



**LEETON**  
SHIRE COUNCIL

**ORDINARY COUNCIL MEETING**  
**AGENDA**

**22 MAY 2024**  
**7:00 PM**

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  
22 May 2024  
7:00 PM**

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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 24 April 2024, as circulated, be taken as read and CONFIRMED.

5. DISCLOSURES OF INTERESTS
6. MAYORAL MINUTES
7. REPORTS TO COUNCIL

**CORPORATE MATTERS**

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**OPERATIONAL MATTERS**

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**ECONOMIC AND COMMUNITY DEVELOPMENT MATTERS**

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8. NOTICES OF MOTIONS
9. COUNCILLOR ACTIVITY REPORTS
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**10. CONFIDENTIAL MATTERS** (Separate document)

**10.1 APPOINTMENT OF INDEPENDENT MEMEBERS TO THE AUDIT,  
RISK AND IMPROVEMENT COMMITTEE**

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) (a) of the Local Government Act, 1993, on the grounds that the report contains personnel matters concerning particular individuals.

**11. CONCLUSION OF THE MEETING**

### **VIDEO RECORDING**

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 Governance Team via 6953 0911 or email [council@leeton.nsw.gov.au](mailto:council@leeton.nsw.gov.au)**

### **OATH OF OFFICE**

Councillors' obligations under the Oath or Affirmation of Office are as follows:

I swear that I will undertake the duties of the office of Councillor in the best interests of the people of Leeton and the Leeton Shire Council and that I will faithfully and impartially carry out the functions, powers, authorities and discretions vested in me under the *Local Government Act 1993* or any other Act to the best of my ability and judgment.

### **AFFIRMATION OF OFFICE**

I solemnly and sincerely declare and affirm that I will undertake the duties of the office of councillor in the best interests of the people of Leeton Shire and the Leeton Shire Council and that I will faithfully and impartially carry out the functions, powers, authorities and discretions vested in me under the *Local Government Act 1993* or any other Act to the best of my ability and judgment.

## 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

- 1<sup>st</sup> Do I have private interest affected by a matter I am officially involved in?
- 2<sup>nd</sup> Is my official role one of influence or perceived influence over the matter?
- 3<sup>rd</sup> 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	<a href="mailto:council@leeton.nsw.gov.au">council@leeton.nsw.gov.au</a>	<a href="http://www.leeton.nsw.gov.au">www.leeton.nsw.gov.au</a>
ICAC	8281 5999 Toll Free 1800 463 909	<a href="mailto:icac@icac.nsw.gov.au">icac@icac.nsw.gov.au</a>	<a href="http://www.icac.nsw.gov.au">www.icac.nsw.gov.au</a>
Office of Local Government	4428 4100	<a href="mailto:olg@olg.nsw.gov.au">olg@olg.nsw.gov.au</a>	<a href="http://www.olg.nsw.gov.au">www.olg.nsw.gov.au</a>
NSW Ombudsman	9286 1000 Toll Free 1800 451 524	<a href="mailto:nswombo@ombo.nsw.gov.au">nswombo@ombo.nsw.gov.au</a>	<a href="http://www.ombo.nsw.gov.au">www.ombo.nsw.gov.au</a>

## CORPORATE MATTERS

### ITEM 7.1 INVESTMENTS REPORT FOR APRIL 2024

RECORD NUMBER	24/98
RELATED FILE NUMBER	EF24/97
AUTHOR/S	Accountant
APPROVER/S	Manager Finance Director Corporate / CFO

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## SUMMARY/PURPOSE

This report provides details of the performance of Council's investment portfolio for the period ending 30 April 2024.

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## RECOMMENDATION

THAT Council notes the information contained in the Investments Report for April 2024.

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## REPORT

### (a) Background

This report is required to be prepared monthly and presented at the next available Ordinary Council meeting in accordance with Clause 212 of the Local Government (General) Regulation 2021.

### (b) Discussion

Council's cash and investment holdings total \$46,360,155.

As at 30 April 2024, Leeton Shire Council has \$44,163,280 invested in Approved Deposit Institutions (ADIs) of which \$517,923 (1.17%) is invested with local bank branches.

Attached to this report is a Statement of Bank Reconciliation (**Attachment 1**) and a Summary of Investments (**Attachment 2**) as at 30 April 2024.

The Statement of Bank Reconciliation reconciles the Bank Statement balances to the General Ledger at 30 April 2024 by taking into account unrepresented cheques, unrepresented deposits, and unrepresented debits.

The Summary of Investments details all the investments held by Leeton Shire Council as at 30 April 2024.

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The following table details the total Cash, Cash Equivalents and Investment holdings:

Cash in Transaction Account	\$ 2,196,875
Deposits At Call Accounts	\$ 9,263,280
Investments	\$34,900,000
<b>TOTAL</b>	<b>\$46,360,155</b>

The table below details the monthly movements of investments for April 2024:

<b>Opening Investments Balance</b>	<b>\$ 46,614,089</b>
<b>Less:</b>	
Maturities	\$ 2,000,000
Transfer to CBA Current Account	\$ 2,500,000
<b>Subtotal</b>	<b>\$ 42,114,089</b>
<b>Plus:</b>	
Roll-overs	\$ 2,000,000
New Investments	\$ 0
CBA Business Online Saver (BOS) movements	\$ 12,232
AMP Business Saver Account	\$ 2
AMP 31 Day Notice Account	\$ 27,877
Macquarie Cash Management Accelerator Account	\$ 9,080
<b>Closing Investments Balance</b>	<b>\$ 44,163,280</b>
Add back Cash in Transaction accounts	2,196,875
<b>Total Cash and Investments</b>	<b>\$ 46,360,155</b>

The following table details the break-up of investments according to the restrictions placed on QBRs December 2023:

<b>Total Cash and Investments</b>	<b>\$ 46,360,155</b>
<b>Less restrictions</b>	
Water Supply (Excl. Unfinished Works)	\$ 18,501,462
Sewerage Services (Excl. Unfinished Works)	\$ 9,423,450
Domestic Waste Management	\$ 5,536,490
*Other external restrictions	\$ 6,356,567
<b>External Restrictions (Excl. Unfinished Works) - Sub Total</b>	<b>\$ 39,817,969</b>
<b>Internal restrictions (Excl. FAG Prepayment)</b>	<b>\$ 3,095,289</b>
<b>Total restrictions</b>	<b>\$ 42,913,258</b>
Operating Capital	\$ 3,446,897

\*Includes - Unspent Grants Restrictions, Stormwater Levy Restriction, Deposits, Retentions and Bonds

**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 for specific purposes such as plant replacement, infrastructure renewal or funded provisions. Internal restrictions are considered as part of the Budget adoption or the Quarterly Budget Review process.

**Operating Capital** is used to provide working capital for Council to fund short-term operations, current Capital works program, and fluctuations in payables and receivables.

### **Water Investments Summary**

The Marsden Jacob Report on 29 April 2024 (Water Market Update) is available for Council's consideration at (**Attachment 3**).

There is an estimated 800ML of allocation remaining available to sell. Prices during the reporting month are currently at about \$15/ML, down from \$24/ML in late March.

No water was sold in April 2024.

Water Entitlements	Entitlement	Allocation (%)	Total Allocation (ML)	Usage to date	Sales this month	Total Volume Sold (ML)	Estimated Remaining Usage** + 10% Safety Margin*	Remaining Allocation (Saleable) (ML)
Town Water High Security	4,097	100%	4,097	2,545	-	500	418	634
<b>Investment Water</b>								
High Security	971	100%	971		-	950		21
General Security	516	100%	516			300		216
Carryover			-		-	-		-
General Security Surplus			-					-
Unmetered Usage			(60)					(60)
<b>Total</b>	<b>5,584</b>		<b>5,524</b>		<b>-</b>	<b>1,750</b>		<b>811</b>

For the 23/24 financial year, Council's total volume of temporary trade as at 30 April 2024 is 1750ML, yielding \$195,082 (net of sale brokerage fees). This represents 178.69% of the budgeted earnings for the full year from temporary water sales (\$70K).



Table of Water Sales:

Date	Qty	Price/ML	Water Sales Gross Income	Brokerage	Water Sales Net Income
1/09/2023	60	\$160	\$9,600	-\$338	\$9,262
12/09/2023	440	\$160	\$70,400	-\$2,162	\$68,238
13/09/2023	250	\$160	\$40,000	-\$1,596	\$38,404
2/11/2023	100	\$200	\$20,000	-\$900	\$19,100
28/12/2023	200	\$160	\$32,000	-\$1,260	\$30,740
19/01/2024	100	\$160	\$16,000	-\$530	\$15,470
13/03/2024	100	\$24	\$2,400	-\$122	\$2,278
13/03/2024	500	\$24	\$12,000	-\$410	\$11,590
<b>Total Water Sales (all funds)</b>	<b>1750</b>		<b>\$202,400</b>	<b>-\$7,318</b>	<b>\$195,082</b>

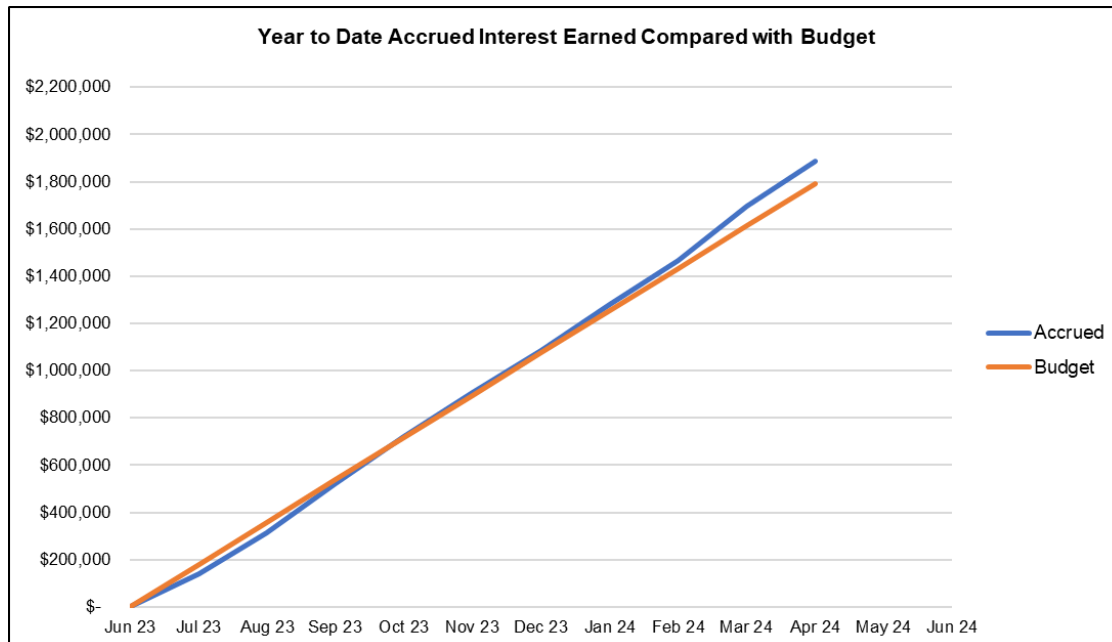
**IMPLICATIONS TO BE ADDRESSED**

**(a) Financial**

The annualised rate of return across the portfolio is 5.07% for April 2024.

Original Budgeted Interest for FY23/24 is \$700K and increases to \$2,150,000 in the December QBRS. The actual \$192,787 in interest earned for April 2024 is higher than the revised budgeted amount of \$179,166 by \$13,621.

The following graph compares year-to-date interest with the revised budgeted interest for the period:



The consolidated actual investment income from 1 July 2023 to 30 April 2024 compared to the revised budgeted investment interest is detailed below:

Actual versus budgeted interest and earnings	Apr-24	Year To Date
Investments - Interest earned	\$ 137,597	\$ 1,265,250
Deposits at call	\$ 52,808	\$ 615,657
Rebates and Other earnings	\$ 2,382	\$ 7,479
<b>Total Earnings</b>	<b>\$ 192,787</b>	<b>\$ 1,888,386</b>
Budgeted Interest	\$ 179,166	\$ 1,791,660
<b>Variance – Positive</b>	<b>\$ 13,621</b>	<b>\$96,726</b>

Total investment income allocation by fund is detailed below:

Interest Apportionment	Apr-24	Year to Date
General Fund	\$ 76,503	\$ 870,547
Water Fund	\$ 78,098	\$ 700,143
Sewer Fund	\$ 38,186	\$ 317,696
<b>Total Interest Earned</b>	<b>\$ 192,787</b>	<b>\$ 1,888,386</b>

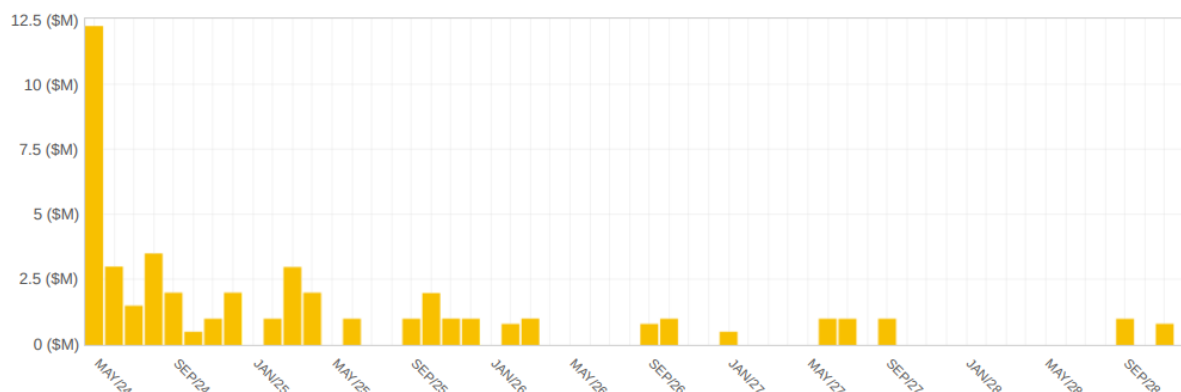
The following tables provide information on investment rates this year compared to last year, as well as a comparison of investment balances from this year to last year:

Performance Measures	Year to Date	Last Year (Apr)
Portfolio Average Interest Rate (YTD inc. Cash)	4.60%	3.00%
Investment Balances	Year to Date	Last Year
Opening Balance as at 1 Apr	\$46,614,089	\$49,793,514
Current Balance as at 30 Apr	\$44,163,280	\$47,344,948

## Council Portfolio Compliance

### Investment Maturing Profile

The portfolio remains lightly diversified from a maturity perspective with deposits maturing out to 5 years. The graph below shows when Council's current investments mature and the related values:



### Financial Asset Allocation

Council's financial assets are invested as per the table below:

Investment Type	Risk Assessment		Investment Face Value	% of Portfolio
	Capital	Interest		
Term Deposits	Low	Low	24,000,000	54.34%
Cash/At Call Deposits	Low	Low	9,263,280	20.98%
Floating Rate Notes	Low	Low	7,400,000	16.76%
Bonds	Low	Low	3,500,000	7.93%
<b>TOTAL</b>			<b>44,163,280</b>	<b>100%</b>

### Counterparty

As at the end of April 2024, Council did not have an overweight position to any single Authorised Deposit Taking Institution. The portfolio is well-diversified across the investment grade spectrum (all are rated BBB or higher).

