



LEETON  
SHIRE COUNCIL

# DELIVERY PROGRAM & *Operational Plan*

REPORT FOR 2ND QUARTER 2017/18  
- OCTOBER - DECEMBER



A HEALTHY AND  
CARING COMMUNITY

AN ACTIVE AND  
ENRICHED COMMUNITY

A HEALTHY NATURAL  
ENVIRONMENT

A THRIVING ECONOMY  
WITH GOOD JOBS

A QUALITY BUILT  
ENVIRONMENT

STRONG  
LEADERSHIP

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# MESSAGE FROM THE GENERAL MANAGER

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

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


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

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

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

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

## LEGEND

-  Critical Concerns
-  On Track
-  Needs Attention
-  Not Due to Start

This quarterly report should be read in conjunction with the Budget Review for October to December 2017.

In February 2018, the Auditor General released a report that says that Councils need to do better when it comes to reporting how well they are delivering services. She's looking for more evidence of outcomes rather than just activity. We agree!

Key to this is having reliable data readily available to track trends over time. Council does this already to an extent, where data is available. However, we are also on a path to introduce smarter systems that can collect, store, interrogate, sort and report data in ways that are useful for tracking results. Investment in Asset Management Systems, HR Systems, WHS Systems, Customer Request Systems and Financial Reporting Systems is underway and once fully implemented will vastly improve our outcomes reporting capability. These will be rolled out over the next 12 months.

Enjoy reading our "work in progress". Each quarterly report reminds me of the enormous breadth of services undertaken by Council. We have a committed and hardworking team of staff who do a tremendous job day in and day out covering all our bases.



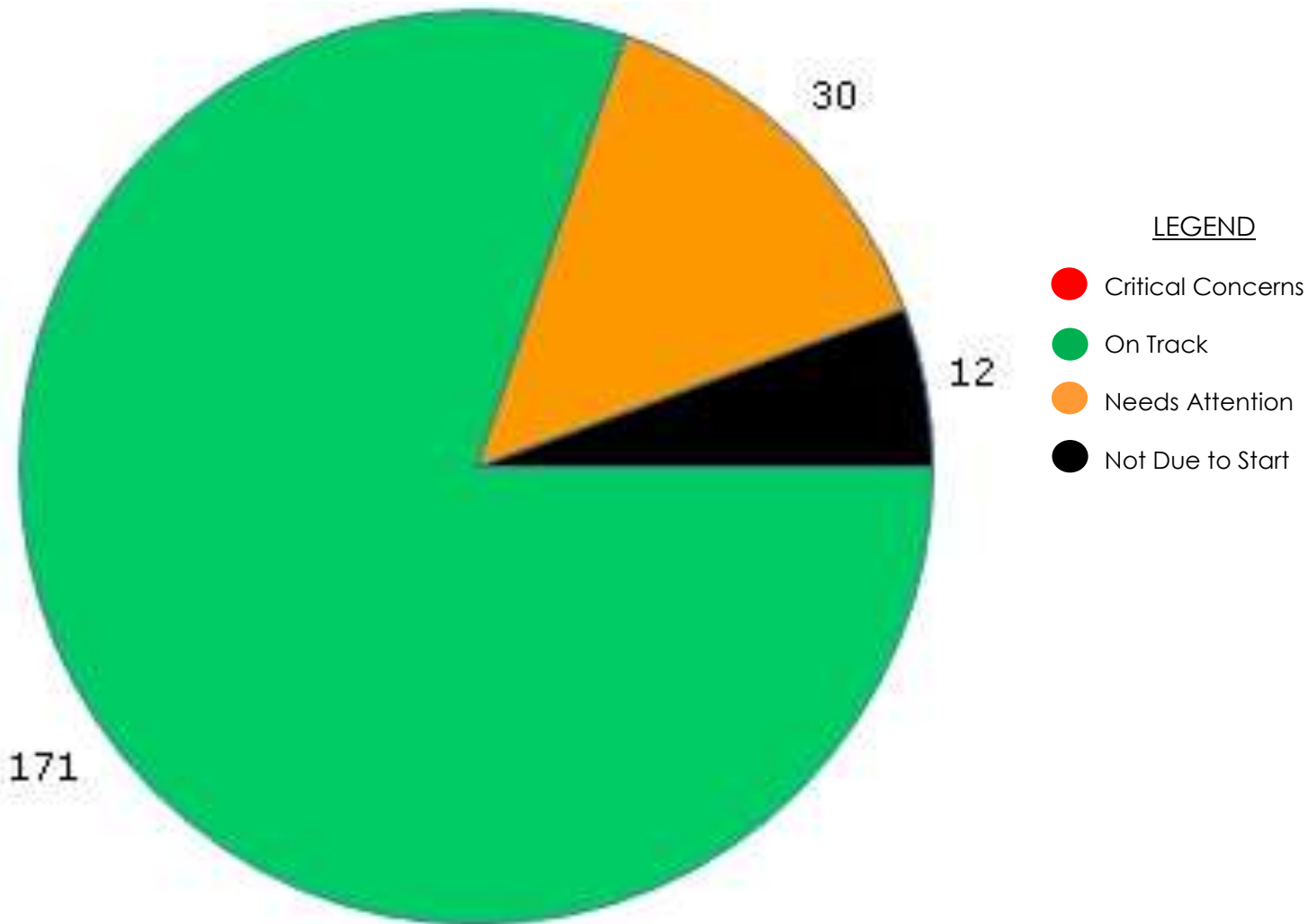
Yours faithfully



**Jackie Kruger**

Overall Performance Snapshot

TOTAL ACTIONS - 213



## Action Items – Not Due To Start as at December 31, 2017

12.006a	Report on development of filming policy and related promotional activity – goal is to explore opportunities for the filmmaking industry in Leeton
16.006c	Report on activity and progress – goal is to ensure safe and efficient movement and parking of vehicles in Leeton, Whitton and Yanco.
16.008c	Report on activity and progress - goal is to manage Council assets professionally using methods that inform long term financial planning
17.004a	Report on activity and progress - goal is to manage Council assets professionally using methods that inform long term financial planning
18.002b	Report on activity and progress - goal is to ensure voters can choose Councillors who they feel have the skills and values to best represent them.
20.011a	Report on benchmarking activities and findings and progress (FFF and Sector Led Comparisons)
20.016a	Report on results and recommendations – goal is to set a benchmark against which future performance can be improved or sustained (as relevant)
3.002f	Report on the development of the Cemeteries Asset Management Plan – the goal is to manage Council assets professionally using methods that inform long term financial planning
6.007a	Report on activity and progress – goal is to manage Council assets professionally using methods that inform long term financial planning
9.003c	Report on the establishment of a renewable energy reserve fund for Leeton Shire – goal is to have funds ready to apply to innovative ideas that are investigated and approved
9.005a	Develop an Asset Management Plan for the Resource Recovery Facility / Landfill – goal is to ensure the facility is managed professionally and appropriately informs the Long Term Financial Plan.
9.008a	Report on activity and progress – goal is to set a clear vision / direction that will drive future delivery programs

## Action Items - Needs Attention as at December 31, 2017

1.001b	Report on activity and progress, most especially in relation to the full re-instatement of maternity services at Leeton Base Hospital – goal is to have a fully functioning hospital with a full suite of services
2.007a	Report on number of items borrowed (books, ebooks, cds, etc) – goal is to have a contemporary collection that is well utilised
2.008a	Report on registered and active library membership trends – goal is to maintain or grow numbers of active members
3.001a	Report on currency of Community Groups/Services Directory on Council's website – goal is to support community to easily access community services in Leeton Shire
4.001d	Report on activity and progress – goal is to reduce the risk to people and property in Leeton Shire
4.002a	Report on meetings held and any major decisions/actions – goal is to support projects aimed at reducing crime in Leeton Shire
4.003f	Report on education activity, number of inspections undertaken and significant findings – goal is to minimise health risks to people and the environment
5.002a	Report on activity and progress – goal is to ensure quality social housing services in Leeton Shire, and specifically in Wattle Hill
7.003a	Report on activity and progress – goal is to manage Council assets professionally using methods that inform long term financial planning
8.001a	Report on activity and progress within available resourcing – goal is to conserve and make accessible Leeton Shire's history
8.004a	Report on activity and progress – goal is to ensure collections in Council's control or under Council's influence are appropriately managed whether in storage or on display
9.001a	Report on tonnes of waste disposed in landfill – goal is to extend the life of the landfill
9.002c	Report on any new activity and progress – goal is to reduce operational costs and Council's CO2 footprint
9.006a	Report on education and promotion activities undertaken – goal is to increase participation in kerbside recycling

## Action Items - Needs Attention as at December 31, 2017

9.007a	Report on number of bins collected and tonnage collected per category – goal is to effectively divert waste from landfill
13.003a	Report on Art Deco Festival planning and outcomes, including participation numbers (intended launch 2019, subject to funding) – goal is to run an event that prompts Destination NSW promotion and that will draw visitors from outside the region
13.005b	Report on meetings held and any major decisions/actions - goal is to drive an increase in visitation and bed nights in Leeton
15.005a	Report on performance against response times for customer requests – goal is to ensure the network reliably protects public health
15.006b	Report on performance against response times for customer requests – goal is to ensure the network reliably protects public health
15.008b	Report on activity and progress - goal is to manage Council assets professionally using methods that inform long term financial planning
17.001e	Report on progress against Maintenance, Renewal and Capital Works programs – goal is to deliver the programs in full, on time and to budget
17.002e	Report on activity and progress commencing with development of a Drainage Plan and Drainage Strategy – the goal is to manage Council assets professionally using methods that inform long term financial planning
17.011d	Report on development and implementation of the "Leeton Shire Council Development Control Plan" - goal is to clarify development standards and provide greater certainty for both developers and community
17.012d	Report on development and implementation of the "Leeton Shire Council Subdivision Engineering Guidelines" – goal is to clarify development standards and provide greater certainty for both developers and community"
17.013d	Report on development and implementation of the "Leeton Shire Council Section 64 Plan" – goal is to provide certainty to Council and developers about fees payable to burden or extend existing water and sewer infrastructure.
19.001a	Report on trends in volunteering in each area of Council – goal is to enhance the delivery of service through involving volunteers for mutual benefit
19.002c	Report on Section 355 Committee meetings held, key decisions made and outcomes achieved – goal is to support the delivery of outcomes via committees of Council that include volunteers.

### Action Items - Needs Attention as at December 31, 2017

19.003a	Report on promotions, campaigns and outcomes – goal is to support community organisations to boost their volunteer numbers
19.003c	Report on Action Group meetings held, key decisions made and outcomes achieved – goal is to support the delivery of outcomes via external committees with Council support.
20.005a	Report on Leeton Shire Council's Internal Audit Program and progress against corrective actions – goal is to see continuous improvement / achieve best practice across the organisation and ensure zero fraud

### Proposed additional Action Items – to be adopted by Council

4.03e	Provide Range Services – Report on responses to notifications of nuisances including overgrown blocks, dangerous buildings, noise complaints (goal is to ensure residents can enjoy a safe environment with good amenity)
17.03b	Preserve and Restore Art Deco Streetscapes – Report on activity, including funding applications, maintenance, renewal and capital programs (goal is to preserve and enhance the historical and aesthetic features of Leeton's Art Deco character)

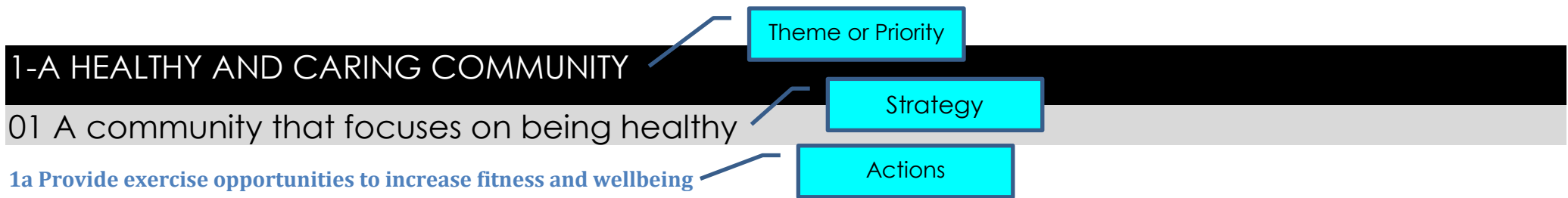
### Proposed Action Item for removal

16.04c	Develop a Roads Structures Asset Management Plan	2018/19	Report on activity and progress - goal is to manage Council assets professionally using methods that inform long term financial planning	Manager Roads and Drainage	Line to be removed as Road structures are currently captured in the roads assets management plan. There is no plan to have the Road structures separated into their own asset management plan.	●
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## How to read this document

This update on progress against the 2017-2021 Delivery Program and 2017-2018 Operational Plan (DPOP) is broken into six strategic areas. These areas reflect the key themes of Leeton on the Go – Our Community Strategic Plan – Towards 2030. Each of the Theme or Priority Areas are represented by a main heading, as demonstrated by the reverse heading below. Throughout the document, these theme areas are also separated by colour as shown in the header of each table. Each of Strategies are indicated by the headings with grey backgrounds while specific DPOP actions are identified by the blue text headings. Performance measures for each of the DPOP actions, some of which have several, are prefaced by a number, eg. 1.01a. The document tables also provides detail on the responsible Council officer as well as their comments and an indication of how the measure is performing in a status column on the right hand sign.



	Delivery Program and Operational Plan Actions	Timeframe	Performance Measures	Responsibility	Update as at 31 December 2017 - Quarter 2	Status
	DPOP Action		DPOP Measure			
1.01a	Provide an outdoor gym in Leeton at Rotary Park	2017/18 - 2020/21	Report progress against the Maintenance and Renewal programs – goal is to provide equipment that is in good working order with minimum disruption to service	Manager Open Space and Recreation	Monthly inspections of equipment at Rotary Park have been completed and recorded as per the Parks, Playgrounds & Recreational Facilities Maintenance Management Policy. No issues or defects have been identified.	●

# 1-A HEALTHY AND CARING COMMUNITY

## 01 A community that focuses on being healthy

### 1a Provide exercise opportunities to increase fitness and wellbeing

	Delivery Program and Operational Plan Actions	Timeframe	Performance Measures	Responsibility Of:	Update as at 31 December 2017 - Quarter 2	Status
1.01a	Provide an outdoor gym in Leeton at Rotary Park	2017/18 - 2020/21	Report progress against the Maintenance and Renewal programs – goal is to provide equipment that is in good working order with minimum disruption to service	Manager Open Space and Recreation	Monthly inspections of equipment at Rotary Park have been completed and recorded as per the Parks, Playgrounds & Recreational Facilities Maintenance Management Policy. No issues or defects have been identified.	●
1.02a	Provide a Skate Park in Leeton at Rotary Park	2017/18 - 2020/21	Report on activity and progress against the Maintenance and Renewal programs - goal is to provide a skatepark that is in good working order with minimum disruption to service	Manager Open Space and Recreation	Monthly inspections of equipment at both the Whitton & Leeton Skate Parks have been completed and recorded as per the Parks, Playgrounds & Recreational Facilities Maintenance Management Policy. No issues or defects have been identified at the Whitton Skate Park. The Leeton Skate Park will undergo specialist concrete resurfacing in 2018/2019 which will repair minor defects and extend the life of the facility.	●

**1b Ensure the availability of appropriate health and social services**

	Delivery Program and Operational Plan Actions	Timeframe	Performance Measures	Responsibility Of:	Update as at 31 December 2017 - Quarter 2	Status
1.01b	Participate in the Local Health Advisory Committee (to advocate for quality services including the full re-Instatement of maternity services at Leeton Base Hospital)	2017/18 - 2020/21	Report on activity and progress, most especially in relation to the full re-instatement of maternity services at Leeton Base Hospital – goal is to have a fully functioning hospital with a full suite of services	Community Development Coordinator	Staff attended an open information session about Health Services in Leeton on 7 December 2017 at Leeton Hospital. The purpose of the meeting was to provide an update of the local health service and encourage new members to join the Local Health Advisory Committee. Turn out was poor so MLHD plan to hold another forum next quarter.  Leeton Hospital had 1 birth in November 2017 with 12 women currently booked in to birth early 2018 and numbers expected to increase over the year. There is a full team of trained midwives but still no medical capacity to perform C-Sections. The Mayor’s membership of LHAC has been confirmed.	●
1.02b	Advocate for accessible and quality mental health and drug and alcohol rehabilitation services	2017/18 - 2020/21	Report on activity and progress – goal is to support the community to have ready access to quality and timely service	Community Development Coordinator	Staff attended and contributed to the Community Drug Action Team (CDAT) forum in Griffith during November 2017. The purpose of the forum was to create a Local Drug Action Team (LDAT) that helps communities work together to prevent alcohol and other drug harms. The forum assisted CDAT members in determining the alcohol and drug concerns in the region, identifying what types of projects would create a positive alcohol or drug cultural in our communities and garner support moving forward with LDAT Funding. No correspondence has been received post the forum.  No further updates on youth mental health services this quarter.	●
1.03b	Monitor provision of Home and Community Care Services (HACC) delivered by Pinnacle Community Services (under novation)	2017/18 - 2020/21	Report on services offered, client numbers and client satisfaction - goal is to ensure services are sustained at a high quality in Leeton Shire	Manager Library, Culture and Community	Pinnacle Community Services - Leeton is funded to provide 4 Commonwealth Home Support Programs.  1. Food services (Meals on Wheels) in Leeton offers hot meals available in the Leeton township delivered 5 days a week with extra meals for Saturday and Sunday. Frozen Meals are also available in Leeton Shire, including Yanco, Wamoon, Stanbridge, Whitton and other villages.  2. Home Maintenance & Home Modifications - specialises in maintenance, modifications and adjustments required to client's homes. The purpose of this service is to make the home safer and more accessible to the occupant. It includes (but is not limited to) the installation of railings, changing light bulbs, completing lawn maintenance. Clients will be asked to pay for the costs of materials and a contribution towards labour.  3. Support (Individual) -Is a volunteer run service that assists clients with shopping, reading letters/papers, accessing the community or offer a friendly visit to the home for a chat and a cup of tea.	●

	Delivery Program and Operational Plan Actions	Timeframe	Performance Measures	Responsibility Of:	Update as at 31 December 2017 - Quarter 2	Status
1.04b	Support programs that enhance opportunities to increase doctor numbers in Leeton Shire	2017/18 - 2020/21	Report on the number of student doctors placed in Leeton Shire through the Student Doctor and Bush Bursary programs - goal is to encourage registrars to join GP services in regional towns like Leeton	Community Development Coordinator	As part of the Bush Bursary Program Leeton Shire Council hosted a Bush Bursary (first year medical) student for a period of two weeks. The student began their placement with a tour of Leeton assisted by the Leeton Visitors Information Centre. The remainder of the first week involved placement with allied health such as Community Health, Aboriginal outreach services and Diabetes education. The second week was based with a General Practice. Two Student Doctors from the University of Wollongong are completing their placement in Leeton which commenced in July 2017 and will be completed in May 2018. The two students currently undertake two days of General Practice per week plus an Emergency Department shift & training on Wednesdays. They also travel to Griffith to undertake access training in surgery/theatres at Griffith Base & St Vincent's Private Community Hospital.	●

