



**Liverpool
Plains**
Shire Council

BUSINESS PAPER

Ordinary Council Meeting Wednesday, 27 March 2024

I hereby give notice that an Ordinary Meeting of Council will be held on:

Date: Wednesday, 27 March 2024

Time: 2:30pm

Location: Council Chambers

**Gary Murphy
General Manager**

Order Of Business

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- 1 ACKNOWLEDGEMENT OF COUNTRY AND COUNCIL PRAYER**
- 2 APOLOGIES AND APPLICATIONS FOR A LEAVE OF ABSENCE BY COUNCILLORS**

3 CONFIRMATION OF MINUTES

| |
|--|
| 3.1 MINUTES OF THE AUDIT, RISK AND IMPROVEMENT COMMITTEE MEETING HELD ON 15 DECEMBER 2023 |
|--|

File Number: G2024/0036

Author: Jared McCulloch, Coordinator Governance, Risk and Corporate Records

Authoriser: Dean Frost, Director Corporate and Community Services

Annexures: A. Minutes of the Audit, Risk and Improvement Committee Meeting held on 15 December 2023

RECOMMENDATION

1. That the Minutes of the Audit, Risk and Improvement Committee Meeting held on 15 December 2023 be received and the recommendations therein be adopted.

BACKGROUND

The *Local Government Act 1993*, as amended by the *Local Government Amendment (Governance and Planning) Act 2016*, requires Council to have an Audit, Risk and Improvement Committee to continuously review and provide independent advice to Council's General Manager and governing body about:

- Whether Council is complying with all relevant legislation;
- The adequacy and effectiveness of Council's risk management framework, fraud and corruption prevention activities, financial management processes, and Council's financial position and performance;
- Council's governance arrangements;
- The achievement of the goals set out in Council's Integrated Planning and Reporting framework;
- How Council delivers local services and how to improve Council's performance of its functions more generally;
- The collection of performance management data by Council; and
- Any other matters prescribed by the *Local Government (General) Regulation 2005*.

A meeting of Council's Audit, Risk and Improvement Committee (ARIC) was held on 15 December 2023. The Minutes of that meeting, appended at *Annexure A*, were adopted at the recent ARIC meeting held on 15 December 2023 and are submitted to Council for information and adoption.

LEGISLATIVE AND POLICY IMPLICATIONS

There are no legislative or policy implications for Council associated with this report.

FINANCIAL IMPLICATIONS

There are no financial implications for Council associated with this report. The costs associated with Councils ARIC are incorporated in the adopted annual budget.

RISK IMPLICATIONS

There are no risk implications for Council associated with this report.

COMMUNITY CONSULTATION

There are no community consultation requirements for Council associated with this report.

CONCLUSION

It is recommended that Council receive and note the minutes of the meeting held 15 December 2023.

Order Of Business

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**MINUTES OF LIVERPOOL PLAINS SHIRE COUNCIL
AUDIT, RISK AND IMPROVEMENT COMMITTEE MEETING
HELD AT THE COUNCIL CHAMBERS
ON FRIDAY, 15 DECEMBER 2023 AT 11.00AM**

| | |
|-----------------------|--|
| PRESENT: | Mr Michael O'Connor, Cr Donna Lawson, Cr Terry Cohen, Mr Tony Harb, Mr Les Hullick |
| IN ATTENDANCE: | Dean Frost (Acting General Manager), Nathan Skelly (Director Infrastructure and Environmental Services), Joanna Little (Chief Financial Officer), Jared McCulloch (Governance and Risk Coordinator). |

1 WELCOME**2 APOLOGIES**

Gary Murphy (General Manager)

3 DISCLOSURES OF INTERESTS

The Chairperson disclosed his positions on the following Audit, Risk and Improvement Committees:

- Chair – Bathurst Regional Council Audit, Risk and Improvement Committee
- Member – Armidale Regional Council Audit, Risk and Improvement Committee

The Deputy Chairperson disclosed he is currently providing assurance services to Civic Risk and Lambourne Partners. He is disclosing this interest as Lambourne Partners currently provide Internal Audit services to Council.

4 CONFIRMATION OF MINUTES**4.1 MINUTES OF THE AUDIT, RISK AND IMPROVEMENT COMMITTEE MEETING HELD ON 22 SEPTEMBER 2023**

COMMITTEE RESOLUTION ARIC2023/35

Moved: Mr Michael O'Connor

Seconded: Cr Tony Harb

1. That the Minutes of the Audit, Risk and Improvement Committee Meeting held on 22 September 2023 be received and the recommendations therein be adopted. **CARRIED**

5 GENERAL BUSINESS**5.1 CHAIR'S REPORT ON COMMITTEE PERFORMANCE 2022-2023**

COMMITTEE RESOLUTION ARIC2023/36

Moved: Mr Michael O'Connor

Seconded: Mr Les Hullick

That the Audit, Risk, and Improvement Committee:

1. Receive and endorse the 2022-2023 Chair's Report on the Audit, Risk, and Improvement Committee's Performance, appended at *Annexure A*, and recommend that it be submitted to Council for information.

CARRIED

5.2 CORPORATE PERFORMANCE DASHBOARD REPORT AS AT 30 SEPTEMBER 2023

COMMITTEE RESOLUTION ARIC2023/37

Moved: Mr Les Hullick

Seconded: Cr Terry Cohen

That the Audit, Risk, and Improvement Committee:

1. Receive and note the Corporate Performance Dashboard Report at 30 September 2023 appended at *Annexure A*.

CARRIED

5.3 BUDGET CONSIDERATIONS

COMMITTEE RESOLUTION ARIC2023/38

Moved: Mr Michael O'Connor

Seconded: Mr Les Hullick

That the Audit, Risk, and Improvement Committee request an increase to the Internal Audit budget for 2024/25 to \$35,000.

CARRIED

5.4 CORPORATE CREDIT CARD POLICY

COMMITTEE RESOLUTION ARIC2023/39

Moved: Mr Michael O'Connor

Seconded: Cr Terry Cohen

That the Audit, Risk, and Improvement Committee note the information contained in this report.

CARRIED

5.5 WHS RISK MANAGEMENT

COMMITTEE RESOLUTION ARIC2023/40

Moved: Mr Les Hullick

Seconded: Cr Terry Cohen

That the Audit, Risk, and Improvement Committee:

1. Receive and Note Council's 2023 WHS Self-Audit Report Results appended at *Annexure A*, *and*
2. Receive and Note Council's WHS Self-Audit Action Plan as appended at *Annexure B*.

CARRIED

5.6 AUDIT, RISK AND IMPROVEMENT COMMITTEE MEETING PLAN 2023 - 25

COMMITTEE RESOLUTION ARIC2023/41

Moved: Cr Donna Lawson

Seconded: Mr Les Hullick

That the Audit, Risk, and Improvement Committee:

1. Note the Audit, Risk, and Improvement Committee Meeting Plan for 2023-2024, appended at *Annexure A*.
2. Endorse the proposed Audit, Risk, and Improvement Committee Meeting Plan dates for 2024-25, appended at *Annexure A*.

CARRIED

5.7 RISK MANAGEMENT FRAMEWORK - PROGRESS REPORT

COMMITTEE RESOLUTION ARIC2023/42

Moved: Mr Michael O'Connor

Seconded: Cr Donna Lawson

That the Audit, Risk, and Improvement Committee:

1. Receive and note the progress contained in the Risk Management Framework Implementation Plan attached as *Annexure A*.
2. Recommend the draft Risk Appetite Statement attached as *Annexure B* to Council for adoption.

CARRIED

5.8 PROGRESS REPORT - INTERNAL AUDIT PROGRAM AGREED ACTIONS

COMMITTEE RESOLUTION ARIC2023/43

Moved: Mr Les Hullick

Seconded: Cr Terry Cohen

That the Audit, Risk, and Improvement Committee receive and note the Internal Audit Plan.

CARRIED

5.9 MAJOR WORKS UPDATE - CORPORATE AND COMMUNITY SERVICES - OCTOBER 2023

COMMITTEE RESOLUTION ARIC2023/44

Moved: Mr Michael O'Connor

Seconded: Mr Les Hullick

That the Audit, Risk, and Improvement Committee receive and note the Major Works Update - Corporate and Community Services - October 2023 report.

CARRIED

5.10 MAJOR PROJECT UPDATE - INFRASTRUCTURE AND ENVIRONMENTAL SERVICES - NOVEMBER 2023

COMMITTEE RESOLUTION ARIC2023/45

Moved: Cr Terry Cohen

Seconded: Cr Donna Lawson

That the Audit, Risk, and Improvement Committee:

1. Receive and note the update on:
 - (a) Quipolly Water Project
 - (b) Werris Creek Industrial Precinct
 - (c) Waste Management Strategy

CARRIED

6 CONFIDENTIAL MATTERS

COMMITTEE RECOMMENDATION

Moved: Mr Michael O'Connor

Seconded: Cr Terry Cohen

That the Committee considers the confidential report(s) listed below in a meeting closed to the public in accordance with Section 10A(2) of the Local Government Act 1993:

6.1 Interim Management Letter on the 2022-2023 External Audit

This matter is considered to be confidential under Section 10A(2) - (f) of the Local Government Act, and the Council is satisfied that discussion of this matter in an open meeting would, on balance, be contrary to the public interest as it deals with details of systems and/or arrangements that have been implemented to protect council, councillors, staff and Council property.

6.2 Contract Management Internal Audit - Final Report December 2023

This matter is considered to be confidential under Section 10A(2) - (f) of the Local Government Act, and the Council is satisfied that discussion of this matter in an open meeting would, on balance, be contrary to the public interest as it deals with details of systems and/or arrangements that have been implemented to protect council, councillors, staff and Council property.

6 CONFIDENTIAL MATTERS**6.1 INTERIM MANAGEMENT LETTER ON THE 2022-2023 EXTERNAL AUDIT**

COMMITTEE RESOLUTION ARIC2023/46

Moved: Mr Michael O'Connor

Seconded: Cr Donna Lawson

That the Audit, Risk, and Improvement Committee:

1. Receive and note the Management Letter on the Interim Phase of the Audit for the Year Ended on 30 June 2023 at *Appendix A*.

CARRIED

6.2 CONTRACT MANAGEMENT INTERNAL AUDIT - FINAL REPORT DECEMBER 2023

COMMITTEE RESOLUTION ARIC2023/47

Moved: Mr Michael O'Connor

Seconded: Cr Terry Cohen

That the Audit, Risk, and Improvement Committee:

1. Receive and note the Contract Management Internal Audit Final Report.

CARRIED

COMMITTEE RESOLUTION ARIC2023/48

Moved: Mr Michael O'Connor

Seconded: Cr Terry Cohen

That Council moves out of Closed Council into Open Council.

CARRIED

7 NEXT MEETING

The Meeting closed at 2.05pm.

The minutes of this meeting were confirmed at the Audit, Risk and Improvement Committee Meeting held on Friday, 1 March 2024.

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CHAIRPERSON

3.2 MINUTES OF THE COUNCIL MEETING HELD ON 14 FEBRUARY 2024

File Number: G2024/0066

Author: Christie Pearson, Executive Services Coordinator

Authoriser: Gary Murphy, General Manager

Annexures: A. Minutes of the Council Meeting held on 14 February 2024

RECOMMENDATION

1. That the Minutes of the Council Meeting held on 14 February 2024 be received and the recommendations therein be adopted.

**MINUTES OF LIVERPOOL PLAINS SHIRE COUNCIL
ORDINARY COUNCIL MEETING
HELD AT THE COUNCIL CHAMBERS
ON WEDNESDAY, 14 FEBRUARY 2024 AT 2:30PM**

PRESENT: Cr Doug Hawkins OAM, Cr Ken Cudmore, Cr Jason Allan, Cr Terry Cohen, Cr Donna Lawson, Cr Paul Moules, Cr Yvonne Wynne

IN ATTENDANCE: Gary Murphy (General Manager), Dean Frost (Director Corporate and Community Services), Nathan Skelly (Director Infrastructure and Environmental Services), Joanna Little (CFO), Jared McCulloch (Coordinator Governance, Risk and Corporate Records)

AUDIO RECORDING OF MEETINGS

The Mayor informed the meeting as follows:

“A webcast of this meeting will be published to Council’s website at www.liverpoolplains.nsw.gov.au so that it is available for viewing by members of the public.”

1 ACKNOWLEDGEMENT OF COUNTRY AND COUNCIL PRAYER

Cr Donna Lawson recited the Acknowledgement of Country and the Council Prayer.

2 APOLOGIES AND APPLICATIONS FOR A LEAVE OF ABSENCE BY COUNCILLORS

Nil

The Mayor invited apologies and applications for leave of absence.

3 CONFIRMATION OF MINUTES

3.1 MINUTES OF THE COUNCIL MEETING HELD ON 13 DECEMBER 2023

RESOLUTION 2024/1

Moved: Cr Paul Moules

Seconded: Cr Jason Allan

1. That the Minutes of the Council Meeting held on 13 December 2023 be received and the recommendations therein be adopted.

CARRIED

3.2 MINUTES OF THE EXTRAORDINARY COUNCIL MEETING HELD ON 27 NOVEMBER 2023

RESOLUTION 2024/2

Moved: Cr Paul Moules

Seconded: Cr Jason Allan

-
1. That the Minutes of the Extraordinary Council Meeting held on 27 November 2023 be received and the recommendations therein be adopted.

CARRIED

4 DISCLOSURES OF INTERESTS

The Mayor requested Councillors disclose any conflicts of interest in matters under consideration at the Ordinary Meeting, in accordance with Part 4 and part 5 of the Code of Conduct.

Nil disclosures were made

5 MAYORAL MINUTE(S)

5.1 MAYORAL MINUTE - DECEMBER 2023 AND JANUARY 2024

RESOLUTION 2024/3

Moved: Cr Doug Hawkins OAM

Seconded: Cr Ken Cudmore

That Council:

1. Receive and note the Mayoral Minute for December 2023 and January 2024.

CARRIED

5.2 MAYORAL MINUTE - DISSOLUTION OF THE NAMOI JOINT ORGANISATION

RESOLUTION 2024/4

Moved: Cr Doug Hawkins OAM

Seconded: Cr Ken Cudmore

That Council:

1. Support the Board in writing to the Minister for Local Government seeking to dissolve the Namoi Joint Organisation on 30 June 2024.

CARRIED

5.3 MAYORAL MINUTE - TRAVEL APPROVAL

RESOLUTION 2024/5

Moved: Cr Jason Allan

Seconded: Cr Ken Cudmore

That Council:

1. Accept the invitation for a delegation to visit Suseong-gu, Daegu Metropolitan City, Republic of Korea as appended at *Annexure A* from 19 April to 28 April 2024, together with our Sister City, Blacktown City Council.
2. Note the Letter of Support from Blacktown City Council Mayor, Tony Bleasdale OAM as appended at *Annexure B*
3. Authorise the Mayor and General Manager to travel to Suseong-gu, Daegu Metropolitan City, Republic of Korea from 19 April to 28 April 2024 with associated travel/transport costs to be covered through the Australia Korea Foundation Grant 23/24. Accommodation for the authorised delegation will be covered by the host Country and any additional out of pocket expenses will be in accordance with the Councillor Expenses and Facilities Policy 2021.
4. Note the purpose of the visit is to strengthen bilateral relations between Liverpool Plains Shire Council (LPSC) and Suseong-gu, Daegu Metropolitan City, Republic of Korea through cultural exchange, strategic collaboration, and economic development. LPSC aims to increase public awareness, develop partnerships, and increase capacity for effective engagement with the Republic of Korea.
5. Notes that the Mayor will provide a Delegates report upon return from Suseong-gu, Daegu Metropolitan City, Republic of Korea.
6. Notes that a further report will be provided to Council detailing the return visit from Suseong-gu, Daegu Metropolitan City, Republic of Korea to the Liverpool Plains.

CARRIED

6 REPORTS TO COUNCIL

6.1 EXECUTIVE SERVICES REPORT

RESOLUTION 2024/6

Moved: Cr Jason Allan

Seconded: Cr Yvonne Wynne

That Council:

1. Receive and note the Executive Services Report for December 2023 and January 2024.

CARRIED

6.2 RESOLUTIONS REGISTER UPDATE

RESOLUTION 2024/7

Moved: Cr Ken Cudmore

Seconded: Cr Yvonne Wynne

That Council:

-
1. Receive and note the Resolutions Register for 2022 and 2023 as at 1 February 2024 appended at *Annexure A*.

CARRIED

6.3 APPOINTMENT OF COUNCILLOR DELEGATES TO 2024 CONFERENCES

RESOLUTION 2024/8

Moved: Cr Paul Moules

Seconded: Cr Yvonne Wynne

That Council:

1. Appoint the following Councillors to attend each of the following conferences being held in 2024:
 - (a) LGNSW Tourism Conference: Cr Allan (*one Councillor*).
 - (b) Australian Local Government Women's Association NSW Conference: Cr Wynne (*one Councillor*).
 - (c) Floodplain Management Australia National Conference: Cr Cohen (*one Councillor*).
 - (d) NSW Local Roads Congress: Cr Cudmore (*one Councillor*).
 - (e) LGNSW Water Management Conference: Cr Hawkins (*one Councillor*).
 - (f) Australian Local Government Association National General Assembly: Cr Hawkins (*one Councillor*).
2. Approve reimbursement of out-of-pocket expenses incurred by Councillor delegates attending the above conferences, in accordance with the Councillors Expenses and Facilities Policy.
3. Note that Councillor delegates are required to provide a written delegate's report to Council following each conference attended.

CARRIED

6.4 DRAFT COMMUNITY ENGAGEMENT STRATEGY

RESOLUTION 2024/9

Moved: Cr Donna Lawson

Seconded: Cr Terry Cohen

That Council:

1. Place the Draft Community Engagement Strategy as appended at *Annexure A* on public exhibition for a period of 28 days, and adopt the Community Engagement Strategy as exhibited, subject to no submissions being received noting that the document will be graphically designed.

CARRIED

6.5 CORPORATE AND COMMUNITY SERVICES DIRECTORATE REPORT DECEMBER 2023 AND JANUARY 2024

RESOLUTION 2024/10

Moved: Cr Terry Cohen

Seconded: Cr Donna Lawson

That Council:

1. Receive and note the Corporate and Community Services Directorate briefing for December 2023 and January 2024 as detailed in this report.

CARRIED

6.6 QUARTERLY BUDGET REVIEW STATEMENT FOR THE PERIOD ENDING 31 DECEMBER 2023

RESOLUTION 2024/11

Moved: Cr Donna Lawson

Seconded: Cr Jason Allan

That Council:

1. Receive and note the Quarterly Budget Review Statement as appended at *Annexure A*, for the second quarter ending 31 December 2023
2. Adopt the revised Budget forecast and actual year-to-date results as detailed in this report

CARRIED

6.7 STATEMENT OF INVESTMENTS - DECEMBER 2023 AND JANUARY 2024

RESOLUTION 2024/12

Moved: Cr Paul Moules

Seconded: Cr Terry Cohen

That Council:

1. Receive and note the Statement of Investments as of 31 December 2023 and 31 January 2024 as appended at *Annexure A* and *Annexure B*.

CARRIED

6.8 DELIVERY PROGRAM 2022-2026 - MID-YEAR PROGRESS REPORT AS AT 31 DECEMBER 2023

RESOLUTION 2024/13

Moved: Cr Paul Moules
Seconded: Cr Jason Allan

That Council:

1. Receive and note the Delivery Program 2022-2026 – Mid-Year Progress Report – 31 December 2023, as appended at *Annexure A*.

CARRIED

6.9 DRAFT PROCUREMENT POLICY AND DRAFT CONTRACT MANAGEMENT POLICY

RESOLUTION 2024/14

Moved: Cr Ken Cudmore
Seconded: Cr Donna Lawson

That Council:

1. Place the Draft Procurement Policy, appended at *Annexure A*, on public exhibition for a period of 28 days and adopt the draft policy as exhibited, subject to no submissions being received.
2. Place the Draft Contract Management Policy, appended at *Annexure B*, on public exhibition for a period of 28 days and adopt the draft policy as exhibited, subject to no submissions being received.

CARRIED

6.10 FEE WAIVER POLICY

RESOLUTION 2024/15

Moved: Cr Terry Cohen
Seconded: Cr Jason Allan

That Council:

1. Endorse the draft Fee Waiver Policy as appended at *Annexure A*.

CARRIED

6.11 LOCAL ADVISORY GROUPS

RESOLUTION 2024/16

Moved: Cr Paul Moules
Seconded: Cr Ken Cudmore

That Council:

1. Receive and note the minutes of the Currabubula Local Advisory Group as appended at *Annexure A*.

-
2. Receive and note the minutes of the Premier Local Advisory Group as appended at *Annexure B*

CARRIED

6.12 DRAFT INCLUSION PLAN 2024 - 2026

RESOLUTION 2024/17

Moved: Cr Donna Lawson

Seconded: Cr Terry Cohen

That Council:

1. Place the Draft Inclusion Plan 2024 – 2026 on Public Exhibition as appended at *Annexure A* for a period of 28 days, and adopt the Draft Inclusion Plan 2024 – 2026 as exhibited, subject to no submission being received.

CARRIED

6.13 INFRASTRUCTURE & ENVIRONMENTAL SERVICES DIRECTORATE REPORT DECEMBER 2023 & JANUARY 2024

RESOLUTION 2024/18

Moved: Cr Paul Moules

Seconded: Cr Terry Cohen

That Council:

1. Receive and note the Infrastructure & Environmental Services Directorate report for the months of December 2023 & January 2024

CARRIED

6.14 TOWN WATER SUPPLY STATUS

RESOLUTION 2024/19

Moved: Cr Jason Allan

Seconded: Cr Terry Cohen

That Council:

1. Receive and note the Water Supply Status Report.

CARRIED

6.15 QUIPOLLY WATER PROJECT CONSTRUCTION PROGRESS REPORT JANUARY 2024

RESOLUTION 2024/20

Moved: Cr Paul Moules

Seconded: Cr Ken Cudmore

That Council:

1. Receive and note this month's progress of the Quipolly Water Project's commissioning phase.

CARRIED

6.16 HERITAGE MOTEL - FIRE & RESCUE FIRE SAFETY INSPECTION & REPORT

RESOLUTION 2024/21

Moved: Cr Paul Moules

Seconded: Cr Donna Lawson

That Council:

1. Receive and note the report by NSW Fire and Rescue on the Heritage Motel dated 10 January 2024
2. Endorse the actions taken to date with issue of the Notice of Intention to Issue a Fire Safety Order.
3. Issue the Draft Fire Safety Orders be issued where satisfactory progress is not being made by the landowner towards the preparation of a Draft Fire Safety Schedule and the implementation of the required fire safety measures.
4. That NSW Fire and Rescue be advised that Council has received its report and the actions that it has endorsed to address the recommendations.

