



**Liverpool
Plains**
Shire Council

BUSINESS PAPER

Ordinary Council Meeting Wednesday, 23 April 2025

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

Date: Wednesday, 23 April 2025

Time: 2:30 PM

Location: Council Chambers

**Glenn Inglis
Acting 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 26 March 2025	6
4	Disclosures of Interests.....	18
5	Mayoral Minute(s).....	19
5.1	Mayoral Minute - March 2025	19
5.2	Mayoral Minute - Delegations to General Manager	21
6	Reports to Council	23
6.1	Executive Services Report - March 2025.....	23
6.2	Resolutions Register Update	28
6.3	Corporate and Community Services Directorate Report March 2025.....	52
6.4	Community Funding Program Round 2 2024/2025	59
6.5	Statement of Investments - March 2025	64
6.6	Infrastructure & Environmental Services Directorate Report March 2025	68
7	Delegates Reports	85
	Nil	
8	Notices of Motions/Questions with Notice	85
	Nil	
9	Confidential Matters	86
9.1	SPT312425LPSC Wet & Dry Plant Hire	86
9.2	T022526NAMOI- Provision of Road Stabilising	86
9.3	RFT 113/2025-Tender for Supply and Delivery of 2 x Tipper Truck and Dog.....	86
9.4	RFT110-2024 - Yarraman Creek Bridge - Design and Construction	86

- 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 26 MARCH 2025

File Number: G2025/0125
Author: Christie Pearson, Executive Operations
Authoriser: Glenn Inglis, Acting General Manager
Annexures: A. Minutes of the Council Meeting held on 26 March 2025

RECOMMENDATION

1. That the Minutes of the Council Meeting held on 26 March 2025 be received and the recommendations therein be adopted.

**MINUTES OF LIVERPOOL PLAINS SHIRE COUNCIL
ORDINARY COUNCIL MEETING
HELD AT THE COUNCIL CHAMBERS
ON WEDNESDAY, 26 MARCH 2025 AT 2:30 PM**

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

IN ATTENDANCE: Glenn Inglis (Acting General Manager) Dean Frost (Director Corporate and Community Services), Nathan Skelly (Director Infrastructure and Environmental Services), Christie Pearson (Executive Operations), Jared McCulloch (Governance, Risk and Corporate Records Coordinator)

AUDIO RECORDING OF MEETINGS

The Mayor informed the meeting as follows:

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

1 ACKNOWLEDGEMENT OF COUNTRY AND COUNCIL PRAYER

Cr Terry Cohen recited the Acknowledgement of Country and the Council Prayer.

2 APOLOGIES AND APPLICATIONS FOR A LEAVE OF ABSENCE BY COUNCILLORS OR ATTENDANCE VIA AUDIO-VISUAL LINK BY COUNCILLORS

Nil

3 CONFIRMATION OF MINUTES

3.1 MINUTES OF THE EXTRAORDINARY COUNCIL MEETING HELD ON 12 FEBRUARY 2025

RESOLUTION 2025/39

Moved: Cr Jason Allan

Seconded: Cr Donna Lawson

1. That the Minutes of the Extraordinary Council Meeting held on 12 February 2025 be received and the recommendations therein be adopted.

CARRIED

3.2 MINUTES OF THE COUNCIL MEETING HELD ON 19 FEBRUARY 2025

RESOLUTION 2025/40

Moved: Cr Terry Cohen

Seconded: Cr Donna Lawson

1. That the Minutes of the Council Meeting held on 19 February 2025 be received and the recommendations therein be adopted.

CARRIED

3.3 MINUTES OF THE AUDIT, RISK AND IMPROVEMENT COMMITTEE MEETING HELD ON 6 DECEMBER 2024

RESOLUTION 2025/41

Moved: Cr Terry Cohen

Seconded: Cr Donna Lawson

1. That the Minutes of the Audit, Risk and Improvement Committee Meeting held on 6 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 pecuniary interest in relation to item 6.10 - Infrastructure & Environmental Services Directorate Report for the reason that he provides services to the Water and Waste Water division of Council. If there are any items that require discussion he will vacate the chamber.

Cr Simkin declared a non-pecuniary interest in relation to item 6.14 for the reason that he is current Vice President of the Golf Club Committee and he will vacate the chamber.

5 MAYORAL MINUTE(S)

5.1 MAYORAL MINUTE - FEBRUARY 2025

RESOLUTION 2025/42

Moved: Cr Ken Cudmore

Seconded: Cr Shawn Cain

That Council:

1. Receive and note the Mayoral Minute for February 2025.

CARRIED

6 REPORTS TO COUNCIL**6.1 EXECUTIVE SERVICES REPORT - FEBRUARY 2025**

RESOLUTION 2025/43

Moved: Cr James Robertson

Seconded: Cr Terry Cohen

That Council:

1. Receive and note the Executive Services Report for February 2025.

CARRIED

6.2 RESOLUTIONS REGISTER UPDATE

RESOLUTION 2025/44

Moved: Cr Charlie Simkin

Seconded: Cr James Robertson

That Council:

1. Receive and note the Resolutions Register as at 7 March 2025 as appended at *Annexure 1* and the Resolution Register for 2023 and 2024 as appended at *Annexure 2*.

CARRIED

6.3 ALGA'S 2025 FEDERAL ELECTION FUNDING PRIORITIES

RESOLUTION 2025/45

Moved: Cr Donna Lawson

Seconded: Cr Terry Cohen

That Council:

1. Supports the national federal election funding priorities identified by the Australian Local Government Association (ALGA);
2. Supports and participates in the Put Our Communities First federal election campaign; and
3. Writes to the local federal member(s) of Parliament, all known election candidates in local federal electorates and the President of the Australian Local Government Association expressing support for ALGA's federal election funding priorities.

CARRIED

6.4 AUSTRALIA KOREA FOUNDATION GRANT

RESOLUTION 2025/46

Moved: Cr Charlie Simkin

Seconded: Cr James Robertson

That Council:

1. Note that a return visit by a delegation from Suseong-gu, Daegu Metropolitan City, Republic of Korea (DMC) to the Liverpool Plains in 2025 will no longer be going ahead.
2. Note that should there be an opportunity for a visit to the Liverpool Plains in the future, LPSC will investigate possible funding opportunities through the Australia-Korea Foundation, Department of Foreign Affairs and Trade to facilitate such a visit.

CARRIED

6.5 CORPORATE AND COMMUNITY SERVICES DIRECTORATE REPORT FEBRUARY 2025

RESOLUTION 2025/47

Moved: Cr Jason Allan

Seconded: Cr Donna Lawson

That Council:

1. Receive and note the Corporate and Community Services Directorate update report for February 2025.

CARRIED

6.6 AUDIT, RISK AND IMPROVEMENT COMMITTEE MEETING PLAN 2024 - 2026

RESOLUTION 2025/48

Moved: Cr Terry Cohen

Seconded: Cr Donna Lawson

That Council:

1. Endorse the Audit, Risk and Improvement Committee 2024-2026 Meeting Plan as appended at *Annexure 1*.

CARRIED

6.7 STATEMENT OF INVESTMENTS - FEBRUARY 2025

RESOLUTION 2025/49

Moved: Cr James Robertson

Seconded: Cr Charlie Simkin

That Council:

1. Receive and note the Statement of Investments as at 28 February 2025 as appended at *Annexure 1*.

CARRIED

6.8 REVIEW OF POLICIES FOR THE FINANCE DEPARTMENT

RESOLUTION 2025/50

Moved: Cr Charlie Simkin

Seconded: Cr Donna Lawson

That Council:

1. Adopt the reviewed Financial Reserves Policy, appended at *Annexure 1*.
2. Adopt the updated Cash Handling Policy, appended at *Annexure 2*.
3. Adopt the updated Related Party Policy, appended at *Annexure 3*.
4. Adopt the updated Investments Policy, appended at *Annexure 4*.
5. Adopt the updated Loan Borrowing Policy, appended at *Annexure 5*.
6. Place the updated Hardship Policy, appended at *Annexure 6*, on public exhibition for a period of 28 days and adopt the updated Policy as exhibited, subject to no submissions being received.
7. Place the updated Sale of Land to Recover Unpaid Rates and Charges Policy, appended at *Annexure 7*, on public exhibition for a period of 28 days and adopt the updated Policy as exhibited, subject to no submissions being received.
8. Place the updated Debt Recovery Policy, appended at *Annexure 8*, on public exhibition for a period of 28 days and adopt the updated Policy as exhibited, subject to no submissions being received.
9. Request a further report at the conclusion of the public exhibition period if submissions are received on Policies on public exhibition.

CARRIED

6.9 ROYAL THEATRE – SERVICE REVIEW OUTCOME

RESOLUTION 2025/51

Moved: Cr Donna Lawson

Seconded: Cr Terry Cohen

That Council:

1. Notes the outcome of the Royal Theatre Service Review
2. Call for Expressions of Interest (EOI) for the sale or lease of the Royal Theatre, 115 Henry Street Quirindi;
3. Advertise the EOI for a period of 28 days on Council's website, local newspapers and one (1) National newspaper;
4. Note that a report will be submitted to the Council at the first available meeting after the closing of the EOI process, including all responses, for the determination of a purchaser/lessor.

At 3:07pm, Cr Charlie Simkin left the meeting.

At 3:09pm, Cr Charlie Simkin returned to the meeting.

CARRIED

Cr Cain declared a pecuniary interest in relation to item 6.10 - Infrastructure & Environmental Services Directorate Report for the reason that he provides services to the Water and Waste Water division of Council. There was no discussion in relation to the Water and Waste Water division of Council and therefore he did not vacate the chamber.

6.10 INFRASTRUCTURE & ENVIRONMENTAL SERVICES DIRECTORATE REPORT FEBRUARY 2025

RESOLUTION 2025/52

Moved: Cr Charlie Simkin

Seconded: Cr Donna Lawson

That Council:

1. Receive and note the Infrastructure & Environmental Services Directorate report for the month of February 2025

CARRIED

6.11 LOCAL TRAFFIC COMMITTEE MEETING - 4 MARCH 2025

RESOLUTION 2025/53

Moved: Cr James Robertson

Seconded: Cr Charlie Simkin

That Council:

1. Endorse the minutes of the Local Traffic Committee meeting held 4 March 2025 as appended at *Annexure 1*

CARRIED

6.12 STORM RESPONSE - GREEN WASTE DISPOSAL

RESOLUTION 2025/54

Moved: Cr Shawn Cain

Seconded: Cr James Robertson

That Council:

1. Note the foregone income of \$6,873.50 relating to offering free disposal of green waste following storms in late January 2025 which will be reflected in the March Quarterly Budget Review Statement.

CARRIED

6.13 REVIEW OF CORPORATE PROPERTY AND DISPOSAL OF LAND POLICY

RESOLUTION 2025/55

Moved: Cr James Robertson

Seconded: Cr Jason Allan

That Council:

1. Repeal the Corporate Property and Disposal of Land Policy, appended at *Annexure 1*.

At 3:33pm, Cr Charlie Simkin left the meeting.

CARRIED

Cr Simkin declared a non-pecuniary interest in relation to item 6.14 for the reason that he is current Vice President of the Golf Club Committee and he vacated the chamber and did not participate in the debate whilst item 6.14 was being considered.

6.14 QUIRINDI GOLF CLUB - REQUEST FOR WATER CHARGES RELIEF

RESOLUTION 2025/56

Moved: Cr James Robertson

Seconded: Cr Donna Lawson

That Council:

1. Decline the request to reduce water access charges at the Quirindi Golf Course from the existing 100mm water meter down to the 40mm water meter rate for a 3-4 year period.

-
2. Agree to a final year of temporary reduction in access charge at the Quirindi Golf Club from the 100mm access charge rate to the 40mm access charge rate during 2024/25, subject to the following occurring within the first 90 days of the 2025/26 rating year:
 - (a) Club Quirindi engage with Councils Water Services staff to develop a feasible strategy for putting in place legitimate cost reduction methods for irrigation purposes for water sourced from the Quirindi Water Supply used at the Quirindi Golf Course.
 - (b) Club Quirindi's board provide a written commitment to Council acknowledging the administrative reduction in water Access Charges expires at the end of 2024/25 and that they undertake tangible work to their water systems in partnership with Council that facilitates the requested reduction in charges for water sourced from the Quirindi Water Supply for irrigation purposes.

At 3:49pm, Cr James Robertson left the meeting.

At 3:51pm, Cr James Robertson returned to the meeting.

CARRIED

6.15 WERRIS CREEK INDUSTRIAL PRECINCT - FUNDING WITHDRAWN

RESOLUTION 2025/57

AMENDMENT

Moved: Cr Donna Lawson

Seconded: Cr Charlie Simkin

That Council:

1. Notes that funding has been withdrawn by the NSW Government for the Werris Creek Industrial Precinct Project;
2. Agrees that the project cannot progress; and
3. Notes that other funding opportunities will be sought in the future regarding investment opportunities in the Werris Creek economic base
4. Undertake an investigation into the grant funding application and subsequent project activities pertaining to the Werris Creek Industrial Precinct Project

At 4:00pm, Cr Charlie Simkin returned to the meeting.

At 4:10pm, Cr Jason Allan left the meeting.

At 4:14pm, Cr Jason Allan returned to the meeting.

CARRIED

6.16 DA 10.2024.100.1 - DISPLAY HOME - 25 COACH ST, WALLABADAH

RESOLUTION 2025/58

Moved: Cr Charlie Simkin

Seconded: Cr Terry Cohen

That Council:

1. Grant consent subject to conditions, as detailed in Schedule 1: Conditions of Development Consent - DA 2024/100. Development Application DA 2024/100 be determined pursuant to Section 4.16 of the *Environmental Planning and Assessment Act 1979*.

