



LEETON
SHIRE COUNCIL

ORDINARY COUNCIL MEETING
AGENDA

27 OCTOBER 2021
7.00PM

TO BE HELD IN THE
COUNCIL CHAMBERS
23-25 CHELMSFORD PLACE
LEETON NSW 2705

Authorised for release: Jackie Kruger General Manager

LEETON SHIRE COUNCIL

AGENDA

ORDINARY COUNCIL MEETING

27 October 2021

7.00PM

1. CIVIC PRAYER
2. ACKNOWLEDGEMENT OF COUNTRY
3. APOLOGIES AND APPLICATIONS FOR LEAVE OF ABSENCE BY COUNCILLORS
4. CONFIRMATION OF MINUTES AND ANY MATTERS ARISING

RECOMMENDATION

THAT the Minutes of the Ordinary Council Meeting held on Wednesday 22 September 2021, as circulated, be taken as read and CONFIRMED.

THAT the Minutes of the Extraordinary Council Meeting held on Friday 22 October 2021, as circulated, be taken as read and CONFIRMED.

5. DISCLOSURES OF INTERESTS
6. PUBLIC REPRESENTATIONS
7. MAYORAL MINUTES
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11. CONFIDENTIAL MATTERS

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It is recommended that the Council resolve into Closed Council with the press and public excluded to allow consideration of this item, as provided for under Section 10A(2) (e) of the *Local Government Act 1993*, on the grounds that the report contains information that would, if disclosed, prejudice the maintenance of law.

12. CONCLUSION OF THE MEETING

Council meetings are now video recorded. Members of the public are advised that their voice and/or image may form part of that recording.

PUBLIC REPRESENTATION

If any member of the public wishes to formally address the Council in relation to a matter in this agenda they are to register to speak for a maximum of three (3) minutes by Tuesday 12 noon preceding the meeting.

Contact Kate Weston – (02) 6953 09903

ETHICAL DECISION MAKING AND CONFLICTS OF INTEREST

A GUIDING CHECKLIST FOR COUNCILLORS,
OFFICERS AND COMMUNITY COMMITTEES

ETHICAL DECISION MAKING

- Is the decision or conduct legal?
- Is it consistent with Government policy, Council's objectives and Code of Conduct?
- What will the outcome be for you, your colleagues, the Council, anyone else?
- Does it raise a conflict of interest?
- Could your possible conflict of interest lead to private gain or loss at public expense?
- Can the decision be justified in terms of public interest?
- Would it withstand public scrutiny?

CONFLICT OF INTEREST

- A conflict of interest is a clash between private interest and public duty. There are two types of conflict: Pecuniary – regulated by the Local Government Act and Division of Local Government and, Non-pecuniary – regulated by Codes of Conduct and policy. ICAC, Ombudsman, Division of Local Government (advice only).

THE TEST FOR CONFLICT OF INTEREST

- Is it likely I could be influenced by personal interest in carrying out my public duty?
- Would a fair and reasonable person believe I could be so influenced?
- Conflict of interest is closely tied to the layperson's definition of "corruption" – using public office for private gain.
- Important to consider public perceptions of whether you have a conflict of interest

IDENTIFYING PROBLEMS

- 1st Do I have private interest affected by a matter I am officially involved in?
- 2nd Is my official role one of influence or perceived influence over the matter?
- 3rd Do my private interest conflict with my official role?

Whilst seeking advice is generally useful, the ultimate decision rests with the person concerned.

AGENCY ADVICE

Officers of the following agencies are available during office hours to discuss the obligations placed on Councillors, Officers and Community Committee members by various pieces of legislation, regulation and Codes.

Contact	Phone	Email	Website
Leeton Shire Council	6953 0911	council@leeton.nsw.gov.au	www.leeton.nsw.gov.au
ICAC	8281 5999 Toll Free 1800 463 909	icac@icac.nsw.gov.au	www.icac.nsw.gov.au
Office of Local Government	4428 4100	olg@olg.nsw.gov.au	www.olg.nsw.gov.au
NSW Ombudsman	9286 1000 Toll Free 1800 451 524	nswombo@ombo.nsw.gov.au	www.ombo.nsw.gov.au

GENERAL MANAGER'S MATTERS

ITEM 8.1 MLHD PROPOSAL SEEKING SUPPORT IN RECRUITMENT EFFORTS

RECORD NUMBER	21/387
RELATED FILE NUMBER	EF21/56
AUTHOR/S	Communications Coordinator
APPROVER/S	Executive Manager IPR, Governance and Engagement

SUMMARY/PURPOSE

In an effort to improve recruitment and retention at the Leeton Hospital, the Murrumbidgee Local Health District (MLHD) is seeking Leeton Shire Council support. The purpose of this report is to inform Council of the initiative and seek endorsement for Council collaboration in the program and funding support for a recruitment video that aims to attract highly skilled clinical talent to Leeton.

RECOMMENDATION

THAT Council:

1. Endorses the MLHD's campaign to recruit and retain clinical talent for Leeton Hospital.
 2. Endorses Council's plans to offer initial settlement support to new recruits appointed to permanent or long-term contract positions.
 3. Endorses the provision of a contribution of up to \$7,000 towards the production of a promotional video on Leeton on the understanding that the footage is fully available to Leeton Shire Council to use for its own promotional purposes.
 4. Agrees to extend the incentive scheme for new doctors to Leeton to fully qualified Nurse Practitioners, to the value of \$3,000 for each Nurse Practitioner appointed on a permanent basis, up to a maximum of two appointments per annum.
-

REPORT

(a) Background

In correspondence to Council, the MLHD has advised that over the last few years it has faced increased challenges in attracting staff. The COVID-19 pandemic and border restrictions have exacerbated existing difficulties due to the increase in demand for health professionals nationwide, with specialist health care workers focused in metropolitan roles, as well as logistic impediments as a result of border restrictions and lockdowns.

In the face of fierce competition for skilled health professionals, MLHD is implementing short, medium and long-term strategies to enhance their ability to attract workforce. One of these strategies is the production of a location marketing video as these have been shown to make a big difference in attracting highly skilled talent. Another strategy is piloting a 'settlement support' approach including wider attraction considerations such as accommodation, work for spouses and other incentives.

On 30 September 2021 MLHD's Director People and Culture Helen Emerson submitted a proposal to Council seeking Council support for their initiatives to attract workforce to Leeton, with the support to be provided in the following form:

- Three names to support their trial of settlement coordinators
- A Visitor Information Centre contact name
- The investment of \$10K towards the production of a Leeton marketing video
- Expansion of the \$5K incentive eligibility to include highly skilled nurses.

The proposal is attached as **Attachment 1** and the covering letter as **Attachment 2**.

(b) Discussion

The results of Leeton Shire Council's recent Community Satisfaction Survey indicated that improved health care facilities, and the availability of medical professionals and specialists are among the community's top priorities.

The benefit to the Leeton Shire community of supporting MLHD's recruitment strategies is the increased likelihood of securing a highly skilled workforce at Leeton Hospital. This will improve access to health services at the local level and build community confidence in the Leeton Hospital.

Visitors Information Centre contact and Settlement Team

Research shows that if people have a favourable arrival and welcome in a new town, and good experiences in their first 3 weeks they are more likely to stay. On the basis of this research, the MLHD is working on a 'Settlement program' for new recruits.

Given that staffing of the hospital is a major issue for the Leeton community, Council's General Manager has held several meetings with the MLHD about their program to attract highly skilled clinical talent to Leeton and has confirmed that staff can be made available to assist with general settlement services.

The plan is that when new staff are recruited, the Hospital Facility Manager will notify the Visitor Services Officer, Kathy McMahon. Kathy will prepare a Welcome Pack tailored to the interests of the new arrivals and their families. She will also collaborate with Council's Settlement Team – which will be made up of the Communications Coordinator, Customer Service Coordinator, Multicultural Advisor, Manager Cultural Services and Sport & Recreation Coordinator – to support and set up face-to-face 'Welcome' catch-ups with a view to coordinating Leeton induction programs for the new arrivals tailored to their personal interests and needs.

The MLHD is considering a meeting/training session for the members of the Settlement Team, so that everyone is clear on the purpose and expectations of the team.

In time, the Leeton Shire Council team may convene a small cohort of "Leeton Ambassadors", being friendly volunteers who are willing and available to facilitate an overview of the Shire and introductions to sports and/or cultural groups. The key is to ensure all opportunities and services that may be of interest to the new hospital recruits and their families are covered.

The hospital will, of course, undertake all their own workplace inductions.

Leeton recruitment video

The MLHD is working on the production of a 3–4 minute video showing the unique features of the Leeton area and the community. It will include interviews with current hospital staff and Visiting Medical Officers. The video intends to capture Leeton Shire's appealing way-of-life. It will share the distinct offerings of the Leeton District Hospital and show staff sharing their stories via semi-structured interviews.

MLHD is looking for a \$10,000 contribution from Council towards the cost of the video.

The General Manager has made it clear to the MLHD that, should Council resolve to contribute towards the video, Council would require the funds to be put towards filming the more general footage relating to living in Leeton Shire and that copies of this footage would need to be made available to the Council in its raw form for its own later use. To date no financial commitment has been made, but in-principle support has been offered.

Council's Communications Coordinator has assisted in the development of the video by providing a list of Leeton Shire highlights that could be featured in the video, providing copies of Leeton Shire Council's footage of Leeton events and features (such as Chill 'n Grill and Fivebough Wetlands) and shepherding the videographer contracted by MLHD to film the Leeton landscape and highlights.

Financial incentives

Council currently provides \$5,000 towards relocation/set up costs to new doctors who are willing to also work at the Leeton Hospital as Visiting Medical Officers (VMOs). The MLHD is requesting that Council consider extending this incentive scheme to other clinical staff, such as highly skilled nurses.

(c) Options

Option 1 – this is the preferred option

That Council:

1. Endorses the MLHD's campaign to recruit and retain clinical talent for Leeton Hospital.
2. Endorses Council's plans to offer initial settlement support to new recruits appointed to permanent or long-term contract positions.
3. Endorses Council's contribution of up to \$7,000 towards the production of a promotional video on Leeton on the understanding that the footage is fully available to Leeton Shire Council to use for its own promotional purposes.
4. Agrees to extend the incentive scheme for new doctors to Leeton to fully qualified Nurse Practitioners, to the value of \$3,000 for each recruit appointed on a permanent basis, up to a maximum of two appointments per annum.

Option 2

That Council:

1. Endorses the MLHD's campaign to recruit and retain clinical talent for Leeton Hospital.
2. Endorses Council's plans to offer initial settlement support to new recruits appointed to permanent or long-term contract positions.
3. Endorses Council's contribution of up to \$10,000 towards the development of a promotional video on Leeton on the understanding that the footage is fully available to Leeton Shire Council to use for its own promotional purposes.
4. Agrees to extend the incentive scheme for new doctors to Leeton to fully qualified nurses, to the value of \$5,000 for each recruit appointed on a permanent basis.

Option 3 – A variation of Option 1 or 2 above.

Option 4 – Decline to participate in the MLHD recruitment and retention campaign.

IMPLICATIONS TO BE ADDRESSED

(a) Financial

Council staff input will be a cost to Council, but in-kind as it will be offered within currently funded staff resourcing.

Council has \$120,000 set aside in this year's budget towards a Health Services Plan. While the project is only in its infancy, health workforce would most definitely be a topic. It would be appropriate to use between \$5,000 and \$10,000 of this funding to support the development of the promotional video. Staff are suggesting \$7,000 toward the costs of filming the Shire, rather than the costs of filming interviews with MLHD staff. The recent Fivebough Wetlands 5 minute video cost \$7,000 to film and produce.

Council does not have a dedicated budget for incentives for new doctors moving to Leeton. If and when this occurs, it is funded from working capital and recognised in the following Quarterly budget review. If the incentive opportunity is extended to all nurses, there is concern that this could be an uncontrolled impost on the General Fund. Currently the Hospital is advertising for two Nurse Practitioners. It is considered that incentivising the relocation of Nurse Practitioners to Leeton would be more prudent than making the incentive scheme available to all nursing staff. New doctors who agree to work as VMOs are currently offered \$5,000. Staff are recommending that Nurse Practitioners, who will not have set-up costs for their own businesses as they are employed by MLHD, be offered \$3,000.

(b) Policy

As per Council resolution 20/021, new doctors are offered an incentive of \$5,000 to move to Leeton if they are willing to serve as VMOs at the Hospital.

(c) Legislative/Statutory

Local Government Act 1993

(d) Risk

Reputational risk – The community is relying on Council to advocate for and support efforts to improve health care services and the availability of medical professionals. If Council fails to support the MLHD's efforts to recruit staff, it risks its good reputation with the community.

Financial risk – The recruitment program may ultimately fail in its efforts to attract staff, in which case any resources Council injects into the program will be wasted. It is also possible that the program is successful in attracting new staff but that the staff do not remain employed at the hospital for an appreciable length of time.

CONSULTATION

(a) External

MLHD staff

(b) Internal

General Manager
Executive Manager, IPR, Governance and Engagement
Manager Visitor Services and Local Activation
Visitor Services Officer
Customer Service Coordinator
Group Manager Shire Activation

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

Under the Key Priority Area Outcome One: A HEALTHY AND CARING COMMUNITY within Council's adopted Delivery Program/Operational Plan – 1 - A community that focuses on being healthy - 1b - Advocate for the availability of appropriate health and social services - Support programs that enhance opportunities to increase doctor numbers in Leeton Shire”.

ATTACHMENTS

- 1 [↓](#) MLHD Leeton Shire Council Proposal - 30 September 2021
- 2 [↓](#) MLHD Letter to Leeton Shire Council - 30 September 2021



LEETON DISTRICT HOSPITAL
ATTRACTION VIDEO
SEPTEMBER 2021



OVERVIEW

Murrumbidgee Local Health District (MLHD) has a vision to enable excellence in rural health care for our many diverse communities. This relies on MLHD having a skilled workforce in the right places, at the right time.

