



**Liverpool  
Plains**  
Shire Council

# **BUSINESS PAPER**

**Ordinary Council Meeting  
Wednesday, 24 July 2024**

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

**Date: Wednesday, 24 July 2024**

**Time: 2:30pm**

**Location: Council Chambers**

**Gary Murphy  
General Manager**



**Order Of Business**

<b>1</b>	<b>Acknowledgement of Country and Council Prayer.....</b>	<b>5</b>
<b>2</b>	<b>Apologies and Applications for a Leave of Absence by Councillors.....</b>	<b>5</b>
<b>3</b>	<b>Confirmation of Minutes .....</b>	<b>6</b>
3.1	Minutes of the Council Meeting held on 26 June 2024 .....	6
<b>4</b>	<b>Disclosures of Interests.....</b>	<b>19</b>
<b>5</b>	<b>Mayoral Minute(s).....</b>	<b>20</b>
5.1	Mayoral Minute - June 2024 .....	20
<b>6</b>	<b>Reports to Council .....</b>	<b>22</b>
6.1	Executive Services Report - June 2024.....	22
6.2	Resolutions Register Update .....	27
6.3	Corporate and Community Services Directorate Report June 2024.....	44
6.4	Statement of Investments - June 2024 .....	50
6.5	Local Advisory Groups .....	53
6.6	Infrastructure & Environmental Services Directorate Report June 2024 .....	64
6.7	Town Water Supply Status .....	76
<b>7</b>	<b>Delegates Reports .....</b>	<b>81</b>
	Nil	
<b>8</b>	<b>Notices of Motions/Questions with Notice .....</b>	<b>81</b>
	Nil	
<b>9</b>	<b>Confidential Matters .....</b>	<b>82</b>
9.1	REGPRO062425 - Traffic & Safety Signs .....	82
9.2	REGPRO 052425- Tender for the provision of Traffic Control Services .....	82
9.3	RFT 096-2024 Supply and Delivery of Bulk Water Treatment Chemicals .....	82
9.4	Council Administration building - Disabled access and accessibility project .....	82
9.5	Appointment of External Facilitator for General Manager's Performance Review 2024-2025 .....	82



**1 ACKNOWLEDGEMENT OF COUNTRY AND COUNCIL PRAYER**

**2 APOLOGIES AND APPLICATIONS FOR A LEAVE OF ABSENCE BY COUNCILLORS**

### **3 CONFIRMATION OF MINUTES**

<b>3.1 MINUTES OF THE COUNCIL MEETING HELD ON 26 JUNE 2024</b>
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**File Number:** G2024/0180  
**Author:** Christie Pearson, Executive Operations  
**Authoriser:** Gary Murphy, General Manager  
**Annexures:** A. Minutes of the Council Meeting held on 26 June 2024

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#### **RECOMMENDATION**

1. That the Minutes of the Council Meeting held on 26 June 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, 26 JUNE 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), Deb Perry-Browm (Executive Support Officer)

**AUDIO RECORDING OF MEETINGS**

The Mayor informed the meeting as follows:

This meeting of Liverpool Plains Shire Council is being live-streamed to Council's website.

A webcast of this meeting will be published to Council's website at [www.liverpoolplains.nsw.gov.au](http://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 Jason Allan 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 22 MAY 2024**

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**RESOLUTION 2024/84**

Moved: Cr Jason Allan

Seconded: Cr Terry Cohen

1. That the Minutes of the Council Meeting held on 22 May 2024 be received and the recommendations therein be adopted.

**CARRIED**

**3.2 MINUTES OF THE AUDIT, RISK AND IMPROVEMENT COMMITTEE MEETING HELD ON 8 MARCH 2024**

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**RESOLUTION 2024/85**

Moved: Cr Terry Cohen

Seconded: Cr Yvonne Wynne

1. That the Minutes of the Audit, Risk and Improvement Committee Meeting held on 8 March 2024 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.

Cr Paul Moules raised a pecuniary interest for Item 6.4 regarding the submission for the Kokoda Trail and noted he would leave the room when the submission was discussed

#### **5 MAYORAL MINUTE(S)**

##### **5.1 MAYORAL MINUTE - MAY 2024**

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#### **RESOLUTION 2024/86**

Moved: Cr Doug Hawkins OAM

Seconded: Cr Donna Lawson

That Council:

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

**CARRIED**

#### **6 REPORTS TO COUNCIL**

##### **6.1 EXECUTIVE SERVICES REPORT - MAY 2024**

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#### **RESOLUTION 2024/87**

Moved: Cr Paul Moules

Seconded: Cr Ken Cudmore

That Council:

1. Receive and note the Executive Services Directorate Report for May 2024

**CARRIED**

##### **6.2 RESOLUTIONS REGISTER UPDATE**

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#### **RESOLUTION 2024/88**

Moved: Cr Donna Lawson

Seconded: Cr Yvonne Wynne



That Council:

1. Receive and note the Resolutions Register as at 12 June 2024 appended at *Annexure A* and the Resolution Register for 2022 and 2023 as appended at *Annexure B*.

**CARRIED**

### **6.3 CORPORATE AND COMMUNITY SERVICES DIRECTORATE REPORT MAY 2024**

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#### **RESOLUTION 2024/89**

Moved: Cr Donna Lawson

Seconded: Cr Yvonne Wynne

That Council:

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

**CARRIED**

### **6.4 ADOPTION OF THE OPERATIONAL PLAN 2024-2025, FEES AND CHARGES 2024-2025 AND LONG-TERM FINANCIAL PLAN 2024-2034**

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#### **RESOLUTION 2024/90**

Moved: Cr Ken Cudmore

Seconded: Cr Terry Cohen

1. Pursuant to sections 404 and 405 of the Local Government Act 1993, adopt the draft Operational Plan 2024-2025, including the Statement of Revenue Policy and Financial Information, appended at *Annexure B*, and the Fees and Charges 2024-2025, appended at *Annexure C*

**CARRIED**

#### **RESOLUTION 2024/91**

Moved: Cr Donna Lawson

Seconded: Cr Yvonne Wynne

2. Request the General Manager respond to each of the submissions received as appended at *Annexure A*.

At 3:02 pm, Cr Paul Moules left the meeting.

At 3:05 pm, Cr Paul Moules returned to the meeting.

**CARRIED**

#### **RESOLUTION 2024/92**

Moved: Cr Paul Moules

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Seconded: Cr Terry Cohen

3. Pursuant to clause 211(2) of the Local Government (General) Regulation 2021, approve expenditure and vote funds as detailed in the Operational Plan 2024-2025 and Financial Information.

**CARRIED**

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### **RESOLUTION 2024/93**

Moved: Cr Terry Cohen

Seconded: Cr Jason Allan

4. Pursuant to section 405(6) of the Local Government Act 1993, place the Operational Plan 2024-2025 on Council's website within 28 days of adoption.

**CARRIED**

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### **RESOLUTION 2024/94**

Moved: Cr Donna Lawson

Seconded: Cr Jason Allan

5. Adopt the Long-Term Financial Plan 2024-2034 appended at *Annexure D*.

**CARRIED**

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### **RESOLUTION 2024/95**

Moved: Cr Donna Lawson

Seconded: Cr Terry Cohen

6. Repeal the Long-Term Financial Plan adopted 28<sup>th</sup> June 2023 [**res 2023/104**].

**CARRIED**

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## **6.5 MAKING OF RATES AND FIXING OF CHARGES 2024-2025**

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### **RESOLUTION 2024/96**

Moved: Cr Donna Lawson

Seconded: Cr Terry Cohen

That Council:

1. In accordance with Chapter 15, Parts 4 and 5 of the *Local Government Act 1993*, make and levy the following rates and annual charges for the 2024-2025 financial year:
  - (a) In relation to Ordinary Rates, Council has applied the increase of 4.8 per cent as determined by the Independent Pricing and Remuneration Tribunal

- (b) In relation to Ordinary Rates and pursuant to section 494, Council makes and levies the following Ordinary Rates for the year 01 July 2024 to 30 June 2025:

Ordinary Rates				
Rating Category	Sub-Category	Ad Valorem cents in \$	Base \$ Amount	Base Amount % of Yield
<b>Residential</b>	Quirindi	0.005945853	385	39.75%
	Rural	0.005362082	385	27.10%
	Villages	0.006458452	385	47.72%
	Werris Creek	0.008935217	385	47.95%
<b>Business</b>	Ordinary	0.021626966	500	23.53%
	Quirindi	0.021626966	500	17.26%
	Premer	0.022626966	500	49.59%
	Villages	0.021626966	500	18.53%
	Spring Ridge	0.021626966	500	48.95%
	Wallabadah	0.021626966	500	23.31%
	Werris Creek	0.021626966	500	27.20%
<b>Farmland</b>		0.001916996	500	8.91%
<b>Mining</b>	Mining	0.031285032	2,620	19.40%
	Coal	0.027126455	2,620	0.49%

- (c) In accordance with sections 496 and 501 of the Local Government Act, Council makes and levies an annual charge for the provision of both domestic and commercial waste management services on each rateable and non-rateable property having access to these services for the year 01 July 2024 to 30 June 2025:

Waste Group	Applicable Charges	Amount \$
<b>Residential – Currabubula, Quirindi, Wallabadah, Werris Creek, Willow Tree</b>		
<b>Occupied</b>	Tip Facility Charge	110
	Domestic Waste Management Charge	480
<b>Unoccupied</b>	Tip Facility Charge	110
	Domestic Waste Management Charge	76
<b>Business - Currabubula, Quirindi, Wallabadah, Werris Creek, Willow Tree</b>		
<b>Occupied</b>	Tip Facility Charge	110
	Commercial Waste Management Charge	480
<b>All Other Businesses</b>		
	Tip Facility Charge	110
<b>All Rural Properties</b>		
	Tip Facility Charge	110
<b>Additional Services</b>		
	240 Litre Fortnightly Co-Mingled Recycling Service	167
	240 Litre Weekly Mobile Garbage Bin Service	335

- (d) In relation to water supply service charges and pursuant to sections 501, 502 and 552, Council makes and levies the following charges on all consumers connected to, or

capable of being connected to, the Liverpool Plains Shire water supply systems and water supply for the year 01 July 2024 to 30 June 2025:

Standard size	Water Service Charge	Access Charge \$	Quarterly Step Usage \$/kL - up to 75kL	Quarterly Step Usage \$/kL - over 75kL
Residential and Non-residential	Vacant Lots Unoccupied	759	3.28	3.93
	20mm	759	3.28	3.93
	25mm	1,200	3.28	3.93
	32mm	1,735	3.28	3.93
	40mm	2,155	3.28	3.93
	50mm	3,370	3.28	3.93
	80mm	8,610	3.28	3.93
	100mm	13,440	3.28	3.93

Other Charges	Access Charge \$	Usage \$/kL
Recreational Usage	Variable Meter Size	3.28

- (e) In relation to sewerage service charges and pursuant to sections 501, 502 and 552, Council makes and levies the following annual charge on all consumers connected to, or capable of being connected to, the Liverpool Plains Shire sewer systems and sewer charges for the year 01 July 2024 to 30 June 2025:

Sewer Service Charges	Access Charge \$	Usage Charge \$/kL
Vacant Lots Unoccupied	730	0
20mm	730	0
25mm	730	0

Non-Residential Standard Charge	Access Charge \$	Usage Charge \$/kL
20mm	485	2.43
25mm	730	2.43
32mm	1,085	2.43
40mm and over	1,650	2.43

2. Pursuant to section 566(3) of the *Local Government Act 1993*, Council adopts the overdue rates and charges maximum interest rate of 10.5 per cent for the period 01 July 2024 to 30 June 2025 (inclusive) in accordance with the determination made by the Minister for Local Government as published in the Government Gazette No 140 – 19 April 2024.

**CARRIED**

## 6.6 STATEMENT OF INVESTMENTS - MAY 2024

### RESOLUTION 2024/97

Moved: Cr Donna Lawson

Seconded: Cr Terry Cohen

That Council:

1. Receive and note the Statement of Investments as of 31 May 2024 as appended at *Annexure A*.

**CARRIED**

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## **6.7 LOCAL GOVERNMENT REMUNERATION TRIBUNAL ANNUAL REPORT AND DETERMINATION AND COUNCILLOR ANNUAL FEES - 2024/25**

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### **RESOLUTION 2024/98**

Moved: Cr Ken Cudmore

Seconded: Cr Donna Lawson

That Council:

1. Receive and note the Local Government Remuneration Tribunal - 2024 Annual Determination appended at *Annexure A*.
2. Pursuant to section 248 of the Local Government Act 1993, fix and determine the annual fee payable to the Councillors of Liverpool Plains Shire Council for the 2024/2025 financial year effective from 01 July 2024, at the maximum allowable limit for a Rural Council.
3. Pursuant to section 249 of the Local Government Act 1993, fix and determine the annual fee payable to the Mayor of Liverpool Plains Shire Council for the 2024/2025 financial year effective from 01 July 2024, at the maximum allowable limit for a Rural Council.
4. Pursuant to section 249(5) of the Local Government Act 1993, pay the Deputy Mayor of Liverpool Plains Shire Council an additional fee of \$3,621, deducted from the Mayor's annual fee, in recognition of any periods in which the Deputy Mayor is required to act in the office of the Mayor as agreed by the Mayor.

**CARRIED**

## **6.8 DRAFT RISK MANAGEMENT STRATEGY**

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### **RESOLUTION 2024/99**

Moved: Cr Ken Cudmore

Seconded: Cr Terry Cohen

That Council:

1. Place the draft Risk Management Strategy, as 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. Requests a further report at the conclusion of the public exhibition period if submissions are received.

**CARRIED**

**6.9 LOCAL ADVISORY GROUP**

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**RESOLUTION 2024/100**

Moved: Cr Terry Cohen

Seconded: Cr Donna Lawson

That Council:

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

**CARRIED****6.10 INFRASTRUCTURE & ENVIRONMENTAL SERVICES DIRECTORATE REPORT MAY 2024**

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**RESOLUTION 2024/101**

Moved: Cr Donna Lawson

Seconded: Cr Jason Allan

That Council:

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

**CARRIED****6.11 DRAFT ASSET MANAGEMENT POLICY**

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**RESOLUTION 2024/102**

Moved: Cr Terry Cohen

Seconded: Cr Donna Lawson

That Council:

1. Place the draft Asset Management Policy, as 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. Requests a further report at the conclusion of the public exhibition period if submissions are received.

**CARRIED****6.12 TOWN WATER SUPPLY STATUS**

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**RESOLUTION 2024/103**

Moved: Cr Terry Cohen

Seconded: Cr Ken Cudmore

That Council:

1. Receive and note the Town Water Supply Status Report.

**CARRIED**

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## **6.13 WERRIS CREEK WASTEWATER AQUEDUCT OPTIONS**

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### **RESOLUTION 2024/104**

Moved: Cr Paul Moules

Seconded: Cr Ken Cudmore

1. In accordance with section 178 of the *Local Government (General) Regulation 2021* cancel the proposal for contract RFT 064/2023

**CARRIED**

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### **RESOLUTION 2024/105**

Moved: Cr Paul Moules

Seconded: Cr Donna Lawson

2. 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.