In Favour: Crs Ken Cudmore, Terry Cohen, Donna Lawson, Jason Allan, Charlie Simkin and Shawn Cain

Against: Cr James Robertson

CARRIED 6/1

6.17 DA 10.2024.102.1 - DISPLAY HOME - 33 ELIZABETH STREET WALLABADAH

RESOLUTION 2025/59

Moved: Cr Charlie Simkin

Seconded: Cr Terry Cohen

That Council:

Grant consent subject to conditions, as detailed in Schedule 1: Conditions of Development Consent - DA 2024/102. Development Application DA 2024/102 be determined pursuant to Section 4.16 of the *Environmental Planning and Assessment Act 1979*.

In Favour: Crs Ken Cudmore, Terry Cohen, Donna Lawson, Jason Allan, Charlie Simkin and Shawn Cain

Against: Cr James Robertson

CARRIED 6/1**7 DELEGATES REPORTS**

Nil

8 NOTICES OF MOTIONS/QUESTIONS WITH NOTICE

Nil

9 CONFIDENTIAL MATTERS

RESOLUTION 2025/60

Moved: Cr Donna Lawson

Seconded: Cr Charlie Simkin

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

9.1 Mayoral Minute - General Manager Recruitment

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

REPORT ON CONFIDENTIAL MATTERS

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

9.1 MAYORAL MINUTE - GENERAL MANAGER RECRUITMENT

RESOLUTION 2025/64

Moved: Cr Ken Cudmore

Seconded: Cr Donna Lawson

That Council:

1. Receive and note this confidential Mayoral Minute.
2. Receive and note the selection report from Local Government Management Solutions.
3. Appoint, subject to the successful completion of relevant background, medical and eligibility checks, the preferred candidate to the General Manager role on a five-year fixed term performance based contract.
4. Delegate to the Mayor to negotiate and finalise the contract provisions including the Total Remuneration Package with the preferred candidate and any other matters relevant to the onboarding of the General Manager.
5. Note the confidentiality of the information including documentation and consideration of this item in respect of the General Manager recruitment and selection process, and ensure it is maintained.

6. On completion of the recruitment process the Mayor, Councillor Cudmore advise the name and relevant details of the General Manager.
7. Appoint the Interim General Manager, Glenn Inglis to continue to act in the position of General Manager until the commencement of the new General Manager, or until further resolution of Council, and delegate to the Interim General Manager all the functions, delegations and sub-delegations given to the General Manager by the Council.
8. Thanks the recruitment and selection panel for their concerted efforts in undertaking the process in an expeditious manner.

CARRIED

RESOLUTION 2025/65

Moved: Cr Terry Cohen

Seconded: Cr Shawn Cain

That Council moves out of Closed Council into Open Council.

CARRIED

At 5.51pm the Meeting moved back into Open Council. In accordance with the Liverpool Plains Shire Council Code of Meeting Practice, Section 14.22 & 14.23, the Chairperson provided a summary of the resolutions passed in Closed Council

The Meeting closed at 5.54pm.

The minutes of this meeting were confirmed at the Ordinary Council Meeting held on 23 April 2025.

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CHAIRPERSON

4 DISCLOSURES OF INTERESTS

5 MAYORAL MINUTE(S)

5.1 MAYORAL MINUTE - MARCH 2025

File Number: G2025/0102
Author: Ken Cudmore, Mayor
Authoriser:
Annexures: Nil

RECOMMENDATION

That Council:

1. Receive and note the Mayoral Minute for March 2025.

BACKGROUND

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

ISSUES AND COMMENTARY

Actions and Functions / Events attended by the Mayor	
March 2025	
01/03/2025	Briefing with General Manager at least weekly
03/03/2025	Beyond Soil Sustainability event
06/03/2025	Weekly meeting with the General Manager
06/03/2025	Weekly media meeting
07/03/2025	Radio interview with FM88.9
13/03/2025	Weekly media meeting
17/03/2025	Upper Namoi Water Symposium Tamworth
18/03/2025	Rural Doctors Network Collaborative Care meeting
20/03/2025	Weekly media meeting
27/03/2025	40th Anniversary Quirindi Arts and Craft Shop volunteer community group morning tea – Quirindi Historic Railway Station
31/03/2025	Rotary Club farewell event for Mr Ian Lobsey

LEGISLATIVE AND POLICY IMPLICATIONS

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

FINANCIAL IMPLICATIONS

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

RISK IMPLICATIONS

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

COMMUNITY CONSULTATION

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

CONCLUSION

This report provides an overview of Mayoral activities for the month of March 2025.

5.2 MAYORAL MINUTE - DELEGATIONS TO GENERAL MANAGER

File Number: G2025/0130
Author: Ken Cudmore, Mayor
Authoriser:
Annexures: Nil

RECOMMENDATION

That Council:

1. Delegate to Cian Middleton upon his commencement as General Manager on 28 April 2025, the General Manager Instrument of Sub-Delegation and the Financial Delegation limits pursuant to Council resolution 2023/114.

BACKGROUND

At the Ordinary Meeting of Council on 26 March 2025, Council resolved to appoint the preferred candidate to the role of General Manager, being Cian Middleton and to appoint the Interim General Manager, Glenn Inglis to continue to act in the position of General Manager until the commencement of the new General Manager, or until further resolution of Council, and delegate to the Interim General Manager all the functions, delegations and sub-delegations given to the General Manager by the Council [Res2025/64].

ISSUES AND COMMENTARY

It is confirmed that all the background and eligibility checks including contractual provisions, have been finalised relevant to the onboarding of the General Manager.

At the Ordinary Meeting of Council on 28 June 2023, Council resolved to adopt the Instrument of Sub-Delegation to the General Manager and the General Manager's Financial Delegation limits [Res2023/114].

LEGISLATIVE AND POLICY IMPLICATIONS

Under section 381 of the Act, Council may, by resolution, sub-delegate any functions to the General Manager except those detail in section 377(1).

FINANCIAL IMPLICATIONS

There are no financial implications associated with this report.

RISK IMPLICATIONS

Delegating all the functions, delegations and sub-delegations given to the General Manager by the Council, complies with relevant legislation and allows for the functions of Council to be carried out in an effective and timely manner.

COMMUNITY CONSULTATION

There is no community consultation required.

CONCLUSION

That Council delegate to Cian Middleton, General Manager all the functions, delegations and sub-delegations given to the General Manager by the Council effective from 28 April 2025.

6 REPORTS TO COUNCIL

6.1 EXECUTIVE SERVICES REPORT - MARCH 2025.

IP&R Linkage:	Goal: Our Council, community and business leaders work together effectively
	Strategy: Council facilitates community engagement
Author:	Deborah Perry-Brown, Executive Support Officer
Authoriser:	Christie Pearson, Executive Operations
File Number:	G2025/0101
Annexures:	Nil

RECOMMENDATION

That Council:

1. Receive and note the Executive Services Report for March 2025.

BACKGROUND

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

The Executive Services Directorate comprises the following business units:

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

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

ISSUES AND COMMENTARY

Actions and Functions / Events attended by Glenn Inglis, A/General Manager	
*The General Manager also regularly meets with staff within the organisation on an ad hoc basis	
01/03/2025	Meeting with the Mayor – at least weekly
03/03/2025	Council workshop
03/03/2025	Weekly meeting with Media and Communications Officer
04/03/2025	Visit to Eastside Child Care Centre

04/03/2025	Visit to Willow Tree Visitor Information Centre
04/03/2025	Meeting with A/Manager Human Resources and Director Corporate and Community Services
05/03/2025	Tour of Quipolly Water Supply with Manager, Water Services
05/03/2025	Weekly meeting with A/Manager Human Resources
06/03/2025	Meeting with Cr Cohen
06/03/2025	Meeting with the Mayor and Media and Communications Officer
06/03/2025	Rural Doctors Network Collaborative Care meeting
06/03/2025	NSW SES – Cyclone Alfred
07/03/2025	Meeting with Cr Simkin
11/03/2025	Executive Leadership Team meeting
11/03/2025	Monthly Exec/HR meeting
12/03/2025	Monthly Chief Financial Officer meeting
12/03/2025	Weekly meeting with A/Manager Human Resources
12/03/2025	Meeting at Premer with Premer Pre School Coordinator
13/03/2025	Monthly Director Infrastructure and Environmental Services meeting
13/03/2025	Monthly Director Corporate and Community Services meeting
13/03/2025	Teams meeting with Department of Primary Industries and Regional Development
13/03/2025	Weekly media meeting
17/03/2025	Council workshop
18/03/2025	Executive Leadership Team meeting
18/03/2025	Rural Doctors Network Collaborative Care meeting
19/03/2025	Weekly meeting with A/Manager Human Resources
19/03/2025	Weekly meeting with Media and Communications Officer
20/03/2025	Council facilities inspections
20/03/2025	Meeting with Cr Lawson
20/03/2025	Meeting with the Mayor and Media and Communications Officer
21/03/2025	Meeting with Cr Cain
21/03/2025	Attend Senior Awards ceremony at Club Quirindi
21/03/2025	Meeting with Mr Kevin Anderson, MP
25/03/2025	Executive Leadership Team meeting
26/03/2025	Weekly meeting with A/manager, Human Resources
27/03/2025	Attended 40 th year anniversary of the Quirindi Arts and Craft Shop – Quirindi Railway

28/03/2025	Teams meeting with DPIE – New England REZ project
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Table 1 - Human Resources and WHS	
Function	Briefing – March 2025 – Human Resources
Recruitment	<p>During the month of March 2025, the following recruitment activities were undertaken.</p> <p>The following job advertisements were placed.</p> <ul style="list-style-type: none"> • Project Manager • Childcare Educator (Part-time) • Fitness Instructor • Library Officer (Part-time) • Finance Officer – Procurement • Finance Officer – Accounts Receivable • Finance Manager • Accountant <p>The following new employees commenced employment with Council in March:</p> <ul style="list-style-type: none"> • Customer Service Officer – Casual • Customer Service Trainee
Employment Separations	There were 2 employee separations in March 2025.
Workplace Health and Safety (WHS)	<p>In the month of March there were a total of 11 Work Health and Safety events including:</p> <ul style="list-style-type: none"> • 1 near Miss • 4 Incidents • 3 Injuries (1 lost time injury) • 3 Observations <p>There are currently 3 workers compensation claims being managed by Council's Return to Work Coordinator.</p>

Table 2 – Media	
Function	Briefing
Social media	<p>LPSC Facebook page (from last 28 days)</p> <p>People reached 31.8K</p> <p>Published Content 37</p> <p>Views 252.1K</p>

	<p>Content interactions 1.8k</p> <p>Followers 7367</p> <p>New Facebook Page followers 100</p> <p>LPSC Instagram (from last 28 days)</p> <p>People reached 111</p> <p>Published Content 11</p> <p>Views 852</p> <p>Content interactions 22</p> <p>Followers 226</p> <p>New Instagram followers 6</p> <p>LinkedIn (from last 28 days)</p> <p>Impressions 2978</p> <p>Reactions 38</p> <p>Page Views 154</p> <p>Total Follower 1468</p> <p>New Followers 31</p>
Facebook highlights	<p>Top 5 performing posts</p> <p>Roads Update</p> <p>Posted 29 March, 9:44am</p> <p>Reach 9.5kK</p> <p>Reactions 36</p> <p>Shares 56</p> <p>Comments 4</p> <p>Acting GM Glenn Inglis visits Werris Creek</p> <p>Posted 08/04, 8:36am</p> <p>Reach 6.2kK</p> <p>Reactions 60</p> <p>Shares 10</p> <p>Comments 2</p> <p>Kerbside Bulky Waste Collection – April 2025</p> <p>Posted 23/03, 6:00pm</p> <p>Reach 5.6K</p> <p>Reactions 22</p> <p>Shares 67</p> <p>Comments 6</p> <p>Urgent: Help us find her owner!</p> <p>Posted 25/03, 12:28pm</p>

	Reach 4.9K Reactions 13 Shares 47 Comments 10 Current Status 10:45am – Gap Rd is no longer closed Posted 31/03, 10:47 am Reach 4.4K Reactions 11 Shares 15 Comments 1
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 during the month of March 2025.

6.2 RESOLUTIONS REGISTER UPDATE

IP&R Linkage:	Goal: Our Council, community and business leaders work together effectively
	Strategy: Operate in a financially responsible manner and improve long-term financial sustainability
Author:	Christie Pearson, Executive Operations
Authoriser:	Glenn Inglis, Acting General Manager
File Number:	G2025/0126
Annexures:	<ol style="list-style-type: none">1. Resolutions Register Update March 2025 ↓ 2. Resolutions Register Update 2023 and 2024 ↓ 

RECOMMENDATION

That Council:

1. Receive and note the Resolutions Register as at 14 April 2025 as appended at *Annexure 1* and the Resolution Register for 2023 and 2024 as appended at *Annexure 2*.

BACKGROUND

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

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

ISSUES AND COMMENTARY

The Resolutions Register appended at *Annexure 1* lists all resolutions of Council, commencing 1 January 2025, that require further action by Officers in order to be implemented.

The Resolutions Register appended at *Annexure 2* lists all outstanding resolutions of Council for 2023 and 2024 that require further action by Officers in order to be implemented.

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

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

Commencing 1 January 2025, Council has made twelve resolutions requiring further action. As illustrated in *Table 1*, below, thirteen have been completed and actioned as at the date of this Business Paper being published, and nine remain outstanding.

Table 1: Council Resolution Status Summary		
Status	Definition	Number
Complete	Action completed by date of Business Paper publication.	13
Outstanding	Action not completed by date of Business Paper publication.	9
TOTAL		22

LEGISLATIVE AND POLICY IMPLICATIONS

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

FINANCIAL IMPLICATIONS

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

RISK IMPLICATIONS

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

COMMUNITY CONSULTATION

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

CONCLUSION

The Resolutions Register appended at *Annexure 1 and Annexure 2* lists all Council resolutions requiring further action, and the status of implementing each action, as at 14 April 2025. It is recommended that Council receive and note the Resolutions Register.

