



LEETON
SHIRE COUNCIL

Quarterly Report




Quarter 1, 2020/21

Progress in achieving community goals

CSP THEME 1: A HEALTHY AND CARING COMMUNITY




1: A community that focuses on being healthy

1a: Provide exercise opportunities to increase fitness and wellbeing

Code	Action	Measures	Target	Progress to Date	Q1 Update	Responsibility	Status
1a.01	Maintain and enhance an outdoor gym in Leeton at Rotary Park	Proportion of 2020/21 planned Outdoor Gym Maintenance and Renewal programs completed	90+%	25%	Monthly inspections of fitness station equipment at Rotary Park have been completed and recorded as per the Parks, Playgrounds and Recreational Facilities Maintenance Management Policy. No unplanned maintenance was required.	Manager Open Space and Recreation	
		Number of unplanned maintenance activities completed	100%	N/A			
		% safety checks completed	100%	25%			
1a.02	Enhance skate park facilities at Rotary Park Leeton - Complete Stage 2 of skate park	% of project delivered	100%	5%	Request for Quotation issued to market – awaiting submissions.	Manager Open Space and Recreation	
1a.03	Maintain Skate Parks in Leeton and Whitton	% of 2020/21 planned Skate Parks Maintenance and Renewal programs completed	90+%	25%	Inspections of Skate Park equipment at Rotary Park and Whitton Park have been completed and recorded as per the Parks, Playgrounds and Recreational Facilities Maintenance Management Policy. No unplanned maintenance was required.	Manager Open Space and Recreation	
		Number of unplanned maintenance activities completed	100%	N/A			
		% safety checks completed	100%	25%			



1b: Advocate for the availability of appropriate health and social services

Code	Action	Measures	Target	Progress to Date	Q1 Update	Responsibility	Status
1b.01	Participate in the Local Health Advisory Committee (LHAC) and use all avenues to advocate for quality health services for the Leeton community	Number of LHAC meetings attended	At least 4 meetings	3	Meetings were held in July, August and September. The LHAC was provided with details on health services from the online Community Services Directory to help develop a printed information resource. Progress is limited at this stage. One new member joined the committee.	Manager Community Services	
1b.02	Advocate for accessible and quality mental health and drug and alcohol rehabilitation services	Number of meetings attended	At least 4 meetings	1	Attended August CDAT meeting. The group has decided to proceed with printing an A4 flyer providing information about local drug and alcohol support services. A design has been produced and quotes for printing obtained. Information relating to mental health, drug and alcohol programs, resources and training has been forwarded to service providers and community stakeholders.	Manager Community Services	
		Number of projects undertaken	2	1			
1b.03.i	Support programs that enhance opportunities to increase doctor numbers in Leeton Shire	Number of student doctors practicing in Leeton LGA in 2020-21	Accommodation provided for at least 2 student doctors	2	Two student doctors are residing in Leeton in Council-subsidised accommodation from June 2020– June 2021.	Property Coordinator and Native Title Manager	

3

LEGEND:

Critical Concerns



On Track



Needs Attention



Not Due to Start




Achieved



Completed



Code	Action	Measures	Target	Progress to Date	Q1 Update	Responsibility	Status
1b.03.ii	Support programs that enhance opportunities to increase doctor numbers in Leeton Shire	The nature of Council's support for those placed in Leeton Shire through the Student Doctor and Bush Bursary programs, including orientation to the Shire and pastoral care	At least 3 interactions per student	5	<p>The current two student doctors attended the August Council meeting to meet the Councillors.</p> <p>The students were also interviewed by <i>The Irrigator</i>.</p> <p>Planning commenced for the Bush Bursary program. Two nursing students will be hosted in Leeton in early December.</p> <p>Dr Mark Chernoff has set up a specialist skin clinic and is operating as the Visiting Medical Officer (VMO) at the hospital. He availed himself of the \$5,000 funding that Council offered to assist doctors who are willing to act as VMO move to Leeton.</p>	Manager Community Services	

LEGEND:

Critical Concerns



On Track



Needs Attention



Not Due to Start



Achieved











Completed





2: A community that embraces life-long learning



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

Code	Action	Measures	Target	Progress to Date	Q1 Update	Responsibility	Status
02a.01.i	Operate Leeton Early Learning Centre (LELC), including investigating options for expansion	Number of children attending the facility relative to available places	100% occupancy	93.86%	<p>The scheduled capacity utilisation is 93.86%.</p> <p>Nursery (0–2 years) – scheduled capacity utilisation of 79.55 %. A number of the children transitioned to the Toddler Room in August/ September. Vacancies will be filled in October.</p> <p>Toddler room (2–3 years) – scheduled capacity utilisation of 93.79%.</p> <p>Preschool 1 (2.5–4 years) – scheduled capacity utilisation of 96.49%.</p> <p>Preschool 2 (4–5 years) – scheduled capacity utilisation of 98.85%.</p>	Manager/ Nominated Supervisor LELC	
2a.01.ii	Operate Leeton Early Learning Centre (LELC), including investigating options for expansion	% compliance recorded from audits	100%	N/A	Items identified in the March audit have been addressed. Staff have been undertaking training online and participating in reflective staff meetings.	Manager Community Services	
		% of required corrective actions completed	90+%	100%			


5	LEGEND:	Critical Concerns 	On Track 	Needs Attention 	Not Due to Start 	Achieved 	Completed 
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Code	Action	Measures	Target	Progress to Date	Q1 Update	Responsibility	Status
2a.01.iii	Operate Leeton Early Learning Centre (LELC), including investigating options for expansion	Status of business case and funding strategy	100% completed and 1 funding application made	In Progress	The Draft Project Plan has been completed and the demand analysis is underway.	Director Business and Investment	
2a.02	Operate the Leeton After School Care (ASC) and Vacation Care (VC) Programs	Number of children attending services relative to available places	90% occupancy	ASC – 38% VC – 72%	Policies have been updated in preparation for Assessment and Rating. Numbers are improving now COVID-19 is less of a threat, with Vacation Care almost fully booked each day. Vacation Care –attendances were 471 out of a possible 650 (72% occupancy compared to 62% in Q1 last year). After School Care –attendances were 811 out of a possible 2120 places (38% occupancy compared to 64% Q1 last year). A promotional campaign has been implemented on social media.	Manager Community Services	
		% compliance recorded from audits	100%	N/A			
		% of required corrective actions completed.	90+%	N/A			









Code	Action	Measures	Target	Progress to Date	Q1 Update	Responsibility	Status
2a.03	Provide local apprenticeship, traineeship and work experience opportunities at Council	Number of promotional activities undertaken	At least 1 promotion	1	There was a total of 7 work experience students. There is 1 apprentice in Open Space and Recreation, and 2 trainees in Early Childhood Education. Funding for traineeships and apprenticeships is received at certain completion milestones and yet to be determined.	Manager People and Organisational Development	
		Number of apprenticeships/traineeships/work experience students placed in Leeton Shire Council in the 2020-21 period	At least 3 new work experience, 1 trainee, 1 apprentice placements	7 work experience			
		Amount of alternative external/State funding secured to support these	Dependent on grant availability	Nil.			
2a.04	Provide a Library service with quality programming and events, including programmed sessions for children, young people and adults; school holiday sessions; and special events that support community interests.	Number of programmed sessions per week	At least 3 programmed sessions per week	42	All library sessions and events were offered online via Facebook, in line with the library's COVID-19 Safety Plan. The library ran: <ul style="list-style-type: none"> 13 Storytime sessions – reaching 3208 people, with 267 engagements 13 Baby Rhyme Time sessions – reaching 2678 people, with 211 engagements 16 Brain Games sessions – reaching 2248 people, with 53 engagements. 	Manager Library and Cultural Services	
		Number of school holiday sessions	A least 2 sessions with at least 20 participants per school holiday period	2			
		Number of special events	At least 2 special events per year with 40 participants	3			
		Total number of participants	At least 1,500 participants over the year	531			




Code	Action	Measures	Target	Progress to Date	Q1 Update	Responsibility	Status
2a.05	Provide a Library service with a quality collection that promotes borrowing, and monitor trends to guide collection development and purchase planning	Number of items borrowed	At least 2,800 items borrowed	9,033	<p>There were 9033 loans (a 16% increase compared to Q1 last year). The loans included 5300 adult items, 3105 junior items, and 628 young adult items.</p> <p>There were 847 ebook eaudiobook loans (a 101.19% increase compared to Q1 last year).</p> <p>Purchasing has been driven by the community's requests: newly published items; local history content; and award shortlists and winners, including Prime Minister's Literary Awards, HUGO Awards, Children's Book Awards, Inky Awards and the National Biography Awards.</p>	Manager Library and Cultural Services	
		Status of Purchasing Plan	Purchasing Plan developed and implemented	100%			
		Number of items purchased in line with Plan	At least 1,800 new items	476			

Code	Action	Measures	Target	Progress to Date	Q1 Update	Responsibility	Status
2a.06	Provide a quality Library service which attracts and maintains membership and visitation: <ul style="list-style-type: none"> Promote Library services Promote membership Monitor membership 	Number of Library visitations	At least 40,000 Library visitations	6231	The significant reduction in library visitations highlights the role of programmed sessions, hosted community groups, and special events held by the library, and the community engagement that flows from those sessions. While the key programmed sessions have moved online and have established significant engagement, the library looks forward to the safe reintroduction of these sessions in the library proper. The pattern of the library's statistics while adhering to the COVID Safety Plan provides the opportunity to analyse usage of the library and provides insight into the value of the programmed sessions, hosted community groups, and special events.	Manager Library and Cultural Services	
		Number of new members	At least 250 new members	104			
		Number of active Library members	At least 3000 active members	731			

9	LEGEND:	Critical Concerns 	On Track 	Needs Attention 	Not Due to Start 	Achieved 	Completed 
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Code	Action	Measures	Target	Progress to Date	Q1 Update	Responsibility	Status
2a.07	Maintain a lease agreement with the Country University Centre (CUC), and promote the service to local residents	Number of registered students utilising the Leeton CUC	At least 15 registered students	25	There are 25 students registered solely at Leeton and 5 co-registered students. The library continues to support the CUC by providing assistance to students using the centre when the Centre Manager is off-site. This support involves: <ul style="list-style-type: none"> attending to minor maintenance issues liaising with visitors and service providers regarding access to the centre providing information to people with general enquiries about the centre. promotion via the Library Facebook 	Manager Library and Cultural Services	
		Number of registered students utilising the Leeton CUC	At least 15 registered students	25			


2b: Provide access to Information Technology Networks

Code	Action	Measures	Target	Progress to Date	Q1 Update	Responsibility	Status
2b.01	Provide free Wi-Fi services in Leeton CBD and key Council facilities	Number of people accessing free Wi-Fi services	At least 300 new Wi-Fi registrations per year	378	No issues were identified.	Manager Information Technology	
		Percentage of return users per quarter	Quarterly % of return users	88%			





3: A community that is friendly and inclusive

3a: Help community to access community services



Code	Action	Measures	Target	Progress to Date	Q1 Update	Responsibility	Status
3a.01	Develop, maintain and promote a Community Directory: allow for self-editing of Community organisation information	Number of page views of online directory	At least 500 website page views	1425	There were 1425-page views by 347 users, 87% of whom were new visitors.	Manager Community Services	
		Number of self-service updates undertaken	At least 10 updates	0			
		Average length of time since service content was updated	Not more than 12 months	0			

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


Code	Action	Measures	Target	Progress to Date	Q1 Update	Responsibility	Status
3b.01	Facilitate activities and events for young people.	Number of community-run youth events and activities	At least 2 events or activities	0	Planning has commenced for activities to be held in the October school holidays, including a skateboard workshop, a laser tag activity at a community fun day and a skateboarding competition.	Manager Community Services	
		Total number of participants	At least 100 participants per activity	0			
3b.02	Facilitate youth engagement with Council through youth leadership development initiatives	Number of initiatives to engage and introduce young people to local government	At least 2 initiatives	0	No meetings were held due to COVID-19 restrictions. Investigations into online meetings and the possibility of COVID-safe meetings outside of school hours will commence shortly.	Manager Community Services	
		Number of young people involved in leadership activities	At least 8	0			




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

Code	Action	Measures	Target	Progress to Date	Q1 Update	Responsibility	Status
3c.01	Update and implement the Ageing Strategy 2014–2024 Action Plan	% of scheduled 2020-21 actions completed	90+%	50%	<p>A consultant who was engaged to review and update the Ageing Well Strategy 2014–2021 undertook consultation with staff, community members and stakeholders.</p> <p>A draft new Ageing Well Strategy 2020–2025 will be presented to the October Council Meeting for endorsement before being placed on Public Exhibition.</p>	Manager Community Services	
3c.02	Implement the Disability Inclusion Action Plan (DIAP) for Leeton Shire	Proportion of scheduled 2020-21 actions completed	90+%	10%	<p>Works on the Wade Avenue, Roxy Theatre and Leeton Swimming Pool infrastructure projects all contain disability access components.</p> <p>The accessible toilet block in McCaughey Park is close to completion and 2 new kerb ramps (in addition to the Wade Avenue project) have been constructed.</p> <p>The review of the DIAP is continuing, as is the development of a Terms of Reference for the Advisory Group.</p>	Manager Community Services	





Code	Action	Measures	Target	Progress to Date	Q1 Update	Responsibility	Status
3c.03	Enforce Disability Car Park restrictions and undertake local education campaigns on accessible parking provision	Number of enforcement activities	At least 50 per annum	14	Weekly disabled parking patrols were undertaken.	Regulatory Services Coordinator	
		Number of enforcement actions undertaken	No target - report by occurrence	2 PINS issued			
		Number of local campaigns	At least 2 per annum	Weekly			


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

Code	Action	Measures	Target	Progress to Date	Q1 Update	Responsibility	Status
3d.01	Maintain and build Leeton's reputation as a "migrant and refugee friendly" Shire through participation in the NSW Regional Settlement Program (RSP)	Number of Council-supported events/activities held	2 events or activities	0	Participated in two online meetings – 23 July and 16 September 2020. Council was successful in obtaining \$40,000 in grant funding from Multicultural NSW under the Celebrating Diversity Program. The funding will be used to employ a part-time Project Officer to assist with the Regional Resettlement Program.	Manager Community Services	
		Total number of participants	More than 100 participants	N/A			
		Number of RSP activities conducted	1 RSP activity, 3 RSP meetings attended	3 meetings attended			





Code	Action	Measures	Target	Progress to Date	Q1 Update	Responsibility	Status
3d.02	Participate in Multicultural Forums at the local and regional level	Number of meetings attended	At least 5	3	<p>Participated in 2 Riverina Regional Advisory Council (RAC) for Multicultural NSW meetings (30 July, 10 September) and attended 1 Multicultural Interagency Network Meeting (4 August). There was a focus on impacts of COVID-19.</p> <p>Reported that a Leeton venue had an issue with some CALD patrons failing to comply with COVID-19 restrictions. As a result, a small working group of local stakeholders met with representatives of the club to devise some solutions.</p>	Manager Community Services	
3d.03	Host Citizenship Ceremonies	Number of Citizenship Ceremonies held	Minimum of 2 per year. Additional ceremonies held within 2 months of notification by Department of Home Affairs	1	<p>Correspondence has been received and replied to regarding our current intentions regarding Citizenship Ceremonies on Australia Day 2021.</p> <p>The Australia Day Committee will decide on the 2021 Australia Day Citizenship Ceremony format (on-line or face-to-face) at its next meeting.</p>	Events and Cultural Services Coordinator	
		Number of residents naturalised (by country of origin)	No target. Report by occurrence	1			