All aggregate ratings categories are within the Investment Policy limits.

Compliant	Issuer	Rating	Invested (\$) ^	Invested (%)	Max. Limit (%)	Available (\$)
✓	RBC Covered	AAA	\$996,998	2.26%	45%	\$18,869,555
✓	Suncorp Covered	AAA	\$502,637	1.14%	45%	\$19,363,916
✓	ANZ Bank	AA-	\$1,998,034	4.53%	45%	\$17,868,519
✓	Commonwealth Bank	AA-	\$3,018,276	6.84%	45%	\$16,848,277
✓	National Australia Bank	AA-	\$6,806,469	15.42%	45%	\$13,060,084
✓	Westpac	AA-	\$8,000,000	18.12%	45%	\$11,866,553
✓	Macquarie	A+	\$3,996,861	9.05%	35%	\$11,454,902
✓	Bendigo and Adelaide	A-	\$981,187	2.22%	35%	\$14,470,576
✓	BoQ	A-	\$3,980,439	9.02%	35%	\$11,471,324
✓	AMP Bank	BBB+	\$9,550,936	21.63%	30%	\$3,693,432
✓	Bank Australia	BBB+	\$1,005,103	2.28%	30%	\$12,239,265
✓	RACQ Bank (Qbank)	BBB+	\$802,890	1.82%	30%	\$12,441,479
✓	Auswide Bank	BBB	\$1,006,043	2.28%	30%	\$12,238,325
✓	MyState Bank	BBB	\$1,502,023	3.40%	30%	\$11,742,345
			<b>\$44,147,895</b>	<b>100.00%</b>		

### Credit Quality

The following table details the credit rating of each of the categories in which Council has money invested. The portfolio remains well diversified from a credit ratings perspective with the portfolio spread across the entire credit spectrum. All investments are compliant with Council's Investment Policy.

Compliant	Credit Rating	Invested (\$)	Invested %	Max. Limit (%)
Yes	AAA Category	\$1,499,634	3.40%	100.00%
Yes	AA Category	\$19,822,779	44.90%	100.00%
Yes	A Category	\$8,958,487	20.29%	80.00%
Yes	BBB Category	\$13,866,995	31.41%	70.00%
Yes	Unrated ADI's	\$0	0.00%	30.00%
		<b>\$44,147,895</b>	<b>100.00%</b>	

**\*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. (Arlo Advisory)

Maximum Limit Percentage is based on the Revised Investment Policy for 2022.

**(b) Legislative/Statutory**

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

**CONSULTATION**

**(a) External**

Council's investment advisors are Arlo Advisory (for financial investment advice) and Marsden Jacobs (for water trading advice).

Advisors were contacted by staff for financial investment advice during the month of April 2024.

**(b) Internal**

General Manager  
Director Operations

**LINK/S TO THE DELIVERY PROGRAM/OPERATIONAL PLAN**

CSP FOCUS AREA 5 - Strong leadership and civic participation – DELIVERY PROGRAM  
FUNCTIONAL AREA 9 - Governance and Administration - DELIVERY PROGRAM  
ACTIVITY 9.7 - Deploy reliable and efficient corporate management - financial, asset, property, records, information technology, buildings and plant/fleet - OPERATIONAL  
PLAN ACTIVITY 9.7.3 - Foster Council's financial sustainability through maximising investment returns, including cash and water sales".

**ATTACHMENTS**

- 1 Bank Reconciliation April 2024
- 2 Investments April 2024
- 3 Marsden Jacob April 2024

## 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 April 2024

### BALANCE AS PER GENERAL LEDGER


Opening Balance:	1/04/2024	\$	958,238.42
April Movements:		\$	1,285,699.21
Closing Balance:	30/04/2024	\$	2,243,937.63
Less Unprocessed Bank Statement Transactions:		-\$	47,062.38
Total:		\$	2,196,875.25

### BALANCE AS PER BANK STATEMENTS

	\$	2,196,300.90
Less Unpresented Cheques	-\$	263.15
Less Unpresented Debits	\$	-
Plus Unpresented Deposits	\$	837.50
Total	\$	2,196,875.25



\_\_\_\_\_  
 Responsible Accounting Officer  
 9 May 2024

<b>MONTH END BANK RECONCILIATION REPORT</b>		
Deposit At Call Accounts (Commonwealth Bank, AMP Bank and Macquarie Bank) Prepared by the Accountant		
<b>INTRODUCTION</b>		
The purpose of this report is to inform Council of its position in respect of Deposit at Call Accounts balances.		
<b>BACKGROUND</b>		
This report is prepared monthly and presents movements in the Council's Deposit at Call accounts.		
<b>BANK RECONCILIATION STATEMENT</b>		
as at 30 April 2024		
<b>BALANCE AS PER GENERAL LEDGER</b>		
Opening Balance:	1/04/2024	\$ 11,714,089.12
February Movements :		
Transfer to CBA Working Account		-\$ 2,500,000.00
Interest Earned		\$ 49,190.72
Closing Balance:	30/04/2024	<u>\$ 9,263,279.84</u>
Less Unprocessed Bank Statement Transactions:		\$ -
Total:		<u><u>\$ 9,263,279.84</u></u>
<b>BALANCE AS PER BANK STATEMENTS</b>		<u>\$ 9,263,279.84</u>
Less Unpresented Cheques		
Less Unpresented Debits		
Plus Unpresented Deposits		
Total		<u><u>\$ 9,263,279.84</u></u>
 _____ Responsible Accounting Officer 10 May 2024		

# Leeton Shire Council

## Summary of Term Investments as at: 30/04/2024

Inv No	Financial Institution/Broker	Investment	Note	Ref No	Investment Date	Investment Term (months)	Remaining Term (months)	Principal	Yield %	Maturity	Type	BBSW 90:	
												4.41%	5.07%
10-00	Commonwealth Bank Ltd	CBA Business Online Saver - Cash Account	Cash	10206481	12/10/09	174	0	517,923.29	4.20%	10/05/24	DAC		
20-00	AMP Bank	AMP Business Saver Account		437864762	10/07/20	45	0	506.24	3.50%	10/05/24	DAC		
21-00	AMP Bank	AMP 31 Day Notice Account		971165956	17/07/20	45	0	6,550,429.73	5.40%	10/05/24	DAC		
		Macquarie Cash Management											
22-00	Macquarie Bank	Accelerator Account		940367790	07/11/20	42	0	2,194,420.58	4.65%	10/05/24	DAC		
20-11	ANZ Bank	ANZ Bank		AU3FN0049730	29/08/19	60	3	1,000,000.00	5.11%	29/08/24	FRN		
23-15	Curve Securities Pty Ltd	Members Banking Group Ltd		AU3FN0075453	24/02/23	36	21	800,000.00	5.84%	24/02/26	FRN		
23-16	Laminar Capital	Auswide Bank		AU3FN0076352	17/03/23	36	22	1,000,000.00	5.85%	17/03/26	FRN		
22-21	Commonwealth Bank Ltd	Commonwealth Bank		AU3FN0065579	14/01/22	60	32	500,000.00	5.05%	14/01/27	FRN		
23-01	Commonwealth Bank Ltd	Royal Bank of Canada		AU3FN0070025	13/07/22	60	38	500,000.00	5.41%	13/07/27	FRN		
23-10	Laminar Capital	MyState Bank Ltd		AU3FN0072369	13/10/22	36	17	500,000.00	5.66%	13/10/25	FRN		
23-11	Commonwealth Bank Ltd	Suncorp-Metway Ltd		AU3FN0072617	17/10/22	36	17	500,000.00	5.24%	17/10/25	FRN		
23-13	Curve Securities Pty Ltd	Bank Australia		AU3FN0073797	24/11/22	36	18	1,000,000.00	5.94%	24/11/25	FRN		
24-05	Commonwealth Bank Ltd	Macquarie Bank		AU3FN0081170	14/09/23	36	35	800,000.00	5.19%	14/09/26	FRN		
24-11	Commonwealth Bank Ltd	National Aust Bank		AU3FN0082996	16/11/23	36	35	800,000.00	5.37%	16/11/28	FRN		
22-23	Commonwealth Bank Ltd	Bendigo and Adelaide Bank		8156149	17/03/22	36	10	1,000,000.00	3.00%	17/03/25	Bond		
22-27	Commonwealth Bank Ltd	Bank of Queensland		AU3C80288843	29/04/22	42	17	1,000,000.00	4.00%	29/10/25	Bond		
23-02	Commonwealth Bank Ltd	Royal Bank of Canada		AU3C80290682	13/07/22	60	38	500,000.00	4.50%	13/07/27	Bond		
24-07	Laminar Capital	ANZ Bank		AU3C80302404	22/09/23	59	52	1,000,000.00	4.95%	11/09/28	Bond		
22-17	Westpac Bank	Westpac Bank		9563400	11/11/21	36	6	1,000,000.00	1.60%	11/11/24	LTD		
22-31	Bank of Queensland	Bank of Queensland		508507	23/06/22	24	1	1,000,000.00	4.40%	24/06/24	LTD		
22-32	Macquarie Bank	Macquarie Bank		232613257	24/06/22	24	1	1,000,000.00	4.43%	24/06/24	LTD		
23-07	National Aust Bank	National Aust Bank		97-327-3005	27/09/22	24	4	1,000,000.00	4.90%	27/09/24	LTD		
23-19	AMP Bank	AMP Bank		TD569423643	01/05/23	12	0	500,000.00	5.10%	01/05/24	LTD		
23-21	National Aust Bank	National Aust Bank		36-359-9876	08/06/23	24	13	1,000,000.00	5.17%	08/06/25	LTD		
23-22	Bank of Queensland	Bank of Queensland		772448	21/06/23	48	37	1,000,000.00	5.40%	21/06/27	LTD		
23-23	MyState Bank	MyState Bank Ltd		30271520	28/06/23	12	1	1,000,000.00	5.65%	28/06/24	LTD		
24-01	National Aust Bank	National Aust Bank		26-415-8864	11/07/23	12	2	1,500,000.00	5.55%	11/07/24	LTD		
24-02	AMP Bank	AMP Bank		TD528016306	08/08/23	12	3	500,000.00	5.65%	08/08/24	LTD		
24-03	Commonwealth Bank Ltd	Commonwealth Bank		38344709	16/08/23	11	3	2,000,000.00	5.57%	15/08/24	LTD		
24-04	National Aust Bank	National Aust Bank		42-900-9737	11/09/23	12	4	1,000,000.00	5.20%	11/09/24	LTD		
24-06	Westpac Bank	Westpac Bank		11067864	14/09/23	48	40	1,000,000.00	4.94%	14/09/27	LTD		
24-08	Bank of Queensland	Bank of Queensland		833891	29/09/23	24	16	1,000,000.00	5.23%	29/09/25	LTD		
24-09	National Aust Bank	National Aust Bank		89-130-6344	06/10/23	12	5	500,000.00	5.25%	06/10/24	LTD		
24-10	Westpac Bank	Westpac Bank		11154604	26/10/23	36	29	1,000,000.00	5.38%	26/10/26	LTD		
24-12	Westpac Bank	Westpac Bank		11256899	11/12/23	12	7	1,000,000.00	5.27%	11/12/24	LTD		
24-13	AMP Bank	AMP Bank		TD869330126	15/12/23	24	19	1,000,000.00	5.45%	15/12/25	LTD		

# Leeton Shire Council

Summary of Term Investments as at: 30/04/2024									
				BBSW 90:	4.41%	Average Yield:	5.07%		
24-14	AMP Bank	TD518603931	21/12/23	11	7	1,000,000.00	5.40%	19/12/24	LTD
24-15	Westpac Bank	11408864	27/02/24	12	9	1,000,000.00	5.14%	27/02/25	LTD
24-16	Westpac Bank	11469068	22/03/24	11	9	1,000,000.00	5.06%	24/02/25	LTD
24-17	National Aust Bank	36-309-4165	22/03/24	11	9	1,000,000.00	5.02%	24/02/25	LTD
24-18	Westpac Bank	11505860	11/04/24	12	11	1,000,000.00	5.13%	11/04/25	LTD
24-19	Westpac Bank	11511980	15/04/24	12	11	1,000,000.00	5.12%	15/04/25	LTD
<b>Total Investments:</b>						<b>\$ 44,163,279.84</b>			



# Leeton Shire Council

**Summary of Term Investments as at: 30/04/2024**      **BBSW 90: 4.34%**      **Average Yield: 5.07%**

Investment by Type		
Investment	Amount	%
AMP Bank	3,000,000	6.8%
Auswide Bank	1,000,000	2.3%
National Aust Bank	6,800,000	15.4%
ANZ Bank	2,000,000	4.5%
CBA Business Online Sa	517,923	1.2%
AMP 31 Day Notice Acc	6,550,430	14.8%
Macquarie Cash Mana	2,194,421	5.0%
Commonwealth Bank	2,500,000	5.7%
Westpac Bank	8,000,000	18.1%
Bendigo and Adelaide	1,000,000	2.3%
Bank of Queensland	4,000,000	9.1%
Macquarie Bank	1,800,000	4.1%
AMP Business Saver Acc	506	0.0%
Royal Bank of Canada	1,000,000	2.3%
MyState Bank Ltd	1,500,000	3.4%
Suncorp-Metway Ltd	500,000	1.1%
Bank Australia	1,000,000	2.3%
Members Banking Grou	800,000	1.8%
<b>TOTAL</b>	<b>44,163,280</b>	<b>100.0%</b>
Local	517,923	1.17%
Non Local	43,645,357	98.83%