Action Sheets Report	Division: Committee: Council Officer:	Date From: 1/03/2025 Date To: 30/04/2025 Printed: 14 April 2025 8:19 AM
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Meeting	Officer/Director	Section	Subject
Council 11/12/2024	Cudmore, Ken	Mayoral Minute	Mayoral Minute - Resignation of General Manager
<p>RESOLUTION 2025/7 Moved: Cr Donna Lawson Seconded: Cr Shawn Cain That Council:</p> <ol style="list-style-type: none"> 1. Pursuant to sections 336 and 351 of the <i>Local Government Act 1993 (NSW)</i> (Act), Council in relation to the appointment to the position of Acting General Manager will determine this on or before 14 February 2025 at a further meeting of Council. 2. That the Mayor be given financial delegations up to the value of \$30,000 (ex GST) for the purposes of undertaking any activities associated with the recruitment and selection process. 3. Determine that the Mayor, Councillor Cudmore; the Deputy Mayor, Councillor Lawson; Councillor Cohen; and Councillor Cain comprise the Recruitment and Selection Panel for the recruitment of a General Manager, with Councillor Simkin being the alternate panel member should a Councillor be unable to participate. 4. Delegate authority to the Mayor, in consultation with the Deputy Mayor, to do all actions needed to undertake a recruitment process, including ensuring that: <ol style="list-style-type: none"> a. they invite suitably experienced external recruitment consultants to submit proposals to assist the Council with the recruitment process to recruit a new General Manager for the Council. b. to appoint a suitably experienced external recruitment consultant to assist the Council with the recruitment process to recruit a new General Manager for the Council in accordance with the requirements of the <i>Local Government Act 1993</i> and consistent with the Office of Local Government's publication <i>Guidelines for the Appointment and Oversight of General Managers</i> (August 2022) (Guidelines). c. the General Manager's position description is current and evaluated in terms of salary to reflect the responsibilities of the position. This will be done in consultation with the recruitment provider. 			

Action Sheets Report	Division:	Council	Date From:	1/03/2025
	Committee:		Date To:	30/04/2025
	Officer:		Printed: 14 April 2025 8:19 AM	

- d. the proposed salary range reflects the responsibilities and duties of the position. This will be done in consultation with the recruitment provider.
 - e. The position is advertised according to the requirements of the Act.
 - f. The information packages are prepared.
 - g. Applicants selected for interview are notified.
 - h. Present a preferred candidate(s) for determination at a meeting of full Council, and
 - i. Undertake any other actions as required to ensure the process is effectively completed.
5. The Recruitment consultant prepare to the satisfaction of the Mayor a selection panel report addressing the matters referred to in the relevant section of the Guidelines, which is to be presented to a future meeting of the Council for consideration.
6. Engage SINC Solutions Pty Ltd as an independent to advise and assist the Recruitment and Selection Panel; be the liaison point with Councillors throughout the process; liaise with the Recruitment provider including drafting a scope of works to be undertaken by the recruitment provider for the Panel's review and determination; be an Independent Advisor on the recruitment panel; and provide guidance to Council throughout the process, ensuring that governance responsibilities are met.
7. Thank the outgoing General Manager, Mr Gary Murphy for his service to Liverpool Plains Shire Council and its community.

CARRIED

UPDATE: COMPLETE

Division:	Council	Date From:	1/03/2025
Committee:		Date To:	30/04/2025
Officer:		Printed:	14 April 2025 8:19 AM
Action Sheets Report			

Meeting	Officer/Director	Section	Subject
Council 19/02/2025	Pearson, Christie Inglis, Glenn	Reports to Council	Appointment of Councillor Delegates to 2025 Conferences
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 (<i>three Councillors</i>).			
(b) LGNSW Tourism Conference: Cr Jason Allan (<i>one Councillor</i>).			
(c) NSW Local Roads Congress: Cr Charlie Simkin (<i>one Councillor</i>).			
(d) LGNSW Water Management Conference: Cr Shawn Cain (<i>one Councillor</i>).			
(e) Australian Local Government Association National General Assembly: Cr Ken Cudmore (<i>one Councillor</i>).			
2. Approve reimbursement of out-of-pocket expenses incurred by Councillor delegates attending the above conferences, in accordance with the Councillors Expenses and Facilities Policy.			
3. Note that Councillor delegates are required to provide a written delegate's report to Council following each conference attended.			
			CARRIED
UPDATE: In progress			

Action Sheets Report	Division:		Date From:	1/03/2025
	Committee:	Council	Date To:	30/04/2025
	Officer:			
				Printed: 14 April 2025 8:19 AM

Meeting	Officer/Director	Section	Subject
Council 19/02/2025	Neave, Ruth Frost, Dean	Reports to Council	Military Tattoo
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.			
			CARRIED
UPDATE: In Progress drafting the Events strategy			

Division:	Council	Date From:	1/03/2025
Committee:		Date To:	30/04/2025
Officer:		Printed:	14 April 2025 8:19 AM
Action Sheets Report			

Meeting	Officer/Director	Section	Subject
Council 19/02/2025	Kitson, David Batterham, Rodney	Reports to Council	Draft Council Related Development Policy
RESOLUTION 2025/29			
Moved: Cr Donna Lawson			
Seconded: Cr James Robertson			
That Council			
1. Place the Draft Council Related Development Policy, appended at <i>Annexure A</i> , on public exhibition for a period of 28 days and adopt the draft policy as exhibited, subject to no submissions being received.			
			CARRIED
UPDATE: COMPLETE			

Meeting	Officer/Director	Section	Subject
Council 19/02/2025	Kitson, David Batterham, Rodney	Reports to Council	Draft Development Application Determination Policy
RESOLUTION 2025/30			
Moved: Cr Jason Allan			
Seconded: Cr Terry Cohen			
That Council:			
1. Place the Draft Development Application Determination Policy, appended at <i>Annexure A</i> , on public exhibition for a period of 28 days and adopt the draft policy as exhibited, subject to no submissions being received.			
			CARRIED
UPDATE: COMPLETE			

Action Sheets Report	Division: Committee: Council Officer:	Date From: 1/03/2025 Date To: 30/04/2025 Printed: 14 April 2025 8:19 AM
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Meeting	Officer/Director	Section	Subject
Council 19/02/2025	Skelly, Nathan Batterham, Rodney	Confidential Matters	GP Practice - Real Estate Incentive
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
UPDATE: Currently in progress working with the RDN			

Meeting	Officer/Director	Section	Subject
Council 19/02/2025	Skelly, Nathan	Confidential Matters	Spring Ridge Cemetery - Land Acquisition
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
UPDATE: Currently in Progress executing documentation			

Meeting	Officer/Director	Section	Subject
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Division:	Council	Date From:	1/03/2025
Committee:		Date To:	30/04/2025
Officer:		Printed:	14 April 2025 8:19 AM
Action Sheets Report			

Council 19/02/2025	Porter, Jo	Confidential Matters	Approval to Authorise Signing of Leases - Ooranga Family Mobile Resource Unit
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
UPDATE: COMPLETE			

Meeting	Officer/Director	Section	Subject
Council 19/02/2025	Porter, Jo	Confidential Matters	Approval to Authorise Signing of Lease - Harvest Christian Centre
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

Action Sheets Report	Division:		Date From:	1/03/2025
	Committee:	Council	Date To:	30/04/2025
	Officer:			
				Printed: 14 April 2025 8:19 AM

UPDATE: COMPLETE

Meeting	Officer/Director	Section	Subject
Council 26/03/2025	Inglis, Glenn Inglis, Glenn	Reports to Council	ALGA's 2025 federal election funding priorities
RESOLUTION 2025/45			
Moved: Cr Donna Lawson			
Seconded: Cr Terry Cohen			
That Council:			
1. Supports the national federal election funding priorities identified by the Australian Local Government Association (ALGA);			
2. Supports and participates in the Put Our Communities First federal election campaign; and			
3. Writes to the local federal member(s) of Parliament, all known election candidates in local federal electorates and the President of the Australian Local Government Association expressing support for ALGA's federal election funding priorities.			
			CARRIED
UPDATE: In Progress			

Action Sheets Report	Division:		Date From:	1/03/2025
	Committee:	Council	Date To:	30/04/2025
	Officer:			
				Printed: 14 April 2025 8:19 AM

Meeting	Officer/Director	Section	Subject
Council 26/03/2025	Pearson, Christie Inglis, Glenn	Reports to Council	Australia Korea Foundation Grant
RESOLUTION 2025/46			
Moved: Cr Charlie Simkin			
Seconded: Cr James Robertson			
That Council:			
1. Note that a return visit by a delegation from Suseong-gu, Daegu Metropolitan City, Republic of Korea (DMC) to the Liverpool Plains in 2025 will no longer be going ahead.			
2. Note that should there be an opportunity for a visit to the Liverpool Plains in the future, LPSC will investigate possible funding opportunities through the Australia-Korea Foundation, Department of Foreign Affairs and Trade to facilitate such a visit.			
			CARRIED
UPDATE: COMPLETE			

Division:	Council	Date From:	1/03/2025
Committee:		Date To:	30/04/2025
Officer:		Printed:	14 April 2025 8:19 AM
Action Sheets Report			

Meeting	Officer/Director	Section	Subject
Council 26/03/2025	Powell, Chris Frost, Dean	Reports to Council	Review of Policies for the Finance Department
<p>RESOLUTION 2025/50</p> <p>Moved: Cr Charlie Simkin Seconded: Cr Donna Lawson</p> <p>That Council:</p> <ol style="list-style-type: none"> 1. Adopt the reviewed Financial Reserves Policy, appended at <i>Annexure 1</i>. 2. Adopt the updated Cash Handling Policy, appended at <i>Annexure 2</i>. 3. Adopt the updated Related Party Policy, appended at <i>Annexure 3</i>. 4. Adopt the updated Investments Policy, appended at <i>Annexure 4</i>. 5. Adopt the updated Loan Borrowing Policy, appended at <i>Annexure 5</i>. 6. Place the updated Hardship Policy, appended at <i>Annexure 6</i>, on public exhibition for a period of 28 days and adopt the updated Policy as exhibited, subject to no submissions being received. 7. Place the updated Sale of Land to Recover Unpaid Rates and Charges Policy, appended at <i>Annexure 7</i>, on public exhibition for a period of 28 days and adopt the updated Policy as exhibited, subject to no submissions being received. 8. Place the updated Debt Recovery Policy, appended at <i>Annexure 8</i>, on public exhibition for a period of 28 days and adopt the updated Policy as exhibited, subject to no submissions being received. 9. Request a further report at the conclusion of the public exhibition period if submissions are received on Policies on public exhibition. <p style="text-align: right;">CARRIED</p> <p>UPDATE: Policies currently on Public Exhibition</p>			

Action Sheets Report	Division: Committee: Council Officer:	Date From: 1/03/2025 Date To: 30/04/2025 Printed: 14 April 2025 8:19 AM
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Meeting	Officer/Director	Section	Subject
Council 26/03/2025	McCulloch, Jared Frost, Dean	Reports to Council	Royal Theatre – Service Review Outcome
RESOLUTION 2025/51 Moved: Cr Donna Lawson Seconded: Cr Terry Cohen That Council: <ol style="list-style-type: none"> Notes the outcome of the Royal Theatre Service Review Call for Expressions of Interest (EOI) for the sale or lease of the Royal Theatre, 115 Henry Street Quirindi; Advertise the EOI for a period of 28 days on Council’s website, local newspapers and one (1) National newspaper; Note that a report will be submitted to the Council at the first available meeting after the closing of the EOI process, including all responses, for the determination of a purchaser/lessor. At 3:07pm, Cr Charlie Simkin left the meeting. At 3:09pm, Cr Charlie Simkin returned to the meeting.			
			CARRIED
UPDATE: In Progress			

Action Sheets Report	Division:		Date From:	1/03/2025
	Committee:	Council	Date To:	30/04/2025
	Officer:			
				Printed: 14 April 2025 8:19 AM

Meeting	Officer/Director	Section	Subject
Council 26/03/2025	Teuma, Cindy Batterham, Rodney	Reports to Council	Review of Corporate Property and Disposal of Land Policy
RESOLUTION 2025/55			
Moved: Cr James Robertson			
Seconded: Cr Jason Allan			
That Council:			
1. Repeal the Corporate Property and Disposal of Land Policy, appended at <i>Annexure 1</i> .			
At 3:33pm, Cr Charlie Simkin left the meeting.			
			CARRIED
UPDATE: COMPLETE			

Action Sheets Report	Division: Committee: Council Officer:	Date From: 1/03/2025 Date To: 30/04/2025 Printed: 14 April 2025 8:19 AM
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Meeting	Officer/Director	Section	Subject
Council 26/03/2025	Batterham, Rodney Batterham, Rodney	Reports to Council	Quirindi Golf Club - Request for Water Charges relief
RESOLUTION 2025/56			
Moved: Cr James Robertson			
Seconded: Cr Donna Lawson			
That Council:			
1. Decline the request to reduce water access charges at the Quirindi Golf Course from the existing 100mm water meter down to the 40mm water meter rate for a 3-4 year period.			
2. Agree to a final year of temporary reduction in access charge at the Quirindi Golf Club from the 100mm access charge rate to the 40mm access charge rate during 2024/25, subject to the following occurring within the first 90 days of the 2025/26 rating year:			
(a) Club Quirindi engage with Councils Water Services staff to develop a feasible strategy for putting in place legitimate cost reduction methods for irrigation purposes for water sourced from the Quirindi Water Supply used at the Quirindi Golf Course.			
(b) Club Quirindi's board provide a written commitment to Council acknowledging the administrative reduction in water Access Charges expires at the end of 2024/25 and that they undertake tangible work to their water systems in partnership with Council that facilitates the requested reduction in charges for water sourced from the Quirindi Water Supply for irrigation purposes.			
At 3:49pm, Cr James Robertson left the meeting.			
At 3:51pm, Cr James Robertson returned to the meeting.			
CARRIED			
UPDATE: Currently working with Quirindi Golf Club			

Action Sheets Report	Division:		Date From: 1/03/2025
	Committee:	Council	Date To: 30/04/2025
	Officer:		Printed: 14 April 2025 8:19 AM