**CARRIED**

## **7 DELEGATES REPORTS**

### **7.1 DELEGATES REPORT - DESTINATION AND VISITOR ECONOMY CONFERENCE 2024**

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#### **RESOLUTION 2024/106**

Moved: Cr Jason Allan

Seconded: Cr Paul Moules

That Council:

1. Receive and note the delegates report for Councillor attendance at the Destination and Visitor Economy Conference 2024 as appended at *Annexure A*.

**CARRIED**

### **7.2 DELEGATES REPORT - VISIT TO SUSEONG-GU, REPUBLIC OF KOREA**

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#### **RESOLUTION 2024/107**

Moved: Cr Doug Hawkins OAM

Seconded: Cr Yvonne Wynne

That Council:

1. Receive and note the delegates report as appended at *Annexure A* for the visit undertaken to Suseong-gu, Republic of Korea in April 2024.

**CARRIED**

## **8 NOTICES OF MOTIONS/QUESTIONS WITH NOTICE**

Nil

## **9 CONFIDENTIAL MATTERS**

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### **RESOLUTION 2024/108**

Moved: Cr Jason Allan

Seconded: Cr Yvonne Wynne

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 Werris Creek Industrial Precinct - Construction Tender and Project Status**

This matter is considered to be confidential under Section 10A(2) - (c) 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 information that would, if disclosed, confer a commercial advantage on a person with whom the Council is conducting (or proposes to conduct) business.

#### **9.2 Bad Debt Write-off - Rates, Charges and Sundry Debtors**

This matter is considered to be confidential under Section 10A(2) - (b) 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 discussion in relation to the personal hardship of a resident or ratepayer.

**CARRIED**

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### **RESOLUTION 2024/114**

Moved: Cr Donna Lawson

Seconded: Cr Terry Cohen

That Council moves out of Closed Council into Open Council.

**CARRIED**



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**REPORT ON CONFIDENTIAL MATTERS**

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

**9 CONFIDENTIAL MATTERS****9.0 COMMITTEE OF THE WHOLE**

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**RESOLUTION 2024/109**

Moved: Cr Donna Lawson

Seconded: Cr Terry Cohen

That Council:

1. In accordance with Section 12.1 of the Code of Meeting Practice move into the Committee of the Whole.

**CARRIED**

**9.1 WERRIS CREEK INDUSTRIAL PRECINCT - CONSTRUCTION TENDER AND PROJECT STATUS**

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**RESOLUTION 2024/110**

Moved: Cr Donna Lawson

Seconded: Cr Terry Cohen

1. Reject all tenders for Contract 041/2022 Werris Creek Industrial Precinct and cancel the contract.

**CARRIED**

**RESOLUTION 2024/111**

Moved: Cr Donna Lawson

Seconded: Cr Jason Allan

2. Explore opportunities for the future of the precinct with the NSW government and relevant stakeholders..

**CARRIED**

**9.1.1 COMMITTEE OF THE WHOLE**

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**RESOLUTION 2024/112**

Moved: Cr Terry Cohen

Seconded: Cr Donna Lawson

That Council:

1. Moves out of the Committee of the Whole.

**CARRIED**

**9.2 BAD DEBT WRITE-OFF - RATES, CHARGES AND SUNDRY DEBTORS**

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**RESOLUTION 2024/113**

Moved: Cr Paul Moules

Seconded: Cr Jason Allan

That Council:

1. Authorise the write-off of Bad Debts of \$15,924.91 being \$10,021.07 from Rates and Water Charges, including interest and legal costs and \$5,591.40 (including GST) from General User Charges, at *Annexure A*.

**CARRIED**

**The Meeting closed at 4.35pm.**

**The minutes of this meeting were confirmed at the Ordinary Council Meeting held on 24 July 2024.**

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**CHAIRPERSON**

**4 DISCLOSURES OF INTERESTS**

**5 MAYORAL MINUTE(S)**

**5.1 MAYORAL MINUTE - JUNE 2024**

**File Number:** G2024/0165  
**Author:** Doug Hawkins OAM, Mayor  
**Authoriser:**  
**Annexures:** Nil

**RECOMMENDATION**

That Council:

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

**BACKGROUND**

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

**ISSUES AND COMMENTARY**

Actions and Functions / Events attended by the Mayor	
June 2024	
01/06/2024	Briefing with General Manager at least weekly
03/06/2024	Meeting with Regional NSW
07/06/2024	FM 88.9 radio interview
12-14/6/24	Country Mayors meeting Kempsey
14/06/2024	FM 88.9 radio interview
21/06/2024	FM88.9 radio interview
23/06/2024	Premer Centenary celebrations
25/06/2024	Meeting with RDA Northern Inland NSW
25/06/2024	Meeting with Wallabadah Community Association
27/06/2024	Monthly meeting with Mr Kevin Anderson
27/06/2024	Liverpool Plains Business Chamber bi-monthly meeting
30/06/2024	Travel to Canberra for the National General Assembly

**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 an overview of Mayoral activities during the month of June 2024.

**6 REPORTS TO COUNCIL**

**6.1 EXECUTIVE SERVICES REPORT - JUNE 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:**         Gary Murphy, General Manager

**File Number:**        G2024/0177

**Annexures:**         Nil

**RECOMMENDATION**

That Council:

1. Receive and note the Executive Services Report for June 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 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	
June 2024*	
<b>*The General Manager also regularly meets with staff within the organisation on an ad hoc basis</b>	
01/06/2024	Meetings with the Mayor at least weekly
03/06/2024	Weekly meeting with Media and Communications Officer
03/06/2024	Weekly meeting with Manager Human Resources

03/06/2024	Meeting with Regional NSW representative
04/06/2024	Meeting with Manager Customer and Information Services
05/06/2024	Meeting with Jan-Michael Perez and Mr Bola Oyetunji Auditor General
	<b>Actions and Functions / Events attended by the General Manager cont.</b>
06-07/6/24	LG Professionals GM & Director Forum - Sydney
11/06/2024	Meeting with Transport for NSW (TfNSW)
11-21/6/24	On leave
23/06/2024	Premer Centenary celebrations Premer
24/06/2024	Leadership Workshop Three – Community Hub
24/06/2024	Monthly meeting with Director Corporate and Community Services
25/06/2024	Weekly meeting with Media and Communications Officer
25/06/2024	Meeting with RDA Northern Inland NSW
25/06/2024	Meeting Dattner Group
25/06/2024	Drinking water risk assessment with Water NSW
25/06/2024	ELT - Values/CSP/Granicus Demo
25/06/2024	ELT - Demonstration of EngagementHQ software
25/06/2024	Wallabadah Community Association meeting
26/06/2024	Monthly meeting with Manager Human Resources
26/06/2024	How to undertake a WHS investigation training
26/06/2024	Writing and reviewing SWMS training
27/06/2024	Staff council meeting de-brief
27/06/2024	Monthly meeting with Mr Kevin Anderson
27/06/2024	Meeting re – Growth Management Strategy
27/06/2024	Liverpool Plains Business Chamber bi-monthly meeting
28/06/2024	Quirindi Pool Redevelopment Project Control Group meeting
28/06/2024	Better Practice Reviews Meeting with Blacktown City Council
28/06/2024	Research Masters Integrated Assurance
30/06/2024	Travel to Canberra to attend the National General Assembly

<b>Table 1 - Human Resources and WHS</b>	
<b>Function</b>	<b>Briefing</b>
Recruitment	During the June 2024, the following recruitment activities were undertaken.

	<p>The following job advertisements were placed.</p> <ul style="list-style-type: none"> <li>• General Hand/Labourer</li> <li>• Town Planner</li> <li>• No new employees commenced with council during the month</li> </ul>
Employee Separations	There was one employee separation in June 2024
Developing Our Culture	Our draft values have been presented to all staff and feedback is currently open with these to be finalised in July.
Performance appraisals	Council completed their annual performance appraisals for all staff in June with the process successfully being moved online to our Human Resources system, Pulse.
Workplace Health and Safety (WHS)	In the month of June there were six workplace health and safety events and no lost time injuries.

Table 2 – Media	
Function	Briefing
Social media	<p><b>LPSC Facebook page (from last 28 days)</b></p> <p>People reached 56.7K</p> <p>Post engagement 8,920</p> <p>Number of Posts 39</p> <p>Page and profile visits 7.8K</p> <p>Followers 6,979</p> <p>New Facebook Page followers 106</p> <p><b>LPSC Instagram (from last 28 days)</b></p> <p>People reached 103</p> <p>Number of Posts 25</p> <p>Page and profile visits 15</p> <p>Followers 190</p> <p>New followers 6</p> <p>LinkedIn</p> <p>Total Followers 1,298</p> <p>New followers 25</p> <p>Page views 132</p>
Facebook highlights	<p><b>Top 5 performing posts</b></p> <p><b>Road closure update: Coonabarabran Road etc.</b></p>



	<p>Posted 9/7, 10.05 am</p> <p>Reach 31,957</p> <p>Reactions 192</p> <p>Shares 70</p> <p>Comments 37</p> <p><b>Flooded roads update</b></p> <p>Posted 9/7, 09.43 am</p> <p>Reach 28,291</p> <p>Reactions 488</p> <p>Shares 156</p> <p>Comments 72</p> <p><b>Survey: Royal Theatre</b></p> <p>Posted 17/6, 11.44 am</p> <p>Reach 4,075</p> <p>Reactions 69</p> <p>Shares 21</p> <p>Comments 13</p> <p><b>Flooded roads update: Duke Street</b></p> <p>Posted 9/7, 02.40 pm</p> <p>Reach 6,476</p> <p>Reactions 38</p> <p>Shares 21</p> <p>Comments 3</p> <p><b>Jobs post: multiple jobs</b></p> <p>Posted 8/7, 10.00 am</p> <p>Reach 3,197</p> <p>Reactions 5</p> <p>Shares 5</p> <p>Comments 2</p>
Media releases	Media releases approved and distributed: 8

**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 an overview of Executive Services for the month of June 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:**      G2024/0178

**Annexures:**        A.      Resolutions Register Update July 2024 [↓](#)   
B.      Resolutions Register Update 2022 and 2023 [↓](#) 

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**RECOMMENDATION**

That Council:

1.      Receive and note the Resolutions Register as at 11 July 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 1 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 1 January 2024, Council has made thirty eight resolutions requiring further action. As illustrated in *Table 1*, below, thirty four have been completed and actioned as at the date of this Business Paper being published, and four remain outstanding.

<b>Table 1: Council Resolution Status Summary</b>		
<b>Status</b>	<b>Definition</b>	<b>Number</b>
Complete	Action completed by date of Business Paper publication.	34
Outstanding	Action not completed by date of Business Paper publication.	4
<b>TOTAL</b>		<b>38</b>

**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 and Annexure B* lists all Council resolutions requiring further action, and the status of implementing each action, as at 11 July 2024. It is recommended that Council receive and note the Resolutions Register.

<p><b>Division:</b> <b>Committee:</b> Council <b>Officer:</b></p> <p><a href="#">Action Sheets Report</a></p>	<p><b>Date From:</b> 1/06/2024 <b>Date To:</b> 30/06/2024</p> <p><b>Printed:</b> 12 July 2024 11:00 AM</p>
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Meeting	Officer/Director	Section	Subject
Council 27/03/2024	Whitten, Luke	Reports to Council	RFT 064/2023 Werris Creek Wastewater Aqueduct Replacement Tender
<p><b>RESOLUTION 2024/1</b></p> <p><b>AMENDMENT</b></p> <p>Moved: Cr Terry Cohen                      Seconded: Cr Donna Lawson                      That Council:</p> <ol style="list-style-type: none"> <li>1. Decline to accept the tender received under tender RFT064/2023 for the Werris Creek Wastewater Aqueduct Replacement</li> <li>2. Request a further report be provided to Council with other options.</li> </ol> <p style="text-align: right;"><b>CARRIED</b></p> <p><b>UPDATE: COMPLETE</b></p>			

<p><b>Division:</b> <b>Committee:</b> Council <b>Officer:</b></p> <p><a href="#">Action Sheets Report</a></p>	<p><b>Date From:</b> 1/06/2024 <b>Date To:</b> 30/06/2024</p> <p><b>Printed:</b> 12 July 2024 11:00 AM</p>
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Meeting	Officer/Director	Section	Subject
Council 24/04/2024	McCulloch, Jared Frost, Dean	Reports to Council	Draft Unreasonable Conduct Policy
<p><b>RESOLUTION 2024/52</b></p> <p>Moved: Cr Paul Moules Seconded: Cr Donna Lawson</p> <p>That Council:</p> <ol style="list-style-type: none"> <li>Place the draft Unreasonable Conduct 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.</li> <li>Requests a further report at the conclusion of the public exhibition period if submissions are received.</li> </ol> <p style="text-align: right;"><b>CARRIED</b></p>			
<b>UPDATE: COMPLETE</b>			
Meeting	Officer/Director	Section	Subject
Council 24/04/2024	McCulloch, Jared Frost, Dean	Reports to Council	Draft Statement of Business Ethics
<p><b>RESOLUTION 2024/53</b></p> <p>Moved: Cr Donna Lawson Seconded: Cr Paul Moules</p> <p>That Council:</p> <ol style="list-style-type: none"> <li>Place the draft Statement of Business Ethics, appended at <i>Annexure A</i>, on public exhibition for a period of 28 days and adopt the draft Statement as exhibited, subject to no submissions being received.</li> <li>Request a further report at the conclusion of the public exhibition period if submissions are received.</li> </ol> <p style="text-align: right;"><b>CARRIED</b></p>			

<p><b>Division:</b> <b>Committee:</b> Council <b>Officer:</b></p> <p><a href="#">Action Sheets Report</a></p>	<p><b>Date From:</b> 1/06/2024 <b>Date To:</b> 30/06/2024</p> <p><b>Printed:</b> 12 July 2024 11:00 AM</p>
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**UPDATE: COMPLETE**

Meeting	Officer/Director	Section	Subject
Council 22/05/2024	McCulloch, Jared Frost, Dean	Reports to Council	Draft Complaint Handling Policy
<p><b>RESOLUTION 2024/74</b></p> <p>Moved: Cr Terry Cohen Seconded: Cr Jason Allan</p> <p>That Council:</p> <ol style="list-style-type: none"> <li>Place the draft Complaint Handling Policy, as 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.</li> <li>Requests a further report at the conclusion of the public exhibition period if submissions are received.</li> </ol> <p style="text-align: right;"><b>CARRIED</b></p> <p><b>UPDATE: COMPLETE</b></p>			

Meeting	Officer/Director	Section	Subject
Council 26/06/2024	Gresser, Katrina Frost, Dean	Reports to Council	Adoption of the Operational Plan 2024-2025, Fees and Charges 2024-2025 and Long-Term Financial Plan 2024-2034
<p><b>RESOLUTION 2024/90</b></p> <p>Moved: Cr Ken Cudmore Seconded: Cr Terry Cohen</p>			

<p><b>Division:</b>  <b>Committee:</b> Council  <b>Officer:</b></p>	<p><b>Date From:</b> 1/06/2024  <b>Date To:</b> 30/06/2024</p>
<p><b>Action Sheets Report</b></p>	
<p><b>Printed:</b> 12 July 2024 11:00 AM</p>	

1. Pursuant to sections 404 and 405 of the Local Government Act 1993, adopt the draft Operational Plan 2024-2025, including the Statement of Revenue Policy and Financial Information, appended at *Annexure B*, and the Fees and Charges 2024-2025, appended at *Annexure C*

**CARRIED**

**UPDATE: COMPLETE**

**RESOLUTION 2024/91**

Moved: Cr Donna Lawson  
 Seconded: Cr Yvonne Wynne
  
2. Request the General Manager respond to each of the submissions received as appended at *Annexure A*.  
 At 3:02 pm, Cr Paul Moules left the meeting.  
 At 3:05 pm, Cr Paul Moules returned to the meeting.
 