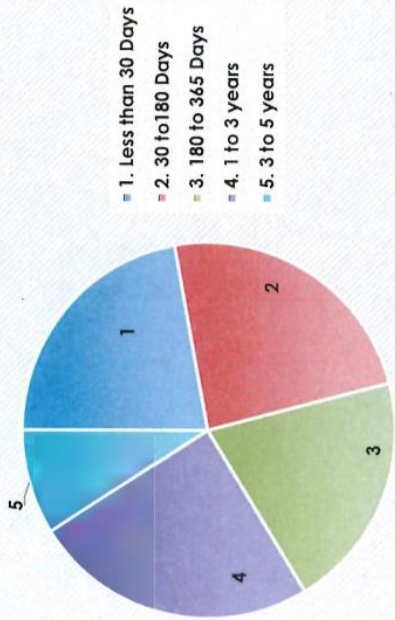
Investments by Age		
Age	Amount	%
1. Less than 30 Days	9,763,280	22%
2. 30 to 180 Days	10,500,000	24%
3. 180 to 365 Days	9,000,000	20%
4. 1 to 3 years	10,900,000	25%
5. 3 to 5 years	4,000,000	9%
<b>TOTAL</b>	<b>44,163,280</b>	<b>100%</b>

Investments by Age and Type		
Sum of Principal		Total
Current	DAC	9,263,280
	LTD	18,000,000
	FRN	1,000,000
	Bond	1,000,000
<b>Current Total</b>		<b>29,263,280</b>
Non Current	LTD	6,000,000
	FRN	6,400,000
	Bond	2,500,000
<b>Non Current Total</b>		<b>14,900,000</b>
<b>Grand Total</b>		<b>44,163,280</b>
DAC	Deposit At Call	
LTD	Long Term Deposit	
FRN	Floating Rate Notes	
Bond	Long Term Bond	

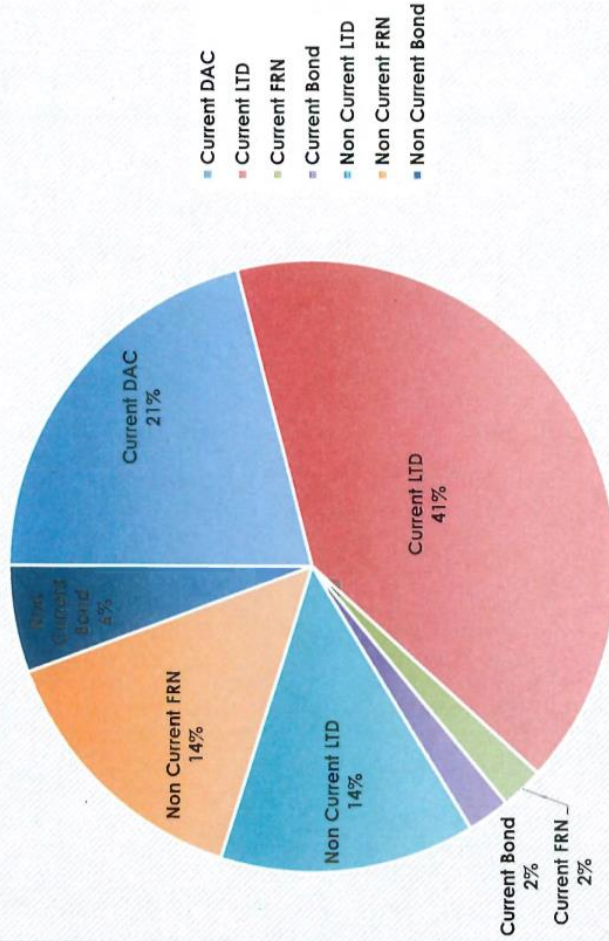
# Leeton Shire Council

Summary of Term Investments as at: 30/04/2024	BBSW 90: 4.34%	Average Yield: 5.07%
---	----------------	----------------------

Investments by Age



Investments by Type and Term



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

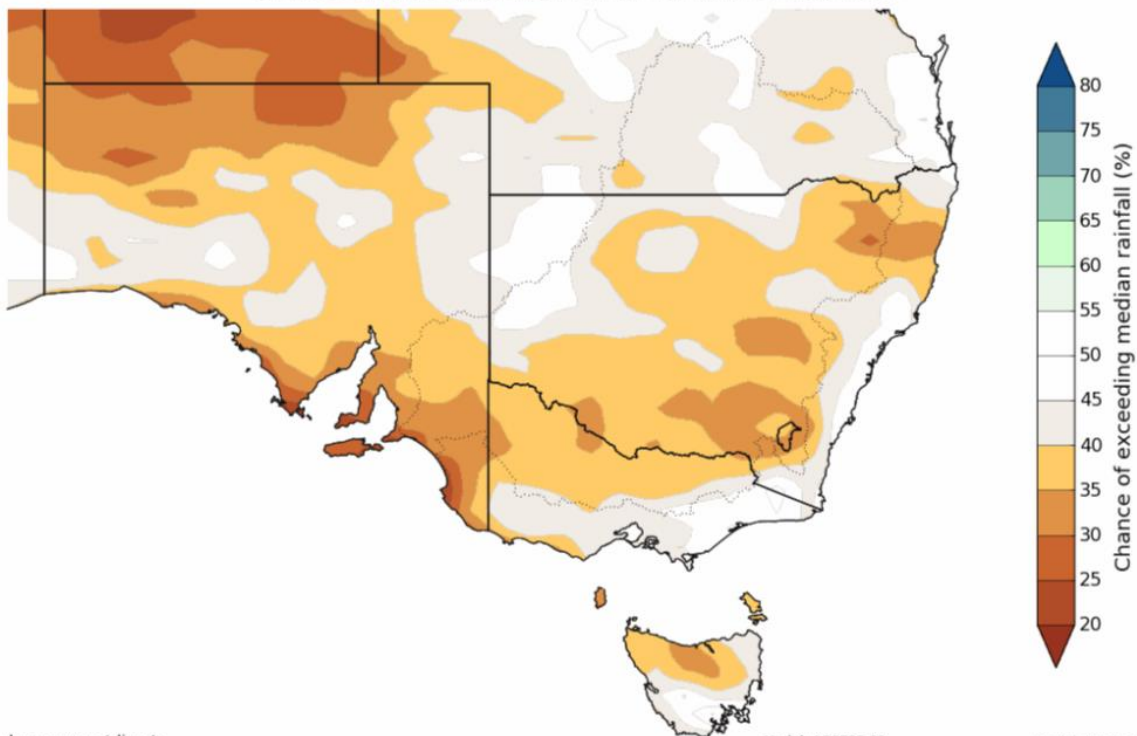
*[Signature]*  
 Responsible Accounting Officer  
 9 May, 2024

## Water Market Update – April 29<sup>th</sup> 2024

### Market Summary

- Leeton Shire Council has an estimate **800 ML** of temporary allocation available for trade. Leeton Shire Council should consider trading most of their allocation before the end of the water year. The Council can carryover 155 ML of entitlement as of June 30 2024. Any water allocation other than this amount will be forgone.
- Therefore, should the Council decide to sell, it should only sell **745 ML** of allocation to reserve their carryover. Water prices at the start of the water year over the last two years have been significantly higher, and the Council could reserve the carryover and sell it in early July.
- The Council could also consider selling Forward Water. Given its high reliability and town water volume, the Council could consider a 500ML forward trade. The current price for Murrumbidgee Forward Water Trade for delivery in November 2024 is \$130/ML (see next page for Last 5 Trades or <https://www.waterflow.io/overview/forward>).
- Murrumbidgee General and High Security increased to 100% allocation as of February 1 2024.
- The Murrumbidgee to Murray IVT is currently closed, and no water is being traded between the Murrumbidgee and the Murray. This has occurred over the last few water years and generally results in very low prices towards the end of the water year.
- Temporary prices are currently at about **\$15/ML, down from \$24/ML in late March** (see chart below).
- The Murrumbidgee is expected to see below median rainfall for May 2024 (map below).

Chance of exceeding the median rainfall for May 2024

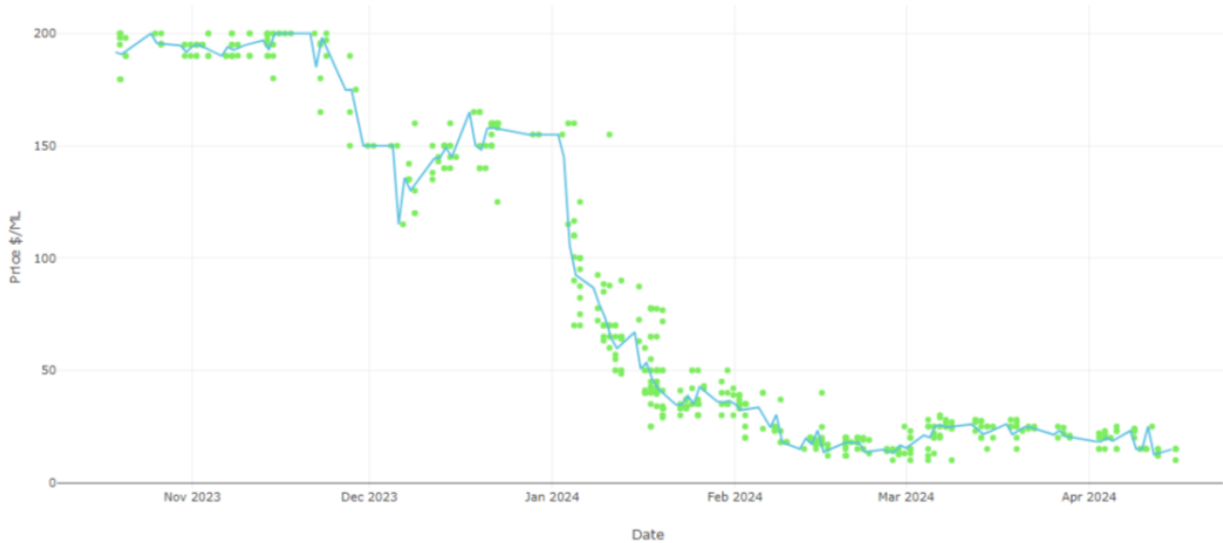


**MARSDEN JACOB ASSOCIATES**

Murrumbidgee market prices as of April 29<sup>th</sup> 2024, allocation market

Trade type	Current spot price	Chart description
Temporary Allocation	\$15/ML	Prices have decreased from \$24/ML in March

Temporary allocation trade history



[www.waterflow.io](http://www.waterflow.io)

Last 5 Forward Water Trades

Last traded 19th Apr

[^ Hide last 5 Trades](#)

Date	Price / ML	Volume	Delivery Date	Broker
19th Apr 2024	\$130	500 ML	Nov 2024	Ruralco Water
19th Apr 2024	\$130	500 ML	Sep 2024	Ruralco Water
12th Apr 2024	\$130	500 ML	Oct 2024	Ruralco Water
11th Apr 2024	\$125	200 ML	Sep 2024	Ruralco Water
11th Apr 2024	\$135	1,000 ML	Aug 2024	Ruralco Water

Last 5 Temporary Trades

Last traded 29th Apr

[^ Hide last 5 Trades](#)

Date	Price / ML	Volume	Broker
29th Apr 2024	\$15	150 ML	Ruralco Water
26th Apr 2024	\$18	800 ML	Ruralco Water
26th Apr 2024	\$20	341 ML	Ruralco Water
24th Apr 2024	\$14	400 ML	Ruralco Water
24th Apr 2024	\$15	146 ML	Ruralco Water

[www.marsdenjacob.com.au](http://www.marsdenjacob.com.au)

[www.waterflow.io](http://www.waterflow.io)

**MARSDEN JACOB ASSOCIATES**

Water Availability	Volumes (ML)
General Security	516
Carryover	0
High Security	971
MI deduction	-60.0
General Security Surplus	0
<b>Total available allocation</b>	<b>1427</b>

A

Town Water	Volumes (ML)
Usage to date	0
Estimated remaining usage**	380
Safety*	38
<b>Town Water Available for Sale</b>	<b>1134</b>

B

Water Sales	Volumes (ML)
Sales to date	-1750

C

<b>Estimated Water available for sale (ML) A + B + C</b>	<b>811</b>
--	------------

Source: MI Statements and LSC

\*The council trade policy states that up to 500 ML of Town Water can be sold at any time after the commencement of the water year up until October 31. From November 1, a 10% safety margin on remaining expected water demand is used.

\*\* Estimated remaining usage is based on information from Leeton Council town water from November 20 2023.

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**ITEM 7.2            MINUTES OF THE AUDIT, RISK AND IMPROVEMENT COMMITTEE MEETING -  
2 MAY 2024**

<b>RECORD NUMBER</b>	24/96
<b>RELATED FILE NUMBER</b>	EF24/97
<b>AUTHOR/S</b>	Manager Governance, Corporate & Customer Service
<b>APPROVER/S</b>	Director Corporate / CFO

---

**SUMMARY/PURPOSE**

The purpose of this report is to submit the minutes (**Attachment 1**) and the Chairman's Report (**Attachment 2**) of the Audit, Risk and Improvement Committee (ARIC) meeting held on Thursday 2 May 2024.

---

**RECOMMENDATION**

THAT Council:

1. Notes the Minutes of the Audit, Risk and Improvement Committee meeting held on Thursday 2 May 2024.
  2. Notes the Chairman's Report to the Mayor and Councillors from the Audit, Risk and Improvement Committee meeting held on Thursday 2 May 2024.
- 

**REPORT**

**(a) Background**

Leeton Shire Council's ARIC met on Thursday 2 May 2024. The minutes of the meeting (**Attachment 1**) are now presented for Council's information.

The ARIC is charged with providing independent assurance and assistance to Council on risk management, control, governance and external accountability responsibilities, as well as for the purposes of quality assurance and quality improvement.

**(b) Discussion**

At the meeting of 2 May 2024, the ARIC reviewed the following:

- The Draft Operational Plan for 2024/25 (including the Draft Budget for 2024/25) and Draft Revenue Policy (including fees and charges) for 2024/25, and
  - Annual Engagement Plan for the year ending 30 June 2024.
-

### **(c) Options**

Nil – this report is for information only.

### **(a) Financial**

There are no financial implications arising from this report.

### **(b) Policy**

There are no policy implications arising from this report.

### **(c) Legislative/Statutory**

The Audit, Risk and Improvement Committee is established under the *Local Government Act 1993*.