## 02 A community that embraces life-long learning

2017/18 - 2020/21

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

	Delivery Program and Operational Plan Actions	Timeframe	Performance Measures	Responsibility Of:	Update as at 31 December 2017 - Quarter 2	Status																												
2.01a	Operate Leeton Early Learning Centre (LELC)	2017/18 - 2020/21	Report on number of students utilising facility relative to available places – goal is to run service with a strong reputation that is financially sustainable	Director Leeton Early Learning Centre	<p>As of 31/12/2017 the number of places by room</p> <table border="1"> <thead> <tr> <th>ROOM</th> <th>Mon</th> <th>Tues</th> <th>Wed</th> <th>Thur</th> <th>Fri</th> <th>Wait list*</th> </tr> </thead> <tbody> <tr> <td>Rainbow (16/day)</td> <td>16</td> <td>16</td> <td>16</td> <td>16</td> <td>16</td> <td>34</td> </tr> <tr> <td>Sunshine (24/day)</td> <td>22</td> <td>24</td> <td>24</td> <td>24</td> <td>24</td> <td>10</td> </tr> <tr> <td>Pre-School (20/day)</td> <td>20</td> <td>20</td> <td>20</td> <td>20</td> <td>20</td> <td>20</td> </tr> </tbody> </table> <p>* Wait list numbers are across a week.</p> <p>While financial information for the October to December period would indicate a slight loss, this is attributed to a delayed receipt of Child Care Benefit and Child Care Rebate payments, which arrived 3 January 2018 and will be incorporated into the financial information for Quarter 3.</p>	ROOM	Mon	Tues	Wed	Thur	Fri	Wait list*	Rainbow (16/day)	16	16	16	16	16	34	Sunshine (24/day)	22	24	24	24	24	10	Pre-School (20/day)	20	20	20	20	20	20	●
ROOM	Mon	Tues	Wed	Thur	Fri	Wait list*																												
Rainbow (16/day)	16	16	16	16	16	34																												
Sunshine (24/day)	22	24	24	24	24	10																												
Pre-School (20/day)	20	20	20	20	20	20																												
2.01a	Operate Leeton Early Learning Centre (LELC)	2017/18 - 2020/21	Report findings of compliance audits - goal is to run a fully accredited service	Director Leeton Early Learning Centre	Have still not had any Assessment & Compliance audits up until 31/12/17. Service has maintained full accreditation with no corrective actions pending.	●																												
2.02a	Operate Leeton Out of School Hours Care (OOSH) and Vacation Care Program	2017/18 - 2020/21	Report on number of children utilising service relative to available places – goal is to run a fully accredited service with a strong reputation that is financially sustainable	Community Development Coordinator	<p>There are 40 spaces available per day in Out of School Care and 50 spaces available per day on Vacation Care.</p> <p>Within this quarter there were 10 weeks of Out of School Care, therefore there were 2000 spaces available. Of this 2000 there were 1502 spaces filled.</p> <p>There were also two weeks of Vacation Care (one day of closure due to the public holiday), therefore there were 450 spaces available. Of this number there were 313 spaces filled.</p> <p>A promotion campaign will be undertaken next quarter to increase patronage.</p>	●																												

	Delivery Program and Operational Plan Actions	Timeframe	Performance Measures	Responsibility Of:	Update as at 31 December 2017 - Quarter 2	Status
2.02a	Operate Leeton Out of School Hours Care (OOSH) and Vacation Care Program	2017/18 - 2020/21	Report findings of compliance audits - goal is to run a fully accredited service	Community Development Coordinator	<p>Within this quarter the Community Development Team has worked to ensure the service is compliant with the National Quality Agenda. The service's IT System has now been updated to be compliant according to the regulations. Community Development Staff submitted an application for a new person with control and/or management of the service to meet the requirements. It is anticipated that result of this application will be available in the next quarter. The Quality Improvement Plan (QIP) update is progressing, however further training for staff is required on how to complete the QIP. This document is required to be updated at least once a year.</p> <p>In 2018 staff will also be updating the policies and procedures manual for Leeton Out of School Care in accordance with the regulations.</p>	●
2.03a	Support local apprenticeship, traineeship and work experience opportunities	2017/18 - 2020/21	Report on number of apprenticeships/traineeships/work experience students within Leeton Shire Council – goal is to support 'Grow Our Own' workforce opportunities in and for the Shire	Manager Human Resources	<p>During the quarter Leeton Shire Council had one apprenticeship (Greenkeeping at the Golf Course), two traineeships (Early Childhood Education - LELC) and nine work experience placements (2 x Engineering Dept, 2 x Pool, 1 x Parks &amp; Gardens, 1 x Visitor Information, 1 Out of School Care, 1 x Library, 1 x Water Dept) from one university (Charles Sturt University) and two local secondary schools (Leeton High School and St Francis De Sales)</p>	●
2.04a	Provide a library service with high level programming and events	2017/18 - 2020/21	Report on activities/programs run and attendance numbers – goal is to create a library that is responsive to community needs and aspirations	Manager Library, Culture and Community	<p>Participation in library activities for the quarter was as follows:</p> <p>Brain Games - 120 participants over 13 sessions, the majority of which were women, during the quarter.</p> <p>Preschool programs - 559 participants over 26 sessions (two per week) and an additional 11 over three sessions of the Cuddle Up and Read program.</p> <p>Weekly knitting group - 172 participants over 13 sessions.</p> <p>Book Club - 9 participants over three sessions</p> <p>Lego Club - 31 over four sessions</p> <p>There were three meetings and two events held for the 29 Friends of Leeton Library.</p> <p>Apart from the Weekly knitting group, which has seen an increase in participation, numbers have been slightly down in comparison to the July-September quarter.</p>	●

	Delivery Program and Operational Plan Actions	Timeframe	Performance Measures	Responsibility Of:	Update as at 31 December 2017 - Quarter 2	Status
2.04a	Provide a library service with high level programming and events	2017/18 - 2020/21	Report on number of items borrowed (books, ebooks, cds, etc) – goal is to have a contemporary collection that is well utilised	Manager Library, Culture and Community	<p>The library undertook a deaccessioning process across the collection removing old, worn, dirty or out of date books. There is an ongoing program of purchasing new resources to ensure a contemporary and appealing collection is developed.</p> <p>Purchases ; Library added 927 items including 307 donations (286 one of bulk loan from State Library), 12 interlibrary loans and 216 ebooks/audio (consortium purchase).</p> <p>Deletions: Library discarded 953 items including 76 interlibrary loans and 178 ebooks/audio (consortium deletions)</p> <p>Total borrowed by media and category from 1 October – 31 December:</p> <p>DVD - 748                      Adult fiction - 4580                      Young Adult Fiction - 215                      Children’s fiction - 1530                      Adult Literacy/Multicultural - 29                      Non-fiction - 811                      Magazines -219                      Inter-library loans - 64                      Music - 19                      Equipment - 5                      Miscellaneous - 0                      e-collection - 297 (Bolinda &amp; Zinio/RBdigital Backoffice-note include barcode)                      e-audio - 158                      e-books - 63                      e-magazines</p>	●
2.04a	Provide a library service with high level programming and events	2017/18 - 2020/21	Report on registered and active library membership trends – goal is to maintain or grow numbers of active members	Manager Library, Culture and Community	<p>The library has 5,409 members. Of this number 3,541 were active members during the October-December Quarter.</p> <p>The total number of members who have not used their membership in the last 5 years is 1,868. The proposed promotion campaign was not run due to availability of staff. It will be run during the Jan-March quarter.</p>	●

**2b Provide access to Information Technology Networks**

	Delivery Program and Operational Plan Actions	Timeframe	Performance Measures	Responsibility Of:	Update as at 31 December 2017 - Quarter 2	Status
2.01b	Advocate for NBN rollout to be optimised across Leeton Shire	2017/18 - 2020/21	Report on take-up rate of NBN – goal is to ensure that NBN is fit for purpose and being fully utilised by industry, business and residents across Leeton Shire	Economic Development Coordinator	Council understands fibre to the node rollout in Leeton has been completed. Council has communicated with NBN at least three times to seek an update on rollouts and uptake for this quarter however the information requested has not been forthcoming.	●
2.02b	Provide free Wifi services in Leeton CBD and key Council facilities	2017/18 - 2020/21	Report on number of people accessing free Wifi services – goal is for all community to be digitally active and able to access Council’s website and engagement platforms	Manager Information Technology	The Community Wi-Fi statistics during the quarter were as follows: 280 new users, 262 repeat users and 378 unique users. The average data downloaded was 149.3mb per client and the average time spent on line was 55 minutes. The average age of male users was 25-34 years and female users was 18-24 years. The top 10 locations where users originated from was Leeton , Narrandera, Griffith, Yanco, Wagga Wagga, Canberra, Borellan, Brisbane and the Gold Coast. Of the public passing through the community Wi-Fi network 32% connected their mobile devices. For the quarter 2,947 people passed through without stopping, 1,412 people stopped within the Wi-Fi Range for 5 minutes or more and 19 people per day connected to Wi-Fi. The average time people stopped within Wi-Fi range was 6+ hrs (75), 1-6 hrs (257), 20-60 mins (444), 5-20 mins (637). Wi-Fi Customer loyalty showed 138 occasional, 702 weekly, 422 daily and 149 first time users. The Repeat Visitor rate was 89.4%. There were no hardware issues reported during the quarter.	●
2.03b	Connect Council Main Administration Building in Chelmsford Place to NBN Network	2017/18	Report on progress and implementation – goal is to ensure internet capability is optimised for all Council services (speed and reliability)	Manager Information Technology	NBN has provided a quotation which has been accepted by LSC for the provision of Fibre to the Premise (coming from Node) for both the Chambers and the Library. The cost to provide this service is \$8,370. This service should be in place by the end of March/April 2018. The new service will provide a more reliable and faster internet service for both staff and library users.	●



## 03 A community that is friendly and inclusive

### 3a Help community to access community services

	Delivery Program and Operational Plan Actions	Timeframe	Performance Measures	Responsibility Of:	Update as at 31 December 2017 - Quarter 2	Status
3.01a	Maintain and promote Community Directory	2017/18 - 2020/21	Report on currency of Community Groups/Services Directory on Council's website – goal is to support community to easily access community services in Leeton Shire	Community Development Coordinator	The current Community Services Guide listed on the website is being reviewed. Staff undertook some cross checking of services listed in the guide to determine gaps. There has not yet been an opportunity to investigate a self service updating system for community groups and the not for profit sector. The aim is to identify a path forward by the end of the financial year.	●

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

	Delivery Program and Operational Plan Actions	Timeframe	Performance Measures	Responsibility Of:	Update as at 31 December 2017 - Quarter 2	Status
3.01b	Facilitate a Youth Committee and Youth Services	2017/18 - 2020/21	Report on meetings held and any major decisions/actions - goal is to engage with youth and support	Community Development Coordinator	<p>During this quarter there were further introductions and discussions held with stakeholders and services including Linking Communities Network, Griffith Aboriginal Medical Service, Red Cross and The Personnel Group with a focus on partnering and sustainability.</p> <p>The Leeton Youth Committee met to discuss the sustainability of the committee due to members leaving for University as well as ideas for Youth Week 2018.</p> <p>The Leeton Youth Committee coordinated and manned the drinks van at Light Up Leeton, which is a major fundraiser. Participating in this event also assisted in attracting five new members for 2018.</p>	●
			Report on investigation into the set up of a Youth Council – goal is to introduce young leaders to local government and support them to become active and engaged citizens that can serve as the voice of youth to Council.	Community Development Coordinator	<p>Community Development staff have investigated other Councils and how they have balanced a Youth Council and Youth Committee. It was identified that some Councils tend to operate only one group which acts as both a voice to Council and a coordinator of youth events.</p> <p>Investigations will continue in the next quarter.</p>	●

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

	Delivery Program and Operational Plan Actions	Timeframe	Performance Measures	Responsibility Of:	Update as at 31 December 2017 - Quarter 2	Status
3.01c	Develop and implement an Ageing Strategy for Leeton Shire	2017/18 - 2020/21	Report progress against the Leeton Shire Ageing Strategy – goal is the ensure older residents can live fulfilled and inclusive lives of a good quality in Leeton Shire	Manager Library, Culture and Community	Funding under the "Staying Active" program administered by the Aquatic & Recreation Institute was secured to deliver both aquatic and land based exercise programs for the over 50s. During this quarter suitable trainers were sought and trained to deliver the program. Training classes will commence in the next quarter. The library continues to offer the 'Brain Games' program designed to engage with the over 50s to promote mental exercise and social connectedness. This program is well attended with around 17 regular attendees. An application for Senior's Week funding was submitted.	●
3.02c	Implement the Disability Inclusion Action Plan (DIAP) for Leeton Shire	2017/18 - 2020/21	Report progress against the Disability Inclusion Action Plan (DIAP) – goal is to ensure people with a disability can live fulfilled and inclusive lives of a good quality in Leeton Shire	Manager Library, Culture and Community	The library continues to support people with a disability as customers and sometimes volunteers. This meets Focus Area 1 in the Disability Action Plan "Leeton Shire Council Promotes Positive Attitudes and Behaviour".	●
3.03c	Enforce Disability Car Park restrictions	2017/18 - 2020/21	Report on enforcement action undertaken – goal is to ensure that people with a disability can readily access shops and services	Senior Ranger	Random Weekly disabled car park inspections were undertaken. No offences were detected and no penalty notices issued. Cautions were issued for minor parking matters eg "Park vehicle on nature strip" when for sale.	●

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

	Delivery Program and Operational Plan Actions	Timeframe	Performance Measures	Responsibility Of:	Update as at 31 December 2017 - Quarter 2	Status
3.01d	Maintain and build Leeton's reputation as a "refugee friendly" Shire	2017/18 - 2020/21	Report on events held and participation rates – goal is to attract refugees to settle in Leeton, quickly assimilate and feel a strong sense of belonging	Community Development Coordinator	The Leeton Multicultural Support Group in partnership with Leeton Shire Council and Western Riverina Community College applied for a Unity Grant to the value of \$30,000.	●
3.02d	Support Multicultural Forums at the local and regional level	2017/18 - 2020/21	Report on meetings attended and any major decisions/actions at both local and regional levels – goal is to strengthen efforts to develop a cohesive and thriving community	Manager Library, Culture and Community	The Community Development Coordinator attended multi-cultural interagency meetings on behalf of the Manager Library, Culture and Community. During the quarter, the Leeton Multicultural Support Group applied to become an incorporated body with support from Council staff. The Mayor and General Manager attended a regional forum in Albury focused on the potential of refugees closing workforce gaps.	●
3.03d	Host Citizenship Ceremonies	2017/18 - 2020/21	Report on number of Citizenship Ceremonies held and numbers naturalised – goal is to welcome and celebrate new Australian citizens living in Leeton Shire	Governance and Corporate Planning Coordinator	There was one official citizenship ceremony held for the quarter with two naturalisations, one being a female from Fiji and the other a male from India. The ceremony was conducted by the Mayor on 5 October 2017 in the Council Chambers.	●
3.04d	Develop and maintain a new residents' kit	2017/18 - 2020/21	Report on progress and number of kits issued or downloaded – goal is to ensure that new residents can quickly settle and develop a sense of belonging	Communications and Marketing Coordinator	A comprehensive suite of examples have now been obtained to help with compiling a new kit for Leeton which will commence in March 2018.	●

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

	Delivery Program and Operational Plan Actions	Timeframe	Performance Measures	Responsibility Of:	Update as at 31 December 2017 - Quarter 2	Status
3.01e	Regular liaison with the Leeton Aboriginal community	2017/18 - 2020/21	Report on meetings held and any major decisions/actions - Leeton and Districts Aboriginal Lands Council (L&D LALC) – goal is to consult the Wiradjuri people of Leeton in key land use decisions, both strategic and development assessment	Manager Planning, Building and Health	During this period meetings have been held with members of the Leeton and District Local Aboriginal Lands Council on the development, siting and background stories in relation to the Lyrics, Landscapes and lintels public art project that aims to identify and commission pieces of public art. One of the themes for this project relates to Aboriginal Heritage of the area.	●
			Report on meeting held and any major decisions/actions - Aboriginal Interagency Meeting – goal is to support Leeton and Districts Aboriginal Lands Council to achieve improved social, economic, environmental and cultural outcomes for the Wiradjuri people of Leeton, including Wattle Hill which has a high proportion of aboriginal residents	Manager Library, Culture and Community	There were no inter-agency meetings this quarter. Work continues at Gossamer Park with purchase of a shed for use with the Community Garden and other purposes.	●

**3f Provide cemetery services at Leeton and Whitton**

	Delivery Program and Operational Plan Actions	Timeframe	Performance Measures	Responsibility Of:	Update as at 31 December 2017 - Quarter 2	Status
3.01f	Maintain and develop cemetery grounds in Leeton and Whitton	2017/18 - 2020/21	Report progress of maintenance and upgrades including the addition of plinths and footpaths in Leeton and drainage and gravel paths in Whitton – goal is to provide cemeteries that function effectively and are respectful to grieving families	Manager Open Space and Recreation	A new footpath linking the recently renovated Leeton Cemetery toilets to the existing footpath network was completed in early December. Planning for new row of plinths in the lawn cemetery has commenced and will be undertaken during early autumn. Landscaping around the toilet facility has commenced. Drainage works that were undertaken during the last quarter at the Whitton Cemetery have performed well after rain events.	●
			Report on the development of the Cemeteries Asset Management Plan – the goal is to manage Council assets professionally using methods that inform long term financial planning	Manager Planning, Building and Health	Development of a Leeton Shire Council Cemeteries Asset Management Plan will commence in 2018.	●
			Report progress on planning for cemetery expansion – goal is to ensure provision is made for future burial needs	Manager Planning, Building and Health	During this quarter Council has had any further discussions with Crown Lands and Water to commence the acquisition of this land through the Land Acquisition (Just Terms Compensation) Act 1991. It is envisaged that this process will continue during the 3rd Quarter 2017/18.	●

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

	Delivery Program and Operational Plan Actions	Timeframe	Performance Measures	Responsibility Of:	Update as at 31 December 2017 - Quarter 2	Status
3.01g	Maintain and operate a Multipurpose Community Centre (MCC)	2017/18 - 2020/21	Report on progress against Maintenance program – goal is to ensure facility remains in good working order, is fit for purpose and that any issues are dealt with promptly	Manager Engineering Technical Services	Four faults were reported and addressed this quarter: - a split floor board - plastic bottles blocking the stormwater drain - lock replacement - bins not emptied Processes to track the timeliness of repairs and maintenance will be developed ahead of Quarter 4.	●
			Report on current tenancies in place relative to availability – goal is to ensure the facility is being fully utilised	Community Development Coordinator	Office space at the Leeton Multipurpose Centre continues to be fully subscribed for the quarter, with one service requiring further space if it is to become available.	●
			Report hire figures and income for the Training Room – goal is to ensure that the education room is being utilised and to track the types of user groups	Community Development Coordinator	There are currently four spaces for hire (CWA Hall, Gordon Hall and small meeting room as well as the Training Room). The total income of these hires for the October to December quarter was \$5,868 compared with \$6,526 from Quarter One. The total of bookings for the Training Room was \$2,433 in comparison to \$2,251 in the previous quarter. This is external to membership users. Casual hirers breakdown: Training room full day: 18 days (Q1 - 23 days) Training room half day: 11 days (Q1 - 6 days) Meeting room full day: 13 days Hall booking full day: 35 days Hall booking half day: 10 days Including membership users, there were a total of 180 individual bookings with 17 user groups of which 5 were private users and 12 were community groups. In the October to December 2017 quarter the Training Room was predominately used by corporate hirers with one community group hire.	●