Meeting	Officer/Director	Section	Subject
Council 26/03/2025	Skelly, Nathan Batterham, Rodney	Reports to Council	Werris Creek Industrial Precinct - Funding Withdrawn
<p>RESOLUTION 2025/57</p> <p>AMENDMENT</p> <p>Moved: Cr Donna Lawson Seconded: Cr Charlie Simkin That Council:</p> <ol style="list-style-type: none"> Notes that funding has been withdrawn by the NSW Government for the Werris Creek Industrial Precinct Project; Agrees that the project cannot progress; and Notes that other funding opportunities will be sought in the future regarding investment opportunities in the Werris Creek economic base Undertake an investigation into the grant funding application and subsequent project activities pertaining to the Werris Creek Industrial Precinct Project <p>At 4:00pm, Cr Charlie Simkin returned to the meeting. At 4:10pm, Cr Jason Allan left the meeting. At 4:14pm, Cr Jason Allan returned to the meeting.</p> <p style="text-align: right;">CARRIED</p> <p>UPDATE: In Progress with a review to take place of the project</p>			

Action Sheets Report	Division:		Date From:	1/03/2025
	Committee:	Council	Date To:	30/04/2025
	Officer:			
				Printed: 14 April 2025 8:19 AM

Meeting	Officer/Director	Section	Subject
Council 26/03/2025	Kitson, David Batterham, Rodney	Reports to Council	DA 10.2024.100.1 - Display Home - 25 Coach St, Wallabadah
RESOLUTION 2025/58			
Moved: Cr Charlie Simkin			
Seconded: Cr Terry Cohen			
That Council:			
1. Grant consent subject to conditions, as detailed in Schedule 1: Conditions of Development Consent - DA 2024/100. Development Application DA 2024/100 be determined pursuant to Section 4.16 of the <i>Environmental Planning and Assessment Act 1979</i> .			
 <u>In Favour:</u> Crs Ken Cudmore, Terry Cohen, Donna Lawson, Jason Allan, Charlie Simkin and Shawn Cain			
<u>Against:</u> Cr James Robertson			
CARRIED 6/1			
UPDATE: COMPLETE			

Action Sheets Report	Division:		Date From:	1/03/2025
	Committee:	Council	Date To:	30/04/2025
	Officer:			
				Printed: 14 April 2025 8:19 AM

Meeting	Officer/Director	Section	Subject
Council 26/03/2025	Kitson, David Batterham, Rodney	Reports to Council	DA 10.2024.102.1 - Display Home - 33 Elizabeth Street Wallabadah
RESOLUTION 2025/59			
Moved: Cr Charlie Simkin			
Seconded: Cr Terry Cohen			
That Council:			
Grant consent subject to conditions, as detailed in Schedule 1: Conditions of Development Consent - DA 2024/102. Development Application DA 2024/102 be determined pursuant to Section 4.16 of the <i>Environmental Planning and Assessment Act 1979</i> .			
<u>In Favour:</u> Crs Ken Cudmore, Terry Cohen, Donna Lawson, Jason Allan, Charlie Simkin and Shawn Cain			
<u>Against:</u> Cr James Robertson			
			CARRIED 6/1
UPDATE: COMPLETE			

Action Sheets Report	Division:		Date From:	1/03/2025
	Committee:	Council	Date To:	30/04/2025
	Officer:			
				Printed: 14 April 2025 8:19 AM

Meeting	Officer/Director	Section	Subject
Council 26/03/2025	Cr Ken Cudmore	Mayoral Minute	General Manager Recruitment
<p>RESOLUTION 2025/64</p> <p>Moved: Cr Ken Cudmore Seconded: Cr Donna Lawson</p> <p>That Council:</p> <ol style="list-style-type: none"> 1. Receive and note this confidential Mayoral Minute. 2. Receive and note the selection report from Local Government Management Solutions. 3. Appoint, subject to the successful completion of relevant background, medical and eligibility checks, the preferred candidate to the General Manager role on a five-year fixed term performance based contract. 4. Delegate to the Mayor to negotiate and finalise the contract provisions including the Total Remuneration Package with the preferred candidate and any other matters relevant to the onboarding of the General Manager. 5. Note the confidentiality of the information including documentation and consideration of this item in respect of the General Manager recruitment and selection process, and ensure it is maintained. 6. On completion of the recruitment process the Mayor, Councillor Cudmore advise the name and relevant details of the General Manager. 7. Appoint the Interim General Manager, Glenn Inglis to continue to act in the position of General Manager until the commencement of the new General Manager, or until further resolution of Council, and delegate to the Interim General Manager all the functions, delegations and sub-delegations given to the General Manager by the Council. 8. Thanks the recruitment and selection panel for their concerted efforts in undertaking the process in an expeditious manner. <p style="text-align: right;">CARRIED</p> <p>UPDATE: COMPLETE</p>			

Liverpool Plains Shire Council Resolutions Register Update 2023 and 2024

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

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

Meeting	Officer/Director	Section	Subject
Council 22/11/2023	Kitson, David Skelly, Nathan	Reports to Council	Growth Management & Housing Strategy
RESOLUTION 2023/228			
Moved: Cr Ken Cudmore			
Seconded: Cr Jason Allan			
That Council:			
1. Place the Draft Growth Management & Housing Strategy on public exhibition for a 3-month period.			
			CARRIED
Update: Reviewing submissions and final draft in preparation to be presented to a future Ordinary Meeting of Council			

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

Table 1: Council Resolution Status Summary		
Status	Definition	Number
Complete	Action completed by date of Business Paper publication.	73
Outstanding	Action not completed by date of Business Paper publication.	1
TOTAL		74

Meeting	Officer/Director	Section	Subject
Council 26/06/2024	Skelly, Nathan Batterham, Rodney	Confidential Matters	Werris Creek Industrial Precinct - Construction Tender and Project Status
RESOLUTION 2024/111 Moved: Cr Donna Lawson Seconded: Cr Jason Allan 2. Explore opportunities for the future of the precinct with the NSW government and relevant stakeholders.			
			CARRIED
UPDATE: COMPLETE			

Meeting	Officer/Director	Section	Subject
Council 11/12/2024	Skelly, Nathan Batterham, Rodney	Reports to Council	Changes to School bus route and installation of bus bay at Quirindi Public School
RESOLUTION 2024/206 Moved: Cr Donna Lawson Seconded: Cr James Robertson That Council:			
1. Note that the proposed bus route change (detailed in res 2022/290) for Quirindi Public School is not supported by the Local Traffic Committee and Transport for NSW (TfNSW) and that as a result it is unnecessary to investigate funding options for infrastructure changes that would have been required.			
2. Note that the Traffic Committee is continuing to investigate options in relation to a crossing on Nowland St, adjacent to Quirindi Highschool.			
			CARRIED
UPDATE: The traffic committee continues to investigate options			

Meeting	Officer/Director	Section	Subject
Council 11/12/2024	Skelly, Nathan	Reports to Council	Tender 107/2024-Supply and Delivery of Motor Grader
RESOLUTION 2024/1 Moved: Cr Charlie Simkin Seconded: Cr Shawn Cain That Council: <ol style="list-style-type: none"> 1. Accepts the tender submitted by WestTrac Pty Ltd for the supply and delivery of a Caterpillar 140 Tier 4 grader at a cost of \$633,843.01 (Exclusive GST). 2. Authorises the disposal of the existing Fleet Plant 03 Caterpillar grader through an auction process. 			
			CARRIED
UPDATE: COMPLETE			

Meeting	Officer/Director	Section	Subject
Council 11/12/2024	Skelly, Nathan	Reports to Council	TENDER 108/2024-SUPPLY AND DELIVERY OF LOADER
RESOLUTION 2024/2 Moved: Cr Donna Lawson Seconded: Cr Charlie Simkin That Council: <ol style="list-style-type: none"> 1. Accepts the tender submitted by RDO Equipment Vermeer and John Deere equipment for the supply and delivery of a John Deere 624k Loader at a cost of \$ 366,550 (excluding GST). 2. Authorises the disposal of the existing Fleet Plant 11 John Deere through an auction process. 			
			CARRIED
UPDATE: COMPLETE			

6.3 CORPORATE AND COMMUNITY SERVICES DIRECTORATE REPORT MARCH 2025

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:	Glenn Inglis, Acting General Manager
File Number:	G2025/0100
Annexures:	Nil

RECOMMENDATION

That Council:

1. Receive and note the Corporate and Community Services Directorate update report for March 2025.

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 – The project partners are preparing the submission for Stage 2 – Implementation of the Regional Drought Resilience Plan. • The NSW and Commonwealth Governments have approved the LPSC & GSC Regional Drought Plan.
Royal Theatre	<ul style="list-style-type: none"> • At its March Ordinary Council Meeting Council considered a report of the Royal Theatre Service Review. • Council resolved amongst other things to “call for expressions of interest for the sale or lease of the Royal Theatre, 115 Henry St Quirindi • There were no bookings of the Theatre during March 2025.
Eastside Long Day Care Centre	<ul style="list-style-type: none"> • An Education Leader has commenced at Eastside, to provide support and mentorship to Group Leaders and Educators. This support will assist in ensuring the Eastside offers a contemporary approach to early childhood education. The Autumn weather has allowed the children and educators more time to enjoy outdoor play. Children of all ages celebrated St Patricks day in March with craft and art activities. 41 children attended the Centre in March.

Table 1 – Community and Recreation Services	
Function	Briefing
Library Services and Community Development.	<ul style="list-style-type: none"> A total of 1,113 patrons visited Quirindi Library during March and 615 visited Werris Creek Library. Quirindi Library currently have 1,007 Facebook followers and Werris Creek Library have 581 (+6) Facebook followers. Quirindi Library hosted 16 events during March: Storytimes x 5 = 40 participants, Cultural Storytime x 2 = 3 participants, Daytime Book Group x 1 = 6 participants, Evening Book Group x 1 = 13 participants, Sit and Stitch Craft Group x 2 = 10 participants, Big Sis, Lil Sis x 3 = 12 participants, Seniors Week Trivia x 1 = 15 participants. Werris Creek Library hosted 10 events during March: Storytimes x 4 = 6 participants, Knitting Group x 4 = 15 participants, Northwest Legal Service x 1 = 1 participant, Seniors Festival Ukelele concert x 1 = 31 participants. Staff attended the ALIA Information Online Conference, the Readers Advisory Seminar online and the Friends of Werris Creek Library meeting. Werris Creek Library celebrated Seniors Week with a Ukelele Concert with 31 people attending. Quirindi Library celebrated Seniors Week with a trivia afternoon with 15 people attending. Home Library deliveries were completed in March, in partnership with GoCo. Digital loans: Willow Tree 35 eaudio, 4 ebook, Werris Creek 74 eaudio, 25 ebook, Currabubula 49 eaudio 24 ebook, Quirindi 279 eaudio, 56 ebook. Community Development: The Australia Day grant was acquitted. Staff attended the Rise and Shine Gamilaroi Woman's Week Celebration. Assisted with the Seniors Festival Trivia afternoon at the Quirindi Library. Met with SRC at Quirindi High School to discuss Youth Week. A Sports Fun Day is Tuesday 15/04/25 at both Quirindi and Werris Creek. Community Funding Program closed. 16 applications totalling \$32,380.
Quirindi Community Hub	<ul style="list-style-type: none"> There was a total of 26 individual events/bookings in the Community Hub during March. 13 of these were to external organisations and individuals, and 13 of these were for the library/LPSC or associated events.

Table 1 – Community and Recreation Services	
Function	Briefing
Plains Fitness	<ul style="list-style-type: none"> At the end of March, the member total was 306. 1120 scans at the door from 24/7 members and 32 casual visits. The daily average of 41 visits. 127 personal training sessions were conducted during March with 136 participants. 336 participants in group fit classes. Quirindi High School had agreed to extend their membership for all students 16 years and older to attend Plains Fitness for the year of 2025. At the moment there is 31 members from the high school.
Aquatic Facilities	<ul style="list-style-type: none"> Total Season Passes Sold for 24/25 Season = 124. Total visits to Werris Creek Memorial Swimming Pool for March = 856 (includes casual entries and season pass holders) On 9 March Werris Creek Swimming Club held their Club Carnival. LPSC, Learn to Swim had its final session of Friday, 28 March with a social post to commemorate a successful first term. Facebook views for the month 8.3k. Active followers 674 Sunday, 30 March was the last day of the swimming season.
Quirindi Aquatic Centre Redevelopment Project	<ul style="list-style-type: none"> The Quirindi Aquatic Centre Redevelopment project has moved into the construction phase. During March the following works were completed <ul style="list-style-type: none"> Plumbing to the main pool balance tanks, and back filling around this area. Delivery and installation of balance tanks and backwash tank for program pool and splash pad Plumbing to and backfill around program pool and splash pad. Earthworks and screw piers to splash pad, program pool and plantroom. Formwork and footings to picnic area Formwork and in ground plumbing to splash pads. In-floor and in wall plumbing to program pool Delivery of Neptune Benson Filter and accessories for pool.