CARRIED

6.17 PLANNING PROPOSAL PP-3023-1202 - REINFORCEMENT OF SUBDIVISION MINIMUM

RESOLUTION 2024/22

Moved: Cr Donna Lawson

Seconded: Cr Terry Cohen

That Council:

1. Request the Minister for Planning to make the planning proposal as exhibited with an amendment that maintains the existing dwelling entitlement for 4A Duke Street, Quirindi known as Lot 4 Section 39 DP 758863 by inserting this land on the dwelling opportunity map.

In Favour: Crs Ken Cudmore, Doug Hawkins OAM, Paul Moules, Yvonne Wynne, Terry Cohen, Donna Lawson and Jason Allan

Against: Nil

CARRIED 7/0

6.18 DEVELOPMENT APPLICATION 24/1987/2 - KILLARA FEEDLOT EXPANSION

RESOLUTION 2024/23

Moved: Cr Ken Cudmore

Seconded: Cr Jason Allan

That Council:

1. Grant development consent to the modification of Development Application 1987/024/2 pursuant to Section 4.16 of the Environmental Planning and Assessment Act 1979 subject to conditions in Schedule 1.

In Favour: Crs Ken Cudmore, Doug Hawkins OAM, Paul Moules, Yvonne Wynne, Terry Cohen, Donna Lawson and Jason Allan

Against: Nil

CARRIED 7/0

7 DELEGATES REPORTS

Nil

8 NOTICES OF MOTIONS/QUESTIONS WITH NOTICE

Nil

9 CONFIDENTIAL MATTERS

Nil

REPORT ON CONFIDENTIAL MATTERS

The Mayor reported as follows on the matters considered in the confidential section of the meeting:

The Meeting closed at 3.44.

The minutes of this meeting were confirmed at the Ordinary Council Meeting held on 27 March 2024.

.....

CHAIRPERSON

4 DISCLOSURES OF INTERESTS

5 MAYORAL MINUTE(S)

5.1 MAYORAL MINUTE - FEBRUARY 2024

File Number: G2024/0052
Author: Doug Hawkins OAM, Mayor
Authoriser:
Annexures: Nil

RECOMMENDATION

That Council:

1. Receive and note the Mayoral Minute for February 2024.

BACKGROUND

The Mayor is often required to attend various meetings, openings, events and functions. It is appropriate these actions be reported to Council.

ISSUES AND COMMENTARY

| Actions and Functions / Events attended by the Mayor | |
|--|---|
| February 2024 | |
| 01/01/2024 | Briefing with General Manager at least weekly |
| 02/02/2024 | FM 88.9 radio interview |
| 05/02/2024 | Meeting with Blacktown regarding Korean delegation visit |
| 08/02/2024 | Meeting (via Teams) with The Hon. Natasha Maclaren-Jones MLC – Shadow Minister for Families and Communities Shadow Minister for Disability Inclusion Shadow Minister for Homelessness Shadow Minister for Youth |
| 08/02/2024 | Site visit to Quirindi Swimming Pool |
| 08/02/2024 | Growth Management & Housing Strategy information session - Currabubula |
| 09/02/2024 | Meeting with Agracom |
| 09/02/2024 | FM 88.9 radio interview |
| 10/02/2024 | The Land Sydney Royal Ag Show NSW Young Woman Zone 4 final – West League Club Tamworth |
| 12/02/2024 | Growth Management & Housing Strategy information session – Quirindi Library |
| 13/02/2024 | Meeting with the President of the Polocrosse |
| 13/02/2024 | Monthly meeting with the Hon. Kevin Anderson MP |
| 15/02/2024 | Meeting with member of the public |
| 16/02/2024 | FM 88.9 radio interview |
| 20/02/2024 | Meeting with Minister Steve Whan |

| | |
|------------|--------------------------------------|
| 23/02/2024 | FM 88.9 radio interview |
| 29/02/2024 | Site visit to Quirindi Swimming Pool |

LEGISLATIVE AND POLICY IMPLICATIONS

There are no legislative or policy requirements for Council associated with this report.

FINANCIAL IMPLICATIONS

There are no financial implications for Council associated with this report.

RISK IMPLICATIONS

There are no risk implications for Council associated with this report.

COMMUNITY CONSULTATION

There are no community consultation requirements for Council associated with this report.

CONCLUSION

This report provides an overview of Mayoral activities during February 2024.

6 REPORTS TO COUNCIL

6.1 EXECUTIVE SERVICES REPORT - FEBRUARY 2024

| | |
|--------------------------|--|
| IP&R Linkage: | Goal: Our Council, community and business leaders work together effectively |
| | Strategy: Council facilitates community engagement |
| Author: | Deborah Perry-Brown, Executive Support Officer |
| Authoriser: | Christie Pearson, Executive Operations |
| File Number: | G2024/0056 |
| Annexures: | Nil |

RECOMMENDATION

That Council:

1. Receive and note the Executive Services Report for February 2024.

BACKGROUND

Liverpool Plains Shire Council ("Council") adopted its current organisation structure at its ordinary meeting held 03 February 2021 [res. **2021/6**]. Council's current organisation structure comprises three directorates, namely Executive Services, Corporate and Community Services and Infrastructure and Environmental Services.

The Executive Services Directorate comprises of the following business units:

- Executive Support
- Human Resources
- Marketing and Communications; and
- Economic Development.

This report provides a briefing on activities, services, programs and projects progressed by Executive Services for the previous month.

ISSUES AND COMMENTARY

| Actions and Functions / Events attended by the General Manager | |
|---|---|
| February 2024* | |
| *The General Manager also regularly meets with staff throughout the organisation on an ad hoc basis | |
| 02/2024 | Meetings with the Mayor at least weekly |
| 01/02/2024 | Visit to Armidale – The benefits of making culture king |

| | |
|------------|---|
| 05/02/2024 | Meeting with Blacktown – Korean delegation visit |
| 06/02/2024 | Executive Leadership Team meeting |
| 06/02/2024 | Catch-up with Chris Weber – re Business Systems upgrade |
| 06/02/2024 | Chief Financial Officer – monthly meeting |
| 08/02/2024 | Meeting with Quirindi Dressage Club |
| 08/02/2024 | Human Resources Manager – weekly meeting |
| 08/02/2024 | Growth Management and Housing Strategy information session - Currabubula |
| 09/02/2024 | Meeting with Agracom |
| 09/02/2024 | Director Corporate and Community Services – monthly meeting |
| 09/02/2024 | Quipolly Water Project site visit |
| 12/02/2024 | Archistar eCheck |
| 12/02/2024 | Marketing and Communications Officer – weekly meeting |
| 12/02/2024 | Growth Management and Housing Strategy information session - Quirindi |
| 13/02/2024 | Executive Leadership Team meeting |
| 13/02/2024 | Meeting with the President of the Quirindi Polocrosse Club |
| 13/02/2024 | The Hon. Kevin Anderson MP – monthly meeting |
| 13/02/2024 | Growth Management and Housing Strategy information session – Werris Creek |
| 15/02/2024 | Staff debrief of Council meeting |
| 15/02/2024 | Human Resources Manager – weekly meeting |
| 15/02/2024 | Meeting with community members regarding the installation of memorial chair |
| 15/02/2024 | Growth Management and Housing Strategy information session – Spring Ridge |
| 16/02/2024 | General Manager Performance Review |
| 20/02/2024 | Budget review meeting |
| 20/02/2024 | Essential Energy meeting – via Teams |
| 20/02/2024 | Growth Management and Housing Strategy information session - Wallabadah |
| 21/02/2024 | Meeting with The Hon. Steve Whan Minister for TAFE - Sydney |
| 22/02/2024 | Manager Human Resources – weekly meeting |
| 22/02/2024 | Statewide Mutual renewal meeting |
| 22/02/2023 | Growth Management and Housing Strategy information session – Willow Tree |
| 23/02/2024 | Catch-up with Chris Weber - re Business Systems upgrade |
| 26/02/2024 | Consultative Committee meeting |
| 26/02/2024 | Marketing and Communications Officer – weekly meeting |
| 27/02/2024 | Executive Leadership Team – Budget meeting |

| | |
|------------|--|
| 27/02/2024 | Executive Leadership Team meeting |
| 27/02/2024 | Disability Inclusion Plan – Community Forum – Quirindi Community Hub |
| 28/02/2024 | Manager Human Resources – weekly meeting |
| 28/02/2024 | Quirindi Aquatic Centre – Project Control Group meeting |
| 28/02/2024 | Disability Inclusion Plan – Community Forum – Werris Creek |

Table 1 - Human Resources and WHS

| Function | Briefing |
|----------------------|---|
| Recruitment | <p>During the month of February 2024, the following recruitment activities were undertaken.</p> <p>The following jobs were externally advertised and closed:</p> <ul style="list-style-type: none"> • Early Childhood Educator (Casual) • Customer Services Officer (Full-time) • Library Services and Community Development Coordinator • Pool Coordinator • Project Accountant (Temporary, Full-time) • General Hand – Roads <p>Employment offers were finalised for the positions of</p> <ul style="list-style-type: none"> • Early Childhood Educator • School Based Trainee (Water Services) |
| Employee Separations | There were two employee separations during the month of February. |

Table 2 – Media

| Function | Briefing |
|--------------|---|
| Social media | <p>LPSC Facebook page (from last 28 days)</p> <p>People reached 30,292</p> <p>Post engagement 15,388</p> <p>Number of Posts 49</p> <p>Page and profile visits 9.9K</p> <p>Followers 6.8K</p> |

| | |
|---------------------|---|
| | <p>New Facebook Page followers 59</p> <p>LPSC Instagram (from last 28 days)</p> <p>People reached 466</p> <p>Number of Posts 18</p> <p>Page and profile visits 28</p> <p>Followers 164</p> <p>LinkedIn</p> <p>Total Followers 1190</p> <p>New followers 35</p> <p>Page views 228</p> |
| Facebook highlights | <p>Top 5 performing posts</p> <p>Quirindi Pool Update</p> <p>Posted 29/02, 10.06 am</p> <p>Reach 9,222</p> <p>Reactions 30</p> <p>Shares 20</p> <p>Comments 6</p> <p>Get ready for the Liverpool Plains Military Tattoo!</p> <p>Posted 16/02, 2.04 pm</p> <p>Reach 8,564</p> <p>Reactions 199</p> <p>Shares 2</p> <p>Comments 22</p> <p>Quirindi Pool Update</p> <p>Posted on 25/02, 4.55 pm</p> <p>Reach 5,972</p> <p>Reactions 91</p> <p>Shares 4</p> <p>Comments 147</p> <p>Waste collection update</p> <p>Posted on 28/02, 10.10 am</p> <p>Reach 4,991</p> <p>Reactions 23</p> <p>Shares 7</p> <p>Comments 11</p> <p>And that's a wrap! The 5th Liverpool Plains Military Tattoo was a resounding success.</p> |

| | |
|----------------|---|
| | Posted on 10/03, 1.05 pm Reach 4,880 Reactions 172 Shares 9 Comments 17 |
| Media releases | Media releases approved and distributed: 13 |

LEGISLATIVE AND POLICY IMPLICATIONS

There are no legislative or policy implications for Council associated with this report.

FINANCIAL IMPLICATIONS

There are no financial implications for Council associated with this report.

RISK IMPLICATIONS

There are no risk implications for Council associated with this report.



COMMUNITY CONSULTATION

There are no community consultation requirements for Council associated with this report.

CONCLUSION

This report provides a brief overview of Executive Services for the month of February 2024.

6.2 RESOLUTIONS REGISTER UPDATE

| | |
|--------------------------|---|
| IP&R Linkage: | Goal: Our Council, community and business leaders work together effectively |
| | Strategy: Operate in a financially responsible manner and improve long-term financial sustainability |
| Author: | Christie Pearson, Executive Operations |
| Authoriser: | Gary Murphy, General Manager |
| File Number: | G2024/0067 |
| Annexures: | A. Resolutions Register Update March 2024 ↓  B. Resolutions Register update 2022 and 2023 ↓  |

RECOMMENDATION

That Council:

1. Receive and note the Resolutions Register as at 19 March 2024 appended at *Annexure A* and the Resolution Register for 2022 and 2023 as appended at *Annexure B*.

BACKGROUND

Section 223 of the *Local Government Act 1993* (“the Act”) provides that Council’s governing body is responsible for directing and controlling the affairs of Council in accordance with the Act, including making decisions with respect to the exercise of Council’s functions. Decisions of Council’s governing body must be made at meetings of the Council, which must be conducted in accordance with Council’s Code of Meeting Practice.

Section 335 of the Act requires the General Manager to conduct the day-to-day management of Council in accordance with its strategic plans, programs, strategies and policies, and to implement, without undue delay, lawful decisions of the Council.

ISSUES AND COMMENTARY

The Resolutions Register appended at *Annexure A* lists all resolutions of Council, commencing 01 January 2024, that require further action by Officers in order to be implemented.

The Resolutions Register appended at *Annexure B* lists all outstanding resolutions of Council for 2022 and 2023 that require further action by Officers in order to be implemented.

Each resolution has been assigned to the appropriate Officer, who is responsible for completing any actions required to effectively implement the respective resolution.

The register excludes those resolutions of Council that do not require further action.

Commencing 01 January 2024, Council has made eight resolutions requiring further action. As illustrated in *Table 1*, below, four have been completed and actioned as at the date of this Business Paper being published, and four remain outstanding.

| Table 1: Council Resolution Status Summary | | |
|---|---|---------------|
| Status | Definition | Number |
| Complete | Action completed by date of Business Paper publication. | 4 |
| Outstanding | Action not completed by date of Business Paper publication. | 4 |
| TOTAL | | 8 |

LEGISLATIVE AND POLICY IMPLICATIONS

As detailed above, the Act requires the General Manager to implement, without undue delay, the lawful decisions of Council. The Resolutions Register clearly details how the General Manager is implementing Council's decisions, consistent with resolutions made at its meetings.

FINANCIAL IMPLICATIONS

There are no financial implications for Council associated with this report.

RISK IMPLICATIONS

Provision of the Resolutions Register mitigates the risk of actions not being implemented in a timely manner.

COMMUNITY CONSULTATION

There are no community consultation requirements for Council associated with this report.

CONCLUSION

The Resolutions Register appended at *Annexure A* lists all Council resolutions requiring further action, and the status of implementing each action, as at 19 March 2024. It is recommended that Council receive and note the Resolutions Register.

| | | | | |
|--------------------------------------|-------------------|---------|--|------------|
| Action Sheets Report | Division: | Council | Date From: | 1/02/2024 |
| | Committee: | | Date To: | 29/02/2024 |
| | Officer: | | Printed: 14 March 2024 11:48 AM | |

| Meeting | Officer/Director | Section | Subject |
|---|-----------------------------------|--------------------|---|
| Council 14/02/2024 | Pearson, Christie Murphy, Gary | Reports to Council | Appointment of Councillor Delegates to 2024 Conferences |
| RESOLUTION 2024/8 | | | |
| Moved: Cr Paul Moules | | | |
| Seconded: Cr Yvonne Wynne | | | |
| That Council: | | | |
| 1. Appoint the following Councillors to attend each of the following conferences being held in 2024: | | | |
| (a) LGNSW Tourism Conference: Cr Allan (<i>one Councillor</i>). | | | |
| (b) Australian Local Government Women's Association NSW Conference: Cr Wynne (<i>one Councillor</i>). | | | |
| (c) Floodplain Management Australia National Conference: Cr Cohen (<i>one Councillor</i>). | | | |
| (d) NSW Local Roads Congress: Cr Cudmore (<i>one Councillor</i>). | | | |
| (e) LGNSW Water Management Conference: Cr Hawkins (<i>one Councillor</i>). | | | |
| (f) Australian Local Government Association National General Assembly: Cr Hawkins (<i>one Councillor</i>). | | | |
| 2. Approve reimbursement of out-of-pocket expenses incurred by Councillor delegates attending the above conferences, in accordance with the Councillors Expenses and Facilities Policy. | | | |
| 3. Note that Councillor delegates are required to provide a written delegate's report to Council following each conference attended. | | | |
| CARRIED | | | |
| UPDATE: Complete | | | |

| | | | |
|-----------------------------|---------|-------------------|------------------------|
| Division: | Council | Date From: | 1/02/2024 |
| Committee: | | Date To: | 29/02/2024 |
| Officer: | | Printed: | 14 March 2024 11:48 AM |
| Action Sheets Report | | | |

| Meeting | Officer/Director | Section | Subject |
|---|------------------------------|--------------------|-------------------------------------|
| Council 14/02/2024 | Roworth, Ann Murphy, Gary | Reports to Council | Draft Community Engagement Strategy |
| RESOLUTION 2024/9 | | | |
| Moved: Cr Donna Lawson | | | |
| Seconded: Cr Terry Cohen | | | |
| That Council: | | | |
| 1. Place the Draft Community Engagement Strategy as appended at <i>Annexure A</i> on public exhibition for a period of 28 days, and adopt the Community Engagement Strategy as exhibited, subject to no submissions being received noting that the document will be graphically designed. | | | |
| CARRIED | | | |
| UPDATE: Currently on Public Exhibition | | | |

| Meeting | Officer/Director | Section | Subject |
|---|-------------------------------|--------------------|--|
| Council 14/02/2024 | Little, Joanna Frost, Dean | Reports to Council | Quarterly Budget Review Statement for the period ending 31 December 2023 |
| RESOLUTION 2024/11 | | | |
| Moved: Cr Donna Lawson | | | |
| Seconded: Cr Jason Allan | | | |
| That Council: | | | |
| 1. Receive and note the Quarterly Budget Review Statement as appended at <i>Annexure A</i> , for the second quarter ending 31 December 2023 | | | |
| 2. Adopt the revised Budget forecast and actual year-to-date results as detailed in this report | | | |
| CARRIED | | | |
| UPDATE: Complete | | | |

| | | | | |
|--------------------------------------|-------------------|---------|--|------------|
| Action Sheets Report | Division: | | Date From: | 1/02/2024 |
| | Committee: | Council | Date To: | 29/02/2024 |
| | Officer: | | Printed: 14 March 2024 11:48 AM | |

| Meeting | Officer/Director | Section | Subject |
|--|--------------------------------|--------------------|---|
| Council 14/02/2024 | Bishnoi, Vishal Frost, Dean | Reports to Council | Draft Procurement Policy and Draft Contract Management Policy |
| RESOLUTION 2024/14 | | | |
| Moved: Cr Ken Cudmore | | | |
| Seconded: Cr Donna Lawson | | | |
| That Council: | | | |
| 1. Place the Draft Procurement Policy, appended at <i>Annexure A</i> , on public exhibition for a period of 28 days and adopt the draft policy as exhibited, subject to no submissions being received. | | | |
| 2. Place the Draft Contract Management Policy, appended at <i>Annexure B</i> , on public exhibition for a period of 28 days and adopt the draft policy as exhibited, subject to no submissions being received. | | | |
| | | | CARRIED |
| UPDATE: Currently on Public Exhibition | | | |
| Meeting | Officer/Director | Section | Subject |
| Council 14/02/2024 | Neave, Ruth Frost, Dean | Reports to Council | Draft Inclusion Plan 2024 - 2026 |
| RESOLUTION 2024/17 | | | |
| Moved: Cr Donna Lawson | | | |
| Seconded: Cr Terry Cohen | | | |
| That Council: | | | |
| 1. Place the Draft Inclusion Plan 2024 – 2026 on Public Exhibition as appended at <i>Annexure A</i> for a period of 28 days, and adopt the Draft Inclusion Plan 2024 – 2026 as exhibited, subject to no submission being received. | | | |
| | | | CARRIED |
| UPDATE: Currently on Public Exhibition | | | |

| | | | | |
|--------------------------------------|-------------------|---------|--|------------|
| Action Sheets Report | Division: | Council | Date From: | 1/02/2024 |
| | Committee: | | Date To: | 29/02/2024 |
| | Officer: | | Printed: 14 March 2024 11:48 AM | |

| Meeting | Officer/Director | Section | Subject |
|---|---------------------------------|--------------------|--|
| Council 14/02/2024 | Kitson, David Skelly, Nathan | Reports to Council | Heritage Motel - Fire & Rescue Fire Safety Inspection & Report |
| RESOLUTION 2024/21 | | | |
| Moved: Cr Paul Moules | | | |
| Seconded: Cr Donna Lawson | | | |
| That Council: | | | |
| 1. Receive and note the report by NSW Fire and Rescue on the Heritage Motel dated 10 January 2024 | | | |
| 2. Endorse the actions taken to date with issue of the Notice of Intention to Issue a Fire Safety Order. | | | |
| 3. Issue the Draft Fire Safety Orders be issued where satisfactory progress is not being made by the landowner towards the preparation of a Draft Fire Safety Schedule and the implementation of the required fire safety measures. | | | |
| 4. That NSW Fire and Rescue be advised that Council has received its report and the actions that it has endorsed to address the recommendations. | | | |
| CARRIED | | | |
| UPDATE: Awaiting progress from Property Owner | | | |

| Meeting | Officer/Director | Section | Subject |
|---------------------------|---------------------------------|--------------------|---|
| Council 14/02/2024 | Kitson, David Skelly, Nathan | Reports to Council | Planning Proposal PP-3023-1202 - Reinforcement of Subdivision Minimum |
| RESOLUTION 2024/22 | | | |
| Moved: Cr Donna Lawson | | | |
| Seconded: Cr Terry Cohen | | | |
| That Council: | | | |

| | | | |
|-----------------------------|---------|-------------------|------------------------|
| Division: | Council | Date From: | 1/02/2024 |
| Committee: | | Date To: | 29/02/2024 |
| Officer: | | Printed: | 14 March 2024 11:48 AM |
| Action Sheets Report | | | |

1. Request the Minister for Planning to make the planning proposal as exhibited with an amendment that maintains the existing dwelling entitlement for 4A Duke Street, Quirindi known as Lot 4 Section 39 DP 758863 by inserting this land on the dwelling opportunity map.