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

### 4a Advocate and support initiatives to reduce crime

	Delivery Program and Operational Plan Actions	Timeframe	Performance Measures	Responsibility Of:	Update as at 31 December 2017 - Quarter 2	Status
4.01a	Support initiatives to stop domestic violence	2017/18 - 2020/21	Report on activity and progress – goal is to support projects aimed at reducing / ending domestic violence and projects aimed at supporting the victims of domestic violence.	Community Development Coordinator	Leeton Shire Council in partnership with St Francis de Sales Regional College coordinated a White Ribbon Day event which was held at the front of the Leeton Roxy Community Theatre. There were close to 100 participants which is more then ever recorded previously. As part of the lead up to the event Community Development and St Francis staff undertook a walk of the Leeton CBD to speak to businesses houses in regards to participating. Also in attendance was the Linking Communities Network Domestic Violence Van which was an important addition to the event.	●
4.02a	Participate in local "Neighbourhood Watch" program	2017/18 - 2020/21	Report on meetings held and any major decisions/actions – goal is to support projects aimed at reducing crime in Leeton Shire	Community Development Coordinator	Community Development staff made contact with the Leeton Neighbourhood Watch group as an initial introduction. The Leeton Neighbourhood Watch group continue to be active on social media but did not run any programs within this quarter.	●
4.03a	Reduce, prevent and mitigate graffiti and vandalism across Leeton Shire	2017/18 - 2020/21	Report on activity and progress – goal is to stamp out graffiti activity in Leeton Shire and address is quickly when it does occur.	Senior Ranger	Nil incidents this quarter 4 incidents last quarter A Draft Graffiti Management Policy will be considered by Senior Management in Quarter 3.	●
			Report on graffiti rewards administered	Senior Ranger	No rewards were requested or issued for the quarter. Promotion of rewards has been included as part of the implementation process for the yet-to-be endorsed Graffiti Management Policy, which is currently being reviewed by Senior Management.	●
4.04a	Convene a Leeton Shire Crime Prevention Working Group	2017/18 - 2020/21	Report on meetings held and any major decisions/actions – goal is to ensure regular dialogue and collaboration between Council and Police to increase safety and reduce crime in Leeton Shire	General Manager	The Griffith Local Area Command was due to present to Council in December about the revised 'footprint' and staffing levels for Leeton Shire but postponed until the new year. The GM spoke with the Local Area Commander by phone and advocated that the OIC for the Leeton Police Station be a senior staff member. Crime statistics for the Quarter are not available from Police for publicising.	●



**4b Advocate and support road safety initiatives**

	Delivery Program and Operational Plan Actions	Timeframe	Performance Measures	Responsibility Of:	Update as at 31 December 2017 - Quarter 2	Status
4.01b	Implement programs that foster responsible driving	2017/18 - 2020/21	Report on road safety campaigns and trends in crash data in Leeton Shire – goal is to see a decline in crashes and an improvement in responsible driving	Road Safety Officer	<p>During the quarter the following road safety programs were implemented:</p> <ul style="list-style-type: none"> <li>- Free Cuppa for the Driver- driver fatigue campaign</li> <li>- Slow Down Around Town- speed campaign</li> <li>- Plan B- Drink Drive campaign</li> <li>- Graduated Licencing Scheme - workshops for supervisors of learner drivers</li> </ul> <p>During the quarter, Council received crash data for all crashes 01 January to 30 June 2017:</p> <ul style="list-style-type: none"> <li>- 11 crashes and 16 casualties (3 killed, 13 injured)</li> <li>- Contributing factors in the 11 crashes - Speeding 36.4% and - Fatigue 18.2%</li> </ul>	●
4.02b	Promote road safety through design and appropriate regulation	2017/18 - 2020/21	Report on Traffic Committee meetings held and any major decisions/actions - goal is to ensure safety through good design and sensible regulation	Manager Engineering Technical Services	<p>One meeting of the Leeton Area Traffic Committee was held during the quarter. LATC recommendations approved by Council included:</p> <ul style="list-style-type: none"> <li>- Extend the Ash Street School bus bay. Status - to be completed this financial year</li> <li>- Endorse the 40th Riverina Vietnam Veterans Reunion March held on 28 October. Status - completed.</li> <li>- Contact Wamoon Public School to discuss the location of the bus pickup/drop off bay. Status - completed.</li> </ul>	●

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

	Delivery Program and Operational Plan Actions	Timeframe	Performance Measures	Responsibility Of:	Update as at 31 December 2017 - Quarter 2	Status
4.01c	Maintain and monitor Leeton Shire Council's CCTV network	2017/18 - 2020/21	Report on any changes/ additions to CCTV network (including Mountford Park and Rotary Park) – goal is to attain comprehensive coverage of CCTV network in busy public spaces	Manager Information Technology	There has been CCTV installed at the Water Filtration Plant. Four Cameras were installed and are operational. There were two incidents/repair jobs related to CCTV infrastructure during the Quarter at Mountford Park and the Water Filtration Plant.	●
			Report on number of occasions Police access Council's CCTV footage to investigate crime - goal is to reduce crime in public places	Manager Information Technology	The Police requested various CCTV footage and still images from the CCTV Network on seven (7) occasions during this quarter. Police requested CCTV footage on five (5) occasions during the previous quarter.	●
4.02c	Maintain and monitor Leeton Shire's Street Lighting network	2017/18 - 2020/21	Report on any changes / additions to Leeton Shire's Street Lighting network - goal is to provide safe pedestrian and traffic movements through good lighting that is cost effective.	Manager Roads and Drainage	No known alterations to the street lighting network. General Essential Energy maintenance completed. Essential Energy has advised Council that the LED replacement program saw only 729 of the 814 replacements completed and the council will be reimbursed the difference. The luminaires that remained unchanged was due to inconsistencies in Essential Energy asset data model and some heritage light heads that are unable to be modified for new LED installation.	●

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

	Delivery Program and Operational Plan Actions	Timeframe	Performance Measures	Responsibility Of:	Update as at 31 December 2017 - Quarter 2	Status
4.01d	Implement Leeton Shire Council's Flood Mitigation Measure identified in Leeton Shire Flood Study	2017/18 - 2020/21	Report on activity and progress – goal is to reduce the risk to people and property in Leeton Shire	Manager Engineering Technical Services	Consultants continued to work on Stages 2 and 3 of the Flood Study which includes mitigation and risk analysis. Flood mitigation options have been reviewed. Consultants are due to report back to Council on preferred options during Quarter 3.	●
4.02d	Participate in Local Emergency Management Committee (LEMC)	2017/18 - 2020/21	Report on meetings held and any major decisions/actions – goal is to ensure Leeton is prepared for managing emergency situations appropriately	Manager Roads and Drainage	Nil mobilisations for incidents. Nil meetings held this quarter due to clash with end of year commitments/activities. Local Emergency Management Committee meetings meeting schedule amended to three meetings per year - 15th Feb, 14th June, 11th Oct.	●

**4e Provide animal control services across Leeton Shire**

	Delivery Program and Operational Plan Actions	Timeframe	Performance Measures	Responsibility Of:	Update as at 31 December 2017 - Quarter 2	Status
4.01e	Provide a response to call outs for wandering/ loose animals and dog attacks in accordance with Leeton Shire Council's "Companion Animals Policy"	2017/18 - 2020/21	Report on number of animals impounded, surrendered and rehomed – goal is to have as many impounded animals as possible rehomed while ensuring that the community remains safe.	Senior Ranger	October to December 2017 Quarter: Dogs Impounded this quarter: 79 (previous quarter 77) Rehomed or returned to owner this quarter: 72 (previous quarter 65) Euthanized this quarter: 7 (previous quarter 2) Cats Impounded this quarter: 52 (previous quarter 76) Rehomed or returned this quarter: 6 (previous quarter 3) Cats euthanized this quarter: 46 (previous quarter 73)	●
4.02e	Promote and foster responsible pet ownership	2017/18 - 2020/21	Report on education/ microchipping programs undertaken – goal is for 100% of dogs and cats in the Shire to be micro-chipped	Senior Ranger	Regular responsible pet ownership articles in the Council Noticeboard. 35 Animals microchipped this quarter All animals that are rehomed are microchipped for free	●

**Proposed Addition Action**

	Delivery Program and Operational Plan Actions	Timeframe	PROPOSED Performance Measures	Responsibility Of:
4.03e	Provide Range Services	2017/18 - 2020/21	Report on responses to notifications of nuisances including overgrown blocks, dangerous buildings, noise complaints (goal is to ensure residents can enjoy a safe environment with good amenity)	Senior Ranger

4f Ensure public health is maintained across Leeton Shire

	Delivery Program and Operational Plan Actions	Timeframe	Performance Measures	Responsibility Of:	Update as at 31 December 2017 - Quarter 2	Status
4.01f	Undertake Food Inspection Programs	2017/18 - 2020/21	Report on education activity, number of inspections undertaken and significant findings – goal is to ensure patrons can confidently consume food prepared by local businesses	Building, Planning and Health Officer	1st round inspections generally undertaken in December however contractor was not available. Contract inspector from BEST was booked to attend Leeton in Late November - Early December however cancelled due to defense contract overseas. Inspections booked in to be undertaken in January 2018. This is acceptable and within Food Authority reporting requirements.	●
4.02f	Undertake Skin Penetration Establishment Inspection Programs	2017/18 - 2020/21	Report on education activity, number of inspections undertaken and significant findings – goal is to ensure that health risks to patrons using the service are minimised	Building, Planning and Health Officer	Skin pen inspections were not carried out as planned in December due to contractor unavailable. Contract inspector from BEST was booked to attend Leeton in Late November - Early December however cancelled due to defense contract overseas. Skin pen inspections postponed until June 2018. All skin pen premises to be inspected in June 2018 round of inspections. Contractor has been notified of requirement.	●
4.03f	Undertake On-Site Sewer Management Inspection Programs	2017/18 - 2020/21	Report on education activity, number of inspections undertaken and significant findings – goal is to minimise health risks to people and the environment	Building, Planning and Health Officer	There were no new OSSM systems approved in quarter. No inspections were carried out. No requests for inspections were received. Council does not currently have an adopted inspection program for OSSMs or a current OSSM plan. Recruitment is underway for an Environmental Health Officer.	●
4.04f	Undertake Backyard Swimming Pool Inspection Programs	2017/18 - 2020/21	Report on education activity, number of inspections undertaken and significant findings – goal is to prevent children from drowning	Building, Planning and Health Officer	13 inspections carried out on 9 individual pools in Q2. On track to complete minimum 50 inspection within 12 month period.	●
4.05f	Undertake Mosquito Monitoring Programs	2017/18 - 2020/21	Report on findings and remedial actions undertaken – goal is to reduce risk of mosquito borne diseases in Leeton Shire	Building, Planning and Health Officer	Traps and chicken testing undertaken throughout November and December. No positive results for arbovirus have been returned.	●

**4g Ensure pedestrians and cyclists can get around safely**

	Delivery Program and Operational Plan Actions	Timeframe	Performance Measures	Responsibility Of:	Update as at 31 December 2017 - Quarter 2	Status
4.01g	Implement the Active Transport (Walking and Cycling) program	2017/18 - 2020/21	Report progress against Active Transport Program Works for 2017/18 will be dependent upon approval of grant funding – goal is to improve accessibility and safety of walkways and cycleways	Manager Roads and Drainage	No approved Active Transport Projects this Financial Year 2017/18. Submissions for 2018/19 have closed and Council submitted applications for 2 Projects. These are Parkview Shared Path - Lilac Avenue and Park Avenue, Leeton, and Wattle Hill Shared Path - Pendula Street to Wirilda Street to Mimosa Street, Leeton. Advocacy required next quarter about path widths as indications are that only 2.5 metre paths will be approved.	●
4.02g	Maintain and improve Council's footpath and bicycle path network	2017/18 - 2020/21	Report on progress against Maintenance, Renewal and Capital Works programs Works for 2017/18 will be dependent upon approval of grant funding -goal is to improve health and safety by providing a quality network that supports active leisure and keeps bicycles off busy roads	Manager Roads and Drainage	Defects raised this quarter - 90 * some defects raised only require monitoring and do not require action. Defects accomplished this quarter - 19 Defects outstanding with works required - 13 Footpath renewals did not commence this quarter. 2 Projects are currently in the quotation stage for completion by external contractors, whilst the remaining projects are projected for late quarter 3 start dates. On schedule to be completed by the end of the financial year.	●

## 05 A community that enjoys good housing

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

	Delivery Program and Operational Plan Actions	Timeframe	Performance Measures	Responsibility Of:	Update as at 31 December 2017 - Quarter 2	Status
5.01a	Monitor provision of affordable housing service, Eventide Homes, Yanco (delivered by Argyle Homes)	2017/18 - 2020/21	Report on services offered, client numbers and client satisfaction – goal is to provide supported, affordable housing for people who are elderly or disabled and can live independently	Community Development Coordinator	All fourteen units of Eventide Homes are currently occupied. The Argyle maintenance & management team is performing a scoping exercise of all of the properties and will provide a report back to Leeton Shire Council within the next quarter. Early indications are that works will be required to modernize several properties.	●
5.02a	Monitor provision of Social Housing and advocate for improvements where required	2017/18 - 2020/21	Report on activity and progress – goal is to ensure quality social housing services in Leeton Shire, and specifically in Wattle Hill	Community Development Coordinator	No direct activity during the quarter but plans are afoot to understand what social housing services exist in Leeton in early 2018, with a focus also on Wattle Hill.	●

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

	Delivery Program and Operational Plan Actions	Timeframe	Performance Measures	Responsibility Of:	Update as at 31 December 2017 - Quarter 2	Status
5.01b	Consider introduction of mixed zone (commercial and residential) in Leeton CBD	2017/18 - 2020/21	Report on progress – goal is to activate the CBD by opening up contemporary housing options using existing infrastructure for essential services	Manager Planning, Building and Health	Council resolved to amend the Leeton Environmental Plan 2014 to permit a greater range of appropriate residential accommodation within the central business core. Planning for this change is underway with the planning proposal scheduled to be submitted to the NSW Dept. of Planning in March 2018. Council will have an opportunity to comment on the draft prior to it being lodged with the Dept of Planning.	●
5.02b	Facilitate new residential development across Leeton, Shire (Whitton, Yanco and Leeton), including housing for retirees	2017/18 - 2020/21	Report on advocacy and progress – goal is to increase access to affordable housing to attract and retain workforce in Leeton Shire	Economic Development Coordinator	Discussions have re-opened with a housing provider on potential projects that could be submitted under future housing funding rounds to increase affordable housing in the Shire, including at Brobenah Road. At the December Council meeting Council endorsed a recommended layout for a 22 Lot subdivision in Whitton as the basis for future detailed planning and design. Discussion on the proposed retirement development in the Leeton Shire also continued.	●



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

	Delivery Program and Operational Plan Actions	Timeframe	Performance Measures	Responsibility Of:	Update as at 31 December 2017 - Quarter 2	Status
5.01c	Promote residential dwellings that are energy and water efficient	2017/18 - 2020/21	Report on activity and progress – goal is to live environmentally responsible lives while maintaining good health	Manager Planning, Building and Health	Council continues to maintain the application of relevant environmental standards to developments occurring within Leeton Shire, such as adherence to minimum energy efficiency standards under the Australian Building Code and requiring appropriate landscaping works. No separate promotion campaigns are planned for 2017/18	●

## 2-AN ACTIVE AND ENRICHED COMMUNITY

### 06 A community that participates in sports and active leisure

#### 6a Offer access to a range of quality sporting facilities

	Delivery Program and Operational Plan Actions	Timeframe	Performance Measures	Responsibility Of:	Update as at 31 December 2017 - Quarter 2	Status
6.01a	Provide and support sporting ovals in Leeton and Yanco	2017/18 - 2020/21	Report on the progress against Maintenance, Renewal and Capital Works programs including renewal of Yanco Sportsground change rooms – goal is to have facilities that are fit for purpose	Manager Open Space and Recreation	Dressing rooms project nearing completion. Painting and finishing works to be completed by the end of February. Project will be completed within budget. Sports ground maintenance has been carried out in accordance with scheduled programs focusing on weekly cricket and touch football field preparations. No.1 oval was top dressed to repair some wear issues that occurred during the football season.	●
			Report on sporting code activity on sports fields and registration numbers for the season – goal is to optimise multi use of the facilities	Manager Open Space and Recreation	Sporting codes using the Leeton Ovals Complex during the second quarter include: Touch Football Cricket Group 20 Representative training No major events held during second quarter	●
			Report on staff support and lobbying for fundraising efforts to achieve facility improvement at the Leeton Showground – goal is to see the sports facilities at the Showground brought up to a reasonable standard	Manager Open Space and Recreation	Meeting held with Showground Trust and AFL representative to discuss the amenities upgrade proposal in November. Follow up meeting held with Showground Trust to discuss future direction and funding opportunities in December. Showground Trust developing plans of amenities and new grandstand and also a master plan to identify future requirements of all users groups of the facility. Council will endeavour to support the Showground Trust with accessing funds from the Public Facilities Maintenance Fund (Crown Lands).	●

	Delivery Program and Operational Plan Actions	Timeframe	Performance Measures	Responsibility Of:	Update as at 31 December 2017 - Quarter 2	Status
6.02a	Provide public swimming pools in Leeton and Whitton	2017/18 - 2020/21	Report on progress against Maintenance and Renewal programs Leeton and Whitton – goal is to offer swimming facilities that are healthy and fit for purpose	Manager Open Space and Recreation	<p>Leeton Pool -</p> <p>No major maintenance issues have occurred to date. Further minor tile maintenance has been required.</p> <p>Daily pre operational checks have been carried out and recorded as per Councils Parks, Playgrounds &amp; Recreational Facilities Maintenance Management Policy.</p> <p>Whitton Pool -</p> <p>Pool opened on November 4 and a comprehensive WHS inspection was undertaken prior to opening.</p> <p>No major issues were identified. Daily pre operational checks have been carried out and recorded as per Councils Parks, Playgrounds &amp; Recreational Facilities Maintenance Management Policy.</p>	●
			Report on activity at Pools and participation numbers – goal is to see use of the facility optimised	Manager Open Space and Recreation	<p>Patronage at the Leeton Pool has been good so far this season.</p> <p>Attendance Figures at the Leeton Pool:</p> <p>General Admission - 8733</p> <p>Season Ticket Admissions - 9097</p> <p>Total Attendance figures at the Whitton Pool 2122</p> <p>Both the Leeton &amp; Yanco Swimming Clubs have strong participation numbers. Learn to Swim classes both school and Sport &amp; Recreation have commenced. Private swimming instructors are continuing to provide learn to swim services. Club and swimming lesson participation figures will be provided at the end of the season.</p>	●
			Redevelop Leeton swimming pool (subject to funding) – goal is to offer a regional swimming centre fit for hosting regional competitions	Manager Open Space and Recreation	<p>Funding EOI for the Leeton Pool and wider sporting precinct project was submitted in Quarter 1 under the NSW Regional Sports Infrastructure Program. Still awaiting announcement.</p>	●
6.03a	Develop a Swimming Pool Asset Management Plan	2018/19	Report on activity and progress – goal is to manage Council assets professionally using methods that inform long term financial planning	Manager Open Space and Recreation	To be completed following the Pool Upgrade	●

	Delivery Program and Operational Plan Actions	Timeframe	Performance Measures	Responsibility Of:	Update as at 31 December 2017 - Quarter 2	Status
6.04a	Provide a golf course in Leeton	2017/18 - 2020/21	Report on activity at the Leeton Golf Course and participation numbers - goal is to operate a successful golf course with increasing membership	Manager Open Space and Recreation	Major events held during the quarter included: October - Vets Week of Golf & Twilight Golf commenced November - MS Charity Day & Club Championships Rounds of golf played for the quarter: Competition Rounds – 1711 (1551 in quarter 1) Social Rounds – 3774 (1105 in quarter 1) Total Rounds – 5485 (2656 in quarter 1) Memberships for the year to date stand at: Full 152 (147 in quarter 1) 18-29 yrs 15 (14 in quarter 1) Sports 40 (36 in quarter 1) Junior 31 (26 in quarter 1)	●
			Report on Leeton Golf Course Business Plan implementation -goal is to achieve long term sustainability with reduced Council financial support	Manager Open Space and Recreation	Leeton Golf Course Business Plan activities - Fundraising via the Beer & BBQ days recently implemented - Promotional advertising via radio & social media - Apprentice Golf Professional was recruited to help improve the Pro-shop and Golf Professional Services and will start in January - Planning for further fundraising activities underway. KPIs to better assess tracking against the Business Plan will be developed for future quarters.	●
			Report on progress against Maintenance, Renewal and Capital Works programs including installation of new irrigation system (subject to funding) -goal is to offer facilities that are fit for purpose	Manager Open Space and Recreation	Scheduled routine maintenance of the golf course completed as per works programs. No major issues identified. Quotation for new irrigation system obtained and funding will be sought under the Crown Lands Reserve Management Fund which opens in February 2018	●
6.05a	Provide an Indoor Stadium and Tennis Facility in Leeton	2017/18 - 2020/21	Report on activity at the Stadium and Tennis Facility and participation numbers goal is to operate a successful facility that is well utilised	Manager Open Space and Recreation	There was a total of 5111 participants at the indoor stadium during the second quarter across a range of different sports including school groups, basketball, netball and volleyball competitions and training. This is up from 3103 participants in quarter 1. The total number for the year to date is 8214.	●