Table 2 – Information Services	
Function	Briefing

Information Technology and Business Systems	Total number of helpdesk and general IT support tickets resolved:	
	IT Support tickets	March 2025
	Internally resolved	152
	RMT Support	69

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 in line with approved policy, report for March submitted. Councils review and adoption of revised Institutional limits has assisted in maximising Councils return from investments. Ongoing Grant acquittals being actioned as required. Final Audit Office Management Letter received.
Financial Strategy	<ul style="list-style-type: none"> FY26 Budget preparation underway. Investments Policy reviewed and updates to percentage limits of investments with individual institutions adopted by Council at its 26 March meeting. Financial Reserves Policy, Cash Handling Policy, Related Party Policy, Loan Borrowing Policy, Hardship Policy, Sale of Land to Recover Unpaid Rates and Charges Policy review adopted by Council at its 26 March meeting.
Procurement and Contracts	<ul style="list-style-type: none"> Monthly Procurement Reports for monitoring compliance prepared. Statutory compliance – Contract Register on website. Internal Audit Report on Procurement and Credit Cards received.
Rates and Water Billing	<ul style="list-style-type: none"> Water Billing – Bill cycle 3 commenced early March 2025. A technical issue with the production of Water Bills for the third quarter has meant that there were two tranches of bills, with the same extraction date however the issue dates between the two varied by 3 days. Note the due date was not amended on the billing notice as this could not be reflected in the ERP Altitude system. Council is delaying by one week any action around charging interest or debt recovery action due to this issue.
Integrated Planning and Reporting (IP&R)	<ul style="list-style-type: none"> FY26 Operating Budget and LTFP being developed for review by Council ready for Public Exhibition and adoption by Council prior to 30 June 2025. Delivery and Operational Plans being developed for review by Council ready for Public Exhibition Community Strategic Plan [CSP] prepared for review by Council ready for Public Exhibition

Table 4 - Governance and Risk	
Function	Briefing
Corporate Governance	<ul style="list-style-type: none"> Service Reviews for 2023/24 finalised. 2025 Service Review Planning Meetings held. Departments to create Project Plan Delegations reviews underway.
Internal Audit and Risk Management	<ul style="list-style-type: none"> Finalising Internal Audit Reports for 24/25. Final drafts received, awaiting management response. Department Risk Assessments are nearing completion and reporting to ARIC. Ongoing review of Aquatic Centre Redevelopment Project Risk Register.

Table 5 – Customer Service		
Function	Briefing	
Customer and Visitor Services		

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 March 2025 as detailed in this report.

6.4 COMMUNITY FUNDING PROGRAM ROUND 2 2024/2025

IP&R Linkage: **Goal:** Our community is embracing and inclusive of all cultures. Recreation facilities support our communities sporting, health and physical activity needs. We build on our strong community spirit, resilience and sense of belonging

Strategy: Identify opportunities to partner with Aboriginal organisations and the community to recognise

and retain Aboriginal heritage and culture

Author: Glenn Inglis, Acting General Manager

Authoriser: Glenn Inglis, Acting General Manager

File Number: G2025/0124

Annexures: 1. Community Funding Program - Summary of Applicants [↓](#) 

RECOMMENDATION

That Council:

1. Approve the following grant allocations:

- | | |
|---|------------|
| • Werris Creek Rugby League Football Club | \$750.00 |
| • Quirindi District Cricket Association | \$800.00 |
| • Club Willow Tree | \$1,000.00 |
| • Quirindi District Historical Society | \$2,000.00 |
| • Challenge Community Services | \$1,190.00 |
| • Plains Inc | \$1,500.00 |
| • Quota International | \$500.00 |
| • Quirindi Rotary Club | \$600.00 |
| • Spring Ridge Rifle Club | \$1,500.00 |
| • Quirindi Rural Heritage Village | \$2,000.00 |
| • Quirindi Pony Club | \$1,000.00 |
| • Wallabadah Racecourse Reserve Trust | \$1,160.00 |

BACKGROUND

The Community Funding Program has two rounds each financial year. Applications for Round 2 opened 1 January 2025 and closed 31 March 2025. A total of \$20,000 is available each financial year. Generally, \$10,000 is available to applicants in each round. There was an underspend of \$4,000 in Round 1 of 2024/2025 and at its Ordinary Meeting of Council on 27 November 2024, Council resolved to carry the \$4,000 over to Round 2 [**Res2024/190**], making a total of \$14,000 available in this round.

ISSUES AND COMMENTARY

The Community Funding Program is designed to provide financial assistance to not-for profit community organisations operating within the Liverpool Plains Shire. LPSC's Community Funding Program is an effective mechanism to support community activities through targeted small investments of up to \$2,000.

In total 16 applications were received in Round 2, requesting a total of \$30,380 and a funding summary of applications received is attached at Annexure 1. Given that demand for funding is double the available funds, all applications are reviewed, and ranked against the eligibility criteria. Considerations are also given to enabling as many organisations as possible to obtain some funding.

In determining the recommended allocations, each application was reviewed in light of the eligibility criteria, and;

- Has LPSC provided support in other ways to the applicant.
- The applicant's capacity to source funds from other places.
- The projects viability if LPSC provided an amount less than the amount required.
- Was it possible to fund a discreet component of the proposal.
- The community nature of the not for profit entity.
- Was the project outlined in the application a viable project and are all approvals and licences in place.
- Did the budget clearly outline how LPSC grant funds were to be used.
- Complete the project by the agreed deadline.

Four applications are not recommended for funding.

- Australian Red Cross Society – application submitted after closing date, and did not provide all the information.
- Wallabadah Community Association – the proposed location for the project is not easily accessible to the public and requires further investigations regarding environmental approvals.
- Quirindi High School P & C – the project could proceed without the grant funds.
- Quirindi High School 90th Anniversary – the project could proceed without the grant funds.

The guidelines and promotional materials recommend that applicants discuss their proposal with Council prior to lodging the application. The guidelines also state that council can recommend a lower funding amount than requested.

LEGISLATIVE AND POLICY IMPLICATIONS

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

FINANCIAL IMPLICATIONS

The recommended allocation for Round 2 is \$14,000, as per the council resolution.

RISK IMPLICATIONS

The applications were assessed against the published guidelines and eligibility criteria to minimise council's risk.

If circumstances change applicants can request a variation to the grant funding prior to the activities being undertaken.

Applicants must also complete and return to Council the acquittal form within one month of the project's completion.

COMMUNITY CONSULTATION

The Community Funding Program was promoted via broad media release, social media posts and direct email to community groups across the Shire.

CONCLUSION

Based on the information contained within the applications, the recommended funding allocations will assist many volunteers deliver benefits to a wide community audience. The Community Funding Program is an effective avenue for Council to partner with Community Groups from across the Shire and support a range of community interests and activities.



Prior to Round 1 in 2025/2026 staff will contact previous applicants to seek feedback on the application form, and the grants process. Based on this feedback, staff will introduce a grants workshop for potential applicants to assist in preparing their applications. Applicants are encouraged to contact staff prior to lodging their application. These discussions can assist applicants, particularly first time grant applicants, to provide tailored and complete applications. Given the growing interest in council's Community Funding Program, it is in the community's interest that council staff assist all potential applicants to submit eligible applications.

For future rounds, Councillors may like to give consideration to establishing a Community Grants Committee with three or four Councillors to undertake the assessment process.

ORGANISATION NAME	PROJECT	AMOUNT REQUESTED	AMOUNT RECOMMENDED
Werris Creek Rugby League Football Club	Purchase of game day kits -' Old Boys' Reunion.	\$1,500.00	\$750.00
Quirindi District Cricket Association	Purchase of white cricket balls for comps under lights.	\$1,630.00	\$800.00
Club Willow Tree	Willow Tree Round-up Event.	\$2,000.00	\$1,000.00
Quirindi District Historical Society	Construct a covering for Clayton Shuttleworth Steam Engine upon return to Station Street.	\$2,000.00	\$2,000.00
Challenge Community Services	River Red Gums being planted along Quirindi Creek flat that borders Harold Golland Fields.	\$1,990.00	\$1,190.00
The Plains Inc in collaboration with LPBC	Plains inc in collaboration with LPBC will run a subsidised Breakfast Workshop to build understanding of practical AI applications for small businesses	\$2,000.00	\$1,500.00
Quota International of Quirindi Inc	Add protective and promotional side flaps to the LPSC provided gazebo	\$660.00	\$500.00
Quirindi Rotary Club	Annual Joan Carpenter Awards for children 8 years - 18 years of age.	\$600.00	\$600.00
Spring Ridge Rifle Club	Purchasing an extra electronic target to fulfill increasing demand as our memberships and visitors grow.	\$2,000.00	\$1,500.00
Quirindi Rural Heritage Village Inc	Re-sheet with gravel & grade existing entrance	\$2,000.00	\$2,000.00

Quirindi Pony Club Inc	Quirindi Pony Club Annual Pony Camp	\$2,000.00	\$1,000.00
Wallabadah Racecourse Reserve Trust	"Wallabadah the way it was" Event showcasing Horse farming, markets, sheep and dog trials	\$2,000.00	\$1,160.00
Australian Red Cross Society Currabubula	Currabubula Art Exhibition	\$4,000.00	NIL
Wallabadah Community Association Inc	Restoring, Landscaping and maintaining part of the creek/freedom camping area	\$2,000.00	NIL
Quirindi High School P & C	Fathers Day Glow in the Dark Evening	\$2,000.00	NIL
Quirindi High School 90th Anniversary Reunion	Merchandise, fees, event signage.	\$2,000.00	NIL
Total		\$32,380.00	\$14,000.00

6.5 STATEMENT OF INVESTMENTS - MARCH 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:	Chris Powell, Chief Financial Officer
Authoriser:	Dean Frost, Director Corporate and Community Services
File Number:	G2025/0094
Annexures:	A. Statement of Investments - March 2025  

RECOMMENDATION

That Council:

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

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 at 31 March 2025 was \$40.0 million, which was unchanged from the prior month.

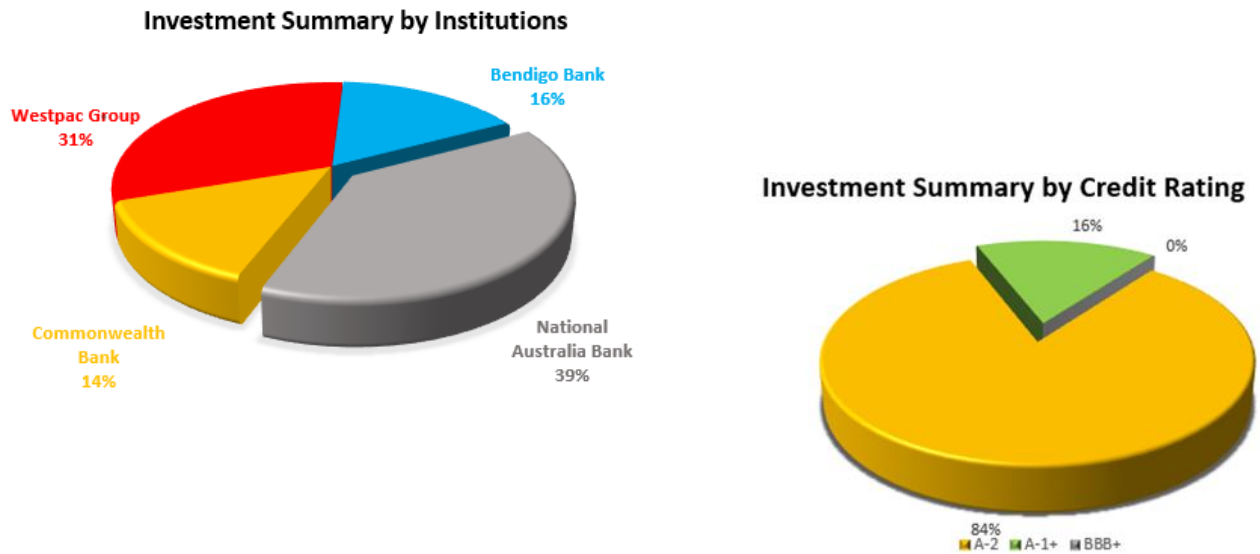
The Council weighted average return is above the RBA benchmark rate by 0.81 percent at 4.91 percent.

The RBA cash rate is considered the benchmark for evaluating Council’s return on investment, which was reduced to 4.1 percent by the RBA on 18 February 2025. The major banks had factored the expected lowering of the RBA cash rate into their base rates for term deposits early in 2025.

A change to the Investments Policy to allow a greater exposure to Individual Institutions rated A-1+ from 40 percent to 80 percent was put to Council for review and adoption on 26 March 2025 to give more flexibility in placing deposits with A-1+ institutions with optimum rates and less risk profile.

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:



The RBA board confirmed at its 1 April 2025 meeting that the cash rate will remain at 4.10 percent.. The Reserve Bank's monetary policy statement confirmed the Board is concerned and cautious about whether inflation will continue to moderate. "Underlying inflation continues to ease in line with the most recent forecasts," the statement read. "Nevertheless, the Board needs to be confident that this process will continue so that inflation returns to the midpoint of the target band on a sustainable basis.

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

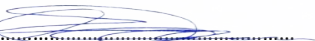
There are no risk implications for Council associated with this report.

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 at 31 March 2025.