Over the last few years, MLHD has faced increased challenges in attracting workforce. The Covid-19 pandemic and border restrictions have exacerbated existing difficulties due to the increase in demand for health professionals nationwide, with specialist health care workers focused in metropolitan roles, as well as logistic impediments as a result of border restrictions and lockdowns.

As NSW Health and Australia faces fierce competition for skilled health professionals, MLHD is taking action on short, medium and long terms strategies to enhance our ability to attract workforce.

One of these strategies, is to create a series of 'location specific' talking head videos, showcasing the beauty and benefits of living and working in the area, as well as the healthcare facilities themselves. The videos will focus on our employee value propositions (EVP's), as shared through staff stories.

Our previous experience indicates that marketing videos make a big difference in our ability to attract high skilled talent. The recent Murrumbidgee Rural Generalist video moved the application numbers from 5 to 18 applicants. This generated suitable candidates meaning 5 doctors were able to be offered placements in our MRGTP at local general practices.

The videos are being undertaken in locations which have hard to fill vacancies where the hospital is important to the community and MLHD integrated service. Griffith and Leeton are the first locations selected, and doctors, nursing and allied health professionals will be showcased in the videos.

MLHD is also piloting a settlement approach that includes a coordinator contacting new staff who are relocating from out of the Murrumbidgee district. This focuses on supporting the new staff member's transition to the region, and strengthening their connection with the local community. We will need to partner with the Leeton Council Visitors Centre on resources.

Finally wider attraction considerations such as accommodation, work for spouses and incentives are being explored. We understand Leeton can offer incentives of \$5,000 for Doctors to relocate. MLHD is interested to understand if this can also extended to high skilled nurses and under what criteria these incentives can be offered.

DETAILS

The 3 – 4 minute video will show the unique features of the Leeton area and community. It will share the distinct offerings of the Leeton District Hospital and have staff sharing their stories via semi-structured interviews. This creates a marketing product that is genuine, authentic and highly specialized to Leeton township, Hospital and high skilled workforce.

Author: H Emmerson

28/9/2021



The Videos will showcase:

- the area (landscape, infrastructure e.g. schools)
- the lifestyle (on land, farming, in town, family work life balance)
- the facilities (hospital and other)
- the scope of work (typical case mix)
- professional development opportunities

The benefits to Leeton Community include:

- Enhanced confidence in the Hospital Services due to attraction of permanent high skilled talent
- Growth in a stable professional workforce in the community
- Ongoing partnership between MLHD and Council in the promotion of Leeton

Other notes:

- The cost of the video production for Leeton District totals \$14,870.00.
- The videographer cost for 2 days filming \$10,000.00 estimate
- Leeton Shire Council is making available exiting video footage and the same videographer is being used
- Leeton Shire Council and MLHD are supporting the 2 day filming
- Leeton Shire Council and MLHD will have the ability to use all footage taken
- **We seek \$10,000.00 investment from Leeton Shire Council in the Leeton marketing video.**

CONCLUSION

Over the years we have been reminded of the unique impact health service staff have on communities – that extends well beyond the walls of any health service facility, and beyond professional interactions. Doctors, nurses, allied health workers and hospital administration staff living and active within a community somehow enhance and lifts up a community, even as they are simply going about their daily lives, such as their participation in sporting teams, school activities, at local events, on farmland etc.

It is this 'emotional and embedded' view that we are trying to capture in the production of these marketing videos, appealing to a way-of-life, rather than simply applying for a job. We will pitch these videos in a way that encourages people to see the wider view of the region and its lifestyle, as a means of attracting people to the area, or allowing those already in the area to see career pathways that mean they can stay in the area.

MLHD is committed to doing what we can to ensure we have a vibrant dedicated high skilled workforce that contributes and connects with the Griffith community.

Author: H Emmerson

28/9/2021

ATTACHMENTS

[https://www.mlhd.health.nsw.gov.au/careers/medical-services-careers/murrumbidgee-rural-generalist-training-pathway-\(mr](https://www.mlhd.health.nsw.gov.au/careers/medical-services-careers/murrumbidgee-rural-generalist-training-pathway-(mr)



DR ARIAH STEEL

GP training was something I always wanted to do but I probably wouldn't have if it weren't for this model. Having a salary, annual leave, maternity leave, as well as being part of a team by being linked to hospitals, it just makes sense for me and I wouldn't have done it any other way.

For me it's the diversity. You can see patients as a GP, do a day on the ward delivering babies, work in emergency, do palliative care. I think that it will appeal to a lot of people.

Becoming a rural generalist means if I was in a parachute and was dropped somewhere remote I could look after someone and keep them safe until they got to a bigger area. That's the kind of doctor I want to be.

Coming from the city, where I spent an hour and a half on the train to get to uni, to now living five minutes from work, I really enjoy the lifestyle. I have three dogs, I can go for a run in the bush before work. I get to do more of the things I enjoy.

Author: H Emmerson

28/9/2021



30 September 2021

Jackie Kruger
General Manager
Leeton Shire Council
23-25 Chelmsford Place
LEETON NSW 2705

Dear Jackie

RE: MLHD Leeton Shire Council Proposal

I am following up on the conversations to strengthen the partnership to support our attraction of high skilled clinical talent to Leeton.

The labour market is increasingly competitive and attracting high skilled talent to rural areas such as Leeton needs a range of integrated marketing strategies.

Partnering with Leeton Shire Council to ensure we reflect the unique aspects of the community and region will support our ability to attract and retain permanent professionals essential to the delivery of hospital services.

The proposal attached outlines the concept, and the investment.

We look forward to hearing from you on:

- 3 names to support our trial of settlement coordinators
- Visitor centre contact name
- Video investment
- Incentives

Sincerely

A handwritten signature in black ink, appearing to be 'HE', followed by a long, wavy horizontal line.

Helen Emmerson
Director People & Culture
Murrumbidgee Local Health District

encl. MLHD Leeton Shire Council Proposal

Murrumbidgee Local Health District
District Office
ABN 71 172 428 618
Locked Bag 10, Wagga Wagga NSW 2650
MLHD-Feedback@health.nsw.gov.au
www.mlhd.health.nsw.gov.au

ITEM 8.2 MURRUMBIDGEE IRRIGATION CORPORATE REPRESENTATIVE

RECORD NUMBER	21/388
RELATED FILE NUMBER	EF21/148
AUTHOR/S	Group Manager Corporate
APPROVER/S	General Manager

SUMMARY/PURPOSE

Murrumbidgee Irrigation Limited has recently updated its processes for the appointment of representatives to vote in Director Elections and at shareholder meetings.

This report seeks to formalise the appointment of the Mayor and General Manager as Council's voting representatives, until revoked. Only one representative can vote on any occasion.

RECOMMENDATION

THAT Council appoints:

1. The Mayor and General Manager as its representatives, until revoked, to vote in Director Elections and at shareholder meetings of Murrumbidgee Irrigation Limited (ABN 39 084 943 037).
2. The Deputy Mayor and Group Manager Corporate as its authorised representatives to execute the Murrumbidgee Irrigation Limited forms titled "Authority: Appointment of Body Corporate Representative" to give effect to the appointments under item 1, above.

REPORT

(a) Background

As a shareholder of Murrumbidgee Irrigation Limited (MI) Leeton Shire Council has voting rights in MI Director Elections and at shareholder meetings.

(b) Discussion

MI has recently updated its documentation for shareholders who are body corporates to appoint representative/s to vote in Director Elections and at shareholder meetings.

Although Leeton Shire Council is not a body corporate, MI requires Council to appoint representative/s to vote in Director Elections and at shareholder meetings.

Currently the Mayor is on MI's records as being Leeton Shire Council's representative, however the supporting documentation does not indicate that Council has passed a resolution to that effect. Management is of the view that it would be appropriate for Council as the governing body to formally appoint its representative/s.

MI allows for entities to appoint more than one representative and it is therefore proposed that the General Manager is also appointed as a Leeton Shire Council representative, in case the Mayor is unavailable. Only one representative will be able to exercise Leeton Shire Council's votes in Director Elections and at shareholder meetings.

It is proposed that Council appoints the positions of Mayor and General Manager as Leeton Shire Council's representatives, as the persons in those positions may change and appointing positions avoids having to seek Council approval each time there is a change.

The MI Director Election ballot closes on 3 November 2021 and the next AGM is on 8 November 2021.

(c) Options

Option 1

That Council appoints the Mayor and General Manager as its representatives – until revoked – to vote in Director Elections and at shareholder meetings of MI, and appoints the Deputy Mayor and Group Manager Corporate as its authorised representatives to execute the MI forms for the specific purpose of this round of appointments. **This is the preferred option.**

Option 2

That Council appoints the Mayor and Deputy Mayor as its representatives – until revoked – to vote in Director Elections and at shareholder meetings of MI, and appoints the General Manager and Group Manager Corporate as its authorised representatives to execute the MI forms for the specific purpose of this round of appointments.

Option 3

Council approves a different appointment and authorisation option.

IMPLICATIONS TO BE ADDRESSED

(a) Financial

There are no new financial implications arising from the recommendation.

(b) Policy

Nil

(c) Legislative/Statutory

From Council's perspective there does not appear to be any statutory requirements regarding the appointment as its representatives. However, from a governance perspective it is better that Council passes a resolution to approve the appointment and authorisation.

(d) Risk

If the appointment and authorisation is not supported by a resolution of Council, the appointment may be challenged and MI may not allow for Council to vote in Director Elections and at shareholder meetings of MI.

CONSULTATION

(a) External

MI representatives.

(b) Internal

General Manager
Group Manager Corporate

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

Under the Key Priority Area THEME 4 - "A THRIVING ECONOMY WITH GOOD JOBS" within Council's adopted Delivery Program/Operational Plan – 11 - A community that thrives on irrigated agriculture – 11a "Collaborate with Murrumbidgee Irrigation to strengthen irrigated agriculture in the MIA".

ATTACHMENTS

There are no attachments for this report

ITEM 8.3 DELIVERY PROGRAM AND OPERATIONAL PLAN PROGRESS REPORT FOR QUARTER 1, 2021/22

RECORD NUMBER	21/374
RELATED FILE NUMBER	EF21/104/05
AUTHOR/S	Corporate and Community Planning Officer
APPROVER/S	Executive Manager IPR, Governance and Engagement

SUMMARY/PURPOSE

The purpose of this report is to present to Council the Quarter 1 (July to September 2021) update on the progress of implementing the commitments outlined in Leeton Shire Council's Delivery Program and Operational Plan (DPOP).

RECOMMENDATION

THAT Council notes for information Quarter 1 (July to September 2021) Progress Report on the implementation of the Leeton Shire Council Delivery Program (2017–2022) and Operational Plan (2021/22).

REPORT

(a) Background

Under the Integrated Planning and Reporting framework of the *Local Government Act 1993*, the General Manager must ensure that progress reports are provided to Council with respect to the principal activities detailed in the Delivery Program at least every six months. At Leeton Shire Council, reports are provided to Council on a quarterly basis.

(b) Discussion

The quarterly progress reports sit within a hierarchy of reporting that enables Council's Executive, managers and elected representatives to monitor the progress of implementing key plans, including the Delivery Program and Operational Plan.

The attached report (**Attachment 1**) provides the first quarterly update on the progress and performance of Leeton Shire Council in delivering on the commitments articulated in the Delivery Program (2017–2022) and Operational Plan (2021/22).

This report includes some trend data (primarily comparing this reporting period's results with the same period of the previous year) which will enable Council to track progress over time, particularly in relation to the desired outcomes.

Each of the actions outlined in the Delivery Program and Operational Plan has been allocated a status:

- Critical Concerns – there are major issues associated with this activity
- On Track – the activity is progressing as expected
- Needs Attention – the activity needs some additional input or focus to get it back on track
- Not Due to Start – the activity is not scheduled to start in this quarter
- Completed – a project has been completed (this is applied to projects only and is not to be used for other activities).

Leeton Shire Council oversaw a total of 205 actions in Quarter 1.

Status of activity	●	●	●	●	●
Number of activities	0	187	2	16	0

● Quarter 1 Actions Needing Attention

CSP. Theme	Code	Action	Comment
A Quality Built Environment	15b.01	Provide and maintain sewage treatment and effluent discharge plants and reticulation services at Leeton, Yanco and Whitton	Coliforms is of critical concern and became non-compliant with EPA. LSC engaged DP8 Engineering for the conceptual development of an upgrade of the disinfection system at the Leeton Sewage Treatment Plant to ensure that the faecal coliform levels are within the EPA Licence limits. The concept been received and is currently being reviewed.
Strong Leadership	20b.08	Continue effective Asset Management Planning (AMP): <ul style="list-style-type: none"> • revise Water and Waste Water Asset Management Plans to include revaluation and condition assessment • carry out an audit of existing rural stormwater drainage asset data and capture additional data 	A change of direction in Asset Management Planning has been implemented to fast track the completion of Strategic Asset Management Plan (SAMP), Asset Management Plan (AMP) and AMP policy.

(c) Options

Nil – this report is for noting only.

IMPLICATIONS TO BE ADDRESSED

(a) Financial

Council's adopted and reviewed budget supports the implementation of the adopted Delivery Program.

(b) Policy

The Delivery Program progress report provides Council with an opportunity to determine the effectiveness of each of its activities (services, programs, projects and so on) in achieving the goal at which it is directed.

Trend and comparative data allow Council to consider whether particular activities need to be reconsidered, re-prioritised or differently resourced in order to achieve the desired outcome more effectively.

(c) Legislative/Statutory

The Integrated Planning and Reporting framework of the *Local Government Act 1993*.

