



LEETON
SHIRE COUNCIL

DELIVERY PROGRAM & *Operational Plan*

REPORT FOR 1ST QUARTER 2017/18
- JULY TO SEPTEMBER



A HEALTHY AND
CARING COMMUNITY



AN ACTIVE AND
ENRICHED COMMUNITY



A HEALTHY NATURAL
ENVIRONMENT



A THRIVING ECONOMY
WITH GOOD JOBS



A QUALITY BUILT
ENVIRONMENT



STRONG
LEADERSHIP

MESSAGE FROM THE GENERAL MANAGER

This is the first quarterly report for the 'new look' Delivery Program and Operational Plan 2017-2021. Our aim is to provide Councillors and Community with an honest, open and transparent update of how Council activity is tracking relative to what has been promised.

This is not a small task as Council is a large and complex operation.

In reporting to Councillors and Community, Responsible Officers have been asked to consider 3 things:

- How much have we done (effort)
- Where possible, how well have we done (efficiency and effectiveness)
- Where possible, how is the Council or the Community better off (outcomes, sometimes involving other parties' information)

Responsible Officers are also required to identify the status of each action via a 'traffic light' system – see key below.

Each of the 6 sections in this quarterly report are colour coordinated to reflect the aspirational themes identified in the Community Strategic Plan – Leeton on the Go.

The quarterly report should also be read in conjunction with the Budget Review for July to September 2017.

This level of quarterly report is a new approach for Leeton Shire Council and I would like to thank the Managers, Responsible Officers and Business Support staff for persevering with finding the best information and data to support their updates for the period July to September 2017. Being a work in progress, staff will continue to strive to improve how performance is measured and reported in future.

The Senior Management Team at Leeton Shire Council invites your feedback as we would like to know how staff quarterly reporting can better meet Councillor and Community expectations. Please email your feedback to alisonb@leeton.nsw.gov.au

With the first quarter experience under the belt, and with our new Governance and Corporate Planner recently on board to lead collation and quality control of future reports, I am confident that Councillors and Community will see accountability reporting from Leeton Shire staff grow from strength to strength.





Yours faithfully



Jackie Kruger

17 November 2017





-  = Critical Concerns
-  = On Track
-  = Needs Attention
-  = Not Due To Start




1 - A HEALTHY AND CARING COMMUNITY


01 A community that focuses on being healthy

1a Provide exercise opportunities to increase fitness and wellbeing

	Delivery Program and Operational Plan Actions	Timeframe	Performance Measures	Responsibility Of:	Update as at 30 September 2017 - Quarter 1	Status
1.01a	Provide an outdoor gym in Leeton at Rotary Park	2017/18 - 2020/21	Report progress against the Maintenance and Renewal programs – goal is to provide equipment that is in good working order with minimum disruption to service	Manager Open Space and Recreation	Monthly inspections of equipment at Rotary Park have been completed and recorded as per the Parks, Playgrounds & Recreational Facilities Maintenance Management Policy. No issues or defects have been identified.	
1.02a	Provide a Skate Park in Leeton at Rotary Park	2017/18 - 2020/21	Report on activity and progress against the Maintenance and Renewal programs - goal is to provide a skatepark that is in good working order with minimum disruption to service	Manager Open Space and Recreation	Monthly inspections of equipment at both the Whitton & Leeton Skate Parks have been completed and recorded as per the Parks, Playgrounds & Recreational Facilities Maintenance Management Policy. No issues or defects have been identified at the Whitton Skate Park. The Leeton Skate Park will undergo specialist concrete resurfacing in 2018/2019 which will repair minor defects and extend the life of the facility.	

1b Ensure the availability of appropriate health and social services





	Delivery Program and Operational Plan Actions	Timeframe	Performance Measures	Responsibility Of:	Update as at 30 September 2017 - Quarter 1	Status
1.01b	Participate in the Local Health Advisory Committee (to advocate for quality services including the full re-Instatement of maternity services at Leeton Base Hospital)	2017/18 - 2020/21	Report on activity and progress, most especially in relation to the full re-instatement of maternity services at Leeton Base Hospital – goal is to have a fully functioning hospital with a full suite of services	Community Development Coordinator	Initial introductions made by Community Development staff with the Leeton Base Hospital Manager and Rural Support Team Leader from GP Synergy. Ongoing advocacy by Mayor and General Manager with MLHD senior staff, Member for Murray and NSW Minister of Health. The Mayor is awaiting the outcome of his application to continue to serve on LHAC.	
1.02b	Advocate for accessible and quality mental health and drug and alcohol rehabilitation services	2017/18 - 2020/21	Report on activity and progress – goal is to support the community to have ready access to quality and timely service.	Community Development Coordinator	Commenced initial introductions with health services in Leeton Shire, as well as those in Griffith that outreach to Leeton to garner an understanding of the gaps within youth mental health services.	
1.03b	Monitor provision of Home and Community Care Services (HACC) delivered by Pinnacle Community Services (under novation)	2017/18 - 2020/21	Report on services offered, client numbers and client satisfaction - goal is to ensure services are sustained at a high quality in Leeton Shire	Manager Library, Culture and Community	<p>Pinnacle Community Services - Leeton is funded to provide 4 Commonwealth Home Support Programs.</p> <ol style="list-style-type: none"> 1. Food services (Meals on Wheels) in Leeton offers hot meals available in the Leeton township delivered 5 days a week with extra meals for Saturday and Sunday. Frozen Meals are also available in Leeton Shire, including Yanco, Wamoon, Stanbridge, Whitton and other villages. 2. Home Maintenance & Home Modifications - specialises in maintenance, modifications and adjustments required to client's homes. The purpose of this service is to make the home safer and more accessible to the occupant. It includes (but is not limited to) the installation of railings, changing light bulbs, completing lawn maintenance. Clients will be asked to pay for the costs of materials and a contribution towards labour. 3. Support (Individual) -Is a volunteer run service that assists clients with shopping, reading letters/papers, accessing the community or offer a friendly visit to the home for a chat and a cup of tea. 	



	Delivery Program and Operational Plan Actions	Timeframe	Performance Measures	Responsibility Of:	Update as at 30 September 2017 - Quarter 1	Status
1.04b	Support programs that enhance opportunities to increase doctor numbers in Leeton Shire	2017/18 - 2020/21	Report on the number of student doctors placed in Leeton Shire through the Student Doctor and Bush Bursary programs	Community Development Coordinator	Two Student Doctors from the University of Wollongong are completing their placement in Leeton which commenced July 2017 and will be completed in May 2018. The two students currently undertake two days of General Practice per week plus an Emergency Department shift & training on Wednesdays. They also travel to Griffith to undertake access training in surgery/theatres at Griffith Base & St Vincent's Private Community Hospital. Coordination of the 2017 Bush Bursary Student Program commenced. The student coming from the University of Sydney is due to start their placement in December 2017.	



02 A community that embraces life-long learning

2017/18 - 2020/21




2a Provide a range of quality and affordable education opportunities from early childhood to adult learning

	Delivery Program and Operational Plan Actions	Timeframe	Performance Measures	Responsibility Of:	Update as at 30 September 2017 - Quarter 1	Status																								
2.01a	Operate Leeton Early Learning Centre (LELC)	2017/18 - 2020/21	Report on number of students utilising facility relative to available places. – goal is to run service with a strong reputation that is financially sustainable.	Director Leeton Early Learning Centre	<p>Have completed enrolments for 2018, 60 places per day. All filled at this stage. Have a waiting list for 2018 Number of Vacancies across the week for the quarter is 6</p> <p>Number of places in the:</p> <table border="1"> <thead> <tr> <th></th> <th>Mon</th> <th>Tues</th> <th>Wed</th> <th>Thurs</th> <th>Fri</th> </tr> </thead> <tbody> <tr> <td>Rainbow Room: 16 per day</td> <td>16</td> <td>16</td> <td>16</td> <td>16</td> <td>16</td> </tr> <tr> <td>Sunshine Room: 24 per day</td> <td>22</td> <td>23</td> <td>24</td> <td>24</td> <td>24</td> </tr> <tr> <td>Preschool Room 20 per day</td> <td>20</td> <td>20</td> <td>18</td> <td>19</td> <td>20</td> </tr> </tbody> </table> <p>Running to budget 30/9/17</p>		Mon	Tues	Wed	Thurs	Fri	Rainbow Room: 16 per day	16	16	16	16	16	Sunshine Room: 24 per day	22	23	24	24	24	Preschool Room 20 per day	20	20	18	19	20	
				Mon	Tues	Wed	Thurs	Fri																						
Rainbow Room: 16 per day	16	16	16	16	16																									
Sunshine Room: 24 per day	22	23	24	24	24																									
Preschool Room 20 per day	20	20	18	19	20																									
Report findings of compliance audits - goal is to run a fully accredited service.	Director Leeton Early Learning Centre	Have not had any compliance visits in 2017 from Assessment & Compliance Officers during the quarter. Service has maintained full accreditation with no corrective actions pending																												
2.02a	Operate Leeton Out of School Hours Care (OOSH) and Vacation Care Program	2017/18 - 2020/21	Report on number of children utilising service relative to available places – goal is to run an fully accredited service with a strong reputation and financially sustainable.	Community Development Coordinator	<p>July- 56 individual children, 256 sessions total for the month August- 56 individual children,561 sessions total for the month September- 54 individual children,380 sessions total for the month The Community Development Team will be working with Out of School Care staff to ensure data is collated more effectively in the future.</p>																									
			Report findings of compliance audits - goal is to run a fully accredited service	Community Development Coordinator	<p>Within this quarter there has been some progress in ensuring the service is compliant with regulations. The risk assessment for the centre was updated and the Quality Improvement Plan (QIP) is undergoing updating in preparation for 2018. This document is required to be updated at least once a year.</p>																									

	Delivery Program and Operational Plan Actions	Timeframe	Performance Measures	Responsibility Of:	Update as at 30 September 2017 - Quarter 1	Status
2.03a	Support local apprenticeship, traineeship and work experience opportunities	2017/18 - 2020/21	Report on number of apprenticeships/traineeships/work experience students within Leeton Shire Council – goal is to support 'Grow Our Own' workforce opportunities in and for the Shire	Manager Human Resources	During the quarter Leeton Shire Council had one apprenticeship, two traineeships and three work experience placements.	
2.04a	Provide a library service with high level programming and events	2017/18 - 2020/21	Report on activities/programs run and attendance numbers – goal is to create a library that is responsive to community needs and aspirations	Manager Library, Culture and Community	Brain Games provided a combination of activities to support brain health in an ageing population and to provide social connection. This program runs once a week with an average of 17 regular attendees. The group is mostly made up of women but recently some men have started attending the program. There were 802 participants in the preschool programs and 57 participants in the holiday activities. 101 knitters have participated in the weekly knitting group. The 29 Friends of Leeton Library held 3 meetings, 1 book sale and 3 events. 11 people participated in the book club over 3 sessions 42 people participated in the Lego Cub over 4 events. There was 4,564 children involved in book week in September where the theme was Escape to Everywhere. Some of the other activities at the library were the Sunday Soiree, the Festival of Audacious ideas, State Library travelling exhibitions, other displays and events. 1,611 people participated in these activities.	


	Delivery Program and Operational Plan Actions	Timeframe	Performance Measures	Responsibility Of:	Update as at 30 September 2017 - Quarter 1	Status
			Report on number of items borrowed (books, ebooks, cds, etc) – goal is to have a contemporary collection that is well utilised	Manager Library, Culture and Community	Total borrowed by media and category from 1 July – 30 September: DVD - 952 Adult fiction - 4,426 Young Adult Fiction - 251 Children’s fiction - 2,136 Adult Literacy/Multicultural - 76 Non-fiction - 778 Magazines - 330 Inter-library loans - 51 Music - 21 Equipment - 3 Miscellaneous - 31 e-collection - 297 (Bolinda & Zinio/RBdigital Backoffice-note include barcode) e-audio - 114 e-books - 145 e-magazines - 38	
			Report on registered and active library membership trends – goal is to maintain or grow numbers of active members	Manager Library, Culture and Community	The library had 5,454 members for the quarter. Of this number 3,541 were active members. The total number of members who have not used their membership in the last 5 years is 1,913. A promotion campaign will be run in the next quarter.	

2b Provide access to Information Technology Networks



	Delivery Program and Operational Plan Actions	Timeframe	Performance Measures	Responsibility Of:	Update as at 30 September 2017 - Quarter 1	Status
2.01b	Advocate for NBN rollout to be optimised across Leeton Shire	2017/18 - 2020/21	Report on take-up rate of NBN – goal is to ensure that NBN is fit for purpose and being fully utilised by industry, business and residents across Leeton Shire	Economic Development Coordinator	NBN report a take up rate for Leeton Shire of 35%. More detail will be provided next quarter.	
2.02b	Provide free Wifi services in Leeton CBD and key Council facilities	2017/18 - 2020/21	Report on number of people accessing free Wifi services – goal is for all community to be digitally active and able to access Council’s website and engagement platforms	Manager Information Technology	The Leeton Community Wi-Fi network commenced on 21 July 2017. During the quarter there was 230 new users, 138 repeat users and 231 unique users. The average data downloaded was 386.8mb with the average time spent on line 55 minutes. The average age of male users was 34 years and female users was 26 years. The top 10 locations that users originated from was Leeton (52), Narrandera (7), Hobart (3), Sydney (3), Canberra (3), Griffith (3), Glenfield (2), London (2), Suva (2) and Alor (1). Of the public passing through the community Wi-Fi network 31.8% connected their mobile devices. For the quarter 3,101 people passed through without stopping, 1,444 people stopped within the Wi-Fi Range for 5 minutes or more and 12 people per day connected to Wi-Fi. The average time people stopped within Wi-Fi range was 6+ hrs (92), 1-6 hrs (281), 20-60 mins (446), 5-20 mins (624). Wi-Fi Customer loyalty showed 99 occasional, 680 weekly, 440 daily and 224 first time users. The Repeat Visitor rate was 84%. There were no hardware issues reported during the quarter.	
2.03b	Connect Council Main Administration Building in Chelmsford Place to NBN Network	2017/18	Report on progress and implementation – goal is to ensure internet capability is optimised for all Council services (speed and reliability)	Manager Information Technology	During the quarter Council lobbied NBN Co to allow the Admin Building to be connected after receiving advice that this was not possible. A solution was arrived at and a domestic connection is scheduled for October 2018. Further negotiations and costings are required in regards to achieving an optic fibre connection into the admin building and the library.	

03 A community that is friendly and inclusive




3a Help community to access community services

	Delivery Program and Operational Plan Actions	Timeframe	Performance Measures	Responsibility Of:	Update as at 30 September 2017 - Quarter 1	Status
3.01a	Maintain and promote Community Directory	2017/18 - 2020/21	Report on currency of Community Groups/Services Directory on Council's website – goal is to support community to easily access community services in Leeton Shire	Community Development Coordinator	The current Community Services Guide listed on the Council website is outdated. The Community Development Team is devising a method in which content can be updated by services themselves so that the information is always current.	





3b Provide opportunities and support for the youth of Leeton Shire

	Delivery Program and Operational Plan Actions	Timeframe	Performance Measures	Responsibility Of:	Update as at 30 September 2017 - Quarter 1	Status
3.01b	Facilitate a Youth Committee and Youth Services	2017/18 - 2020/21	Report on meetings held and any major decisions/actions - goal is to engage with youth and support	Community Development Coordinator	During the quarter there were initial introductions and discussions held with stakeholders and services working in the youth space, with a focus on partnering and sustainability. One Leeton Youth Committee was convened with five young people attending allowing new staff to develop a connection with the committee. The next project will be the Light Up Leeton event where the Leeton Youth Committee will host a stall as a fundraiser.	
			Report on investigation into the set up of a Youth Council – goal is to introduce young leaders to local government and support them to become active and engaged citizens that can serve as the voice of youth to Council.	Community Development Coordinator	Investigation will commence in 2018.	