In Favour: Crs Ken Cudmore, Doug Hawkins OAM, Paul Moules, Yvonne Wynne, Terry Cohen, Donna Lawson and Jason Allan

Against: Nil

CARRIED 7/0

UPDATE: Complete

| Meeting | Officer/Director | Section | Subject |
|--|---|--------------------|---|
| Council 14/02/2024 | Cumming, Elizabeth Skelly, Nathan | Reports to Council | Development Application 24/1987/2 - Killara Feedlot Expansion |
| RESOLUTION 2024/23 | | | |
| Moved: Cr Ken Cudmore | | | |
| Seconded: Cr Jason Allan | | | |
| That Council: | | | |
| <ol style="list-style-type: none"> 1. Grant development consent to the modification of Development Application 1987/024/2 pursuant to Section 4.16 of the Environmental Planning and Assessment Act 1979 subject to conditions in Schedule 1. | | | |
| In Favour: Crs Ken Cudmore, Doug Hawkins OAM, Paul Moules, Yvonne Wynne, Terry Cohen, Donna Lawson and Jason Allan | | | |
| Against: Nil | | | |
| CARRIED 7/0 | | | |
| UPDATE: Complete | | | |

Liverpool Plains Shire Council Resolutions Register Update 2022 and 2023

Commencing 01 January 2022, Council has made sixty six resolutions requiring further action. As illustrated in *Table 1*, below, sixty two resolutions have been completed and actioned as at the date of this Business Paper being published, and four remain outstanding.

| Table 1: Council Resolution Status Summary | | |
|--|---|--------|
| Status | Definition | Number |
| Complete | Action completed by date of Business Paper publication. | 62 |
| Outstanding | Action not completed by date of Business Paper publication. | 4 |
| TOTAL | | 66 |

| Meeting | Officer/Director | Section | Subject |
|---|--------------------------------------|----------------------|---------------------------------|
| Council 25/05/2022 | Sangster, Joanne Sangster, Joanne | Confidential Matters | Core Business System |
| RESOLUTION 2022/123 Moved: Cr Paul Moules Seconded: Cr Jason Allan That Council: <ol style="list-style-type: none"> 1. Receive and note the briefing on Councils Core Business Systems, and 2. Authorise the General Manager to proceed with an upgrade to Councils existing core business systems, approved under Section 55 (3) (i) of the LG Act 1993 NSW for the reasons that: <ol style="list-style-type: none"> a. This contract is, in essence, an upgrade of existing systems, b. The previous tender presented solutions beyond Councils budgeted values, and c. The timeframe to undertake tender and implement solution is not practical within current system supported timeframes exposing Council to a high-risk scenario. 3. Authorise the Mayor and General Manger to sign and affix the Council Seal to all contract documentation related to this system upgrade | | | |
| | | | CARRIED |
| Update: Implementation currently in progress | | | |
| Meeting | Officer/Director | Section | Subject |
| Council 25/05/2022 | Moller, Peter Appleby, Kim | Confidential Matters | Review of Quirindi Caravan Park |
| RESOLUTION 2022/124 Moved: Cr Donna Lawson Seconded: Cr Yvonne Wynne That Council: <ol style="list-style-type: none"> 1. Delegate authority to the General Manager to investigate leasing the Quirindi Caravan Park to a private operator. | | | |
| | | | CARRIED |
| Update: Subject to a further report to Council prior to end of financial year | | | |

| Meeting | Officer/Director | Section | Subject |
|---|---------------------------------|--------------------|---|
| Council 22/06/2022 | Stackman, Kelly Appleby, Kim | Reports to Council | Proposed Adjustment to Local Government Area Boundary |
| RESOLUTION 2022/141 Moved: Cr Paul Moules Seconded: Cr Ken Cudmore That Council: <ol style="list-style-type: none"> 1. Resolve to support the Local Government Area Boundary adjustment for Part Lot 6 DP 263055 to transfer from Upper Hunter Shire Council to Liverpool Plains Shire Council. 2. Delegates authority to the General Manager to execute required documentation. <p style="text-align: right;">CARRIED</p> <p>Update: Currently in progress lodging documentation</p> | | | |

| Meeting | Officer/Director | Section | Subject |
|--|-------------------------|------------------|---|
| Council 14/12/2022 | Hawkins, Cr Doug OAM | Notice of Motion | Changes to School bus route and installation of bus bay at Quirindi Public School |
| RESOLUTION 2022/290 Moved: Cr Donna Lawson Seconded: Cr Jason Allan That Council: <ol style="list-style-type: none"> 1. Support the proposed changes, in principle, to the school bus route and crossings servicing Quirindi Public School to improve the safety of students, staff and community members, as shown in Annexure A. 2. Liaise with the relevant state and community organisations to facilitate the changes. 3. Request a further report to council regarding potential options for external funding for necessary infrastructure changes. <p style="text-align: right;">CARRIED</p> <p>Update: In progress - Council liaising with appropriate stakeholders and further assessment by the Local Traffic Committee</p> | | | |

Commencing 01 January 2023, Council has made seventy resolutions requiring further action. As illustrated in *Table 1*, below, sixty six resolutions have been completed and actioned as at the date of this Business Paper being published, and four remain outstanding.

| Table 1: Council Resolution Status Summary | | |
|--|---|--------|
| Status | Definition | Number |
| Complete | Action completed by date of Business Paper publication. | 67 |
| Outstanding | Action not completed by date of Business Paper publication. | 3 |
| TOTAL | | 70 |

| Meeting | Officer/Director | Section | Subject |
|--|---------------------------------|--------------------|---|
| Council 24/05/2023 | Kitson, David Skelly, Nathan | Reports to Council | Proposed LEP Amendment - Reinforcement of Subdivision Minimum |
| RESOLUTION 2023/88 Moved: Cr Terry Cohen Seconded: Cr Ken Cudmore That Council resolve: <ol style="list-style-type: none"> 1. To endorse the determination of dwelling entitlements under clause 4.2A(3)(b) in the <i>Liverpool Plains Local Environmental Plan 2011</i> in accordance with the legal opinion provided by Matthew Fraser, Independent Planning Law Barrister, dated 13 April 2023. 2. That Council prepare a Planning Proposal that amends clause 4.2A of the <i>Liverpool Plains Local Environmental Plan 2011</i> generally in accordance with the terms of this report and the draft amendment as appended at <i>Annexure A</i> attached. <p style="text-align: right;">CARRIED</p> <p>Update: Complete</p> | | | |

| Meeting | Officer/Director | Section | Subject |
|--|-----------------------------------|--------------------|---------------------------|
| Council 26/07/2023 | Pearson, Christie Murphy, Gary | Reports to Council | Rural Doctors Sponsorship |
| RESOLUTION 2023/135 Moved: Cr Terry Cohen Seconded: Cr Ken Cudmore That Council: <ol style="list-style-type: none"> 1. Receive and note the Liverpool Plains Shire Council invite from the NSW Rural Doctors Network Bush Bursary Sponsorship as appended at <i>Annexure A</i> and the Scholarship Program Guidelines as appended at <i>Annexure B</i> 2. Thank the Rural Doctors Network for the opportunity to participate in the Bush Bursary Program for 2023 3. Agree to participate in the Bush Bursary Program for 2023; and 4. Approve the costs associated with participating in the program as estimated in the Financial implications section of the report. <p style="text-align: right;">CARRIED</p> <p>Update: Payment has been made to the Rural Doctors network and Council is working with the Rural Doctors to find a suitable date for the participants</p> | | | |

| Meeting | Officer/Director | Section | Subject |
|--|--|--------------------|---|
| Council 23/08/2023 | Batterham, Rodney Skelly, Nathan | Reports to Council | Quirindi Golf Club - Request for reduction in water supply fees |
| RESOLUTION 2023/163 | | | |
| Moved: Cr Donna Lawson | | | |
| Seconded: Cr Terry Cohen | | | |
| That Council: | | | |
| 1. Decline the request to reduce water usage charges for 10 years at the Quirindi Golf Course to 2020/21 usage rate of \$0.60/kL. | | | |
| 2. Council request the Quirindi RSL Golf Club to provide the following information: | | | |
| a) Profit and Loss Statements for the previous 3 years; | | | |
| b) Membership Numbers and Pricing (fees and charges) for the previous 3 years; and | | | |
| c) Details of financial/administrative relationship with the Quirindi RSL | | | |
| 3. Council staff work with the Golf Club to assist in transitioning away from potable water. | | | |
| 4. A further report be provided to Council as necessary. | | | |
| 5. That the Water Access Charge for the Quirindi RSL Golf Course be reduced from \$12,800 (100mm Access Charge) to \$2050 (40mm Access Charge) for the 2023-24 Financial Year, while the Quirindi RSL Sub Branch progresses their transition to a 40mm connection. | | | |
| CARRIED | | | |
| Update: Communication has been sent to the Quirindi RSL Golf Club and the water access charge fee has been reduced. Correspondence has been received from The RSL Golf Club and is currently being reviewed | | | |

| Meeting | Officer/Director | Section | Subject |
|--|---------------------------------|--------------------|--------------------------------------|
| Council 22/11/2023 | Kitson, David Skelly, Nathan | Reports to Council | Growth Management & Housing Strategy |
| RESOLUTION 2023/228 | | | |
| Moved: Cr Ken Cudmore | | | |
| Seconded: Cr Jason Allan | | | |
| That Council: | | | |
| 1. Place the Draft Growth Management & Housing Strategy on public exhibition for a 3-month period. | | | |
| CARRIED | | | |
| Update: Currently reviewing submissions | | | |

6.3 CORPORATE AND COMMUNITY SERVICES DIRECTORATE REPORT FEBRUARY 2024

| | |
|--------------------------|--|
| IP&R Linkage: | Goal: Our Council, community and business leaders work together effectively |
| | Strategy: Provide strong direction for the community through the development and delivery of the Integrated Planning and Reporting (IP&R) Framework |
| Author: | Dean Frost, Director Corporate and Community Services |
| Authoriser: | Gary Murphy, General Manager |
| File Number: | G2024/0041 |
| Annexures: | Nil |

RECOMMENDATION

That Council:

1. Receive and note the Corporate and Community Services Directorate briefing for February 2024 as detailed in this report.

BACKGROUND

Liverpool Plains Shire Council ("Council") adopted its current organisation structure at its Ordinary Meeting held 03 February 2021 [**res. 2021/6**]. Council's current organisation structure comprises three Directorates, namely Executive Services, Corporate and Community Services and Infrastructure and Environmental Services.

The Corporate and Community Services Directorate comprises five business units:

- Community and Recreation Services;
- Information Services;
- Finance;
- Governance and Risk; and
- Customer Services.

This report provides a briefing on activities, services, programs, and projects progressed by the Corporate and Community Services Directorate.

ISSUES AND COMMENTARY

Briefings on activities, services, programs, and projects for each of the Directorate's four business units are detailed in *Tables 1, 2, 3, 4, and 5*, below:

| Table 1 – Community and Recreation Services | |
|---|---|
| Function | Briefing |
| Strategic Initiatives | <ul style="list-style-type: none"> • Regional Drought Resilience Plan – a project brief was advertised calling for contractors available to undertake the community consultation and preparation of the Draft Plan. • Draft Inclusion Plan 2024-2026 Community Forums were held in Quirindi and Werris Creek. Approximately 25 people participated in the forums. Community organisations, schools and preschools, sporting organisations, community service providers and businesses were emailed copies of the Draft and encouraged to provide their feedback. The offer included LPSC's readiness to meet with individuals and groups at times and locations of their convenience. The Draft Inclusion Plan was discussed with the Nungaroo Elders' group. |
| Community Development | <ul style="list-style-type: none"> • Attended Liverpool Plains Shire Interagency quarterly meeting. • Participated in "I'm a dementia friend" training. • Attended two day Youth Development Officer Network Workshop in Armidale run by the Office of Regional Youth. |
| Royal Theatre | <ul style="list-style-type: none"> • No bookings in February. |
| Eastside Long Day Care Centre | <p>The child care centre was without internet service weeks from 29 January to 19 February. This was a major disruption to communication and administration tasks at the centre. The issue related to an upgrade by NBN. Eastside has retained its landline, to enable communication during emergency situations.</p> <p>A new Group Leader has commenced in permanent full time role, and a full time educator has been begun a six month contract.</p> <p>There has been 64 individual children in attendance during February.</p> |

| Table 1 – Community and Recreation Services | |
|--|---|
| Function | Briefing |
| Library Services | <ul style="list-style-type: none"> • A total of 1,297 patrons visited Quirindi Branch and 756 visited Werris Creek branch. (2,053) • A total of 9 new borrowers joined the Library. • Quirindi Library has 920 facebook followers and Werris Creek 546. • Quirindi branch hosted 9 events, and Werris Creek hosted 7. • Werris Creek Library staff assisted 14 Services Australia clients for a total of 4.5 hours. • Staff completed training in Sensory Processing Support for libraries. • LPSC libraries were recognised for the support of Sunflowers on the Plains. • Collaborations included, Friends of Quirindi Library book sale, Friends of Werris Creek story time, North/North West Legal Service, Werris Creek Knitting Group, Go Co Home Delivery Service, Military Tattoo school stencil project. |
| Quirindi Community Hub | <ul style="list-style-type: none"> • There was a total of 19 individual events/bookings in the Community Hub during February. • 13 of these were to external organisations and individuals, and 6 of these were for the library/LPSC or associated events. |
| Plains Fitness | <ul style="list-style-type: none"> • At the end of February the member total was 210 members. • 476 visits were recorded– This is the total number of people that scan at the door with their fobs. This does not include our casual visits or PT/ group fit visits. • 78 Personal training sessions were conducted with 123 participants. • 157 participants in Group Fit classes. • Fun Fact – 7 out of our top 10 visits to Plains Fitness were female. Very encouraging to see females using the gym. |
| Aquatic Facilities | <ul style="list-style-type: none"> • February was full of school swimming carnivals that ran smoothly with schools travelling to Werris Creek. In total we had 2087 visits. |

| Table 1 – Community and Recreation Services | |
|---|---|
| Function | Briefing |
| Quirindi Aquatic Centre Redevelopment Project | <ul style="list-style-type: none"> The facility demolition contract was completed at the end of February 2024. An external cost planning consultancy was appointed to confirm the costs related to the current project concept. An expression of interest process has commenced to appoint a design and construction contractor. This will close at the end of March 2024. A funding bid to Growing Regions Program for additional funding to complete the extended project scope of work endorsed following community consultation late last year. The outcome of this will application will be release at the end of March/early April. Mesh fencing and project sign board has been erected to recognise the project and the funding by NSW Government for the project. |

| Table 2 – Information Services | |
|---|---|
| Function | Briefing |
| Information Technology and Business Systems | <p>Total number of helpdesk and general IT support tickets</p> <ul style="list-style-type: none"> Internally resolved – 164 RMT Support – 60 <p>Business Systems Upgrade</p> <ul style="list-style-type: none"> Content Manager (Corporate Records Program) upgrade implemented, Info Council (Council Agenda/Report program) upgrade implemented, Integration between Authority and Content Manager commenced, Advanced progress for the implementation of the Pulse performance management module, and Further resolution of outstanding support issues. |

| Table 3 – Finance | |
|---------------------|--|
| Function | Briefing |
| Financial Reporting | <ul style="list-style-type: none"> Statutory Accounts – extension granted to 31 March 2024 Provision of information to Auditor for Final Audit Statutory returns – including BAS Management of Council's investments Ongoing Grant acquittals Statutory compliance - Developers Contribution Register on website |

| Table 3 – Finance | |
|--|--|
| Function | Briefing |
| Financial Strategy | <ul style="list-style-type: none"> • Draft Fees and Charges 2024-2025 underway • Draft Budget 2024-2025 underway • Draft Revenue Policy 2024-2025 underway • Draft Long-term Financial Plan underway • Monthly Reporting within TfNSW Portal for roads and bridges |
| Procurement and Contracts | <ul style="list-style-type: none"> • Vendor Panel – preparation of tender documents for Trade Service Panel • Training of new staff in Procurement and Civica Altitude requisitioning • Monthly Procurement Reports for monitoring compliance • Statutory compliance – Contract Register on website |
| Rates and Water Billing | <ul style="list-style-type: none"> • Water Billing – set routes for third quarter water bill • Water Concealed Leak applications processed • Rates – reminder notices sent • Rates – legal file updated as required • Notices of Sales processed, Supplementary Valuations processed • Amalgamation of properties sent to Valuer General • Clean up of legacy issues with rateable Crown Land Leases • Pension Rebate applications processed |
| Integrated Planning and Reporting (IP&R) | <ul style="list-style-type: none"> • Draft Operational Plan 2024-2025 underway • Training attended for Service Planning |

| Table 4 - Governance and Risk | |
|------------------------------------|--|
| Function | Briefing |
| Corporate Governance | <ul style="list-style-type: none"> • 2024 Election preparation has commenced. Staff are currently working the Local Government NSW (LGNSW) to organise a prospective Councillor information session. • Currently finalising an Induction Program for the new Council. • Policy review is ongoing. |
| Internal Audit and Risk Management | <ul style="list-style-type: none"> • Risk Appetite Statement was presented to Council's Management team for review. A report is attached to these papers. |

| Table 5 – Customer Service | |
|-------------------------------|---------------------------------|
| Function | Briefing |
| Customer and Visitor Services | |
| | Phone Calls |
| | Tally |
| | Answered 1071 |
| | Voicemail 107 |
| | Abandoned 21 |
| | Virtual Office (after hours) 31 |
| | |
| | In person enquiries |
| | Tally |
| | Front Counter 481 |
| | Visitor information Centre 403 |
| | Service NSW 1133 |
| | |
| | Customer Requests |
| | Tally |
| | Created 307 |
| | Completed 163 |
| | Active 144 |

LEGISLATIVE AND POLICY IMPLICATIONS

There are no legislative or policy implications for Council associated with this report.

FINANCIAL IMPLICATIONS

There are no financial implications for Council associated with this report.

RISK IMPLICATIONS

There are no risk implications for Council associated with this report.

COMMUNITY CONSULTATION

There are no community consultation requirements for Council associated with this report.

CONCLUSION

It is recommended Council receive and note the briefing on services and activities within the Corporate and Community Services Directorate for February 2024 as detailed in this report.

6.4 LOCAL ADVISORY GROUPS



IP&R Linkage: **Goal:** Our Council, community and business leaders work together effectively

Strategy: Council facilitates community engagement

Author: Ruth Neave, Manager Community and Recreation Services

Authoriser: Gary Murphy, General Manager

File Number: G2024/0065

Annexures: A. Currabubula Minutes Local Advsiory Group [↓](#) 
B. Premer Local Advisory Group Minutes [↓](#) 

RECOMMENDATION

That Council:

1. Receive and note the minutes of the Currabubula Local Advisory Group as appended at *Annexure A*.
2. Receive and note the minutes of the Premer Local Advisory Group as appended at *Annexure B*.

BACKGROUND

Minutes have been received from the Currabubula and Premer Local Advisory Groups and are appended to this report.

ISSUES AND COMMENTARY

The Liverpool Plains Shire Council Local Advisory Groups (LAG) operate in accordance with the provision of the Local Government Act 1993 and are wholly advisory in their capacity.

The Currabubula LAG has requested updates on the Public Access Water tank, in particular if bore tests have been completed and providing key access for emergency services. Curra Connects will be held Saturday, 23 March at the Currabubula Hall.

Premer LAG continues to plan ahead for the Centenary events in 2024.

LEGISLATIVE AND POLICY IMPLICATIONS

In accordance with the Terms of Reference all LAG members have submitted a signed copy of the Code of Conduct acknowledging they have read and understood the code.

FINANCIAL IMPLICATIONS

The Terms of Reference include clauses covering LAG delegations. The LAGs do not have authority to incur expenditure or to make contributions on Council's behalf without approval from Council.

RISK IMPLICATIONS

The purpose of the LAGs is to contribute to Liverpool Plains Shire Council's strategic direction and delivery program. The groups make their greatest contribution when their efforts are focused on strategic goals.

COMMUNITY CONSULTATION

The LAGs add to our network of community contacts for community consultation and engagement activities.

CONCLUSION

In line with the Terms of Reference, the LAGs will operate for the current term of Council.