	Delivery Program and Operational Plan Actions	Timeframe	Performance Measures	Responsibility Of:	Update as at 31 December 2017 - Quarter 2	Status
			Report on progress against Maintenance, Renewal and Capital Works programs – goal is to offer facilities that are fit for purpose	Manager Open Space and Recreation	Daily inspections of the Indoor Stadium and Tennis Courts are undertaken and recorded prior to use in accordance with the Parks, Playgrounds & Recreational Facilities Maintenance Management Policy. No issues or defects were identified. Some maintenance works have been scheduled for the tennis courts to address recurring weed growth coming through the surface. The Indoor Stadium floors will be recoated during January as part of an annual maintenance program.	●
6.06a	Provide Hydration Stations in key areas of activity		Report on progress against Maintenance, Renewal and Capital Works programs including new installations at Mountford Park, Leeton Ovals and Graham Park – goal is to offer safe drinking water to residents who are active or exercising	Manager Open Space and Recreation	Hydration stations have arrived but due to staff constraints and other priority works installation has been rescheduled for March 2018	●

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

	Delivery Program and Operational Plan Actions	Timeframe	Performance Measures	Responsibility Of:	Update as at 31 December 2017 - Quarter 2	Status
6.01b	Respond to local sports and recreation clubs seeking advice and assistance from council	2017/18 - 2020/21	Report on activity and progress - goal is to support clubs from varying sporting codes to be well governed and sustainable	Manager Open Space and Recreation	Assistance provided to the Leeton Pony Club to develop a priorities plan and to assist with future grant applications. No announcements regarding the Leeton Greenies grant application for a new canteen at this stage. YWRLFC scoreboard grant application was unsuccessful.	●

## 07 A community that enjoys arts and culture

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

	Delivery Program and Operational Plan Actions	Timeframe	Performance Measures	Responsibility Of:	Update as at 31 December 2017 - Quarter 2	Status
7.01a	Refurbish the Roxy Theatre both internally and externally	2017/18 - 2020/21	Report on the progress of refurbishment planning and fund raising – goal is to provide an effective multi-purpose cultural space that honours and celebrates the Art Deco heritage of the Roxy	Manager Library, Culture and Community	Council was advised of the unsuccessful EOI to the Regional Cultural Fund for \$1,900,000. Draft Terms of Reference for the Roxy Theatre Working Group have been developed and for presentation to the January 2018 Ordinary Council Meeting.	●
7.02a	Run an entertaining program of events that optimises the use of the Roxy Theatre	2017/18 - 2020/21	Report on activity and attendance figures for Film, Events, Shows and Private Functions and financial performance – goal is to ensure that the Roxy is well utilised and well patronised through the provision of an exciting range of theatre, shows, events and movies	Leeton Roxy Community Theatre Manager	<p>Roxy activity for the October to December period included:</p> <p>Movie Screenings 2260 patrons attending regular movie screenings during the quarter. 244 high schools students at a closed screening of the movie Wonder 971 primary and infants students attending an advanced screening of Paddington Bear 2.</p> <p>There were 1608 Attended seven Live Shows and performances, Concerts, Dance, Comedy Music which included:</p> <p>Live Shows 134 attending Dead Men Talking 175 patrons for Outback Band Spectacular</p> <p>Concerts 600 for St Joseph's School concert 120 for Gralee School 200 patrons attended Leeton Ballet School 259 were present for Di Salvatore Dance Academy production. 120 participants in the Proud and Deadly Awards</p> <p>General Functions and Hires 55 took part in a Theatre party fundraising event 120 Attended a Christmas party 500 Attended end of school year speech day</p>	●

	Delivery Program and Operational Plan Actions	Timeframe	Performance Measures	Responsibility Of:	Update as at 31 December 2017 - Quarter 2	Status
7.03a	Develop a Roxy Theatre Asset Management Plan, commencing with a Roxy Theatre Conservation Management Plan	2018/19	Report on activity and progress – goal is to manage Council assets professionally using methods that inform long term financial planning	Manager Library, Culture and Community	Preliminary work has commenced on the Roxy Theatre Conservation Management Plan however, due to extenuating circumstances it has not progressed. Preparation of the Asset Management Plan will commence in February 2018.	●



**7b Enhance artistic and cultural activity across Leeton Shire**

	Delivery Program and Operational Plan Actions	Timeframe	Performance Measures	Responsibility Of:	Update as at 31 December 2017 - Quarter 2	Status
7.01b	Collaborate with Western Riverina Regional Arts Board to deliver events and programs in Leeton Shire	2017/18 - 2020/21	Report on investment, Board meetings held and activities undertaken – goal is to support appreciation for and participation in the arts in Leeton Shire	Manager Library, Culture and Community	The Manager Library, Culture and Community was unable to attend the board meeting held this quarter. A strategic planning day is scheduled for the next quarter.	●
7.02b	Investigate opportunities for local public and street art	2017/18 - 2020/21	Report on activity and progress – goal is to bring art in to the public domain to add interest, tell stories and generate community conversation	Manager Library, Culture and Community	Work continues on the Lyrics, Landscapes and Lintels project. This is a major undertaking and will result in 5 impressive pieces of public art being located across the shire. There is also consideration of the possibility of installation of painted murals in Whitton. A student from Leeton High School participating in the Youth Frontiers program contacted Council regarding the installation of a public art/graffiti piece. This letter will be further investigated next quarter.	●
7.03b	Support the annual Penny Paniz Memorial Art Competition	2017/18 - 2020/21	Report on investment, meetings held and activities undertaken – goal is to support visual arts and add to Council’s art collection	Manager Library, Culture and Community	The Community Development Coordinator has been working with the Leeton Arts Society towards the Penny Paniz Acquisitive Art Competition for Easter 2018.	●

## 08 A community that values its heritage

### 8a Support and showcase the history of our Shire

	Delivery Program and Operational Plan Actions	Timeframe	Performance Measures	Responsibility Of:	Update as at 31 December 2017 - Quarter 2	Status
8.01a	Support Leeton Family and Local History Society	2017/18 - 2020/21	Report on activity and progress within available resourcing – goal is to conserve and make accessible Leeton Shire’s history	Manager Library, Culture and Community	Dicussions with the Leeton Local and Family History Society (L&FHS) with regards development of an MOU and assessment of collection policies in the heritage space were not able to be further progressed over the quarter. Leeton Shire Library has received a request from the L&FHS to accommodate some of their resources. Items such as chairs, banners and tables can be held in the library basement. Council currently provides the L&FHS with a room within the library complex. The Library received \$500 grant funding to purchase an A3 scanner which will be situated in the History Room.	●
8.02a	Maintain and enhance "Heritage Trails" for the Leeton Shire	2017/18 - 2020/21	Report on activity and progress including Lyrics, Landscapes and Lintels project– goal is to package key stories into interesting attractions for both visitors and locals	Communications and Marketing Coordinator	Council staff have focused their time finalizing contracts for the Lyrics, Landscapes and Lintels Art Heritage Project/Trail. A register all trails the Shire and the status will be collated next quarter.	●
8.03a	Support Whitton and Yanco Museums	2017/18 - 2020/21	Report on activity and progress within available resourcing – goal is to support local committees to manage their collections, tell their stories and grow visitation	Manager Library, Culture and Community	Work has centered on the Whitton Museum to date as a Section 355 committee of Council. Committee meeting was attended on 20 November. The Manager Library, Culture and Community is working with the committee to improve procedures to ensure compliance and develop policies for smooth and efficient operation of the museum. The Museum has requested support from Council to mow the lawns which will be considered next quarter.	●
8.04a	Ensure the safe and efficient archiving of local historic artefacts	2017/18 - 2020/21	Report on activity and progress – goal is to ensure collections in Council’s control or under Council’s influence are appropriately managed whether in storage or on display	Manager Library, Culture and Community	The Library has continued to work on cataloguing and storing heritage artefacts in the Local History Collection. A collection development policy is needed to inform collection and disposal priorities and procedures and will assist in managing the varying demands for archival storage within limited space. Work on the development and implementation of such a policy has not yet been scheduled.	●

	Delivery Program and Operational Plan Actions	Timeframe	Performance Measures	Responsibility Of:	Update as at 31 December 2017 - Quarter 2	Status																												
8.05a	Offer an annual Heritage Grants program	2017/18 - 2020/21	Report on applications received and grants awarded (purpose and amount) – goal is to conserve key heritage buildings in the Shire, most especially the Leeton art deco streetscape	Manager Planning, Building and Health	<p>During the 1st Quarter 2017 Council advertised for applications for heritage assistance under the Local Heritage Places Grant. Five applications were received and presented to the Council meeting on 25 October 2017 for approval.</p> <p>The following applications for grants were considered and approved;</p> <table border="1" data-bbox="1240 451 2033 724"> <thead> <tr> <th>Applicant</th> <th>Project</th> <th>Project Cost</th> <th>Grant Awarded</th> </tr> </thead> <tbody> <tr> <td>Washington’s Furniture</td> <td>Façade Upgrade</td> <td>\$6,746</td> <td>\$3,000</td> </tr> <tr> <td>Get Set Office</td> <td>New Roof</td> <td>\$13,400</td> <td>\$4,500</td> </tr> <tr> <td>Kendall’s Building</td> <td>External façade upgrade &amp; painting</td> <td>\$20,000</td> <td>\$6,000</td> </tr> <tr> <td>St Peter’s Hall</td> <td>Roof replacement</td> <td>\$10,379</td> <td>\$4,500</td> </tr> <tr> <td>Leeton Sports Power</td> <td>Façade painting</td> <td>\$1,760</td> <td>\$880</td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table> <p>Council’s Heritage advisor undertook the following:</p> <p>18 November 2017</p> <ul style="list-style-type: none"> <li>Completed and issued report on the internal repairs and repainting for the Whitton Anglican Church.</li> <li>Discussion held with the potential purchaser for the State listed heritage vacant Lands Building in Chelmsford Place.</li> </ul> <p>21 December 2017:</p> <ul style="list-style-type: none"> <li>Met with the owner of the owner of the vacant land in Chelmsford Place to discuss potential development and the heritage requirements for building next to the State heritage listed Historic Hydro.</li> </ul>	Applicant	Project	Project Cost	Grant Awarded	Washington’s Furniture	Façade Upgrade	\$6,746	\$3,000	Get Set Office	New Roof	\$13,400	\$4,500	Kendall’s Building	External façade upgrade & painting	\$20,000	\$6,000	St Peter’s Hall	Roof replacement	\$10,379	\$4,500	Leeton Sports Power	Façade painting	\$1,760	\$880					●
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	Delivery Program and Operational Plan Actions	Timeframe	Performance Measures	Responsibility Of:	Update as at 31 December 2017 - Quarter 2	Status
8.06a	Operate Henry Lawson Cottage and develop a Henry Lawson Cottage Asset Management Pla		Report on rental use, income and special events. Progress a review of the governance, management and operation of the cottage - goal is the conserve the cottage and tell the story of Henry Lawson’s time in Leeton while generating rental income.	Rates and Property Officer	<p>Two Medical Students occupied the premises for the quarter:</p> <ul style="list-style-type: none"> <li>• Lease Rentals Income was \$1,299.99</li> <li>• Electricity and Gas \$814.30</li> <li>• Rates and Charges \$0</li> <li>• Water Consumption \$0</li> <li>• Maintenance \$649.23</li> </ul> <p>Year to Date Surplus/(Deficit) (\$1,440.89)</p> <p>Maintenance over the quarter included:</p> <ul style="list-style-type: none"> <li>• Routine Servicing of Fire Equipment and Air Conditioning</li> </ul> <p>An Asset Management Plan will be developed in 2018.</p>	●

### 3- A HEALTHY NATURAL ENVIRONMENT

#### 09 A community that respects the natural environment

##### 9a Provide waste management services

	Delivery Program and Operational Plan Actions	Timeframe	Performance Measures	Responsibility Of:	Update as at 31 December 2017 - Quarter 2	Status
9.01a	Operate Resource Recovery Facility (includes Landfill) and Transfer Stations	2017/18 - 2020/21	Report on tonnes of waste disposed in landfill – goal is to extend the life of the landfill	Manager Water and Waste	Unable to access Tipsite software to be able to report on this period.	●
			Report on tonnes diverted from landfill per waste category – goal is to optimise diversion from landfill at the Resource Recovery Facility	Manager Water and Waste	Unable to Access Tipsite software for amounts this reporting period	●
			Report on compliance with EPA (Environmental Protection Agency) licence for Landfill operations – goal is to operate an environmentally compliant landfill	Manager Water and Waste	No known non-compliance. Note a piezometer required to be monitored was damaged by recent capping. Accordingly a request for variation to licence has been submitted to the EPA, no response as yet.	●
			Report progress against Maintenance, Renewal and Capital Works program including completion of the next required waste cell at the landfill and new transfer station for Whitton (subject to funding) – goal is to ensure facilities are fit for purpose	Manager Water and Waste	Approximately 40% of waste earthworks completed to construct the new cell. On track in accordance with this year’s CAPEX program.	●
			Develop an Asset Management Plan for the Resource Recovery Facility / Landfill – goal is to ensure the facility is managed professionally and appropriately informs the Long Term Financial Plan.	Manager Water and Waste	Due to commence in 2018.	●

	Delivery Program and Operational Plan Actions	Timeframe	Performance Measures	Responsibility Of:	Update as at 31 December 2017 - Quarter 2	Status
9.02a	Offer kerbside collection service including recycling (under contract)	2017/18 - 2020/21	Report on education and promotion activities undertaken – goal is to increase participation in kerbside recycling	Manager Water and Waste	Recycling Information stickers have been received to be placed on bins. Have requested Work for the Dole assistance to place them on bins. If this is not possible, alternative distribution methods will be investigated. No formal education program, as part of the collection contract, has been received from J.R Richards as yet.	●
			Report on number of bins collected and tonnage collected per category – goal is to effectively divert waste from landfill	Manager Water and Waste	Recycling (yellow lid bins) October - 57.29 tonnes from 4066 Bins November 63.13 tonnes from 4066 Bins December 67.84 tonnes from 4066 Bins Tonnage for Waste is unavailable due to not being able to access Tipsite Software at this time.	●
9.03a	Prepare a Waste Management Strategy for Leeton Shire	2018/19	Report on activity and progress – goal is to set a clear vision / direction that will drive future delivery programs	Manager Water and Waste	This will commence in the new year. Currently reviewing the RAMROC Regional Waste Strategy to ensure they align.	●


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

	Delivery Program and Operational Plan Actions	Timeframe	Performance Measures	Responsibility Of:	Update as at 31 December 2017 - Quarter 2	Status
9.01b	Identify and manage high risk weeds in accordance with Leeton Shire Council's "Weed Action Plan"	2017/18 - 2020/21	Report on progress including percentage of Weeds Action Plan (WAP) delivered – goal is to prevent incursions of weeds into Leeton Shire	Senior Ranger	44 targeted private property inspections carried out during the quarter. All properties with Spiny Burr have been re-inspected, owners met with and extension provided. 28/28 High risk sites inspected as per WAP All Main Road 80 (Leeton to Griffith road) and Main Road 539 (Whitton to Darlington Point road) sprayed for roadside weed control New incursion of St Barnaby's thistle detected and treated Engagement and extension of all inspected properties with land owners All Cudgel farms properties have been re-inspected. The Annual WAP is 90% complete with 120 of 134 properties inspected.	●
9.02b	Minimise nuisance weeds on Council land and roads	2017/18 - 2020/21	Report on incursions and management activity undertaken for non-urban roads – goal is to manage weeds to improve road safety, improve aesthetics and reduce weed infestations	Manager Roads and Drainage	Slashing works have been undertaken in conjunction with weeds sprayer operator. Slashing has been completed from general complaints and also roads inspections. Nuisance Weeds – 146.1 hectares of slashing over the quarter. Work has been carried out on Main Road 80 (Leeton to Griffith road) and Main Road 539 (Whitton to Darlington Point road).	●
			Report on incursions and management activity undertaken for urban areas – goal is to manage weeds to improve road safety, improve aesthetics and reduce weed infestations	Manager Open Space and Recreation	Reasonable rain during the second quarter has resulted in many incursions of weeds on footpaths, nature strips, roadways, parks, gardens and cemeteries. A comprehensive spray program has been developed and followed closely with good results. Further resources may be required following summer rain events where Khaki Weed & Cat Head populations explode in particular within the high priority areas inside the town circle, villages and cemeteries.	●

9c Advance environmental sustainability by leading at the local level

	Delivery Program and Operational Plan Actions	Timeframe	Performance Measures	Responsibility Of:	Update as at 31 December 2017 - Quarter 2	Status
9.01c	Implement energy saving programs at Leeton Shire Council	2017/18 - 2020/21	Report on energy produced by Solar System at Fivebough Sewer Treatment Plant – goal is to reduce operational costs and Council’s CO2 footprint	Manager Water and Waste	Power generation for this quarter October - 13,618.86 kWh November - 15,350.39 kWh December - 13,528.58 kWh Total - 42,497.83 kWh	●
			Report on any new activity and progress – goal is to reduce operational costs and Council’s CO2 footprint	Manager Water and Waste	No new energy saving projects were progressed for the quarter.	●
			Report on the establishment of a renewable energy reserve fund for Leeton Shire – goal is to have funds ready to apply to innovative ideas that are investigated and approved	Manager Finance	This reserve has not been established as yet. A report will be tabled in Council by the third quarter and the fund will be established by the 30th June 2018.	●
9.02c	Promote energy saving programs community wide	2017/18 - 2020/21	Report on activity and progress – goal is to introduce and facilitate alternative energy options to Leeton Shire communities and business	Economic Development Coordinator	Council promoted a community event convened by the Industry Capability Network to discuss potential solar farm development work in the region. Council is unaware of the outcomes of that forum.	●
9.03c	Support external agencies to maintain key natural assets including Fivebough Wetlands and Murrumbidgee River	2017/18 - 2020/21	Report on activity and progress - Fivebough Wetlands – goal is to collaborate with Crown Lands and Water to improve environmental outcomes at the wetlands (non budgeted) and increase visitation to Fivebough Wetlands while ensuring a healthy natural environment and improved public facilities	Communications and Marketing Coordinator	Crown Lands and Water in partnership with GetSet Leeton commenced a new Work for the Dole program on 25 October 2017. The works being carried out up until 1 March 2018 include: creating a new section of walking track to link Glossy Ibis Shelter to Wiradjuri Walk, installation of sheltered seating around Wetlands Walk, maintaining turf and Picnic Area, weed control along the tracks and installation of Budyaa Baamirraa sign. The Men’s Group together with Leeton District Local Aboriginal Land Council will create a new mural to replace the previous artwork (both carried over from previous project).	●



