



LEETON  
SHIRE COUNCIL

# Quarterly Report




## Q2, 2020/21

Progress in achieving community goals

## CSP THEME 1: A HEALTHY AND CARING COMMUNITY



### 01: A community that focuses on being healthy

1a: Provide exercise opportunities to increase fitness and wellbeing

Code	Action	Measures	Annual Target	Progress Year to Date	Q2 Update	Responsibility	Status
1a.01	Maintain and enhance an outdoor gym in Leeton at Rotary Park	Proportion of 2020-21 planned Outdoor Gym Maintenance and Renewal programs completed	90+%	50%	Monthly inspections of equipment have been completed and recorded as per the Parks, Playgrounds and Recreational Facilities Maintenance Management Policy. No unplanned maintenance was required.	Manager Open Space and Recreation	
		Number of unplanned maintenance activities completed	100%	N/A			
		% safety checks completed	100%	50%			
1a.02	Enhance skate park facilities at Rotary Park Leeton – Complete Stage 2 of skate park	% of project delivered	100%	10%	Quotations assessed with a head contractor appointed and design work being undertaken. Shared pathway realignment completed.	Manager Open Space and Recreation	
1a.03	Maintain Skate Parks in Leeton and Whitton.	% of 2020/21 planned Skate Parks Maintenance and Renewal programs completed	90+%	50%	Inspections of equipment have been completed and recorded as per the Parks, Playgrounds and Recreational Facilities Maintenance Management Policy. No unplanned maintenance was required.	Manager Open Space and Recreation	
		Number of unplanned maintenance activities	100%	N/A			
		% safety checks completed	100%	50%			



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

Code	Action	Measures	Annual Target	Progress Year to Date	Q2 Update	Responsibility	Status
1b.01	Participate in the Local Health Advisory Committee (LHAC) and use all avenues to advocate for quality health services for the Leeton community	Number of LHAC meetings attended	At least 4 meetings	2	Meetings were held in October and November. A new committee member volunteered to take on the role of Chairperson, to be confirmed at the AGM in February. The October meeting was a planning meeting, facilitated by the Executive Services Manager – Communications of the Murrumbidgee Local Health District. Two project groups were formed to develop and implement projects relating to domestic violence and mental health. Coordinated a promotional exercise for White Ribbon Day.	Manager Community Services	
1b.02	Advocate for accessible and quality mental health and drug and alcohol rehabilitation services	Number of meetings attended	At least 4 meetings	3	Attended October and November CDAT meetings. Follow-up discussion was held with regional Good Sports Coordinator regarding fostering the program (which discourages association of alcohol use with sporting activities) in the LGA.  Coordinated and promoted two Mental Health First Aid courses for community members in December – a	Manager Community Services	
		Number of projects undertaken	2	2			

LEGEND:

Critical Concerns



On Track



Needs Attention



Not Due to Start





Achieved









Completed




Code	Action	Measures	Annual Target	Progress Year to Date	Q2 Update	Responsibility	Status
					total of 15 people participated in the training, provided by the Rural Adversity Mental Health Program of the MLHD.		
1b.03.i	Support programs that enhance opportunities to increase doctor numbers in Leeton Shire	Number of student doctors practicing in Leeton LGA in 2020/21	Accommodation provided for at least 2 student doctors	2	Two student Doctors are residing in 3 Brobenah Road from June 2020–June 2021. Two medical staff are in Henry Lawson Cottage from September 2020–January 2021. Both are Council-subsidised accommodation.	Property Coordinator and Native Title Manager	
1b.03.ii	Support programs that enhance opportunities to increase doctor numbers in Leeton Shire	The nature of Council's support for those placed in Leeton Shire through the Student Doctor and Bush Bursary programs, including orientation to the Shire and pastoral care	At least 3 interactions per student	11	The Bush Bursary Program was postponed and will commence with the students' arrival on 10 January (having undertaken appropriate COVID-19 precautions). One online meeting was conducted with Rural Doctors Network (RDN) Coordinator and the students, who are both nurses, to identify special interests and possible opportunities. Regular communication has been maintained with the RDN Coordinator.	Manager Community Services	

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4	<b>LEGEND:</b>	Critical Concerns 	On Track 	Needs Attention 	Not Due to Start 	Achieved 	Completed 
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**02: A community that embraces life-long learning**

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


Code	Action	Measures	Annual Target	Progress Year to Date	Q2 Update	Responsibility	Status
02a.01.i	Operate Leeton Early Learning Centre (LELC), including investigating options for expansion	Number of children attending the facility relative to available places	100% occupancy	Q1 93.86% Q2 96.58%	<p>The scheduled capacity utilisation is 96.58% (2.9% increase from Q1).</p> <p><b>Nursery (0-2 years)</b> – scheduled capacity utilisation of 92.83% (increase of 13.28% from Q1).</p> <p><b>Toddler room (2-3 years)</b> – scheduled capacity utilisation of 98.2% (4.41% increase from Q1).</p> <p><b>Preschool 1 (2.5-4 years)</b> – scheduled capacity utilisation of 98.29% (1.8% increase from Q1).</p> <p><b>Preschool 2 (4-5 years)</b> – scheduled capacity utilisation of 95.41% (3.17% decrease from Q1). Children from Preschool 2 began leaving the service in December in preparation for formal education in 2021.</p> <p>Application to increase licensed places was submitted. 60-day waiting period has commenced, ensuring the service can increase occupancy for 2021.</p>	Manager / Nominated Supervisor LELC	



Code	Action	Measures	Annual Target	Progress Year to Date	Q2 Update	Responsibility	Status
2a.01.ii	Operate Leeton Early Learning Centre (LELC), including investigating options for expansion	% compliance recorded from audits	100%	100%	Follow-up Assessment and Review conducted in October, with the service being rated as Meeting National Quality Standard on all seven quality areas.	Manager Community Services	
		% of required corrective actions completed	90+%	N/A			
2a.01.iii	Operate Leeton Early Learning Centre (LELC), including investigating options for expansion	Status of business case and funding strategy	100% completed and one funding application made	50%	The business case is more than 50% complete and aligns with the draft Housing Strategy.	Director Business and Investment	
2a.02	Operate Leeton Out of School Hours and Vacation Care Program	Number of children attending services relative to available places	90% occupancy	Q2 ASC – 41% VC – 66%	Spot Check conducted in November. No formal compliance items reported.  <b>Vacation Care</b> – attendances were 198 out of a possible 300 (66% occupancy compared to 88% in Q2 last year).  <b>After School Care</b> – attendances were 793 out of a possible 1920 places (41% occupancy compared to 67% Q2 last year).	Manager Community Services	
		% compliance recorded from audits	100%	N/A			
		% of required corrective actions completed	90+%	N/A			
2a.03	Provide local apprenticeship, traineeship and work experience opportunities at Council	Number of promotional activities undertaken	At least 1 promotion	0	There were six work experience students in total.  There is one apprentice in Open Space and Recreation, two trainees in Early Childhood Education and one trainee in Library services.	Manager People and Organisational Development	
		Number of apprenticeships/traineeships/work experience students placed in Leeton Shire	At least 3 new work experience, at least 1 trainee, at	13 work experience, 4 trainees and 1 apprentice			





Code	Action	Measures	Annual Target	Progress Year to Date	Q2 Update	Responsibility	Status
		Council in the 2020/21 period	least 1 apprentice placements		Funding obtained from Department of Education, Skills and Employment to retain trainees and apprentices during the COVID-19 pandemic.		
		Amount of alternative external/State funding secured to support these	No target – dependent on grant availability	\$35,793 Federal funding			
2a.04	Provide a Library service with quality programming and events, including programmed sessions for children, young people and adults; school holiday sessions; and special events that support community interests	Number of programmed sessions per week	At least 3 programmed sessions per week	65	The library ran the following: <ul style="list-style-type: none"> <li>• 9 Storytime sessions with 101 preschoolers</li> <li>• 5 x sessions of Santa Storytime with 129 children attending</li> <li>• 5 Baby Rhyme Time sessions with 125 babies, toddlers and parents</li> <li>• Christmas Baby Rhyme Time with 32 babies and their parents</li> <li>• 23 Knitters Group sessions with 160 attendees</li> <li>• 11 Bridge Club sessions with 44 attendees</li> <li>• 2 Book Club sessions with 7 attendees</li> <li>• 10 Brain Games sessions with 110 attendees.</li> </ul> During the Christmas school holidays 40 'Dreamcatcher	Manager Library	
	Number of school holiday sessions	A least 2 sessions with at least 20 participants per school holiday period	2 per week				
	Number of special events	At least 2 special events per year with a total of at least 40 participants	11 events with a total of 744 participants				

LEGEND:

Critical Concerns



On Track



Needs Attention



Not Due to Start




Achieved





Completed



Code	Action	Measures	Annual Target	Progress Year to Date	Q2 Update	Responsibility	Status
					<p>Craft at Home Kits' and 70 Summer Activity Packs were collected.</p> <p>October saw the launch of the library's new Graphic Novel Collection, which included an online author event featuring Queenie Chan. 20 youth attended this session and gave very positive feedback. October also saw 2 outreach school visits – 32 students at Wamoon PS and 30 students at Whitton/Murrami PS.</p>		
2a.05	Provide a Library service with a quality collection that promotes borrowing, and monitor trends to guide collection development and purchase planning	Number of items borrowed	At least 2,800 items borrowed	18,925	There were 9,892 loans (a 39% increase compared to Q2 last year).	Manager Library	
		Status of Purchasing Plan	Purchasing Plan developed and implemented	100%	There were 1,148 eaudiobook /ebook/emagazine loans (74% increase from Q1).		
		Number of items purchased in line with Plan	At least 1,800 new items	1,057	<p>Implementation of the Purchasing Plan continues with the purchasing of titles from the Australian Speech Pathology Awards, updating the Law Books for Libraries Collection, and Henry V-related titles.</p> <p>A large order was placed to clear our Community Purchase Suggestions,</p>		






Code	Action	Measures	Annual Target	Progress Year to Date	Q2 Update	Responsibility	Status
					ensuring community participation in developing our collections.  Local Studies purchases included the Leeton Writer's Group's recent publication.		
2a.06	Provide a quality Library service which attracts and maintains membership and visitation: <ul style="list-style-type: none"> <li>Promote Library services</li> <li>Promote membership</li> <li>Monitor membership</li> </ul>	Number of Library visitations	At least 40,000 Library visitations	13,307	COVID-19 Safety Plan restrictions on Library Programming were lifted and adjusted several times in Q2, which allowed the library to run its programmed sessions.  There were 7,076 library visitations (13% increase from Q1 this year).  There were 84 new members and 605 active library members (compared to 675 in Q2 last year).	Manager Library	
		Number of new members	At least 250 new members	188			
		Number of active Library members	At least 3,000 active members	605			
2a.07	Maintain a lease agreement with the Country University Centre, and promote the service to local residents	Number of registered students utilising the Leeton CUC	At least 15 registered students	27	There are 27 Leeton students registered solely at Leeton and 5 co-registered students.  The Study Centre was accessed 113 times with heavy use in November.  The library continues to support the CUC by assisting students using the centre when the Centre Manager is off-site. This support involves:	Manager Library	









Code	Action	Measures	Annual Target	Progress Year to Date	Q2 Update	Responsibility	Status
					<ul style="list-style-type: none"> <li>attending to minor maintenance issues</li> <li>liaising with visitors and service providers regarding access to the centre</li> <li>providing information to people with general enquiries about the centre.</li> <li>promotion via the Library Facebook</li> </ul>		


2b: Provide access to Information Technology Networks

Code	Action	Measures	Annual Target	Progress Year to Date	Q2 Update	Responsibility	Status
2b.01	Provide free Wifi services in Leeton CBD and key Council facilities	Number of people accessing free WiFi services	At least 300 new WiFi registrations per year	628	No issues were identified. 250 users accessed the free WIFI services.	Manager Information Technology	
		Percentage of return users per quarter	No target – quarterly % of return users	90%			


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10 | LEGEND:    Critical Concerns     On Track     Needs Attention     Not Due to Start     Achieved     Completed 


**03: A community that is friendly and inclusive***3a: Help community to access community services*

Code	Action	Measures	Annual Target	Progress Year to Date	Q2 Update	Responsibility	Status
3a.01	Develop, maintain and promote a Community Directory: allow for self-editing of Community organisation information	Number of page views of online directory	At least 500-page views	Q1 1,425 Q2 1,099	462 users viewed the website on 1,099 occasions.	Manager Community Services	
		Number of self-service updates undertaken	At least 10 updates	17			
		Average length of time since service content was updated	Not more than 12 months	Not due for update			

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



Code	Action	Measures	Annual Target	Progress Year to Date	Q2 Update	Responsibility	Status
3b.01	Facilitate activities and events for young people	Number of community-run youth events and activities	At least 2 events or activities	4	Youth Week activities were conducted in the October school holidays in conjunction with the Riggz Cup Skate Competition which was run on 5 October.  Community Services coordinated: <ul style="list-style-type: none"> <li>a skateboarding workshop at the skate park</li> <li>a laser tag activity at a family fun day at Gossamer Park.</li> </ul>	Manager Community Services	
		Total number of participants	At least 100 participants per activity (depending on nature of activity)	65			




Code	Action	Measures	Annual Target	Progress Year to Date	Q2 Update	Responsibility	Status
					The Library organised an online presentation by a graphic novelist. Numbers at the skate competition and workshop were lower than usual and attendance at the fun day was affected by poor weather. The library online workshop was well attended.		
3b.02	Facilitate youth engagement with Council through youth leadership development initiatives	Number of initiatives to engage and introduce young people to local government	At least 2 initiatives	0	Nil activity this quarter. The possibility of online meetings and COVID-safe meetings outside of school hours are going to be explored in Q3 and Q4.	Manager Community Services	
		Number of young people involved in leadership activities	At least 8	0			



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





Code	Action	Measures	Annual Target	Progress Year to Date	Q2 Update	Responsibility	Status
3c.01	Update and implement the Ageing Strategy 2014 –2024 Action Plan	% of scheduled 2020/21 actions completed	90+%		The Ageing Well Strategy 2020–2025 was presented to the October Council meeting and then placed on Public Exhibition. Feedback was received during the exhibition period and the final document will go to the February Council meeting.	Manager Community Services	
3c.02	Implement the Disability Inclusion Action Plan (DIAP) for Leeton Shire	Proportion of scheduled 2020/21 actions completed	90+%	30%	<p>The annual report on implementation of the DIAP was completed and sent to LGNSW, the Department of Communities and Justice, and the Minister for Disability.</p> <p>Participated in two online discussions regarding the review of DIAPs (revision due date June 2021) and Minister's recommendations included in the revised guidelines launched on 3 December.</p> <p>Disability meeting held in December. Discussion focused on Terms of Reference and identifying strategies to ensure inclusion of people with lived experience of disability in the group.</p>	Manager Community Services	



Code	Action	Measures	Annual Target	Progress Year to Date	Q2 Update	Responsibility	Status
					<p>The Library ensures that all information provided to Home Library Service members is in a plain easy-to-read font in a Large Print font size.</p> <p>Two accessible crossings, four accessible parking spaces and 14 kerb ramps were completed as part of the Wade Avenue upgrade.</p> <p>An additional two kerb ramps were replaced during footpath maintenance.</p>		
3c.03	Enforce Disability Car Park restrictions and undertake local education campaigns on accessible parking provision	Number of enforcement activities	At least 50 per annum	27	<p>One disabled parking infringement notice was issued.</p> <p>Weekly disabled parking patrols were undertaken with low levels of non-compliance.</p>	Regulatory Services Coordinator	
		Number of enforcement actions undertaken	No target – report by occurrence	3 PINS issued			
		Number of local campaigns	At least 2 per annum	Nil due to low level of non-compliance			