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**Liverpool
Plains**
Shire Council

LOCAL ADVISORY GROUP

MINUTES

CURRABUBULA LOCAL ADVISORY GROUP MEETING
Currabubula War Memorial Hall – Davis St, Currabubula
Thursday 11 January 2024 at 6:30pm

| | | |
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| Present | <u>List Members of Committee</u> Paul Drummond ✓ Leesa Zaicos Kathy Smith ✓ Teams Mika Langdon ✓ Andrew Ashwin ✓ Teams Morgan Murtagh ✓ Veronica Filby ✓ | <u>List volunteers and guests</u> Connor Mealing Kathy Ashwin Megan German Sharon Secomb |
| Disclosure of non-pecuniary interest | Noting Paul Drummond is employed with LPSC. Veronica Filby contracted to LPSC. | |
| Minute Taker | Mika Langdon | |
| 1. Welcome | Chair Mika Langdon declared the meeting open at <u>6:32</u> (time) and welcomed all in attendance. | |
| 2. Apologies | Name – Name – Name – Name – The apologies from List Names be received and accepted Moved: Seconded: Accepted | |
| 3. Declarations of Interest | Nil | |
| 4. Confirmation of Previous Minutes | Recommendation <i>That the minutes of the Currabubula Local Advisory Group Committee held on Thursday 14 December 2023 be confirmed.</i> <i>A copy has been provided digitally to all members and a printout made available at the meeting.</i> Moved: Kathy Seconded: Veronica Accepted | |
| 5. Matters Arising From Previous Minutes | Nil or List Issue: Meeting with Ruth Neave for all things Curra - Mon 20/3/23 • Email update from Ruth 27/4/23 advising Rec Ground cleaning schedule is once per week. | |

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| | <ul style="list-style-type: none"> ○ Cleaners note that water quality is not great, which leaves marks & stains even though cleaning has been performed. ○ Discussion at LAG meeting 11/5/23 requested further info be provided from Council. Due to time constraints, this request has not been formally submitted and is considered ongoing. ○ Formal request submitted 18/6/23 after June LAG meeting, follow up sent 12/7/23 with response received 13/7/23. ○ Offer of assistance passed on to cleaning team 26/7/23 – awaiting response if they wish to take up the offer. ○ 9/11/23 – Gary Murphy will follow up for a response ○ 14/12/23 – LAG Meeting no updates this month <p>Recommendation</p> <p>That Committee note the cleaning matter is ongoing and await further updates.</p> <p><i>Mika to follow up with Ruth to get update.</i></p> <p>Moved: <i>Paul</i></p> <p>Seconded: <i>Morgan</i></p> <p>Accepted</p> <p>Issue: Public access to bulk water tank/filling station next to hall</p> <ul style="list-style-type: none"> • Email update from Ruth 19/4/23 including: <ul style="list-style-type: none"> ○ Test run to be conducted to ensure all components functioning ○ Running & operational costs (eg: power, credit card facilities, data services) need to be covered in Council's charges which could be higher at Currabubula than Quirindi due to lower usage ○ RFS may need to switch to an alternative access method eg: non-credit card/no pay invoice. TBC ○ NB: requires signage that water is non-potable and not for human consumption • Discussion at LAG meeting 11/5/23 requested further info be provided from Council. Due to time constraints, this request has not been formally submitted and is considered ongoing. • Formal request submitted 18/6/23 after June LAG meeting with a request for a representative to attend a LAG meeting. Response received 26/6/23 advising the details have been forwarded to the Infrastructure team, follow up sent 12/7/23 with response received 13/7/23 that there have been no updates from Infrastructure team. • Notification of August LAG meeting provided to Director of Infrastructure on 24/7/23, follow up sent 8/8/23 requesting update. • Director of Infrastructure attended meeting 10/8/23 and engaged in discussion regarding future access to this tank. • Update 6/11/23 – Request sent 28/10/23 for update has been forwarded to Director of Infrastructure. • 9/11/23 – Gary Murphy advised some items have been completed, although other factors include staff shortages and Spring Ridge water issues, however Director Infrastructure is committed to providing a response • 14/12/23 – LAG Meeting no updates this month <p>Recommendation</p> <p>That Committee note this matter is ongoing and await further updates.</p> <p>Moved: <i>Veronica</i></p> <p>Seconded: <i>Morgan</i></p> <p>Accepted</p> |
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*More information
was required from
Council:
- bore update,
have tests been
completed, what
are the results
- update on
key situation.*

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| <p>Andrew to chase up eta.</p> | <p>Issue: How To guide for new oven at hall</p> <ul style="list-style-type: none"> • Feedback from Red Cross Art Show that new oven was difficult to use. • Suggestion to create simple instructions to leave at hall for others to benefit from • Paul has created this How To guide and made copies available at the meeting for review. • The How To guide has been laminated and hung up in the kitchen. Additional copies have been placed in the cupboards. • LAG meeting 12/10/23 will be held at the hall to test out oven functionality. • Feedback from LAG for new gas oven: <ul style="list-style-type: none"> ◦ Oven functionality works as per directions ◦ Pilot light can be hard to tell if lit due to sight hole being low to ground ◦ Only one rack in oven – another to be sourced. • Feedback from LAG for existing electric ovens: <ul style="list-style-type: none"> ◦ Middle electric oven does not work, only stovetop. Signage to be installed. ◦ Right hand oven & stovetop work ok. ◦ 9/11/23 - signage installed on middle oven advising only stovetop is functional • 14/12/23 – LAG Meeting no updates this month <p>Recommendation That Committee procure additional oven rack for new gas oven (price est \$78).</p> <p>Moved: <i>Paul</i> Seconded: <i>Morgan</i></p> <p>Accepted</p> <p>Issue: Commercial dishwasher for hall</p> <ul style="list-style-type: none"> • Funds raised by previous balls had been intended to go towards a commercial dishwasher at hall. • Can promote this in future for how funds have been used in the community. • Andrew has obtained indicative pricing of between \$5000-\$6000 for a pass-through dishwasher. • Additional costs to factor in include: plumbing, electrical, stainless steel benches/splashback, dishwashing racks • LPSC Procurement policy requires two (2) written quotations for amounts \$2,001 to \$10,000. • 9/11/23 – awaiting 2nd quote • 14/12/23 – LAG Meeting no updates this month <p>Recommendation That Committee continue to investigate options regarding dishwasher for hall</p> <p>Moved: <i>Kathy</i> Seconded: <i>Leesa</i></p> <p>Accepted</p> |
| <p>Andrew to send Mike quote by CoB next Friday 19th Jan. 2024.</p> | |

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| <p>No further update this month</p> | <p>Issue: New flags for hall</p> <ul style="list-style-type: none"> On ANZAC day, needed to borrow flags from Currabubula Primary School Needs further information regarding flag poles & Government regulations/protocols on displaying flags. Cr Moules has provided a copy of 'The Australian National Flag' booklet which contains information on protocols for displaying flags. <ul style="list-style-type: none"> However, it is noted that it was published in 1995 and does not contain information relating to protocols for displaying the Aboriginal flag in conjunction with the Australian flag Further research discovered the following resources and publication on Australian Flags: <ul style="list-style-type: none"> https://www.pmc.gov.au/honours-and-symbols/australian-national-symbols/australian-national-flag/australian-national-flag-0 https://www.pmc.gov.au/sites/default/files/resource/download/australia-flag-booklet-fa-accessible-150dpi.pdf Responsible to follow up: Greg Parkinson 9/11/23 – Greg provided an update relating to protocols including: order of precedence for multiple flags; only one flag per flag pole; cannot be left up all the time; if being flown at night must be illuminated. 9/11/23 – Morgan has obtained an Australian flag for the hall from Federal Member, Barnaby Joyce. <p>Recommendation That Committee write Barnaby Joyce a letter of appreciation for providing the Australian flag for the hall. Mika has agreed to write email on behalf of Committee and thank Barnaby for the flag. This has been completed.</p> <p>Moved: Seconded: Accepted</p> <p>Issue: Festival of Small Halls – Friday 5 January 2024</p> <ul style="list-style-type: none"> LAG has received an EOI from Festival of Small Halls for another event in their 2024 tour, expected to take place in January 2024 Format should include touring international & national acts, with ability to select a local support artist. Costs TBA however expected to be same format as previous events. Update 1/11/23: Agreement for Summer Tour 2023 has been signed and returned to Woodfordia. Tour announcement for all shows will be made by Woodfordia 15/11/23 – dates for individual shows cannot be released to public prior to this launch. <ul style="list-style-type: none"> Date confirmed as Friday 5 January 2024 which does not clash with TCMF Roadside signage installed Sat 2 December to gain exposure with visitors attending Boutique Markets 6/12/23 – Paul participated in a MS Teams call to share ideas with other towns hosting an event. Summary has been shared with committee. <p>Show times: Load In: 2.00pm Soundcheck: 4.30pm Doors Open: 6.30pm</p> |
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| <p><i>Review price</i></p> <p><i>Note:</i> <i>Advertised as family friendly event when acts were using certain language etc. hasn't been an issue before but something to keep in mind.</i></p> <p><i>- marketing approach:</i> <i>- more flyer sizes</i> <i>- media release from PSH</i></p> <p><i>- lead time when we find out</i> <i>with council</i></p> | <p>Show Start: 7.00pm Show End: 9.00pm Load Out: 9.30pm</p> <p>Artists: Local – Ethan Latsinos National – Alana Wilkinson International – Ryan Young (SCO)</p> <p>Tickets: https://smallhalls.iwannaticket.com.au/event/festival-of-small-halls-summer-tour-2024-woodford-folk-festival-to-illawarra-folk-festival-MzAwMjU</p> <p>Event complete – was a huge success. Event wrap up details below:</p> <ul style="list-style-type: none"> - Currabubula took \$1,710 from 64 attendees <i>\$1,820</i> - 59 tickets sold online - 5 tickets sold at the door - 6 volunteers who paid for tickets - Festival of Small Halls holds \$1,590 online, and their invoice for the balance of the guarantee (\$1,910 + GST) will be forwarded directly from Accounts to Liverpool Plains Shire Council - Kathryn from the Small Halls team has passed on: The show itself, Paul was a great MC, delivering a very thoughtful Acknowledgement of Country and covered off all the required information as well as adding in some jokes! - Support act Ethan played 4 of his own original songs and had a great stage presence as well as a wonderful voice. His payment will be made directly from Accounts. - Audience was quieter at first but warmed up and was very enthusiastic as the night went on. - Coverage on NBN North West – was a great segment published, link here: https://www.nbnnews.com.au/2024/01/06/small-halls-festival-celebrates-folk-music-in-tiny-nsw-towns/?fbclid=IwAR2T8JOTTOKUAIDGGTYiUw0CQCuQrdF_8QqT6wSB9zx5a2Alwil1OyRJ_4o - Production Manager, Lachlan noted it was a gorgeous stage, the hall had plenty of stable power which was great for their equipment and there were no major issues with sound. - Feedback from team: it was great working with us, we are very proactive and engaged hosts. The team commented on the corflute signs – they looked great! - Paul/Mika working with Kathryn to finalise amount owing – we have queried their calculation as we think they are incorrect <p>Moved: <i>Paul</i> Seconded: <i>Leesa</i> Accepted</p> <p>Issue: Currabubula Community Connect night – Thursday 9 November 2023</p> <ul style="list-style-type: none"> • The November LAG meeting will be promoted as a Curra Community Connect night at the hall. • Allows new residents to come along, meet other community members and get involved. • Catering will be provided using funds from the LAG account up to the value of \$750 • Promote via flyer drop through mail delivery to reach all residents. |
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| <p>Proposing next Curra Connect Saturday 23rd March 5:30pm</p> <ul style="list-style-type: none"> - Easter bunny dress up - Easter egg hunt - BBQ. - music speaker | <ul style="list-style-type: none"> • Invitation extended for LPSC representative to attend. GM Gary Murphy • 9/11/23 - Event suggestions received targeting more family focussed and being able to connect through kids, make the most of daylight savings. <ul style="list-style-type: none"> ○ Lawn games ○ Tennis & bbq ○ Movie night in the hall • The stormy weather conditions on the night deterred some community members from attending. • 19/11/23 – Duncans Store advised that people who do not receive mail deliveries and collect their mail from the shop do get any "junk mail" type items placed in the pigeon holes because there's not one section per address/family. These are alphabetical with multiple surnames in the same slot, and it's not always guaranteed there's going to be mail for each person to attach the flyer to. They just put any "junk mail" on the counter for individuals to collect when they pick up their mail (the Curra Connect flyers were on the counter as per this advice). <p>Recommendation That Committee thank those who attended and provided suggestions for future events, and suggest alternative options for future flyer drops to reach those residents who do not receive mail deliveries.</p> <p>Action for Mika: have signs for the side of the road competed to promote future Currabubula Connect Night, leave date blank so we can update accordingly. Additional sign to promote LAG Meetings, encourage community members to attend.</p> <p>Moved: Morgan Seconded: Leesa</p> <p>Accepted</p> <p>Advertise with School newsletter, sign on side of road.</p> |
| <p>6. Regional Matters</p> | <p>Chair provided an overview/update of the following:</p> <p>Issue: LPSC draft operational plan for 2023/24</p> <ul style="list-style-type: none"> • Noted item 1.2.4.1.4 - Separate vehicles, pedestrians, and equestrian facilities at Currabubula Rec Ground. • Formal request for more information has only been submitted 12/7/23, Council has not yet been provided sufficient time to respond. • 26/7/23 Reply from the Director of Infrastructure – "We will be working with the users to best determine what will be done on site. It is expected there will be some limited fencing works required, and some basic delineation and signage to indicate movement corridors to separate vehicles from people and animals." • Director of Infrastructure attended meeting 10/8/23 and advised there is only a small sum of money for this work, and still yet to consult with user groups. • Paul provided details to Ruth as discussed at last meeting (December 2023) at time of submitting meeting minutes on 16/12/2023. No response received. <p>Recommendation</p> <p>That Committee will provide list of areas that could be covered relating to proposed works at Currabubula Rec Ground. The LAG will wait to hear from Council relating to consultation regarding when the works will be completed.</p> <p>Action: LAG to provide list and highlight areas that council could look into.</p> <p>no updates this month.</p> <p>Moved: Leesa Seconded: Morgan</p> <p>Accepted</p> |

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| <p>- Submission to be drafted by Andrew. Draft to be presented to LAG at next meeting. - Andrew to bring possible dates to next meeting.</p> <p>Paul advise Council that 6pm Thursday 8th Feb is approved for strategy. - ask council if they will provide food as its their event.</p> | <p>Issue: LPSC 2023-2024 Community Funding Program</p> <ul style="list-style-type: none"> • Round 1 Applications open 1/7/2023 and close 30/9/2023 For events, activities, or projects to be completed by 30/6/2024 • Round 2 Applications open 1/1/2024 and close 31/3/2024 for events, activities, or projects to be completed by 31/12/2024. • Brainstorming ideas resulted in suggestions of: Car Rally Treasure Hunt; Paddock to Plate long lunch; Community sports match (cricket, tennis). • 15/9/23 – Car Rally Treasure Hunt idea was submitted for review prior to formal application. A reply was received from Emma Curll (Community Development Officer) advising further clarification regarding the LAGs eligibility would be required (government agency). However, the closing date has now passed. • At meeting 12/10/23 – LAG voted to proceed with Car Rally Treasure Hunt event regardless of outcome for funding eligibility. • Update 17/10/23 – confirmation received that Currabubula LAG is eligible for Community Funding Program and can submit for Round 2. • 14/12/23 – LAG Meeting no updates this month <p>Recommendation That Committee commence planning with aim for holding event in May/June 2024</p> <p>Moved: Seconded:</p> <p>Accepted</p> <p>Issue: Draft Growth Management & Housing Strategy</p> <ul style="list-style-type: none"> • Draft strategy is now on public exhibition until 1 March 2024 • Public meetings are scheduled to be held in February 2024 • Currabubula has been identified as a zone for future growth • More information and copy of draft strategy: https://www.liverpoolplains.nsw.gov.au/Council/News-and-Media/Public-Notice-of-Development-Application-10.2022.12.1/Draft-Growth-Management-Housing-Strategy • Paper copy of strategy provided by Mika for committee to review • 14/12/23 – LAG Meeting no updates this month • The public forum in Currabubula was going to coincide with the February LAG meeting, if we would like to change the day we need to inform Council • Paul to find out how long they would like to take for discussion about the strategy and start time. Suggest start the forum at 6pm then LAG meeting afterward. <p>Recommendation That Committee</p> <p>Moved: Kathy Seconded: Andrew</p> <p>Accepted</p> |
| <p>7. Local Community Matters</p> | <p>Issue: Hall upgrade</p> <ul style="list-style-type: none"> • Signage to acknowledge NSW Government grant for Currabubula Community Hall Improvement Project has been made up and ready to install. |

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| | <ul style="list-style-type: none"> <ul style="list-style-type: none"> ○ Provide evidence to funding body once erected. ○ 15/7/23 Installed on fence in prominent position next to entry gate • Engineering certificate has been obtained for new shed and lodged on NSW Planning Portal. <ul style="list-style-type: none"> ○ Grant body waiting on approved/finalised DA before releasing milestone payment. ○ 27/7/23 PAN-258393 approved, awaiting determination document to be provided ○ Update 10/8/23 – NSW Planning Portal hasn't recognised payment. Ruth is following up. ○ Update 7/9/23 – Ruth is still following up on receipt of the building certificate. ○ Update 3/10/23 – Ruth supplied building certificate which was submitted to grant body who advised this was not sufficient and require copy of full DA determination. Request sent to Ruth 10/10/23. ○ Update 16/10/23 – clarification received regarding wording for grant body re: changed conditions onsite. This was forwarded on 17/10/23, no update received. • Official opening event ideas & other potential upgrade ideas now confirmed from SCCF grant body: <ul style="list-style-type: none"> ○ Currabubula Spring Ball – Mayor & NSW Govt reps will be invited as official opening event. 2x tickets to give away via promotion. <ul style="list-style-type: none"> ▪ Update 14/9/23 – 121 people attended the Spring Ball 9/9/23 ○ Childrens science workshops – day sessions for Currabubula PS students, afternoon session advertised to primary students in Werris Cr & Quirindi <ul style="list-style-type: none"> ▪ Booked for 31/8/23 to be run by Children's Discovery ▪ Update 14/9/23 – 3 sessions were held on 31/8/23 and were thoroughly enjoyed by all children who attended. ○ Bathroom upgrades • Bathroom upgrades <ul style="list-style-type: none"> ○ Approx \$22000 from grant which will only cover limited amount of work. <ul style="list-style-type: none"> ▪ Contribution from Red Cross Art Show 2023 TBC (estimate \$3000 - \$4000) ○ Council requires 3 quotes for work of this value. <ul style="list-style-type: none"> ▪ 1st quote received from GJ Plumbing ▪ ○ Liaising with Cindy Teuma (Manager Property and Assets) to coordinate works will be acceptable to Council. ○ Focus on Female bathroom including some accessibility features to assist with inclusivity for patrons. Eg: widening of cubicle access, hand rail, new basin with pull up tap. ○ Relocate pump outside but secured Eg: cage ○ Male bathroom may only get new paint at this point in time. ○ LAG working bee to paint bathrooms and save costs ○ Work to be scheduled around major events eg: Spring Ball • New chairs to be purchased next. <ul style="list-style-type: none"> ○ Four (4) quotes received ranging from \$16,830 - \$20,185 for 150 chairs. ○ Delivery lead time varies considerably. • Enquiring re: possibility of amending scope to progress other hall improvements due to inability to obtain quotes for bathroom works. Eg: round function tables, outdoor chairs, dishwasher, etc • Update 31/10/23 – formal variation request submitted, no feedback as yet regarding approval. <ul style="list-style-type: none"> ○ Quotes have been received should approval be granted so we can proceed immediately. • 9/11/23 – Variation request approval received from grant body |
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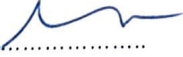
| | |
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| | <ul style="list-style-type: none"> • 28/11/23 – preferred supplier selected after evaluation of all quotes and approval from Council that procurement guidelines had been met. • 1/12/23 – invitation sent to the Minister for Regional NSW, The Hon. Tara Moriarty, to attend the official opening being Festival of Small Halls show in Jan. • No response from Minister re: invitation to attend event. • PO provided by Council 19/12/23 and passed on to supplier the same day. • Delivery ETA provided by Kath is early Feb 2024. • Grant acquittal due 28/2/2024 <p>Recommendation</p> <p>Moved: Seconded:</p> <p>Accepted</p> <p>Issue:</p> <ul style="list-style-type: none"> • • <p>Recommendation That Committee</p> <p>Moved: Seconded:</p> <p>Accepted</p> |
| 8. General Business | <p>Nil or List</p> <p>Issue: LAG Meeting Dates & Times</p> <ul style="list-style-type: none"> • • <p>Recommendation That Committee vote to keep Thursday at 6:30</p> <p>Moved: Andrew Seconded: Kathy</p> <p>Accepted</p> <p>Issue:</p> <ul style="list-style-type: none"> • • |

OFFICIAL

| | |
|--|--|
| | <p>Recommendation That Committee</p> <p><i>Moved:</i> <i>Seconded:</i></p> <p>Accepted</p> <p>Issue:</p> <ul style="list-style-type: none"> • • <p>Recommendation That Committee</p> <p><i>Moved:</i> <i>Seconded:</i></p> <p>Accepted</p> |
|--|--|

OFFICIAL

OFFICIAL

| 9. Financial Report | <p>The balance of the <i>Currabubula Community Funding</i> account held by Liverpool Plains Shire Council as at (6/12/2023).</p> <ul style="list-style-type: none"> \$35,378.00* now reflects accurate balance after Spring Ball 2023 <i>Festival of Small Halls 2</i> <table border="1" data-bbox="555 409 1394 757"> <thead> <tr> <th>Date</th> <th>Description</th> <th>Debit</th> <th>Credit</th> </tr> </thead> <tbody> <tr> <td>TBA</td> <td>Plaque acknowledging Red Cross contribution to oven</td> <td>\$ TBC</td> <td></td> </tr> <tr> <td>TBA</td> <td>Additional oven rack – estimate \$78.00</td> <td>\$ TBC</td> <td></td> </tr> <tr> <td>TBA</td> <td>Curra Connect signage</td> <td>\$ TBC</td> <td></td> </tr> <tr> <td>TBA</td> <td>Festival of Small Halls Invoice</td> <td>\$ TBC <i>1820</i></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table> <p>Process for depositing funds via electronic transfer:</p> <p>Account Name: Liverpool Plains Shire Council</p> <p>BSB: 082807</p> <p>A/C: 509891029</p> <p>Reference: WO3174 Currabubula LAG</p> <p>After you've made the deposit, please email receipts@liverpoolplains.nsw.gov.au and provide details of the amount deposited and the description (including reference WO 3174 = Local Advisory Group Community Fund).</p> <p>Eg:</p> <table border="1" data-bbox="555 1238 1394 1350"> <thead> <tr> <th>Date</th> <th>Amount</th> <th>Description</th> <th>GST appl.</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table> | Date | Description | Debit | Credit | TBA | Plaque acknowledging Red Cross contribution to oven | \$ TBC | | TBA | Additional oven rack – estimate \$78.00 | \$ TBC | | TBA | Curra Connect signage | \$ TBC | | TBA | Festival of Small Halls Invoice | \$ TBC <i>1820</i> | | | | | | Date | Amount | Description | GST appl. | | | | |
|----------------------------|--|-------------------------------|-------------|-------|--------|-----|---|--------|--|-----|---|--------|--|-----|-----------------------|--------|--|-----|---------------------------------|-------------------------------|--|--|--|--|--|------|--------|-------------|-----------|--|--|--|--|
| Date | Description | Debit | Credit | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| TBA | Plaque acknowledging Red Cross contribution to oven | \$ TBC | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| TBA | Additional oven rack – estimate \$78.00 | \$ TBC | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| TBA | Curra Connect signage | \$ TBC | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| TBA | Festival of Small Halls Invoice | \$ TBC <i>1820</i> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Date | Amount | Description | GST appl. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 10. Meeting Close | <p>There being no further business, the Chair thanked all participants and declared the meeting closed at approximately <i>7:35</i> (Time).</p> <p>Next meeting Thursday 8 February 2024 6:30pm at Currabubula hall.</p> <p>The minutes of this meeting are confirmed.</p> <p>Chairperson </p> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |

Premier Local Advisory Committee Meeting Notes

12th February 2024 at Premier Hotel

Present

Members. J Whillock

Guests: E Panormo, Christine Panormo, Adam Panormo, J Field.