**CARRIED**

**UPDATE: Responses being drafted and reviewed**

**RESOLUTION 2024/92**

Moved: Cr Paul Moules  
 Seconded: Cr Terry Cohen
  
3. Pursuant to clause 211(2) of the Local Government (General) Regulation 2021, approve expenditure and vote funds as detailed in the Operational Plan 2024-2025 and Financial Information.
 

**CARRIED**

**UPDATE: COMPLETE**

**RESOLUTION 2024/93**

Moved: Cr Terry Cohen



<p><b>Division:</b> <b>Committee:</b> Council <b>Officer:</b></p> <p><a href="#">Action Sheets Report</a></p>	<p><b>Date From:</b> 1/06/2024 <b>Date To:</b> 30/06/2024</p> <p><b>Printed:</b> 12 July 2024 11:00 AM</p>
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<p>Seconded: Cr Jason Allan</p> <p>4. Pursuant to section 405(6) of the Local Government Act 1993, place the Operational Plan 2024-2025 on Council’s website within 28 days of adoption.</p> <p style="text-align: right;"><b>CARRIED</b></p> <p><b>UPDATE: COMPLETE</b></p> <p><b>RESOLUTION 2024/94</b></p> <p>Moved: Cr Donna Lawson Seconded: Cr Jason Allan</p> <p>5. Adopt the Long-Term Financial Plan 2024-2034 appended at <i>Annexure D</i>.</p> <p style="text-align: right;"><b>CARRIED</b></p> <p><b>UPDATE: COMPLETE</b></p> <p><b>RESOLUTION 2024/95</b></p> <p>Moved: Cr Donna Lawson Seconded: Cr Terry Cohen</p> <p>6. Repeal the Long-Term Financial Plan adopted 28<sup>th</sup> June 2023 [<b>res 2023/104</b>].</p> <p style="text-align: right;"><b>CARRIED</b></p> <p><b>UPDATE: COMPLETE</b></p>
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Meeting	Officer/Director	Section	Subject
Council 26/06/2024	Gresser, Katrina Frost, Dean	Reports to Council	Making of Rates and Fixing of Charges 2024-2025

<p><b>Division:</b> <b>Committee:</b> Council <b>Officer:</b></p> <p><a href="#">Action Sheets Report</a></p>	<p><b>Date From:</b> 1/06/2024 <b>Date To:</b> 30/06/2024</p> <p><b>Printed:</b> 12 July 2024 11:00 AM</p>
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**RESOLUTION 2024/96**

Moved: Cr Donna Lawson

Seconded: Cr Terry Cohen

That Council:

1. In accordance with Chapter 15, Parts 4 and 5 of the *Local Government Act 1993*, make and levy the following rates and annual charges for the 2024-2025 financial year:
  - (a) In relation to Ordinary Rates, Council has applied the increase of 4.8 per cent as determined by the Independent Pricing and Remuneration Tribunal
  - (b) In relation to Ordinary Rates and pursuant to section 494, Council makes and levies the following Ordinary Rates for the year 01 July 2024 to 30 June 2025:
  - (c) In accordance with sections 496 and 501 of the Local Government Act, Council makes and levies an annual charge for the provision of both domestic and commercial waste management services on each rateable and non-rateable property having access to these services for the year 01 July 2024 to 30 June 2025:
  - (d) In relation to water supply service charges and pursuant to sections 501, 502 and 552, Council makes and levies the following charges on all consumers connected to, or capable of being connected to, the Liverpool Plains Shire water supply systems and water supply for the year 01 July 2024 to 30 June 2025:
  - (e) In relation to sewerage service charges and pursuant to sections 501, 502 and 552, Council makes and levies the following annual charge on all consumers connected to, or capable of being connected to, the Liverpool Plains Shire sewer systems and sewer charges for the year 01 July 2024 to 30 June 2025:

<p><b>Division:</b> <b>Committee:</b> Council <b>Officer:</b></p> <p><a href="#">Action Sheets Report</a></p>	<p><b>Date From:</b> 1/06/2024 <b>Date To:</b> 30/06/2024</p> <p><b>Printed:</b> 12 July 2024 11:00 AM</p>
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2. Pursuant to section 566(3) of the *Local Government Act 1993*, Council adopts the overdue rates and charges maximum interest rate of 10.5 per cent for the period 01 July 2024 to 30 June 2025 (inclusive) in accordance with the determination made by the Minister for Local Government as published in the Government Gazette No 140 – 19 April 2024.

**CARRIED**

**UPDATE: COMPLETE**

Meeting	Officer/Director	Section	Subject
Council 26/06/2024	McCulloch, Jared Frost, Dean	Reports to Council	Local Government Remuneration Tribunal Annual Report and Determination and Councillor Annual Fees - 2024/25
<b>RESOLUTION 2024/98</b>			
Moved: Cr Ken Cudmore			
Seconded: Cr Donna Lawson			
That Council:			
1. Receive and note the Local Government Remuneration Tribunal - 2024 Annual Determination appended at <i>Annexure A</i> .			
2. Pursuant to section 248 of the Local Government Act 1993, fix and determine the annual fee payable to the Councillors of Liverpool Plains Shire Council for the 2024/2025 financial year effective from 01 July 2024, at the maximum allowable limit for a Rural Council.			
3. Pursuant to section 249 of the Local Government Act 1993, fix and determine the annual fee payable to the Mayor of Liverpool Plains Shire Council for the 2024/2025 financial year effective from 01 July 2024, at the maximum allowable limit for a Rural Council.			
4. Pursuant to section 249(5) of the Local Government Act 1993, pay the Deputy Mayor of Liverpool Plains Shire Council an additional fee of \$3,621, deducted from the Mayor’s annual fee, in recognition of any periods in which the Deputy Mayor is required to act in the office of the Mayor as agreed by the Mayor.			
<b>CARRIED</b>			
<b>UPDATE: COMPLETE</b>			

<p><b>Division:</b> <b>Committee:</b> Council <b>Officer:</b></p> <p><a href="#">Action Sheets Report</a></p>	<p><b>Date From:</b> 1/06/2024 <b>Date To:</b> 30/06/2024</p> <p><b>Printed:</b> 12 July 2024 11:00 AM</p>
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Meeting	Officer/Director	Section	Subject
Council 26/06/2024	McCulloch, Jared Frost, Dean	Reports to Council	Draft Risk Management Strategy
<p><b>RESOLUTION 2024/99</b></p> <p>Moved: Cr Ken Cudmore Seconded: Cr Terry Cohen</p> <p>That Council:</p> <ol style="list-style-type: none"> <li>Place the draft Risk Management Strategy, as 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.</li> <li>Requests a further report at the conclusion of the public exhibition period if submissions are received.</li> </ol> <p style="text-align: right;"><b>CARRIED</b></p> <p><b>UPDATE: Currently on Public Exhibition</b></p>			

Meeting	Officer/Director	Section	Subject
Council 26/06/2024	Teuma, Cindy Batterham, Rodney	Reports to Council	Draft Asset Management Policy
<p><b>RESOLUTION 2024/102</b></p> <p>Moved: Cr Terry Cohen Seconded: Cr Donna Lawson</p> <p>That Council:</p> <ol style="list-style-type: none"> <li>Place the draft Asset Management Policy, as 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.</li> </ol>			

<p><b>Division:</b> <b>Committee:</b> Council <b>Officer:</b></p> <p><a href="#">Action Sheets Report</a></p>	<p><b>Date From:</b> 1/06/2024 <b>Date To:</b> 30/06/2024</p> <p><b>Printed:</b> 12 July 2024 11:00 AM</p>
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2. Requests a further report at the conclusion of the public exhibition period if submissions are received.

**CARRIED**

**UPDATE: Currently on Public Exhibition**

Meeting	Officer/Director	Section	Subject
Council 26/06/2024	Whitten, Luke Batterham, Rodney	Reports to Council	Werris Creek Wastewater Aqueduct Options
<b>RESOLUTION 2024/104</b>			
Moved: Cr Paul Moules Seconded: Cr Ken Cudmore			
1. In accordance with section 178 of the <i>Local Government (General) Regulation 2021</i> cancel the proposal for contract RFT 064/2023			
<b>CARRIED</b>			
<b>UPDATE: COMPLETE</b>			
<b>RESOLUTION 2024/105</b>			
Moved: Cr Paul Moules Seconded: Cr Donna Lawson			
2. 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.			
<b>CARRIED</b>			
<b>UPDATE: COMPLETE</b>			

<p><b>Division:</b> <b>Committee:</b> Council <b>Officer:</b></p> <p><a href="#">Action Sheets Report</a></p>	<p><b>Date From:</b> 1/06/2024 <b>Date To:</b> 30/06/2024</p> <p><b>Printed:</b> 12 July 2024 11:00 AM</p>
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Meeting	Officer/Director	Section	Subject
Council 26/06/2024	Skelly, Nathan Batterham, Rodney	Confidential Matters	Werris Creek Industrial Precinct - Construction Tender and Project Status
<p><b>RESOLUTION 2024/110</b></p> <p>Moved: Cr Donna Lawson Seconded: Cr Terry Cohen</p> <p>1. Reject all tenders for Contract 041/2022 Werris Creek Industrial Precinct and cancel the contract.</p>			<b>CARRIED</b>
<p><b>UPDATE: COMPLETE</b></p>			
<p><b>RESOLUTION 2024/111</b></p> <p>Moved: Cr Donna Lawson Seconded: Cr Jason Allan</p> <p>2. Explore opportunities for the future of the precinct with the NSW government and relevant stakeholders.</p>			<b>CARRIED</b>
<p><b>UPDATE: In progress and currently working with stakeholders regarding the project</b></p>			

Meeting	Officer/Director	Section	Subject
Council 26/06/2024	Kuru, Sian Frost, Dean	Confidential Matters	Bad Debt Write-off - Rates, Charges and Sundry Debtors
<p><b>RESOLUTION 2024/113</b></p> <p>Moved: Cr Paul Moules</p>			

<b>Division:</b>		<b>Date From:</b>	1/06/2024
<b>Committee:</b>	Council	<b>Date To:</b>	30/06/2024
<b>Officer:</b>		<b>Printed:</b>	12 July 2024 11:00 AM

[Action Sheets Report](#)

Seconded: Cr Jason Allan

That Council:

1. Authorise the write-off of Bad Debts of \$15,924.91 being \$10,021.07 from Rates and Water Charges, including interest and legal costs and \$5,591.40 (including GST) from General User Charges, at *Annexure A*.

**CARRIED**

**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 five resolutions have been completed and actioned as at the date of this Business Paper being published, and one remains outstanding.

<b>Table 1: Council Resolution Status Summary</b>		
<b>Status</b>	<b>Definition</b>	<b>Number</b>
Complete	Action completed by date of Business Paper publication.	65
Outstanding	Action not completed by date of Business Paper publication.	1
<b>TOTAL</b>		<b>66</b>



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
<b>RESOLUTION 2022/290</b>			
Moved: Cr Donna Lawson			
Seconded: Cr Jason Allan			
That Council:			
<ol style="list-style-type: none"> <li>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.</li> <li>2. Liaise with the relevant state and community organisations to facilitate the changes.</li> <li>3. Request a further report to council regarding potential options for external funding for necessary infrastructure changes.</li> </ol>			
			<b>CARRIED</b>
<b>Update: In progress - Council liaising with appropriate stakeholders and further assessment by the Local Traffic Committee.</b>			

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

<b>Table 1: Council Resolution Status Summary</b>		
<b>Status</b>	<b>Definition</b>	<b>Number</b>
Complete	Action completed by date of Business Paper publication.	69
Outstanding	Action not completed by date of Business Paper publication.	1
<b>TOTAL</b>		<b>70</b>

Meeting	Officer/Director	Section	Subject
Council 22/11/2023	Kitson, David Skelly, Nathan	Reports to Council	Growth Management & Housing Strategy
<b>RESOLUTION 2023/228</b>			
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.			
<b>CARRIED</b>			
<b>Update: Currently reviewing submissions</b>			

**6.3 CORPORATE AND COMMUNITY SERVICES DIRECTORATE REPORT JUNE 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:**              G2024/0167

**Annexures:**                Nil

**RECOMMENDATION**

That Council:

1. Receive and note the Corporate and Community Services Directorate briefing for June 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 four business units:

- Community and Recreation Services;
- Finance;
- Governance and Risk; and
- Customer and Information 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"> <li>• <b>Regional Drought Resilience Plan</b> – the draft Regional Drought Resilience Plan has been submitted to the CSIRO for review. The CSIRO is expected to provide their response before the end of July.</li> <li>• Public Library Consultative Committee – represented small shires at the State Library’s Consultative Committee.</li> </ul>

<b>Table 1 – Community and Recreation Services</b>	
<b>Function</b>	<b>Briefing</b>
Community Development	<ul style="list-style-type: none"> <li>Library Services and Community Development Co-ordinator met twice with Quirindi, Walhallow, Werris Creek Interagency group (QWWCI) to assist with planning the NAIDOC Week community event in July.</li> </ul>
Royal Theatre	<ul style="list-style-type: none"> <li>No Bookings in June</li> <li>Service Review – online community survey was completed.</li> </ul>
Eastside Long Day Care Centre	<p>Two Educators contracted COVID the first week in June and road closures due to flooding reduced the number of available staff.</p> <p>A notice was sent to all parents/guardians requesting that children be kept at home or alternate care found if possible.</p> <p>Parents/guardians responded positively to this request. The reduced number of children in attendance, enabled the Centre to comply with the regulated staff to child ratios.</p> <ul style="list-style-type: none"> <li>There has been 67 individual children in attendance during June.</li> </ul>

Table 1 – Community and Recreation Services	
Function	Briefing
Library Services	<ul style="list-style-type: none"> <li>• A total of 1,145 patrons visited Quirindi Library during June, and 656 visited Werris Creek.</li>   <li>• Quirindi Library currently have 963 (+1) Facebook followers, and Werris Creek have 554 (+3) followers.</li>   <li>• Quirindi hosted 6 events during June:                             <ul style="list-style-type: none"> <li>○ Storytimes x 4 = 18 participants</li> <li>○ Book Club x 2 = 15 participants</li> </ul> </li>   <li>• Werris Creek hosted 5 events during June:                             <ul style="list-style-type: none"> <li>○ Storytimes x 2 = 2 participants</li> <li>○ Knitters Group x 2 = 9 participants</li> <li>○ Pop-up Playgroup with TFSS = 3 participants</li> </ul> </li>   <li>• A book gifted by Mayor Anita Baker of Porirua City New Zealand to Liverpool Plains Shire Council Mayor Doug Hawkins OAM. “Ka Mua, Ka Muri. Looking back, moving forward. 25 years of Pataka.” Has been included in the CNRL collection.</li>   <li>• Library staff participated in Reference Excellence, and CNRL training.</li>   <li>• Library staff participated in LPSC WHS and leadership training.</li>   <li>• Library Services and Community Development Co-ordinator attended meetings on zoom with Quirindi, Walhallow, Werris Creek Interagency group (QWWCI) to assist with planning the NAIDOC Week community event in July.</li>   <li>• Werris Creek Library had solar panels installed on the roof. Quirindi Library also scheduled to have solar panels installed on the roof.</li>   <li>• Werris Creek Library received new internal and external signage as part of the State Library Infrastructure grant.</li>   <li>• Home Library deliveries were completed in June, in partnership with GoCo.</li> </ul>