(d) Risk

This report provides a tool for Council to monitor the progress and performance of its activities and take corrective action where necessary to address any risks identified through the reporting process.

CONSULTATION

(a) External

Nil

(b) Internal

All responsible officers identified in Council's Delivery Program (2017–2022) and Operational Plan (2021/22).

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

Under the Key Priority Area Outcome Six: STRONG LEADERSHIP within Council's adopted Delivery Program/Operational Plan – 19 - A community that speaks up and gets involved – 19 b - Seek input from our community on Council projects and programs – Run an active community engagement program.

ATTACHMENTS

- 1 [↗](#) DPOP Progress Report - Q1, 2021/22 - *Attached separately*

CORPORATE MATTERS

ITEM 8.4 QUARTERLY CAPITAL WORKS UPDATE REPORT - MAJOR PROJECTS

RECORD NUMBER	21/386
RELATED FILE NUMBER	EF10/416
AUTHOR/S	Process and Project Performance Coordinator
APPROVER/S	Group Manager Corporate

SUMMARY/PURPOSE

The purpose of this report is to provide Council with an update on the progress of the major capital works projects that Leeton Shire Council is currently undertaking.

RECOMMENDATION

THAT Council notes for information the Quarterly Capital Works Update Report for the period July to September 2021.

REPORT

(a) Background

Leeton Shire Council has an extensive program of capital works compared to any other period in its history.

Project Control Groups (PCGs) have been set up since early 2021 to govern the projects given their relative complexity and risk to the organisation, and to ensure grant requirements are met.

The projects are helping to build or renew critical infrastructure in our towns, upgrade facilities to provide a better standard of living, boost local jobs creation, revitalise the economy and increase the liveability of Leeton Shire. Some PCGs are working up projects to get them "shovel ready".

Except for the CBD Enhancement Phase 1 and Phase 2, which is almost finalised, all major projects are now managed by an interdepartmental PCG instead of by Operations alone.

Attached to this report is the Quarterly Capital Works Update Report (**Attachment 1**).

(b) Discussion

Roxy Theatre Redevelopment

Tenders were called and have been evaluated. Council has resolved to reject them in favour of direct negotiation with a preferred tenderer. BBRF funding was unsuccessful – the option of Staging the project remains a consideration unless additional funding can be sourced.

Leeton Regional Aquatic Centre Remedial Works

Defect remediation is underway for separable portion 1. The root cause of pipework leaks is yet to be formally determined. The pool will be opened in early November.

Separable Portion 2: The waterslide is on hold following compliance considerations. Once pool is open, staff attention will shift to slide.

Wamoon Sewerage Project

Detailed design documentation is in the final stages of development and will be reviewed by the PCG. Public Works Australia (PWA) will manage the tender on Council's behalf. The works will begin in early 2022.

The funder, Restart NSW, is due to re-issue the grant funding deed to align with the latest design plans and budget.

A letter was sent to Wamoon residents in July 2021 updating them on the status of the Wamoon Sewerage Project and advising them of Council's budgeted investment into Wamoon projects in the 2021/22 financial year (**Attachment 2**).

Chelmsford Town Square

The design stages for the landscape and civil infrastructure are complete, as well as for traffic calming and improved traffic flow at the top of the Town Square (the Chelmsford Place intersection with Grevillia Street and Wade Avenue).

Request for Tender (RFT) process will commence in early November.

Vance Industrial Estate Expansion

A PCG has been established for the Vance Industrial Estate Expansion Project. Initial Risk Assessments have been completed. A concept plan is under development. The concept plan will inform initial design, cost estimates and a development application.

While Council's contribution is planned to be used to leverage grant funding, there is a sale and purchase agreement associated with the land that needs to be finalised by October 2022, including provision of road access and services. If grant funding is not forthcoming, the project may need to be staged to meet the agreement.

Gogeldrie Weir Public Recreation Area

A PCG has been established for the Gogeldrie Weir Public Recreation Area, to give effect to the recently adopted masterplan. Initial Risk Assessments have been completed and endorsed by the PCG.

Attempts at securing grant funding have commenced. If grant funding is not forthcoming, elements of the project will be delivered in priority order as funds become available. The initial focus is on relocating the fence to create a larger Public Recreation Space.

An Expression of Interest (EOI) has been called for the caretaker role at the Gogeldrie Weir Park. This role will be responsible for the maintenance of the Public Area too.

Leeton Early Learning Centre Expansion

A PCG has been established for the Leeton Early Learning Centre Expansion project. Initial Risk Assessments have been completed and endorsed by the PCG.

An initial scope has been prepared and will be costed for grant funding purposes. Concept plans and a business case will be brought back to Council in November for consideration before decisions are finalised.

IMPLICATIONS TO BE ADDRESSED

(a) Financial

All financial details are included in the attachments to this report.

(b) Policy

Leeton Shire Council Procurement Manual

(c) Legislative/Statutory

Local Government Act 1993

Environmental Planning and Assessment Act 1979

(d) Risk

Risks for each project are outlined in the attached Quarterly Capital Works Update Report "Risk Management" section. Detailed risk assessments form part of the project management process for each project and are reviewed at least monthly.

CONSULTATION

(a) External

CBD Enhancement Committee
Restart NSW
Public Works Advisory

(b) Internal

All associated Council staff, including those in finance, procurement and communications.

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

Under the Key Priority Area THEME 2 - AN ACTIVE AND ENRICHED COMMUNITY within Council's adopted Delivery Program/Operational Plan – 07 - A community that enjoys arts and culture – 7a is to "Provide a local theatre for performing and cinematic arts and events – Refurbish the Roxy Theatre both internally and externally.

Under the Key Priority Area THEME 2 - AN ACTIVE AND ENRICHED COMMUNITY within Council's adopted Delivery Program/Operational Plan – 14. A community that enjoys a vibrant town centre – 14a is to Maintain and improve the overall appearance and functionality of the main streets – Continue to implement key recommendations of the Leeton CBD Enhancement Plan.

Under the Key Priority Area THEME 5 – A QUALITY BUILT ENVIRONMENT within Council's adopted Delivery Program/Operation Plan – 15. A community that has reliable water and sewerage services in towns – 15b is to Complete installation of a sewage treatment and effluent discharge service at Wamoon.
















Under the Key Priority Area THEME 5 – A QUALITY BUILT ENVIRONMENT within Council's adopted Delivery Program/Operational Plan – 16c is to Provide an efficient road network for the movement of people and freight – Improve the Shire's road network in accordance with Council's Road Asset Management Plan.


















Under the Key Priority Area THEME 6 – AN ACTIVE AND ENRICHED COMMUNITY within Council's adopted Delivery Program/Operation Plan – 6. A community that participates in sports and active leisure – 6a is to Offer access to a range of quality sporting facilities – Enhance and upgrade facilities at Leeton Swimming Pool.














ATTACHMENTS












1 [Project Status Report October 2021](#)














2 [Wamoon Letter July 2021](#)














							Project Status Report		
	Project Name	Chelmsford Town Square (Formally CBD Phase 3) including Sycamore Carpark Toilet			Current Phase	Definition	X	Report Date	October 2021
						Approval			
						Delivery		Estimated Completion	August 2022
						Completion			
Key Project Team Members	PCG (Chair)	Tom Steele (Group Manager Operations)	Project Manager / Author	Adrian Edgcome-Lucas (Special Projects Manager)	Asset Owner	Tom Steele (Group Manager Operations)			
Key Project Aspects	Comments								
Project Scope	<ul style="list-style-type: none"> Create an open, continuous, vibrant, and inclusive parkland setting that restores Sir Walter Burley Griffin's vision of a central town square with bold features. Widen park islands into adjoining traffic lanes and replace a little used traffic crossing. Install a raised pedestrian walkway to provide a safe crossing point and a strong visual connection. Incorporate mature Canary Island palms into concept design and undertake further linear tree plantings up to the historic water towers that will draw pedestrians along the lines of the entire open space. Install inground linear lighting to highlight central axis and provide a safe environment. Refurbish existing historic bandstand and introduce a central sloping lawn area will face the bandstand. 								
Milestones Achieved	<ul style="list-style-type: none"> Project Control Group (PCG) met 3 times this quarter Communication and Engagement continues with key user groups. Continuation of detailed design with the Level 3 Electrical Consultant engaged to finalise the electrical schematic to complete design. 								
Project Schedule	<ul style="list-style-type: none"> Detailed design for landscaping, civil works and traffic solution for Grevillia St intersection completed and ready for final endorsement. Plan to be delivered and key milestone tasks to be maintained in Pulse for monitoring of completion. 						Current Status	Previous Status	
									
Stakeholder Management	<ul style="list-style-type: none"> Final meetings with Infrastructure Working Group, CBD Enhancement Committee scheduled to endorse final designs. Engagement completed with Hydro, LMAG, Fire and Ambulance as well as shop fronted properties. 								
									
Risk Management	<ul style="list-style-type: none"> Governance risk management plan is up to date. There are no high residual risks to report at this stage. Delivery risk management plan is under development. 								
Budget	Project Budget	LSC Contribution	Actual Costs	Committed Costs	Variations	Forecast Cost			
	\$2,262,617	Nil	\$252,272	\$39,635		\$2,262,617			
	Budget of \$2,262,617 all grant funded (NSW Open Spaces Legacy Fund and NSW Stronger Country Communities) Cost incurred of \$252,272 are for design and preliminaries.								
Upcoming Milestones	<ul style="list-style-type: none"> Finalise design including artwork/projection direction for water tower and Christmas tree. Finalise project delivery risk assessment. Commercial (tender) documents to be completed ready for issue in late October. 								
Total Project Status	Status		Comments						
			Final design on specific aspects including electrical nearing completion. Consultation of community engagement groups progressing and project risk assessment updates prior to issuing tender documentation required.						
Legend			On Track		At Risk		Major Concern		










								Project Status Report	
	Project Name Wamoon Sewer Project			Current Phase		Definition	X	Report Date	October 2021
						Approval			
						Delivery		Estimated Completion	May 2022
						Completion			
Key Project Team Members	PCG (Chair)	Tom Steele (Group Manager Operations)	Project Manager / Author	Adrian Edgcome-Lucas (Special Projects Manager)	Asset Owner	Ryan Sharman (Water and Waste-Water Engineer)			
Key Project Aspects	Comments								
Project Scope	Project Scope was redefined to include Wamoon reticulation system to pump station and rising main to Blackwood Street pump station. Destination of sewer is now Leeton Sewerage Treatment Plant (STP). Revised scope has been endorsed by Department of Planning and Environment (DPIE) and Restart NSW (funder). Public Works (PWA) will project manage the development.								
Milestones Achieved	<ul style="list-style-type: none"> Project Control Group (PCG) met 3 times this quarter Continuation of detailed design development with weekly meetings scheduled between Leeton Shire and DGP Water. Monthly review of risk assessment to ensure relevance. Public Works Project Management services formally endorsed by PCG and agreement signed. Funding Report issued to Restart NSW. Program on track despite Covid Lockdown. 								
Project Schedule	<ul style="list-style-type: none"> A project schedule has been developed in Pulse Project Management System with key activities being monitored by the Process and Project Performance Coordinator. DGP Water and PWA have provided a plan for the design phase with key milestones and target completion of design is early November PWA have committed to preparing a draft commercial specification for review by the PCG. 						Current Status	Previous Status	
									
Stakeholder Management	<ul style="list-style-type: none"> Wamoon residents have been issued with a letter outlining upcoming Council Investment in Wamoon. See template letter attached. External PCG completed to ensure DPIE and PWA are kept informed of project status. 								
									
Risk Management	<ul style="list-style-type: none"> Governance risk management plan is up to date. There are no high residual risks to report at this stage. Delivery risk management plan is under development. 								
									
Budget	Project Budget	LSC Contribution	Actual Costs	Committed Costs	Variations	Forecast Cost			
	\$4.1M	\$2.933M	\$337,625	\$236,341		\$4.1M			
Budget of \$4.1M provided by \$1.1675M remaining Restart NSW funding and \$2.9325M LSC contribution.									
Upcoming Milestones	<ul style="list-style-type: none"> Cost estimate to be completed as part of DGP reports. Renewal of Funding Deed with Restart NSW to be drawn up and signed. Commercial (tender) documents to be drafted by PWA and reviewed by PCG/ Council's procurement staff. 								
Total Project Status	Status	Comments							
		Detailed design on project scope is progressing to planned timelines. Completion of further community engagement and project risk assessment prior to issuing tender documentation required.							
Legend	On Track		At Risk		Major Concern				

							Project Status Report			
	Project Name	LELC Extension				Current Phase	Definition	X	Report Date	October 2021
							Approval			
							Delivery		Estimated Completion	June 2022
							Completion			
Key Project Team Members	PCG (Chair)	Andrew Reilly (Group Manager Shire Activation)	Project Manager / Author	Brent Lawrence (Manager Visitor Services & Local Activation)		Asset Owner	Kylie Knight (LELC Manager / Nominated Supervisor)			
Key Project Aspects	Comments									
Project Scope	Preliminary scope is to procure an additional classroom for 20 number of children, relocate the storage shed and secure additional land for the purpose of the play area. This will increase the capacity of the Centre and allow access to the facility for community families which are currently on a waiting list. Scope is not yet finalised.									
Milestones Achieved	<ul style="list-style-type: none"> Project Control Group (PCG) was established and met 3 times this quarter Detailed Scope of Works completed to be endorsed by PCG. EOI submitted for funding (National Priority Fund). Carpark adjacent to Centre completed in full. Cost Estimates for extension components completed and reviewed by PCG. Capacity increase budgeting completed and reviewed by PCG. 									
Project Schedule	<ul style="list-style-type: none"> A schedule of works will be developed as part of project team meetings with key milestones to be set in accordance with scope and budget. 						Current Status	Previous Status		
Stakeholder Management	<ul style="list-style-type: none"> Community enquiries about capacity increases are being responded to by the LELC Manager. Design plans and estimated costings to be presented at a future Councillor workshop. 									
Risk Management	<ul style="list-style-type: none"> Governance risk management plan completed and up to date. There are no high risks identified at this stage. 									
Budget	Project Budget	LSC Contribution	Actual Costs	Committed Costs	Variations	Forecast Cost				
	\$500,000	\$200K	Nil			Unknown at this stage				
Budget is a rough estimate only. It comprises of \$200K LSC contributed funds with \$300K being sought from Grant Funding opportunities as they arise.										
Upcoming Milestones	<ul style="list-style-type: none"> Finalise Scope of Works 									
Total Project Status	Status	Comments								
		Project final scope requires final sign off with consideration to be given to final budget after funding announcement.								
Legend	On Track		At Risk		Major Concern					