3c Advance the wellbeing of Leeton Shire's elderly residents or residents living with a disability

	Delivery Program and Operational Plan Actions	Timeframe	Performance Measures	Responsibility Of:	Update as at 30 September 2017 - Quarter 1	Status
3.01c	Develop and implement an Ageing Strategy for Leeton Shire	2017/18 - 2020/21	Report progress against the Leeton Shire Ageing Strategy – goal is the ensure older residents can live fulfilled and inclusive lives of a good quality in Leeton Shire	Manager Library, Culture and Community	Funding under the 'Staying Active' program administered by the Aquatic & Recreation Institute was secured to deliver both aquatic and land based exercise programs for the over 50s. The program will commence next quarter. The library continues to offer the 'Brain Games' program designed to engage with the over 50s to promote mental exercise and social connectedness. This program is well attended with around 17 regular attendees	
3.02c	Implement the Disability Inclusion Action Plan (DIAP) for Leeton Shire	2017/18 - 2020/21	Report progress against the Disability Inclusion Action Plan (DIAP) – goal is to ensure people with a disability can live fulfilled and inclusive lives of a good quality in Leeton Shire	Manager Library, Culture and Community	During September Leeton Shire Council hosted Tracy Barrell OAM, a Paralympic gold medal swimmer, an inspiring person who speaks articulately about challenges she, and other people with a disability, face on a regular basis. As keynote speaker at the Festival of Audacious Ideas, Tracy gave simple strategies to help reduce or remove these barriers. Tracy is a face for the NDIS and has also been a proud spokesperson for the 'Don't dis my ability' campaign. This event met Focus Area 1 in the Disability Action Plan "Leeton Shire Council Promotes Positive Attitudes and Behaviour".	
3.03c	Enforce Disability Car Park restrictions	2017/18 - 2020/21	Report on enforcement action undertaken – goal is to ensure that people with a disability can readily access shops and services	Senior Ranger	Random Weekly disabled car park inspections were undertaken. No offences were detected and no penalty notices issued. Cautions were issued for minor parking matters eg "Park vehicle on nature strip" when for sale.	




3d Foster a cohesive community that welcomes new residents and values cultural diversity

	Delivery Program and Operational Plan Actions	Timeframe	Performance Measures	Responsibility Of:	Update as at 30 September 2017 - Quarter 1	Status
3.01d	Maintain and build Leeton's reputation as a "refugee friendly" Shire	2017/18 - 2020/21	Report on events held and participation rates – goal is to attract refugees to settle in Leeton, quickly assimilate and feel a strong sense of belonging	Community Development Coordinator	<ul style="list-style-type: none"> • Mayor and staff attended the Multicultural Interagency Network Meeting held in Griffith. • Work continued on finalising the draft constitution for the Leeton Multicultural Support Group. • Mayor and General Manager held discussions with the Minister for Multiculturalism about refugees being a potential solution for workforce needs in the region. 	
3.02d	Support Multicultural Forums at the local and regional level	2017/18 - 2020/21	Report on meetings attended and any major decisions/actions at both local and regional levels – goal is to strengthen efforts to develop a cohesive and thriving community	Manager Library, Culture and Community	Staff continued to attend the Riverina Regional Advisory Council as an observer and contributed as requested at the meeting held on 29 August 2017. Worked with the Red Cross and Centacare to support interagency work and promote services.	
3.03d	Host Citizenship Ceremonies	2017/18 - 2020/21	Report on number of Citizenship Ceremonies held and numbers naturalised – goal is to welcome and celebrate new Australian citizens living in Leeton Shire	Governance and Corporate Planning Coordinator	There was one official citizenship ceremony held for the quarter with 2 naturalisations (1 from Afghanistan and 1 from Fiji) on 11 July 2017 at 4pm in the Council Chambers	
3.04d	Develop and maintain a new residents' kit	2017/18 - 2020/21	Report on progress and number of kits issued or downloaded – goal is to ensure that new residents can quickly settle and develop a sense of belonging	Communications and Marketing Coordinator	Welcome to Leeton New Residents Kit will commence in early 2018.	




3e Acknowledge the Wiradjuri people and strengthen relationships with the Indigenous Community of Leeton Shire

	Delivery Program and Operational Plan Actions	Timeframe	Performance Measures	Responsibility Of:	Update as at 30 September 2017 - Quarter 1	Status
3.01e	Regular liaison with the Leeton Aboriginal community	2017/18 - 2020/21	Report on meetings held and any major decisions/actions - Leeton and Districts Aboriginal Lands Council – goal is to consult the Wiradjuri people of Leeton in key land use decisions, both strategic and development assessment.	Manager Planning, Building and Health	During this period no meetings have been required with the Leeton and District Local Aboriginal Lands Council on strategic land use and development matters.	
			Report on meeting held and any major decisions/actions - Aboriginal Interagency Meeting – goal is to support Leeton and Districts Aboriginal Lands Council to achieve improved social, economic, environmental and cultural outcomes for the Wiradjuri people of Leeton, including Wattle Hill which has a high proportion of aboriginal residents.	Manager Library, Culture and Community	A strong working relationship with the Leeton and Districts Aboriginal Lands Council has been established. During the period NAIDOC Week was celebrated with both the library and events teams participating in the proceedings at Gossamer Park. Show bags containing pencils, fruit and other items were distributed to the children. A box of children's books no longer required by the library were made available for the children to each take a book home with them. Funding received from the Reconciliation Week grant was used to purchase a shed for Gossamer Park (located in close proximity to the community food garden which the Aboriginal Men's Group is developing). The L&DLALC were also involved in discussions relating to the Lyrics, Landscapes and lintels public art project.	

3f Provide cemetery services at Leeton and Whitton





	Delivery Program and Operational Plan Actions	Timeframe	Performance Measures	Responsibility Of:	Update as at 30 September 2017 - Quarter 1	Status
3.01f	Maintain and develop cemetery grounds in Leeton and Whitton	2017/18 - 2020/21	Report progress of maintenance and upgrades including the addition of plinths and footpaths in Leeton and drainage and gravel paths in Whitton – goal is to provide cemeteries that function effectively and are respectful to grieving families	Manager Open Space and Recreation	Drainage works and two new gravel paths have been completed at the Whitton Cemetery. No works have yet been undertaken at the Leeton Cemetery. Planning has commenced for a new footpath to link the refurbished toilets and further landscaping at the Leeton Cemetery. New plinth construction will be undertaken in the new year.	
			Report on the development of the Cemeteries Asset Management Plan – the goal is to manage Council assets professionally using methods that inform long term financial planning	Manager Planning, Building and Health	Development of a Leeton Shire Council Cemeteries Asset Management Plan will commence in 2018.	
			Report progress on planning for cemetery expansion – goal is to ensure provision is made for future burial needs	Manager Planning, Building and Health	Council has begun planning the future extension of the Leeton Cemetery. During this quarter Council has had discussions with Crown Lands and Water to commence the acquisition of this land through the Land Acquisition (Just Terms Compensation) Act 1991. The land is currently leased.	


3g Provide a Multipurpose Community Hub to support local Community Groups and the residents they serve

	Delivery Program and Operational Plan Actions	Timeframe	Performance Measures	Responsibility Of:	Update as at 30 September 2017 - Quarter 1	Status
3.01g	Maintain and operate a Multipurpose Community Centre (MCC)	2017/18 - 2020/21	Report on progress against Maintenance program – goal is to ensure facility remains in good working order, is fit for purpose and that any issues are dealt with promptly	Manager Engineering Technical Services	No works were scheduled for this quarter but two light fittings were upgraded to LED.	
			Report on current tenancies in place relative to availability – goal is to ensure the facility is being fully utilised	Community Development Coordinator	Office space at the Leeton Multipurpose Centre was fully subscribed for the quarter, with one service requiring further space if it is to become available.	
			Report hire figures and income for Education Room – goal is to ensure that the education room is being utilised and to track the types of user groups	Community Development Coordinator	There are currently four spaces for hire (CWA Hall, Gordon Hall, Training Room and small meeting room). The total income of these hires for the July to September quarter was \$6526. This is external to membership users. Casual hirers breakdown: Training room full day: 23 days Training room half day: 6 days Meeting room full day: 13 days Hall booking full day: 35 days Hall booking half day: 10 days Including membership users, there were a total of 180 individual bookings with 17 user groups of which 5 were private users and 12 were community groups.	



04 A community that is safe to live in and move about

4a Advocate and support initiatives to reduce crime


	Delivery Program and Operational Plan Actions	Timeframe	Performance Measures	Responsibility Of:	Update as at 30 September 2017 - Quarter 1	Status
4.01a	Support initiatives to stop domestic violence	2017/18 - 2020/21	Report on activity and progress – goal is to support projects aimed at reducing / ending domestic violence and projects aimed at supporting the victims of domestic violence.	Community Development Coordinator	Initial conversations were held with stakeholders in Leeton Shire regarding opportunities for White Ribbon Day which will be held in November.	
4.02a	Participate in local "Neighbourhood Watch" program	2017/18 - 2020/21	Report on meetings held and any major decisions/actions – goal is to support projects aimed at reducing crime in Leeton Shire	Community Development Coordinator	Within this quarter there have been no meetings held involving the Community Development Team, however, establishing a relationship with the Police will be a priority within the next quarter.	
4.03a	Reduce, prevent and mitigate graffiti and vandalism across Leeton Shire	2017/18 - 2020/21	Report on activity and progress – goal is to stamp out graffiti activity in Leeton Shire and address is quickly when it does occur.	Senior Ranger	4 Graffiti incidents were dealt with during the quarter 1.Yanco Park Toilets-successfully removed 2.Bus shelter Gossamer St-successfully removed 3.Bus Shelter Wirilda St-requires painting 4.Race Course stables Race Course road-requires painting	
			Report on graffiti rewards administered	Senior Ranger	No rewards were requested or issued for the quarter. To be advertised in Council Notice Board in the Irrigator next quarter	

	Delivery Program and Operational Plan Actions	Timeframe	Performance Measures	Responsibility Of:	Update as at 30 September 2017 - Quarter 1	Status
4.04a	Convene a Leeton Shire Crime Prevention Working Group	2017/18 - 2020/21	Report on meetings held and any major decisions/actions – goal is to ensure regular dialogue and collaboration between Council and Police to increase safety and reduce crime in Leeton Shire	General Manager	<p>There were no formal meetings with Police this quarter. The Mayor and GM attended a Country Mayor’s meeting where the Minister for Police, Troy Grant, advised that policing in regional and rural areas was under review, including the structure of Local Area Commands. He stated that the intent is to ensure there are ‘more boots on the ground’ and that arrangements are tailored to address local situations instead of providing a ‘one size fits all’ approach.</p> <p>The NSW Bureau of Crime Statistics and Research reports that the number of criminal incidents for major offences for the year ending 30 June 2017 is Murder (0), Domestic Violence* (56), Assault* (72), Sexual Assault* (13), Indecent Assault* (13), Robbery – no weapon (2), Armed Robbery – firearm (0), Armed Robbery – other (1), Break & Enter Dwelling (79), Break & Enter Non-Dwelling (34), Motor Vehicle Theft* (29), Steal from Vehicle (37), Steal from Shop (29), Steal from Dwelling* (36), Steal from Person (2), Fraud (35), Malicious Damage to Property* (118).</p> <p>*Relative to criminal incidents per 100,000 population across NSW, Leeton is proportionally higher.</p>	



4b Advocate and support road safety initiatives

	Delivery Program and Operational Plan Actions	Timeframe	Performance Measures	Responsibility Of:	Update as at 30 September 2017 - Quarter 1	Status
4.01b	Implement programs that foster responsible driving	2017/18 - 2020/21	Report on road safety campaigns and trends in crash data in Leeton Shire – goal is to see a decline in crashes and an improvement in responsible driving	Road Safety Officer	During the quarter the following road safety programs were implemented: <ul style="list-style-type: none"> - Free Cuppa for the Driver- driver fatigue campaign - Bike Week- NSW Bike Week event - Slow down around town- speed campaign - Bus Operator forum- bus safety on local school bus routes - Traffic Committee- local traffic committee road safety matters Crash statistics will be presented next quarter as they are only available biannually.	
4.02b	Promote road safety through design and appropriate regulation	2017/18 - 2020/21	Report on Traffic Committee meetings held and any major decisions/actions - goal is to ensure safety through good design and sensible regulation	Manager Engineering Technical Services	Leeton Area Traffic Committee (LATC) tabled a report about changes for School Zones from RMS and endorse council to commence work on the new school zone signage placement subject to resident feedback. One meeting of the Leeton Area Traffic Committee was held during the quarter. LATC recommendations approved by Council included: <ul style="list-style-type: none"> - Design of a disabled car park fronting Yanco Hall - Temporary road closures for Outback Band Spectacular and Vietnam Veterans - Audit of school zone at Currawang Avenue to improve safety - School zone Irrigation Way, St Francis College to Gralee School to improve driver awareness by staggering 40km/h signs. 	



4c Monitor and maintain Leeton Shire's Street Lighting and CCTV networks

	Delivery Program and Operational Plan Actions	Timeframe	Performance Measures	Responsibility Of:	Update as at 30 September 2017 - Quarter 1	Status
4.01c	Maintain and monitor Leeton Shire Council's CCTV network	2017/18 - 2020/21	Report on any changes/ additions to CCTV network (including Mountford Park and Rotary Park) – goal is to attain comprehensive coverage of CCTV network in busy public spaces	Manager Information Technology	The additions to Council's existing CCTV infrastructure in Mountford Park and Rotary Skate park were completed in July 2017. This included the upgrade of the communications network, six cameras in Mountford Park and two cameras in Rotary Skate Park. The installations look attractive and blend in well with the surrounds.	
			Report on number of occasions Police access Council's CCTV footage to investigate crime - goal is to reduce crime in public places	Manager Information Technology	The Police requested various CCTV footage and still images from the CCTV Network on five (5) occasions during this quarter, including from the new Mountford Park Cameras. Police requested CCTV footage on four (4) occasions in the previous quarter.	
4.02c	Maintain and monitor Leeton Shire's Street Lighting network	2017/18 - 2020/21	Report on any changes / additions to Leeton Shire's Street Lighting network - goal is to provide safe pedestrian and traffic movements through good lighting that is cost effective.	Manager Roads and Drainage	During the quarter 729 light heads were replaced with equivalent LED luminaires. With the replacement of these light heads the overall power wattage of the replaced street lights has reduced from 42281 watts to 17643 watts, a saving of almost 60%.	

4d Reduce Leeton Shire's risk from natural disasters

	Delivery Program and Operational Plan Actions	Timeframe	Performance Measures	Responsibility Of:	Update as at 30 September 2017 - Quarter 1	Status
4.01d	Implement Leeton Shire Council's Flood Mitigation Measure identified in Leeton Shire Flood Study	2017/18 - 2020/21	Report on activity and progress – goal is to reduce the risk to people and property in Leeton Shire	Manager Engineering Technical Services	Contractor continued to work on Stages 2 and 3 of the Flood Study which includes mitigation and risk analysis.	
4.02d	Participate in Local Emergency Management Committee (LEMC)	2017/18 - 2020/21	Report on meetings held and any major decisions/actions – goal is to ensure Leeton is prepared for managing emergency situations appropriately	Manager Roads and Drainage	Nil mobilisations for incidents, Nil meetings held this quarter.	



4e Provide animal control services across Leeton Shire

	Delivery Program and Operational Plan Actions	Timeframe	Performance Measures	Responsibility Of:	Update as at 30 September 2017 - Quarter 1	Status
4.01e	Provide a response to call outs for wandering/ loose animals and dog attacks in accordance with Leeton Shire Council's "Companion Animals Policy"	2017/18 - 2020/21	Report on number of animals impounded, surrendered and rehomed – goal is to have as many impounded animals as possible rehomed while ensuring that the community remains safe.	Senior Ranger	<p>July to September quarter:</p> <p>Dogs Impounded this quarter 77 (previous quarter 75) Returned to owner or rehomed this quarter 65 (previous quarter 62) Euthanised this quarter 4 (previous quarter 11) Found deceased this quarter 1 (previous quarter 2)</p> <p>Cats Impounded this quarter 76 (previous quarter 65) Returned to owner/rehomed this quarter 3 (previous quarter 2) Euthanised this quarter 73 (previous quarter 63)</p>	
4.02e	Promote and foster responsible pet ownership	2017/18 - 2020/21	Report on education/ microchipping programs undertaken – goal is for 100% of dogs and cats in the Shire to be micro-chipped	Senior Ranger	A free Microchip day was held 5 August 2017 at Parkview tennis courts clubhouse which resulted in 63 animals chipped on the day and a total of 106 animals were microchipped this period.	