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

Code	Action	Measures	Annual Target	Progress Year to Date	Q2 Update	Responsibility	Status
3d.01	Maintain and build Leeton's reputation as a "migrant and refugee friendly" Shire through participation in the NSW Regional Settlement Program (RSP)	Number of Council-supported events/activities held	2 events or activities	0	Participated in one online meeting on 25 November 2020.	Manager Community Services	
		Total number of participants	More than 100 participants	N/A			
		Number of RSP activities conducted	1 activity, 3 meetings attended	1 meeting attended			
3d.02	Participate in Multicultural Forums at the local and regional level	Number of meetings attended	At least 5	1	Attended one Multicultural Interagency Network Meeting on 11 November 2020.	Manager Community Services	
3d.03	Host Citizenship Ceremonies	Number of Citizenship Ceremonies held	Minimum of 2 per year on Australia Day and Citizenship Day	1	Preparations commenced for Australia Day celebrations in 2021. The event will include a Citizenship Ceremony.  All communication is on track to deliver the Ceremony and Australia Day Breakfast/ Official Awards Ceremony event.	Events and Cultural Services Coordinator	
		Number of residents naturalised (by country of origin)	No target report by occurrence	1			
3d.04	Maintain and provide a New Residents' Kit	Currency of content of kits	Less than 12 months since updated	Updated in April 2020	The New Residents' Kit was adopted in June 2020. No further action needed at this point.	Manager Community Services	
		Number of kits issued or downloaded	At least 10	3			







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

Code	Action	Measures	Annual Target	Progress Year to Date	Q2 Update	Responsibility	Status
3e.01	Inform land-use planning through regular liaison with the Leeton Aboriginal community (through the Leeton and Districts Aboriginal Lands Council)	Number of meetings attended	At least 2 per annum	0	Nil meetings in Q2. A meeting with LALC is planned for February 2021 to discuss the Local Strategic Planning Statement and Development Control Plan.	Manager Planning, Building and Health	
3e.02	Promote wellbeing for our Indigenous community through regular liaison with the Aboriginal Interagency	Number of meetings attended	At least 2 meetings per annum	0	No Aboriginal Interagency meetings were held.  NAIDOC Week flag raising ceremony was held on 9 November and was filmed and placed on Council's Facebook page. The video was viewed by 140 people and the following comment was posted: " Well done to all concerned with this flag raising ceremony. Very fitting. Thank you for putting the video on Facebook".  A colouring competition was organised through all the local schools. Prizes of books relating to Aboriginal cultural heritage were awarded.  Attended the Police Aboriginal Consultative Committee meeting on 27 November.	Manager Community Services	





## 3f: Provide cemetery services at Leeton and Whitton

Code	Action	Measures	Annual Target	Progress Year to Date	Q2 Update	Responsibility	Status
3f.01	Maintain cemetery grounds in Leeton and Whitton	% of scheduled 2020/21 maintenance and upgrades at Leeton and Whitton Cemeteries completed	90+%	50%	Leeton and Whitton Cemeteries have been routinely inspected and maintained as per the scheduled maintenance programs.  No capital works were completed.  Planning for additional plinths in the Leeton Lawn Cemetery have begun and will be undertaken in the second half of the financial year.	Manager Open Space and Recreation	
3f.02	Expand and develop cemetery grounds in Leeton	Outcomes of planning for cemetery expansion at Leeton	Land tenure secured and master plan developed	Awaiting Crown lands Approval	The land tenure process is currently awaiting Crown Lands NSW approval. The Project Control Group did not meet in Q2.	Property Coordinator and Native Title Manager	






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

Code	Action	Measures	Annual Target	Progress Year to Date	Q2 Update	Responsibility	Status
3g.01	Operate a Multipurpose Community Centre	Current number of tenancies in place relative to availability	100%	90%	Two small offices are vacant with one to be filled and one to be kept for short-term rentals to accommodate all aspects of not-for-profit community needs.	Property Coordinator and Native Title Manager	
3g.02	Promote and maximise the use of the Multipurpose Community Centre meeting rooms	Number of hirers	At least 30 hirers	20	COVID-19 restrictions continued to impact on hirings. There were ten hirers – most of them regulars – hired various rooms on 92 occasions (a 48% decrease on figures for Q2 last year), generating \$4,257 income.	Manager Community Services	
		Occasions of hire	300	182			
		Amount of income generated from short-term hire of non-tenanted meeting and training rooms	At least \$10,000	\$8,275			



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


*4a: Advocate and support initiatives to reduce crime*

Code	Action	Measures	Annual Target	Progress Year to Date	Q2 Update	Responsibility	Status
4a.01	Support initiatives to stop domestic violence	Number and nature of support provided	At least 1 initiative supported	2	Formed a Domestic Violence Working Group in LHAC planning meeting. Coordinated an awareness raising promotion which was reported in the Irrigator for White Ribbon Day on 20 November.  Contributed to a discussion on the impacts of domestic violence in the Aboriginal community and development of possible interagency supports in the Police Aboriginal Consultative Committee (PACC).	Manager Community Services	
4a.02	Reduce, prevent and mitigate graffiti and vandalism across Leeton Shire and make available a reward for information leading to a conviction for offences	Number of reported incidences	Not more than 12 incidences	3	Nil graffiti incidents.	Regulatory Services Coordinator	
		Average time taken to address incidents occurring on public property	Not more than 2 working days	One day			
		Number of rewards issued	No target	Nil			
4a.03	Complete development of a Leeton Community Safety Strategy	% of scheduled 2020/21 actions completed	90+%	Strategy is yet to be developed.	Nil activity this quarter. Obtained a commitment from Police to meet early in the new year to discuss the local implications of crime incidence statistics. Will	Manager Community Services	




Code	Action	Measures	Annual Target	Progress Year to Date	Q2 Update	Responsibility	Status
					request that it be an agenda item at Aboriginal and Multicultural Interagency and LHAC meetings and conduct additional consultation with stakeholders by phone.		



4b: Advocate and support road safety initiatives

Code	Action	Measures	Annual Target	Progress Year to Date	Q2 Update	Responsibility	Status
4b.01	Implement programs that foster and promote road safety	Number of road safety campaigns undertaken	At least 4 campaigns	8	<ul style="list-style-type: none"> <li>Four editorials on road safety during harvest time</li> <li>Drive to the Conditions – awareness campaign on natural environmental hazards such as rain and hail, dusty gravel roads, winding roads and slow vehicles ahead</li> <li>National Road Safety Week – involved decorating the town clock tower and Christmas tree with yellow ribbon which represents the week</li> <li>What's your Plan B - a competition that created awareness of the dangers of drinking and driving</li> </ul>	Road Safety Officer	




Code	Action	Measures	Annual Target	Progress Year to Date	Q2 Update	Responsibility	Status
4b.02	Promote road safety through design and appropriate regulation	Number of Traffic Committee meetings held	At least 4 per year	2	One traffic meeting was held. Safety improvements to Vance Road at the T-intersection with Koonadan Road were tabled due to incidents of vehicles not stopping in time. The matter is currently in dispute as Roads and Maritime Services (RMS) does not support Council's recommendations. In the interim smaller warning signage has been installed.	Road Safety Officer	




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

Code	Action	Measures	Annual Target	Progress Year to Date	Q2 Update	Responsibility	Status
4c.01	Maintain Leeton Shire Council's CCTV network	Number and nature of changes/additions to CCTV network	100% of network is in working order	95% 5 new cameras	Five new cameras were installed as part of drought funding. The installations were focused on the Sycamore car park area.  Camera near roundabout was not working for a short time in Q2. The issue was rectified immediately once the malfunction was detected.	Manager Information Technology	
4c.02	Utilise Leeton Shire Councils CCTV network footage to promote community safety	Number of occasions Police access Councils CCTV footage to investigate crime	No target – report by occurrence	35	Police made 20 requests for footage.	Manager Information Technology	



Code	Action	Measures	Annual Target	Progress Year to Date	Q2 Update	Responsibility	Status
4c.03	Monitor Leeton Shires Street Lighting network (including services delivered by Council and Essential Energy)	Total repair count	No target	8	Delays in the availability of contractors have deferred the installation of the lighting on Seville Street. This project will be completed in Q3.	Manager Roads and Drainage	
		Number of lighting outage repairs completed within target period	90% repaired within 8 days	7 completed within 8 days			



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

Code	Action	Measures	Annual Target	Progress Year to Date	Q2 Update	Responsibility	Status
4d.01	Commence delivery of the Floodplain Risk Management Plan	Progress of identified actions	Funding secured for at least one action item	0	The Floodplain Management Grant application was unsuccessful. The committee will reconvene to discuss a way forward with either further applications or Council-funded studies.	Manager Roads and Drainage	
4d.02	Participate in Local Emergency Management Committee (LEMC)	Number of meetings held	100% attendance	1 of 1 attended	One meeting was held in November 2020. No major actions for Council or Action Groups. Continued liaison regarding COVID-19 with REMO and LEOCON.	Manager Roads and Drainage	
4d.03	Enhance understanding of the impacts of climate change in MIA: Engage RAMJO to develop an Adverse Events Plan (utilising drought funding)	Status of development Adverse Events Plan	100% complete Plan adopted	90%	A Draft Adverse Event plan has been developed in conjunction with RAMJO. Proposed finalisation and Council endorsement in Q3.	Director Operations	






## 4e: Provide animal control services across Leeton Shire




Code	Action	Measures	Annual Target	Progress Year to Date	Q2 Update	Responsibility	Status
4e.01	Provide a response to call outs for wandering/loose animals and dog attacks in accordance with Council's Companion Animals Policy	Response time to call-outs	Less than 2 hours	Less than one hour	Response time for all callouts was less than one hour.	Regulatory Services Coordinator	
		Number of animals impounded and % returned or rehomed	More than 75% returned or rehomed	95% returned /re homed	There were: <ul style="list-style-type: none"> <li>• 73 dogs impounded</li> <li>• 30 dogs rehomed</li> <li>• 40 dogs returned to owners</li> <li>• 3 dogs euthanised</li> <li>• 7 dog attack incidents with 5 dogs being seized and penalty notices issued. In two instances the offending dogs had departed the scene.</li> </ul>		
4e.02	Promote and foster responsible pet ownership, including: <ul style="list-style-type: none"> <li>• Annual free microchipping day</li> <li>• All-year-round subsidised microchipping</li> </ul>	Number of education and microchipping programs undertaken	At least 12	6	3 public awareness articles. 29 animals micro chipped (compared to 16 in Q2 last year). 3 declared dangerous/ menacing dog compliance audits undertaken with nil noncompliance.	Regulatory Services Coordinator	
		Number of animals microchipped	200	64			
		Number of free microchipping days held	At least one	1			





Code	Action	Measures	Annual Target	Progress Year to Date	Q2 Update	Responsibility	Status
4e.03	Provide Ranger Services to address: Abandoned vehicles, illegal dumping, noise complaints, overgrown properties	Response time to call outs	Within 2 working days	Within one hour	There were: <ul style="list-style-type: none"> <li>• 9 abandoned motor vehicles – 5 removed by owners and 4 impounded</li> <li>• 6 dumped rubbish matters. One offender identified and issued a penalty notice</li> <li>• 2 noise complaints</li> <li>• 65 overgrown vegetation complaints – 2 Matters Outstanding notices were issued</li> <li>• 2 illegal burning matters</li> <li>• 5 livestock on roads matters</li> <li>• 2 removal of dead animals from roads</li> <li>• 9 development noncompliance matters, all resolved with Stop Use/Work Orders issued</li> </ul>	Regulatory Services Coordinator	
		Total number of reports and % resolved through voluntary compliance	75% successfully resolved without proceeding to a PIN (fine)	165 by voluntary compliance			



## 4f: Public health is maintained across Leeton Shire



Code	Action	Measures	Annual Target	Progress Year to Date	Q2 Update	Responsibility	Status
4f.01	Undertake food premises inspection programs	Number and nature of education activities	Two education activities/year	3	Inspections take place twice per year – Q1 and Q4. Food calendars delivered to food shops as part of education activities.	Regulatory Services Coordinator	
		Proportion of inspection regime completed	100%	50% - 55 sites inspected in Q1			
		Number of breaches recorded	No target – report by occurrence	0			
4f.02	Undertake skin penetration establishment inspection programs	Number and nature of education activities	Two education activities/year	One	Eleven Skin penetration premises inspected with nil non-compliance.	Regulatory Services Coordinator	
		Proportion of inspection regime completed	100%	100%			
		Number of breaches recorded.	No target – report by occurrence	0			
4f.03	Undertake On-Site Sewer Management (OSSM) Inspection Programs	Number and nature of education activities	Two education activities/year	2	Nil OSSM inspections. Council has previously been using contractor to conduct OSSM inspections. Inspections will now be undertaken by Council authorised officer during winter months when OSSM is prone to failure.	Building and Health Surveyor	
		Proportion of inspection regime completed	100%	0%			
		Number of breaches recorded	No target – report by occurrence	0			



Code	Action	Measures	Annual Target	Progress Year to Date	Q2 Update	Responsibility	Status
4f.04	Undertake Backyard Swimming Pool Inspection Programs	Number and nature of education activities	Two	0	Seven swimming pool compliance inspections were completed.  Five pools were compliant and two failed with a notice issued to the owners.	Building and Health Surveyor	
		Proportion of inspection regime completed	100%	14%			
		Number of breaches recorded	No target – report by occurrence	2			
4f.05	Undertake Mosquito Monitoring Program from October to April	Number of monitoring activities	Twenty-six	9	Arbovirus detection program commenced 4 November with weekly mosquito trapping and sentinel chicken flock blood samples.  Weekly samples sent to NSW Health Department Entomology at Westmead Hospital.  Nil Arbovirus detection to date.	Regulatory Services Coordinator	
		Number of diseases detected	Zero	0			




## 4g: Facilitate pedestrians and cyclists to get around safely



Code	Action	Measures	Annual Target	Progress Year to Date	Q2 Update	Responsibility	Status
4g.01	Improve Council's footpath and cycleway network through the implementation of the Pedestrian Access Mobility Plan (PAMP).	Progress against PAMP program	90% complete	50% through grant funding	Four ramps and one raised pedestrian crossing was installed in Wade Avenue – funded through NSW Stronger Country Communities Fund.  Works on the Racecourse Road/Acacia Avenue Shared Pathway were completed – funded through Drought Communities Program.  Discussions commenced with property owners along Corbie Hill Road regarding likely locations of pathways.	Manager Roads and Drainage	
		Number of Council-funded priority projects completed from the PAMP	At least \$200,000 worth of projects	Projects have been funded through grant funding			
		Number of externally funded priority works completed from the PAMP	At least \$20,000 worth of projects	1			
4g.02	Implement the Footpath and Cycleways Maintenance and Renewal Program	% of scheduled 2020/21 actions completed	90% completed	30%	Footpath grinding works were completed around a local school. In total 13 defects were ground.  Completed sweeping of shared path between Leeton and Yanco.  Completed minor rehabilitation and resealing of shared pathway joining Wattle Hill.	Manager Roads and Drainage	
		Number of unplanned maintenance works	90% completed within target timeframe (dependent on nature of work)	13 accomplishments all completed within target timeframes			



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


Code	Action	Measures	Annual Target	Progress Year to Date	Q2 Update	Responsibility	Status
5a.01	Monitor provision of affordable housing service, Eventide Homes, Yanco (delivered by Argyle Homes)	Rate of occupancy	90%	100%	All units are occupied.	Property Coordinator and Native Title Manager	
		Progress of refurbishment program	90+% of refurbishment complete	90%	Remote meeting with Argyle Housing undertaken in November.		
		Liaison meetings with Eventide Homes service provider	At least 2 per annum	2	Refurbishment program is on track with the schedule provided by Argyle Housing who are undertaking the refurbishments.		

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

Code	Action	Measures	Annual Target	Progress Year to Date	Q2 Update	Responsibility	Status
5b.01	Undertake and promote housing development opportunities across Leeton Shire, including on Council-owned land	Number of investment proposals for housing development in Leeton Shire	At least 1 new housing project	0	No investment proposals for housing developments in Leeton were received.	Director Business and Investment	
		Number of new residential DAs approved	At least 30 per annum	56	56 Development Applications were approved and 5 Occupation Certificates were issued for new housing.		
5b.02	Develop a Housing Strategy for Leeton Shire	Status of Strategy development	Strategy adopted by Council by June 2021	75%	The Draft Housing Strategy is approximately 75% complete.	Director Business and Investment	



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

Code	Action	Measures	Annual Target	Progress Year to Date	Q2 Update	Responsibility	Status
5c.01	Promote residential dwellings that are energy and water efficient through provision of information to support community choices	Number and nature of education activities	At least 2	2	New resources including a DA matrix, DA guide and lodgment checklist are available online and at Council's front desk.	Manager Planning, Building and Health	
		Number of website page views	At least 100 views	119			
		Number of DAs that comply with BASIX	100%	100%	All development applications that require a Basix certificate are 100% compliant.		