							Project Status Report		
	Project Name	Gogeldrie Weir Public Recreation Area			Current Phase	Definition	X	Report Date	October 2021
						Approval			
						Delivery		Estimated Completion	TBC
						Completion			
Key Project Team Members	PCG (Chair)	Andrew Reilly (Group Manager Shire Activation)	Project Manager / Author	Brent Lawrence (Manager Visitor Services & Local Activation)	Asset Owner	Josh Clyne (Manager Open Space & Recreation)			
Key Project Aspects	Comments								
Project Scope	The preliminary scope as per the masterplan is to deliver and maintain a sustainable, passive recreational area to meet community expectations as well as stimulate increased visitation to the area. The masterplan includes a larger greenspace, additional BBQ and picnic areas, public toilets, carparking, boat ramp & parking, a beach, a pavilion, and a bike trail track. The masterplan also has a suspension bridge but that is not part of this project. The final scope has yet to be determined and will be largely influenced by grant funding availability.								
Milestones Achieved	<ul style="list-style-type: none"> Establishment of Project Control Group completed. The PCG met 3 times this quarter. Initial Project Risk Assessment completed and documented in Pulse PM. Presentation was made to Council Workshop on 08/09/2021 on public feedback on Recreation Area priorities. Report on Environmental Factors (REF) consultation has commenced. 								
Project Schedule	<ul style="list-style-type: none"> A schedule of works is being developed as part of project team meetings with key milestones to be set. Scope of works to be aligned with project budget. 					Current Status	Previous Status		
									
Stakeholder Management	<ul style="list-style-type: none"> Community consultation completed with face-to-face sessions and surveys completed and reported. Noted that key government stakeholders (NSW Parks, Water NSW and NSW Heritage) must be consulted. 								
Risk Management	<ul style="list-style-type: none"> Risk management plan completed and up to date. There are no high risks identified at this stage. 								
Budget	Project Budget	LSC Contribution	Actual Costs	Committed Costs	Variations	Forecast Cost			
	\$2.0M	\$500K Loan	Nil	Nil	Nil	\$2.0M			
	Budget being sought from Grant Funding opportunities via EOI for Regional Tourism Activation Fund. Water NSW to be approached for funding support.								
Upcoming Milestones	<ul style="list-style-type: none"> Costings for the top 5 priorities to be sought by Project Manager. Caretaker Contract details to be developed and presented to SMT. 								
Total Project Status	Status	Comments							
		Project only recently commenced and is in the early phases of definition.							
	Legend	On Track		At Risk		Major Concern			

							Project Status Report		
	Project Name	Vance Industrial Estate Expansion			Current Phase	Definition	X	Report Date	October 2021
						Approval			
						Delivery		Estimated Completion	September 2022 – Stg 1
						Completion			
Key Project Team Members	PCG (Chair)	Andrew Reilly (Group Manager Shire Activation)	Project Manager / Author	Michelle Evans (Economic and Strategic Development Manager)	Asset Owner	Tom Steele (Group Manager Operations)			
Key Project Aspects	Comments								
Project Scope	Council has acquired 20ha of land through a land swap and partial purchase. The goal is to develop an expanded industrial estate with roads, services and energy supply (electricity and possibly gas). The available Council owned area could see up to 22 lots delivered, depending on what space the inquiring industries need. The land swap / subdivision must deliver a useable site for the previous landowner by October 2022 by formal agreement. The aim is to leverage Council's contribution to secure government investment for the full development and to then market the lots. If no government funding is forthcoming, the project may have to be staged and Council's commitment to the project share may need to be used to execute stage 1 as per the agreement.								
Milestones Achieved	<ul style="list-style-type: none"> Establishment of Project Control Group completed. The PCG held 3 meetings this quarter. Conceptual plans created and reviewed by PCG. 								
Project Schedule	<ul style="list-style-type: none"> A schedule of works is being developed as part of project team meetings with key milestones to be set. Project Requirement Overview completed – Streams include planning, Land Regulation, Internal Engineering (LSC), External Contractors and Sales (EOI). 					Current Status	Previous Status		
Stakeholder Management	<ul style="list-style-type: none"> Original part landowner to be kept up to date with progress. Communication plan is under development and will outline consultation and communication methods. Meetings held with Real Estate companies to discuss potential demand. 								
Risk Management	<ul style="list-style-type: none"> Risk management plan completed in Pulse and up to date. Budget remains a high risk as grant funds are yet to be secured. Scheduling pressure as project needs to be delivered by end Sept 2022 and may have to be staged if insufficient grant money is forthcoming. 								
Budget	Project Budget	LSC Contribution	Actual Costs	Committed Costs	Variations	Forecast Cost			
	\$4M	\$600K	Nil	Nil	Nil	Unknown at this stage			
EOI submitted for National Priority Fund. Council's contribution is from the Infrastructure Reserve.									
Upcoming Milestones	<ul style="list-style-type: none"> PCG to review risks and provide feedback on additional risks at this stage of the project. Conceptual Plans adopted and detailed plans developed. External Service providers to be engaged and costings obtained for service infrastructure development. 								
Total Project Status	Status	Comments							
		Project only recently commenced and is in the early phases of definition. Council to be updated once scope and approach is more advanced.							
Legend	On Track		At Risk		Major Concern				

							Project Status Report				
	Project Name			Roxy Redevelopment (including associated Works)		Current Phase	Definition		Report Date	October 2021	
							Approval	X			
							Delivery		Estimated Completion	Stg 1 June 2022 Stg 2 October 2022	
							Completion				
Key Project Team Members		PCG (Chair)	Jackie Kruger (General Manager)	Project Manager / Author	Gideon Vos (Procurement & Building Services Coordinator)	Asset Owner	Jackie Kruger (General Manager)				
Key Project Aspects		Comments									
Project Scope		Deliver a refurbished Roxy that is fire, WHS and disabled access compliant, including an upgraded stage, upgraded services, new dressing rooms, new toilets, new heating / cooling, new roof, more versatile auditorium with flat floor and retractable seating, bar area, theatre, new forecourt, and repaired awning. If further grant funding is not forthcoming for the full project, it may have to be staged. Tenders are being called that allow for a Stage 1 and a Stage 2.									
Milestones Achieved		<ul style="list-style-type: none"> PCG met 3 times this quarter. The design team met 2 times this quarter. Dilapidation largely completed in readiness for build. Development Approval achieved and detailed design very advanced. Section 60 Heritage Approval (condition of consent) submitted. Project value management process undertaken to align costs with actual project budget. Tenders called and evaluated. Staff recommend rejecting all tenders and negotiating with a preferred tenderer. 									
Project Schedule		<ul style="list-style-type: none"> Both funders (Create NSW and MD Basin ED Fund) require the project to be delivered by May 2022 (with acquittal by 30 June 2022). This is extremely tight and requires tender to be let before the caretaker period commences on 5 Nov 2021. Both tenderers have indicated they can commence in November and meet the deadline for Stage 1. 					Current Status		Previous Status		
Stakeholder Management		<ul style="list-style-type: none"> There was one media release this quarter. Community will receive a further update once the tenders are considered by Council. 									
Risk Management		<ul style="list-style-type: none"> Risk management plan completed and up to date. High risks include ability to deliver the project on time and ability to secure sufficient grant funding to complete the project in full. Of the 5 companies shortlisted for tender, due to Covid restrictions at the time of the tender, only two companies submitted. Both tenders were above the available budget. 									
Budget		Project Budget	LSC Contribution	Actual Costs	Committed Costs	Variations	Forecast Cost				
		\$8.602M	\$2.089M	\$778,544			\$10M based on tenders				
		<ul style="list-style-type: none"> BBRF Funding of \$2.7M not successful. Options for alternative sources of funding need to be explored. 									
Upcoming Milestones		<ul style="list-style-type: none"> Negotiation with preferred tenderer for a revised price that meets budget, including introductions to local trades and possible review of scope. 									
Total Project Status		Status	Comments								
			Budget and time constraints need to be overcome to bring the project in on time and on budget.								
		Legend	On Track		At Risk		Major Concern				

							Project Status Report			
	Project Name	Leeton Aquatic Centre – Remedial Works				Current Phase	Definition		Report Date	October 2021
		Approval					Estimated Completion	November 2021		
		Delivery	X							
		Completion								
Key Project Aspects		Comments								
Project Scope	The scope of the remedial works includes: <ul style="list-style-type: none"> Western Side Pipe Replacement (including Concourse) Application of Non Slip treatment on Concourse Adjacent to Splash Pool and over balance tank. Electrical Compliance Various other small aspects. 									
Milestones Achieved	<ul style="list-style-type: none"> Pipe remediation from ramp to deep end completed. 									
Project Schedule	<ul style="list-style-type: none"> A schedule of works has been developed with a completion date of November 4. Delivery timeframe is a tight schedule. 						Current Status		Previous Status	
Stakeholder Management	<ul style="list-style-type: none"> Head Builder and Local Contractors have been engaged during the scope of works. Media release issued to general public about delay. 									
Risk Management	<ul style="list-style-type: none"> No formal risk register for remedial works. Defect liability responsibility not yet determined. 									
Budget	Project Budget	LSC Contribution	Actual Costs	Committed Costs	Variations	Forecast Cost				
	Nil	TBD	\$21,907			\$100,000				
	<ul style="list-style-type: none"> Builder agreed to fund initial remediation with monies held. Secondary work costs to be negotiated. 									
Upcoming Milestones	<ul style="list-style-type: none"> Pipe rectification works to be completed on 24/10/21 Backfill and Concrete Works to be completed by 02/11/2021 Pool ready for Opening on 4/11/2021 									
Total Project Status	Status	Comments								
		<ul style="list-style-type: none"> Remediation works currently on schedule. 								
Legend	On Track		At Risk		Major Concern					

MA/EF16/42
«Assessment»

«Owner»
«Postal_Ad1»
«Postal_Ad2»
«Postal_Ad3»

Dear Sir/Madam

Upcoming Council Investment in Wamoon 2021/2022

At its June meeting, Council adopted the new capital works program and budget for 2021/22.

The councillors have asked that residents are advised of what investment will be occurring in Wamoon over the next 12 months.

These projects are:

- **Completing the Wamoon Sewer Project (Estimate \$4.1M, with \$2.6M funded by LSC)**
- **A new public toilet at Arbuckle Park (Estimate \$70K funded by LSC)**
- **Rebuilding Bourke Road, Oxley Road and Brisbane Street (Estimate \$400K funded by LSC)**

We realise you will be feeling frustrated about the time it has taken for the sewer project to be delivered and we apologise for the inconvenience it may have caused. Council's original plan was to develop a sewer treatment plant close to Wamoon but this did not prove cost effective and was also not supported by our NSW government co-funder. Council has gone back to the drawing board and, with DPIE Water, has investigated the option of piping / pumping the sewerage to the Leeton Treatment Plant instead. This has required revised cost benefit analyses, revised project design, further environmental surveys and refreshed costings.

The cost estimate for the sewer project has increased and the councillors have in June 2021 agreed to fund an additional \$600,000 to complete the project for the village of Wamoon. If everything goes to plan, and Covid doesn't cause unnecessary disruptions, it is likely that the works will be completed by May 2022. It is after that point that residents will be required to connect their homes to the new sewer scheme (at the residents' costs). We will provide you with more information about this early in 2022.

Plans are also underway for the construction of a new public toilet in Arbuckle Park. The toilet will have both male and female facilities and will be plumbed into the Wamoon Sewer Scheme. This means that the new toilet is likely to only be operational by June 2022.

We are pleased to inform you that village streets will be rebuilt following the installation of the reticulated sewer network. Once that is in, the Bourke, Oxley and Brisbane road pavements will be restored and a new seal installed to provide the finishing touch on the projects. This work can be done as soon as the sewer network is in (and before the scheme is commissioned).

Further updates will be provided to keep you informed of major milestones as the projects progress. In the meantime if you have any questions, please do not hesitate to contact me on (02) 6953 0911.

Yours faithfully



Tom Steele
Group Manager Operations

ITEM 8.5 INVESTMENTS REPORT FOR SEPTEMBER 2021

RECORD NUMBER	21/382
RELATED FILE NUMBER	EF10/137
AUTHOR/S	Accountant
APPROVER/S	Manager Finance Group Manager Corporate

SUMMARY/PURPOSE

The purpose of this report is to provide details to the Councillors on the funds which have been invested during the month of September 2021.

RECOMMENDATION

THAT Council notes the information contained in the Investments Report for September 2021.

REPORT

(a) Background

This report is required to be prepared on a monthly basis and presented to the next available Ordinary Council Meeting in accordance with Clause 212 of the Local Government (General) Regulation 2005.

(b) Discussion

Leeton Shire Council has \$15,628,819 invested with local bank branches and credit unions. This equates to 34.33% of the total investment portfolio as at 30 September 2021. The total current investment portfolio of \$45,527,341 is invested in Approved Deposit Institutions (ADIs) which are regulated by the Australian Prudential Regulatory Authority (APRA).