4f Ensure public health is maintained across Leeton Shire



	Delivery Program and Operational Plan Actions	Timeframe	Performance Measures	Responsibility Of:	Update as at 30 September 2017 - Quarter 1	Status
4.01f	Undertake Food Inspection Programs	2017/18 - 2020/21	Report on education activity, number of inspections undertaken and significant findings – goal is to ensure patrons can confidently consume food prepared by local businesses	Building, Planning and Health Officer	No inspections were carried out in this quarter. Food shop inspections are carried out twice yearly in December and June.	●
4.02f	Undertake Skin Penetration Establishment Inspection Programs	2017/18 - 2020/21	Report on education activity, number of inspections undertaken and significant findings – goal is to ensure that health risks to patrons using the service are minimised	Building, Planning and Health Officer	No inspections were carried out in this quarter. Skin penetration inspections are carried out once a year in December.	●
4.03f	Undertake On-Site Sewer Management Inspection Programs	2017/18 - 2020/21	Report on education activity, number of inspections undertaken and significant findings – goal is to minimise health risks to people and the environment	Building, Planning and Health Officer	During the quarter 2 new on-site sewer management systems were approved, inspected and deemed compliant. Council does not have a current OSSM Plan.	●
4.04f	Undertake Backyard Swimming Pool Inspection Programs	2017/18 - 2020/21	Report on education activity, number of inspections undertaken and significant findings – goal is to prevent children from drowning	Building, Planning and Health Officer	3 swimming pool inspections have been carried out during the quarter. Results from Council's swimming pool program are collected over the calendar year and the majority of inspections are carried out in the summer months. Inspections will be scheduled for the next quarter to ensure the required 50 inspections per calendar year are completed.	●
4.05f	Undertake Mosquito Monitoring Programs	2017/18 - 2020/21	Report on findings and remedial actions undertaken – goal is to reduce risk of mosquito borne diseases in Leeton Shire	Building, Planning and Health Officer	Mosquito monitoring was not carried out during this quarter. Program will commence from the start of November.	●

4g Ensure pedestrians and cyclists can get around safely



	Delivery Program and Operational Plan Actions	Timeframe	Performance Measures	Responsibility Of:	Update as at 30 September 2017 - Quarter 1	Status
4.01g	Implement the Active Transport (Walking and Cycling) program	2017/18 - 2020/21	Report progress against Active Transport Program Works for 2017/18 will be dependent upon approval of grant funding – goal is to improve accessibility and safety of walkways and cycleways	Manager Roads and Drainage	There is no active transport program this financial year. Grant funding will be sought for next financial year.	
4.02g	Maintain and improve Council's footpath and bicycle path network	2017/18 - 2020/21	Report on progress against Maintenance, Renewal and Capital Works programs Works for 2017/18 will be dependent upon approval of grant funding -goal is to improve health and safety by providing a quality network that supports active leisure and keeps bicycles off busy roads	Manager Roads and Drainage	While no renewal or capital works were programmed for this quarter, a footpath was completed in Coolabah Street to address a disability matter and 3 high priority defect repairs were completed in Palm Avenue East, Kurrajong Avenue and Grevillia Street.	

05 A community that enjoys good housing


5a Support the community to access a range of quality housing options

	Delivery Program and Operational Plan Actions	Timeframe	Performance Measures	Responsibility Of:	Update as at 30 September 2017 - Quarter 1	Status
5.01a	Monitor provision of affordable housing service, Eventide Homes, Yanco (delivered by Argyle Homes)	2017/18 - 2020/21	Report on services offered, client numbers and client satisfaction – goal is to provide supported, affordable housing for people who are elderly or disabled and can live independently.	Community Development Coordinator	There are currently 22 properties being managed by Eventide Homes within Leeton Shire. The Community Development Team is currently developing relationships with Argyle Housing to ensure quarterly data can be collected efficiently in order to monitor vacancy trends into the future.	
5.02a	Monitor provisions of Social Housing and advocate for improvements where required	2017/18 - 2020/21	Report on activity and progress – goal is to ensure quality social housing services in Leeton Shire, and specifically in Wattle Hill	Community Development Coordinator	No direct activity during the quarter but plans are afoot to understand what social housing services exist in Leeton next quarter, with a focus also on Wattle Hill.	

5b Expand the range of residential opportunities across the Shire

	Delivery Program and Operational Plan Actions	Timeframe	Performance Measures	Responsibility Of:	Update as at 30 September 2017 - Quarter 1	Status
5.01b	Consider introduction of mixed zone (commercial and residential) in Leeton CBD	2017/18 - 2020/21	Report on progress – goal is to activate the CBD by opening up contemporary housing options using existing infrastructure for essential services	Manager Planning, Building and Health	Council resolved to amend the Leeton Environmental Plan 2014 to permit a greater range of appropriate residential accommodation within the central business core. Planning for this change is underway with the planning proposal scheduled to be submitted to the NSW Dept. of Planning in March 2018.	
5.02b	Facilitate new residential development across Leeton, Shire (Whitton, Yanco and Leeton), including housing for retirees	2017/18 - 2020/21	Report on advocacy and progress – goal is to increase access to affordable housing to attract and retain workforce in Leeton Shire	Economic Development Coordinator	Subdivision options for Whitton, with draft designs have been prepared and discussed with Whitton Town Improvement Committee. They will be presented to Council next quarter. Discussions have also commenced about a need for a retirement development in Leeton Shire.	




5c Ensure housing standards promote healthy living and a healthy environment





	Delivery Program and Operational Plan Actions	Timeframe	Performance Measures	Responsibility Of:	Update as at 30 September 2017 - Quarter 1	Status
5.01c	Promote residential dwellings that are energy and water efficient	2017/18 - 2020/21	Report on activity and progress – goal is to live environmentally responsible lives while maintaining good health	Manager Planning, Building and Health	Council continues to maintain the application of relevant environmental standards to developments occurring within Leeton Shire, such as adherence to minimum energy efficiency standards under the Australian Building Code and requiring appropriate landscaping works.	





2-AN ACTIVE AND ENRICHED COMMUNITY

06 A community that participates in sports and active leisure

6a Offer access to a range of quality sporting facilities


	Delivery Program and Operational Plan Actions	Timeframe	Performance Measures	Responsibility Of:	Update as at 30 September 2017 - Quarter 1	Status
6.01a	Provide and support sporting ovals in Leeton and Yanco	2017/18 - 2020/21	Report on the progress against Maintenance, Renewal and Capital Works programs including renewal of Yanco Sportsground change rooms – goal is to have facilities that are fit for purpose	Manager Open Space and Recreation	Meeting was held with Yanco Wamoon Football Club representatives to discuss plans for the renewal project. Project scope has been agreed to and planning for works has commenced.	
			Report on sporting code activity on sports fields and registration numbers for the season – goal is to optimise multi use of the facilities	Manager Open Space and Recreation	Sporting codes using the Leeton Ovals Complex during the first quarter include: Leeton Greenies Rugby League Leeton Phantoms Rugby Union - Seniors & Juniors Leeton United Soccer- Seniors & Juniors Group 20 Junior Rugby League Registration numbers will be available later in the year. Major events have included: Two Group 20 semi finals Southern Inland Rugby Union Grand Final Group 20 Junior Rugby League Grand Finals	
			Report on staff support and lobbying for fundraising efforts to achieve facility improvement at the Leeton Showground – goal is to see the sports facilities at the Showground brought up to a reasonable standard	Manager Open Space and Recreation	The Mayor and Manager Open Space & Recreation met with the Showground Trust to discuss the proposal for a new grandstand and updated amenities. Further meetings to be arranged following the initial project design being completed.	

	Delivery Program and Operational Plan Actions	Timeframe	Performance Measures	Responsibility Of:	Update as at 30 September 2017 - Quarter 1	Status
6.02a	Provide public swimming pools in Leeton and Whitton	2017/18 - 2020/21	Report on progress against Maintenance and Renewal programs Leeton and Whitton – goal is to offer swimming facilities that are healthy and fit for purpose	Manager Open Space and Recreation	Leeton Pool opened Monday September 25. Significant tile repairs were required prior to the pool opening which were completed from existing maintenance budgets. Comprehensive WHS inspection undertaken prior to opening. No major issues identified. Daily facility inspections have been undertaken and recorded. No NSW Health inspections to date. Whitton Pool scheduled to open in early November.	
			Report on activity at Pools and participation numbers – goal is to see use of the facility optimised	Manager Open Space and Recreation	New turnstiles have been installed at Leeton to provide entry figures. Pool attendance figures are kept at the Whitton pool. Club registrations and learn to swim registration numbers will be provided at the end of the season.	
			Redevelop Leeton swimming pool (subject to funding) – goal is to offer a regional swimming centre fit for hosting regional competitions	Manager Open Space and Recreation	Works EOI phase completed for the Head Building Contractor for the pool upgrade construction. Funding EOI for the Leeton Pool and wider sporting precinct project has been submitted under the NSW Regional Sports Infrastructure Program	
6.03a	Develop a Swimming Pool Asset Management Plan	2018/19	Report on activity and progress – goal is to manage Council assets professionally using methods that inform long term financial planning	Manager Open Space and Recreation	To be completed following Pool Upgrade	

	Delivery Program and Operational Plan Actions	Timeframe	Performance Measures	Responsibility Of:	Update as at 30 September 2017 - Quarter 1	Status
6.04a	Provide a golf course in Leeton	2017/18 - 2020/21	Report on activity at the Leeton Golf Course and participation numbers - goal is to operate a successful golf course with increasing membership	Manager Open Space and Recreation	No Major events held this quarter at the Leeton Golf Course. Rounds of golf played for the first quarter at the Leeton Golf Course: Competition Rounds – 1551 Social Rounds – 1105 Total Rounds – 2656 Membership for the quarter stands at: Full 147 18-29 yrs 14 Sports 36 Junior 26	
			Report on Leeton Golf Course Business Plan implementation -goal is to achieve long term sustainability with reduced Council financial support	Manager Open Space and Recreation	Activities relating to the Leeton Golf Course Business Plan include: - Fundraising via the Beer & BBQ days recently implemented - Promotional advertising via radio & social media - Irrigation design being quoted for grant funding opportunities that arise - Apprentice Golf Professional being recruited to start in January to help improve the Pro-shop and Golf Professional Services	
			Report on progress against Maintenance, Renewal and Capital Works programs including installation of new irrigation system (subject to funding) -goal is to offer facilities that are fit for purpose	Manager Open Space and Recreation	Scheduled routine maintenance of the golf course completed as per works programs. No major issues identified. Full design quotation was called for irrigation system to enable future funding applications to be sought.	
6.05a	Provide an Indoor Stadium and Tennis Facility in Leeton	2017/18 - 2020/21	Report on activity at the Stadium and Tennis Facility and participation numbers goal is to operate a successful facility that is well utilised	Manager Open Space and Recreation	There were 3103 participants at the indoor stadium during the first quarter across a range of different sports including school groups, basketball, netball and volleyball competitions and training.	




	Delivery Program and Operational Plan Actions	Timeframe	Performance Measures	Responsibility Of:	Update as at 30 September 2017 - Quarter 1	Status
			Report on progress against Maintenance, Renewal and Capital Works programs – goal is to offer facilities that are fit for purpose	Manager Open Space and Recreation	Daily inspections of the Indoor Stadium and Tennis Courts are undertaken and recorded prior to use in accordance with the Parks, Playgrounds & Recreational Facilities Maintenance Management Policy. No issues or defects were identified.	
6.06a	Provide Hydration Stations in key areas of activity		Report on progress against Maintenance, Renewal and Capital Works programs including new installations at Mountford Park, Leeton Ovals and Graham Park– goal is to offer safe drinking water to residents who are active or exercising	Manager Open Space and Recreation	Hydration Stations have arrived and locations have been determined. Installation will occur during the second quarter. Existing Hydration Station at Rotary Park is inspected regularly and is in good working order.	

6b Support local sport and recreation clubs to remain viable




	Delivery Program and Operational Plan Actions	Timeframe	Performance Measures	Responsibility Of:	Update as at 30 September 2017 - Quarter 1	Status
6.01b	Respond to local sports and recreation clubs seeking advice and assistance from council	2017/18 - 2020/21	Report on activity and progress - goal is to support clubs from varying sporting codes to be well governed and sustainable	Manager Open Space and Recreation	Assistance provided to YWRLFC with scoreboard grant application under the Community Building Partnership Grant Program. Completed grant application on behalf of Leeton Greenies & Leeton Phantoms football clubs for a new canteen at No.1 Oval under the Club Grants Program.	

07 A community that enjoys arts and culture

7a Provide a local theatre for performing and cinematic arts and events




	Delivery Program and Operational Plan Actions	Timeframe	Performance Measures	Responsibility Of:	Update as at 30 September 2017 - Quarter 1	Status
7.01a	Refurbish the Roxy Theatre both internally and externally	2017/18 - 2020/21	Report on the progress of refurbishment planning and fund raising – goal is to provide an effective multi-purpose cultural space that honours and celebrates the Art Deco heritage of the Roxy	Manager Library, Culture and Community	Received \$169,843.00 through the Office of Liquor and Gaming Arts and Culture Infrastructure Fund. Grant monies will allow painting of the front façade, the entry hall, supper room and museum/office space, fire retardant curtains compliant with regulations, hearing augmentation, thermal smoke detectors and an upgrade to lighting. An EOI was submitted to the Regional Cultural Fund for \$1,900,000 in September 2017.	
7.02a	Run an entertaining program of events that optimises the use of the Roxy Theatre	2017/18 - 2020/21	Report on activity and attendance figures for Film, Events, Shows and Private Functions and financial performance – goal is to ensure that the Roxy is well utilised and well patronised through the provision of an exciting range of theatre, shows, events and movies	Events and Performing Arts Coordinator	1,583 people attended movies at the Roxy during the quarter. 179 people attended school holiday movies during the quarter. 5 Live performances were held at the Roxy (Including Eisteddford). 5,339 people attended the live performances. 231 people attended the 4 Bus and School tours that were held.	
7.03a	Develop a Roxy Theatre Asset Management Plan, commencing with a Roxy Theatre Conservation Management Plan	2018/19	Report on activity and progress –goal is to manage Council assets professionally using methods that inform long term financial planning	Manager Library, Culture and Community	Preliminary work has commenced on the Roxy Theatre Conservation Management Plan. This should be finished by the end of the next quarter. Asset Management Plan is not due to start until 2018.	



7b Enhance artistic and cultural activity across Leeton Shire


	Delivery Program and Operational Plan Actions	Timeframe	Performance Measures	Responsibility Of:	Update as at 30 September 2017 - Quarter 1	Status
7.01b	Collaborate with Western Riverina Regional Arts Board to deliver events and programs in Leeton Shire	2017/18 - 2020/21	Report on investment, Board meetings held and activities undertaken – goal is to support appreciation for and participation in the arts in Leeton Shire	Manager Library, Culture and Community	No board meeting was held this quarter. The Manager Library, Culture and Community formed part of the local assessment panel for applications to the Country Arts Support Program (CASP) funding. The Executive Officer worked with Leeton Shire Council in dissemination and assessment of EOIs for the Lyrics, Landscapes and Lintels project. Western Riverina Arts supported and promoted Leeton arts and cultural initiatives including, Book Week performance at the Roxy, Camilla Blunden live one -person performance at the Roxy and events throughout the Festival of Audacious Ideas.	
7.02b	Investigate opportunities for local public and street art	2017/18 - 2020/21	Report on activity and progress – goal is to bring art in to the public domain to add interest, tell stories and generate community conversation	Manager Library, Culture and Community	Work continued with the Lyrics, Landscapes and Lintels project. 7 expressions of interest were received. At the closure of the EOI period liaison commenced with the Leeton Central Business District Enhancement Committee and representatives from Whitton and Yanco. Final selection will be made next quarter. A student from Leeton High School participating in the Youth Frontiers program contacted Council regarding the installation of a public art/graffiti piece. this letter will be further investigated next quarter.	
7.03b	Support the annual Penny Paniz Memorial Art Competition	2017/18 - 2020/21	Report on investment, meetings held and activities undertaken – goal is to support visual arts and add to Council's art collection	Manager Library, Culture and Community	No action this quarter. Planning will commence next quarter for the Easter Acquisitive Art Competition	

08 A community that values its heritage

8a Support and showcase the history of our Shire

	Delivery Program and Operational Plan Actions	Timeframe	Performance Measures	Responsibility Of:	Update as at 30 September 2017 - Quarter 1	Status
8.01a	Support Leeton Family and Local History Society	2017/18 - 2020/21	Report on activity and progress within available resourcing – goal is to conserve and make accessible Leeton Shire's history	Manager Library, Culture and Community	Discussion held with the Leeton Local and Family History Society (L&FHS) with regards development of an MOU and assessment of collection policies in the heritage space. Leeton Shire Library has received a request from the L&FHS to accommodate some of their resources. Items such as chairs, banners and tables can be held in the library basement. Assessment on capacity to house documentary heritage is requested. Council currently provides the L&FHS with a room within the library complex. The society and the Library have jointly purchased a new microfilm reader which is situated in the Library History Room.	
8.02a	Maintain and enhance "Heritage Trails" for the Leeton Shire	2017/18 - 2020/21	Report on activity and progress including Lyrics, Landscapes and Lintels project– goal is to package key stories into interesting attractions for both visitors and locals	Communications and Marketing Coordinator	The public art works submitted for the Lyrics, Landscapes & Lintels project commenced assessment during the quarter. Conversations regarding creating a self guided trail will be held at an appropriate time in the future.	
8.03a	Support Whitton and Yanco Museums	2017/18 - 2020/21	Report on activity and progress within available resourcing – goal is to support local committees to manage their collections, tell their stories and grow visitation	Manager Library, Culture and Community	Work has centered on the Whitton Museum to date as a Section 355 committee of Council. Committee meetings were attended on 17/7 and the 21/8 and a further meeting with the secretary to discuss grant possibilities for a new toilet. The Manager Library, Culture and Community is working with the committee to improve procedures to ensure compliance and develop policies for smooth and efficient operation of the museum.	