<b>Table 1 – Community and Recreation Services</b>	
<b>Function</b>	<b>Briefing</b>
Quirindi Community Hub	<ul style="list-style-type: none"> <li>• There was a total of 20 individual events/bookings in the Community Hub during June.</li> <li>• 13 of these were to external organisations and individuals, and 7 of these were for the library/LPSC or associated events.</li> </ul>
Plains Fitness	<ul style="list-style-type: none"> <li>• At the end of June, the member total was 248 members.</li> <li>• 543 scans at the door from 24/7 members and casual visits during the month of June.</li> <li>• 115 Personal training sessions were conducted during June with 172 PT participants.</li> <li>• 138 participants in Group Fit classes during the month of June.</li> <li>• During the EOFY sale we sold 13 new memberships resulting in over \$6000 income.</li> </ul>
Aquatic Facilities	<ul style="list-style-type: none"> <li>• Preparations for the 2024/2025 season are underway, including updating of operating manuals and procedures, recruitment of casual staff and preparation of the grounds and amenities.</li> <li>• Site visits to review the proposed filtration system for Quirindi Pool.</li> </ul>
Quirindi Aquatic Centre Redevelopment Project	<ul style="list-style-type: none"> <li>• A project inception meeting was held between representatives of contractor Beau Corp projects and Council officers on 6 June. Discussion was focused upon clarification of the project scope and key timelines.</li> <li>• Design works have commenced with the Project Control Group (PCG) providing feedback on the initial draft set of drawing.</li> <li>• Final designs are expected to be completed week commencing 15 July for PCG review and approval to proceed to the construction phase of the project.</li> </ul>

<b>Table 2 – Information Services</b>	
<b>Function</b>	<b>Briefing</b>
Information Technology and Business Systems	<p>Total number of helpdesk and general IT support tickets</p> <ul style="list-style-type: none"> <li>• Internally resolved – 145</li> <li>• RMT Support – 45</li> </ul> <p>Business Systems Upgrade</p> <ul style="list-style-type: none"> <li>• Integration between Authority and Content Manager implemented,</li> <li>• Advanced progress for the implementation of the Pulse performance management module,</li> <li>• Refinement of record keeping processes for the Planning Portal, and</li> <li>• Further resolution of outstanding support issues.</li> </ul>

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Table 3 – Finance	
Function	Briefing
Financial Reporting	<ul style="list-style-type: none"> <li>• Statutory returns – including BAS, FBT</li> <li>• Management of Council’s investments</li> <li>• Ongoing Grant acquittals</li> <li>• Statutory compliance - Developers Contribution Register on website</li> </ul>
Financial Strategy	<ul style="list-style-type: none"> <li>• Draft Fees and Charges 2024-2025 completed</li> <li>• Draft Budget 2024-2025 completed</li> <li>• Draft Revenue Policy 2024-2025 completed</li> <li>• Draft Long-term Financial Plan completed</li> <li>• Monthly expenditure for TfNSW Portal for roads and bridges has been completed</li> </ul>
Procurement and Contracts	<ul style="list-style-type: none"> <li>• Vendor Panel – preparation of tender documents for Trade Service Panel outcome under review</li> <li>• Monthly Procurement Reports for monitoring compliance</li> <li>• Statutory compliance – Contract Register on website</li> </ul>
Rates and Water Billing	<ul style="list-style-type: none"> <li>• Water Billing – third quarter water bills have been issued</li> <li>• Water Concealed Leak applications processed</li> <li>• Rates – reminder notices sent</li> <li>• Rates – legal file updated as required</li> <li>• Notices of Sales processed, Supplementary Valuations processed</li> </ul>
Integrated Planning and Reporting (IP&R)	<ul style="list-style-type: none"> <li>• Draft Operational Plan 2024-2025 completed</li> <li>• Draft LTFP, Fees and Charges, Budget OPEX and CAPEX presented to Councillors</li> </ul>

Table 4 - Governance and Risk	
Function	Briefing
Corporate Governance	<ul style="list-style-type: none"> <li>• Preparation for the 2024 Local Government Elections is continuing. Information and advertising will commence in July.</li> <li>• Policy review is ongoing.</li> </ul>
Internal Audit and Risk Management	<ul style="list-style-type: none"> <li>• Internal Audit program for 23/24 is nearing completion. Awaiting final report.</li> <li>• Council’s Insurances renewed for the 24/25 year.</li> <li>• Risk Management Strategy on public exhibition until 28 July 2024.</li> </ul>



Table 5 – Customer Service											
Function	Briefing										
Customer and Visitor Services	<table border="1"> <thead> <tr> <th>Teams Calls</th> <th>Tally</th> </tr> </thead> <tbody> <tr> <td>Answered</td> <td>810</td> </tr> <tr> <td>Voicemail</td> <td>36</td> </tr> <tr> <td>Abandoned</td> <td>32</td> </tr> <tr> <td>Virtual Office (after hours)</td> <td>36</td> </tr> </tbody> </table>	Teams Calls	Tally	Answered	810	Voicemail	36	Abandoned	32	Virtual Office (after hours)	36
	Teams Calls	Tally									
	Answered	810									
	Voicemail	36									
	Abandoned	32									
	Virtual Office (after hours)	36									
	<table border="1"> <thead> <tr> <th>In person enquiries</th> <th>Tally</th> </tr> </thead> <tbody> <tr> <td>Front Counter</td> <td>283</td> </tr> <tr> <td>VIC</td> <td>373</td> </tr> <tr> <td>Service NSW</td> <td>817</td> </tr> </tbody> </table>	In person enquiries	Tally	Front Counter	283	VIC	373	Service NSW	817		
	In person enquiries	Tally									
	Front Counter	283									
	VIC	373									
	Service NSW	817									
	<table border="1"> <thead> <tr> <th>CRMs</th> <th>Tally</th> </tr> </thead> <tbody> <tr> <td>Created</td> <td>333</td> </tr> <tr> <td>Completed</td> <td>208</td> </tr> <tr> <td>Active</td> <td>125</td> </tr> </tbody> </table>	CRMs	Tally	Created	333	Completed	208	Active	125		
	CRMs	Tally									
	Created	333									
	Completed	208									
	Active	125									

**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 May 2024 as detailed in this report.

**6.4 STATEMENT OF INVESTMENTS - JUNE 2024**

<b>IP&amp;R Linkage:</b>	<b>Goal:</b> Our Council, community and business leaders work together effectively
	<b>Strategy:</b> Operate in a financially responsible manner and improve long-term financial sustainability
<b>Author:</b>	Katrina Mantell, Financial Accountant
<b>Authoriser:</b>	Gary Mills, Acting Chief Financial Officer
<b>File Number:</b>	G2024/0169
<b>Annexures:</b>	A. Investment Register June 2024  

**RECOMMENDATION**

That Council:

1. Receive and note the Statement of Investments as of 30 June 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**

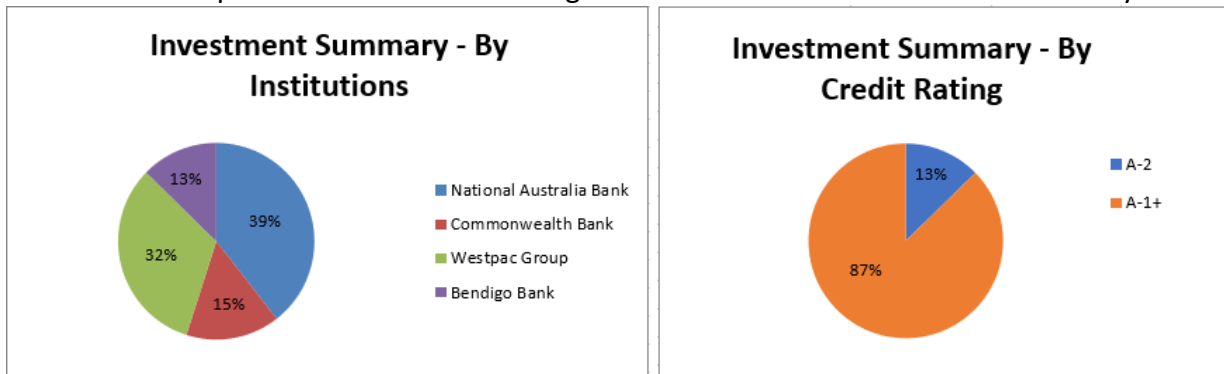
The balance of Council’s investments as of 30 June 2024 was \$35.5 Million. No movement from the previous month, as funds were re-invested upon maturity.

Council received on 28 June 2024 the Financial Assistance Grant of \$4.44 Million, representing 100% of the grant funds upfront for the 2024-2025 Financial Year, which is not invested in a term deposit as at 30 June 2024 due to timing. Council also received reimbursement of expenditure on the Quipolly Water Project BBR of \$1.7 Million, also not invested due to the timing of receipt at month end.

Council weighted average return is above the RBA benchmark rate by 0.76 percent at 5.11 percent. RBA cash rate is considered benchmark for evaluating Council’s return on investment, which was 4.35 percent cent on 30 June 2024.

Council’s investments cover externally and internal restricted cash reserves.

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**

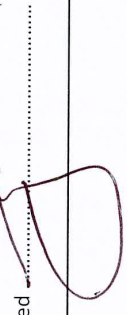
There are no community consultation requirements for Council associated with this report.

**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 30 June 2024.

TERM DEPOSIT LISTINGS									
Liverpool Plains Shire Council Investment Register 30/6/24									
Acquisition Date	Maturity Date	Face Value (\$) 31/5/24	Face Value (\$) 30/6/24	Rate	Financial Reporting Classification	Institution	Credit Rating		
11/01/2024	11/06/2024	\$2,000,000	\$0	5.08%	Held to Maturity	Westpac Group	A-1+		
11/06/2024	12/06/2024	\$0	\$0	3.15%	Held to Maturity	Westpac Group	A-1+		
15/06/2023	14/06/2024	\$1,500,000	\$0	5.47%	Held to Maturity	Commonwealth Bank	A-1+		
18/12/2023	18/06/2024	\$2,000,000	\$0	5.10%	Held to Maturity	National Australia Bank	A-1+		
27/05/2024	27/06/2024	\$1,000,000	\$0	4.24%	Held to Maturity	Bendigo Bank	A-2		
28/05/2024	28/06/2024	\$2,000,000	\$0	4.35%	Held to Maturity	Commonwealth Bank	A-1+		
26/09/2023	22/07/2024	\$3,000,000	\$3,000,000	5.29%	Held to Maturity	Commonwealth Bank	A-1+		
05/03/2024	02/08/2024	\$2,000,000	\$2,000,000	5.10%	Held to Maturity	National Australia Bank	A-1+		
06/02/2024	06/08/2024	\$2,000,000	\$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+		
14/06/2024	14/10/2024	\$0	\$1,500,000	4.97%	Held to Maturity	Westpac Group	A-1+		
18/06/2024	16/10/2024	\$0	\$2,000,000	5.00%	Held to Maturity	National Australia Bank	A-1+		
17/05/2024	13/11/2024	\$2,500,000	\$2,500,000	4.85%	Held to Maturity	Commonwealth Bank	A-1+		
27/06/2024	27/11/2024	\$0	\$1,000,000	5.20%	Held to Maturity	Westpac Group	A-1+		
24/04/2024	20/12/2024	\$2,000,000	\$2,000,000	5.05%	Held to Maturity	National Australia Bank	A-1+		
28/06/2024	20/12/2024	\$0	\$2,000,000	5.18%	Held to Maturity	Bendigo Bank	A-2		
08/01/2024	07/01/2025	\$2,000,000	\$2,000,000	5.15%	Held to Maturity	National Australia Bank	A-1+		
17/04/2024	13/01/2025	\$2,500,000	\$2,500,000	5.06%	Held to Maturity	Bendigo Bank	A-2		
08/05/2024	03/02/2025	\$2,000,000	\$2,000,000	5.20%	Held to Maturity	National Australia Bank	A-1+		
27/02/2024	27/02/2025	\$2,000,000	\$2,000,000	5.07%	Held to Maturity	Westpac Group	A-1+		
12/03/2024	12/03/2025	\$2,000,000	\$2,000,000	5.06%	Held to Maturity	Westpac Group	A-1+		
12/06/2024	12/06/2025	\$0	\$2,000,000	5.14%	Held to Maturity	Westpac Group	A-1+		
		\$35,500,000	\$35,500,000						

I, Gary Mills, 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.

Signed 

**6.5 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:**        Dean Frost, Director Corporate and Community Services

**File Number:**      G2024/0172

**Annexures:**        A.      Currabubula Local Advisory Group June 2024 Minutes [↓](#) 

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**RECOMMENDATION**

That Council:

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

**BACKGROUND**

Minutes were received from the Currabubula Local Advisory Group following their June meeting.

**ISSUES AND COMMENTARY**

Mika Langdon has tendered her resignation as both a member and chairperson of the Currabubula Local Advisory Group. Sharon Secombe has assumed the role of Chair, and has contacted council to follow up on several matters.

- An update on the public access water tank was provided to the group on 14 May.
- The Currabubula Community Connect event will be held 6:30pm Saturday 27 July, this will be a Christmas in July movie night.

The Premer Local Advisory in partnership with Premer Lions Club, hosted the official centenary celebration of the subdivision of land parcels in the village of Premer on Sunday 23 June. Over 100 current and former residents attended the successful event.

**LEGISLATIVE AND POLICY IMPLICATIONS**

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

**FINANCIAL IMPLICATIONS**

The Terms of Reference include clauses covering Local Advisory Group delegations. The Local Advisory Groups do not have the authority to incur expenditure or to make contributions on Council's behalf without approval from Council.

**RISK IMPLICATIONS**

The purpose of the Local Advisory Groups is to contribute to the 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 Local Advisory Groups add to our network of community contacts for community consultation and engagement activities.

**CONCLUSION**

In line with the Terms of Reference, the Local Advisory Groups will operate for the current term of Council.