Attached to this report is a Statement of Bank Reconciliation (**Attachment 1**) and a Summary of Investments (**Attachment 2**) as at 30 September 2021.

The Statement of Bank Reconciliation details what Council has in its bank account at 30 September 2021 (after taking into account unrepresented cheques, unrepresented deposits, and unrepresented debits) compared to what Council has in its general ledger as at 30 September 2021.

The Summary of Investments details all the investments held by Leeton Shire Council as at 30 September 2021 (including the on-call accounts). It also details the institutions where the investments are held, how long the investments have been

held by amount and percentage and differentiates the investments between current (12 months or less) and non-current (over one year).

The table below details the monthly movements of investments for September 2021.

Opening Balance as at 1 September 2021	\$ 45,523,479
Less:	
Maturities (6)	\$ 6,000,000
Subtotal	\$ 39,523,479
Plus:	
Roll-overs (6)	\$ 6,000,000
New Investments (2)	\$
CBA Business Online Saver (BOS) movements	\$ 144
AMP Business Saver Account	\$
AMP 31 Day Notice Account	\$ 2,730
Macquarie Cash Management Accelerator Account	\$ 988
Closing balance as at 30 September 2021	\$ \$45,527,341

The following table details the investment holdings split between the Banks and Credit Unions.

Institution	Investment Holdings
Banks	\$42,527,341
NT Bond	\$ 1,000,000
Credit Unions	\$ 2,000,000
Total	\$45,527,341

The following table details the break-up of investments according to the restrictions which are placed on them.

Total Investments	\$ 45,527,341
Less restrictions	
Water Supply (Excl. Unfinished Works)	\$ 16,671,283
Sewerage Services (Excl. Unfinished Works)	\$ 7,551,192
Domestic Waste Management	\$ 3,491,415
Other external restrictions	\$ 4,578,994
External Restrictions (Excl. Unfinished Works) - Sub Total	\$ 32,292,884
Internal restrictions	\$ 10,516,283
Total restrictions	\$ 42,809,167
Net unrestricted investments	\$ 2,718,174

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

Internally restricted funds are set aside through Council resolution to fund specific items such as plant replacement, infrastructure renewal or liabilities such as employee leave entitlements. Internal restrictions are considered as part of the Budget adoption or the Quarterly Budget Review process

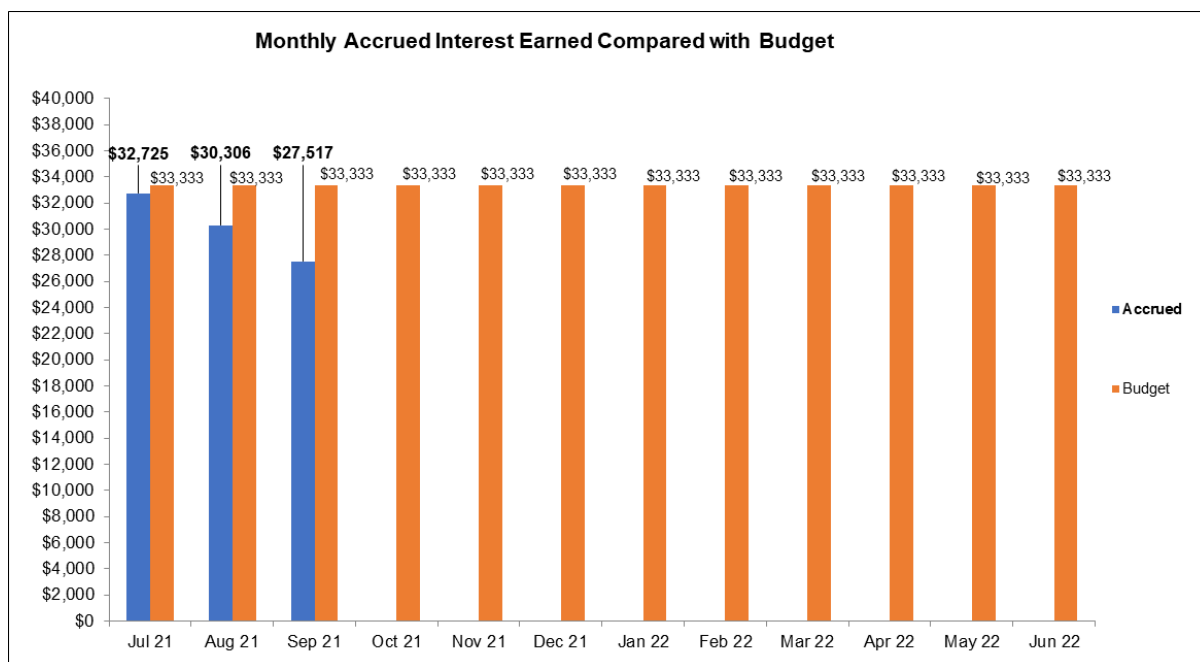
Unrestricted cash is used to provide working capital for Council to fund short-term operations and fluctuations in payables and receivables. The level of unrestricted cash will also vary depending upon the level of outstanding creditors and debtors at month-end.

The Reserve Bank of Australia kept its rates and guidance unchanged at its meeting in September 2021.

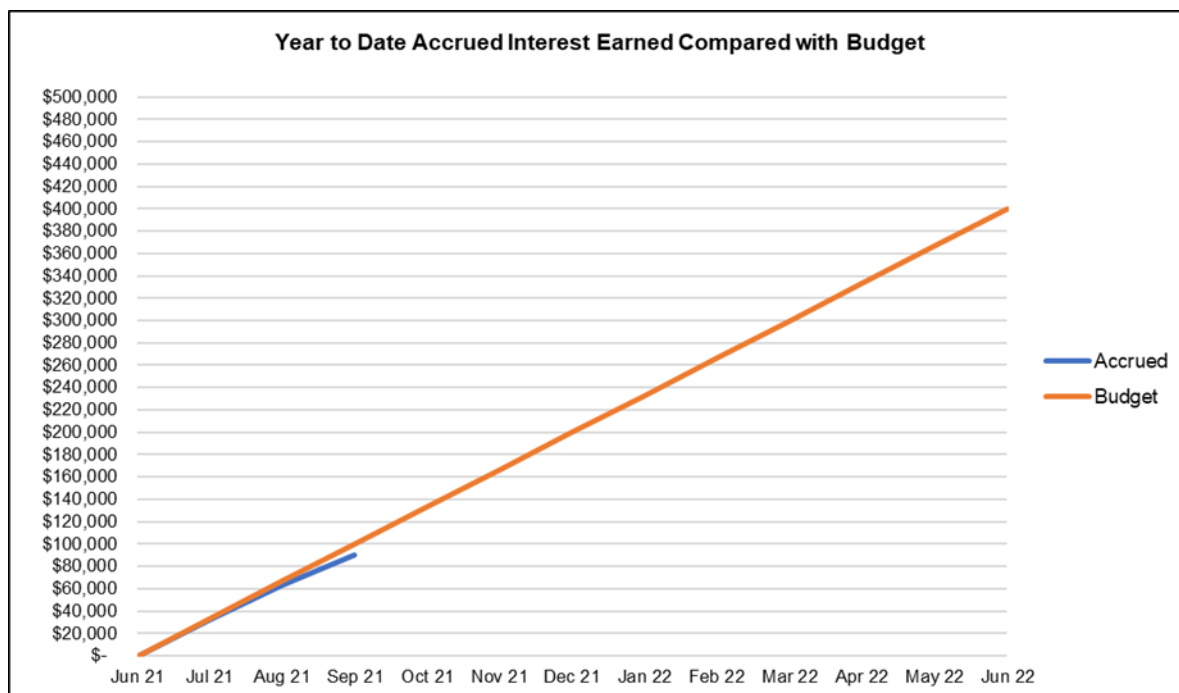
The average yield on Council investments for September fell from 0.81% in August to 0.69% in September. This is due to a drop in Term Deposit returns available for re-investment.

The following column graph compares monthly accrued interest with the original budgeted interest for each month.

The actual \$27,517 in interest accrued for September 2021 is lower than the original budgeted amount of \$33,333 by \$5,816. Management will need to consider the revision of the interest income budget or its capacity to invest in the longer term as a means of improving investment performance.



The following line graph compares year-to-date interest with the original budgeted interest for the period. This shows that Council's actual investment income has been lower than the original budget as at 30 September 2021.



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

Performance Measures	This Year	Last Year
Portfolio Average Interest Rate (year to date)	0.79%	1.64%

Investment Balances	This Year	Last Year
Opening Balance as at 1 September 2021	\$45,523,479	\$46,584,958
Current Balance as at 30 September 2021	\$45,527,341	\$45,489,541

Lehman Brothers

Lehman Brothers Australia Dividend Payment Update:

No further information to report for September 2021.

(c) Options

Nil – this report is for information only.

IMPLICATIONS TO BE ADDRESSED

(a) Financial

The annualised rate of return across the portfolio is 0.69% for September 2021. The budgeted percentage for the 2021/22 Financial Year equates to 1.30%.

The consolidated actual investment income from 1 July 2021 to 30 September 2021 compared to the original budgeted annual investment interest from 1 July 2021 to 30 September 2021 is detailed below.

Actual versus budgeted interest	
Actual Interest Accrued from 1 July 2021 to 30 September 2021	\$90,548
Original Budgeted Interest – 1 July 2021 to 30 September 2021	\$100,000
Variance – Negative	<u>-\$9,452</u>

(b) Policy

All funds are invested in accordance with Leeton Shire Council's Investment Policy. Investments are to be considered in conjunction with the following key criteria:

- No Institution at any time shall hold more than 45% of Council's total investments. The maximum percentage will be determined by the short-term rating of the institution:
A1+ up to 45%, A1 up to 35%, and A2 up to 30%.
- The *Trustee Act 1925* provides for investments with building societies and credit unions. While they are not rated, they are now covered under Financial Prudential legislative controls.
- The maximum amount of funds invested with a building society/credit union will be 5% of Council's total investments at the time the investment was placed. Not more than 40% of Council's total portfolio should be held with building societies/credit unions at the time of placing each investment.
- Council's investments should be placed in an appropriate mixture of short-term (0–1 year) and medium term (1–5 years) categories according to Council's funding requirements and risk profile at the time of placing each investment.

Council's Portfolio Compliance

Asset Allocation

The majority of the portfolio is directed to Fixed-Term Deposits (60.40%), followed by the cash at call accounts with the Commonwealth Bank of Australia, AMP Bank and Macquarie Bank (27.85%). Floating Rate Notes are 9.55% of the portfolio, and 2.20% is held in Bonds.

Term to Maturity

Overall, the portfolio remains lightly diversified from a maturity perspective with deposits maturing out to 5 years.

Counterparty

At 30 September 2021, Council did not have an overweight position to any single Authorised Deposit Taking Institution. The portfolio is well-diversified across the entire credit spectrum, including the unrated Authorised Deposit Taking Institution.

Credit Quality

The portfolio remains well-diversified from a credit ratings perspective, with the portfolio spread across the entire credit spectrum.

All aggregate ratings categories are within the Investment Policy limits.

The following table details the credit rating of each of the categories in which Council has money invested. All investments are compliant with Council's Investment Policy.

Compliant	Credit Rating	Invested (\$)	Invested %	Max. Limit (%)	Available (\$)
Yes	AA Category	\$10,355,576	22.72%	100.00%	\$35,215,251
Yes	A Category	\$3,006,333	6.60%	100.00%	\$42,564,495
Yes	BBB Category	\$30,208,918	66.29%	100.00%	\$15,361,909
Yes	Unrated ADI's	\$2,000,000	4.39%	40.00%	\$16,228,331
		\$45,575,189	100.00%		

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

A **credit rating** is an evaluation of the credit risk of a prospective financial institution predicting their ability to pay back the investment and interest at maturity and an implicit forecast of the likelihood of the institution defaulting.

The credit ratings are an opinion based on the credit-worthiness of the company issuing the security and are assigned by Australian Ratings based on publicly available information at a point in time.

If a company is unrated, it does not necessarily mean that its interest rate securities are high risk, but it does mean that investors will have to turn to other means to evaluate its financial strength or the security's complexity. Council utilises its investment advisors to gather company research data to ensure that due diligence is performed for all its investments.

(c) Legislative/Statutory

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

Clause 212 of the Local Government (General) Regulation 2005 requires an Investment Report to be prepared monthly and presented to the next available Ordinary Council Meeting.

(d) Risk

The following table provides information on investment types, including a risk assessment and the amount and percentage invested compared to the total investment portfolio.

Investment Type	Risk Assessment		Amount \$'000	% of Portfolio
	Capital	Interest		
Term Deposits	Low	Low	27,500	60.40
Cash/At Call Deposits	Low	Low	12,677	27.85
Bond	Low	Low	1,000	2.20
Floating Rate Notes	Low	Low	4,350	9.55
Total			45,527	100.00

CONSULTATION

(a) External

Council's investment advisors are Amicus Advisory and Imperium Markets. Both investment advisors were contacted by staff for advice during the month of September 2021.

(b) Internal

No additional internal consultation was undertaken.

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

Under the Key Priority Area Outcome Six: STRONG LEADERSHIP within Council's adopted Delivery Program/Operational Plan – 20 - A community that is always on the front foot – 20b is to Strive to deliver the aspirations of the community through sound financial and asset management – Maintain Council's financial sustainability through maximising investment returns.