	Delivery Program and Operational Plan Actions	Timeframe	Performance Measures	Responsibility Of:	Update as at 30 September 2017 - Quarter 1	Status
8.04a	Ensure the safe and efficient archiving of local historic artefacts	2017/18 - 2020/21	Report on activity and progress – goal is to ensure collections in Council’s control or under Council’s influence are appropriately managed whether in storage or on display	Manager Library, Culture and Community	The Library has continued to work on cataloguing and storing heritage artefacts in the Local History Collection. Agreement has been reached between State Water and Leeton Shire Council regarding transfer of custodianship and relocation of State Heritage listed artefacts relating to the development of the MIA. This collection is now housed at the Visitor Information Centre. It requires comprehensive cataloguing and some archival conservation work to be undertaken which will occur in future quarters.	
8.05a	Offer an annual Heritage Grants program	2017/18 - 2020/21	Report on applications received and grants awarded (purpose and amount) – goal is to conserve key heritage buildings in the Shire, most especially the Leeton art deco streetscape	Manager Planning, Building and Health	Council allocates \$19,500 (through grants and contributions) under a local Heritage Places Grant to assist the owner of local heritage buildings with renovations and enhancement project. These funds are allocated once a year. During the period (August to September) applications were called and five applications were received. The applications will be reviewed and submitted to Council for approval in the 2nd quarter. Council also allocates \$21,000 (through grants and contributions) per year for a Heritage Advisory service. Activity for the quarter included Council’s Heritage advisor undertook the following inspections; 20 July 2017 met with owner of Sports Power to discuss proposed works 17 August 2017 met with the Heritage committee. 21 September 2017 met with co-ordinator of Lyrics, Landscapes and Lintels and also met with a property owner in Whitton.	






	Delivery Program and Operational Plan Actions	Timeframe	Performance Measures	Responsibility Of:	Update as at 30 September 2017 - Quarter 1	Status
8.06a	Operate Henry Lawson Cottage and develop a Henry Lawson Cottage Asset Management Pla		Report on rental use, income and special events. Progress a review of the governance, management and operation of the cottage - goal is the conserve the cottage and tell the story of Henry Lawson's time in Leeton while generating rental income.	Rates and Property Officer	<p>2 Medical Students occupied the premises for the quarter:</p> <ul style="list-style-type: none"> - Lease Rentals Income \$1802.87 - Electricity and Gas \$502.88 - Rates and Charges \$2192.43 - Water Consumption \$70.38 - Maintenance \$314.53 - Year to Date Surplus/(Deficit) (\$1277.35) <p>Maintenance requests over the quarter included:</p> <ul style="list-style-type: none"> * Light fitting in lounge to be reattached, * Back security door not closing, * Tastic in Bathroom requires fixing, * No handle on sliding door from kitchen into lounge. * Needs a door stopper to stop door from sliding into light switch on the door frame. * Gas heater and air conditioner serviced but not working. * Gutters need clearing from debris <p>An Asset Management Plan will be developed in 2018.</p>	

3- A HEALTHY NATURAL ENVIRONMENT




09 A community that respects the natural environment

9a Provide waste management services





	Delivery Program and Operational Plan Actions	Timeframe	Performance Measures	Responsibility Of:	Update as at 30 September 2017 - Quarter 1	Status
9.01a	Operate Resource Recovery Facility (includes Landfill) and Transfer Stations	2017/18 - 2020/21	Report on tonnes of waste disposed in landfill – goal is to extend the life of the landfill	Waste Management and Environmental Projects Coordinator	2981 tonnes of waste disposed to landfill during period	
			Report on tonnes diverted from landfill per waste category – goal is to optimise diversion from landfill at the Resource Recovery Facility	Waste Management and Environmental Projects Coordinator	Waste recycled and recovered out of facility in period includes: Scrap metal 496.87 t Paper/cardboard 0.7 t Concrete/bricks 8.04 t VENM 81.34 t (virgin excavated natural material) Reuse Shop 2.5 t Waste stockpiled for later recovery in period includes: Garden waste 483.52 t Bricks/concrete 200t Scrap metal 123.72 tonnes In total 1396.69 tonnes diverted from landfill.	
			Report on compliance with EPA (Environmental Protection Agency) licence for Landfill operations – goal is to operate an environmentally compliant landfill	Waste Management and Environmental Projects Coordinator	No known non-compliance. Note a piezometer required to be monitored was damaged by recent capping. Accordingly a request for variation to licence has been drafted.	



	Delivery Program and Operational Plan Actions	Timeframe	Performance Measures	Responsibility Of:	Update as at 30 September 2017 - Quarter 1	Status
			Report progress against Maintenance, Renewal and Capital Works program including completion of the next required waste cell at the landfill and new transfer station for Whitton (subject to funding) – goal is to ensure facilities are fit for purpose	Waste Management and Environmental Projects Coordinator	Approximately 30% of waste earthworks completed to construct the new cell. On track in accordance with this year's CAPEX program. A funding source has yet to be identified for the Whitton Transfer Station.	
			Develop an Asset Management Plan for the Resource Recovery Facility / Landfill – goal is to ensure the facility is managed professionally and appropriately informs the Long Term Financial Plan.	Waste Management and Environmental Projects Coordinator	Due to commence in 2018.	
9.02a	Offer kerbside collection service including recycling (under contract)	2017/18 - 2020/21	Report on education and promotion activities undertaken – goal is to increase participation in kerbside recycling	Waste Management and Environmental Projects Coordinator	No report available from contractor - will be followed up in the next quarter.	
			Report on number of bins collected and tonnage collected per category – goal is to effectively divert waste from landfill	Waste Management and Environmental Projects Coordinator	Commingled recycling recovered for the period through kerbside collection is 167.63 tonnes as reported by JR Richards. Residual waste collected and transported in the period is estimated at 553.93 tonnes (Note Tipsite waste categories were changed during the period so this is estimated from different waste categorisations. Next period the figure will be more accurately recorded). Number of contract bin pickups at the end of the quarter was 4623 red bins and 4061 yellow bins	
9.03a	Prepare a Waste Management Strategy for Leeton Shire	2018/19	Report on activity and progress – goal is to set a clear vision / direction that will drive future delivery programs	Manager Water and Waste	This will commence in the new year.	

9b Minimise the economic, environmental and social impact of weeds across Leeton Shire


	Delivery Program and Operational Plan Actions	Timeframe	Performance Measures	Responsibility Of:	Update as at 30 September 2017 - Quarter 1	Status
9.01b	Identify and manage high risk weeds in accordance with Leeton Shire Council's "Weed Action Plan"	2017/18 - 2020/21	Report on progress including percentage of Weeds Action Plan (WAP) delivered – goal is to prevent incursions of weeds into Leeton Shire	Senior Ranger	67 targeted private property inspections carried out during the quarter. Spraying of noxious weeds carried out on MR80, Sturt Highway, Cudgel farms Roads, Innisvale Road, Mackellar Road. Engagement undertaken with landowners upon inspections by weeds officer. Engagement at Henty Field days Weeds officer represented Council. Weeds Officer attended Biennial Weeds conference. Weed articles in Council Notice board. New Bio Security Act Delegations in place for Weeds Officer and Senior ranger. Bio Security Act Training and accreditation completed by Weeds Officer and Senior Ranger. No new incursions located. Approx. 50% of annual requirements under WAP met during the quarter. ☒	
9.02b	Minimise nuisance weeds on Council land and roads	2017/18 - 2020/21	Report on incursions and management activity undertaken for non-urban roads – goal is to manage weeds to improve road safety, improve aesthetics and reduce weed infestations	Manager Roads and Drainage	Slashing works have been undertaken in conjunction with weeds sprayer operator. Slashing has been completed from general complaints and also roads inspections. Nuisance Weeds – 33.4 Hectares of slashing over the quarter, this equates to 167km of roadside verges slashed.	
			Report on incursions and management activity undertaken for urban areas – goal is to manage weeds to improve road safety, improve aesthetics and reduce weed infestations	Manager Open Space and Recreation	The nuisance weeds function was recently moved to the Open Space & Recreation Department from the Ranger Services Department. Service levels are currently being reviewed and priority areas determined which will include the CBD and other high risk areas. The full program will be implemented during the second quarter. Current programs have been completed with no major issues or complaints received. A dry winter has resulted in minimal nuisance weed incursions during the first quarter.	

9c Advance environmental sustainability by leading at the local level

	Delivery Program and Operational Plan Actions	Timeframe	Performance Measures	Responsibility Of:	Update as at 30 September 2017 - Quarter 1	Status
9.01c	Implement energy saving programs at Leeton Shire Council	2017/18 - 2020/21	Report on energy produced by Solar System at Fivebough Sewer Treatment Plant – goal is to reduce operational costs and Council's CO2 footprint	Manager Water and Waste	Power generation for this quarter July - 9766.65 kWh August - 12,455.75 kWh September - 13,618.86 kWh Total - 35,841.26 kWh In future quarters electricity cost savings relative to the previous year will be reported.	
			Report on any new activity and progress – goal is to reduce operational costs and Council's CO2 footprint	Manager Water and Waste	No new energy saving projects were progressed for the quarter.	
			Report on the establishment of a renewable energy reserve fund for Leeton Shire – goal is to have funds ready to apply to innovative ideas that are investigated and approved	Manager Finance	This reserve has not been established as yet. Report will be written to Council by the third quarter and the fund will be established by the 30th June 2018.	
9.02c	Promote energy saving programs community wide	2017/18 - 2020/21	Report on activity and progress – goal is to introduce and facilitate alternative energy options to Leeton Shire communities and business	Economic Development Coordinator	Council advertised a community event convened by OEH in Wagga.	


	Delivery Program and Operational Plan Actions	Timeframe	Performance Measures	Responsibility Of:	Update as at 30 September 2017 - Quarter 1	Status
9.03c	Support external agencies to maintain key natural assets including Fivebough Wetlands and Murrumbidgee River	2017/18 - 2020/21	Report on activity and progress - Fivebough Wetlands – goal is to collaborate with Crown Lands and Water to improve environmental outcomes at the wetlands (non budgeted). increase visitation to Fivebough Wetlands while ensuring a healthy natural environment and improved public facilities	Communications and Marketing Coordinator	Crown Lands and Water are investigating an upgrade of the Petersham Road carpark, an upgrade and landscaping of the information centre, establishing a native grass land vegetation area and nesting boxes in the woodlands. They have also progressed re-vegetation works of Fivebough (including 8km of direct seeding) and Tuckerbil (earthworks and the start of fencing), and commenced preliminary planning for signage and fliers. National Tree Day was convened by Crown Lands and Water on Sunday, 31 July 2017 to plant Tube-stock trees provided by Greening Australia. Council supported this event. Funding has been requested from NSW Treasury by Crown Lands and Water for sheltered seating and a wheelchair access viewing mound.	
Report on activity and progress - Murrumbidgee River (National Park) – goal is to collaborate with NSW National Parks to improve environmental outcomes for the river and increase visitation to the River while ensuring a healthy natural environment and improved public facilities			Communications and Marketing Coordinator	The NSW National Parks and Wildlife Service have provided the following update for the quarter: <ul style="list-style-type: none"> • 10 surveillance cameras installed in the Leeton local government area reserves primarily targeting illegal firewood collection but also capturing rubbish dumping, dogs in national parks, driving offences associated law enforcement etc. • All fire trails cleared of fallen timber and sprayed • All beaches brush cut/sprayed • All entrances and signs brush cut/sprayed • Fencing repairs and clearing of fence lines in preparation for fencing replacements • Road repairs following last year's heavy rain/floods in Cuba precinct (\$31,130) 		

9d Promote Town Water conservation


	Delivery Program and Operational Plan Actions	Timeframe	Performance Measures	Responsibility Of:	Update as at 30 September 2017 - Quarter 1	Status
9.01d	Promote water saving measures across Leeton Shire	2017/18 - 2020/21	Report on activity and progress including water use trends – goal is to ensure treated town supply is not wasted	Manager Water and Waste	<p>Water is billed 3 times a year so the figures below are per billing period not quarterly.</p> <p>Last year's Billing Period (4 Months) Average Usage per household - 95.7kL</p> <p>State-wide Billing Period (4 Months) Average Usage per household - 62kL</p> <p>Current Billing Period (4 Months) Average Usage per household - 102kL</p> <p>Leeton's water usage is generally high when compared to the rest of NSW. The increase in this billing period compared to last year may be due to a relatively dry winter/spring. The Integrated Water Cycle Management Plan will provide an opportunity for further analysis so that water saving strategies can be appropriately targeted.</p>	

10 A community that enjoys our natural environment

10a Provide recreational facilities along the Murrumbidgee River

	Delivery Program and Operational Plan Actions	Timeframe	Performance Measures	Responsibility Of:	Update as at 30 September 2017 - Quarter 1	Status
10.01a	Monitor the provision of Camping and Recreational Facilities at Gogeldrie Weir (delivered under lease)	2017/18 - 2020/21	Report on use of Gogeldrie Weir Caravan Park – goal is to promote public enjoyment of the Murrumbidgee River	Communications and Marketing Coordinator	During the quarter Gogeldrie Weir Caravan Park had 482 day visitors, 860 campers/caravanners and 1136 people stay in their cabins. During the same quarter last year Gogeldrie Weir Caravan Park had 256 day visitors, 103 campers/caravanners and 243 people stay in their cabins. This represents a strong increase in 2017 however this is largely due to Gogeldrie Weir Park being closed for approximately 2 months in 2016 from flooding.	


10b Attract more people to enjoy key natural areas such as Fivebough Wetlands and Murrumbidgee River


	Delivery Program and Operational Plan Actions	Timeframe	Performance Measures	Responsibility Of:	Update as at 30 September 2017 - Quarter 1	Status
10.01b	Promote nature-based recreational/ tourism opportunities	2017/18 - 2020/21	Report on activity and progress including participation rates where available – goals are to collaborate with Crown Lands and Water to increase visitation to Fivebough Wetlands and improve public facilities and to collaborate with NSW National Parks to increase visitation to the River and improve public facilities	Communications and Marketing Coordinator	<p>Due to ongoing vandalism of the traffic counters the NSW National Parks and Wildlife Service (overseeing body of Murrumbidgee Valley National Parks) was unable to report on visitation numbers. No figures were collected in the same quarter last year as the counters weren't installed.</p> <p>Crown Lands and Water installed traffic counters at Fivebough Wetlands in May this year (no comparative data exists for previous year). During this reporting period the traffic counter installed on the footbridge in the Petersham Road carpark (Site A) recorded 1934 visitors and the counter at Red Necked Avocet Shelter (Site B) recorded 1734 visitors. (Note that Site A will most likely produce a two directional count, recording visitors entry and exit from Petersham Road Carpark in single file and Site B will most likely produce a one directional count, recording visitors walking past once on the loop track, who may be walking two abreast).</p> <p>Council submitted a funding application to the Murrumbidgee Field Naturalists for the production of a Fivebough Wetlands promotional video. A decision is expected to be made by December this year.</p>	



4-A THRIVING ECONOMY WITH GOOD JOBS

11 A community that thrives on irrigated agriculture

11a Ensure continued access to irrigation supply for our agricultural industries



	Delivery Program and Operational Plan Actions	Timeframe	Performance Measures	Responsibility Of:	Update as at 30 September 2017 - Quarter 1	Status
11.01a	Participate in Murray Darling Association (Region 9 + MDA Board)	2017/18 - 2020/21	Report on meetings held and any major decisions/actions – goal is to be informed about Basin issues and opportunities and to advocate as required	General Manager	Board Meetings attended by the Mayor who is chair of MDA Region 9, were held in August and September. Key topics covered included the Four Corners Report alleging non-compliance and corruption by some irrigators (MDA called for an independent enquiry); the National Carp Control Plan (MDA is involved in the stakeholder engagement strategy); Victorian Parliament Inquiry into Environmental Watering (MDA made a submission, inter alia calling for greater consultation with local government); representation by MDA on Commonwealth Ministerial Council and MDBA Basin Official Committee (MDA seeking representation in an advisory capacity); Northern Basin Review (in principle support but request for further information before raising a resolution); and request to use MDA water holdings to support a wetlands project (more information sought by MDA).	