	Delivery Program and Operational Plan Actions	Timeframe	Performance Measures	Responsibility Of:	Update as at 31 December 2017 - Quarter 2	Status
			<p>Report on activity and progress - Murrumbidgee River (National Park) – goal is to collaborate with NSW National Parks to improve environmental outcomes for the river and increase visitation to the River while ensuring a healthy natural environment and improved public facilities</p>	<p>Communications and Marketing Coordinator</p>	<p>The NSW National Parks and Wildlife Service have provided the following maintenance projects update for the quarter:</p> <ul style="list-style-type: none"> <li>• All fire trails cleared of fallen timber and sprayed- routine maintenance as per Quarter 1.</li> <li>• All beaches brushcut/sprayed- routine maintenance as per Quarter 1.</li> <li>• All entrances and signs brushcut/sprayed- routine maintenance as per Quarter 1.</li> </ul> <p>Targeted weed control in Narrandera precinct – a few thousand recently emerged mulberry trees, boxthorn, sweet briar, palms, osage orange, blackberries, white cedars, olives.</p> <p>Road repairs following 2016 floods/ rain in Narrandera Regional Park, MIA 1 and MIA 2. The funds expended were as follows:</p> <ul style="list-style-type: none"> <li>• Narrandera North precinct: \$25,865</li> <li>• Narrandera South: \$105,606.25</li> <li>• MIA 1: \$284,956.00</li> <li>• MIA 2: \$47,430.00</li> </ul>	

**9d Promote Town Water conservation**

	Delivery Program and Operational Plan Actions	Timeframe	Performance Measures	Responsibility Of:	Update as at 31 December 2017 - Quarter 2	Status
9.01d	Promote water saving measures across Leeton Shire	2017/18 - 2020/21	Report on activity and progress including water use trends – goal is to ensure treated town supply is not wasted	Manager Water and Waste	Water is billed 3 times a year so the figures below are per billing period not quarterly. Last year’s Billing Period (4 Months) Average Usage per household – 124.5kL State-wide Billing Period (4 Months) Average Usage per household - 54kL (162kL Annually) Current Billing Period (4 Months) Average Usage per household - 182kL Leeton's water usage is generally high when compared to the rest of NSW. The increase in this billing period compared to last year may be due to relatively dry and hot conditions continuing.	●

## 10 A community that enjoys our natural environment

### 10a Provide recreational facilities along the Murrumbidgee River

	Delivery Program and Operational Plan Actions	Timeframe	Performance Measures	Responsibility Of:	Update as at 31 December 2017 - Quarter 2	Status
10.01a	Monitor the provision of Camping and Recreational Facilities at Gogeldrie Weir (delivered under lease)	2017/18 - 2020/21	Report on use of Gogeldrie Weir Caravan Park – goal is to promote public enjoyment of the Murrumbidgee River	Communications and Marketing Coordinator	During the quarter Gogeldrie Weir Caravan Park had 1015 day visitors, 1733 campers/caravanners and 934 people stay in their cabins. During the same quarter last year Gogeldrie Weir Caravan Park had 886 day visitors, 553 campers/caravanners and 501 people stay in their cabins. This represents a significant increase in 2017.	●

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

	Delivery Program and Operational Plan Actions	Timeframe	Performance Measures	Responsibility Of:	Update as at 31 December 2017 - Quarter 2	Status
10.01b	Promote nature-based recreational/ tourism opportunities	2017/18 - 2020/21	Report on activity and progress including participation rates where available – goals are to collaborate with Crown Lands and Water to increase visitation to Fivebough Wetlands and improve public facilities and to collaborate with NSW National Parks to increase visitation to the River and improve public facilities	Communications and Marketing Coordinator	<p>As per last quarter the NSW National Parks and Wildlife Service (overseeing body of Murrumbidgee Valley National Parks) was unable to report on visitation numbers due to vandalism of the counters. The traffic counters have been repaired during quarter 2 so visitor statistics will be detailed in the next quarterly report.</p> <p>Crown Lands and Water installed traffic counters at Fivebough Wetlands in May last year (no comparative data exists for previous year). During this reporting period the traffic counter installed on the footbridge in the Petersham Road carpark (Site A) recorded 1309 visitors and the counter at Red Necked Avocet Shelter (Site B) recorded 1364 visitors. (Note that Site A will most likely produce a two directional count, recording visitors entry and exit from Petersham Road Carpark in single file and Site B will most likely produce a one directional count, recording visitors walking past once on the loop track, who may be walking two abreast).</p> <p>Council submitted a funding application in June last year to the Murrumbidgee Field Naturalists for the production of a Fivebough Wetlands promotional video. Council was advised that funding assistance of \$,3000 was approved.</p>	●

## 4-A THRIVING ECONOMY WITH GOOD JOBS

### 11 A community that thrives on irrigated agriculture

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

	Delivery Program and Operational Plan Actions	Timeframe	Performance Measures	Responsibility Of:	Update as at 31 December 2017 - Quarter 2	Status
11.01a	Participate in Murray Darling Association (Region 9 + MDA Board)	2017/18 - 2020/21	Report on meetings held and any major decisions/actions – goal is to be informed about Basin issues and opportunities and to advocate as required	General Manager	The Mayor and GM attended the MDA National Conference and AGM in Renmark in October. The theme was "Our Plan Our Future". Presentations included an update on the Basin Plan and the Basin Plan Assessment, SDL (Sustainable Diversion Limit) adjustments, efficiency measures and supply projects, as well as Snowy Hydro 2. Leeton Shire was announced as hosting the 2018 MDA Conference. In November LSC submitted on the SDL Adjustment Projects, giving in principle support but encouraging the immediate commencement of monitoring and evaluation. The MDA Region 9 AGM was held in December. Mayor Maytom was re-elected as Chair. The MDBA presented preliminary findings of their socio economic findings for communities across Region 9 comparing information pre and post the Basin Plan and separating out the effects of water recovery from other changes. These findings have yet to be formally released. In terms of Basin Plan implementation, other concerns include water resource plans across the Basin may not being able to be completed by the target date of June 2019 unless resourcing is increased and processes streamlined, and the need for a more robust / formal compliance regime with improved accountability.	●
11.02a	Participate in EWAG (Environmental Water Advisory Group)	2017/18 - 2020/21	Report on meetings held and any major decisions/actions – goal is to observe the outcomes of environmental watering and to ensure it complements and does not compromise agricultural productivity	General Manager	The Mayor attends meetings of the Murrumbidgee Environmental Water Advisory Group. The group advises OEH (Office of Environment and Heritage) on managing environmental water to maximise ecological benefit, while identifying risks and mitigating adverse impacts. The October meeting clashed with the MDA Annual Conference so was not attended. Recent topics include notice that the Murrumbidgee EWAG Planning Snapshot for 2017/18 is available on the website <a href="http://www.environment.gov.au">www.environment.gov.au</a> (search for Protecting Murrumbidgee); changes in the Water Act in relation to trade; and a 'citizen science project' involving a new frog app that will assist with frog identification.	●

	Delivery Program and Operational Plan Actions	Timeframe	Performance Measures	Responsibility Of:	Update as at 31 December 2017 - Quarter 2	Status
11.03a	Host the MDBA Regional Engagement Officer	2017/18 - 2020/21	Report on activity and progress – goal is to optimise communication between Council and the MDBA	MDBA REO	<p>Key topics for the quarter included the announcement of the SDL Adjustment Mechanism (SDLAM), the MDBA Compliance review, final Ken Matthews report on NSW Water Management and Compliance and the Basin Plan Evaluation report.</p> <p>The REO was involved in a strategic planning workshop for the next 3 years which discussed the approach to regional engagement generally as well as localised approaches. These are in the process of being finalised by the executive of the MDBA.</p> <p>Various engagement meetings were held during the quarter with several key agencies, mainly to discuss the SDLAM and Basin Plan Evaluation findings. These meetings were between the REO and Murrumbidgee Private Irrigators, Ricegrowers Association of Australia, Coleambally Irrigation, Murrumbidgee Irrigation, NSW Farmers Association, Leeton Shire Council and Region 9 of the Murray Darling Association. In addition, several email updates were sent to over 40 local and regional stakeholders regarding key MDBA activities and reports to ensure everyone had access to the latest information. Phil Townsend (MDBA) and the REO both presented at the MDA Region 9 AGM in December. The REO also attended the National Carp Control Program workshop and the quarterly meeting of the Murrumbidgee Landcare irrigation collective.</p>	●

	Delivery Program and Operational Plan Actions	Timeframe	Performance Measures	Responsibility Of:	Update as at 31 December 2017 - Quarter 2	Status
11.04a	Collaborate with Murrumbidgee Irrigation to strengthen irrigated agriculture in the MIA	2017/18 - 2020/21	Report on meetings held and any major decisions/actions – goal is to collaborate effectively with Murrumbidgee Irrigation Ltd for the benefit of farmers, industry and local residents	Director Environment and Engineering	<p>The Mayor and General Manager attended Murrumbidgee Irrigation (MI) Ltd AGM in November 2017. Topics highlighted included MI's vision to enable growth and production across the region, the shift to automation including modernization of the Main Canal and Division 3 in the Gogeldrie Area, capacity increases in the northern branch canal. Total investment approximately \$50million. MI's efficiency program generated savings of \$2.5million, nearly double the original target and a year ahead of schedule. There was an extended shareholder session that strongly emphasized the need for fuller and more timely engagement by MI. MI's Chair and CEO acknowledged the communication improvement opportunities.</p> <p>The GM met with the CEO and MI separately and agreement was reached on a schedule of informal meetings and formal meetings going forward. Next operational meeting to be scheduled for 9 February due to MI representatives being on leave. Senior Management cooperation has been initiated on relevant projects. Council has not yet received updates on the proposed plans to pipe supply in Yanco. As a result, staff are not in a position to brief Council or the Community at this time.</p>	●

## 12 A community that is strong in business and employment

### 12a Seek, promote and facilitate business opportunities

	Delivery Program and Operational Plan Actions	Timeframe	Performance Measures	Responsibility Of:	Update as at 31 December 2017 - Quarter 2	Status
12.01a	Support and facilitate the retention and expansion of local business and industry in Leeton Shire	2017/18 - 2020/21	Report on activity and outcomes in relation to specific interventions with existing businesses – goal is to support growth and sustainability in existing businesses	Economic Development Coordinator	Council provided information on the NSW Government Murray- Darling Basin Business Accelerator Program to several eligible local businesses. Council also initiated meetings with 2 local businesses to discuss challenges around freight costs and lack of labour. Council continued to advocate for masterplanning of the intermodal site at Wumbulgal.	●
			Report on engagement with the Leeton Chamber of Commerce and Industry- activity and progress – goal is to support the development of a strong Business Chamber	Economic Development Coordinator	Leeton Shire Council continues to be a financial member of the Leeton Business Chamber with the Mayor and Deputy Mayor attending the chamber executive committee meetings. AGM was held in October and Council's Mayor, Deputy Mayor, GM, and Economic Development Coordinator attended. Mayor and Council's Economic Development Coordinator participated in a strategy session in December led by the new Chair to commence planning initiatives for 2018.	●
			Report on engagement with the Yanco Agricultural Institute (YAI) – goal is to advocate for the facility to be fully maintained and used optimally	Economic Development Coordinator	Underutilised facilities at Yanco Ag Institute are still being used for police training. An update from key institute staff will be presented at a council meeting during the third quarter.	●
12.02a	Support and facilitate the attraction of new business, industry or government services to Leeton Shire	2017/18 - 2020/21	Finalise Business Prospectus and report on promotional activity and progress – goal is to support growth in new business in Leeton Shire	Economic Development Coordinator	Draft business prospectus was progressed but finalisation delayed to give further businesses the chance to be featured. The prospectus has changed its focus slightly from attracting new businesses to attracting workforce. There was one new enquiry from a prospective business in the quarter.	●
12.03a	Promote the Shire's potential as a film venue		Report on development of filming policy and related promotional activity – goal is to explore opportunities for the filmmaking industry in Leeton	Economic Development Coordinator	To commence 2019/20.	●



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

	Delivery Program and Operational Plan Actions	Timeframe	Performance Measures	Responsibility Of:	Update as at 31 December 2017 - Quarter 2	Status
12.01b	Support local industry to identify and meet their current and future workforce needs	2017/18 - 2020/21	Report on activity and progress, including "Grow Our Own" in collaboration with Deacon University and TAFE Riverina – goal is to nurture Leeton’s talent so that workforce gaps can be met locally	Economic Development Coordinator	Council's Economic Development Coordinator attended a 'Grow Our Own' Steering Committee meeting held in December. Discussions centred on strategies to address skills shortages and promote local pathways for education, training and development (such as school presentations, cadetships, careers showcase). RDA's Horticulture Skills Shortage Report was presented at the meeting. Key actions from the meeting include the investigation of a Harvest Trail Program that will deliver trained and experienced employees to a broad and diverse harvest labour sector (so that workers can return to the same employers by moving on through the annual harvest labour cycle). 'Grow Our Own' website has been strengthened.	●

## 13 A community that has great attractions and events

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

	Delivery Program and Operational Plan Actions	Timeframe	Performance Measures	Responsibility Of:	Update as at 31 December 2017 - Quarter 2	Status
13.01a	Support the hosting of exciting destination events across Leeton Shire	2017/18 - 2020/21	Report on Sunrice Festival planning and outcomes, including participation numbers – goal is to run an event that prompts Destination NSW promotion and that will draw visitors from outside the region	Events and Performing Arts Coordinator	<p>Five committee meetings with an average attendance of 8 committee members have taken place from October - December. Meetings have become more regular now that the event is approaching. The 2018 program has been finalised and is due for delivery early-mid February.</p> <p>Council has purchased crowd control barriers and 'witches hats' that will be hired out to the committee to meet their Traffic Control Plans. (These can also be hired out to other event committees).</p> <p>SunRice has committed to sponsoring three festivals (2018, 2020 and 2022) and in doing so are updating five highway signs as part of the sponsorship agreement.</p> <p>A funding application was submitted to Destination Murray Riverina for assistance with marketing. Council will be notified with the outcome next quarter.</p>	●
			Report on Bidgee Classic Fishing Competition planning and outcomes, including participation numbers – goal is to run an event that prompts Destination NSW promotion and that will draw visitors from outside the region	Events and Performing Arts Coordinator	<p>Three committee meetings with an average attendance of 6 committee members have taken place from October - December 2017. The committee has made the decision to go from having "on-water" marshalls to adopting a Photograph Catch &amp; Release Competition, meaning competitors would photograph their fish on a measuring mat as opposed to registering their catches with the marshals.</p>	●
			Report on ArtDeco Festival planning and outcomes, including participation numbers (intended launch 2019, subject to funding) – goal is to run an event that prompts Destination NSW promotion and that will draw visitors from outside the region	Events and Performing Arts Coordinator	<p>Nil activity over the quarter. Will commence in earnest after the SunRice Festival.</p>	●

	Delivery Program and Operational Plan Actions	Timeframe	Performance Measures	Responsibility Of:	Update as at 31 December 2017 - Quarter 2	Status
13.02a	Support the hosting of a range of exciting community events across Leeton Shire	2017/18 - 2020/21	Report on local events planned and held, and participation numbers – goal is to attract residents to a range of quality local events in Leeton, Whitton and Yanco that bring life and vitality.	Events and Performing Arts Coordinator	<p>Event activity this Quarter:                      October 11 events, November 11 events, December 15 events ( as registered with the Leeton Shire Events Team). There are currently no procedures in place to capture participation numbers at events. However, with the implementation of the new Community Wi-Fi and "purple software", capturing data at community events will become easier.</p> <p>The events council staff supported during the Quarter were the Leeton Chill &amp; Grill Event, the Leeton Town Band Outback Spectacular and the Light Up Leeton Christmas Carnival. The Events team has also been supporting preparations for the Australia Day Celebrations.</p> <p>The Leeton Chill and Grill event had an estimated 1,200 people attend. It was held on Saturday 21 October, 2017. 20 local stallholders set up in Mountford Park selling \$5 dishes made from local produce or \$5 local alcoholic beverages (beer and wine). Celebrity Chef Paul West was once again a draw card, doing live cooking demonstrations in front of the large crowds.</p> <p>The Leeton Town Band Outback Spectacular had approximately 200 musicians come to town Leeton's accommodation was at capacity (with overflow even having to stay in Narrandera!). The events held throughout the weekend of Friday 10 - Sunday 12 November were well supported from locals and visitors alike, particularly the Mass Band Concert which was held at the Roxy Community Theatre on Saturday 11 December.</p> <p>The Light Up Leeton Christmas Carnival saw one of their largest crowds ever, with an estimated 2,500 people attending the event in Mountford Park on Sunday 8 December 2017. 23 performances were undertaken by locals as part of the popular community concert, and 24 local not-for-profit groups set up as stallholders, selling a variety of food and drinks.</p>	●

	Delivery Program and Operational Plan Actions	Timeframe	Performance Measures	Responsibility Of:	Update as at 31 December 2017 - Quarter 2	Status
13.03a	Support the hosting of a range of exciting sporting events across Leeton Shire	2017/18 - 2020/21	Report on sporting events planned and held, and participation numbers – goal is to hold sporting events that will draw visitors from outside the region	Events and Performing Arts Coordinator	<p>Four sporting events were registered with the Leeton Shire Council Events team over the three month period:</p> <ul style="list-style-type: none"> <li>• Leeton Jockey Club TAB Race Meeting, Monday 9 November</li> <li>• MS Charity Golf Day, Sunday 12 November</li> <li>• Studio 9 Colour Run hosted by St. Josephs Primary School, Sunday 12 November</li> <li>• Leeton Harness Racing Summer Carnival, Tuesday 26 December</li> <li>• Formula 1.0 Grand Prix Gliding Event, 28 December - 5 January 2018.</li> </ul> <p>Council is advised approximately 80 people stayed in Leeton during the event. This event attracted significant media attention with covering of the event including international televising of results.</p> <p>As these are not council supported events, attendance figures have not been collected this quarter. The events officer aims to encourage local sporting groups and organisations to register their events with council in advance which will make it easier to gather information and attendance figures for future promotion and reporting purposes.</p>	●

13b Attract visitors to Leeton Shire region

	Delivery Program and Operational Plan Actions	Timeframe	Performance Measures	Responsibility Of:	Update as at 31 December 2017 - Quarter 2	Status
13.01b	Operate a Visitors Information Service	2017/18 - 2020/21	Report on number of visitors to the Leeton Visitor Information Centre and Leeton Shire (where stats are available) - the goal is to offer advice to visitors and to showcase local produce	Communications and Marketing Coordinator	<p>During this reporting period, Leeton Visitors Information Centre recorded 1113 walk-in visitors. During the same period the previous year, Leeton VIC recorded 831 walk-in visitors. This represent a significant increase in visitation. During this quarter 36% of visitors to the VIC were looking for Maps/Directions, 26% for Brochures and 38% for Tastes of Leeton/Group Tour visits. The average length of stay for visitors was 2 nights.</p> <p>Local accommodation operators recorded on average that 55% of their visitors were business travellers during this reporting period, staying an average of 3 nights and were predominantly visiting from the Sydney and Canberra regions. No comparative data is available for the previous year as this information wasn't captured.</p> <p>A new visitors' statistics reporting template was rolled out in mid-December to improve the quality of the data that we capture to better inform our future marketing activities. Key results and trends using this new template will be reported from Quarter 3 17/18 onwards.</p>	●
			Report on Leeton Visitor Information Centre sales – the goal is to generate income to offset the costs of running the service while also showcasing local produce	Communications and Marketing Coordinator	<p>During this reporting period Leeton Visitors Information Centre recorded \$4817.80 in souvenir sales, a significant increase. During the same period last year Leeton Visitors Information Centre recorded \$2218.45 in sales. Quarter 1 sales for 2017/18 were \$1162.25.</p>	●
			Report on number of visitor guides distributed, number of hits on tourism website and social media activity – the goal is to attract visitors to Leeton and provide useful information on where to stay and what to see and do.	Communications and Marketing Coordinator	<p>During this reporting period 825 visitors' guides were distributed through the Leeton Visitors Information Centre. Last year 575 visitor guides were distributed over the same period. This increase is largely due to neighbouring VICs requesting copies of our new Visitors Guide published in February 2017. The Leeton Tourism website has had 6941 visitors during this reporting period as compared to 3664 people for the same period last year. The Leeton Tourism Facebook page had 1939 page likes as at the end of this reporting period. For the same period last year the Leeton Tourism Facebook page had 1502 page likes representing a steady increase.</p>	●