ATTACHMENTS

1 [Summary of Investments - 30 September 2021](#)

2 [Statement of Bank Reconciliation - September 2021](#)

Leeton Shire Council

Summary of Term Investments as at: 30/09/2021

BBSW 90: 0.02% Average Yield: 0.69%

Inv No	Financial Institution/Broker	Investment	Note	Ref No	Investment Date	Investment Term (months)	Remaining Term (months)	Principal	Yield %	Maturity	Type
10-00	Commonwealth Bank L	CBA Business Online Saver - Cash at Call (Cash flow account)		10206481	12/10/09	144	0	3,628,963.27	0.10%	14/10/21	DAC
20-00	AMP Bank	AMP Business Saver Account - Cash at Call		437864762	10/07/20	15	0	907.93	0.60%	14/10/21	DAC
21-00	AMP Bank	AMP 31 Day Notice Account		971165956	17/07/20	14	0	6,041,137.01	0.65%	14/10/21	DAC
22-00	Macquarie Bank	Macquarie Cash Management Accelerator Account		940367790	07/11/20	11	0	3,006,332.63	0.40%	14/10/21	DAC
19-49	National Aust Bank	National Aust Bank		AU3FN00487	19/06/19	60	32	700,000.00	0.93%	19/06/24	FRN
20-04	National Aust Bank	Member Equity Bank		AU3FN00485	18/07/19	36	9	650,000.00	1.01%	18/07/22	FRN
20-11	ANZ Bank	ANZ Bank		AU3FN00497	29/08/19	60	34	1,000,000.00	0.78%	29/08/24	FRN
20-15	Auswide Bank	Auswide Bank		5652782	03/10/19	24	0	1,000,000.00	1.72%	05/10/21	LTD
20-17	Beyond Bank Leeton	Beyond Bank Leeton		123074883	07/10/19	24	0	1,000,000.00	1.80%	07/10/21	LTD
20-31	National Aust Bank	RACQ Bank		AU3FN00531	24/02/20	36	16	1,000,000.00	0.94%	24/02/23	FRN
20-35	Laminar Capital	Auswide Bank		AU3FN00535	17/03/20	35	17	1,000,000.00	1.06%	17/03/23	FRN
20-41	AMP Bank	AMP Bank		TD60160792	29/04/20	17	0	500,000.00	1.85%	29/10/21	LTD
20-46	AMP Bank	AMP Bank		TD49419356	04/06/20	17	2	1,000,000.00	1.60%	01/12/21	LTD
21-10	Northern Territory Treasury	Territory Bond		AA-109-3B	14/09/20	38	26	1,000,000.00	1.25%	15/12/23	Bond
21-11	Elders Narrandera	Rural Bank		302312715	22/10/20	11	0	1,000,000.00	0.85%	21/10/21	LTD
21-12	Beyond Bank Leeton	Beyond Bank Leeton		123075182	28/10/20	23	12	1,000,000.00	0.95%	28/10/22	LTD
21-13	Curve Securities Pty Ltd	Wangaratta & Wodonga CU		22130	10/12/20	11	2	1,000,000.00	0.80%	09/12/21	LTD
21-14	AMP Bank	AMP Bank		TD14238487	14/12/20	17	8	890,000.00	0.95%	14/06/22	LTD
21-15	Curve Securities Pty Ltd	Wangaratta & Wodonga CU		9672	18/12/20	11	2	1,000,000.00	0.80%	17/12/21	LTD
21-16	AMP Bank	AMP Bank		TD03847931	27/01/21	17	9	610,000.00	0.95%	27/07/22	LTD
21-17	AMP Bank	AMP Bank		TD52801630	08/02/21	17	10	500,000.00	0.95%	08/08/22	LTD
21-22	Beyond Bank Leeton	Beyond Bank Leeton		123087796	21/03/21	12	5	1,000,000.00	0.60%	21/03/22	LTD
21-24	Beyond Bank Leeton	Beyond Bank Leeton		174687370	28/03/21	12	5	500,000.00	0.60%	28/03/22	LTD
21-25	AMP Bank	AMP Bank		TD86556078	06/04/21	18	12	500,000.00	0.50%	06/10/22	LTD
21-26	Australian Military Bank	Australian Military Bank			13/04/21	36	30	1,000,000.00	0.76%	15/04/24	LTD
21-28	Beyond Bank Leeton	Beyond Bank Leeton		123086240	08/06/21	12	8	500,000.00	0.60%	08/06/22	LTD
21-29	Beyond Bank Leeton	Beyond Bank Leeton		123074677	20/06/21	12	8	1,000,000.00	0.60%	20/06/22	LTD
21-30	Members Equity Bank	Member Equity Bank		293470	23/06/21	12	8	1,000,000.00	0.50%	23/06/22	LTD

Leeton Shire Council

Summary of Term Investments as at: 30/09/2021					BBSW 90: 0.02%	Average Yield: 0.69%					
21-31	Beyond Bank Leeton	Beyond Bank Leeton	123080760	23/06/21	12	8	1,000,000.00	0.60%	23/06/22	LTD	
21-32	Members Equity Bank	Member Equity Bank	294089	28/06/21	12	8	1,000,000.00	0.50%	28/06/22	LTD	
22-01	National Aust Bank	National Aust Bank	71-610-6193	06/07/21	6	3	500,000.00	0.28%	06/01/22	LTD	
22-02	Commonwealth Bank L	Commonwealth Bank	CDA3834471	09/07/21	11	9	1,000,000.00	0.41%	08/07/22	LTD	
22-03	Commonwealth Bank L	Commonwealth Bank	CDA3834471	09/07/21	6	4	500,000.00	0.35%	04/02/22	LTD	
22-04	AMP Bank	AMP Bank	TD13745815	16/08/21	12	10	1,000,000.00	0.95%	16/08/22	LTD	
22-05	Bank of Queensland	Bank of Queensland	416589	23/08/21	6	4	500,000.00	0.39%	23/02/22	LTD	
22-06	National Aust Bank	National Aust Bank	10762105	25/08/21	24	22	1,000,000.00	0.65%	25/08/23	LTD	
22-07	Beyond Bank Leeton	Beyond Bank Leeton		06/09/21	12	11	1,000,000.00	0.60%	06/09/22	LTD	
22-08	Beyond Bank Leeton	Beyond Bank Leeton	123092627	11/09/21	12	11	1,000,000.00	0.60%	11/09/22	LTD	
22-09	Beyond Bank Leeton	Beyond Bank Leeton	123086423	16/09/21	5	5	1,000,000.00	0.50%	16/03/22	LTD	
22-10	Elders Narrandera	Rural Bank	302310859	22/09/21	5	5	1,000,000.00	0.35%	21/03/22	LTD	
22-11	National Aust Bank	National Aust Bank	97-327-3005	27/09/21	12	11	1,000,000.00	0.35%	27/09/22	LTD	
22-12	Beyond Bank Leeton	Beyond Bank Leeton	123087332	28/09/21	12	11	1,000,000.00	0.60%	28/09/22	LTD	
Total Investments:							\$ 45,527,340.84				

Leeton Shire Council

Summary of Term Investments as at: 30/09/2021

BBSW 90: 0.02%

Average Yield: 0.69%

Investment by Type		
Investment	Amount	%
Bank of Queensland	500,000	1.1%
Rural Bank	2,000,000	4.4%
Wangaratta & Wodong	2,000,000	4.4%
Beyond Bank Leeton	10,000,000	22.0%
Member Equity Bank	2,650,000	5.8%
AMP Bank	5,000,000	11.0%
Auswide Bank	2,000,000	4.4%
National Aust Bank	3,200,000	7.0%
Australian Military Bank	1,000,000	2.2%
ANZ Bank	1,000,000	2.2%
RACQ Bank	1,000,000	2.2%
Territory Bond	1,000,000	2.2%
CBA Business Online Sav	3,628,963	8.0%
AMP Business Saver Acc	908	0.0%
AMP 31 Day Notice Acc	6,041,137	13.3%
Macquarie Cash Mand	3,006,333	6.6%
Commonwealth Bank	1,500,000	3.3%
TOTAL	45,527,341	100.0%

Investments by Age		
Age	Amount	%
1. Less than 30 Days	16,177,341	36%
2. 30 to 180 Days	8,000,000	18%
3. 180 to 365 Days	13,150,000	29%
4. 1 to 3 years	8,200,000	18%
	0	0%
TOTAL	45,527,341	100%

Investments by Age and Type		
Sum of Principal		
Ageing ¹	Type	Total
Current	DAC	12,677,341
	LTD	24,000,000
	FRN	650,000
Current Total		37,327,341
Non Current	LTD	3,500,000
	FRN	3,700,000
	Bond	1,000,000
Non Current Total		8,200,000
Grand Total		45,527,341

Index:

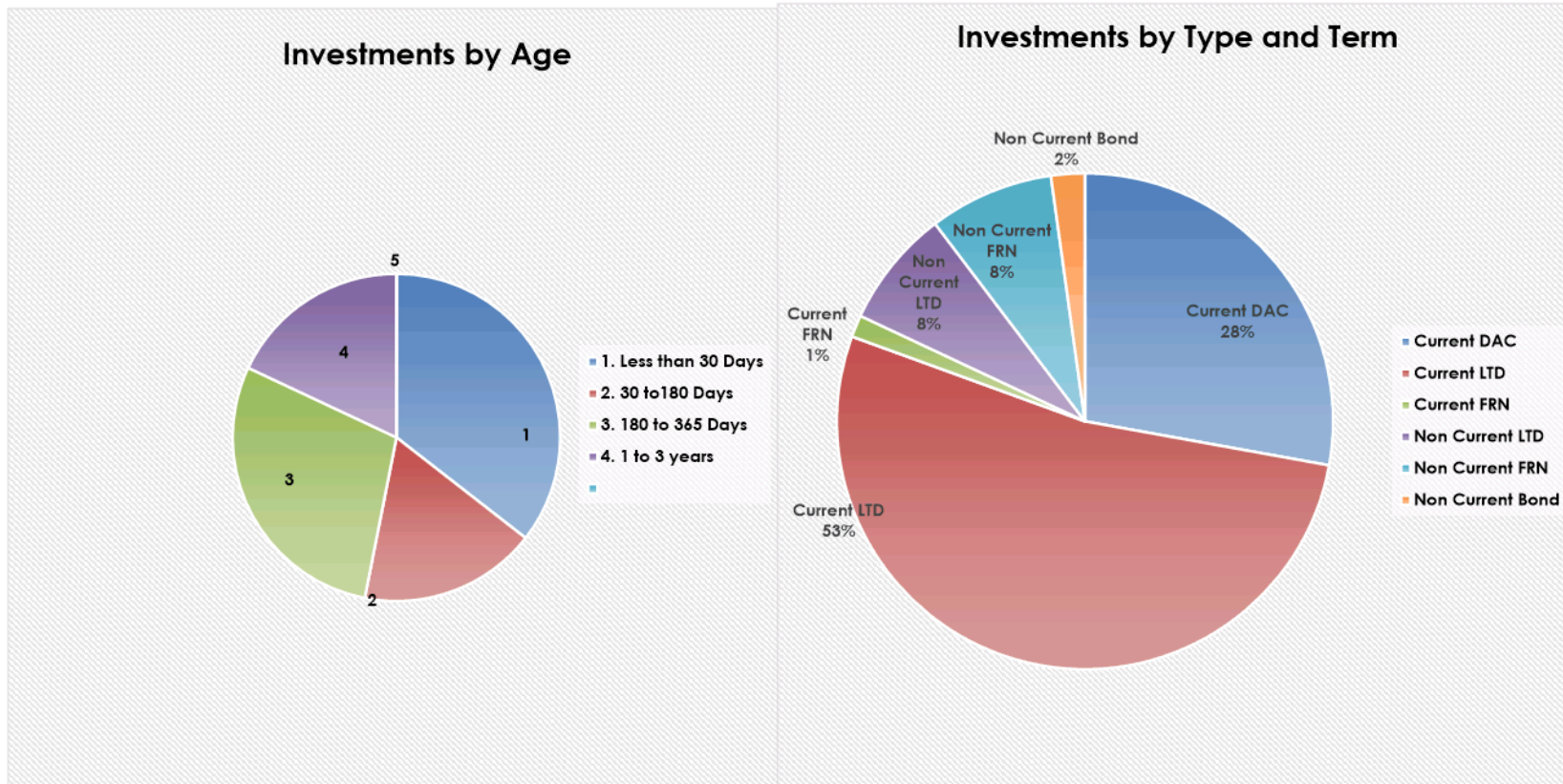
DAC Deposit at Call
 FRN Floating Rate Note
 LTD Long Term Deposit
 STD Short Term Deposit
 Bond Long Term Bond

Leeton Shire Council

Summary of Term Investments as at: **30/09/2021**

BBSW 90: 0.02%

Average Yield: 0.69%



Explanatory notes:

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

Responsible Accounting Officer
 14 October, 2021

MONTH END BANK RECONCILIATION REPORT

Prepared by the Accountant

INTRODUCTION

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

BACKGROUND

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

BANK RECONCILIATION STATEMENT

as at 30 September 2021

BALANCE AS PER GENERAL LEDGER

Opening Balance:	1/09/2021	\$	1,543,105.38
September Movements:		-\$	403,189.73
Closing Balance:	30/09/2021	\$	1,139,915.65
Less Unprocessed Bank Statement Transactions:		\$	4,301.49
Total:		\$	<u>1,144,217.14</u>

BALANCE AS PER BANK STATEMENTS

		\$	1,146,720.47
Less Unpresented Cheques		-\$	5,487.28
Less Unpresented Debits			
Plus Unpresented Deposits		\$	2,983.95
Total		\$	<u>1,144,217.14</u>



Responsible Accounting Officer
11 October 2021

OPERATIONAL MATTERS

ITEM 8.6 LEETON SHIRE COUNCIL ROAD SAFETY ACTION PLAN 2021-2022

RECORD NUMBER 21/394

RELATED FILE NUMBER

AUTHOR/S Road Safety Officer

APPROVER/S Manager Roads and Drainage
Group Manager Operations

SUMMARY/PURPOSE

The purpose of this report is to present to Council the draft Road Safety Action Plan 2021–2022 for consideration and adoption.