Code	Action	Measures	Target	Progress to Date	Q1 Update	Responsibility	Status
3d.04	Maintain and provide a New Residents' Kit	Currency of content of kits	Less than 12 months since updated	Updated in April 2020	The New Residents' Kit was adopted in June 2020. No further action needed at this point. 104 people viewed the website page on which the New Residents' Kit is located. 37 of the 104 people opened the page.	Manager Community Services	
		Number of kits issued or downloaded	At least 10 kits issued or downloaded	13			

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

Code	Action	Measures	Target	Progress to Date	Q1 Update	Responsibility	Status
3e.01	Inform land-use planning through regular liaison with the Leeton Aboriginal community through the Leeton and Districts Local Aboriginal Lands Council (LALC)	Number of meetings attended	At least 2 per annum	0	A meeting is planned for later this year to advise on the final Local Strategic Planning Statement (LSPS).	Manager Planning, Building and Health	
3e.02	Promote wellbeing for our indigenous community through regular liaison with the Aboriginal Interagency	Number of meetings attended	At least 2 meetings per annum	0	No Aboriginal Interagency meetings have been held. Information has been distributed regarding programs, resources and training on a wide variety of service issues.	Manager Community Services	





3f: Provide cemetery services at Leeton and Whitton

Code	Action	Measures	Target	Progress to Date	Q1 Update	Responsibility	Status
3f.01	Maintain cemetery grounds in Leeton and Whitton	% of scheduled 2020-21 maintenance and upgrades at Leeton and Whitton Cemeteries completed	90+%	25%	Leeton and Whitton Cemeteries have been routinely inspected and maintained as per the scheduled maintenance programs. No capital works have been completed.	Manager Open Space and Recreation	
3f.02	Expand and develop cemetery grounds in Leeton	Outcomes of planning for cemetery expansion at Leeton	Land tenure secured and master plan developed	2	A project control group has been set up to oversee this project going forward. The land tenure process is currently waiting on Crown Lands Ministerial approval. The scope for the Masterplan is being developed as part of the project control group exercises.	Property Coordinator and Native Title Manager	






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

Code	Action	Measures	Target	Progress to Date	Q1 Update	Responsibility	Status
3g.01	Operate a Multipurpose Community Centre	Current number of tenancies in place relative to availability	100%	80%	Office tenancies have been renewed and documentation has been completed and returned to Council for signature. Council is currently negotiating a rental amount to ensure consistency between tenancies. One tenant vacated their lease at 30 June 2020. Two small offices are vacant. One office is available for tenancy. The other office is to be kept for short-term rentals to accommodate non-profit community needs.	Property Coordinator and Native Title Manager	
3g.02	Promote and maximise the use of the Multipurpose Community Centre meeting rooms	Number of hirers	At least 30 hirers	10 hirers	Due to COVID-19, the number of hirers are down by 56.52% compared to Q1 last year. Two regular user groups are unable to use the halls each week as they would have done pre-COVID because their group numbers are too large for the room size. A total of 10 hirers hired various rooms 16 times in July, 37 times in August and 37 times in September for an income of \$4018.	Manager Community Services	
		Occasions of hire	300	90			
		Amount of income generated from short-term hire of non-tenanted meeting and training rooms	At least \$10,000	\$4018			




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

4a: Advocate and support initiatives to reduce crime


Code	Action	Measures	Target	Progress to Date	Q1 Update	Responsibility	Status
4a.01	Support initiatives to stop domestic violence	Number and nature of support provided	At least 1 initiative supported	0	Information on programs, resources and training has been provided to service providers and community stakeholders. No local programs have been initiated yet.	Manager Community Services	
4a.02	Reduce, prevent and mitigate graffiti and vandalism across Leeton Shire and make available a reward for information leading to a conviction for offences	Number of reported incidences	Not more than 12 incidences	3	3 incidents occurred. Graffiti was removed by staff. The bus shelter at Wirilda Street required major repainting at a cost of \$2300.	Regulatory Services Coordinator	
		Average time taken to address incidents occurring on public property	Not more than 2 working days	1 day			
		Number of rewards issued	No target - report by occurrence	0			
4a.03	Complete development of a Leeton Community Safety Strategy	% of scheduled 2020–21 actions completed	90+%	0%	To be completed in Q2.	Manager Community Services	




4b: Advocate and support road safety initiatives

Code	Action	Measures	Target	Progress to Date	Q1 Update	Responsibility	Status
4b.01	Implement programs that foster and promote road safety	Number of road safety campaigns undertaken	At least 4 campaigns	4	A number of road safety campaigns and programs have been undertaken including: <ul style="list-style-type: none"> • Slow Down Around Town, which includes setting up Vehicle Messaging Sign boards at the entranceways of Leeton to create awareness of Double Demerits • providing valuable resources regarding road and pedestrian safety to those aged 65+ • monthly editorial on road safety at the end of every month with a different topic each time • Look Out Before You Step Out, which included the installation of stickers on the edge of key pedestrian paths/kerbs/ramps • School bus zones patrol which involves Council have a presence at drop off points to monitor traffic. 	Road Safety Officer	
	Trends in crash data in Leeton LGA.	Downward trend over time.	2016 – 9 crashes with serious injuries. 2017 – 3 fatal crashes with 4 fatalities. 6 crashes with 8 seriously injured. 2018 – 1 fatal crash with 1 fatality. 4 crashes 4 seriously injured. 2019 – Data unavailable.				





Code	Action	Measures	Target	Progress to Date	Q1 Update	Responsibility	Status
4b.02	Promote road safety through design and appropriate regulation	Number of Traffic Committee meetings held	At least 4 per year	1	One traffic meeting was held. The following were tabled: <ul style="list-style-type: none"> Investigation of an incident on Contour Road – all recommendations were adopted Murrumbidgee Carriage Club request to submit an application for their annual Event with open dates (due to current CV19 Restrictions) – the request was denied. 	Road Safety Officer	
		Number of Committee recommendations adopted by Council	100%	75%			
		Proportion of approved actions completed.	90%	25%			

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




Code	Action	Measures	Target	Progress to Date	Q1 Update	Responsibility	Status
4c.01	Maintain Leeton Shire Council's CCTV network.	Number and nature of changes/additions to CCTV network	100% of network are in working order	0	No additional cameras have been installed. Work has commenced on the installation of additional cameras in the CBD, and around water and sewer assets.	Manager Information Technology	
		Increased coverage by CCTV cameras	At least 5% coverage increase per annum	0			



Code	Action	Measures	Target	Progress to Date	Q1 Update	Responsibility	Status
4c.02	Utilise Leeton Shire Councils CCTV network footage to promote community safety	Number of occasions Police access Councils CCTV footage to investigate crime	No target – report by occurrence	15	Police made 15 requests for footage. A request for more detailed data has been submitted to the NSW Bureau of Crime Statistics and Research. This data will enable council to update the hotspot map.	Manager Information Technology	
4c.03	Monitor Leeton Shires Street Lighting network (including services delivered by Council and Essential Energy)	Total repair count	No target	N/A	The engineering footing design and certification letter has been received for the installation of a new outreach pole and underground service in Seville Street, Leeton. Civil works will commence in Q2. Continued meetings with Essential Energy regarding the next LED Bulk Luminare rollout at the end 2021.	Manager Roads and Drainage	
		Number of lighting outage repairs completed within target period	90% repaired within 8 days	N/A			





4d: Reduce Leeton Shire's risk from natural disasters


Code	Action	Measures	Target	Progress to Date	Q1 Update	Responsibility	Status
4d.01	Commence delivery of the Floodplain Risk Management Plan	Progress of identified actions	Funding secured for at least one action item	0	Completed and submitted a Floodplain Management Grant Application for physical mitigation measures. The measures were identified as the top priorities in the Floodplain Risk Management Plan. The date for the funding approvals announcement has not yet been set.	Manager Roads and Drainage	
4d.02	Participate in Local Emergency Management Committee (LEMC)	Number of meetings held	100%	0	No meetings were scheduled for this quarter. Continued liaison regarding COVID-19 with the Regional Emergency Management Officer (REMO) and Local Emergency Operations Controller (LEOCON).	Manager Roads and Drainage	
4d.03	Enhance understanding of the impacts of climate change in MIA: Engage Riverina and Murray Joint Organisation (RAMJO) to develop an Adverse Events Plan utilising drought funding	Status of development Adverse Events Plan	100% complete Plan adopted	60%	Engaged with RAMJO to undertake an Adverse Event Plan, to be funded by the latest round of Drought Funding. The Plan is expected to be completed in December 2020.	Director Operations	



4e: Provide animal control services across Leeton Shire




Code	Action	Measures	Target	Progress to Date	Q1 Update	Responsibility	Status
4e.01	Provide a response to call outs for wandering/ loose animals and dog attacks in accordance with Council's Companion Animals Policy	Response time to call outs	Less than 2 hours	Under one hour	<p>There is a ranger on duty during business hours from Monday to Saturday inclusive. There is also a ranger On Call on Sundays, public holidays and after business hours on weekdays and Saturdays.</p> <p>There were:</p> <ul style="list-style-type: none"> • 68 dogs impounded • 60 dogs rehomed/returned to owners • 8 dogs euthanized • 88 % dogs re-homed • 6 dog attack incidents. In each case the dogs were seized and penalty notices and dangerous/menacing declarations were issued. 	Regulatory Services Coordinator	
		Number of animals impounded and % returned or rehomed	More than 75% returned or rehomed	88% re-homed			
4e.02	Promote and foster responsible pet ownership, including: <ul style="list-style-type: none"> • Annual free microchipping day • All-year-round subsidised microchipping 	Number of education and microchipping programs undertaken	At least 12	3	35 animals were microchipped (compared to 58 last quarter).	Regulatory Services Coordinator	
		Number of animals microchipped	200 animals microchipped	35			
		Number of free microchipping days held	At least one	1			





Code	Action	Measures	Target	Progress to Date	Q1 Update	Responsibility	Status
4e.03	Provide Ranger Services to address: Abandoned vehicles, illegal dumping, noise complaints, overgrown properties	Response time to call outs	Within 2 working days	Same day response	There were: <ul style="list-style-type: none"> • 24 overgrown vegetation complaints – all were resolved by voluntary compliance • 11 abandoned motor vehicles – 4 removed by owners and 7 impounded • 1 illegal burning matter with voluntary compliance • 6 dumped rubbish matters cleaned up by rangers. Offenders not identified • 6 livestock on roads, with 4 matters resolved by voluntary compliance • 5 noise complaints – all voluntary compliances • 5 DA compliance matters –all voluntary compliances • 6 miscellaneous complaints all were resolved by voluntary compliance. 	Regulatory Services Coordinator	
		Total number of reports and % resolved through voluntary compliance	75% successfully resolved without proceeding to a PIN (fine)	64 complaints			
		Proportion resolved through voluntary compliance.	75% successfully resolved without proceeding to a PIN (fine).	87%			



4f: Public health is maintained across Leeton Shire



Code	Action	Measures	Target	Progress to Date	Q1 Update	Responsibility	Status
4f.01	Undertake food premises inspection programs	Number and nature of education activities	Two education activities/year	1	55 food premises inspections were carried out with nil non-compliance. Scores varied between 3 to 5-star ratings.	Regulatory Services Coordinator	
		Proportion of inspection regime completed	100%	100%			
		Number of breaches recorded	No target - report by occurrence	0			
4f.02	Undertake skin penetration establishment inspection programs	Number and nature of education activities	Two education activities/year	1	Eleven skin penetration premises were inspected with nil non-compliance.	Regulatory Services Coordinator	
		Proportion of inspection regime completed	100%	100%			
		Number of breaches recorded.	No target - report by occurrence	0			
4f.03	Undertake On-Site Sewer Management Inspection Programs	Number and nature of education activities	Two education activities/year	0	Council staff carried out two OSSM inspections. Council will continue to use a contractor as soon as a contractor becomes available when COVID 19 restrictions ease.	Building and Health Surveyor	
		Proportion of inspection regime completed	100%	4%			
		Number of breaches recorded	No target - report by occurrence	0			



4f.04	Undertake Backyard Swimming Pool Inspection Programs	Number and nature of education activities	Two education activities	0	Four swimming pool compliance inspections were completed. Three were compliant and one failed with a notice issued to the owner.	Building and Health Surveyor	
		Proportion of inspection regime completed	100%	8%			
		Number of breaches recorded	No target - report by occurrence	0			
4f.05	Undertake Mosquito Monitoring Program from October to April.	Number of monitoring activities	Twenty-six monitoring activities	N/A	Arbovirus detection program is due to start in November 2020. Council has agreed to participate in the 2020/21 monitoring program which includes monitoring a sentinel flock of chickens and mosquito trapping.	Regulatory Services Coordinator	
		Number of diseases detected	Zero	N/A			




4g: Facilitate pedestrians and cyclists to get around safely


Code	Action	Measures	Target	Progress to Date	Q1 Update	Responsibility	Status
4g.01	Improve Council's footpath and cycleway network through the implementation of the Pedestrian Access Mobility Plan (PAMP).	Progress against PAMP program	90% complete	5%	Works commenced on utility locations along Corbie Hill Road and Racecourse Road in relation to new walkway spaces being created in these areas. Works are to commence and be completed in Q2. A complete intersection audit was undertaken in relation to the new install of VAS at Back Yanco and Research Roads. Currently seeking clarification from TfNSW and JHR regarding reduction of signage and stop sign to give way requirements.	Manager Roads and Drainage	
		Number of Council-funded priority projects completed from the PAMP	At least \$200,000 worth of projects	0			
		Number of externally-funded priority works completed from the PAMP	At least \$20,000 worth of projects	0			
4g.02	Implement the Footpath and Cycleways Maintenance and Renewal Program	% of scheduled 2020-21 actions completed	90% completed	25%	Footpath repairs were conducted on Oak Street and Palm Avenue. Minimal works were completed as resources were directed to kerb repairs in urban spaces prior to urban roadworks.	Manager Roads and Drainage	
		Number of unplanned maintenance works	90% completed within target timeframe (dependent on nature of work)	3			




05: Support the community to access a range of quality and affordable housing options*5a: Support the community to access a range of quality housing options*

Code	Action	Measures	Target	Progress to Date	Q1 Update	Responsibility	Status
5a.01	Monitor provision of affordable housing service, Eventide Homes, Yanco (delivered by Argyle Homes)	Rate of occupancy	90%	90%	Thirteen out of fourteen units are occupied. The vacant unit is being refurbished.	Property Coordinator and Native Title Manager	
		Progress of refurbishment program	90+% of refurbishment complete	90%			
		Liaison meetings with Eventide Homes service provider	At least 2 per annum	1	90% of the scheduled works are completed which is on track in terms of the schedule provided by Argyle Housing, who are undertaking the refurbishments. Council staff met with Argyle Housing representatives on site in July 2020 to inspect completed and upcoming refurbishment works.		