	Delivery Program and Operational Plan Actions	Timeframe	Performance Measures	Responsibility Of:	Update as at 30 September 2017 - Quarter 1	Status
11.02a	Participate in EWAG (Environmental Water Advisory Group)	2017/18 - 2020/21	Report on meetings held and any major decisions/actions – goal is to observe the outcomes of environmental watering and to ensure it complements and does not compromise agricultural productivity	General Manager	The Mayor attends meetings of the Murrumbidgee Environmental Water Advisory Group. The group advises OEH (Office of Environment and Heritage) on managing environmental water to maximise ecological benefit, while identifying risks and mitigating adverse impacts. The next meeting is in October in Balranald. Current topics include development of a Long Term (Environmental) Water Plan - target date for public exhibition mid 2018; understanding implications of MDBA Constraints Management Strategy on Long Term Water Plan, landholders and environmental deliverables; Long Term Intervention Monitoring Updates with emphasis on ecological outcomes for frogs in the Murrumbidgee; public communication / engagement / education; updates from key agencies (Commonwealth Environmental Water Office and WaterNSW); Environmental Watering Events (including contextualising and mitigating blackwater events). Going forwards a summary will be provided of key points from each meeting.	

	Delivery Program and Operational Plan Actions	Timeframe	Performance Measures	Responsibility Of:	Update as at 30 September 2017 - Quarter 1	Status
11.03a	Host the MDBA Regional Engagement Officer	2017/18 - 2020/21	Report on activity and progress – goal is to optimise communication between Council and the MDBA	MDBA REO	<p>Key topics for the quarter included Basin Plan evaluation updates and the Sustainable Diversion Limit Adjustment Mechanism (SDLAM) projects from the States which were assessed by the MDBA and put out for public comment. All stakeholders were invited to participate in webinars and provide submissions. A round table and community meeting was also convened in Griffith which was attended by around 25 stakeholders.</p> <p>The REO project was evaluated during the quarter and the MDBA resolved to continue the pilot for a further 6 months.</p> <p>Various engagement meetings were held during the quarter with several key agencies on a variety of topics - Murrumbidgee Irrigation, Murrumbidgee Private Irrigators, Griffith Branch NSW Farmers, RDA Riverina, Murrumbidgee Landcare, Ricegrowers Association, Griffith Avanti Rotary, Griffith City Council and Leeton Shire Council. The Mayors and GMs of both Councils met with the MDBA REO and CEO to discuss SDLAM projects and progress with the evaluation of the Basin Plan which is due for completion in December.</p> <p>The REO initiative continues to be well received in the MIA.</p>	
11.04a	Collaborate with Murrumbidgee Irrigation to strengthen irrigated agriculture in the MIA	2017/18 - 2020/21	Report on meetings held and any major decisions/actions – goal is to collaborate effectively with Murrumbidgee Irrigation Ltd for the benefit of farmers, industry and local residents	Director Environment and Engineering	<p>No strategic meetings held this quarter however ongoing engagement at operational level continued to discuss progress with the MI canal upgrade, weed management and clean-up protocols.</p> <p>The canal was reopened in August and regular town supply returned. A joint WHS assessment was completed - nil follow actions required by Council. Plans to pipe supply in Yanco have been announced and the implications for Council will be considered in the next quarter.</p>	


12 A community that is strong in business and employment

12a Seek, promote and facilitate business opportunities

	Delivery Program and Operational Plan Actions	Timeframe	Performance Measures	Responsibility Of:	Update as at 30 September 2017 - Quarter 1	Status
12.01a	Support and facilitate the retention and expansion of local business and industry in Leeton Shire	2017/18 - 2020/21	Report on activity and outcomes in relation to specific interventions with existing businesses – goal is to support growth and sustainability in existing businesses	Economic Development Coordinator	<p>Findings of the Business, Retention and Expansion Survey were analysed. In summary, survey respondents came from a range of industries; retail (29%); healthcare and social assistance (18%); and accommodation and food services (12%).</p> <p>Over half the respondents have been in operation for over 10 years and over a third are planning to expand/diversify their business within the next two years. 53% of businesses had an increase in employment numbers over the previous year and 49% saw an improvement in profitability (14% of this group indicated a significant improvement).</p> <p>Key challenges are attracting and retaining personnel, increased operator's costs, water security, housing affordability and upkeep of vacant retail premises. Internet access is also still a problem for 27% of respondents.</p> <p>Training has been identified as a tool that would help existing businesses within the shire particularly in the areas of digital marketing, e-commerce, research and development and diversification.</p> <p>The survey results are being used to inform the development of a draft business/workforce prospectus.</p>	
			Report on engagement with the Leeton Chamber of Commerce and Industry-activity and progress – goal is to support the development of a strong Business Chamber	Economic Development Coordinator	<p>Leeton Shire Council continues to be a financial member of the Leeton Business Chamber.</p> <p>A successful business networking event was held by the Chamber in Leeton in September. The Mayor and Deputy Mayor continue to attend the chamber executive committee meetings. An AGM is planned for next quarter.</p>	





	Delivery Program and Operational Plan Actions	Timeframe	Performance Measures	Responsibility Of:	Update as at 30 September 2017 - Quarter 1	Status
			Report on engagement with the Yanco Agricultural Institute (YAI) – goal is to advocate for the facility to be fully maintained and used optimally	Economic Development Coordinator	Underutilised facilities at Yanco Ag Institute are now being used for police training. An update from key institute staff will be arranged for early 2018 to discuss their progress and future plans.	
12.02a	Support and facilitate the attraction of new business, industry or government services to Leeton Shire	2017/18 - 2020/21	Finalise Business Prospectus and report on promotional activity and progress – goal is to support growth in new business in Leeton Shire	Economic Development Coordinator	Draft prospectus under development. Due for completion at end of 2017. There were no new enquiries from prospective businesses in the quarter, nor any follow up enquiries from previous quarters.	
12.03a	Promote the Shire's potential as a film venue		Report on development of filming policy and related promotional activity – goal is to explore opportunities for the filmmaking industry in Leeton	Economic Development Coordinator	Due to workload this activity will only commence in 2019/20.	


12b Grow a skilled workforce for Leeton Shire's future

	Delivery Program and Operational Plan Actions	Timeframe	Performance Measures	Responsibility Of:	Update as at 30 September 2017 - Quarter 1	Status
12.01b	Support local industry to identify and meet their current and future workforce needs	2017/18 - 2020/21	Report on activity and progress, including "Grow Our Own" in collaboration with Deacon University and TAFE Riverina – goal is to nurture Leeton's talent so that workforce gaps can be met locally	Economic Development Coordinator	<p>'Grow our Own' was promoted at the Leeton Careers Expo and a council representative assisted with providing information to prospective students. The expo was a success, with 1400 people attending which included over 80 stakeholders and 30 schools. Over 100 students showed interest in learning more about 'Grow Our Own' and what it has to offer. Information kits promoted local workplace opportunities with several businesses including career opportunities at Leeton Shire Council.</p> <p>A presentation on the aims and benefits of the initiative was also delivered by the stakeholder engagement officer at an industry and education breakfast held in September. The breakfast reinforced the need for future industry tours as well as career and employment exchange.</p>	



13 A community that has great attractions and events



13a Encourage a range of exciting and interesting events for the residents and visitors of Leeton Shire



	Delivery Program and Operational Plan Actions	Timeframe	Performance Measures	Responsibility Of:	Update as at 30 September 2017 - Quarter 1	Status
13.01a	Support the hosting of exciting destination events across Leeton Shire	2017/18 - 2020/21	Report on Sunrice Festival planning and outcomes, including participation numbers – goal is to run an event that prompts Destination NSW promotion and that will draw visitors from outside the region	Events and Performing Arts Coordinator	3 committee meetings with an average attendance of 8 committee members have taken place from July – September. Decision was made to apply for Destination NSW flagship funding for the Sun-Rice Festival.	
			Report on Bidgee Classic Fishing Competition planning and outcomes, including participation numbers – goal is to run an event that prompts Destination NSW promotion and that will draw visitors from outside the region	Events and Performing Arts Coordinator	3 committee meetings with an average attendance of 6 committee members have taken place from July to September 2017. There are ongoing discussions as to whether the event should go from having on the water marshals to adopting a Photograph Catch & Release Competition. This would mean competitors would photograph their fish on a measuring mat as opposed to registering their catches with the marshals.	
			Report on ArtDeco Festival planning and outcomes, including participation numbers (intended launch 2019, subject to funding) – goal is to run an event that prompts Destination NSW promotion and that will draw visitors from outside the region	Events and Performing Arts Coordinator	First meeting is to be called in the 2nd quarter to determine committee membership and date for festival	
13.02a	Support the hosting of a range of exciting community events across Leeton Shire	2017/18 - 2020/21	Report on local events planned and held, and participation numbers – goal is to attract residents to a range of quality local events in Leeton, Whitton and Yanco that bring life and vitality.	Events and Performing Arts Coordinator	July: 5 events, August: 7 events, September: 11 Events (this is the total number of events that were registered with the Leeton Shire Events Team). There are currently procedures in place to capture participation numbers at events. However, with the implementation of the new Community Wi-Fi and "purple software" capturing data at community events. The Events team has commenced planning for Light Up Leeton and Australia Day 2018.	

	Delivery Program and Operational Plan Actions	Timeframe	Performance Measures	Responsibility Of:	Update as at 30 September 2017 - Quarter 1	Status
13.03a	Support the hosting of a range of exciting sporting events across Leeton Shire	2017/18 - 2020/21	Report on sporting events planned and held, and participation numbers – goal is to hold sporting events that will draw visitors from outside the region	Events and Performing Arts Coordinator	2 sporting events were registered with the Leeton Shire Council Events team over the three month period.	

13b Attract visitors to Leeton Shire region



	Delivery Program and Operational Plan Actions	Timeframe	Performance Measures	Responsibility Of:	Update as at 30 September 2017 - Quarter 1	Status
13.01b	Operate a Visitors Information Service	2017/18 - 2020/21	Report on number of visitors to the Leeton Visitor Information Centre and Leeton Shire (where stats are available) - the goal is to offer advice to visitors and to showcase local produce	Communications and Marketing Coordinator	<p>During this reporting period, Leeton Visitors Information Centre recorded 928 walk-in visitors. During the same period last year, Leeton VIC recorded 1137 walk-in visitors. This represent a slight decrease in visitation.</p> <p>During this quarter 52% of visitors to the VIC were looking for Maps/Directions, 32% for Brochures and 16% for Tastes of Leeton/Group Tour visits. The average length of stay for visitors was 2 nights.</p> <p>As a result of the Leeton and Narrandera Visitor Profile Survey completed in July this year a new statistical template to collect consistent visitor data to identify any key trends is being developed by the Leeton Tourism Network Group to be rolled out from next quarter.</p>	
			Report on Leeton Visitor Information Centre sales – the goal is to generate income to offset the costs of running the service while also showcasing local produce	Communications and Marketing Coordinator	<p>During this reporting period Leeton Visitors Information Centre recorded \$1162.25 in sales. During the same period last year Leeton Visitors Information Centre recorded \$1035.25 in sales representing a slight increase in sales.</p> <p>A new inventory reporting system called "InFlow" was introduced during this reporting period which has the ability to track sales and generate reports with more detail.</p>	



	Delivery Program and Operational Plan Actions	Timeframe	Performance Measures	Responsibility Of:	Update as at 30 September 2017 - Quarter 1	Status
			Report on number of visitor guides distributed, number of hits on tourism website and social media activity – the goal is to attract visitors to Leeton and provide useful information on where to stay and what to see and do.	Communications and Marketing Coordinator	<p>During this reporting period 1250 visitor guides were distributed through the Leeton Visitors Information Centre. Last year 445 visitor guides were distributed over the same period. This significant increase is largely due to providing 500 visitor guides for registration packs for the NSW Rural Women's Conference held in the region during October.</p> <p>The Leeton Tourism website has had 6138 visitors during this reporting period as compared to 4314 people for the same period last year.</p> <p>The Leeton Tourism Facebook page had 1880 page likes as at the end of this reporting period. For the same period last year the Leeton Tourism Facebook page had 1730 page likes representing a steady increase.</p>	
13.02b	Participate in regional tourism activities	2017/18 - 2020/21	Report on investment, meetings held and any major decisions/actions – goal is to leverage better tourism outcomes by working collaboratively with neighbouring councils, the region and the State.	Communications and Marketing Coordinator	<p>Leeton Shire Council has taken out a half page advertising space in the Newell Highway Visitor Guide in collaboration with Narrandera Shire Council - the aim is to draw people off the highway to visit Leeton Shire. The Newell Highway Guide is a 3-year publication distributed to approximately 60,000 visitors annually.</p> <p>Destination Riverina Murray is currently in the process of revamping its Destination Management Plan (DMP) for the Riverina region. The General Manager and Communications and Marketing Coordinator attended the local government consultation workshop and Leeton Tourism Network Group Chair and Deputy Chair attended the industry workshop. The revised Riverina DMP is expected to be circulated to local government Councils and industry operators in late January 2018.</p> <p>Thrive Riverina (formerly Riverina Regional Tourism) held at Strategic Planning Workshop in Leeton in late August. The purpose of the day was to develop a new Strategic Plan for Thrive Riverina. Council's Communications and Marketing Coordinator was also nominated to the Thrive Riverina Board.</p> <p>Thrive Riverina has also had a focus for the quarter on finalizing plans for Taste Riverina next quarter.</p>	

	Delivery Program and Operational Plan Actions	Timeframe	Performance Measures	Responsibility Of:	Update as at 30 September 2017 - Quarter 1	Status
13.03b	Convene a tourism leadership group for Leeton Shire	2017/18 - 2020/21	Report on meetings held and any major decisions/actions - goal is to drive an increase in visitation and bed nights in Leeton	Communications and Marketing Coordinator	<p>The Narrandera and Leeton Visitor Profile Survey was presented in July to the Leeton Tourism Network Group with ten operators in attendance. Stage 1 involved identifying the visitor markets for Leeton and Narrandera Shires and exploring the visitor flows between the two Shires.</p> <p>The Leeton Tourism Network Group will now use this detailed report to prepare an Action Plan. A draft Action Plan will be presented to Council for review during the January to March 2018 reporting period.</p> <p>Council's Communications and Marketing Coordinator has opened dialogue with the Gogeldrie Weir Park lessees to discuss their ideas for Gogeldrie Weir Precinct.</p>	
13.04b	Provide Visitor Tourist Signage		Report progress on refurbishment of Leeton Tourist and Event Promotional Signage in neighbouring shires – goal is to redirect traffic off the highways to Leeton and to promote dates for destinational events / festivals	Communications and Marketing Coordinator	A sponsorship proposal was sent to SunRice aimed at progressing a revamp of the six "Welcome to Leeton" highway signs in advance of the 2018 Leeton SunRice Festival.	