RECOMMENDATION

THAT Council adopts the Leeton Shire Council Road Safety Action Plan for 2021–2022.

REPORT

(a) Background

The Road Safety Action Plan is a one-year plan for the delivery of local road safety outcomes throughout Leeton Shire. The Plan responds to road safety issues that are prevalent in our local government area and reflects Council's partnership with the NSW State Government through the Road Safety Program.

The development of the Leeton Shire Council Road Safety Action Plan is a compulsory requirement by Transport for NSW (TfNSW) as part of the Road Safety Officer Program. Leeton Shire Council has participated in this program in conjunction with the TfNSW since 2010.

As part of the 2021 Road Safety Plan the NSW Government has included in its strategy to continue to support the Local Government Road Safety Program.

(b) Discussion

A comprehensive analysis of existing local/anecdotal and TfNSW road crash and demographic data has been conducted to generate the Road Safety Action Plan. The goal is to provide a clear evidential profile of the crash causes and assist in the identification of road safety priorities for Council.

Ideally Council should be undertaking 3–4 Road Safety Program funded projects per year. For the 2021/22 financial year Council has been allocated funding under the TfNSW Local Government Road Safety Program for the following projects:

Speed- (\$8800) - A new format of the speed program will be run in 2021/22 which will see speeds on local streets targeted through corflute signage with the slow down message and through the speed boards being placed in the targeted streets and speeds monitored over a six-week period. The project will still target school holiday periods, double demerits periods, school zones speeds around school through media release and social media.

Drink Drive (\$2650) - In line with TfNSW "Plan B" advertising campaign, this program focuses on breath testing and advertising around local events where alcohol is involved. It also provides the "Win a Swag Campaign" which promotes the Plan B message to have a Plan B to get home after a night out where alcohol is involved. The "Win A Swag" Competition is run over the Christmas/New Year Holiday period with the help of local licensed premises.

Child Restraint Checking Days (\$800) - Held annually, this program offers a local authorised restraint fitter to check child restraints and offer advice on the suitable or correct fitment, dependent on the particular age group restraint if it has been correctly fitted or what a more suitable restraint would be for the child's age.

Helping Learner Drivers become Safer Drivers (\$800) - Run annually in conjunction with Rotary Youth Driver Awareness Day (RYDA) for supervisors of Learner drivers who have just received their Learner Driver's License. The course is aimed at supervisors who may be looking for practical advice on how to support learner drivers in becoming safer drivers.

Older Driver Workshops/Mobility Scooter Workshop (\$800) - This program is targeted towards those who may be looking at purchasing or who have purchased a mobility scooter. The workshop discusses road rules, maintenance and physical skills required for the safe operation of a scooter as well as discussing any other older driver issues and concerns, in an open forum. This workshop also discusses

Road Safety Monthly Editorial (\$3791) - This program involves Council's Road Safety Officer having a monthly newspaper column in The Irrigator, to raise awareness of State and local road safety initiatives, upcoming projects and campaigns.

Additional Projects not funded by RMS

Leeton Shire conducts additional Road Safety programs that are not funded through RMS such as:

- Rotary Youth Driver Awareness (RYDA) Days.
- "Stepping On" (held at hospital) similar to older driver/mobility scooter workshops.
- Additional Road safety talks as requested by Probus, Rotary and any additional community groups.

- Addressing issues raised through Traffic Committee or Bus Operator Meetings or around the Schools.
- Facebook programs and campaigning published in conjunction with NSW Government Road Safety related to road safety issues such as being truck aware, road rules, mobile phones, drug driving, speed messages and younger driver messages.

Media Releases are also issued in relation to non-funded projects to remind residents of changing circumstances such as licensing changes and most recent changes around drink driving rules.

(c) Options

1. Council adopts the Road Safety Action Plan for 2021–2022. **This is the preferred option.**
2. Council does not adopt the Road Safety Action Plan for 2021–2022.

IMPLICATIONS TO BE ADDRESSED

(a) Financial

Six projects have been applied for through the Transport for NSW Road Safety Project Portal and been successfully funded through the RMS. There is a minor budget allowance for additional non funded projects and contingences, as required.

Grant funding of \$45,050 has been budgeted for 2020/21. Council risks losing this funding if this is not expended.

(b) Policy

Nil

(c) Legislative/Statutory

NSW Road Safety Strategy 2012–2021

(d) Risk

Low risk in the execution of the program. Programs are in support of road safety and are mitigating risks for road users.

CONSULTATION

(a) External

Transport for NSW
Road User Safety Project Officer
Southern Region Road Safety Officers
Local Highway Patrol Officers

(b) Internal

Manger Roads & Drainage

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

Under the Key Priority Area Outcome One: A HEALTHY AND CARING COMMUNITY within Council's adopted Delivery Program/Operational Plan – 4 - A community that is safe to live in and move about - 4b - Advocate for and support road safety initiatives - Promote road safety through design and appropriate regulation".

ATTACHMENTS

1 ➡ Leeton Shire Council Road Safety Action Plan 2021–2022 - *Attached separately*

ACTIVATION MATTERS

ITEM 8.7 **MINUTES OF THE YANCO TOWN IMPROVEMENT COMMITTEE MEETING - 9 AUGUST 2021**

RECORD NUMBER	21/375
RELATED FILE NUMBER	EF21/447/02
AUTHOR/S	Manager Visitor Services and Local Activation
APPROVER/S	Group Manager Shire Activation

SUMMARY/PURPOSE

The purpose of this report is to provide Council with the Minutes of the Yanco Town Improvement Committee meeting held on Monday 9 August 2021 (**Attachment 1**).

RECOMMENDATION

THAT Council receives for information the Minutes of the Yanco Town Improvement Committee meeting held on Monday 9 August 2021.

REPORT

(a) Background

The former Yanco Progress Committee folded into the Yanco Town Hall Committee nearly a decade ago. It was recently resolved by the Yanco Hall Committee – on Council's recommendation – to re-establish a separate committee to ensure a stronger focus on town improvement.

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

(b) Discussion

The Yanco Town Improvement Committee held a Committee Meeting on Monday 9 August 2021. Key outcomes from this meeting were:

- Manager Visitor Services and Local Activation to seek clarification on whether silos at Yanco (closest to Lyrics, Landscapes and Lintels Public Artwork) can be used for Silo Artwork.
-

- Cr Sandra Nardi advised committee members that the CBD Façade Painting Project Stage 2 would soon be commencing and that the intent of this project is to refresh art deco facades in the Leeton township. If any funds are remaining from this budget allocation in the 2021/22 Financial Year Council may look to extend the project to some buildings in the main streets of Whitton and Yanco.
- Mayor Paul Maytom spoke about the potential for installation of kerb and guttering near Yanco Shop. Council's Manager Visitor Services and Local Activation to refer this matter to the Group Manager Operations for discussion at the next Infrastructure Committee meeting.
- Yanco Town Improvement Committee Chair Hugh Milvain has questioned road trains regularly parking directly out the front of houses in Main Avenue and whether they have a permit to do so. Council's Manager Visitor Services and Local Activation to follow up with the Group Manager Operations.
- Committee members would like an update regarding the Yanco Powerhouse Museum. Council's Manager Cultural Services and Yanco Powerhouse Museum representative Ian Peacock to be invited to attend the next committee meeting on Monday 8 November.

(c) Options

Nil – This report is for information purposes only.

IMPLICATIONS TO BE ADDRESSED

(a) Financial

Nil

(b) Policy

Nil

(c) Legislative/Statutory

Under Section 355 (b) of the *Local Government Act 1993* a council may exercise its functions by a Committee of Council.

(d) Risk

Financial – ensuring community knows identified projects are subject to budget bids.
Representative – ensuring the voice of the Yanco community is heard, not just the voice of the committee.

Informational – ensuring the community is kept informed about committee plans and progress.

CONSULTATION

(a) External

Nil

(b) Internal

Manager Cultural Services
Group Manager Operations

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

Under the Key Priority Area Outcome Six: STRONG LEADERSHIP within Council's adopted Delivery Program/Operational Plan – 19 - A community that speaks up and gets involved – 19 c - Provide a framework for inclusive decision-making – Support and report on Council's Section 355 Committees".

ATTACHMENTS

1 [↓](#) Yanco Town Improvement Committee Minutes – 9 August 2021



YANCO VILLAGE IMPROVEMENT COMMITTEE MINUTES

*12.30pm, Monday 9 August
2021*

*Yanco Community
Hall*

1. Present:

Brent Lawrence (Manager Visitor Services and Local Activation, Leeton Shire Council), Paul Maytom (Mayor, Leeton Shire Council), Sandra Nardi (Councillor, Leeton Shire Council), Hugh Milvain, Yvonne Milvain and Pam Bonfield

2. Apologies

Mel Shepherd and Bob Hermes

3. Agenda Items

Leeton CBD Façade Painting Project Stage 2

Cr Sandra Nardi advised committee members that the CBD Façade Painting Project Stage 2 would soon be commencing and that the intent of this project is to beautify art deco facades in the Leeton township. If any funds are remaining from this budget allocation in the 2021/22 Financial Year, Council may look to extend the project to some buildings in the main streets of Whitton and Yanco.

Murals

Manager Visitor Services and Local Activation to seek clarification on whether silos at Yanco (closest to Lyrics, Landscapes and Lintels Public Artwork) can be used for Silo Artwork.

Road Train Permits

Yanco Town Improvement Committee Chair Hugh Milvain has questioned road trains regularly parking directly out the front of houses in Main Avenue and whether they have a permit to do so. Council's Manager Visitor Services and Local Activation to follow up with the Group Manager Operations regarding permits of road trains travelling to JBS.



Community Ideas - Improvements

Members of the committee suggested the following be investigated:

- Mayor Paul Maytom spoke about the potential for installation of kerb and guttering near Yanco Shop. Council's Manager Visitor Services and Local Activation to refer this matter to the Group Manager Operations for discussion at the next Infrastructure Committee meeting.
- Committee members would like an update regarding the Yanco Powerhouse Museum. Council's Manager Cultural Services and Yanco Powerhouse Museum representative Ian Peacock to be invited to attend the next committee meeting on Monday 8 November.

4. Date of Next Meeting

12.30pm on Monday 8 November 2021 at Yanco Community Hall.

ITEM 8.8 MINUTES OF THE LIGHT UP LEETON COMMITTEE - ANNUAL GENERAL MEETING - 5 AUGUST 2021

RECORD NUMBER	21/378
RELATED FILE NUMBER	EF21/433/02
AUTHOR/S	Events Officer
APPROVER/S	Manager Visitor Services and Local Activation Group Manager Shire Activation

SUMMARY/PURPOSE

The Light Up Leeton Committee is a Section 355 Committee of Council.

The purpose of this report is to provide Council with the Minutes of the Annual General Meeting of the Light Up Leeton Committee held on on 5 August 2021.

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

RECOMMENDATION

THAT Council receives for information the Minutes of the Light Up Leeton Committee Annual General Meeting held on 5 August 2021.

REPORT

(a) Background

The purpose of the Light Up Leeton Committee is to encourage individuals and businesses to participate in Light Up Leeton events and coordinate and stage a successful event.

The Light Up Leeton Committee holds regular monthly meetings in the months leading up to the event, which is held on an annual basis.

(b) Discussion

The Light Up Leeton Committee held their Annual General Meeting on 5 August 2021 at which a report on the previous year's event was given by the outgoing president and a new executive was elected.

The meeting minutes are included with this report as **Attachment 1**.

Of note, Carl King has retired as Chairman after 25 years. The new Chair person is Robyn Retallick.

(c) Options

Nil – meeting minutes are for information only.

IMPLICATIONS TO BE ADDRESSED

(a) Financial

The Light Up Leeton Committee is a Section 355 Committee. It currently manages its own finances.

Leeton Shire Council provides its contribution to this annual event in the form of \$5,000 cash sponsorship and staff wages towards supporting facilitation of the event.

(b) Policy

Leeton Shire Council Code of Conduct

(c) Legislative/Statutory

Under Section 355 (b) of the *Local Government Act 1993* a Council may exercise its functions by a Committee of Council.

(d) Risk

The legislative non-compliance of a Section 355 Committee could have legal, reputational, political and financial impacts. Note that Council has commenced a review of all Section 355 Committees to check for legislative compliance.

CONSULTATION

(a) External

Committee members

(b) Internal

Events Officer
Manager Visitor Services and Local Activation
Manager WHS, QA and Risk

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

Under the Key Priority Area Outcome Six: STRONG LEADERSHIP within Council's adopted Delivery Program/Operational Plan – 19 - A community that speaks up and gets involved - 19 c - Provide a framework for inclusive decision-making - Support and report on Council's Section 355 Committees.

Under the Key Priority Area Outcome Four: A THRIVING ECONOMY AND GOOD JOBS adopted Delivery Program/Operational Plan – 13 - A community that has great

attractions and events – 13 a - Encourage a range of exciting and interesting sports, arts and cultural events for the residents and visitors of Leeton Shire.

ATTACHMENTS

1 [↓](#) Light Up Leeton Annual General Meeting Minutes - 5 August 2021



PO Box 974
Leeton NSW 2705

Minutes 2021 AGM Thursday 5th August 2021

Meeting opened 5.45pm

Present – Carl King, Robyn Retallick, Gwen Spadaro, Jenny Day, Jenny & Peter Davidson, Ian McLain, Julie Maytom, Carol Weston, Alma & Ray Herrman

Apologies – George Weston

Presidents Report

Unfortunately the 2020 Light Up Leeton Promotion was greatly affected by the Covid Pandemic.

I would like to thank the committee for continuing to work throughout the lead up months although there was very little light at the end of the tunnel.

