant in the event. This will be managed by Lap it up Leeton committee members onsite.

The procession will start along Belah Street where they will make a right turn onto Pine Avenue. The lap will commence at the intersection of Belah Street and Pine Avenue. Vehicles will turn right onto Pine Avenue and will continue driving west on Kurrajong Avenue. The cars can continue the route until 8:30pm when the event finishes.

Pedestrians are considered a high-risk user group in road safety terms, especially with the inclusion of children and the elderly, therefore, to minimise risk to the participants and public the event will require the full closure of Pine Avenue and Kurrajong Avenue (as per the Traffic Guidance Schemes).

The event involves vehicles travelling along Pine Avenue and Kurrajong Avenue as well as non-participants viewing the proceedings from the surrounding footpaths and medians. Therefore, there is a significant potential for conflict between road users during the event.

All participants in the event shall obey the NSW Road Rules 2014. This includes motorcyclists wearing helmets and all drivers and passengers in vehicles wearing seat belts.

Additionally, vehicles participating in the event are required to abide by the following restrictions:

- Vehicles must be registered and roadworthy.
- Drivers must be appropriately licensed.
- Drivers must not have a blood alcohol level over the legal limit.
- Vehicles are restricted to 4.3-metres in height.

The event has been restricted to a maximum of 500 vehicles which will be able to participate. The event has been restricted for marshalling purposes as this is our first year running such an event and do not want to exceed our numbers and result in changes due to too many participants.

**Market Stalls / Kids Entertainment**

Chelmsford Place will be designated for the Kids entertainment and food and stall holders. Road will be closed from 12.00pm for all stall holders and ride operators to set up ready for spectators from 4.00pm, and all packed down from 8.30pm.

**3.1 Traffic Control**

Traffic control for Belah Street will be set up from 2.00pm until 7pm. This will be packed down by 7.30pm and road will be reopened.

Traffic control for Pine Avenue and Kurrajong Avenue will be set up from 4:00pm until 8:30pm. All traffic control will be packed down by 9:30pm where all roads are to be reopened. To minimise disruption of traffic flow to the non-event community, it is proposed the traffic control be setup and packed down according to the below table.

<u>Action</u>	<u>Time</u>
- All traffic control to be set up in accordance with <b><u>TGS 170506 to 170506-6</u></b>	2:00pm
- Marshalling	12:00pm – 7:00pm
- Lap Commences. Traffic Control allowing marshalled vehicles to enter the lap route. Details illustrated by <b><u>TGS 170506.</u></b>	5.30pm
- Marshalling finishes and Belah Street is to be re-opened between Pine Avenue and Acacia Avenue.	7:00pm
- Lap Finishes	8:30pm
- All Traffic control to be packed down and roads reopened.	9:30pm

The following roads will be closed to non-event traffic;

- Belah Street
- Pine Avenue and Kurrajong Avenue between Belah Street and Wattle Street
- Chelmsford Place.

The traffic control for the event will involve barriers to restrict access to the road and associated signage. Traffic controllers will be situated at various intersections along the closure route to monitor traffic trying to access Pine Avenue and Kurrajong Avenue during the event.

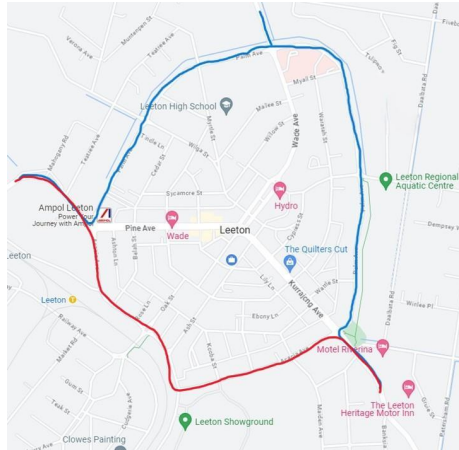
Traffic controls and warning signage shall be erected in accordance with the Transport for NSW Manual (V6) and AS 1742.3 (2009) - *Manual of uniform traffic control devices - Traffic control for works on roads*





to manage the special event traffic and the general public. The traffic control measures proposed are detailed below in addition to the associated traffic control plans attached in the appendices.

Detours for lap it up Leeton have been outlined in the below figure. Vehicles travelling from the east shall be detoured along Acacia Avenue. Vehicles travelling from the west and north shall be detoured along Palm Avenue.



Traffic control plans, attached, have been prepared by Complete Traffic Solutions, detailing the traffic control measures to be installed for the event. The plan conforms to the requirements of AS 1742.3 and the Transport of NSW Manual (V6.1) to Traffic Control at Worksites.

The traffic control measures will be implemented and taken down by accredited individuals who have completed the two-day Traffic Control for Worksites course. Provisions to ensure that the signs are not altered or removed during the event will be established.

### 3.2 Pedestrian & Cyclists

The event will involve a maximum of 500 vehicles including motorcycles, passenger vehicles and prime mover trucks travelling along a major arterial road in Leeton. The event also involves non-participants viewing the proceedings from the surrounding footpaths and therefore there is a significant potential for conflict between road users and pedestrians.

Pedestrians are considered a high-risk user group in road safety terms, especially with the inclusion of children and the elderly, therefore, to minimise risk to the participants and public, the event will require the full closure of Pine Avenue and Kurrajong Avenue between Acacia Avenue and Palm Avenue, as well as the full closure of Ash Street.

Pedestrian and cyclist access for the public will be minimally affected by the event.

Pedestrian facilities of a varying width are present along both sides of the proposed route.

The event will require the use of the proposed routes road carriageway and will not impact upon the existing pedestrian and cyclist facilities present along the route. Pedestrians and cyclists utilising the facilities crossing the proposed route will be required to give way to the approaching traffic, as per the NSW Road Rules 2014.

### 3.3 Parking

The proposed event affects a significant amount of the parking available within the CBD, as vehicular access to Pine Avenue and Kurrajong Avenue will be restricted for the duration of the event. Therefore, the angled parking along Pine Avenue will not be available during the event.

There is a significant amount of long-term, off-street parking facilities located within the CBD, particularly off Sycamore Street, Wade Avenue, Reservoir Lane and the western side of Church Street, as well as the Sports Ground Carpark along Palm Avenue. These parking areas rarely reach capacity and will be able to cater for the loss of parking along Pine Avenue and Kurrajong Avenue for the duration of the event.

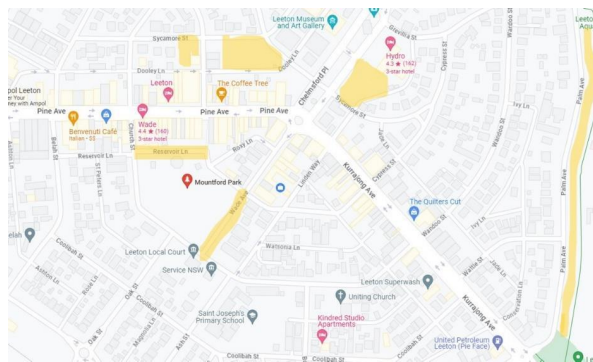


Figure 3 – Existing Parking around Leeton's Central Business District

### 3.4 Heavy Vehicles

The event will not require the closure of any major arterial roads, through Leeton. The major thoroughfare is off the main street and indicated in the figure below.

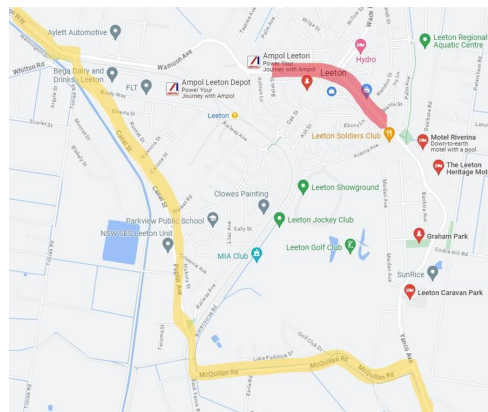
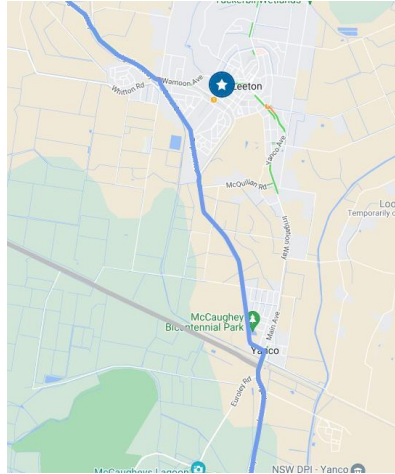


Figure 4 – Leeton's Road Train and B-Double Network

Pine Avenue and Kurrajong Avenue are not part of the road train or B-Double Network as indicated in the above figure.





B-Double Network

### 3.5 Emergency Services

The procession will require the closure of two (2) of Leeton's major arterial roads, Pine Avenue and Kurrajong Avenue. These roads are major thoroughfares, serving as the main corridors into the Central Business District.

The closure of the above roads due to the event will affect the operation of Leeton's emergency services especially if an incident occurs in the south of the Local Government Area (LGA) of Leeton.

Removable barrier boards shall be utilised to impose the proposed road closures. Access along the proposed event route by Emergency Services will be always available.

#### 3.5.1 Police

Leeton Police Station is located at 24 Oak Street.

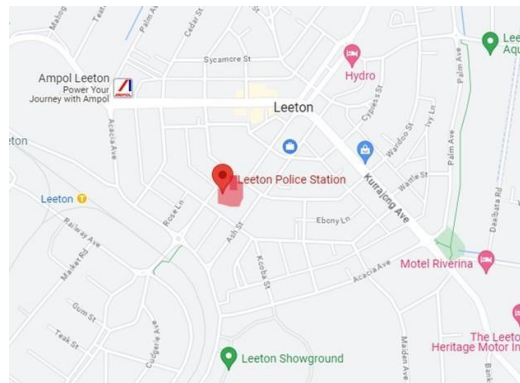


Figure 5 – Leeton Police Station

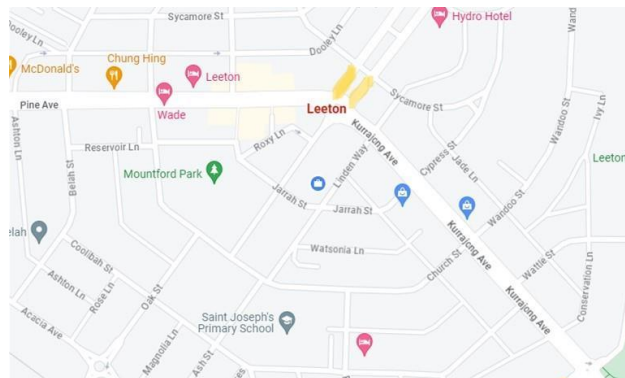
Police access to Leeton's Road network during the event will not be adversely affected. Minimal impact to northbound access occurs because of the event.

The road closures during the event will have a minimal impact on emergency access for the police.

Removable barrier boards shall be utilised to impose the proposed road closures. Access along the proposed event route by Emergency Services will be always available.

**Market Stalls / Kids Entertainment**

Chelmsford Place will be designated for the Kids entertainment and food and stall holders. Road will be closed from 2.00pm for all stall holders and ride operators to set up ready for spectators from 4.00pm, and all packed down from 8.30pm.



**3.5.2 Ambulance & Fire Brigade**

Leeton Ambulance Station is located at 19 Wade Avenue.

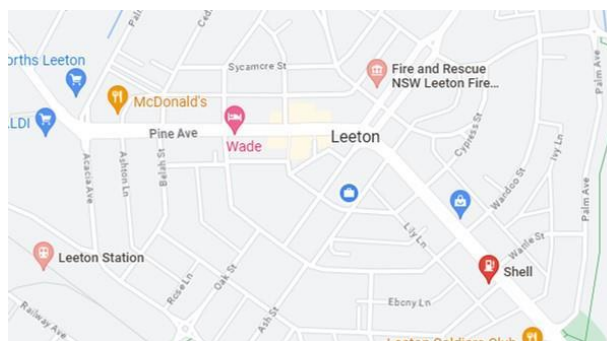


Figure 6 – Leeton Ambulance Station

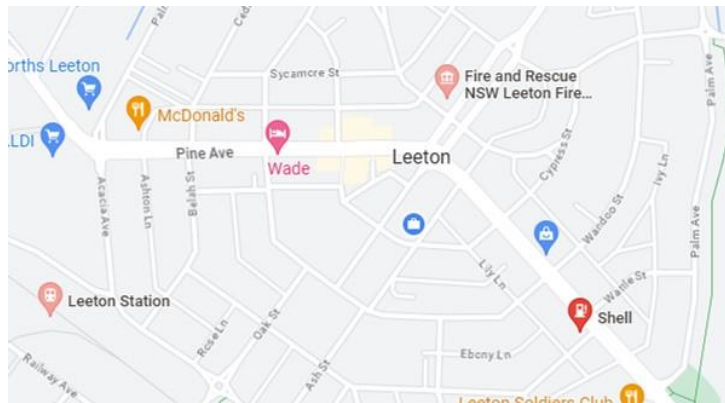
The road closures during the street party will have a minimal impact on emergency access for ambulances. Removable barrier boards shall be utilised to impose the proposed road closures. Access



along the proposed event route by Emergency Services will be always available. We will ensure no stalls or entertainment rides are blocking any access to and from the station.

**3.5.3 Fire Brigade**

Leeton Fire Station is located at 19 Wade Avenue.

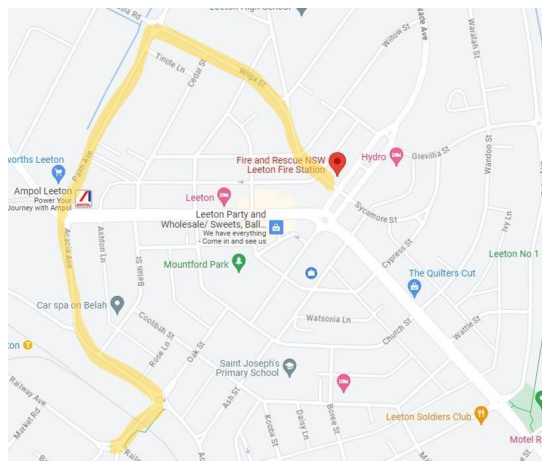


**Figure 7 – Leeton Fire Station**

Fire access to the Leeton's Road network north of Pine Avenue will not be restricted during the event. Impact to southbound travel occurs because of the event. However, access to the south must be made via either Sycamore Street and Wilga Street then left on to Palm Avenue.

The road closures during the event will have a minimal impact on emergency access for the fire brigade.

Removable barrier boards shall be utilised to impose the proposed road closures. Access along the proposed event route by Emergency Services will be always available.



**Figure 8 – Alternate Routes for Emergency Services**



### 3.6 Public Transport

Access to Leeton Railway Station and Leeton Coach Bay Station will be available during the event via Acacia Avenue, and Railway Avenue.

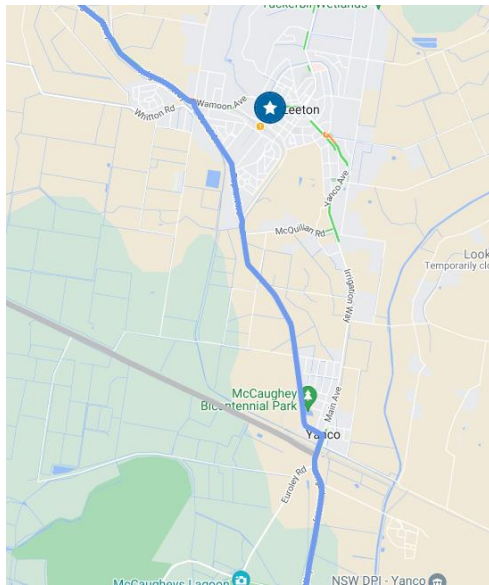
Wade Avenue's existing taxi rank will still be accessible to taxis for the duration of the event. Alternate arrangements for the taxi rank can be organised with Leeton's City Taxis prior to the event.

Leeton City Taxi's operators will be required to follow the detours provided.

### 3.7 Contingency Plan

If the procession cannot occur on this date due to inclement weather or another unforeseen circumstance the event shall be cancelled.

## Appendices





**Operational Risk Assessment**

<b>Workgroup:</b>	Public event	<b>Employees involved in Risk Assessment:</b>  Roly Zappacosta
<b>Division / Area:</b>		
<b>Task Description:</b>		
<b>Date:</b>	01 - 03 - 2025	
<b>Version:</b>	1	

**Background**

Lap it up Leeton is an event for Leeton, in our second year, where car, bike and truck enthusiasts get together and cruise the main streets of Leeton to help raise money for local charities. This will be an annual event held on the first Saturday in September.

**Purpose**

To ensure risks are managed to mitigate possibility of injury to members of the public, event coordinators and volunteers, while also controlling possibility of damage occurring.

**Scope of Risk Assessment**

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### Operational Risk Assessment

**Methodology**

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

**Operational WHS Hazard and Risk Register**

Task / Activity	Hazard/ Source of Hazard / Risk	Initial Risk Rating	Control Measures	Residual Risk Rating
Traffic Management	Vehicles disobeying road closure signs	16	Traffic management plan to be developed (and approved) and implemented for the cruise route and marshalling area. Between 12pm and 9.30pm  Lap it up Leeton committee to marshal vehicles from Belah Street to Pine Avenue to start the laps.  Marshals to wear hi-vis vests  Terms & Conditions to be part of the ticket purchase to ensure they are read.	12

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**Operational Risk Assessment**

Task / Activity	Hazard/ Source of Hazard / Risk	Initial Risk Rating	Control Measures	Residual Risk Rating
			All vehicles must be registered All drivers to be licensed to drive their vehicles All drivers to adhere to NSW Road Transport Regulations 2017 No Burnouts are permitted at any time All drivers and passengers must wear seat belts while vehicles are driven	
Weather	Wind, Rain, Thunderstorms	12	Watch long range weather forecast Committee members to decide 2 days before event is due to start to determine if event cancellation is to be considered.	
Amusement Rides	People getting injured on amusements Faulty equipment being set up Lack of supervision	15	Public Liability Insurance from Amusement Operator is to be obtained prior to the event, as well as copies of design registration All amusement rides to be registered with SafeWork NSW All amusements to be operated by a qualified operator	
Stall holders	Stalls/marquess collapsing	12	Proper erection procedures to be followed. Tents to be secured by weights or pegs Stalls handling food should comply with Food Authority NSW Copies of stallholders Public Liability Insurance will be obtained prior to trading	

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### Operational Risk Assessment

Task / Activity	Hazard/ Source of Hazard / Risk	Initial Risk Rating	Control Measures	Residual Risk Rating
Underground utilities	Digging into the ground and striking water pipes, power etc...	15	Complete a 'dial before you dig'  Liaise with Council Open Space Team to site plan so they can indicate areas to avoid – underground services identified by Parks/Open Space Teams.	
<b>Power</b>	Electrical shortages  Electric shock	12	Ensure all power cords and outlets are tested and tagged prior to the event.  Ensure appliances are kept away from water, heat etc..  Never leave electrical devices unattended  Ensure a Residual Current Device (RCD) is used to test outlet prior to use.	
Injuries to volunteers and guests	Slips, trips and falls	12	First aid kit on site  Emergency services notified in the event of an incident	
Injury to spectators	Slips, trips and falls	12	First aid kit on site  Committee members to have access to mobile phones	
Fire	Small fire on site  Fire damage to equipment	15	Fire and ambulance services notified of event  Ensure there are adequate fire extinguishers on site	

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**Operational Risk Assessment**

Task / Activity	Hazard/ Source of Hazard / Risk	Initial Risk Rating	Control Measures	Residual Risk Rating
Entrants Vehicles	Spectators Hit by moving vehicle	20	Ensure all drivers have read the terms and conditions for entry  Notify emergency service of the event  Ensure all drivers are licensed and follow the NSW Roads Authority  Meet with Police and Highway patrol prior to the event	
Unauthorised Vehicles	Unauthorised vehicles accessing route	15	All entrant vehicles will have an Entrant 2024 sticker on the front windscreen for identification  All committee and volunteers to call police if unauthorised vehicles enter and speed or do burnouts.  Traffic control personnel to ensure they monitor access points to stop any vehicles passing through	
Public parking	Vehicles not parking in correct areas	8	Notices on social media of parking arrangements  Authorised vehicles only past restricted points	

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Lap it up Leeton Inc  
ABN 18 001 073 274  
22 Wade Ave Leeton  
0407 816 467

1 March 2025

### Notification of 2025 Lap it up Leeton Event

Dear Sir/Madam

On behalf of the Lap it up Leeton Committee, we wish to notify you that this year's Lap it up Leeton Event will take place on Saturday 6<sup>th</sup> September 2025.