5b: Expand the range of residential opportunities across the Shire

Code	Action	Measures	Target	Progress to Date	Q1 Update	Responsibility	Status
5b.01	Undertake and promote housing development opportunities across Leeton Shire, including on Council-owned land	Number of investment proposals for housing development in Leeton Shire	At least 1 new housing project	0	The project plan was completed and endorsed for the Leeton Housing Strategy, with initial data analysis underway.	Director Business and Investment	
		Number of new residential DAs approved	At least 30 per annum	N/A			



Code	Action	Measures	Target	Progress to Date	Q1 Update	Responsibility	Status
5b.02	Develop a Housing Strategy for Leeton Shire	Status of Strategy development	Strategy adopted by Council by June 2021	N/A	A project plan is currently under development. The planning team are investigating options to review the Local Environmental Plan (LEP) to provide for more flexibility in housing options.	Manager Planning, Building and Health	

5c: Safeguard housing standards to promote healthy living and a healthy environment




Code	Action	Measures	Target	Progress to Date	Q1 Update	Responsibility	Status
5c.01	Promote residential dwellings that are energy and water efficient through provision of information to support community choices	Number and nature of education activities	At least 2	0	Information is currently available on Council's website on Basix. A new lodgement checklist has been developed to ensure that DAs are submitted with all required documentation, inclusive of Basix certificate where required. Prelodgement forms have been developed to promote prelodgement meetings. The need for Basix will be included to those meetings. A new DA matrix checklist was developed for developers, which also include the need for Basix Certificate.	Manager Planning, Building and Health	
		Number of website page views	At least 100 views	18			
		Number of DAs that comply with BASIX	100%	100%			



CSP THEME 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

Code	Action	Measures	Target	Progress to Date	Q1 Update	Responsibility	Status
6a.01	Maintain and improve sporting ovals in Leeton and Yanco including a lighting upgrade for Leeton No.1 oval	% of scheduled 2020-21 Sports Fields Maintenance, Renewals and Capital Works programs completed	90+%	25	All sports fields routinely maintained and inspected as per the Parks, Playgrounds and Recreational Facilities Maintenance Management Policy. Scheduled maintenance including spraying, fertilising and topdressing has been completed as per the maintenance schedules.	Manager Open Space and Recreation	
		Number of unplanned maintenance activities completed	100%	0			
		Progress of lighting upgrade	100%	0			
6a.02	Promote usage of sporting ovals in Leeton and Yanco.	Number of sporting codes utilising sports fields	At least 5	3	With ease of restrictions there was a return of junior soccer competition, senior representative soccer training, junior and senior rugby union competition and AFL training. Due to COVID-19 rugby league has been cancelled for the year.	Manager Open Space and Recreation	
6a.03	Enhance sporting facilities at Leeton Showground through \$1.8 million improvement program	% of 2020-21 scheduled development completed	100%, with official opening	80%	Work on the \$1,996,000 showground grandstand and amenities is nearing completion. The project is due for completion November 2020.	Manager Open Space and Recreation	

30

LEGEND:

Critical Concerns



On Track



Needs Attention



Not Due to Start







Achieved





Completed





Code	Action	Measures	Target	Progress to Date	Q1 Update	Responsibility	Status
6a.04	Provide public swimming pools in Leeton and Whitton, and prepare a Renewal Options Report for Whitton Pool	% of 2020-21 Swimming Pools Maintenance and Renewal programs Leeton and Whitton completed	90+%	0%	No action to date for Whitton Pool. Leeton Pool is under construction and due for completion in December 2020.	Manager Open Space and Recreation	
		Number of unplanned maintenance activities completed	100%	0%			
		Status of Renewal Options Report	Report completed	Not started			
6a.05	Promote usage of swimming pools in Leeton and Whitton	Number of carnivals at Pools	At least 8 carnivals	0	Whitton and Leeton Pool are closed for the winter season and upgrades.	Manager Open Space and Recreation	
		Number of users	At least 6,000	0			
6a.06	Enhance and upgrade facilities at Leeton Swimming Pool	% of scheduled 2020-21 works completed	100% completed	60%	Pool construction on track and due for completion in December 2020.	Manager Open Space and Recreation	
6a.07	Undertake a feasibility study to determine options for a heated swimming pool facility in Leeton Shire	Status of feasibility study	Study completed by June 2021	0%	Nil action to date.	Director Operations	





Code	Action	Measures	Target	Progress to Date	Q1 Update	Responsibility	Status
6a.08	Promote usage and sustainability of the Leeton golf course	Number of events held at Leeton Golf Course	At least 6 events held	0	Competition Rounds Played 1,896 (up 567 compared to Q1 last year) Social Rounds Played 1,080 (up 376 compared to Q1 last year) Total Rounds Played 2976 (up 943 compared to Q1 last year) Total green fees income - \$47,045 (up \$17,390 compared to Q1 last year) COVID -19 has encouraged a large increase of rounds played and green fee income as Golf has been one of the few sports allowable. Several events were cancelled due to COVID-19 restrictions.	Manager Open Space and Recreation	
		Total number of participants utilising golf course facilities	At least 4,200 rounds played	2,976			
		Update Golf Course Business Plan.	100%	50			
6a.09	Support development of new golf clubhouse	Amount of external funding raised	\$300,000	0%	No action for this quarter. Application for funding is to be submitted under ClubGRANTS Category 3 Infrastructure in Q2.	Manager Open Space and Recreation	
		% of works completed	80% of build complete	0%			




Code	Action	Measures	Target	Progress to Date	Q1 Update	Responsibility	Status
6a.10	Provide an Indoor Stadium and tennis facility in Leeton	% of scheduled 2020-21 Stadium Maintenance, Renewal and Capital Works programs completed	90+%	100%	Daily inspections were undertaken and recorded prior to use in accordance with the Parks, Playgrounds and Recreational Facilities Maintenance Management Policy. Three minor maintenance issues were raised as CRM request and completed. New LED lighting was installed in the foyer. Tennis Club Committee unable to continue in its current capacity - awaiting formal communication to then develop plan for the facility into the future.	Manager Open Space and Recreation	
		Number of unplanned maintenance activities completed	100%	100%			
6a.11	Promote usage of the Indoor Stadium in Leeton	Number of sports using the Stadium	At least 4	4	There were 6,901 participants across a range of different sports including school groups, badminton, volleyball, basketball and netball. Croquet is yet to recommence. Junior netball competition, senior mixed netball and junior rep basketball due to recommence in Q2.	Manager Open Space and Recreation	
		Total number of participants utilising the Stadium	At least 12,000	6,901			



Code	Action	Measures	Target	Progress to Date	Q1 Update	Responsibility	Status
6a.12	Continue to provide Hydration Stations or other potable water options in key areas used for physical activity	Status of new installation at Waipukurau Park	Installation complete	0%	Maintenance activities completed as planned. Water quality is monitored by the Water and Waste Water Department on a routine basis. Water stations are closed in response to COVID 19.	Manager Open Space and Recreation	
		Status of hydration station network	100% operational	0%			
6a.13	Establish a Sporting Walk of Fame	Progress towards establishment of a Sporting Walk of Fame	90% of Phase 1 completed	0%	Walk of Fame meetings were held to determine the layout and location of the walk. Drought funding of \$20,000 has been allocated to provide for the required infrastructure. The pathway has been designed and is under quotation for construction prior to Christmas.	Manager Open Space and Recreation	



6b: Support local sport and recreation clubs to remain viable

Code	Action	Measures	Target	Progress to Date	Q1 Update	Responsibility	Status
6b.01	Provide support to local sports and recreation clubs: <ul style="list-style-type: none"> Respond to requests for advice and assistance Assist organisations to pursue funding for their activities 	Amount of funding received (by sport type)	No target - dependent on grant availability	0	No assistance has been requested or provided.	Manager Open Space and Recreation	
		Nature of support	100% of inquiries responded to.				






07: A community that enjoys arts and culture

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


Code	Action	Measures	Target	Progress to Date	Q1 Update	Responsibility	Status
7a.01	Continue refurbishment of the Roxy Theatre both internally and externally.	Progress of refurbishment	50% of adopted program progressed	30%	Refurbishment design of the Roxy Theatre is progressing with the Architect and associated consultants.	Manager Special Projects	
7a.02	Run an entertaining program of events for the community in alternative locations during the refurbishment of the Roxy Theatre	Number of events held	At least one per month	Weekly movie screenings, no touring productions/special events as a result of limited entertainment touring activity	Regular movie screenings have recommenced at the theatre complying with COVID-19 regulations. Planning has commenced to continue to deliver programs through alternative locations once redevelopment works commence including a youth podcast and appropriate studio space within the museum and gallery, short film festivals at the Hydro, and a community production of Henry V produced by Jake Speer with support from the Roxy Theatre team.	Roxy Theatre Coordinator	
		Number of participants	At least 500 participants over the year	514			



7b: Enhance artistic and cultural activity across Leeton Shire

Code	Action	Measures	Target	Progress to Date	Q1 Update	Responsibility	Status
7b.01	Collaborate with and fund Western Riverina Regional Arts Board to successfully deliver events, public art projects and programs in Leeton Shire, including providing opportunities to promote local artistic endeavour	Number and nature of activities undertaken to deliver events and programs in Leeton Shire.	At least two exhibitions in Leeton Museum and Art Gallery	2	Continued liaison with co-located Western Riverina Arts (WRA) staff has enabled efficient and timely promotion of arts and cultural events and opportunities in Leeton Shire. Council has continued to collaborate on grant applications for Indigenous Liaison Officers, Museum Development officers and an immersive projection-based art project for the Australian Art Deco Festival event.	Events and Cultural Services Coordinator	
		Number of local artist exhibitions	At least one	2			
		Councils role in and contribution to Western Riverina Arts activities, events and programs within Leeton Shire	100% attendance at meetings and report by activities	100%			
7b.02	Open and operate the Leeton Museum and Art Gallery, and promote the permanent exhibition: Water by design, the Leeton water story	Number of gallery events held	At least 1	0	We were unable to host a travelling exhibition as a result of geographical travel restrictions related to COVID-19. As a result - all exhibitions were community curated with free entry.	Events and Cultural Services Coordinator	
		Number of visitors to gallery and museum exhibits	1,000 visitors	749			
7b.03	Support the annual Penny Paniz Memorial Art Competition, and add acquisitions to Councils art collection	Number of entries received for PPMAC	At least 100 entries	0	Council confirmed with the Leeton Art Society the dates and booking for the gallery in 2021 for the Penny Paniz Memorial Art Competition.	Events and Cultural Services Coordinator	
		Annual financial contribution by Council to the PPMAC sustained	\$1,500 Council contribution	0			
		Number of new acquisitions to Councils art collection	At least one	0			




Code	Action	Measures	Target	Progress to Date	Q1 Update	Responsibility	Status
7b.04	Support the annual Leeton Eisteddfod	Sponsorship provided	\$2,000 sponsorship	Not due to commence	\$2,000 sponsorship was not sought from the Leeton Eisteddfod Society and not provided by Council as the 2020 Leeton Eisteddfod event was cancelled due to COVID-19.	Manager Visitor, Cultural and Local Economy	
		In-kind staff support offered	At least 40 hours.	Not due to commence			





08: A community that values its heritage



8a: Support and showcase the history of our Shire

Code	Action	Measures	Target	Progress to Date	Q1 Update	Responsibility	Status
8a.01	Support and enable public access to local history: <ul style="list-style-type: none"> develop and catalogue Leeton Library's local studies collection (including monographs, pamphlets and photographs) attend Leeton Family and Local History Society's meetings 	Number local history items catalogued	At least 40 items catalogued per year	15	Leeton Library's local studies collection has many uncatalogued items, and progress is being made to add cataloguing records for these items. This is a slow and painstaking task as many items are unique and therefore requires original cataloguing. The Manager Library attended the Leeton Family and Local History Society monthly meetings. In this reporting period, the Manager Library has shared information to the Society on such topics as: online training sessions for the Trove website; online webinars on the Historic Lands Records Viewer database; and ANU archives of recently digitised NSW hotel photographs from their Tooth and Company Ltd Archives. The Society manages the storage, conservation and display of their own collection to their own standards.	Manager Library and Cultural Services	
		Number of Society meetings attended	100%	50%			
		Collection stored, conserved and displayed in line with contemporary practice.	Entire collection relocated to WCIC building.	Completed			




Code	Action	Measures	Target	Progress to Date	Q1 Update	Responsibility	Status
8a.02	Promote and update the 'Arts and Heritage Trail' (Lyrics, Lintels and Landscapes) for the Leeton Shire	Number and nature of Heritage Trail activities undertaken	1 additional installation	No additional artworks	There were no additional artworks to this trail. Promotions via the Leeton Museum and Leeton Visitors Information Centre continued, with additional promotion coming in print in Q2.	Events and Cultural Services Coordinator	
		Number of promotional activities	At least 2	600			
		Number of Lyrics, Lintels and Landscapes app content views	At least 200	114			
8a.03	Support Whitton and Yanco Museums, including: <ul style="list-style-type: none"> building the skills capability of volunteers conducting a significance assessment for Yanco 	Training of volunteers	At least 1 event	0	One Whitton Museum meeting was held with discussions held to encourage the drafting of amended terms of reference, to enhance the capability of the committee as a whole, and to streamline the work of the Curator by ensuring the governance is appropriately attended to. The Gaol and Courthouse buildings were inspected by Council. It was agreed part of the Maintenance budget would be directed to an engineer's report to inform future stabilization and works of the building. Support was given to Yanco Powerhouse Museum to find a new tenant for their rental accommodation and potential grant funding opportunities.	Events and Cultural Services Coordinator	
		Progress of significance assessment for Yanco	100% (dependent on external funding)	0			
		Number of Whitton Museum meetings attended	100%	1			
		Number of local museum promotions	At least 2 per annum	0			





Code	Action	Measures	Target	Progress to Date	Q1 Update	Responsibility	Status
8a.04	Undertake activities to support Councils archival responsibilities and develop an action plan to guide this work	Status of Heritage Archive review	100%.	50%	The Heritage Archive review was undertaken during the closure of the library with an Action Plan focused on the WCIC Archive Boxes. In light of the establishment of the Leeton Museum and Gallery, the review will be revisited resulting in the development of a new Action Plan and archiving actions.	Manager Library and Cultural Services	
		Status of action plan development	Plan finalised	0%			
		Status of implementation of archiving actions	At least 5%	0%			
8a.05	Offer an annual Heritage Grants program with a focus on Leeton's CBD to promote its position as a regional Art Deco capital	Number of applications received	At least 2	7	Applications for the Local Heritage Places Grant were advertised during July 2020. The grants were advertised in the Irrigator Newspaper, on Councils Website, Councils Facebook Page and applications were mailed out to residents who had previously enquired about the grants earlier in 2020. Six grant applications were received and granted. Council also received a late application at the end of Q1, this application will go to the Council meeting in Q2. Councils Heritage Advisor made 3 visits.	Planning Officer	
		Number, nature and value of grants awarded	At least \$19,500	7 applications were received, 6 were awarded with a total value of \$12,100			



Code	Action	Measures	Target	Progress to Date	Q1 Update	Responsibility	Status
8a.06	Oversee completion of façade painting for Leeton CBD (between Roxy Theatre and Tile Warehouse, and Wade Avenue)	Number of eligible property owners who take up painting offer	80%	20%	<p>The scope of works for the eight painting packages was completed including the repainting of art deco facades for 30 buildings in the Leeton CBD. The aim of this project is for Council to play its role in enhancing Leeton's image as the Art Deco capital of regional Australia and refreshing the main street to highlight the magnificent Art Deco Streetscape that is still intact.</p> <p>Progress is being made with contacting each of the building owners to confirm their percentage contribution and involvement in this large-scale painting project.</p> <p>Requests for Quotation for the painting packages will be sent out to Council's list of preferred painting contractors by the end of October with all the painting packages to be completed by the end of March 2021.</p>	Manager Visitor, Cultural and Local Economy	
		% of improvement program completed	100%	20%			




