



**Liverpool
Plains**
Shire Council

BUSINESS PAPER

**Ordinary Council Meeting
Wednesday, 23 October 2024**

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

Date: Wednesday, 23 October 2024

Time: 2:30pm

Location: Council Chambers

**Gary Murphy
General Manager**

Order Of Business

1	Acknowledgement of Country and Council Prayer.....	5
2	Apologies and Applications for a Leave of Absence by Councillors.....	5
3	Confirmation of Minutes	6
3.1	Minutes of the Council Meeting held on 13 August 2024	6
4	Disclosures of Interests.....	17
5	Mayoral Minute(s).....	17
	Nil	
6	Reports to Council	18
6.1	Executive Services Report - August/September 2024.....	18
6.2	Schedule of Ordinary Meetings for 2024	25
6.3	Appointment of Councillor Delegates to LGNSW Conference	28
6.4	Appointment of Committee Members and Delegates.....	34
6.5	Appointment of General Manager's Performance Review Panel 2024-2025.....	40
6.6	Corporate and Community Services Directorate Report August/September 2024.....	45
6.7	Authorise the signing of the draft Financial Statements for the Year Ended 30 June 2024.....	51
6.8	Statement of Investments - September 2024.....	53
6.9	Infrastructure & Environmental Services Directorate Report August/September 2024	56
7	Delegates Reports	72
	Nil	
8	Notices of Motions/Questions with Notice	72
	Nil	
9	Confidential Matters	73
9.1	Willow Tree Landfill Contract Variation	73

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

3 CONFIRMATION OF MINUTES

3.1 MINUTES OF THE COUNCIL MEETING HELD ON 13 AUGUST 2024
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File Number: G2024/0261
Author: Christie Pearson, Executive Operations
Authoriser: Gary Murphy, General Manager
Annexures: A. Minutes of the Council Meeting held on 13 August 2024

RECOMMENDATION

1. That the Minutes of the Council Meeting held on 13 August 2024 be received and the recommendations therein be adopted.

**MINUTES OF LIVERPOOL PLAINS SHIRE COUNCIL
ORDINARY COUNCIL MEETING
HELD AT THE COUNCIL CHAMBERS
ON TUESDAY, 13 AUGUST 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), Christie Pearson (Executive Operations)

AUDIO RECORDING OF MEETINGS

The Mayor informed the meeting as follows:

“Consistent with section 747A of the Local Government Act 1993, 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 so that it is available for viewing by members of the public.”

I would like to welcome everyone to our final Council meeting for the End of Council Term, once we have finished with the official business of the meeting I will provide Councillors with the opportunity to speak if they wish to.

1 ACKNOWLEDGEMENT OF COUNTRY AND COUNCIL PRAYER

Cr Yvonne Wynne 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 24 JULY 2024

RESOLUTION 2024/131

Moved: Cr Paul Moules

Seconded: Cr Terry Cohen

1. That the Minutes of the Council Meeting held on 24 July 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.

General Manager Gary Murphy noted a pecuniary interest in 9.3 and will leave the room for the item.

Nil disclosures were made

5 MAYORAL MINUTE(S)

5.1 MAYORAL MINUTE - JULY 2024.

RESOLUTION 2024/132

Moved: Cr Doug Hawkins OAM

Seconded: Cr Yvonne Wynne

That Council:

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

CARRIED

6 REPORTS TO COUNCIL

6.1 EXECUTIVE SERVICES REPORT - JULY 2024

RESOLUTION 2024/133

Moved: Cr Jason Allan

Seconded: Cr Terry Cohen

That Council:

1. Receive and note the Executive Service Report for July 2024.

CARRIED

6.2 RESOLUTIONS REGISTER UPDATE

RESOLUTION 2024/134

Moved: Cr Terry Cohen

Seconded: Cr Paul Moules

That Council:

1. Receive and note the Resolutions Register as at 5 August 2024 appended at *Annexure A* and the Resolution Register for 2022 and 2023 as appended at *Annexure B*.

CARRIED

6.3 DRAFT COUNCILLOR INDUCTION AND PROFESSIONAL DEVELOPMENT POLICY

RESOLUTION 2024/135

Moved: Cr Donna Lawson

Seconded: Cr Ken Cudmore

That Council:

1. Adopt the Councillor Induction and Professional Development Policy, as appended at *Annexure A*.

CARRIED**6.4 DRAFT COUNCILLORS ACCESS TO INFORMATION AND INTERACTION WITH STAFF POLICY**

RESOLUTION 2024/136

Moved: Cr Yvonne Wynne

Seconded: Cr Ken Cudmore

That Council:

1. Place the draft Councillors Access to Information and Interaction with Staff 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.

CARRIED**6.5 CORPORATE AND COMMUNITY SERVICES DIRECTORATE REPORT JULY 2024**

RESOLUTION 2024/137

Moved: Cr Yvonne Wynne

Seconded: Cr Terry Cohen

That Council:

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

CARRIED

6.6 STATEMENT OF INVESTMENTS - JULY 2024

RESOLUTION 2024/138

Moved: Cr Terry Cohen

Seconded: Cr Donna Lawson

That Council:

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

CARRIED

6.7 DELIVERY PROGRAM 2022-2026 - HALF-YEAR PROGRESS REPORT - JANUARY TO JUNE 2024

RESOLUTION 2024/139

Moved: Cr Donna Lawson

Seconded: Cr Ken Cudmore

That Council:

1. Receive and note the Delivery Program Half-Year Progress Report from January 2024 to June 2024, as appended at *Annexure A*.

CARRIED

6.8 LEARN TO SWIM AND AQUA AEROBICS FEES AND CHARGES.

RESOLUTION 2024/140

Moved: Cr Donna Lawson

Seconded: Cr Jason Allan

That Council:

1. Place the proposed Fees and Charges for Learn to Swim and Aqua Aerobics classes as listed in Table 1 under issues and commentary on public exhibition for a period of 28 days and adopt the proposed fees as exhibited, subject to no submissions being received.
2. Request a further report at the conclusion of the public exhibition period if submissions are received.

CARRIED

6.9 LOCAL ADVISORY GROUPS

RESOLUTION 2024/141

Moved: Cr Jason Allan

Seconded: Cr Donna Lawson

That Council:

1. Receive and note the minutes of the Currabubula Local Advisory Group as appended at Annexure A.
2. Resolve that the Mayor, on behalf of Council, writes to all active Local Advisory Group members thanking them for their contribution.

CARRIED

6.10 UPDATED AGENCY INFORMATION GUIDE

RESOLUTION 2024/142

Moved: Cr Donna Lawson

Seconded: Cr Ken Cudmore

That Council:

1. Adopt the updated Agency Information Guide as appended at *Annexure A*.

CARRIED

6.11 INTERMENT SERVICES LEVY FEES AND CHARGES

RESOLUTION 2024/143

Moved: Cr Donna Lawson

Seconded: Cr Terry Cohen

That Council:

1. Amend the 2024-2025 Fees and Charges to include the new Interment Services Levy charges set by the NSW Government, therefore allowing the applicable levy amount to be charged to customers for burial and ash interment services at cemeteries operated by Council.

(a) The proposed fees are.

Service	Levy (excluding GST)
Cremation	\$41.00
Ash interment	\$63.00
Burial	\$156.00

CARRIED

6.12 INFRASTRUCTURE & ENVIRONMENTAL SERVICES DIRECTORATE REPORT JULY 2024

RESOLUTION 2024/144

Moved: Cr Donna Lawson

Seconded: Cr Ken Cudmore

That Council:

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

CARRIED

6.13 TOWN WATER SUPPLY STATUS

RESOLUTION 2024/145

Moved: Cr Jason Allan

Seconded: Cr Terry Cohen

That Council:

1. Receive and note the Water Supply Status Report.

CARRIED

7 DELEGATES REPORTS

Nil

8 NOTICES OF MOTIONS/QUESTIONS WITH NOTICE**8.1 NOTICE OF MOTION - GYM EQUIPMENT FOR SPRING RIDGE**

RESOLUTION 2024/146

Moved: Cr Ken Cudmore

Seconded: Cr Jason Allan

That Council:

1. Resolve that the equipment purchased using funds from the “Empowering our Communities” and “Stronger Country Communities Fund” grants for the Spring Ridge Fitness Classes, continue to be kept and stored at the Spring Ridge Community Hall, for use by the Spring Ridge community, and a suitable Memorandum of Understanding is entered into to ensure:
 - a) The equipment is only used under the supervision of a qualified fitness instructor, and
 - b) All gym and fitness programs are administered by or approved by Liverpool Plains Shire Council, and
 - c) The equipment remains the property of Liverpool Plains Shire Council, and
 - d) Gym and fitness activities do not take place in the identified area of the hall in which the flooring is not adequate for high impact activities.

CARRIED

9 CONFIDENTIAL MATTERS

RESOLUTION 2024/147

Moved: Cr Terry Cohen

Seconded: Cr Jason Allan

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 REGPRO192425 Provision of Road Resurfacing

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 RFT 091-2024 Design and Construction of Quirindi Watermain Replacements

This matter is considered to be confidential under Section 10A(2) - (d)(i) 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 commercial information of a confidential nature that would, if disclosed prejudice the commercial position of the person who supplied it.

9.3 Mayoral Minute - General Managers Performance Review

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

CARRIED

RESOLUTION 2024/151

Moved: Cr Donna Lawson

Seconded: Cr Paul Moules

That Council moves out of Closed Council into Open Council.

CARRIED

REPORT ON CONFIDENTIAL MATTERS

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

9 CONFIDENTIAL MATTERS**9.1 REGPRO192425 PROVISION OF ROAD RESURFACING**

RESOLUTION 2024/148

Moved: Cr Ken Cudmore

Seconded: Cr Paul Moules

That Council:

1. Approve tenders received from Boral Asphalt, Country Wide Asphalt, Fulton Hogan, and Roadwork Industries for the provision of Road Resurfacing services for the period 1 October 2024 to 30 September 2026.
2. Approve the provision for a 12-month extension of Tender No. REGPRO 052425.

CARRIED

9.2 RFT 091-2024 DESIGN AND CONSTRUCTION OF QUIRINDI WATERMAIN REPLACEMENTS

RESOLUTION 2024/149

Moved: Cr Ken Cudmore

Seconded: Cr Jason Allan

That Council:

1. Award the Contract for Tender 091-2024 Design and Construction of Quirindi Watermain Replacements, to Keane Civil and Construction Pty Ltd for the value of \$632,901.50 inclusive of GST

CARRIED

9.3 MAYORAL MINUTE - GENERAL MANAGERS PERFORMANCE REVIEW

RESOLUTION 2024/150

Moved: Cr Jason Allan

Seconded: Cr Donna Lawson

That Council:

1. Receive and endorse the Review Committee’s General Manager annual performance appraisal as assessed as More than Satisfactory.
2. Agree to the Review Committee’s recommendation to award a performance-based increase of \$20,000 to the General Manager’s total remuneration package as per the relevant Council Resolution that was resolved at its Ordinary Meeting of Council on 22 March 2023 **[Res 2023/45]**
3. Endorse the KPI’s for part 2 of the GM’s 2024/25 performance agreement.

CARRIED

The Meeting closed at 3.42pm.

The minutes of this meeting were confirmed at the Ordinary Council Meeting held on 23 October 2024.