This event will have the most significant impact on the community on Saturday 6<sup>th</sup> September 2025 from 4.00pm as we have requested the closure of Pine Avenue and Kurrajong Avenue for the cruising of the vehicles from 5.30pm

We have also requested the closure of Belah Street from 12.00pm on Saturday 6<sup>th</sup> September 2025 for the marshalling and scrutineering of the vehicles prior to the event.

I have included a copy of the Traffic Management Plan for your information. This was undertaken by Complete Traffic Management.

Should you have any queries regarding this event or if you would like to discuss this further, please do not hesitate to contact me, Roly Zappacosta on 0407 816 467 or [admin@leetoncentremotel.com.au](mailto:admin@leetoncentremotel.com.au)

Yours sincerely

*Roly Zappacosta*

Roly Zappacosta

Event Coordinator

0407 816 467



## ENTRANT TERMS AND CONDITIONS

### DEFINITIONS

- 'We' means the Event Organiser (Lap it up Leeton Inc). 'The Event' means the (Lap it up Leeton) Event. 'You' means the customer. 'Entrant' means you, the customer. 'Entrant Terms and Conditions' means this document.

### COMPLIANCE WITH ENTRANT TERMS AND CONDITIONS, LOCAL LAWS AND CONDITIONS OF ENTRY

- By purchasing an Entrant ticket you are agreeing to comply with all Entrant Terms and Conditions.
- By participating in the Event you agree to not engage in any activities that may violate local laws or endanger the reputation of the Event.
- By participating in the Event, you agree to comply with the Event Conditions of Entry and Prohibited Items.

### TICKETING & REFUNDS

- All Entrant tickets purchased are non-refundable and non-transferrable. Credit transfers for future Events or alternate tickets will not be issued.

### EVENT CANCELLATION

- We reserve the right to postpone or cancel the Event for any reason.
- In the occurrence of the cancellation in advance of the Event, we will provide a full refund (excluding credit card processing fee).
- In the occurrence of a cancellation or postponement due to Government order, We reserve the right to reschedule the Event and offer an exchange to the rescheduled Event.
- In the occurrence of a reschedule, Entrants will be contacted directly with options to receive an exchange or refund.

### LICENCE REQUIREMENTS

- Entrants must hold a current, un-restricted, unsuspended drivers' licence.
- Entrants holding a provisional licence must comply with the license conditions of the state of issue.

**VEHICLE APPROVAL**

- Acceptance of the Entrant vehicle for the Event is at the absolute discretion of the Event Organiser.
- Vehicle entries will only be considered if all criteria are met, and your application is fully completed including payment in full.
- We reserve the right to decline any entry during the application process without providing a reason.
- In the event of an entry being declined during the application process a refund will be issued.
- If your vehicle fails Scrutineering at the Event, it will not be permitted to participate in the Event.  
In this occurrence you will be considered a Non-Participating Entrant and your ticket will be refunded.

**ENTRANT REQUIREMENTS**

- Your vehicle must be registered, or on Club Registration.

**VEHICLE CHANGES**

- Change of vehicles are permitted provided the new vehicle meets the minimum requirements as outlined in the 'Entrant Requirement'.
- Vehicle swaps will be permitted up to 2 weeks prior to the Event.

**ENTRANT COMMUNITY CODE OF CONDUCT**

- We believe in fostering a positive and respectful community that reflects the spirit of our Event. By entering the Event, you agree to abide by this Entrant Community Code of Conduct and help us create an enjoyable and safe environment for everyone. Let's come together to celebrate our shared passion for automotive culture responsibly and respectfully.
- Positive Promotion
  - Feel free to share and post your positive experiences from the Event. Spread the enthusiasm in a friendly and constructive manner.
  - Any online behaviour that violates this Entrant Community Code of Conduct including posting images or videos of anti-social behaviour including dangerous driving will not be tolerated and will be dealt with appropriately.

**ENTRANT BEHAVIOUR**

By participating in the Event, you agree to conduct yourself in accordance with the following Entrant Behaviour. As an Entrant, you are an essential part of creating a safe, enjoyable, and memorable experience for everyone involved.

- Show Respect & Respect the Show
  - Treat all participants, attendees, staff, security and volunteers with respect and courtesy.
  - Always conduct yourself in a responsible and well-behaved manner.
  - You are responsible for the behaviour of the passengers in your Entrant vehicle.
- Safety First

- Prioritize safety in all your activities during the Event.
- Follow all safety guidelines and instructions provided by the Event Organisers.
  
- Responsible Driving
  - While driving your vehicle within the Event always adhere to traffic rules and speed limits.
  - Do not conduct any form of reckless driving, or any actions that may endanger yourself, other participants, or bystanders.
- No Burnouts
  - Burnouts are **PROHIBITED** in all other areas at all times
  
- Alcohol and Substance Use
  - If you choose to consume alcohol, do so responsibly and in accordance with the law and your licence requirements. Excessive drinking that leads to disruptive behaviour will not be tolerated.
- Cooperation with Officials
  - Cooperate with Event Organisers, security personnel, and law enforcement officers at all times.
  - Follow their instructions promptly and without argument.

**LIABILITY**

- To the fullest extent permitted by law, we do not accept liability of any nature for the acts, omissions, or default of those providing services in connection with the Event or any liability for any illness, injury, damage, loss, delay or additional expenses which are incurred at or in association with this Event. Where legislation implies any condition or warranty which cannot be excluded or modified, that condition or warranty will be deemed to be included in this agreement. However, our liability for any breach of such condition or warranty will be limited, at our option, to the resupply of the services or the cost of having the services supplied again. In no Event will we be liable for any indirect, consequential, exemplary, or special damages.
- You acknowledge that We will NOT be responsible for any loss or damage to the property (including personal property such as bags, money, or other personal items) brought to or purchased at the Event by you or your invitees.
- You will be liable for any loss or damage caused at the Event by you or your invitees.

**RIGHT OF ADMISSION**

- The right of admission to the Event is reserved and is subject to the Event Organiser and the Event Terms and Conditions.

**PRIVACY POLICY**

- Pursuant to your booking, we may need to collect and keep personal information about you including your name, address, email, credit card or payment details, telephone number and the names of all ticket allocations. Your name, address and contact details will be shared with the Sanctioning Body responsible for the Event. We will collect and store your information, and if required by law, disclose information in accordance with the Privacy Act 1988.

- By entering (event), you give permission for the organisers to discuss and make alterations to your entry with the listed Entrant, or your emergency contact. We (event) are not able to discuss your application form with anyone else without prior written approval from the listed Entrant.

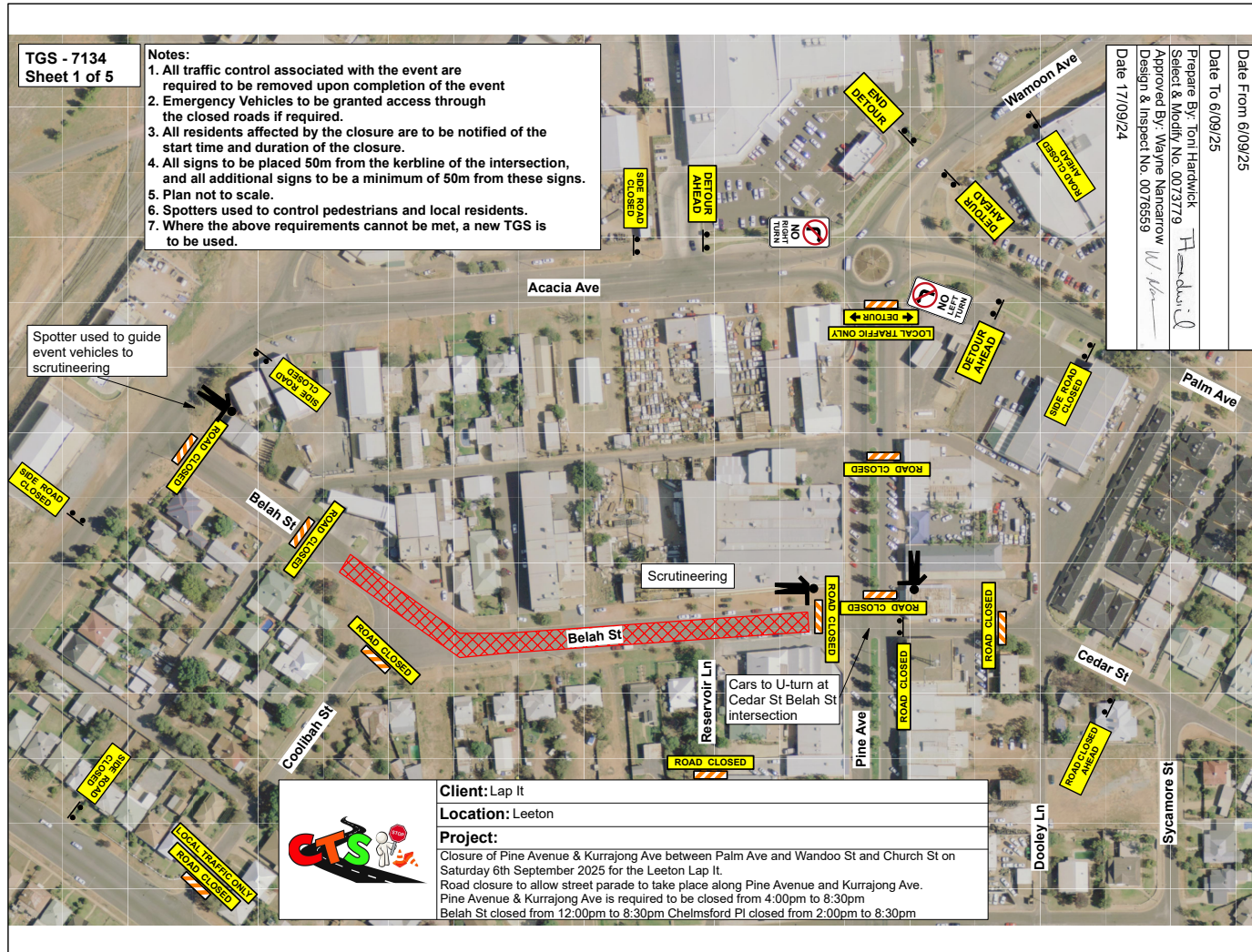
**IMAGE USE**

- As a condition of entry, each Entrant or agent for any accompanying adult and as parent or guardian for any accompanying child, grants to the Event Organiser the exclusive right to photograph or film or portray the Entrant, any accompanying adult or child and the Entrant's vehicle to use such photograph, film, portrayal without names or credits as the Event Organiser may in their absolute discretion think fit.

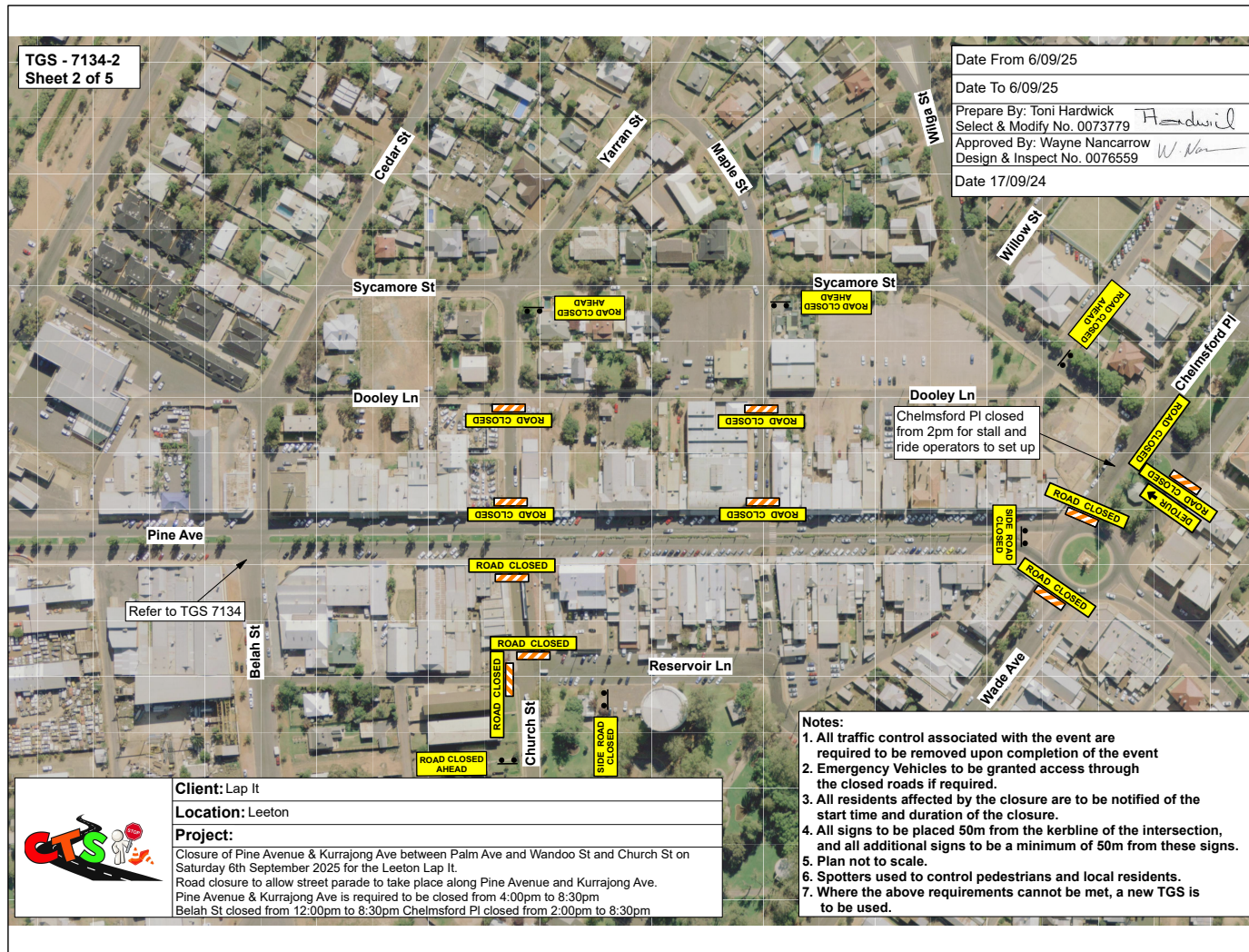
**DECLARATION**

- I confirm that I have read and understood these Entrant Terms and Conditions and agree to abide by all Entrant Terms and Conditions for the Event.



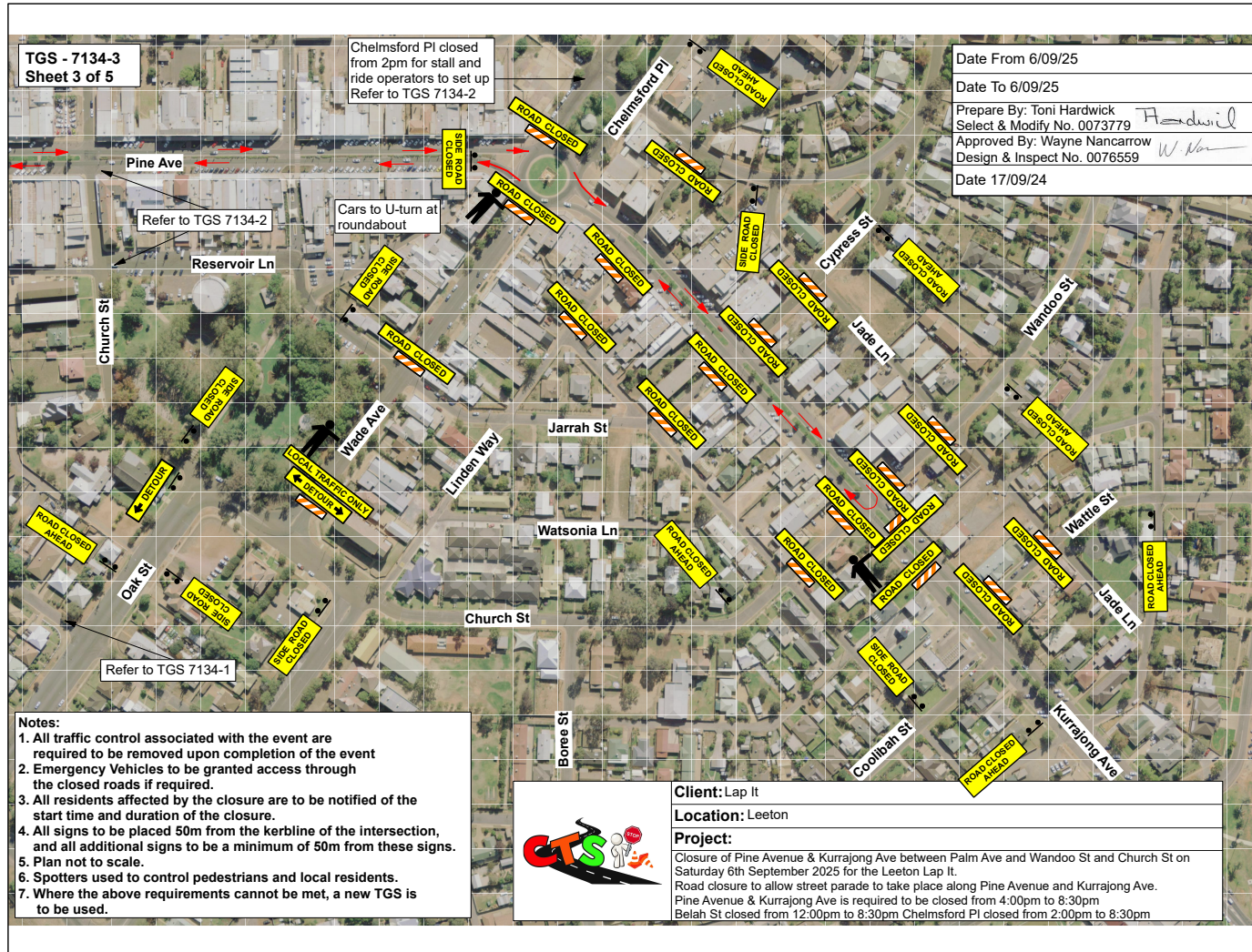


7.6.1 Special Event Application Lap it Up Leeton



7.6.1 Special Event Application Lap it Up Leeton





7.6.1 Special Event Application Lap it Up Leeton

TGS - 7134-4  
 Sheet 4 of 5

Date From 6/09/25  
 Date To 6/09/25  
 Prepare By: Toni Hardwick  
 Select & Modify No. 0073779  
 Approved By: Wayne Nancarrow  
 Design & Inspect No. 0076559  
 Date 17/09/24

**Notes:**

1. All traffic control associated with the event are required to be removed upon completion of the event
2. Emergency Vehicles to be granted access through the closed roads if required.
3. All residents affected by the closure are to be notified of the start time and duration of the closure.
4. All signs to be placed 50m from the kerbline of the intersection, and all additional signs to be a minimum of 50m from these signs.
5. Plan not to scale.
6. Spotters used to control pedestrians and local residents.
7. Where the above requirements cannot be met, a new TGS is to be used.

**Client:** Lap It  
**Location:** Leeton  
**Project:**  
 Closure of Pine Avenue & Kurrajong Ave between Palm Ave and Wandoo St and Church St on Saturday 6th September 2025 for the Leeton Lap It.  
 Road closure to allow street parade to take place along Pine Avenue and Kurrajong Ave.  
 Pine Avenue & Kurrajong Ave is required to be closed from 4:00pm to 8:30pm  
 Belah St closed from 12:00pm to 8:30pm Chelmsford Pl closed from 2:00pm to 8:30pm



TGS - 7134-5  
 Sheet 5 of 5

Date From 6/09/25 Date To 6/09/25 Prepare By: Toni Hardwick Select & Modify No. 0073779 <i>Toni Hardwick</i> Approved By: Wayne Nancarrow Design & Inspect No. 0076559 <i>Wayne Nancarrow</i> Date 17/09/24	<div style="display: flex; align-items: center;"> <div> <p><b>Client:</b> Lap It</p> <p><b>Location:</b> Leeton</p> <p><b>Project:</b>                      Closure of Pine Avenue &amp; Kurrajong Ave between Palm Ave and Wandoo St and Church St on Saturday 6th September 2025 for the Leeton Lap It.                      Road closure to allow street parade to take place along Pine Avenue and Kurrajong Ave.                      Pine Avenue &amp; Kurrajong Ave is required to be closed from 4:00pm to 8:30pm                      Belah St closed from 12:00pm to 8:30pm Chelmsford Pl closed from 2:00pm to 8:30pm</p> </div> </div>
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LEETON SHIRE COUNCIL  
Leeton Local Traffic Committee - Thursday 6 March 2025

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### **7.7. SPECIAL EVENT REQUEST - LEETON PRIDE STREET PARADE**

**AUTHOR/S:** Road Safety Officer

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#### **SUMMARY/PURPOSE**

The purpose of the report is to seek the Committee's approval to hold the Leeton Pride Festival Street Parade on the 14<sup>th</sup> June 2025.