TERM DEPOSIT LISTINGS							
Liverpool Plains Shire Council Investment Register 31/03/2025							
<u>Acquisition Date</u>	<u>Maturity Date</u>	<u>Face Value (\$)</u> <u>28/02/25</u>	<u>Face Value (\$)</u> <u>31/03/25</u>	<u>Rate</u>	<u>Financial Reporting</u> <u>Classification</u>	<u>Institution</u>	<u>Credit</u> <u>Rating</u>
05/07/2024	05/03/2025	\$2,000,000	\$0	5.30%	Held to Maturity	Bendigo Bank	A-2
12/03/2024	12/03/2025	\$2,000,000	\$0	5.06%	Held to Maturity	Westpac Group	A-1+
14/10/2024	14/03/2025	\$1,500,000	\$0	5.00%	Held to Maturity	Westpac Group	A-1+
16/10/2024	17/03/2025	\$2,000,000	\$0	5.00%	Held to Maturity	National Australia Bank	A-1+
02/08/2024	01/04/2025	\$2,000,000	\$2,000,000	5.20%	Held to Maturity	National Australia Bank	A-1+
02/12/2024	02/04/2025	\$1,000,000	\$1,000,000	4.91%	Held to Maturity	Commonwealth Bank	A-1+
06/09/2024	04/04/2025	\$2,000,000	\$2,000,000	5.00%	Held to Maturity	National Australia Bank	A-1+
05/11/2024	07/04/2025	\$2,000,000	\$2,000,000	5.02%	Held to Maturity	Westpac Group	A-1+
07/01/2025	08/04/2025	\$1,500,000	\$1,500,000	5.00%	Held to Maturity	National Australia Bank	A-1+
13/01/2025	14/04/2025	\$1,500,000	\$1,500,000	4.80%	Held to Maturity	Commonwealth Bank	A-1+
20/12/2024	21/04/2025	\$2,000,000	\$2,000,000	5.05%	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+
03/02/2025	06/05/2025	\$2,000,000	\$2,000,000	4.90%	Held to Maturity	National Australia Bank	A-1+
10/01/2025	09/05/2025	\$3,000,000	\$3,000,000	4.80%	Held to Maturity	Commonwealth Bank	A-1+
09/09/2024	09/05/2025	\$3,000,000	\$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+
20/12/2024	20/06/2025	\$2,000,000	\$2,000,000	5.05%	Held to Maturity	Bendigo Bank	A-2
13/01/2025	14/07/2025	\$2,500,000	\$2,500,000	5.00%	Held to Maturity	Bendigo Bank	A-2
27/02/2025	30/07/2025	\$2,000,000	\$2,000,000	4.70%	Held to Maturity	Westpac Group	A-1+
06/02/2025	06/08/2025	\$2,000,000	\$2,000,000	4.80%	Held to Maturity	National Australia Bank	A-1+
14/03/2025	14/08/2025	\$0	\$1,500,000	4.64%	Held to Maturity	Westpac Group	A-1+
05/03/2025	09/09/2025	\$0	\$2,000,000	4.65%	Held to Maturity	Bendigo Bank	A-2
12/03/2025	16/09/2025	\$0	\$2,000,000	4.65%	Held to Maturity	Westpac Group	A-1+
17/03/2025	16/10/2025	\$0	\$2,000,000	4.70%	Held to Maturity	National Australia Bank	A-1+
		\$40,000,000	\$40,000,000				
<p>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.</p> <p>Signed </p>							

6.6 INFRASTRUCTURE & ENVIRONMENTAL SERVICES DIRECTORATE REPORT MARCH 2025

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:	Glenn Inglis, Acting General Manager
File Number:	G2025/0099
Annexures:	Nil

RECOMMENDATION

That Council:

1. Receive and note the Infrastructure & Environmental Services Directorate report for the month of March 2025.

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

Major Projects	
Function	Briefing

Willow Tree Landfill	<ul style="list-style-type: none"> • Excavation works are completed • Placement of engineered fill is underway • The price for the weighbridge and gatehouse is being finalised, noting it is a provisional item within the contract • This project is funded by Resources for Regions Round 8 and is expected to be completed October 2025
Longfield Oval Lighting Project	<ul style="list-style-type: none"> • A change in the electrical design has been led by Essential Energy, with final approval of the design expected imminently • This project is funded by a grant from NSW Stronger Country Communities (Round 5).
Yarraman Creek Bridge	<ul style="list-style-type: none"> • Tender consideration is subject to a separate report • This project is funded through the NSW Governments Infrastructure Betterment Fund
Quirindi Swinging Bridge	<ul style="list-style-type: none"> • Request for tender has been advertised for the design and construction of this bridge, closing 17 April 2025 • This is funded through Disaster Recovery Funding Arrangements
Civil	
Unsealed Roads	<p>Maintenance grading on:</p> <ul style="list-style-type: none"> • SR-85 Windy Rd - 10.2 km • SR-104 West Warrah Road (patched bad area) - 200 m • SR- 80 Chillcotts Ck/ Woodton Rd - 26.6 km • SR-99 Bakers Rd – 2.2 km • SR-1 Bundella Road – 8 km • SR-82 Yarraman Creek Road – 5 km

Sealed Roads	<ul style="list-style-type: none"> • Signs and guidepost- Various Locations • Reseal of Davis St in Currabubula completed with line marking on 27th March 2025 • Reseal of Nelson St in Quirindi completed with line marking on 27th March 2025 • Blackville Road Rehab Stage 2 – 2 km-Fixing Local Road Round 4- Completed • Blackville Road Rehab Stage 2– 2 km-Fixing Local Road Round 4- Sealing Completed on 19/03/2025. Started next section • Borah Creek Rehab Stage 2 - 1.5 km- LRCI- 0.750 km Completed (Sealing completed on 14/03/2025, Started next 0.750m) • Quirindi Kerb and Gutter • Werris Creek Drainage • Town Street Sweeping • Slashing- Various locations • Weed Spraying- Various locations. • Storm Damage and Road Closures
State Highway	<ul style="list-style-type: none"> • Resealing of highway segments completed on 18/03/2025 • Signs and guidepost- Various Locations • Slashing- Various locations along Highway
Parks and Gardens	
Function	Briefing
Parks and Reserves	<ul style="list-style-type: none"> • Mowing and routine maintenance of parks and Council owned facilities • Showground preparations

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 ○ Wallabadah area ○ Carroona area ○ Premer area • Fencing at Warrah Ridge Quarries • Repaired storm damage defects • Soccer field line marking • Cricket pitch preparations • Playground inspections • Grave digging – Quirindi and Werris Creek area • Cemetery Plaque installations – Quirindi and Currabubula • Playgrounds – soft fall added to, Bell Park, Rose Lee Park, King George V Park
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Property and Assets	
Function	Briefing
Property	<ul style="list-style-type: none"> • Fire Safety Equipment reviews have commenced for Council equipment. • Quarterly servicing of air-conditioning units has been completed on Council properties to prepare for the cooler months. • All planned pest control works have been completed at the end of March 2025. • Priority building maintenance continues, and our part time maintenance officer is working to ensure that these requests are being completed in a timely manner. • Work has commenced at the Willow Tree Visitor Information Centre to refurbish the information signs located in the front gardens. This has been a long struggle to obtain copies of the information signs from the original contractor.
Property Management	<ul style="list-style-type: none"> • Ongoing updates on rental properties continues. Summerhill Lodge has been a priority this month. • Cleaning staff and the maintenance officer worked to refreshen the Doctors Surgery in Church Avenue for any potential tenants. It has been thoroughly cleaned, painted, and carpet cleaned.
Audit	<ul style="list-style-type: none"> • Meeting has been held with Auditors for Property and Assets area and staff are assisting with the provision of requested information for the 2024/2025 interim audit. • Preparation is commencing for the end of year finalisation of assets for the annual audit. In conjunction with the Finance department, staff are reviewing capital expenditure to ensure reconciliation to the register.
Policies, Plans, Procedures and Strategies	<ul style="list-style-type: none"> • The draft Asset Management Strategy is currently being updated and reviewed. • Asset Management Plans have been reviewed and are awaiting final budget information prior to final completion. • The Fixed Asset Policy in is draft form and will be reviewed by Finance Department and ELT, when final draft is complete. This policy will outline the effective management of assets, outline various guidelines, and ensure compliance with legislative requirements.
Asset Management	<ul style="list-style-type: none"> • Planning work continues for the 2025/2026 Transport revaluation. • Other Assets revaluation has been completed and is presently being reviewed for completion. • Reviews continue on the asset register and the assessment of those assets nearing their end of life. A process is being developed to prioritise the replacement of assets as each annual revaluation occurs. This will assist with forward planning in the capital budget area, allowing a clearer assessment of which expenditures will be a priority.

Crown Lands	<ul style="list-style-type: none"> • All required Crown Road transfers have been completed. • Work has commenced on the identification of Crown Lands within the Liverpool Plains Shire Council area. Once finalised this will be cross-referenced with Council's current records and where required will be included in our records.
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Water Services	
Function	Briefing
Quipolly Dam and Old Quipolly Dam Safety Management	<ul style="list-style-type: none"> • Dam Emergency Plans: Revision commenced to incorporate latest flood modelling for both dams. Planned completion in April 2025 • Emergency Dewatering calculations – commenced. Completed to be incorporated into DEP. • Automation control and monitoring function requirement review – continuing. Planned completion May 2025. • Surveillance monitoring review: workshop completed, outcomes being finalised. Planned completion June 2025 • Crack Monitoring Plan: draft submitted to Council. Investigation of proposed options is currently being undertaken. Planned completion June 2025
Water Main Replacement Program	<ul style="list-style-type: none"> • Design completed for the Whittaker Street Bridge, Quirindi and Quirindi South Reservoir, Ray Carter Drive • Site work planned to commence imminently • Project completion mid 2025
Quirindi Water Supply Automation Upgrade	<ul style="list-style-type: none"> • Site audit undertaken in January. • Design development progressing well, key control logic has been agreed and development of programming progressing. • Functional Specification review workshop completed in March. • Site works planned to commence May 2025. • The project is expected to be completed in June 2025
Quirindi Waste-Water Pump Station 3 and 5 Upgrade	<ul style="list-style-type: none"> • Council has met with 2 contractors in February and March. • It is anticipated to take into April or May to settle on a path forward with a preferred contractor. • 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
Blackville and Premier Bore Upgrades	<ul style="list-style-type: none"> • Design basis workshop held in March • Draft Options Assessment to be completed mid-April. Finalised April-May • Once complete this will form the basis for NSW Government funding to continue to the next phase. • Timing of the next step will depend on the process for further NSW Government funding.

North Avenue Wastewater system vent stack removal	<ul style="list-style-type: none"> The planned removal of a structurally damaged wastewater vent stack in North Avenue, Quirindi was successfully executed in March.
Quipolly WTP	<ul style="list-style-type: none"> Proof of Performance Testing round 2 was undertaken in early April. Lab data is still being processed to assess the outcome of this testing.

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.

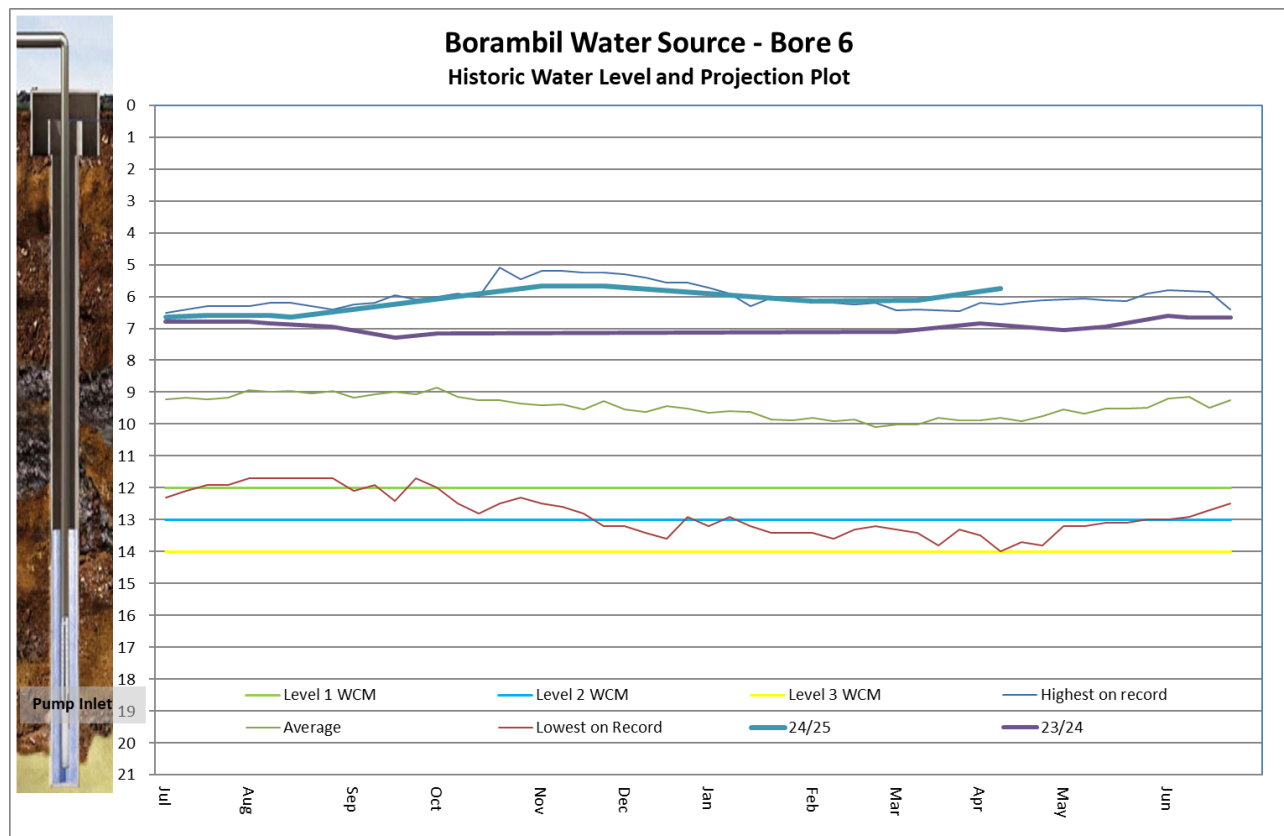
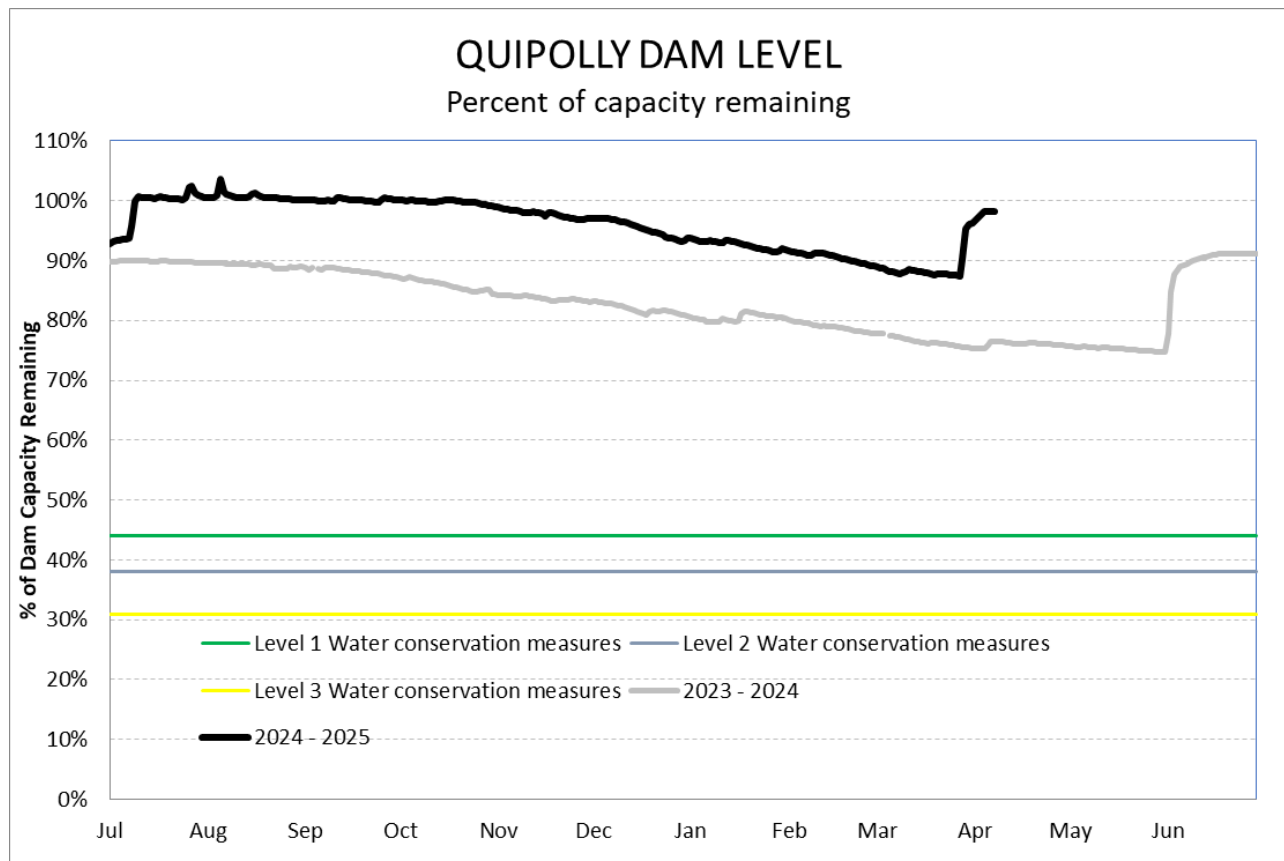
Water Quantity