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CHAIRPERSON

4 DISCLOSURES OF INTERESTS

5 MAYORAL MINUTE(S)

Nil

August/September 2024*	
*The General Manager also regularly meets with staff within the organisation on an ad hoc basis	
01/08/2024	Local Government Professionals Conference Sydney
02/08/2024	Meeting with Astrolabe Group
02/08/2024	Audit Risk and Improvement Committee Meeting
05/08/2024	Meeting with Minister for Regional Transport and Roads
05/08/2024	Attended Rail Safety Week – Moment of Reflection
05/08/2024	Presented to Inquiry into beneficial and productive post-mining land use hearing
05/08/2024	Meeting with the Dattner Group
06/08/2024	Councillor Workshop
06/08/2024	Meeting with Santos
07/08/2024	Meeting with Department of Infrastructure re: Gap Road / Werris Creek Project
07/08/2024	Management Team Meeting
08/08/2024	Meeting with Director Infrastructure and Environmental Services
08/08/2024	Meeting with Director Corporate and Community Services
12/08/2024	Meeting re: Values Launch
13/08/2024	Executive Leadership Team Meeting
14/08/2024	Staff Values Launch
15/08/2024	Meeting with Chief Financial Officer
15/08/2024	Meeting with Manager Human Resources
16/08/2024	Meeting with Director Infrastructure and Environmental Services
19/08/2024	Meeting with Executive Team re: Values
19/08/2024	Meeting with Media Officer
19/08/2024	Meeting with Rural Drs Network
20/08/2024	Attended AgQuip
20/08/2024	Meeting with EnergyCo about the New England Renewable Energy Zone
21/08/2024	Leadership Training
22/08/2024	Statewide Mutual Conference – Sydney
23/08/2024	Statewide Mutual Conference – Sydney
24/08 – 31/08 2024	Annual Leave
02/09/2024	Meeting with Local Government Professionals Special General Meeting
02/09/2024	Meeting with Office of Local Government

02/09/2024	Meeting with Media Officer
02/09/2024	Meeting with Dattner Group
03/09/2024	Meeting re: State of the Shire report
03/09/2024	Meeting with Water Services Team
04/09/2024	Executive Leadership Team Meeting
04/09/2024	Meeting with Manager Human Resources
04/09/2024	Meeting with Mastertek
04/09/2024	Meeting with Business Chamber
05/09/2024	Meeting re: Annual Report
05/09/2024	Attendance at St Joseph's School performance of Snow White and the Seven Dwarfs
07/09/2024	Imperial Hotel Opening
09/09/2024	Worker for a day at Plains Fitness
09/09/2024	Meeting with Media Officer
09/09/2024	Meeting re: Mentorship for Aspiring Leaders Program
10/09/2024	Management Team Meeting
10/09/2024	Meeting with Astrolabe Group
11/09/2024	Essential Director Update 2024
11/09/2024	Meeting with Manager Human Resources
12/09/2024	Meeting with Director Infrastructure and Environmental Services
12/09/2024	Meeting with Director Corporate and Community Services
12/09/2024	Meeting with Orchard Talent
13/09/2024	Agracom Charity Event
14/09/2024	Attendance at Quirindi Show
16/09/2024	Final Induction Planning
16/09/2024	Meeting with Media Officer
16/09/2024	Executive Leadership Team Meeting
17/09/2024	Worker for a day with Roads Team
18/09/2024	Meeting with Manager Human Resources
18/09/2024	Meeting with Pinnacle People Solutions
18/09/2024	Quirindi Aquatic Centre Project Control Group
19/09/2024	Work Health and Safety Committee
20/09/2024	Collaborative Care Meeting

20/09/2024	Meeting with Minister Aitchison re: Werris Creek Industrial Precinct Southern Access
20/09/2024	Meeting with Mastertek
23/09/2024	Executive Services Team Meeting
23/09/2024	Meeting with Media Officer
23/09/2024	Meeting with Manager Human Resources
24/09/2024	Meeting with Media Officer
25/09/2024	Leadership Training
26/09/2024	Meeting re: Inductions
26/09/2024	Local Government Professionals Presentation
27/09/2024	Police Remembrance Day in Tamworth
28/09/2024	Rural Fire Service Emergency Medal and Long Service Medal Presentation Ceremony

Table 1 - Human Resources and WHS	
Function	Briefing
Recruitment	<p>During August 2024 the following recruitment activities were undertaken.</p> <p>The following job advertisements were placed</p> <ul style="list-style-type: none"> • Cleaner (Part Time) • Plant Operator - Grader (Full Time) • Plant Operator – Parks and Reserves (Full Time) <p>The following new employees commenced with Council</p> <ul style="list-style-type: none"> • General Hand – Roads • Ganger – Roads <p>During the month of September 2024 the following recruitment activities were undertaken.</p> <p>The following job advertisements were placed</p> <ul style="list-style-type: none"> • Maintenance Officer (Part Time) • Plant Operator – Jet Patcher (Full Time)

	<ul style="list-style-type: none"> • Administrative Services Trainee (Full Time Temporary) • Human Resources Trainee (Full Time Temporary) • Roads Supervisor – Construction (Full Time) • Plains Fitness Recreation Officer (Full Time) <p>The following new employees commenced with Council</p> <ul style="list-style-type: none"> • Community Development Officer (Full Time) <p>Pool Lifeguards (Casual) - 17</p>
<p>Employment Separations</p> <p>Developing Our Culture</p> <p>Workplace Health and Safety (WHS)</p>	<p>There were two employee separations in August 2024 and there was one employee separation in September 2024</p> <p>The final version of Council’s Values and Supportive and Unsupportive Behaviours was launched to all staff during a meeting held on the 14th of August. This was an opportunity for staff to understand what the agreed values are, along with workshopping with their immediate teams how they intended to display these values at work.</p> <p>The leadership team concluded their training which they have been undertaken this year, facilitated by the Objective Leader. From here, further workshops will be held to develop the purpose and objectives of the leadership team along with reviewing options for ongoing leadership development.</p> <p>In the month of August there were:</p> <ul style="list-style-type: none"> • Three workplace health and safety events • Zero lost time injuries. <p>In the month of September there were:</p> <ul style="list-style-type: none"> • Four workplace health and safety events • Zero lost time injuries. <p>The bi-monthly WHS committee meeting was held with committee members during September along with an additional training session which outlined the role and responsibility of WHS committee members. This training was facilitated by our insurer, StateCover.</p> <p>LPSC provided an opportunity for all staff to have a skin check by facilitating a skin check van. This service was readily received with all available appointments being utilised by staff.</p>

In November, LPSC received notification that they had complied with all Safe Work notices and as such these have been closed off as completed.

Table 2 – Media	
Function	Briefing
Social media	<p>LPSC Facebook page (from last 28 days)</p> <p>People reached 36.7K Post engagement 10.7K Number of Posts Content interactions 1.4K Followers 7064 New Facebook Page followers 65</p> <p>LPSC Instagram (from last 28 days)</p> <p>People reached 106 Number of Posts Content interactions 23 Followers 197 New followers 3</p> <p>LinkedIn</p> <p>Total Followers 1350 New followers 14 Page views 116</p>
Facebook highlights	<p>Top 5 performing posts</p> <p>Road works update: Kamilaroi Hwy Posted 26/9, 1.55 pm Reach 12,615 Reactions 15 Shares 6 Comments 0</p> <p>Lost dog Posted 25/9, 10.21 am Reach 6,717 Reactions 27 Shares 25 Comments 28</p> <p>Gap Road Update Posted 4/10, 07.37 am</p>

	Reach 6,373 Reactions 14 Shares 10 Comments 31 Currabubula Freedom Camping Notice Posted 27/9 06.24 am Reach 6317 Reactions 5 Shares 11 Comments 0 Gap Road Reopened Posted 4/10, 1.46 pm Reach 4913 Reactions 39 Shares 25 Comments 9
Media releases	Media releases approved and distributed: 13

LEGISLATIVE AND POLICY IMPLICATIONS

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

FINANCIAL IMPLICATIONS

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

RISK IMPLICATIONS

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

COMMUNITY CONSULTATION

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

CONCLUSION

This report provides an overview of Executive Services for August and September 2024.

6.2 SCHEDULE OF ORDINARY MEETINGS FOR 2024

IP&R Linkage:	Goal: Our Council, community and business leaders work together effectively
	Strategy: Operate in a financially responsible manner and improve long-term financial sustainability
Author:	Christie Pearson, Executive Operations
Authoriser:	Gary Murphy, General Manager
File Number:	G2024/0239
Annexures:	A. Schedule of Ordinary Meetings 2024 ↓ 

RECOMMENDATION

That Council:

1. Note the Schedule of Ordinary Meetings for 2024 as appended at *Annexure A*, pursuant to section 365 of the *Local Government Act 1993* and clause 3.1 of the Code of Meeting Practice.
2. Note that a report will be presented the December 2024 Ordinary Meeting of Council for the adoption of the Schedule of Ordinary Meetings for 2025
3. Note the General Manager, where possible, will hold two Councillor workshops per month for 2024 and 2025.

BACKGROUND

Section 365 of the *Local Government Act 1993* (“the Act”) requires Liverpool Plains Shire Council (“Council”) to meet at least 10 times each year, each time in a different month. Clause 3.1 of Council’s Code of Meeting Practice (“the Meeting Code”) provides that Council shall, by resolution, set the frequency, time, date and place of its Ordinary Meetings. The schedule appended at *Annexure A* was adopted at the Ordinary Meeting of Council on 22 November 2023 [**res2023/220**]

Section 9 of the Act and clause 3.3 of the Meeting Code require Council to give public notice of the times and places of its meetings. Clause 3.4 of the Meeting Code provides that the notice must be published on Council’s website, and in such other manner that Council is satisfied is likely to bring notice of the meetings to the attention of as many people as possible.

ISSUES AND COMMENTARY

The draft Schedule of Meetings for 2024 (“the Schedule”) appended at *Annexure A* lists the dates, times and locations of the remaining 2 Ordinary Meetings to be held in 2024. Council traditionally has held all meetings at the Council Chambers at 60 Station Street, Quirindi and commence at 2.30pm. However, Council has the option to review and change the times and dates of the Schedule.

Council traditionally holds its Ordinary Meetings on the fourth Wednesday of the month, except in the following month:

- An Ordinary Meeting of Council will be held on the second Wednesday in December 2024, due to Christmas Closedown.

Council has the option to review and change the times and dates of Schedule and may review and re-adopt the Schedule throughout the year, if and as required.

LEGISLATIVE AND POLICY IMPLICATIONS

As detailed above, the Act and the Meeting Code require Council to meet at least 10 times each year, and to resolve the frequency, time, date and place of its Ordinary Meetings. The Act and Meeting Code also require Council to give public notice of its meetings.

FINANCIAL IMPLICATIONS

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

RISK IMPLICATIONS

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

COMMUNITY CONSULTATION

Section 9 of the *Local Government Act 1993* requires Council to give notice to the public of the times and places of its meeting and meetings of those of its committees of which all the members are councillors.

CONCLUSION

It is recommended that Council note the Schedule contained at *Annexure A*.



Schedule of Ordinary Meetings 2024

Per clause 3.1 of the Liverpool Plains Shire Council Code of Meeting Practice

Date	Time	Location
<i>*Wednesday, 14 February 2024</i>	2.30pm	Liverpool Plains Shire Council Chambers 60 Station Street, Quirindi, 2343
<i>*Wednesday, 27 March 2024</i>	2.30pm	Liverpool Plains Shire Council Chambers 60 Station Street, Quirindi, 2343
<i>*Wednesday, 24 April 2024</i>	2.30pm	Liverpool Plains Shire Council Chambers 60 Station Street, Quirindi, 2343
<i>*Wednesday, 22 May 2024</i>	2.30pm	Liverpool Plains Shire Council Chambers 60 Station Street, Quirindi, 2343
<i>*Wednesday, 26 June 2024</i>	2.30pm	Liverpool Plains Shire Council Chambers 60 Station Street, Quirindi, 2343
<i>*Wednesday, 24 July 2024</i>	2.30pm	Liverpool Plains Shire Council Chambers 60 Station Street, Quirindi, 2343
<i>*Tuesday, 13 August 2024</i>	2.30pm	Liverpool Plains Shire Council Chambers 60 Station Street, Quirindi, 2343
<i>*Wednesday, 23 October 2024</i>	2.30pm	Liverpool Plains Shire Council Chambers 60 Station Street, Quirindi, 2343
Wednesday, 27 November 2024	2.30pm	Liverpool Plains Shire Council Chambers 60 Station Street, Quirindi, 2343
Wednesday, 11 December 2024	2.30pm	Liverpool Plains Shire Council Chambers 60 Station Street, Quirindi, 2343

*Notes Ordinary Meetings of Council that have already taken place for 2024

6.3 APPOINTMENT OF COUNCILLOR DELEGATES TO LGNSW CONFERENCE

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:	G2024/0251
Annexures:	A. Program Local Government NSW Annual Conference  

RECOMMENDATION

That Council:

1. Appoint the following Councillors to attend the LG NSW Conference being held 17 to 19 November 2024:
 - (a) Cr _____, Cr _____ and Cr _____
(three Councillors).
2. Note the conference program as appended at *Annexure A*.
3. Approve reimbursement of out-of-pocket expenses incurred by Councillor delegates attending the above conferences, in accordance with the Councillors Expenses and Facilities Policy.
4. Note that Councillor delegates are required to provide a written delegate's report to Council following attendance at the conference.

BACKGROUND

Liverpool Plains Shire Council ("Council") is committed to supporting the continued professional development of its Councillors and ensuring that they remain up to date with contemporary issues facing Council and the Liverpool Plains community, as well as the NSW Local Government sector more broadly.

Attendance at sector conferences provides Councillors with new skills and knowledge on particular issues to ensure they can perform their duties and represent residents to the best of their ability. It also provides Councillors with the opportunity to network with Councillors from other local government areas and advocate on issues of importance to the Liverpool Plains community.