The ARIC is bound by Council's Code of Conduct and Code of Meeting Practice.

### **(d) Risk**

Nil

## **CONSULTATION**

### **(a) External**

Audit Office of New South Wales  
RSD Audit

### **(b) Internal**

General Manager  
Manager WHS, QA and Risk  
Finance Consultant

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

CSP FOCUS AREA 5 - Strong leadership and civic participation – DELIVERY PROGRAM  
FUNCTIONAL AREA 9 - Governance and Administration - DELIVERY PROGRAM  
ACTIVITY 9.6 - Deploy reliable and efficient corporate and project governance  
including audit, risk and improvement - OPERATIONAL PLAN ACTIVITY 9.6.8 - Continue  
to hold Audit, Risk and Improvement Committee meetings".

## **ATTACHMENTS**

- 1 Minutes - Audit, Risk and Improvement Committee - Thursday 2 May 2024
- 2 ARIC Chairman's Report to Council - May 2024



**MINUTES OF THE  
AUDIT, RISK AND IMPROVEMENT COMMITTEE  
LEETON SHIRE COUNCIL  
THURSDAY 2 MAY 2024  
COMMENCING AT 7:00 PM  
COUNCIL CHAMBERS**

---



LEETON SHIRE COUNCIL  
Audit, Risk and Improvement Committee - Thursday 2 May 2024

---

**1. PRESENT (Voting Members):** Graham Bradley (Chair), Cr. Tracey Morris, Bill Robertson.,

**(Non-Voting Attendees):** Jackie Kruger (General Manager), Avtar Singh (Director Corporate / CFO), Sarah Graham (Manager Governance, Corporate and Customer Service).

**Others:** Mark Johnson (Finance Consultant), Larissa Chan (Audit Office of New South Wales), Quentin Wong (Audit Office of New South Wales), Josh Porker (RSD Audit), Cranos Moyo (RSD Audit).

**2. APOLOGIES**

Emerson Doig

**3. CONFIRMATION OF THE MINUTES**

**Resolved**

THAT the Minutes of the Audit, Risk and Improvement Committee held on Monday 19 February 2024, as circulated, be taken as read and CONFIRMED.

**(Moved Cr. Morris, seconded Cr. Robertson)**

**4. DECLARATION OF INTEREST**

Nil

**5. OFFICER'S REPORT**

**Item 5.1 COUNCIL ENDORSEMENT OF THE DRAFT OPERATIONAL PLAN FOR 2024/25, DRAFT ANNUAL BUDGET STATEMENT FOR 2024/25 AND DRAFT REVENUE POLICY (INCLUDING FEES AND CHARGES) FOR 2024/25**

**Resolved**

THAT Audit, Risk and Improvement Committee (ARIC) notes for information, the following documents:

1. The DRAFT Operational Plan for the 2024/25 Financial Year,
2. The DRAFT Annual Budget Statement for the 2024/25 Financial Year, and
3. The DRAFT Revenue Policy for the 2024/25 Financial Year (including DRAFT Schedule of Fees and Charges for the 2024/25 Financial Year).

**(Moved Cr. Robertson, seconded Cr. Morris)**

**6. CONCLUSION OF THE MEETING**

There being no further business the meeting closed at 7:50 PM.

..... signed by  
the Chairman of the meeting held on  
18 Jul 2024 at which meeting the  
signature hereon was subscribed.

**AUDIT, RISK AND IMPROVEMENT COMMITTEE**

**CHAIRMAN'S REPORT TO COUNCIL**

**Attention Tony Reneker - Mayor**

I advise that the Leeton Shire Council Audit, Risk and Improvement Committee met on Thursday 2<sup>nd</sup> May, 2024. All Committee members were present with the exception of Emerson Doig who was an apology. Staff members present included Jackie Kruger, Avtar Singh, Sarah Graham, and Andrew Valenta together with Council's new contract auditors Josh Porker and Cranos Moyo from RSD Audit.

Mark Johnson (Finance Consultant) and Larissa Cham (Audit Office of NSW) attended via video link.

Our principal items of business were to receive and review the:

- The Draft Operational Plan for 2024/25 (including the Draft Budget for 2024/25) and Draft Revenue Policy (including fees and charges) for 2024/25.
- External Audit Annual Engagement Plan.

The Committee reviewed and noted the above mentioned documents and chose to make the following comments.

**Draft Budget for 2024/25**

The Draft Operational Budget for 2024/25 has again been prepared on a "Fund by Fund Basis" with the following anticipated operating results **before** capital grants and contributions.

General Fund	Deficit	(\$2,846,000)
Domestic Waste Man.	Surplus	\$ 238,000
Water Fund	Surplus	\$ 311,000
Sewerage Fund	Surplus	(\$ 578,000)
	Deficit	(\$2,875,000)

We remind Council that each individual Fund must demonstrate that it is financially viable as cross subsidization between Funds is not permitted.

We note in particular, the deficit results anticipated in the General and Sewerage funds and comment as follows.

- For some years now the General Fund operating result before capital movements has been of some concern to the ARIC.

General Fund	2024/25 Budgeted \$	2023/24 Budgeted \$	2022/23 Actual \$	2021/22 Actual \$	2020/21 Actual \$	2019/20 Actual \$
Operating Result	(2,846,000)	(2,516,000)	989,000	(590,000)	(5,741,000)	938,000

*NB: We note the actual result for 2020/21 was adversely impacted by one off expenditures including the initial recognition of Tip remediation expenses.*

In our opinion the greatest challenge facing Council is to return the General Fund to long term financial stability.

We appreciate that Council is cognisant of these challenges and although it has been reluctant to commence new non-essential capital works we consider further action is necessary and support the comments of the Mayor and General Manager being:

*“Council plans to continue having conversations with the community about how to increase revenue **including revisiting the option of a Special Rate Variation and/or decrease costs (including reductions in service levels)**”.*

ARIC notes and endorses these strategies.

- Despite sewerage charges increasing 7% the fund will have insufficient income to cover operating expenses in 2024/25. This is primarily due to increased budget maintenance expenses (\$2.2 million) which have risen from the previous year's budget expenditure of \$967,000. We are advised that major maintenance works will occur on the aeration tank aerators.

Further comments in relation to Council's financial position are contained in my ARIC Chairman's Report to Council dated February 2024.

ARIC passed the following resolution:

*That the Audit, Risk and Improvement Committee (ARIC) notes for information, the following documents:*

1. *The DRAFT Operational Plan for the 2024/25 Financial Year,*
2. *The DRAFT Annual Budget Statement for the 2024/25 Financial Year, and*
3. *The DRAFT Revenue Policy for the 2024/25 Financial Year (including DRAFT Schedule of Fees and Charges for the 2024/25 Financial Year).*

#### External Audit Annual Engagement Plan

The NSW Audit Office has engaged a new firm of contract auditors (RSD Audit) to conduct the audit of Leeton Shire Council for the next few years. The auditors were on site on the 2<sup>nd</sup> May and were invited to address our meeting.

ARIC expressed concern that:

- The contract auditors were appointed without consultation with Leeton Shire Council, and
- Audit fees were again significantly increased without proper consultation with Leeton Shire Council or Management. Audit fees for 2024/25 will be \$67,800 which represents a 28.4% increase on the previous year. ARIC has requested the AO to itemise and explain reasons for the increase.

3

As always we invite Councillors to submit suggestions for future internal audits.

Yours faithfully

A handwritten signature in black ink, appearing to read 'Graham Bradley', written in a cursive style.

Graham Bradley  
Chairman  
07/5/2024

**ITEM 7.3 POLICY REVIEW - MAY 2024**

<b>RECORD NUMBER</b>	24/92
<b>RELATED FILE NUMBER</b>	EF24/97
<b>AUTHOR/S</b>	BSO Governance, Records & Customer Service
<b>APPROVER/S</b>	Manager Governance, Corporate & Customer Service

---

**SUMMARY/PURPOSE**

The purpose of this report is to present for Council's endorsement for the revised DRAFT - Parks, Playgrounds and Recreational Facilities Maintenance Management Policy, and the new DRAFT - Related Party Disclosure Policy to be placed on public exhibition for 28 days.

---

**RECOMMENDATION**

THAT Council endorses the following DRAFT policies for public exhibition for 28 days and, if no substantive feedback is received, the policies will be considered adopted the:

- DRAFT - Related Party Disclosure Policy, and
  - DRAFT - Parks, Playgrounds and Recreational Facilities Maintenance Management Policy.
- 

**REPORT**

**(a) Background**

Council is guided by a range of laws, regulations and policies to support them make good decisions that creates positive outcomes for our community. Council must comply with laws and mandatory policies or guidelines.

Council has implemented a plan for the regular review of policies, plans and strategies to ensure currency and assist in ongoing efforts for good governance.

**(b) Discussion**

The new DRAFT Related Parties Disclosure Policy was created to assist Council in complying with disclosure requirements concerning Key Management Personnel (KMP), their close family members, and entities controlled or jointly controlled by any of them stipulated under the *Australian Accounting Standard AASB 124 Related Party Disclosures*, as outlined in the below table:

<b>New Policy</b>	<b>Comments on Changes</b>
DRAFT - Related Parties Disclosure Policy	In accordance with AASB 124 Related Party Disclosures Council must disclose all material and significant related party transactions in its annual financial statements.

---

The DRAFT Parks, Playgrounds and Recreational Facilities Maintenance Management Policy is recommended to be 're-adopted' with minor changes as outlined in the table below. By adopting an updated version, the previous version of the policy will be rescinded.

Revised Policy	Comments on Changes
DRAFT - Parks, Playgrounds and Recreational Facilities Maintenance Management Policy	Updated Policy containing <i>NSW Exhibited Animals Protection Act 1986</i> Conditions.

Council must give public notice of its intention to adopt or amend these policies and allowing at least 28 days for the making of public submissions. If no substantive feedback is received, the policies will be considered adopted after the exhibition period.

### (c) Options

THAT Council:

1. Endorses the revised the new DRAFT - Related Party Disclosure Policy and the DRAFT - Parks, Playgrounds and Recreational Facilities Maintenance Management Policy, for public exhibition for 28 days, and if no substantive feedback is received, the policies will be considered adopted. ***This is the recommended option.***
2. Seeks amendments to the new DRAFT - Related Party Disclosure Policy and the DRAFT - Parks, Playgrounds and Recreational Facilities Maintenance Management Policy prior to endorsement.

### IMPLICATIONS TO BE ADDRESSED

#### (a) Financial

Nil

#### (b) Policy

Revised policies, plans and strategies once adopted, will supersede previous versions of these documents.

#### (c) Legislative/Statutory

Council must adopt certain policies, plans and strategies in according to the following sections of the *Local Government Act 1993*:

- Section 160
- Section 165
- Section 252
- Section 253
- Section 402
- Clause 403
- Section 404

**(d) Risk**

Not reviewing, updating and adopting policies, plans and strategies leaves Council exposed to being legislatively out of date and not fit for purpose. Further, without clear policies, plans and strategies there are insufficient accountability and responsibility obligations in place to operate Council efficiently and effectively.

**CONSULTATION**

**(a) External**

All policies, plans and strategies are placed on public exhibition for 28 days. Draft policies, plans and strategies for which substantive feedback has been received will be reviewed and returned to Council for consideration and adoption.

If no substantive feedback is received, the policies will be considered adopted after the exhibition period has closed.

**(b) Internal**

Each of the policies, plans and strategies has been reviewed/updated by the relevant subject experts within Council, their supervisors, Governance staff and the Senior Management Team.

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

CSP FOCUS AREA 5 - Strong leadership and civic participation – DELIVERY PROGRAM  
FUNCTIONAL AREA 9 - Governance and Administration - DELIVERY PROGRAM  
ACTIVITY 9.6 - Deploy reliable and efficient corporate and project governance including audit, risk and improvement - OPERATIONAL PLAN ACTIVITY 9.6.5 -  
Continuously review and update of Council policies and plans to appropriately support Council's operations".

**ATTACHMENTS**

- 1** DRAFT - Related Party Disclosure Policy (New)
- 2** Draft Revised - Parks, Playgrounds and Recreational Facilities Maintenance Policy



LEETON  
SHIRE COUNCIL

**DRAFT - New**  
**Related Party Disclosure Policy**

May 2024



## DOCUMENT CONTROL

<b>RESPONSIBLE OFFICER:</b>	Manager Governance, Corporate and Customer Service				
<b>REVIEWED BY:</b>	Director Corporate/CFO and SMT				
<b>LINK TO CSP/DELIVERY PROGRAM/OPERATIONAL PLAN:</b>	DP 9.7 Deploy reliable and efficient financial management and administration OP 9.7.5 – Practice sound financial management				
<b>DATE ADOPTED:</b>	TBC				
<b>ADOPTED BY:</b>	Council				
<b>RESOLUTION NO: (IF RELEVANT):</b>	TBC				
<b>FOR PUBLICATION:</b>	<input type="checkbox"/> INTRANET <input type="checkbox"/> COUNCIL WEBSITE <input checked="" type="checkbox"/> BOTH				
<b>REVIEW DUE DATE:</b>	May 2028				
<b>REVISION NUMBER:</b>	New				
<b>VERSIONS:</b>	<b>DATE</b>	<b>DESCRIPTION OF AMENDMENTS</b>	<b>AUTHOR/EDITOR</b>	<b>REVIEW/SIGN OFF</b>	<b>MINUTE NO (IF RELEVANT)</b>
1	May 2024	New Policy	EO	SG	TBC

## REVIEW OF THIS POLICY

This Policy will be reviewed every 4 years or as required in the event of legislative, position or electoral changes. The Policy may also be changed as a result of other amendments that are to the advantage of Council and in the spirit of this Policy. Any amendment to the Policy must be by way of a Council Resolution or the approval of the General Manager.

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DRAFT

## 1. Background

### 1.1 Purpose of the Policy

Under the *Local Government Act 1993* and *Local Government (General) Regulation 2021* all Local Governments in New South Wales must produce annual financial statements that comply with the Australian Accounting Standards.

From 1 July 2016, the Australian Accounting Standards Board has determined that AASB 124 related party disclosures will apply to government entities, including Local Governments. Council is required to disclose Related Party Relationships and Key Management Personnel (KMP) compensation in its annual financial statements.

The purpose of this policy is to define the parameters for Related Party Relationships and the level of disclosure and reporting required for Council to achieve compliance with the Australian Accounting Standard AASB 124 - Related Party Disclosures.