14 A community that enjoys a vibrant town centre

14a Maintain and improve the overall appearance of the main streets

	Delivery Program and Operational Plan Actions	Timeframe	Performance Measures	Responsibility Of:	Update as at 30 September 2017 - Quarter 1	Status
14.01a	Operate main street cleaning and maintenance in Leeton, Yanco and Whitton	2017/18 - 2020/21	Report on activity and progress – goal is for Leeton to present well to shoppers, business people and visitors.	Manager Open Space and Recreation	The street sweeping function was recently moved to the Open Space & Recreation Department from the Roads Department. The street sweeping program and service levels are currently being reviewed and additional functions included particularly for the CBD. The full program will be implemented during the second quarter. Current service levels and sweeping frequencies have been completed with no major issues or complaints received. The litter bin program currently services all litter bins every Monday and Friday and has been 100% delivered for the quarter.	
14.02a	Implement key recommendations of the Leeton CBD masterplan	2017/18 - 2020/21	Finalise stages and report on activity and progress (implementation will be subject to prioritizing of projects and funding) – goal is for Leeton's CBD to make a positive impression on shoppers, business people and visitors	Manager Planning, Building and Health	The CBD Enhancement project identified 12 strategies to upgrade the Leeton Central Business District. During this quarter three strategies have commenced: <ol style="list-style-type: none"> 1. Increased shade trees have been planted at the western Pine Avenue entrance 2. Council has received funding for public art for Chelmsford Place and Rotary Park and 3. Council has lodged a funding application for the re-development of Wade Avenue to increase parking and amenity, increase ease of pedestrian access, and enhance the footpath area at the front of the Roxy and existing taxi rank. 	

	Delivery Program and Operational Plan Actions	Timeframe	Performance Measures	Responsibility Of:	Update as at 30 September 2017 - Quarter 1	Status
14.03a	Develop and implement main street plans for Yanco and Whitton	2017/18 - 2020/21	Engage with community and report on activity and progress (implementation will be subject to prioritizing of projects and funding) - goal is for Yanco and Whitton to present well to shoppers, business people and visitors.	Manager Planning, Building and Health	During this quarter Council received funding to conduct town improvement planning with communities at Whitton and Yanco under the Federal Government Building Better Regions Fund. Peter Kenyon has been contracted to spearhead the workshops in February 2018. Council has also commenced the Lyrics, Landscapes and Lintels project to develop and install public art after funding was obtained under the 2016/17 Heritage Near Me Activation Grants. Yanco and Whitton's "Historic Sense of Place" will also be celebrated through this project with an art station planned for each.	
14.04a	Develop and implement a car parking strategy for the Leeton CBD	2017/18 - 2020/21	Engage with community and business and report on activity and progress – goal is to ensure sufficient suitable and accessible parking is provided in the CBD	Manager Engineering Technical Services	Work on a car parking strategy has commenced. A first draft is expected to be completed before the end of the financial year for exhibition. This strategy needs to meld with the CBD Enhancement Plan.	





14b Promote activity and vibrancy in Leeton CBD



	Delivery Program and Operational Plan Actions	Timeframe	Performance Measures	Responsibility Of:	Update as at 30 September 2017 - Quarter 1	Status
14.01b	Encourage activity in the CBD such as markets and busking	2017/18 - 2020/21	Report on activity and participation, including farmers market trends – goal is to activate the main street and make it exciting for people to shop and visit	Events and Performing Arts Coordinator	The Leeton Farmers Market events have been quite consistent over the July to September 2017 period with an average of 16 – 18 stallholders in attendance. Crowds usually sit around the 200 mark which is an improvement on previous markets held. This increase can be put down to a change in the Marketing Strategy. Patrons are more interested in purchasing food to eat at the markets rather than actual produce at present.	
14.02b	Develop and implement public art program for Leeton CBD	2017/18 - 2020/21	Report on activity and progress including the art works commissioned for the Lyrics, Landscapes and Lintels project – goal is to create interest and conversation that complements the CBD enhancement project	Manager Library, Culture and Community	The Lyrics, Landscapes and Lintels project has been funded under the 2016/17 Heritage Near Me Activation Scheme. Using art it aims to celebrate Leeton's historic sense of place. Robyn Hutchinson was brought in to help manage this project along with the Manager Library, Culture and Community. During this quarter the period for Expressions of Interests from artists closed and consultation with an internal staff technical committee, the CBD Enhancement Committee and representatives from Whitton and Yanco began. Seven (7) artists made submissions. Recommendations will be put to Council next quarter.	

5-A QUALITY BUILT ENVIRONMENT





15 A community that has reliable water and sewerage services in towns





15a Supply treated water to urban centres

	Delivery Program and Operational Plan Actions	Timeframe	Performance Measures	Responsibility Of:	Update as at 30 September 2017 - Quarter 1	Status
15.01a	Operate water treatment services at Leeton, Whitton and Murrami	2017/18 - 2020/21	Report on volume of treated water produced per site – goal is to have sufficient supply to cater for community and business needs	Manager Water and Waste	Results are currently collected manually as the Filtration Plants were not connected to the network. Now with a connection to Leeton WTP readings are being collected electronically and should be available for reporting next quarter.	
			Report on number of non-compliances in relation to drinking water standards – goal is to provide town supply that protects public health.	Manager Water and Waste	There were no non-compliances July to September	
			Report on progress against maintenance, renewal and capital works programs including the upgrade of Murrami Filtration Plant – goal is to ensure that facilities are reliable and fit for purpose	Manager Water and Waste	Leeton Filter has had the new electrical works completed to reduce the WHS risks of the old metal conduit. CCTV and access control has also been installed. Murrami Filter has had the dosing lines and much of the water line pipework replaced. The filter has also had the glass media replaced improving water quality.	
15.02a	Provide reticulated services in Leeton, Yanco, Wamoon, Whitton and Murrami	2017/18 - 2020/21	Report on progress against Maintenance, Renewal and Capital Works programs including water main replacements in Willow, Mallee Streets, Beech Streets and water meter replacements – goal is to ensure that the network is reliable and fit for purpose	Manager Water and Waste	Beech St has been completed and the road seal repaired. Mallee and Willow St are in the planning stage. Yanco Ag Mains extension is ahead of schedule with underground boring at the school entrance due to commence next quarter. Household metering has been standardised with Elster V100 water meters and a full replacement program, including use of smart meters is being developed.	

	Delivery Program and Operational Plan Actions	Timeframe	Performance Measures	Responsibility Of:	Update as at 30 September 2017 - Quarter 1	Status
			Report on performance against response times for customer requests – goal is to ensure the network reliably protects public health	Manager Water and Waste	Reliable information on call outs and response times is currently not available. New systems will be developed and implemented in the next quarter so that reporting on response times can commence in January 2018. The draft IWCM issues paper has been completed and has identified potential future capital works requirements to be included in the Asset Management and Financial Plans.	
15.03a	Develop a Water Services Asset Management Plan starting with an Integrated Water Cycle Management Plan	2017/18	Report on activity and progress – the goal is to manage Council assets professionally using methods that inform long term financial planning	Manager Water and Waste	The draft IWCM issues paper has been completed and has identified potential future capital works requirements to be included in the Asset Management, Tariff, Financial and Developer Services Plans.	



15b Supply sewer treatment services to urban centres

	Delivery Program and Operational Plan Actions	Timeframe	Performance Measures	Responsibility Of:	Update as at 30 September 2017 - Quarter 1	Status
15.01b	Operate sewer treatment services at Leeton, Yanco and Whitton	2017/18 - 2020/21	Report on volume of sewerage treated per plant – goal is to have sufficient capacity to provide for community, business and industry needs	Manager Water and Waste	Leeton STP Q1 17/18 143.3 ML as compared to Leeton STP Q1 16/17 194.72 ML Lower this year due to a comparatively dry winter as opposed to 16/17 where it was extremely wet during the same period. Does indicate that the sewer system may have a stormwater infiltration issues.	
			Report on number of non-compliances in relation to effluent discharge – goal is to ensure water is polished to required standards before being released into Fivebough Wetlands	Manager Water and Waste	There were no non-compliances this quarter.	
			Report on progress against Maintenance, Renewal and Capital Works programs– the goal is to manage Council assets professionally using methods that inform long term financial planning	Manager Water and Waste	No maintenance, renewal or capital works were done on any sewer treatment plants during the quarter. The Trickling Filter at the Leeton STP is scheduled for renewal works in the next quarter.	
			Report on progress against Leeton Shire Council's Trade Waste program – goal is to ensure trade waste is appropriately managed so as not to compromise the effectiveness of the sewerage treatment plant and associated environmental outcomes	Manager Water and Waste	Trade Waste was reviewed earlier in the year. There is one major non-concurrence with an industry not having a current licence to discharge into the sewer. They are in the process of submitting an application for trade waste discharging and DPI Water has granted them an extension until the end of November. Inspections and processing of other applications is progressing slowly due to resourcing in the department. There is a proposal to increase staff resourcing pending.	

	Delivery Program and Operational Plan Actions	Timeframe	Performance Measures	Responsibility Of:	Update as at 30 September 2017 - Quarter 1	Status
15.02b	Provide reticulated services in Leeton, Yanco and Whitton	2017/18 - 2020/21	Report on progress against Maintenance, Renewal and Capital Works programs including pump station upgrades – goal is to ensure that the network is reliable and fit for purpose	Manager Water and Waste	Lining of the sewerage lines in Leeton is now 100% complete. A few minor defects will be rectified in the next quarter. Sewerage pump station audits continued with 4 pumps standardised to Flyght pumps this quarter.	
			Report on performance against response times for customer requests – goal is to ensure the network reliably protects public health	Manager Water and Waste	Reliable information on call outs and response times is currently not available. New systems will be developed and implemented in the next quarter so that reporting on response time can commence in January 2018.	
15.03b	Develop reticulated sewer system for Wamoon	2017/18 - 2020/21	Report on investment, activity and progress – goal is to improve public and environmental health outcomes in Wamoon and reduce smell nuisance	Manager Water and Waste	Application made for approvals from the EPA and Crown Lands for the acquisition of the treatment site. Design of pump station commenced. Public meeting held at Wamoon Public School was well attended and minor concerns of residents addressed.	
15.04b	Develop a Sewer Services Asset Management Plan	2017/18	Report on activity and progress - goal is to manage Council assets professionally using methods that inform long term financial planning	Manager Water and Waste	Will commence in early 2018.	

16 A community that has good road, rail and air transport





16a Provide access to Regional Passenger Air Services

	Delivery Program and Operational Plan Actions	Timeframe	Performance Measures	Responsibility Of:	Update as at 30 September 2017 - Quarter 1	Status
16.01a	Support Narrandera Shire Council to operate the Narrandera / Leeton Airport	2017/18 - 2020/21	Report on number of passengers using service – goal is to sustain or grow numbers so that service remains viable	Economic Development Coordinator	Total passenger numbers for this quarter - 3025 as compared to total passenger numbers for previous quarter (April, May, June 2017) - 3275 (Source: Regional Express Airlines)	
Report on Capital Works program progress and costs – goal is to operate an airport that is fit for purpose, with Leeton Shire sharing half the costs of capital works with Narrandera Shire			Economic Development Coordinator	Works on the Runway Lighting Upgrade Project continued this quarter. Trenching and electrical cabling commenced in August. LED lights have been purchased and are being assembled for installation next quarter. To minimise disruption to flights, these works are being planned to take place on a weekend in which lighting will be unavailable for a Saturday evening only . REX has been kept informed throughout the project. Narrandera Shire Council has indicated the project is around 70% complete and on track with budget for this quarter.		

16b Facilitate improved Freight Transport productivity


	Delivery Program and Operational Plan Actions	Timeframe	Performance Measures	Responsibility Of:	Update as at 30 September 2017 - Quarter 1	Status
16.01b	Support and promote the development of an Intermodal Freight Terminal Service for the Western Riverina area	2017/18 - 2020/21	Report on activity and progress – goal is to have high functioning freight intermodals servicing Leeton and the Western Riverina-	Economic Development Coordinator	Feedback from funding applications for utilities at Wumbulgal were received during the quarter. Unfortunately both applications were unsuccessful. Council provided letters of support for third parties who have made application for straightening of the railway line (effectively delivering sidings for the loading of freight). Council has facilitated visits to the site by the Minister of Transport, Melinda Pavey, and the Federal Member for Farrer, Sussan Ley. The need to develop a master plan for the site to accommodate its future potential is a priority. To this end an invitation was extended to the NSW Chief Planner to visit Wumbulgal next quarter.	
16.02b	Develop and implement Freight Strategies at the local and regional levels	2017/18 - 2020/21	Report on activity and progress including advocacy for inland rail and overcoming road freight "pinch points" for Leeton Shire – goal is to identify key enabling infrastructure for improving freight efficiencies and develop 'shovel ready' projects in anticipation of grant funding opportunities.	Economic Development Coordinator	With the recent commencement of the Economic Development Coordinator and work towards the establishment of functional economic regions, the development of a local freight strategy will commence next quarter. The RAMROC freight strategy is due to be reviewed and comments will be submitted by the end of second quarter.	

16c Provide an efficient road network for the movement of people and freight

	Delivery Program and Operational Plan Actions	Timeframe	Performance Measures	Responsibility Of:	Update as at 30 September 2017 - Quarter 1	Status
16.01c	Maintain and improve the Shire's road network in accordance with Leeton Shire Council's "Road Asset Management Plan"	2017/18 - 2020/21	Report on progress of scheduled Maintenance Program See schedule of road works 2017/18 pages 81 and 82 – goal is to maintain in satisfactory condition a safe and reliable road network and extend the useful life of the Shire's roads	Manager Roads and Drainage	Generally roads maintenance is on track, with some works completed that would not normally be included in our daily tasks. This includes the additional cleanup works on approaches to Leeton and Yanco. Unsealed roads - a wet winter increased damages across the shire. A seminar was held with an experienced consultant to review road maintenance and renewal practices. The overall roads programme has been refined to place greater focus on selected higher use roads to increase community benefit, this has included the additional of Almond Road Rehabilitation into our capital works program for this year.	
			Report on progress of Renewal and Capital Works Program See schedule of road works 2017/18 pages 81 and 82 – goal is to enhance the Shire's road network to address any backlog, address safety concerns and improve freight efficiency.	Manager Roads and Drainage	Davis Road and McNeil Road reconstruction projects were completed, Innisvale Road works were progressed. Young Road, Whitton will commence in the next quarter.	
			Report on progress of Sign Replacement program – goal is to replace signs on an as needs basis when defects are recorded.	Manager Roads and Drainage	Significant signage replacement this quarter in relation to Alcohol Free Zones. During the quarter 136 road signs were replaced.	
			Report on unplanned maintenance works reported through inspection regimes and public reporting – goal is to manage risks appropriately in accordance with service levels in the adopted Roads Asset Management Plan.	Manager Roads and Drainage	Defects raised in last quarter – 580 Defects accomplished in last quarter – 1138 Defects outstanding at end of Last Quarter - 295 Further analysis will be provided in future quarters.	