The focal point of each year is the Christmas Concert in Mountford Park but unfortunately this great community event had to be cancelled due to restrictions on crowds.

However we were still able to decorate the main street and with the lights in the Christmas tree we were able to create a Christmas atmosphere in our town. We must acknowledge the fantastic support of Leeton Shire with their purchase of the new decorations for the veranda tops in Pine & Kurrajong Avenues. Hopefully a solution maybe found to make them more effective at night.

The new official turning on of the lights that took place at the Leeton Visitors Centre on the first Saturday in December was a great success with lots of people driving past and checking out this magnificent building lit up. My thanks to the committee for their hard work on the day to get everything ready for the occasion. It is hoped we can develop a plan to increase the amount of lights we can put up and leave up for the duration of the Light Up Leeton promotion from mid November to mid January.

We continue to be in a very sound financial position thanks to the great work by Ian in monitoring our funds.

A big thank you to Leeton Shire as always and the support we received through the events department lead by Suesann Vos. The innovation of the Lions Train with Santa on board visiting different areas of Leeton during daylight and handing out lollies was another successful innovation to help the Christmas spirit in our town.

The support of the Leeton Business Chamber with regard to the competition for decorating the main street windows was once again appreciated by our committee.

With the state of the world due to Covid 19 it appears extremely unlikely that we will have a concert in the park again this year. With that in mind over the next few weeks we will work with Fran Macdonald from council and look at different ways of focusing on Christmas 2021 with an emphasis on lighting up as many homes as possible.

It is with deep regret and sadness that after 25 years I must advise the committee that I am moving to Shepparton and will no longer be able to lead the Light Up Leeton committee. I would like to thank everyone for the total support and backing over those years and acknowledge it is the best and friendliest committee I have ever been involved with.

Yours sincerely

Carl King

Moved Robyn Retallick, seconded Jenny Day

Treasurers Report – tabled

Moved Carl King, seconded Robyn Retallick

All positions declared vacant

President Robyn Retallick, nominated by Julie Maytom, seconded Carl King – elected

Treasurer Ian McLain, nominated by Julie Maytom, seconded by Alma Herrman – elected

Secretary Jenny Day to work in conjunction with Fran Macdonald from Leeton Shire, nominated Carl King, seconded by Gwen Spadaro

Meeting closed 6.20pm

**ITEM 8.9 MINUTES OF THE WHITTON TOWN IMPROVEMENT COMMITTEE MEETING -
29 SEPTEMBER 2021**

RECORD NUMBER	21/395
RELATED FILE NUMBER	EF21/446/02
AUTHOR/S	Manager Visitor Services and Local Activation
APPROVER/S	Group Manager Shire Activation

SUMMARY/PURPOSE

The purpose of this report is to provide Council with the Minutes of the Whitton Town Improvement Committee meeting held on Wednesday 29 September 2021 (**Attachment 1**).

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

RECOMMENDATION

THAT Council receives for information the Minutes of the Whitton Town Improvement Committee meeting held on Wednesday 29 September 2021.

REPORT

(a) Background

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

(b) Discussion

The Whitton Town Improvement Committee met for a Committee Meeting on Wednesday 29 September 2021. Discussions were held in relation to several matters with Council's Manager Visitor Services and Local Activation providing updates back to the committee on the following:

Whitton Cemetery – Council's Manager Open Space and Recreation advised that there is \$30,000 set aside in the 2021/22 Capital Works Budget for plinth and other associated capital works at Whitton and Leeton cemeteries. In terms of the general maintenance budget, Council has a budget of \$79,500 for the day-to-day maintenance of the Leeton and Whitton cemeteries.

The following general maintenance works will occur at Whitton Cemetery during this financial year: screening plantings across the front boundary fence (inside), renewal of gravel footpaths, tree planting to the eastern side of the entrance road and minor rectification of graves that have fallen into disrepair.

Whitton Memorial Park– the public toilets at the Whitton Memorial Park will undergo significant refurbishment works during this financial year to upgrade the current toilet complex as well as make the disabled toilet DDA compliant. Council's Manager Open Space and Recreation advised that during this financial year Council is also replacing bin receptacles in the main street to improve further on landscaping works that have been previously undertaken. The Committee has asked if costing options for different types of shade structures over the kid's playground equipment at the park can be provided at the next meeting, which will be provided by the Manager Open Space and Recreation.

Whitton Murals Project – Council's Manager Cultural Services has advised that this project is further delayed due to COVID-19 and the artists inability to travel out of Melbourne. Once COVID restrictions ease and Victorians can travel to NSW without having to isolate upon return, the project will be completed.

Whitton Water Tower Artwork - the footings, which are 2.5m deep by 900 round with a steel cage embedded in the concrete, have been poured and the artwork has been fabricated. Again, the COVID-19 lockdown has prevented the artist leaving Melbourne.

Leeton CBD Façade Painting Project Stage 2 – Council's Manager Visitor Services and Local Activation advised that Stage 2 of this project (which has a specific focus on the Leeton central business precinct) is scheduled to commence in mid-November. If there is any remaining money left in the budget Council may look to target some buildings in the main streets of Whitton and Yanco.

Whitton Museum Update – Council's Group Manager Corporate provided a summary document (**Attachment 2**) to the Committee that details the status and proposed next steps for addressing structural integrity issues at the Museum.

Gogeldrie Weir Signage – Whitton Town Improvement Committee Secretary Tracy Catlin advised that signage to direct people travelling from Darlington Point towards Gogeldrie Weir via Whitton Road needs to be investigated. Council's Manager Visitor Services and Local Activation to liaise with the Manager Roads and Drainage. It is noted that the proposed Art Deco Way signage may help address the situation.

(c) Options

Nil – this report is for information purposes only.

IMPLICATIONS TO BE ADDRESSED

(a) Financial

\$146,000 was obtained via the NSW Government's Stronger Country Communities Fund – Round 3 to complete the Whitton Mural and Water Tower Artwork Project.

Whitton Courthouse Museum - \$60,000 has been allocated in the Leeton Shire Council 2021/22 Capital Works Budget to address structural integrity issues at the Whitton Courthouse Museum.

Whitton Memorial Park Toilets - \$50,000 has been allocated In the Leeton Shire Council 2021/22 Capital Works Budget to undertake refurbishment works at the Whitton Memorial Park toilets.

(b) Policy

Nil

(c) Legislative/Statutory

Under Section 355 (b) of the *Local Government Act 1993* a council may exercise its functions by a Committee of Council.

(d) Risk

Financial – ensuring the community knows that identified projects are subject to budget bids.

Representative – ensuring the voice of community is heard, not just the voice of the Committee.

Informational – ensuring the wider Whitton community is informed about Committee plans and progress.

CONSULTATION

(a) External

Committee members

(b) Internal

Manager Open Space & Recreation
Manager Cultural Services
Manager Roads & Drainage
Group Manager Corporate
Building Services Coordinator

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

Under the Key Priority Area Outcome Six: STRONG LEADERSHIP within Council's adopted Delivery Program/Operational Plan – 19 - A community that speaks up and gets involved - 19 c - Provide a framework for inclusive decision-making - Support and report on Council's Section 355 Committees".

ATTACHMENTS

- 1 [↓](#) Whitton Town Improvement Committee Minutes Wednesday 29 September 2021
- 2 [↓](#) Whitton Museum Update 29 September 2021

WHITTON TOWN IMPROVEMENT COMMITTEE

Minutes of Meeting held at Whitton Hall on 29/09/2021

Agenda

1. Welcome from Chair and call for apologies

2a Minutes of the previous meeting

2b Business arising from those minutes

3 Correspondence

4 Museum update presented by Brent

5 General Business

6 Date of next Meeting

Meeting Commenced at 6.05pm

Present: Tracy Catlin, Lorraine & Craig Kefford, Margaret Strong, Brent Lawrence, George Weston, Paul Smith.

Apologies: Barb Smith, Ron DeMamiel, Andrew Creek, Deb Morden, Paul Maytom, Tony Ciccio, Tracey Morris, Michael Kidd.

Confirmation of Minutes of meeting held 01/06/2021 by C Kefford & P Smith.

Correspondence:

Matters Arising & General Business:

- Community Noticeboard Select Harvest Grant of \$500 was successful. Installation is almost complete with thanks to Rob Pickens.
- Brent provided an update on Whitton Cemetery maintenance and capital works, Whitton Memorial Park upgrades during the 2021/22 Financial Year as well as a status update on the Whitton Murals, Water Tower Artwork and the Leeton CBD Façade Painting Project Stage 2.
- Margaret has been researching establishment dates of businesses and buildings in Whitton and will give Brent a copy of relevant information.
- Brent advises that Council now progress with seeking available grant funding opportunities to enable ideas outlined in the Gogeldrie Weir Master Plan. The feedback from the community consultation of the plan being very positive. The current License on the Weir expires before the end of the year and the Council will take control again.

- Tracy has asked if a Blue Gogeldrie Weir sign, the same as the one on the main Rd, can be added to the Whitton Rd- Binyah St intersection signpost. Tracy to provide details to Brent for follow up.
- See attachment for Whitton Museum Update as presented by Brent.

Meeting Closed: Next Meeting Tuesday 7th December, 6pm at Whitton Community Hall. Pending, due to the effect of Council elections to be held on Saturday 4th. First meeting likely to be postponed until February 2022.

Whitton Museum Update

Council's Group Manager Corporate has provided a current status update and proposed next steps for the Whitton Museum.

Current status

1. **First structural engineer's report:** Glenn Saddler prepared the first structural engineer's report, which has previously been provided to Council and its Senior Management Team.
2. **Second structural engineer's report and Geotech report:** Council's Building Services Coordinator has sought a second structural engineer's report and commissioned a Geotech report. The Geotech report will inform the second structural engineer's report. The second structural engineer's report is expected by early October.
3. **Solution for the Courthouse section:** Council's Building Services Coordinator has sought a proposal for a chemical underpinning solution to stabilise that part of the building for around \$25,000. The proposal is subject to the second structural engineer's report. If progressed, the underpinning comes with a 50-year guarantee. If the underpinning solution is not suitable an alternative proposal will need to be sought.
4. **Works on the remainder of the building:** Council can commission work on the remainder of the building, as only the Courthouse section needs underpinning. These works are anticipated to be in the vicinity of \$25,000. The Building Services Coordinator is currently assessing the availability of contractors to undertake this work.
5. **Budget:** The total amount in the 2021/22 budget for the Whitton Museum is \$60,000.
6. **PropertyNSW:** The property has not yet been transferred to Council by PropertyNSW. We understand that we will need to advise them of the intended works once we are settled with next steps. Council's Property Coordinator and Native Title Manager will manage this communication.

Proposed next steps

- Council's Building Services Coordinator will firm up the works proposed in Item 4, being the works on the remainder of the building.
- Once Item 4 (works on the remainder of the building) is firmed up we propose a communication to the Whitton Community and PropertyNSW that the Item 4 work is commencing. It is proposed that the Whitton communication goes via Tracey Catlin, perhaps as Facebook post on the Whitton Community news page. Council's Group Manager Corporate will liaise with the Manager Cultural Services and Communications Coordinator about the content and medium/s.
- With regard to Item 3, being the chemical underpinning or alternative proposal, we will keep Council's Senior Management Team updated and make a recommendation based on the Building Services Coordinator's assessment.

COUNCILLOR ACTIVITY REPORTS

ITEM 1 COUNCILLOR ACTIVITY REPORT

RECORD NUMBER	21/381
RELATED FILE NUMBER	EF21/508
AUTHOR	Executive Assistant to the General Manager and Mayor

RECOMMENDATION

THAT Council notes the Councillor Activity Reports for the period 22 September 2021 to 27 October 2021.

Cr Paul Maytom

28 September 2021	Jumpstart Committee Meeting
29 September 2021	Online Meeting with MP Chris Minns
5 October 2021	Leeton Connect Investing in Rural Communities Futures Evaluation Meeting
6 October 2021	Virtual Hearing into Health Outcomes and Services in Regional, Rural and Remote NSW, Murrumbidgee Environmental Water Agency Meeting and Leeton Connect Sustainability Session
7 October 2021	RAMJO Water Subcommittee Meeting
9 October 2021	Leeton Showgirl Luncheon 2021 and Art Exhibition Opening
12 October 2021	Refugee Re-settlement Forum
13 October 2021	RAMJO Extra-Ordinary Board Meeting and CBD Enhancement Committee Meeting
14 October 2021	Leeton Connect Board Meeting
15 October 2021	Refugee Re-settlement Roundtable
19 October 2021	NSW GROW Leeton Visit, Infrastructure Working Group Meeting, Leeton Connect Board Meeting and Refugee Welcome Zone Councils Meeting
20 October 2021	Additional Councillor Workshop
26 October 2021	Murrumbidgee Customer Advisory Group Meeting and ROSCCo Meeting and JumpStart Committee Meeting
27 October 2021	Sporting Walk of Fame Meeting, Grandparents Day at the Library and Department of Planning, Industry and Environment Meeting

Cr George Weston

29 September 2021	ABC Radio Interview and Whitton Town Improvement Meeting
8 October 2021	Western Regional Planning DA Determinations Panel and Australia Day Meeting
13 October 2021	CBD Enhancement Committee Meeting
19 October 2021	Infrastructure Working Group Meeting
20 October 2021	Additional Councillor Workshop
21 October 2021	Heritage Grant Review

Cr Tracey Morris

27 September 2021	Roxy Operations Project Control Group Meeting
8 October 2021	Western Regional Planning DA Determinations Panel
13 October 2021	CBD Enhancement Committee Meeting
19 October 2021	Infrastructure Working Group Meeting
20 October 2021	Additional Councillor Workshop

Cr Paul Smith

29 September 2021	Whitton Town Improvement Meeting
19 October 2021	Infrastructure Working Group Meeting
20 October 2021	Additional Councillor Workshop