At its Ordinary Meeting held 23 June 2021, Council reviewed and adopted its current Councillor Expenses and Facilities Policy [**res. 2021/98**]. Clause 6.32 of the Policy provides that Council shall resolve to nominate:

- Three (3) Councillors to attend the Local Government NSW ("LGNSW") Annual Conference.

ISSUES AND COMMENTARY

Determining Councillor attendance enables each Councillor to plan their professional development in advance, and gives them the opportunity to indicate their interest in participating in conferences

that are of interest to them and which they believe will best support their individual professional development needs. This practice also ensures that the annual Councillor Conferences and Seminars Budget is distributed equitably across all Councillors.

Details of the sector conference, including the date and venue/location of the LGNSW Conference, is outlined in *Table 1*:

Table 1: Local Government Sector Conference 2024		
Conference	Date	Venue
LGNSW Annual Conference	17 to 19 November 2024	Tamworth Regional Entertainment and Conference Centre, Tamworth, NSW

LEGISLATIVE AND POLICY IMPLICATIONS

Councillor expenses, including costs associated with conference and seminar attendance, must comply with the *Guidelines for the Payment of Expenses and Provision of Facilities for Mayors and Councillors in NSW* (“the Guidelines”) issued by the Office of Local Government and prescribed under section 23A of the *Local Government Act 1993* (“the Act”), as well as Council’s Councillor Expenses and Facilities Policy adopted under sections 252 and 253 of the Act.

The Policy provides that attendance of Councillors at the LGNSW Annual Conference, shall be limited to three (3).

Approval arrangements for Councillor attendance at conferences should occur, where possible, at a full meeting of the Council. This is reflected in clause 1.6.7 of the Guidelines as well as clause 6.32 of the Policy. Further, Councillors are required to provide a written delegate’s report to Council following each conference attended.

FINANCIAL IMPLICATIONS

The Policy establishes a budget of \$12,000 per annum for Councillor attendance at conferences and seminars, which is reflected in Council’s annual Operational Plan adopted each June.

Consistent with the Policy and Guidelines, Council will reimburse or pay registration fees, accommodation, meals, parking, telephone and travel expenses associated with attendance at the conference plus any other reasonable and directly related out-of-pocket expenses.

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

Consistent with Council’s Councillor Expenses and Facilities Policy, it is recommended that Council determine to appoint three (3) Councillors to attend the LGNSW. It is further recommended that

Council approve reimbursement of out-of-pocket expenses incurred by Councillor delegates attending the conference.



Draft Program

Sunday, 17 November 2024

Time TBC	Bus transfers from selected hotels to TRECC
REGISTRATION	
12.30pm	Registration operational - TRECC foyer
1.00pm	Trade Exhibition Open
PLENARY & BREAKOUT SESSIONS	
1.30pm-2.30pm	Breakout Session: Professional Development Session for new Councillors A Day in the Life of a councillor Location: STAR Room (off TRECC Foyer)
1.30pm-2.30pm	Plenary session: PANEL WITH Q&A SESSION SPEAKERS: Brett Whitworth, OLG / Helen Murrell, ICAC / Bola Oyetunji, Auditor General
2.30pm-3.00pm	Refreshment break Location: Trade Exhibition
3.00pm-5.00pm	Plenary sessions AR Bluett memorial Awards President's Welcome Reception address Ministerial Speakers
5.00pm	Bus transfers to Tamworth Town Hall (CBD Tamworth)
WELCOME RECEPTION	
5.30pm-7.30pm	President's Welcome Reception partnered by Landcom Location: Tamworth Town Hall
7.30pm	Bus transfers to selected hotels

Monday, 18 November 2024

Time TBC Bus transfers from selected hotels to TRECC

REGISTRATION

7.30am Registration operational - TRECC foyer
Light refreshments
Location: Trade Exhibition

BREAKFAST

7.30am-8.45am ALGWA NSW Breakfast partnered by Maddocks
Location: TRECC

Time TBC Bus transfers from selected hotels to TRECC

CONFERENCE

9.00am Conference introduction, Conference Welcome | Opening address

- Opening of the Federal & State Conferences adoption of standing orders, business sessions and consideration of motions and conference business.
- LGNSW Treasurer presentation of financial reports
- Commencement of consideration of motions and conference business

Morning refreshments
Location: Trade Exhibition, by Distinguished partner, Active Super

9.25am-5.00pm

- Elite Partner Address – Statewide Mutual
- Consideration of Conference Business continued
- Delegate lunch in Exhibition area
- General Managers' Lunch partners with StateCover
- Consideration of Conference Business continued

Afternoon refreshments
Location: Trade Exhibition

Consideration of Conference Business continued

Networking with refreshments
Location: Trade Exhibition

5.00pm - Time TBC Bus transfers to selected hotels and return to TRECC

CONFERENCE DINNER

6.30pm-10.30pm LGNSW Conference Dinner, elite partner Statewide Mutual.
Presentation LG Service Awards.
Location: TRECC

Times TBC Bus transfers to selected hotels

Tuesday, 19 November 2024

Time TBC Bus transfers from selected hotels to TRECC

INFORMATION DESK and REGISTRATION

7.30am LGNSW Information Desk and Exhibition
Light refreshments in exhibition area available

PLENARY SESSIONS

9.00am-9.05am Introduction, housekeeping – Peter Evans MC

9.05am-9.50am Keynote Address followed by Q&A
SESSION TITLE: Local government finance: challenges and opportunities
SESSION SPEAKER: Andy Johnston - LGUI

9.50am-10.35am Keynote Address followed by Q&A
SESSION TITLE: Countering cyber threats - Protecting Your Council and Community
SESSION SPEAKERS: Arjun Ramacandran and Jonathan Topham - elevenM

10.35am-11.05am Refreshment Break
Location: Trade Exhibition

11.05am-11.50am Keynote Address followed by Q&A
SESSION TITLE: TBC
SESSION SPEAKER: Infrastructure Australia

11.50am-12.50pm CLOSING KEYNOTE ADDRESS

12.50pm-1.00pm Final remarks & announcement of location for Annual Conference 2025

1.00pm-1.45pm Lunch
Location: Trade Exhibition

2.00pm Conference concludes

2.00pm Bus transfers to selected hotels

6.4 APPOINTMENT OF COMMITTEE MEMBERS AND DELEGATES

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: G2022/0061

Annexures: A. Overview of Committees 2024-2026 [↓](#) 

RECOMMENDATION

That Council:

1. Appoint the following Councillors as delegates and alternate delegates to the following committees of Council for the period of the current Mayoral term concluding September 2026:

Committee	Delegate	Alternate Delegate
Local Traffic Committee		

2. Appoint the following Councillors as delegates and alternate delegates to the following external committees for the for the period of the current Mayoral term concluding September 2026:

Committee	Delegate	Alternate Delegate
Australian Railway Monument (ARM) Inc. Management Committee		
Central Northern Regional Library (CNRL)		
Joint Regional Planning Panel		
Mid North Weight of Loads		
Namoi Unlimited	Mayor	Deputy Mayor
North West Regional Weed Committee		
Rural Fire Service (RFS) Liaison Committee		
Werris Creek Coal Mine Community Consultative Committee (CCC)		

BACKGROUND

Council supports various external committees and advisory groups which include in their membership one or more Councillor representatives. The appointment of delegates to external committees and organisations is traditionally reviewed at the conclusion of the Mayoral Term being September 2026.

ISSUES AND COMMENTARY

This report recommends that Council determine the appointment of delegates to Council committees and external committees.

LEGISLATIVE AND POLICY IMPLICATIONS

As covered in Council's Code of Meeting Practice Policy and Councillor Expenses and Facilities Policy.

FINANCIAL IMPLICATIONS

Attendance by Councillors at meetings of external committees and other organisations may incur a travel cost to Council. Provision for such costs is included in Council's budget and is subject to the Councillor Expenses and Facilities Policy.

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

Consistent with Council's Councillor Expenses and Facilities Policy it is recommended that Council determine the appointment of Council and external organisation committee members and delegates for the period of the current Mayoral Term concluding September 2026 as set out in this report.

OVERVIEW OF COMMITTEES

Committee Purpose	Membership Requirements
The Local Traffic Committee (LTC)	
<p>The Local Traffic Committee (LTC) is a technical review committee which advises Council on certain prescribed traffic control devices and traffic control facilities. Council is required to obtain the advice of Roads and Maritime Services and the Police prior to proceeding with any proposal.</p> <p>Meeting frequency: As required</p> <p>Delegated function under <i>RoadTransport (Safety & Traffic Management) Act 1999</i>.</p>	<ul style="list-style-type: none"> One Councillor
Rural Fire Service (RFS) Liaison Committee	
<p>The Rural Fire Service (RFS) Liaison Committee is responsible for reviewing documents prepared by the district manager prior to submissions to and consideration by Council including; the annual budget and business plan and the quarterly financial and performance reports.</p> <p>Meeting frequency: Half Yearly</p>	<ul style="list-style-type: none"> One Councillor

Committee Purpose	Membership Requirements
The Australian Railway Monument (ARM) Inc	
<p>The Australian Railway Monument (ARM) Inc. Management Committee oversees the effective and efficient operations by volunteers of the ARM at Werris Creek.</p> <p>Meeting frequency: Monthly</p> <p>MOU: D19/12496</p>	<ul style="list-style-type: none"> • One Councillor • One Alternate Councillor Delegate
Central Northern Regional Library (CNRL)	
<p>Central Northern Regional Library (CNRL) Committee, Member Councils and staff work collaboratively to create a strategic direction for the library service, advocate for appropriate library funding, practice good governance and promote library services to the community.</p> <p>Meeting frequency: Quarterly</p>	<ul style="list-style-type: none"> • One Councillor • One Alternate Councillor Delegate
The Mid North Weight of Loads Committee	
<p>The Mid North Weight of Loads Group works in co-operation with the New South Wales Roads and Traffic Authority to protect and prolong the life of our roads by reducing the incidence of overloaded vehicles.</p> <p>Meeting frequency: As required</p>	<ul style="list-style-type: none"> • One Councillor • One Alternate Councillor Delegate

Committee Purpose	Membership Requirements
The North West Regional Weed Committee	
<p>The North West Regional Weed Committee (NW RWC) encourages and works towards effective weed management planning across the NorthWest region.</p> <p>Meeting frequency: Quarterly</p>	<ul style="list-style-type: none"> • One Councillor • One Alternate Councillor Delegate
Werris Creek Coal Mine Community Consultative Committee (CCC)	
<p>The purpose of the Werris Creek CoalMine Community Consultative Committee (CCC) is to provide a forum for open discussion between the appointed community representatives, other interested stakeholders and relevant Government Agencies.</p> <p>This committee will continue to exist whilst the mine is going through rehabilitation works.</p> <p>Meeting frequency: Quarterly</p>	<ul style="list-style-type: none"> • One Councillor • One Alternate Councillor Delegate
Namoi Unlimited Joint Organisation	
<p>Namoi Unlimited is a Joint Organisation of Councils, which previously enabled LPSC to work collaboratively with four neighbouring North-West councils to establish regional priorities, deliver regional projects and advocate to State and Federal Governments on behalf of the wider region. A the Namoi Unlimited is no longer funded by the NSW Government, the North-West councils have written to the Minister to dissolve the Namoi Unlimited however, a response is yet to be received so whilst the Namoi Unlimited isn't currently active as it has not been formally dissolved yet there is a requirement that there is an appointment of membership from LPSC.</p> <p>Into the future there might be changes to how the North-West councils work together to establish regional priorities, deliver regional projects and advocate to State and Federal Governments on behalf of the wider region.</p> <p>Meeting frequency: N/A</p>	<ul style="list-style-type: none"> • Mayor • Deputy Mayor (as alternate)

Committee Purpose	Membership Requirements
Joint Regional Planning Panel	
<p>Joint Regional Planning Panels are determining bodies for state significant and regionally significant developments. The New England Regional Planning Panel covers the Liverpool Plains Local Government Area (LGA).</p> <p>The Regional Planning Panel consists of 5 members, 3 appointed by the Minister for Planning, one Councillor and one Council staff planning professional. The Council nominees only sit on the planning panel when assessing and determining proposals that are within that Council's area.</p> <p>Property developers and real estate agents are excluded from being nominated.</p> <p>Meeting frequency: As required</p>	<ul style="list-style-type: none"> • One Councillor • One Alternate Councillor Delegate

6.5 APPOINTMENT OF GENERAL MANAGER'S PERFORMANCE REVIEW PANEL 2024-2025

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:	G2024/0243
Annexures:	A. Extract from Guidelines for the appointment and oversight of general managers ↓ 

RECOMMENDATION

That Council:

1. Determine the composition of the General Manager's Performance Review Panel for the 2024-2025 period to consist of the Mayor, Deputy Mayor, Councillor _____ (*nominated by Council*), and Councillor _____ (*nominated by the General Manager*).
2. Note that LGNSW has already been engaged as the external facilitator to assist with the performance appraisal process and the development of any new performance plan.
3. Delegate to the General Manager's Performance Review Panel:
 - (a) The whole process of performance management, including discussions about performance and performance reviews for the 2024-2025 period;
 - (b) The reporting to Council of findings and recommendations of reviews for the 2024-2025 period and any actions that should be taken.