The climate outlook for the Liverpool Plains from the Bureau of Meteorology (BOM) is forecasting below average likelihood of exceeding median rainfall while temperatures may projected to be well above average over the next 3 months to July 2025. Demand is therefore forecast to be average for Autumn and into Winter.

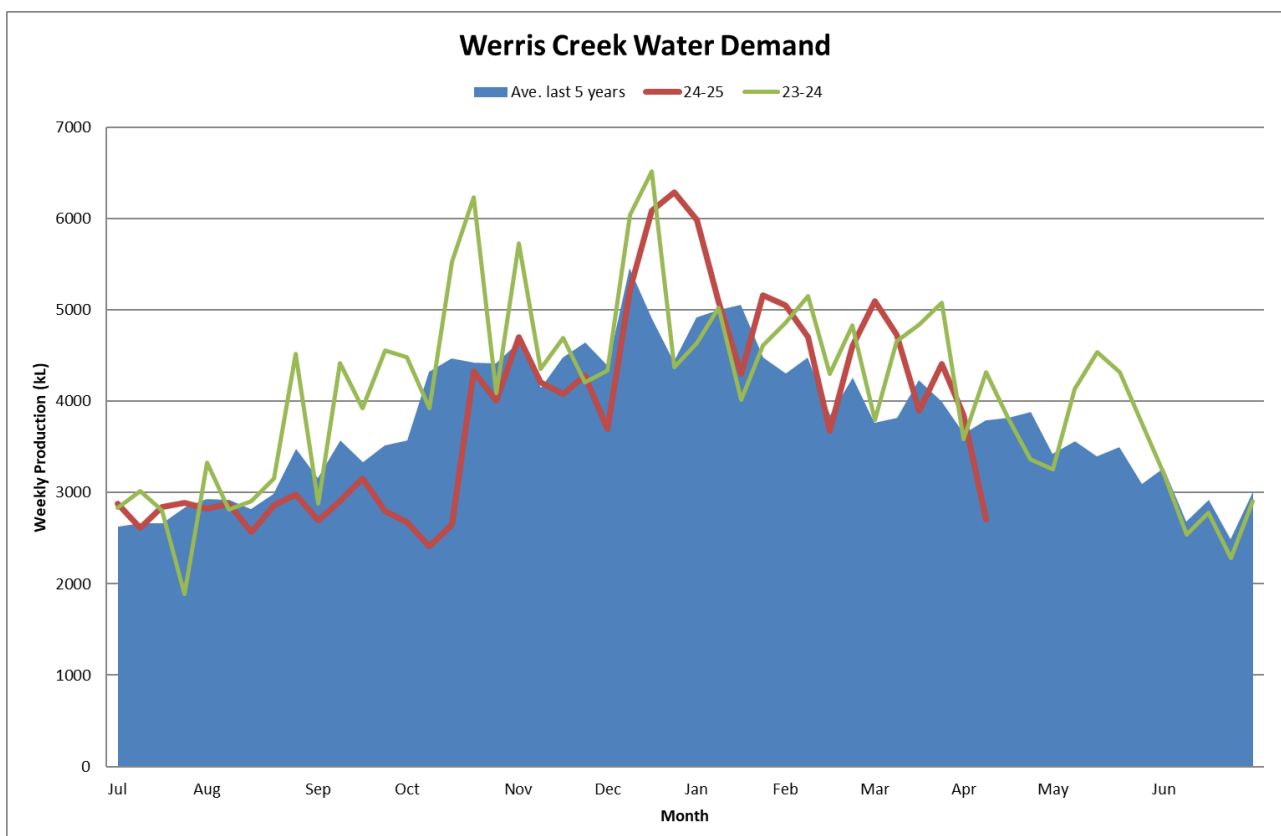
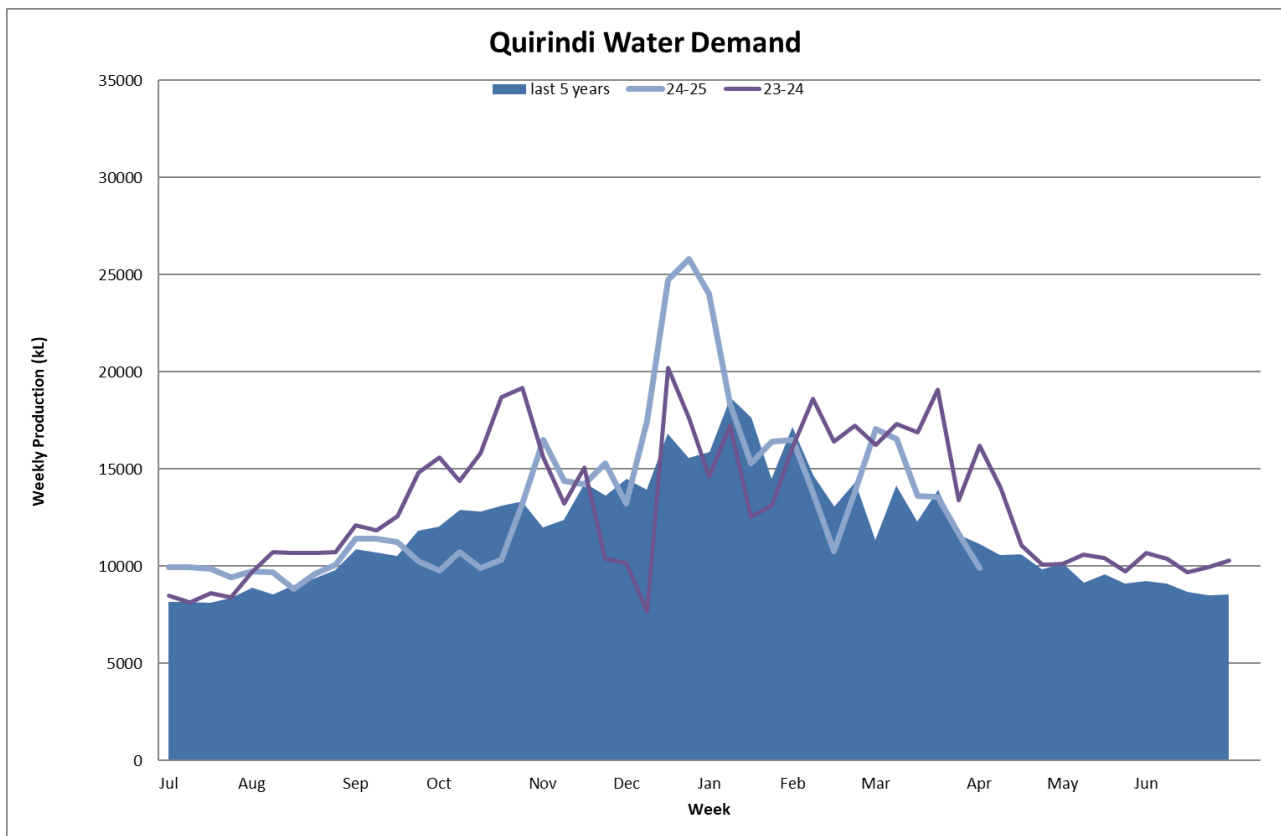
All potable water supplies within the Shire are currently on Level P Water Conservation Measures. This recommends that the use of sprinklers and other fixed surface watering systems is from 4pm to 9am AEST. Handheld hoses, buckets and watering cans can be used at any time except during the warmer parts of the day. Consumers are always encouraged through the Level P measures to follow common sense water use practices to help maintain a sustainable water supply.

Major Water Source Summary



Quipolly Dam was at 96.0% at the end of March up 6.8% since the end of February. The groundwater level in the Borambil system has remained near capacity, increasing to a record for this time of year as result of late March rainfall.

Town Usage Trends



Demand dropped from above average at the beginning of March to below average at the start of April influenced by rainfall and temperature.

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: High Alert (steady)

Recreational Alert (Fishing): Amber Alert (steady)

BGA has remained in high alert for drinking water and amber alert for fishing. Operations staff will continue to respond in accordance with established response protocols when required. Satellite imaging has indicated that the BGA was likely higher in the main body of the dam beyond the reach of the desertification system.

Drinking Water Quality Events:

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

Environmental Services**Regulatory Approvals**

The following Development and Complying Development Applications were issued from the months of January 2025 until 31st March 2025.

These applications are advertised on Council's website in accordance with the provisions of Section 4.59 of the *Environmental Planning & Assessment Act 1979* and Sections 97 and 161 of the Regulation.

Development Applications – January 2025

Applic. No	Address	Land Title	Development	Determination
10.2024.106.1	5049 Coonabarabran Road Colly Blue	Lot 2 DP 1022294	Manufactured Dwelling	Approved Under Delegation

Complying Development Applications – January 2025

Applic. No	Address	Land Title	Development	Determination
16.2025.1.1	459 Williewarina Road Caroonna	Lot 234 DP 1307259	Dwelling	Private Certification
16.2024.18.1	86 Station Street Quirindi	Lot 57 DP 1305919	Shade Sails Over Playground	Council Certification

Development Applications – February 2025

Applic. No	Address	Land Title	Development	Determination
10.2024.112.1	2 Nicholl Avenue Quirindi	Lot 518 DP 841173	Verandah Roof Extension	Approved Under Delegation
10.2024.109.1	242 Nicholsons Lagoon Road Quipolly	Lot 191 DP 751017	Demolition of Existing Dwelling & Installation of a Manufactured Dwelling	Approved by Delegation
10.2024.107.1	5 Industrial Drive Quirindi	Lot 3 DP 1062050	Staged Development – 8 Storage Units	Approved Under Delegation
10.2024.61.1	281 Wallabadah Road Wallabadah	Lot 321 DP 751031 Lot 1 DP 522578	Boundary Adjustment & Clause 4.6 Variation	Withdrawn

Complying Development Applications – February 2025

Applic. No	Address	Land Title	Development	Determination
16.2024.17.1	10 Doyle Street Werris Creek	Lot 6 DP 258599	Alterations and Additions to a Dwelling	Council Certification

Development Applications – March 2025

Applic. No	Address	Land Title	Development	Determination
10.2024.110.1	1071 Wilmots Road Spring Ridge	Lot 5, 46 ,49, 54, 57, 166, 220, 221 & 241 DP 755518, Lot 2 & 10 DP 11456, Lot 1 DP 130340, Lot 1 & 2 DP 601002, Lot 561 DP 850487, Lot 40 DP 1126366, Lot 13 DP 1273210	Rural Consolidation of 17 Lots into 6 Lots	Approved Under Delegation
10.2024.100.1	25 Coach Street Wallabadah	Lot 13 DP 792237 Lot 14 DP 792237	Display Home (Manufactured Home)	Approved By Council
10.2024.102.1	33 Elizabeth Street Wallabadah	Lot 20 DP 1300150	Prefabricated Dwellings, a Display Home & Signage	Approved By Council
10.2024.79.1	382 Borah Creek Road Quirindi	Lot 134 DP 751009 Lot 130 DP 751009	5MW Solar Farm & Battery Energy Storage System	Approved by Northern Regional Planning Panel