Code	Action	Measures	Target	Progress to Date	Q1 Update	Responsibility	Status
8a.07.i	Operate Henry Lawson Cottage, including holding open days	Amount of rental use and income	Casual tenants/ users utilising the property 60% of the year	90% usage	There were no users during this quarter, however, there are scheduled bookings by visiting Leeton Hospital medical staff from 9/9/20 - 12/11/20 and the Bush Bursary Student from 6/12/20 - 19/12/20. Further work is required to promote the facility as an accommodation option to visitors.	Property Coordinator and Native Title Manager	
		Progress of the review of governance, management and operation of the Cottage	100% complete	100	The Henry Lawson Cottage Committee of Council Terms of Reference were adopted at the September 20 Council meeting. This 355 Committee is now operational.		
8a.07.ii	Operate Henry Lawson Cottage, including holding open days	Number of open days	At least one per annum	Nil	Not yet actioned or started. Have confirmed Committee membership as LSC staff member, however, yet to attend the first meeting to get plans underway.	Events and Cultural Services Coordinator	





CSP THEME 3: A HEALTHY NATURAL ENVIRONMENT

09: A community that respects the natural environment



9a: Provide waste management services

Code	Action	Measures	Target	Progress to Date	Q1 Update	Responsibility	Status
9a.01	Operate Resource Recovery Facility (includes Landfill) and Transfer Stations to maximise landfill life	Tonnes of waste entering Resource Recovery Facility	< 20,000 tonnes	5,732.85T	5,732.85T of waste was disposed to landfill during the Q1 period (0.38 decrease compared Q1 last year). Counted Domestic Loads: <ul style="list-style-type: none"> Mixed household – 2,528 Loads Scrap metal – 790 Loads Concrete and bricks -143 Loads Green waste – 1439 Loads Mattress – 71 Each Car tyres – 9 Each 	Waste and Recycling Coordinator	
		Tonnes of waste generated from kerbside collection (red bins)	< 3,000 tonnes	761.08T			




Code	Action	Measures	Target	Progress to Date	Q1 Update	Responsibility	Status
9a.02	Promote recycling to divert waste from landfill	Tonnes diverted from landfill per waste category	At least 25% diverted	106.92T	Waste Recycling out of facility: <ul style="list-style-type: none"> Paper/Cardboard 5.6T compared to 12.16T Q1 19/20 (53.9% decrease) Reuse Shop 11.7T compared to 11.6T Q1 19/20 (0.8% increase) Mattress Recycling 2.86T compared to 2.68T Q1 19/20 (6.7% increase) Scrap Metal -54.48T no comparison Q1 19/20 Commingled Recycling -1.30T no comparison in Q1 19/20 E-Waste -2.92T compared to 2.81T Q1 19/20 (3.9% increase) Grease Trap Waste 23.80 T compared to 24.20T Q1 19/20 (1.6% decrease) Batteries - 2.20T compared to 1.76T Q1 19/20 (25% Increase) 	Waste and Recycling Coordinator	
		Tonnes of recycling collected from kerbside collection (yellow bins)	>400 tonnes	81.577T			
		Tonnes collected through Return and Earn scheme	No target - report actual volume				
9a.03	Operate Resource Recovery Facility and Transfer Stations in compliance with regulations.	Compliance with EPA licence for Landfill Operations	100%.	100%	No non-compliance. The ground water testing was completed as per EPA requirements.	Waste and Recycling Coordinator	



Code	Action	Measures	Target	Progress to Date	Q1 Update	Responsibility	Status
9a.04	Appropriately maintain Resource Recovery Facility and Transfer Stations	% of scheduled 2020-21 Maintenance, Renewal and Capital Works program completed (including completion of the next required waste cell at the Leeton landfill)	90+%	25%	<p><u>Leeton Landfill</u>: The new waste cells construction commenced and is set to be completed by Q2.</p> <p><u>Brobenah Landfill</u>: Capping and embankment works are scheduled for Q2</p> <p><u>Yanco Landfill</u>: Work commenced on a closure plan for the site and is set to be completed in Q3 .</p> <p>The construction of Whitton Transfer Station was completed.</p>	Waste and Recycling Coordinator	
9a.05	Conduct education activities to promote recycling in the community	Number and nature of education and promotion activities undertaken	At least 10	10	Council released a series of waste education videos to promote recycling and resource recovery.	Waste and Recycling Coordinator	
		% of collected recycling that is contaminated	Less than 5%	4.5%	<p>Two adverts were included in the Council Noticeboard providing information and rules around kerbside recycling.</p> <p>A media release was produced providing the community information on Councils new waste transfer station at Whitton.</p> <p>4.5% of contaminated waste in the commingled recycling collection.</p>		



Code	Action	Measures	Target	Progress to Date	Q1 Update	Responsibility	Status
9a.06	Offer kerbside collection service including recycling (under contract)	Number of bins collected	4,500 bins collected 4,000 recycling bins collected	4,160 Recycling 4,713 Waste	<u>Recycling Yellow Bins</u> July : 40.99T from 4,158 bins (Q1 19/20 32.74T from 4,122 bins) August : 40.58T from 4,160 bins (Q1 19/20 29.06T from 4,126 bins) September : 43.42 T from 4,162 bins (Q1 19/20 30.77 T from 4,127 bins) 50 Contaminated yellow recycling bins (compared to 17 Q1 last year). Non-compliance stickers placed on contaminated bins. <u>Waste Red Bins</u> July : 254.96T from 4,708 bins (Q1 19/20 232.34T from 4,677 bins) August : 235.02T from 4,713 bins (Q1 19/20 233.62T from 4,681 bins) September : 271.10T from 4715 (Q1 19/20 214.70T from 4,682 bins) <u>Customer complaints Q1</u> 4 broken bins all resolved within 48 hours (Q1 19/20 - 9 bins) 11 bins missed all resolved within 48 hours (Q1 19/20- 23 bins) 11 Stolen bins all resolved within 48 hours (Q1 19/20 -10 bins)	Waste and Recycling Coordinator	
		Number of missed bins per collection	Less than 5	1			
		Proportion of missed bins resolved within 48 hours	100%	100%			






Code	Action	Measures	Target	Progress to Date	Q1 Update	Responsibility	Status
9a.07	Implement Councils Waste Management Strategy	% of scheduled 2020-21 actions completed	90+%	0	Waste Management Strategy on public exhibition and expected to go the October Council Meeting for final endorsement.	Water and Waste Water Engineer	●

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



Code	Action	Measures	Target	Progress to Date	Q1 Update	Responsibility	Status
9b.01	Identify and manage high risk weeds in accordance with Leeton Shire Council's Weed Action Plan	% of annual Weeds Action Plan delivered	100% delivered	33%	Inspections were conducted at 43 Private properties as well as along the MR80 and MR539.	Regulatory Services Coordinator	●
		Number of new noxious weed incursions reported	No target - report by occurrence	2	Spraying was undertaken on Mckellar Road, Cudgel Farms Road, Stanard Rd, and MR80 Red Guide post zone. 2020-2025 Weed Action Program 5 year grant funding application submitted to LSS and NSW DPI. Contribution to Riverina Weeds Booklet publication Reemergence of Mexican feather grass was removed.		



Code	Action	Measures	Target	Progress to Date	Q1 Update	Responsibility	Status
9b.02	Minimise nuisance weeds on urban Council land and roads	Number of customer requests relating to weeds on urban Council land	Less than 20 complaints received, all complaints responded to within ten working days	5	Consistent rain events has resulted in significant weed growth. Rye Grass and Cape Weed have been consistently sprayed and slashed as per scheduled work plans. There have been 5 CRM requests for weed spraying with all attended to on time. Windy conditions have impacted on weed control programs.	Manager Open Space and Recreation	
		% of spraying program completed	100%	80%			
9b.03	Manage roadside vegetation on Council road reserves to increase road safety	Number of meetings held	At least 2 per year	NIL	Councils slasher has been completing works as required with 87 Hectares of slashing along roadsides. Councils spray contractor has been programmed into high target areas and delegated works by Maintenance Superintendent as required.	Manager Roads and Drainage	
		Number of customer requests relating to roadside vegetation on Council rural road reserves	Less than 25 complaints received;	3			
9b.04	Coordinate the Weeds Committee and engage with relevant stakeholders	Number of meetings held	At least 2 per year	Weekly	Weekly meeting with contractor. Attended the regional weeds meeting September. 3 x monthly weeds reports submitted by contractor to Coordinator.	Regulatory Services Coordinator	




9c: Advance environmental sustainability by leading at the local level

Code	Action	Measures	Target	Progress to Date	Q1 Update	Responsibility	Status
9c.01	Develop an Energy Savings Strategy for Council, track Councils energy production and consumption, and participate in RAMJOs Energy Audit	Status of Strategy development	Strategy adopted	20%	In conjunction with DPIE and RAMJO, Council has commenced the initial phase of conducting a full operational energy audit. All information has been provided to the consultant for analysis and assessment of current state.	Director Operations	
		Total amount of energy generated	At least 200,000 KW/annum	18.47T CO2 Equiv			
		Value of energy savings	At least 5% of total energy costs	N/A			
9c.02	Support external agencies to maintain key natural assets including Fivebough Wetlands and Murrumbidgee River	Number of activities to support biodiversity at Murrumbidgee River (National Park) and Fivebough Wetlands	At least 2 support activities	2	Activities undertaken include: <ul style="list-style-type: none"> • general weed control • intensive pest trapping and baiting by Local Land Services (LLS) • a hydrological study • final Adaptive Environmental Management Plan received from the consultants and distributed to the committee members 	Manager Visitor, Cultural and Local Economy	




9d: Promote Town Water conservation

Code	Action	Measures	Target	Progress to Date	Q1 Update	Responsibility	Status
9d.01	Promote water saving measures across Leeton Shire	Household water use	Less than average 200 kL/household/year	224 kL per Household per year	Water is billed 3 times a year, so the figures below are per billing period not quarterly: 4 months (July 2020 to Oct 2020) - average usage per household was 224kL, compared to 257kL Q1 last year.	Water and Waste Water Engineer	
		Number of educational activities	At least two per year	0			





10: A community that enjoys our natural environment

10a: Provide recreational facilities along the Murrumbidgee River within Leeton Shire

Code	Action	Measures	Target	Progress to Date	Q1 Update	Responsibility	Status
10a.01	Monitor the provision of camping and recreational facilities at Gogeldrie Weir (delivered under lease) and develop a precinct masterplan	Status of masterplan development	Masterplan adopted and implementation commenced	Unsuccessful funding bid notified August 24. Looking at future opportunities that come up.	Council was advised that the \$70,000 to develop a Precinct Masterplan for Gogeldrie Weir via the Federal Government's Murray Darling Basin Economic Development Program Round 2 was unsuccessful.	Manager Visitor, Cultural and Local Economy	
		Status of EOI process	EOI to market and at least two submissions received	Not scheduled to start this year.	Feedback provided advised that the project scored well and is a worthy however they were seeking projects that would benefit a wider area.		
		Number of annual caravan park users	No target - report number of users	The Weir Licensee has not provided requested information on patronage of the Weir after two written (via email) requests.	Other funding opportunities including the next round of Drought Funding are to be investigated. EOI process for the licensee of the Weir precinct is not scheduled to start this year. The Weir Licensee has not provided requested information on patronage of the Weir.		



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


Code	Action	Measures	Target	Progress to Date	Q1 Update	Responsibility	Status
10b.01	Promote nature-based recreational/tourism opportunities along the Murrumbidgee River	Number of promotional activities undertaken	At least 3	1	Quarterly update was not obtainable for NSW National Parks due to the Murrumbidgee Valley National Parks Senior Ranger being on extended leave until early in Q2.	Manager Visitor, Cultural and Local Economy	
		Participation rates	At least 150	Not available			
		Outcomes of visitor improvement projects undertaken in collaboration with NPWS	Key visitor infrastructure installed and operational	No update			
10b.02	Promote nature-based recreational and tourism opportunities around Fivebough Wetlands, and report on outcomes of improvement programs undertaken in collaboration with NSW Crown Lands	Number of promotional activities undertaken	At least 2 promotional activities	1	There were 2,973 visitors (increase of 2.02% compared to Q1 last year). The Fivebough Wetlands Promotional Video had 1,300 views on YouTube. The Wetlands was promoted twice via the Visit Riverina Facebook and Instagram with over 2,000 and 3,000-page likes/followers respectively. Wheelchair access has been improved with the removal of the bollard on the access bridge at the Petersham Road carpark entrance. Signage was installed on the toilet amenities encouraging visitors to report on the cleanliness.	Manager Visitor, Cultural and Local Economy	
		Participation rates (where available)	At least 1,000 participants	2973 visitors			







CSP THEME 4: A THRIVING ECONOMY WITH GOOD JOBS

11: A community that thrives on irrigated agriculture

11a: Advocate for continued access to irrigation supply for our agricultural industries

Code	Action	Measures	Target	Progress to Date	Q1 Update	Responsibility	Status
11a.01	Participate in Murray Darling Association (Region 9 + MDA Board)	Number of meetings attended	100% attendance	4 meetings attended	The Mayor and General Manager participated in the only Murray Darling Association Region 9 meeting this quarter on 17 September 2020 with a presentation from Stefanie Schulte Acting Director Regional Water Strategies, Water Group DPIE on Water Strategies. The Mayor and General Manager participated in 2 meetings of the Murray Darling Association Board including Meetings 400 and 402 on 20 July 2020 and 17 August 2020. They also participated in the Murrumbidgee Darling Association 76th Annual Conference and Annual General Meeting from 14 –16 September 2020.	General Manager	




Code	Action	Measures	Target	Progress to Date	Q1 Update	Responsibility	Status
11a.02	Participate in EWAG (Environmental Water Advisory Group) to observe and monitor environmental watering actions and outcomes	Number of meetings attended	100% attendance	0	The Mayor and were apologies for the September meeting due to a clash with the Murray Darling Association 76th Annual Conference and Annual General Meeting.	General Manager	
11a.03	Participate in NSW Water Customer Advisory Group (CAG)	Number of meetings attended	100% attendance	1 meeting attended	One NSW Water Customer Advisory Group (CAG) meeting attended on 30 July 2020. Items discussed were Regulatory Economics - Pricing Determinations Engagement, Mayor Project Updates and Water Reform Implementation Plan Update and Assets.	General Manager	
11a.04.i	Collaborate with Murrumbidgee Irrigation to strengthen irrigated agriculture in the MIA	AGM attendance	100%	0	There were no executive MI meetings this quarter.	General Manager	
		Number of senior executive meetings held	At least 2 per annum	0			
11a.04.ii	Collaborate with Murrumbidgee Irrigation to strengthen irrigated agriculture in the MIA	Number of operational meetings attended	At least 6 per annum	3	Monthly Meetings held plus additional adhoc discussions. Key topics to date include Yanco S&D Update, Roaches Escape Dam Site Inspection for DA, 539 Bridge Project, Permanent Planting Farms and Stormwater flows, Escape-way operations, Drainage Channel repairs and maintenance.	Director Operations	




12: A community that is strong in business and employment

12a: Seek, promote and facilitate business opportunities


Code	Action	Measures	Target	Progress to Date	Q1 Update	Responsibility	Status
12a.01	Support and facilitate the retention and expansion of existing local business, industry or government services in the Leeton Shire	Number and nature of activities with existing businesses	At least 4 activities	15 site visits to small businesses in the Leeton CBD	Council agreed to sponsor (to the value of \$850) the Leeton Gift Cards, an initiative being run by the Leeton Business Chamber that aims to promote the "Support Local" messaging that has been a strong focus during COVID-19. Council met with 15 small businesses face-to-face in the Leeton CBD with the feedback largely being optimistic despite the uncertainty COVID-19. Some businesses have seen an opportunity to diversify their product and service offering whilst others simply can't keep up with demand outweighing stock availability. Council will continue to small businesses to see how Council may be able to support them.	Manager Visitor, Cultural and Local Economy	
		Local Industry visits	At least 4 per annum	0 due to COVID-19 restrictions			
		Number of development approvals for expanding businesses	No target - report by occurrence	4 development approvals for expanding businesses in Q1			



Code	Action	Measures	Target	Progress to Date	Q1 Update	Responsibility	Status
12a.02	Support and facilitate potential new business, industry of government services in the Leeton Shire	Number and nature of activities with new businesses	At least 2 activities	1 to date	A number of new investment opportunities have been investigated including in relation to the WRConnect proposal and expanded operations on existing sites for major employers in the region.	Director Business and Investment	
		Number of local industry visits	At least 4 per annum	1 to date			
		Number of development approvals for new businesses	No target - report by occurrence	No update	One new flagship tourism business, the Whitton Malt House, will commence operations in Q4 2020, backed by substantial financial support from Council.		