BACKGROUND

The Office of Local Government's *Guidelines for the Appointment and Oversight of General Managers* ("the Guidelines") provide guidance to Councillors on their obligations under the *Local Government Act 1993* ("the Act") and *Local Government (General) Regulation 2021* ("the Regulation") when recruiting, appointing and overseeing the General Manager.

At its Ordinary Meeting of Council on 22 March 2023, Council resolved to appoint Gary Murphy to the position of General Manager [**res. 2023/45**]. In accordance with the Guidelines, the General Manager is required to enter into a Performance Agreement.

ISSUES AND COMMENTARY

The Guidelines require Council to establish a Performance Review Panel ("the Panel") and delegate the task of performance reviews of the General Manager to this Panel. The role of the Panel includes:

- Conducting performance reviews;
- Reporting the findings and recommendations of those reviews to Council; and
- Developing the General Manager's performance agreement.

An extract from the Guidelines concerning performance management is appended at *Annexure A*.

The Guidelines recommend that the whole process of performance management be delegated to the Panel, including discussions about performance, actions that should be taken, and the determination of the new performance agreement.

The Guidelines further recommend that the Panel comprise four (4) Councillors, being the Mayor, Deputy Mayor, one Councillor nominated by the Council, and one Councillor nominated by the General Manager. All Councillors not on the Panel can contribute to the process by providing feedback to the Mayor on the General Manager's performance.

Additionally, Council can involve an external facilitator to assist with the process of performance appraisal and the development of a new performance plan. The external facilitator may be selected by either the Council's governing body or the Panel. At the Ordinary Meeting of Council on 24 July 2024 it was resolved to engage LGNSW as the external facilitator for the 2024-2025 period [res2024/129] .

The General Manager's performance review for the 2023-2024 period, including development of the performance plan for the current 2024-2025 period, was finalised in August 2024. The next review will need to take place during February/March 2025. As detailed in the Guidelines, Council may also elect to undertake more frequent interim reviews of the General Manager's performance.

LEGISLATIVE AND POLICY IMPLICATIONS

The Guidelines are issued under section 23A of the Act and must be taken into consideration by Council when exercising its functions relating to the recruitment, oversight and performance management of the General Manager. The appointment of the Panel is compliant with the Guidelines.

FINANCIAL IMPLICATIONS

There are no financial implications 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 that Council determine the composition of the Panel for the 2024-2025 period and delegate the Panel responsibility for conducting the General Manager's performance review, reporting findings and recommendations to Council and developing the General Manager's performance agreement for 2025-2026.

PERFORMANCE MANAGEMENT

Managing the performance of the general manager

The general manager is made accountable to the council for their performance principally through their contract of employment.

The role of the governing body is to monitor the general manager’s performance in accordance with their contract of employment.

The performance of the general manager must be reviewed at least annually against the agreed performance criteria for the position. Councils may also choose to undertake more frequent interim reviews of the general manager’s performance.

The agreed performance criteria must be set out in an agreement that is signed within three months of the commencement of the contract. Development of the performance agreement is discussed below.

Establishing a performance review panel

The governing body must establish a performance review panel led by the mayor, and delegate the task of undertaking the general manager’s performance reviews to the panel. The extent of the delegation should be clear.

It is recommended that full responsibility for performance management be delegated to the performance review panel, including discussions about performance, any actions that should be taken and the determination of the new performance agreement.

Performance review panels should comprise of the mayor, the deputy mayor, another councillor nominated by council and a councillor nominated by the general manager.

The council’s governing body may also consider including an independent observer on the panel. Panel members should be trained in the performance management of general managers.

The role of the review panel includes:

- conducting performance reviews
- reporting the findings and recommendations of reviews to the council, and
- development of the performance agreement.

The governing body and the general manager may agree on the involvement of a suitably qualified external facilitator such as a human resources professional to assist with the performance review process and the development of a new performance agreement. That person may be selected by the governing body or the performance review panel.

Councillors who are not members of the performance review panel may be invited to contribute to the performance review process by providing feedback to the mayor on the general manager’s performance relevant to the agreed performance criteria.

All councillors should be notified of relevant dates in the performance review cycle and be kept advised of the panel’s findings and recommendations.

The panel should report back to the governing body of the council in a closed session on the findings and recommendations of performance reviews as soon as practicable following any performance review. This should not be an opportunity to debate the results or revisit the general manager’s performance review. The general manager should not be present when the matter is considered.

The performance agreement, action plan and any associated records that contain specific information about the work performance or conduct of the general manager are to remain confidential unless otherwise agreed to by the general manager or are required to be disclosed by law. The unauthorised disclosure of this information may constitute a breach of the Act, the council’s code of conduct and the *Privacy and Personal Information Protection Act 1998*.

Establishing the performance agreement

The performance agreement is the most important component of successful performance management. The performance agreement should include clearly defined and measurable performance indicators against which the general manager’s performance can be measured.

As one of the general manager’s key responsibilities is to oversee the implementation of the council’s strategic direction, it is important to align the general manager’s performance criteria to the goals contained in the community strategic plan, and the council’s delivery program and operational plans.

The performance agreement should also include indicators relevant to the general manager’s personal contribution to the council’s key achievements and their core capabilities, including leadership qualities.

The performance agreement should also include indicators related to promoting and maintaining an ethical culture within the council. These could include the conduct and measurement of the outcomes from staff surveys and the promotion of whistleblowing procedures under the *Public Interest Disclosures Act 1994* and the reporting of suspected wrongdoing to appropriate oversight agencies including the Independent Commission Against Corruption and the Office of Local Government.

The performance agreement should contain but not be limited to key indicators that measure how well the general manager has met the council’s expectations with respect to:

- service delivery targets in the council’s delivery program and operational plans
- budget compliance
- organisational capability
- timeliness and accuracy of information and advice to councillors
- timely implementation of council resolutions
- management of organisational risks
- promotion of an ethical culture
- ensuring a safe workplace and facilitating compliance with the *Work Health and Safety Act 2011*, and
- leadership and providing a consultative and supportive working environment for staff etc.

Performance review process

The approved standard contract requires that the performance of the general manager must be formally reviewed at least annually. The governing body of the council may also undertake interim performance reviews as appropriate.

The assessment should include:

- a self-assessment by the general manager, and
- an assessment by the review panel of the general manager’s performance against the performance agreement.

The performance review meeting should be scheduled with sufficient notice to all parties in accordance with clauses 7.6 and 7.7 of the approved standard contract. These require:

- the general manager to give the council 21 days’ written notice that an annual performance review is due, and
- the council to give the general manager at least 10 days’ written notice that the performance review is to be conducted.

The meeting should concentrate on constructive dialogue about the general manager's performance against all sections of the performance agreement.

The meeting should identify any areas of concern and agreed actions to address those concerns.

In undertaking the performance review, care must be taken to ensure that the review is conducted fairly and in accordance with the principles of natural justice. The appointment by the council, in agreement with the general manager, of a suitably qualified external facilitator to advise on the process (see above) should assist councils to comply with these requirements.

The council's governing body must advise the general manager, in writing, in clear terms, the outcome of any performance review.

The new performance agreement for the next period should be prepared as soon as possible after the completion of the previous period. The agreement should be presented to the governing body of the council for discussion in a closed meeting together with the outcomes of the previous review period.

6.6 CORPORATE AND COMMUNITY SERVICES DIRECTORATE REPORT AUGUST/SEPTEMBER 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:	G2024/0245
Annexures:	Nil

RECOMMENDATION

That Council:

1. Receive and note the Corporate and Community Services Directorate update report for August/September 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 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"> • Regional Drought Resilience Plan – Following the review of the Draft Regional Drought Resilience Plan by the CSIRO, the final Plan will be submitted to the Department of Regional NSW in late November. More than 70 community members and stakeholder groups took part in community engagement activities during April/May. Contributors will have an opportunity to provide feedback on the draft between 10th and 22nd of October.
Royal Theatre	<ul style="list-style-type: none"> • St Josephs Primary School rehearsed and performed “Snow White” in September.
Eastside Long Day Care Centre	<ul style="list-style-type: none"> • Children participated in Olympic themed activities, down sized games, and medal presentations. Children were involved in preparing art and craft entries for the Quirindi Show, and making gifts for Father’s Day. There were 70 children in attendance during August. • Preschool children attended the matinee performance of “Snow White” at the Royal Theatre. The Quirindi CWA provided the transport for children, educators and parents. • Seven educators took advantage of the Skin Check service provided by Council. • Gowrie NSW Inclusion Support Team, assisted in updating Eastside’s Inclusion Support Plan. • 71 children attended Eastside during the month of September.
Library Services and Community Development.	<ul style="list-style-type: none"> • August - 1,382 patrons visited Quirindi and 638 visited Werris Creek. Together the libraries hosted 16 events with more than 100 participants including 41 children attending the Book Week Event at Werris Creek. • September – 1073 patrons visited Quirindi and 500 visited Werris Creek. Tech Savvy Seniors classes have begun at both branches and will run for ten weeks. Events were held at both branches during Adult Learners week and attracted 38 participants. Werris Creek streamed BAD the Sydney Crime Writers Festival for the first time. 16 events took place during September, attracting 70 participants. The Friends of Werris Creek Library and the Friends of Quirindi Library both received donations from Regional Australia Bank.

Table 1 – Community and Recreation Services	
Function	Briefing
Quirindi Community Hub	<ul style="list-style-type: none"> August – 23 bookings/event were held at the Community Hub. 18 of these were external organisations, and 5 were for LPSC/Library events. September – 28 bookings/events were held at the community Hub. 14 of these were external organisations, and 14 were for LPSC/Library events.
Plains Fitness	<ul style="list-style-type: none"> August – There were 261 paid members. 772 scans at the door from members and casual visits. 107 personal training sessions were conducted with 132 participants. 187 participants in group fitness classes. September – There were 270 paid members. 735 scans at the door from members and casual visits. 1232 personal training sessions took place with 186 participants. 156 participants in group fitness classes.
Aquatic Facilities	<ul style="list-style-type: none"> August – interviews for casual lifeguards were conducted. The men’s and women’s amenities at Werris Creek Pool were painted. September – meetings were held with Werris Creek and Quirindi Swimming Clubs to finalise arrangements for the coming season. Training and set up of the new leisure management system was commenced. Supplies for the kiosk, and plant room were reviewed, and orders placed.
Quirindi Aquatic Centre Redevelopment Project	<ul style="list-style-type: none"> Design works have commenced with the Project Control Group (PCG) approving the “General Arrangements” design. These are consistent with the concept plans approved by the Council. Detail designs are being developed with an initial set of drawings submitted to Council staff on 6 August for Project Control Group review and feedback. Final designs are expected to be approved by the PCG during October 2024. It is expected that the construction phase of the project will commence in late October/early November 2024.

Table 2 – Information Services			
Function	Briefing		
Information Technology and Business Systems	Total number of helpdesk and general IT support tickets resolved:		
	IT Support tickets	August	September
	Internally resolved	132	142
	RMT Support	37	47

Table 3 – Finance	
Function	Briefing
Financial Reporting	<ul style="list-style-type: none"> • Statutory returns – including Business Activity Statement (BAS) filed with appropriate statutory bodies. • Management of Council’s investments, reports submitted. • Ongoing Grant acquittals being actioned. • Request sent to Office of Local Government (OLG) for extension of filing date for 2023/24 Financial Statements from 31st October to 30th November. • Draft 2023/24 Financial Statements now available for Council approval to release to audit.
Financial Strategy	<ul style="list-style-type: none"> • Fees and Charges 2024-2025 updated with new Cemeteries Levy, Learn to Swim Class and Aqua Aerobics Fees. • Monthly expenditure for Transport for New South Wales (TfNSW) Portal for roads has been completed. • 1st Quater 2025 Quarterly Budget Review Statement (QBRs) is being prepared for submission. • Management of National Australia Bank (NAB) Credit Cards being reviewed.
Procurement and Contracts	<ul style="list-style-type: none"> • Tender Panel – Three tenders are currently in Tender Panel • Monthly Procurement Reports for monitoring compliance • Statutory compliance – Contract Register on website
Rates and Water Billing	<ul style="list-style-type: none"> • Water Billing – first quarter water bills were issued and are due for payment 10th October. • Rates – reminder notices sent 11th September. • Rates – Letters of demand delayed due to technical issues. • Nungaroo Local Aboriginal Land Council [NLALC] application for Rates Exemption declined after advice from Barrister that NLALC failed to meet criteria for exemption.
Integrated Planning and Reporting (IP&R)	<ul style="list-style-type: none"> • State of our Shire Report currently under review, graphic designer selected. • Annual Report being developed for submission with Financial Statements. • Community engagement for Community Strategic Plan survey being finalised for publication mid-October. • Engagement HQ implementation being finalised for future community engagement projects.