	Delivery Program and Operational Plan Actions	Timeframe	Performance Measures	Responsibility Of:	Update as at 31 December 2017 - Quarter 2	Status
13.02b	Participate in regional tourism activities	2017/18 - 2020/21	Report on investment, meetings held and any major decisions/actions – goal is to leverage better tourism outcomes by working collaboratively with neighbouring councils, the region and the State.	Communications and Marketing Coordinator	Leeton Shire Council has taken part in the consultation process to revamp the Destination Management Plan (DMP) for the Riverina region which is being coordinated by Destination Riverina Murray. Leeton Shire Council was represented by the General Manager and Community and Marketing Coordinator at a local government representatives workshop held in Griffith in early November and by Leeton Tourism Network Group Chair Matt Gatt and Deputy Chair Tracey Valenzisi at an industry representatives workshop. The revamped DMP is due to be launched in late February 2018. Council's Communications and Marketing Coordinator was elected as Secretary of Thrive Riverina (formerly Riverina Regional Tourism) at their 2017 AGM held on 13 December 2017. The key focus of this group has been the development of a new Strategic Plan (to be launched in late February as well). Thrive Riverina's Strategic Plan will include new activities and actions for Taste Riverina and improved alignment with Destination Riverina Murray and Destination NSW. An important goal is to develop a region-wide tourism marketing campaign that will generate collective buy in from local government councils and tourism operators in Leeton and the wider Riverina region.	●
13.03b	Convene a tourism leadership group for Leeton Shire	2017/18 - 2020/21	Report on meetings held and any major decisions/actions - goal is to drive an increase in visitation and bed nights in Leeton	Communications and Marketing Coordinator	There were no meetings held in Quarter 2. The first meeting of the Leeton Tourism Network Group for 2018 will be held on 5 March. The reason behind this is to ensure that Leeton Tourism Network Group members have ample opportunity to review final versions of both the new Riverina Destination Management Plan and Thrive Riverina Strategic Plan documents which will be launched in late February 2018. These documents will be essential to the development of an Action Plan for the Leeton Tourism Network Group.	●
13.04b	Provide Visitor Tourist Signage		Report progress on refurbishment of Leeton Tourist and Event Promotional Signage in neighbouring shires – goal is to redirect traffic off the highways to Leeton and to promote dates for destination events / festivals	Communications and Marketing Coordinator	A sponsorship agreement between Council and SunRice was confirmed for the updating of five Leeton "SunRice Country" highway signs. This agreement includes SunRice committing to sponsor the 2018, 2020 and 2022 Leeton SunRice Festivals (\$25,000 each festival). The signs will be installed early next quarter.	●

## 14 A community that enjoys a vibrant town centre

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

	Delivery Program and Operational Plan Actions	Timeframe	Performance Measures	Responsibility Of:	Update as at 31 December 2017 - Quarter 2	Status
14.01a	Operate main street cleaning and maintenance in Leeton, Yanco and Whitton	2017/18 - 2020/21	Report on activity and progress – goal is for town centres to present well to shoppers, business people and visitors	Manager Open Space and Recreation	The summer annual flower displays have been excellent through the summer period. All flower beds have been regularly fertilised and weeded. The street sweeping function is performing well with additional duties now including washing down street furniture and blowing down footpaths and other tight areas that the street sweeper can't access. Litter bin service has been completed as per the program. All CBD areas have been regularly inspected for weeds and sprayed accordingly including traffic islands, roundabouts, footpaths and medians. Replacement plants were planted in the centre median in Pine Ave to replace failed plants.	●
14.02a	Implement key recommendations of the Leeton CBD masterplan	2017/18 - 2020/21	Finalise stages and report on activity and progress (implementation will be subject to prioritizing of projects and funding) – goal is for Leeton's CBD to make a positive impression on shoppers, business people and visitors	Manager Planning, Building and Health	Funding submission for Wade Avenue has been submitted, decision pending. This will be a major project if funding is provided and will deliver the following CBD enhancement elements identified during the Leeton CBD study; 1. Improved pedestrian safety with new street crossings. 2. Enhancement of the street vista with new tree plantings, street furniture. 3. Increased parking opportunities via a widening of Wade Avenue to permit angled drive in parking.	●
14.03a	Develop and implement main street plans for Yanco and Whitton	2017/18 - 2020/21	Engage with community and report on activity and progress (implementation will be subject to prioritizing of projects and funding) - goal is for Yanco and Whitton to present well to shoppers, business people and visitors.	Manager Planning, Building and Health	Community engagement on main streets of Yanco and Whitton will commence next quarter when Peter Kenyon holds conversations on Town Improvement initiatives. From next quarter, Yanco market patronage will also be reported as this contributes to place activation.	●

	Delivery Program and Operational Plan Actions	Timeframe	Performance Measures	Responsibility Of:	Update as at 31 December 2017 - Quarter 2	Status
14.04a	Develop and implement a car parking strategy for the Leeton CBD	2017/18 - 2020/21	Engage with community and business and report on activity and progress – goal is to ensure sufficient suitable and accessible parking is provided in the CBD	Manager Engineering Technical Services	Work on a car parking strategy has commenced. A first draft is expected to be completed before the end of the financial year for exhibition. This strategy needs to meld with the CBD Enhancement Plan. No further development this quarter.	●



**14b Promote activity and vibrancy in Leeton CBD**

	Delivery Program and Operational Plan Actions	Timeframe	Performance Measures	Responsibility Of:	Update as at 31 December 2017 - Quarter 2	Status
14.01b	Encourage activity in the Leeton CBD and Yanco and Whitton main streets such as markets and busking	2017/18 - 2020/21	Report on activity and participation, including farmers market trends – goal is to activate the main streets and make it exciting for people to shop and visit	Events and Performing Arts Coordinator	The Leeton Farmers Market events have been on the improve during the October - December 2017 period with an average of 18 - 20 stallholders in attendance. Crowds usually sit around the 250 mark which is an improvement on previous markets held. Two markets were held throughout December to give patrons the opportunity to do some last minute Christmas shopping. Patronage increases can be attributed to the Christmas Period approaching.	●
14.02b	Develop and implement public art program for Leeton CBD	2017/18 - 2020/21	Report on activity and progress including the art works commissioned for the Lyrics, Landscapes and Lintels project – goal is to create interest and conversation that complements the CBD enhancement project	Manager Library, Culture and Community	The Lyrics, Landscapes and Lintels project has been funded under the 2016/17 Heritage Near Me Activation Scheme. During this quarter recommendations were reported to Council with Council confirming the final artworks. To works are earmarked for the Leeton CBD, one featuring Walter Burley Griffiin and the other celebrating our arts heritage. They will be launched before the end of the financial year.	●

## 5-A QUALITY BUILT ENVIRONMENT

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

#### 15a Supply treated water to urban centres

	Delivery Program and Operational Plan Actions	Timeframe	Performance Measures	Responsibility Of:	Update as at 31 December 2017 - Quarter 2	Status
15.01a	Operate water treatment services at Leeton, Whitton and Murrami	2017/18 - 2020/21	Report on volume of treated water produced per site – goal is to have sufficient supply to cater for community and business needs	Manager Water and Waste	Leeton Water Filtration Plant Q2 17/18 671.894 ML as compared to Q2 16/17 589.995 ML (a 12% increase). Murrami Water Filtration Plant Q2 17/18 4.518 ML as compared to Q2 16/17 4.954ML (a 10% reduction). Whitton Water Filtration Plant Q2 17/18 24.046 ML as compared to Q2 16/17 21.054 ML (a 14% increase). All significant water supply/quality issues were addressed effectively. This includes those at the Murrami plan which was off-line for two weeks from 24 October, 2017. During this period potable water was carted in from Leeton to meet supply.	●
			Report on number of non-compliances in relation to drinking water standards – goal is to provide town supply that protects public health.	Manager Water and Waste	There were no non-compliances at any of the water treatment plants during the October-December quarter.	●
			Report on progress against maintenance, renewal and capital works programs including the upgrade of Murrami Filtration Plant – goal is to ensure that facilities are reliable and fit for purpose	Manager Water and Waste	Leeton Filter has had new safety rails installed on the roof of the plant and around the soda ash hopper. This has been a WHS risk for some time and will improve access to these areas for staff. Public Works Advisory are currently quoting to undertake an independent audit and Master Plans for the Water and Sewerage Treatment Plants.	●

	Delivery Program and Operational Plan Actions	Timeframe	Performance Measures	Responsibility Of:	Update as at 31 December 2017 - Quarter 2	Status
15.02a	Provide reticulated services in Leeton, Yanco, Wamoon, Whitton and Murrarni	2017/18 - 2020/21	Report on progress against Maintenance, Renewal and Capital Works programs including water main replacements in Willow, Mallee Streets, Beech Streets and water meter replacements – goal is to ensure that the network is reliable and fit for purpose	Manager Water and Waste	Mallee and Willow St are still in the planning stage. Procurement for the Corbie Hill Rd Mains extension is underway and construction will commence in Q3. Yanco Ag Mains extension remains on schedule with the last section to the reservoir completed being under-bored. Only a small section in the school grounds to be completed.	●
			Report on performance against response times for customer requests – goal is to ensure the network reliably protects public health	Manager Water and Waste	Reliable information on call outs and response times is currently not available. Field staff are being trained in the use of Confirm Asset Management Software to capture call-out information.	●
15.03a	Develop a Water Services Asset Management Plan starting with an Integrated Water Cycle Management Plan	2017/18	Report on activity and progress – the goal is to manage Council assets professionally using methods that inform long term financial planning	Manager Water and Waste	Training for implementation of the new asset management framework is due to commence in January 2018.	●

15b Supply sewer treatment services to urban centres

	Delivery Program and Operational Plan Actions	Timeframe	Performance Measures	Responsibility Of:	Update as at 31 December 2017 - Quarter 2	Status
15.01b	Operate sewer treatment services at Leeton, Yanco and Whitton	2017/18 - 2020/21	Report on volume of sewerage treated per plant – goal is to have sufficient capacity to provide for community, business and industry needs	Manager Water and Waste	Leeton STP Q2 17/18 123.3 ML as compared to Leeton STP Q2 16/17 270.9 ML Lower this year due to a comparatively dry spring and start to summer as opposed to 16/17 where it was extremely wet during the same period. Additional review being considered to confirm that LSC is maximizing practical and cost effective reuse of treated water.	●
			Report on number of non-compliances in relation to effluent discharge – goal is to ensure water is polished to required standards before being released into Fivebough Wetlands	Manager Water and Waste	There were no non-compliances this quarter.	●
			Report on progress against Maintenance, Renewal and Capital Works programs– the goal is to manage Council assets professionally using methods that inform long term financial planning	Manager Water and Waste	The Trickling Filter at the Leeton STP has had renewal works completed to extend the life of the concrete structures. The telemetry and electrical upgrades of the STP and sewer pump stations has commenced with SPS03 in Quandong St the first to be upgraded.	●
			Report on progress against Leeton Shire Council's Trade Waste program – goal is to ensure trade waste is appropriately managed so as not to compromise the effectiveness of the sewerage treatment plant and associated environmental outcomes	Manager Water and Waste	An industry which was non-compliant has completed its application to discharge trade waste and has completed an effluent improvement plan. This has been sent to DPI Water for review. There have been no other non compliances reported. New staff member to commence Q3 who will assist the Water and Wastewater Engineer to complete inspection and process applications.	●
15.02b	Provide reticulated services in Leeton, Yanco and Whitton	2017/18 - 2020/21	Report on progress against Maintenance, Renewal and Capital Works programs including pump station upgrades – goal is to ensure that the network is reliable and fit for purpose	Manager Water and Waste	Telemetry and Electrical Upgrades of sewer pump stations has begun with SPS03 Quandong St to be upgraded in Quarter 3. Plans are afoot to install new ClearSCADA software to provide council with higher quality and timely information and the ability to remotely control pump stations.	●

	Delivery Program and Operational Plan Actions	Timeframe	Performance Measures	Responsibility Of:	Update as at 31 December 2017 - Quarter 2	Status
			Report on performance against response times for customer requests – goal is to ensure the network reliably protects public health	Manager Water and Waste	Reliable information on call outs and response times is currently not available. Field staff are being trained in the use of Reflect to capture call-out information. Notwithstanding this the response to incidents has been satisfactory with most issues resolved promptly and with minimal community disruption.	●
15.03b	Develop reticulated sewer system for Wamoon	2017/18 - 2020/21	Report on investment, activity and progress – goal is to improve public and environmental health outcomes in Wamoon and reduce smell nuisance	Manager Water and Waste	Awaiting approvals from the EPA and Crown Lands for the acquisition of the treatment site. Design of pump station commenced. Survey brief for pegging of reticulation layout complete and borehole at Sewer Pump Station site completed and piezo installed to monitor groundwater levels..	●
15.04b	Develop a Sewer Services Asset Management Plan	2017/18	Report on activity and progress - goal is to manage Council assets professionally using methods that inform long term financial planning	Manager Water and Waste	Asset Management training is to commence in January 2018 which will provide the correct information to add to inform Water and Sewer Asset Management Plans to guide investment decisions and inform the tariff and Developer services plans.	●

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

### 16a Provide access to Regional Passenger Air Services

	Delivery Program and Operational Plan Actions	Timeframe	Performance Measures	Responsibility Of:	Update as at 31 December 2017 - Quarter 2	Status
16.01a	Support Narrandera Shire Council to operate the Narrandera / Leeton Airport	2017/18 - 2020/21	Report on number of passengers using service – goal is to sustain or grow numbers so that service remains viable	Economic Development Coordinator	"Total passenger numbers for this quarter - 3087, slightly higher as compared to total passenger numbers for previous quarter albeit lesser numbers in December (July - September 2017 - 3025). (Source: Regional Express Airlines)	●
Report on Capital Works program progress and costs – goal is to operate an airport that is fit for purpose, with Leeton Shire sharing half the costs of capital works with Narrandera Shire			Economic Development Coordinator	Works on the Runway Lighting Upgrade Project continued this quarter. Currently awaiting confirmation of electrical contractors availability to convert over to the LED lighting. Subject to availability this will either occur late January or early February. To minimise disruption to flights, these works will take place on a weekend and lighting will be unavailable for a Saturday evening only. REX has been kept informed throughout the project. Narrandera Shire Council has indicated the project is around 90% complete and on track with budget for this quarter.	●	

**16b Facilitate improved Freight Transport productivity**

	Delivery Program and Operational Plan Actions	Timeframe	Performance Measures	Responsibility Of:	Update as at 31 December 2017 - Quarter 2	Status
16.01b	Support and promote the development of an Intermodal Freight Terminal Service for the Western Riverina area	2017/18 - 2020/21	Report on activity and progress – goal is to have high functioning freight intermodals servicing Leeton and the Western Riverina	Economic Development Coordinator	<p>WRIFT - Two projects (from a total 27 projects across regional NSW) have been shortlisted in the first stage of the Fixing Country Rail Program. The next step requires the development of a business case for shortlisted projects. Fixing Country Rail aligns with and complements the Fixing Country Roads Program in reducing the cost to market for regional businesses.</p> <p>In December Council facilitated a site visit by the NSW Chief Planner and key staff from the Dept of Planning. The need to develop a Master Plan for the site to accommodate its future potential is a priority. An invitation has been extended to the NSW Office of Premier and Cabinet to visit Wumbulgal next quarter.</p> <p>Development of a master plan for Wumbulgal has also been included as a candidate project in the draft Western Riverina Regional Economic Development Strategy.</p> <p>In December Council submitted an application for \$7.5M under the Building Better Regions Fund to support the construction of the LINX Freight Hub at Wumbulgal. This project will bring significant economic benefits and employment opportunities to the Leeton Shire and the Western Riverina. Council also submitted feedback on the NSW Future Transport Plan to the NSW Government to highlight and request inclusion of significant freight links and projects being planned in the Western Riverina region.</p>	●
16.02b	Develop and implement Freight Strategies at the local and regional levels	2017/18 - 2020/21	Report on activity and progress including advocacy for inland rail and overcoming road freight "pinch points" for Leeton Shire – goal is to identify key enabling infrastructure for improving freight efficiencies and develop 'shovel ready' projects in anticipation of grant funding opportunities.	Economic Development Coordinator	<p>Council received funding of \$1.4M under Fixing Country Roads Funding (NSW Gov) towards the repair of the bridge across the Sturt Canal on the key freight route between Darlington Point and Wumbulgal which has been identified as a pinchpoint for heavy freight movements.</p> <p>RAMROC's freight strategy has been received for review and Council will submit any comments by 28 Feb 2018.</p> <p>Compiling of information for the development of a coordinated freight strategy for the Western Riverina has commenced.</p>	●

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

	Delivery Program and Operational Plan Actions	Timeframe	Performance Measures	Responsibility Of:	Update as at 31 December 2017 - Quarter 2	Status
16.01c	Maintain and improve the Shire's road network in accordance with Leeton Shire Council's "Road Asset Management Plan"	2017/18 - 2020/21	Report on progress of scheduled Maintenance Program See schedule of road works 2017/18 pages 81 and 82 – goal is to maintain in satisfactory condition a safe and reliable road network and extend the useful life of the Shire's roads	Manager Roads and Drainage	General Unsealed Roads budget expenditure - 51%, General Rural Sealed Roads budget expenditure - 68%, General Urban Roads budget expenditure - 50%. General urban maintenance was weighted towards Leeton township due to town cleanup activities, these are still ongoing. Maintenance budgets are generally on track, with Rural sealed roads currently slightly over expected % due to rural roads heavy patching activities that are significantly higher cost. In both the Rural and Urban roads areas we have seen significantly higher defects involving tree removal and tree trimming, these are costly accomplishments.	●
			Report on progress of Renewal and Capital Works Program See schedule of road works 2017/18 pages 81 and 82 – goal is to enhance the Shire's road network to address any backlog, address safety concerns and improve freight efficiency.	Manager Roads and Drainage	Innisvale Lane was completed this quarter, being the 3rd of five capital roads projects to be completed this year. McNeil Road and Davis Road have already been completed in previous quarters. The two remaining are Young Road, Whitton and Almond Road, Leeton. Young Road is awaiting further information from Developers to ensure a coordinated approach. Almond Road is awaiting the replacement of a water main that impacts on half of the road rehabilitation length. Both projects are expected to progress once these issues are completed. Overall 66% of the Capital Road Budget has been spent to date. Renewal of our gravel road network was undertaken this quarter also, with gravel re-sheeting completed on Blake Road, Carver Road, Hogan Road, Bauemeister Road, Malcolm Road, Euroley Road, Davidson Road, Pilkington Road. Also completed at request was the area around the Euroley Bridge boat ramp and parking area. 80% of Re-sheeting program is completed.	●
			Report on progress of Sign Replacement program – goal is to replace signs on an as needs basis when defects are recorded.	Manager Roads and Drainage	165 Signs were replaced this quarter, all due to various issues of non reflectivity, vandalism, and being stolen.	●
			Report on unplanned maintenance works reported through inspection regimes and public reporting – goal is to manage risks appropriately in accordance with service levels in the adopted Roads Asset Management Plan.	Manager Roads and Drainage	Defects raised in last quarter – 373 Defects and on the job maintenance addressed and resolved in last quarter – 1072 Defects outstanding at end of Last Quarter - 222, mainly heavy patching of local roads for which there is insufficient funding. Further analysis will be provided in future quarters.	●