Apology: S Townend, G Simson, R Whitehead, S donoghue

Discussion:

- A1 Party Hire marquee Quote \$4486.00 (including \$1000 sponsorship)
- Look at hiring Tables, Chairs cutlery etc from Tambar Springs Hall and Polo Club
- Plan to use disposable plates and cups
- J Whillock to follow up with Fiona Shaw re marquee from Boggabri (will probably mean we would have to erect, pickup and delivery - may not have enough manpower
- J Whillock to contact GrainCorp application to cover the cost of the Marquee
- E Panormo to contact entertainers Vanessa and Kristy Lee re cost
- C Panormo to write a letter to try to encourage more participation from village residents

Next meeting suggestd 19th March at 9.30am

6.5 AUDIT, RISK AND IMPROVEMENT COMMITTEE MEETING PLAN 2024 - 2025

| | |
|--------------------------|--|
| IP&R Linkage: | Goal: Our Council, community and business leaders work together effectively |
| | Strategy: Implement systems and processes to safeguard against business interruption from internal and external risks |
| Author: | Jared McCulloch, Governance and Risk Coordinator |
| Authoriser: | Dean Frost, Director Corporate and Community Services |
| File Number: | G2024/0055 |
| Annexures: | A. Audit Risk and Improvement Committee - Meeting Plan 2024 - 2025   |

RECOMMENDATION

That Council:

1. Endorse the Audit, Risk and Improvement Committee 2024-2025 Meeting Plan as appended at *Annexure A*.

BACKGROUND

Clause 4 of the Audit, Risk and Improvement Committee's ("the Committee") Charter provides that a forward meeting plan, including meeting dates and proposed agenda items, be agreed upon by the Committee each year. The meeting plan must cover all of the Committee's responsibilities, which are listed in clause 2 of the Charter as follows:

- Compliance;
- Risk management;
- Fraud control;
- Financial management;
- Governance;
- Implementation of the Community Strategic Plan, Delivery Program and Strategies;
- Service reviews and performance measurement;
- Performance of Council functions;
- Internal Audit; and
- External Audit.

ISSUES AND COMMENTARY

An updated meeting plan was submitted to the Committee's December 2023 meeting for review and approval for the upcoming 2024/2025 year. The Meeting Plan contained at *Annexure A* clearly lists the dates of the Committee's proposed meetings during this period, as well as the agenda items to be considered at each meeting. The agenda items have been aligned to the Committee's responsibilities as outlined above.

The 2024/2025 Meeting Plan shows four (4) Committee meetings for the period.

LEGISLATIVE AND POLICY IMPLICATIONS

There are no legislative or policy implications for Council associated with this report.

FINANCIAL IMPLICATIONS

There are no financial implications for Council associated with this report.

RISK IMPLICATIONS


There are no risk implications for Council associated with this report.

COMMUNITY CONSULTATION

There are no community consultation requirements for Council associated with this report.

CONCLUSION

This report recommends that Council endorse the Audit, Risk and Improvement Committee's 2024 - 2025 Meeting Plan

| <div><div><div><div>Liverpool Plains</div><div>Shire Council</div></div></div><div>Audit, Risk and Improvement Committee Meeting Plan 2024/25</div></div> | | | | | 2024/2025 | | | |
|--|--|---|-------------|----------------------------------|-----------|---------|--------|--------|
| Responsibility | | Items for Consideration | PIAP Action | Responsible Executive | 2 Aug | 15 Nov* | 21 Feb | 16 May |
| Clause 6.4(a) | Risk Management | • Risk Management Framework - Progress Report | | DCCS | | ✓ | | ✓ |
| | | • Fraud and Corruption Prevention Update | | DCCS | | | | |
| | | • StateWide Mutual Continuous Improvement Pathway (CIP) Program Review | | DCCS | ✓ | | | |
| | | • Insurance Portfolio Review | | DCCS | ✓ | | | |
| | | • Corporate Performance Dashboard Report | | DCCS | ✓ | ✓ | ✓ | ✓ |
| Clause 6.4(b) | Control Framework | • Policy Register Update | | DCCS | | | ✓ | |
| | | • Delegations Register Review | | DCCS | | ✓ | | |
| Clause 6.4(c) | External Accountability | • External Audit Management Letter and Council Management Responses | | Audit Ext | | | | |
| | | • Loans Review | | DCCS | ✓ | | | |
| | | • Cashflow Analysis | | DCCS | | | | ✓ |
| | | • Asset Revaluation Methodology | | DIES | | | | |
| Clause 6.4(d) | Legislative Compliance | • Legislative Compliance Register | ♦ | DCCS | | | ✓ | |
| Clause 6.4(e) | Internal Audit | • Internal Audit findings - progress report | | Audit Int | | ✓ | | |
| | | • Receive progress report on implementation of consolidated Internal Audit Program Agreed Actions | | Audit Int | ✓ | | ✓ | |
| | | • Review Internal Audit Charter - <i>incorporate changes to OLG Guidelines</i> | | DCCS | | | | |
| Clause 6.4(f) | External Audit | • Independent Members meet with External Auditor | | Audit Ext | | ✓ | | |
| | | • Presentation of External Audited Financial Statements and Engagement Closing Report | | Audit Ext | | ✓ | | |
| | | • Review Management Letter on External Audit - Interim and Final Phases | | DCCS | | | ✓ | |
| | | • External Audit Client Engagement Plan Audit Program | | Audit Ext | | | | |
| | | • Receive progress report on implementation of consolidated External Audit Agreed Actions | | DCCS | | | | ✓ |
| Clause 6.5(g) | Business Improvement | • Process Improvement Action Plan (PIAP) Review - status update report | ♦ | DCCS | ✓ | | ✓ | |
| | | • Integrated Planning and Reporting (IP&R) Framework - Reporting | | DCCS | | | | |
| | | • Major Project Updates <i>Addition to Meeting Plan</i> | | | | | | |
| Clause 9 | ARIC Performance and Review | • Endorse/revise Annual Meeting Plan | | DCCS | | | ✓ | |
| | | • Review Committee Charter | | DCCS | | | ✓ | |
| | | • Chair's Report on Committee Performance | | Chair | ✓ | | | ✓ |
| | | • Chair's Report on Audit Office Local Government ARIC Chairs Workshop | | Chair | | | | |
| # Agenda Items: | | | | | 8 | 8 | 10 | 6 |
| Legend | | | | | | | | |
| Acronym | Position Title | | | Incumbent | | | | |
| Audit Ext | External Auditor | | | Audit Office contractor Forsyths | | | | |
| Audit Int | Internal Auditor | | | Lambourne Partners/Centium | | | | |
| Chair | Chairperson, Audit, Risk and Improvement Committee | | | Mr Michael O'Connor | | | | |
| GM | General Manager | | | Mr Gary Murphy | | | | |
| DCCS | Director Corporate and Community Services | | | Mr Dean Frost | | | | |
| DIES | Director Infrastructure and Environmental Services | | | Mr Nathan Skelly | | | | |
| CFO | Chief Financial Officer | | | Mrs Joanna Little | | | | |

* Subject to Financial Statements

* Subject to Financial Statements

6.6 DRAFT RISK APPETITE STATEMENT

| | |
|--------------------------|--|
| IP&R Linkage: | Goal: Our Council, community and business leaders work together effectively |
| | Strategy: Commit to best practice community engagement initiatives including online platforms and other emerging technologies pursuant to applicable Office Local Government (OLG) Guidelines and responsive complaint management processes |
| Author: | Jared McCulloch, Coordinator Governance, Risk and Corporate Records |
| Authoriser: | Dean Frost, Director Corporate and Community Services |
| File Number: | G2024/0053 |
| Annexures: | A. Draft Risk Appetite Statement 2023   |

RECOMMENDATION

That Council:

1. Adopt the draft Risk Appetite Statement as appended at *Annexure A*.

BACKGROUND

In 2022, the Office of Local Government released the *Draft Risk Management and Internal Audit for Local Government in NSW Guidelines 2022*. These guidelines require each council to implement a risk management framework that is consistent with current Australian Standards for risk management.

This guideline includes a requirement that council's risk criteria/appetite is approved by resolution of Council. The councils risk criteria/appetite is to be approved in consultation with the Audit, Risk and Improvement committee.

ISSUES AND COMMENTARY

The implementation of these Guidelines is in accordance with an implementation plan approved and monitored by the Audit, Risk and Improvement Committee.

Step 1 was a workshop with Council's Executive Team and presentation of the draft Risk Appetite Statement to Councillors for discussion.

The Executive Team workshop was held on 25 September 2023 and the purpose was to review Council's current Risk Management Framework in line with the OLG Guidelines and define a clear, structured and consistent approach to the risk management process in accordance with AS ISO 31000:2018 Risk Management – Guidelines.

The workshop reviewed and determined Council's:

1. Risk Categories
2. Risk Sub-Categories
3. Risk Appetite
4. Risk Appetite Statement

5. Risk Matrix.

The draft Risk Framework was presented to a Councillor workshop on Monday 9 October 2023, where the proposed Risk Categories, Sub-categories and Risk Appetite for each Sub-category were presented and discussed with Councillors. Some minor changes were made to the appetite for the Sub-categories. This is included in the draft Risk Appetite Statement attached as *Annexure A*.

The Risk Appetite Statement was submitted to the Audit, Risk and Improvement Committee on Friday 15 December 2023 for review and comment. The document was received well by the Committee with no further updates. The final draft was presented to Council's Management Team on Wednesday 6 March 2024 where the process was outlined and our Risk Categories and Appetite that will be guide the development of Council's Risk Management Strategy.

The draft Risk Appetite Statement includes an Executive Summary outlining the above consultation process and is included to demonstrate that Executive Commitment to the risk management framework.

LEGISLATIVE AND POLICY IMPLICATIONS

In 2022, the Office of Local Government released the *Draft Risk Management and Internal Audit for Local Government in NSW Guidelines 2022*. This guideline includes a requirement that council's risk criteria/appetite is approved by resolution of Council. The councils risk criteria/appetite is to be approved in consultation with the Audit, Risk and Improvement committee.

Commencing with the 2024-2025 annual report, the General Manager will be required under the Local Government Regulation to attest each year in the council's annual report whether the council has complied with the following requirements in relation to its risk management activities:

- the council has adopted a risk management framework that is consistent with current Australian risk management standards and is appropriate for the council's risks, and
- the council's Audit, Risk and Improvement Committee reviews the implementation of the council's risk management framework and issues an assessment of the effectiveness of the council's risk management framework to the governing body each council term.

FINANCIAL IMPLICATIONS

There are no financial implications associated with adopting the draft Risk Appetite Statement attached as *Annexure A*. There may be expenses involved with the implementation of other aspects of the Risk Management Framework. These costs will be reviewed by ELT as part of any further reports.

RISK IMPLICATIONS

The draft Risk Appetite Statement is the starting point for the implementation of Council's Risk Management Framework. The implementation is covered in seven (7) steps:

- Step 1: Workshop to develop Risk Appetite and Matrix.
- Step 2: Development of a Risk Management Framework.
- Step 3: Risk Identification, Assessment and Management
- Step 4: Risk Monitoring, Reporting and Assurance
- Step 5: Risk Culture
- Step 6: Governance
- Step 7: Finalisation of a Risk Management Strategy

Updates will be provided to the Executive Leadership Team on the progress and implementation of Council's Risk Management Framework. The Risk Register, results of the department Risk Assessments, Risk Management Framework (Management Policy) and the Risk Management Strategy (Council Policy) will all be submitted for review and adoption.

COMMUNITY CONSULTATION

The recommendation does not include placing the policy on public exhibition as the Risk Appetite Statement is an internal Policy.

CONCLUSION

The draft Risk Appetite Statement, appended at *Annexure A*, is presented to Council for adoption. Once adopted, the Risk Appetite Statement will form part of Council overall Risk Management Strategy.

Risk Appetite Statement

2023



**Liverpool
Plains**
Shire Council

liverpoolplains.nsw.gov.au


INFORMATION ABOUT THIS DOCUMENT

| | |
|-------------------------------------|--|
| Document Record Number | |
| Document Owner | Director Corporate and Community Services |
| Document Development Officer | Coordinator Governance, Risk and Corporate Records |
| Review Timeframe | Two (2) Years |
| Last Review Date | March 2024 |
| Next Review Date | March 2026 |

| Document History | | |
|------------------|--------------|--|
| Doc No. | Date Amended | Details/Comments |
| Version 1 | July 2023 | Draft for Audit, Risk and Improvement Committee consideration. |
| Version 2 | | |
| | | |

| Further Document Information and Relationships | |
|--|--|
| Related Legislation* | Local Government Act 1993 Local Government (General) Regulation 2021 |
| Related Policies | Code of Conduct Legislative Compliance Policy |
| Related Documents | Risk Management Guidelines (AS ISO 31000:2018) OLG Guidelines for Risk Management and Internal Audit for Local Government in NSW - 2022 Audit and Risk Committee Charter WHS Planning and Reporting Procedure |

**Note: Any reference to Legislation will be updated in the Policy as required. See website <http://www.legislation.nsw.gov.au/> for current Acts, Regulations and Environmental Planning Instruments.*



**Risk Appetite Statement
2023**

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| How risk appetite fits within Council | 4 |
| Risk Appetite Ratings..... | 5 |
| Risk Tolerances | 5 |
| Risk Management Framework | 5 |
| Risk Assessments..... | 5 |
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| Risk Appetite Statement..... | 7 |

DRAFT



Executive Summary

This Risk Appetite Statement has been developed in conjunction with Council and council's Executive Leadership Team. Workshops were held in September and October 2023 to determine Council's Risk Categories and Sub-categories and develop our Risk Appetite for each. These levels provide an indication of Council's willingness to take on, retain or accept risk.

Introduction

Councils in NSW perform a wide variety of services, including but not limited to Infrastructure, Community Development, Economic and Corporate Services for the local community. Liverpool Plains Shire Council "Council" recognises that risk is inherent in carrying out all its operations in providing these services as we strive to meet our strategic goals for the community.

An effective risk management Strategy and Framework aims to protect Council staff, visitors, contractors, the community while protecting the reputation and sustainability of Council.

The risk appetite is the amount of risk an organisation is willing to accept in pursuit of its strategic goals. The Risk Appetite Statement (RAS) considers the most significant categories of potential risks to Council and provides an outline as to how much risk Council is willing to accept in this area.

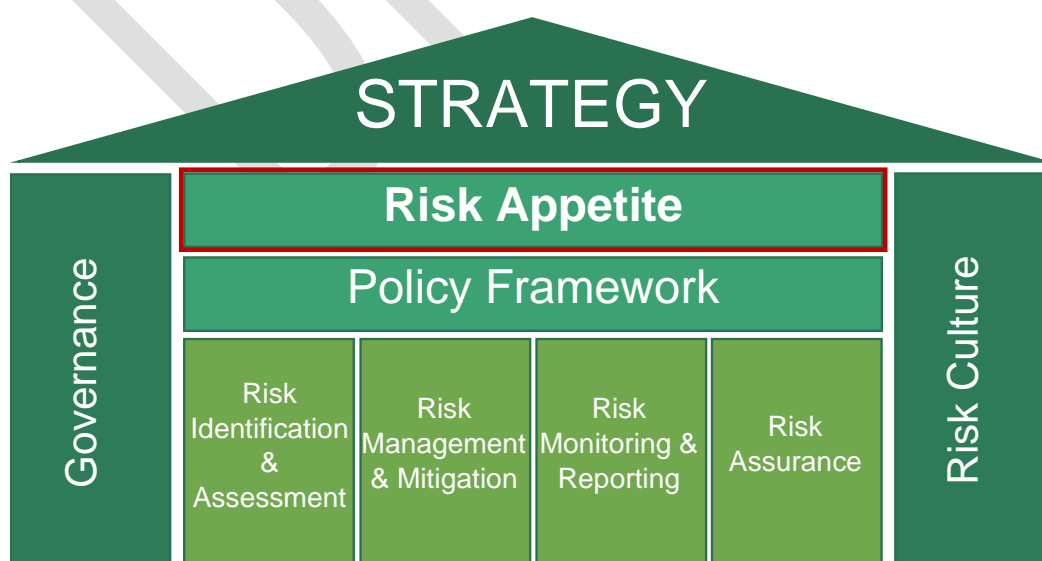
Risk Appetite

The risk appetite is the amount of risk an organisation is willing to accept in pursuit of its goals. The Risk Appetite Statement (RAS) considers the most significant categories of potential risks to Council and provides an outline as to how much risk Council is willing to accept in this area.

Council will take a responsible approach to risk management, seeking to recognise and manage its exposure to risks in accordance with its vision, strategic goals, and good governance processes.

How risk appetite fits within Council

The risk appetite of Council informs the strategic decision-making process. The diagram below shows how the Risk Appetite Statement fits into the framework and informs risk management.





Risk Appetite Statement 2023

Our community is at the centre of everything we do. The Community Strategic Plan identifies the aspirations and priorities for the community. The needs of our community are front of mind in the development of our risk appetite as we balance the achieving of the goals set by our community with the risks inherent in the environments in which we deliver those outcomes.

Risk Appetite Ratings

Council categorises its level of risk appetite into four categories as can be seen below:

| Minimal | Cautious | Open | Risk Positive |
|--|---|--|--|
| Preference for safe options that are very low risk and only have potential for a limited reward. | Preference for safe options that have a low degree of risk and some potential for reward. | Willing to consider all potential options and chose the one most likely to result in successful delivery, whilst also providing an acceptable level of reward and value for money. | Will consider options offering higher business rewards despite elevated levels of inherent risk. |

Risk Tolerances

Council has no tolerance for risks that may compromise the safety and welfare of staff, the community, contractors and volunteers. Similarly, Council has no appetite for risks that cause significant and irreparable damage to the environment and seeks to preserve and enhance it for future generations.

Council places great importance on compliance and has little appetite for any breaches in legal or governance requirements. However, as it is acknowledged that regulatory compliance is often discretionary in nature, Council will give due consideration to associated public health, safety and environmental risks, as well as the opportunity to educate the community.

Risk Management Framework

Council's Risk Management Framework aims to effectively identify and manage risk across the organisation. The framework sets the requirements and responsibilities for staff and emphasises that the management of risk and risk reporting is everyone's responsibility to have appropriate controls in place and ensure the effectiveness of these controls.

Risks are identified, analysed, evaluated and monitored at both an organisational (top-down) and operational (bottom up) level.

Council has ultimate accountability for this process. The Risk Management Framework is reported to the Audit Risk and Improvement Committee on an annual basis.

Risk Assessments

The Governance and Risk division maintain a register of risks Council faces in its day-to-day operations and the control framework which is in place to mitigate risks. These Registers consider risks from within Council and external sources and are reviewed regularly. Risk Registers are also updated where necessary when there are key changes in policies, structures or functions and in response to incidents.

All risks which are assessed as having an unacceptable risk rating will be escalated to the relevant Director as a priority. The Director will be responsible for reviewing the risk and controls and developing a remedial action plan to reduce these risks to an acceptable level. The risk



Risk Appetite Statement 2023

assessment and remedial action plan will be reported to the Executive Leadership Team for review and approval. The finalised remedial action plan will be reported to the Audit, Risk and Improvement Committee for information.

Divisions are required to manage their specific operational risks in a manner which is consistent with this Statement, and to manage and address any risks outside appetite or agreed tolerance levels.

Review

This Risk Appetite Statement is reviewed every four (4) years or whenever there is a significant change to the Council's operating environment. This review is coordinated by the Coordinator Governance and Risk. Changes to the Risk Appetite Statement must be approved by the Executive Leadership Team and are presented to the ARIC for review and comment before providing to Council for endorsement.