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#### **RECOMMENDATION**

THAT the Committee recommends that Leeton Shire Council endorses to hold the Leeton Pride Festival – Street Parade on State and Local Roads subject to the schedule of conditions as outlined in the RMS Guide to Traffic and Transport Management for Special Events including the following conditions;

1. The event is conducted as per times, location of conditions and circumstances that are invoked in the application documents.
2. A certified Traffic Guidance Scheme for the event is to be prepared, implemented, monitored and decommissioned by an accredited person.
3. Event Organisers and participants immediately obey all directions given by Police.
4. Event Organisers and participants immediately obey all directions of Leeton Shire Council Officers.
5. Advertising of the event is to take place in local newspapers and social media to ensure locals are aware of the event.
6. A Road Occupancy license (ROL) is to be obtained for the event and activated and de-activated as part of the traffic control on the day.
7. Event will need to be registered on the One Road Portal so that road closures on the day are reflected in the live Traffic NSW App.
8. Public Liability insurance is to be updated and include Leeton Shire Council, Transport for NSW and NSW Police as interested parties
9. Parade is to be a foot parade only. No floats are to be involved in the parade.
10. Parade instructions are circulated to all parade participants through various methods (briefing session, and through email) and waiver forms are collected as part of the registration process.

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

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LEETON SHIRE COUNCIL  
Leeton Local Traffic Committee - Thursday 6 March 2025

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### **REPORT**

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

The Foot Parade is schedule to take place on Saturday 14 June 2024 from 3:30pm which will see road closures between 3pm-4pm. This will result in the closures of Pine Avenue during this time. The walking groups in the parade will leave from Jarrah Mall heading down towards the Church Street/Yarran Street intersection. The groups will then turn around and head back up Pine Avenue disbursing onto the footpath at Chelmsford Place (see TGS attached).

This is the second year the Leeton Pride Festival parade will be held in Leeton celebrating Pride, Diversity, Inclusion and all things queer.

The Traffic Management Plan attached with the Special Event application is attached which also risk assessment documents and the road closure notice for the event are attached for reference (attachment 1).

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

### **IMPLICATIONS TO BE ADDRESSED**

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

Leeton Shire Council has no budget for the events. All road closures will need to be funded through the event externally.

#### **(b) Risk**

A risk assessment is attached to the Special Event Application.

### **CONSULTATION**

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

Complete Traffic Solutions  
Leeton Pride Organising Committee

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

LSC Road Safety Officer

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

6. Roads and Drainage  
6.5 Provide road safety programs, including roadside vegetation management, permitting, traffic management and accident assistance

LEETON SHIRE COUNCIL  
Leeton Local Traffic Committee - Thursday 6 March 2025

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- 6. Roads and Drainage    6.5 Optimise road safety
- 6.5.3 Promote road safety through design and appropriate regulation

**ATTACHMENTS**

- 1.    Special Event Form Leeton Pride Festival [**7.7.1** - 18 pages]



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## Special Event Resources

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### Special Event Transport Management Plan Template

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

#### I EVENT DETAILS

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##### I.1 Event summary

Event Name: .....

Event Location: .....

Event Date: ..... Event Start Time: ..... Event Finish Time: .....

Event Setup Start Time: ..... Event Packdown Finish Time: .....

Event is  off-street  on-street moving  on-street non-moving  
 held regularly throughout the year (calendar attached)

##### I.2 Contact names

Event Organiser \* .....

Phone:..... Fax:..... Mobile: ..... E-mail:.....

Event Management Company (if applicable).....

Phone:..... Fax:..... Mobile: ..... E-mail:.....

Police .....

Phone:69531399 Fax:..... Mobile: ..... E-mail:.....

Council.....

Phone:69530911 Fax:..... Mobile:..... E-  
.....

Roads & Traffic Authority (if Class I).....

Phone:132213 Fax:..... Mobile: ..... E-mail:.....

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

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

The Pride Street Parade is designed to promote acceptance and inclusion of sexual and gender diverse peoples. A public show of support by allies walking beside their marginalised friends has the potential to reduce suicides caused by bullying and ostracization of LGBTQIA people.

2 RISK MANAGEMENT - TRAFFIC	
CLASS 1 CLASS 2 CLASS 3	<b>2.1 Occupational Health &amp; Safety - Traffic Control</b> <input type="checkbox"/> Risk assessment plan (or plans) attached
	<b>2.2 Public Liability Insurance</b> <input type="checkbox"/> Public liability insurance arranged. Certificate of currency attached.
	<b>2.3 Police</b> <input type="checkbox"/> Police written approval obtained
	<b>2.4 Fire Brigades and Ambulance</b> <input type="checkbox"/> Fire brigades notified <input type="checkbox"/> Ambulance notified
3 TRAFFIC AND TRANSPORT MANAGEMENT	
CLASS 1 CLASS 2 CLASS 3	<b>3.1 The route or location</b> <input type="checkbox"/> Map attached
	<b>3.2 Parking</b> <input type="checkbox"/> Parking organised - details attached <input type="checkbox"/> Parking not required
	<b>3.3 Construction, traffic calming and traffic generating developments</b> <input type="checkbox"/> Plans to minimise impact of construction activities, traffic calming devices or traffic-generating developments attached <input type="checkbox"/> There are no construction activities, traffic calming devices or traffic-generating developments at the location/route or on the detour routes
	<b>3.4 Trusts, authorities or Government enterprises</b> <input type="checkbox"/> This event uses a facility managed by a trust, authority or enterprise; written approval attached <input type="checkbox"/> This event does not use a facility managed by a trust, authority or enterprise
	<b>3.5 Impact on/of Public transport</b> <input type="checkbox"/> Public transport plans created - details attached <input type="checkbox"/> Public transport not impacted or will not impact event
	<b>3.6 Reopening roads after moving events</b> <input type="checkbox"/> This is a moving event - details attached. <input type="checkbox"/> This is a non-moving event.
	<b>3.7 Traffic management requirements unique to this event</b> <input type="checkbox"/> Description of unique traffic management requirements attached <input checked="" type="checkbox"/> There are no unique traffic requirements for this event
	<b>3.8 Contingency plans</b> <input type="checkbox"/> Contingency plans attached

Class 1	Class 2	<b>3.9 Heavy vehicle impacts</b>
		<input type="checkbox"/> Impacts heavy vehicles - RTA to manage <input type="checkbox"/> Does not impact heavy vehicles
		<b>3.10 Special event clearways</b>
		<input type="checkbox"/> Special event clearways required - RTA to arrange <input type="checkbox"/> Special event clearways not required
<b>4 MINIMISING IMPACT ON NON-EVENT COMMUNITY &amp; EMERGENCY SERVICES</b>		
CLASS 1	CLASS 3	<b>4.1 Access for local residents, businesses, hospitals and emergency vehicles</b>
		<input type="checkbox"/> Plans to minimise impact on non-event community attached <input checked="" type="checkbox"/> This event does not impact the non-event community either on the main route (or location) or detour routes
	CLASS 2	<b>4.2 Advertise traffic management arrangements</b>
		<input type="checkbox"/> Road closures or restrictions - advertising medium and copy of proposed advertisements attached <input type="checkbox"/> No road closures or restrictions but special event clearways in place - advertising medium and copy of proposed advertisements attached <input type="checkbox"/> No road closures, restrictions or special event clearways - advertising not required
		<b>4.3 Special event warning signs</b>
		<input type="checkbox"/> Special event information signs are described in the Traffic Control Plan/s <input checked="" type="checkbox"/> This event does not require special event warning signs
		<b>4.4 Permanent Variable Message Signs</b>
		<input type="checkbox"/> Messages, locations and times attached <input type="checkbox"/> This event does not use permanent Variable Message Signs
		<b>4.5 Portable Variable Message Signs</b>
		<input type="checkbox"/> The proposed messages and locations for portable VMS are attached <input type="checkbox"/> This event does not use portable VMS
<b>5 PRIVACY NOTICE</b>		

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

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

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

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**6 APPROVAL**

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TMP Approved by: LRPC Inc ..... Event Organiser      9/2/2025 ..... Date

**7 AUTHORISATION TO \*REGULATE TRAFFIC**

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

Regulation of traffic authorised by: ..... Council      ..... Date

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

Regulation of traffic authorised by: ..... RTA      ..... Date

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

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## Special Event Resources

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### Special Event Transport Management Plan Template

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

#### I EVENT DETAILS

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##### I.1 Event summary

Event Name: Leeton Pride Festival - Street Parade  
Event Location: Wade Ave, Pine Ave, Yarran St.  
Event Date: 14/6/2025 Event Start Time: 3.30pm Event Finish Time: 4pm  
Event Setup Start Time: 3pm Event Packdown Finish Time: disburse 4pm  
Event is  off-street  on-street moving  on-street non-moving  
 held regularly throughout the year (calendar attached)

##### I.2 Contact names

Event Organiser \* Leeton Rainbow Pride Collective Inc - Denise McGrath - Festival Director  
Phone: [REDACTED] Fax:..... Mobile: [REDACTED] E-mail: leetonpridefes  
Event Management Company (if applicable).....  
Phone:..... Fax:..... Mobile: ..... E-mail:.....  
Police Leeton Police  
Phone: 6953 1399 Fax:..... Mobile: ..... E-mail:.....  
Council Leeton Shire Council  
Phone: 6253 0911 Fax:..... Mobile: ..... E-mail:.....  
Roads & Traffic Authority (if Class I).....  
Phone: 132213 Fax:..... Mobile: ..... E-mail:.....

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

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

The Pride Street Parade is designed to promote acceptance and inclusion of sexual and gender diverse peoples. A public show of support by allies walking beside their marginalised friends has the potential to reduce suicides caused by bullying and ostracization of LGBTQIA people.

2 RISK MANAGEMENT - TRAFFIC	
CLASS 1 CLASS 2 CLASS 3	<b>2.1 Occupational Health &amp; Safety - Traffic Control</b> <input checked="" type="checkbox"/> Risk assessment plan (or plans) attached
	<b>2.2 Public Liability Insurance</b> <input checked="" type="checkbox"/> Public liability insurance arranged. Certificate of currency attached.
	<b>2.3 Police</b> <input type="checkbox"/> Police written approval obtained
	<b>2.4 Fire Brigades and Ambulance</b> <input checked="" type="checkbox"/> Fire brigades notified <input checked="" type="checkbox"/> Ambulance notified
3 TRAFFIC AND TRANSPORT MANAGEMENT	
CLASS 1 CLASS 2 CLASS 3	<b>3.1 The route or location</b> <input checked="" type="checkbox"/> Map attached
	<b>3.2 Parking</b> <input type="checkbox"/> Parking organised - details attached <input checked="" type="checkbox"/> Parking not required
	<b>3.3 Construction, traffic calming and traffic generating developments</b> <input type="checkbox"/> Plans to minimise impact of construction activities, traffic calming devices or traffic-generating developments attached <input checked="" type="checkbox"/> There are no construction activities, traffic calming devices or traffic-generating developments at the location/route or on the detour routes
	<b>3.4 Trusts, authorities or Government enterprises</b> <input type="checkbox"/> This event uses a facility managed by a trust, authority or enterprise; written approval attached <input checked="" type="checkbox"/> This event does not use a facility managed by a trust, authority or enterprise
	<b>3.5 Impact on/of Public transport</b> <input type="checkbox"/> Public transport plans created - details attached <input checked="" type="checkbox"/> Public transport not impacted or will not impact event
	<b>3.6 Reopening roads after moving events</b> <input checked="" type="checkbox"/> This is a moving event - details attached. <input type="checkbox"/> This is a non-moving event.
	<b>3.7 Traffic management requirements unique to this event</b> <input type="checkbox"/> Description of unique traffic management requirements attached <input checked="" type="checkbox"/> There are no unique traffic requirements for this event
	<b>3.8 Contingency plans</b> <input checked="" type="checkbox"/> Contingency plans attached

Class 1	Class 2	<b>3.9 Heavy vehicle impacts</b>
		<input type="checkbox"/> Impacts heavy vehicles - RTA to manage <input checked="" type="checkbox"/> Does not impact heavy vehicles
Class 1	Class 2	<b>3.10 Special event clearways</b>
		<input type="checkbox"/> Special event clearways required - RTA to arrange <input checked="" type="checkbox"/> Special event clearways not required
<b>4 MINIMISING IMPACT ON NON-EVENT COMMUNITY &amp; EMERGENCY SERVICES</b>		
Class 1	Class 2	Class 3
<input type="checkbox"/> Plans to minimise impact on non-event community attached <input checked="" type="checkbox"/> This event does not impact the non-event community either on the main route (or location) or detour routes		
<b>4.2 Advertise traffic management arrangements</b>		
<input type="checkbox"/> Road closures or restrictions - advertising medium and copy of proposed advertisements attached <input type="checkbox"/> No road closures or restrictions but special event clearways in place - advertising medium and copy of proposed advertisements attached <input checked="" type="checkbox"/> No road closures, restrictions or special event clearways - advertising not required		
<b>4.3 Special event warning signs</b>		
<input type="checkbox"/> Special event information signs are described in the Traffic Control Plan/s <input checked="" type="checkbox"/> This event does not require special event warning signs		
<b>4.4 Permanent Variable Message Signs</b>		
<input type="checkbox"/> Messages, locations and times attached <input checked="" type="checkbox"/> This event does not use permanent Variable Message Signs		
<b>4.5 Portable Variable Message Signs</b>		
<input type="checkbox"/> The proposed messages and locations for portable VMS are attached <input checked="" type="checkbox"/> This event does not use portable VMS		
<b>5 PRIVACY NOTICE</b>		
<p>The "Personal Information" contained in the completed Transport Management Plan may be collected and held by the NSW Police, the NSW Roads and Traffic Authority (RTA), or Local Government.</p> <p>I declare that the details in this application are true and complete. I understand that:</p> <ul style="list-style-type: none"> <li>The "personal information" is being collected for submission of the Transport Management Plan for the event described in Section 1 of this document.</li> <li>I must supply the information under the Road Transport Legislation (as defined in the <i>Road Transport (General) Act 1999</i>) and the <i>Roads Act 1993</i>.</li> <li>Failure to supply full details and to sign or confirm this declaration can result in the event not proceeding.</li> <li>The "personal information" being supplied is either my own or I have the approval of the person concerned to provide his/her "personal information".</li> <li>The "personal information" held by the Police, RTA or Local Government may be disclosed inside and outside of NSW to event managers or any other person or organisation required to manage or provide resources required to conduct the event or to any business, road user or resident who may be impacted by the event.</li> <li>The person to whom the "personal information" relates has a right to access or correct it in accordance with the provisions of the relevant privacy legislation.</li> </ul>		
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**6 APPROVAL**

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TMP Approved by: ..... Event Organiser ..... Date

**7 AUTHORISATION TO \*REGULATE TRAFFIC**

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

Regulation of traffic authorised by: ..... Council ..... Date

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

Regulation of traffic authorised by: ..... RTA ..... Date

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



**Special Event Planning & Resource Matrix**

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

LEETON SHIRE COUNCIL  
Leeton Local Traffic Committee - Thursday 6 March 2025



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

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#### NOTIFICATION OF EVENT

Dear SGT Johnson,

On behalf of the Leeton Pride Festival Committee, I wish to notify you that the Leeton Pride Festival will once again take place from the 13 - 15<sup>th</sup> June 2025

This event will have the most significant impact on the community on Saturday 14<sup>th</sup> June 2025 from approximately 3pm as we have requested the closure of Wade Avenue West, Pine Avenue and Yarran Street, Leeton for the purposes of a street parade.

This parade will be of short duration and be managed by Complete Traffic Solutions Pilot Vehicle Escorts, front and rear of parade.

I have included a copy of the Traffic Management Plan (TGS 6896) for your information.

A full program of events will be available in a lift-out published in The Irrigator on Saturday 7<sup>th</sup> June.

Should you have any queries regarding this event or if you would like to discuss this further, please do not hesitate to contact Leeton Shire Council's Event Coordinator, Fran Macdonald on [REDACTED] or myself on [REDACTED].

Regards  
Denise McGrath  
Festival Director/Parade Coordinator

LEETON SHIRE COUNCIL  
 Leeton Local Traffic Committee - Thursday 6 March 2025



LEETON SHIRE COUNCIL

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

## S138 Road Opening/Activity Permit Application

Made under Section 138 Roads Act 1993 (NSW)

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

Trim No.

### Applicant details

Applicant name

Address

Phone

Email

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

Name and location of road to be affected

Details of work/activity to be carried out

DA Number: N/A

Extend/Connect Road

Shoulder Widening

Footpath/Cycleway

Occupy Carpark Space/s No: \_\_\_\_\_

Kerb & Gutter works

Drainage Works

Occupy Footpath

Swing Hoist/Crane

Other (please Specify) Temporary occupation for Street Parade

Refer TGS Attached.