## 2. Objective

### 2.1 Objectives and Coverage of the Policy

AASB 124 provides that Council must disclose all material and significant Related Party Transactions in its annual financial statements by aggregate or general description and include the following detail:

- the nature of the related party relationship; and
- relevant information about the transactions including:
  - the amount of the transaction,
  - the amount of outstanding balances, including commitments,
  - their terms and conditions, including whether they are secured, and the nature of the consideration to be provided in the settlement,
  - details of any guarantee given or received,
  - provision for doubtful debts related to the number of outstanding balances, and
  - the expense recognised during the period in respect of bad or doubtful debts due from related parties.

All transactions involving Related Parties will be captured and reviewed to determine materiality or otherwise of such transactions, if the transactions are Ordinary Citizen Transactions, and to determine the significance of each of the transactions.

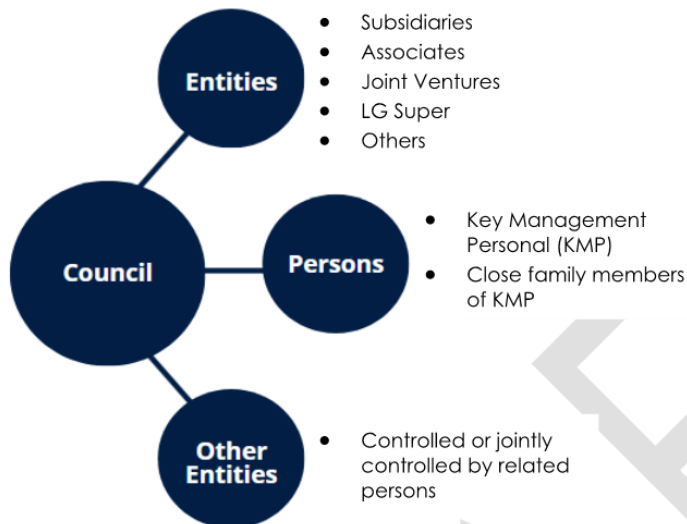
Generally, transactions with amounts receivable from and payable to KMP or their related parties which:

- occur within normal employee, customer or supplier relationships and at arm's length; and
- are not material or significant

shall be excluded from detailed disclosures, they will be disclosed in the financial statements by general description. Disclosures that Related Party Transactions were made on terms equivalent to an arm's length transaction can only be made if such terms can be substantiated.

AASB requirements in this regard are available at **Appendix A**.

The following diagram gives an overview of common related parties that a council will have:



### 3. Application

#### 3.1 Application of this Policy

To enable Council to comply with AASB 124 Council's KMP, are required to declare full details of any Related Parties and Related Party Transactions. Such information will be retained and reported, where necessary, in Council's annual financial statements.

The method for identifying the close family members and associated entities of KMP will be by KMP self-assessment. KMP have an ongoing responsibility to advise Council immediately of any Related Party Transactions.

The preferred method of reporting is for KMP to provide details of Related Parties and Related Party Transactions, utilising the Related Party Declaration by Key Management Personnel (**Appendix B**), to the Accountant.

Information provided will be reviewed in accordance with Council's operational requirements and recorded on a centralised register held in Council's electronic document management system (Content Manager).

Should a KMP have any uncertainty as to whether a transaction may constitute a related party transaction, they should contact the Director Corporate/CFO for clarification.

Information provided by KMP and other related parties shall be held for the purpose of compliance with Council's legal obligation and shall be disclosed where required for compliance or legal reasons only.

A review of KMP and their related parties will be completed at intervals not exceeding 6 months.

This policy will be provided to KMP 6 monthly upon data collection and also as part of Councillor inductions.

## 4. Definitions

For the Purpose of this policy:

Term	Definition
AASB 124	The Australian Accounting Standards Board – <b>Related Party Disclosures Standard</b> under Section 334 of the Corporations Act 2001
Close family members / Close members of the family	Close family members of a KMP are those family members who may be expected to influence, or be influenced by that person in their dealings with the entity. Unless estranged, this includes: <ul style="list-style-type: none"> <li>that person's children and spouse or domestic partner</li> <li>children of that person's spouse or domestic partner</li> <li>dependants of that person, or that person's spouse or domestic partner.</li> </ul>
Entity	Can include companies, trusts, joint ventures, partnerships, incorporated association or unincorporated group or body and non-profit associations such as sporting clubs.
Key Management Personnel (KMP)	AASB 124 defines KMP's as "those persons having authority and responsibility, either directly or indirectly, for planning, directing and controlling the activities of the entity." For Council purposes KMP include: <ul style="list-style-type: none"> <li>the Mayor,</li> <li>Councillors,</li> <li>the General Manager,</li> <li>Directors,</li> <li>Managers.</li> </ul>
KMP Compensation	All forms of consideration paid, payable, or provided in exchange for services provided, and may include: <ul style="list-style-type: none"> <li>short-term employee benefits, such as wages, salaries and social security contributions, paid annual leave and paid sick leave, profit sharing and bonuses (if payable within twelve months of the end of the period) and nonmonetary benefits (such as medical care, housing, cars and free and subsidised goods or services) for current employees,</li> <li>post-employment benefits such as pensions, other retirement benefits, post-employment life insurance and post-employment medical care,</li> <li>other long-term employee benefits, including longservice leave or sabbatical leave, jubilee or other longservice benefits, long-term disability benefits and, if they are not payable wholly within twelve months after the end of the period, profit sharing, bonuses and deferred compensation, and</li> <li>termination benefits.</li> </ul>
Material (Materiality)	The assessment of whether the transaction, either individually or in aggregate with other transactions, by omitting it or misstating it could influence decisions that users make on the basis an entity's financial statements. For the purpose of this policy, it is not considered appropriate to set either a dollar value or a percentage value to determine materiality.
The Act	<i>Local Government Act 1993</i>
The Regulation	Local Government (General) Regulation 2021
Ordinary Citizen Transaction (OCT)	A transaction that an ordinary citizen of the community would undertake in the ordinary course of business with Council. Examples of OCT's includes: <ul style="list-style-type: none"> <li>paying Council fees, rates or charges,</li> <li>attending Council functions that are open to the public,</li> <li>payment for goods or services from Council at rates published in Council's Register of Fees and Charges.</li> </ul>

<p><b>Possible Close members of the family of a person</b></p>	<p>Are those family members who could be expected to influence, or be influenced by, that person in their dealings with the Council and include:</p> <ul style="list-style-type: none"> <li>• that person's brothers' and sisters',</li> <li>• aunts', uncles', and cousins' of that person's spouse or domestic partner,</li> <li>• dependants of those persons' or that person's spouse or domestic partner as stated in (b), and</li> <li>• that person's or that person's spouse or domestic partners', parents' and grandparents'.</li> </ul>
<p><b>Related Party</b></p>	<p>For the purposes of this policy, related parties of Council are:</p> <ul style="list-style-type: none"> <li>• entities related to Council,</li> <li>• KMP of Council,</li> <li>• close family members of KMP,</li> <li>• possible close family members of KMP's, and</li> <li>• entities or persons that are controlled or jointly controlled by KMP, or their close family members, or their possible close family members.</li> </ul> <p>Also a person or entity is a related party of Council if any of the following apply:</p> <ul style="list-style-type: none"> <li>• they are members of the same group (which means that each parent, subsidiary and fellow subsidiary is related to the others),</li> <li>• they are an associate or belong to a joint venture of which Council is part of,</li> <li>• they and Council are joint ventures of the same third party,</li> <li>• they are part of a joint venture of a third party and council is an associate of the third party,</li> <li>• they are a post-employment benefit plan for the benefit of employees of either Council or an entity related to Council,</li> <li>• they are controlled or jointly controlled by Close members of the family of a person,</li> <li>• they are identified as a close or possibly close member of the family of a person with significant influence over Council or a close or possibly close member of the family of a person who is a KMP of Council, or</li> <li>• they or any member of a group of which they are a part, provide KMP services to Council.</li> </ul>
<p><b>Related Party Transaction</b></p>	<p>Is a transfer of resources, services or obligations between a Council and a related party, regardless of whether a price is charged.</p>
<p><b>Significant (significance)</b></p>	<p>Likely to influence the decisions that users of the Council's financial statements make having regard to both the extent (value and frequency) of the transactions, and that the transactions have occurred between the Council and related party outside a public service provider/ taxpayer relationship.</p>
<p><b>Remuneration</b></p>	<p>Remuneration package and includes any money, consideration or benefit received or receivable by the person but excludes reimbursement of out-of-pocket expenses, including any amount received or receivable from a related party transaction.</p>

## 5. Principles

### 5.1 Procedural Statement

Council is committed to responsible corporate governance, including compliance with laws and regulations governing related party transactions.

Related Party relationships are a normal feature of commerce and business. For example, entities frequently carry out parts of their activities through subsidiaries, joint ventures and associates. In those circumstances, there is the possibility of the entity having the ability to affect the financial and operating policies of Council through the presence of control, joint control or significant influence.

A Related Party relationship could influence the normal business operations of Council even if Related Party Transactions do not occur. The mere existence of the relationship may be sufficient to affect the transactions of the Council with other parties. Alternatively, 1 party may refrain from trading with Council because of the significant influence of another - for example, a local supplier may be instructed by its parent not to engage in supplying goods to Council.

For these reasons, knowledge of Council's transactions and outstanding balances (including commitments and relationships with Related Parties) may affect assessments of Council's operations.

AASB 124 provides that Council must disclose all material and significant Related Party Transactions and outstanding balances; including commitments, in its annual financial statements. Generally, disclosure will only be made where a transaction has occurred between council and a related party of council. In addition, the transaction must be material in nature or size, when considered individually or collectively.

When assessing whether such transactions are significant the following factors will be taken into consideration:

- significance in terms of size,
- was it carried out on non-market terms,
- is it outside normal day-to-day council operations,
- was it subject to council approval,
- did it provide a financial benefit not available to the general public,
- was the transaction likely to influence decisions of users of the annual financial statements.

Regard must also be given for transactions that are collectively, but not individually significant.

Information provided by KMP, and other related parties shall be held for the purpose of compliance with Council's legal obligation and shall be disclosed where required for compliance or legal reasons only.

## 6. Document Information

Related documents and reference information in this section provides a single reference point to develop and maintain site compliance information.

### 6.1 Related Documents

Related documents, listed below, are internal documents directly related to or referenced from this document.

- Code of Conduct
- Councillors Expenses and Facilities Policy 2024
- Privacy Management Plan

## 7. Relevant Legislation

- *Local Government Act, 1993*
- Local Government (General) Regulation 2021
- Australian Accounting Standard AASB 124 - Related Party Disclosures
- *Privacy and Personal Information Protection Act 1998*
- Office of Local Government – Local Government Code of Accounting Practice and Financial Reporting

## 8. Responsibilities

Parties or Persons	Responsibilities
<b>Councillors, General Manager, Directors, Managers.</b>	<ul style="list-style-type: none"><li>• Provision of information as required in this policy,</li><li>• Ongoing responsibility to advise Governance immediately of any Related Party Transactions via email <a href="mailto:council@leeton.nsw.gov.au">council@leeton.nsw.gov.au</a> or contact 02 6953 0911</li></ul>
<b>Accountants</b>	<ul style="list-style-type: none"><li>• Make the necessary disclosures in Council's annual financial statements of any Related Party Transactions.</li></ul>
<b>Governance</b>	<ul style="list-style-type: none"><li>• Coordinate information gathering of related party relationships and maintain the Related Party Register,</li><li>• Ensure information is recorded in Councils Record Management system, Content Manager,</li><li>• Abide by <i>Privacy and Personal Information Protection Act 1998</i> when storing information.</li></ul>



## 9. Monitoring and Review

### 9.1 Monitoring

Policy is monitored by Director Corporate/CFO and maintained by Manager Governance, Corporate and Customer Service.

### 9.2 Review

This policy is to remain in force until it is reviewed and adopted by Council. This policy is to be reviewed approximately every 4 years to ensure that it meets legislative requirements.

This policy will also be reviewed when any of the following occur:

- a change of Councillors, General Manager or other KMP,
- corporate restructure,
- the related legislation/documents are amended or replaced,
- other circumstances as determined from time to time by a resolution of Council, and
- as a result of changes to the OLG Local Government Code of Accounting Practice and Financial Reporting.

### 9.3 Record Keeping, Privacy and Confidentiality

This policy is to be made available for public viewing on Councils website <https://www.leeton.nsw.gov.au/Your-Council/About-Council/Policies> as required under the *Government Information (Public Access) Act 2009*.

## 10. Appendix 1 – Reporting Requirements.

Reference	Requirement
<b>AASB124.17</b>	<p>The entity discloses key management personnel compensation in total and for each of the following categories:</p> <ul style="list-style-type: none"> <li>• short-term employee benefits,</li> <li>• post-employment benefits,</li> <li>• other long-term benefits, and</li> <li>• termination benefits</li> </ul> <p>Key management personnel (KMP) are not named – disclosure on an aggregate basis only.</p> <p>Short-term employee benefits include non-monetary benefits</p>
<b>AASB124.18</b>	<p>If there have been transactions between related parties, the entity discloses the nature of the relationship with the related party, as well as sufficient information about the transactions and outstanding balances, including commitments, necessary for users to understand the potential effect of the relationship on the financial statements.</p> <p>Types of Transactions:</p> <ul style="list-style-type: none"> <li>• purchases or sales of goods (finished or unfinished),</li> <li>• purchases or sales of property and other assets,</li> <li>• rendering or receiving of services,</li> <li>• leases,</li> <li>• transfers of research and development,</li> <li>• transfers under licence agreements,</li> <li>• transfers under finance arrangements (including loans and equity contributions in cash or in kind),</li> <li>• provision of guarantees or collateral,</li> <li>• commitments to do something if a particular event occurs or does not occur in the future, including executory contracts (recognised and unrecognised) and</li> <li>• settlement of liabilities on behalf of the related party.</li> </ul> <p>The following information, at a minimum, is disclosed:</p> <ul style="list-style-type: none"> <li>• the amount of the transactions,</li> <li>• the amount of outstanding balances, including commitments, and terms and conditions (i.e. secured or unsecured) and the nature of consideration to be provided in settlement and details of guarantees given or received,</li> <li>• provisions for doubtful debts related to the amount of outstanding balances, and</li> <li>• the expense recognised during the period relating to bad or doubtful debts due from related parties.</li> </ul>
<b>AASB124.19</b>	<p>The entity separately discloses all the information required by Paragraph 18 at the following levels:</p> <ul style="list-style-type: none"> <li>• Subsidiaries,</li> <li>• Associates,</li> <li>• joint ventures in which the entity is a joint venturer,</li> <li>• key management personnel of the entity or its parent, and</li> <li>• other related parties.</li> </ul>
<b>AASB124.24</b>	<p>The entity discloses items of a similar nature in aggregate, except when separate disclosure is necessary for an understanding of the effects of related party transactions on the financial statements of the entity.</p>

## 11. Appendix 2 – Related Party Disclosures – AASB124

### Section 1

<b>Name of the KMP</b>	Mr/Mrs/Ms		
<b>KMP's close family members<sup>1</sup></b> Please list the names of close family members where an interest is to be disclosed.	<b>Name</b>	<b>Nature of relationship</b> [e.g.: Partner/Spouse/Child/Parent etc.]	
	N/A		
<b>Entities controlled, jointly controlled or significantly influenced by the KMP or a close family member.</b>	List the names of all entities you or your close family members control, jointly control or significantly influence - refer to section 3 of this document		
<b>Name of related entity</b>	<b>How is the entity a related party?</b>	<b>Date appointed/ commenced</b>	<b>Date resigned/ terminated</b>

<sup>1</sup> Refer to section 3 of this document for [definitions](#) and references.