Table 4 - Governance and Risk	
Function	Briefing
Corporate Governance	<ul style="list-style-type: none"> Election requirements have been finalised. Council induction program has been finalised for rollout during October and November.
Internal Audit and Risk Management	<ul style="list-style-type: none"> Internal Audit program for 23/24 is nearing completion. Final Report to be presented to Audit, Risk, and Improvement Committee (ARIC) in November Ongoing review of Aquatic Centre Redevelopment Project Risk Register.

Table 5 – Customer Service																																								
Function	Briefing																																							
Customer and Visitor Services	<p>From Monday 23 September 2024, the Service NSW Quirindi Agency commenced extended trading hours of 8:30 AM to 4:30 PM, Monday to Friday. This change means more time for our community to access the services they need. Going forward this will also allow us to increase the number of driving tests offered, helping to reduce wait times.</p> <table border="1"> <thead> <tr> <th>Teams Calls</th> <th>August</th> <th>September</th> </tr> </thead> <tbody> <tr> <td>Answered</td> <td>910</td> <td>1002</td> </tr> <tr> <td>Voicemail</td> <td>20</td> <td>18</td> </tr> <tr> <td>Abandoned</td> <td>38</td> <td>50</td> </tr> <tr> <td>Virtual Office (after hours)</td> <td>79</td> <td>31</td> </tr> </tbody> </table> <table border="1"> <thead> <tr> <th>In person enquiries</th> <th>August</th> <th>September</th> </tr> </thead> <tbody> <tr> <td>Front Counter</td> <td>377</td> <td>271</td> </tr> <tr> <td>VIC</td> <td>405</td> <td>329</td> </tr> <tr> <td>Service NSW</td> <td>1044</td> <td>1098</td> </tr> </tbody> </table> <table border="1"> <thead> <tr> <th>Customer Requests</th> <th>August</th> <th>September</th> </tr> </thead> <tbody> <tr> <td>Created</td> <td>377</td> <td>370</td> </tr> <tr> <td>Completed</td> <td>250</td> <td>223</td> </tr> <tr> <td>Active</td> <td>127</td> <td>147</td> </tr> </tbody> </table>	Teams Calls	August	September	Answered	910	1002	Voicemail	20	18	Abandoned	38	50	Virtual Office (after hours)	79	31	In person enquiries	August	September	Front Counter	377	271	VIC	405	329	Service NSW	1044	1098	Customer Requests	August	September	Created	377	370	Completed	250	223	Active	127	147
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Active	127	147																																						

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 report on services and activities within the Corporate and Community Services Directorate for August and September 2024 as detailed in this report.

6.7 AUTHORISE THE SIGNING OF THE DRAFT FINANCIAL STATEMENTS FOR THE YEAR ENDED 30 JUNE 2024

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

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

Author: Chris Powell, Chief Financial Officer

Authoriser: Dean Frost, Director Corporate and Community Services

File Number: G2024/0260

Annexures: Nil

RECOMMENDATION

That Council:

1. Authorise the Mayor, Cr _____ (*one Councillor*), General Manager and Responsible Accounting Officer to sign the Statements by Councillors and Management as required for the draft Financial Statements for the year ended 30 June 2024 as tabled.
2. Note that the draft Liverpool Plains Shire Council's Financial Statements for the year ended 30 June 2024 will be referred to Council's Auditor, the NSW Audit Office, in accordance with section 413(1) of the *Local Government Act 1993*.

BACKGROUND

In accordance with section 416(1) of the *Local Government Act 1993* ("the Act"), Council's Financial Statements for a year must be prepared and audited within four (4) months of the end of the reporting period concerned unless an extension is applied for in accordance with section 416(2) of the Local Government Act. An application in accordance with section 416(2) of the Local Government Act 1993 for an extension to submit the 2023-2024 Financial Statements to the Office of Local Government has been made.

ISSUES AND COMMENTARY

The draft General and Special Purpose Financial Statements ("the draft Financial Statements") for the year ended 30 June 2024 have been provided to Councillors under separate cover. The draft Financial Statements are not made available to the public until after Council's Auditor have audited the draft Financial Statements and provided an independent audit report.

The process in relation to the audit of Council's Financial Statements is as follows:

1. The Statements by Councillors and Management for the draft Financial Statements are signed by the Mayor, one (1) Councillor, General Manager and Responsible Accounting Officer.
2. The draft Financial Statements are referred to Council's Auditor, the NSW Audit Office, for audit. Once the audit is finalised, the NSW Audit Office issues their Engagement Closing Report.

3. The Audit Office issues to Council, in accordance with section 417 of the Act, the Independent Auditor's Report on the Financial Statements and Report on the Conduct of the Audit.
4. Council approves the Financial Statements for lodgement to Office of Local Government and for public exhibition, and the Mayor, one (1) Councillor, General Manager and Responsible Accounting Officer sign the Financial Statements.
5. Council adopts its Annual Report for the 2023-2024 year, including the audited Financial Statements, at the Council Meeting in November 2024.

As detailed in the process outlined above, Council must authorise the Mayor, one (1) Councillor, General Manager and Responsible Accounting Officer to sign the Statements by Councillors and Management so that the draft Financial Statements can proceed to audit.

The Statements by Councillors and Management for both the General Purpose and Special Purpose Financial Statements are contained will be tabled.

LEGISLATIVE AND POLICY IMPLICATIONS

As required under the Act, Council's annual financial statements must be prepared and audited within the time specified for this purpose.

FINANCIAL IMPLICATIONS

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

RISK IMPLICATIONS

As detailed above, the Act requires that Council's annual Financial Statements must be prepared and audited within four (4) months of the end of the reporting period concerned unless an extension under Section 416 is made and approved by the OLG. An application for an extension to 30th November was made on 11th October. Endorsement of the Officer's Recommendation will ensure that Council complies with this requirement.

COMMUNITY CONSULTATION

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

CONCLUSION

A statement as required under section 413 (2)(c) must be made by resolution and signed by the Mayor, one (1) Councillor, the General Manager and the Responsible Accounting Officer. The draft Financial Statements must then be referred to the Council's Auditor for audit, and once audited, included in Council's Annual Report.

6.8 STATEMENT OF INVESTMENTS - SEPTEMBER 2024

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

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

Author: Katrina Mantell, Financial Accountant

Authoriser: Chris Powell, Chief Financial Officer

File Number: G2024/0246

Annexures: A. Investment Register Sept 2024  

RECOMMENDATION

That Council:

1. Receive and note the Statement of Investments as of 30 September 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.

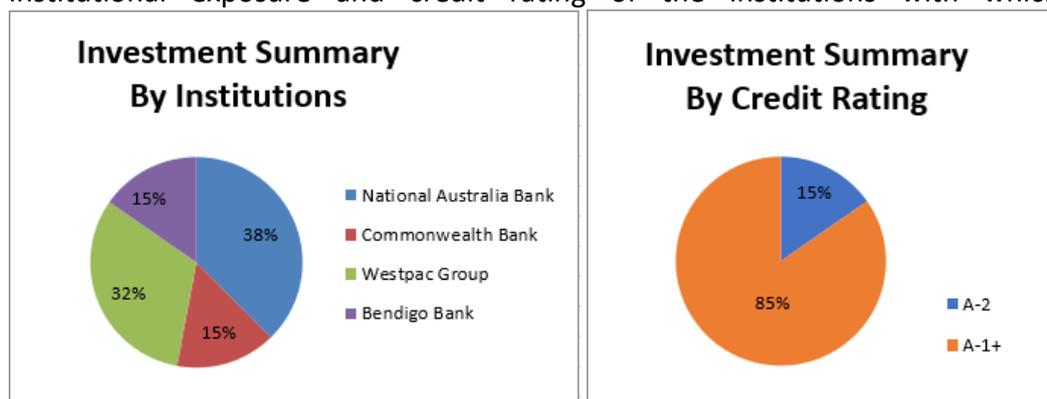
ISSUES AND COMMENTARY

The balance of Council’s investments as of 30 September 2024 was \$42.5 Million. An additional \$5 million was invested during September, attributed to grant funding received from Transport for NSW for Block and Federal Funding for the Quipolly Water Project (BBRF), along with incoming rates.

Council weighted average rate of return is above the RBA benchmark rate by 0.7 per cent at 5.04 percent. The RBA cash rate is considered the benchmark for evaluating Council’s return on investment, which was 4.35 percent on 30 September 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

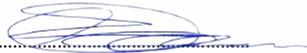
There are no community consultation requirements for Council associated with this report.

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 September 2024.

TERM DEPOSIT LISTINGS							
Liverpool Plains Shire Council Investment Register 30/9/24							
Acquisition Date	Maturity Date	Face Value (\$)		Rate	Financial Reporting Classification	Institution	Credit Rating
		31/8/24	30/9/24				
05/07/2024	03/09/2024	\$1,000,000	\$0	4.59%	Held to Maturity	Commonwealth Bank	A-1+
11/12/2023	06/09/2024	\$2,000,000	\$0	5.20%	Held to Maturity	National Australia Bank	A-1+
08/09/2023	09/09/2024	\$3,000,000	\$0	5.13%	Held to Maturity	Westpac Group	A-1+
14/06/2024	14/10/2024	\$1,500,000	\$1,500,000	4.97%	Held to Maturity	Westpac Group	A-1+
18/06/2024	16/10/2024	\$2,000,000	\$2,000,000	5.00%	Held to Maturity	National Australia Bank	A-1+
05/07/2024	05/11/2024	\$2,000,000	\$2,000,000	5.03%	Held to Maturity	Westpac Group	A-1+
09/09/2024	08/11/2024	\$0	\$3,000,000	4.70%	Held to Maturity	Commonwealth 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	\$1,000,000	\$1,000,000	5.20%	Held to Maturity	Westpac Group	A-1+
03/09/2024	02/12/2024	\$0	\$1,000,000	4.73%	Held to Maturity	Commonwealth Bank	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	\$2,000,000	\$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+
09/09/2024	06/02/2025	\$0	\$2,000,000	5.00%	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+
05/07/2024	05/03/2025	\$2,000,000	\$2,000,000	5.30%	Held to Maturity	Bendigo Bank	A-2
12/03/2024	12/03/2025	\$2,000,000	\$2,000,000	5.06%	Held to Maturity	Westpac Group	A-1+
02/08/2024	01/04/2025	\$2,000,000	\$2,000,000	5.20%	Held to Maturity	National Australia Bank	A-1+
06/09/2024	04/04/2025	\$0	\$2,000,000	5.00%	Held to Maturity	National Australia Bank	A-1+
06/08/2024	05/05/2025	\$2,000,000	\$2,000,000	5.15%	Held to Maturity	National Australia Bank	A-1+
09/09/2024	09/05/2025	\$0	\$3,000,000	4.92%	Held to Maturity	Westpac Group	A-1+
12/06/2024	12/06/2025	\$2,000,000	\$2,000,000	5.14%	Held to Maturity	Westpac Group	A-1+
		\$37,500,000	\$42,500,000				

I, Christopher Powell, 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 

**6.9 INFRASTRUCTURE & ENVIRONMENTAL SERVICES DIRECTORATE REPORT
AUGUST/SEPTEMBER 2024**

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

Strategy: Increase awareness of infrastructure responsibilities and costings

Author: Nathan Skelly, Director Infrastructure and Environmental Services

Authoriser: Gary Murphy, General Manager

File Number: G2024/0241

Annexures: Nil

RECOMMENDATION

That Council:

1. Receive and note the Infrastructure & Environmental Services Directorate report for the months of August and September 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:

- Water Services
- Planning and Regulation
- Civil Infrastructure (Parks and Gardens, Roads, Waste)
- Property and Assets

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

ISSUES AND COMMENTARY

Table 1 – Major Projects	
Function	Briefing
Werris Creek Industrial Precinct	<ul style="list-style-type: none"> • An application for \$5 million in funding was made through the Federal Governments Safer Local Roads and Infrastructure Program.

