

**MINUTES OF LIVERPOOL PLAINS SHIRE COUNCIL  
ORDINARY COUNCIL MEETING  
HELD AT THE COUNCIL CHAMBERS  
ON WEDNESDAY, 19 FEBRUARY 2025 AT 2:30 PM**

**PRESENT:** Cr Ken Cudmore, Cr Donna Lawson, Cr Jason Allan, Cr Shawn Cain, Cr Terry Cohen, Cr James Robertson

**IN ATTENDANCE:** 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:

“This meeting of Liverpool Plains Shire Council is being recorded and a webcast of this meeting will be published to Council’s website at [www.liverpoolplains.nsw.gov.au](http://www.liverpoolplains.nsw.gov.au) so that it is available for viewing by members of the public.”

**1 ACKNOWLEDGEMENT OF COUNTRY AND COUNCIL PRAYER**

Cr Jason Allan recited the Acknowledgement of Country and the Council Prayer.

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

The Mayor invited apologies and applications for leave of absence.

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**RESOLUTION 2025/12**

Moved: Cr Terry Cohen

Seconded: Cr Shawn Cain

That leave of absence from Cr Charlie Simkin be received and accepted.

**CARRIED**

**3 CONFIRMATION OF MINUTES**

**3.1 MINUTES OF THE EXTRAORDINARY COUNCIL MEETING HELD ON 10 JANUARY 2025**

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**RESOLUTION 2025/13**

Moved: Cr Donna Lawson

Seconded: Cr Terry Cohen

1. That the Minutes of the Extraordinary Council Meeting held on 10 January 2025 be received and the recommendations therein be adopted.

**CARRIED**

**3.2 MINUTES OF THE COUNCIL MEETING HELD ON 11 DECEMBER 2024**

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**RESOLUTION 2025/14**

Moved: Cr Terry Cohen

Seconded: Cr Shawn Cain

1. That the Minutes of the Council Meeting held on 11 December 2024 be received and the recommendations therein be adopted.

**CARRIED****4 DISCLOSURES OF INTERESTS**

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

CR CAIN DECLARED A NON-PECUNIARY INTEREST IN RELATION TO ITEM 6.13 - INFRASTRUCTURE & ENVIRONMENTAL SERVICES DIRECTORATE REPORT FOR THE REASON THAT HE PROVIDES SERVICES TO THE WATER AND WASTE WATER DIVISION OF COUNCIL.

**5 MAYORAL MINUTE(S)****5.1 MAYORAL MINUTE - DECEMBER 2024 AND JANUARY 2025**

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**RESOLUTION 2025/15**

Moved: Cr Ken Cudmore

Seconded: Cr Donna Lawson

That Council:

1. Receive and note the Mayoral Minute for December 2024 and January 2025.

**CARRIED****6 REPORTS TO COUNCIL****6.1 EXECUTIVE SERVICES REPORT - DECEMBER 2024 TO JANUARY 2025**

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**RESOLUTION 2025/16**

Moved: Cr Terry Cohen

Seconded: Cr Shawn Cain

That Council:

1. Receive and note the Executive Services Report for December 2024 to January 2025.

**CARRIED**

**6.2 RESOLUTIONS REGISTER UPDATE**

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**RESOLUTION 2025/17**

Moved: Cr Donna Lawson

Seconded: Cr Terry Cohen

That Council:

1. Receive and note the Resolutions Register as at 11 February 2025 as appended at *Annexure A* and the Resolution Register for 2023 and 2024 as appended at *Annexure B*.

**CARRIED****6.3 APPOINTMENT OF COUNCILLOR DELEGATES TO 2025 CONFERENCES**

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**RESOLUTION 2025/18**

Moved: Cr Donna Lawson

Seconded: Cr James Robertson

That Council:

1. Appoint the following Councillors to attend each of the following conferences being held in 2025:
  - (a) LGNSW Conference: Cr Ken Cudmore, Cr Terry Cohen and Cr Donna Lawson (*three Councillors*).
  - (b) LGNSW Tourism Conference: Cr Jason Allan (*one Councillor*).
  - (c) NSW Local Roads Congress: Cr Charlie Simkin (*one Councillor*).
  - (d) LGNSW Water Management Conference: Cr Shawn Cain (*one Councillor*).
  - (e) Australian Local Government Association National General Assembly: Cr Ken Cudmore (*one Councillor*).
2. Approve reimbursement of out-of-pocket expenses incurred by Councillor delegates attending the above conferences, in accordance with the Councillors Expenses and Facilities Policy.
3. Note that Councillor delegates are required to provide a written delegate's report to Council following each conference attended.