	Delivery Program and Operational Plan Actions	Timeframe	Performance Measures	Responsibility Of:	Update as at 30 September 2017 - Quarter 1	Status
16.02c	Develop and implement a Leeton Shire "Traffic Management Plan"	2017/18 - 2020/21	Report on activity and progress – goal is to ensure safe and efficient movement and parking of vehicles in Leeton, Whitton and Yanco.	Manager Engineering Technical Services	A traffic management plan has not commenced this quarter and is scheduled to commence in the new calendar year.	●
16.03c	Construct and repair state roads under contract to Roads and Maritime Services	2017/18 - 2020/21	Report on activity and progress – goal is to be a supplier of choice for the RMS	Manager Roads and Drainage	No works were programmed under RMS contract during the quarter.	●
16.04c	Develop a Roads Structures Asset Management Plan	2018/19	Report on activity and progress - goal is to manage Council assets professionally using methods that inform long term financial planning	Manager Roads and Drainage	Nil works completed on this task this quarter. The plan is to integrate road structures into the Roads Asset Management Plan. Due to commence 2018/19.	●

16d Support the aged and people with disability to attend appointments and shop



	Delivery Program and Operational Plan Actions	Timeframe	Performance Measures	Responsibility Of:	Update as at 30 September 2017 - Quarter 1	Status
16.01d	Provide community transport services to the residents of Leeton Shire (delivered by Narrandera Shire Council from Leeton Multi-Purpose Community Centre)	2017/18 - 2020/21	Report on number of clients utilizing Community Transport services and total number of trips – goal is to ensure an efficient and effective community transport service that meets the needs of residents and values / supports volunteer drivers.	Community Development Coordinator	<p>The total number of trips for Leeton Community Transport clients for this quarter totaled to 1812.</p> <p>The total number of clients within Leeton Shire came to 213 with a breakdown listed below:</p> <p>Community Care Support Program - 21 Commonwealth Home Support Program - 96 Community Transport Program - 71 Health Related Transport - 16 Other - 9</p> <p>The main challenge faced by Community Transport staff is the rollout of CTABS. However, they are close to resolving issues with the software and see huge potential in the reporting functions which will allow for running reports to assist with KPI's, as well as service delivery information.</p> <p>Drivers have also expressed positive and negative feedback in regards to CTABS. There are some functions that are working well such as the ability to communicate with the office directly through the tablets. It is also really helpful that vehicles can be located at any given time which allows staff to establish whether the drivers have left their location and/or are contactable via phone. Some driver training took place and there will be some refresher training with the drivers towards the end of November.</p> <p>A liason committee between both Councils is yet to be established, however they are hoping to have done so by the end of November 2017.</p> <p>There are currently 14 volunteer drivers in Leeton Shire.</p>	


17 A community that enjoys attractive towns and parks

17a Provide open spaces for active and passive leisure


	Delivery Program and Operational Plan Actions	Timeframe	Performance Measures	Responsibility Of:	Update as at 30 September 2017 - Quarter 1	Status
17.01a	Maintain and improve Council's park network in accordance with Leeton Shire Council's "Parks and Playgrounds Inspection Plan" and "Playground Strategy"	2017/18 - 2020/21	Report on progress against Maintenance, Renewal and Capital Works programs - Parks (including installation of power outlets at Mountford Park) – goal is to have suitably presented and equipped parks that are safe, attractive and fit for purpose	Manager Open Space and Recreation	The additional power outlets project for Mountford Park has been completed. Six (6) new pillar type GPO power outlets have been installed in various agreed locations in Mountford Park. These outlets are a mix of both 10 and 15 amp outlets. The power is operational and has been successfully used during recent Farmers Markets.	
			Report on progress against Maintenance, Renewal and Capital Works programs - Playgrounds (including car parking at Graham Park) – goal is to have suitably equipped playgrounds that are fun, safe, fit for purpose and cater for diverse needs.	Manager Open Space and Recreation	Three (3) monthly inspections of all of Council's playgrounds have been completed and recorded as per the Parks, Playgrounds & Recreational Facilities Maintenance Management Policy. No major defects or issues were found. Grant application for \$20,000 was successful for Wamoon Park Upgrade under the Stronger Communities Programme. Graham Park carpark has had the preliminary designs completed.	
			Report on options, costs and feasibility of a water feature at McCaughey Park and associated grant funding activity – goal is to investigate and respond to a community request	Manager Open Space and Recreation	Preliminary report presented to the September Council Meeting. Detailed design and costings commenced during quarter. A funding strategy has yet to be developed. Grant applications will be investigated next quarter as well as local community contributions to the project.	
17.02a	Develop a Parks and Playgrounds Asset Management Plan	2017/18 - 2018/19	Report on activity and progress - goal is to manage Council assets professionally using methods that inform long term financial planning	Manager Open Space and Recreation	Plan to be developed in 2018/2019. The Playground Strategy 2017-2032 was on public display during the first quarter and this document will inform many components of the Parks and Playgrounds Asset Management Plan.	

17b Provide attractive streetscapes and town entrances





	Delivery Program and Operational Plan Actions	Timeframe	Performance Measures	Responsibility Of:	Update as at 30 September 2017 - Quarter 1	Status
17.01b	Maintain and improve Leeton Shire's urban streetscapes	2017/18 - 2020/21	Report on activity and progress of Leeton Shire Council's Streetscapes Maintenance, Renewal and Capital Programs – goal is to enjoy aesthetically pleasing streets in residential, commercial and industrial areas of Leeton Shire	Manager Open Space and Recreation	No new landscaping projects have been undertaken during the first quarter. Emphasis has been on clean up related tasks around the town entrances. Planning has commenced to complete the second stage of the landscaping works from the RMS offices to the Police Station. This is a three (3) stage project. The second stage will involve the section from the corner of Ash Street to the recently completed section in front of the Court House. Stage three (3) will be from the Court House to the Police Station. New annual flowers have been ordered for an October planting date in the CBD, Roundabouts and Mountford Park. Landscaping maintenance included replanting of roses and other missing plants in the CBD medians and refurbishment of the Council Chambers front gardens.	
			Report on activity and progress of Leeton Shire Council's Tree Replacement Maintenance, Renewal and Capital Programs (including Golf Course Estate) – goal is to provide safe and picturesque ornamental and shade trees throughout Leeton Shire	Manager Open Space and Recreation	No new street tree plantings during the first quarter. Tree planting will commence during May-June period 2018. 200 new trees have been routinely watered, mulched and staked as per works programs. 260 street trees inspected and recorded with maintenance requirements scheduled into works programs.	






	Delivery Program and Operational Plan Actions	Timeframe	Performance Measures	Responsibility Of:	Update as at 30 September 2017 - Quarter 1	Status
17.02b	Maintain and improve Council's town and boundary entrances	2017/18 - 2020/21	Report on activity and progress of Leeton Shire Council's Town Entrance Maintenance, Renewal and Capital Programs – goal is to create attractive and welcoming entrances to Leeton towns and villages	Manager Open Space and Recreation	<p>Town entrance works have included major clean up works between Yanco and Leeton along Irrigation Way.</p> <p>Tree removals, leveling slashing and general clean up works were undertaken as part of a collaborative approach between the Parks and Roads crews.</p> <p>Similar works were undertaken from the traffic lights to Boyers Crossing. These areas are now able to be kept mown and slashed as part of scheduled routine maintenance.</p> <p>Other areas have been scheduled for further clean up works next quarter and these include the villages of Wamoon, Murrami and Whitton.</p> <p>Planning for a landscape design for the traffic lights area has commenced.</p>	




17c Provide public conveniences across Leeton Shire

	Delivery Program and Operational Plan Actions	Timeframe	Performance Measures	Responsibility Of:	Update as at 30 September 2017 - Quarter 1	Status
17.01c	Provide a network of public toilets to service busy public places	2017/18 - 2020/21	Report on activity and progress against Maintenance, Renewal and Capital Works programs. Works for 2017/18 include new public toilets at Wamoon Park – goal is to provide clean facilities in good working order and to have any complaints quickly resolved	Manager Engineering Technical Services	The new cleaning contract for public toilets was awarded and commenced. 13 complaints were received and 12 of them have been completed, with the remaining repair scheduled to be completed. The Wamoon public toilet has yet to be designed as it is being developed in conjunction with the Wamoon Sewerage Project. Designs are expected to be completed within 6 months.	



17d Deliver Development Planning services that signal Leeton as "open for business"

	Delivery Program and Operational Plan Actions	Timeframe	Performance Measures	Responsibility Of:	Update as at 30 September 2017 - Quarter 1	Status
17.01d	Provide a Development Application and Assessment service	2017/18 - 2020/21	Report on number of Building Certificate Applications received and numbers issued for Leeton Shire and other Councils – goal is to deliver an efficient and effective assessment and approvals service	Manager Planning, Building and Health	During this period there were no building certificates received or issued.	
			Report on number of Complying Development Certificate Applications received and numbers issued for Leeton Shire and other Councils, including total value and average turnaround times – goal is to deliver an efficient and effective assessment and approvals service	Manager Planning, Building and Health	During this period there were 4 Complying Development Certificates lodged and issued. All were for routine developments	
			Report on number of Development Applications received and numbers issued for Leeton Shire and other Councils, including total value and average turnaround times– goal is to deliver an efficient and effective assessment and approvals service	Manager Planning, Building and Health	During this period there were a total of 47 Development Applications lodged and 39 were approved. The most notable was for expansion of Southern Cotton storage for which Stage 1 has been approved.	
			Report on number of Occupation Certificates received and numbers issued for Leeton Shire and other Councils, including total value and average turnaround times– goal is to deliver an efficient and effective assessment and approvals service	Manager Planning, Building and Health	During this period there were a total of 7 interim Occupation Certificates issued and 7 final occupational Certificates issued.	

	Delivery Program and Operational Plan Actions	Timeframe	Performance Measures	Responsibility Of:	Update as at 30 September 2017 - Quarter 1	Status
			Report on number of Section 149 Applications received and numbers issued for Leeton Shire – goal is to deliver an efficient and effective assessment and approvals service	Manager Planning, Building and Health	During this period a total of 77 s.149 Certificates were issued for properties in Leeton Shire.	
17.02d	Levy and apply development contributions	2017/18 - 2020/21	Report on Section 64 fees levied, received and expended per project – goal is to ensure water and sewer infrastructure can be expanded without burdening existing ratepayers	Drainage and Development Engineer	Section 64 Developer Contributions: \$0 levied, \$5956 received, \$0 expended from this income as the contribution were for previously constructed infrastructure as per the plan.	
			Report on Section 94 fees levied, received and expended per project – goal is to ensure projects to support growth can be delivered without unduly burdening existing ratepayers	Manager Planning, Building and Health	Council no longer levies development contributions under section 94 of the Environmental Planning and Assessment Act. Nil fees were received this quarter from legacy development approvals.	
			Report on Section 94A fees levied, received and expended per project – goal is to ensure projects to support growth can be delivered without unduly burdening existing ratepayers	Manager Planning, Building and Health	During this period Council approved 2 development applications that required the payment of a section 94A Fixed Levy to the total value of \$22,292.03. No fees were paid and no funds expended this quarter.	
17.03d	Apply robust policy to guide quality development across Leeton Shire	2017/18	Report on progress of "Leeton Shire Local Environmental Plan" review – goal is to ensure plan is current, reflective of community priorities and fit for purpose	Manager Planning, Building and Health	A full review of the Local Environmental Plan (LEP) is not due to commence until 2018. In the interim, Council is pursuing two matters, permitted residential accommodation within the business core zone, and creating decision making protocols to minimum flood planning levels. A planning proposal has commenced for the former and will be submitted in the third quarter. Protocols for flood planning levels will be developed in the third quarter too.	

	Delivery Program and Operational Plan Actions	Timeframe	Performance Measures	Responsibility Of:	Update as at 30 September 2017 - Quarter 1	Status
			Report on development and implementation of the "Leeton Shire Council Development Control Plan" - goal is to clarify development standards and provide greater certainty for both developers and community	Manager Planning, Building and Health	A Leeton Development Control Plan will contain a number of minimum development standards across a broad range of development matters, such as solar access, fencing, landscaping to mention just a few. The NSW government is currently creating a standard format for DCPs in NSW and council staff have been identifying relevant development matters that would be included in a Leeton DCP once the standard format is released. Once adopted a DCP will streamline assessment processes for complying developments.	
			Report on development and implementation of the "Leeton Shire Council Subdivision Engineering Guidelines" – goal is to clarify development standards and provide greater certainty for both developers and community"	Drainage and Development Engineer	Commenced consultation with a contractor for the development of guidelines similar to neighbouring Councils. Expecting to have a program well advanced by end of next quarter.	
			Report on development and implementation of the "Leeton Shire Council Section 64 Plan" – goal is to provide certainty to Council and developers about fees payable to burden or extend existing water and sewer infrastructure.	Drainage and Development Engineer	No progress on new Section 64 "Developer Servicing Plan" as it relies on aspects of the Integrated Water Cycle Management Plan (IWCM) which is yet to be completed, along with full a review of expected development plans for the Shire.	


17e Provide drainage networks in urban areas



	Delivery Program and Operational Plan Actions	Timeframe	Performance Measures	Responsibility Of:	Update as at 30 September 2017 - Quarter 1	Status
17.01e	Maintain and improve Council's drainage network	2017/18 - 2020/21	Report on progress against Maintenance, Renewal and Capital Works programs – goal is to deliver the programs in full, on time and to budget	Manager Roads and Drainage	Maintenance works are ongoing as defects are identified. Capital projects have been slow to start as designs are still being completed for new works and renewal works. Additional capital projects added to the program during quarter 1 will see some construction projects shuffling required with a lag time between survey/design and commencement of project. Currently drainage works are moving along smoothly, albeit slowly.	
17.02e	Develop a Stormwater Drainage Asset Management Plan	2017/18 - 2020/21	Report on activity and progress commencing with development of a Drainage Plan and Drainage Strategy – the goal is to manage Council assets professionally using methods that inform long term financial planning	Drainage and Development Engineer	An outline for the plan was drafted and will be further developed during quarter 2.	

6- STRONG LEADERSHIP

18 A community that has politicians who act and listen

18a Forge and maintain strong regional relationships


	Delivery Program and Operational Plan Actions	Timeframe	Performance Measures	Responsibility Of:	Update as at 30 September 2017 - Quarter 1	Status
18.01a	Participate in Joint Organisation / RAMROC	2017/18 - 2020/21	Report on meetings held and any major decisions/actions – goal is to network, plan, advocate and share resources to enhance the wider region’s social, economic and environmental wellbeing	General Manager	The Riverina and Murray Regional Organisation of Councils' Board meets quarterly. At the professional level, there are also working groups for general managers*, engineers*, planning and environment*, integrated planning and reporting, records management, waste management*, procurement* and economic development (* routinely attended by LSC staff). Key areas of interest for the Board for the quarter included elections for merged councils, ongoing engagement / advocacy with the NSW Regional Infrastructure Coordinator about funding priorities for the region; delivery, coordination and monitoring of the Riverina Murray Regional Plan (with GM Jackie Kruger representing RAMROC on the implementation committee); promoting renewable energy options; smart street lighting (resolving also to prepare a business case to own them) ; regional / destinational tourism; LG Procurement rebate scheme; Murray Darling Basin Plan implementation (focus on socio economic sustainability of member communities); cross border issues management; Inland Rail (resolved to support Narrandera Shire Council's bid for a feasibility study for a line from Tocumwal) ; Policing (resolved to advocate for more boots on the ground); and Grant funding (waste projects with EPA and contaminated land management registers). Mayor Paul Maytom was selected to represent RAMROC on the WaterNSW Murrumbidgee Customer Advisory Group. RAMROC executives also attended the community cabinet meeting in Griffith in August.	

	Delivery Program and Operational Plan Actions	Timeframe	Performance Measures	Responsibility Of:	Update as at 30 September 2017 - Quarter 1	Status
18.02a	Participate in State and National Local Government Associations (LGNSW and ALGA)	2017/18 - 2020/21	Report on activity and progress – goal is to network and ensure local government has a strong voice when dealing with state and federal governments	General Manager	Council continues to receive weekly updates from LGNSW and ALGA. During the quarter membership of LGNSW was reconfirmed / paid. The General Manager attended a planning forum convened by LGNSW in Wagga. During the quarter, Council resolved to submit two remits to the LGNSW AGM (rumble strips and funding for the regions) which will be considered at the LGNSW AGM in December.	
18.03a	Participate in Country Mayors		Report on activity and progress – goal is to network and ensure local government in rural and regional centres has a strong voice when dealing with state and federal governments	General Manager	Country Mayors met in August and was attended by the Mayor and GM. Presentations were made by the Minister for Police and Minister for Emergency Services, the NSW Rural Doctors Network, the Country Universities Centre, and the Minister for Tourism and Events. Following the meeting the GM invited the Country University Centre CEO to visit Leeton as a potential location for a future service. Key take-away messages: There has been an improved reallocation of Emergency Services budget to allow Councils to adapt to changes in emergency management and provide initiatives in disaster resilience and training. Use of Council day labour for clean up and repairs after an emergency is not that simple – a cost benefit analysis is being undertaken. Priorities for the Rural Doctors Network include workforce, succession planning, student engagement and alternative models of service delivery. Focus for tourism is on product improvement and making attractions accessible. Resolutions passed by Country Mayors included making representation to the NSW State Government to redistribute health infrastructure funding more equitably to better support services in the regions; developing a discussion paper on a fairer system for distribution of Financial Assistance Grants, and meeting with LGNSW and LGNSW Procurement to resolve rebate scheme issues.	

18b Strengthen Leeton Shire Council's Governance capabilities




	Delivery Program and Operational Plan Actions	Timeframe	Performance Measures	Responsibility Of:	Update as at 30 September 2017 - Quarter 1	Status
18.01b	Implement individual Training Programs for each Councillor	2017/18 - 2020/21	Report on training undertaken – goal is to equip Councillors to be able to govern well by having a tailored training plan for each	Director Corporate and Community	Individual training plans have not been developed for each Councillor as yet. The training plans will be developed by the end of December 2017.	
18.02b	Attract a strong pool of candidates for Local Government Elections in 2020	2020/21	Report on activity and progress - goal is to ensure voters can choose Councillors who they feel have the skills and values to best represent them.	Director Corporate and Community	Local Government Elections are scheduled in 2020.	