Table 1 – Major Projects	
Function	Briefing
Fixing Country Bridges	<ul style="list-style-type: none"> • Funding variation applied for through Transport for NSW (TfNSW) Fixing Country Bridges for Gurton Street bridge was approved, and funding has been received. This completes all works for the two bridges. • Reporting and funding obligations have been completed. • This Project is co-funded by Council and the TfNSW Fixing Country Bridges Fund.
Longfield Oval Lighting Project	<ul style="list-style-type: none"> • Submissions for the Method of Supply have been approved by Essential Energy, with the application now in the design phase. It is expected design and Essential Energy approvals will take another four weeks to go through the approvals, then a Methodology for Construction will be prepared and sent into Essential Energy for approval. The power upgrades for lighting includes the Quirindi Aquatic Centre additional power upgrades. • This project is funded by a grant from NSW Stronger Country Communities (Round 5).
Milner Parade Clubhouse	<ul style="list-style-type: none"> • Milner Parade Tennis Club new build has been completed with the keys handed over to the Tennis Club Committee on the 30 July 2024, at an informal opening of the club. • The Quirindi Tennis Club Committee are planning a fun day having successfully sought funding for an event, this event is planned to be held for community members to attend. • Reporting and funding obligation have been completed. • This project is co-funded by a grant from NSW Stronger Country Communities (Round 4) and Liverpool Plains Sire Council.
Council Administration Building Disabled Access	<ul style="list-style-type: none"> • Hoswell Construction Pty Ltd commenced works in September 2024 with works planned to be completed by January 2025. • Currently works have been focused on demolition of existing amenities to create space for construction of suitable disabled amenities and an update to the existing amenities. • Additional works includes widening of five internal access doors for wheelchair compliance, and construction of a compliant disabled access ramp at the front entry into the building. • This project is funded by NSW Stronger Country Communities (Round 5).

Table 1 – Major Projects	
Function	Briefing
Yarraman Creek Bridge	<ul style="list-style-type: none"> • Review of Environmental Factors, Geotechnical, and Hydrology studies are currently being carried out with reports expected to be submitted to council by the end of October. • A Tender for the Design and Construction of the Bridge works will be called for following the reports completion. • Council is also working with Tamworth Landcare and University of New England on options to mitigate flooding. • This project is funded by the Department of Regional NSW Grant/Betterment of Coonabarabran Road Funding.
Local Roads and Community Infrastructure Grant	<ul style="list-style-type: none"> • Local Roads and Community Infrastructure Program Phase 3 works reporting have been accepted by LRCI. • Borah Creek Road Stage 1 -Rehab (1 km) has been completed- funded by LRCI Stage 4
EV Destination Chargers	<ul style="list-style-type: none"> • Funding was granted for the installation of three Electric Vehicle Destination Chargers to be installed: <ul style="list-style-type: none"> • At the front of the Quirindi Library. • On the northern side of King George V Memorial Park, on Cadell Street in Willow Tree, and • Near the Currabubula Recreation Grounds tennis courts of Alford Street. • Installation has been completed and location of the EV Destination Chargers has been posted on the Plugshare NSW Web Page. • This project is funded by the Office of Energy and Climate Change – Drive Electric NSW EV Destination Charging Grant.

Table 2 – Civil	
Unsealed Roads	<p>Maintenance grading on:</p> <ul style="list-style-type: none"> • SR 3 Blackville Road • SR 80 Chilcotts Creek/Woodton Road • SR 61 Dimby Lane • SR 93 Cattle Lane • SR 32 Swinging Ridges Road • SR 93 Cattle Lane • SR 21 Glasston Road • SR 20 McDonalds Creek Road • SR 28 Harrisons Plains Road • SR 79 Inverkip Road • SR 93 Cattle Lane <p>Following Roads have been re-sheeted</p> <ul style="list-style-type: none"> • SR 5 -Rockgedgiel Road • SR 139 Tribella Road • SR 14 Staplegrove Road • SR 141 Clift Road • SR 56 4D Road • SR 57 Carinya Road • SR 93 Cattle Lane 8.6km • SR22 Clift Road • SR 66 Merrilong Road • SR 104 West Warrah Road • SR 61 Dimby Lane • SR 20 McDonalds Creek Road

Sealed Roads	<ul style="list-style-type: none"> • Signs and guidepost- Various Locations • Heavy Patching MR 129 Coonabarabran Road • SR 70 Black Gully Road Causeway maintenance • SR 45 Barnbrook Road Culvert maintenance • Werris Creek Kerb & Gutter maintenance
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Table 3 – Parks and Gardens

Function	Briefing
Parks and Reserves	<ul style="list-style-type: none"> • Mowing and routine maintenance of parks and Council owned facilities • Litter collection through urban areas. • Preparation for races at showground • Preparation for Quirindi Show, including waste collection at the show.
Other public spaces	<ul style="list-style-type: none"> • Mowing of urban villages • Tree Trimming: <ul style="list-style-type: none"> ○ Quirindi streets and parks ○ Willow Tree area • Constructed a concrete slab at Station Street

Table 4 – Property and Assets

Function	Briefing
Property	<ul style="list-style-type: none"> • Minor maintenance repairs have ceased for the interim until the Maintenance Officer position can be finalised. Repairs during this period will be undertaken by contractors where possible. • Repairs to the floor and rear wall of the Spring Ridge Hall have now been finalised. • Assessments for roofing issues have commenced with a Scope of Works being arranged for a number of Council facilities. • Repairs have commenced on a vacant unit at Summerhill Lodge to enable the tenancy of this unit to take place in the new year. • A review is currently under way into the service levels of several council facilities with changes anticipated as a result of this. Usage has increased in a number of public facilities and reduced in others. This review will highlight the areas most in need of changes and staff will commence with this shortly.

<p>Property Management</p>	<ul style="list-style-type: none"> • 95% of user agreements have now been finalised with user groups. Negotiations are currently underway with the remaining and have been modified to reflect changes in usage. • Several grazing agreements have been reviewed and notifications given to appropriate parties of changes. The advertisement of these will now be handled by One Agency, Quirindi. • Staff are expecting the valuation of a small number of Council properties to be delivered during Oct/Nov 2024.
<p>GIS Geographical Information Systems</p>	<ul style="list-style-type: none"> • Ongoing maintenance of our GIS system is continuing. • Additional mapping of various services is being completed and updated, as required. • Customer requests are being attended to in a prompt manner.
<p>Asset Management</p>	<ul style="list-style-type: none"> • Capitalisation work has been completed by staff for the 2023/2024 Annual Audit • The Buildings and Operational Land Revaluation has been finalised. • Work has commenced on the upcoming Aerodrome/Other Assets revaluation as well as the Transportation Revaluation which is to commence in 2025/2026.
<p>Policies, Plans and Strategies</p>	<ul style="list-style-type: none"> • Work continues on the review and update of policies, plans and strategies relevant to the Property and Assets area, which include: <ul style="list-style-type: none"> ○ Asset Management Strategy (drafted) ○ Naming of Council Assets Policy (awaiting review) ○ Naming of Council Assets Procedures (drafted) ○ Asbestos Management Policy ○ Street Tree Policy (drafted) <p>Once completed these policies will follow normal Council processes for implementation and adoption.</p>

<p>Table 5 – Water Services</p>	
<p>Function</p>	<p>Briefing</p>

<p>Quipolly Dam and Old Quipolly Dam Safety Management</p>	<ul style="list-style-type: none"> • So Far as Is Reasonably Practicable (SFAIRP) assessment report has been completed. • A new package of consultancy work has just commenced. This package is aimed at addressing recurrent limitations with systems that have been in place for some years and non-compliances identified as part of the Dams Safety NSW audit undertaken earlier in the year. The work mainly covers Quipolly Dam, but also Old Quipolly where required and includes: <ul style="list-style-type: none"> ○ Survey and monitoring plan ○ Dam Safety Emergency Plan update ○ Practical emergency exercise ○ Automated control and monitoring functionality review ○ Piezometer monitoring review ○ Spillway monitoring plan ○ Old Quipolly Dam crack monitoring plan ○ Review of inspection and monitoring requirements
<p>Water Main Replacement Program</p>	<ul style="list-style-type: none"> • Design currently being finalised. • Site work planned to commence during November • Project completion early 2025
<p>Drinking Water Management System (DWMS)</p>	<ul style="list-style-type: none"> • The water quality risk review of the Quipolly Project has been completed with financial assistance from NSW Health as part of Council’s Drinking Water Management System.
<p>Water Source Metering</p>	<ul style="list-style-type: none"> • Pump and Pipeline Services (PPS) has completed installing new meters and telemetry equipment on Council’s ground extraction pumps to comply with Natural Resources Access Regulator’s current metering requirements. The only item still in progress is the telemetry for the surface water metering at Quipolly Dam.
<p>Quirindi Waste Water Treatment Plant (WWTP) sludge lagoon processing</p>	<ul style="list-style-type: none"> • A contractor will be commencing sludge processing of the north lagoon during October, this work is scheduled to be completed during November 2024. Accumulated sludge needs to be processed roughly every 12 months.
<p>Quirindi Water Supply Automation Upgrade</p>	<ul style="list-style-type: none"> • Quotes are currently being sought from Council’s Telemetry and SCADA support panel for the upgrading of Quirindi water supplies control system. • This project will address reliability issues due to existing aging equipment and improve functionality including optimizing the system integration with the Quipolly Water Supply. • The project is expected to be completed in June 2025

<p>Quirindi Waste Water Pump Station 3 and 5 Upgrade</p>	<ul style="list-style-type: none"> • Functional requirements are currently being prepared to allow for the design of the upgrade of these two wastewater pump stations to progress. • A request for quotes is planned to be issued during October with award for design during November or early December. • A tender for the construction of the work is planned for the first quarter of 2025. • The project will address reliability and safety issues with the aging equipment at these sites as well as implement remote monitoring and provide capacity for future growth
<p>Blackville and Premer Bore Upgrades</p>	<ul style="list-style-type: none"> • Work has commenced on the treatment options assessment with funding assistance from the NSW Government • The options assessment is planned to be completed by the end of 2024. • The project will address water quality concerns for these water sources as well as renew aging infrastructure that is due for rehabilitation. • Timing of the next step will depend on the process for further NSW Government funding.

Town Water Supplies Status

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.