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# LOCAL ADVISORY GROUP

## MINUTES

**CURRABUBULA LOCAL ADVISORY GROUP MEETING**  
**Currabubula War Memorial Hall – Davis St, Currabubula**  
**Thursday 13 June 2024 at 6:30pm**

<b>Present</b>	<u>List Members of Committee</u> Paul Drummond Mika Langdon Kathy Smith Sharon Secomb Leesa Zacos	<u>List volunteers and guests</u> Greg Parkinson Connor Mealing
<b>Disclosure of non-pecuniary interest</b>	Noting Paul Drummond is employed with LPSC.  Veronica Filby now contracted with LPSC.	
<b>Minute Taker</b>	Mika Langdon	
<b>1. Welcome</b>	Chair Mika Langdon declared the meeting open at 6:36pm (time) and welcomed all in attendance.	
<b>2. Apologies</b>	Name – Veronica Name – Name – Name –  The apologies from List Names be received and accepted  <i>Moved: Paul</i> <i>Seconded: Leesa</i>  Accepted	
<b>3. Declarations of Interest</b>	Nil	
<b>4. Confirmation of Previous Minutes</b>	Recommendation  <i>Currabubula Local Advisory Group Meeting held on Thursday 11 April 2024.</i>  <i>Moved: Mika</i> <i>Seconded: Leesa</i>  Accepted	
<b>5. Matters Arising From Previous Minutes</b>	Nil or List  Issue: Public access to bulk water tank/filling station next to hall  <ul style="list-style-type: none"> <li>• Email update from Ruth 19/4/23 including: <ul style="list-style-type: none"> <li>○ Test run to be conducted to ensure all components functioning</li> <li>○ Running &amp; 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</li> <li>○ RFS may need to switch to an alternative access method eg: non-credit card/no pay invoice. TBC</li> </ul> </li> </ul>	

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	<ul style="list-style-type: none"> <li>○ NB: requires signage that water is non-potable and not for human consumption</li> <li>• 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.</li> <li>• 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.</li> <li>• Notification of August LAG meeting provided to Director of Infrastructure on 24/7/23, follow up sent 8/8/23 requesting update.</li> <li>• Director of Infrastructure attended meeting 10/8/23 and engaged in discussion regarding future access to this tank.</li> <li>• Update 6/11/23 – Request sent 28/10/23 for update has been forwarded to Director of Infrastructure.</li> <li>• 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</li> <li>• 14/12/23 – LAG Meeting no updates this month</li> <li>• LAG requested more information from LPSC including:             <ul style="list-style-type: none"> <li>○ Update on bore and if tests have been completed, if so what were the results of these tests</li> <li>○ Mika requested an update on the key situation, had the key been found to unlock the tank lock?</li> </ul> </li> <li>• No further updates received from LPSC as of 13/6/2024.</li> </ul> <p>Recommendation That Committee note this matter is ongoing and await further updates. No further updates received from LPSC as of 13/6/2024.</p> <p><i>Moved: Sharon</i> <i>Seconded: Kathy</i></p> <p>Accepted</p> <p>Issue: Commercial dishwasher for hall</p> <ul style="list-style-type: none"> <li>• Funds raised by previous balls had been intended to go towards a commercial dishwasher at hall.</li> <li>• Can promote this in future for how funds have been used in the community.</li> <li>• Andrew has obtained indicative pricing of between \$5000-\$6000 for a pass-through dishwasher.</li> <li>• Additional costs to factor in include: plumbing, electrical, stainless steel benches/splashback, dishwashing racks</li> <li>• LPSC Procurement policy requires two (2) written quotations for amounts \$2,001 to \$10,000.</li> <li>• 9/11/23 – awaiting 2<sup>nd</sup> quote</li> <li>• 14/12/23 – LAG Meeting no updates this month</li> <li>• Andrew emailed LAG members quote for dishwasher on 30<sup>th</sup> January, quote from Nisbets total \$9,591.67 which includes dishwasher outlet table x 2 and Washtech pass through dishwasher. Reward Hospitality quote stated they are unable to supply side benches.</li> <li>• Last LAG meeting (19/3/24) proposal was accepted. Mika to commence procurement process to purchase dishwasher and get quotes from plumber to install</li> </ul>
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	<p>Recommendation That Committee notes this is ongoing and update will be provided in next LAG meeting.</p> <p><i>Moved: Paul</i> <i>Seconded: Sharon</i></p> <p>Accepted</p> <p>Issue: Next Currabubula Community Connect event – Christmas in July</p> <ul style="list-style-type: none"> <li>• Agenda item raised by Sharon: idea to host a Christmas in July event</li> <li>• Bring a plate/long lunch style event</li> <li>• Light a fire</li> <li>• Potentially hire big screen and play a Christmas Movie for the kids to enjoy</li> </ul> <p>Recommendation That Committee</p> <p><i>Moved:</i> <i>Seconded:</i></p> <p>Accepted</p>
<p><b>6. Regional Matters</b></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"> <li>• Noted item 1.2.4.1.4 - Separate vehicles, pedestrians, and equestrian facilities at Currabubula Rec Ground.</li> <li>• Formal request for more information has only been submitted 12/7/23, Council has not yet been provided sufficient time to respond.</li> <li>• 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.”</li> <li>• 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.</li> <li>• 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.</li> <li>• No updates in January LAG meeting</li> <li>• No further updates received from LPSC as at 13/6/2024</li> </ul> <p>Recommendation</p> <p>That Committee has previously provided a list of areas that could be covered relating to proposed works at Currabubula Rec Ground. The LAG is still waiting to hear from Council relating to consultation regarding when the works will be completed.</p> <p><i>Moved: Sharon</i> <i>Seconded: Leesa</i></p> <p>Accepted</p> <p>Issue: LPSC 2023-2024 Community Funding Program</p> <ul style="list-style-type: none"> <li>• <b>Round 1</b> Applications open 1/7/2023 and close 30/9/2023 For events, activities, or projects to be completed by 30/6/2024</li> </ul>

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	<ul style="list-style-type: none"> <li>• <b>Round 2</b> Applications open 1/1/2024 and close 31/3/2024 for events, activities, or projects to be completed by 31/12/2024.</li> <li>• Brainstorming ideas resulted in suggestions of: Car Rally Treasure Hunt; Paddock to Plate long lunch; Community sports match (cricket, tennis).</li> <li>• 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.</li> <li>• At meeting 12/10/23 – LAG voted to proceed with Car Rally Treasure Hunt event regardless of outcome for funding eligibility.</li> <li>• Update 17/10/23 – confirmation received that Currabubula LAG is eligible for Community Funding Program and can submit for Round 2.</li> <li>• 14/12/23 – LAG Meeting no updates this month</li> <li>• Submission to be drafted by Andrew, emailed to LAG members on 15 January 2024</li> <li>• Andrew/LAG members to bring possible dates to next meeting (8/2/24)</li> <li>• Update from Kath provided via email to Mika on 5/2/24 – suggesting 21 September for Car rally. Check Tamworth, Gunnedah and Facebook community pages with no events on this date so far</li> <li>• LAG members provide feedback on drafted submission by Monday 25<sup>th</sup> March so Mika can submit to LPSC.</li> </ul> <p>Recommendation That Committee note that Mika received confirmation that submission was were not successful on the 2<sup>nd</sup> May 2024. Message was sent to LAG members via Facebook Messenger. Chairperson moves to close this item off.</p> <p><i>Moved:</i> <i>Seconded:</i></p> <p>Accepted</p>
<p><b>7. Local Community Matters</b></p>	<p>Issue: Hall upgrade</p> <ul style="list-style-type: none"> <li>• Signage to acknowledge NSW Government grant for Currabubula Community Hall Improvement Project has been made up and ready to install.             <ul style="list-style-type: none"> <li>○ Provide evidence to funding body once erected.</li> <li>○ 15/7/23 Installed on fence in prominent position next to entry gate</li> </ul> </li> <li>• Engineering certificate has been obtained for new shed and lodged on NSW Planning Portal.             <ul style="list-style-type: none"> <li>○ Grant body waiting on approved/finalised DA before releasing milestone payment.</li> <li>○ 27/7/23 PAN-258393 approved, awaiting determination document to be provided</li> <li>○ Update 10/8/23 – NSW Planning Portal hasn't recognised payment. Ruth is following up.</li> <li>○ Update 7/9/23 – Ruth is still following up on receipt of the building certificate.</li> <li>○ 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.</li> <li>○ 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.</li> </ul> </li> <li>• Official opening event ideas &amp; other potential upgrade ideas now confirmed from SCCF grant body:</li> </ul>

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	<ul style="list-style-type: none"> <li>○ Currabubula Spring Ball – Mayor &amp; NSW Govt reps will be invited as official opening event. 2x tickets to give away via promotion.             <ul style="list-style-type: none"> <li>▪ Update 14/9/23 – 121 people attended the Spring Ball 9/9/23</li> </ul> </li> <li>○ Childrens science workshops – day sessions for Currabubula PS students, afternoon session advertised to primary students in Werris Cr &amp; Quirindi             <ul style="list-style-type: none"> <li>▪ Booked for 31/8/23 to be run by Children’s Discovery</li> <li>▪ Update 14/9/23 – 3 sessions were held on 31/8/23 and were thoroughly enjoyed by all children who attended.</li> </ul> </li> <li>○ Bathroom upgrades</li> <li>● Bathroom upgrades             <ul style="list-style-type: none"> <li>○ Approx \$22000 from grant which will only cover limited amount of work.                 <ul style="list-style-type: none"> <li>▪ Contribution from Red Cross Art Show 2023 TBC (estimate \$3000 - \$4000)</li> </ul> </li> <li>○ Council requires 3 quotes for work of this value.                 <ul style="list-style-type: none"> <li>▪ 1<sup>st</sup> quote received from GJ Plumbing</li> <li>▪</li> </ul> </li> <li>○ Liaising with Cindy Teuma (Manager Property and Assets) to coordinate works will be acceptable to Council.</li> <li>○ 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.</li> <li>○ Relocate pump outside but secured Eg: cage</li> <li>○ Male bathroom may only get new paint at this point in time.</li> <li>○ LAG working bee to paint bathrooms and save costs</li> <li>○ Work to be scheduled around major events eg: Spring Ball</li> </ul> </li> <li>● New chairs to be purchased next.             <ul style="list-style-type: none"> <li>○ Four (4) quotes received ranging from \$16,830 - \$20,185 for 150 chairs.</li> <li>○ Delivery lead time varies considerably.</li> </ul> </li> <li>● 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</li> <li>● Update 31/10/23 – formal variation request submitted, no feedback as yet regarding approval.             <ul style="list-style-type: none"> <li>○ Quotes have been received should approval be granted so we can proceed immediately.</li> </ul> </li> <li>● 9/11/23 – Variation request approval received from grant body</li> <li>● 28/11/23 – preferred supplier selected after evaluation of all quotes and approval from Council that procurement guidelines had been met.</li> <li>● 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.</li> <li>● No response from Minister re: invitation to attend event.</li> <li>● PO provided by Council 19/12/23 and passed on to supplier the same day.</li> <li>● Delivery ETA provided by Kath is early Feb 2024.</li> <li>● All furniture delivered on 1/2/24</li> <li>● Mika emailed invoice 27427 to council 6/2/24 totalling \$27,030.00, reference SCCF3-0377 project Currabubula Hall and W3940 funding account.</li> <li>● Grant acquittal due 28/2/2024</li> <li>● During March LAG Meeting Paul informed members that he is still working though statements behind the scenes.</li> <li>● Paul advised that hall inspection has been completed and final payment is in progress</li> </ul> <p>Recommendation                  The committee note all work has now been completed, final inspection has been completed and this item will be closed off once Paul confirms final payment has been processed.</p>
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	<p><i>Moved: Sharon</i> <i>Seconded: Mika</i></p> <p>Accepted</p> <p>Issue: ANZAC Day Service 2024</p> <ul style="list-style-type: none"> <li>• Commemorative Service scheduled for 9am Thursday 25<sup>th</sup> April 2024 at Currabubula Memorial Hall</li> <li>• Kath Smith has advised the hall is booked</li> <li>• Helpers for morning team would be appreciated, if available please contact Kath Smith</li> <li>• If committee could provide ANZAC cookies would be great</li> <li>• Mika to promote on Facebook page at the conclusions of our Curra connect Easter event</li> <li>• Greg has agreed to open hall at 8am on 25<sup>th</sup> April</li> <li>• Volunteers required to help put chairs out at 8am</li> </ul> <p>Recommendation That Committee note the success of another ANZAC Day services. A huge thank you to those who volunteered in the lead up to and on the day. Great feedback was received about the morning team and yummy ANZAC biscuits.</p> <p><i>Moved:</i> <i>Seconded:</i></p> <p>Accepted:</p> <p>Issue: Opportunity to assist Currabubula Community</p> <ul style="list-style-type: none"> <li>• Kath Smith has identified opportunity to assist local community. She was recently invited to have morning team with the Currabubula Knitting Group. Previously the group met at the Currabubula Pub once a month for almost 8 years, whilst she was the owner of the establishment. The group now has communal room at the Werris Creek Hospital.</li> <li>• When speaking to the activities organiser the lady mentioned they were always looking for ideas and activities to add into their calendar.</li> <li>• Kath spoke to the lady who does Zoomba in town and she suggested chair yoga. Commitment would be a 45-minute session, once a month for \$80 per month. Would LAG be interested to funding a 6-month period of this, in total the outlay would be \$480. The result of this funding would be giving back to the older members of the community.</li> </ul> <p>Recommendation That Committee consider the opportunity that has been identified and vote whether they would like to fund this opportunity to give back to the community members.</p> <p><i>Moved: Leesa</i> <i>Seconded: Mika</i></p> <p>Accepted:</p>
<p><b>8. General Business</b></p>	<p>Nil or List</p> <p>Issue: EV Charging Grants</p> <ul style="list-style-type: none"> <li>• Is the LAG interested in adding submitting in same application as LPSC</li> <li>• \$10,000 price install, grant will fund 75%</li> <li>• Credit card fee to charge car, tap'n'go</li> </ul>

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	<ul style="list-style-type: none"> <li>• Proposed location – Curra Rec ground</li> <li>• Members to research and make decision in April meeting</li> <li>• April meeting the decision to move forward and submit application in conjunction with LPSC, Mika to inform Ruth when emailing April minutes to her</li> </ul> <p>Recommendation That Committee note that our interest in submitting application in conjunction with LPSC was noted in last month's minutes and communicated in email to Ruth. Now to await and hear from LPSC.</p> <p><i>Moved: Sharon</i> <i>Seconded: Leesa</i></p> <p>Accepted</p> <p>Issue: Tennis Club House</p> <ul style="list-style-type: none"> <li>• Kathy Smith has raised the condition inside is a disgrace.</li> <li>• What can be done to improve facility?</li> <li>• Bird proofing of clubhouse is required as the donation of chairs are soon to be stored in the club house year round</li> <li>• In addition to this it is requested that the LPSC fix the potholes in the road ahead of the Currabubula Markets in May. Veronica emailed directly regarding this issue and LPSC completed this body of work.</li> </ul> <p>Recommendation That Committee request this work is completed by LPSC.</p> <p><i>Moved: Kathy</i> <i>Seconded: Paul</i></p> <p>Accepted</p> <p>Issue: Hire of Currabubula Hall</p> <ul style="list-style-type: none"> <li>• Kathy Smith has raised hire of the hall, what checklist is in place for hirers?</li> <li>• Suggestion a manual, what to do, what to turn on/off, what to clean etc</li> <li>• Greg P kindly offered to draft checklist that will provide hirer clear instructions what to do, what needs to be cleaned etc</li> <li>• Draft checklist emailed to all with minutes of June LAG meeting agenda</li> </ul> <p>Recommendation That Committee discuss and endorse final document then share with LPSC asking them to distribute to anyone who hires the Currabubula Hall.</p> <p><i>Moved: Mika</i> <i>Seconded: Leesa</i></p> <p>Accepted</p> <p>Issue: Widening of gates at Currabubula Rec Grounds</p> <ul style="list-style-type: none"> <li>• Veronica has identified that the gates at the Currabubula Rec Grounds are narrow and a tight fit for any car to fit through</li> <li>• Proposing that this gate opening is widened to make safer and easier for vehicles to entry the grounds, this is a request from Pony Club as well as LAG</li> </ul>
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	<p>Recommendation That Committee propose the widening of the gates at the Rec Grounds to LPSC.</p> <p><i>Moved:</i> <i>Seconded:</i></p> <p>Accepted</p> <p>Issue: Resignation of Chairperson – Mika Langdon</p> <ul style="list-style-type: none"> <li>• Mika to step down as Currabubula LAG Chairperson</li> <li>• Gavel and petty cash to be handed over to new successfully voted in Chairperson at the June LAG meeting</li> </ul> <p>Recommendation That Committee vote for new Chairperson in June LAG Meeting. Mika to then include new Chairperson in correspondence with Ruth when sharing June Meeting Minutes.</p> <p><i>Moved: Leesa</i> <i>Seconded: Kathy</i></p> <p>Accepted</p>
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<p><b>9. Financial Report</b></p>	<p>The balance of the <i>Currabubula Community Funding</i> account held by Liverpool Plains Shire Council as at (15/03/2024).</p> <ul style="list-style-type: none"> <li>• <b>\$36,738.00</b> now reflects accurate balance after Festival of Small Halls 2023</li> </ul> <table border="1" data-bbox="544 405 1430 779"> <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>11/3/24</td> <td>Festival of Small Halls Invoice</td> <td>\$ 1,820</td> <td></td> </tr> <tr> <td>TBA</td> <td>Curra Connect reimbursement</td> <td>\$TBC</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                  BSB: 082807                  A/C: 509891029                  Reference: WO3174 Currabubula LAG</p> <p>After you've made the deposit, please email <a href="mailto:receipts@liverpoolplains.nsw.gov.au">receipts@liverpoolplains.nsw.gov.au</a> 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="544 1265 1430 1361"> <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		11/3/24	Festival of Small Halls Invoice	\$ 1,820		TBA	Curra Connect reimbursement	\$TBC						Date	Amount	Description	GST appl.				
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<p><b>10. Meeting Close</b></p>	<p>There being no further business, the Chair thanked all participants and declared the meeting closed at approximately <b>7:34pm</b> (Time).</p> <p>Next meeting Thursday 11 July 2024 6:30pm at Currabubula Hall.</p> <p>The minutes of this meeting are confirmed.</p> <p>Chairperson Mika Langdon</p>																																				