## CSP THEME 2: AN ACTIVE AND ENRICHED COMMUNITY

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




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

Code	Action	Measures	Annual Target	Progress Year to Date	Q2 Update	Responsibility	Status
6a.01	Maintain and improve sporting ovals in Leeton and Yanco including a lighting upgrade for Leeton No.1 oval	% of scheduled 2020/21 Sports Fields Maintenance, Renewals and Capital Works programs completed	90+%	50%	All sports fields routinely maintained and inspected as per the Parks, Playgrounds and Recreational Facilities Maintenance Management Policy.  Scheduled maintenance including spraying, fertilising and topdressing completed as per the maintenance schedules.	Manager Open Space and Recreation	
		Number of unplanned maintenance activities completed	100%	0			
		Progress of lighting upgrade	100%	No funding sourced for project			
6a.02	Promote usage of sporting ovals in Leeton and Yanco	Number of sporting codes utilising sports fields	At least 5	6	<p>Sporting codes that utilised the ovals include:</p> <ul style="list-style-type: none"> <li>• Junior Soccer</li> <li>• Senior Soccer</li> <li>• Touch Football</li> <li>• Junior Rugby Union</li> <li>• Senior Rugby Union</li> <li>• Cricket.</li> </ul> <p>Due to COVID-19 rugby league has been cancelled for the year.</p>	Manager Open Space and Recreation	






Code	Action	Measures	Annual Target	Progress Year to Date	Q2 Update	Responsibility	Status
6a.03	Enhance sporting facilities at Leeton Showground through \$1.8 million improvement program	% of 2020/21 scheduled development completed	100%, with official opening	100%	The new Grandstand was officially opened on 19 December 2020. An asset management plan for the facility will be commenced in Q3 as per the MOU between Council and the Showground Land Managers (formerly the Leeton Showground Trust).	Manager Open Space and Recreation	
6a.04	Provide public swimming pools in Leeton and Whitton, and prepare a Renewal Options Report for Whitton Pool	% of 2020/21 Swimming Pools Maintenance and Renewal programs Leeton and Whitton completed	90+%	50%	Whitton Pool opened on 31 October. Several maintenance activities were undertaken in the plant room. A preliminary inspection of the Whitton facility was undertaken with a consultant in preparation for a renewals options report.	Manager Open Space and Recreation	
		Number of unplanned maintenance activities completed	100%	100%			
		Status of Renewal Options Report	Report completed	Preliminary site visit			
6a.05	Promote usage of swimming pools in Leeton and Whitton	Number of carnivals at Pools	At least 8 carnivals	0	Patronage at the Whitton Pool has been significantly higher than previous years due to the Leeton Pool being closed for redevelopment. Free transport and entry to Whitton Pool was made available to Leeton Shire residents on days hotter than 38°C.	Manager Open Space and Recreation	
		Number of users	At least 6,000	2,894			





Code	Action	Measures	Annual Target	Progress Year to Date	Q2 Update	Responsibility	Status
6a.06	Enhance and upgrade facilities at Leeton Swimming Pool	% of scheduled 2020/21 works completed	100% completed	75%	Leeton Regional Aquatic Centre under construction with a completion date of 28 January 2021 for the pool. Opening will be a two-stage process with completion of the slides due in March 2021.	Manager Open Space and Recreation	
6a.07	Undertake a feasibility study to determine options for a heated swimming pool facility in Leeton Shire	Status of feasibility study	Study completed by March 2021	0%	Development of a scope for the feasibility study has commenced and quotes will be called for in Q3. Every effort will be made to report the findings to the April 2021 Council meeting.	Director Operations	
6a.08	Promote usage and sustainability of the Leeton golf course	Number of events held at Leeton Golf Course	At least 6 events held	3	Competition Rounds Played 2,200 (up 357 compared to Q2 last year). Social Rounds Played 4,155 (up 643 compared to Q2 last year). Total Rounds Played 6,355 (up 1,000 compared to Q2 last year). Total green fees income – \$90,054 (up \$16,906 compared to Q2 last year). Events have included M.S Charity Golf Day, Veterans Week of Golf and Twilight Golf.	Manager Open Space and Recreation	
		Total number of participants utilising golf course facilities	At least 4,200 rounds played	9,331			




Code	Action	Measures	Annual Target	Progress Year to Date	Q2 Update	Responsibility	Status
6a.09	Support development of new golf clubhouse	Amount of external funding raised	\$300,000	0%	Application for funding of \$300,000 under ClubGRANTS Category 3 Infrastructure was submitted. Announcement due in early 2021.	Manager Open Space and Recreation	
		% of works completed	80% of build complete	0%			
6a.10	Provide an Indoor Stadium and tennis facility in Leeton	% of scheduled 2020/21 Stadium Maintenance, Renewal and Capital Works programs completed	90+%	100%	Daily inspections were undertaken and recorded prior to use in accordance with the Parks, Playgrounds and Recreational Facilities Maintenance Management Policy. No maintenance activities were required.  Leeton Tennis Association has ceased to operate and transition of responsibility to Council has begun.	Manager Open Space and Recreation	
		Number of unplanned maintenance activities completed	100%	100%			
6a.11	Promote usage of the Indoor Stadium in Leeton	Number of sports using the Stadium	At least 4	4	There were 6,283 participants (4,929 in Q2 last year) across a range of different sports including school groups, badminton, volleyball, basketball and netball.  Junior netball competition, senior mixed netball and junior rep basketball utilised the stadium.	Manager Open Space and Recreation	
		Total number of participants utilising the Stadium	At least 12,000	13,184			
6a.12	Continue to provide Hydration Stations or other	Status of new installation at Waipukurau Park	Installation complete	50%	Hydration Station for Waipukurau Park has been	Manager Open Space	



Code	Action	Measures	Annual Target	Progress Year to Date	Q2 Update	Responsibility	Status
	potable water options in key areas used for physical activity	Status of hydration station network	100% operational	100% - but limited due to COVID-19	procured. Installation to be undertaken during second half of year.	and Recreation	
6a.13	Establish a Sporting Walk of Fame	Progress towards establishment of a Sporting Walk of Fame	90% of Phase 1 completed	40%	Sporting Walk of Fame concrete pathway has been completed. Entrance plaques have been purchased. Monthly meeting being held with a launch date set for October 2021.	Manager Open Space and Recreation	



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

Code	Action	Measures	Annual Target	Progress Year to Date	Q2 Update	Responsibility	Status
6b.01	Provide support to local sports and recreation clubs: <ul style="list-style-type: none"> <li>Respond to requests for advice and assistance</li> <li>Assist organisations to pursue funding for their activities</li> </ul>	Amount of funding received (by sport type)	No target – dependent on grant availability	0	No assistance has been requested or provided.	Manager Open Space and Recreation	





**07: A community that enjoys arts and culture**

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



Code	Action	Measures	Annual Target	Progress Year to Date	Q2 Update	Responsibility	Status
7a.01	Continue refurbishment of the Roxy Theatre both internally and externally	Progress of refurbishment	50% of adopted program progressed	20%	Development application for the refurbishment of the Roxy Community Theatre has been submitted.  Plans to secure a further \$2.7 million in funding are underway.  The design for the refurbishment is progressing with the architect and associated consultants and is due for completion in Q3.	Manager Special Projects	
7a.02	Run an entertaining program of events for the community in alternative locations during the refurbishment of the Roxy Theatre	Number of events held	At least one per month	Weekly movie screenings, no special events due to the impact of COVID-19	Regular movies continue to screen at the theatre with a total of 597 admissions.  The total income for the quarter was \$8,662	Roxy Theatre Coordinator	
		Number of participants	At least 500 participants over the year	Q1 514 Q2 597 YTD 1,111	Planning for alternate events is currently underway for the period during which the theatre is closed for refurbishment.		



## 7b: Enhance artistic and cultural activity across Leeton Shire

Code	Action	Measures	Annual Target	Progress Year to Date	Q2 Update	Responsibility	Status
7b.01	Collaborate with and fund Western Riverina Arts (WRA) Board to successfully deliver events, public art projects and programs in Leeton Shire, including providing opportunities to promote local artistic endeavour	Number and nature of activities undertaken to deliver events and programs in Leeton Shire	At least two exhibitions held in Leeton Museum and Art Gallery	2	Continued liaison with WRA staff to promote arts and cultural events and opportunities in Leeton Shire.  In partnership with Western Riverina Arts, submitted a grant application to the Foundation for Rural & Regional Renewal for \$60,000 to fund the employment of a part-time Museum Development Officer for Leeton Shire.  Provided support to WRA for the Yarrawulla festival.	Events and Cultural Services Coordinator	
		Number of local artist exhibitions	At least one	2			
		Councils role in and contribution to Western Riverina Arts activities, events and programs within Leeton Shire	100% attendance at meetings and report by activities	100%			
7b.02	Open and operate the Leeton Museum and Art Gallery, and promote the permanent exhibition: Water by design, the Leeton water story	Number of gallery events held	At least 1	3	Events included: <ul style="list-style-type: none"> <li>'Art in Oils' exhibition</li> <li>Rotary's 80th Birthday Exhibition</li> <li>the Camera Club's Photographic Exhibition</li> </ul> There were 1,063 visitors.	Events and Cultural Services Coordinator	
		Number of visitors to gallery and museum exhibits	1,000 visitors	1,812			





Code	Action	Measures	Annual Target	Progress Year to Date	Q2 Update	Responsibility	Status
7b.03	Support the annual Penny Paniz Memorial Art Competition, and add acquisitions to Councils art collection	Number of entries received for PPMAC	At least 100 entries	0	Not due to start until early 2021.	Events and Cultural Services Coordinator	
		Annual financial contribution by Council to the PPMAC sustained	\$1,500 Council contribution	0			
		Number of new acquisitions to Councils art collection	At least one	0			
7b.04	Support the annual Leeton Eisteddfod [2020 event CANCELLED due to COVID-19)				The Leeton Eisteddfod Society did not seek support and support was not provided by Council because the 2020 Leeton Eisteddfod event was cancelled due to COVID-19.	Manager Visitor, Cultural and Local Economy	







**08: A community that values its heritage**


*8a: Support and showcase the history of our Shire*

Code	Action	Measures	Annual Target	Progress Year to Date	Q2 Update	Responsibility	Status
8a.01	Support and enable public access to local history: <ul style="list-style-type: none"> <li>Develop and catalogue Leeton Library's local studies collection (including monographs, pamphlets and photographs)</li> <li>Attend Leeton Family and Local History Society's meetings</li> </ul>	Number of local history items catalogued	At least 40 items catalogued per year	25	10 items were added to the library catalogue.  Participated in Leeton Family and Local History Society monthly meetings through the Agenda and Minutes. Shared information advising of: Historical Land Records Viewer Webinars, ANU archive of digitised NSW hotel photographs, research enquiry on Yanco Agricultural Institute, an online exhibition regarding collection of diverse community histories, and offering the Society spare shelving from the library basement.	Manager Library	
		Number of Society meetings attended	100%	50%			
8a.02	Promote and update the 'Arts and Heritage Trail' (Lyrics, Lintels and Landscapes) for the Leeton Shire	Number and nature of Heritage Trail activities undertaken	1 additional installation	No additional artworks	The Lyrics, Lintels and Landscapes audio tour was played 107 times.  Signage promoting the Arts and Heritage Trail was installed in the foyer of the Leeton Museum and Art Gallery.	Events and Cultural Services Coordinator	
		Number of promotional activities	At least 2	600			
		Number of Lyrics, Lintels and Landscapes app content views	At least 200	107			






Code	Action	Measures	Annual Target	Progress Year to Date	Q2 Update	Responsibility	Status
8a.03	Support Whitton and Yanco Museums, including <ul style="list-style-type: none"> <li>building the skills capability of volunteers</li> <li>conducting a significance assessment for Yanco</li> </ul>	Training of volunteers	At least 1 event	0	The Yanco Powerhouse Museum position was noted at the Leeton Shire Heritage Committee meeting – the Museum desperately needs volunteers.  Liaised with the Foundation for Rural & Regional Renewal regarding the Leeton Museum Development/ Western Riverina Arts application for \$60,000 in funding over 3 years for a part-time Museum Development Officer.  An engineer's report on the Whitton Museum was completed and a subsequent site visit made. A meeting with the Senior Management Team regarding the report is pending.	Events and Cultural Services Coordinator	
		Progress of significance assessment for Yanco	100% (dependent on external funding)	0			
		Number of Whitton Museum meetings attended	100%	3			
		Number of marketing and promotions undertaken	At least 2 per annum	0			
8a.04	Undertake activities to support Council's archival responsibilities and develop an action plan to guide this work	Status of Heritage Archive review	100%	50%	No further progress has been made this quarter.	Manager Library	
		Status of action plan development	Plan finalised	0%			
		Status of implementation of archiving actions	At least 5%	0%			



Code	Action	Measures	Annual Target	Progress Year to Date	Q2 Update	Responsibility	Status
8a.05	Offer an annual Heritage Grants program with a focus on Leeton's CBD to promote its position as a regional Art Deco capital	Number of applications received	At least 2	6	No further grant applications were received.	Planning Officer	
		Number, nature and value of grants awarded	At least \$19,500	7 awarded with a total value of \$17,100 <ul style="list-style-type: none"> <li>• Reconstruct damaged fence</li> <li>• Hydro Hotel Front Entry Tiling</li> <li>• Restore led lighting to windows</li> <li>• External Paint Work to Heritage Item</li> <li>• Interpretive Signage proposal for Hydro Hotel</li> <li>• External painting of former Yanco post office</li> <li>• Restoration of shopfront display window, floors and ceiling</li> </ul>	One grant of \$5,000 was awarded for the restoration of shopfront display window, floors and ceiling.  One project (restoration of led lighting to windows) was completed. Grant monies will be paid to the grant recipient in Q3.  Council's Heritage Advisor made two visits.		