## Section 2

### KMP Compensation<sup>2</sup> (AASB124.17)

Provide details of [compensation](#) paid, payable or provided by the reporting entity, or on behalf of the reporting entity (or a parent of the reporting entity), in exchange for services rendered by you or your close family members.

Short-term employee benefits	Comments
<p>Disclose compensation received or receivable for services during the reporting period as:</p> <ul style="list-style-type: none"> <li>• a KMP</li> <li>• a close family member of a KMP.</li> </ul> <p>For each KMP and their close family members include:</p> <ul style="list-style-type: none"> <li>• amounts relating to profit-sharing plans or bonuses, indicating:                             <ul style="list-style-type: none"> <li>– whether bonus payments were for performance in the current or prior year</li> <li>– the date the bonus was paid</li> <li>– the performance criteria to which the bonus relates</li> <li>– terms and conditions (and changes thereto) of the bonus</li> <li>– the percentage of the bonus paid or vested during the year</li> <li>– the percentage of the bonus or grant forfeited during the year</li> <li>– the financial year (after the current year) in which the bonus will become payable if the performance criteria are satisfied</li> </ul> </li> <li>• sums received before commencing in a new position that was consideration for agreeing to hold that position</li> <li>• salary sacrifice arrangements</li> <li>• non-monetary benefits.</li> </ul> <p>Exclude amounts received as a consequence of a share-based payment entitlement. Share based payments are considered below.</p>	

Compensation paid by	Compensation paid to	In connection with the affairs of	Type of compensation	Amount (\$)
[Name of entity]	[Name of KMP or close family member]	[Name of entity]	[see <a href="#">compensation</a> ]	

<sup>2</sup> Refer to section 3 of this document for [definitions](#) and references.

Post-employment benefits	Comments
Provide details about: <ul style="list-style-type: none"> <li>• whether the superannuation plan was a defined benefit or defined contribution plan, and the name of the superannuation plan</li> <li>• the amount of superannuation contributed for services rendered during the financial year.</li> </ul>	

Compensation paid by	Compensation paid to	In connection with the affairs of	Type of compensation	Amount (\$)

Other long-term employee benefits	Comments
Provide details about: <ul style="list-style-type: none"> <li>• the nature and amount of other long-term employee benefits for services rendered during the financial year, separately identifying amounts attributable to long-term incentive plans.</li> </ul>	

Compensation paid by	Compensation paid to	In connection with the affairs of	Type of compensation	Amount (\$)

Termination benefits	Comments
Provide details about: <ul style="list-style-type: none"> <li>• the terms and conditions of termination benefits received/receivable, including the amount and whether it was provided for under a contract for services.</li> </ul>	

Compensation paid by	Compensation paid to	In connection with the affairs of	Type of compensation	Amount (\$)

Share-based payments	Comments
Provide details about: <ul style="list-style-type: none"> <li>• participation in share-based payment arrangements (including employee share plans and/or option plans)</li> <li>• changes to share-based payment arrangements during the financial year.</li> </ul>	

Compensation paid by	Compensation paid to	In connection with the affairs of	Type of compensation	Amount (\$)
N/A				

### Transactions and related outstanding balances (AASB 124.26-27)

Provide details about the following transactions and balances during the reporting period between the reporting entity and yourself as a KMP and your close family members and any entity you or your close family members control, jointly control or significantly influence.

Transaction(s)	Details <sup>3</sup> :	Amount of the transaction, balance or commitment
Loans made, guaranteed or secured, directly or indirectly, by the company or its subsidiaries	<b>Name of related party:</b> <b>Nature of relationship:</b> <b>Nature of transaction, balance or commitment:</b>	
Purchases or sales of goods and rendering or receiving of services <sup>4</sup>	<b>Name of related party:</b> <b>Nature of relationship:</b> <b>Nature of transaction, balance or commitment:</b>	
Purchases or sales of property or other assets	<b>Name of related party:</b> <b>Nature of relationship:</b> <b>Nature of transaction, balance or commitment:</b>	
Leases (either as lessee or lessor)	<b>Name of related party:</b> <b>Nature of relationship:</b> <b>Nature of transaction, balance or commitment:</b>	
Transfers of research and development	<b>Name of related party:</b> <b>Nature of relationship:</b> <b>Nature of transaction, balance or commitment:</b>	
Transfers under licence agreements	<b>Name of related party:</b> <b>Nature of relationship:</b> <b>Nature of transaction, balance or commitment:</b>	
Transfers under finance agreements (including loans and equity contributions in cash or in kind)	<b>Name of related party:</b> <b>Nature of relationship:</b> <b>Nature of transaction, balance or commitment:</b>	
Provision of guarantees or collateral	<b>Name of related party:</b> <b>Nature of relationship:</b> <b>Nature of transaction, balance or commitment:</b>	
Commitments to something if a particular event occurs or does not occur in the future (including executory contracts)	<b>Name of related party:</b> <b>Nature of relationship:</b> <b>Nature of transaction, balance or commitment:</b>	

<sup>3</sup> Provide sufficient detail to provide an understanding of the effects of the transactions for disclosure and audit purposes.

<sup>4</sup> KMPs will consume public services on the same terms and conditions as other members of the public. No disclosure is required about these types of transactions.

Settlement of liabilities/debts forgiven	<b>Name of related party:</b> <b>Nature of relationship:</b> <b>Nature of transaction, balance or commitment:</b>	
Grants, scholarships, bequests and other benefits	<b>Name of related party:</b> <b>Nature of relationship:</b> <b>Nature of transaction, balance or commitment:</b>	
Other (e.g. debentures, options etc.)	<b>Name of related party:</b> <b>Nature of relationship:</b> <b>Nature of transaction, balance or commitment:</b>	

## DECLARATION

### Audit of the Leeton Shire Council Financial Statements for the reporting period ending 30 June 2024

To the best of my knowledge and belief, the information provided in the attached Key Management Personnel Related Party Transactions and Disclosures Questionnaire is complete and accurate.

Signed: \_\_\_\_\_

Name:  
 Title:

Date: \_\_\_\_\_

*\*Completed form to be email via to [council@leeton.nsw.gov.au](mailto:council@leeton.nsw.gov.au) or  
 In person: Leeton Shire Council administration Office, 23-25 Chelmsford place, Leeton NSW 2705  
 Postal addressed to: Governance, Leeton Shire Council, 23-25 Chelmsford place, Leeton NSW 2705*





LEETON  
SHIRE COUNCIL

**REVISED - DRAFT**

**PARKS, PLAYGROUNDS & RECREATIONAL  
FACILITIES MAINTENANCE MANAGEMENT POLICY**

APRIL 2024

## DOCUMENT CONTROL

<b>RESPONSIBLE OFFICER:</b>	Manager Open Space and Recreation				
<b>REVIEWED BY:</b>	Director Operations/SMT				
<b>LINK TO CSP/DELIVERY PROGRAM/OPERATIONAL PLAN:</b>	CSP Theme 2: An Active and Enriched Community – DP 6 CSP Theme 5: A Quality Built Environment – DP 17				
<b>DATE ADOPTED:</b>	TBC				
<b>ADOPTED BY:</b>	Council				
<b>RESOLUTION NO: (IF RELEVANT):</b>	TBC				
<b>FOR PUBLICATION:</b>	<input type="checkbox"/> INTRANET <input type="checkbox"/> COUNCIL WEBSITE <input checked="" type="checkbox"/> BOTH				
<b>REVIEW DUE DATE:</b>	April 2028				
<b>REVISION NUMBER:</b>	3				
<b>PREVIOUS VERSIONS:</b>	<b>DATE</b>	<b>DESCRIPTION OF AMENDMENTS</b>	<b>AUTHOR/EDITOR</b>	<b>REVIEW/ SIGN OFF</b>	<b>MINUTE NO (IF RELEVANT)</b>
1	25/11/2015	New Policy	Manager Parks & Recreation Services	Council	15/251
2	25/05/2022	Changed to new format - No content amendments	Manager Open Spaces & Recreation	Council	22/072
3	April 2024	Updated with <i>NSW Exhibited Animals Protection Act 1986</i> Conditions (highlighted in yellow)	Manager Open Spaces & Recreation	Council	TBC

## REVIEW OF THIS POLICY

This document will be reviewed every 4 years or as required in the event of legislative changes or operational requirements.

Any major amendments to the document must be made by way of a Council Resolution. Minor amendments such as corrections to spelling, changes to wording for improved clarity, formatting and updates to the Appendixes may be made without approval from the Council.

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## 1. Purpose

This policy outlines the primary objectives and purpose of a hazard-based risk management plan as it relates to parks, playgrounds and recreational facility assets. The hierarchical structure for the asset class is also established for application within Council's asset management practices as they relate to parks, playgrounds and recreation facilities.

## 2. Scope

This policy applies to the entire Parks, Playgrounds and Recreational Facilities network. This includes BBQs, playground equipment, soft-fall areas, irrigation systems, seating, skate parks, sporting surfaces, passive park areas and other park assets. Future iterations of this plan may extend to consider additional assets within this scope as the need arises.

## 3. Roles and Responsibilities

One of the primary responsibilities of Local Government is to provide an acceptable level of service for public assets to its community within budgetary constraints. This responsibility extends to managing the hazards associated with those assets. This Parks, Playgrounds and Recreational Facilities Maintenance Management Policy outlines the process of determining the hazards that may be generated on these assets, by identifying the use, priority and timeframes to be considered when addressing these hazards.

The principle objectives of this Parks, Playgrounds and Recreational Facilities Maintenance Management Policy include:

- To enable a system of proactive maintenance (where possible),
- To identify areas that require maintenance through a systematic and priorities inspection system,
- To facilitate scheduling and resource allocation where required, and
- To establish a priority system for carrying out maintenance works.

## 4. Legislation

Local Government Act 1993

Public Liabilities Act

NSW Exhibited Animals Protection Act 1986

### 4.1 NSW Exhibited Animals Protection Act 1986 Conditions

The NSW Exhibited Animals Protection Act requires any Council Officers directly working with the Mountford Park Bird Aviary or any other Council facility that has animals exhibited under Council's authority, whether paid or unpaid to:

- Declare if they have been charged with a relevant offence (as defined in Section 31A of the Act) unless one of the following has occurred:
  - a. The charge has been heard and determined by a court,
  - b. The charge has been withdrawn,
  - c. A decision has been made not to take or continue proceedings against the person.
- Declare if they have been convicted of a relevant offence before commencing work and
- Notify your Manager or Supervisor within seven (7) days of being charged with or convicted of a relevant offence.

To comply with the legislative requirements of the *NSW Exhibited Animals Protection Act 1986*, Council requires staff that directly work with the Mountford Park Bird Avery or any other Council facility that has animals exhibited under Council's authority to sign a declaration (**Appendix D or Appendix E**) disclosing if they have been charged with a relevant offence (as defined in Section 31A of the *NSW Exhibited Animals Protection Act 1986*).

If new staff or existing staff declare an offence, Council will provide the staff member with a position description outlining that they will not be involved with the animals held in the Mountford Park Bird Avery or any other Council facility that has animals exhibited under Council's authority. If the staff deviates from their role description disciplinary action may be taken.

## 5. Policy Procedure

As a part of Council's ongoing assessment of assets under the current Asset Management Plan, a review of parks, playgrounds and recreation facilities classifications has been undertaken. Council's classification rating is calculated by the following formula:

### 5.1 Function and Hierachy Rating

The function ratings above, are based upon the intended use for a facility. **Table 1** outlines the various groupings available, and the corresponding rating applied to Parks, Playgrounds and Recreational Facilities that meet the criteria.

Hierarchy is used to further classify assets (given the wide diversity of facilities within the shire).

Hierarchy is typically based upon the importance of the facility to the "Community of Use". For example, the Murrami Playground could perhaps be of little importance to a resident of Yanco, however, it can be assumed that it is quite important to its "Community of Use" in Murrami.

**Table 2** briefly describes the hierarchy structure used.

**Table 1 - Hierarchy Ratings**

Hierarchy	Description & Rating Rationale
3	These assets are located within 'primary' parks and reserves as identified in Council's asset management processes. Primary Parks include Mountford Park, Central Park, Murrami Park, Whitton Park, No1 Ovals, Wamoon Park and the like.
2	These assets are located within 'secondary' parks and reserves. These are locations that offer similar services to a primary park within the same locality.
1	These assets are typically located in reserves or green pockets within subdivisions and the like.

**Table 2 - Functions Ratings**

Function	Description & Rating Rationale	Function Rating
Intense Usage	These areas include those which are used very often and/or require active participation by the user. Essentially, this relates to skate park areas, playing surfaces, playground equipment, and the like.	3
Frequent Usage	These areas include those which are used frequently by facility users and include seating, picnic benches, BBQ's, fences and the like	2
Passive Usage	This relates to the remainder of park areas that have a very passive usage.	1

## 5.2 Park/Reserve Classifications

To apply a classification, the rating obtained through the sum of the above 2 ratings is put into the table below. From this, it is established that Class 1 parks are the most important and frequented, whilst Class 3 parks are typically provided as green areas and infill (with no particular designated purpose).