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**6.6 INFRASTRUCTURE & ENVIRONMENTAL SERVICES DIRECTORATE REPORT JUNE 2024**

<b>IP&amp;R Linkage:</b>	<b>Goal:</b>	Our infrastructure is well planned and maintained and will meet our needs now and, in the future
	<b>Strategy:</b>	Increase awareness of infrastructure responsibilities and costings
<b>Author:</b>		Rodney Batterham, Acting Director Infrastructure and Environmental Services
<b>Authoriser:</b>		Gary Murphy, General Manager
<b>File Number:</b>		G2024/0166
<b>Annexures:</b>		Nil

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**RECOMMENDATION**

That Council:

1. Receive and note the Infrastructure & Environmental Services Directorate report for the month of June 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**



<b>Table 1 – Major Projects</b>	
<b>Function</b>	<b>Briefing</b>
Fixing Country Bridges	<ul style="list-style-type: none"> <li>TfNSW have approved the variation for Bridge Creek Bridge and the relevant documents for the payment have been submitted to TfNSW. Council is still awaiting a response to the funding variation for Gurton Street and have been advised by TfNSW that because the variation request has been sent to the minister for approval, not to expect an response before the end of July.</li> </ul> <p>This Project is co-funded by Council and the TfNSW Fixing Country Bridges Fund.</p>
Longfield Oval Lighting Project	<ul style="list-style-type: none"> <li>An application for an upgrade to the power supply has been lodged and is expected to take approximately three weeks to receive a response.</li> </ul> <p>This project is funded by a grant from NSW Stronger Country Communities (Round 5).</p>
Milner Parade Clubhouse	<ul style="list-style-type: none"> <li>Ongoing consultation with key stakeholders continues to be carried out.</li> <li>The building is now at lockup stage with all doors and windows installed. Flooring and internal fit out is now under way, with works planned to be completed by August.</li> </ul> <p>This project is Co-funded by a grant from NSW Stronger Country Communities (Round 4) and Liverpool Plains Sire Council.</p>
Council Administration Building Disabled Access	<ul style="list-style-type: none"> <li>Tenders for these works closed on 8 July 2024.</li> <li>A separate report has been prepared this meeting for the Tender results and Council resolution.</li> </ul> <p>This project is funded by NSW Stronger Country Communities (Round 5).</p>
Solar Panel Installations	<ul style="list-style-type: none"> <li>Solar Panels have been installed on the roof of the Werris Creek Library, Quirindi Library, and the Works Depot. With intention of providing:                             <ul style="list-style-type: none"> <li>Energy cost saving</li> <li>Environmental benefits</li> <li>Sustainability goals</li> <li>Long term investment, and</li> <li>Resilience</li> </ul> </li> </ul> <p>This project is funded by Liverpool Plains Shire Council – General Fund.</p>

<b>Table 2 – Civil</b>	
<b>Function</b>	<b>Briefing</b>
Unsealed Roads	Maintenance grading on: <ul style="list-style-type: none"> <li>• SR 12 Wallabadah Creek Rd</li> <li>• SR 97 Rosebys Rd</li> <li>• SR 152 Gollands Rd</li> <li>• SR 72 Jones Rd</li> <li>• SR 139 Tribella Rd</li> <li>• SR 45 Barnbrook Rd</li> <li>• SR 120 Porters Lane</li> <li>• SR 12 Wallabadah Ck Rd</li> <li>• SR 71 Lowes Creek Rd</li> <li>• SR 102 Woods Rd</li> <li>• SR 122 Dumbletons Lane</li> <li>• SR 1 Bundella Rd</li> <li>•</li> </ul>
Sealed Roads	<ul style="list-style-type: none"> <li>• Rehabilitation works on:</li> <li>• Werris Creek Road Rehab- 1.8 KM - Completed</li> </ul>
State Highway	<ul style="list-style-type: none"> <li>• Road Shoulder and edge maintenance</li> </ul>

<b>Table 3 – Parks and Gardens</b>	
<b>Function</b>	<b>Briefing</b>
Parks and Reserves	<ul style="list-style-type: none"> <li>• Mowing and routine maintenance of parks and Council owned facilities</li> <li>• Litter collection through urban areas</li> <li>• Cemetery operations</li> <li>• Maintenance at Werris Creek pool</li> </ul>

<p>Other public spaces</p>	<ul style="list-style-type: none"> <li>• Roadside slashing:             <ul style="list-style-type: none"> <li>○ Willow Tree township</li> <li>○ Coonabarabran Road</li> <li>○ Kamilaroi Highway</li> </ul> </li> <li>• Mowing of urban villages</li> <li>• Tree Trimming:             <ul style="list-style-type: none"> <li>○ Quirindi streets and parks</li> <li>○ Willow Tree Area</li> <li>○ Werris Creek</li> </ul> </li> <li>• Street sweeping at Werris Creek &amp; Quirindi</li> <li>• Tree trimming Quirindi streets and parks.</li> <li>• Footpath Tree Inspection</li> </ul>
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Table 4 – Property and Assets	
Function	Briefing

<p>Property</p>	<ul style="list-style-type: none"> <li>• Minor maintenance repairs have been completed on a variety of Council facilities this month including the Quirindi Caravan Park, Wallabadah First Fleet Amenities, Combined Courts, King George V Park Amenities and Willow Tree Freedom Camping Grounds.</li> <li>• Repairs have occurred at Spring Ridge Freedom Camping Grounds where a vehicle had damaged the amenities building and work is commencing on the Spring Ridge Hall to repair the broken floor and white ant damage to the rear wall.</li> <li>• Quotations were requested for Pest Control Services on Council facilities and a total of three quotations were received. A contractor has now been engaged to service the council facilities until 31 December 2025.</li> <li>• Annual Air Conditioning servicing was another service quotation that was requested by staff. Two submissions were received for this service, with the successful business again being engaged until 31 December 2025.</li> </ul> <p>It is envisaged to pursue further agreements for annual service arrangements in the areas of:</p> <ul style="list-style-type: none"> <li>• Hygiene Services</li> <li>• Fire Safety Equipment Servicing</li> <li>• Security Services</li> <li>• Carpet Cleaning</li> <li>• Septic Waste Disposal Services</li> </ul> <ul style="list-style-type: none"> <li>• The commencement of these service agreements will allow staff to better coordinate and monitor budgets in a more fiscally responsible manner and to more accurately allocate costs for each facilities.</li> </ul>
<p>Property Management</p>	<ul style="list-style-type: none"> <li>• User agreements have been modified to reflect current usage and updated with the appropriate fees and charges. These agreements have been sent to the relevant committees for their review and authorisation.</li> <li>• Staff are awaiting the response for the valuation request on a number of Council owned properties for lease purposes.</li> <li>• Council property leases are still under review and changes will be notified to the appropriate party, where applicable.</li> <li>• A request for quotation for property management services was undertaken, with three quotations being received. A change from Ewing Real Estate, Gunnedah to One Agency, Quirindi has now been implemented and is in commencement.</li> </ul>
<p>Asset Management</p>	<ul style="list-style-type: none"> <li>• Asset management plans have been reviewed for all areas.</li> <li>• A more comprehensive review is now being conducted into renewal requirements for assets over the next three to five years. Each asset class will be reviewed and more in-depth proposals will be able to be put forward for consideration by management and/or Council.</li> </ul>

<p>Policies, Plans and Strategies</p>	<p>Work has commenced on the review and update of policies, plans and strategies relevant to the Property and Assets area. These include:</p> <ul style="list-style-type: none"> <li>• Asset Management Strategy (drafted)</li> <li>• Naming of Council Assets Policy (awaiting review)</li> <li>• Naming of Council Assets Procedures (drafted)</li> <li>• Asbestos Management Policy</li> <li>• Street Tree Policy (drafted)</li> </ul> <p>Once completed these policies will follow normal Council processes for implementation and adoption.</p>
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<p><b>Table 5 – Water Services</b></p>	
<p><b>Function</b></p>	<p><b>Briefing</b></p>
<p>Quipolly Dam and Old Quipolly Dam Safety Management</p>	<ul style="list-style-type: none"> <li>• So Far As Is Reasonably Practicable (SFAIRP) assessment report has been received from the Consultant recently. Reviews by Council’s peer reviewer and Water Services staff will be undertaken soon.</li> <li>• The audit report for Quipolly Dam’s compliance with the Dam Safety Act 2015 and Regulation 2019 has also just recently been received. Again, a review of the document is underway. A summary of the initial audit findings revealed 7 Non-conformances, 10 Recommendations, and 6 items of Note.</li> </ul>
<p>Water Main Replacement Program</p>	<ul style="list-style-type: none"> <li>• Tender documents have been prepared for watermain works in Whittaker Street, Ray Carter Drive and Warrah Ridge Road.</li> </ul>
<p>Drinking Water Management System (DWMS)</p>	<ul style="list-style-type: none"> <li>• A water quality risk review of the Quipolly Project is being undertaken with financial assistance from NSW Health. This project is to ensure that all the identified water quality risks have been suitably addressed by the completed project and to identify any apparent additional risks brought to light with the project nearing completion. This is a routine step in bringing online a major new piece of infrastructure that manages water quality and will also see that the new infrastructure is appropriately documented and integrated into the existing DWMS documentation.</li> <li>• A risk review workshop held in Quirindi by NSW Health and their Consultant, Atom Consulting, was undertaken in late. The purpose of workshop was to                         <ul style="list-style-type: none"> <li>• assess hazards, sources, and hazardous events,</li> <li>• assess the estimated level of risk for each identified hazard or hazardous event,</li> <li>• evaluate the major sources of uncertainty associated with each hazard and hazardous event and consider actions to reduce uncertainty,</li> <li>• determine significant risks and document priorities for risk management, and</li> </ul> </li> <li>• review the critical control point and limits</li> </ul>

Bulk Water Treatment Chemical Procurement	<ul style="list-style-type: none"> <li>Tender 096/2024 is now closed for the supply of bulk water treatment chemicals. A separate report on this tender is included in the July Council meeting agenda for resolution.</li> </ul>
Analytical / Laboratory Services Procurement	<ul style="list-style-type: none"> <li>Analytical/Laboratory services contracts have been awarded to commence from 1 July 2024 for a period of 12 months covering both Water and Sewer activities.</li> </ul>

Table 6 – Waste Management	
Function	Briefing
Willow Tree Landfill	<ul style="list-style-type: none"> <li>Contractor is currently reviewing pricing due to delays since tendering, and procurement of clay liner material required for the project.</li> </ul>

**Environmental Services**

Regulatory Approvals

The following approvals were issued for the month of June 2024. These applications have been advertised on the 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**

Applic. No	Address	Land Title	Development	Determination
10.2024.73.1	210 Warrah Creek Road Warrah	Lot 2 DP 784334	Replacement of Existing Dwelling	Approved Under Delegation
10.2024.74.1	22 Lennox Street Quirindi	Lot 1 DP 559769	Shed	Approved Under Delegation
10.2024.72.1	3659 Coonabarabran Road Spring Ridge	Lot 163 DP 755520	Telecommunications Facility	Approved Under Delegation
10.2024.70.1	1753 Bundella Road Pine Ridge	Lot 1 DP 1076254 Lot 2 DP 1076254	Telecommunications Facility	Approved Under Delegation
10.2024.57.1	80 Wallhallow Road Caroona	Lot 214 DP 755494	Removal of Existing & Installation of New Sign	Approved Under Delegation
10.1993.29.2 Modification	234 Escott Road Werris Creek	Lot 341 DP 1262866	Industrial Development – Erection of New Structures and Internal Road Works	Approved Under Delegation

10.2023.43.1	71 Darby Road Spring Ridge	Lot 1012 DP 813880	Carport	Approved Under Delegation
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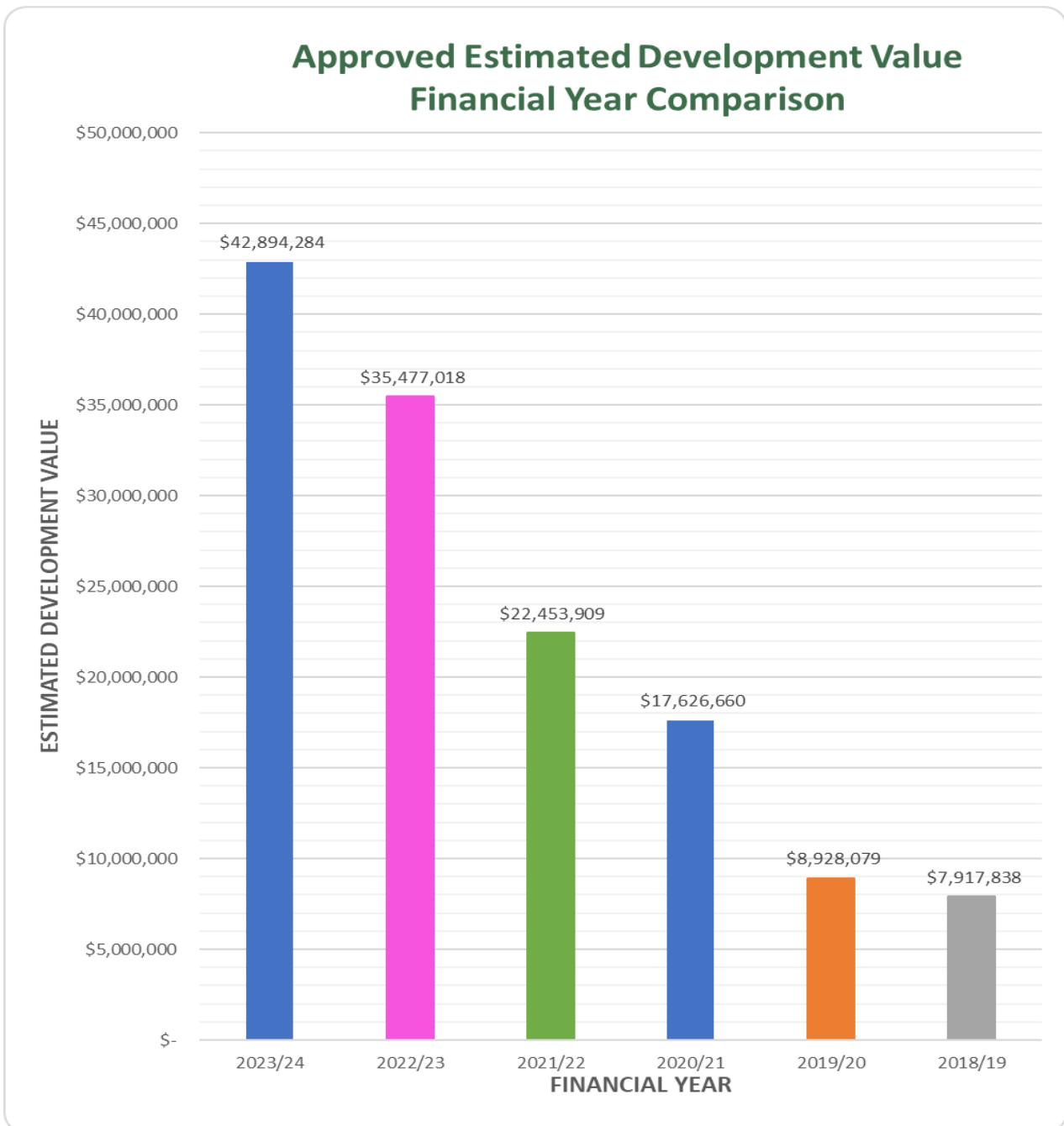
**Complying Development Applications**

Nil.