Code	Action	Measures	Annual Target	Progress Year to Date	Q2 Update	Responsibility	Status
8a.06	Oversee completion of façade painting for Leeton CBD (between Roxy Theatre and Tile Warehouse, and Wade Avenue)	Number of eligible property owners who take up painting offer	80%	70%	32 property owners were approached with a façade painting offer and indications are that 22 will participate on the basis of a 60% Council / 40% property owner cost split.  The 40% paid by property owners will be put into a reserve for future repainting of further buildings.  Three local painters responded to Requests for Quotes for eight project packages. All three painters were awarded parts of the project.  Painting is due to commence in February/March 2021.	Manager Visitor, Cultural and Local Economy	
		% of improvement program completed	100%	20%			
8a.07.i	Operate Henry Lawson Cottage, including holding open days	Amount of rental use and income	Utilised 60% of the year	100%	Rental booking ending 9 September 2020 was extended to the end of January 2021.	Property Coordinator and Native Title Manager	
		Progress of the review of governance, management and operation of the Cottage	100% complete	0			
8a.07.ii	Operate Henry Lawson Cottage, including holding open days	Number of open days	At least one per annum	0	No activity at this stage as the house is being let.	Events and Cultural Services Coordinator	




## CSP THEME 3: A HEALTHY NATURAL ENVIRONMENT

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



#### 9a: Provide waste management services

Code	Action	Measures	Annual Target	Progress Year to Date	Q2 Update	Responsibility	Status
9a.01	Operate Resource Recovery Facility (includes Landfill) and Transfer Stations to maximise landfill life	Tonnes of waste entering Resource Recovery Facility	< 20,000 tonnes	Q1 5,732.82T Q2 4,742.96T YTD 10,474.96T	4,742.96T of waste was disposed to landfill during Q2 (an 8.51% increase compared to Q2 last year).  Counted domestic loads: <ul style="list-style-type: none"> <li>Mixed household – 3,782 loads</li> <li>Scrap metal – 996 loads</li> <li>Concrete and bricks –190 loads</li> <li>Green waste – 1,873 loads.</li> </ul> There were: <ul style="list-style-type: none"> <li>Mattress – 86</li> <li>Car tyres – 42</li> </ul>	Waste and Recycling Coordinator	
		Tonnes of waste generated from kerbside collection (red bins)	< 3,000 tonnes	Q1 761.08T Q2 859.92T YTD 1621.0T			



Code	Action	Measures	Annual Target	Progress Year to Date	Q2 Update	Responsibility	Status
9a.02	Promote recycling to divert waste from landfill	Tonnes diverted from landfill per waste category	At least 25% diverted	Q1 106.92T Q2 50.64T YTD 157.56T	Waste Recycling: <ul style="list-style-type: none"> <li>Paper/Cardboard 7.90T, compared to 6.70T in Q2 last year (17.90% increase)</li> <li>Landfill and Recycling Centre (Tip Shop) 14.48T, compared to 14.38T in Q2 last year (0.70% increase)</li> <li>Mattress 5.06T, compared to 2.37T in Q2 last year (136.29% increase)</li> <li>Commingled Recycling – 1.56T, compared to 2.37T in Q2 last year (34.18% decrease)</li> <li>E-Waste –1.78T, compared to 3.30T in Q2 last year (46.06% decrease)</li> <li>Tyres – 5.40T compared to 5.26T in Q2 last year (2.66% increase)</li> <li>Grease Trap Waste – 11.90T, compared to 23.84T in Q2 last year (50.08% decrease)</li> <li>Community Recycling Centre (EPA operated) 2.56T, compared to 2.8T in Q2 last year (0.85% decrease).</li> </ul>	Waste and Recycling Coordinator	
		Tonnes of recycling collected from kerbside collection (yellow bins)	>400 tonnes	Q1 127.04T Q2 140.63T YTD 267.67T			
		Tonnes collected through Return and Earn scheme (not operated by Council)	No target – report actual volume	150.54T YTD (data is only available every 6 months)			



Code	Action	Measures	Annual Target	Progress Year to Date	Q2 Update	Responsibility	Status
9a.03	Operate Resource Recovery Facility and Transfer Stations in compliance with regulations	Compliance with EPA licence for Landfill Operations	100%	100%	Ground water testing was completed as per EPA requirements. No noncompliance issues were identified.	Waste and Recycling Coordinator	
9a.04	Appropriately maintain Resource Recovery Facility and Transfer Stations	% of scheduled 2020/21 Maintenance, Renewal and Capital Works program completed (including completion of the next required waste cell at the Leeton landfill)	90+%	45%	<p><u>Leeton Landfill:</u> Construction of new waste cells has commenced and is set to be completed in Q3.</p> <p><u>Leeton Landfill:</u> A formal quotation has been accepted for crushing concrete into gravel and is set to commence in Q3.</p> <p><u>Brobenah Closed Landfill:</u> Capping and embankment works have commenced. It is expected that works will be completed by the end of Q3.</p> <p><u>Yanco Closed Landfill:</u> Work commenced on a closure plan for the site. The plan is set to be completed in Q4.</p> <p>Maintenance activities at the Leeton Landfill site were completed as planned.</p>	Waste and Recycling Coordinator	

LEGEND:

Critical Concerns



On Track



Needs Attention



Not Due to Start





Achieved



Completed



Code	Action	Measures	Annual Target	Progress Year to Date	Q2 Update	Responsibility	Status
9a.05	Conduct education activities to promote recycling in the community	Number and nature of education and promotion activities undertaken	At least 10	5	The community was provided with educational material on the Community Recycling Center and informed about the two drop off points.  Four advertisements were included in the Council Noticeboard and Facebook page providing information and regulations around kerbside recycling.  4.5% of the commingled recycling collection was contaminated.	Waste and Recycling Coordinator	
		% of collected recycling that is contaminated	Less than 5%	4.5%			
9a.06	Offer kerbside collection service including recycling (under contract)	Number of bins collected	4,000 yellow recycling bins collected 4,500 red residual waste bins collected	4,160 yellow recycling bins collected 4,713 red residual waste bins collected	<u>Recycling – Yellow Bins</u>  <u>October:</u> 46.12T from 4,165 bins (35.57T from 4,083 bins in Q2 last year)  <u>November:</u> 44.71T from 4,173 bins (29.10T from 4,089 bins in Q2 last year)  <u>December:</u> 49.8T from 4,174 bins (30.54T from 4,090 bins in Q2 last year)  50 Contaminated yellow recycling bins (compared to 24 in Q2 last year). Non-compliance stickers were placed on all contaminated bins.	Waste and Recycling Coordinator	
		Number of missed bins per collection	Less than 5	1			
		Proportion of missed bins resolved within 48 hours	100%	100%			

LEGEND:

Critical Concerns



On Track



Needs Attention



Not Due to Start




Achieved



Completed









Code	Action	Measures	Annual Target	Progress Year to Date	Q2 Update	Responsibility	Status
					<p><u>Waste Red Bins</u></p> <p><u>October:</u> 300.22T from 4,720 bins (252.88T from 4,682 bins in Q2 last year)</p> <p><u>November:</u> 275.68T from 4,726 bins (242.88T from 4,682 bins in Q2 last year)</p> <p><u>December:</u> 284.02T from 4,727 (234.44T from 4,687 bins in Q2 last year)</p> <p><u>Customer complaints Q2</u></p> <p>29 damaged bins – all resolved within 48 hours (6 bins in Q2 last year)</p> <p>20 bins missed – all resolved within 48 hours (22 bins in Q2 last year )</p> <p>16 Stolen bins – all resolved within 48 hours (3 bins in Q2 last year)</p>		
9a.07	Implement Council's Waste Management Strategy	% of scheduled 2020/21 actions completed	90+%	100% – Waste Management Strategy completed November 2020	The Waste Management Strategy was endorsed by Council in November 2020. No further actions are scheduled for completion in 2020/21.	Waste and Recycling Coordinator	



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



Code	Action	Measures	Annual Target	Progress Year to Date	Q2 Update	Responsibility	Status
9b.01	Identify and manage high risk weeds in accordance with Leeton Shire Council's Weed Action Plan (WAP)	<p>% of annual Weeds Action Plan delivered</p> <p>Number of new noxious weed incursions reported</p>	<p>100% delivered</p> <p>No target – report by occurrence</p>	<p>50%</p> <p>2 – Saint Johns Wort new incursions and Mexican feather grass</p>	<p>New incursions of St Johns Wort were detected and treated on high traffic roads and previously identified areas.</p> <p>Suppression of spiny bur grass continued in the Cudgel areas.</p> <p>Inspections were conducted at 28 private properties as well as along the MR80 and MR539.</p> <p>Attended a regional weeds meeting with Local Land Services and DPI, and an additional meeting regarding a Kidney Leaf Mud Plantain infestation.</p> <p>\$50,000 in grant funds were secured from DPI for WAP (\$9,000 more than in Q2 last year).</p> <p>Weed identification material was distributed to Yenda Producers, MIA Rural, Council facilities and Gogeldrie Weir.</p> <p>2 voluntary compliance requests were issued for prickly pear control.</p>	Regulatory Services Coordinator	



Code	Action	Measures	Annual Target	Progress Year to Date	Q2 Update	Responsibility	Status
9b.02	Minimise nuisance weeds on urban Council land and roads	Number of customer requests relating to weeds on urban Council land	Less than 20 complaints received, all complaints responded to within 10 working days	12	Cat Heads, Fleabane and Khaki Weed were the spraying focus during Q2. Persistent windy conditions impacted spray programs at times. There were seven requests for weed spraying. All were attended to within the set timeframe of 10 working days.	Manager Open Space and Recreation	
		% of spraying program completed	100%	80%			
9b.03	Manage roadside vegetation on Council road reserves to increase road safety	Number of customer requests relating to roadside vegetation on Council rural road reserves	Less than 25 complaints received;  All complaints responded to within location hierarchy target timeframe	5	Council's slasher has completed works as required. 75ha of slashing was completed along roadsides.  Council's spraying contractor has been programmed into high target areas and delegated works by Maintenance Superintendent as required.	Manager Roads and Drainage	
9b.04	Coordinate the Weeds Committee and engage with relevant stakeholders	Number of meetings held	At least 2 per year	1 meeting	A Weeds Committee meeting was held on 16 December 2020. An update on the new 2020–2025 Weeds Action Program was provided.	Regulatory Services Coordinator	




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

Code	Action	Measures	Annual Target	Progress Year to Date	Q2 Update	Responsibility	Status
9c.01	Develop an Energy Savings Strategy for Council, track Councils energy production and consumption, and participate in RAMJOs Energy Audit	Status of Strategy development	Strategy adopted	50%	A consultant is undertaking an investigation into priorities and direction for the energy strategy. It is expected that the draft strategy will be submitted for comment in Q3. A new solar system was installed in the plant room as part of the Leeton Swimming Pool redevelopment. Savings will not be realised until the complex is fully operational. The RAMJO Energy Subcommittee met once in Q2 to discuss the progress and direction of initiatives. A reduction of 33.79 carbon.	Director Operations	
		Total amount of energy generated	At least 200,000 kWh/annum	41,206KwHr 52.26 carbon equivalent			
		Value of energy savings	At least 5% of total energy costs	Not available.			
9c.02	Support external agencies to maintain key natural assets including Fivebough Wetlands and Murrumbidgee River	Number of activities to support biodiversity at Murrumbidgee River (National Park) and Fivebough Wetlands	At least 2 support activities	2	<ul style="list-style-type: none"> <li>Intensive pest trapping and baiting</li> <li>A hydrological study on-ground survey</li> <li>Environmental watering at Fivebough and Tuckerbil.</li> <li>Crown Lands NSW applied for funding for weed control and maintenance</li> <li>Boosting the Bittern habitat at Turkey Flat Lagoon.</li> </ul>	Manager Visitor, Cultural and Local Economy	




9d: Promote Town Water conservation

Code	Action	Measures	Annual Target	Progress Year to Date	Q2 Update	Responsibility	Status
9d.01	Promote water saving measures across Leeton Shire	Household water use	Less than average 200 kL/household/year	93.48KL	Smart Water Meter project is 90% complete. This includes systems and tools as well as education of consumers to promote water savings.	Water & Waste Water Engineer	
		Number of educational activities	At least two per year	5			





**10: A community that enjoys our natural environment**

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

Code	Action	Measures	Annual Target	Progress Year to Date	Q2 Update	Responsibility	Status
10a.01	Monitor the provision of camping and recreational facilities at Gogeldrie Weir (delivered under lease) and develop a precinct masterplan	Status of masterplan development	Masterplan adopted and implementation commenced	5%	A draft Scope for the Masterplan of the Gogeldrie Weir public recreation area has been developed.  Following an unsuccessful funding bid (notification August 2020), the Masterplan will be funded by Council.  The Weir licensee has not provided the patronage information requested by Council.	Manager Visitor, Cultural and Local Economy	
		Status of EOI process	EOI to market and at least two submissions received	Not scheduled to start this year			
		Number of annual caravan park users	No target – report number of users	Not available			



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

Code	Action	Measures	Annual Target	Progress Year to Date	Q2 Update	Responsibility	Status
10b.01	Promote nature-based recreational/tourism opportunities along the Murrumbidgee River	Number of promotional activities undertaken	At least 3	2	The below figures are the number of vehicles (divided by 2 to account for two passes over the traffic counter) multiplied by approximately 3.28 people per vehicle, so the figure indicates the total number of people: <u>Cuba (north): 1,885</u> <u>MIA 1 Grahams Grave: 1,713</u> <u>MIA 1 Brick Kiln: 2,445</u> <u>MIA 2 Euroley Road (Middle Beach): 5,986</u> <u>MIA 2 River Road (Ski Beach): 5,959</u>  Activities undertaken in the NSW National Parks include: <ul style="list-style-type: none"> <li>• General maintenance</li> <li>• Spraying</li> <li>• Grading works in MIA 2 precinct, Forest Drive and River Drive.</li> </ul>	Manager Visitor, Cultural and Local Economy	
		Participation rates (where available)	At least 150	17,958			
		Outcomes of visitor improvement projects undertaken in collaboration with NPWS	Key visitor infrastructure installed and operational	Upgrade of Middle Beach via the provision of picnic tables and replacement of carpark fencing			
10b.02	Promote nature-based recreational and tourism opportunities around Fivebough Wetlands, and report on outcomes of improvement programs undertaken in collaboration	Number of promotional activities undertaken	At least 2 promotional activities	2	There were 1,958 visitors (an increase of 520 on visitor numbers in Q2 last year).	Manager Visitor, Cultural and Local Economy	
		Participation rates (where available)	At least 1,000 participants	4,931	The Fivebough Wetlands Promotional Video had 1,476 views on YouTube.		



Code	Action	Measures	Annual Target	Progress Year to Date	Q2 Update	Responsibility	Status
	with NSW Crown Lands				<p>The Wetlands was promoted three times via the Visit Riverina Facebook and Instagram pages, with more than 2,000- and 3,000-page likes/followers respectively. The Murrumbidgee Trails Instagram page also promoted the Fivebough Wetlands.</p> <p>In response to concerns regarding the overgrown walking tracks at Fivebough Wetlands, Crown Lands NSW appointed a regular slashing contractor who commenced track maintenance work (slashing and spraying).</p> <p>Crown Lands NSW applied for funding to raise the section of the track that has been damaged due to being underwater for most of winter.</p>		










## CSP THEME 4: A THRIVING ECONOMY WITH GOOD JOBS

### 11: A community that thrives on irrigated agriculture

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

Code	Action	Measures	Annual Target	Progress Year to Date	Q2 Update	Responsibility	Status
11a.01	Participate in Murray Darling Association (Region 9 + MDA Board)	Number of meetings attended	100% attendance	4	<p>The Mayor, General Manager and Procurement and Service Improvement Coordinator participated in the only Murray Darling Association (MDA) Region 9 meeting held in Q2 on 2 December 2020. Vince Kelly, Water System Operations Manager for NSWWater gave a Murrumbidgee Operations update on dam flows, rainfall, temperate areas drought outlook, storage forecast, water availability and operation loss.</p> <p>The Mayor participated in 3 meetings of the MDA Board: meetings 403 on 19 October 2020, 404 on 16 November 2020 and 405 on 21 December 2020.</p>	General Manager	
11a.02	Participate in EWAG (Environmental Water Advisory Group) to observe and monitor environmental watering actions and outcomes	Number of meetings attended	100% attendance	0	The Mayor was an apology for the 10 December 2020 EWAG meeting in Balranald due to a clash with a scheduled Minister's meeting in Canberra.	General Manager	




Code	Action	Measures	Annual Target	Progress Year to Date	Q2 Update	Responsibility	Status
11a.03	Participate in NSW Water Customer Advisory Group (CAG)	Number of meetings attended	100% attendance	1	The Mayor attended one WaterNSW Customer Advisory Group (CAG) meeting in November where the election of the new Chairperson for the next 3-year term took place. Items discussed included the Asset Maintenance and Asset Capital Plan, Water Reform Implementation Plan (WRIP), Mayor Projects, Engagement Landscape and Regulatory Economics.	General Manager	
11a.04.i	Collaborate with Murrumbidgee Irrigation (MI) to strengthen irrigated agriculture in the MIA	AGM attendance	100%	1	The Mayor and General Manager attended the Murrumbidgee Irrigation (MI) AGM held on 9 November 2020. No executive MI meetings were held, however MI met with the RAMJO Water Committee to discuss the RAMJO Water Position Paper.	General Manager	
		Number of senior executive meetings held	At least 2 per annum	0			
11a.04.ii	Collaborate with Murrumbidgee Irrigation to strengthen irrigated agriculture in the MIA	Number of operational meetings attended	At least 6 per annum	5	Monthly meetings with MI took place. Key topics included the Roaches Escape Dam system and DA, Yanco S&D project, the Almond Road Supply Channel, Developer use of the drainage network, and supply and drainage channel weeds cleanup.	Director Operations	




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


12a: Seek, promote and facilitate business opportunities

Code	Action	Measures	Annual Target	Progress Year to Date	Q2 Update	Responsibility	Status
12a.01	Support and facilitate the retention and expansion of existing local business, industry or government services in the Leeton Shire	Number and nature of activities with existing businesses	At least 4 activities	10 site visits to small businesses	The following activities were undertaken: <ul style="list-style-type: none"> <li>attended the Leeton Business Chamber Annual General Meeting (20 November)</li> <li>attended the Argyle Housing Annual Changeover Event (23 November)</li> <li>met with BioGrow Recycling regarding the current operation and future opportunities (24 November)</li> <li>met with Tocal College regarding training programs and plans for 2021 (26 November)</li> <li>consulted with 31 business and building owners as part of the Leeton CBD Facade Painting Project.</li> </ul>	Manager Visitor, Cultural and Local Economy	
		Local Industry visits	At least 4 per annum	1 site visit to Tocal College – Yanco Campus			
		Number of development approvals for expanding businesses	No target – report by occurrence	Nil			