18c Ensure strong working relationships at a Federal and State level


	Delivery Program and Operational Plan Actions	Timeframe	Performance Measures	Responsibility Of:	Update as at 30 September 2017 - Quarter 1	Status
18.01c	Continue advocacy with Federal and Local MP's on Key Issues for the region	2017/18 - 2020/21	Report on advocacy undertaken and outcomes – goal is to ensure that interests and needs of Leeton Shire and the Western Riverina are front of mind and progressed with support from persons of influence	General Manager	The NSW Member for Murray, Adrian Piccoli, resigned during the quarter. The Deputy Premier visited the Mayor, Deputy Mayor and GM just prior to the Murray by-election. During the quarter Federal Member for Farrer, Sussan Ley, visited Wamoon playground and the Western Riverina Freight Intermodal Terminal (WRIFT) at Wumbulgal at the request of Council, as did NSW Minister for Transport, Melinda Pavey. Minister for Sport, Stuart Ayres, visited the Leeton Pools and Ovals Precinct and Minister for Police and Emergency Services, Troy Grant, visited the SES. The NSW Cabinet convened a gathering of invited guest in Leeton in August which the Mayor, Deputy Mayor and GM attended. This opportunity was used to impress on ministers Leeton's potential economically and advocate for assistance with key projects that will attract workforce to live in Leeton (including housing, pool, CBD, maternity and Roxy projects) and will drive industry (cheaper energy and improved freight and logistics). Across the board there was strong verbal support for Leeton Shire and the various projects. There are major funding rounds due to be announced in next quarter which will indicate whether the advocacy has made a difference.	

19 A community that speaks up and gets involved




19a Encourage volunteering throughout the Shire


	Delivery Program and Operational Plan Actions	Timeframe	Performance Measures	Responsibility Of:	Update as at 30 September 2017 - Quarter 1	Status
19.01a	Promote and run a volunteer program at Leeton Shire Council	2017/18 - 2020/21	Report on trends in volunteering in each area of Council – goal is to enhance the delivery of service through involving volunteers for mutual benefit	Manager Library, Culture and Community	8 new volunteer applications have been received during this quarter. The volunteers have taken up places at the Visitor Information Centre and the Library.	
			Report on Volunteer Recognition (including annual awards) – goal is to show that volunteers are valued and appreciated	Manager Library, Culture and Community	There has been no formal recognition of volunteers this quarter. Planning is underway to recognise all Leeton Shire Council volunteers at Christmas time.	
19.02a	Promote volunteering opportunities and their benefits	2017/18 - 2020/21	Report on promotions, campaigns and outcomes – goal is to support community organisations to boost their volunteer numbers	Manager Library, Culture and Community	The Community Development Coordinator commenced with Council this quarter. Initiatives to promote volunteering will commence in the new year.	

19b Seek input from the Leeton community on Council projects/programs

	Delivery Program and Operational Plan Actions	Timeframe	Performance Measures	Responsibility Of:	Update as at 30 September 2017 - Quarter 1	Status
19.01b	Run an active Community Engagement Program	2017/18 - 2020/21	Report on engagement activity undertaken – goal is to have active and engaged citizens of Leeton Shire	Communications and Marketing Coordinator	<p>There were two engagement projects run through Council's Have Your Say Leeton community engagement website during this reporting period- the Proposed Amendments to Cemetery Fees for 2017/18 (6 public submissions received) and draft Leeton Shire Playground Strategy 2017-2032 (3 public submissions received). A Community Engagement "Pop Up Stall" was also arranged at Yanco Shop for the morning of Friday 25th August to give residents the chance to comment on the draft Leeton Shire Playground Strategy. As at the end of this reporting period, Council has 628 registered users on it's Have Your Say Leeton community engagement website. For the same period last year there was 575 registered users which shows a steady increase. The Leeton Shire Council website had 14,849 visitors during this reporting period. As the new Council website only went live in March this year there are no comparative figures available. The Leeton Shire Facebook page had 2,800 page likes at the end of this reporting period. At the conclusion of the same period last year our Facebook page had 2,202 page likes. 21 media releases were distributed to local and regional media outlets during this reporting period. For the same period last year Council distributed 37 media releases. It should be noted Communications staff took long leave over the quarter.</p>	





19c Provide a framework for inclusive decision making



	Delivery Program and Operational Plan Actions	Timeframe	Performance Measures	Responsibility Of:	Update as at 30 September 2017 - Quarter 1	Status
19.01c	Coordinate an active Council Committee program	2017/18 - 2020/21	Report on Advisory Committee meetings held, key decisions made and outcomes achieved – goal is for Council to receive informed advice in a timely manner prior to passing resolutions	Governance and Corporate Planning Coordinator	The Whitton Town Improvement Committee held a meeting on the 21st August 2017. The Local Area Traffic Committee held a meeting on 10 August 2017. Key topics discussed at this meeting were - Review of 40km/hr School Zone around all Leeton Shire Schools - Disabled access at Yanco Hall - Road Closure Requests, Leeton – Leeton Town Band Outback Spectacular November 2017 The Internal Audit Committee held a meeting on 16 August 2017. The focus was on the financial reports for 2016/17.	
			Report on Section 355 Committee meetings held, key decisions made and outcomes achieved – goal is to support the delivery of outcomes via committees of Council that include volunteers.	Governance and Corporate Planning Coordinator	The Yanco Hall Management Committee held a meeting on the 9th September 2017. The Whitton Court House & Historical Museum Committee meeting was held on 18 September 2017	
			Report on Action Group meetings held, key decisions made and outcomes achieved – goal is to support the delivery of outcomes via external committees with Council support.	Governance and Corporate Planning Coordinator	No Action Groups held meetings this quarter	

	Delivery Program and Operational Plan Actions	Timeframe	Performance Measures	Responsibility Of:	Update as at 30 September 2017 - Quarter 1	Status
19.02c	Facilitate community development in local towns	2017/18 - 2020/21	Report Town Improvement Plan activity and progress for Yanco, Whitton and Wattle Hill (implementation will be subject to prioritising of projects and funding) – goal is to support towns and villages to identify and achieve their community aspirations	Manager Library, Culture and Community	Advice of a successful application under the Federal Government's Building Better Regions program. The total sum available was applied for and received (\$15,000). The grant is for the establishment and furthering of Town Improvement Committees in Yanco and Whitton and to undertake consultation with these communities for development of Place Plans to inform direction and priorities for these communities. Peter Kenyon, a respected worker in the field of community development will spend five days in Leeton facilitating conversations, both group and individual, to assist each community to identify and articulate their priorities forming the basis of the place plans.	

20 A community that is always on the front foot




20a Ensure the aspirations of the community are delivered

	Delivery Program and Operational Plan Actions	Timeframe	Performance Measures	Responsibility Of:	Update as at 30 September 2017 - Quarter 1	Status
20.01a	Set-up inter-agency group to deliver on the Leeton Shire Community Strategic Plan "Leeton On The Go"	2017/18 - 2020/21	Report on activity and progress – goal is to ensure that government agencies also contribute to Leeton Shire CSP (Community Strategic Plan) outcomes and progress reports	Governance and Corporate Planning Coordinator	General Manager has been liaising with Department of Premier and Cabinet (DPC) about getting coordinated feedback from government departments. DPC is seeking more efficient ways to achieve the outcome rather than setting up separate committees with each Council. A portal approach is being considered and will be piloted. In the meantime Council staff are endeavouring to get quarterly updates directly from government departments where possible.	
20.02a	Support the community by offering a Community Grants Program	2017/18 - 2020/21	Report on grants provided per category – goal is to enable community organisations to deliver outcomes that benefit Leeton Shire residents	Community Development Coordinator	Round two of the 2016/2017 Community Strengthening Grant Scheme was advertised and Council received eight applications for financial support and fee waiving requests were received. There was one Youth Development grant application received. Applications will be assessed next quarter.	
20.03a	Operate an efficient and effective Local Government Administration	2017/18 - 2020/21	Report on non-compliance with relevant legislation, regulation and funding body requirements and remedial action – goal is to be 100% compliant	Director Corporate and Community	There are no non compliances to report at 30 September 2017.	
			Report on progress against Leeton Shire Council's Annual Plant / Fleet Capital Program – goal is to deliver the program in full, on time and to budget	Manager Engineering Technical Services	Three items of heavy plant were purchased and delivered in this quarter - Large parks mower, portable traffic signals and streetsweeper. All within budget.	

	Delivery Program and Operational Plan Actions	Timeframe	Performance Measures	Responsibility Of:	Update as at 30 September 2017 - Quarter 1	Status
			Report on Leeton Shire Council's Internal Audit Program and progress against corrective actions – goal is to see continuous improvement / achieve best practice across the organisation and ensure zero fraud	Director Corporate and Community	An Internal Audit Committee Meeting was held on 16 August 2017. The focus of this meeting was to review the draft Annual Financial Statements for the 2016/2017 year. No new audits were scheduled for the first quarter. Work on the corrective actions of the previous audits continued - IT, Development Approvals and Road Asset Management Plan.	
			Report on currency of and updates to Leeton Shire Council's Strategies/ Policies and Plans – goal is to ensure all documents are current and are routinely reviewed.	Governance and Corporate Planning Coordinator	The preparation of the Annual Report was commenced during the first quarter. This was the major focus for the September 2017 Quarter. A report will be going to Council on the 22nd November 2017 for adoption. This is a legislative requirement. Annual Report needs to be adopted by the end of November each year.	
			Report on annual Work Health and Safety self and External Audits, any major non-conformances and remedial measures undertaken – goal is to offer a safe workplace, zero injuries suffered and zero lost time	WHS, Risk, Environment and Quality Coordinator	A Work Health and Safety System self-audit was conducted and reviewed by State Cover. (Council's WHS Insurer). The results recognise "continual improvement" at Leeton Shire Council. It was confirmed during the quarter that Council's State Cover premiums were lowered by \$215,000. Discussions were held with State Cover about an online WHS System (VAULT) that will be provided free of charge and will facilitate the collection, review and management of WHS Risks. For the quarter there were zero lost time injuries, zero medical treatment, four (4) first aid injuries and five (5) near miss incidents.	
			Report on activity and progress as Reserve Trustee of Crown Land parcels within the Leeton Shire – goal is to ensure that changes in Crown Land legislation does not unduly burden Council / ratepayers	Director Corporate and Community	No immediate changes this quarter - continued to administer in accordance with current legislation. The new Act to commence in early 2018 which allows councils to manage Crown Land under the provisions of the Local Government Act for public land. Crown Lands and Water (DPI) will regularly communicate with Councils prior to commencement of the new Act.	

			<p>Report on Grant Applications Submitted and Funding received – goal is to optimise external funding to progress the Delivery Program</p>	<p>Executive Assistant to the GM & Mayor</p>	<p>Grants Applied for:</p> <ul style="list-style-type: none"> • Name: Toilet at No. 2 Oval. Project Value: \$40k Grant request: \$20K Fund: NSW Community Building Partnership Status: Pending • Name: MR539 Bridge Project Value: \$1.6M Grant request: \$1.4M Fund: NSW Fixing Country Roads Round Three Funding Status: Pending • Name: Roxy Theatre Improvements Project Value: \$3M Grant request: \$1.9M Fund: Regional Cultural Funding Status: Pending • Name: Seniors Week Activities Project Value: \$11.2K Grant request: \$5.6K Fund: NSW Seniors Festival Grants Status: Pending • Name: Footpath connecting bus stop to existing path in front of VIC Project Value: \$3K Grant request: \$2K Fund: NSW Country Passenger Transport Infrastructure Grants Scheme Status: Pending • Name: Bridge and culvert assessments for HML Project Value: \$110K Grant request: \$110K Fund: NSW Fixing Country Roads Round 2 Status: Approved • Name: Code of Conduct Training Project Value: \$12K Grant request: \$6K Fund: StateCover WHS Grant Status: Approved 	
--	--	--	--	--	--	---

	Delivery Program and Operational Plan Actions	Timeframe	Performance Measures	Responsibility Of:	Update as at 30 September 2017 - Quarter 1	Status
					<ul style="list-style-type: none"> • Name: Wamoon Sewerage Scheme Project Value: \$3M Grant request: \$1.5M Fund: Restart NSW – Safe and Secure Water Status: Approved • Name: Roxy Hearing Assistant/Lighting Project Value: \$171K Grant request: \$170K Fund: Arts and Culture Infrastructure Grants Status: Approved • Name: Over 50's Swim Program Project Value: \$8.6K Grant request: \$8K Fund: Aquatic & Recreation Institute Status: Approved • Name: Place Making Workshops Whitton/Yanco Project Value: \$18K Grant request: \$15K applied for under Fund: Australian Dept. of Business Status: Approved <p>Nil acquitted in this quarter.</p>	
			Develop and implement a Building Asset Management Plan – the goal is to manage Council assets professionally using methods that inform long term financial planning	Manager Engineering Technical Services	Due to commence third quarter.	●
20.04a	Maintain Council's "Stand Alone" and "Fit for the Future" Status	2017/18 - 2020/21	Report on benchmarking activities and findings and progress (FFF and Sector Led Comparisons)	Director Corporate and Community	Due to workload and resourcing constraints, the senior management team opted to defer the Local Government Professionals Performance Excellence Program until July 2018. The program will now run from 1 July 2018 until 30 June 2021.	●

	Delivery Program and Operational Plan Actions	Timeframe	Performance Measures	Responsibility Of:	Update as at 30 September 2017 - Quarter 1	Status
			Report on operational improvements – workforce – goal is to deliver on the workforce action plan (grow our talent, nurture our leaders, strengthen our culture)	Manager Human Resources	<p>Movements for the quarter included: Resignations: 3 (Finance Manager, Planning Officer, Labourer). Terminations: 1 (Labourer) Contract End: 1 (Community Transport) Commencements: 4 (Director Environment and Engineering, Community Development Co-ordinator, Leeton Early Learning Centre - Trainee and Maternity Cover).</p> <p>The Human Resource Department has made progress in implementing the workforce plan by centralising and coordinating training and development.</p> <p>Training for the quarter included 23 courses made up of 11 Work, Health and Safety, 10 Skills & Technical Development and 2 Professional training. Three staff have continued on the LG Professionals Aspiring Leaders Program.</p> <p>Performance Reviews were finalised for 120 staff members, early in the quarter.</p>	
			Report on operational improvements - information technology – goal is to be sensibly progressive and leverage IT to increase efficiency and effectiveness across the Council	Manager Information Technology	A comprehensive review of IT services was undertaken during the quarter and an IT strategy was drafted. It will be considered by the senior management team next quarter. Plans are afoot to set up an IT Working Group and IT Steering Committee to plan, progress and monitor implementation of priority projects. There have been no major incidents or security breaches of Council's network.	
			Report on operational improvements - system improvements – goal is to revise internal processes to achieve improved efficiency and effectiveness	Business Improvement Coordinator	<p>The focus for the quarter was to improve the monthly financial management reporting to staff responsible for budget management. The Director Corporate and Community and Acting Finance Manager have been working with an expert from Civica to develop crystal reports that will present the information to the budget managers in a more user friendly and usable format.</p> <p>Progress on the roll-out of the new asset management software has been slow due to competing priorities.</p> <p>A Corporate Business Plan was developed during the quarter.</p> <p>Turnstiles have been installed at the pool to assist with recording entries into the pool.</p>	

	Delivery Program and Operational Plan Actions	Timeframe	Performance Measures	Responsibility Of:	Update as at 30 September 2017 - Quarter 1	Status
			Report on operational improvements - shared services – goal is to investigate opportunities for improved efficiency and effectiveness through working collaboratively with neighbouring councils	Director Corporate and Community	An Information Technology Shared Services investigation will commence in November 2017. This is an initiative between Leeton, Carrathool, Griffith, Murrumbidgee and Narrandera Councils. During the quarter an Innovations Grant from the State Government of \$260K was announced, with Carrathool Shire the lead Council.	●
			Report on investment earning – goal is for the average yield on investment to be equal or greater than 0.5% above the Bank Bill Swap Return	Manager Finance	The Bank Bill Swap Rate (BBSW) 90 day rate for 30 September 2017 was 1.71% (1.74% at 30 September 2016). Council's Average Yield for the quarter ending 30 September 2017 was 2.84% (2.99% at 30 September 2016). This is 1.13% above the BBSW 90 day rate. Council's average yield at 30 September 2016 (2.99%) was 1.25% above the BBSW 90 day rate (1.74%). At 30 September 2017 Council had \$38M invested. Interest earnings for the quarter totalled \$180K. This was \$48K above the projected budget of \$132K for the period.	●
20.05a	Undertake a Customer Satisfaction Survey for Leeton Shire Council	2017/18 - 2018/19	Report on results and recommendations – goal is to set a benchmark against which future performance can be improved or sustained (as relevant)	Communications and Marketing Coordinator	Not due to start until the 2018/19 financial year.	●