Wade Ave West  
 Pine Ave  
 Yarran Street,  
 Wade Ave East

### Duration of consent period

Commencement date  Completion date

### Declaration of Applicant

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

Signature of Applicant or Director

Print name

Date

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

Manager Roads and Drainage

Office use only

Date

LEETON SHIRE COUNCIL  
Leeton Local Traffic Committee - Thursday 6 March 2025

**Conditions**

1. **Manner of Work and/or Activity**
    - 1.1. The Work/Activity must be conducted according to the Plan and the Specifications.
    - 1.2. The Applicant must complete any backfilling of trenching works in accordance with Council's Conditions.
  2. **Council Requirements** The Applicant must comply with all Council requirements in relation to the Work/Activity:
    - a) Contained in this Permit and annexures;
    - b) Contained in any notice in writing concerning the Work/Activity given to the Applicant by the Council; and
    - c) Any direction given to the Applicant by the Council.
  3. **Legislation** The Applicant must observe all requirements with respect to the Work/Activity imposed by any statute, regulation or ordinance or otherwise imposed by a statutory or other authority.
  4. **Term** The Work/Activity must not be carried out at any time other than during the Consent Period.
  5. **Proceed Continuously** The Applicant must carry out the Work as expeditiously and safely as practicable and proceed continuously until completion.
  6. **Layout of Work**
    - 6.1. All pipe work crossing the Road must be laid perpendicular to the direction of the Road unless otherwise consented to by Council and described in the Specifications or shown in the Plan.
    - 6.2. All pipework crossing the road must be easily identified by means of boundary markers or pipe location markers. These are to be installed and maintained by the applicant.
    - 6.3. If pipe is approved to be laid longitudinally with the road markings are to be placed at regular intervals (150m) along the length of the pipeline. These are to be installed and maintained by the applicant.
    - 6.4. The pavement surrounding any excavation of the Road must be neatly saw-cut prior to excavation.
    - 6.5. The Applicant must ensure that any cut pavement maintains a neatly finished edge at all times.
  7. **Advise Council**
    - 7.1. The Applicant must give the Council a minimum of five working days notice prior to when the Work/Activity is to commence.
    - 7.2. The Applicant must notify Council as soon as the Work is completed if completion occurs during Business Hours.
    - 7.3. The Applicant must notify Council during the next Business Hours if the Work is completed outside of Business Hours.
  8. **Expense** The Work is carried out at the Applicant's expense.
  9. **Consent and Acknowledgement** This Permit must be signed for and on behalf of Council in order for consent to be granted; and must also be signed by the Applicant in acknowledgement of the conditions under which this consent is granted.
  10. **Service Conduit** Any Service Conduit placed across the Road must have at least 600mm of fill cover.
  11. **Footpaths** Where any footpath is disturbed it must be restored to the original condition by the Applicant at the Applicant's cost.
  12. **Fee** The Permit Fee is to be paid for the issue of this Permit.
  13. **Restoration Fees**
    - 13.1. Where Council is required to undertake Restoration works, determination of the Restoration Fees is governed by Section 67 of the Local Government Act.
    - 13.2. Where a Restoration Fee is applicable the Applicant must pay the Restoration Fee:
      - a) As soon as the Work is completed if completion occurs during Business Hours; or
      - b) During the next Business Hours if the Work is completed outside of Business Hours.
    - 13.3. If disturbance to the Road exceeds that shown on the Specifications, the Applicant must pay the additional cost to Council for restoration.
  14. **Indemnity** The Applicant indemnifies and holds Council harmless against all Claims by any person arising in connection with any acts or performance of an obligation under this Permit.
    - 14.1. Specific Indemnities: - Without limiting clause 13.5 the Applicant indemnifies and holds Council harmless against any Claim arising directly or indirectly out of the following:
      - a) The construction and installation of the Work;
      - b) Conduct by the Applicant which amounts to a breach of any license, permit, approval or legislation;
      - c) Council granting consent to the Applicant to carry out the Work;
      - d) Failure to comply with any obligation of the Applicant under this permit.
    - 14.2. Applicant to Maintain Insurance
      - a) The Applicant must maintain a public liability insurance policy with an insurer approved by Council with a limit for any one event of not less than twenty million dollars (\$20,000,000).
  - b) The Applicant must produce evidence of the currency and terms of insurance as part of each permit application.
  - c) The insurance must be on terms to the reasonable satisfaction of Council and name Council as an insured party
15. **Traffic Management Plan**
    - 15.1. The Applicant must ensure that a Traffic Management Plan is in place whilst the Work is being carried out.
    - 15.2. The appropriate traffic control measures must be established at the Applicant's cost.
    - 15.3. The traffic control measures must be in accordance with the current RMS Guidelines "Traffic Control at Work Sites".
    - 15.4. The Applicant must not interrupt or otherwise disturb the traffic flow on the Road without the written consent of Council.
  16. **Responsibility for Restoration works**
    - 16.1. Where the applicant is not able to meet the standards required, the applicant can contract the services of another provider that can.
    - 16.2. Where council is required to undertake the restoration works, the Applicant is responsible for the Works until Council's road maintenance service provider completes the standard road pavement restoration. Where the applicant undertakes to do the restoration work themselves, then the applicant is responsible until Council agrees to the standard of that restoration work
  17. **Responsibility in the event of absence or emergency.**
    - 17.1. In the Applicant's absence from the site of the Work, or in the event of any emergency (for which the Council has sole right of decision), Council may take such action as it considers necessary to prevent:
      - a) Loss of or damage to the whole or any part of the Work;
      - b) Loss or damage to the Road or any property adjacent to the work; or
      - c) To prevent personal injury to any person;
    - 17.2. Any such action (under sub-clause 15.2) is at the Applicant's expense.
  18. **Safety** The Applicant must:
    - 18.1. Carry out the Work with due regard to the safety and rights of the public;
    - 18.2. In addition to clauses 0 and 3 comply with the requirements of the NSW Workcover Authority, the Department of Industrial Relations & Employment, and the Police Service of NSW.
  19. **Relocation**
    - 19.1. If it is necessary in the reasonable opinion of Council:
      - a) To relocate or remove any portion of the Work; or
      - b) Carry out any additional work for the safety and protection of the public, Applicant must relocate or carry out such removal or additional work as reasonably determined by the Council.
    - 19.2. Any such relocation and/or additional work required to be carried out is at the Applicant's expense.
  20. **Public Risk** Nothing in this consent shall be deemed to:
    - a) Prejudice or affect the rights of the public to free passage upon or along the Road;
    - b) Authorise any nuisance to, or permanent obstruction of, the Road or public places;
    - c) Confer upon the Applicant exclusive right or title to that part of the Work within the boundaries of the Road, or
    - d) In any way restrict or limit the powers of the Authority and the Council in respect of the Road.
  21. **Deemed Acknowledgement** Upon commencement by the Applicant of any part of the Work it shall be deemed that the Applicant has agreed with the Council to comply with the conditions of this consent.
  22. **Conditions for moving or grazing stock on Council roads**
    - a) That stock warning signs as described in the Local Land Act 2013 indicating the presence of stock on the road shall be prominently displayed 200 metres before and after the section of road being used;
    - b) Stock signs must be displayed at all times when stock are on or adjacent to a roadway, and removed when stock are no longer present;
    - c) That the distance over which stock are being grazed does not exceed 2kms at any one time;
    - d) When stock are being moved along the road, warning signs shall be no further than 5kms apart;
    - e) That at least one person shall be attending the stock at all times;
    - f) That the stock may only be present on a public road during daylight hours.

See Privacy Notification on page 3.

LEETON SHIRE COUNCIL  
Leeton Local Traffic Committee - Thursday 6 March 2025

**Recitals**

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

**Definitions**

<p><b>"Act"</b> means Roads Act 1993 (NSW)</p> <p><b>"Applicant"</b> means the signatory on the application being the individual(s) with the authority and the responsibility for the carrying out of the work;</p> <p><b>"Business Hours"</b> means the opening hours of Leeton Shire Council Administration Centre;</p> <p><b>"Claims"</b> means any loss, damages, claims, demands, causes of action or suits of any kind;</p> <p><b>"Consent Period"</b> means dates as per the dates on the application;</p> <p><b>"Council"</b> means Leeton Shire Council;</p> <p><b>"Council Officer"</b> means the Leeton Shire Council's nominated officer;</p> <p><b>"Permit Fee"</b> means the fee paid by the Applicant to Council for the administrative costs associated with the issue of the Permit and shown in the Specifications;</p> <p><b>"Pipe work"</b> means pipes, conduits, hoses, tubing, cables and wires;</p> <p><b>"Plan"</b> means the plan attached and marked Annexure "A";</p>	<p><b>"Restoration Fee"</b> means a fee paid to Council in consideration for the Council restoring the Road surface after completion of the Work;</p> <p><b>"Road"</b> means the listed road in the application including the road reserve.</p> <p>-</p> <p><b>"RMS"</b> means Roads and Maritime Services;</p> <p><b>"Service Conduit"</b> means conduits used to run service wires and cables underground;</p> <p><b>"Traffic Management Plan"</b> means the Traffic Management Plan (also referred to as Traffic Control Plan or TCP) as required by Council; and</p> <p><b>"Work"</b> means the plan of works described in application, including any restoration whether by the applicant or Council, and special instructions as deemed required by Council.</p>
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**Notes**

- An Application should be lodged for Consent to Carry out a Section 138 Roads Act Activity if the Applicant proposes to:
- erect a structure or carry out a work in, on or over a public road, or
  - dig up or disturb the surface of a public road, or
  - remove or interfere with a structure, work or tree on a public road, or
  - pump water into a public road from any land adjoining the road, or
  - connect a road (whether public or private) to a classified road being a main road, a state highway, a controlled access road or a secondary road.

**The applicant must lodge with the application the following:**

- A plan showing the exact location of the proposed Road Works
  - Specifications/Plan of the proposed Road Works
  - Evidence of suitable public liability insurance
  - Traffic control plan
  - The application fee of \$  (the current fee as set by Council)
- Any permit issued will not be valid without the above information and the original application attached

**Payment methods**

cash    cheque    Mastercard    Visa   credit card no.

Card holder's name    Expiry date

Signature    Today's date

Daytime ph  (for payment processing queries)

Amount \$

**Privacy notification**

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

The intended recipients of the personal information may be:

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

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

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

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

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

Address enquires concerning this matter to the Public Officer.

**NOTICE OF INTENTION TO HOLD A PUBLIC ASSEMBLY**

**Summary Offences Act 1988**

To the Commissioner of Police

1 I, Denise Kay McGrath  
Name  
of [REDACTED]  
Address

on behalf of Leeton Rainbow Pride Collective Inc  
Organisation

notify the Commissioner of Police that on the 14th  
Day  
of June 2025  
Month/Year

it is intended to hold:

**either:**

(a) a public assembly, not being a procession, of approximately

.....persons which will assemble  
Number

at .....  
Place

at approximately .....am/pm  
Time

and disperse at approximately .....am/pm  
Time

**or**

(b) a public assembly, being a procession of approximately 4 vehicles and 50  
Number

persons which will assemble at Wade Ave, Jarrah Mall and Yarran St  
Place

at approximately 3pm  
Time

and at approximately 3.30pm am/pm the procession will

commence with X2 cars departing from Wade Ave loading dock  
commence and shall proceed.....~~with x2 pilot escorts~~.....

and proceeding up Pine Ave to Jarrah Mall, where walking participants  
will fall in behind the front Pilot Vehicle.

The two large vehicles will join the parade at Yarran Street

Specify route, any stopping places and the approximate duration of any stop; and the  
approximate time of termination. A diagram may be attached.

2 The purpose of the proposed assembly is.....  
**To conduct a Pride Street Parade as part of Leeton  
Pride Festival**  
.....  
State purpose

3 The following special characteristics associated with the assembly would be useful for the Commissioner of Police to be aware of in regulating the flow of traffic or in regulating the assembly:

\* (i) There will be **4**.....(number) of vehicles and/or\* floats involved and their type and dimensions are as follows:

**5250mm mm x 2150mm SVU x 2**  
.....

**X1 Large Fire Engine and X1 SES Vehicle**  
.....

\* (ii) There will be **Nil**..... (number) of bands, musicians, entertainers etc entertaining or addressing the assembly

\* (iii) The following number and type of animals will be involved in the assembly

**Nil**  
.....  
.....

\* (iv) Other special characteristics of the proposed assembly are as follows:

**PLEASE REFER TO TRAFFIC CONTROL  
PLAN TGS 6896 FOR MORE DETAILS OF PARADE**  
.....  
.....

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

5 Notices for the purposes of the *Summary Offences Act 1988* may be served on me at the following:

Address: .....  
.....

Post Code **2703**  
.....

Telephone: .....

Signed: .....

Capacity/Title **Festival Director/Parade Coordinator**  
.....

Date **6/2/2025**  
.....

\* Delete as applicable

LEETON SHIRE COUNCIL  
Leeton Local Traffic Committee - Thursday 6 March 2025



Local Community  
Insurance Services

30 October 2024

Leeton Rainbow Pride Collective Incorporated  
C/- Denise McGrath



**Local Community Insurance Services**  
(LCIS) is a division of JLT Risk Solutions Pty  
Ltd (ABN 69 009 098 864 AFS Licence No:  
226827) ("JLT") and is a business of Marsh  
McLennan.

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

Tel: 1300 853 800  
Email: [insurance@lcis.com.au](mailto:insurance@lcis.com.au)  
[localcommunityinsurance.com.au](http://localcommunityinsurance.com.au)

## CERTIFICATE OF CURRENCY PUBLIC & PRODUCTS LIABILITY

**Quote Number: 17921772384**

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

<b>INSURED NAME</b>	Leeton Rainbow Pride Collective Incorporated
<b>INTERESTED PARTY</b>	LCIS24 LESSOR/LANDLORD ENDORSEMENT You, Your insured' at 2.21 under DEFINITIONS is amended to include an additional paragraph: (h) NSW POLICE, TRANSPORT NSW, LEETON SHIRE COUNCIL as Lessor/Landlord in respect of their liability arising from the activities under a lease or permit to occupy premises or land, but subject always to the extent of coverage and the limit of liability provided by this policy. Indemnity will not be provided however where any claim arises from the negligence of the Lessor/Landlord.
<b>POLICY INCEPTION DATE</b>	07-11-2024
<b>POLICY EXPIRY DATE</b>	07-11-2025
<b>SITUATION</b>	Worldwide excluding USA and Canada
<b>LIMITS OF LIABILITY</b>	Public Liability: The maximum Limit of Liability is \$20,000,000 any one Occurrence.  Product Liability: The maximum Limit of Liability is \$20,000,000 any one Occurrence and in the aggregate for all Occurrences during any one Period of Insurance.  Both limits are exclusive of Supplementary Payments as defined in the policy wording.



LEETON SHIRE COUNCIL  
Ordinary Council Meeting - Tuesday 25 March 2025

LEETON SHIRE COUNCIL  
Leeton Local Traffic Committee - Thursday 6 March 2025

<b>SUB-LIMIT OF LIABILITY</b>	Property in physical or legal control: \$250,000 any one Occurrence.
<b>DEDUCTIBLE/EXCESS</b>	\$500 each and every claim or series of claims arising out of one Occurrence (inclusive of all defence cost and supplementary costs).
<b>SPECIAL CONDITIONS</b>	N/A
<b>SPECIAL NOTE</b>	THIS POLICY DOES NOT COVER FAIRS, FESTIVALS, FETES, PARADES, MARCHES OR OTHER SPECIAL EVENTS THAT YOUR GROUP ORGANISE WHERE MORE THAN 500 PEOPLE ARE EXPECTED UNLESS AGREED BY LCIS AND NOTED IN THE SPECIAL CONDITIONS ABOVE
<b>INSURER</b>	QBE Insurance (Australia) Ltd
<b>PROPORTION</b>	100.000%
<b>POLICY NUMBER</b>	LCI059992PLB

Yours sincerely,



Local Community Insurance Services

**TGS - 6896**

Date From 14/06/25  
 Date To 14/06/25

Prepare By: Toni Hardwick  
 SafeWork NSW No. TCT0073779  
 Approved By: Wayne Nancarrow  
 SafeWork No. TCT0076559  
 Date 6/02/25

Traffic controller will only stop traffic to allow walking group and pilot vehicles to cross.

Traffic controller will only stop traffic to allow walking group to step out on to Pine Ave

Parade consists of 2 vehicles to muster with pilot vehicles at Wade Ave loading zone.

**Notes:**

1. Traffic Controller to stop all traffic prior to pilot vehicles and Walking groups entering roadway.
2. Walking groups to assemble at Jarrah Mall.
3. Front pilot vehicle to lead walkers around Roundabout to let band disperse into center of roundabout.
4. Rear pilot vehicle to stay behind Walkers until road is cleared.
5. Repeat necessary signs down side streets if required.
6. Plan not to scale.
7. 4 Reflective cones to be positioned adjacent to traffic controller at 4m intervals to increase visibility.
8. Where the above requirements cannot be met, a new TGS is to be used

**Leeton Pride Festival Foot Parade**  
 14/06/25 Commence 3:30pm

Walking groups starting at Jarrah Mall, following each other west down Pine Ave, round the median at Yarran St to head east down Pine Ave and they'll fall out across the footpath into Chelmsford Place.

**Client:** Leeton Rainbow Pride Collective  
**Location:** Pine Ave Leeton  
**Project:** Leeton Pride Festival Foot Parade

Based off TfNSW TCWAS Guidelines

LEETON SHIRE COUNCIL  
Leeton Local Traffic Committee - Thursday 6 March 2025

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## **7.8. SPECIAL EVENT REQUEST- RIDE TO GIVE LEETON**

**AUTHOR/S:** Road Safety Officer

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### **SUMMARY/PURPOSE**

The purpose of the report is to seek the Committee's approval to hold the Ride to Give Cycling Event on Leeton Roads on the 1ST of April 2025

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### **RECOMMENDATION**

THAT the Committee recommends that Leeton Shire Council endorses to hold the Ride to Give Cycling Event on Leeton Roads on the 1ST of April 2025 on Local Roads subject to the schedule of conditions as outlined in the RMS Guide to Traffic and Transport Management for Special Events including the following conditions;

1. The event is conducted as per times, location of conditions and circumstances that are invoked in the application documents.
  2. A certified Traffic Guidance Scheme (TGS) for the event is to be prepared, implemented, monitored and decommissioned by an accredited person.
  3. Event Organisers and participants immediately obey all directions given by Police.
  4. Event Organisers and participants immediately obey all directions of Leeton Shire Council Officers.
  5. Public Liability insurance is to be updated and include Leeton Shire Council, Transport for NSW and NSW Police as interested parties.
  6. Failure to comply with any of the above conditions will immediately void approval.
- 

### **REPORT**

A special event application has been received from the Ride to Give committee requesting for the last day of the charity bike event to use Leeton Roads. The roads included in the charity bike events are Colinroobie Road, Brobenah Road and Wade Avenue.

The event will target 80 riders (MAX) and will grade the riders into 3 to 4 pelotons of around 20 to 30 each.

An expected average speed of each of the pelotons is between 25 and 30 k an hour. The event is fully supported with lead and rear vehicles for each of the pelotons and riders must ride together.

154 of 205

The support staff across each of the pelotons will include the following: 1. Lead and Rear Vehicles / Drivers  
2. Paramedics  
3. Bike Mechanics / Ride Captains

2-way radios will be used across each of the pelotons and split as follows: 1. 2-way radio access in lead vehicle 2. 2-way radio access in rear vehicle x 2 3. 2-way radio access x 2 in each of the pelotons with rider / mechanical captains

Leeton Roads will feature on the 3<sup>rd</sup> Day and include Colinroobie Road, Brobenah Road, Wade Avenue, Kurrajong Avenue.

A special event application is attached and outlines the route in which the riders will take, Traffic Guidance Scheme, Traffic Management Plan, Risk Assessment and Public Liability Insurance.

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

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

All costs associated with the event will be funded by the Ride to Give event. No costs to council

##### **(b) Risk**

<Risk Ass attached.

#### **CONSULTATION**

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

Transport for NSW  
Ride to Give Organising Committee

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

Council Road Safety Officer

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

6. Roads and Drainage  
6.5 Provide road safety programs, including roadside vegetation management, permitting, traffic management and accident assistance

6. Roads and Drainage 6.5 Optimise road safety  
6.5.3 Promote road safety through design and appropriate regulation

#### **ATTACHMENTS**

1. Special Event Application Ride to Give [7.8.1 - 46 pages]



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## Special Event Resources

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### Special Event Transport Management Plan Template

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

#### I EVENT DETAILS

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##### I.1 Event summary

Event Name: Ride to Give FDC 2025  
Event Location: Colinroobie Road, Brobenah Road, Wade Avenue Leeton.  
Event Date: 1/4/2025 Event Start Time: 8am Event Finish Time: 4pm  
Event Setup Start Time: ..... Event Packdown Finish Time: .....  
Event is  off-street  on-street moving  on-street non-moving  
 held regularly throughout the year (calendar attached)

##### I.2 Contact names

Event Organiser \* Kent Williams  
Phone: [REDACTED] Fax: ..... Mobile: ..... E-mail: [REDACTED]  
Event Management Company (if applicable).....  
Phone:..... Fax:..... Mobile: ..... E-mail:.....  
Police Leeton Police  
Phone: 6953 1399 Fax: ..... Mobile: ..... E-mail: .....  
Council Leeton Shire Council  
Phone: 6253 0911 Fax: ..... Mobile: ..... E-mail: .....  
Roads & Traffic Authority (if Class I).....  
Phone:..... Fax:..... Mobile: ..... E-mail:.....

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

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

The event is 3-day charity cycle tour from Dubbo to Leeton via Forbes and Temora. The event is network based and established as a charity cycle event to raise much needed funds for Back Track and Boys to the Bush (two regional local charities supported disadvantaged youth). The ride will be looking to raise around \$500,000 for its two major charities and also be donating funds to a variety of causes along the route as it passes through each town.