Code	Action	Measures	Annual Target	Progress Year to Date	Q2 Update	Responsibility	Status
12a.02	Support and facilitate potential new business, industry of government services in the Leeton Shire	Number and nature of activities with new businesses	At least 2 activities	1 to date	A flagship new tourism business, the Whitton Malthouse, commenced operations, supported by substantial advocacy and in-kind support from Council, including investment in road safety at the entrance to the facility.	Director Business and Investment	
		Number of local industry visits	At least 4 per annum	1 to date			
		Number of development approvals for new businesses	No target – report by occurrence	3			

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

Code	Action	Measures	Annual Target	Progress Year to Date	Q2 Update	Responsibility	Status
12b.01	Support local industry to identify and meet their current and future workforce needs in collaboration with RDA Riverina, TAFE Riverina, Skills NSW, schools, neighbouring councils and the Country University Centre in the Western Riverina	Number of activities undertaken to support the 'Grow Our Own' initiative	At least 1 activity undertaken	1 undertaken	Attended the RDA Riverina Economic Development Officers Forum on 19 November. Key aspects included: <ul style="list-style-type: none"> <li>Economic Development Overview of Leeton Shire</li> <li>Climate Active Program</li> <li>The Future of Events</li> <li>Regional Visitor Economy Accommodation Investment Opportunities</li> </ul> Two meetings took place with AusIndustry to discuss the upcoming round of Building Better Regions Funding (BBRF). Council will be	Manager Visitor, Cultural and Local Economy	
		Attendance at Committee meetings	100% of meetings attended	100% meetings attended (1)			






Code	Action	Measures	Annual Target	Progress Year to Date	Q2 Update	Responsibility	Status
					<p>submitting a funding application for \$2.7 million via the Infrastructure stream for additional funding required to achieve the full vision of the Roxy Redevelopment Project with the application being due in early March 2021.</p> <p>Potential projects suitable for funding through the Community funding stream were identified through Council's Multicultural program. An application will be submitted in Q3.</p>		





### 13: A community that has great attractions and events

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



Code	Action	Measures	Annual Target	Progress Year to Date	Q2 Update	Responsibility	Status
13a.01	Support the success of regional events including the Bidgee Classic Fishing Competition, the SunRice Festival and the Outback Band Spectacular	Number of participants at regional events	At least 1,000 participants	0	No activity due to COVID-19.	Events and Cultural Services Coordinator	
		% of participants drawn from outside the region	At least 25% from outside Leeton Shire	0			
13a.02	Support the celebration of Leeton's Art Deco history	Number and nature of small events held in lieu of the Art Deco Festival	At least one	2	Art Deco themed banners and Christmas decorations were installed across the shire.	Events and Cultural Services Coordinator	
		Number of participants	At least 500	0	The Crypt of Tears travelling exhibition for Art Deco Festival 2021 was confirmed and programming is on track.		
		% of participants drawn from outside the region	40%	0	The Art Deco Walking Tour App was utilised on 49 occasions.		
13a.03	Support the hosting of local community events across the Shire, including Chill n Grill, Australia Day and Light Up Leeton	Number and nature of events support by Council	At least 6 events	0	Planning for the Australia Day 2021 event continued.	Events and Cultural Services Coordinator	
		Number of participants	At least 6,000 participants in total per annum.	0	The Light Up Leeton Committee decorated the Visitors Information Centre and participated in the Leeton Business Chamber Christmas Promotion event held on Saturday 5 December.		



13b: Attract visitors to Leeton Shire region


Code	Action	Measures	Annual Target	Progress Year to Date	Q2 Update	Responsibility	Status
13b.01	Convene a tourism leadership group for Leeton Shire and implement the Visitor Economy Activation Plan to develop a local tourism strategy which includes investigation of agritourism opportunities	Number of meetings held	At least 4 meetings	Nil	Nil action this quarter.  This activity has been put on hold with focus redirected to Murrumbidgee Trails, Fivebough marketing, the Gogeldrie Weir Precinct and a new signed tourism route.	Manager Visitor, Cultural and Local Economy	
		Status of tourism strategy development	Tourism Strategy drafted	0% but Activation Plan completed 30 June 2020			
		Number of agritourism opportunities identified	Agritourism incorporated in Strategy	Nil			
13b.02	Create a tourism trail in collaboration with Narrandera, Lockhart and Murrumbidgee Councils to encourage visitors into the area	Number of themed trails signposted	100% completed	Trail signage be completed by end November 2021	An application for highway signage was submitted on behalf of Whitton Malt House for brown and white directional signage which will be located at two different points along the Whitton–Darlington Point Road. This application is currently being assessed by Destination NSW. It will then be submitted to Transport for NSW for approval. Turnaround time for erection of highway signage is usually 8–10 weeks. The Murrumbidgee Trails social media platforms (Instagram and Facebook) continued to be well received in their early stages of existence. Since this	Manager Visitor, Cultural and Local Economy	



Code	Action	Measures	Annual Target	Progress Year to Date	Q2 Update	Responsibility	Status
					marketing collective was launched on 17 November 2020, 832 people have Liked the Facebook page and 476 have Followed the Instagram page.  Further progress is to be made regarding the Irrigation Way Tourist Drive concept in Q3.		
13b.03	Develop a new regional visitor information guide (Murrumbidgee Trails) in collaboration with Narrandera, Lockhart and Murrumbidgee Councils	Number of visitor guides distributed	2,000	3,266	2,500 visitor guides were distributed (1,167 in Q2 last year). The increase in numbers is due to the completion of the Murrumbidgee Trails Visitor Guide, which was launched in mid-November.	Manager Visitor, Cultural and Local Economy	
		Number of page views on tourism website	10,000	13,997			
		Number of social media activity	500 social media likes/followers/comments	832 likes			
		Annual number of visitors for the LGA	At least 10,000	Unknown			
13b.04	Operate an attractive Visitors Information Service, and complete a review of the customer service model	Number of visitors to the Leeton Visitor Information Centre	At least 5,000	2,057	There were: <ul style="list-style-type: none"> <li>932 visitors to the Leeton VIC (1,134 in Q2 last year).</li> <li>6,874 Leeton Tourism Website Visitors (6,320 in Q2 last year)</li> <li>2,250 Leeton Tourism Facebook page likes (2,267 in Q2 last year).</li> </ul>	Manager Visitor, Cultural and Local Economy	
		Status of review	Review completed	Yet to commence			







Code	Action	Measures	Annual Target	Progress Year to Date	Q2 Update	Responsibility	Status
					<p>Visitor Information Sales were: \$3,678.55 (\$4,577.38 in 2019/20).</p> <p>33% of visitors were looking for maps/directions, 15% for brochures and 52% for the Leeton Museum and Art Gallery.</p> <p>Accommodation operators recorded 63% of their visitors were business travelers, 28% visiting friends and relatives and 9% passing through. They stayed an average of 3 nights and were predominantly from the NSW South Coast and Bathurst regions.</p>		
13b.05	<p>Participate in regional tourism forums and initiatives:</p> <ul style="list-style-type: none"> <li>• Thrive Riverina</li> <li>• Destination Riverina Murray</li> <li>• Promote investment in marketing and initiatives</li> </ul>	<p>Attendance at tourism meetings</p>	100% attendance	100% at one meeting held in Q1	<p>The "Love NSW" collaborative marketing campaign will commence in Q4 with media partners locked in for their famils (familiarisations) in Q3.</p> <p>Thrive Riverina held its Annual General Meeting on Tuesday 10 November. It was endorsed that Thrive Riverina change its name to Visit Riverina to better align with its social media platforms and its primary objective of increasing visitation to and within the Riverina region.</p>	Manager Visitor, Cultural and Local Economy	
		Amount of investments	At least \$5,000 investment in marketing and initiatives in the Western Riverina and Leeton	\$7,000 formally committed to Love NSW Marketing Campaign			





**14: A community that enjoys a vibrant town centre**

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

Code	Action	Measures	Annual Target	Progress Year to Date	Q2 Update	Responsibility	Status
14a.01	Operate main street cleaning and maintenance in Leeton, Yanco and Whitton	% of scheduled street cleaning and maintenance activities completed	90+%	100%	100% of the Street Sweeping program was delivered. 100% of the Litter Bin maintenance schedule was completed.	Manager Open Space and Recreation	
14a.02	Continue to implement key recommendations of the Leeton CBD Enhancement Plan	% of scheduled 2020/21 Plan actions implemented	100%	55%	The Chelmsford Place Masterplan was endorsed by the CBD Enhancement Committee and Council following further community consultation.  Funding for Stage 3, Phase 1 Chelmsford Place was approved and a detailed design has commenced.  Phase 1 (Wade Avenue) and 2 works continued with delays due to lack of contractor availability, logistics/access to redevelopment areas and a restricted supply of goods (due to COVID-19).	Director Operations	



## 14b: Promote activity and vibrancy in Leeton CBD



Code	Action	Measures	Annual Target	Progress Year to Date	Q2 Update	Responsibility	Status
14b.01	Encourage small-scale economic activity in the Leeton CBD, and Yanco and Whitton main streets such as markets and busking	Number and nature of markets held	At least 20	7	<p>The Leeton Farmers and Makers Market</p> <p><u>October</u> – 33 stallholders and approximately 1200 attendees</p> <p><u>November</u> – 39 stallholders and approximately 1500 attendees</p> <p><u>December</u> – 50 stallholders and approximately 2000 attendees</p> <p>The Yanco Village Markets</p> <p><u>October</u> – 31 stallholders and 390 attendees</p> <p><u>November</u> – 15 stallholders. Number of attendees approximately 393 attendees</p> <p><u>December</u> – 20 stallholders and approximately 500 attendees</p>	Manager Visitor, Cultural and Local Economy	
		Number of market participants	At least 3,000	6,800			
		Number of busking approvals issued	At least 5 approvals	Nil			
14b.02	Develop an online Community Events Guideline to support community groups	Status of Guideline development	100% complete	100%	The Community Event Guidelines Toolkit was tabled at the October Council meeting. Minor amendments are being made to the Toolkit prior to it being uploaded to Council's website.	Events and Cultural Services Coordinator	
		Number of downloads of Guidelines	At least 2	Not due to commence			




## CSP THEME 5: A QUALITY BUILT ENVIRONMENT

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


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

Code	Action	Measures	Annual Target	Progress Year to Date	Q2 Update	Responsibility	Status
15a.01	Operate water treatment services at Leeton, Whitton and Murrami	% of scheduled 2020/21 maintenance, renewal and capital works program actions completed	90+%	80%	The Leeton Wamoon Avenue Mains Replacement Program reached 80% completion. IT is expected that the program will be completed by the end of Q3.  One incident occurred in the distribution network along Corbie Hill Road. The incident was addressed within 24 hours, preventing the need for a Boil Water Alert.	Water & Waste Water Engineer	
		Volume, quality and reliability of treated water produced	No target – report volume produced	Q1 Leeton 371.27ML Whitton 9.88ML Murrami 7.02ML Total 388.172ML  Q2 Leeton 726.73ML Whitton 23.2ML Murrami 11.08ML Total 761.009 ML			
		Compliance with drinking water standard	100% of the time	99%			
15a.02	Provide and maintain water supply reticulation services in Leeton, Yanco, Wamoon, Whitton and Murrami, including completion of Automatic Meter Reading Project	Performance against response times for customer requests	90% responses provided within 2 days	95% 11 requests	4,070 smart meters have been replaced and automated. Another 288 meters (approx.) are planned to be replaced in Q3.  There were 3 customer requests regarding sewer.	Water & Waste Water Engineer	
		% of scheduled 2020/21 maintenance, renewal and capital works program actions completed	90+%	95%			
		Progress of automated meter roll-out	100%	94%			





Code	Action	Measures	Annual Target	Progress Year to Date	Q2 Update	Responsibility	Status
15a.03	Finalise and commence implementation of the Integrated Water Cycle Management Plan (IWCM)	% of scheduled 2020/21 actions completed	100%	85%	Both the IWCM issues paper and Water Scoping Study are being finalised. There was a delay in the final output from Public Works Advisory due to availability of key stakeholders. Completion is expected in Q3.	Water & Waste Water Engineer	

### 15b: Supply sewer treatment services to urban centres

Code	Action	Measures	Annual Target	Progress Year to Date	Q2 Update	Responsibility	Status
15b.01	Provide and maintain sewage treatment and effluent discharge plants and reticulation services at Leeton, Yanco and Whitton	Number of non-compliances in relation to effluent discharge	Not more than 4 per annum	Q1 0 Q2 1	The Department of Planning Industry and Environment (DPIE) conducted an Operational Review of all Sewage Treatment Plants. The resulting report concluded that the plants were well-managed and performing satisfactorily.  The report states that: "Council operators should be commended for the presentation of the STP". (STP – Sewage Treatment Plant).	Water & Waste Water Engineer	
		% of scheduled 2020/21 maintenance, renewal and capital works program actions completed	90+%	50%			
		Volume of sewage treated per plant	Average volume not to exceed 1000 ML per year	Q1 192 ML Q2 - 179.8 ML Volumes are recorded in Leeton only			
		Performance against response times for customer requests	90+% responses within 2 days	95+%			




Code	Action	Measures	Annual Target	Progress Year to Date	Q2 Update	Responsibility	Status
15b.02	Complete installation of a sewage treatment and effluent discharge service at Wamoon	% of scheduled project complete	75%.	25	Council is currently seeking advice from a consultant regarding alternatives that are within the original budget. A flyer updating the community was distributed to all houses in October 2020.	Manager Special Projects	
15b.03	Continue implementation of Councils Liquid Trade Waste program	Number of businesses inspected	At least 30 per annum	25	A total of 13 Liquid Trade Waste inspections were conducted: 3 in October, 1 in November, and 9 in December.  Figures from Wastelink show that the total number of currently discharging business premises is 139 and the number of businesses that do not require approvals is 86.	Assistant Engineer – WWW	
		% of all currently discharging businesses with approvals issued	At least 65%.	64.2%			




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


*16a: Provide access to Regional Passenger Air Services*

Code	Action	Measures	Annual Target	Progress Year to Date	Q2 Update	Responsibility	Status
16a.01	Resource Narrandera Shire Council to operate and maintain the Narrandera/Leeton Airport	Annual number of passengers using service is maintained or increased (arrivals and departures)	At least 1,500 passenger arrivals. At least 1,500 departures	760 total arrivals/departures	Total passenger numbers (source Regional Express Airlines) were as follows:  October – 146 November – 92 December – 201.  This is an 84.38% decrease compared to Q2 last year due to COVID-19.  Narrandera Shire Council submitted a funding application via the Australian Regional Airports Program Round 2 for the construction of a 35,000m <sup>2</sup> sealed parallel taxiway and run-up bays, associated line marking, LED lighting and airport signage at the Airport. Success with this funding application would deliver the required capital works to improve the safety of aircraft, operators and passengers. An outcome should be known by the end of Q3.	Manager Visitor, Cultural and Local Economy	
		Status of scheduled 2020/21 Capital Works program actions	90+% completed	35% completed			
		Capital works investment and nature of works completed	\$200,000 invested	Runway resealing and apron floodlighting completed – grant funded			




Code	Action	Measures	Annual Target	Progress Year to Date	Q2 Update	Responsibility	Status
16a.02	Collaborate with Narrandera Shire Council to strategically plan for the growth and sustainability of the Narrandera/Leeton Airport	Proportion of 2020/21 scheduled Strategic Plan actions completed	75%	Not due to commence.	<p>Official opening of the Australian Airline Pilot Academy (AAPA) satellite Narrandera Campus Briefing Centre, at Narrandera Leeton Airport.</p> <p>Design works for the proposed parallel taxiway at Narrandera/Leeton Airport are officially in motion. When completed, the parallel taxiway will provide significant benefit to the on-ground movements for aircraft carrying out training exercises.</p>	Manager Visitor, Cultural and Local Economy	