Complying Development Applications – March 2025

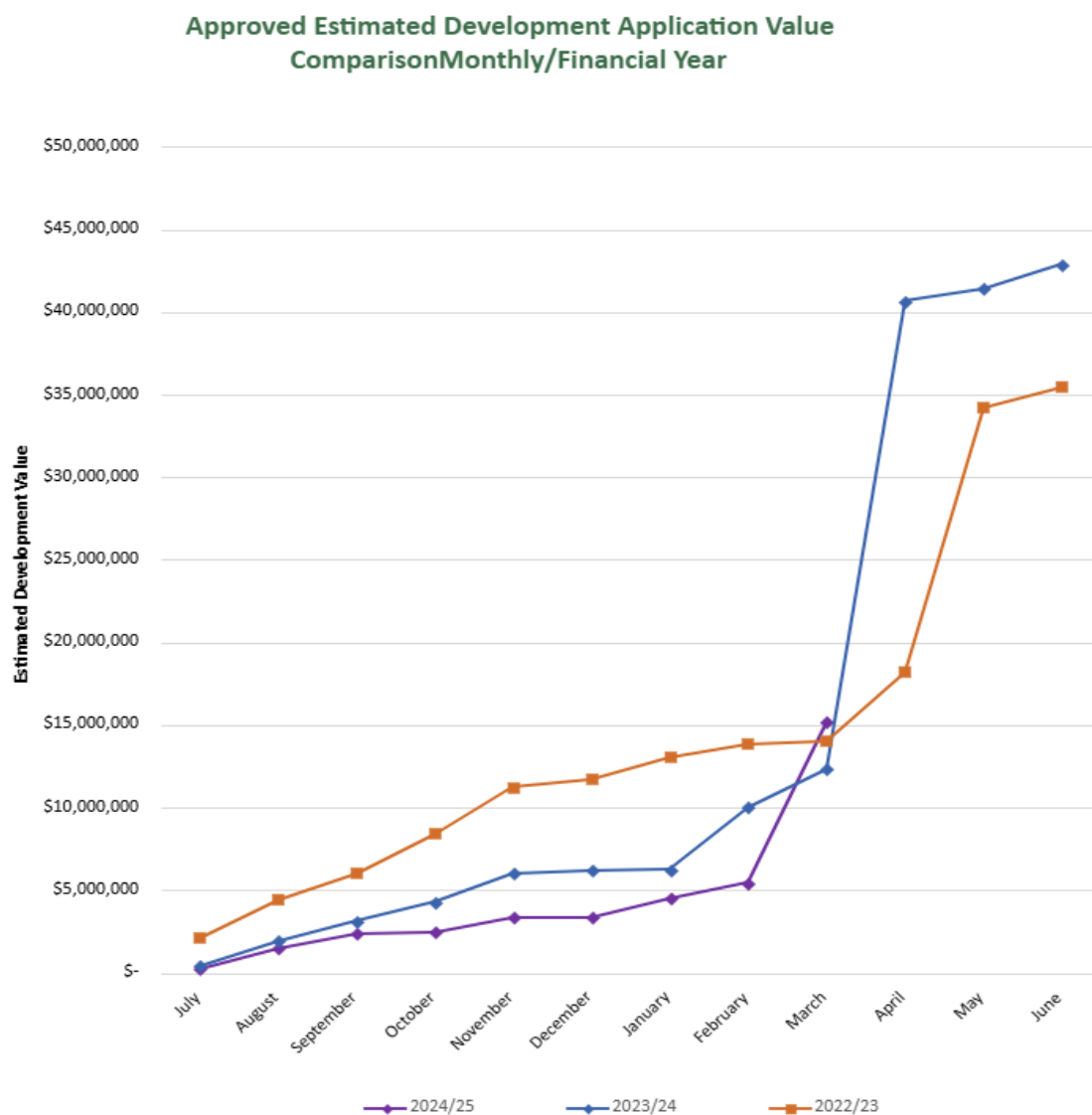
Nil

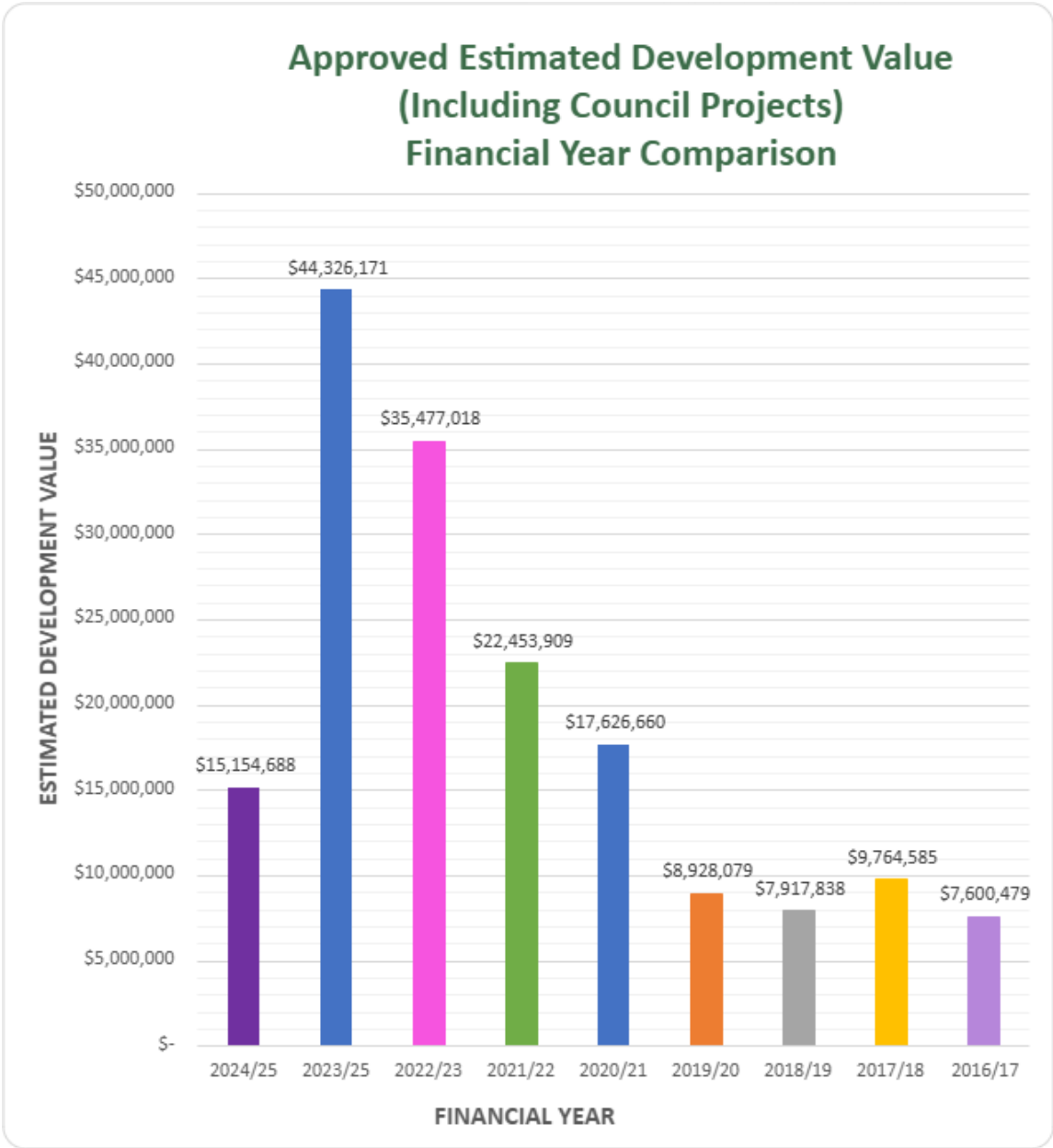
Estimated Approved Development Value

The following graphs show the estimated cost of development approved up until 31st March 2025. 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 on the Development Application Approvals is presented in this graph is presented on the 2024-25 financial year, as we are currently in the later part of the year.

This graph represents all development work approved by private developers and Council work that does not require development consent.





Application Processing Numbers

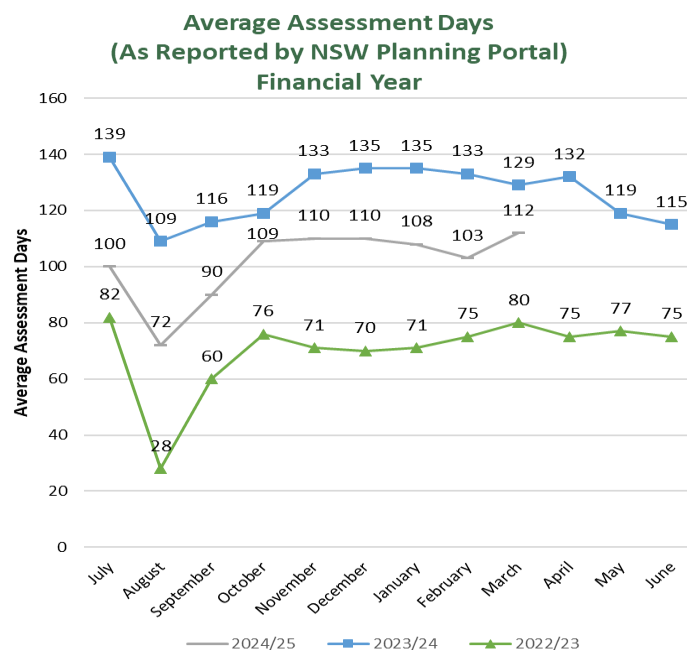
Below is a breakdown of the actual applications which have been fully completed by application type from 2021 up to 31st March 2025.

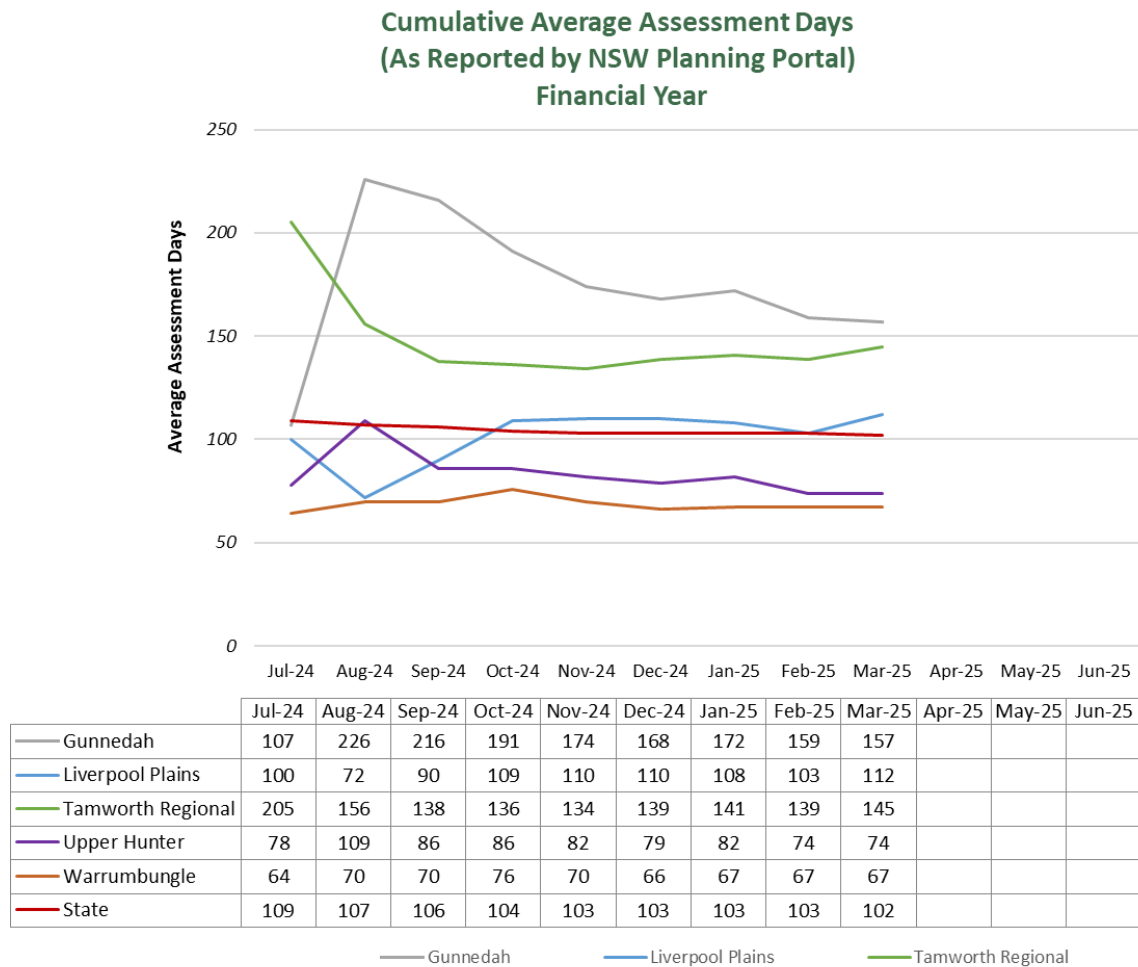
Application Type	2025	2024	2023	2022	2021
Development Applications	7	59	69	79	95
Complying Development Certificates	3	15	18	25	15
Construction Certificates	3	29	30	35	53
Section 68 Certificates	5	41	43	52	49
Occupation Certificates	9	32	35	19	28
Subdivision Certificates	0	4	3	7	7
Sub Total	27	180	198	217	247
Section 10.7	83	519	449	658	429
Sewer Plans	56	205	216	236	375
Swimming Pool	3	17	16	5	6
Notices & Orders	0	4	20	100	17
Building Certificates	2	3	7	3	3
Dwelling Entitlement	0	6	8	22	1
Sub Total	144	754	716	1024	831
Total	171	934	914	1241	1078

Development Assessment Time

As at the time of writing this report, the cumulative average development assessment days has been released by the Department of Planning up until March 2025. Please see below the 2024-25 financial year to date figures shown in the graph below.

The target set by in the Environmental Planning and Assessment (Statement of Expectations) Order 2024 for Liverpool Plains Shire Council is 115 days, we are currently below this target.





For comparison, the cumulative assessment days of neighbouring Councils have been added in the above graph.

The graph clearly illustrates that Liverpool Plains Shire Council is consistently performing in line with or better than the state average in terms of cumulative average assessment days. Since October 2024, the Council has maintained relatively stable assessment times, hovering just above the state average and well below those of neighbouring Tamworth Regional and Gunnedah Councils. Notably, while other councils show more fluctuation or higher averages, Liverpool Plains demonstrates steady performance and efficiency. Based on these trends, the Council is well-positioned to continue meeting the Department of Planning's assessment targets, with its sustained trajectory reflecting a strong commitment to timely and effective planning processes.

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 SPT312425LPSC Wet & Dry Plant Hire

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 T022526NAMOI- Provision of Road Stabilising

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.

9.3 RFT 113/2025-Tender for Supply and Delivery of 2 x Tipper Truck and Dog

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 RFT110-2024 - Yarraman Creek Bridge - Design and Construction

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.