DRAFT



Risk Appetite Statement 2023

Risk Appetite Statement

Council understands its needs to accept a degree of risk appropriate for the potential outcome and with consideration of Council's role and responsibilities within the community. Council's risk appetite in relation to its adopted risk sub-categories is therefore as follows:

| Risk Sub-Category | Context | Risk Appetite Rating |
|-------------------|---|--|
| Financial | <i>Council recognises the financial risks involved in delivering a wide range of services, programs and capital projects.</i> | CAUTIOUS <i>Council is open to exploring improvements and investments that are low risk and have the potential for reward.</i> |
| People | Safety: <i>We support a safe and healthy workforce that treats everyone fairly. Council also recognises the importance of safety to members of the public who use our facilities.</i> | MINIMAL <i>Council is not open to jeopardising staff (includes volunteers and contractors) safety.</i> |
| | Recruitment, Leadership & Workplace Culture : <i>Council is open to new ideas, practices and fostering a workplace culture to enable the long-term viability of Council.</i> | OPEN <i>Council is willing to consider new options and processes to attract and retain employees. Council's General Manager and Directors will implement and review strategies to maintain effective leadership and culture for the organisation</i> |
| Infrastructure | <i>Council is committed to continuous improvement in order to provide excellent infrastructure services that provide benefits to our Community.</i> | OPEN <i>Council will explore new ways to maintain and improve our infrastructure to ensure a greater return for the Shire.</i> |
| Service Delivery | <i>Council delivers a range of services, events and facilities which contribute to our community.</i> | OPEN <i>Council will review the ways it delivers services and events and provision of facilities to residents and visitors. We will consider new and improved ways to provide these services ensuring value for money.</i> |
| Environmental | Environmental Compliance: <i>Council has a responsibility to ensure compliance with Regulations, Authorities and Council development decisions. This applies to Council, residents and developers.</i> | MINIMAL <i>Council will ensure Compliance with all environmental regulations and authorities.</i> |
| | Environmental Operations: <i>Council recognises the importance of conserving and enhancing our environment and understands that sustainability and growth considerations in all council decisions is important.</i> | CAUTIOUS <i>In conserving and enhancing our environment, Council will consider alternate options to sustainability and growth that are low risk with potential for reward.</i> |



Risk Appetite Statement
2023

| Risk Sub-Category | Context | Risk Appetite Rating |
|----------------------|--|---|
| Technology | Security: <i>Our assets (including information) are vital in maintaining our business practices and therefore Council has a low-risk approach to safeguarding from both external and internal threats, misuse, modification and unintended damage.</i> | MINIMAL <i>Council is not open to jeopardising the security of customer data or the systems used to maintain our operations.</i> |
| | Advancements: <i>The systems and programs Council uses to provide services to our community are vital to ongoing operations. Improvements and innovation may involve minor to moderate risk.</i> | OPEN <i>Council will consider new technologies that will create new opportunities and business improvements providing value-add to services and customers.</i> |
| Legal and Governance | Planning Compliance: <i>Council has a requirement to ensure that development and ongoing management of land within the shire is in accordance with Council approvals, Policies and Legislation.</i> | CAUTIOUS <i>In monitoring adherence to Building approvals, land use and LEP requirements, Council will ensure Compliance and manage breaches and non-conformance accordingly. Council, in adopting a Cautious approach, will work with landowners and developers to rectify and issues prior to commencement of breach rectification measures outlined in our Policies and Plans.</i> |
| | Land Use Planning: <i>Council may receive applications or requests to consider new and alternative uses for Land within the Shire. Council has Plans and Policies to guide decisions on development and land use.</i> | RISK POSITIVE <i>Council will consider all applications and requests for development within the Shire and determine variations to our LEP, Building Controls and Policies if the rewards are greater than the inherent risk.</i> |
| | Governance: <i>Council is committed to good governance and meeting legislated and regulatory requirements in a consistent and fair manner.</i> | MINIMAL <i>Council is committed to ensuring compliance with all legislative and regulatory</i> |
| Project | <i>Council delivers improvements to services and facilities through a project framework. Most projects are of strategic importance to the growth and development of our Shire. Projects are dealt with in two (2) ways.</i> | |
| | Strategic: <i>The identification of improvements to services or facilities and the allocation of funds and resources to implement the project.</i> | OPEN <i>Council will consider all projects within the Shire that provide for an acceptable level of reward and value for money, however the key objectives (timeframes, finances and strategic importance) will be determined and adhered to.</i> |
| | Operational: <i>Management and delivery of the project within the framework and limitation detailed in the Strategic Project Plan.</i> | MINIMAL <i>Council will ensure adherence to the Project framework and deliverables. Variations of a Low-Risk nature may be considered only if there is potential for reward.</i> |

6.7 STATEMENT OF INVESTMENTS - FEBRUARY 2024

IP&R Linkage: **Goal:** Our Council, community and business leaders work together effectively

Strategy: Operate in a financially responsible manner and improve long-term financial sustainability

Author: Katrina Mantell, Financial Accountant

Authoriser: Joanna Little, Chief Financial Officer

File Number: G2024/0042

Annexures: A. Statement of Investments - February 2024  

RECOMMENDATION

That Council:

1. Receive and note the Statement of Investments as of 29 February 2024 as appended at *Annexure A*.

BACKGROUND

In accordance with clause 212 of the *Local Government (General) Regulation 2021* (“the Regulations”), the Responsible Accounting Officer must provide Council with a monthly written report setting out details of Council’s investments under section 625 of the *Local Government Act 1993* (“the Act”). The report must also include certification that these investments have been made in accordance with the Act, the Regulations and Council’s Investment Policy.

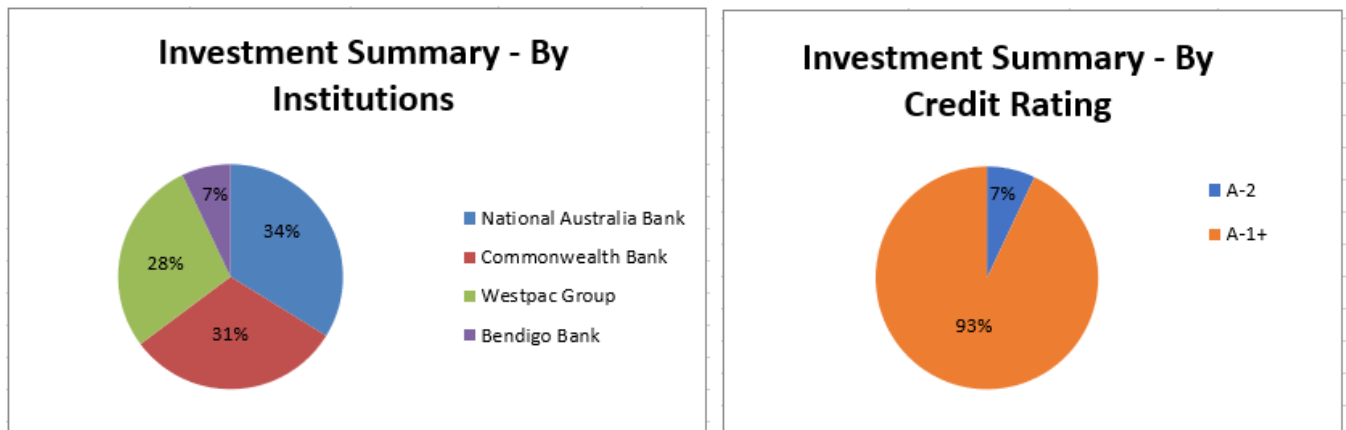
ISSUES AND COMMENTARY

The balance of Council’s investments as of 29 February 2024 was \$35.5 Million. No movement from previous months with funds re-invested upon maturity.

The RBA cash rate remains at 4.35 percent. Council weighted average return exceeds the RBA benchmark rate by 0.78 per cent at 5.13 percent. RBA cash rate is considered benchmark for evaluating Council’s return on investment.

Interest rates are expected to remain high whilst inflation and wage pressures remain high. In the medium term the economy is expected to correct and thus banks are predicting interest rates reductions from early 2024-2025 financial year. The current interest rates enjoyed on Council’s investment will decrease over the medium term.

The following charts depict a summary of the investments held by Council based on the individual institutional exposure and credit rating of the institutions with which they are held.



LEGISLATIVE AND POLICY IMPLICATIONS

All of Council's investments are held in accordance with Council's Investment Policy which accords with the requirements of the:

- *Local Government Act 1993* – Section 625;
- *Local Government Act 1993* – Order (of Minister) dated 16 November 2000;
- *The Trustee Amendment (Discretionary Investments) Act 1997* – Sections 14A (2), 14C (1) and 2;
- *Local Government (General) Regulation 2021* – Clauses 212 And 21

FINANCIAL IMPLICATIONS

There are no financial implications for Council associated with this report.

RISK IMPLICATIONS

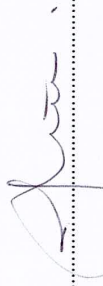
There are no risk implications for Council associated with this report.

COMMUNITY CONSULTATION

There are no community consultation requirements for Council associated with this report.

CONCLUSION

Council's investments continue to focus on capital protection and compliance with its investment policy whilst actively seeking the best return allowable within these parameters. It is recommended that Council receive and note the Statement of Investments as of 29 February 2024.

| TERM DEPOSIT LISTINGS | | | | | | | |
|--|---------------|-----------------|--------------|-------|------------------------------------|-------------------------|---------------|
| Liverpool Plains Shire Council Investment Register 29/2/24 | | | | | | | |
| Acquisition Date | Maturity Date | Face Value (\$) | 29/2/24 | Rate | Financial Reporting Classification | Institution | Credit Rating |
| 09/10/2023 | 06/02/2024 | \$2,000,000 | \$0 | 4.90% | Held to Maturity | National Australia Bank | A-1+ |
| 24/08/2023 | 20/02/2024 | \$2,000,000 | \$0 | 5.29% | Held to Maturity | Commonwealth Bank | A-1+ |
| 07/09/2023 | 05/03/2024 | \$2,000,000 | \$2,000,000 | 5.11% | Held to Maturity | National Australia Bank | A-1+ |
| 12/10/2023 | 12/03/2024 | \$2,000,000 | \$2,000,000 | 4.92% | Held to Maturity | Westpac Group | A-1+ |
| 18/01/2024 | 18/03/2024 | \$2,500,000 | \$2,500,000 | 4.60% | Held to Maturity | Commonwealth Bank | A-1+ |
| 17/07/2023 | 17/04/2024 | \$2,500,000 | \$2,500,000 | 5.45% | Held to Maturity | Bendigo Bank | A-2 |
| 27/10/2023 | 24/04/2024 | \$2,000,000 | \$2,000,000 | 5.20% | Held to Maturity | National Australia Bank | A-1+ |
| 10/11/2023 | 08/05/2024 | \$2,000,000 | \$2,000,000 | 5.25% | Held to Maturity | Commonwealth Bank | A-1+ |
| 15/05/2023 | 15/05/2024 | \$1,000,000 | \$1,000,000 | 4.72% | Held to Maturity | Westpac Group | A-1+ |
| 28/11/2023 | 28/05/2024 | \$2,000,000 | \$2,000,000 | 5.23% | Held to Maturity | Commonwealth Bank | A-1+ |
| 11/01/2024 | 11/06/2024 | \$2,000,000 | \$2,000,000 | 5.08% | Held to Maturity | Westpac Group | A-1+ |
| 15/06/2023 | 14/06/2024 | \$1,500,000 | \$1,500,000 | 5.47% | Held to Maturity | Commonwealth Bank | A-1+ |
| 18/12/2023 | 18/10/2024 | \$2,000,000 | \$2,000,000 | 5.10% | Held to Maturity | National Australia Bank | A-1+ |
| 26/09/2023 | 22/07/2024 | \$3,000,000 | \$3,000,000 | 5.29% | Held to Maturity | Commonwealth Bank | A-1+ |
| 06/02/2024 | 06/08/2024 | \$0 | \$2,000,000 | 5.15% | Held to Maturity | National Australia Bank | A-1+ |
| 11/12/2023 | 06/09/2024 | \$2,000,000 | \$2,000,000 | 5.20% | Held to Maturity | National Australia Bank | A-1+ |
| 08/09/2023 | 09/09/2024 | \$3,000,000 | \$3,000,000 | 5.13% | Held to Maturity | Westpac Group | A-1+ |
| 08/01/2024 | 07/01/2025 | \$2,000,000 | \$2,000,000 | 5.15% | Held to Maturity | National Australia Bank | A-1+ |
| 27/02/2024 | 27/02/2025 | \$0 | \$2,000,000 | 5.07% | Held to Maturity | Westpac Group | A-1+ |
| | | \$35,500,000 | \$35,500,000 | | | | |
| <p>I, Joanna Little, Liverpool Plains Shire Council, Chief Financial Officer, certify as required under Section 212 of the Local Government Regulations 2021, that Council's investments have been made in accordance with the Local Government Act 1993 and Liverpool Plains Shire Council Investment Policy.</p> <p>Signed</p>  | | | | | | | |

6.8 ADOPTION OF THE 2022-2023 FINANCIAL STATEMENTS

IP&R Linkage: **Goal:** Our Council, community and business leaders work together effectively

Strategy: Operate in a financially responsible manner and improve long-term financial sustainability

Author: Katrina Mantell, Financial Accountant

Authoriser: Joanna Little, Chief Financial Officer

File Number: G2024/0049

Annexures: Nil

RECOMMENDATION

That Council:

1. Receive and adopt the Financial Statements for the Year Ended 30 June 2023, incorporating the General Purpose Financial Statements, Special Purpose Financial Statements and Special Schedules, as tabled.
2. Authorise the Mayor, a Councillor, General Manager and Responsible Accounting Officer to sign the Statements by Councillors and Management, pursuant to section 413(2)(c) of the *Local Government Act 1993* and clause 215 of the Local Government (General) Regulation 2021.
3. Delegate the General Manager to submit the Financial Statements to the Office of Local Government, pursuant to section 417 of the *Local Government Act 1993*.
4. Exhibit the Financial Statements and Auditor's Report and invite public submissions on those documents, pursuant to section 420 of the *Local Government Act 1993*.
5. Note that the audited Financial Statements and Auditor's Reports will be presented to the public at the Ordinary Meeting of Council on 24 April 2024, in accordance with section 418(1) of the *Local Government Act 1993*.

BACKGROUND

Section 416 of the *Local Government Act 1993* ("the Act") provides that Liverpool Plains Shire Council's ("Council") Financial Statements for a year must be prepared and audited. Council applied for an extension to 31 March 2024, which was accepted by the Office of Local Government.

Council applied for the extension due to the Audit Office requesting an independent valuation of Quipolly Dam.

ISSUES AND COMMENTARY

The Auditor-General of New South Wales ("NSW Audit Office") and its audit service provider firm, Forsyths, have completed the External Audit of Council's Financial Statements for the year ended 30 June 2023. The audited Financial Statements will be tabled.

The Financial Statements comprise three components, being:

1. General Purpose Financial Statements;

2. Special Purpose Financial Statements; and
3. Special Schedules.

Brief explanations of each component follows:

General Purpose Financial Statements

These Statements provide an overview of the operating result, financial position, changes in equity and cash flow movement of Council at 30 June 2023 on a consolidated basis with internal transactions between Council's General, Water and Sewerage Funds eliminated. The notes included within these reports provide details of major items of income and expenditure with comparisons to the previous financial year. The notes also highlight the cash position of Council and indicate which funds are externally restricted (i.e. may be used for a specific purpose only), and those that may be used at Council's discretion.

Special Purpose Financial Statements

These Statements are a result of the implementation of the National Competition Policy and relate to those aspects of Council's operations that are business orientated and compete with other businesses with similar operations outside the Council. Mandatory disclosures in the Special Purpose Financial Reports are Water and Sewerage. Additional disclosure relates to Council business units that Council deems 'commercial'. In this regard, commercial business units must also be classified into the following categories:

- Category 1 – operating turnover is greater than \$2 million
- Category 2 – operating turnover is less than \$2 million

During the reporting period, Council had no other commercial business units operating. Another feature of the Special Purpose Financial Reports is to build in taxes and charges where not physically incurred into the financial results to measure the results in the sense of a level playing field with other organisations operating similar businesses, who are required to pay these additional taxes and charges.

Special Schedules

These Schedules are prepared essentially for use by the Office of Local Government ("the OLG") and are primarily used to gather information for comparative purposes. The Schedules comprise:

- **Special Schedule – Permissible Income for General Rates**, which is a disclosure regarding Council's compliance with General Rate revenue and rate pegging. It is also subject to separate external audit aside from the financial statements.
- **Special Schedule – Report on Infrastructure Assets**, which provides an approximate value of what funds are needed for the maintenance and renewal of Council assets in comparison to what is currently allocated in the Budget.

LEGISLATIVE AND POLICY IMPLICATIONS

As detailed above, section 416 of the Act requires Council to prepare and audit its Financial Statements. Section 413 also provides that Council's audited Financial Statements must include a General Purpose Financial Report, which must be prepared in accordance with the Act and Regulations as well as the applicable publications issued by the Australian Accounting Standards Board and the Local Government Code of Accounting Practice and Reporting.

Section 418 of the Act provides that Council must fix a date for the meeting at which it proposes to present its audited Financial Statements, together with the Auditor's reports, to the public, and provide public notice of that meeting.

Section 420 of the Act provides that any member of the public may make a submission with respect to Council's audited Financial Statements. Such submissions must be made in writing and once lodged with Council, referred to the Auditor.

FINANCIAL IMPLICATIONS

Council's financial position shows net assets of \$589.64 million, compared to \$550.94 million in 2021/2022. Council's assets were revalued or indexed during 2022/2023, resulting in an increase in assets of \$21.93 million.

Council's total cash reserves at 30 June 2023 were \$43.80 million, including unrestricted cash reserves of \$0.07 million.

Council's operating result was a deficit of \$1.88 million (before grants and contributions for capital purposes) compared with a \$5.91 deficit in 2021/2022.

Total income (before grants and contributions for capital purposes) was \$38.05 million, which was \$9.25 million higher compared to Council's revenue in 2021/2022. This increase in income was supported by the Special Rate Variation of \$1.07 million and additional emergency road funding for flood reconstruction.

Council received \$19.09 million in grants and contributions for capital purposes in 2022/2023, compared to \$14.47 million in the prior year. The increase was mainly driven by receipt of grant funding from resources for regions for the renewal of the Quirindi aquatic centre. 80% of the grant was received up front totalling \$5.2 million.

Total operating expenditure was \$39.94 million, \$5.23 million increase compared to 2021/2022. Increase in expenditure was due to the flood construction works for which Council received grant funding for.

To facilitate comparison, the Income Statement from the Financial Statements is reformatted and summarised in *Table 1*, below:

| Table 1: Income Statement | | | |
|----------------------------------|---|--|--|
| Line No. | | 2022/23 (\$'000) Actual | 2021/22 (\$'000) Actual |
| i) | Operating Income before Capital Grants and Contributions | 38,054 | 28,800 |
| ii) | Operating Expenditure before Depreciation | 26,280 | 21,766 |
| iii) | Operating Result before Depreciation/Capital Grants and Contributions | 11,774 | 7,034 |
| iv) | Depreciation | 13,656 | 12,946 |
| v) | Operating Deficit before Capital Grants and Contributions | (1,882) | (5,912) |
| vi) | Capital Grants and Contributions | 19,087 | 14,474 |
| vii) | Net Operating Result (Deficit) for the Year (as reported in the Income Statement) | 17,205 | 8,562 |

RISK IMPLICATIONS

Council must submit its audited Financial Statements to the Office of Local Government by 31 March 2024 to ensure compliance with the relevant provisions of the Act and the extension for lodgement granted.

COMMUNITY CONSULTATION

As noted above, Council is required to publicly exhibit its audited Financial Statements and accompanying Auditor's Report and invite public submissions on those documents. The audited Financial Statements will be presented to the public at the Ordinary Meeting of Council scheduled to be held 24 April 2024.

CONCLUSION

The audit of Council's 2022/2023 Financial Statements has been completed and the Financial Statements will be tabled. It is recommended that the Financial Statements be adopted, and the Mayor, a Councillor, General Manager and Responsible Accounting Officer be authorised to sign the Statements by Councillors and Management, prior to the Financial Statements being submitted to the Office of Local Government.

| |
|---|
| 6.9 INFRASTRUCTURE & ENVIRONMENTAL SERVICES DIRECTORATE REPORT FEBRUARY 2024 |
|---|

IP&R Linkage: **Goal:** Our infrastructure is well planned and maintained and will meet our needs now and, in the future

Strategy: Increase awareness of infrastructure responsibilities and costings

Author: Nathan Skelly, Director Infrastructure and Environmental Services

Authoriser: Gary Murphy, General Manager

File Number: G2024/0058

Annexures: Nil

RECOMMENDATION

That Council:

1. Receive and note the Infrastructure & Environmental Services Directorate report for the month of February 2024

BACKGROUND

Liverpool Plains Shire Council ("Council") adopted its current organisation structure at its Ordinary Meeting held 03 February 2021 [res. 2021/6]. Council's current organisation structure comprises three Directorates, namely Executive Services, Corporate and Community Services and Infrastructure and Environmental Services.

The Infrastructure and Environmental Services Directorate comprises of four business units:

- Civil Infrastructure;
- Property and Assets;
- Water Services; and
- Planning and Regulation.

This report provides a briefing on activities, services, programs and projects progressed by the Infrastructure and Environmental Services Directorate.