**CARRIED****6.4 UPDATED WORK HEALTH AND SAFETY POLICY**

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**RESOLUTION 2025/19**

Moved: Cr Jason Allan

Seconded: Cr Terry Cohen

That Council:

1. Adopt the updated Work Health and Safety Policy, as appended at *Annexure A*.

**CARRIED**

## **6.5 ADOPTION OF SMOKE-FREE WORKPLACE POLICY**

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### **RESOLUTION 2025/20**

Moved: Cr Shawn Cain

Seconded: Cr James Robertson

That Council:

1. Adopt the updated Smoke Free Workplace Policy as appended at *Annexure A*.

**CARRIED**

## **6.6 CORPORATE AND COMMUNITY SERVICES DIRECTORATE REPORT DECEMBER 2024 AND JANUARY 2025**

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### **RESOLUTION 2025/21**

Moved: Cr Terry Cohen

Seconded: Cr James Robertson

That Council:

1. Receive and note the Corporate and Community Services Directorate update report for December 2024 and January 2025.

**CARRIED**

## **6.7 MILITARY TATTOO**

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### **RESOLUTION 2025/22**

#### **AMENDMENT**

Moved: Cr Donna Lawson

Seconded: Cr James Robertson

That Council:

1. Acknowledges that the Military Tattoo will not be held in the 2024/2025 financial year
  2. The funding of \$25,000 be realised as a saving in the 2024/2025 financial year and is transferred to 2025/2026 financial year
  3. Include the development of an Events Strategy in the revised Arts and Cultural Plan due for completion in July 2025.
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**CARRIED**

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**6.8      TABLING OF DISCLOSURE OF PECUNIARY INTEREST RETURNS FOR COUNCILLORS ELECTED AT THE 2024 LOCAL GOVERNMENT ELECTIONS**

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**RESOLUTION 2025/23**

Moved:    Cr Donna Lawson

Seconded: Cr Shawn Cain

That Council:

1.    Note the tabling of the Disclosures of Interest Returns by Councillors as required under Council's Code of Conduct Policy.

**CARRIED**

**6.9      STATEMENT OF INVESTMENTS - DECEMBER 2024**

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**RESOLUTION 2025/24**

Moved:    Cr Terry Cohen

Seconded: Cr Shawn Cain

That Council:

1.    Receive and note the Statement of Investments as at 31 December 2024 as appended.

**CARRIED**

**6.10     STATEMENT OF INVESTMENTS - JANUARY 2025**

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**RESOLUTION 2025/25**

Moved:    Cr Terry Cohen

Seconded: Cr Donna Lawson

That Council:

1.    Receive and note the Statement of Investments as at 31 January 2025 as appended.

**CARRIED**

**6.11     QUARTERLY BUDGET REVIEW STATEMENT FOR THE PERIOD ENDING 31 DECEMBER 2024**

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**RESOLUTION 2025/26**

Moved:    Cr Terry Cohen

Seconded: Cr James Robertson

That Council:

1. Adopts the Quarterly Budget Review Financial Statement as appended at *Annexure A* for the period ending 31 December 2024, incorporating the variations disclosed as the revised budget.

**CARRIED**

**6.12 DELIVERY PROGRAM 2022-2026 - MID-YEAR PROGRESS REPORT - JULY TO DECEMBER 2024**

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**RESOLUTION 2025/27**

Moved: Cr James Robertson

Seconded: Cr Donna Lawson

That Council:

1. Receive and note the Delivery Program Mid-Year Progress Report from July 2024 to December 2024, as appended at *Annexure A*.

**CARRIED**

**6.13 INFRASTRUCTURE & ENVIRONMENTAL SERVICES DIRECTORATE REPORT DECEMBER 2024 TO JANUARY 2025**

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**RESOLUTION 2025/28**

Moved: Cr Donna Lawson

Seconded: Cr James Robertson

That Council:

1. Receive and note the Infrastructure & Environmental Services Directorate report for the month of December 2024 to January 2025

**CARRIED**

**6.14 DRAFT COUNCIL RELATED DEVELOPMENT POLICY**

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**RESOLUTION 2025/29**

Moved: Cr Donna Lawson

Seconded: Cr James Robertson

That Council

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

**CARRIED****6.15 DRAFT DEVELOPMENT APPLICATION DETERMINATION POLICY**

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**RESOLUTION 2025/30**

Moved: Cr Jason Allan

Seconded: Cr Terry Cohen

That Council:

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

**CARRIED****6.16 PESTICIDE USE NOTIFICATION PLAN**

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**RESOLUTION 2025/31**

Moved: Cr James Robertson

Seconded: Cr Jason Allan

That Council:

1. Adopt the Pesticide Use Notification Plan 2025-2030.

**CARRIED****7 DELEGATES REPORTS**

Nil

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

Nil

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**9 CONFIDENTIAL MATTERS**

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**RESOLUTION 2025/32**

Moved: Cr Shawn Cain

Seconded: Cr Donna Lawson

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 GP Practice - Real Estate Incentive**

This matter is considered to be confidential under Section 10A(2) - (c) of the Local Government Act, and the Council is satisfied that discussion of this matter in an open meeting would, on balance, be contrary to the public interest as it deals with information that would, if disclosed, confer a commercial advantage on a person with whom the Council is conducting (or proposes to conduct) business.