2 RISK MANAGEMENT - TRAFFIC	
CLASS 1 CLASS 2 CLASS 3	<b>2.1 Occupational Health &amp; Safety - Traffic Control</b> <input checked="" type="checkbox"/> Risk assessment plan (or plans) attached
	<b>2.2 Public Liability Insurance</b> <input checked="" type="checkbox"/> Public liability insurance arranged. Certificate of currency attached.
	<b>2.3 Police</b> <input type="checkbox"/> Police written approval obtained
	<b>2.4 Fire Brigades and Ambulance</b> <input type="checkbox"/> Fire brigades notified <input type="checkbox"/> Ambulance notified
3 TRAFFIC AND TRANSPORT MANAGEMENT	
CLASS 1 CLASS 2 CLASS 3	<b>3.1 The route or location</b> <input checked="" type="checkbox"/> Map attached
	<b>3.2 Parking</b> <input type="checkbox"/> Parking organised - details attached <input checked="" type="checkbox"/> Parking not required
	<b>3.3 Construction, traffic calming and traffic generating developments</b> <input type="checkbox"/> Plans to minimise impact of construction activities, traffic calming devices or traffic-generating developments attached <input checked="" type="checkbox"/> There are no construction activities, traffic calming devices or traffic-generating developments at the location/route or on the detour routes
	<b>3.4 Trusts, authorities or Government enterprises</b> <input type="checkbox"/> This event uses a facility managed by a trust, authority or enterprise; written approval attached <input checked="" type="checkbox"/> This event does not use a facility managed by a trust, authority or enterprise
	<b>3.5 Impact on/of Public transport</b> <input type="checkbox"/> Public transport plans created - details attached <input checked="" type="checkbox"/> Public transport not impacted or will not impact event
	<b>3.6 Reopening roads after moving events</b> <input checked="" type="checkbox"/> This is a moving event - details attached. <input type="checkbox"/> This is a non-moving event.
	<b>3.7 Traffic management requirements unique to this event</b> <input type="checkbox"/> Description of unique traffic management requirements attached <input checked="" type="checkbox"/> There are no unique traffic requirements for this event
	<b>3.8 Contingency plans</b> <input checked="" type="checkbox"/> Contingency plans attached

Class 1	Class 2	<b>3.9 Heavy vehicle impacts</b>	
		<input type="checkbox"/> Impacts heavy vehicles - RTA to manage <input checked="" type="checkbox"/> Does not impact heavy vehicles	
		<b>3.10 Special event clearways</b>	
		<input type="checkbox"/> Special event clearways required - RTA to arrange <input checked="" type="checkbox"/> Special event clearways not required	
<b>4 MINIMISING IMPACT ON NON-EVENT COMMUNITY &amp; EMERGENCY SERVICES</b>			
CLASS 1	CLASS 3	<b>4.1 Access for local residents, businesses, hospitals and emergency vehicles</b>	
		<input type="checkbox"/> Plans to minimise impact on non-event community attached <input checked="" type="checkbox"/> This event does not impact the non-event community either on the main route (or location) or detour routes	
		CLASS 2	<b>4.2 Advertise traffic management arrangements</b>
	<input type="checkbox"/> Road closures or restrictions - advertising medium and copy of proposed advertisements attached <input type="checkbox"/> No road closures or restrictions but special event clearways in place - advertising medium and copy of proposed advertisements attached <input checked="" type="checkbox"/> No road closures, restrictions or special event clearways - advertising not required		
	<b>4.3 Special event warning signs</b>		
			<input type="checkbox"/> Special event information signs are described in the Traffic Control Plan/s <input checked="" type="checkbox"/> This event does not require special event warning signs
			<b>4.4 Permanent Variable Message Signs</b>
			<input type="checkbox"/> Messages, locations and times attached <input checked="" type="checkbox"/> This event does not use permanent Variable Message Signs
			<b>4.5 Portable Variable Message Signs</b>
			<input type="checkbox"/> The proposed messages and locations for portable VMS are attached <input checked="" type="checkbox"/> This event does not use portable VMS
<b>5 PRIVACY NOTICE</b>			

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

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

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



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**6 APPROVAL**

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TMP Approved by: ..... Event Organiser ..... Date

**7 AUTHORISATION TO \*REGULATE TRAFFIC**

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

Regulation of traffic authorised by: ..... Council ..... Date

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

Regulation of traffic authorised by: ..... RTA ..... Date

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

**Special Event Planning & Resource Matrix**

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



**Traffic Management Plan .... Charity Cycle Event**


<b>Name of Event:</b>	Ride to Give FDC 2025
<b>Event Organiser:</b>	Kent Williams
<b>Traffic Management Company:</b>	Infra Engineering Services
<b>Sponsor:</b>	N/A
<b>Requested Date:</b>	Mar 30 to Apr 1 2025
<b>Requested Times:</b>	7 am to 5.00 pm

**CONTACT DETAILS**


**Contact Name:** (Kent Williams Entoure)  
**Mobile No.:** 0414981028  
**E-mail:** kentwilliams.entoure@gmail.com

**Proponent / Event Organiser Declaration**

I the undersigned declare that the herein proposed event will be staged and operated in accordance with AS1742.3, NSW Police Service Instructions, Workcover Requirements and the conditions as set out in the RTA Traffic Control Manual.

**Signed:**   
**Name :** (Kent Williams)  
**Date:** 15 September 24  
(Revised 13 Jan 25)  
**Contact No.** 0414981028

This Traffic Management Plan has been reviewed and approved by **Infra Engineering Services** ABN 16 664 604 433

**Signed:**   
**Name:** Fredrik Carlstrom  
**Date:** 14/01/2025  
**Contact Number:** 0431468025

## **TRAFFIC MANAGEMENT PLAN**

**Location:** Dubbo to Leeton  
**Date and Time:** Mar 30 to Apr 1 2025  
**Sponsored by:** N/A  
**Event Organiser:** Entoure  
**TMP Version:** Version 2      **Revision Date:** 13 Jan 2025  
**Document Author:** Kent Williams

### **This Traffic Management Plan is approved by:**

Kent Williams      15 Sept 2024      Event Organiser  
InFra Engineering Services      Traffic Management Company

### **Authority of the Traffic Management Plan**

This Traffic Management Plan (TMP), when approved by the relevant authorities becomes the prime document detailing the traffic and transport arrangements under which an event is to proceed.

## **PLANNING**

### **Contact Names:**

**Event Organiser:** Kent Williams  
**Phone:** 0414981028  
**E-mail:** [Kentwilliams.entoure@gmail.com](mailto:Kentwilliams.entoure@gmail.com)  
**Traffic Management:** Fredrik Carlstrom  
**Phone:** 1300 268 948  
**Email:** [operations@infraengineering.com.au](mailto:operations@infraengineering.com.au)

### **SITUATION ANALYSIS**

*The event is 3-day charity cycle tour from Dubbo to Leeton via Forbes and Temora. The event is network based and established as a charity cycle event to raise much needed funds for Back Track and Boys to the Bush (two regional local charities supported disadvantaged youth). **The ride will be looking to raise around \$500,000 for its two major charities and also be donating funds to a variety of causes along the route** as it passes through each town. We have classed the event as Category 3 or 4 in terms of Transport NSW Guide to Traffic and Transport Management for Special Events July 24 Version 4. [NSW guide to traffic and transport management for special events \(PDF, 2.41 MB\)](#)*

### **EXECUTION**

We are targeting 80 riders (MAX) and will grade the riders into 3 to 4 pelotons of around 20 to 30 each, matched to the following criteria:

1. Rider fitness level
2. Rider ability
3. Road Safety

FDC will work with councils on any stop on council property and do so separately to this on road process.

An expected average speed of each of the pelotons is between 25 and 30 k an hour. The event is fully supported with lead and rear vehicles for each of the pelotons and riders must ride together.

The support staff across each of the pelotons will include the following:

1. Lead and Rear Vehicles / Drivers
2. Paramedics
3. Bike Mechanics / Ride Captains

2-way radios will be used across each of the pelotons and split as follows:

1. 2-way radio access in lead vehicle
2. 2-way radio access in rear vehicle x 2
3. 2-way radio access x 2 in each of the pelotons with rider / mechanical captains

**The Route**

Simply click on the links below to view each days routes.

**Day 1 Dubbo to Forbes**

<https://ridewithgps.com/routes/48270934>

170 k 1137 vm

Start Cattleman's Hotel Dubbo Finish Plainsman's Hotel Forbes

Whylandra St  
Obley Rd  
Renshaw McGirr Way  
Clarinda St  
Short St  
Wecpme St  
Grenfell St  
Bogan St  
Newell Highway  
Sheriff St

**Day 2 Forbes to Temora**

<https://ridewithgps.com/routes/48270961>

177 k 872 vm

Start Plainsman Hotel Forbes Finish Goldera Motor Inn Temora

Templar St  
Sir Francis Forbes Dr  
Camp St  
Flint St  
Reymond St  
Lachlan Valley Way  
New Grenfell Rd  
New Forbes Rd  
Gooloogong Rd  
Melyra St  
Brundah St  
Mary Gillmore Way  
Morans Rd  
Bribbaree Rd

Bribbaree St  
Weedallion St  
Bland St  
Bribbaree Rd  
Mary Gillmore Way  
Trungley Hall Rd  
Hoskins St

**Day 3 Temora to Leeton**

<https://ridewithgps.com/routes/48271737>

145 k 618 vm

Start Goldera Motor Inn Finish Hertiage Motor Inn

Hpskins St  
Victoria St  
Burley Griffin Way  
Newell Highway  
Burley Griffin Way  
Mirrool St  
Ariah St  
Stewart St  
Bygoo St  
Mithul St  
Ariah St  
Mirrool St  
Burley Griffin Way  
Karrwanga St  
Barrellan Rd  
Colinroobie Rd  
Brobenah Rd  
Wade Ave  
Kurrajong Ave

**Physical Survey of Route**

A detailed reconnaissance has been undertaken in terms of the route and precautions will be undertaken to keep riders safe at all times.

Item	Verified	Action Taken
All one way streets are described	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input checked="" type="checkbox"/>	<i>Insert Comment as Applicable</i>
Block access to Church on Sunday	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input checked="" type="checkbox"/>	
Block access to local business	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input checked="" type="checkbox"/>	
Block Ambulance /Fire Access	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input checked="" type="checkbox"/>	
Block Heavy Vehicle Access	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input checked="" type="checkbox"/>	
Block Hospital Access	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input checked="" type="checkbox"/>	
Block Local Resident	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input checked="" type="checkbox"/>	
Block Police Vehicle Access	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input checked="" type="checkbox"/>	
Block Public Facility (oval etc)	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input checked="" type="checkbox"/>	
Block Public Transport Access	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input checked="" type="checkbox"/>	
Can route use alternatives such as bike tracks, paths, parks, bush tracks etc	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> N/A <input type="checkbox"/>	No cycle tracks along route
Conflict with local construction	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input checked="" type="checkbox"/>	
Distance measured is correct	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>	Route measured using GPS
Lane widths and numbers checked to ensure safety of participants and public	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>	Route reccie completed
Restricted Turns / Movements Checked	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input checked="" type="checkbox"/>	
Road Signage / Restrictions Checked	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input checked="" type="checkbox"/>	
Route Impeded by Traffic Calming Devices?	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input checked="" type="checkbox"/>	
Signalised Intersections Checked for event requirements / restrictions	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input checked="" type="checkbox"/>	
Tidal Flows Relevant	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input checked="" type="checkbox"/>	
Traffic Generators such as shopping centres, schools etc checked and notifications given	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input checked="" type="checkbox"/>	



### **TRAFFIC CONTROL PLAN**

Entoure, a specialist in cycle event management, have been engaged to manage the on-road logistical components of the event and we have engaged Infra Engineering Services to oversee this Traffic Management Plan. We have assessed this event as either a class 3 or 4 event in terms of Transport NSW Guide to Traffic and Transport Management for Special Events July 24 Version 4. [NSW guide to traffic and transport management for special events \(PDF, 2.41 MB\)](#)

Our main area of responsibility for our client includes:

1. Route reconnaissance
2. Letters of no objection from key stakeholders
3. On road permits
4. Securing public liability insurance
5. Rider preparedness and rider management
6. Risk management
7. Police Escorts when applicable
8. Advising the Brain Cancer Collective re Medical support
9. On road support team recruitment and management
10. Provision of all on road logistical equipment
11. Event on-road management
12. Client consult

### **Insurance**

We will acquire \$20 M public liability insurance for this specific event around Feb 2025 through our event sanctioning partner Aus Cycling and instruct them to note all interested parties on the certificate of cover and send to all relevant stakeholders prior to the event.

### **The event details are as follows:**

Name: Ride to Give  
Dates: Mar 30 to Apr 1 2025  
Rider Numbers: 80 Riders ... 3 Pelotons

### **The Route**

<b>Date</b>	<b>Towns</b>	<b>Dist</b>
Mar 30	Dubbo to Forbes	170.1 k
Mar 31	Forbes to Temora	173.7 k
Apr 1	Temora to Leeton	142.9 k

### **Peloton Definitions**

1. Peloton 1 Experienced Riders
2. Peloton 2 Semi Experienced Riders
3. Peloton 3 Novice Riders

### **Route Links Ride with GPS and Roads Travelled**

We use an app called Ride with GPS to map and to navigate our routes and you can access our routes and zoom in to map or satellite view by clicking the links below.

Day 1

<https://ridewithgps.com/routes/48270934>

Day 2

<https://ridewithgps.com/routes/48270961>

Day 3

<https://ridewithgps.com/routes/48271737>

### **Ride Format**

Traffic management and traffic flow is something we take very seriously and something we have a lot of experience in.

Getting road users past our riders safely with minimal to no build up is a key output for us and ensuring our pelotons understand this and ride in a format that best allows this to occur is key to what we aim to achieve.

Road users are far more supportive to bike riders and on road support vehicles if they can see we have a system that gives them visibility to make a smart decision and that we are in control of our footprint and this all comes down to the positioning of our vehicles and the format of our riders and how we respond to road users.

#### We have a few simple rules

1. Riders will need to always remain together and under no circumstances will any rider be allowed to fall behind the rear support vehicle or go in front of the lead support vehicle.
2. Riders can't cycle at their own pace; all riders must cycle at an agreed collective pace for the peloton they have been assigned too.

3. Any rider who fails to cycle at the agreed average pace and deemed to be a risk to either themselves or those around them, is taken off the road and asked to sit in a support vehicle until it's safe to bring them out.
4. We control what we call a footprint; and that's simply the total size of the space we take up on the road that a road user will need to navigate around. Our traffic management process and how we manage our riders all comes back to footprint management and keeping this as consistent as possible and ensuring riders always have this front of mind.

#### **Peloton Captain/s**

Each of the pelotons will have designated and highly experienced peloton ride captains who will have two-way radio communication with the support vehicles and a consistent process across the management of riders and traffic flow.

#### **Peloton Support Vehicles**

We will have a lead and rear vehicle across each of the pelotons, driven by experienced drivers and or trained volunteers and / or a mix of both. All support vehicles will have flashing amber warning lights and two-way radio communication with the ride captains and medical personnel. These vehicles will display signs in terms of NSW rules and regulations stating **CAUTION CYCLIST FOLLOWING** and **CAUTION CYCLIST AHEAD** as well as **PASS WHEN SAFE**.

These vehicles will carry the following:

1. Water and Electrolytes
2. Nutritional bars
3. Mechanical parts
4. Paramedics from Highlands First Aid
5. Two Way Radios
6. Warning Lights
7. GPS map tools

Our Roof Signage <https://vimeo.com/manage/videos/216070659>

#### **Medical**

We will have protocols in place to escalate any matter requiring medical or first aid and the event will engage Highlands First Aid to manage all medical matters. A paramedic will be allocated to each peloton and form part of the on-road team and will be positioned in each of the rear vehicles. See Highlands First Aid document attached.

### **Traffic Management and Rider Safety**

Rider safety will be key to our management of this event.

The basic rules and processes will include:

1. Under no circumstances will riders be allowed to cross centre lines
2. All riders will be supported by vehicles front and back
3. The support vehicles will be positioned so as to create positive awareness of the riders to motorists and will at all times operate with hazards and head lights on as well as roof mounted warning lights and signage
4. All vehicles and ride captains will be in two-way communication at all times
5. We will take all reasonable measures to reduce obstruction to pedestrians or vehicles during the event
6. All support staff will be briefed daily as to what's ahead
7. Under no circumstances will riders be allowed to ride during periods of poor visibility due to inclement weather or where there is insufficient daylight
8. Riders will keep to the extreme left-hand side of the carriageway at all times
9. Our default position for riders in a peloton is 2 abreast which keeps our footprint short and reduces the time it takes for vehicles to pass however, if this process is deemed unsafe for riders due to a high degree of traffic or other road conditions making passing unsafe and difficult for drivers then we will move to single file and if still difficult or deemed unsafe we will then get riders off the road. Our intention is to make the best decisions possible to get traffic past and to be as seamless to road users as possible.
10. Riders will always comply with all relevant road and traffic rules and regulations.
11. Riders will wear approved bicycle helmets when riding on the road

### **Key Contact**

I will be your key contact for any on road matters for this event so please feel free to contact me at any time; Kent Williams 0414 981 028 or [kentwilliams.entoure@gmail.com](mailto:kentwilliams.entoure@gmail.com)

**CONTINGENCY PLANS**

This section is mandatory.

**For detailed contingency, see Risk Plan attached.**

**Contingency Plan Checklist**

Issues/Risks	Applicable		Action Taken
Heavy/Bad Weather	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>	Refer risk matrix
Poor Lighting	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>	
Flood Hazard on route	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>	Refer risk matrix
Flood Hazard at parking area	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>	
Parking during Wet Weather	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>	
Bush fire Hazard	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>	Refer risk matrix
Accident on route	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>	Refer risk matrix
Breakdown on route	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>	Refer risk matrix
Absence of Marshal / Volunteer	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>	
Absence of Event Signage	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>	
Blockage to Public Transport	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>	
Slow Participants	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>	
Delayed Event	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>	Refer risk matrix
Cancellation of Event	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>	Refer risk matrix
Security of Participants	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>	Refer risk matrix
Security of VIP's	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>	
Bridge Crossing Problems	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>	Refer risk matrix
(Other)	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
(Other)	Yes <input type="checkbox"/>	No <input type="checkbox"/>	

The event is a rolling event and all known risks are briefed to riders before and during the event. Riders safety is a priority and as such, extreme conditions could see a reduced event and or cancellation. This is known to riders up front and buses will be on standby to transport riders around any disaster zones (such as a flood, bush fire etc etc) as and when required.

**PREPARE TRAFFIC SIGNAL DATA**

This Section  Applies  
 Does not apply

**RTA PERSONNEL REQUIRED**

This Section  Applies  
 Does not apply

**SPECIAL EVENT CLEARWAYS**

This Section  Applies  
 Does not apply

**ADVERTISE TRAFFIC MANAGEMENT ARRANGEMENTS**

**This section does not apply to our event.**

**VOLUNTEERS AND EVENT MARSHALS**

This Section  Applies  
 Does not apply

**PUBLIC TRANSPORT**

This Section  Applies  
 Does not apply

**EVENT SIGNS**

This Section  Applies  
 Does not apply

**VARIABLE MESSAGE SIGNS**

This Section  Applies  
 Does not apply

**ACCESS FOR LOCAL RESIDENTS, BUSINESSES, HOSPITALS AND EMERGENCY VEHICLES**

This Section  Applies  
 Does not apply

**PARKING**

This Section  Applies  
 Does not apply

**HEAVY VEHICLE ALTERNATIVE ROUTES**

This Section  Applies  
 Does not apply

**Television**

This Section  Applies  
 Does not apply

# Highlands First Aid

## OPERATIONAL AND CLINICAL CAPABILITY OUTLINE

Thank you for enquiring/booking Highlands First Aid (HFA) for your event. HFA provides two levels of clinical delivery – First Responders and Registered Paramedics. HFA prides itself in its advanced delivery of healthcare at events which exceeds the event health industry standard; ensuring that we are ready to manage a wide range of medical and traumatic emergency and non-emergency situations.

Below lists the operational and clinical capabilities of Highlands First Aid.