The following graph show the estimated cost of development approved for the 2023/24 financial year. The data includes development and complying development approvals issued by Council or by way of private certification. The graph does not include any large infrastructure projects such as roads, bridges, rail, water and sewer scheme/improvements.

The data presented in this report is presented on the 2023/24 financial year.

Estimated Approved Development Value



The value of the approved development is at an all-time high, and is no doubt ably influenced by the larger scale industrial developments approved recently. The 2023/24 year has seen a 21% increase from the 2022/23 year and a 480% increase over the five year period from 2019/20.

Below is the financial year breakup showing the breakup between Development Applications and Complying Developments. It also shows that even though the actual application numbers are lower than the past 3 years, the Average and Median Value are at its highest.

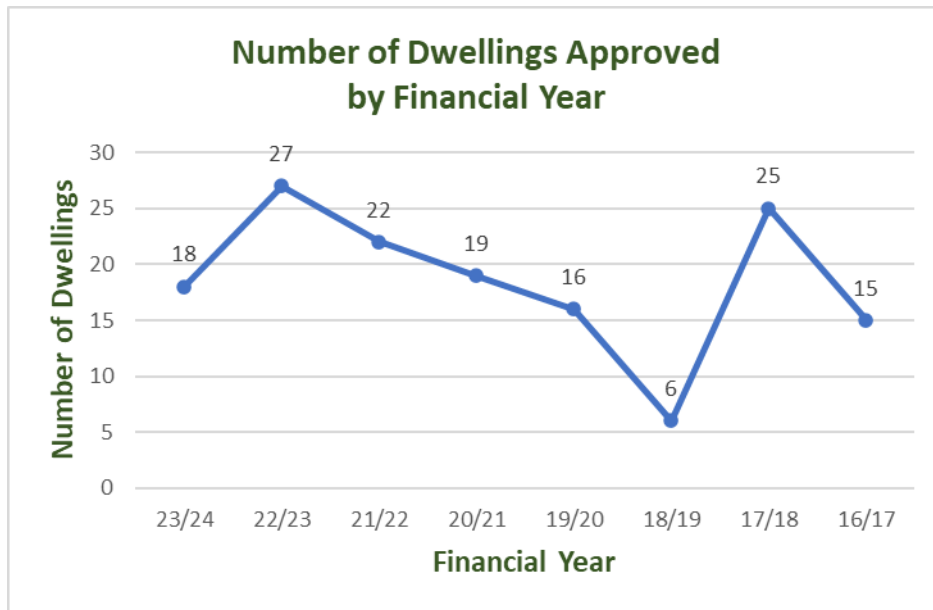
<b>DA &amp; CDC Estimated Approved Development Value Breakup</b>							
	<b>2023/24</b>	<b>2022/23</b>	<b>2021/22</b>	<b>2020/21</b>	<b>2019/20</b>	<b>2018/19</b>	<b>2017/18</b>
<b>DA Value</b>	\$40,469,802	\$29,970,170	\$21,556,244	\$16,686,451	\$8,606,379	\$7,753,798	\$8,862,623
<b>CDC Value</b>	\$2,424,482	\$5,506,848	\$897,665	\$940,209	\$321,700	\$164,040	\$901,962
<b>Total Value</b>	<b>\$42,894,284</b>	<b>\$35,477,018</b>	<b>\$22,453,909</b>	<b>\$17,626,660</b>	<b>\$8,928,079</b>	<b>\$7,917,838</b>	<b>\$9,764,585</b>
<b>DA &amp; CDC No.</b>	81	103	106	95	79	83	111
<b>Average Value</b>	\$529,559	\$344,437	\$211,829	\$185,544	\$113,014	\$95,396	\$87,969
<b>Median Value</b>	\$50,000	\$38,000	\$27,000	\$24,500	\$20,500	\$19,500	\$20,000

This financial year is the first that Council has kept the infrastructure development considered by Council that does not require development consent. The value for the 2023-24 year is \$1,495,567 and when combined with the approved development value, the estimated cost of development for the shire (excluding state and federal works) is \$44,326,171. These infrastructure works include:

- Quirindi Caravan Park Upgrade
- Wallabadah Water Reservoir Tank Roof Replacement
- David Taylor Oval (Werris Creek) Upgrade
- Quirindi Showground Upgrade – Watering System for the Rodeo Ground
- Quirindi Sporting Hub Precinct – Clubhouse
- Werris Creek Swimming Pool Works
- Yarraman Creek Bridge

Even though the development value is at a peak, the number of dwelling approvals was 33.3% lower than 2022-23 which was Council’s highest number. The Average and Median Value of the dwellings constructed are also lower.

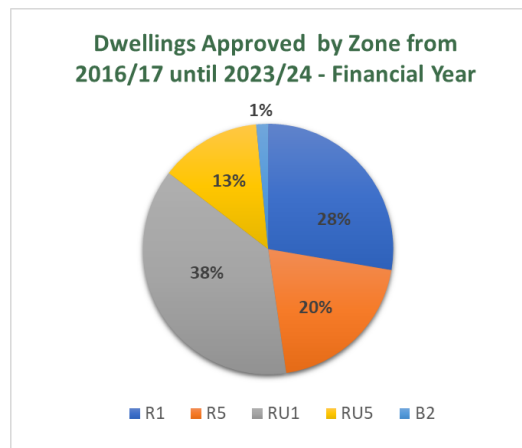




Dwelling Cost Estimated Approved Development Value Breakup							
	2023/24	2022/23	2021/22	2020/21	2019/20	2018/19	2017/18
<b>Number</b>	18	27	22	19	16	6	25
<b>Total Value</b>	\$3,963,525	\$12,008,569	\$7,558,379	\$4,667,224	\$3,394,147	\$1,494,310	\$6,064,432
<b>Average Value</b>	\$220,196	\$444,762	\$343,563	\$245,643	\$212,134	\$249,052	\$242,577
<b>Median Value</b>	\$475,928	\$485,915	\$240,460	\$250,000	\$230,000	\$180,200	\$234,301

The RU1 Primary Production Zone still the most popular area for dwelling construction.

Dwellings	23/24
R1	5
R5	6
RU1	7
RU5	0
B2	0
<b>Total</b>	<b>18</b>



The actual number of applications processed for the 2023/24 year is at its lowest since 2020/21. A breakdown of the application type is presented below.

Application Type	2023/24	2022/23	2021/22	2020/21
Development Applications	61	80	87	81
Complying Development Certificates	20	23	19	14
Construction Certificates	25	44	35	45

<b>Section 68 Certificates</b>	34	63	55	25
<b>Occupation Certificates</b>	29	18	30	37
<b>Subdivision Certificates</b>	2	4	9	4
<b>Sub Total</b>	<b>171</b>	<b>232</b>	<b>235</b>	<b>206</b>
<b>Section 10.7</b>	397	586	726	390
<b>Sewer Plans</b>	180	243	376	309
<b>Swimming Pool</b>	11	7	5	11
<b>Notices &amp; Orders</b>	9	49	62	17
<b>Building Certificates</b>	5	6	2	4
<b>Dwelling Entitlement</b>	9	16	14	3
<b>Sub Total</b>	<b>611</b>	<b>907</b>	<b>1185</b>	<b>734</b>
<b>Total</b>	<b>782</b>	<b>1139</b>	<b>1420</b>	<b>940</b>

In terms of length of time to complete a development assessment, the net assessment days have been collated. The assessment days is as per the calculated timings in the NSW Planning Portal. The Median Number of Assessment days has decreased from 37 days to 28 days. The Average number of Assessment Days has increased from 62 to 72 days. This relates to the number of larger developments assessed during the 2023-24 year, where state agency referral has been undertaken. During state agency referral, Council has no control over the length of time undertaken to complete another agencies assessment, and this tends to extend Council assessment times.

	<b>DA Assessment Days</b>	
	<b>2023-24</b>	<b>2022-23</b>
<b>Average Days</b>	72	62
<b>Median Days</b>	28	37

**Compliance**

The table below is an overview of the compliance activities undertaken over the past 3 financial years.

**Financial Year**

<b>Application Type</b>	<b>2023/24</b>	<b>2022/23</b>	<b>2021/22</b>
<b>Notice of Intention</b>	9	16	21
<b>Orders</b>	1	6	6
<b>Pre-letters</b>	42	52	63
<b>Investigation Logs</b>	108	157	123
<b>Sub Total</b>	<b>160</b>	<b>231</b>	<b>213</b>

**Growth Management & Housing Strategy**

The exhibition period for the draft Strategy has concluded and Councillor briefings were held on 15 April and 22 May 2024.

Dependent on feedback from Councillors, it is anticipated that a final strategy will be submitted to the 13 August 2024 Council meeting.

**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.

**6.7 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:** Rodney Batterham, Acting Director Infrastructure and Environmental Services  
**File Number:** G2024/0173  
**Annexures:** Nil

**RECOMMENDATION**

That Council:

- 1. Receive and note the Town 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**

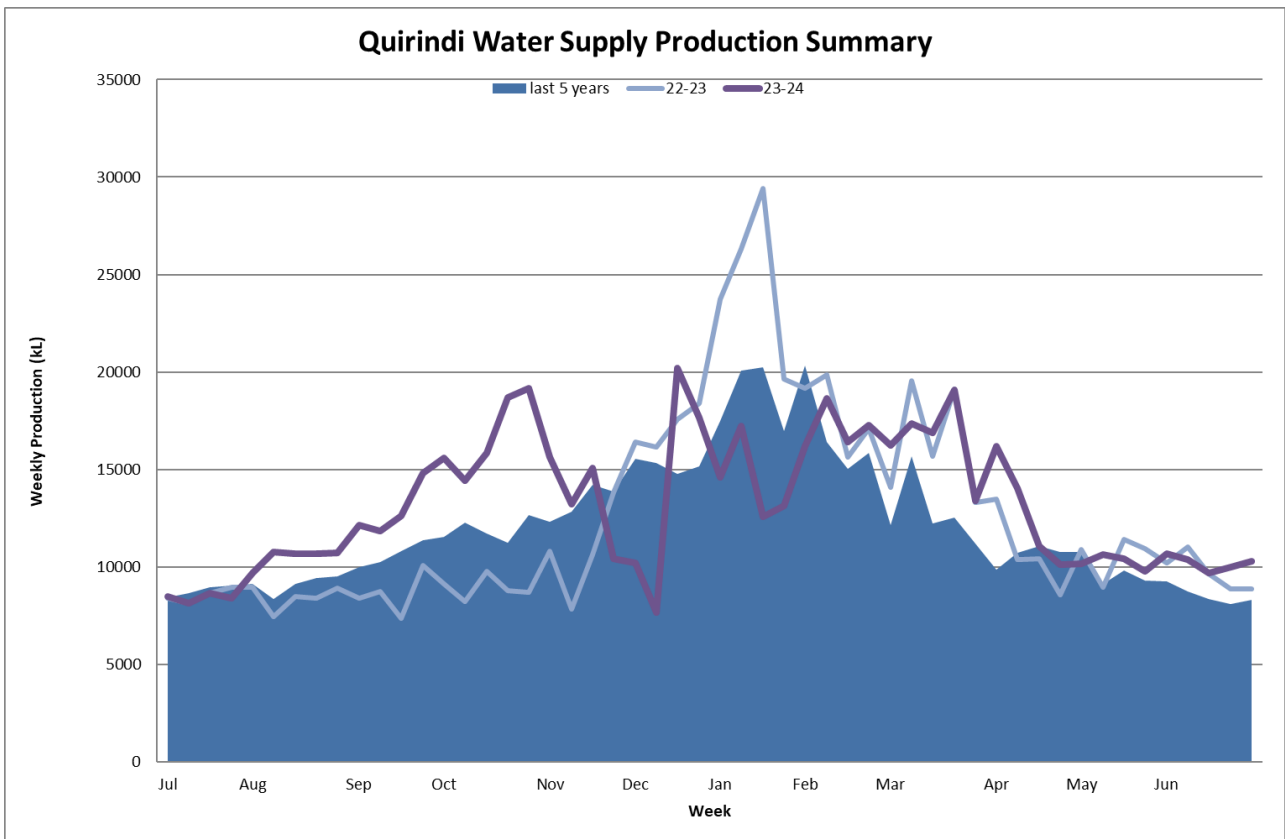
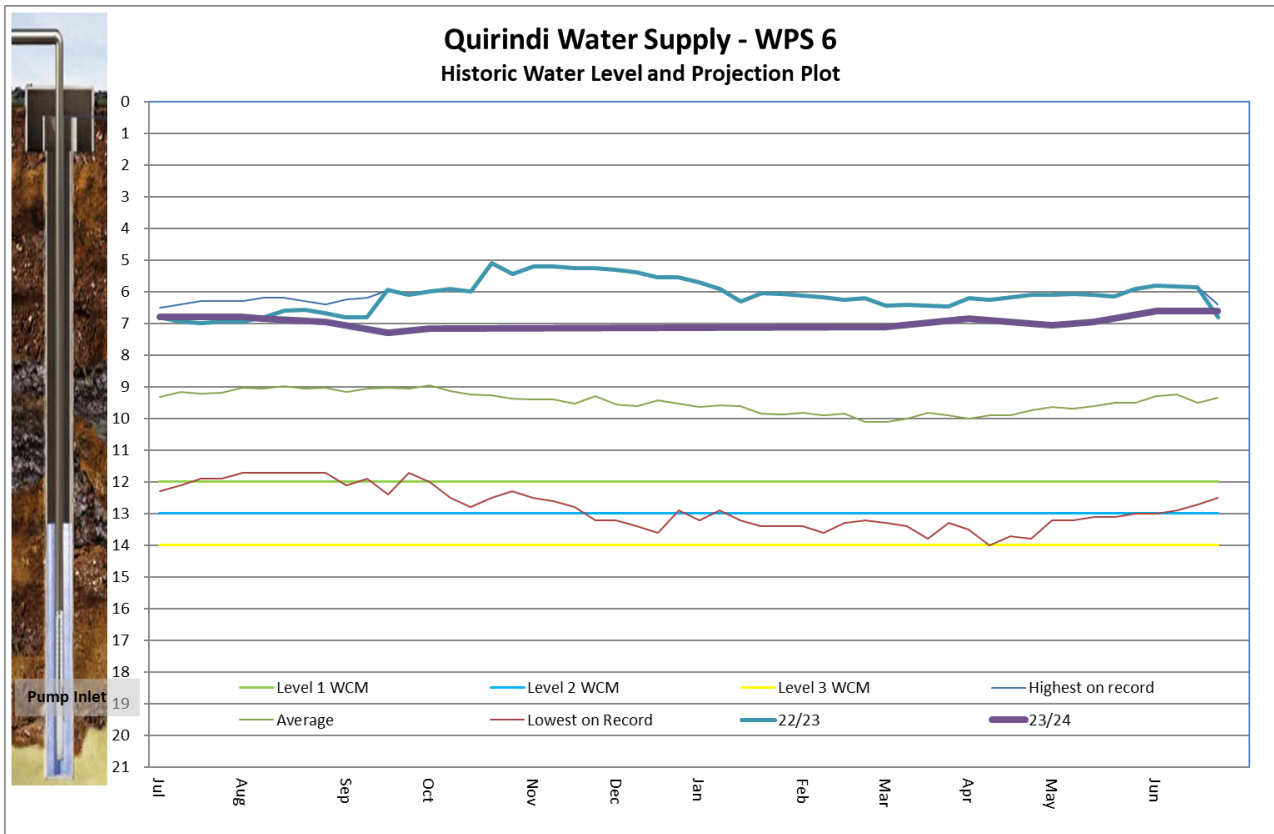
**WATER QUANTITY**