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

Code	Action	Measures	Target	Progress to Date	Q1 Update	Responsibility	Status
12b.01	Support local industry to identify and meet their current and future workforce needs in collaboration with RDA Riverina, TAFE Riverina, Skills NSW, schools, neighbouring councils and the Country University Centre in the Western Riverina	<p>Number of activities undertaken to support the 'Grow Our Own' initiative</p> <p>Attendance at Committee meetings</p>	<p>At least 1 activity undertaken</p> <p>100% of meetings attended</p>	<p>1 undertaken</p> <p>2 meetings attended</p>	<p>Participated in the RDA-Riverina Economic Development Officers Forum.</p> <p>Key outtakes included:</p> <ul style="list-style-type: none"> Another round of Building Better Regions Funding (BBRF) should be announced in Q2. RDA-Riverina are interested to meet with Council to discuss the draft Leeton Shire Council Housing Strategy. The strategy fits with RDAs plans for expanding the population. Council will be the pilot partner for the Multicultural NSW Refugee Resettlement Pilot Program over the next 12 months. <p>The new Country Change Magazine which featured Leeton shire was virtually launched in September by Deputy Prime Minister The Hon. Michael McCormack MP.</p>	Manager Visitor, Cultural and Local Economy	




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


Code	Action	Measures	Target	Progress to Date	Q1 Update	Responsibility	Status
13a.01	Support the success of regional events including the Bidgee Classic Fishing Competition, the SunRice Festival and the Outback Band Spectacular.	Number of participants at regional events	At least 1,000 participants	0	Events cancelled. No activity in this quarter due to COVID-19.	Events and Cultural Services Coordinator	
		% of participants drawn from outside the region	At least 25% from outside Leeton Shire	0			
13a.02	Support the celebration of Leeton's Art Deco history.	Number and nature of small events held in lieu of the Art Deco Festival	At least one	0	An application for Restart Investment to Sustain and Expand (RISE) funding is in progress for the 2021 Australian Art Deco Festival Leeton event.	Events and Cultural Services Coordinator	
		Number of participants	At least 500	0			
		% of participants drawn from outside the region	40%	0			
13a.03	Support the hosting of local community events across the Shire, including Chill n Grill, Australia Day and Light Up Leeton	Number and nature of events support by Council	At least 6 events	0	No community events have been held because of COVID-19.	Events and Cultural Services Coordinator	
		Number of participants	At least 6,000 participants in total per annum.	0			





13b: Attract visitors to Leeton Shire region

Code	Action	Measures	Target	Progress to Date	Q1 Update	Responsibility	Status
13b.01	Convene a tourism leadership group for Leeton Shire and implement the Visitor Economy Activation Plan to develop a local tourism strategy which includes investigation of agri-tourism opportunities.	Number of meetings held	At least 4 meetings	0	The Leeton Responsible Visitor Economy Activation Plan (2021–2023) was presented to Council in September by Linda Tillman (Tilma Group). This document was compiled as part of a pro bono tourism pilot project with Kickstart. Progress is to be made to present key findings back to local operators and key stakeholders involved in the consultation process.	Manager Visitor, Cultural and Local Economy	
		Status of tourism strategy development	Tourism Strategy drafted	Completed 30 June 2020.			
		Number of agri-tourism opportunities identified	Agri-tourism incorporated in Strategy	Referenced in Activation Plan - to be expanded as part of broader Directorate Strategy			




Code	Action	Measures	Target	Progress to Date	Q1 Update	Responsibility	Status
13b.02	Create a tourism trail in collaboration with Narrandera, Lockhart and Murrumbidgee Councils to encourage visitors into the area	Number of themed trails signposted	100% completed	Trail to be launched in Q2	<p>The "Murrumbidgee Trails" marketing collective, continues to progress well. The new destination guide is currently in its final proofing and graphic design stages and will be sent to the printers in Q2. The Project Team are also working on website and social media platforms which will go live in November. The official launch of the Murrumbidgee Trails will be on Wednesday 18 November at the Whitton Malt House.</p> <p>In August, participating Council's met with the Regional Coordinator - TASAC and Drive Destination NSW to discuss options for highway signage for tourism routes such as Murrumbidgee Trails and Irrigation Way Touring Route. Due to exorbitant costs, it was recommended that the group focus on building a digital trail via a mobile phone application and create awareness for that as it is proving far more effective than highway directional signage.</p>	Manager Visitor, Cultural and Local Economy	
		Annual number of visitors to each targeted town within the LGA.	At least 5,000 visitors per town.	Trail to be launched in Q2			



Code	Action	Measures	Target	Progress to Date	Q1 Update	Responsibility	Status
13b.03	Develop a new regional visitor information guide (Murrumbidgee Trails) in collaboration with Narrandera, Lockhart and Murrumbidgee Councils	Number of visitor guides distributed	2000	766	766 visitor guides distributed (1525 Q1 last year). Decrease in numbers distributed due to increase in number being electronically downloaded. 7123 Leeton Tourism Website Visitors (6489 Q1 last year) 2187 Leeton Tourism Facebook page likes (2165 Q1 last year) 1125Visitors to Leeton VIC (946 Q1 last year).	Manager Visitor, Cultural and Local Economy	
		Number of page views on tourism website	10,000	7123			
		Number of social media activity	500 social media likes/followers /comments	22 new page likes			
		Annual number of visitors for the LGA	At least 10,000	1125			
13b.04	Operate an attractive Visitors Information Service, and complete a review of the customer service model	Number of visitors to the Leeton Visitor Information Centre	At least 5000	1,125	Visitor Information Sales: \$2457 (\$3067 Q1 last year). 43% of visitors were looking for Maps/Directions, 15% for Brochures and 42% for the Museum and Art Gallery. Accommodation operators recorded 31% of their visitors were business travelers, 61% visiting friends and relatives and 8% passing through. They stayed an average of 2 nights and were predominantly from NSW South Coast and Sydney metro area.	Manager Visitor, Cultural and Local Economy	
		Status of review	Review completed	Yet to commence			
		Amount of local product sales.	At least \$8,000 sales per year.	\$2456.75			





Code	Action	Measures	Target	Progress to Date	Q1 Update	Responsibility	Status
13b.05	Participate in regional tourism forums and initiatives: <ul style="list-style-type: none"> • Thrive Riverina • Destination Riverina Murray • promote investment in marketing and initiatives 	Attendance at tourism meeting	100% attendance	100%	The campaign blueprint for the 'Love NSW Marketing Program' was completed in September and presented to participating partners for their sign off. The \$70,000 campaign has been jointly funded by Coolamon, Murrumbidgee, Lockhart, Narrandera, Snowy Valleys, Temora, Bland, Cootamundra-Gundagai, Hay and Leeton Council's, and the Whitton Malthouse. The campaign aims to highlight experiences in the lesser known areas of the Riverina, focusing on three major road touring routes. The campaign will start in Q3/4. The Thrive Riverina Board met in August. Matthew Pete, Business Manager at Whitton Malt House, joined the Board as an Industry Director. The Board endorsed an increase in its budget for social media activity and committed to run a giveaway competition in Q 2.	Manager Visitor, Cultural and Local Economy	
		Amount of investments	At least \$5,000 investment in marketing and initiatives in the Western Riverina and Leeton	\$7,000 formally committed to Love NSW Marketing Campaign			





14: A community that enjoys a vibrant town centre

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

Code	Action	Measures	Target	Progress to Date	Q1 Update	Responsibility	Status
14a.01	Operate main street cleaning and maintenance in Leeton, Yanco and Whitton	% of scheduled street cleaning and maintenance activities completed	90+%	100%	Street Sweeping program has been delivered at 100%. Litter bin maintenance schedule has been completed at 100%.	Manager Open Space and Recreation	
14a.02	Continue to implement key recommendations of the Leeton CBD Enhancement Plan	% of scheduled 2020-21 Plan actions implemented	100%	30%	CBD Enhancement Phase 1 and 2 continued with Wade Ave South and Chelmsford Taxi Rank redevelopment. Minor delays due to COVID-19 and Level 1 Electrical Contractors - expected completion in Q2. CBD Enhancement Phase 3 Chelmsford Place - Tree and CBD Enhancement Committee met twice to deliberate and endorse draft Masterplan. Draft Masterplan endorsed by Council in September for final stakeholder and community engagement. Drought Funding for Pine Ave Renewal) transferred to Chelmsford Place Phase 3 Stage 1.	Director Operations	



14b: Promote activity and vibrancy in Leeton CBD




Cod e	Action	Measures	Target	Progress to Date	Q1 Update	Responsibilit y	Status
14b.0 1	Encourage small-scale economic activity in the Leeton CBD, and Yanco and Whitton main streets such as markets and busking	Number and nature of markets held	At least 20	2	The Leeton Farmers and Makers Market held their first market since March. There were 35 stallholders with approximately 900 people attending.	Manager Visitor, Cultural and Local Economy	
		Number of market participants	At least 3,000	1,100			
		Number of busking approvals issued	At least 5 approvals	Nil	The Yanco Village markets held one market. There were 15 stallholders with approximately 200 people attending.		
14b.0 2	Develop an online Community Events Guideline to support community groups	Status of Guideline development	100% complete	100%	Guidelines have been completed and they will be tabled at the October Ordinary Council Meeting.	Events and Cultural Services Coordinator	
		Number of downloads of Guidelines	At least 2	0			



CSP THEME 5: A QUALITY BUILT ENVIRONMENT



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

15a: Supply treated water to urban centres


Code	Action	Measures	Target	Progress to Date	Q1 Update	Responsibility	Status
15a.01	Operate water treatment services at Leeton, Whitton and Murrami.	% of scheduled 2020-21 maintenance, renewal and capital works program actions completed	90+%	15%	Myall Street Main Replacement completed. Major Capital works were delayed in order to provide support to the Automated Meter Reading System Project. Preliminary work on Wamoon Avenue have begun in readiness for commencement in Q3.	Water and Waste Water Engineer	
		Volume, quality and reliability of treated water produced	Report volume produced	Requirements met			
		Compliance with drinking water standard	100% of the time	100%			
15a.02	Provide and maintain water supply reticulation services in Leeton, Yanco, Wamoon, Whitton and Murrami, including completion of Automatic Meter Reading Project	Performance against response times for customer requests	90% responses within 2 days	95%	3000 water meters have been replaced and automated - the final 800 meters are planned to be installed in Nov/Dec. Larger commercial meters are being delayed due to COVID-19. impacting the availability of components.	Water and Waste Water Engineer	
		% of scheduled 2020-21 maintenance, renewal and capital works program actions completed	90+%	95%			
		Progress of automated meter roll-out	100%	80%			
15a.03	Finalise and commence implementation of the Integrated Water Cycle Management Plan	% of scheduled 2020-21 actions completed	90+%	85%	Final Draft for both Water Scoping and IWCM available for final comment before issuing.	Water and Waste Water Engineer	



15b: Supply sewer treatment services to urban centres



Code	Action	Measures	Target	Progress to Date	Q1 Update	Responsibility	Status
15b.01	Provide and maintain sewage treatment and effluent discharge plants and reticulation services at Leeton, Yanco and Whitton	Number of non-compliances in relation to effluent discharge	Not more than 4 per annum	0	There were no non-compliance's.	Water and Waste Water Engineer	
		% of scheduled 2020-21 maintenance, renewal and capital works program actions completed	90+%	25%			
		Volume of sewage treated per plant	Average of 130 megalitres per annum	192 megalitres			
		Performance against response times for customer requests	90+% responses within 2 days	Nil.			
15b.02	Complete installation of a sewage treatment and effluent discharge service at Wamoon	% of scheduled project complete	75%	25%	Working with current funding body, Safe and Secure Water and DPIE Water to address project scope and funding. Last communication to residents was in December 2019. A new letter drop will take place in October 2020.	Manager Special Projects	



Code	Action	Measures	Target	Progress to Date	Q1 Update	Responsibility	Status
15b.03	Continue implementation of Councils Liquid Trade Waste program	Number of businesses inspected	At least 30 per annum	12	<p>There was a total of 12 LTW inspections conducted; 4 in July, 1 in August, and 7 in September.</p> <p>Figures from Wastelink show that the total number of currently discharging businesses is 130 and the number of approvals/businesses not requiring approval is 80. Therefore, 61.5% of currently discharging businesses have approvals issued.</p> <p>Most notable approval is the SunRice Wamoon Avenue which received a further one-year approval and a one year deferred approval for their new "cook in pouch" process.</p>	Assistant Engineer – WWW	
		% of all currently discharging businesses with approvals issued	At least 65%.	61.5%			





16: A community that has good road, rail and air transport*16a: Provide access to Regional Passenger Air Services*

Code	Action	Measures	Target	Progress to Date	Q1 Update	Responsibility	Status
16a.01	Resource Narrandera Shire Council to operate and maintain the Narrandera/Leeton Airport	Annual number of passengers using service is maintained or increased (arrivals and departures)	At least 1,500 passenger arrivals. At least 1,500 departures	Only 321 arrivals/departures due to COVID-19 pandemic	Total passenger numbers (source Regional Express Airlines) for this reporting period for Narrandera-Leeton Airport were as follows:	Manager Visitor, Cultural and Local Economy	
		Status of scheduled 2020-21 Capital Works program actions	90+% completed	25% completed	July - 125 August - 92 September - 104		
		Capital works investment and nature of works completed	\$200,000 invested	Unknown at this stage of reporting on these projects	This is a 90.75% decrease compared to Q1 last year. Projects have now been awarded as part of the Regional Airports Round 1 Grant for the pending runway resealing (16 - 22 November), and apron flood lighting. Works will disrupt minimal flights due to COVID-19 impact on service level.		
16a.02	Collaborate with Narrandera Shire Council to strategically plan for the growth and sustainability of the Narrandera/Leeton Airport	Proportion of 2020/21 scheduled Strategic Plan actions completed	75%	N/A	Not due to commence.	Manager Visitor, Cultural and Local Economy	