Clinical Levels	
<b>First Responder</b>	Clinical staff member with Advanced First Aid, Advanced Resuscitation and Pain Management qualifications
<b>Registered Paramedic</b>	Clinician who is registered as a Paramedic with the Australian Health Practitioner Registration Agency (AHPRA) and has clinical experience in the field of pre-hospital care

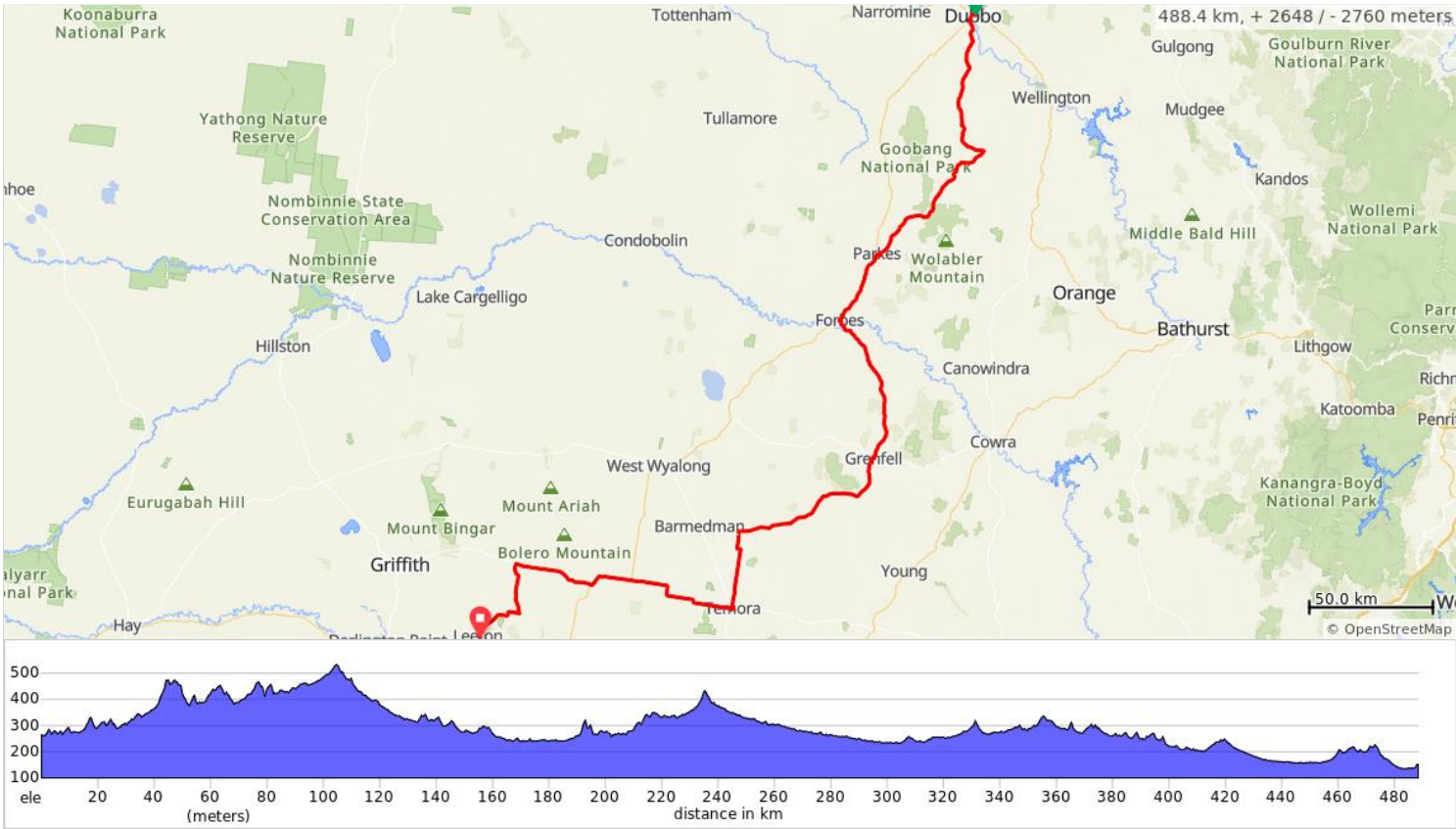
Operational Capabilities		
<b>Response</b>	Rapid Response AWD Vehicle Rapid Response Bike Unit (RRBU)	<b>Available for use at events as per event needs and requests</b>
<b>Communications</b>	2-way radios on HFA private and secure network	
<b>Triage</b>	3 x 3 metre triage tent with lights and walls Treatment beds with linen and pillows	

Clinical Capabilities			
	Procedure	First Responder	Registered Paramedic
<b>Diagnostic</b>	Patient Assessment and Diagnostics		<b>Advanced Assessment</b>
	Auscultation with Stethoscope		
	Pulse Oximetry (SpO2)		
	Blood Pressure		
	Glucometer (Blood Sugar measurement)		
	Tympanic Thermometer		
	12 Lead Electrocardiogram (Cardiac) Monitoring		
<b>Airway and Breathing</b>	Basic airway management - oropharyngeal and nasopharyngeal airways		
	Advanced airway management - laryngeal mask airways – i-gel		
	Suction		
	Laryngoscope with Magill forceps		
	Ventilation with Oxygen via Bag-Valve Mask		
	Oxygen via nasal cannula, therapy mask and non-rebreather mask		
<b>Resuscitation</b>	Basic Life Support		
	Advanced Life Support		

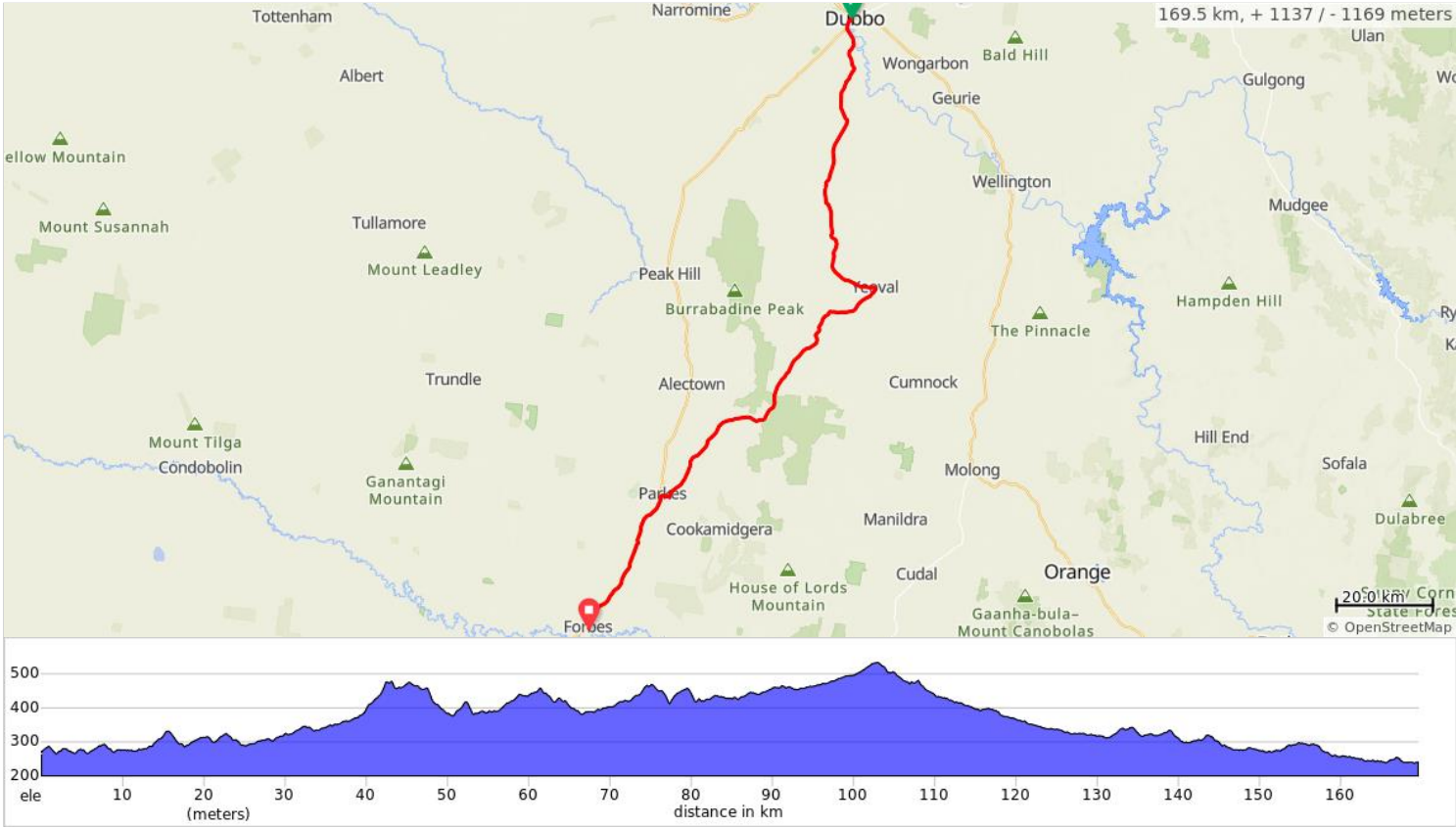


<b>Trauma</b>	Automatic External Defibrillators with paediatric and adult pads		
	Manual Defibrillation		
	Scoop spinal boards and head blocks		
	Spinal hard collar application (paediatric and adult)		
	Bandages, splints and slings		
	Lower arm and leg splints		
	Torniquets		
	Burn Dressings		
	T-Pod/Sam Splint Pelvic Binders		
	CT-6 Femoral Traction Splints		
	Snake and Spider bite kit		
<b>Pharmacology</b>	Simple to Restricted Analgesia (Pain Relief)		
	Nausea and Vomiting Medication		
	Allergic Reaction Medication	<b>Basic Medications</b>	<b>Advanced Medications</b>
	Asthma and Respiratory Medication	<b>Basic Medications</b>	<b>Advanced Medications</b>
	Cardiac Medication	<b>Basic Medications</b>	<b>Advanced Medications</b>
	Hypoglycemic (Diabetic) Medication	<b>Basic Medications</b>	<b>Advanced Medications</b>
	Fluid Replacement	<b>Basic Medications</b>	<b>Advanced Medications</b>
	Oral Medication Administration		
	Nebulisation		
	Intramuscular Injection		
	Intravenous Cannulation		
	Intravenous Injection		

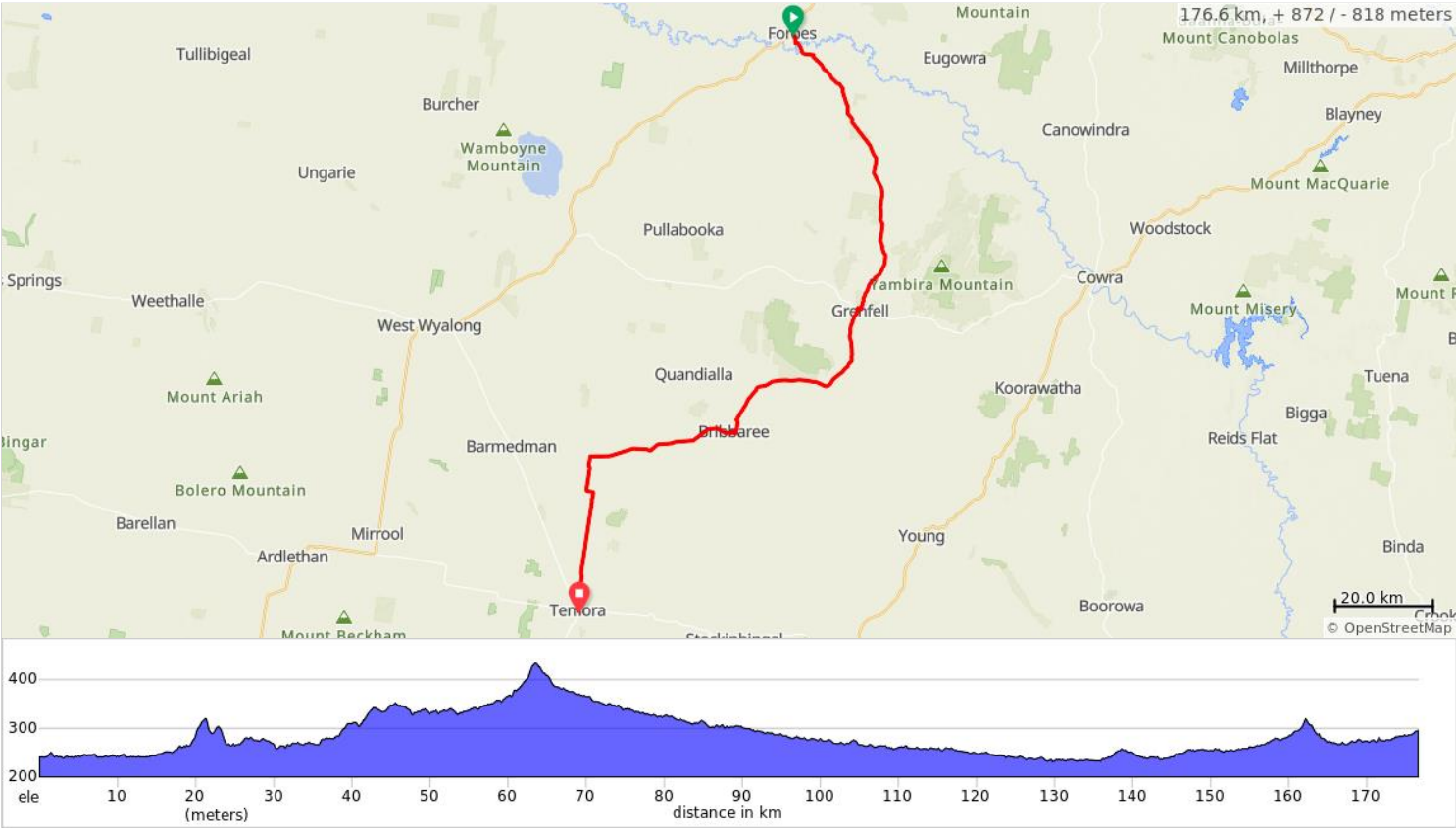
<b>Key</b>	
<b>Colour/Descriptor</b>	<b>Meaning</b>
	Approved for use by clinical level
	Not Approved for use by clinical level
<b>Basic</b>	This skill/pharmacology can be performed at a basic level by this clinical level
<b>Advanced</b>	This skill/pharmacology can be performed at an advanced level by this clinical level



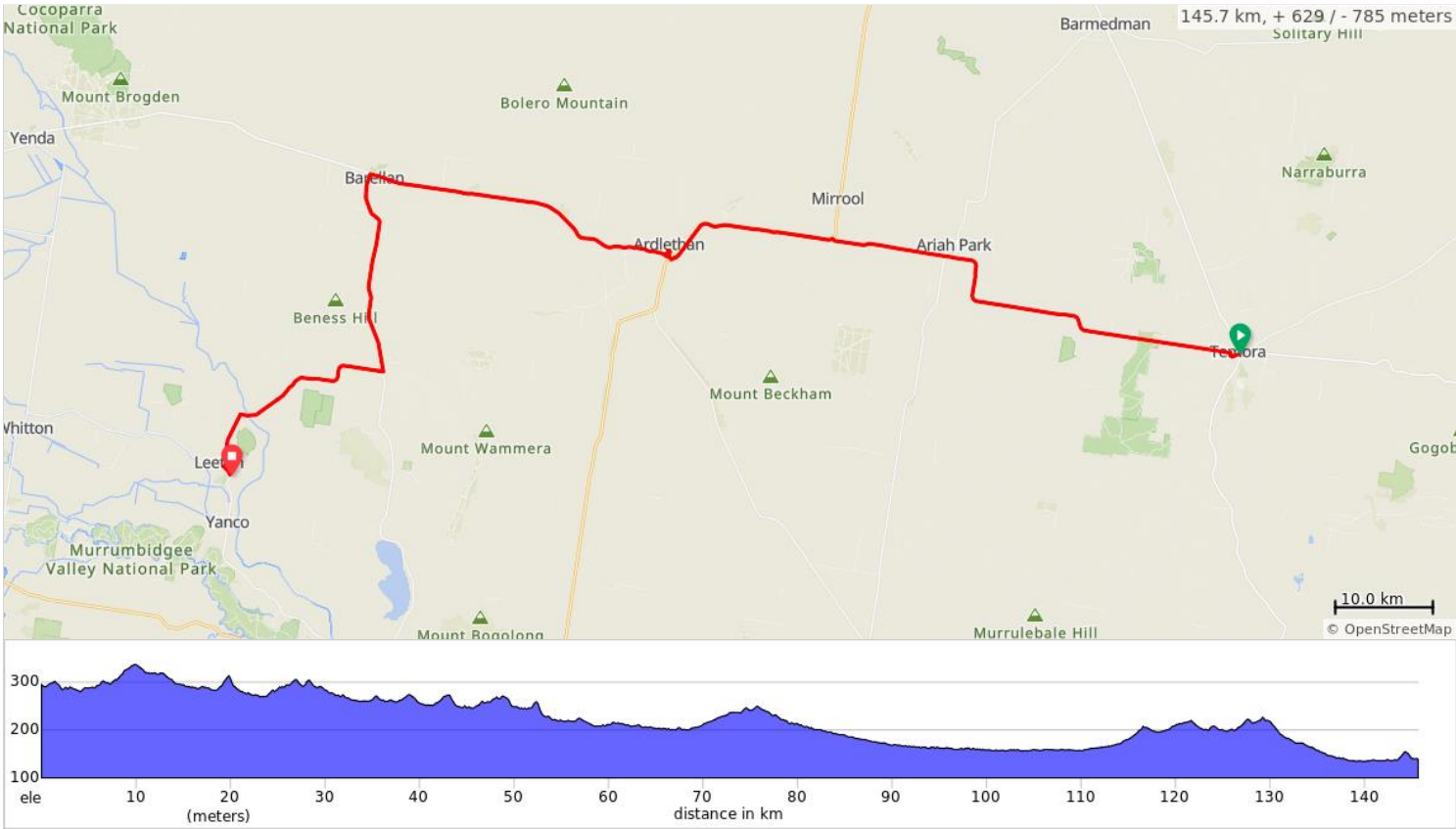
7.8.1 Special Event Application Ride to Give



7.8.1 Special Event Application Ride to Give



7.8.1 Special Event Application Ride to Give



7.8.1 Special Event Application Ride to Give



MOBILE PELOTON ARRANGEMENT  
 TGS #1: (NORMAL CONDITIONS)

**NOTES:**

- ALL SUPPORT VEHICLES & RIDE CAPTAINS MUST REMAIN IN TWO-WAY COMMUNICATION AT ALL TIMES.
- ALL SUPPORT VEHICLES MUST BE EQUIPPED WITH DISPLAYED SIGNAGE & ROOF MOUNTED WARNING LIGHTS.
- RIDERS TO KEEP TO LEFT HAND SIDE OF CARRIAGEWAY AT ALL TIMES.
- RIDERS TO BE AT A MAXIMUM OF TWO AHEAD, SINGLE FILE WHEN ADVISED BY LEAD VEHICLE DRIVER AND/OR RIDE CAPTAINS.
- RIDERS & SUPPORT VEHICLES MUST COMPLY WITH ALL ROAD & TRAFFIC RULES AND REGULATIONS.

<b>Client &amp; Contact No:</b> Endeavour (Ken Williams [0414 991 028])		<b>Revision</b>	
<b>Event:</b>		001	Drafted
<b>Event Location:</b>		002	07/02/24
<b>Road Type:</b> Council		003	DN
<b>Proposed Signage:</b> Various		004	DN
<b>Drawing Number:</b> TGS-24-8240		005	DN
<b>Order/ Client No.</b>		<b>Developed &amp; Approved</b>	
<b>Municipality/ Road Authority:</b>		<b>Signature</b>	
<b>Control Type:</b> Advanced Warning Signs		<b>Signature</b>	
<b>Clearance Type:</b> N/A		<b>Signature</b>	

**INFR //**  
 TRAFFIC ENGINEERING

When installed as per plan, signage will be in accordance with AS1742.3:2019 Manual of Uniform Traffic Control Devices - Part 3: Traffic Control Devices for Work on Roads and TMSW Traffic Control in Worked Area (CANW) 31

Director: FREDERICK CARLSTROM  
 E: operations@infrengineering.com.au  
 M: 0431488025  
 Sale With NSW: TC11208122

MOBILE PELOTON ARRANGEMENT

TGS #2: (CARS PASSING)

MOBILE VEHICLES TO MOVE INTO SHOULDER IF AVAILABLE TO ENABLE TRAFFIC TO PASS SAFELY

MOBILE VEHICLES TO REMAIN IN FORMATION OF 2 CYCLISTS ABBREAST ON THE ROAD UNLESS DEEMED TO BE SAFER SINGLE FILE

MOBILE VEHICLES TO MOVE INTO SHOULDER IF AVAILABLE TO ENABLE TRAFFIC TO PASS SAFELY

**NOTES:**

- ALL SUPPORT VEHICLES & RIDE CAPTAINS MUST REMAIN IN TWO-WAY COMMUNICATION AT ALL TIMES.
- ALL SUPPORT VEHICLES MUST BE EQUIPPED WITH DISPLAYED SIGNAGE & ROOF MOUNTED WARNING LIGHTS.
- RIDERS TO KEEP TO LEFT-HAND SIDE OF CARRIAGEWAY AT ALL TIMES.
- RIDERS TO BE AT A MAXIMUM OF TWO ABBREAST, SINGLE-FILE WHEN ADVISED BY LEAD VEHICLE DRIVER AND/OR RIDE CAPTAINS).
- RIDERS & SUPPORT VEHICLES MUST COMPLY WITH ALL ROAD & TRAFFIC RULES AND REGULATIONS.