The climate outlook for the Liverpool Plains from the Bureau of Meteorology (BOM) is forecasting a above average likelihood of exceeding median rainfall over the next 3 months to October 2024. Demand is therefore forecast to be below average for the remainder of winter and early Spring.

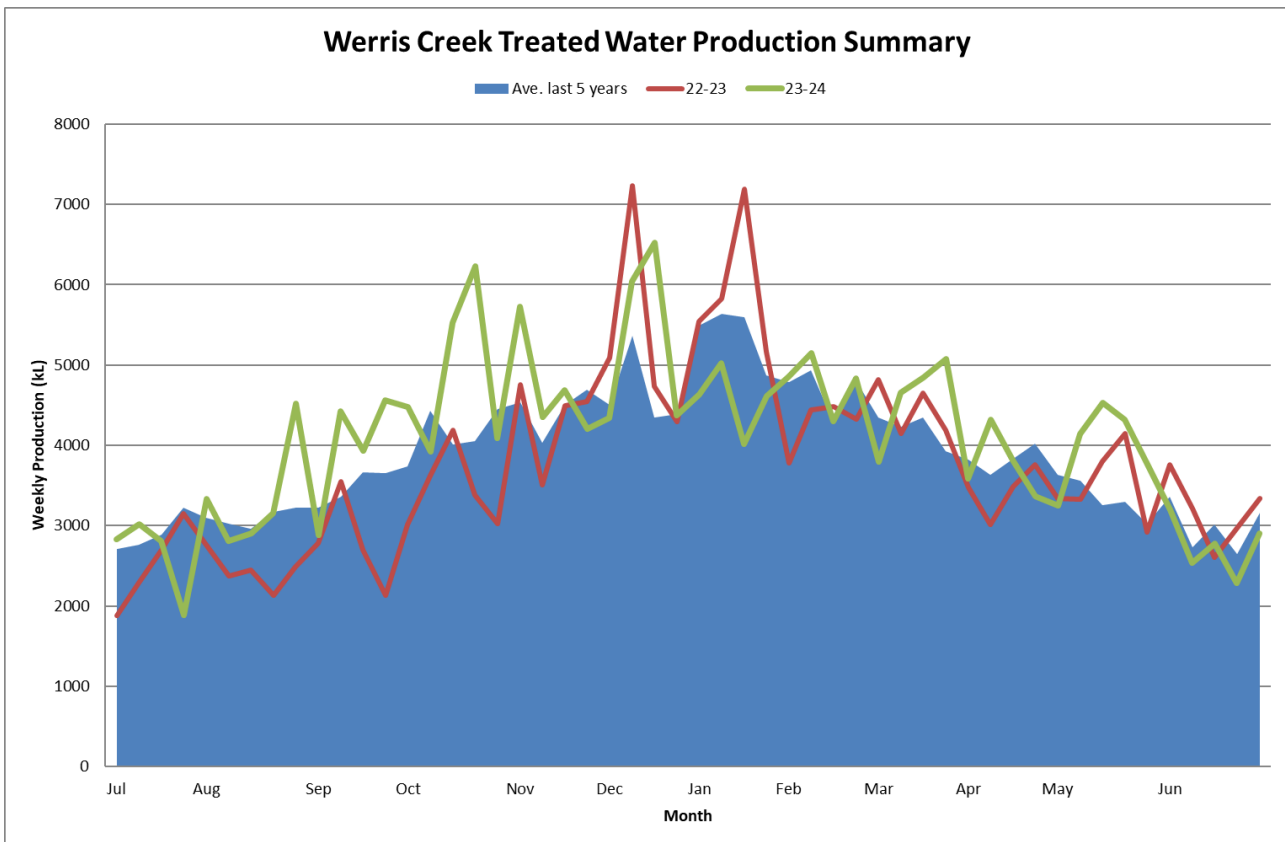
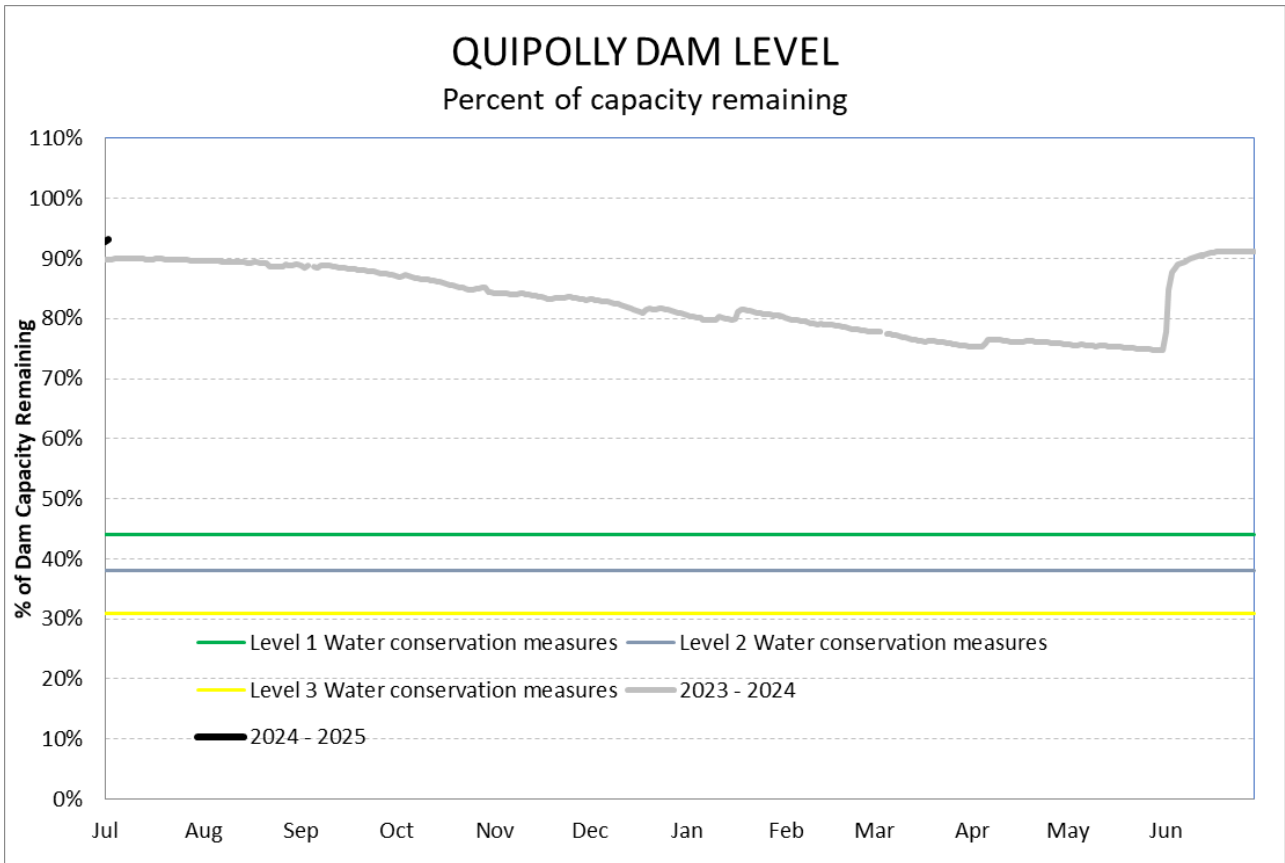
All potable water supplies within the Shire are currently on Level P Water Conservation Measures. This recommends that the use of sprinklers and other fixed surface watering systems is from 4pm to 9am AEST. Handheld hoses, buckets and watering cans can be used at any time except during the warmer parts 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 remained static during June. Production was a bit above average during June.

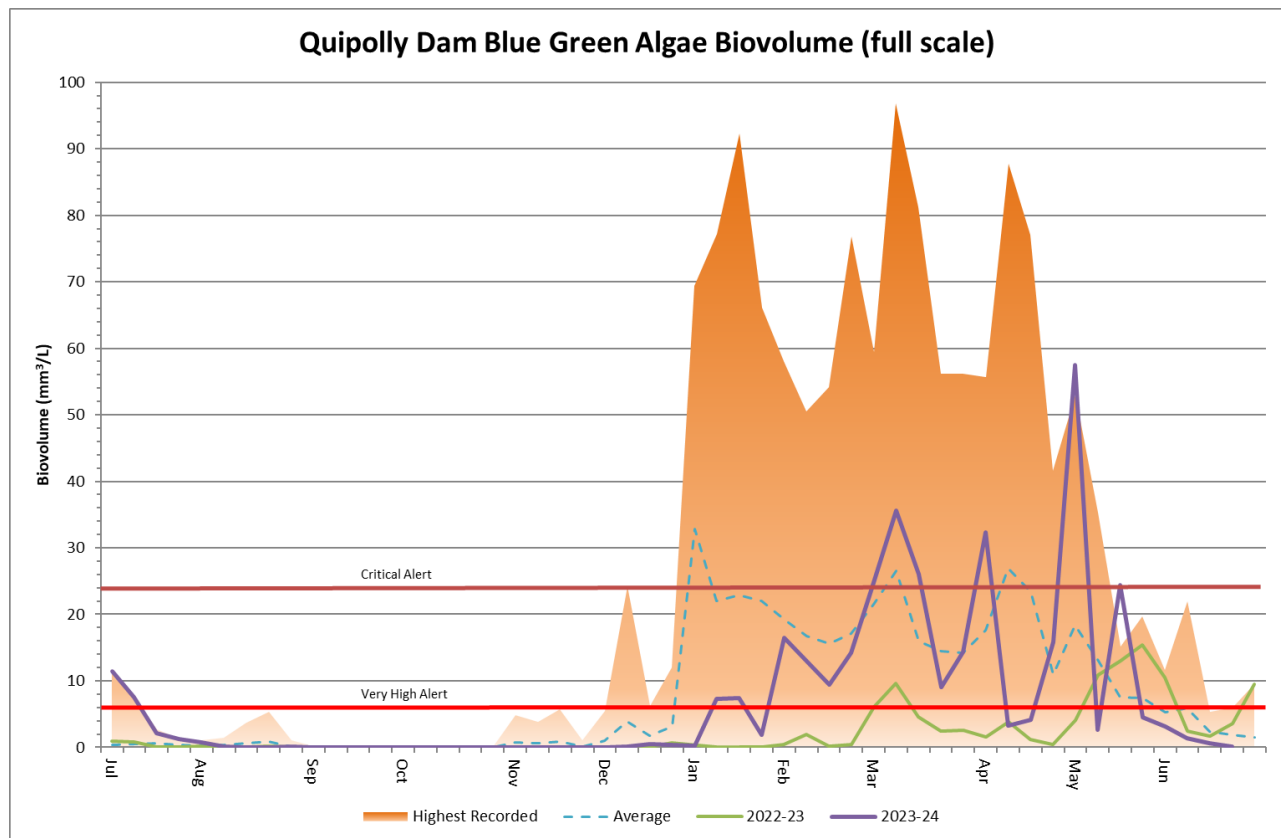
**Werris Creek Status:**



Quipolly Dam finished June at 91.3% up 16.5% over the month, however the rain event at the start of July has increased the level to 93.1%. Demand has remained around average during June.

**WATER QUALITY**

**Blue Green Algae (BGA) at Quipolly Dam:**



Drinking Water Alert: High (steady)

Recreational Alert (Fishing): Amber Alert (downgraded)

BGA consistently dropped during June however the latest results have not dropped low enough to reduce the alert level below high. It is expected that the alert level will drip to Medium in early July and perhaps low or nil be the end of the month. Operations staff are responding to this situation in accordance with established response protocols.

**Drinking Water Quality Events:**

There were no water quality events reported to NSW Health since the writing of the last report.

**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.



**7 DELEGATES REPORTS**

Nil

**8 NOTICES OF MOTIONS/QUESTIONS WITH NOTICE**

Nil

## 9 CONFIDENTIAL MATTERS

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### 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 REGPRO062425 - Traffic & Safety Signs

This matter is considered to be confidential under Section 10A(2) - (d)(ii) 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 information that would, if disclosed, confer a commercial advantage on a competitor of the council.

#### 9.2 REGPRO 052425- Tender for the provision of Traffic Control Services

This matter is considered to be confidential under Section 10A(2) - (d)(ii) 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 information that would, if disclosed, confer a commercial advantage on a competitor of the council.

#### 9.3 RFT 096-2024 Supply and Delivery of Bulk Water Treatment Chemicals

This matter is considered to be confidential under Section 10A(2) - (d)(ii) 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 information that would, if disclosed, confer a commercial advantage on a competitor of the council.

#### 9.4 Council Administration building - Disabled access and accessibility project

This matter is considered to be confidential under Section 10A(2) - (c) 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 information that would, if disclosed, confer a commercial advantage on a person with whom the Council is conducting (or proposes to conduct) business.

#### 9.5 Appointment of External Facilitator for General Manager's Performance Review 2024-2025

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).