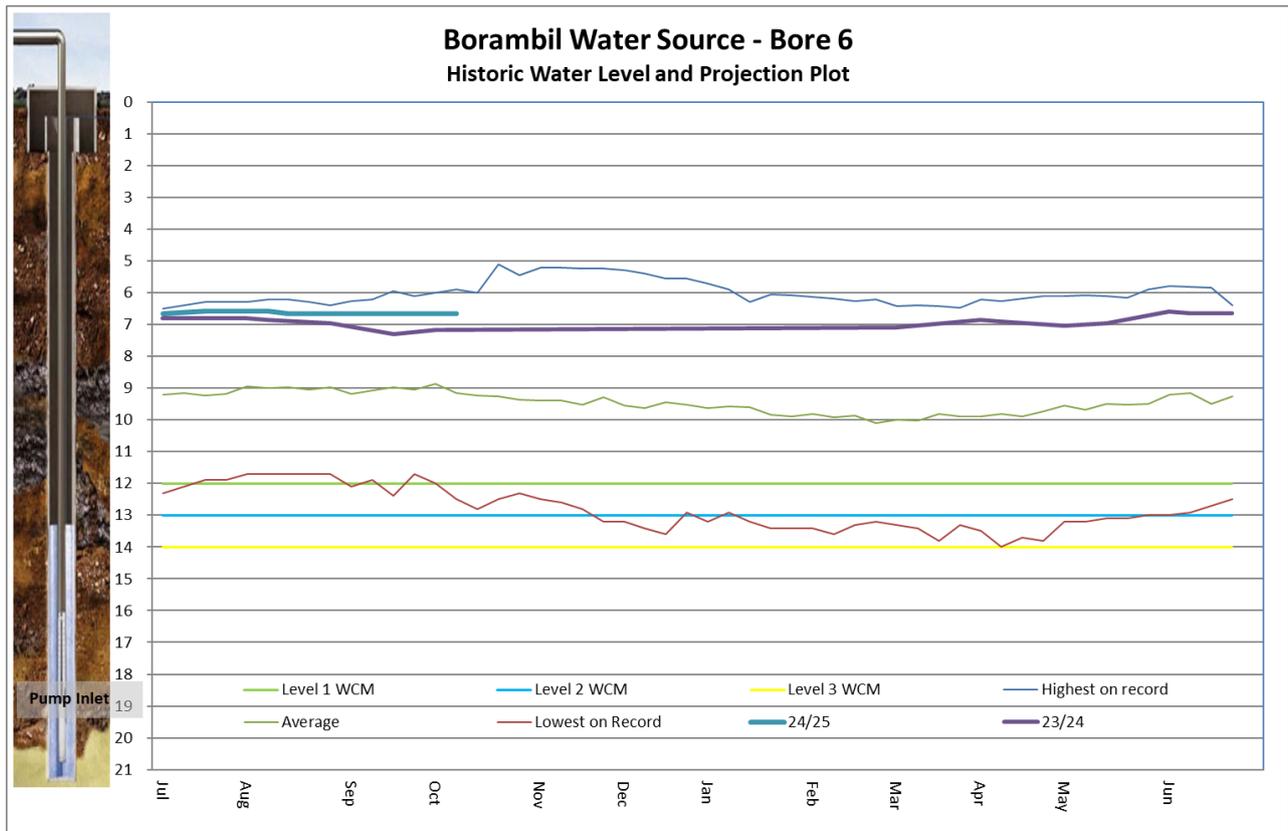
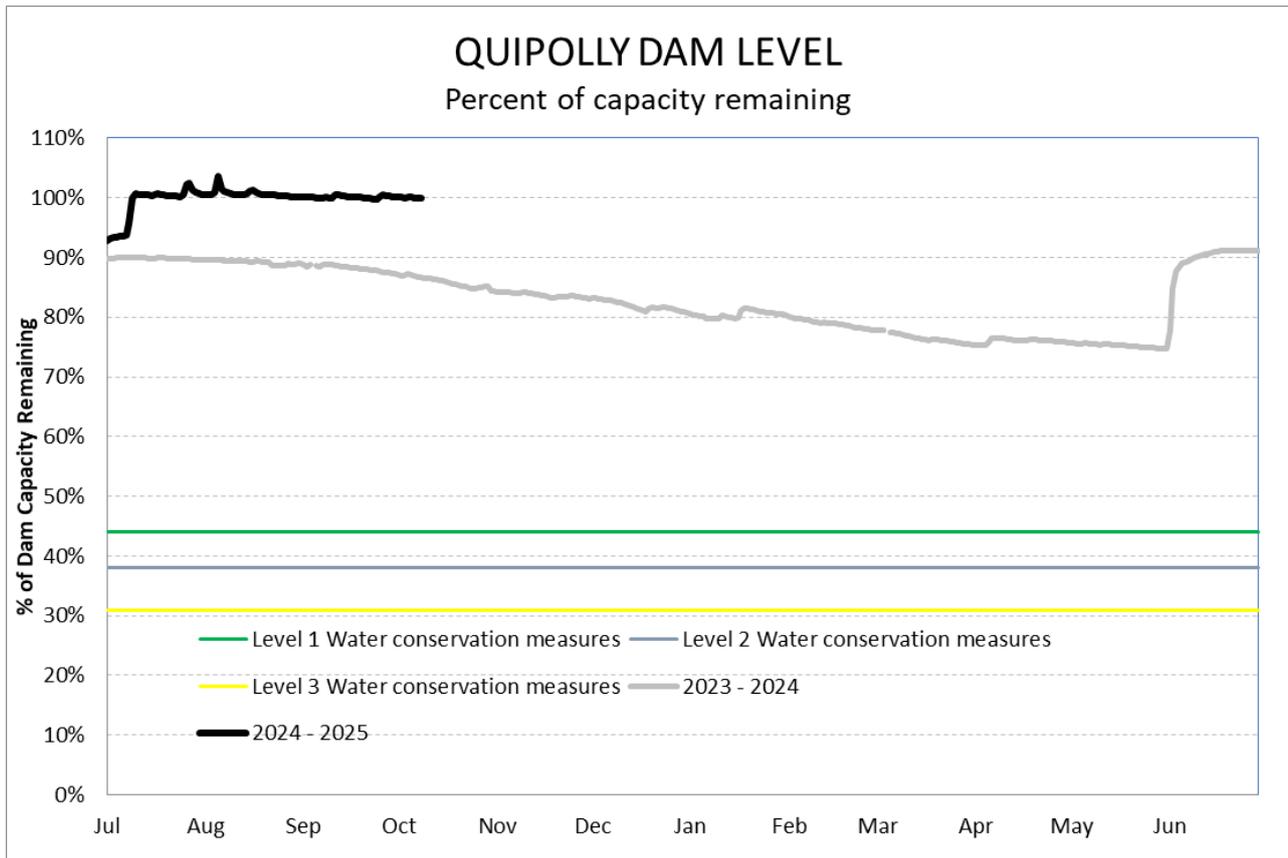
Water Quality



The climate outlook for the Liverpool Plains from the Bureau of Meteorology (BOM) is forecasting an above average likelihood of exceeding median rainfall over the next 3 months to January 2025. Demand is therefore forecast to be average for the remainder of spring and early summer.

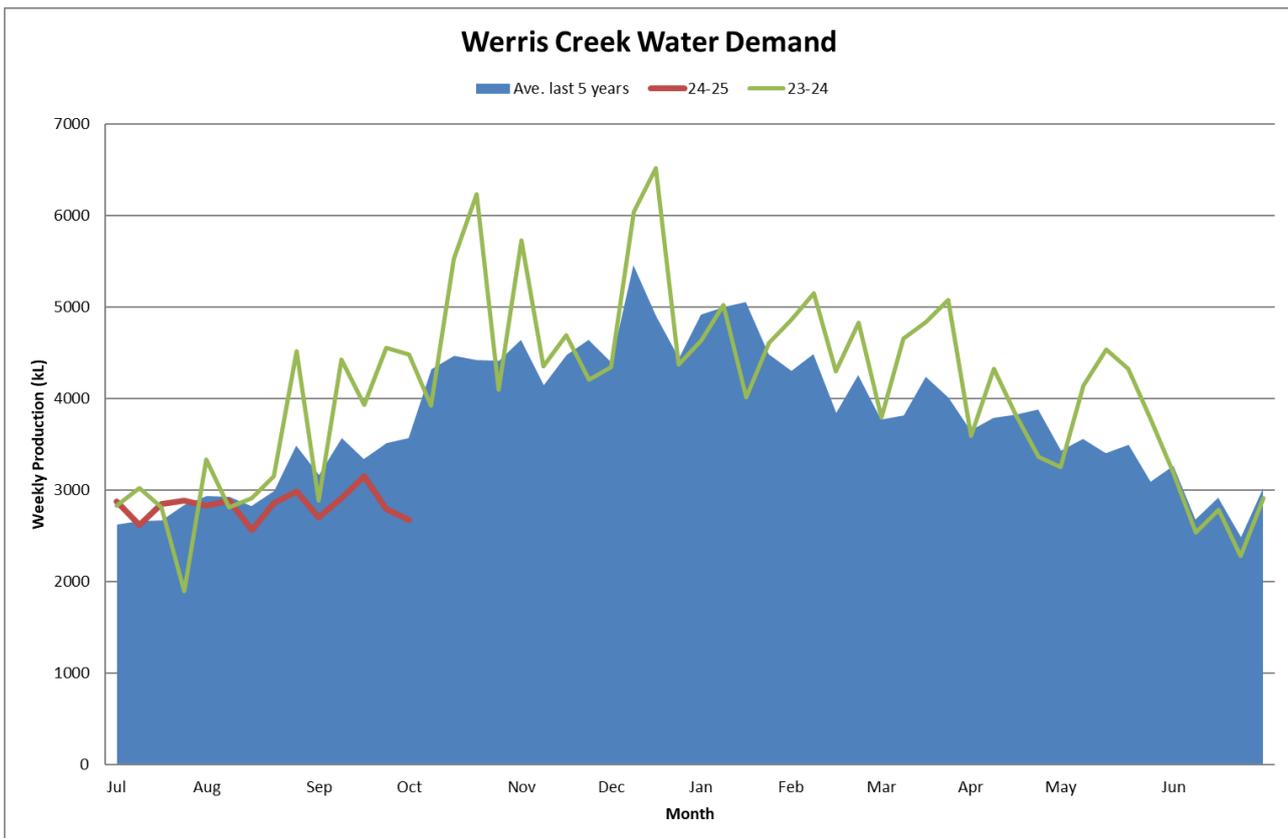
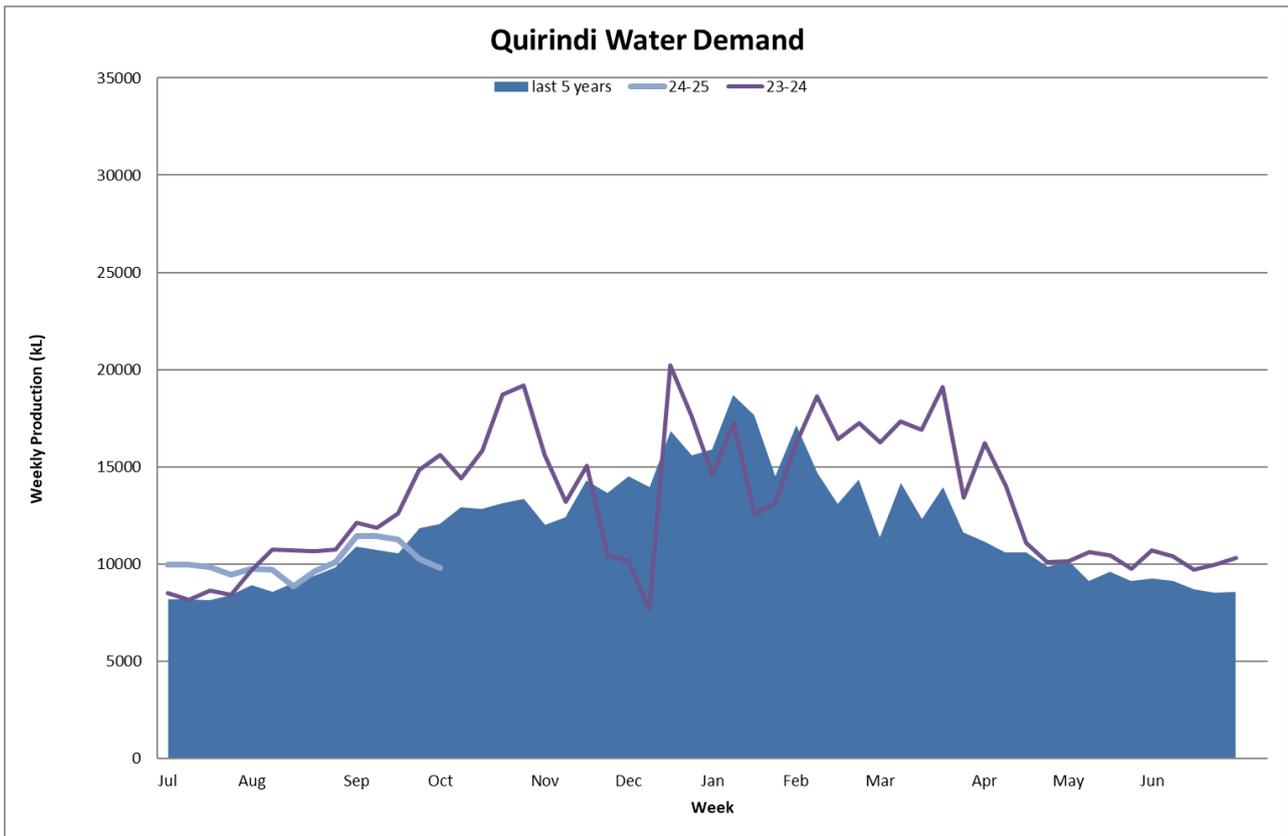
All potable water supplies within the Shire are currently on Level P Water Conservation Measures. This recommends that the use of sprinklers and other fixed surface watering systems is from 6pm to 8am AEDT. Handheld hoses, buckets and watering cans can be used at any time except during the warmer parts 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.

Major Water Source Summary



Quipolly Dam was at 100.2% at the end of September up 0.1% since the end of August. The groundwater level in the Borambil system has remained healthy with ongoing streamflow in that catchment.

Town Usage Trends



Production has been typically average, tending towards below average due to ongoing regular rainfall.

Villages Systems

The water source and usage trends in the villages were much the same as for the town systems.

Water Quality

Blue Green Algae (BGA) at Quipolly Dam

Drinking Water Alert: Nil Alert (steady)

Recreational Alert (Fishing): Nil Alert (steady)

BGA remains at low alert level aided by ongoing fresh inflow maintaining healthy water conditions. Operations staff are responding in accordance with established response protocols when required.

Drinking Water Quality Events:

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

Environmental Services

Regulatory Approvals

The following approvals were issued for the months of July 2024 to September 2024. The determination status of all Development and Complying Development Applications are normally presented on a monthly basis.