16b: Facilitate improved Freight Transport productivity

Code	Action	Measures	Target	Progress to Date	Q1 Update	Responsibility	Status
16b.01	Develop a Program Business Case for WRConnect at the Wumbulgal site and other associated projects to support State and Federal funding decisions	% Program Business Case complete	100%	0%	Business Case submitted to the Federal Government for its "gate 2" review	Director Business and Investment	
		% of total PBC funding sourced from the region	100%	0%			
		Number of State/Federal Government funding decisions made	2	0			
16b.02	Develop an action plan for the road linkages study for WRConnect	Status of Leeton Shire projects in RAMJO freight strategy	Projects implemented	100%	Draft RAMJO Freight Strategy updated to align with WRConnect freight connection requirement. MR539 Bridge Upgrade works on track for completion November 2020. Minor delays due to Sturt Canal levels not being maintained at required levels for construction. Awaiting announcement of Local Bridges for Colinrobbie Road Canal Bridge Upgrade for road train access. Vance-Koonadan-Colinrobbie-Brobenah Hall Road and Leeton "Bypass" in application for upgrade to Regional Roads. Road Infrastructure Committee was formed to inform Council on key road Infrastructure decisions.	Director Operations	
		Number of funding applications made for Leeton Shire projects in RAMJO freight strategy	No target. Report funding received	Nil			



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

Code	Action	Measures	Target	Progress to Date	Q1 Update	Responsibility	Status
16c.01	Improve the Shire's road network in accordance with Leeton Shire Council's "Road Asset Management Plan"	Status of scheduled 2020-21 Capital Works program actions	90+% of works completed	15%	Commencement of McNeil and Merungle Hill Road Rehabilitation. Initial investigations undertaken on Regulator Road for commencement in Q2. Annual roads reseals have been marked out for investigation and sand patch testing by Contractor Downer EDI for seal designs.	Manager Roads and Drainage	
16c.02	Maintain the Shire's road network in accordance with Leeton Shire Council's "Road Asset Management Plan"	% of 2020-21 actions of the Scheduled Maintenance Program completed	90+% of scheduled maintenance	Unknown	General Unsealed Roads budget expenditure - 34% General Rural Sealed Roads budget expenditure - 19% General Urban Roads budget expenditure - 23%.	Manager Roads and Drainage	
		Number of unplanned maintenance works identified through inspection regimes and public reporting	100% of unplanned maintenance	N/A			
		% remedied to agreed service level	90+% completed within target timeframe	78%			
		Number of road network signs replaced	100% of damaged signs	Unknown			



Code	Action	Measures	Target	Progress to Date	Q1 Update	Responsibility	Status
16c.03	Trial alternative road treatment techniques to upgrade gravel roads (including Otta seal technology)	Gravel road upgrades trialled	At least 2 sections of gravel road upgraded	0	Nil action.	Manager Roads and Drainage	●
16c.04	Construct and repair State roads under the Road Maintenance Council Contract for Transport for NSW	Annual number of ordered works entered into	At least 2	0	Council entered into new RMCC Contract with TfNSW. Need to source resource to maintain and administer the new contract.	Manager Roads and Drainage	●
		Total value of contracts	At least \$300,000	Nil			
		TfNSW annual maintenance RMAP meets quarterly projections	+/- 15% quarterly	5%	Submitted 3rd version of G10 application for traffic control accreditation.		

LEGEND:

Critical Concerns



On Track



Needs Attention



Not Due to Start




Achieved



Completed





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

Code	Action	Measures	Target	Progress to Date	Q1 Update	Responsibility	Status
16d.01	Monitor community transport services to the residents of Leeton Shire (delivered by Narrandera Shire Council from Leeton Multipurpose Community Centre)	Number of clients being provided a service	Client and volunteer numbers maintained or enhanced compared to previous years	361	478 verified trips (62.86 decrease compared to Q1 last year) using the Leeton Community Transport Vehicles. Leeton and Narrandera Community Transport work very closely together, and this number would not accurately depict the true number of trips done by Leeton Shire residents. 361 Active clients (10.2% decrease compared to Q1 last year). 7 active volunteer drivers. A number of drivers are hesitant to start driving again in the ongoing COVID-19 restrictions. A new driver is due to start soon, and another one is returning. The service is practicing social distancing (1 client to a car, max 3 to a bus if 2 of the clients are related) which can be a logistical challenge.	Manager Community Services	
		Number of occasions of service	Client and volunteer numbers maintained or enhanced compared to previous years	478			
		Number of volunteer drivers	Client and volunteer numbers maintained or enhanced compared to previous years	7			





17: A community that enjoys attractive towns and parks

17a: Provide open spaces for active and passive leisure


Code	Action	Measures	Target	Progress to Date	Q1 Update	Responsibility	Status
17a.01	Maintain and improve Council's park network	% of scheduled 2020-21 Parks Maintenance, Renewal and Capital Works program actions completed	90+%	25%	No park inspections scheduled for Q1. The Golf Course Estate playground and park development has been completed and will be opened on November 2. Design planning has commenced for the playground upgrades to Noel Pulbrook and Enticknap Parks.	Manager Open Space and Recreation	
		Number of unplanned maintenance activities completed	100%	100%			
17a.02	Maintain and improve Council's playgrounds	% of scheduled 2020-21 Playgrounds Maintenance, Renewal and Capital Works program actions completed	90+%	100%	Three monthly inspections of all of Council's playgrounds have been completed and recorded as per the Parks, Playgrounds and Recreational Facilities Maintenance Management Policy. No significant maintenance issues were detected.	Manager Open Space and Recreation	
		Number of unplanned maintenance activities completed	100%	100%			




17b: Provide attractive streetscapes and town entrances

Code	Action	Measures	Target	Progress to Date	Q1 Update	Responsibility	Status
17b.01	Maintain and improve Leeton Shire's urban streetscapes	% of scheduled 2020-21 Streetscape and Tree Replacement Maintenance, Renewal and Capital Works program actions completed	90+%	0%	There have been no new street trees planted during Q1. Several have been ordered for planting in Wade Avenue, Golf Course Estate and other general replacement trees in urban streets. No additional landscaping works have been undertaken. Further landscaping works at the Traffic Lights Intersection will be undertaken in Q3 and Q4.	Manager Open Space and Recreation	
		Number of unplanned maintenance activities completed	100%	100%			
17b.02	Commence public artwork mural projects for Leeton and Whitton: <ul style="list-style-type: none"> Leeton Water Tower Whitton Water Tower Whitton main street mural. 	% of scheduled mural works completed	Water tower projects completed in line with funding agreement requirements; Main street mural 100% complete	25%	Expressions of Interest (EOI) for Whitton Mural and Whitton Water Tower Public Artworks were circulated in mid September. Two were received for the Whitton Water Tower and one for the Whitton Mural. Leeton Water Tower on track to release EOI by end of October.	Events and Cultural Services Coordinator	




Code	Action	Measures	Target	Progress to Date	Q1 Update	Responsibility	Status
17b.03	Maintain and improve Council's town and boundary entrances	% of scheduled 2020-21 Town Entrance Maintenance, Renewal and Capital Works program actions completed	90+%	25%	All scheduled maintenance activities including spraying, slashing and mowing have been undertaken in accordance with works programs.	Manager Open Space and Recreation	
		Number and nature of unplanned maintenance activities completed	100%	100%	All entrance signs have been sprayed regularly.		

17c: Provide public conveniences across Leeton Shire





Code	Action	Measures	Target	Progress to Date	Q1 Update	Responsibility	Status
17c.01	Provide a network of public toilets to service busy public places, and upgrade the men's toilets in Mountford Park	% of scheduled 2020-21 Public Toilets Maintenance, Renewal and Capital Works program actions completed	90+%	100%	Maintenance and cleaning has been performed in line with cleaning contract and maintenance schedules.	Manager Open Space and Recreation	
		Number and nature of unplanned maintenance activities completed	100%	100%	New toilets at McCaughey Park are nearing completion and will open in mid October. Renewal works at Mountford Park are set to be completed by mid October.		
		Number of complaints received	Less than 20	0			
		Progress of Mountford Park toilets upgrade	100%	60%	There have been no CRM complaints regarding toilets.		





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

Code	Action	Measures	Target	Progress to Date	Q1 Update	Responsibility	Status
17d.01	Receive and assess Development and Subdivision Applications	Number of Development Applications and Subdivision Applications received	No target - report by occurrence	36 Development application were received, including 4 subdivision applications	36 development application received including 4 subdivision applications (compared to - 34 development applications and 4 subdivision applications in the previous quarter) 51 development applications approved including 8 subdivision applications (compared to 30 development applications and 2 subdivisions applications in the previous quarter) The total value of approved development applications was \$6,093,539 (compared to \$6,214,117 in the previous quarter). The Average turnaround was 37.78 days (compared to 69.33 in the previous quarter). This will continue to improve with the implementation of pre-lodgment meetings and an acceleration program to improve DA turnaround times by 15%.	Planning Officer	
		Number and nature of approvals issued for Leeton Shire, including total value	No target - report by occurrence	51 development applications were approved including 8 subdivision applications with a total value of \$6,093,539			
		Average turnaround times	Less than 5 weeks	Average turn around is 5.39 weeks			





Code	Action	Measures	Target	Progress to Date	Q1 Update	Responsibility	Status
17d.02.i	Prepare and issue Construction Certificates for buildings and subdivisions	Number of Construction Certificates issued	No targets - report by occurrence	25	25 CC's were issued.	Building Surveyor	
		Average turnaround time	Less than 3 weeks	various			
17d.02.ii	Prepare and issue Subdivision Work Certificates for buildings and subdivisions	Average turnaround time	Less than 3 weeks	N/A	No Subdivision Works Certificates were issued.	Drainage and Development Engineer	
		Number of Subdivision Work Certificates issued	Report by occurrence	0			
17d.03	Receive and assess applications for Occupation Certificates	Number of Occupation Certificates issued for Leeton Shire	No target - report by occurrence	18	18 OC's were issued.	Building Surveyor	
		Average turnaround time	Less than 2 weeks	18			
17d.04	Receive and assess applications for Complying Development Certificates	Number of Complying Development Certificate Applications received	No target - report by occurrence	1	1 CDC was lodged.	Building Surveyor	
		Average turnaround times	Within 10 days	1			



Code	Action	Measures	Target	Progress to Date	Q1 Update	Responsibility	Status
17d.05	Receive and assess applications for Planning Certificates	Number of Section 10.7(2) planning certificate applications received	Number issued with 95% of applications within 2 weeks	294 s10.7(2) Planning Certificates and 20 s10.7 (5) Planning Certificates were issued within 4 days	<p>There was a total of 294 s10.7(2) Planning Certificates and 20 s10.7 (5) Planning Certificates issued (compared to 79 s10.7(2) Planning Certificates and 14 s.10.7(5) Planning Certificates last quarter).</p> <p>Average completion time is 4 days.</p> <p>Council signed up with ePlanning which will allow for planning certificate applications to be made through the NSW planning portal.</p>	Planning Officer	
17d.06	Develop and commence implementation of Leeton Shire Development Services Plan (informed by the adopted Integrated Water Cycle Management Plan)	Status of development and implementation of the 'Leeton Shire Council Development Services Plan'	Plan adopted		Awaiting IWCM and Water Scoping Study to inform DCP and DSP	Water and Waste Water Engineer	



Code	Action	Measures	Target	Progress to Date	Q1 Update	Responsibility	Status
17d.07	Finalise Engineering Guidelines for Subdivisions and Development Standards for Leeton Shire	Guidelines adopted and published	By September 2020	Not achieved	Final draft Guidelines are undergoing internal review. It has been identified that standard drawings will prove important to the introduction of the engineering guidelines. Due to this the project may have some minor delays such that both can be completed in conjunction. It was intended to complete these separately but from consultation with professionals and neighbouring Councils' Engineers it was found to be an important step. It is anticipated to table to the Guidelines in Q2.	Drainage and Development Engineer	
		Number of downloads of Guidelines	At least 5 downloads	0			
17d.08	Develop Leeton Shire Development Control Plan (DCP) that includes consideration of heritage preservation, housing standards, Safer by Design principles, street trees, laneway development standards, vegetation clearing regulation in non-urban areas, and protecting local character	Status of the development of the 'Leeton Shire Council Development Control Plan'	DCP adopted by June 2021	10%	Currently developing an EOI to seek quotations for consultants.	Manager Planning, Building and Health	

LEGEND:

Critical Concerns



On Track



Needs Attention



Not Due to Start







Achieved




Completed




Code	Action	Measures	Target	Progress to Date	Q1 Update	Responsibility	Status
17d.09	Levy development contributions (under s7.12 of Environmental Planning and Assessment Act)	Value of contributions levied	No target – report by occurrence	\$52,168.64 were levied	\$52,168.64 levied (up from \$21,141.62 in the previous quarter) \$800.00 received (down from \$11,561.45 in the previous quarter) Total s7.12 (s94A) reserves now \$261,526.1	Planning Officer	
		Value of contributions received	100% of all levied contributions received when due	\$800.00 were received			
17d.10	Apply development contributions in line with adopted Section 94A plan: <ul style="list-style-type: none"> Noel Pulbrook Park Enticknap Park 	Value and nature of expenditure of accumulated development contributions	No target – report by occurrence.	N/A	There is a budget of \$19,275 to be spent from the Section 94 reserve account. The actual transaction will not occur until June 2021.	Manager Finance	
		% of Section 94A plan implemented	No target – report by occurrence.	N/A			
17d.11	Levy and apply water and sewer headworks development contributions	Value of Section 64 fees levied and received	100% of relevant development s levied	100%	Levied: \$149,619.00 Received: \$17,467.37	Drainage and Development Engineer	
17d.12	Plan and prepare for a review of the Leeton Local Environmental Plan (LEP), including preparation of a Rural Land Use Study.	The LEP review responds to the adopted land use strategy	LEP review submitted to Dept of Planning by June 2021	0%	Advice has indicated that a Rural Land Use study may take many years to complete as it includes difficult and sometimes contentious matters. For example, minimum lot sizes. Prioritising the development of a DCP, prior to LEP review and Rural Land Use Study.	Manager Planning, Building and Health	
		The Rural Land Use Study informs the review of the LEP	Rural Land Use Study completed	0%			



Code	Action	Measures	Target	Progress to Date	Q1 Update	Responsibility	Status
17d.13	Investigate the feasibility of expanding raw water availability in Leeton Shire through the review of the LEP and development of the DCP.	Consideration of raw water availability included in LEP and DCP	By June 2021	0%	To be investigated at later stage with IWCM, DCP development and LEP review.	Manager Planning, Building and Health	

17e: Provide drainage networks in urban areas


Code	Action	Measures	Target	Progress to Date	Q1 Update	Responsibility	Status
17e.01	Implement the Strategic Stormwater Management Plan	Value of accumulated charge	No target - report by occurrence	Unknown	Minor works completed during Q1 included design of piping open section of Petersham Road.	Drainage and Development Engineer	
		% of adopted Operations Plan implemented	At least 90%	0			