ISSUES AND COMMENTARY

| Table 1 – Major Projects | |
|----------------------------------|--|
| Function | Briefing |
| Werris Creek Industrial Precinct | <ul style="list-style-type: none"> • Tender submission has been received. Assessment of the submission is been undertaken with some complexity within it that needs resolving. It is planned to be reported to the April meeting. |

| Table 1 – Major Projects | |
|---------------------------------|--|
| Function | Briefing |
| Fixing Country Bridges | <ul style="list-style-type: none"> Construction of Bridge Road bridge and realignment of the road has been completed. Final works including the installation of directional and informational signage is ongoing. Gurton Street bridge is under construction with the deck landed and concrete pours completed. Ongoing works include earthworks, scour protection, approach slab works, realignment of the road and signage installs. The relocation of the services from the existing bridge to the new bridge is currently underway and once works completed the old bridge will be demolished and removed from site. We are still awaiting a response to the funding variation applied for through TfNSW Fixing Country Bridges, with advice that it may take a couple of months in the review process, and to receive an answer from Transport for NSW. Both bridges will be opened for traffic no later than 30 April 2024. <p>This Project is co-funded by TfNSW Fixing Country Bridges Fund.</p> |
| Longfield Oval Lighting Project | <ul style="list-style-type: none"> Installation of lighting components and systems for the lighting upgrade has been completed. With a total of 62 lights replacing the original 28 lights on 8 new poles, providing both oval number one and oval number two with Class 5 lighting for Cricket. However, there is a shortage of supply to power to service the lighting upgrade. Currently one oval is working on half power, while the other oval is working on full power. The contractor has now applied to Essential Energy to increase the power supply to meet the supply demands. With a temporary solution being investigated. This project is funded by a grant from NSW Stronger Country Communities (Round 5). |
| Milner Parade Clubhouse | <ul style="list-style-type: none"> Ongoing consultation with key stakeholders to discuss construction of the new facility. The earthworks and site preparation have been completed with the form work and pouring of the slab completed. The concrete will be allowed to cure for a short period of time before commencing the installation of the framework. Works are planned to be completed by late June, early July. This project is funded by a grant from NSW Stronger Country Communities (Round 4). |

| Table 1 – Major Projects | |
|--|---|
| Function | Briefing |
| Station Street Upgrades | <ul style="list-style-type: none"> The blisters have been installed to support the works completed for the silo art project, and as part of the upgrades to the town to improve safety for both pedestrians and traffic travelling through town. A section of guttering in front of Go Co on station street has been replaced to tie in with the new works, with a ramp installed to improve access. Quirindi Welding and Fabrication manufactured the grates to cover the stormwater and gutters. |
| LPSC Administration Building Disabled Access | <ul style="list-style-type: none"> D&C Projects (Design and Engineering Services) have been awarded the works to prepare design plans, providing electronic documentation for the DA Application. Phase one and two of the design phase have been completed with phase three currently underway. This project is funded by NSW Stronger Country Communities (Round 5). |

| Table 2 – Civil | |
|-----------------|--|
| Function | Briefing |
| Unsealed Roads | <ul style="list-style-type: none"> Maintenance grading on: <ul style="list-style-type: none"> Stangers Road Glen Alpine Road Purlewah Road Resheeting works on: <ul style="list-style-type: none"> Bundella Road |

| | |
|--------------|--|
| Sealed Roads | <ul style="list-style-type: none"> • Rehabilitation works on: <ul style="list-style-type: none"> ○ Waverley Road ○ Gap Road ○ Seven Creek Road ○ Bridge Creek Road • Kerb and gutter replacement in: <ul style="list-style-type: none"> ○ Quirindi ○ Werris Creek ○ Wallabadah • Sign replacements across the shire • Road shoulder works on Callaghans Lane • Reseals on: <ul style="list-style-type: none"> ○ Waverley Road ○ Warrah Ridge Road |
|--------------|--|

| Table 3 – Parkes and Gardens | |
|------------------------------|---|
| Function | Briefing |
| Sporting Facilities | <ul style="list-style-type: none"> • Cricket wicket preparations • Irrigation and mowing of Race Track |
| Parks and Reserves | <ul style="list-style-type: none"> • Mowing and routine maintenance of parks and Council owned facilities • Litter collection through urban areas • Cemetery operations • Maintenance at Werris Creek pool |
| Other public spaces | <ul style="list-style-type: none"> • Roadside slashing: <ul style="list-style-type: none"> ○ Coonabarabran Road ○ Lindsays Gap Road ○ Waverley Road ○ Werris Creek Road ○ Wallabadah Road ○ Bundella Road • Mowing of urban villages • Street sweeping at Werris Creek & Quirindi |

| Table 4 – Property and Assets | |
|---|---|
| Function | Briefing |
| Building Maintenance | <ul style="list-style-type: none"> Minor repairs have been completed on some Council facilities, including Summerhill Lodge, Wallabadah First Fleet Amenities, Henry Street Ovals, Animal Welfare Facility and the Quirindi Caravan Park. Refurbishment works for park areas will commence in April. This will occur in outlying villages to refresh some park equipment and structures for the enjoyment of visitors and residents. Minor projects have been planned for the removal of graffiti, painting, refurbishment of signage frames, etc. Work is still continuing with the creation of a building maintenance register within Altitude. |
| Property Management | <ul style="list-style-type: none"> A lease register in Altitude is being created to enable a more efficient method of monitoring, reviewing and billing. The identification of surplus lands and/or properties continues and when complete will be presented to Council for consideration |
| Asset Management | <p>Reviews have been completed for the following asset areas:</p> <ul style="list-style-type: none"> Aerodrome Fleet and Plant (<i>light vehicles, heavy vehicles and plant</i>) Parks and Recreation (<i>aquatic centres, playgrounds, sporting fields and equestrian facilities</i>) Property Assets (<i>all council buildings, halls, theatre, libraries, childcare centre and VIC</i>) Water and Sewer Transportation (<i>roads, footpaths and bridges</i>) |
| Building and Operational Land Revaluation | <ul style="list-style-type: none"> Currently in the process of being finalised |
| Public Toilets, King George V Park, Willow Tree | <ul style="list-style-type: none"> The contractors were on site from Monday 4 March and the upgrade was completed as of Friday 8 March 2024, well ahead of the April expected finalisation time. The toilets were officially opened to the public on Monday 11 March 2024 and an official handover was held with staff on Wednesday 13 March 2024. There are now some minor works to be completed to finish the area completely, which includes the reinstatement of the southern fence and signage for the park area alerting visitors to the use of treated water in the area. |

| Table 5 – Water Services | |
|--------------------------|----------|
| Function | Briefing |

| | |
|---|---|
| Quipolly Dam and Old Quipolly Dam Safety Management | <ul style="list-style-type: none"> • A Risk Review of Quipolly Dam is complete: <ul style="list-style-type: none"> ○ The final report was received by Council 4 March 2024. ○ The report now must be submitted to Dams Safety NSW ○ Unused budget for the risk review is now being used to complete the So Far As Is Reasonably Practicable (SFAIRP) assessment which assesses if the key risks identified in the risk review have been mitigated to a practical extent. |
| Water Main Replacement Program | <ul style="list-style-type: none"> • Progress on this project has been delayed due to resourcing constraints within the Water Services Team. |
| Werris Creek Wastewater Aqueduct Rehabilitation | <ul style="list-style-type: none"> • There is a separate report concerning the tender for this project in this business paper. |
| Quipolly Water Project | <ul style="list-style-type: none"> • With the Quipolly Water Project continuing in the commissioning phase, Water Services staff have been having an increased presence onsite familiarising themselves with the site and have commenced operation while the contractor continues with project finalisation. |
| Meter Reading | <ul style="list-style-type: none"> • Third quarter meter reading has been occurring during late February and early March and was close to completion at the time of writing this report. |
| Water Leaks | <ul style="list-style-type: none"> • There have been a higher-than-average amount of water leaks occurring over this summer generally due to ground movement associated with the drying of the deeper soil profile. The time until rectification has also been hampered by staff vacancies. |
| Gurton Street Bridge Watermain | <ul style="list-style-type: none"> • The water main servicing the Gurton/Fortune Street area is being moved to the new Gurton Street bridge during March. This will be completed by collaboration between Council staff and contractors. |

Table 6 – Waste Management

| Function | Briefing |
|----------------------|--|
| Willow Tree Landfill | <ul style="list-style-type: none"> • All information has been received and the report has been prepared for the Northern Regional Planning Panel for its April meeting. |

Environmental Services

Regulatory Approvals

The following approvals were issued during the months of January & February 2024. These applications have been advertised on Council's website in accordance with the provisions of Section 4.59 of the *Environmental Planning & Assessment Act 1979* and Sections 97 and 161 of the Regulation.

Development Applications

January 2024

Nil

February 2024

| Applic. No | Address | Land Title | Development | Determination |
|--------------------------------|---|---|--|---------------------------|
| 10.2023.45.1 | 947 Warrah Ridge Road Warrah Ridge 1118 Warrah Ridge Road Warrah Ridge | Lot 53 DP 1168698 | Manufactured Dwelling | Approved Under Delegation |
| 10.2017.51.4 Modification 4 | 3716 Werris Creek Road Currabubula | Lot 70-236 DP 751011 Lot 1-11 DP 1114811 Lot 17-19 DP 114714 | 3 Mega Litre Dam | Approved Under Delegation |
| 10.1987.24.2 Modification 2 | 293 Bundella Road Quirindi | Lot 1-6 DP 1100156 Lot 53-255 DP 751006 Lot 5 DP 580408 Lot 1 DP 583536 Lot 57 DP 1228713 | Expansion of Killara Feedlot to 22,250 head and Cattle | Approved By Council |
| 10.2023.32.1 | 10 Industrial Drive Quirindi | Lot 7 DP 804334 | Car Storage Shed | Withdrawn |

Complying Development Applications**January 2024**

| Applic. No | Address | Land Title | Development | Determination |
|-------------|--------------------------------|---------------------|----------------|-----------------------|
| 16.2024.2.1 | 116 Deeks Road Werris Creek | Lot 2131 DP 1140804 | New Works Shed | Private Certification |

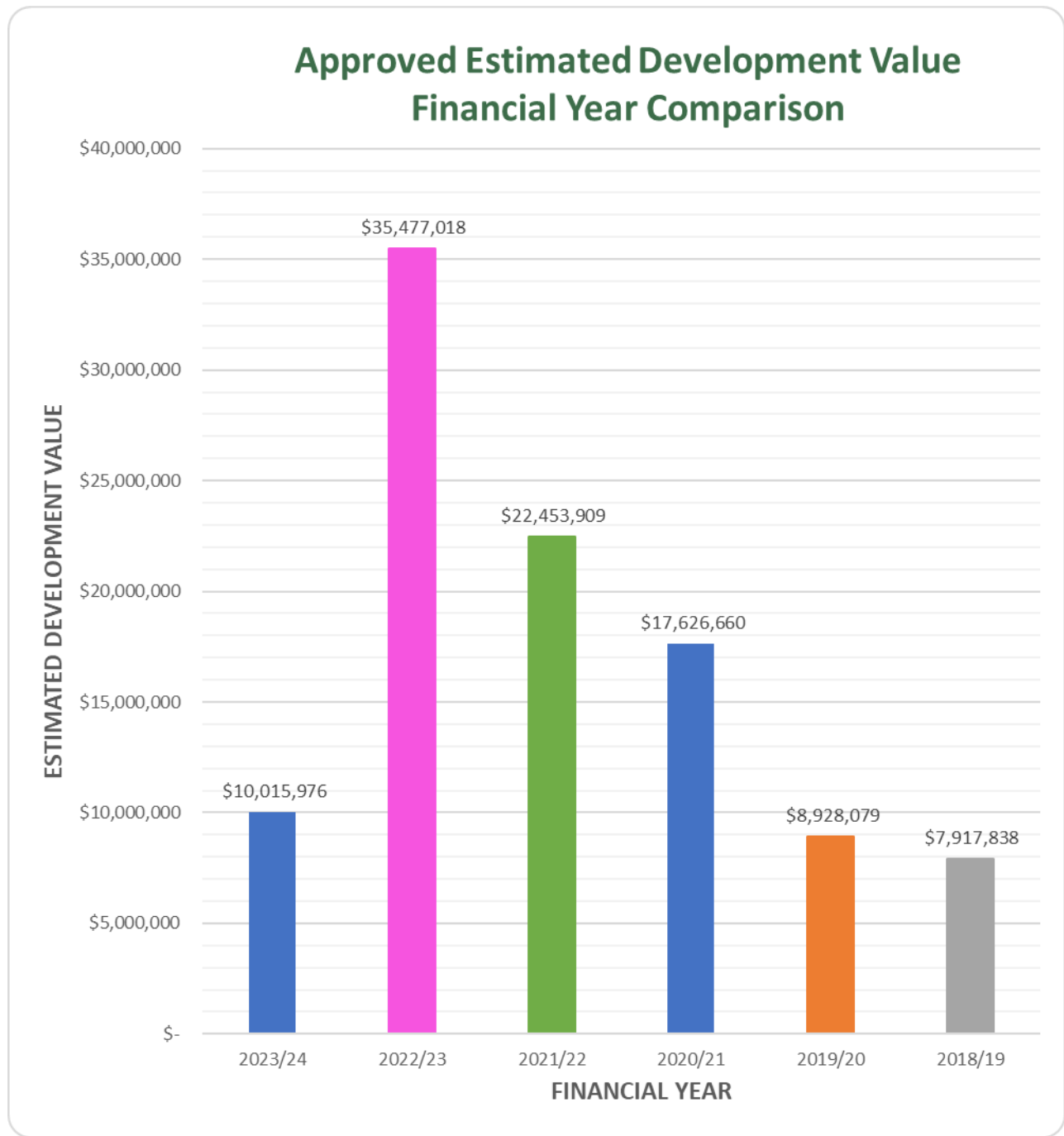
February 2024

| Applic. No | Address | Land Title | Development | Determination |
|-------------|-----------------------------|-----------------|-------------|-----------------------|
| 16.2024.3.1 | 25 North Avenue Quirindi | Lot 2 DP 719167 | Patio | Private Certification |

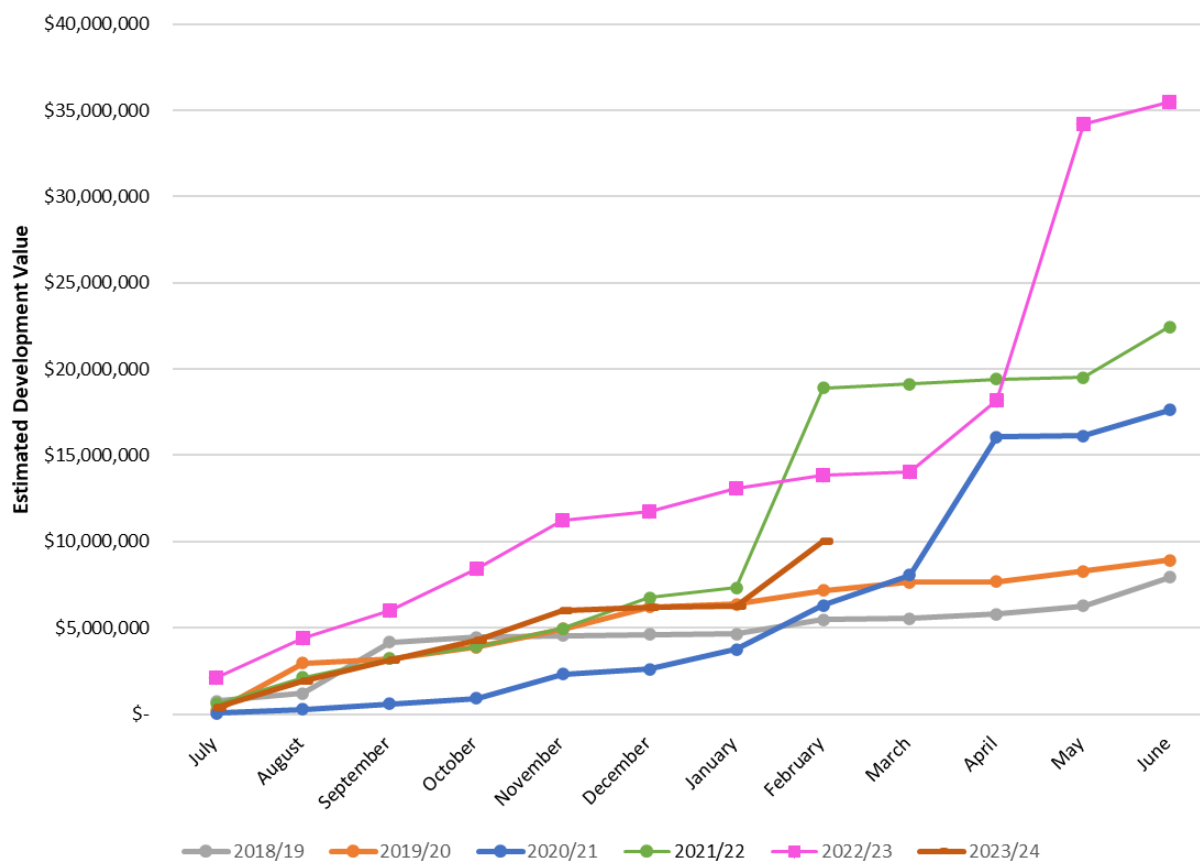
The graphs below show the estimated cost of development approved up until 29 February 2024. This includes all development and complying approvals issued by Council and by way of private certification. It does not include any large infrastructure projects such as roads, rail, bridges, water and sewer scheme/improvements.

The information presented in this report is presented on the 2023-24 financial year data as we are currently in the later part of the financial year.

Estimated Approved Development Value



Approved Estimated Development Value Comparison Monthly/Financial Year



Development Assessment Times

The NSW Planning Portal legislated commencement was 1 July 2021. As there has been two full calendar years reporting has been undertaken to consider Development Application Assessment Days. The assessment days does not include the number of days where Council has requested additional information from the applicant, or the days undertaken to assess the application from a state agency.

Due to our relatively small number of DA's, outliers on long durations increase our average, many of these are large DA's that take longer than the legislated 40 day determination period.

The average and the median have been represented below for 2022 and 2023 Calendar Years.

| | DA Assessment Days | |
|---------|--------------------|------|
| | 2023 | 2022 |
| Average | 58 | 62 |
| Median | 39 | 40 |

Note: The Crawford Freightline Development Application has not been represented in the above figures as the NSW Planning Portal reports an error in this application. Staff are currently waiting on the NSW Planning Portal support team to correct the error before the number of assessment days can be recorded.

LEGISLATIVE AND POLICY IMPLICATIONS

There are no legislative or policy implications for Council associated with this report.

FINANCIAL IMPLICATIONS

All works are undertaken within current budget allocations.

RISK IMPLICATIONS

Report is for Council information only.

COMMUNITY CONSULTATION

There are no community consultation requirements for Council associated with this report.

CONCLUSION

The above report is provided as information for Council.

6.10 TOWN WATER SUPPLY STATUS

| | |
|--------------------------|--|
| IP&R Linkage: | Goal: We have access to affordable, clean water supplies |
| | Strategy: Endorse best practice regulated operation of water and sewerage systems |
| Author: | Luke Whitten, Water Services Engineer |
| Authoriser: | Nathan Skelly, Director Infrastructure and Environmental Services |
| File Number: | G2024/0051 |
| Annexures: | Nil |

RECOMMENDATION

That Council:

1. Receive and note the Water Supply Status Report.

BACKGROUND

Council maintains eight potable town water supply systems. These systems rely on a combination of ground and surface water sources which are susceptible to drought and changing water quality conditions. Water Services staff constantly monitor and adapt with the actions required to provide a continuous supply of quality drinking water as these changes occur.

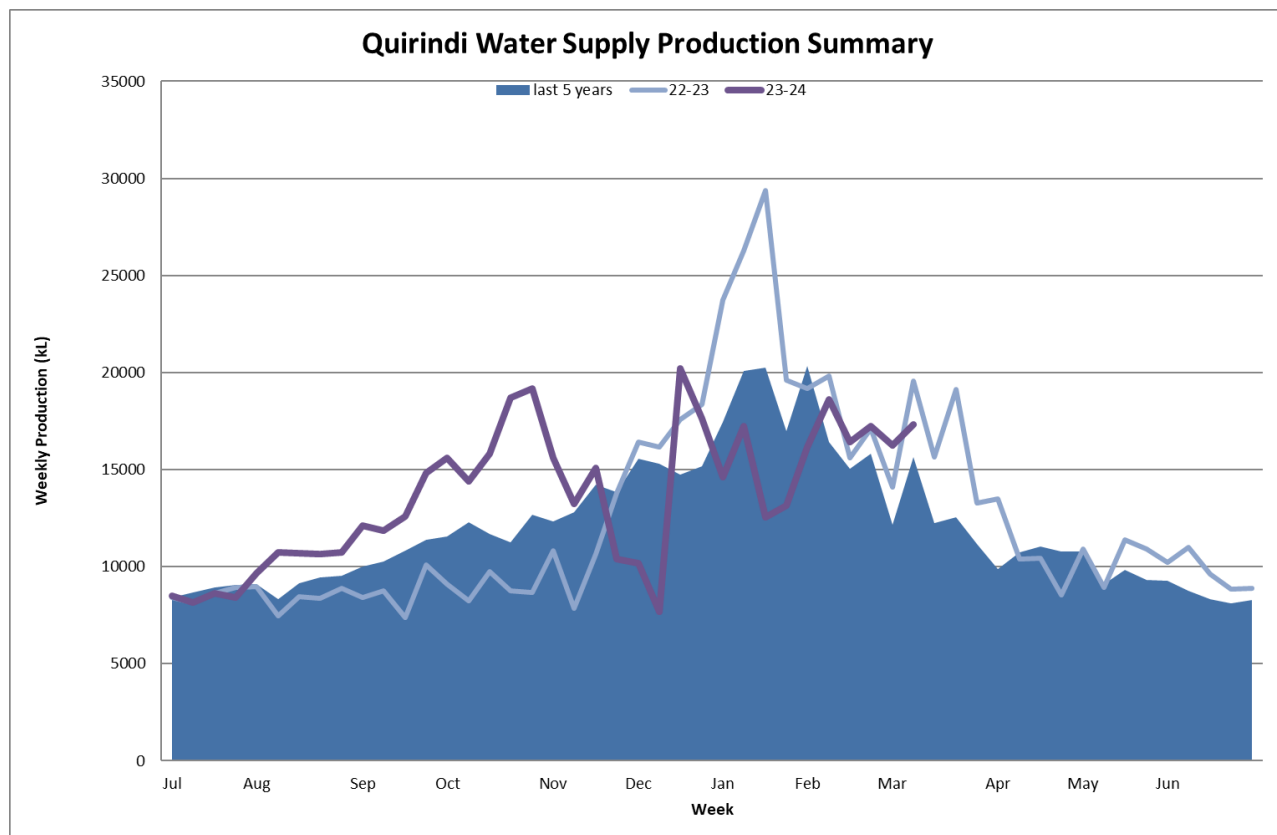
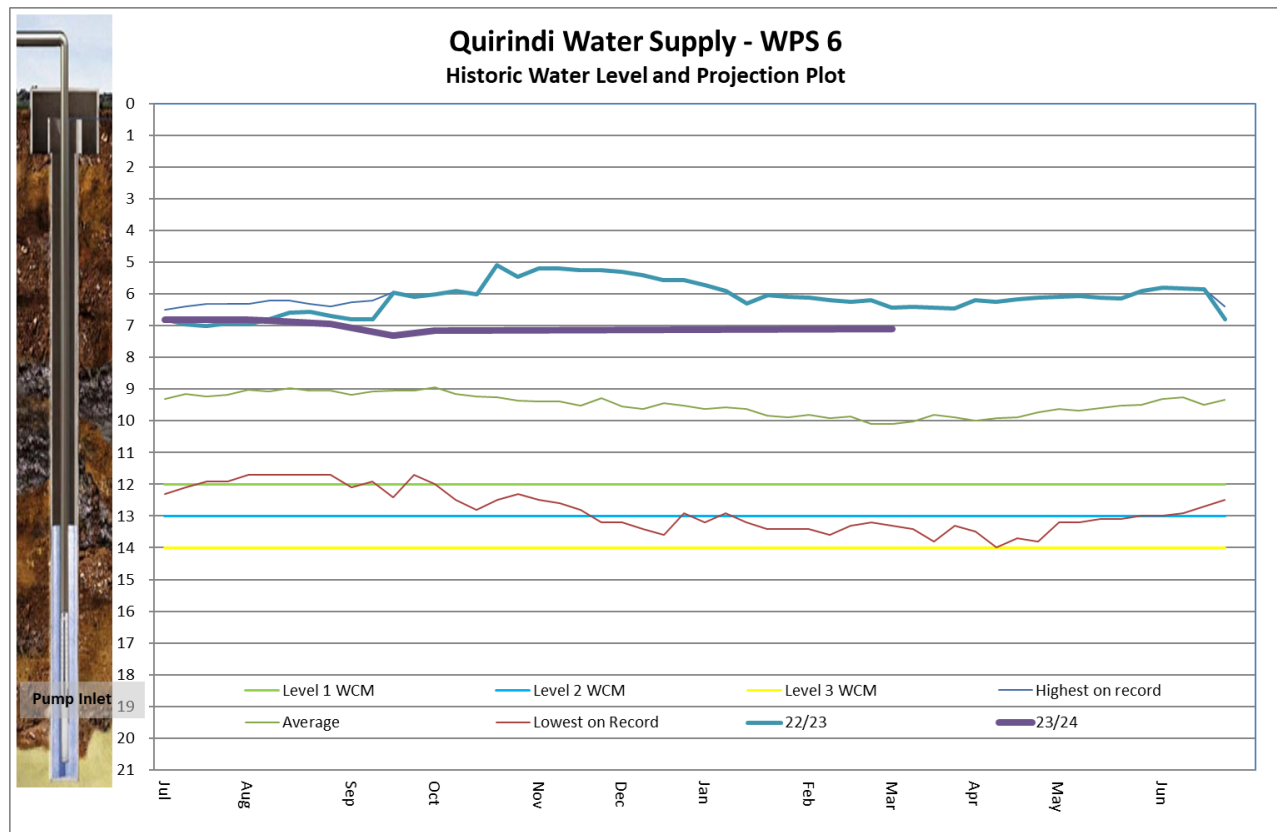
ISSUES AND COMMENTARY**WATER QUANTITY**

The climate outlook for the Liverpool Plains from the Bureau of Meteorology (BOM) is forecasting that the chance of exceeding median rainfall over the next 3 months to June 2024 will be slightly below average. While the forecast chance of exceeding median temperatures is very high. Therefore, water demand is expected to be above average due to water demand historically being sensitive to temperature as much as rainfall.