**Table 3 - Park/Reserve Classifications**

Hierarchy + Functional Ratings	Park or Reserve Classification
6	Class 1
5	Class 2
3-4	Class 3
0-2	Class 4

## 5.3 Inspections

Inspections are a formalised and sometimes independent assessment of sections of the network looking for hazards that may require repair and maintenance. It is carried out with regard to current standards and safety principles, by qualified personnel.

“Natural” damage caused to park assets tends to occur over a long timeframe due to low amounts of deformation occurring from their inherent use, the action of tree roots, climatic actions, and movements in the soil. Damage is also caused to park assets through vandalism or misuse of facilities. These types of hazards are random in nature and are best monitored by quick response to complaints or notification.

### 5.3.1 Types of Inspections

There are four types of inspections that Council carries out with respect to hazard identification:

- routine inspections,
- supplementary inspections,
- external Inspection requests,
- internal Inspection requests.

Further information about each inspection type can be found in **Appendix B**.

### 5.3.2 Inspection and Maintenance Procedure

The inspection and maintenance of Council's parks, gardens and recreational facilities are conducted based upon predefined response times, and then carried out based upon financial categories of maintenance, renewal, and/or upgrade. In reading the flowchart, the following should be particularly noted:

- “Immediate” works are subject to current workloads, plant availability, and access restrictions.
- Maintenance works for completion will be scheduled according to their defect response time, current workloads, planned maintenance schedules, and plant availability.
- Typical response times may vary (to be greater than the maximum listed **Table 5**) due to budgetary/resource restraints such as works exceeding the \$5K limit for automatic unplanned maintenance.

### 5.3.3 Routine Inspection Program

As per the classifications summarised in **Table 2 and Table 3**, the following routine inspection program applies. The frequencies described below equate to seventy-eight (78) inspections per year (based on current classifications), excluding requested inspections. Of this, fifty-two (52) inspections per year (1 per week) are for Class 1 Parks and twenty-six (26) inspections (1 per fortnight) are for Class 2 Areas.

**Table 4 - Routine Inspection Program**

Hierarchy/Functional Ratings	Inspection Frequency
<b>Class 1</b>	Once per Month
<b>Class 2</b>	Once every 6 months
<b>Class 3</b>	Once per 12 Months
<b>Class 4</b>	On request Only

## 5.4 Defect Types and Response Times

All defect types and descriptions have been assigned a typical response time. These response times were devised through review sessions of previous risk management practices involving key Council staff. Considered, were factors including risk of injury, risk of asset deterioration, availability of response resources, and the like.

**Table 5 - Defect Types & Response Times**

Defect Type	Defect Description	Typical Response	Default Response Time
Softfall	Depth less than 300mm	Softfall upgrade	30 days
	Levelling required of displaced material	Raking	14 days
Equipment	Missing parts/bolts	Repair	30 days
	Loose parts/bolts	Repair	30 days
	Damaged/wearing parts	Repair	30 days
	Gaps/Trips/Other	Repair	30 days
Trip/fall Hazard	>30mm	Grinding/Fill	30 days
Graffiti	Offensive or Damaging	Cleaning/Painting	30 days
Furniture	Loose/damaged parts	Repair	30 days
	Inhibiting Asset Function	Repair/Replace	7 days
Electrical	Power Boxes not locked	Lock and Secure	30 days
	Earth Leakage damaged	Repair	30 days
	Street Lights not functioning	Repair	30 days
General	Sharps or rocks present	Cleaning/Raking	Immediately
	Other Defect not listed above	Repair	30 days
<b>The above defects are currently captured under the following inspection forms</b>			
Playground Inspections	Parks Inspections	Both Inspection Types	

## 5.5 Major Works

It should be noted that the above hierarchical formulation of default response times is designed to act as a guide to the maximum response time desired for particular defect types. There are, however, many factors that influence the ability to complete tasks within the timeframes stipulated ranging from the availability of parts to budgetary constraints and workforce limitations.

**Appendix A** provides details on the general process followed from inspection to the finalisation of repairs for a standard type defect. Following a routine inspection (scheduled by the area's classification) the works are assessed for intricacy. Should additional trades be required to complete the works, this is documented and the "clock is stopped" until the works can be scheduled with said trades. Furthermore, if the works are estimated to cost more than \$5K, they may be held over for budgetary consideration and alternative remedial action taken to reduce any outstanding hazard.

## 5.6 Defect Risk Control

Control of risk exposure requires control measures to be implemented. Some of the control measures that Council will be able to use to lessen the exposure to risk are as follows:

- Use of warning signs and lights to alert users of potential hazards that may exist.
- Erection of temporary barriers or barricades and lights around the area until it can be repaired.
- Effecting repair of the damaged area, or
- Planning and allocating resources for the long term replacement of the component.

## 5.7 Responsibilities

The following details the associated responsibilities and processes associated with various inspection types.

### 5.7.1 Routine Inspections

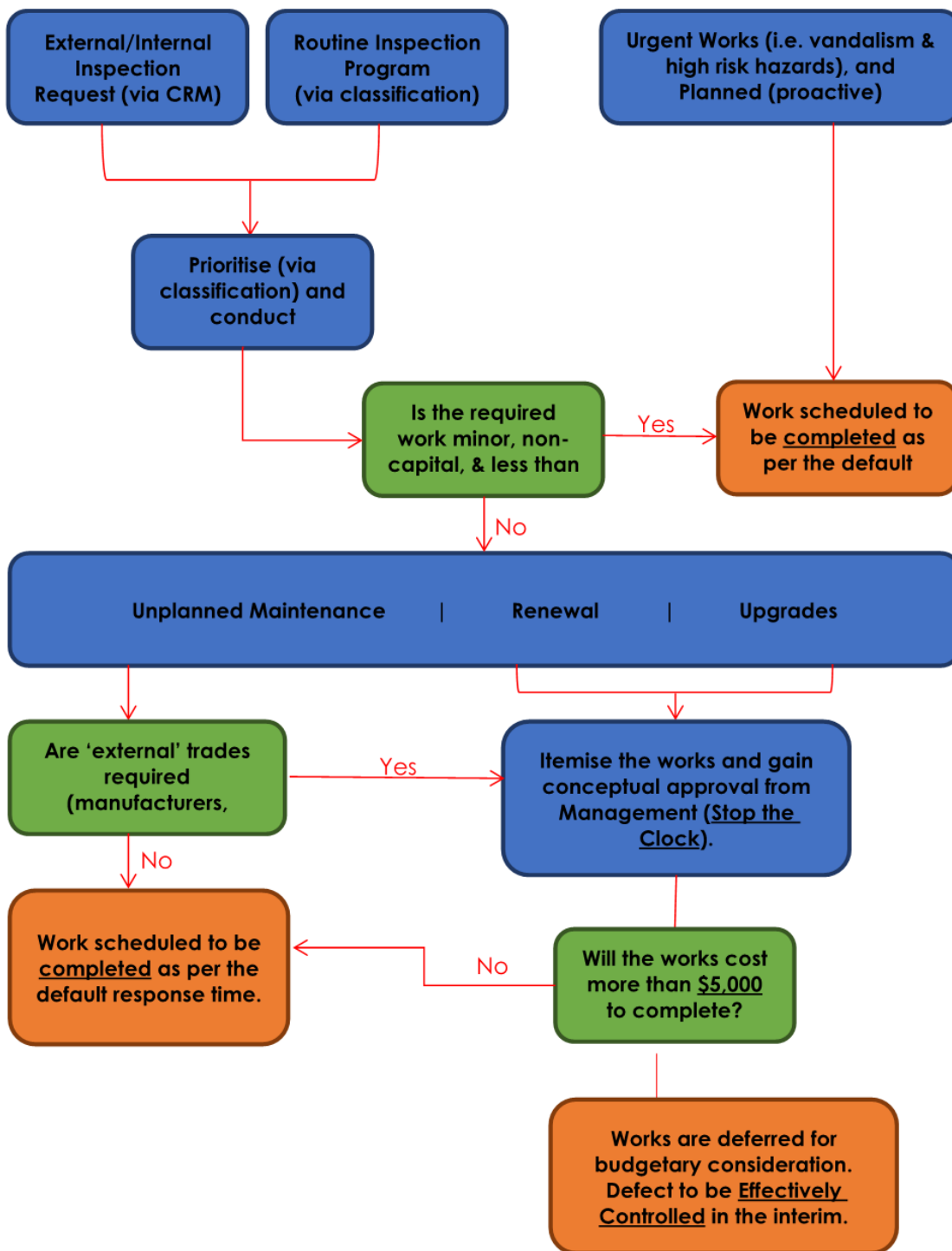
Inspections are programmed in accordance with **Table 4**. Inspections shall be carried out by appropriately qualified staff experienced in parks equipment inspection, using form entry software, on a suitable mobile device. The form entry software, in conjunction with a desktop backend database, will compile a priority list of defects with a due date assigned to each defect.

### 5.7.2 External and Internal Request Inspections

Council's Customer Request Management System (CRM) will forward appropriate requests to the inspection officer (or nominated supervisor). The inspection officer, at this time, shall perform an inspection and schedule any required works as per the above 'Routine Inspection' methodology. Following the accomplishment, sign off in the CRM and appropriate notifications (to the public) shall be made. Documentation is required to be stored in Council's electronic records management system (Trim).



## Appendix A – Inspection and Maintenance Flowchart



## Appendix B – Parks and Recreation Facility Inspection Schedule

Location	Hierarchy	Function
<b>Inspected Daily (by operators) when in use</b>		
Leeton Regional Aquatic Centre	3	3
Leeton Stadium	3	3
Leeton Stadium Tennis Courts	3	3
Whitton Pool	3	3
<b>Class 1 Facilities - 1 Inspection per Month</b>		
Central Park Playground	3	3
Enticknap Park Playgrounds	3	3
Gossamer Park Playground	3	3
Graham Park Playgrounds	3	3
Helson Park	3	3
Leeton Recreational Grounds Playground	3	3
Leeton Skate Park	3	3
McCaughey Park Playground	3	3
McCaughey Park Splash Pad	3	3
Mountford Park Playground	3	3
Murrarni Park Playground	3	3
Noel Pulbrook Park Playground	3	3
Ramponi Park Playgrounds	3	3
Rotary Park Gym	3	3
Waipukurau Park Playground	3	3
Wamoon Park Playground	3	3
Wandoo Playground	3	3
Waring Park Playgrounds	3	3
Whitton Park Playground	3	3
Whitton Skate Park	3	3
Wiradjuri Park	3	3
<b>Class 2 Facilities - 2 Inspections per Year</b>		
Central Park	3	2
Enticknap Park	3	2
Gossamer Park	3	2
Graham Park	3	2
Leeton Golf Course	3	2
Leeton Recreational Grounds	3	2
Leeton Recreational Grounds - Netball Courts	3	2
Leeton Stadium Grounds and BBQ Area	3	2
Mark Taylor Oval	3	2
McCaughey Park	3	2
Mountford Park	3	2

Noel Pulbrook Park	3	2
Ramponi Park	3	2
Rotary Park	2	3
Waipukurau Park	3	2
Wamoon Park	3	2
Wandoo Playground (Park Area)	3	2
Waring Park	3	2
Whitton Park	3	2
Wiradjuri Park	3	2
Yanco Sportsground	3	2
<b>Class 3 Facilities - 1 Inspection per Year</b>		
Cemetery	3	1
Chelmsford Place Reserve	2	1
Sycamore Street Carpark	2	1
<b>Class 4 Facilities - Inspections on Request Only</b>		
Acacia Park	1	1
Bella Vista Retention Basin	1	1
Black Park	1	1
Dr Prem Ghedia Park	1	1
Kindred Retention Basin	1	1
Melaleuca Avenue	1	1
Monument (Roundabout)	1	1
Moreton Bay Reserve	1	1
Murrami Recreation Reserve	1	1
Race Course Reserve	1	1
Railway Ave Plantation Reserve	1	1
Sally Street Park	1	1
Wamoon Recreation Reserve	1	1
Wattle Park	1	1
Whitton Recreational Grounds	1	1
<b>Facilities Not Covered by this Plan (other organisation or department)</b>		
Amesbury Common	1	1
Fivebough Swamp	1	1
Tuckerbil Swamp	1	1

## Appendix C – Types of Inspections

### Routine Inspections

The purpose of these inspections is to identify:

- those assets that have defects,
- the location of the defect,
- the severity of the defects.

The above sources of information allow Council to gauge and monitor the general condition of the network. Without this information, it is impossible to have a true and accurate picture of the condition of the network over time and therefore to assess and control the level of risk that Council is exposed to.

The inspections are recorded using Computer Software with GPS capabilities. Defects identified during the inspections are to be treated in accordance with this Plan.

### Supplementary Inspection

The supplementary inspections are performed in addition to Routine Inspections. These inspections may be performed for the following reasons:

- Following a storm event, flood, bushfire or the like that may increase the degradation of an asset.
- Review / audit of previously completed Routine Inspections.
- Inspection seeking a specific defect type.
- An inspection completed while driving to or from a routine inspection on a different asset.
- Conduct an additional inspection on suspect third party repairs.
- Inspection of a specific condition high maintenance area.

### External Inspection Request

Requests from the public are a valuable source of knowledge about the state of the network between routine inspections. Each inspection request is registered by Council's Customer Request Management (CRM) system and forwarded accordingly to the appropriate officer.

This inspection request will record the following:

1. Date Received
2. Client Name
3. Client Contact Details
4. General Location
5. Defect Type
6. Defect Description
7. Receiving Officer
8. Responsible Council Officer
9. Investigation Result
10. Prevention measures possible (if any)
11. Action recommended
12. Completion date
13. Responsible Officers signature and date
14. Stored in Council's electronic records management system (Trim).

Each request is assigned to a responsible officer who will investigate the request by making a physical inspection of the site, recording the details of the inspection on the inspection request sheet. Any defects found during the inspection are recorded in the "Reflect" system to be programmed for appropriate repairs.

Externally requested inspections will be completed within five (5) working days after receiving the inspection request. In the event of an emergency, notification of the request will be made to the responsible officer by phone.

**Internal Inspection Request**

Councillors, Council staff and other Council representatives regularly travel to various locations throughout the shire. During their travel, council staff are encouraged to report any defects encountered. Once an inspection request is logged, it is handled in the same manner as an External Inspection Request. These inspection types also extend to Council's service contractors such as cleaners. Defects logged by cleaners are sent through the CRM for action. Documentation is required to be stored in Council's electronic records management system (Trim).