	Delivery Program and Operational Plan Actions	Timeframe	Performance Measures	Responsibility Of:	Update as at 31 December 2017 - Quarter 2	Status
16.02c	Develop and implement a Leeton Shire "Traffic Management Plan"	2017/18 - 2020/21	Report on activity and progress – goal is to ensure safe and efficient movement and parking of vehicles in Leeton, Whitton and Yanco.	Manager Engineering Technical Services	The traffic management plan is scheduled to commence in the new calendar year.	●
16.03c	Construct and repair state roads under contract to Roads and Maritime Services	2017/18 - 2020/21	Report on activity and progress – goal is to be a supplier of choice for the RMS	Manager Roads and Drainage	Three Work Orders were approved for commencement this quarter. Works were completed on Shoulder Widening around the Wamoon Area (\$520K) and an Extension of Shoulder widening and Heavy Patching, including Culvert Replacements around the Murrami Road area (\$260K). The third job was an incident that required council traffic control and cleanup (\$2K).	●
Proposed Action Item for removal						
16.04c	Develop a Roads Structures Asset Management Plan	2018/19	Report on activity and progress - goal is to manage Council assets professionally using methods that inform long term financial planning	Manager Roads and Drainage	Line to be removed as Road structures are currently captured in the roads assets management plan. There is no plan to have the Road structures separated into their own asset management plan.	●

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

	Delivery Program and Operational Plan Actions	Timeframe	Performance Measures	Responsibility Of:	Update as at 31 December 2017 - Quarter 2	Status
16.01d	Provide community transport services to the residents of Leeton Shire (delivered by Narrandera Shire Council from Leeton Multi-Purpose Community Centre)	2017/18 - 2020/21	Report on number of clients utilizing Community Transport services and total number of trips – goal is to ensure an efficient and effective community transport service that meets the needs of residents and values / supports volunteer drivers.	Community Development Coordinator	<p>There were a total of 1359 trips for Leeton Community Transport clients this quarter which is a decrease of 25% in comparison to the previous quarter. This could be due to the holiday season.</p> <p>The total number of clients within Leeton Shire is 198 which is a decrease of 7.04% in comparison to the previous quarter.</p> <p>There are currently 14 volunteer drivers in Leeton Shire.</p> <p>The Leeton Community Transport Advisory Committee held their AGM with the main concern from the drivers continuing to be the new booking system introduced by the funder and the issues with the in-vehicle tablets. This unfortunately will be an ongoing issue as there are a few flaws in the system and it was a major change for the drivers. They have been very supportive of this change though, and are putting in an effort to make it work for the service. Functions that are working well include the ability to communicate with the office directly through the tablets. It is also really helpful that vehicles can be located at any given time which allows staff to establish whether the drivers have left their location and/or are contactable via phone. Driver training took place during the quarter.</p> <p>A liaison committee between both Councils is yet to be established.</p>	●

## 17 A community that enjoys attractive towns and parks

### 17a Provide open spaces for active and passive leisure

	Delivery Program and Operational Plan Actions	Timeframe	Performance Measures	Responsibility Of:	Update as at 31 December 2017 - Quarter 2	Status
17.01a	Maintain and improve Council's park network in accordance with Leeton Shire Council's "Parks and Playgrounds Inspection Plan" and "Playground Strategy"	2017/18 - 2020/21	Report on progress against Maintenance, Renewal and Capital Works programs - Parks (including installation of power outlets at Mountford Park) – goal is to have suitably presented and equipped parks that are safe, attractive and fit for purpose	Manager Open Space and Recreation	21 park & recreation facilities inspected and details recorded as per the Parks, Playgrounds & Recreational Facilities Maintenance Management Policy. Only minor defects were detected and all defects have been repaired. Power outlets at Mountford Park have been successful and are routinely utilised by the Famers Markets and other events.	●
			Report on progress against Maintenance, Renewal and Capital Works programs - Playgrounds (including car parking at Graham Park) – goal is to have suitably equipped playgrounds that are fun, safe, fit for purpose and cater for diverse needs.	Manager Open Space and Recreation	Three (3) monthly inspections of all of Council's playgrounds have been completed and recorded as per the Parks, Playgrounds & Recreational Facilities Maintenance Management Policy. Minor repairs were carried out on several items of equipment in a safe and timely manner. Grant application for \$20,000 was successful for Wamoon Park Upgrade under the Stronger Communities Programme. Initial engagement with the Wamoon Community via an onsite meeting was held in December 2017. Graham Park carpark designs completed and works scheduled to be completed during the third quarter of the year.	●
			Report on options, costs and feasibility of a water feature at McCaughey Park and associated grant funding activity – goal is to investigate and respond to a community request	Manager Open Space and Recreation	Project approved by Council and strong community financial support committed. Water park components have been ordered and planning for construction has commenced. The project is likely to be completed mid 2018.	●
17.02a	Develop a Parks and Playgrounds Asset Management Plan	2017/18 - 2018/19	Report on activity and progress - goal is to manage Council assets professionally using methods that inform long term financial planning	Manager Open Space and Recreation	Plan to be developed in 2018/2019. The Playground Strategy 2017-2032 was on public display during the first quarter and this document will inform many components of the Parks and Playgrounds Asset Management Plan.	●

**17b Provide attractive streetscapes and town entrances**

	Delivery Program and Operational Plan Actions	Timeframe	Performance Measures	Responsibility Of:	Update as at 31 December 2017 - Quarter 2	Status
17.01b	Maintain and improve Leeton Shire's urban streetscapes	2017/18 - 2020/21	Report on activity and progress of Leeton Shire Council's Streetscapes Maintenance, Renewal and Capital Programs – goal is to enjoy aesthetically pleasing streets in residential, commercial and industrial areas of Leeton Shire	Manager Open Space and Recreation	The third stage of the project from the Court House to the Police Station is the final stage to be completed. Preparations for a contractor to undertake the works has commenced. Turf has been successfully established in the medians in Palm Avenue adjacent to the sporting complex. Assistance was provided to establish some landscaping to the front of the Pacific Fresh business in Irrigation Way. An issue involving vehicles parking in Packham Street has been resolved with vehicle barriers to be installed to stop parking under the trees.	●
			Report on activity and progress of Leeton Shire Council's Tree Replacement Maintenance, Renewal and Capital Programs (including Golf Course Estate) – goal is to provide safe and picturesque ornamental and shade trees throughout Leeton Shire	Manager Open Space and Recreation	No new street tree planted as yet. Tree planting will commence during May-June period 2018. 200 new trees have been routinely watered, mulched and staked as per works programs. 144 street trees inspected and recorded with maintenance requirements scheduled into works programs including trees in Whitton. Losses of new street trees remain at <5% with only isolated trees dying or vandalised. Replacement trees will be planted where losses have occurred during the next street tree plantings.	●
17.02b	Maintain and improve Council's town and boundary entrances	2017/18 - 2020/21	Report on activity and progress of Leeton Shire Council's Town Entrance Maintenance, Renewal and Capital Programs – goal is to create attractive and welcoming entrances to Leeton towns and villages	Manager Open Space and Recreation	Town entrance works have included major clean up between Yanco and Leeton along Irrigation Way. These areas have been slashed and mown in accordance with scheduled works programs. Tree and branch clearing works were undertaken in Murrami and Whitton with additional areas of work identified to be undertaken at a later date. A further section of Irrigation Way west of the railway crossing is planned for clean up in Q3. All town and village entrance signage have been regularly inspected and sprayed for weeds as required.	●

**Proposed Addition Action**

	<b>Delivery Program and Operational Plan Actions</b>	<b>Timeframe</b>	<b>PROPOSED Performance Measures</b>	<b>Responsibility Of:</b>
17.03b	Preserve and Restore Art Deco Streetscapes	2017/18 - 2020/21	Report on activity, including funding applications, maintenance, renewal and capital programs (goal is to preserve and enhance the historical and aesthetic features of Leeton's Art Deco character)	Manager Planning, Building and Health

**17c Provide public conveniences across Leeton Shire**

	<b>Delivery Program and Operational Plan Actions</b>	<b>Timeframe</b>	<b>Performance Measures</b>	<b>Responsibility Of:</b>	<b>Update as at 31 December 2017 - Quarter 2</b>	<b>Status</b>
17.01c	Provide a network of public toilets to service busy public places	2017/18 - 2020/21	Report on activity and progress against Maintenance, Renewal and Capital Works programs. Works for 2017/18 include new public toilets at Wamoon Park – goal is to provide clean facilities in good working order and to have any complaints quickly resolved	Manager Engineering Technical Services	4 complaints were received and 3 of them have been resolved, with the remaining repair scheduled to be completed next quarter. The Wamoon public toilet has yet to be designed as it is being developed in conjunction with the Wamoon Sewerage Project.	●

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

	Delivery Program and Operational Plan Actions	Timeframe	Performance Measures	Responsibility Of:	Update as at 31 December 2017 - Quarter 2	Status
17.01d	Provide a Development Application and Assessment service	2017/18 - 2020/21	Report on number of Building Certificate Applications received and numbers issued for Leeton Shire and other Councils – goal is to deliver an efficient and effective assessment and approvals service	Manager Planning, Building and Health	<p>During this period the number of Construction (Building) Certificates:</p> <ul style="list-style-type: none"> <li>• 16 Construction certificates issued in quarter</li> <li>• \$10,837 fees collected.</li> </ul> <p>Note: currently time to assess CC's is not calculated. Statistics on type of buildings CC issued for not readily available.</p>	●
			Report on number of Complying Development Certificate Applications received and numbers issued for Leeton Shire and other Councils, including total value and average turnaround times – goal is to deliver an efficient and effective assessment and approvals service	Manager Planning, Building and Health	<p>During this period there were 4 Complying Development Certificates (CDCs) lodged and approved. These CDCs applied to building works having a combined valued of \$87,000 and took an average of 7 days to process. There was \$595.50 in fees collected for CDCs.</p> <p>During this quarter there were no CDCs received from Narrandera Shire Council.</p>	●
			Report on number of Development Applications received and numbers issued for Leeton Shire and other Councils, including total value and average turnaround times– goal is to deliver an efficient and effective assessment and approvals service	Manager Planning, Building and Health	<p>During this period there were a total of 29 Development Applications lodged and 28 have been approved. The DAs received have a combined value of \$15,947,450 and had an average approval time of 43 days.</p> <p>The number of "on hold" Development Applications for Quarter 2 were:</p> <ul style="list-style-type: none"> <li>• # DA's on hold from previous quarter – 22</li> <li>• # DA's on hold at end of quarter - 22</li> </ul> <p>Stop the clock days used where insufficient information provided to determine application. Average stop the clock day – 21.6. STC was used on 8 application approved in quarter with average of 89 days.</p> <p>Total development fees collected were \$22,315</p> <p>During this quarter 13 DAs were assessed on behalf of Narrandera Shire Council (NSC) and of these 10 have been approved.</p> <ul style="list-style-type: none"> <li>• NSC DA's on fee for service basis. Average determination time of 41 days (30 work days)</li> <li>• NSC Total assessment fees charge in quarter (incl CC assessments) \$3540</li> </ul>	●

	Delivery Program and Operational Plan Actions	Timeframe	Performance Measures	Responsibility Of:	Update as at 31 December 2017 - Quarter 2	Status
			Report on number of Occupation Certificates received and numbers issued for Leeton Shire and other Councils, including total value and average turnaround times– goal is to deliver an efficient and effective assessment and approvals service	Manager Planning, Building and Health	During this period there were a total of 16 Occupation Certificates issued which took on average a total of 2 days each to process. Fees charged were valued at \$714.	●
			Report on number of Section 149 Applications received and numbers issued for Leeton Shire – goal is to deliver an efficient and effective assessment and approvals service	Manager Planning, Building and Health	During this period a total of 98 s.149 Certificates were issued for properties in Leeton Shire. Average turnaround on 149's was two days and there is no specific delineation for 'urgent' 149 requests.	●
17.02d	Levy and apply development contributions	2017/18 - 2020/21	Report on Section 64 fees levied, received and expended per project – goal is to ensure water and sewer infrastructure can be expanded without burdening existing ratepayers	Drainage and Development Engineer	Section 64 Developer Contributions: \$30,783.60 levied, \$0 received, \$0 expended from this income as the contribution were for previously constructed infrastructure as per the plan.	●
			Report on Section 94 fees levied, received and expended per project – goal is to ensure projects to support growth can be delivered without unduly burdening existing ratepayers	Manager Planning, Building and Health	Council no longer levies development contributions under section 94 of the Environmental Planning and Assessment Act. Levied \$0 Received \$7,292.00 Expended Nil	●
			Report on Section 94A fees levied, received and expended per project– goal is to ensure projects to support growth can be delivered without unduly burdening existing ratepayers	Manager Planning, Building and Health	The following details Section 94A fees levied by Council during the Second Quarter Levied \$123,929.50 Received \$8,811.28 Expended Nil	●



	Delivery Program and Operational Plan Actions	Timeframe	Performance Measures	Responsibility Of:	Update as at 31 December 2017 - Quarter 2	Status
17.03d	Apply robust policy to guide quality development across Leeton Shire	2017/18 - 2020/21	Report on progress of "Leeton Shire Local Environmental Plan" review – goal is to ensure plan is current, reflective of community priorities and fit for purpose	Manager Planning, Building and Health	<p>As reported in Q1 a full review of the Leeton Local Environmental Plan (LEP) 2014 is due to commence until 2018 and Council is currently working on two amendments; to the B3 Commercial Core zone to permit a wider range of residential accommodation and to create protocols for the assessment of flood planning levels.</p> <p>At the end of this quarter Council's consulting planner advised that draft changes relating to the B3 zone would be received in early February 2018. Once this is completed work will then be completed on the flood planning levels.</p> <p>During this quarter Council was notified by the Department of Planning that significant changes to Council LEPs in NSW will be introduced in 2018. These changes will include measures to enhance community consultation, promote strategic planning, increase probity and accountability in decision making, promote simpler faster processes for all participants and introduce standard formats for development control plans. Some of these changes will be introduced at the end of the 3rd quarter.</p>	●
			Report on development and implementation of the "Leeton Shire Council Development Control Plan" - goal is to clarify development standards and provide greater certainty for both developers and community	Manager Planning, Building and Health	As outlined at the end of Quarter 1 2017, NSW Planning will be releasing a standard format for all Development Control Plans (DCP) for NSW Councils. This has not yet happened. Council is currently working towards developing minimum flood planning levels which will be incorporated in the DCP and staff have been preparing for the introduction of the new DCP by identifying local outcomes that need to be incorporated into the DCP template.	●
			Report on development and implementation of the "Leeton Shire Council Subdivision Engineering Guidelines" – goal is to clarify development standards and provide greater certainty for both developers and community"	Drainage and Development Engineer	Meeting has been scheduled with a consultant for the development of the guidelines in alignment with neighbouring Councils. A scheduled meeting, to discuss this and other projects, did not go ahead as other projects were not in a position to be progressed. Despite this hold-up, it is anticipated that work in this area will be sufficiently advanced for a detailed report in the next Quarter.	●

	Delivery Program and Operational Plan Actions	Timeframe	Performance Measures	Responsibility Of:	Update as at 31 December 2017 - Quarter 2	Status
			Report on development and implementation of the "Leeton Shire Council Section 64 Plan" – goal is to provide certainty to Council and developers about fees payable to burden or extend existing water and sewer infrastructure.	Drainage and Development Engineer	Work on the development and implementation of the Development Servicing Plan (DSP) has commenced and will be completed as part of the consultancy for the Integrated Water Cycle Management Plan (IWCM).	●

**17e Provide drainage networks in urban areas**

	Delivery Program and Operational Plan Actions	Timeframe	Performance Measures	Responsibility Of:	Update as at 31 December 2017 - Quarter 2	Status
17.01e	Maintain and improve Council's drainage network	2017/18 - 2020/21	Report on progress against Maintenance, Renewal and Capital Works programs – goal is to deliver the programs in full, on time and to budget	Manager Roads and Drainage	Maintenance items relating to Drainage in urban areas are being responded to as identified in Reflect or Council's CRM system. There have been only minor renewal works completed as the focus has intentionally shifted to works done in conjunction with larger Roadwork and Kerb & Gutter based projects. Designs are being finalised for capital works in Waipukaru Park. The change in focus has resulted in the completion of Kerb & Gutter of the section of Palm Avenue, from Cassia Road to Muntenpen Street. This will complete a missing section of urban drainage around Leeton's main ring road and improve amenity.	●
17.02e	Develop a Stormwater Drainage Asset Management Plan	2017/18 - 2020/21	Report on activity and progress commencing with development of a Drainage Plan and Drainage Strategy – the goal is to manage Council assets professionally using methods that inform long term financial planning	Drainage and Development Engineer	Draft Stormwater Management Plan has been prepared and will be submitted to Director Environment and Engineering for review next quarter	●

## 6- STRONG LEADERSHIP

### 18 A community that has politicians who act and listen

#### 18a Forge and maintain strong regional relationships

	Delivery Program and Operational Plan Actions	Timeframe	Performance Measures	Responsibility Of:	Update as at 31 December 2017 - Quarter 2	Status
18.01a	Participate in Joint Organisation / RAMROC	2017/18 - 2020/21	Report on meetings held and any major decisions/actions – goal is to network, plan, advocate and share resources to enhance the wider region’s social, economic and environmental wellbeing	General Manager	<p>The Riverina and Murray Regional Organisation of Councils' Board meets quarterly. At the professional level, there are also working groups for general managers*, engineers*, planning and environment*, integrated planning and reporting, records management, waste management*, procurement* and economic development (* routinely attended by LSC staff). Presentations during the quarter included transition into workforce for young people (Connect U), overview of Office of the Auditor General's first financial and performance review of local government (Auditor General, Margaret Crawford), the Almond Industry and, at an extraordinary Board meeting in December, Joint Organisations (Office of Local Government, Chris Presland). LSC was not represented at the November RAMROC Waste Group Meeting - topics included an update on the Regional Waste Strategy Development, a funded program in Griffith and Leeton to reduce inappropriate plastics in recycling, a joint television campaign to reduce recycling contamination, Toxfree training for waste depot staff, calling for a joint regional scrap metal collection contract, and the Container Deposit Scheme (where, at the time, Leeton appeared to be the only place where a reverse vending machine had been installed).</p> <p>The Local government Amendment (Regional Joint Organisations) Act 2017 was passed in December 2017 allowing Councils to voluntarily join a Joint Organisation. This will be a key focus for Council in January 2018.</p>	●

	Delivery Program and Operational Plan Actions	Timeframe	Performance Measures	Responsibility Of:	Update as at 31 December 2017 - Quarter 2	Status
18.02a	Participate in State and National Local Government Associations (LGNSW and ALGA)	2017/18 - 2020/21	Report on activity and progress – goal is to network and ensure local government has a strong voice when dealing with state and federal governments	General Manager	Council continues to receive weekly updates from LGNSW and ALGA. During the quarter the Mayor, Deputy Mayor and GM attended the LGNSW Annual Conference and AGM. Key announcements made at the AGM included Joint Organisations (with membership now voluntary but subject to some 'design criteria') and the LG Capability Framework for Councillors and Council staff. The Mayor was formally recognised for his 30 year service to local government at the Conference dinner. Council presented a remit to the LGNSW Conference advocating for rumble strips on rural roads to prevent fatigue related accidents which was unanimously endorsed.	●
18.03a	Participate in Country Mayors		Report on activity and progress – goal is to network and ensure local government in rural and regional centres has a strong voice when dealing with state and federal governments	General Manager	Country Mayors met in November and was attended by the Mayor and GM. There was both an AGM and an ordinary meeting held. Presentations were made by the Deputy Premier John Barilaro, Hon Melinda Pavey MP (Minister for Roads), Margaret Crawford (Auditor General) and Commissioner Mark Smethurst (NSW SES). Key take-away messages: The Auditor General will provide a sector report on local government to the NSW Parliament in March 2018; council audits will now also have a performance component starting with service delivery, fraud control and shared services. In future years there will be 'a deeper dive'. Around 65% of the NSW Roads budget goes into the regions. Three plans are being released for comment in coming months: NSW Future Transport Plan, NSW Ports and Freight Plan and NSW Road Safety Plan. Noted that 2/3 of fatalities happen on country roads and, of those, 49% on local roads. Councils can put their flood data on the SES website.	●