Client & Contact No: Emurus (Kent Williams [0414 891 029])		<div style="font-size: 2em; font-weight: bold; margin: 0;">INFR</div> <div style="font-size: 0.8em; margin: 0;">TRAFFIC ENGINEERING</div>		DIRECTOR: FREDRICK CARLSTROM M: 0481 460295	
Event:				Site Work NSW# TCT1026622	
Event Location:		Revision		Date	
Road Type: Council		001		01/02/24	
Proposed Speed: Various		002		01/02/24	
Drawing Number: TGS-24-8241		003		01/02/24	
Municipality/ Road Authority:		004		01/02/24	
Control Type: Advanced Warning Signs		005		01/02/24	
Order/ Client No.					
Closure Type: N/A		Developed & Approved		Signature	
When installed as per plan, signage will be in accordance with AS1742.3:2019 Manual of Uniform Traffic Control Devices - Part 3: Traffic Control Devices for Works on Roads and TNSW Traffic Control at Worksite Issue (TCMS) 6.1				NOT TO SCALE PRINT IN A4 FROM BEST RESULTS	

**MOBILE PELOTON ARRANGEMENT**  
**TGS #3: (T-INTERSECTION)**

AT T-INTERSECTION OR TURN POINT, IF NO TRAFFIC PRESENT/LIGHT TRAFFIC PRESENT AND SAFE TO DO SO, ALL VEHICLES AND RIDERS SHALL FORM A TIGHT GROUP WITH RIDERS TWO-BY-TWO AND TO TURN AS A COLLECTIVE, ONCE THROUGH THE T-INTERSECTION/TURN POINT, PELOTON AND VEHICLES TO RESUME STANDARD OPERATING PROCEDURES.

**NOTES:**

- ALL SUPPORT VEHICLES & RIDE CAPTAINS MUST REMAIN IN TWO-WAY COMMUNICATION AT ALL TIMES.
- ALL SUPPORT VEHICLES MUST BE EQUIPPED WITH DISPLAYED SIGNAGE & ROOF MOUNTED WARNING LIGHTS.
- RIDERS TO KEEP TO LEFT-HAND SIDE OF CARRIAGEWAY AT ALL TIMES
- RIDERS TO BE AT A MAXIMUM OF TWO ABBREAST, SINGLE-FILE WHEN ADVISED BY LEAD VEHICLE DRIVER AND/OR RIDE CAPTAINS).
- RIDERS & SUPPORT VEHICLES MUST COMPLY WITH ALL ROAD & TRAFFIC RULES AND REGULATIONS.

**Client & Contact No:** Entrance (Kent Williams [0414 981 028])

**Event:**

**Event Location:**

**Road Type:** Council

**Posted Speed:** Various

**Drawing Number:** TGS-24-8242

**Municipality/ Road Authority:**

**Control Type:** Advanced Warning Signs (T-Intersections)

**Closure Type:** N/A

**Order/ Client No.**

**Director:** FREDRIK CARLSTROM  
 E: [f.operation@frengineering.com.au](mailto:f.operation@frengineering.com.au)  
 M: 0421468025  
 See Work NSW# TCT1028822

**Revision:** | **Date:** | **Developed & Approved:** | **Signature:**

Revision	Date	Developed & Approved	Signature
001	07/02/24	DM Fredrik Carlstrom	
002	07/02/24	DM Fredrik Carlstrom	
003			
004			
005			

NOT TO SCALE  
FROM BEST RESULTS

When installed as per plan, signs will be in accordance with AS1742-2018 Manual of Uniform Traffic Control Devices - Part 3: Traffic Control Devices for Works on Roads and NSWV Traffic Control at Worksites Issue (TCMS) 6.1



**MOBILE PELOTON ARRANGEMENT**  
**TGS #4: (T-INTERSECTION - LEFT TURN)**

AT A T-INTERSECTION OR TURN POINT, IF NO TRAFFIC PRESENT/ LIGHT TRAFFIC PRESENT AND SAFE TO DO SO, ALL VEHICLES AND RIDERS SHALL FORM A TIGHT GROUP WITH RIDERS TWO-BY-TWO AND TURN AS A COLLECTIVE. ONCE THROUGH THE T-INTERSECTION/ TURN POINT, PELOTON AND VEHICLES TO RESUME STANDARD OPERATING PROCEDURES.

**NOTES:**

- ALL SUPPORT VEHICLES & RIDE CAPTAINS MUST REMAIN IN TWO-WAY COMMUNICATION AT ALL TIMES
- ALL SUPPORT VEHICLES MUST BE EQUIPPED WITH DISPLAYED SIGNAGE & ROOF MOUNTED WARNING LIGHTS.
- RIDERS TO KEEP TO LEFT-HAND SIDE OF CARRIAGEWAY AT ALL TIMES
- RIDERS TO BE AT A MAXIMUM OF TWO AHEAD/ SINGLE FILE WHEN ADVISED BY LEAD VEHICLE DRIVER AND/OR RIDE CAPTAIN(S).
- RIDERS & SUPPORT VEHICLES MUST COMPLY WITH ALL ROAD & TRAFFIC RULES AND REGULATIONS.

Client & Contact No: Emuware (Kent Williams [0414 981 028])	
Event:	
Event Location:	
Road Type: Council	Municipality/ Road Authority:
Posted Speed: Various	Control Type: Advanced Warning Signs (T-Intersections)
Drawing Number: TGS-24-9243	Closure Type: N/A
Order/ Client No.	

<b>INFR //</b>		<b>TRAFFIC ENGINEERING</b>	
When installed as per plan, signage will be in accordance with AS 1742-2 2018 Manual of Uniform Traffic Control Devices - Part 3, Traffic Control Devices for Work on Roads and TMSWV Traffic Control at Worksites Issue (TCMWS) 9.1		DIRECTOR: FREDRIK CARLSTRÖM E: <a href="mailto:f.carlstrom@trafficeengineering.com.au">f.carlstrom@trafficeengineering.com.au</a> M: 043 1460205 State Work NSW: TCT1028922	
Revision	Date	Developed & Approved	Signature
001	01/02/24	DM	Fredrik Carlstrom
002	07/02/24	DM	Fredrik Carlstrom
003			
004			
005			

**NOT TO SCALE**  
 FROM DESIGN REGULATIONS

**MOBILE PELOTON ARRANGEMENT**  
**TGS #: (T-INTERSECTION - RIGHT TURN)**

AT A T-INTERSECTION OR TURN POINT, IF NO TRAFFIC PRESENT/ LIGHT TRAFFIC PRESENT AND SAFE TO DO SO, ALL VEHICLES AND RIDERS SHALL FORM A TIGHT GROUP WITH RIDERS TWO-BY-TWO AND TO TURN AS A COLLECTIVE. ONCE THROUGH THE T-INTERSECTION/ TURN POINT, PELOTON AND VEHICLES TO RESUME STANDARD OPERATING PROCEDURES.

**NOTES:**

- ALL SUPPORT VEHICLES & RIDE CAPTAINS MUST REMAIN IN TWO-WAY COMMUNICATION AT ALL TIMES.
- ALL SUPPORT VEHICLES MUST BE EQUIPPED WITH DISPLAYED SIGNAGE & ROOF MOUNTED WARNING LIGHTS.
- RIDERS TO KEEP TO LEFT-HAND SIDE OF CARRIAGEWAY AT ALL TIMES.
- RIDERS TO BE AT A MAXIMUM OF TWO ABREAST, SINGLE-FILE WHEN ADVISED BY LEAD VEHICLE DRIVER AND/OR RIDE CAPTAIN(S).
- RIDERS & SUPPORT VEHICLES MUST COMPLY WITH ALL ROAD & TRAFFIC RULES AND REGULATIONS.

**Client & Contact No:** Endeavour (Kent Williams [0414 981 028])

**Event:**

**Road Type:** Council

**Posted Speed:** Various

**Drawing Number:** TGS-24-8244

**Municipality/ Road Authority:**

**Control Type:** Advanced Warning Sign (T-Intersections)

**Closure Type:** N/A

**Order/ Client No.**

**Revision**    **Date**    **Developed & Approved**    **Signature**

001    01/02/24    DM Fredrik Carlstrom    [Signature]

002    07/02/24    DM Fredrik Carlstrom    [Signature]

003                                                          

004                                                          

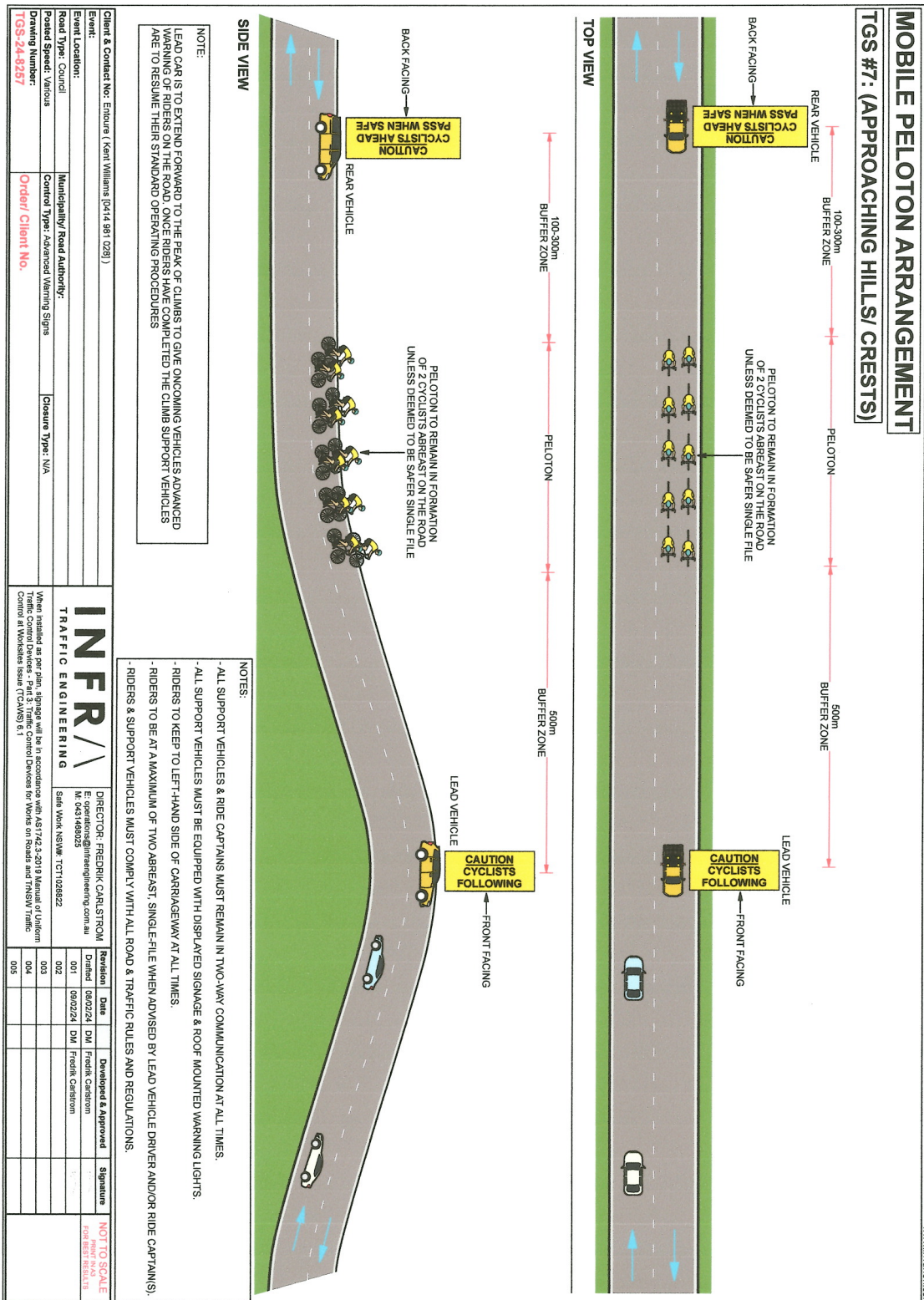
005

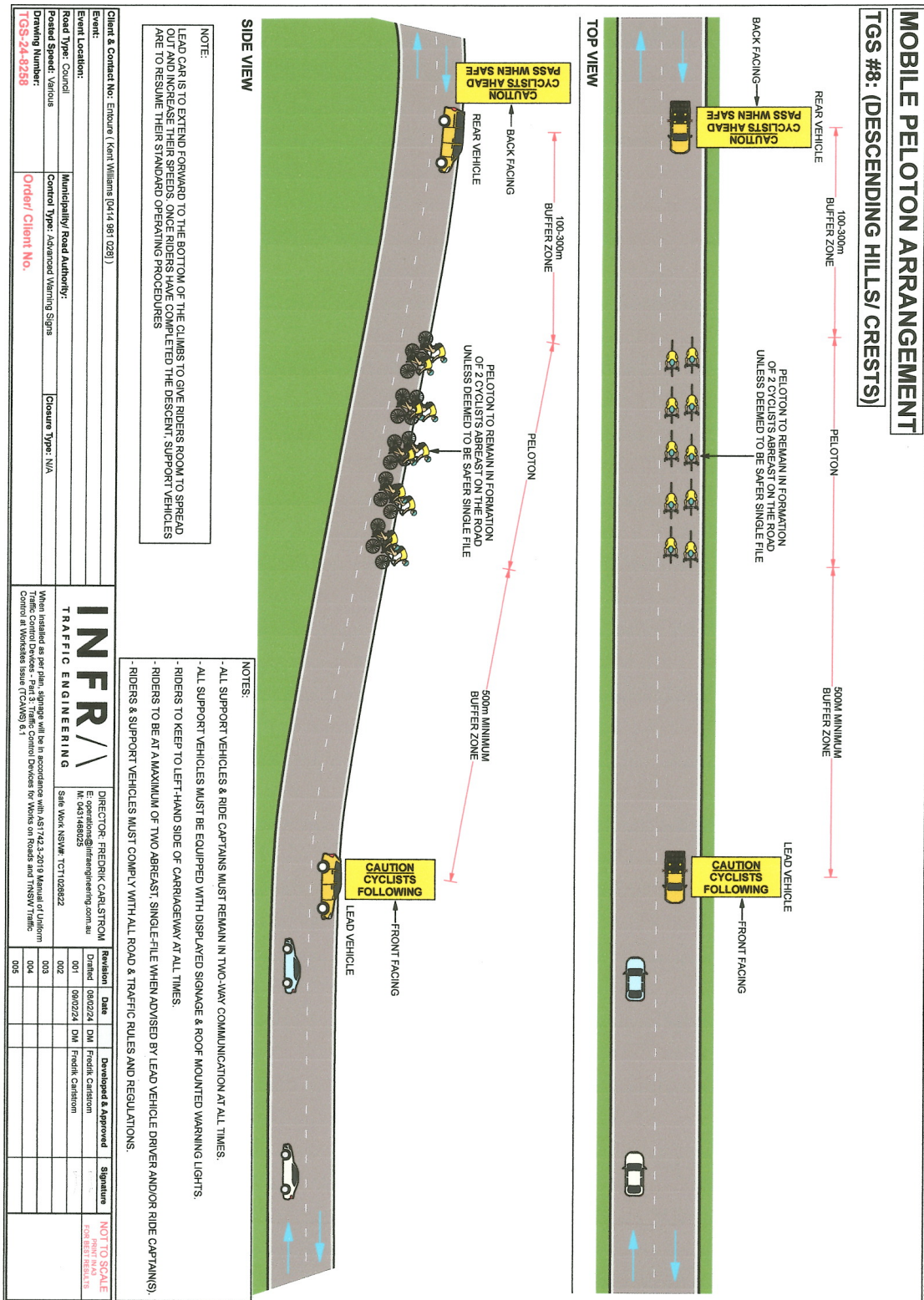
**INFR //**    **TRAFFIC ENGINEERING**    **DIRECTOR: FREDRIK CARLSTROM**  
 E: operations@trafficing.com.au    M: 0431480825    Safe Work NSW# TCT102822

When finished as per plan, signages will be in accordance with AS1742.2:2018 & Manual of Uniform Traffic Control Devices - Part 3: Traffic Control Devices for Work on Road (MUTCD) 19th Edition Control of Worksite Issue (TCWIS) 6.1











### MOBILE PELOTON ARRANGEMENT TGS #9: (BLIND CORNERS)

**NOTES:**

- ALL SUPPORT VEHICLES & RIDE CAPTAINS MUST REMAIN IN TWO-WAY COMMUNICATION AT ALL TIMES.
- ALL SUPPORT VEHICLES MUST BE EQUIPPED WITH DISPLAYED SIGNAGE & ROOF MOUNTED WARNING LIGHTS.
- RIDERS TO KEEP TO LEFT-HAND SIDE OF CARRIAGEWAY AT ALL TIMES.
- RIDERS TO BE AT A MAXIMUM OF TWO ABBREAST SINGLE-FILE WHEN ADVISED BY LEAD VEHICLE DRIVER AND/OR RIDE CAPTAINS.
- RIDERS & SUPPORT VEHICLES MUST COMPLY WITH ALL ROAD & TRAFFIC RULES AND REGULATIONS.

**NOTE:**  
 THE LEAD CAR SHOULD STRETCH OUT TO THE ARCADE OF THE FIRST BLIND BEND AND SLOW SPEEDS TO ENSURE MOTORISTS COMING GET A VISUAL THAT RIDERS ARE ON THE ROAD. AND AS THE PELOTON GETS CLOSE TO THE LEAD CAR THE LEAD CAR WOULD PICK UP SPEED AND DRIVE TO THE NEXT BEND AND REPEAT THE PROCESS.

Revision	Date	Developed & Approved	Signature
001	08/02/24	DM / Fredrik Carlstrom	
002	09/02/24	DM / Fredrik Carlstrom	
003			
004			
005			

**Client & Contact No:** Emurea (Kent Williams [0414 981 028])

**Event:**

**Event Location:**

**Road Type:** Council

**Posted Speed:** Various

**Drawing Number:** Various

**TGS-24-0259**

**Municipality Road Authority:**

**Control Type:** Advanced Warning Signs

**Closure Type:** N/A

**Order/ Client No.**

**INFR //**  
 TRAFFIC ENGINEERING

Site: WOLA NSW, TCT/028922

Director: FREDRIK CARLSTROM  
 E: fcarlstrom@infr.com.au  
 M: 0451488025

When installed as per plan, signage will be in accordance with AS1742.3-2019 Manual of Uniform Traffic Control Devices - Part 3: Traffic Control Devices for Works on Roads and TMSV Traffic Control at Worksite Issue (TCANS) 8.1

**NOT TO SCALE**  
 FOR PRINT ONLY  
 FOR ROAD SIGNAGE

**Risk Matrix**  
 Based on AS/NZS 4360:2004 and HB 436:2004

**Consequences**

		<b>Consequences</b>				
		<b>Insignificant (1)</b>	<b>Minor (2)</b>	<b>Moderate (3)</b>	<b>Major (4)</b>	<b>Catastrophic (5)</b>
<b>Likelihood</b>	<b>Almost Certain (5)</b>	<b>LOW (5)</b>	<b>MEDIUM (10)</b>	<b>HIGH (15)</b>	<b>EXTREME (20)</b>	<b>EXTREME (25)</b>
	<b>Likely (4)</b>	<b>LOW (4)</b>	<b>MEDIUM (8)</b>	<b>HIGH (12)</b>	<b>EXTREME (16)</b>	<b>EXTREME (20)</b>
	<b>Possible (3)</b>	<b>LOW (3)</b>	<b>LOW (6)</b>	<b>MEDIUM (9)</b>	<b>HIGH (12)</b>	<b>HIGH (15)</b>
	<b>Unlikely (2)</b>	<b>VERY LOW (2)</b>	<b>LOW (4)</b>	<b>LOW (6)</b>	<b>MEDIUM (8)</b>	<b>HIGH (10)</b>
	<b>Rare (1)</b>	<b>VERY LOW (1)</b>	<b>VERY LOW (2)</b>	<b>LOW (3)</b>	<b>MEDIUM (4)</b>	<b>MEDIUM (5)</b>

**ON ROAD EVENTS RISK REGISTER**

<b>RISK REGISTER AND CONTROL PLAN – ON ROAD EVENTS</b>								
<b>REF</b>	<b>HAZARD</b>	<b>L</b>	<b>C</b>	<b>INITIAL RISK</b>	<b>RISK CONTROL PLAN</b>	<b>L</b>	<b>C</b>	<b>RESIDUAL RISK</b>
1	Severe Weather Conditions eg Rain – Hail – Heavy Fog - Severe Winds – Excessive Heat encountered at the commencement/during event.	2	3	May need to alter course within agreed approval limits.	<ul style="list-style-type: none"> <li>Monitor weather conditions leading up to the event. If severe weather conditions appear likely consider the following:                             <ol style="list-style-type: none"> <li>1/ Delay start</li> <li>2/ Move finish</li> <li>3/ Shorten route</li> <li>4/ Have bus transport on standby</li> <li>5/ Cancel parts/ portions of the ride</li> </ol> </li> </ul>	1	1	Event is altered as riders safety comes first
2	Participant’s health deteriorates during the event as a result of dehydration – sunburn – frostbite.	2	4	Rider becomes ill and can’t ride safely	<ul style="list-style-type: none"> <li>First Aid Officers and Peloton Captains to monitor all riders.</li> <li>Stop every 2 hrs (or as reqd) for water and sun block</li> <li>Constantly remind riders to drink</li> <li>Brief riders at start of each day the importance of hydration and what they require to get through the day</li> </ul>	1	1	Support staff look for early signs and treat riders before they dehydrate.