CSP THEME 6: STRONG LEADERSHIP



18: A community that has politicians who act and listen

18a: Forge and maintain strong regional relationships

Code	Action	Measures	Target	Progress to Date	Q1 Update	Responsibility	Status
18a.01	Participate on the Board of Riverina and Murray Joint Organisation (RAMJO)	Number of Meetings attended	100% attendance	100%	The General Manager and Mayor attended 2 RAMJO Board meetings including an extraordinary meeting to consider the option of a JO Secretariat and the 2020/21 Revenue Statement Policy. Further RAMJO meetings included 2 RAMJO Board and Ministerial Meetings, 1 RAMJO Board and MDBA meeting, 3 Water Sub Committee meetings including discussions with Hon Keith Pitt MP and Hon Sussan Ley MP, 1 RAMJO Board meeting with DPIE to discuss Regional Water Strategies, 1 General Managers meeting and 1 meeting to discuss RMCC outcomes.	General Manager	
18a.02	Participate in Country Mayors Association	Number of meetings attended	100%	0	Due to Covid-19 restrictions there were no Country Mayors Association meetings this quarter.	General Manager	





18b: Strengthen Leeton Shire Council's Governance capabilities

Code	Action	Measures	Target	Progress to Date	Q1 Update	Responsibility	Status
18b.01	Implement individual training programs for each councillor	% of councillors with a 2020-21 training program in place	100%	0%	No training had been organised for Councillors in this quarter because, ordinarily, it would have been the last quarter of the four-year term of the Council. Given that the Council is now serving an additional year, further training will be organised. The training that had been organised for a new Council will, for the most part, be unsuitable for experienced Councillors so a new program will need to be organised.	Manager IPR and Governance	
		% of scheduled 2020-21 training activities undertaken	90+%	0%			
18b.02	Attract a strong and diverse pool of candidates for Local Government elections in 2021	Number activities undertaken to encourage people to consider standing as a candidate	At least 2 activities	1	Two councillor columns were published in the Council Noticeboard. While no formal activities have been undertaken to encourage people to consider standing as a candidate, one face-to-face discussion with a potential candidate took place.	Manager IPR and Governance	
		Councillor Column in Council Noticeboard published in the Irrigator	At least 12 columns published	2			






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

Code	Action	Measures	Target	Progress to Date	Q1 Update	Responsibility	Status
18c.01	Continue advocacy with Federal and Local MPs and government agencies on key issues for the region	Number of advocacy activities undertaken	At least 5	2	Council hosted Federal MP, Sussan Ley on two separate occasions this quarter providing a tour and brief on the Showground Grandstand development and a site tour of the Whitton Malt House. Council also hosted Drought and Flood Coordinator General Hon Shane Stone AC QC.	General Manager	
18c.02	Participate in State and national Local Government Associations (LGNSW and ALGA)	Number of activities participated in	At least 2 activities	1	The Mayor and General Manager participated in the LGNSW Water Forum conference on 16 July 2020. Due to Covid-19 restrictions the National General Assembly (NGA) 2020 planned for 14 - 17 June 2020 was cancelled until next year.	General Manager	




19: A community that speaks up and gets involved*19a: Encourage volunteering throughout the Shire*

Code	Action	Measures	Target	Progress to Date	Q1 Update	Responsibility	Status
19a.01	Develop a volunteer program at Council	Trends in volunteering in each area of Council	At least 30 registered volunteers	77	Golf Course: 38 Library: 12 Museum: 20 Visitor Information Centre: 7	Corporate and Community Planning Officer	
19a.02	Recognise the contribution of volunteers at Council	Number and nature of volunteer recognition activities	At least 1 recognition activity 100% of all registered volunteers	0	Planning has commenced for: <ul style="list-style-type: none"> a volunteer morning tea at the Leeton Museum and Art Gallery end of year Council volunteer recognition initiative 	Corporate and Community Planning Officer	
19a.03	Promote volunteering opportunities and their benefits across the Shire	Number and nature of promotions and campaign outcomes	At least 2 promotions	0	No programs ran due to COVID-19 restrictions.	Manager Community Services	



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

Code	Action	Measures	Target	Progress to Date	Q1 Update	Responsibility	Status
19b.01	Run an active community engagement program	Number of community engagement activities undertaken	At least 5 activities	16	Registered Have Your Say Users: 684 (compared to 670 Q1 last year).	Communications Coordinator	
		Number of participants engaged.	At least 100 participants.	97 (participants online through Have Your Say)	<p>Council Website Visitors: 6,900 (compared to 18,383 Q1 last year). Due to a technical issue with obtaining statistics from usual data set from Web123, statistics from Google Analytics was used as an alternative for this reporting period. Web 123 are working on the issue. Reason for variance unknown.</p> <p>Council Facebook page likes: 3,841 (compared to 3,587 Q1 last year).</p> <p>Media Releases: 21 (compared to 23 Q1 last year.)</p> <p>A number of social media posts were also posted to communicate council news, works and project updates.</p>		



					<p>There were four main engagement projects:</p> <p>Gogeldrie Weir – social media posts, section in Council weekly newspaper column and Have Your Say online project consultation. 52 submissions received.</p> <p>Ageing Well Strategy - social media posts, section in Council weekly newspaper column, media release, meetings with key interest groups, and Have Your Say online project consultation. 27 submissions were received.</p> <p>Draft Financial Hardship Policy and Draft Debt Recovery Policy - social media posts, section in Council weekly newspaper column, media release, and Have Your Say online project consultation. Three submissions received.</p> <p>Draft Waste Management Strategy - via social media posts, section in Council weekly newspaper column, media release, and Have Your Say online project consultation. 15 submissions received.</p>		
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LEGEND:

Critical Concerns



On Track



Needs Attention



Not Due to Start





Achieved





Completed




19c: Provide a framework for inclusive decision making







Code	Action	Measures	Target	Progress to Date	Q1 Update	Responsibility	Status
19c.01	Support and report on Council Advisory and Action Groups	Number of meetings held	At least 10 meetings	9	Gogeldrie Weir – survey responses reviewed. Leeton Shire Heritage Group - Assessment of Heritage Funding applications. Audit, Risk and Improvement Committee - focus on Council's draft Financial Statements. CBD Enhancement Working Group - 6 meetings.	Corporate and Community Planning Officer	
19c.02	Support and report on Councils Section 355 Committees	Number of meetings held	At least 10 meetings	8	The Henry Lawson Cottage Committee - Terms of Reference adopted. Light Up Leeton Committee - 2 meetings - Event cancelled. Leeton SunRice Festival Event Committee - Funds distributed. Whitton Courthouse and Historical Museum - Review of Terms of Reference.. Leeton Shire Men's Shed - 3 meetings - Adoption of COVID-safe procedures and positions.	Corporate and Community Planning Officer	



Code	Action	Measures	Target	Progress to Date	Q1 Update	Responsibility	Status
19c.03	Complete the review of Councils Section 355 Committees	% of s355 committees with an updated Terms of Reference in place	100%	1 Committee	<p>The Review of Council's Section 355 Committees is progressing as planned. The review has identified that there is a distinct lack of information about 355 Committees and the way in which they should operate for both Committee members and staff representatives to Committees. Council plans to produce a Section 355 Committee manual and conduct training sessions for staff training representatives to address the lack of information.</p> <p>The new Henry Lawson Cottage Committee Terms of Reference was adopted by Council on 23 September 2020.</p> <p>Council officers met with the Whitten Court House and Historical Museum Committee to discuss a range of matters including an update of the Terms of Reference.</p>	Manager IPR and Governance	
19c.04	Facilitate community capacity building across the Shire, including in partnership with other agencies	Number of programs delivered	At least 2 programs	0	No activities/events possible because of COVID-19 restrictions.	Manager Community Services	




Code	Action	Measures	Target	Progress to Date	Q1 Update	Responsibility	Status
19c.05	Update and support the delivery of town improvement plans in Yanco, Wattle Hill and Whitton	% of scheduled 2020-21 Town Improvement Plan actions completed	90+% of scheduled actions completed	41% - Whitton	<p>No meetings were held.</p> <p>The Whitton community received \$10,207 through the Foundation for Rural and Regional Renewal (FRRR) for a community hot desk. This project will foster sustainability and connectedness of local community organisations in Whitton by providing a shared central office space complete with office equipment.</p> <p>The Whitton Town Improvement Committee is investigating applying for a grant to purchase a community noticeboard.</p>	Corporate and Community Planning Officer	

90	LEGEND:	Critical Concerns 	On Track 	Needs Attention 	Not Due to Start 	Achieved 	Completed 
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20: A community that is always on the front foot

20a: Strive to deliver the aspirations of the community through community leadership

Code	Action	Measures	Target	Progress to Date	Q1 Update	Responsibility	Status
20a.01	Engage with external agencies to collaborate on delivery and evaluation of the Leeton Shire Community Strategic Plan "Leeton On The Go"	Number and nature of activities undertaken	At least 4	4+	<p>Council has worked with a range of external agencies and groups to deliver on the outcomes of the Community Strategic Plan. These agencies and groups include:</p> <ul style="list-style-type: none"> Community groups such as Light Up Leeton, which collaborated with Council to support the purchase of new Christmas Lights for the Main Street Section 355 Committees such as the Roxy Redevelopment Committee, the Henry Lawson Cottage Committee and the Whitton Court House and Historical Museum Committee. Section 355 Committees are Committees made up of volunteers who work with Council to deliver a range of services to the local community state government departments and agencies 	Manager IPR and Governance	



					<p>such as the NSW Department of Planning, Industry and Environment, which not only provided funding support the Local Heritage Places Grant Scheme but also approved Council's Draft Plan of Management for the Crown land on which the council facilities that provide children's services to the local community are located</p> <ul style="list-style-type: none"> the federal government, which supports local government in providing services to the community through Financial Assistance Grants (FAGs). The FAGs are a source of untied funding allowing councils to spend the grants according to local priorities the contractors and suppliers, many of them local, who assist Council in delivering on services and major projects. Contractors and suppliers who have worked with Council during the July-September period include Omnistruct, Facility Design Group, Bill Arnold Pty 		
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LEGEND:

Critical Concerns



On Track



Needs Attention



Not Due to Start





Achieved




Completed



					<p>Ltd, Murray Constructions and LG Civil.</p> <ul style="list-style-type: none"> associations, groups and organisations such as Local Government NSW, the Local Health Advisory Committee (LALC), the Murray Darling Association (MDA) and the Riverina and Murray Joint Organisation (RAMJO). Council works with and/or advocates through these organisations to deliver the community outcomes documented in the Community Strategic Plan. 		
20a.02	Support the community by offering a Community Grants Program	Number and value of grants provided per category	At least 20 grants made with at least \$20,000 granted	0	<p>Council's Community Grants Program documentation was reviewed and updated for the latest round of community grants.</p> <p>Round 1 of Council's Community Strengthening Grants Program opened on 1 September 2020. This round is open until 31 October 2020.</p>	Corporate and Community Planning Officer	
20a.03	Undertake a bi-annual Customer Satisfaction Survey for Council (Note: next one due Spring 2021)	Survey results improved from previous years' results	At least 5% improvement	0%	Council's next Customer Satisfaction Survey will be conducted in the Spring of 2021.	Manager IPR and Governance	
		% of recommendations actioned	20%	0%			



20b: Strive to deliver the aspirations of the community through sound financial and asset management

Code	Action	Measures	Target	Progress to Date	Q1 Update	Responsibility	Status
20b.01	Make targeted grant applications to boost Councils revenue	Number of Grant Applications submitted	At least 12 submissions	10	<p>Funding for 'The Channel' Digital Studio in the Leeton Museum Project value: \$50K Grant request: \$49,463K Council Funded: \$11K Fund: NSW Gov. - Youth Opportunities Program 2020/21 Round 9 Status: Pending</p> <p>Funding for ePlanning Digital Service for Development Applications, CBD enhancement project, Graham Park Playground and Shared Access Linkages Project value: \$2M Grant request: \$2M Fund: NSW Gov. – NSW Public Spaces Legacy Program Status: Pending</p> <p>Funding for Amesbury Common Flora and Fauna Project value: \$7,238K Grant request: \$7,238 Fund: NSW Gov. DPIE - Crown Reserves Improvement Fund Program 2020/21 Status: Pending</p>	Executive Assistant to the GM and Mayor	
		Value of funding received	At least \$2,500,000 received	\$62,000			



					<p>Funding for Migrant Settlement Support Project value: \$1M Grant request: \$150K (over 3 years) Fund: NSW Gov. – Foundation for Rural and Regional Renewal (FRRR) Status: Pending</p> <p>Funding for Leeton Deep Dive Project value: \$100K Grant request: \$40K (via RDA) Fund: NSW Gov. Multicultural NSW - Migrant Economic Participation Coordinator Fund Status: Successful</p> <p>Funding for Community Resilience and Mental Health Project value: \$1.2M Grant request: \$10K Fund: NSW Gov. Multicultural NSW – Murrumbidgee Community Grants Status: Successful</p> <p>Funding for Attracting New Migrants and Residents Project value: \$30K Grant request: \$10K Fund: NSW Gov. Multicultural NSW – Welcoming Cities Funding Status: Successful</p> <p>Funding to facilitate 3 to 4 Social Media/Digital Marketing</p>		
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LEGEND:

Critical Concerns



On Track



Needs Attention



Not Due to Start



Achieved



Completed



					<p>Workshops Project value: \$2K Grant request: \$2K Fund: NSW Gov. Treasury – NSW Small Business month October 2020 Status: Successful</p> <p>Funding for Gogeldrie Weir Masterplanning Project value: \$70K Grant request: \$70K Fund: Australia Gov. – Murray-Darling Basin Economic Development Program Round 2 Status: Unsuccessful</p> <p>Funding for Golf Course Club House Project value: \$850K Grant request: \$300K Fund: NSW Gov. Office of Responsible Gambling – Club Grants Category 3 Fund Infrastructure Status: Unsuccessful</p> <p>Funding for Public Art Project value: \$100K Grant request: \$97K Fund: NSW Gov. - Streets as Shared Spaces Fund Cat. 1 Status: Unsuccessful</p>		
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LEGEND:

Critical Concerns



On Track



Needs Attention



Not Due to Start



Achieved



Completed



					<p>Funding for CBD Enhancement Strategy Project value: \$1M Grant request: \$263K Fund: NSW Gov. - Streets as Shared Spaces Fund Cat. 2 Status: Unsuccessful</p> <p>Funding for Community Resilience and Mental Health Project value: \$800K Grant request: \$10K Fund: Australia Post Status: Unsuccessful</p> <p>Funding for Temporary Visa Holders Project value: \$4M Grant request: \$95K Fund: NSW Gov. Multicultural NSW – Temporary Visa Holders Support Grant Status: Unsuccessful</p> <p>Purpose: Funding for WCIC Museum and Gallery Project value: \$139K Grant request: \$70K Fund: NSW Government Create NSW Funding for Local Government Arts Cultural Program Fund Status: Unsuccessful</p>		
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LEGEND:

Critical Concerns



On Track



Needs Attention



Not Due to Start






Achieved





Completed






Code	Action	Measure	Target	Progress to Date	Q1 Update	Responsibility	Status
20b.02	Investigate and propose Long-Term Financial Plan measures to support Councils ongoing financial sustainability.	Value of revenue options identified	Revised LTFP incorporates additional revenue options	0	Three workshops have been held with Councillors to identify and discuss Long Term Financial Plan issues and opportunities.	Director Business and Investment	
		Value of expenditure savings identified		0			
20b.03	Complete a rates review	Progress of rates review	Review findings provided to Council by June 2021	Not due to start	A rates review is planned to be carried out within the next 2 years. There is no allocation in the current budget to carry out this assessment. Quotes will be requested during 2020/21 so that the project can be included in the 2021/22 budget.	Manager Finance	
20b.04	Maintain Council's financial sustainability through maximising investment returns	Value of investment earnings	At least \$700,000	\$191,296	At 30 September 2020 Council had \$45.5M invested. Investment interest earnings for 2020/21 are currently \$191,296 which is \$8,704 lower than the budgeted amount of \$200,000. With average interest rates currently sitting at 1.6% compared to the 2.51% at the same period Q1 last year. Staff are always looking at ways to maximise the investment return while ensuring that Council's risk is kept to a minimum.	Manager Finance	
		Earnings comparative to previous years	2% or more	Average 1.6%			





Code	Action	Measure	Target	Progress to Date	Q1 Update	Responsibility	Status
20b.05	Continue effective Asset Management Planning: revise Water and Waste Water plans to include revaluation and condition assessment.	Status of comprehensive revaluations	2 AMPs revised to be full comprehensive plans	Roads, drainage and footpaths have a completed comprehensive revaluation	Roads, drainage and footpaths revaluations and condition assessments have been completed. The findings have been used as the foundation of the roads AMP.	Asset Management Coordinator	
		% asset condition rating completed	No target	0	The draft Roads AMP is currently in review.		
		Status of long-term planning for Water and Waste Water Assets	Adopted by Council	Currently in development	Water AMP is currently in review. Waste Water AMP is currently in development. A water and waste water comprehensive revaluation and condition assessment is scheduled for this financial year, to come into effect at the start of next financial year		
20b.06	Monitor and manage Council's performance against local government industry benchmarks	Status of Council's performance against industry benchmarks	Improvements measured against key benchmark	Not due to start	Not all of these benchmarks can be produced during the financial year. Each quarter, when Council carries out its budget review, the ratios that can be completed are done and reviewed to ensure Council remains on track. The year-end results are a better indicator of Council's performance.	Manager Finance	




Code	Action	Measure	Target	Progress to Date	Q1 Update	Responsibility	Status
20b.07	Manage tenders and significant contracts so Council objectives are delivered	% of services procured in accordance with Councils Procurement Manual	100%	100	Five new projects recorded including CBD Enhancement Phase 3, Skate Park, Pool Shade Sails, Roxy Expansion and Vance Estate. Currently completing all contracts by December 2020. Roxy Theatre, Skate Park, Vance Estate and Wamoon Sewer will carry into 2021.	Manager Special Projects	
		Number of new significant Council contracts and tenders	5 (dependent on funding availability)	5			
		% of completed and current contracts and tenders delivered in full, on time and to budget	90%	0			
20b.08	Maintain Council-owned buildings in order to meet agreed objectives: <ul style="list-style-type: none"> • Renew Library carpets • Paint the exterior of Henry Lawson Cottage • Complete Stage 2 of HVAC (heating, ventilation and air conditioning) 	% of scheduled 2020-21 works completed	100%	25%	Library carpet renewal not yet commenced. Painting of Henry Lawson Cottage not yet commenced. Stage 2 HVAC Council Chambers nearing completion. All internal cassettes installed. Package units to be installed on roof.	Manager Open Space and Recreation	
		Number of unplanned maintenance activities completed		100%			
20b.09	Administer Councils plant and fleet	% of light plant replacement program completed	100%	20%	There were 2 light plant vehicles purchased. Prices have been sought for heavy plant replacement, but no purchases have been made.	Manager Open Space and Recreation	
		% of heavy plant replacement program completed	100%	0%			



20c: Strive to deliver the aspirations of the community through sound governance practice

Code	Action	Measures	Target	Progress to Date	Q1 Update	Responsibility	Status
20c.01	Maintain a Compliance Register to track Councils compliance with all legislative and governance requirements.	Status of Council compliance with relevant legislation, regulation and funding body requirements	100% compliance	100%	Council is compliant with all legislative and governance requirements. staff have been working on improving the organisation's processes and ability to comply with procurement requirements. They are also working on ensuring that the organisation is compliant with the Children's Guardian Act 2019, which came into effect on 1 March 2020.	Manager IPR and Governance	
		% of required remedial actions completed	100% within two months of notification	Not applicable			
20c.02	Continuous review and update of Council policies and plans to appropriately support Councils operations	Number of Council's Strategies, Policies and Plans overdue for review	Less than 10 %	20%	The Financial Hardship Policy and the Debt Recovery Policy were adopted by Council in August 2020 after being placed on public exhibition for 28 days. These two policies replaced three outdated policies: Financial Hardship, Debt Recovery – Water and Debt Recovery – Sundry Debtors. The draft Waste Management Strategy was presented to Council on 26 August 2020 and placed on public exhibition. The draft Strategy will be reviewed as per public feedback and put to Council for adoption in Q2.	Manager IPR and Governance	
		Number of reviews completed	At least 12	3			



Code	Action	Measure	Target	Progress to Date	Q1 Update	Responsibility	Status
20c.03	Deliver Councils Internal Audit program	Number of internal audits undertaken	3 internal audits undertaken	1 underway	<p>Statewide has commenced an audit of Councils Fraud Prevention systems with a survey of staff awareness of the fraud prevention documents and processes Council has in place. On completion of the audit, as well as providing a report on areas for improvement, Statewide will conduct training and host workshops for staff.</p> <p>Council is continuing to implement improvement actions from past audits including audits on the Development Application Process, IT Systems and Processes, the Procurement Process and Records Management.</p>	Manager IPR and Governance	
		% of required improvement actions completed	80+%	30%			

LEGEND:

Critical Concerns



On Track



Needs Attention



Not Due to Start




Achieved



Completed



Code	Action	Measure	Target	Progress to Date	Q1 Update	Responsibility	Status
20c.04	Continue to hold Audit, Risk and Improvement Committee meetings.	Number of meeting held	At least 4 meetings	1	<p>An Audit Risk and Improvement Committee (ARIC) meeting was held on 14 September 2020. The focus of the meeting was the review of Leeton Shire Council's Draft Annual Financial Statements for the 2019/20 Financial Year. The ARIC also heard updates on implementing the outcomes of the Records Management Audit and on advocacy undertaken in relation to the treatment of Rural Fire Service (RFS) Plant and Equipment in Council General Purpose Financial Statements (GPFS), and resolved to unanimously support the action of the Mid-Western Regional Council in requesting the Office of Local Government to ensure that the Code of Accounting Practice is released prior to 31 January each year.</p> <p>The next ARIC meeting will be held on 25 November 2020.</p>	Manager IPR and Governance	

LEGEND:

Critical Concerns



On Track



Needs Attention



Not Due to Start




Achieved





Completed



Code	Action	Measure	Target	Progress to Date	Q1 Update	Responsibility	Status
20c.05	Enhance and maintain an efficient Records Management System for Council	% of new staff who complete Records Management Induction in first week of employment	100%	71.42	<p>Of the 7 new starters who required TRIM access, 5 received training within the first week. Two of the new staff (one who started in July and one who started in September) still requiring training. The July starter was initially here for HR Pulse work and didn't require training in TRIM but their role has since expanded. There was no communication of a start date for the September starter.</p> <p>Sixty-one of the 86 TRIM users accessed TRIM.</p> <p>There are 299 actions outstanding (over the life of TRIM, not just for the quarter).</p>	Records Officer	
		% of relevant staff routinely utilising Councils Records Management System	At least 50% by end of 2020-21	70.93			



Code	Action	Measure	Target	Progress to Date	Q1 Update	Responsibility	Status
20c.06	Deliver business improvements through Councils Service Review program	Number of service reviews undertaken	2 reviews	1 review	<p>The Planning and Development unit conducted a review of its processes and procedures. A major focus of the review was to reduce the time it takes to process Development Applications (DAs). As a result, the time taken to process DAs has been reduced from more than 30 days to 12 days.</p> <p>Council also participated in the Australasian Local Government Performance Excellence Program. The Program is a performance management tool that will, once the data provided by participating Councils has been compiled, provide insights into the internal business operations of Council and guide improvement.</p>	Manager IPR and Governance	
20c.07	Deliver Councils Enterprise Risk Management program	% of new capital works programs that include a risk management plan	100%	100%	<p>A project list is in place which include timelines. Project managers will also include WHS and risk at early stages of planning and key points prior, during and post projects. ERM module in pulse will allow ERM items to become live with the ability to add additional actions to allow further improvement.</p>	Manager WHS, QA and Risk	
		% departmental ERM reports completed in full and on time	100%	50%			

LEGEND:

Critical Concerns



On Track



Needs Attention



Not Due to Start




Achieved




Completed




Code	Action	Measure	Target	Progress to Date	Q1 Update	Responsibility	Status
20c.08	Manage leases and licences for Council properties in line with Councils objectives	Number of leases issued or renewed	No target, report number	4	<p>One Lease to replace Licence issued to CUC for the Library reserve following adoption of the Plan of Management. One Lease issued to The Leeton Preschool for the Preschool reserve following adoption of the Plan of Management. One lease issued to University of Wollongong for the subsidised rental of 3 Brobenah Rd Leeton. One residential lease issued for the rental of 4 Burt Lane, Yanco.</p> <p>One Licence renewed by Riverina Riding School for the Wamoon Recreation Reserve.</p> <p>Three Licences renewed by tenants at the MPC - one still in negotiation. One short term Licence issued to the Leeton Jockey Club for the Leeton Racecourse Reserve. One Licence issued to the Leeton Soldiers Club for the area of the Memorial reserve. Three Section 38 Licences issued for the use of Council's road reserves.</p> <p>One Licence to be approved for the lease to Western Riverina Arts for a room at the WCIC.</p>	Property Coordinator and Native Title Manager	
		% of leases that are current	100%	100%			
		Number of licences issued or renewed	No target, report number	10			
		% of licences that are current	100%	90%			
		Leases and licences awaiting a Plan of Management	Number reducing	8			





Code	Action	Measure	Target	Progress to Date	Q1 Update	Responsibility	Status
20c.09	Prepare and implement Plans of Management (PoM) for Crown Lands properties, and user agreements for sports ovals on Crown Land	Number of PoM drafted	24	5	One Plan of Management completed.	Property Coordinator and Native Title Manager	
		Number of draft PoM approved by the Minister in reporting period	50%	100%	One Plan of Management approved by the Minister.		
		% of required sports oval user agreements in place	100%	100%	All seasonal hire agreements have been issued.		




20d: Strive to deliver the aspirations of the community through effective workforce and technology management

Code	Action	Measures	Target	Progress to Date	Q1 Update	Responsibility	Status
20d.01	Effectively manage Councils workforce to support Councils objectives to be met	Number of participants in leadership development activities	100% of Managers have completed the Leadership Success Managerial Development Course	14 Managers have been involved in Leadership Development activities	57.14% of managers successfully completed the Leadership Success Managerial Development Course. Out of the 4 that didn't complete the course, two departed the organisation and two did not complete due to personal reasons. Attention is on the establishment of a tailor-made 'Leadership at Leeton' development framework that aligns the business needs to the development of the leadership cohort and emerging leaders. Over 28 FTE received training in the form of accreditation's, certifications and Professional Development activity. There were 244 sick days which equates to an average of less than 1.8 days per FTE at an estimated value of \$69,374 lost time (compared to 383 sick days which equates to an average of less than 3 days per FTE at an estimated value of \$93,150 in Q1 last year).	Manager People and Organisational Development	
		Number of participants in leadership development activities	100% of Managers have completed the Leadership Success Managerial Development Course	BELOW TARGET - 14 Managers have been involved in Leadership Development activities			
		Staff turnover meets or is better than the NSW Local Government average (14% at 31 June 2018)	Less than 12%	8% There were two resignations and one termination			
		Amount invested in staff training	Average investment of \$1000 per FTE	\$1,324 per FTE			
		Staff absenteeism	Less than 5 days sick leave per FTE per annum	7.2 days.			



Code	Action	Measures	Target	Progress to Date	Q1 Update	Responsibility	Status
20d.02	Deliver Councils Work Health and Safety program	Number of major non-conformances and % of required remedial measures completed by target due date	At least 90% compliance	85%	Major non-conformance close out has improved. Opportunity is for all non-conformance close out improvement. Support to be provided to areas to support this. Nil regulatory notices issued. WHS inspection process included area support to allow managers, superintendents, supervisors and team members to complete inspections. Days lost per 100 employees first quarter related to one injury.	Manager WHS, QA and Risk	
		Regulating authority notices issued	Nil	100%			
		% of WHS area inspections completed in full and on time across departments	100% (2 per week)	85%			
		Lost time to injuries	Less than 20 days per 100 employees per annum	37.2			
20d.03	Implement the Continuous Improvement Pathway program	% of scheduled audits completed	100%	100%	Scheduled self-assessment audit completed on time and in full. An additional improvement opportunity has been the development of an audit tool in the Vault audit module with plans to undertake more frequent mini audits across the areas.	Manager WHS, QA and Risk	



Code	Action	Measures	Target	Progress to Date	Q1 Update	Responsibility	Status
20d.04	Support effective and efficient local government administration through Information and Communication Technology (ICT)	% of scheduled 2020-21 ICT Strategy actions completed	90+%	30%	Working towards the implementation of the upgrade to council's ERP. This will form the basis by which other improvements will be made. Work has continued on implementing the timesheet project. Evaluation has begun on a process improvement platform. One cyber security incident with a user clicking on a link in an email that captured credentials. Passwords were reset and two factor authentication was enabled for users.	Manager Information Technology	
		Number of operational improvements achieved	No target -report by activity only	4			
		Number of notifiable cyber-attacks identified	Zero	1			



Abbreviations, acronyms and units of measure

Abbreviation			
BASIX	Building Sustainability Index	MP	Member of Parliament
CALD	Culturally and Linguistically Diverse	MPC	Multipurpose Centre
CBD	Central Business District	MVA	Motor Vehicle Accident
CCTV	Closed-Circuit Television	NPWS	National Parks and Wildlife Service
CDC	Complying Development Certificate	OC	Occupation Certificate
CUC	Country University Centre	PAMP	Pedestrian Access and Mobility Plan
ERP	Enterprise Risk Planning	Q1	Quarter 1
e-waste	Electronic Waste	Q2	Quarter 2
GP	General Practitioner (Doctor)	Q3	Quarter 3
GDP	Gross Domestic Product	Q4	Quarter 4
IWCM	Integrated Water Cycle Management	RAMJO	Riverina and Murray Joint Organisation
LALC	Local Aboriginal Land Council	RDA	Regional Development Australia
LELC	Leeton Early Learning Centre	RMS	Roads and Maritime Services
LEMC	Local Emergency Management Committee	RSA	Responsible Service of Alcohol
LG	Local Government	VAS	Vehicle Activated Signs
LGNSW	Local Government NSW	VC	Vacation Care
LOOSC	Leeton Out of School Care	VIC	Visitors Information Centre
LTW	Liquid Trade Waste	WCIC	Water Conservation and Irrigation Commission
M	Million	WHS	Work Health and Safety
MIA	Murrumbidgee Irrigation Area		
Symbol/ Unit of Measure			
\$	Dollar		
%	Percent		
kL	Kilolitre		
kWh	Kilowatt hour		
ML	Megalitre		
T	Tonnes		