**18b Strengthen Leeton Shire Council's Governance capabilities**

	Delivery Program and Operational Plan Actions	Timeframe	Performance Measures	Responsibility Of:	Update as at 31 December 2017 - Quarter 2	Status
18.01b	Implement individual Training Programs for each Councillor	2017/18 - 2020/21	Report on training undertaken – goal is to equip Councillors to be able to govern well by having a tailored training plan for each	Director Corporate and Community	Individual training plans have not been developed as at 31 December 2017. LG NSW released a LG Capability Framework in December 2017, which covers elected representatives skills requirements. Self assessments against the Capability Framework will be conducted with Councillors during the March 2018 quarter. The plan is to have individual training plans developed for all Councillors prior to the end of the June 2018 quarter. In the meantime councillors have been invited to nominate any training they wish to undertake.	●
18.02b	Attract a strong pool of candidates for Local Government Elections in 2020	2020/21	Report on activity and progress - goal is to ensure voters can choose Councillors who they feel have the skills and values to best represent them.	Director Corporate and Community	Action not due to commence as at 31 December 2017.	●

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

	Delivery Program and Operational Plan Actions	Timeframe	Performance Measures	Responsibility Of:	Update as at 31 December 2017 - Quarter 2	Status
18.01c	Continue advocacy with Federal and Local MP's on Key Issues for the region	2017/18 - 2020/21	Report on advocacy undertaken and outcomes – goal is to ensure that interests and needs of Leeton Shire and the Western Riverina are front of mind and progressed with support from persons of influence	General Manager	During the quarter, the Mayor and GM met with the NSW Member for Murray, Austin Evans, to discuss Leeton and regional priorities. Council also hosted Member for Farrer, Sussan Ley during which she visited Wamoon Playground (which is being funded by the Farrer Electorate's Country Communities Grant) and WRIFT (Western Riverina Freight Intermodal Terminal) at Wumbulgal. Later in the quarter Council hosted the Chief Planner for NSW, Gary White and members of the Department of Planning for a visit to WRIFT and a workshop on progressing a masterplan for the site. Mr Don Murray who works alongside Ken Gillespie - infrastructure consultant to the Premier - was in attendance too. The importance of the project was acknowledged and further effort to progress the master plan will commence next quarter. The Mayor and GM were invited to a meeting by the Minister for Multiculturalism, Hon Williams, where Professor Peter Shergold, the Mayor of Fairfield City Council and the Mayor of Griffith (by phone) were in attendance too. Discussions were held about the Western Riverina being a possible secondary settlement area for refugees from Fairfield seeking employment. No further progress at this stage. The GM met with the CEO of the Office of Local Government and apprised him of Leeton and progress at Leeton Shire Council.	●

## 19 A community that speaks up and gets involved

### 19a Encourage volunteering throughout the Shire

	Delivery Program and Operational Plan Actions	Timeframe	Performance Measures	Responsibility Of:	Update as at 31 December 2017 - Quarter 2	Status
19.01a	Promote and run a volunteer program at Leeton Shire Council	2017/18 - 2020/21	Report on trends in volunteering in each area of Council – goal is to enhance the delivery of service through involving volunteers for mutual benefit	Manager Library, Culture and Community	Two new volunteer applications have been received during this quarter. The volunteers have taken up places at the Library.	●
			Report on Volunteer Recognition (including annual awards) – goal is to show that volunteers are valued and appreciated	Manager Library, Culture and Community	Due to extenuating circumstances the plan to recognise all Leeton Shire Council volunteers at Christmas time did not eventuate. There were however individual celebrations held for volunteers of the Visitor Information Centre and the Golf Course that were well attended.	●
19.02a	Promote volunteering opportunities and their benefits	2017/18 - 2020/21	Report on promotions, campaigns and outcomes – goal is to support community organisations to boost their volunteer numbers	Manager Library, Culture and Community	Initiatives to promote volunteering will commence in the new year.	●



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

	Delivery Program and Operational Plan Actions	Timeframe	Performance Measures	Responsibility Of:	Update as at 31 December 2017 - Quarter 2	Status
19.01b	Run an active Community Engagement Program	2017/18 - 2020/21	Report on engagement activity undertaken – goal is to have active and engaged citizens of Leeton Shire	Communications and Marketing Coordinator	<p>There were three major community engagement activities run during this reporting period including:</p> <ol style="list-style-type: none"> <li>1. Wade Avenue/Roxy Corner (Leeton CBD Enhancement Stage 1) Update-flyer distributed to all Leeton Shire residents on 3 November 2017.</li> <li>2. Yanco (McCaughey Park) Splash Pad Update- flyer distributed to all Yanco residents via post on 4 December 2017. Flyers also given to each school student at Yanco Public School to take home to their parents.</li> <li>3. Wamoon Playground Upgrade- a flyer was distributed on 7 December 2017 to all school students at Wamoon Public School to take home to students re an onsite meeting to discuss the scheduled improvements. Approximately 20 people were in attendance with a community liaison appointed to deal directly with Council's Manager Open Space and Recreation as this enhancement project progresses.</li> </ol> <p>All of the above were promoted via Council's website and social media platforms.</p> <p>As at the end of this reporting period, Council has 635 registered users on it's Have Your Say Leeton community engagement website. For the same period last year there was 583 registered users which shows a steady increase. The Leeton Shire Council website had 14,524 visitors during this reporting period. As the new Council website only went live in March 2017 there are no comparative figures available. The Leeton Shire Facebook page had 2,812 page likes at the end of this reporting period. At the conclusion of the same period last year our Facebook page had 2,248 page likes.</p> <p>33 media releases were distributed to local and regional media outlets during this reporting period. For the same period last year Council distributed 22 media releases.</p>	●

19c Provide a framework for inclusive decision making

	Delivery Program and Operational Plan Actions	Timeframe	Performance Measures	Responsibility Of:	Update as at 31 December 2017 - Quarter 2	Status
19.01c	Coordinate an active Council Committee program	2017/18 - 2020/21	Report on Advisory Committee meetings held, key decisions made and outcomes achieved – goal is for Council to receive informed advice in a timely manner prior to passing resolutions	Governance and Corporate Planning Coordinator	The Leeton Local Area Traffic Committee met on 26 October 2017 and the following matters were unanimously endorsed and adopted by Leeton Shire Council at its 22 November meeting: 1. Extend the Ash Street bus bay by 18m 2. Approve the 40th Riverina Vietnam Veterans Reunion March 3. Consult Wamoon School and bus operators on proposed location of School Bus Pick Up/Drop Off bus shelter location	●
			Report on Section 355 Committee meetings held, key decisions made and outcomes achieved – goal is to support the delivery of outcomes via committees of Council that include volunteers.	Governance and Corporate Planning Coordinator	Reports and Minutes from the following Council's Section 355 Committees from September to December 2017 were included in the Council Agenda for the meeting scheduled on 24 January 2018: Whitton Town Improvement Committee 21 August, 2017 and Special Meeting of 18 September, 2017 Yanco Hall Management Committee - 11 September, 9 October and 13 November 2017 Future reporting on Section 355 Committees, including information on key decisions made and outcomes achieved is expected to be addressed through an internal review process currently underway.	●
			Report on Action Group meetings held, key decisions made and outcomes achieved – goal is to support the delivery of outcomes via external committees with Council support.	Governance and Corporate Planning Coordinator	Future reporting on meetings of Action Groups – specifically the Leeton Tidy Towns, Leeton Youth Committee, Leeton Australia Day Group and Wattle Hill Progress committees - including information on key decisions made and outcomes achieved is expected to be addressed through an internal review process currently underway. The internal review process is expected to be completed by the end of March 2018.	●
19.02c	Facilitate community development in local towns	2017/18 - 2020/21	Report Town Improvement Plan activity and progress for Yanco, Whitton and Wattle Hill (implementation will be subject to prioritising of projects and funding) – goal is to support towns and villages to identify and achieve their community aspirations	Manager Library, Culture and Community	Council received advice of a successful application under the Federal Government's Building Better Regions program. The total sum available was applied for and received (\$15,000). The grant is for the establishment and furthering of Town Improvement Committees in Yanco and Whitton and to undertake consultation with these communities for development of Place Plans that will inform local direction and priorities. Peter Kenyon, a respected worker in the field of community development will spend five days in Leeton facilitating conversations, both group and individual, to assist each community to identify and articulate their priorities forming the basis of the place plans.	●

## 20 A community that is always on the front foot

### 20a Ensure the aspirations of the community are delivered

	Delivery Program and Operational Plan Actions	Timeframe	Performance Measures	Responsibility Of:	Update as at 31 December 2017 - Quarter 2	Status
20.01a	Set-up inter-agency group to deliver on the Leeton Shire Community Strategic Plan "Leeton On The Go"	2017/18 - 2020/21	Report on activity and progress – goal is to ensure that government agencies also contribute to Leeton Shire CSP (Community Strategic Plan) outcomes and progress reports	Governance and Corporate Planning Coordinator	General Manager has been liaising with Department of Premier and Cabinet (DPC) about getting coordinated feedback from government departments. DPC is seeking more efficient ways to achieve the outcome rather than setting up separate committees with each Council. A portal approach is being considered and will be piloted. In the meantime Council staff are endeavouring to get quarterly updates directly from government departments where possible.	●
20.02a	Support the community by offering a Community Grants Program	2017/18 - 2020/21	Report on grants provided per category – goal is to enable community organisations to deliver outcomes that benefit Leeton Shire residents	Community Development Coordinator	Round two of the 2016/2017 Community Strengthening Grant Scheme was advertised and Council received eight applications for financial support and fee waiving requests to the total value of \$24,806.08. Seven applications were successful to the total value of \$7500.00. There were four Youth Development Grants approved to the total value of \$1000.00.	●
20.03a	Operate an efficient and effective Local Government Administration	2017/18 - 2020/21	Report on non-compliance with relevant legislation, regulation and funding body requirements and remedial action – goal is to be 100% compliant	Director Corporate and Community	There are no non-compliance matters to report as at 31 December 2017. Council's Annual Report was presented to the 22 November, 2017 meeting for adoption. This is a legislative requirement. The Office of Local Government was notified on 30 November, 2017 of its adoption and provided with a link to where the report appears on Council's website.	●
			Report on progress against Leeton Shire Council's Annual Plant / Fleet Capital Program – goal is to deliver the program in full, on time and to budget	Manager Engineering Technical Services	No heavy plant purchased this quarter. One item of heavy plant (backhoe) went out to tender for purchase and tenders still being assessed. One light item of plant (SUV) was purchased this quarter.	●

	Delivery Program and Operational Plan Actions	Timeframe	Performance Measures	Responsibility Of:	Update as at 31 December 2017 - Quarter 2	Status
			Report on Leeton Shire Council's Internal Audit Program and progress against corrective actions – goal is to see continuous improvement / achieve best practice across the organisation and ensure zero fraud	Director Corporate and Community	There were no meetings of the Internal Audit Committee this quarter. The focus for this quarter was to prepare a brief for an Enterprise Risk Management Framework. Expressions of Interest will be called in February 2018 from three organisations who have experience in completing the brief. The framework will be in operation at Leeton Shire Council by the end of June 2018. The setting up of an Audit, Risk and Improvement Committee to align with best practice (including a Charter and establishment of the committee) will be explored during the next quarter .	●
			Report on currency of and updates to Leeton Shire Council's Strategies/ Policies and Plans – goal is to ensure all documents are current and are routinely reviewed.	Governance and Corporate Planning Coordinator	Council's Annual Report was present to the 22nd November 2017 meeting for adoption. This is a legislative requirement. Annual Report needs to be adopted by the end of November each year. The Office of Local Government was notified on 30 November of its adoption and provided with a link to where the report appears on Council's website. Internal documents which have been reviewed and updated included Council's Contracts Register - which is now published on Council's website in accordance with statutory requirements. Reviews are currently underway on Council's Policy Register to determine currency and compliance of policy documents, Council's Committee schedule and reporting process, Council's staff delegations framework and Certificates of Authority.	●
			Report on annual Work Health and Safety self and External Audits, any major non-conformances and remedial measures undertaken – goal is to offer a safe workplace, zero injuries suffered and zero lost time	WHS, Risk, Environment and Quality Coordinator	A Work Health and Safety System self-audit was conducted and reviewed by State Cover. (Council's WHS Insurer). The results recognise "continual improvement" at Leeton Shire Council. It was confirmed during the quarter that Council's State Cover premiums were lowered by \$215,000. Discussions were held with State Cover about an online WHS System (VAULT) that will be provided free of charge and will facilitate the collection, review and management of WHS Risks. For the quarter there were zero lost time injuries, zero medical treatment, four (4) first aid injuries and five (5) near miss incidents.	●

	Delivery Program and Operational Plan Actions	Timeframe	Performance Measures	Responsibility Of:	Update as at 31 December 2017 - Quarter 2	Status
			Report on activity and progress as Reserve Trustee of Crown Land parcels within the Leeton Shire – goal is to ensure that changes in Crown Land legislation does not unduly burden Council / ratepayers	Director Corporate and Community	No immediate changes this quarter - continued to administer in accordance with current legislation. The new Act to commence in early 2018 allows councils to manage Crown Land under the provisions of the Local Government Act for public land. Crown Lands and Water (DPI) will regularly communicate with Councils prior to commencement of the new Act. Council is currently in the process of updating and consolidating information relating to the land for which it is Trustee into a more robust register.	●

			Report on Grant Applications Submitted and Funding received – goal is to optimise external funding to progress the Delivery Program	Executive Assistant to the GM & Mayor	Grants applied for:					
					<b>Name</b>	<b>Project Value</b>	<b>Grant Request</b>	<b>Fund</b>	<b>Status</b>	
					Toilet at No. 2 Oval.	\$40K	\$20K	NSW Community Building Partnership	Approved	
					MR539 Bridge (Over Sturt Canal)	\$1.6M	\$1.4M	NSW Fixing Country Roads Round Three Funding	Approved	
					Roxy Theatre Improvements EOI	\$3M	\$1.9M	Regional Cultural Funding	Unsuccessful	
					Seniors Week Activities	\$11.2K	\$5.6K	NSW Seniors Festival Grants	Unsuccessful	
					Footpath connecting bus stop to path in front of VIC	\$3K	\$2K	NSW Country Passenger Transport Infrastructure Grants Scheme	Pending	●
					The Active Transport (Walking and Cycling) program	\$120K	\$60K	NSW Roads and Maritime	Pending	
					Stronger Country Communities (Wade Ave – CBD)	\$1,250,000	\$1,025,000	NSW Government - Dept of Industry	Pending	
					Youth Week Funding	\$2,850	\$1,425	NSW Family and Community Services	Pending	

					Safer Communities Fund (CCTV in Main Street)	\$252,000	\$252,000	Australia Government - Business	Pending
					ANZAC Community Grants Program (Family History Research)	\$2,500	\$1,900	NSW Office for Veterans Affairs	Pending
					2018 Flagship Event Fund (SunRice Festival)	\$20,000	\$20,000	Destinations NSW	Pending
					Liveable Community Grant Round 3 (Liveable Communities for older people)	\$53,000	\$53,000	NSW Dept of Family and Community Services	Pending
					Unity Grants (Multicultural support worker)	\$30,000	\$30,000	Multicultural NSW	Pending
					LINX Freight Hub at Wumbulgal	\$28.6M	\$7.5M	Australian Government-Infrastructure and Regional Development – Building Better Regions	Pending
					Public Library Infrastructure Grant (Exterior work)	\$59.9K	\$50.9zK	NSW Government – State Library	Acquitted

	Delivery Program and Operational Plan Actions	Timeframe	Performance Measures	Responsibility Of:	Update as at 31 December 2017 - Quarter 2	Status
			Develop and implement a Building Asset Management Plan – the goal is to manage Council assets professionally using methods that inform long term financial planning	Manager Engineering Technical Services	Due to commence third quarter.	●
20.04a	Maintain Council's "Stand Alone" and "Fit for the Future" Status	2017/18 - 2020/21	Report on benchmarking activities and findings and progress (FFF and Sector Led Comparisons)	Director Corporate and Community	Due to workload and resourcing constraints, the Senior Management Team opted to defer the Local Government Professionals Performance Excellence Program until July 2018. The Program will now run from 1 July 2018 until 30 June 2021.	●
Report on operational improvements – workforce – goal is to deliver on the workforce action plan (grow our talent, nurture our leaders, strengthen our culture)			Manager Human Resources	Movements for the quarter include: 2 x Resignations (Waste Management & Environmental Projects Coordinator, Events & Performing Arts Coordinator) Contract End: 1 x (Labourer) Training for the Quarter includes: 30 Courses: 18 x Work Health and Safety including all staff training on Bullying & Harassment, 7 x Skills & Technical Development Courses, 2 x Professional training. 39 staff members completed Customer Service Training, 22 x managers/coordinators completed community engagement training. Four staff members have commenced a Cert IV in Leadership – Strategy to Operational Management. One staff member completed a year long Leadership Mentoring program. A new Work, Health & Safety system is currently being looked at which would improve the skills and licencing data capture. Succession planning consisting of position analysis has commenced.	●	
Report on operational improvements - information technology hardware - goal is to be sensibly progressive and leverage IT to increase efficiency, effectiveness and security			Manager Information Technology	The IT Working Group and Steering Committee have been formed and both have had their first meetings. The Final Draft of the IT Strategic Plan was completed during the quarter. SMT will undertake one final review the Draft IT Strategic Plan and adopt the plan during the next quarter. There have been no major incidents or security breaches of Council's network during the Second Quarter. With the new fibre to the node now completed, Council has issued a contract to install optic fibre into the main administration and library buildings to increase internet speeds.	●	



	Delivery Program and Operational Plan Actions	Timeframe	Performance Measures	Responsibility Of:	Update as at 31 December 2017 - Quarter 2	Status
			Report on operational improvements - system improvements – goal is to revise internal processes to achieve improved efficiency and effectiveness	Business Improvement Coordinator	<p>One of the focuses for the quarter was financial reporting. Council staff had presentations from two financial reporting and budgeting suppliers in December 2017. Magiq Software was engaged to implement a new Budgeting, Reporting and Strategic Planning Software into Council. The implementation will be completed by the end of March 2018. The new performance suite will lead to more useful financial reports on a monthly and quarterly period.</p> <p>Work continued on the full implementation of Infocouncil (Electronic Business Paper) preparation system into Council. All staff were trained during the quarter on how to prepare reports in Infocouncil. Administrators were also trained on the system. An upgrade to Version 7 of the system was implemented. The revised system will improve the efficiency and effectiveness around preparing quality business papers and improve accountability.</p>	●
			Report on operational improvements - shared services – goal is to investigate opportunities for improved efficiency and effectiveness through working collaboratively with neighbouring councils	Director Corporate and Community	<p>A brief for a Tender on shared Information Technology Services in the Western Riverina was completed during the quarter. The project covers Leeton Council, Griffith Council, Murrumbidgee Council, Carrathool Council and Narrandera Council. The tender will be issued on Tender Link in February 2018.</p> <p>The project is due for completion by the end of 2019. The project is grant funded with Carrathool Shire as lead Council.</p>	●
			Report on investment earning – goal is for the average yield on investment to be equal or greater than 0.5% above the Bank Bill Swap Return	Manager Finance	<p>The Bank Bill Swap Rate (BBSW) 90 day rate for 31 December 2017 was 1.77% (1.78% at 31 December 2016).</p> <p>Council's Average Yield for the quarter ending 31 December 2017 was 2.86% (2.97% at 31 December 2016). This is 1.09% above the BBSW 90 day rate. Council's average yield at 31 December 2016 (2.97%) was 1.19% above the BBSW 90 day rate (1.78%). At 31 December 2017 Council had \$37M invested. Interest earnings for the quarter totalled \$522K. This was \$99K above the projected budget of \$423K for the period.</p>	●
20.05a	Undertake a Customer Satisfaction Survey for Leeton Shire Council	2017/18 - 2018/19	Report on results and recommendations – goal is to set a benchmark against which future performance can be improved or sustained (as relevant)	Communications and Marketing Coordinator	Not due to start until the 2018/19 financial year.	●