16b: Facilitate improved Freight Transport productivity

Code	Action	Measures	Annual Target	Progress Year to Date	Q2 Update	Responsibility	Status
16b.01	Develop a Program Business Case (PBC) for WRConnect at the Wumbulgal site and other associated projects to support State and Federal funding decisions	% Program Business Case complete	100%	75%	The business case has cleared its Gate 2 review and the updated proposal is expected in Q3.	Director Business and Investment	
		% of total PBC funding sourced from the region	100%	0%			
		Number of State/Federal Government funding decisions made in response to Program Business Case	2	0			









Code	Action	Measures	Annual Target	Progress Year to Date	Q2 Update	Responsibility	Status
16b.02	Develop an action plan for the road linkages study for WRConnect	Status of Leeton Shire projects in RAMJO freight strategy	Projects implemented	Projects dependent on funding being sourced	<p>The action plan has been developed and integrated into the final draft of the RAMJO Freight Strategy. This draft is waiting RAMJO endorsement.</p> <p>Once the strategy is endorsed, efforts to source funding to implement projects will begin.</p> <p>Access to WRConnect was improved when the MR539 Bridge was completed and opened to HML Road Trains.</p>	Director Operations	
		Number of funding applications made for Leeton Shire projects in RAMJO freight strategy	No target – report funding received	Nil	<p>The Leeton "Bypass" was approved by TfNSW to move to next stage of approval for Road Reclassification to Regional Road.</p> <p>A grant application for the Colinroobie Road Canal Bridge is to be submitted in Q3.</p> <p>The Roads Infrastructure Committee was launched and held three meetings.</p>		




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

Code	Action	Measures	Annual Target	Progress Year to Date	Q2 Update	Responsibility	Status
16c.01	Improve the Shire's road network in accordance with Leeton Shire Council's Road Asset Management Plan	Status of scheduled 2020/21 Capital Works program actions	90+% of works completed	65%	Rural road works commenced on Merungle Hill Road and Regulator Road.  Works completed on McNeill Road.  Urban roads kerb repair program is in preparation.	Manager Roads and Drainage	
16c.02	Maintain the Shire's road network in accordance with Leeton Shire Council's Road Asset Management Plan	% of 2020/21 actions of the Scheduled Maintenance Program completed	90+% of scheduled maintenance	50%	Maintenance of the road network was completed and recorded as per the Road Asset Management Plan. 120 road signs were replaced.  General Unsealed Roads budget expenditure – 58%  General Rural Sealed Roads budget expenditure – 51%  General Urban Roads budget expenditure – 25%.  Gravel Roads Resheeting budget expenditure – 12%  Roads resealing budget expenditure – 86%	Manager Roads and Drainage	
		Number and nature of unplanned maintenance works identified through inspection regimes and public reporting	100% of unplanned maintenance	100%			
		% remedied to agreed target timeframe	90+% completed within target timeframe	78%			
		Number of road network signs replaced	100% of damaged signs replaced	Q1 122 Q2 120			
16c.03	Trial alternative road treatment techniques to upgrade gravel roads (including otta seal)	Gravel road upgrades trialled	At least 2 sections of gravel road	0	Otta Seal locked in for Tabain Road and Quodling Road with the contractor, Downer EDI - to commence in Q3.	Manager Roads and Drainage	





Code	Action	Measures	Annual Target	Progress Year to Date	Q2 Update	Responsibility	Status
16c.04	Construct and repair State roads under the Road Maintenance Council Contract for Transport for NSW	Annual number of ordered works entered into	At least 2	2	Heavy Patching works for Irrigation Way were completed as a component of TfNSW resealing programs.	Manager Roads and Drainage	
		Total value of contracts	At least \$300,000	\$40,000			
		TfNSW annual maintenance RMAP meets quarterly projections	+/- 15% quarterly	5%			

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

Code	Action	Measures	Annual Target	Progress Year to Date	Q2 Update	Responsibility	Status
16d.01	Monitor community transport services to the residents of Leeton Shire (delivered by Narrandera Shire Council from Leeton Multipurpose Community Centre)	Number of clients being provided a service	Maintained or enhanced compared to previous years	348	449 verified trips (54.69% decrease compared to Q2 last year) using the Leeton Community Transport Vehicles.  Active clients. 348 Active drivers: 10  The service has recommenced monthly social/shopping trips to Griffith and Wagga, and the fortnightly shopping trip from Borellan to Leeton. Numbers are capped at 5 per bus. All clients and drivers are still required to wear masks.	Manager Community Services	
		Number of occasions of service	Maintained or enhanced compared to previous years	927			
		Number of volunteer drivers	Maintained or enhanced compared to previous years	10			






**17: A community that enjoys attractive towns and parks***17a: Provide open spaces for active and passive leisure*

Code	Action	Measures	Annual Target	Progress Year to Date	Q2 Update	Responsibility	Status
17a.01	Maintain and improve Council's park network	% of scheduled 2020/21 Parks Maintenance, Renewal and Capital Works program actions completed	90+%	50%	21 park and recreation facilities were inspected.  Only minor issues were encountered and all works were scheduled for action in accordance with policy timeframes.	Manager Open Space and Recreation	
		Number of unplanned maintenance activities completed	100%	100%			
17a.02	Maintain and improve Council's playgrounds	% of scheduled 2020/21 Playgrounds Maintenance, Renewal and Capital Works program actions completed	90+%	60%	Playground equipment for programmed renewals at Noel Pulbrook and Enticknap Parks has been ordered.  The Helson Park and Playground development at Golf Course Estate was completed and opened for use on 2nd November 2020.	Manager Open Space and Recreation	
		Number of unplanned maintenance activities completed	100%	100%			




## 17b: Provide attractive streetscapes and town entrances

Code	Action	Measures	Annual Target	Progress Year to Date	Q2 Update	Responsibility	Status
17b.01	Maintain and improve Leeton Shire's urban streetscapes	% of scheduled 2020/21 Streetscape and Tree Replacement Maintenance, Renewal and Capital Works program actions completed	90+%	50%	Tree plantings during Q2 were completed in the Wade Avenue CBD enhancement. 24 new trees were planted. 8 new trees were planted on the road verge in Golf Course Estate. Tree watering has been minimal due to decent rainfall.	Manager Open Space and Recreation	
		Number of unplanned maintenance activities completed	100%	100%			
17b.02	Commence public artwork mural projects for Leeton and Whitton: <ul style="list-style-type: none"> <li>Leeton Water Tower</li> <li>Whitton Water Tower</li> <li>Whitton main street mural</li> </ul>	% of scheduled mural works completed	Water tower projects completed in line with funding agreement requirements;  Main street mural 100% complete	25%	<u>Whitton Mural</u> – artist has been chosen and contract finalisation is pending.  <u>Whitton Water Tower</u> – artist has been chosen and a contract is pending.  <u>Leeton Water Tower</u> – EOI is to be sent out in Q3.	Events and Cultural Services Coordinator	
17b.03	Maintain and improve Council's town and boundary entrances	% of scheduled 2020/21 Town Entrance Maintenance, Renewal and Capital Works program actions completed	90+%	50%	All scheduled maintenance activities including spraying, slashing and mowing have been undertaken in accordance with works programs. The area around all entrance signs have been sprayed regularly.	Manager Open Space and Recreation	
		Number and nature of unplanned maintenance activities completed	100%	100%			





17c: Provide public conveniences across Leeton Shire





Code	Action	Measures	Annual Target	Progress Year to Date	Q2 Update	Responsibility	Status
17c.01	Provide a network of public toilets to service busy public places, and upgrade the men's toilets in Mountford Park	% of scheduled 2020/21 Public Toilets Maintenance, Renewal and Capital Works program actions completed	90+%	100%	Maintenance and cleaning have been performed in line with cleaning contract and maintenance schedules.	Manager Open Space and Recreation	
		Number and nature of unplanned maintenance activities completed	100%	100%	The new toilet block at McCaughey Park and a renewal at Mountford Park were completed.		
		Number of complaints received	Less than 20	2	Upgrade works to the toilets at the Leeton Pool have been completed in support of the Pool Redevelopment.		
		Progress of Mountford Park toilets upgrade	100%	100%	2 CRM complaints regarding toilets were addressed in a timely manner.		



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




Code	Action	Measures	Annual Target	Progress Year to Date	Q2 Update	Responsibility	Status
17d.01	Receive and assess Development and Subdivision Applications	Number of Development Applications and Subdivision Applications received	No target – report by occurrence	66 Development Applications including 7 Subdivision Applications	30 development applications were received including 3 subdivision applications (compared to 34 development applications including 1 subdivision applications in Q2 last year).  30 development applications were approved including 2 subdivision applications (compared to 36 development applications in Q2 last year).  The total value of approved development applications was \$11,647,425 (compared to \$3,933,503 in Q2 last year).  The average turnaround time was 20.36 days (compared to 35 days in Q2 last year). The team aims to maintain this low number of DA turnaround days to meet the 15% reduction in DA turnaround times as part of the acceleration program.	Planning Officer	
		Number and nature of approvals issued for Leeton Shire, including total value	No target – report by occurrence	81 development applications including 10 subdivision applications with a total value of \$17,740,964			
		Average turnaround times	Less than 5 weeks	Less than 3 weeks			
17d.02.i	Prepare and issue Construction Certificates for buildings and subdivisions	Number of Construction Certificates issued	Report by occurrence	46	46 Construction Certificates were issued.	Building Surveyor	
		Average turnaround time	Less than 3 weeks	21 days			





Code	Action	Measures	Annual Target	Progress Year to Date	Q2 Update	Responsibility	Status
17d.02.ii	Prepare and issue Subdivision Work Certificates for buildings and subdivisions	Number of Subdivision Work Certificates issued	Less than 3 weeks	N/A	No Subdivision Works Certificates were issued.	Drainage and Development Engineer	
		Average turnaround time	Report by occurrence	0			
17d.03	Receive and assess applications for Occupation Certificates	Number of Occupation Certificates issued for Leeton Shire	No target – report by occurrence	34	16 Occupation Certificates were issued.	Building Surveyor	
		Average turnaround time	Less than 2 weeks	3 days			
17d.04	Receive and assess applications for Complying Development Certificates	Number of Complying Development Certificate Applications received	No target – report by occurrence	1	No Complying Development Certificate Applications were lodged.	Building Surveyor	
		Average turnaround times	Within 10 days	1			
17d.05	Receive and assess applications for Planning Certificates	Number of Section 10.7(2) planning certificate applications received	Number issued with 95% of applications within 2 weeks	376 s10.7(2) Planning Certificates and 51 s10.7(5) Planning Certificates were issued within 4 days.	<p>A total of 82 s.10.7(2) Planning Certificates (52 in Q2 last year) and 31 s.10.7(5) Planning Certificates (11 in Q2 last year) were issued.</p> <p>Average time taken to issue Certificates was 4 days.</p> <p>There were no applications made through the NSW Planning Portal.</p>	Planning Officer	







Code	Action	Measures	Annual Target	Progress Year to Date	Q2 Update	Responsibility	Status
17d.06	Develop and commence implementation of Leeton Shire Development Services Plan – informed by the adopted Integrated Water Cycle Management Plan (IWCM)	Status of development and implementation of the 'Leeton Shire Council Development Services Plan'	Plan adopted		Work on the Leeton Shire Development Services Plan has not commenced as the IWCM Plan is yet to be finalised.	Drainage & Development Engineer	
17d.07	Finalise Engineering Guidelines for Subdivisions and Development Standards for Leeton Shire	Guidelines adopted and published	By September 2020	Not achieved	Final draft Guidelines are undergoing internal review. It has been identified that standard drawings will prove important to the introduction of the engineering guidelines. Due to this, the project may have some minor delays such that both can be completed in conjunction.  Guidelines are to be tabled in Q3.	Drainage and Development Engineer	
		Number of downloads of Guidelines	At least 5 downloads	0			
17d.08	Develop a Leeton Shire Development Control Plan (DCP) that includes consideration of heritage preservation (signage, facades, colour), housing standards, Safer by Design principles, street trees, laneway development standards, vegetation clearing regulation in non-urban areas, and protecting local character	Status of the development of the 'Leeton Shire Council Development Control Plan'	DCP adopted by June 2021	20%	A draft Request for Quotation has been prepared and is currently being reviewed for compliance with the Procurement Policy.  The scope for the new DCP is 100% complete.	Manager Planning, Building and Health	




Code	Action	Measures	Annual Target	Progress Year to Date	Q2 Update	Responsibility	Status
17d.09	Levy development contributions (under s7.12 of Environmental Planning and Assessment Act)	Value of contributions levied	No target – report by occurrence	\$88,177.76	\$36,009.12 in development contributions levied (\$3,526.07 in Q2 last year).	Planning Officer	
		Value of contributions received	100% of all levied contributions received when due	\$22,054.62	\$21,254.62 in development contributions received (\$2,000 in Q2 last year).  Total s.7.12 (s. 94A) reserves now \$282,780.72 (compared to \$223,551.82 in Q2 last year).		
17d.10	Apply development contributions in line with adopted Section 94A plan: <ul style="list-style-type: none"> <li>Noel Pulbrook Park</li> <li>Enticknap Park</li> </ul>	Value and nature of expenditure of accumulated development contributions	No target – report by occurrence	YTD receipts: \$108,139.66	The Section 94A reserve balance at 30 June 2020 was \$478,849. YTD receipts for 2020/21 are \$108,139.66.	Manager Finance	
		% of Section 94A plan implemented	100%	75% of initial budget allocation	In the 2020/21 budget deliberations it was determined that \$19,275 would be allocated to playground equipment upgrades at Noel Pulbrook and Enticknap Parks. The total budget for these works was \$60,000 of which \$20,000 was to be grant funded. Unfortunately, this grant funding is not available and so in the December QBR a reallocation has been included for \$20,000 to also come from this restriction.  Any approved reserve transfers do not occur until		




Code	Action	Measures	Annual Target	Progress Year to Date	Q2 Update	Responsibility	Status
					<p>June so that we only transfer what funds are needed.</p> <p>In Q1 Council approved the allocation of a further \$200,000 of Section 94A funds towards the CBD Enhancement Phase 1 (Wade Avenue South) project. These funds have not yet been expended.</p>		
17d.11	Levy and apply water and sewer headworks development contributions	Value of Section 64 fees levied and received	100% of relevant developments levied	\$185,008.50	<p>Development contributions levied: \$35,389.50</p> <p>Development contributions received: \$12,402.87</p>	Drainage and Development Engineer	
17d.12	Plan and prepare for a review of the Leeton Local Environmental Plan (LEP), including preparation of a Rural Land Use Study	The LEP review responds to the adopted land use strategy	LEP review submitted to Department of Planning by June 2021	0%	<p>The state government is developing an Agricultural Land Use Planning Strategy to address key issues:</p> <ul style="list-style-type: none"> <li>• minimise the loss of productive capacity</li> <li>• reduce and manage land use conflict</li> <li>• support the growth of agricultural and regional economies.</li> </ul> <p>It would be prudent to wait until this study has been completed before beginning a Rural Land Use Study.</p> <p>However, the need for a Development Control Plan</p>	Manager Planning, Building and Health	



Code	Action	Measures	Annual Target	Progress Year to Date	Q2 Update	Responsibility	Status
		The Rural Land Use Study informs the review of the LEP	Rural Land Use Study completed	0%	(DCP) and a revised LEP for the shire is urgent, so these documents will be developed prior to the Rural Land Use Strategy.  A budget submission has been prepared for the 2021/22 financial year to allow for an LEP review.		
17d.13	Investigate the feasibility of expanding raw water availability in Leeton Shire through the review of the LEP and development of the DCP	Consideration of raw water availability included in LEP and DCP	By June 2021	0%	This action needs to be included in a Utilities Servicing Strategy. It is recommended that it be delayed until 2021/22.	Manager Water & Waste Water	

17e: Provide drainage networks in urban areas



Code	Action	Measures	Annual Target	Progress Year to Date	Q2 Update	Responsibility	Status
17e.01	Implement the Strategic Stormwater Management Plan	Value of accumulated charge (Stormwater Levy)	No target – report by occurrence	\$297,766 - forecasts \$162,000 in expenditure	Commenced works on Vance Estate Detention Basin augmentation.	Drainage and Development Engineer	
		% of adopted Operations Plan implemented	At least 90%	25%			