All potable water supplies within the Shire are currently on Level P Water Conservation Measures. This recommends that the use of sprinklers and other fixed surface watering systems is from 6pm until 8am AEDT. This will change to 4pm to 9am AEST when daylight savings time concludes in early April. Handheld hoses, buckets and watering cans can be used at any time except during the warmer parts of the day. Consumers are always encouraged

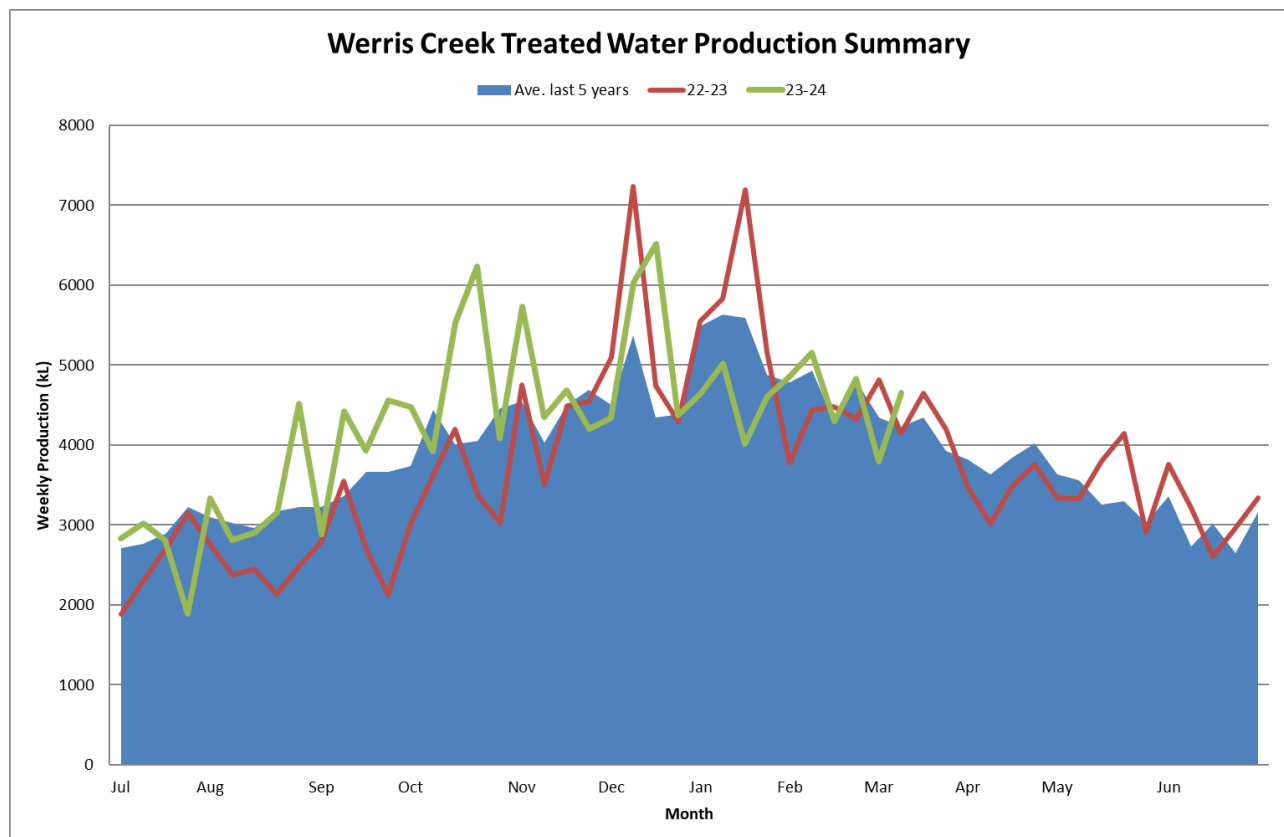
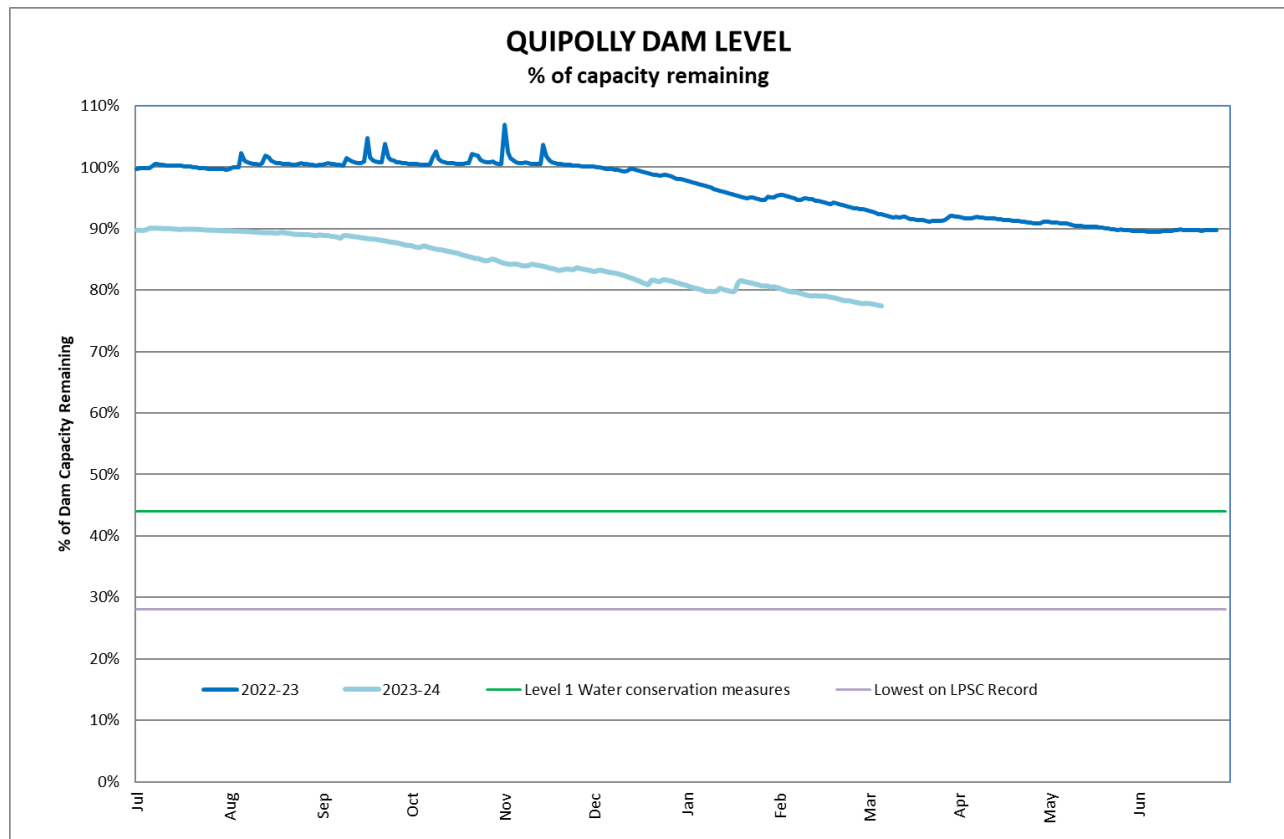
through the Level P measures to follow common sense water use practices to help maintain a sustainable water supply.

Quirindi Supply Status:



The groundwater level has remained stable over February in the Borambil aquifer. Production has been above average during February as was anticipated based on rainfall and temperature forecasts.

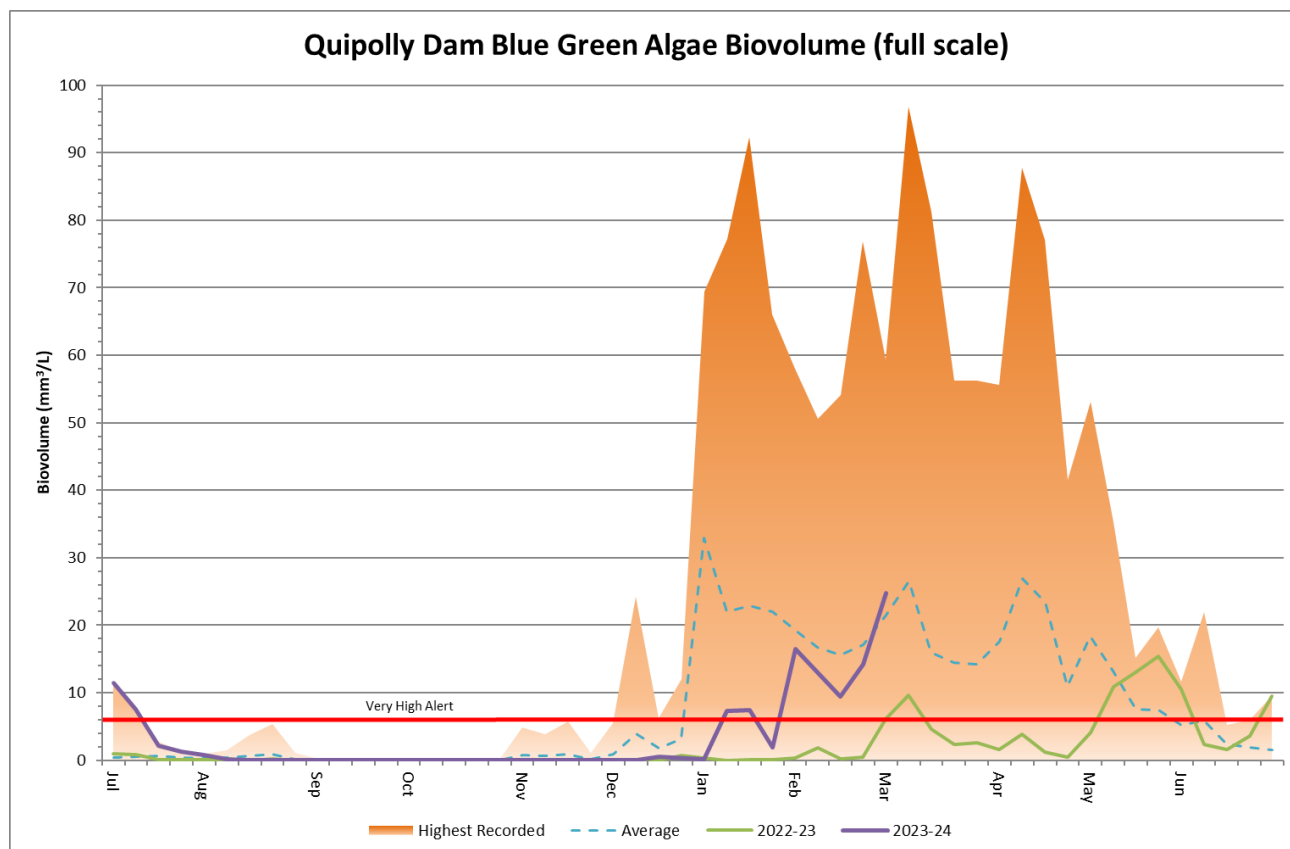
Werris Creek Status:



Quipolly Dam finished February at 77.8% down 2.6% over the month. Demand was typically average during February in Werris Creek.

WATER QUALITY

Blue Green Algae (BGA) at Quipolly Dam:



Drinking Water Alert: Very Critical (steady)

Recreational Alert (Fishing): Red Alert (steady)

BGA has moved into the critical alert range during February with the level of algae at the offtake varying week to week generally trending up since December. The latest result is the highest recorded since February 2020. Operations staff are responding to this situation in accordance with established response protocols.

Manganese at Quipolly Dam:

Manganese levels in the raw water being taken from Quipolly Dam are at a level not recorded since February 2017. Operations staff are responding to this situation in accordance with established response protocols.

Drinking Water Quality Events:

There were one water quality events reported to NSW Health since the writing of the last report. The event related to a breakdown of the chlorine dosing system in Wallabadah which was rectified, and no further action required.

LEGISLATIVE AND POLICY IMPLICATIONS

The *Public Health Act 2010* requires all drinking water suppliers to implement and maintain a quality assurance program for the safe supply of drinking water.

FINANCIAL IMPLICATIONS

All works are undertaken within Council's budget allocations.

RISK IMPLICATIONS

There are no risk implications for Council associated with this report.

COMMUNITY CONSULTATION

Community engagement continues through several resources available on the Council website for the community to access.

Water NSW communicates recreational BGA alerts on Council's behalf through their established communication channels.

Water Services staff continue to consult with NSW Health regarding water quality matters as required.

CONCLUSION

Council receive and note the Water Supply Status report as detailed above.

6.11 RFT 064/2023 WERRIS CREEK WASTEWATER AQUEDUCT REPLACEMENT TENDER

| | |
|--------------------------|---|
| IP&R Linkage: | Goal: Our infrastructure is well planned and maintained and will meet our needs now and, in the future |
| | Strategy: Develop long-term strategies to plan and maintain current and future infrastructure |
| Author: | Luke Whitten, Water Services Engineer |
| Authoriser: | Nathan Skelly, Director Infrastructure and Environmental Services |
| File Number: | G2024/0057 |
| Annexures: | Nil |

RECOMMENDATION

That Council:

1. Decline to accept the tender received under tender RFT064/2023 for the Werris Creek Wastewater Aqueduct Replacement
2. Cancel the proposal for the contract
3. Add the replacement of the aqueduct to the scope of work for the project to renew the inlet works at the Werris Creek Wastewater Treatment Plant currently proposed to be undertaken in the 2026 financial year.

BACKGROUND

As part of the original wastewater collection system to service Werris Creek constructed during the 1960's a gravity flow aqueduct (above ground pipeline) was constructed as a means to generate the hydraulic grade required for the treatment plant without the need for a pump station at the site.

The pipeline is coming to the end of its useful life as evident by corrosion of the pipeline and previous repairs and propping of fractures in the pipe material. However the concrete support columns are in a suitable condition to support renewed pipes.

Contemporary pipe relining practices are not appropriate for the aqueduct as these methods have been developed for withstanding external pressures on the pipe, but not to act as a beam supported by columns, therefore replacement with new pipe was considered the appropriate solution to this situation. Given the satisfactory condition of the concrete supports a proposed contract was put together based on placing the pipe and only undertaking necessary remediation to the supports to accommodate the new pipe.

TENDERING PROCESS

Public tenders were invited for the construction project in November 2023 and closed in December 2023.

The tender has been conducted in accordance with Clause 166(a) of the *Local Government (General) Regulation 2021*.

EVALUATION CRITERIA

Technical Criteria

The weighting for the Technical Criteria of the Tender is 40%.

The Technical Criteria and sub criteria and their weightings assigned to each criterion are listed in the table below.

| Technical Non-price Criteria | Weightings % |
|---------------------------------------|--------------|
| Tendered Contract Program | 5 |
| Construction Methodology | 10 |
| Demonstrated Industry Experience | 10 |
| WHS and Environmental Performance | 5 |
| Quality Management System | 5 |
| Environmental Management System | 5 |
| Total Technical Sub Weightings | 40 |

Technical Threshold

The technical threshold for this evaluation is set at a total of at least 60% for the weighted non-price criteria.

This in effect means that tenders that do not achieve a total score of at least 60% in the weighted non-price criteria (technical criteria) will not be eligible to be shortlisted and progressed to the evaluation of pricing and commercial criteria and will not progress any further in the evaluation process.

Commercial Criteria (part of compliance criteria)

| Commercial Criteria | Weightings % |
|---------------------|--------------|
| Price | 60 |

TENDERS RECEIVED

Council received 1 submission by close of tender and a thorough due diligence process has been undertaken throughout the assessment of the submissions. Tender was received from:

- Finn Valley Plant & Civil

EVALUATION AND ANALYSIS

The tender received was for a lump sum price of \$723,415.80 while the estimated cost of the project was \$250,000. Evaluation against the technical criteria was not undertaken as the price was determined to be too far outside of the estimated value of the project and therefore didn't represent value for money.

SUMMARY

The low response rate and high price of the tender received demonstrate that the market did not see the same opportunities in the proposed project as Council did. There are alternative solutions to this asset rehabilitation as well as the economies that come with scale that are achievable if this renewal is undertaken as part of a larger project incorporating the future replacement of the inlet works to the Werris Creek Wastewater Treatment Plant would likely result in improved value for money for Council.

CONCLUSION

The current risks associated with the pipeline failing do not amount to the tendered cost for this tender and therefore doesn't represent value for money to Council. There is an opportunity to achieve an acceptable value for money outcome by deferring the replacement of this aqueduct to be undertaken in conjunction with the replacement of the Werris Creek Wastewater Treatment Plant.

7 DELEGATES REPORTS

Nil

8 NOTICES OF MOTIONS/QUESTIONS WITH NOTICE

8.1 NOTICE OF MOTION - PARTIAL REFUND OF FEES TO QUIRINDI POLOCROSSE CLUB

File Number: G2024/0070

Annexures: Nil

I, Councillor Donna Lawson, give notice that at the next Ordinary Meeting of Council to be held on 27 March 2024, I intend to move the following motion:

RECOMMENDATION

That Council:

1. Provide a partial refund of \$1000.00 of the 2022/23 Annual User Fee charged to Quirindi Polocrosse Club.

BACKGROUND

The Quirindi Polocrosse club is a regular user of the Quirindi Showgrounds and the User Fee for the 2022/23 year was \$2,574. The club has requested a full refund of the fees for the 2022/23.

ISSUES AND COMMENTARY

The Quirindi Polocrosse Club is a not-for-profit sporting club that holds practice days, as well as club carnivals that bring competitors from around the district to Quirindi to compete. Quirindi Polocrosse Club relies on their ability to hold carnivals in order to raise revenue that allows them to pay their annual user fee.

The club asserts that the ground surface of the playing fields has not been fit for purpose for their scheduled carnivals. This has been due to both lack of rain and heavy rain combined with the close scheduling of events that impact the area used by the polocrosse club. The club cannot hold a carnival if the surface is rough from being ridden on during wet weather, or if there is cracking from lack of rain.

Council cannot be held responsible for the weather, however the close scheduling events that heavily impact the surface used by the polocrosse club, has likely played a role in the surface being unsuitable for the club's carnival. The inability to hold a carnival has negatively impacted the financial ability of the club to pay the annual user fee.

Since the request, the Quirindi Polocrosse Club has expressed a desire to work with council and the Showground User Group to improve the surface resilience going forward. The Quirindi Eventing club has recently sourced the use of an aggrigator to address the hard packed surface. The area will then be top dressed with gypsum to further improve the surface. The cost is approximately \$4000.00 and is being funded by the Quirindi Polocrosse Club.

LEGISLATIVE AND POLICY IMPLICATIONS

NIL

FINANCIAL IMPLICATIONS

If the recommendation is adopted it will result in a loss to Council's budgeted operating revenue for 2022/23 of \$1000.00.

RISK IMPLICATIONS

NIL

COMMUNITY CONSULTATION

No consultation required. Proposal to partially refund fees to the Polocrosse Club and proposed groundworks detailed in this report was discussed at the Showground User Group meeting held 28/02/2024, which was attended by other showground user group representatives.

CONCLUSION

Council should support the motion as it represents a refund to compensate the Quirindi Polocrosse Club for the loss of use as the playing fields area, given that Council had scheduled another heavy use event just prior their event, leaving the surface unsuitable for their carnival.

9 **CONFIDENTIAL MATTERS**

RECOMMENDATION

That Council considers the confidential report(s) listed below in a meeting closed to the public in accordance with Section 10A(2) of the Local Government Act 1993:

9.1 Mayoral Minute - General Managers Performance Review

This matter is considered to be confidential under Section 10A(2) - (a) of the Local Government Act, and the Council is satisfied that discussion of this matter in an open meeting would, on balance, be contrary to the public interest as it deals with personnel matters concerning particular individuals (other than councillors).