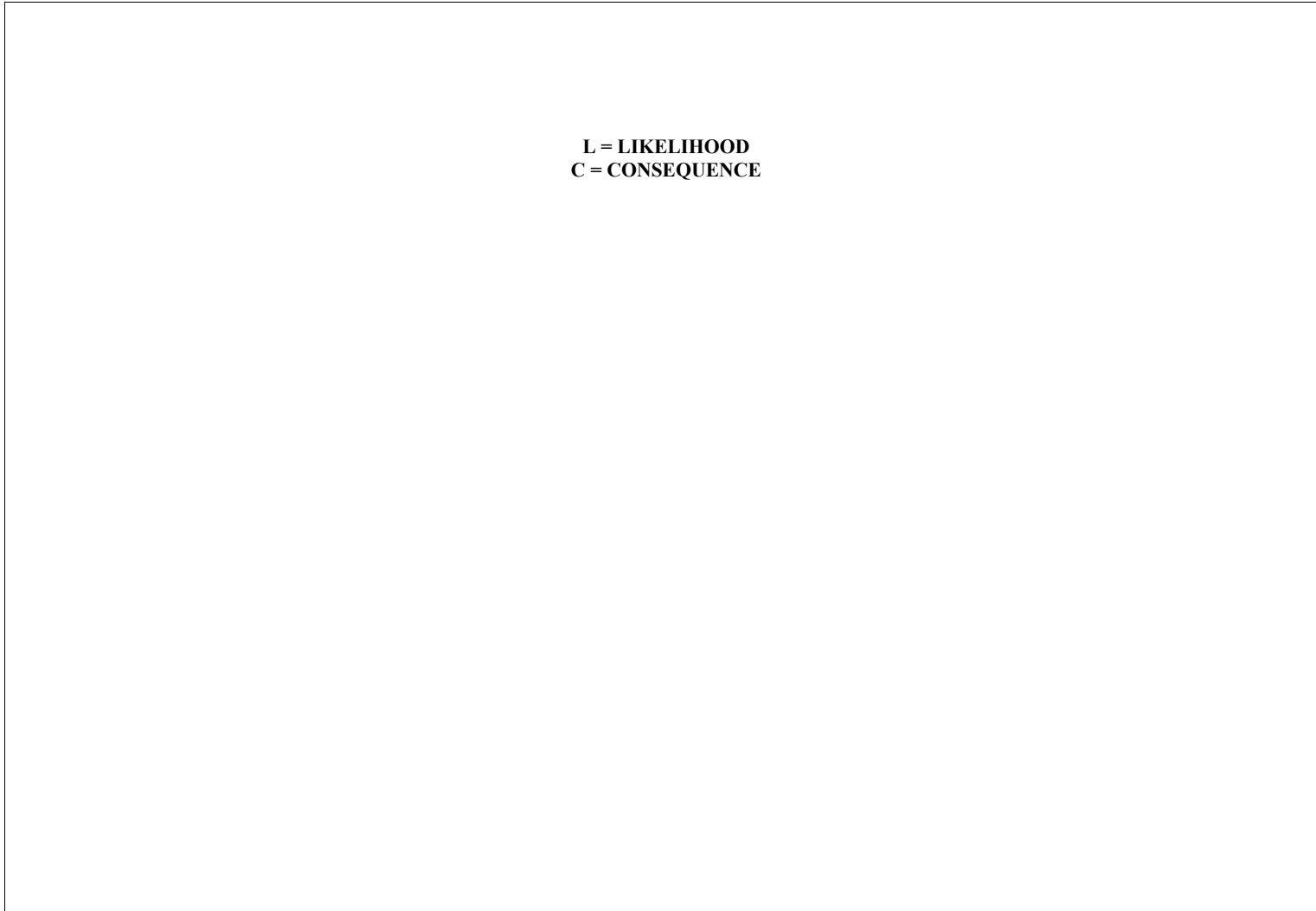
<b>RISK REGISTER AND CONTROL PLAN – ON ROAD EVENTS</b>								
<b>REF</b>	<b>HAZARD</b>	<b>L</b>	<b>C</b>	<b>INITIAL RISK</b>	<b>RISK CONTROL PLAN</b>	<b>L</b>	<b>C</b>	<b>RESIDUAL RISK</b>
3	Participant involved in an incident during the event resulting in serious injury.	1	5	Rider dies	<ul style="list-style-type: none"> <li>Riders briefed daily as to route</li> <li>All pelotons to have rider and mobile communications within the pelotons and within the support vehicles</li> <li>Support personnel to set up road safety area and direct traffic as reqd to ensure rider safety</li> <li>First aid officers to access and call ambulance / local hospital</li> <li>Ambulance controls situation from point of arrival</li> </ul>	1	4	First Aid Officers and support staff to understand emergency procedures
4	Participant involved in an incident during the event resulting in a non serious injury that requires some degree of attention.	3	2	Rider needs minor medical assistance	<ul style="list-style-type: none"> <li>First aid officers advised of the situation and treat accordingly</li> <li>Event Manager to review situation and evaluate if the situation could be avoided from happening again and why it happened</li> <li>Event Manager implement changes and or brief riders as reqd</li> </ul>	2	1	Event Manager to monitor riders and keep them safe. Treat as reqd.

RISK REGISTER AND CONTROL PLAN – ON ROAD EVENTS								
REF	HAZARD	L	C	INITIAL RISK	RISK CONTROL PLAN	L	C	RESIDUAL RISK
5	Participants come across poor road conditions – road blocked/impassable during the event.	1	1	Riders may need to get off their bikes	<ul style="list-style-type: none"> <li>A pre drive through of the event and all known areas of concern reported</li> <li>Any area found to be blocked and or impassable will be dealt with on a needs basis</li> <li>Route adjusted as reqd or riders simply walk around obstacle if safe to do so</li> </ul>	1	1	Event Manager to make decision based on rider risk and safety
6	Participants come across severe accent/decent on the road network during the event.	3	3	Riders fall off their bike and injury themselves	<ul style="list-style-type: none"> <li>All riders have an agreed and evaluated level of fitness and experience</li> <li>All riders are well briefed before and during the event</li> <li>Peloton captains further control speeds and danger zones</li> <li>Support staff to further communicate issues ahead</li> <li>2 way radios are available across all pelotons to communicate areas of high risk</li> <li>In cases of serious and known risks a marshal to stand 1 k prior to the area of concern and another at the risk zone</li> </ul>	3	3	Riders can always fall off their bikes on steep decents. Mitigation is all about rider communication and strong captaincy.

RISK REGISTER AND CONTROL PLAN – ON ROAD EVENTS								
REF	HAZARD	L	C	INITIAL RISK	RISK CONTROL PLAN	L	C	RESIDUAL RISK
7	Participants have limited/no experience in participating in an event.	1	5	Riders are inexperienced and cause danger to others	<ul style="list-style-type: none"> <li>All riders are qualified prior to registration and prior to the event</li> <li>Training rides are also held to rate rider ability</li> <li>Anyone short of the reqd skill set will not be allowed to ride or will be placed in a support vehicle</li> <li>We are very strict on this issue</li> </ul>	1	5	We have a clear strategy to prevent this from occurring and equally a clear strategy to resolve if it does.
8	Participants lose their way during the event.	1	3	Rider gets lost and subsequently unsupported and injured	<ul style="list-style-type: none"> <li>Riders must ride in a peloton; handle bar to handle bar</li> <li>No riders can drop back and no rider can ride ahead of a lead vehicle</li> <li>Head counts are made at each and every stop</li> </ul>	1	1	We have control measures in place
9	Participant's equipment/vehicle becomes unserviceable or unroadworthy during the event.	3	2	Rider cant ride Driver cant drive	<ul style="list-style-type: none"> <li>We have spare bikes and mechanics on board</li> <li>All mechanicals will be addressed</li> <li>In cases where this relates to a vehicle we will need to either have vehicle fixed and or replaced ... worst case we would adjust peloton numbers to match reqd vehicles at that time</li> </ul>	3	2	We have controls in place

<b>RISK REGISTER AND CONTROL PLAN – ON ROAD EVENTS</b>								
<b>REF</b>	<b>HAZARD</b>	<b>L</b>	<b>C</b>	<b>INITIAL RISK</b>	<b>RISK CONTROL PLAN</b>	<b>L</b>	<b>C</b>	<b>RESIDUAL RISK</b>
10	Participants suffer a mechanical/equipment breakdown/failure during the event.	3	1	Rider can ride	<ul style="list-style-type: none"> <li>See mechanical response above</li> </ul>	3	1	We have controls in place
11	Pilot/rear escort vehicle/s suffers mechanical breakdown during the event.	1	4	Peloton is unsupported	<ul style="list-style-type: none"> <li>We will have additional vehicles that can take the place.</li> </ul>	1	2	We have controls in place
12	Support vehicle/s suffers mechanical breakdown during the event.	1	4	Peloton is unsupported	<ul style="list-style-type: none"> <li>We will have additional vehicles that can take the place.</li> </ul>	1	2	We have controls in place
13	Participant attempts/participates in event when not authorised/licensed to drive/ride a vehicle, motor bike or boat.	1	3	Rider participates without approval	<ul style="list-style-type: none"> <li>Riders register offline</li> <li>Riders have to wear approved kit</li> <li>Riders pass a check process daily</li> <li>No riders ride that aren't approved</li> </ul>	1	3	We have controls in place
14	Approved route unable to be travelled upon.	1	4	Riders can't ride on the route	<ul style="list-style-type: none"> <li>Pre event drive through and weather monitoring should identify this issue early</li> <li>A reduced route would need to be considered</li> </ul>	1	1	We have controls in place

RISK REGISTER AND CONTROL PLAN – ON ROAD EVENTS								
REF	HAZARD	L	C	INITIAL RISK	RISK CONTROL PLAN	L	C	RESIDUAL RISK
15	Event cancelled prior/during the event.	1	4	Riders can't ride	<ul style="list-style-type: none"> <li>The purpose of our rides are to raise money for kids charities ... so the event itself is not the main issue</li> <li>Our event cannot be postponed as riders would have paid for accommodation that can't be changed</li> <li>This is understood at registration</li> </ul>	1	4	Riders disappointed they couldn't ride





### **Standard Operating Procedures for a Major Incident**

A major incident (within the operations of an Event) can be best defined as any incident where an official or rider sustain injuries during the conduct of the event which requires treatment beyond first aid at the scene - i.e. A rider suffers chest pain or comes off their bike and is required to be hospitalised or is involved in any other incident during the conduct of the ride which requires treatment beyond simple first aid at the scene.

Each Peloton is to have a designated 'Leader'. The 'Leader' should remain focussed on co-ordinating safety and co-ordinating additional resources to deal with the incident.

#### **MEDICAL**

It is Entoure 's position that all clients outsource medical risk and management to a designated first aid responder organisation such as a St Johns Ambulance or Assist First Aid and that a minimum level of support be set at Senior First Aid Officer or Paramedic and that the engaged organisation manage and take responsibility for first aid kits and supply of defibrillators and the management of all incidents whether they be major or minor. In the event that a client does not do this Entoure and Entoure staff and volunteers do not take on any responsibility or liability of any of these services.

The client is to ensure that each peloton should have a skilled resource and access to life saving equipment to treat minor and or major incidents. Clients choosing to engage doctors or first aid qualified volunteers accept the risk management, outcomes and management of these people. Equally, any client who fails to provide any skilled resource or life saving equipment across any peloton or event, accepts all associated risks. Entoures only role in dealing with incidents (whether major or minor) is to manage the resources supplied by the client and does so in the capacity of a volunteer.



**MEDICAL PLUS APP**

<http://emergencyapp.triplezero.gov.au/>

All on road support staff should have the Emergency Plus App downloaded to their phones. This app allows emergency calls to be made when in cell phone coverage with clear coordinates as to where the incident occurred.

**LEADER**

*Role*

Entoure will select the Peloton Leader and subject to the nominees acceptance they will be deemed volunteer leader of incident management for their designated peloton.

In the event of a Major Incident, such as several riders falling hard to the road suffering possible broken bones or a rider suffering from possible cardiac issues, the Leader will co-ordinate personnel to address and attempt to avoid further trauma. The leader will always aim to keep the other riders safe and ensure all people involved in the peloton take clear instructions from the Leader, any medical staff present and police.

If resources and circumstance allow, the leader will appoint another appropriate person as a 'note taker' keeping a record of issues, times, requests and circumstances as the issues are managed. Wherever possible the note taker will take photographs to compliment the record of the incident.





The Leader will confirm with ALL other personnel in the Peloton as soon as practicable that a 'Major Incident' has been declared and give instructions that the front and rear vehicles are to be positioned to avoid any further vehicular traffic arriving upon the incident scene at speed. All uninjured and minor injured persons are to clear the road way and move to a designated/allocated Safe Zone if the Leader has nominated one. The 'Leader' will attempt to designate such zone depending on the geography and circumstance of the incident. If there are any needs communicated by the medical staff to the Leader the Leader will attempt to provide such needs where possible within the limitation of the skills of the Leader.

Should additional medical help be required, the Leader (or their representative) is to attempt to contact Emergency Services via best available communication method (cell phone/sat phone/app). Once this has been carried out and the incident is under control the situation should be escalated to the Tour Director. If the Tour Director attends the scene, they will be deemed the overall leader. If Police or Ambulance arrive on the scene they will take full control and responsibility of the management of the incident.

The lead and rear drivers (or their representatives) should place their vehicles several 100 metres prior to the incident or at another place that will enable sufficient warning to approaching motorists that an incident has occurred up ahead.

The designated First Aid Responder should be the first to attend to the victims of the incident. They should always have a First Aid Kit on issue to the vehicle they are in and where possible a Defibrillator. In the event that such facilities are not provided by the client Entoure or its volunteers accepts no responsibility to do so. In situations where a higher qualified person riding within the Peloton, such as a (paramedic, doctor) is available, who has not been affected by the incident, should be happy to assist, they can work along side the First Aid Responder as an additional volunteer.



The Bike Captains should attempt to make sure all unaffected riders and their bikes are removed to a Safe Zone so no additional injuries are received. Anyone not involved in assisting the incident is to remain in the Safe Zone until instructed by either the Leader or the Principal of Entoure or the police if they are present. Once the police or other Emergency first responders are present all instructions given by these first responders must be adhered to.

It is noted that all services, decisions and actions made by Leaders and peloton marshals along with Bike Captains and any persons representing entoure are made in the capacity of both volunteers and good Samaritans as defined in the Civil Liability Act 2002 (NSW) and equivalent State Acts in other jurisdictions.

Note:

Life 360 is an app that tracks and reports the status of I Phones and is a good way to track the whereabouts of pelotons and key personnel across events. Entoure accepts no liability for the accuracy of this app however, recommends all designated leaders download the app to their phone so when in cell coverage they have some tools to be able to track the whereabouts of other leaders, pelotons and key support personal.

See here <https://www.life360.com/>

Another app we will sometimes endeavour to use is MAPROGRESS; this app tracks pelotons via SPOT GEN 3 beacons. We will advise when we use this app.



**Marsh Pty Ltd**  
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MELBOURNE VIC 3008

28 February 2025

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MELBOURNE VIC 3001  
Tel 1300 130 373  
Email [sport@marsh.com](mailto:sport@marsh.com)

## CERTIFICATE OF CURRENCY

<b>INSURED</b>	AusCycling Limited
<b>EVENT NAME</b>	Ride to Give
<b>EVENT ORGANISER</b>	Massive and Co T/As Entoure
<b>EVENT DATES</b>	30 March – 1 April 2025
<b>INSURANCE CLASS</b>	Public and Products Liability
<b>TERRITORIAL LIMITS</b>	Worldwide, excluding operations domiciled in the United States of America and/or Canada
<b>PERIOD OF INSURANCE</b>	From: 28 February 2025 at 4pm Local Time (VIC) To: 28 February 2026 at 4pm Local Time (VIC)
<b>INTEREST INSURED</b>	Legally liable to pay as compensation for Personal Injury or Property Damage in connection with the Insured's Business
<b>LIMITS OF LIABILITY</b>	Public Liability \$20,000,000 any one occurrence or series of occurrences Products Liability \$20,000,000 in the aggregate
<b>DEDUCTIBLE/EXCESS</b>	\$1,000 each and every occurrence
<b>INTERESTED PARTIES</b>	Dubbo Council, Parkes Council, Forbes Council, Temora Council, Leeton Council, NSW Police, TFNSW, FDC Construction and Fit Out Pty Ltd
<b>INSURER(S)</b>	Sompo Japan Australia, HDI Global and Convex
<b>POLICY NUMBER(S)</b>	B0509BOWC12350436

Marsh Pty Ltd

This certificate of currency provides a summary of the policy cover and is current on the date of issue. It is not intended to amend, extend, replace or override the policy terms and conditions contained in the actual policy document. This certificate of currency is issued as a matter of information only and confers no rights upon the certificate holder. We accept no responsibility whatsoever for any inadvertent or negligent act, error or omission on our part in preparing these statements or in transmitting this certificate by email or for any loss, damage or expense thereby occasioned to any recipient of this letter.

LEETON SHIRE COUNCIL  
Leeton Local Traffic Committee - Thursday 6 March 2025

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## **8. GENERAL BUSINESS**

### **8.1. RESEARCH ROAD**

**AUTHOR/S:** Road Safety Officer

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#### **SUMMARY/PURPOSE**

At the Local Emergency Management Committee held on the 8 October 2024 it was discussed to review a section of Research Road as 3 separate crashes have occurred in this area.

Council Road Safety and Officer and Transport for NSW Associate Community and Safety Partner have completed a signs review in the area and recommended increased signage, however a recommendation was also taken to look at undertaking a speed zone review in the area.

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

6. Roads and Drainage

6.5 Provide road safety programs, including roadside vegetation management, permitting, traffic management and accident assistance

6. Roads and Drainage 6.5 Optimise road safety

6.5.3 Promote road safety through design and appropriate regulation

#### **ATTACHMENTS**

{attachment-list}

**9. NEW ACTIONS ARISING FROM MEETING**

Item Number	Action	Responsible Person	Due Date



## 9. NOTICES OF MOTION

## 10. CONFIDENTIAL MATTERS

Nil

## 11. COUNCILLOR ACTIVITY REPORTS

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

### RECOMMENDATION

THAT Council notes the Councillor activity reports submitted for the period between 26 February 2025 to 25 March 2025.

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<b>Mayor George Weston</b>	
1 March 2025	Reopening of the Roxy Community Theatre (Stage 1)
4 March 2025	Yanco Community Opportunity Workshop- facilitated by Peter Kenyon
10 March 2025	Meeting with Independent Candidate for Murray Michelle Milthorpe
13 March 2025	NSW Sustainable Communities Program Griffith Consultation Roundtable
20 March 2025	Citizenship Ceremony & Mayoral Alliance Taskforce Meeting

<b>Cr Sarah Tiffen</b>	
10 March 2025	Roxy Redevelopment Committee Meeting

<b>Cr Nicholas Wright</b>	
27 February 2025	Business Chamber mixer at Circa 21
28 February 2025	Welcome Experience catchup at Hydro
4 March 2025	Yanco Community Opportunity Workshop- facilitated by Peter Kenyon
10 March 2025	Roxy Redevelopment Committee Meeting

## 12. CONCLUSION OF THE MEETING