**9.2 REGPRO222425 - Supply of Line Marking Services**

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 Spring Ridge Cemetery - Land Acquisition**

This matter is considered to be confidential under Section 10A(2) - (c) of the Local Government Act, and the Council is satisfied that discussion of this matter in an open meeting would, on balance, be contrary to the public interest as it deals with information that would, if disclosed, confer a commercial advantage on a person with whom the Council is conducting (or proposes to conduct) business.

**9.4 Approval to Authorise Signing of Leases - Ooranga Family Mobile Resource Unit**

This matter is considered to be confidential under Section 10A(2) - (c) of the Local Government Act, and the Council is satisfied that discussion of this matter in an open meeting would, on balance, be contrary to the public interest as it deals with information that would, if disclosed, confer a commercial advantage on a person with whom the Council is conducting (or proposes to conduct) business.

**9.5 Approval to Authorise Signing of Lease - Harvest Christian Centre**

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.

**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 GP PRACTICE - REAL ESTATE INCENTIVE**

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**RESOLUTION 2025/33**

Moved: Cr James Robertson

Seconded: Cr Terry Cohen

That Council:

1. Support the Rural Doctors Network (RDN) to try to recruit a doctor to Quirindi by offering the incentives identified within this report.

**CARRIED**

**9.2 REGPRO222425 - SUPPLY OF LINE MARKING SERVICES**

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**RESOLUTION 2025/34**

Moved: Cr Donna Lawson

Seconded: Cr Jason Allan

That Council:

1. Approve tenders received from Allstate Linemarking Services Pty Ltd, Complete Linemarking Services Pty Ltd, J & M Road Marking Specialists Pty Ltd, Oz Linemarking, and Whiteline Road Services (Jenalad Pty Ltd) to be included on the panel for the supply of Line Marking Services for the period 01 March 2025 to 30 September 2026.
2. Allow provision for a 12-month extension of Tender No. REGPRO222425

**CARRIED**

**9.3 SPRING RIDGE CEMETERY - LAND ACQUISITION**

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**RESOLUTION 2025/35**

Moved: Cr James Robertson

Seconded: Cr Donna Lawson

That Council:

1. Approve acquiring the land by agreement that the Spring Ridge Cemetery is sited on in accordance with the contents of this report.
2. Authorise the General Manager to execute all documents related to the purchase of this

land.

**CARRIED**

**9.4 APPROVAL TO AUTHORISE SIGNING OF LEASES - OORANGA FAMILY MOBILE RESOURCE UNIT**

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**RESOLUTION 2025/36**

Moved: Cr James Robertson

Seconded: Cr Terry Cohen

That Council:

1. Authorise the General Manager to sign the Leases on behalf Liverpool Plains Shire Council and Ooranga Family Mobile Resource Unit for the provision of pre-school operations at Spring Ridge Hall and part of the Premer Medical Centre.
2. Delegate authority to the General Manager to execute all required documentation pertaining to the implementation of the Leases between Liverpool Plains Shire Council and Ooranga Family Mobile Resource Unit.

**CARRIED**

**9.5 APPROVAL TO AUTHORISE SIGNING OF LEASE - HARVEST CHRISTIAN CENTRE**

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**RESOLUTION 2025/37**

Moved: Cr James Robertson

Seconded: Cr Terry Cohen

That Council:

1. Authorise the General Manager to sign the Lease on behalf Liverpool Plains Shire Council and Harvest Christian Centre for the provision of the Harvest Food Bank in the old Home and Community Services Building at the Visitor Information Centre in Willow Tree.
2. Delegate authority to the General Manager to execute all required documentation pertaining to the implementation of the Lease between Liverpool Plains Shire Council and Harvest Christian Centre.

**CARRIED**

**RESOLUTION 2025/38**

Moved: Cr Shawn Cain

Seconded: Cr Terry Cohen

That Council moves out of Closed Council into Open Council.

**CARRIED**

**The Meeting closed at 4.10pm.**

**The minutes of this meeting were confirmed at the Ordinary Council Meeting held on 26 March 2025.**

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**CHAIRPERSON**