## Appendix D – NSW Exhibited Animals – Existing Staff Declaration Form



### NSW Exhibited Animals Protection Act 1986

I, ..... do solemnly and sincerely declare that  
[name of declarant]

- I have not been charged with a relevant offence as defined in section 31A of the *NSW Exhibited Animals Protection Act 1986* before commencing work at Leeton Shire Council.
- I have previously been charged with a relevant offence as defined in section 31A of the *NSW Exhibited Animals Protection Act 1986* before commencing work at Leeton Shire Council. (if you tick this box, please add further information below).

.....  
.....  
.....

Declared at:.....on.....  
[place] [date]

**Signature of declarant:** \_\_\_\_\_

**Full Name of declarant:** \_\_\_\_\_

**Signature of Supervisor:** \_\_\_\_\_

**Full Name of Supervisor:** \_\_\_\_\_

**Trim Ref No:**

## Appendix D – NSW Exhibited Animals – Pre Employment Declaration Form



LEETON  
SHIRE COUNCIL

### NSW Exhibited Animals – Pre Employment Declaration Form

## NSW Exhibited Animals Protection Act 1986

I, ....., do solemnly and sincerely declare that  
[name of declarant]

- I have not been charged with a relevant offence as defined in section 31A of the *NSW Exhibited Animals Protection Act 1986* before commencing work at Leeton Shire Council.
- I have previously been charged with a relevant offence as defined in section 31A of the *NSW Exhibited Animals Protection Act 1986* before commencing work at Leeton Shire Council. *(if you tick this box, please add further information below).*

.....  
.....  
.....

Declared at:.....on.....  
[place] [date]

**Signature of declarant:**

.....

**Full Name of declarant:**

.....

**Signature of Supervisor:**

.....

**Full Name of Supervisor:**

.....

**Trim Ref No:**

## **OPERATIONAL MATTERS**

### **ITEM 7.4 LOCAL EMERGENCY MANAGEMENT COMMITTEE - MERGER TRIAL**

<b>RECORD NUMBER</b>	24/66
<b>RELATED FILE NUMBER</b>	EF24/97
<b>AUTHOR/S</b>	Manager Environmental Sustainability
<b>APPROVER/S</b>	Director Operations

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## **SUMMARY/PURPOSE**

The purpose of this report is to seek Council endorsement to conduct a trial merger of the Leeton and Narrandera the Local Emergency Management Committees (LEMC).

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## **RECOMMENDATION**

THAT Council approves the trial merger of the Leeton and Narrandera Local Emergency Management Committees for a period of 12 months, commencing on 11 June 2024. On completion of the 12-month trial period a report will be tabled to Council for consideration.

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## **REPORT**

### **(a) Background**

Both Leeton and Narrandera hold Local Emergency Management Committees (LEMC) meetings within their respective area. The meetings include emergency services from the region. The attendance and agenda are nearly identical at each meeting. At the most recent LEMC meeting held in February 2024, the Local Emergency Operations Controller (LEOCON) Mr Chris Quiring put forward a motion to have the LEMC's of Leeton and Narrandera merged due to some duplication of agendas and additional time requirements for the emergency services attending both meetings.

The LEMC provided in principle support for future discussions between the two Councils to combine the LEMC groups, with a future report to be prepared to Council. A meeting was held on the 20 March 2024, attended by representatives from the Police Force (LEOCON), Leeton Shire Councils Local Emergency Management Officer (LEMO) and Narrandera Shire Councils Local Emergency Management Officer (LEMO) to discuss the initial logistics and process required to implement a trial. It was agreed at this discussion the initial steps are to seek Council's support in principle to progress a 12-month trial.

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## **(b) Discussion**

The *State Emergency and Rescue Management Act 1989* (SERM Act) has provisions for combining LEMC's. The combining process requires a trial period to take place initially, followed by local endorsement at a Council level.

Should Council endorse the merger permanently this will then need to be approved at a regional and state level.

Combining the LEMC's will ultimately increase our time poor emergency services by reducing the number of meetings they are required to attend. Some of the emergency services attending both meetings routinely travel extensive distances to attend these LEMC meetings taking days out of their work schedule every cycle. Additionally, the administrative workload required by each Council would ultimately be shared and reduced by 50%.

Combining the LEMC's will not remove the legislative requirements for Leeton to maintain and uphold the following:

- Evacuation Plans.
- Emergency Management Plans.
- Attendance and participation in all LEMC's
- Maintain records of all meetings including minutes and agendas.
- The requirement to have a dedicated and fulltime LEMO within Councils' resourcing.

Council's LEMO is the Director Operations.

## **(c) Options**

THAT Council:

1. Approves trial merger of the Leeton and Narrandera Local Emergency Management Committees for a period of 12 months, commencing on the 11 June 2024. Staff will report to Council on the completion of the 12-month trial period. ***This is the recommended option.***
2. Does not approve the merger trial to progress and Leeton and Narrandera continue to have separate LEMC's.

## **IMPLICATIONS TO BE ADDRESSED**

### **(a) Financial**

The implementation of a trial combined LEMC will come with nil financial impact to Council.

### **(b) Policy**

Nil

### **(c) Legislative/Statutory**

*Local Government Act 1993*

*State Emergency and Rescue Management Act 1989*

**(d) Risk**

The implementation of a trial is intended to flesh out any potential risks. Initially staff have deemed this trial to have low risk.

**CONSULTATION**

**(a) External**

Leeton's LEMC and members.  
Narrandera's LEMC and members.

**(b) Internal**

General Manager

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

Under the Key Priority Area CSP FOCUS AREA 4 - A quality environment within Council's adopted Delivery Program/Operational Plan – DELIVERY PROGRAM FUNCTIONAL AREA 8 - Environmental Sustainability and Emergency Services - DELIVERY PROGRAM ACTIVITY 8.3 - Improve Leeton Shire's emergency preparedness: Undertake strategic planning for potential outages as a result of extreme weather; Undertake flood planning; Ensure adequate bushfire protection; Participate as Local Emergency Management Centre - OPERATIONAL PLAN ACTIVITY 8.3.1 - Participate in Local Emergency Management Committee".

**ATTACHMENTS**

There are no attachments for this report.

## ECONOMIC AND COMMUNITY DEVELOPMENT MATTERS

### **ITEM 7.5 INFORMATION ON WR CONNECT BUSINESS CASE AND MASTERPLAN**

<b>RECORD NUMBER</b>	24/100
<b>RELATED FILE NUMBER</b>	EF24/97
<b>AUTHOR/S</b>	Director Economic & Community Development
<b>APPROVER/S</b>	General Manager

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### SUMMARY/PURPOSE

The Western Riverina Intermodal Terminal (WR Connect) Project received funding through Regional NSW Business Case and Strategy Development Fund Round 1 to complete the WR Connect business Case and Masterplan in December 2023.

This report informs Council of the completion of the WR Connect Business Case and Masterplan as approved by the Department of Regional NSW.

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### RECOMMENDATION

THAT Council receives for information the report on the WR Connect Business Case and Masterplan.

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### REPORT

#### **(a) Background**

In August 2022, Council successfully submitted an application through the Regional NSW Business Case and Strategy Development Fund Round 1 with the objective to complete the WR Connect Business Case and Masterplan.

In March 2023, Currajong Pty Ltd was appointed by Council in March 2023 to complete the WR Connect Business case and Masterplan. The appointment of Currajong Pty Ltd was in consultation with Leeton Shire and Griffith City Council staff, Department of Regional NSW, Ag Connex (owners) Linx Logistics (MEDLOG), Department of Planning, and the Department of Transport.

The WR Connect Masterplan provides the strategic documents required to progress the development of the WR Connect site.

These strategic documents include:

- WR Connect Business Case (**Attachment 1**),
- Masterplan (**Attachment 2**),
- Delivery Plan (**Attachment**), and
- Environmentally Sustainable Development (ESD) Framework (**Attachment 4**),

## **(b) Discussion**

Below outlines the key focus areas within the four (4) WR Connect Masterplan strategic documents:

### **WR Connect Business Case:**

- Provides background information for the development of WR Connect.
- Outlines the projected costs and proposed funding options.

### **WR Connect Masterplan:**

- Identifies the vision, aspirations, and principles for WR Connect.
- Provides a framework of plans for land use, transport, heritage, biodiversity, bushfire, noise, and, air and water quality management.
- Shows a subdivision layout for the preferred development of WR Connect.
- Recommends a number of actions, including changes to the Leeton LEP 2014 and the Leeton DCP 2022.
- Identifies the matters to be addressed as part of the ongoing development and management of operations at WR Connect.

**WR Connect Delivery Plan** has been developed to guide the establishment of new development proposals and infrastructure upgrades at the site.

Key features within this Delivery Plan are:

- Infrastructure design objectives and guidelines.
- Development design objectives and guidelines.
- Contributions framework planning.

### **WR Connect Environmentally Sustainable Development (ESD) Framework:**

- Is a framework for sustainable development and ongoing operations, including procedures for monitoring and reporting.
- Outlines actions required to manage ongoing development and operations at WR Connect.
- Provides landowners with important baseline information to assist with ongoing management of operations.

A meeting was held on 15<sup>th</sup> May 2024 with WR Connect stakeholders to discuss the next steps required to progress the development. These included updating the Leeton Development Control Plan (DCP), completing a scoping report and planning proposal to rezone the WR Connect site, preparing a subdivision, developing a funding strategy for capital works and sorting governance and funding for ongoing operations (roads, stormwater, water supply).

## **(c) Options**

Nil – This report is for noting.

## **IMPLICATIONS TO BE ADDRESSED**

### **(a) Financial**

Regional NSW Business Case and Strategy Fund provided funding of \$242K for the WR Connect Business Case and Masterplan.

### **(b) Policy**

The WR Connect Business Case and Masterplan is a key strategic initiative. The WR Connect Masterplan will inform the "Special Precincts" review in Council's Development Control Plan (DCP).

### **(c) Legislative/Statutory**

The WR Connect Masterplan has been developed to respond to the following Acts:

*Leeton Local Environmental Plan 2014*  
*Local Government Act 1993*  
*Environmental Planning and Assessment Act 1979*  
*Local Land Services Act 2013*  
*Biodiversity Conservation Act 2016*  
*Transport Act 2013*  
*NSW Roads Act 1993*  
*Heritage Act 1977*  
*National Parks and Wildlife Act 1974*  
*Protection of the Environment Operations Act 1997*  
*Rural Fires Act 1997*  
*Water Management Act 2000*

### **(d) Risk**

Although the WR Connect Business Case and Masterplan has been completed, no Federal or State funding has been committed to implement outside of the Rail siding. A fundraising strategy is required.

Council will increase promotion and advocacy around WR Connect, including writing to the NSW Minister for Regional Transport and Roads and Minister for Regional NSW to seek information on funding opportunities.

## **CONSULTATION**

### **(a) External**

Griffith City Council  
Currajong Pty Ltd  
Ag Connex  
Linx Logistics (MEDLOG)  
Department of Planning  
Department of Transport  
Regional NSW

The Mayor and General Manager of Leeton Shire Council presented a high-level overview to the Hon. Jenny Aitchison, Minister for Regional Transport and Roads, at Parliament House on Friday 10 May 2024.

**(b) Internal**

General Manager  
Director Operations  
Manager of Planning Building and Health  
Strategic Planner

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

Under the Key Priority Area CSP FOCUS AREA 3 - A thriving regional economy within Council's adopted Delivery Program/Operational Plan – DELIVERY PROGRAM FUNCTIONAL AREA 4 - Economic Development - DELIVERY PROGRAM ACTIVITY 4.2 - Develop land at Vance Industrial Estate and WR Connect Freight Intermodal - ideally break even to Council in the long term - OPERATIONAL PLAN ACTIVITY 4.2.2 - Finalise landuse and detailed design plans for WRConnect, supporting the project to be shovel ready for State and Federal funding investment".

**ATTACHMENTS**

- 1 WRConnect Masterplan Business Case - ***Attached separately***
- 2 WRConnect Masterplan - ***Attached separately***
- 3 WRConnect Delivery Plan - ***Attached separately***
- 4 WRConnect ESD Framework - ***Attached separately***

## COUNCILLOR ACTIVITY REPORTS

### ITEM 9.1 COUNCILLOR ACTIVITY REPORT

<b>RECORD NUMBER</b>	24/109
<b>RELATED FILE NUMBER</b>	EF24/97
<b>AUTHOR</b>	Executive Assistant to the General Manager and Mayor

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### RECOMMENDATION

THAT Council notes the Councillor activity reports submitted for the period between 24 April 2024 to 22 May 2024.

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#### **Cr Tony Reneker**

25 April 2024	ANZAC Day Services – Leeton, Yanco and Whitton
29 April 2024	Leeton Connect Meeting
1 May 2024	Quarterly Police Meeting with Narrandera Shire Council and Police and Residents catch up
2 May 2024	Dementia Care Session
6 May 2024	Collaborative Care Meeting with Ministry of Health
9 May 2024	LGNSW Regional Rural Summit - Sydney
10 May 2024	NSW Country Mayors Association Meeting – Sydney and Meeting with Minister Jenny Aitchson
11 May 2024	Combined Emergency Services Awareness Day
14 May 2024	Leeton Living Meeting
16 May 2024	Historical Society Meeting, RAMJO Water sub-committee meeting and RAMJO Board Dinner
17 May 2024	RAMJO Board Meeting
19 May 2024	Speech at Domestic Violence Rally Leeton

#### **Cr Tracey Morris**

25 April 2024	ANZAC Day Services – Leeton
26 April 2024	Opened the Acacia Quartet & International Guests Performance at LMAG
27 April 2024	Leeton Parkrun Run Director
2 May 2024	Audit Risk & Improvement Committee Meeting
12 May 2024	Leeton Parkrun Run Director
13 May 2024	Roxy Redevelopment Committee Meeting
18 May 2024	Fiesta La Leeton and Yianni Johns Artist Opening at LMAG

#### **Cr Tony Ciccio**

1 May 2024	Whitton Community Catch Up Session
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**Cr Paul Smith**

6 May 2024	Yanco Town Improvement Committee Meeting
14 May 2025	Murrumbidgee Police District Community Safety Precinct Meeting
18 May 2024	Fiesta La Leeton
20 May 2024	Community Strengthening Grant Assessment Panel Meeting

**Cr Matthew Holt**

1 May 2024	Whitton Community Catch Up Session
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