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 – July 2024

Applic. No	Address	Land Title	Development	Determination
10.2024.63.1	555 Swinging Ridges Road Warrah Creek	Lot 1 DP 404013	Shed	Approved Under Delegation
10.2024.78.1	178 Hawker Street Quirindi	Lot 4 103690 Lot 1 DP 358156	Garage	Approved Under Delegation
10.2024.65.1	1-9 Bolton Street Currabubula	Lot 2 DP 820537	Installation of Pylon Sign	Approved Under Delegation
10.2018.3.5 Modification	256 Merriwa Road Willow Tree	Lot 121 DP 857377 Lot 1 DP 502092	Increase Maximum Extraction Depth to 515 AHD in Pit 1	Approved Under Delegation
10.2024.59.1	85 Single Street Werris Creek	Lot A DP 102409	Verandah Reconstruction	Approved Under Delegation
10.2023.42.1	55 Gordon Street Werris Creek	Lot 10 DP 1093246	Carport & Covered Area	Cancelled
10.2023.21.2 Modification	237 Presses Road Ardglan	Lot 1 DP 538612	Modification - Change of Building Plans (Rural Workers Dwelling)	Rejected

Complying Development Applications – July 2024

Applic. No	Address	Land Title	Development	Determination
16.2024.11.1	1672 Kamilaroi Highway Quirindi	Lot 5 DP 1066703	Shed	Rejected

Development Applications – August 2024

Applic. No	Address	Land Title	Development	Determination
10.2024.92.1	11 Gurton Street Quirindi	Lot 1 DP 112672	Demolish Existing & Construct New Garage	Approved Under Delegation
10.2024.84.1	24 Dewhurst Street Werris Creek	Lot 5 DP 35679	Patio Cover & Deck	Approved Under Delegation
10.2024.81.1	4156 Bundella Road Blackville	Lot 40 DP 850929	Alterations & Additions to an Existing Dwelling	Approved Under Delegation
10.2024.80.1	6 Grandview Place Quirindi	Lot 7 DP 1167953	Dwelling & Attached Garage	Approved Under Delegation
10.2024.83.1	6 Ogle Avenue Quirindi	Lot 12 DP 1065201	Carport & Covered Area	Approved Under Delegation
10.2023.12.2 Modification	86 Station Street Quirindi	Lot B DP 379251	Modification – Outdoor Entertainment Area	Approved Under Delegation
10.2024.94.1	13 O’Neile Street Blackville	Lot 350 DP 820574	Market	Approved Under Delegation

Complying Development Applications – August 2024

Nil.

Development Applications – September 2024

Applic. No	Address	Land Title	Development	Determination
10.2024.82.1	60 Station Street Quirindi	Lot C DP 390378 Lot D DP 390378 Lot 2 Sec 53 DP 758863 Lot B DP 430915 Lot 52 DP 515269 Lot 1 DP 1130649 Lot 2 DP 1130649	Building Alterations: Accessible Toilets & Access	Approved Under Delegation
10.2013.78.4 Modification	85 Gamble Street Quirindi	Lot 2 DP 1191856	Modification: Residential Subdivision 6 stages & 84 lots	Approved Under Delegation
10.2024.75.1	129 Loder Street Quirindi	Lot 59 DP 1263254	Dwelling & Dethatched Studio	Approved Under Delegation
10.2023.48.1	24 Coronation Avenue Werris Creek	Lot B DP 421235 Lot C DP 421235	Boundary Adjustment	Approved Under Delegation
10.2024.78.1	178 Hawker Street Quirindi	Lot 4 DP 103690 Lot 1 DP 358156	Modification: New Site Plan	Approved Under Delegation

Complying Development Applications – September 2024

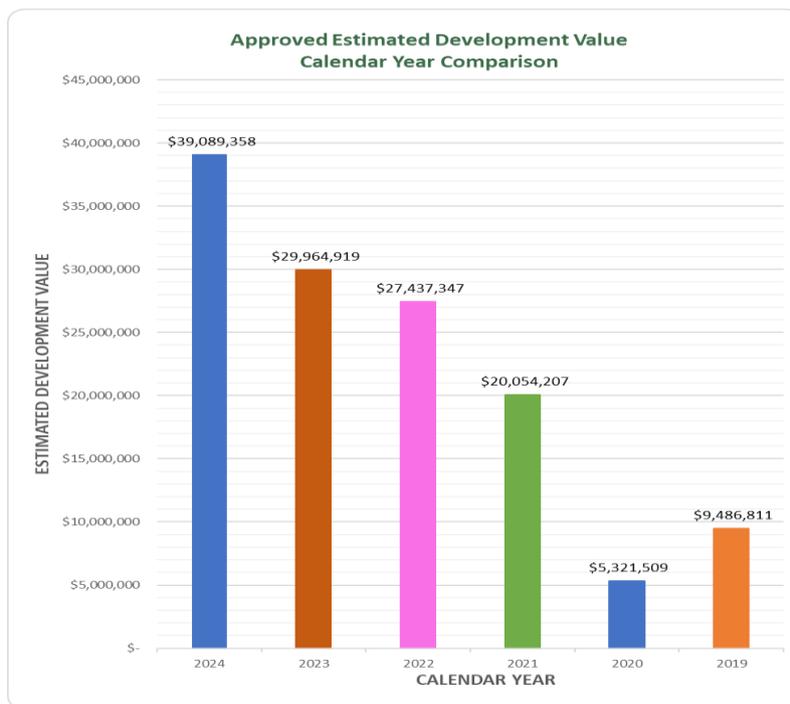
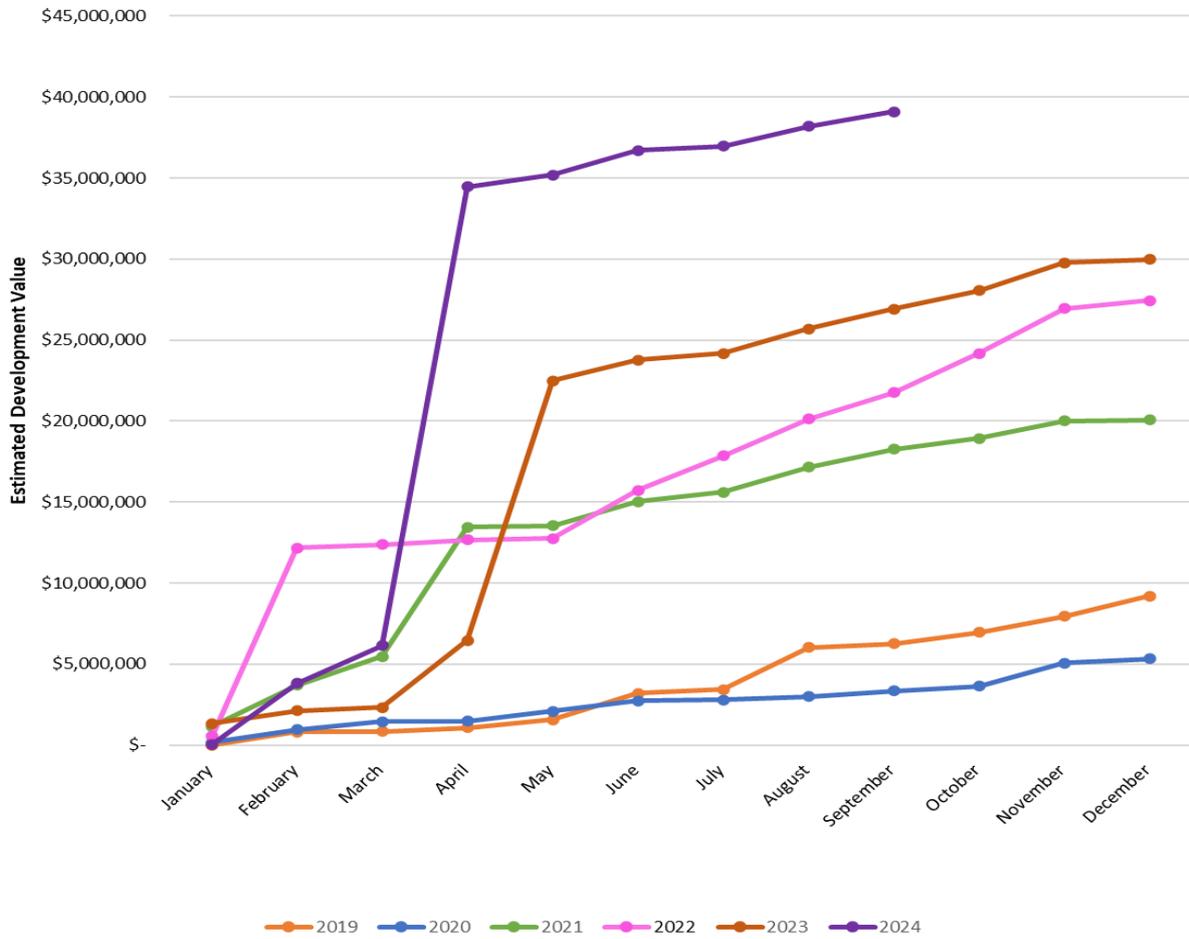
Applic. No	Address	Land Title	Development	Determination
16.2024.14.1	52 Centre Street Quirindi	Lot 114 DP 239113	Garage	Council Certification
16.2024.13.1	128 Henry Street Quirindi	Lot 9 Sec 58 DP 758863	Install two 22,500L Rainwater Tanks	Refused
16.2024.15.1	6 Grandview Place Quirindi	Lot 7 DP 1167953	Shed	Private Certification

Estimated Approved Development Value

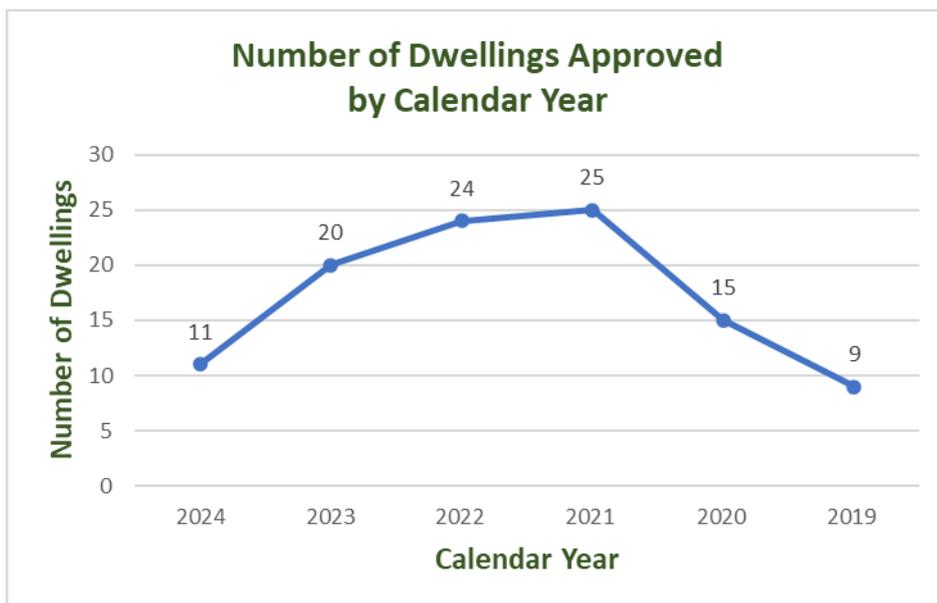
The following graphs show the estimated cost of development approved up until 30 September 2024. The data includes development and complying development approvals issued by Council or by way of private certification. The graph does not include any large infrastructure projects such as roads, bridges, rail, water and sewer scheme/improvements.

The data presented in this graph is presented on the 2024 calendar year, as we are currently in the later part of the year.

Approved Estimated Development Value Comparison Monthly/Calendar Year



The value of approved development value is currently at an all-time high, with the substantial increase in 2024 heavily influenced by larger scale industrial developments. However, the number of dwelling approvals has reduced compared to previous calendar years, hence indicating that residential building works are lower than past years.



Application Processing

Below is a breakdown of the actual application fully completed by application type. These figures are accurate up to 30 September 2024.

Application Type	2024	2023	2022	2021
Development Applications	49	68	79	95
Complying Development Certificates	14	18	25	15
Construction Certificates	26	30	35	53
Section 68 Certificates	36	43	52	49
Occupation Certificates	18	35	19	28
Subdivision Certificates	3	3	7	7
Sub Total	146	197	217	247
Section 10.7	444	449	658	429
Sewer Plans	160	216	236	375
Swimming Pool	13	16	5	6
Notices & Orders	2	20	100	17
Building Certificates	3	7	3	3
Dwelling Entitlement	6	8	22	1
Sub Total	628	716	1,024	831
Total	774	913	1,241	1,078

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.

7 DELEGATES REPORTS

Nil

8 NOTICES OF MOTIONS/QUESTIONS WITH NOTICE

Nil

9 CONFIDENTIAL MATTERS

RECOMMENDATION

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

9.1 Willow Tree Landfill Contract Variation

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.