## CSP THEME 6: STRONG LEADERSHIP



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

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

Code	Action	Measures	Annual Target	Progress Year to Date	Q2 Update	Responsibility	Status
18a.01	Participate on the Board of Riverina and Murray Joint Organisation (RAMJO)	Number of Meetings attended	100% attendance	4	The General Manager and Mayor attended a RAMJO Board meeting at which the following was discussed: new cooperative waste arrangements, strategic priorities such as water, digital connectivity, energy security, infrastructure mapping, the regional freight transport plan and best practice aggregated procurement, adverse event management plans, and the Far West Joint Organisation. Additional meetings included a RAMJO Water Sub-Committee meeting and a General Managers meeting.	General Manager	
		Progress against the six strategic pillars	No target – report by occurrence				
18a.02	Participate in Country Mayors Association	Number of meetings attended	100%	1	The Mayor and General Manager participated in an Annual General Meeting and an ordinary meeting on 6 November 2020 in Sydney. Topics discussed included the NSW Bushfire Inquiry, NSW Road Classification Review, NSW Electoral Districts, emergency management reform, the parliamentary inquiry into rural health, and federal government policy on water security.	General Manager	





## 18b: Strengthen Leeton Shire Council's Governance capabilities

Code	Action	Measures	Annual Target	Progress Year to Date	Q2 Update	Responsibility	Status
18b.01	Implement individual training programs for each Councillor	% of Councillors with a 2020/21 training program in place	100%	0%	The current Councillors have all been on Council for a minimum of four years. Finding new, relevant training opportunities for them is a challenge, particularly in view of COVID-19. That said, all Councillors were offered the opportunity to attend refresher training in Financial Issues in Local Government. A training session on Effective and Ethical Use of Social Media by Councillors is being organised for Q3.	Manager IPR & Governance	
		% of scheduled 2020/21 training activities undertaken	90+%	0%			
18b.02	Attract a strong and diverse pool of candidates for Local Government elections in 2021	Number activities undertaken to encourage people to consider standing as a candidate	At least 2 activities	1	A column encouraging the public to nominate as Councillor candidates was published in the Council Noticeboard 23 October 2020. Promotion will ramp up in 2021. Three Councillor columns were published in the Council Noticeboard, as well as the monthly Mayoral column.	Business Support Officer – Corporate & Governance	
		Councillor Column in Council Noticeboard published in the Irrigator	At least 12 columns published	6			






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

Code	Action	Measures	Annual Target	Progress Year to Date	Q2 Update	Responsibility	Status
18c.01	Continue advocacy with Federal and Local MPs and government agencies on key issues for the region	Number of advocacy activities undertaken	At least 5	5	The Mayor and General Manager met with Deputy Prime Minister Michael McCormick and Senator Perrin Davey in Canberra and hosted NSW Minister for Arts The Hon Don Harwin regarding the Roxy Theatre Redevelopment. Council hosted Federal member The Hon Sussan Ley MP and State member Helen Dalton MP at the opening of the Leeton Show Ground Grandstand. Council also spoke with State member Helen Dalton MP regarding the Dividing Fences Amendment Bill.	General Manager	
18c.02	Participate in State and national Local Government Associations (LGNSW and ALGA)	Number of activities participated in	At least 2 activities	2	The Mayor and General Manager participated in the LGNSW virtual Water Management Conference on 7 and 8 October 2020 and, along with the Deputy Mayor and Cr Reneker, the LGNSW virtual Annual Conference on 23 November 2020.  There were no ALGA meetings or conferences.	General Manager	



## 19: A community that speaks up and gets involved


### 19a: Encourage volunteering throughout the Shire

Code	Action	Measures	Annual Target	Progress Year to Date	Q2 Update	Responsibility	Status
19a.01	Develop a volunteer program at Council	Trends in volunteering in each area of Council	At least 30 registered volunteers	87	Golf Course: 38 Library: 12 Museum: 30 Visitor Information Centre: 7	Corporate and Community Planning Officer	
19a.02	Recognise the contribution of volunteers at Council	Number and nature of volunteer recognition activities	At least 1 recognition activity  100% of all registered volunteers	Three activities, one of which included 100% of volunteers	A morning tea was held for the Leeton Museum and Art Gallery volunteers.  A Christmas party was held for the Visitor Information Centre volunteers.  Christmas cards were sent to 132 volunteers of Council, including those who participate on committees.	Corporate and Community Planning Officer	
19a.03	Promote volunteering opportunities and their benefits across the Shire	Number and nature of promotions and campaign outcomes	At least 2 promotions	1	Effective recruitment campaign coordinated for the Leeton Museum and Art Gallery.	Manager Community Services	





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



Code	Action	Measures	Annual Target	Progress Year to Date	Q2 Update	Responsibility	Status
19b.01	Run an active community engagement program	Number of community engagement activities undertaken	At least 5 activities	25	Registered Have Your Say Users: 741 (690 in Q2 last year).	Communications Coordinator	
		Number of participants engaged	At least 100 participants	210	<p>Council Website Visitors: 16,321 users (20,984 in Q2 last year).</p> <p>Council Facebook page likes: 3,905 (3,741 in Q2 last year).</p> <p>Media Releases: 25 (25 in Q2 last year).</p> <p>A number of social media posts were also posted to communicate council news, works and project updates</p> <p>There were three main engagement projects:</p> <p><u>Draft Ageing Well Strategy</u> – via social media posts, section in Council weekly newspaper column, media release and Have Your Say online project consultation. Nine submissions were received.</p> <p><u>NSW Rural Health Inquiry</u> – via social media posts, section in Council weekly newspaper column, media release, and Have Your Say online project</p>		




Code	Action	Measures	Annual Target	Progress Year to Date	Q2 Update	Responsibility	Status
					<p>consultation. 30 submissions were received.</p> <p>Three consultation sessions were held with key stakeholder groups (Doctors, Service Providers and Councillors/GM) and two consultation sessions were held with the public to seek feedback. A total of 21 people attended.</p> <p><u>Naming of the Leeton Pool</u> – via social media posts, section in Council weekly newspaper column, media release and Have Your Say online project consultation. 53 submissions were received.</p>		




19c: Provide a framework for inclusive decision making

Code	Action	Measures	Annual Target	Progress Year to Date	Q2 Update	Responsibility	Status
19c.01	Support and report on Council Advisory and Action Groups	Number of meetings held	At least 10 meetings	9	<p><u>Leeton Local Traffic Committee</u> – 1 meeting</p> <p><u>Leeton Roads and Infrastructure Committee</u> – 3 meetings.</p> <p><u>Audit, Risk and Improvement Committee</u> – 1 meeting. See 20c.04</p> <p><u>Whitton Town Improvement Committee</u> – 1 meeting. See 20a.02</p> <p><u>Community Grant Funding Committee</u> – 1 meeting. See 20a.02</p> <p><u>Leeton Weeds Committee</u> – 1 meeting.</p>	Corporate and Community Planning Officer	
19c.02	Support and report on Councils Section 355 Committees	Number of meetings held	At least 10 meetings	17	<p><u>Leeton Shire Men's Shed</u> – 3 meetings.</p> <p><u>Yanco Community Hall Committee</u> – 3 meetings. The Yanco Town Improvement Committee is being re-established as a separate committee so, in future, the meeting will be divided into three sections to ensure agenda items are relevant to the purpose of each committee: Yanco Town Improvement Committee</p>	Corporate and Community Planning Officer	




Code	Action	Measures	Annual Target	Progress Year to Date	Q2 Update	Responsibility	Status
					(Council Advisory Committee), Yanco Community Hall Committee (Council Section 355 Committee) and Yanco Village Markets Committee (community group).  <u>Whitton Courthouse and Historical Museum Committee</u> – 3 meetings.		
19c.03	Complete the review of Councils Section 355 Committees	% of s355 committees with an updated Terms of Reference in place	100%	2 out of 24 Committees	The review of Council's Section 355 Committees is progressing as planned. Active and inactive Committees have been identified and information regarding Committee members updated. Council liaison officers for each Committee have been confirmed or reassigned. Work has commenced on the development of a Section 355 Committee manual. Whitton Court House and Historical Museum Committee is collaborating with Council staff on updating its Terms of Reference. The Yanco Town Improvement Committee is being re-established as a separate entity to the Yanco Community Hall Committee.	Manager IPR & Governance	



Code	Action	Measures	Annual Target	Progress Year to Date	Q2 Update	Responsibility	Status
19c.04	Facilitate community capacity building across the Shire, including in partnership with other agencies	Number of programs delivered	At least 2 programs	2	<p>Partnered with Creative Community Concepts to provide a laser tag activity at the October school holiday fun day at Gossamer Park. Unfortunately, poor weather resulted in limited numbers, but those who attended enjoyed the day.</p> <p>Commenced discussions with RAMHP Coordinator, Whitton community members, the Salvation Army and the MLHD School Link Coordinator to develop activities and capacity building programs for Whitton children and young people after school. As well as proposed projects offered by the Salvation Army and School Link, Cricket NSW may run a Cricket Blast program (funding permitting) in First Term 2021.</p> <p>Leeton Connect hosted three emPOWER Workshops which were designed to help not-for-profit organisations strengthen their capacity. Topics included governance, marketing strategies, and fundraising techniques.</p> <p>Established a governance framework for the Leeton</p>	Manager Community Services	



Code	Action	Measures	Annual Target	Progress Year to Date	Q2 Update	Responsibility	Status
					<p>Multicultural Support Group (LMSG).</p> <p>Coordinated a Memoranda of Understanding (MoUs) with relevant agencies in augmenting support workstreams including but not limited to housing, childcare, jobs, upskilling and healthcare access.</p> <p>Joined the Welcoming Cities global network, to streamline policies and strategies that better position the Shire competitively as an ideal location for settlement.</p> <p>Conducted an ethnographic study on migrant economic contribution within the Shire – a project in collaboration with the University of South Australia and Charles Sturt University.</p>		
19c.05	Update and support the delivery of town improvement plans in Yanco, Wattle Hill and Whitton	% of scheduled 2020/21 Town Improvement Plan actions completed	90+% of scheduled actions completed	50% – Whitton	<p>Town Improvement Committee meetings were held in Yanco and Whitton.</p> <p>The Yanco Town Improvement Committee, which was folded into the Yanco Community Hall Committee some years ago, is being re-established as a</p>	Corporate and Community Planning Officer	

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LEGEND:

Critical Concerns



On Track



Needs Attention



Not Due to Start



Achieved



Completed




Code	Action	Measures	Annual Target	Progress Year to Date	Q2 Update	Responsibility	Status
					separate committee to ensure a stronger focus on town improvement.  The Whitton community received \$2,000 through Community Strengthening Grants – Round One for a community noticeboard.  The Mayor and General Manager met with agencies who are interested in developing a community centre in Wattle Hill. The concept with begin to be explored in Q3.		




**20: A community that is always on the front foot**

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


Code	Action	Measures	Annual Target	Progress Year to Date	Q2 Update	Responsibility	Status
20a.01	Engage with external agencies to collaborate on delivery and evaluation of the Leeton Shire Community Strategic Plan "Leeton On the Go"	Number and nature of activities undertaken	At least 4	4+	<p>Council has worked with a range of external agencies and groups to deliver on the outcomes of the Community Strategic Plan. These agencies and groups include:</p> <ul style="list-style-type: none"> <li>• Section 355 Committees such as groups such as Light Up Leeton, which collaborated with Council in decorating the Leeton CBD for Christmas</li> <li>• state government departments and agencies such as the NSW Department of Planning, Industry and Environment</li> <li>• the federal government, which supports local government in providing services to the community through Financial Assistance Grants (FAGs)</li> <li>• the contractors and suppliers, many of them local, who assist Council in delivering on services and major projects</li> <li>• associations, groups and organisations such as Local Government NSW,</li> </ul>	Manager IPR & Governance	





Code	Action	Measures	Annual Target	Progress Year to Date	Q2 Update	Responsibility	Status
					the Local Health Advisory Committee (LALC), the Murray Darling Association (MDA) and the Riverina and Murray Joint Organisation (RAMJO). Council works with and/or advocates through these organisations to deliver the community outcomes documented in the Community Strategic Plan.		
20a.02	Support the community by offering a Community Grants Program	Number and value of grants provided per category	At least 20 grants made with at least \$20,000 granted	Nine grants to the total value of \$12,300	Community Strengthening Grants – Round One closed at the end of October. Nine applications were received and approved: <ul style="list-style-type: none"> <li>Leeton Aviators Club – \$1,000 – installation of air conditioning in the clubhouse</li> <li>Leeton Can Assist – \$1,000 – cover costs associated with purchasing medication</li> <li>Historic Hydro Writers Club – \$1,000 – to fund phase 3 of the Writers Residency program, which includes publishing a second volume of writings</li> <li>Leeton Family and Local History – \$1,300 – restoration of the original</li> </ul>	Corporate and Community Planning Officer	



Code	Action	Measures	Annual Target	Progress Year to Date	Q2 Update	Responsibility	Status
					1911 colour map of North Yanco Station <ul style="list-style-type: none"> <li>Leeton Family and Local History – \$2,000 – establish a website</li> <li>Yanco Wamoon Ladies Auxiliary – \$2,000 – construction of a cement slab at the canteen</li> <li>Leeton Show Society – \$1,000 – construction of cement footings for proposed COLA</li> <li>Riverina Riding Club – \$1,000 – purchase of sand as part of the construction of a dressage arena</li> <li>Whitton Town Improvement Committee – \$2,000 – purchase a community noticeboard</li> </ul>		
20a.03	Undertake a bi-annual Customer Satisfaction Survey for Council (Note next one due Spring 2021)	Survey results improved from previous years' results	At least 5% improvement	0%	Council's next Customer Satisfaction Survey will not be conducted until the end of the financial year/start of the next financial year. However, contact has been made with Micromex Research and Consulting, who conducted the previous Community Satisfaction Survey, to arrange for a quote and work on scheduling.	Manager IPR & Governance	
		% of recommendations actioned	20%	0%			

LEGEND:

Critical Concerns



On Track



Needs Attention



Not Due to Start




Achieved



Completed



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

Code	Action	Measures	Annual Target	Progress Year to Date	Q2 Update	Responsibility	Status
20b.01	Make targeted grant applications to boost Councils revenue	Number of Grant Applications submitted	At least 12 submissions	16	<p><b>Funding for LELC to Improve Learning Environment</b>                      Project value: \$15K                      Grant request: \$15K                      Fund: NSW Gov. Education 2020 Quality Learning Environments Program (QLE)                      Status: Successful (applied for and advised outcome in Q2)</p> <p><b>Funding for LOOSC</b>                      Project value: \$14K                      Grant request: \$14K                      Fund: NSW Gov. Education Care Transition Support Fund Round 1                      Status: Successful (applied for and advised of outcome in Q2)</p> <p><b>Funding for Migrant Settlement Support</b>                      Project value: \$190K                      Grant request: \$150K (over 3 years)                      Fund: NSW Gov. Foundation for Rural and Regional Renewal (FRRR)                      Status: Successful</p>	Executive Assistant to the GM and Mayor	
		Value of funding received	At least \$2,500,000 received	\$256,000			



Code	Action	Measures	Annual Target	Progress Year to Date	Q2 Update	Responsibility	Status
					<p><b>Funding for Enticing Performing Artist for Free Community Event</b>                      Project value: \$6K                      Grant request: \$6K                      Fund: MPHN – Murrumbidgee Community Grants                      Status: Successful (applied for and advised outcome in Q2)</p> <p><b>Funding for Brunch with the Bard-Henry V Launch</b>                      Project value: \$10K                      Grant request: \$10K                      Fund: NSW Gov. DPIE Festival of Place Summer Fund                      Status: Successful (applied for and advised outcome in Q2)</p> <p><b>Funding for Upgraded Bus Shelters</b>                      Project value: \$4K                      Grant request: \$4K                      Fund: NSW Gov. Transport Infrastructure Grants Scheme                      Status: Successful</p> <p><b>Funding for Australia Day Banners/Branding</b>                      Project value: \$1K                      Grant request: \$1K                      Fund: Australia Day Branding Grant Program Round 2                      Status: Successful (applied for and advised of outcome in Q2)</p>		

LEGEND:

Critical Concerns



On Track



Needs Attention



Not Due to Start



Achieved



Completed



Code	Action	Measures	Annual Target	Progress Year to Date	Q2 Update	Responsibility	Status
					<p><b>Funding for Floodplain Management Stage 3 Feasibility Study of Lansdowne Estate and McCaughey Park Drainage Upgrade</b>                      Project value: \$90K                      Grant request: \$72K                      Council Funded: \$18K                      Fund: NSW Floodplain Management Program                      Status: Unsuccessful – Leeton is deemed a low priority (applied for in Q4 last year)</p> <p><b>Funding for WCIC Museum and Gallery</b>                      Project value: \$139K                      Grant request: \$70K                      Fund: Create NSW Arts and Cultural Program                      Status: Unsuccessful (applied for and advised of outcome in Q2)</p> <p><b>Funding for The Channel Digital Studio in the Leeton Museum</b>                      Project value: \$50K                      Grant request: \$49,463K                      Council Funded: \$11K                      Fund: NSW Gov. – Youth Opportunities Program 2020/21 Round 9                      Status: Pending (applied for in Q1)</p>		

LEGEND:

Critical Concerns



On Track



Needs Attention



Not Due to Start




Achieved



Completed



Code	Action	Measures	Annual Target	Progress Year to Date	Q2 Update	Responsibility	Status
					<p><b>Funding for Amesbury Common Flora and Fauna</b>                      Project value: \$7,238K                      Grant request: \$7,238K                      Fund: NSW Gov. DPIE – Crown Reserves Improvement Fund Program 2020/21                      Status: Unsuccessful (applied for in Q1)</p> <p><b>Funding linked to ePlanning Digital Service for Development Applications includes CBD Chelmsford PI project, Graham Park Playground and Shared Access Linkages</b>                      Project value: \$2M                      Grant request: \$2M                      Fund: NSW Gov. NSW Public Spaces Legacy Program                      Status: Pending (applied for in Q1 – outcome will depend on the planning approval deliverables being achieved)</p>		
20b.02	Investigate and propose Long-Term Financial Plan measures to support Councils ongoing financial sustainability	Value of revenue options identified	Revised LTFP incorporates additional revenue options	0	Long Term Financial Plan strategic directions presented to Councillors in December 2020.  Formal report to Council expected in Q3 2021.	Director Business and Investment	
		Value of expenditure savings identified		0			

LEGEND:

Critical Concerns



On Track



Needs Attention



Not Due to Start






Achieved




Completed





Code	Action	Measures	Annual Target	Progress Year to Date	Q2 Update	Responsibility	Status
20b.03	Complete a rates review	Progress of rates review	Review findings provided to Council by June 2021	Not due to commence	The rates review has been postponed until the new Council has been elected. It will be carried out within the next 2 years. Quotes will be requested during 2020/21 so that the project can be included in the 2021/22 budget.	Manager Finance	
20b.04	Maintain Council's financial sustainability through maximising investment returns	Value of investment earnings	At least \$700,000	\$347,995	As at 31 December 2020 Council had \$41.4M invested. Investment earnings for 2020/21 are currently \$347,995 which is \$52,005 lower than the budgeted amount of \$400,000. With average interest rates currently sitting at 1.32% compared to 2.7% in Q2 last year. Staff are always looking at ways to maximise the investment returns while ensuring that Council's risk is kept to a minimum.	Manager Finance	
		Earnings comparative to previous years	2% or more	Average 1.32%			
20b.05	Continue effective Asset Management Planning: revise Water and Waste Water Asset Management Plans (AMPs) to include revaluation and condition assessment	Status of comprehensive revaluations	2 AMPs revised to be full comprehensive plans	WAMP - 80% WWAMP - 20%	A draft Water Asset Management Plan (WAMP) has been developed and is currently in review to be completed by the end of Q4.	Asset Management Coordinator	
		% asset condition rating completed	No target	100% - to be updated as part of the revaluation	A draft Waste Water Asset Management Plan (WWAMP) is currently in development.		



Code	Action	Measures	Annual Target	Progress Year to Date	Q2 Update	Responsibility	Status
		Status of long-term planning for Water and Waste Water assets	Adopted by Council	Underway	<p>A water and waste water comprehensive revaluation is on track for completion in Q4.</p> <p>A Roads Asset Condition Survey has been completed and 5-year program developed.</p>		
20b.06	Monitor and manage Council's performance against local government industry benchmarks	Status of Council's performance against industry benchmarks	Improvements measured against key benchmark	100% positive financial ratio benchmarks	<p>Three ratios that forecast end-of-financial-year performance can be produced quarterly:</p> <ul style="list-style-type: none"> <li>General Fund Operating Performance YTD: 38.71% – meets benchmark of <math>\geq 0</math></li> <li>General Fund Own Source Operating Revenue YTD: 96.91% – meets benchmark of <math>&gt;60\%</math></li> <li>General Fund Debt Service Cover YTD: 20.01 – meets benchmark of <math>&gt; 2x</math></li> </ul> <p>Council participated in the Australasian Local Government Performance Excellence Program (PEP). The final PEP report was provided to Management in late December. Management will use the information provided to gain further insight into the internal business operations of Council and guide improvement.</p>	Manager Finance	





Code	Action	Measures	Annual Target	Progress Year to Date	Q2 Update	Responsibility	Status
20b.07	Manage tenders and significant contracts so Council objectives are delivered	% of services procured in accordance with Councils Procurement Manual	100%	100%	COVID-19 has affected the supply of materials which has impacted the Aquatic Centre, CBD Enhancement Phase 1 and Phase 2, Skate Park and the MR539 Bridge.  Management is developing a system-based Contract Register solution in Authority. This centralised register will ensure staff are able to more readily access important contract information and facilitate the accurate and timely disclosure of contracts in accordance with GIPA Act requirements.	Manager Special Projects	
		Number of new significant Council contracts and tenders	5 (dependent on funding availability)	5			
		% of completed and current contracts and tenders delivered in full, on time and to budget	90%	50%			
20b.08	Maintain Council-owned buildings in order to meet agreed objectives: <ul style="list-style-type: none"> <li>• Renew Library carpets</li> <li>• Paint the exterior of Henry Lawson Cottage</li> <li>• Complete Stage 2 of HVAC (heating, ventilation and air conditioning) upgrade in Council Administration building</li> </ul>	% of scheduled 2020/21 works completed	100%	25%	HVAC system 90% completed in Council Offices.  There are insufficient funds for new Library carpets, so this project will not be completed in 2020/21. A budget submission is being completed for the remaining funds for 2021/22.  Details around painting Henry Lawson Cottage are yet to be determined.	Manager Open Space and Recreation	
		Number of unplanned maintenance activities completed		100%			

LEGEND:

Critical Concerns



On Track



Needs Attention



Not Due to Start




Achieved




Completed




Code	Action	Measures	Annual Target	Progress Year to Date	Q2 Update	Responsibility	Status
20b.09	Administer Councils plant and fleet	% of light plant replacement program completed	100%	40%	Two light plant vehicles, a golf course workman vehicle and a building services trailer were purchased. Orders have been placed for several heavy plant items due for delivery in Q4.	Manager Open Space and Recreation	
		% of heavy plant replacement program completed	100%	0%			


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

Code	Action	Measures	Annual Target	Progress Year to Date	Q2 Update	Responsibility	Status
20c.01	Maintain a Compliance Register to track Councils compliance with all legislative and governance requirements	Status of Council compliance with relevant legislation, regulation and funding body requirements	100% compliance	100%	Council is compliant with all legislative and governance requirements.  Council's Code of Conduct Complaint Statistics for the period 01/09/2019 to 31/08/2020 were submitted to Council and to the Office of Local Government. There were zero complaints in Q2.  Council's Annual Report and Financial Statements for 2019/20 were uploaded to Council's website and the Office of Local Government was provided with the link by the set deadline.	Manager IPR & Governance	
		% of required remedial actions completed	100% within two months of notification	Not applicable			



Code	Action	Measures	Annual Target	Progress Year to Date	Q2 Update	Responsibility	Status
20c.02	Continuous review and update of Council policies and plans to appropriately support Councils operations	Number of Council's Strategies, Policies and Plans overdue for review	Less than 10 %	20%	<p>Seven new/revised policies are currently in development. Deadlines have also been set for the review of 18 additional policies.</p> <p>All Council's current policies, procedures, strategies and plans are on Council's Intranet and easily accessible by staff.</p> <p>Separate folders for draft, current and obsolete policies have been set up in HPE Content Manager (TRIM), so that all policies can be found in one location in TRIM.</p> <p>The Waste Management Strategy was adopted.</p> <p>The Leeton Shire Council Ageing Well Strategy 2020–2025 was placed on Public Exhibition for 28 days and the final document will be presented to Council for adoption at the February Council Meeting.</p>	Manager IPR & Governance	
		Number of reviews completed	At least 12	3			



Code	Action	Measures	Annual Target	Progress Year to Date	Q2 Update	Responsibility	Status
20c.03	Deliver Councils Internal Audit program	Number of internal audits undertaken	3 internal audits undertaken	1 underway	<p>Statewide has commenced an audit of Council's Fraud Prevention systems. The audit commenced with a Fraud Health Check Survey: survey of staff awareness of the organisation's fraud prevention documents and processes. This survey, which was completed on 3 October, resulted in an average score of 3.4/5. The survey was followed up with Fraud Awareness Training which was attended by 30 staff. Additional staff will undertake the training over the next two quarters.</p> <p>Council continued to implement improvement action plans developed as a result of past audits of the:</p> <ul style="list-style-type: none"> <li>IT Systems and Processes</li> <li>Procurement Processes</li> <li>Records Management.</li> </ul> <p>The implementation of improvement actions from the audit on the Development Assessment Process has now been completed.</p>	Manager IPR & Governance	
		% of required improvement actions completed	80+%	45%			

LEGEND:

Critical Concerns



On Track



Needs Attention



Not Due to Start





Achieved





Completed





Code	Action	Measures	Annual Target	Progress Year to Date	Q2 Update	Responsibility	Status
20c.04	Continue to hold Audit, Risk and Improvement Committee (ARIC) meetings	Number of meetings held	At least 4 meetings	2	An Audit Risk and Improvement Committee (ARIC) meeting was held on 25 November 2020. The ARIC were presented with the Auditor's Report on Leeton Shire Annual Financial Statements for the 2019/20 Financial Year. The ARIC also heard updates on Council's progress in: <ul style="list-style-type: none"> <li>• implementing the Procurement Process Improvement Plan</li> <li>• implementing the outcomes of the Development Assessment Review</li> <li>• implementing the outcomes of the Policy Review</li> <li>• conducting the Fraud Prevention Audit</li> <li>• advocacy undertaken in relation to the treatment of Rural Fire Service (RFS) Plant and Equipment in Council General Purpose Financial Statements (GPFS).</li> </ul>	Manager IPR & Governance	
		Outcomes (key decisions made and outcomes achieved)	No target – report by key decisions made	Various. See details			
20c.05	Enhance and maintain an efficient Records Management System for Council	% of new staff who complete Records Management Induction in first week of employment	100%	50% within the first week, 40% within one month and 10% still outstanding	There were three new starters, two received training within the first month and one still requires training. Refresher training was conducted for the Roxy Theatre Coordinator	Records Officer	





Code	Action	Measures	Annual Target	Progress Year to Date	Q2 Update	Responsibility	Status
		% of relevant staff routinely utilising Councils Records Management System	At least 50% by end of 2020/21	69.76%	and casuals in the events team.  Sixty of the 86 TRIM users accessed TRIM in Q2.  There are 370 actions outstanding (over the life of TRIM, not just for the quarter). Staff are being reminded to check and close actions off.		
20c.06	Deliver business improvements through Councils Service Review program	Number of service reviews undertaken	2 reviews	1 review	A "Design Jam" process to ascertain staff priorities in regard to ICT system improvements was completed and the results reported to SMT who will set short, medium- and long-term priorities for system improvements.	Business Systems Analyst	
20c.07	Deliver Councils Enterprise Risk Management program	% of new capital works programs that include a risk management plan	100%	90%	Inadequate systems currently exist to track the delivery of Councils Enterprise Risk Management program.	Manager WHS, QA and Risk	
		% departmental ERM reports completed in full and on time	100%	60%	Pulse ERM and Project Management modules are currently going through the IT approval process. Once completed a further demonstration of system abilities will be shown to SMT for final endorsement. Once implemented management of content will be far more visible than current use of Excel.		



Code	Action	Measures	Annual Target	Progress Year to Date	Q2 Update	Responsibility	Status
20c.08	Manage leases and licences for Council properties in line with Councils objectives	Number of leases issued or renewed	No target, report number	Q1 2 leases Q2 Nil	No leases or licences for renewal.	Property Coordinator and Native Title Manager	
		% of leases that are current	100%	100%			
		Number of licences issued or renewed	No target, report number	Q1 2 licences Q2 Nil			
		% of licences that are current	100%	90%			
		Leases and licences awaiting a Plan of Management	Number reducing	8 out of 10			
20c.09	Prepare and implement Plans of Management (PoM) for Crown Lands properties, and user agreements for sports ovals on Crown Land	Number of PoM drafted	24	5	2021 Seasonal Hire Agreement for 2021 to be issued by end of January 2021.  One Plan of Management completed, and two Plans of Management approved by the Minister.	Property Coordinator and Native Title Manager	
		Number of draft PoM approved by the Minister in reporting period	50%	100%			
		% of required sports oval user agreements in place	100%	100%			





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

Code	Action	Measures	Annual Target	Progress Year to Date	Q2 Update	Responsibility	Status
20d.01	Effectively manage Councils workforce to support Councils objectives to be met	Number of participants in leadership development activities	100% of Managers have completed the Leadership Success Managerial Development Course	11 Managers have commenced and 7 have completed Leadership Development activities	<p>Work has commenced to establish a more thorough, tailor-made 'Leadership@Leeton' framework that aligns the business needs to the development of the leadership cohort.</p> <p>There were 318 sick days (compared to 275 sick days in Q2 last year) which equates to an average of less than 2.25 days per FTE at an estimated value of \$82,368 in lost time.</p> <p>A refresh of the organisational structure commenced with Council's adoption of a new senior management framework and the beginning stages of a staff consultation process that will continue into Q3.</p>	Manager People and Organisational Development	
		Staff turnover meets or is better than the NSW Local Government average	Less than 12%	3.5%			
		Amount invested in staff training	Average investment of \$1000 per FTE	Q1 - \$1,324 per FTE Q2 - \$435 per FTE with 62 staff in attendance			
		Staff absenteeism	Less than 5 days sick leave per FTE per annum	Forecast - 8 days sick leave per FTE per annum			
20d.02	Deliver Councils Work Health and Safety program	Number of major non-conformances and % of required remedial measures completed by target due date	At least 90% compliance	87%	<p>There were 3 major non-conformances.</p> <p>Non-conformance close-outs (completed implementation</p>	Manager WHS, QA and Risk	





Code	Action	Measures	Annual Target	Progress Year to Date	Q2 Update	Responsibility	Status
		Regulating authority notices issued	Nil	Nil	of remedial measures by target date) for major non-conformances improved by 2% compared to Q1.  There is further opportunity to provide support to staff to ensure the 90% compliance target is met.  The WHS inspection process included area support to allow managers, superintendents, supervisors and team members to complete inspections.  YTD there has been one Workers Compensation claim which resulted in 7 hours in lost time.		
		% of WHS area inspections completed in full and on time across departments	100% (2 per week)	85%			
		Lost time to injuries	Less than 20 days per 100 employees per annum	0.5 days			
20d.03	Implement the Continuous Improvement Pathway program	% of scheduled audits completed	100%	100%	Continuous improvement pathway in progress and on track.	Manager WHS, QA and Risk	
20d.04	Support effective and efficient local government administration through Information and Communication Technology (ICT)	% of scheduled 2020/21 ICT Strategy actions completed	90+%	40%	Council's Enterprise Resource Planning (ERP), otherwise known as Authority, has been upgraded from version 6.11 to 7.1. HPE Content Manager is in the process of being upgraded from 9.1 to 9.4. The rollout of the MyH20 portal to the public commenced.	Manager Information Technology	
		Number of operational improvements achieved	No target – report by activity only	3			
		Number of notifiable cyber-attacks identified	Zero	0			



**Abbreviations, acronyms and units of measure**

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

